



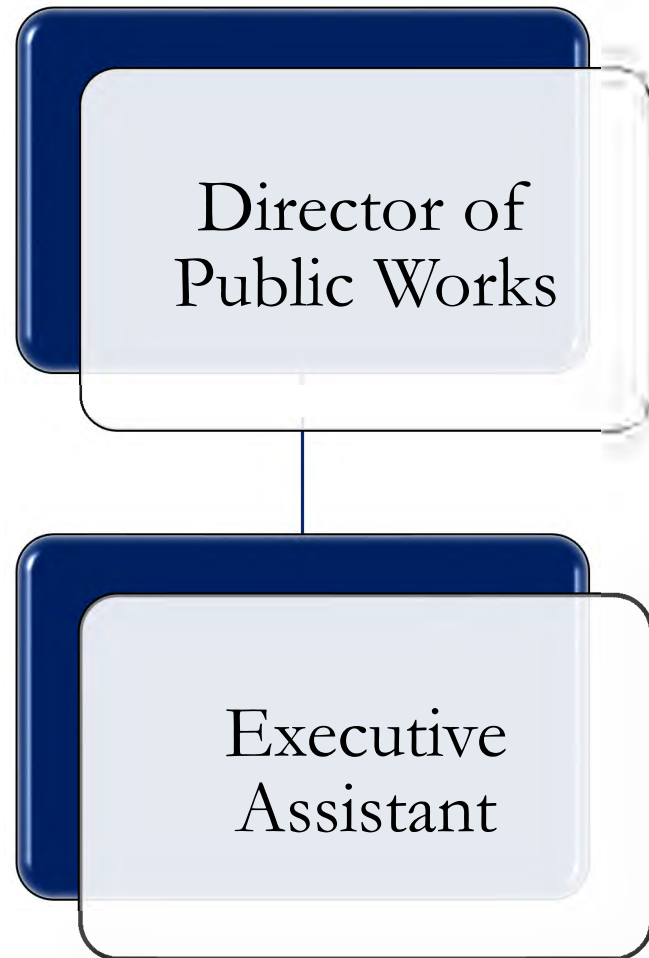
MAY 9, 2024

MAYOR AND  
COUNCIL BUDGET  
MEETING

RECOMMENDED  
BUDGET

FY2024-2025

# Public Works Administration Organizational Chart







# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>4000 - PUBLIC WORKS ADMIN</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	23,118.55	45,964.00	39,131.35	85	50,644.00	50,644.00	10
51 5020	Salary/Overtime	83.70	.00	12.68		.00	.00	
51 5040	Employee Utility Credit	.00	600.00	.00		600.00	600.00	
51 5190	Medicare	929.01	667.00	553.63	83	735.00	735.00	10
<i>Personnel Services Totals</i>		<b>\$24,131.26</b>	<b>\$47,231.00</b>	<b>\$39,697.66</b>	<b>84%</b>	<b>\$51,979.00</b>	<b>\$51,979.00</b>	<b>10%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	3,837.60	7,306.00	5,948.83	81	7,891.00	7,891.00	8
51 5161	Life Insurance	5.23	37.00	8.17	22	37.00	37.00	
51 5163	ST Disability Insurance	14.37	78.00	37.62	48	78.00	78.00	
51 5164	LT Disability Insurance	16.01	79.00	49.97	63	79.00	79.00	
51 5165	Health Insurance	4,277.05	4,511.00	3,468.38	77	4,746.00	4,746.00	5
51 5166	Dental Insurance	76.32	216.00	103.74	48	142.00	142.00	(34)
<i>Employee Benefits Totals</i>		<b>\$8,226.58</b>	<b>\$12,227.00</b>	<b>\$9,616.71</b>	<b>79%</b>	<b>\$12,973.00</b>	<b>\$12,973.00</b>	<b>6%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	7,481.62	10,212.00	5,597.32	55	8,748.00	8,748.00	(14)
<i>Communications &amp; Util. Totals</i>		<b>\$7,481.62</b>	<b>\$10,212.00</b>	<b>\$5,597.32</b>	<b>55%</b>	<b>\$8,748.00</b>	<b>\$8,748.00</b>	<b>(14%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	.00	.00	8,803.71		.00	.00	
52 5710	R&M Furn. & Equip.	18.89	1,400.00	.00		2,500.00	.00	(100)
52 5730	R&M - D/P Equipment	9,031.97	12,886.00	5,732.89	44	8,608.00	9,053.00	(30)
<i>Repair &amp; Maintenance Totals</i>		<b>\$9,050.86</b>	<b>\$14,286.00</b>	<b>\$14,536.60</b>	<b>102%</b>	<b>\$11,108.00</b>	<b>\$9,053.00</b>	<b>(37%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	1,170.00	600.00	3,699.95	617	2,000.00	2,000.00	233
52 6220	Subscription/Publications	.00	500.00	200.00	40	158.00	158.00	(68)
52 6230	Conventions/Meetings	185.97	1,000.00	.00		.00	.00	(100)
<i>Training &amp; Education Totals</i>		<b>\$1,355.97</b>	<b>\$2,100.00</b>	<b>\$3,899.95</b>	<b>186%</b>	<b>\$2,158.00</b>	<b>\$2,158.00</b>	<b>3%</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	200.00	.00		300.00	300.00	50
52 6000	Advertising Expense	3,618.92	400.00	4,537.61	1,134	5,150.00	5,150.00	1,188
52 6100	Auto Insurance	.00	.00	.00		3,162.00	3,162.00	
52 6110	Other Insurance	3,585.45	3,379.00	2,142.53	63	2,460.00	2,460.00	(27)
52 6130	Miscellaneous Services	12,807.49	500.00	.00		10,000.00	5,000.00	900
52 6170	Contractual Services	6,523.46	7,200.00	.00		.00	.00	(100)
52 6193	City Wide Events	.00	.00	.00		10,000.00	3,000.00	
52 6560	Workers Comp/Administrati	460.83	525.00	463.31	88	502.00	510.00	(3)
52 6600	Claims Workers Comp.	982.36	.00	491.18		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$27,978.51</b>	<b>\$12,204.00</b>	<b>\$7,634.63</b>	<b>63%</b>	<b>\$31,574.00</b>	<b>\$19,582.00</b>	<b>60%</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>4000 - PUBLIC WORKS ADMIN</b>								
<i>Materials &amp; Supplies</i>								
52 7300	Postage	6.37	50.00	.00		.00	.00	(100)
52 7320	Stationery & Printing	1,490.42	250.00	.00		200.00	200.00	(20)
53 7050	Medical Services/Supplies	158.50	.00	481.24		750.00	750.00	
53 7121	Computer Hardware	.00	3,400.00	6,982.04	205	1,500.00	1,500.00	(56)
53 7122	Computer Supplies	351.51	350.00	1,468.73	420	3,500.00	3,500.00	900
53 7150	Other Operating Supplies	.00	.00	69.86		.00	.00	
53 7310	Office Supplies	1,306.34	1,500.00	1,348.68	90	.00	5,000.00	233
53 7360	Other Admin. Supplies	414.95	750.00	.00		.00	.00	(100)
53 7450	Emergency/Water Restoration	3,825.00	.00	.00		.00	.00	
<i>Materials &amp; Supplies Totals</i>		\$7,553.09	\$6,300.00	\$10,350.55	164%	\$5,950.00	\$10,950.00	74%
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	3,477.09	.00	2,479.02		2,500.00	2,500.00	
<i>Cost Of Sales Totals</i>		\$3,477.09	\$0.00	\$2,479.02	+++	\$2,500.00	\$2,500.00	+++
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	.00	(20,755.00)	(2,075,500)	.00	.00	
54 7610	Office Equipment - New	.00	.00	.00		5,000.00	.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	(\$20,755.00)	+++	\$5,000.00	\$0.00	+++
Department <b>4000 - PUBLIC WORKS ADMIN Totals</b>		\$89,254.98	\$104,560.00	\$73,057.44	70%	\$131,990.00	\$117,943.00	13%
<b>EXPENSE TOTALS</b>		\$89,254.98	\$104,560.00	\$73,057.44	70%	\$131,990.00	\$117,943.00	13%
Fund <b>100 - GENERAL FUND Totals</b>		\$89,254.98	\$104,560.00	\$73,057.44	70%	\$131,990.00	\$117,943.00	13%
<b>EXPENSE TOTALS</b>		\$89,254.98	\$104,560.00	\$73,057.44	70%	\$131,990.00	\$117,943.00	13%
Fund <b>100 - GENERAL FUND Totals</b>		(\$89,254.98)	(\$104,560.00)	(\$73,057.44)	70%	(\$131,990.00)	(\$117,943.00)	13%
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$89,254.98	\$104,560.00	\$73,057.44	70%	\$131,990.00	\$117,943.00	13%
Net Grand Totals		(\$89,254.98)	(\$104,560.00)	(\$73,057.44)	70%	(\$131,990.00)	(\$117,943.00)	13%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>100 - GENERAL FUND</b>					
Department <b>4000 - PUBLIC WORKS ADMIN</b>					
Account <b>52 3505 - Mileage Reimbursement</b>					
100 4000 52 3505	Meetings	1.0000	300.00	300.00	
		Account <b>52 3505 - Mileage Reimbursement</b> Totals	Transactions	1	<u>300.00</u>
Account <b>52 5240 - Telephone</b>					
100 4000 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00	
100 4000 52 5240	Verizon Data	12.0000	143.00	1,716.00	
100 4000 52 5240	Verizon Wireless	12.0000	492.00	5,904.00	
100 4000 52 5240	Windstream	12.0000	27.00	324.00	
		Account <b>52 5240 - Telephone</b> Totals	Transactions	4	<u>\$8,748.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>					
100 4000 52 5730	DocuSign	1.0000	2,021.00	2,021.00	
100 4000 52 5730	Email License	2.0000	246.00	492.00	
100 4000 52 5730	Mimecast	2.0000	87.00	174.00	
100 4000 52 5730	Quantum	1.0000	625.00	625.00	
100 4000 52 5730	Tyler New World	1.0000	5,741.00	5,741.00	
		Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	5	<u>\$9,053.00</u>
Account <b>52 6000 - Advertising Expense</b>					
100 4000 52 6000	All Star Award Promotionals	1.0000	800.00	800.00	
100 4000 52 6000	Bosses Day	1.0000	500.00	500.00	
100 4000 52 6000	Public Work Thanksgiving Breakfast	1.0000	1,000.00	1,000.00	
100 4000 52 6000	Public Works Christmas Event	1.0000	1,100.00	1,100.00	
100 4000 52 6000	Public Works Week Banner	1.0000	1,750.00	1,750.00	
		Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	5	<u>\$5,150.00</u>
Account <b>52 6100 - Auto Insurance</b>					
100 4000 52 6100	Apex Insurance Allocation	1.0000	3,162.00	3,162.00	
		Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$3,162.00</u>
Account <b>52 6110 - Other Insurance</b>					
100 4000 52 6110	EPLI Policy	1.0000	1,322.00	1,322.00	
100 4000 52 6110	General Liability	1.0000	1,138.00	1,138.00	
		Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$2,460.00</u>
Account <b>52 6130 - Miscellaneous Services</b>					
100 4000 52 6130	Vehicle Rentals (Enterprise)	1.0000	5,000.00	5,000.00	
		Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account <b>52 6193 - City Wide Events</b>					
100 4000 52 6193	Back to School Book Bags	1.0000	2,000.00	2,000.00	
100 4000 52 6193	National Night Out	1.0000	500.00	500.00	



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>4000 - PUBLIC WORKS ADMIN</b>			
Account	<b>52 6193 - City Wide Events</b>			
100 4000 52 6193	Trunk or Treat	1.0000	500.00	500.00
	Account <b>52 6193 - City Wide Events</b> Totals	Transactions	3	<u>3,000.00</u>
Account	<b>52 6200 - Training</b>			
100 4000 52 6200	Training	1.0000	2,000.00	2,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>2,000.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 4000 52 6220	Adobe Pro License	2.0000	79.00	158.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>158.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 4000 52 6560	NFP	1.0000	509.64	509.64
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>509.64</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 4000 52 7320	Stationery & Printing	1.0000	200.00	200.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>200.00</u>
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
100 4000 53 7030	Food & Dairy Supplies	1.0000	2,500.00	2,500.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>2,500.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
100 4000 53 7050	Medical Supplies / Service	1.0000	750.00	750.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>750.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 4000 53 7121	Computer Hardware	1.0000	1,500.00	1,500.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>1,500.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
100 4000 53 7122	Computer Supplies	1.0000	3,500.00	3,500.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>3,500.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 4000 53 7310	Office Equipment	1.0000	5,000.00	5,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>5,000.00</u>
	Department <b>4000 - PUBLIC WORKS ADMIN</b> Totals	Transactions	31	<u>\$52,990.64</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	31	<u>\$52,990.64</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	31	<u>\$52,990.64</u>
	Grand Totals	Transactions	31	<u>\$52,990.64</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

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

Fund: 100

Number of Requested	Position	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				
<hr/>				
Wages				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$298 per year			-	
Health Insurance \$9,023 per position per year			-	
Pensions (24.04%) *			-	
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)			\$ -	
<b>Total</b>			<b>\$ -</b>	



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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 100</b>	<b>Department and Number: Public Works/Admin 4000</b>	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2-ton Truck <hr/> 3/4-ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>	Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2023-24 Maintenance Cost <hr/> Actual FYE 2023-24 Operating Cost <hr/> Estimated FYE 2024-25 Maintenance Cost <hr/> Estimated FYE 2024-25 Operating Cost <hr/>	List of Special Features, Not Standard: <hr/>
Justification/Description: <hr/>	Specific Description & Condition of Item Being Replaced including VIN#: <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 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	

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

**DEPARTMENT**  
**Public Works (Administration)**

<b>Unit #</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin Number</b>	<b>Purchase Cost</b>	<b>Date of Purchase</b>	<b>Prior Year Mileage</b>	<b>Prior Year Hours</b>	<b>Current Mileage</b>	<b>Current Hours</b>	<b>Tag No</b>
<b>N/A</b>											

*G=Gas*

*D=Diesel*

*AF=Alternative Fuel*

*N/A=Not Available or Required*

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2024-2025

Account Number	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

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.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**  
PW Administration

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</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 / Administration

#### Program Description:

The Public Works Administration program oversees operational, budgetary, and financial aspects within the Public Works domain. It provides leadership, guidance, and customer service support across all divisions.

Here are the key responsibilities and functions of the PWA.

1. **Payroll Management:** The PWA oversees payroll for **five departments**, maintaining a connection to Human Resources, by handling tasks such as managing the AOD time clock system, job reclassifications, sourcing for qualified candidates to fill available openings within the department to employee relations, employee promotions, terminations, and incident reports. Additionally, this department aids as one of the Ambassadors for the city's Rewards & Recognitions Program (All Star Awards), additionally overseeing the Public Works department submissions of our Strategic Performance. Manages orders for all janitorial supplies within the Public Works department.
2. **Training and Coordination:**
  - a. **New Hire Training:** This department ensures that any administrative new hires within the Public Works department receive comprehensive training on all administrative processes.
  - b. **Departmental Training:** coordinates certification training for employees across (3) **three departments**
3. **Vendor Relationships:**
  - a. Oversees relationships with numerous vendors, including those providing department Uniforms, Printer/Copier maintenance, City Gas tanks, key fob access and Vending Machines.
  - b. Manages contracts, Intergovernmental Agreements (IGA), policies and Standard Operating Procedures (SOP).
  - c. Works with city warehouse to make sure all supplies are available for Park Rangers (**now called Park Attendants**)
4. **Capital Improvement Projects:**
  - a. The PWA is actively involved in both long-term and short-term Capital Improvement Projects (**CIP**)
5. **Fleet Operations:**
  - a. Supports operations to handle tag/title purchase from Fulton County Tax Commissioners locations.
  - b. Oversees annual emissions testing and ensures completion before the deadline.
  - c. Oversees surplus auction process.

## EXHIBIT I-BUDGET PERFORMANCE

- d. Manages fleet inventory updates.
- e. Works with Finance to ensure all fleet invoices are paid.

### 6. Finance:

- a. This position supports all vendor invoicing processes for (3) **three departments'** and works with Finance regarding any disbursement.

### Trends:

The Department of Public Works administrative office provides leadership and administrative support for five (4) very diverse Divisions. The department has taken on two additional departments such as Facilities and Fleet, both servicing the entire city. The workload has increased due to taking on of two additional departments. 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, 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 24/25 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)**

**Estimated 24/25  
100%**

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

**Estimated 24/25  
100%**

### Performance Measures

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

**Actual 23/24  
100%**



## EXHIBIT I-BUDGET PERFORMANCE

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

**Actual 23/24**  
100%

**Prior Year Highlights:**

- Began managing the departments Strategic Performance Report
- Began submitting agenda items via the new CAM process.
- Became point person for Fleet responsibilities.
- Worked with Director to submit and develop budget modifications.
- Began interaction with citizens in resolving their complaints

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2024-2025

Fund: **100**

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

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Department Submitting Request:

Division Submitting Request:

Requested for Department:

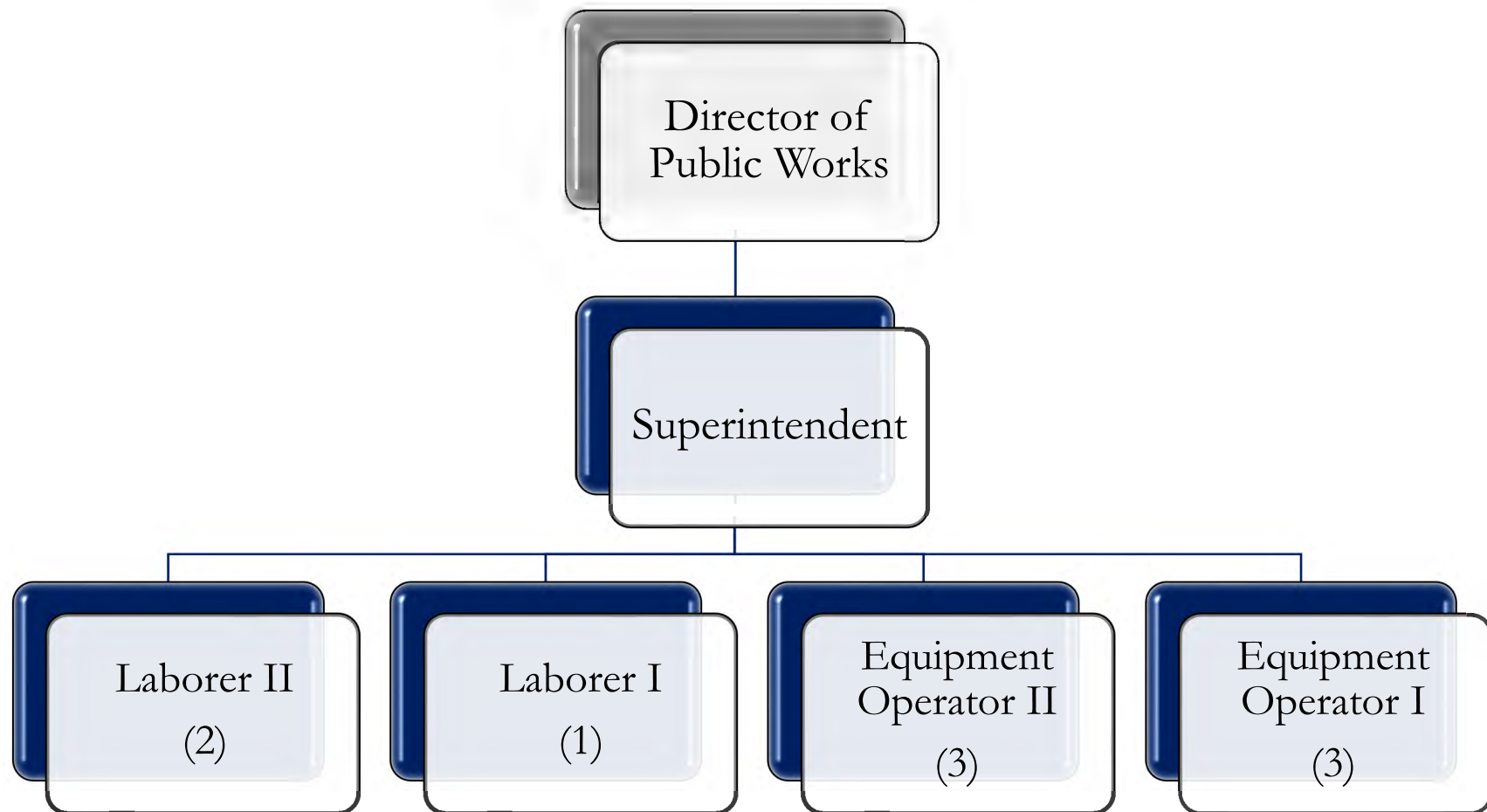
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

# Highways and Streets Department Organizational Chart



**EXHIBIT C  
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET**

Fund: 100

Number: Public Works Highways & Streets-4200

	2021-22	2022-23	2023-24	2024-25	2024-25
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
<b>Total Personnel:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>4200 - Highways and Streets</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	336,425.61	434,462.00	271,227.00	62	438,138.00	438,138.00	1
51 5016	Salary On-Call	7,100.00	5,600.00	6,200.00	111	5,600.00	5,600.00	
51 5020	Salary/Overtime	5,425.95	5,000.00	3,826.95	77	5,000.00	5,000.00	
51 5040	Employee Utility Credit	3,526.29	4,800.00	3,121.80	65	4,800.00	4,800.00	
51 5190	Medicare	6,744.02	6,453.00	3,581.44	56	6,507.00	6,507.00	1
<i>Personnel Services Totals</i>		<b>\$359,221.87</b>	<b>\$456,315.00</b>	<b>\$287,957.19</b>	<b>63%</b>	<b>\$460,045.00</b>	<b>\$460,045.00</b>	<b>1%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	80,940.87	104,445.00	67,811.47	65	105,328.00	105,328.00	1
51 5161	Life Insurance	165.88	498.00	124.07	25	498.00	498.00	
51 5163	ST Disability Insurance	793.71	800.00	410.40	51	800.00	800.00	
51 5164	LT Disability Insurance	608.59	700.00	529.86	76	700.00	700.00	
51 5165	Health Insurance	76,602.41	99,155.00	64,763.03	65	106,285.00	106,285.00	7
51 5166	Dental Insurance	2,563.57	1,613.00	2,298.73	143	3,421.00	3,421.00	112
51 5180	Uniforms	6,208.43	6,500.00	5,408.94	83	6,500.00	6,500.00	
<i>Employee Benefits Totals</i>		<b>\$167,883.46</b>	<b>\$213,711.00</b>	<b>\$141,346.50</b>	<b>66%</b>	<b>\$223,532.00</b>	<b>\$223,532.00</b>	<b>5%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	15,721.67	8,436.00	2,936.04	35	5,485.00	5,484.00	(35)
<i>Communications &amp; Util. Totals</i>		<b>\$15,721.67</b>	<b>\$8,436.00</b>	<b>\$2,936.04</b>	<b>35%</b>	<b>\$5,485.00</b>	<b>\$5,484.00</b>	<b>(35%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	45,381.06	31,012.00	19,678.08	63	32,759.00	32,764.00	6
52 5730	R&M - D/P Equipment	.00	4,581.00	.00		2,374.00	2,374.00	(48)
52 5751	Streets	134,081.85	196,500.00	346,791.36	176	27,000.00	227,000.00	16
52 5760	Curbs&Sidewalks	6,236.90	10,000.00	9,550.78	96	20,000.00	20,000.00	100
53 5680	Tires	2,778.51	2,000.00	556.80	28	2,000.00	2,000.00	
54 7840	Street Resurfacing	.00	.00	.00		200,000.00	.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$188,478.32</b>	<b>\$244,093.00</b>	<b>\$376,577.02</b>	<b>154%</b>	<b>\$284,133.00</b>	<b>\$284,138.00</b>	<b>16%</b>
<i>Training &amp; Education</i>								
52 6200	Training	727.41	1,000.00	.00		1,000.00	1,000.00	
52 6220	Subscription/Publications	.00	.00	.00		79.00	79.00	
52 6230	Conventions/Meetings	.00	.00	556.20		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$727.41</b>	<b>\$1,000.00</b>	<b>\$556.20</b>	<b>56%</b>	<b>\$1,079.00</b>	<b>\$1,079.00</b>	<b>8%</b>
<i>Other Services &amp; Charges</i>								
52 6000	Advertising Expense	.00	250.00	291.74	117	.00	.00	(100)
52 6100	Auto Insurance	22,647.01	25,822.00	12,420.28	48	14,306.00	14,306.00	(45)
52 6110	Other Insurance	15,601.88	17,695.00	11,287.37	64	12,938.00	12,938.00	(27)
52 6170	Contractual Services	575.00	.00	.00		.00	15,000.00	
52 6510	Claims Not Workmans Comp.	.00	.00	6,171.01		.00	.00	



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>4200 - Highways and Streets</b>								
<i>Other Services &amp; Charges</i>								
52 6560	Workers Comp/Administrati	2,304.16	2,887.00	2,316.56	80	2,760.00	2,549.00	(12)
52 6600	Claims Workers Comp.	982.36	.00	2,919.02		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$42,110.41</b>	<b>\$46,654.00</b>	<b>\$35,405.98</b>	<b>76%</b>	<b>\$30,004.00</b>	<b>\$44,793.00</b>	<b>(4%)</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	7.82	.00	.00		.00	.00	
52 7320	Stationery & Printing	687.01	.00	.00		.00	.00	
53 7000	Gas & Oil	11,500.00	11,500.00	5,465.84	48	11,500.00	11,500.00	
53 7010	Tools/Shop Supplies	835.63	500.00	449.30	90	500.00	500.00	
53 7050	Medical Services/Supplies	.00	.00	81.50		.00	.00	
53 7091	Road Signs & Delineators	9,858.28	10,000.00	11,270.09	113	39,000.00	15,000.00	50
53 7110	Safety Supplies	189.52	500.00	621.69	124	600.00	600.00	20
53 7122	Computer Supplies	.00	.00	78.64		.00	.00	
53 7150	Other Operating Supplies	458.77	600.00	361.21	60	600.00	600.00	
53 7310	Office Supplies	13.30	.00	43.42		.00	.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$23,550.33</b>	<b>\$23,100.00</b>	<b>\$18,371.69</b>	<b>80%</b>	<b>\$52,200.00</b>	<b>\$28,200.00</b>	<b>22%</b>
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	66.00	.00	.00		.00	.00	
<i>Cost Of Sales Totals</i>		<b>\$66.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	40,000.00	107,653.00	269	60,000.00	.00	(100)
54 7640	Other Equipment - Replace	110,535.00	.00	.00		210,000.00	.00	
<i>Capital Outlay Totals</i>		<b>\$110,535.00</b>	<b>\$40,000.00</b>	<b>\$107,653.00</b>	<b>269%</b>	<b>\$270,000.00</b>	<b>\$0.00</b>	<b>(100%)</b>
Department <b>4200 - Highways and Streets Totals</b>		<b>\$908,294.47</b>	<b>\$1,033,309.00</b>	<b>\$970,803.62</b>	<b>94%</b>	<b>\$1,326,478.00</b>	<b>\$1,047,271.00</b>	<b>1%</b>
<b>EXPENSE TOTALS</b>		<b>\$908,294.47</b>	<b>\$1,033,309.00</b>	<b>\$970,803.62</b>	<b>94%</b>	<b>\$1,326,478.00</b>	<b>\$1,047,271.00</b>	<b>1%</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>\$908,294.47</b>	<b>\$1,033,309.00</b>	<b>\$970,803.62</b>	<b>94%</b>	<b>\$1,326,478.00</b>	<b>\$1,047,271.00</b>	<b>1%</b>
<b>EXPENSE TOTALS</b>		<b>\$908,294.47</b>	<b>\$1,033,309.00</b>	<b>\$970,803.62</b>	<b>94%</b>	<b>\$1,326,478.00</b>	<b>\$1,047,271.00</b>	<b>1%</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>(\$908,294.47)</b>	<b>(\$1,033,309.00)</b>	<b>(\$970,803.62)</b>	<b>94%</b>	<b>(\$1,326,478.00)</b>	<b>(\$1,047,271.00)</b>	<b>1%</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$908,294.47</b>	<b>\$1,033,309.00</b>	<b>\$970,803.62</b>	<b>94%</b>	<b>\$1,326,478.00</b>	<b>\$1,047,271.00</b>	<b>1%</b>
Net Grand Totals		<b>(\$908,294.47)</b>	<b>(\$1,033,309.00)</b>	<b>(\$970,803.62)</b>	<b>94%</b>	<b>(\$1,326,478.00)</b>	<b>(\$1,047,271.00)</b>	<b>1%</b>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>4200 - Highways and Streets</b>				
Account <b>52 5240 - Telephone</b>				
100 4200 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
100 4200 52 5240	Verizon Wireless	12.0000	174.00	2,088.00
100 4200 52 5240	Windstream	12.0000	216.00	2,592.00
Account <b>52 5240 - Telephone</b> Totals		Transactions	3	<u>\$5,484.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>				
100 4200 52 5700	Mood'y Allocation	12.0000	1,691.00	20,292.00
100 4200 52 5700	Vehicle/Equipment Outside Vendor Repairs	1.0000	10,000.00	10,000.00
100 4200 52 5700	Verizon Connect	12.0000	206.00	2,472.00
Account <b>52 5700 - R&amp;M - Vehicles</b> Totals		Transactions	3	<u>\$32,764.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 4200 52 5730	Email License	1.0000	1,678.00	1,678.00
100 4200 52 5730	Mimecast	8.0000	87.00	696.00
Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals		Transactions	2	<u>\$2,374.00</u>
Account <b>52 5751 - Streets</b>				
100 4200 52 5751	RM Street Roadway Repair and Maintenance	1.0000	20,000.00	20,000.00
100 4200 52 5751	Street Resurfacing 30% of LMIG Funds	1.0000	200,000.00	200,000.00
100 4200 52 5751	Winter Bulk (50) Ton Salt	1.0000	7,000.00	7,000.00
Account <b>52 5751 - Streets</b> Totals		Transactions	3	<u>\$227,000.00</u>
Account <b>52 5760 - Curbs&amp;Sidewalks</b>				
100 4200 52 5760	R&M of Existing Sidewalk and Curb line Repairs	1.0000	20,000.00	20,000.00
Account <b>52 5760 - Curbs&amp;Sidewalks</b> Totals		Transactions	1	<u>\$20,000.00</u>
Account <b>52 6100 - Auto Insurance</b>				
100 4200 52 6100	Auto Liability	1.0000	14,306.00	14,306.00
Account <b>52 6100 - Auto Insurance</b> Totals		Transactions	1	<u>\$14,306.00</u>
Account <b>52 6110 - Other Insurance</b>				
100 4200 52 6110	EPLI Policy	1.0000	7,270.00	7,270.00
100 4200 52 6110	General Liability	1.0000	5,668.00	5,668.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	2	<u>\$12,938.00</u>
Account <b>52 6170 - Contractual Services</b>				
100 4200 52 6170	Roadway Striping Outside Vendor	1.0000	15,000.00	15,000.00
Account <b>52 6170 - Contractual Services</b> Totals		Transactions	1	<u>\$15,000.00</u>
Account <b>52 6200 - Training</b>				
100 4200 52 6200	Field Safety Training	4.0000	250.00	1,000.00
Account <b>52 6200 - Training</b> Totals		Transactions	1	<u>\$1,000.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>4200 - Highways and Streets</b>				
Account <b>52 6220 - Subscription/Publications</b>				
100 4200 52 6220	Adobe Pro License	1.0000	79.00	79.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$79.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 4200 52 6560	NFP	1.0000	2,548.22	2,548.22
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$2,548.22</u>
Account <b>53 5680 - Tires</b>				
100 4200 53 5680	Tires Replacement Vehicle and Equipment	1.0000	2,000.00	2,000.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account <b>53 7000 - Gas &amp; Oil</b>				
100 4200 53 7000	Diesel and Unleaded Fuel Expense	1.0000	11,500.00	11,500.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$11,500.00</u>
Account <b>53 7010 - Tools/Shop Supplies</b>				
100 4200 53 7010	Replacement of Expendable Tools	1.0000	500.00	500.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7091 - Road Signs &amp; Delineators</b>				
100 4200 53 7091	City Wide Sign Shop Operation	1.0000	15,000.00	15,000.00
	Account <b>53 7091 - Road Signs &amp; Delineators</b> Totals	Transactions	1	<u>\$15,000.00</u>
Account <b>53 7110 - Safety Supplies</b>				
100 4200 53 7110	Employee's Personal Protective Equipment	1.0000	300.00	300.00
100 4200 53 7110	Workzone Barricade and Cones	1.0000	300.00	300.00
	Account <b>53 7110 - Safety Supplies</b> Totals	Transactions	2	<u>\$600.00</u>
Account <b>53 7150 - Other Operating Supplies</b>				
100 4200 53 7150	Land Scape/ Saw Blades Replacement	1.0000	600.00	600.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$600.00</u>
	Department <b>4200 - Highways and Streets</b> Totals	Transactions	26	<u>\$363,693.22</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	26	<u>\$363,693.22</u>
	<b>EXPENSES</b> Totals	Transactions	26	<u>\$363,693.22</u>
	Grand Totals	Transactions	26	<u>\$363,693.22</u>



**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

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

Fund: 100

Number of Requested	Position	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				
<hr/>				
Wages				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$298 per year			-	
Health Insurance \$9,023 per position per year			-	
Pensions (24.04%) *			-	
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)			\$ -	
<b>Total</b>			<b>\$ -</b>	

**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 2024-2025  
**NOT FUNDED**

<b>Fund: 100</b>	Department and Number:	Public Works/Highways and Streets-4200
	New Replacement for Vehicle/Equipment N0. 210	Priority: 1
Vehicle Type	Sedan 2 Door Sedan 4 Door Cruiser Station Wagon Pickup Truck 1/2 ton Pickup Truck 3/4 ton Truck Sanitation Front Loader Ford F-750 Dump Truck 1994 Other Frontend loader	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>30 years</u> 7183 hr. Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2023-24 Maintenance Cost Actual FYE 2023-24 Operating Cost Estimated FYE 2024-25 Maintenance Cost Estimated FYE 2024-25 Operating Cost
Justification/Description: The New John Deere frontend loader will save money in repairs and maintenance by minimizing the cost associated with repairing an old 30-year Equipment.		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk X Other (Trade In)
Purchase Option New Vehicle/Equipment <u>210,000.00</u> Purchase Price <u>25 Years</u> Estimated Useful Life Estimated Use During 2024-25 Estimated Operating Cost During 2024-25	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2024-25 Estimated Operating Cost During 2024-25	



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

**Dept:** Highways and Streets · **Fuel Type:** Gas / Diesel

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage/Hours</i>	<i>Curr Year Mileage/Hours</i>	<i>Tag #.</i>
201	2023	Freightliner	M2-106	1FVACXFC6RHUZ6303	248,943.00	3/7/2023	25	316	GV4178P
206	2022	J/Deere	310LX	1T0310LXCNF431231	111,000.00	11/1/2022	310	396	N/A
207	2018	J/Deere	60G	1FF060GXXJJ289567	59,035.00	9/28/2018	509	569	N/A
210	1994	CAT	924-F	5NN00203	24,739.92	11/30/1994	6,982	7,183	N/A
235	2024	J/Deere	325G	1T0325GKHRJ59703	59,000.00	8/1/2024	0	12	N/A
236	1999	Cronkhite	Trailer	473271928X1101191	N/A	4/11/1999	N/A	N/A	GV9711M
240	1992	Atlas	XAS90JD	H0L600020	9,500.00	11/1/1992	733	733	N/A
245	2022	Hooper	Trailer	4T0FB2027N1001052	14,000.00	1/20/2022	N/A	N/A	
245	1983	Hudson	Trailer	10HHTD1D2D1000008	N/A	11/7/1995	N/A	N/A	GV6366M
246	2008	County Boy	Trailer	4YNBN29298C054653	N/A	5/31/2008	N/A	N/A	GV9708M
255	2005	J/Deere	550J-Track	T0550JX114582	78,000.00	8/1/2005	1,690	1,695	N/A
269	2018	Ford	F-350	1FT8W3A67KEC90104	26,795.00	9/18/2018	39,424	66,272	GV8639L
270	2012	WACKER	RD 12A	2012580	14,497.00	11/20/2012	267	399	N/A
275	2001	FORD	F-450	1FDXF46F21ECO8784	12,569.00	2/15/2001	124,631	130,279	GV6367M
284	2008	F-LINER	Patch Truck	1FVACXDT38DAC1098	90,400.00	4/1/2008	15,582	18,190	GV6374M
285	2023	FORD	F-750	3FDXF755XYMA37717	39,928.00	4/17/2000	62,759	63,244	GV6368M
286	2004	FORD	F-750	3FRXF75A25V122092	42,425.50	4/6/2004	32,198	32,749	GV6369M
287	2006	Ford	F-350	1FDWF36P56EB19359	18,427.65	10/12/2005	85,745	96,366	GV6370M
289	1997	FORD	F-150	1FTZF18W3WNA73816	17,868.00	11/7/1997	136,226	141,713	GV0560M
290	2002	FORD/AF	F-150	2FDPF17M52CA43168	19,485.00	3/13/2002	82,998	SOLD	GV6371M

**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 2024-2025  
**NOT FUNDED**

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

Account Number	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
54-7640	Cat Front End Loader Unit 210	General Fund	<b>\$ 210,000</b>				
52-7590	Sign Truck Replacement Unit# 275	General Fund		85,000			
52-7590	Dump Truck Replacement Unit# 286	General Fund			125,000		
54-7590	Flatbed Truck Replacement Unit# 287	General Fund		85,000			
54-7590	Pickup Truck Replacement Unit# 289	General Fund	<b>60,000</b>				
54-7590	Pickup Truck Replacement Unit# 291	General Fund			65,000		
54 1400	Crosswalk & Safety Improvement Godby Road	General Fund	<b>240,000</b>				
Totals			<b>\$ 510,000</b>	\$ 170,000	\$ 190,000	\$ -	\$ -

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Highways & Streets

Fund: 100

Division:

Department Number: 4200

Item/Project Name: New 2024 John Deere Frontend Loader

Item/Project Manager:

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: 2024 444P John Deere Frontend Loader

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 1994 Cat Frontend loader is 30 years old and developing a problem with getting parts for the repairs for this piece of equipment which will be getting very expensive due to age, which now exceeds its operational value.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify the need for this item, including use: The New 2024 John Deere Frontend loader will save money in repairs and maintenance by minimizing cost associated with repairing a 30-year-old Heavy Equipment that has been in the city fleet since 1994.

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

Cost Breakdown:

Estimated Useful Life: 25 Years

Estimated Cost: 210,000

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

Net Cost 210,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

**Department/Division:**  
Highways & Streets

**Project Name or Title:** New Replacement a John Deere Frontend Loader

---

**Project Description:** 2024 John Deere Frontend Loader 444P/wheel Loader

---

**Project Justification and Impact:** This 1994 Cat Frontend loader is 30 years old and developing a problem with getting parts for the repairs for this piece of equipment which will be getting very expensive due to age, which now exceeds its operational value.

**Project Costs:** \$ 210,000

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$210,000	\$ -	\$ -	\$ -	\$ -	\$210,000

**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 G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Highways & Streets

Fund: 100

Division:

Department Number: 4200

Item/Project Name: New 2024 Pickup Truck

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand: 1

---

Description of Item/Project: 2024 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 the item is a replacement, please describe the item that needs replaced. This 1997 Ford F-150 Pickup Truck is 27 years old and now I'm developing a problem with getting parts for the repairs for this piece of equipment which will be getting very expensive due to age, which now exceeds its operational value.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify the need for this item, including use: The New 2024 Pickup Truck will save money in repairs and maintenance by minimizing cost associated with repairing a 27-year-old pickup Truck that has been in the city fleet since 1997.

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

Cost Breakdown:

Estimated Useful Life:  7-10  Years

Estimated Cost:  60,000

Less: Trade-In

Net Cost  60,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

**Department/Division:**  
Highways & Streets

**Project Name or Title: New Pickup Truck 2024**

---

**Project Description:**

This 1997 Ford F-150 Pickup Truck is 27 years old; Parts are Obsolete for the repairs of this Pickup Truck which is now getting very expensive due to age which are now exceeding its operational value.

**Project Justification and Impact:**

The New 2024 pickup truck will save money in repairs and maintenance by minimizing the cost associated with repairing a 27-year-old Truck that has been in the city fleet since 1997.

**Project Costs: \$ 60,000**

<u>Prior Years</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$60,000

**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 G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Highways & Streets

Fund: 100

Division:

Department Number: 4200

Item/Project Name: Crosswalk & Safety Improvement Godby Road

Item/Project Manager: Public Works Director

Priority Rating: High

Units Requested: 1

Number of Similar Units on Hand:

---

Description of Item/Project:

The city council in College Park has initiated a Crosswalk Improvement project on Godby Road with the primary goal of enhancing pedestrian safety. Initial studies have identified the need for four mid-block crosswalks. The proposed locations for these crosswalks are between Old National and Clipper Dr, Clipper Dr. and Scoffield Rd, Scoffield Rd and Norman Blvd, and Norman Blvd and Yorkton Drive. The next steps involve the implementation of an engineering design and subsequent construction to establish these crosswalks.

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 type="checkbox"/> 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	<u>20 years</u>
Estimated Cost	<u>\$240,000</u>
Less: Trade-In	<u>                    </u>
Net Cost	<u>\$240,000</u>

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

**Department/Division:**  
Highways & Streets

**Project Name or Title:**

Crosswalk & Safety Improvement Godby Road

**Project Description:**

The city council in College Park has initiated a Crosswalk Improvement project on Godby Road with the primary goal of enhancing pedestrian safety. Initial studies have identified the need for four mid-block crosswalks. The proposed locations for these crosswalks are between Old National and Clipper Dr, Clipper Dr. and Scoffield Rd, Scoffield Rd and Norman Blvd, and Norman Blvd and Yorkton Drive. The next steps involve the implementation of an engineering design and subsequent construction to establish these crosswalks.

**Project Justification and Impact:**

The proposed locations for these crosswalks are between Old National and Clipper Dr, Clipper Dr. and Scoffield Rd, Scoffield Rd and Norman Blvd, This would increase pedestrian safety in the vicinity as the nearing pedestrian crossings are far apart.

**Project Costs: \$ 240,000**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$	\$ 240,000	\$	\$	\$	\$	\$

**Useful Life:**

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

N/A

**Funding Source:**

**Relationship to Other Primary Projects:**

N/A

## 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 regarding complaints or concerns about problems or deficiencies 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 roadways and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of Water/ Sewer Resource activities that impact 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 2023-2024 LMIG schedules in accordance with State Contract.

### **Trends:**

The General workload is increasing due to the number of asphalt road deficiencies within the city. Citizen's service requests are 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 24/25 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 24/25  
98%**

- Respond to 98% of requests 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 24/25  
98%**

- Address 98% of requests 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 24/25  
98%**

- Respond to 98% of requests 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 24/25  
98%**

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

### Prior Year Highlights:

- Resurfaced a Total of thirteen Street City Wide under the TSplost and LMIG Program
- Resurfaced Hawthorne Ave from Eastmain Street to Madison Street
- Patched an average of ten (5) potholes a month Citywide.
- Restored an average of three (8) utility cuts and street deficiencies a month.
- Responded to all citizens complaints / internal and external
- Removed a total of 4 dead trees citywide Storm Event

## 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 regarding 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 all brick or concrete structures as assigned. A significant portion of this work is accomplished in support of 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, and broken 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 requests are increasing due to the City's online website for reporting an issue, as a result an increase in service, and 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 24/25 Objectives:**

Protect and maintain the expected service life of the City's concrete assets such as pavement, sidewalks and curbing through an aggressive Preventive Maintenance Program.

### **Performance Measures**

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

**Estimated 24/25  
98%**

- Respond to 98% of requests 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) weeks of the report.

## EXHIBIT I-BUDGET PERFORMANCE

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

**Estimated 24/25**

**100%**

- Address 98% of requests 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 24/25**

**98%**

- Respond to 98% of requests and /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 (1) week of the report.

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

**Actual 24/25**

**98%**

- Restore 98% of requests and /or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Restore 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:

- Installed 725 feet of sidewalk on Frontage Road
- Installed 25 feet of sidewalk on Atlanta 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 sidewalks citywide 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 regarding complaints or concerns about problems or deficiencies 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 proportionating 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, lasting 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 ensure compliance with federal regulations. Fabricate signs for new installations. Maintain the city's roadway striping, pavement messages, crosswalks, and parking stalls.

### **Program 24/25 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 24/25  
98%**

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each sign at least once per year
- Address identified deficiencies for roadway striping's, crosswalks, stop bars and other signage within twenty-four (24) 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 24/25  
98%

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each sign 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 24/25  
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 sign 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 24/25  
98%

- Restored identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it had been identified.45%
- Completed a comprehensive inventory of signs in the City, noting locations, type, and condition of each sign 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 Install 20% of new special signs for internal customers, Fire Department, Police Department, and Councilmen
- Re-establish identified deficiencies of (3) Stop signs and (10) local signs Citywide concerning citizens/ internal complaints 15%
- Restored or reset street signage at an average of four (4) signs per month.
- Fabricated and installed an average of (10) signs per year 25%

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2024-25

Fund: **100**

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

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Department Submitting Request:

Division Submitting Request:

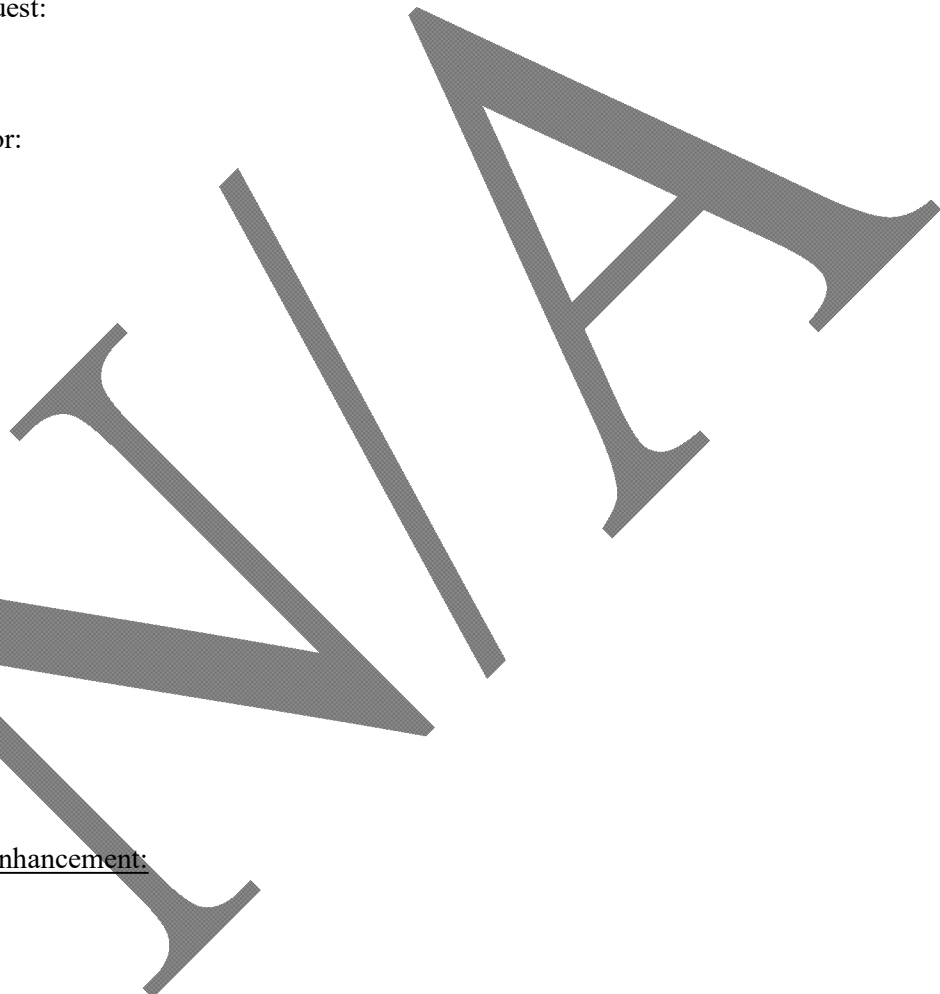
Department Requested For:

Prepared By:

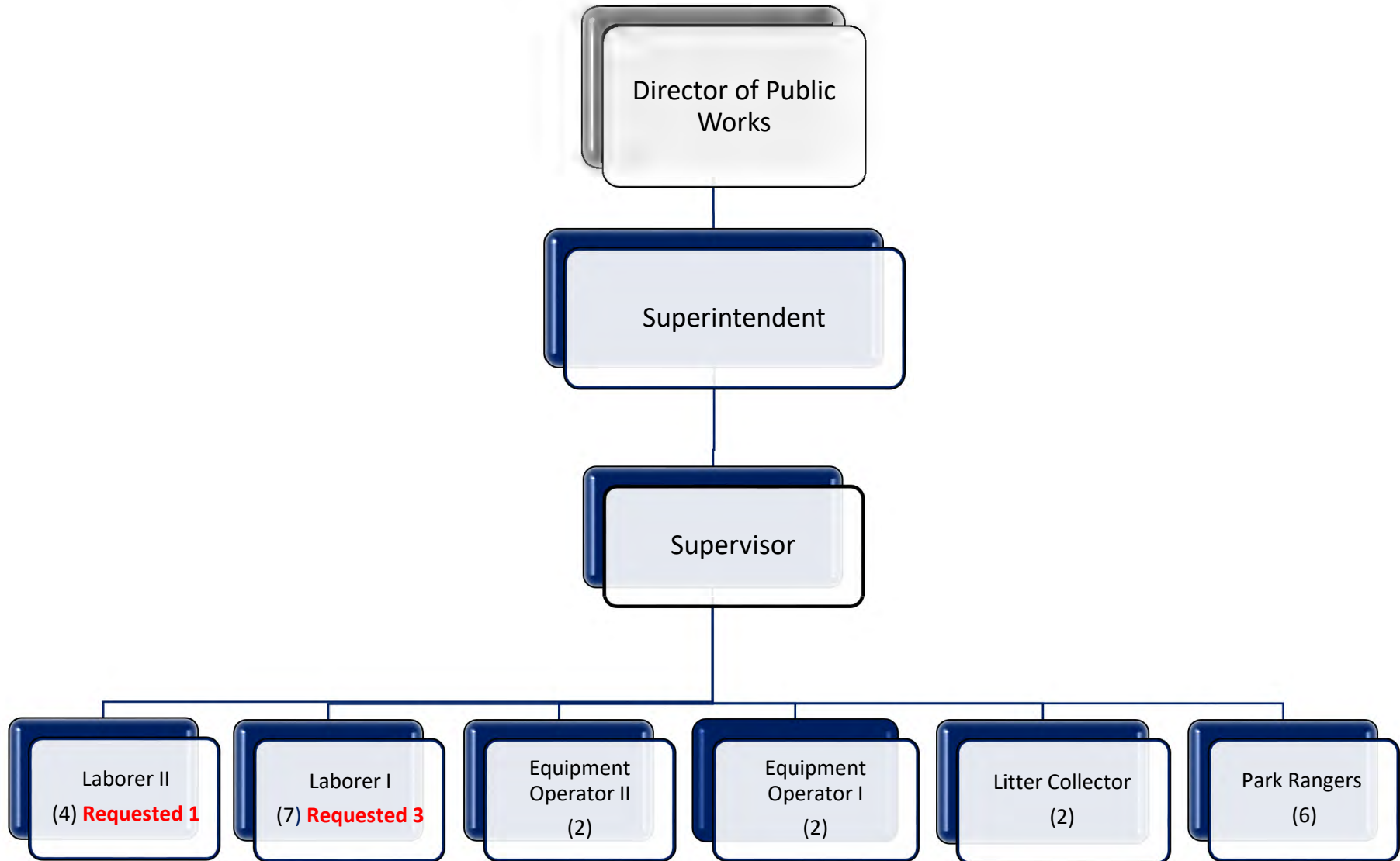
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# Buildings and Grounds Organizational Chart



**EXHIBIT C  
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET**

Fund: 100	Department and Number: Buildings and Grounds 5195				
	2021-22	2022-23	2023-24	2024-25	2024-25
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	4	4	4	5	5
Equipment Operator II	3	3	2	2	2
Equipment Operator I	1	1	2	2	2
Laborer I	4	4	6	9	9
Laborer I (6 Months)	2	2	0	0	0
<b>Part Time Positions:</b>					
Litter Collector	2	2	2	2	2
Laborer I (Part Time)	1	1	1	1	1
Park Rangers (Part Time)	0	6	6	6	6
<b>Total Personnel:</b>	<b>19</b>	<b>25</b>	<b>25</b>	<b>29</b>	<b>29</b>

Park Rangers -Reclassified from Park Rangers



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>5195 - Buildings &amp; Grounds</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	533,464.01	699,076.00	347,046.46	50	707,625.00	707,625.00	1
51 5020	Salary/Overtime	26,477.27	23,000.00	6,821.73	30	15,000.00	15,000.00	(35)
51 5030	Salary/Partime	33,707.63	142,793.00	56,080.52	39	145,617.00	145,617.00	2
51 5040	Employee Utility Credit	.00	1,200.00	1,081.97	90	1,200.00	1,200.00	
51 5190	Medicare	15,038.07	12,207.00	5,642.57	46	12,372.00	12,372.00	1
51 5200	Fica	1,410.68	8,853.00	3,437.23	39	9,028.00	9,028.00	2
<i>Personnel Services Totals</i>		<b>\$610,097.66</b>	<b>\$887,129.00</b>	<b>\$420,110.48</b>	<b>47%</b>	<b>\$890,842.00</b>	<b>\$890,842.00</b>	<b>0%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	120,645.82	158,595.00	80,127.97	51	175,801.00	175,801.00	11
51 5161	Life Insurance	169.71	745.00	137.46	18	745.00	745.00	
51 5163	ST Disability Insurance	661.36	1,000.00	502.58	50	1,000.00	1,000.00	
51 5164	LT Disability Insurance	595.39	900.00	617.37	69	900.00	900.00	
51 5165	Health Insurance	101,056.98	166,855.00	49,146.40	29	146,265.00	146,265.00	(12)
51 5166	Dental Insurance	2,124.70	4,539.00	649.96	14	2,814.00	2,814.00	(38)
51 5180	Uniforms	14,062.26	17,500.00	15,779.18	90	17,500.00	17,500.00	
<i>Employee Benefits Totals</i>		<b>\$239,316.22</b>	<b>\$350,134.00</b>	<b>\$146,960.92</b>	<b>42%</b>	<b>\$345,025.00</b>	<b>\$345,025.00</b>	<b>(1%)</b>
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	.00	.00		210,875.00	.00	
51 5213	Material/Supplies New Per	.00	.00	.00		800.00	800.00	
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$211,675.00</b>	<b>\$800.00</b>	<b>+++</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	13,626.92	8,976.00	4,068.83	45	7,733.00	7,740.00	(14)
<i>Communications &amp; Util. Totals</i>		<b>\$13,626.92</b>	<b>\$8,976.00</b>	<b>\$4,068.83</b>	<b>45%</b>	<b>\$7,733.00</b>	<b>\$7,740.00</b>	<b>(14%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	77,337.01	56,925.00	65,998.34	116	47,053.00	47,049.00	(17)
52 5710	R&M Furn. & Equip.	1,185.71	2,500.00	1,027.61	41	2,500.00	2,500.00	
52 5730	R&M - D/P Equipment	10,723.17	7,169.00	4,276.07	60	6,207.00	6,209.00	(13)
52 5780	Grounds	32,192.33	91,500.00	29,117.80	32	91,500.00	91,500.00	
53 5680	Tires	4,792.38	10,400.00	4,210.60	40	10,400.00	10,400.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$126,230.60</b>	<b>\$168,494.00</b>	<b>\$104,630.42</b>	<b>62%</b>	<b>\$157,660.00</b>	<b>\$157,658.00</b>	<b>(6%)</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	209.97	.00	.00		.00	.00	
52 5741	R&M Bldg-Parks	2,659.57	5,000.00	911.18	18	5,000.00	5,000.00	
52 5747	R&M Bldg- City Hall	.00	.00	.00		68,000.00	68,000.00	
<i>Building Maintenance Totals</i>		<b>\$2,869.54</b>	<b>\$5,000.00</b>	<b>\$911.18</b>	<b>18%</b>	<b>\$73,000.00</b>	<b>\$73,000.00</b>	<b>1360%</b>
<i>Training &amp; Education</i>								
52 6200	Training	2,851.00	1,500.00	130.00	9	4,546.00	2,456.00	64



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>5195 - Buildings &amp; Grounds</b>								
Training & Education								
52 6210	Dues	.00	.00	.00		3,800.00	3,800.00	
52 6230	Conventions/Meetings	.00	.00	.00		5,600.00	2,800.00	
<i>Training &amp; Education Totals</i>		<b>\$2,851.00</b>	<b>\$1,500.00</b>	<b>\$130.00</b>	<b>9%</b>	<b>\$13,946.00</b>	<b>\$9,056.00</b>	<b>504%</b>
Other Services & Charges								
52 6100	Auto Insurance	16,349.00	17,963.00	15,180.35	85	17,485.00	17,485.00	(3)
52 6110	Other Insurance	37,336.81	40,027.00	26,050.80	65	28,576.00	28,576.00	(29)
52 6130	Miscellaneous Services	2,479.41	.00	118.80		3,500.00	3,500.00	
52 6170	Contractual Services	26,031.49	62,925.00	20,224.50	32	112,700.00	67,700.00	8
52 6560	Workers Comp/Administrati	(7,802.77)	5,250.00	6,254.73	119	5,019.00	6,881.00	31
52 6600	Claims Workers Comp.	54,665.83	.00	4,576.95		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$129,059.77</b>	<b>\$126,165.00</b>	<b>\$72,406.13</b>	<b>57%</b>	<b>\$167,280.00</b>	<b>\$124,142.00</b>	<b>(2%)</b>
Materials & Supplies								
52 7300	Postage	8.96	.00	.00		30.00	30.00	
53 7000	Gas & Oil	42,607.90	15,000.00	13,503.32	90	15,000.00	15,000.00	
53 7010	Tools/Shop Supplies	13,877.15	10,000.00	11,870.39	119	16,000.00	16,000.00	60
53 7020	Janitorial Supplies	3,202.06	3,500.00	1,030.13	29	4,000.00	4,000.00	14
53 7050	Medical Services/Supplies	2,447.50	900.00	1,431.50	159	2,500.00	2,500.00	178
53 7100	Lubricants & Chemicals	7,831.10	10,000.00	7,024.82	70	12,000.00	12,000.00	20
53 7110	Safety Supplies	3,817.56	4,000.00	2,090.26	52	4,000.00	4,000.00	
53 7121	Computer Hardware	1,853.00	1,500.00	1,380.03	92	1,500.00	1,500.00	
53 7122	Computer Supplies	66.61	.00	69.98		.00	.00	
53 7150	Other Operating Supplies	3,635.03	5,500.00	3,381.02	61	5,500.00	5,500.00	
53 7170	Trash Bags	2,801.76	2,500.00	301.60	12	2,500.00	2,500.00	
53 7310	Office Supplies	1,215.69	1,000.00	192.12	19	1,000.00	1,000.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$83,364.32</b>	<b>\$53,900.00</b>	<b>\$42,275.17</b>	<b>78%</b>	<b>\$64,030.00</b>	<b>\$64,030.00</b>	<b>19%</b>
Capital Outlay								
54 7590	Vehicles - Replace	47,630.00	90,000.00	.00		238,712.00	.00	(100)
54 7640	Other Equipment - Replace	144,122.36	.00	.00		86,956.00	.00	
<i>Capital Outlay Totals</i>		<b>\$191,752.36</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$325,668.00</b>	<b>\$0.00</b>	<b>(100%)</b>
Department <b>5195 - Buildings &amp; Grounds Totals</b>		<b>\$1,399,168.39</b>	<b>\$1,691,298.00</b>	<b>\$791,493.13</b>	<b>47%</b>	<b>\$2,256,859.00</b>	<b>\$1,672,293.00</b>	<b>(1%)</b>
<b>EXPENSE TOTALS</b>		<b>\$1,399,168.39</b>	<b>\$1,691,298.00</b>	<b>\$791,493.13</b>	<b>47%</b>	<b>\$2,256,859.00</b>	<b>\$1,672,293.00</b>	<b>(1%)</b>
Fund <b>100 - GENERAL FUND Totals</b>								



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
	<b>EXPENSE TOTALS</b>	\$1,399,168.39	\$1,691,298.00	\$791,493.13	47%	\$2,256,859.00	\$1,672,293.00	(1%)
Fund	<b>100 - GENERAL FUND</b> Totals	(\$1,399,168.39)	(\$1,691,298.00)	(\$791,493.13)	47%	(\$2,256,859.00)	(\$1,672,293.00)	(1%)
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$1,399,168.39	\$1,691,298.00	\$791,493.13	47%	\$2,256,859.00	\$1,672,293.00	(1%)
	Net Grand Totals	(\$1,399,168.39)	(\$1,691,298.00)	(\$791,493.13)	47%	(\$2,256,859.00)	(\$1,672,293.00)	(1%)





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>5195 - Buildings &amp; Grounds</b>				
Account <b>52 5240 - Telephone</b>				
100 5195 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
100 5195 52 5240	Verizon Wireless	12.0000	145.00	1,740.00
100 5195 52 5240	Windstream	12.0000	433.00	5,196.00
Account <b>52 5240 - Telephone Totals</b>		Transactions	3	<u>\$7,740.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>				
100 5195 52 5700	Moody's Allocation	12.0000	2,066.00	24,792.00
100 5195 52 5700	R&M for vehicle / tractors	1.0000	10,000.00	10,000.00
100 5195 52 5700	R&M on landscape equipment	1.0000	9,000.00	9,000.00
100 5195 52 5700	Square	1.0000	89.00	89.00
100 5195 52 5700	Sugar rigger monthly cost	12.0000	58.00	696.00
100 5195 52 5700	Verizon connect	12.0000	206.00	2,472.00
Account <b>52 5700 - R&amp;M - Vehicles Totals</b>		Transactions	6	<u>\$47,049.00</u>
Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b>				
100 5195 52 5710	R & M Furn & Equip	1.0000	2,500.00	2,500.00
Account <b>52 5710 - R&amp;M Furn. &amp; Equip. Totals</b>		Transactions	1	<u>\$2,500.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 5195 52 5730	Comcast & Internet	1.0000	2,000.00	2,000.00
100 5195 52 5730	Email Liscense	1.0000	2,730.00	2,730.00
100 5195 52 5730	Mimecast	17.0000	87.00	1,479.00
Account <b>52 5730 - R&amp;M - D/P Equipment Totals</b>		Transactions	3	<u>\$6,209.00</u>
Account <b>52 5747 - R&amp;M Bldg- City Hall</b>				
100 5195 52 5747	Annual Carpet cleaning	1.0000	5,000.00	5,000.00
100 5195 52 5747	Annual Contracts (Kone, Legacy, Carroll Exterminator )	1.0000	50,000.00	50,000.00
100 5195 52 5747	Annual Pressure washing	1.0000	5,000.00	5,000.00
100 5195 52 5747	Custodian Supplies for Maintenance	1.0000	5,000.00	5,000.00
100 5195 52 5747	Generator Annual Maintenance	1.0000	3,000.00	3,000.00
Account <b>52 5747 - R&amp;M Bldg- City Hall Totals</b>		Transactions	5	<u>\$68,000.00</u>
Account <b>52 5780 - Grounds</b>				
100 5195 52 5780	Annual flowers & plants	1.0000	6,000.00	6,000.00
100 5195 52 5780	City annual flowers - Parks	1.0000	5,000.00	5,000.00
100 5195 52 5780	Grounds Maintenance	1.0000	50,000.00	50,000.00
100 5195 52 5780	Keep College Park Beautiful	1.0000	3,000.00	3,000.00
100 5195 52 5780	Mulch & Pin straw - City Facilities	1.0000	6,000.00	6,000.00
100 5195 52 5780	Mulch & Pin straw - Parks	1.0000	6,000.00	6,000.00
100 5195 52 5780	Mulch replacement	1.0000	1,500.00	1,500.00
100 5195 52 5780	Pin straw & mulch for West Main St. Downtown	1.0000	3,000.00	3,000.00
100 5195 52 5780	Pin straw replacement	1.0000	1,000.00	1,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>100 - GENERAL FUND</b>					
Department <b>5195 - Buildings &amp; Grounds</b>					
Account <b>52 5780 - Grounds</b>					
100 5195 52 5780	Plants & tree's	1.0000	5,000.00	5,000.00	
100 5195 52 5780	Tree Replacement	1.0000	5,000.00	5,000.00	
		Account <b>52 5780 - Grounds</b> Totals	Transactions	11	<u>\$91,500.00</u>
Account <b>52 6100 - Auto Insurance</b>					
100 5195 52 6100	Auto Liability	1.0000	17,485.00	17,485.00	
		Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$17,485.00</u>
Account <b>52 6110 - Other Insurance</b>					
100 5195 52 6110	EPLI Policy	1.0000	13,218.00	13,218.00	
100 5195 52 6110	General Liability	1.0000	15,358.00	15,358.00	
		Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$28,576.00</u>
Account <b>52 6170 - Contractual Services</b>					
100 5195 52 6170	City tree trimming	1.0000	20,000.00	20,000.00	
100 5195 52 6170	Pre & Pose Emergent / Weed control City Hall	12.0000	225.00	2,700.00	
100 5195 52 6170	Regulatory Compliance detention ponds	3.0000	10,000.00	30,000.00	
100 5195 52 6170	Tree removal	1.0000	15,000.00	15,000.00	
		Account <b>52 6170 - Contractual Services</b> Totals	Transactions	4	<u>\$67,700.00</u>
Account <b>52 6200 - Training</b>					
100 5195 52 6200	Other Job-Related Trainings	1.0000	1,500.00	1,500.00	
100 5195 52 6200	United Rental Backhoe Certification Training	4.0000	239.00	956.00	
		Account <b>52 6200 - Training</b> Totals	Transactions	2	<u>\$2,456.00</u>
Account <b>52 6210 - Dues</b>					
100 5195 52 6210	GRPA Membership application ( Including Staff )	1.0000	1,000.00	1,000.00	
100 5195 52 6210	GRPA Registration	2.0000	225.00	450.00	
100 5195 52 6210	National Recreation and Park Association (includ. staff)	1.0000	700.00	700.00	
100 5195 52 6210	NRPA Registration	2.0000	825.00	1,650.00	
		Account <b>52 6210 - Dues</b> Totals	Transactions	4	<u>\$3,800.00</u>
Account <b>52 6230 - Conventions/Meetings</b>					
100 5195 52 6230	Georgia Recreation and Parks Association (GRPA)	1.0000	1,800.00	1,800.00	
100 5195 52 6230	National Park and Recreation Association (NRPA)	1.0000	1,000.00	1,000.00	
		Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	2	<u>\$2,800.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>					
100 5195 52 6560	NFP	1.0000	6,880.20	6,880.20	
		Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$6,880.20</u>
Account <b>53 5680 - Tires</b>					
100 5195 53 5680	Tires - Parks	2.0000	650.00	1,300.00	
100 5195 53 5680	Tractor tires - rear tires	8.0000	650.00	5,200.00	



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>5195 - Buildings &amp; Grounds</b>				
Account <b>53 5680 - Tires</b>				
100 5195 53 5680	Truck tires	6.0000	650.00	3,900.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	3	<u>\$10,400.00</u>
Account <b>53 7010 - Tools/Shop Supplies</b>				
100 5195 53 7010	8x40x8'6" Storage Container	1.0000	5,000.00	5,000.00
100 5195 53 7010	Shovels, rakes, wheel barrows, lumber	1.0000	4,000.00	4,000.00
100 5195 53 7010	weed eater, blower, edge	1.0000	7,000.00	7,000.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	3	<u>\$16,000.00</u>
Account <b>53 7020 - Janitorial Supplies</b>				
100 5195 53 7020	Cleaning towels, bleach, Cups, Spray bottles	1.0000	2,500.00	2,500.00
100 5195 53 7020	Garbage Cans	1.0000	500.00	500.00
100 5195 53 7020	Paper towels & cleaners	1.0000	1,000.00	1,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	3	<u>\$4,000.00</u>
Account <b>53 7100 - Lubricants &amp; Chemicals</b>				
100 5195 53 7100	Non-Selective Herbicide	1.0000	2,000.00	2,000.00
100 5195 53 7100	Post Emergent & Fuel Treatment -Parks	1.0000	8,000.00	8,000.00
100 5195 53 7100	Pre- Emergent & Fuel Treatment Pesticides	1.0000	2,000.00	2,000.00
	Account <b>53 7100 - Lubricants &amp; Chemicals</b> Totals	Transactions	3	<u>\$12,000.00</u>
Account <b>53 7110 - Safety Supplies</b>				
100 5195 53 7110	Fire extinguisher for vehicle	1.0000	2,000.00	2,000.00
100 5195 53 7110	PPE, vest, gloves	1.0000	2,000.00	2,000.00
	Account <b>53 7110 - Safety Supplies</b> Totals	Transactions	2	<u>\$4,000.00</u>
Account <b>53 7121 - Computer Hardware</b>				
100 5195 53 7121	New Laptop	1.0000	1,500.00	1,500.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account <b>53 7150 - Other Operating Supplies</b>				
100 5195 53 7150	Mower blades, batteries, filters	1.0000	3,400.00	3,400.00
100 5195 53 7150	Park Maintenance - paint, bolts, nuts	1.0000	2,100.00	2,100.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	2	<u>\$5,500.00</u>
	Department <b>5195 - Buildings &amp; Grounds</b> Totals	Transactions	62	<u>\$406,095.20</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	62	<u>\$406,095.20</u>
	<b>EXPENSES</b> Totals	Transactions	62	<u>\$406,095.20</u>
	Grand Totals	Transactions	62	<u>\$406,095.20</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

Department and Number  
**Buildings & Grounds - 5195**

Fund: 100

Number of Requested:	Position :	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
3				
Additional Positions – Full Time	Laborer I	6	9	34,555.50
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
<hr/>				
Wages				
Regular			\$ 103,666.50	
Overtime			-	
Medicare (1.45%)			1,503.16	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ 105,169.66	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ 1,050.00	
Dental \$298 per year			894.00	
Health Insurance \$9,023 per position per year			27,069.00	
Pensions (24.04%) *			24,921.43	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ 53,934.43	
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)			\$ -	
<b>Total</b>			<b>\$ 159,104.09</b>	

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

Department and Number  
**Buildings & Grounds - 5195**

Fund: 100

Number of Requested:	Position :	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1				
<b>Additional Positions – Full Time</b>		4	5	38,097.44
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
<hr/>				
Wages				
Regular			\$ 38,097.44	
Overtime			-	
Medicare (1.45%)			552.41	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			<u>\$ 38,649.85</u>	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ 350.00	
Dental \$298 per year			298.00	
Health Insurance \$9,023 per position per year			9,023.00	
Pensions (24.04%) *			9,158.62	
Uniforms				
Total (5211 Proposed New Personnel – Benefits)			<u>\$ 18,829.62</u>	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			<u>\$ -</u>	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			<u>\$ -</u>	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			<u>\$ -</u>	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			<u>\$ -</u>	
<b>Total</b>			<u><u>\$ 57,479.48</u></u>	

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

**Job Title:** Laborer I

**Job Summary:** A successful candidate will play an active role in the City of College Park's existing operational success. The purpose of the position is the participation of manicured mowing detail, detailed maintenance of parks, and general management of all street-scraping to create a serene environment within the City of College Park.

- **Major Duties:** Work with the crew in duties and assignments.
- Maintain proper landscape management within the city.
- Landscaping duties around public buildings, parks, and rights-of-way.
- Labor work with the use of hand tools and various other tools.
- Operate blowers, weed eaters, hand tools, and other ground maintenance equipment.
- Make aware to the supervisor of any needed equipment repair or maintenance.
- Some overtime and weekend work as-needed basis.
- Some weekend work as needed with the crew.
- Leads and assists in event coordination and set up as requested.
- Assists other divisions as needed.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs other related duties as assigned.
  
- **Knowledge Required by the Position:** Knowledge of City and department policies and procedures;
- Knowledge of safety rules and regulations; CPR.
- Knowledge of the material commonly used in construction, maintenance, and repair activities as related to assigned areas;
- Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted;
- Skill in the operation, maintenance, and routine repair of equipment used in Public Works Department, Building & Grounds Division, construction, and maintenance;
- 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.
- Effective analytical and decision-making skills.
- Excellent communication (oral and written), organizational, and time management skills.
- Effective interpersonal skills and ability to work with diverse constituents.
- Attention to detail and adaptability to a changing environment is extremely important as well as dependability.
- Demonstrate a high level of professionalism, initiative, resourcefulness, and personal accountability.
- Moderate physical activity. Requires handling objects of average-weight up to one hundred (100) pounds, standing and/or walking for more than four (4) hours per day, climb poles, bending, crouching, or stooping, and use tools and equipment requiring a high degree of dexterity, and distinguish between shades of color.

- Note: In compliance with the American Disabilities Act (ADA), those functions of the job which are identified as essential are required to be performed with or without reasonable accommodations. Requests to facilitate the performance of essential functions will be given careful consideration.

**Supervisory Controls:** Works under the direction of Crew Leader and Supervisor / Superintendent

**Guidelines:** Knowledge of City and department policies and procedures

**Complexity:** The work consists of a variety of different landscape maintenance methods and practices

**Scope and Effect:** The purpose of the position is the participation of manicured mowing detail, detailed maintenance of parks, and general management of all street-scraping to create a serene environment within the City of College Park.

**Personal Contacts:** N/A

**Purpose of Contacts:** N/A

**Physical Demands:** Requires handling objects of average-weight up to one hundred (100) pounds, standing and/or walking for more than four (4) hours per day, climb poles, bending, crouching, or stooping, and use tools and equipment requiring a high degree of dexterity.

**Work Environment:** Work environments very day to day

- **Supervisory and Management Responsibility:** to make sure PPE's and City and department policies and procedures are followed.
- **Minimum Qualifications:** High School Diploma or equivalent (GED).
- Possession of a valid Driver's License issued by the State of Georgia.
- Experience in communicating with diverse communities, and in establishing and maintaining cooperative working relationships.
- Proficiency in MS Office Suite, as well as knowledge and understanding of the organizational structure, workflow, and operating procedures.
- Extensive hours and weekends will be required at times.
- Pre-Employment screening is required: criminal background check and drug testing.

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

**Job Title:** Laborer II/Park Crew Leader.

**Job Summary:** A successful candidate will play an active role in the City of College Park's existing operational success. The purpose of the position is the oversight and participation of manicured mowing detail, detailed maintenance of parks, and general management of all street-scraping to create a serene environment within the City of College Park.

**Major Duties:**

- Directs the ground crew in duties and assignments.
- Maintain proper landscape management within the city.
- Keeps Superintendent aware of any issues or problems.
- Trains and evaluates crew members in proper techniques and operations of the job.
- Maintains grass around public buildings, parks, and rights-of-way.
- Assist in semi-skilled work by handling tools.
- Operates weed eater and other grounds maintenance equipment.
- Maintains and repairs equipment.
- Maintains and paints baseball fields and football fields.
- Some weekend work as needed with the crew.
- Leads and assists in event coordination and setup as requested.
- Assists other divisions as needed.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs other related duties as assigned.
- The omission of specific duties does not preclude the supervisor from assigning duties that logically relate to the position.

**Knowledge Required by the Position:**

- Ability to effectively communicate and make decisions.
- Ability to provide and give directions to personnel.
- Ability to make decisions effectively.
- Knowledge of City and department policies and procedures.
- Knowledge of safety rules and regulations; CPR.
- Knowledge of the material commonly used in construction, maintenance, and repair activities related to assigned areas.
- Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted.
- Skill in the operation, maintenance, and routine repair of equipment used in Public Works Department, Building & Grounds Division, construction, and maintenance.
- 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.
- Effective analytical and decision-making skills.
- Excellent communication (oral and written), organizational, and time management skills.
- Effective interpersonal skills and ability to work with diverse constituents.



**Supervisory Controls:** Supervise and direct crew members while performing daily duties.

**Guidelines:** Knowledge of City and department policies and procedures

**Complexity:** The work consists of a variety of different landscape maintenance methods and practices

**Scope and Effect:** The purpose of the position is the participation of manicured mowing detail, detailed maintenance of parks, and general management of all street-scraping to create a serene environment within the City of College Park.

**Personal Contacts:** N/A

**Purpose of Contacts:** N/A

**Physical Demands:** Moderate physical activity. Requires handling objects of average-weight up to one hundred (100) pounds, standing and/or walking for more than four (4) hours per day, climb poles, bending, crouching, or stooping.

**Work Environment:** Work environments very day to day

**Supervisory and Management Responsibility:** to make sure PPE's and City department policies and procedures are followed.

**Minimum Qualifications:** High School Diploma or equivalent (GED).

- Two (2) years of crew leader experience.
- Possession of a valid Driver's License issued by the State of Georgia.
- Experience in communicating with diverse communities, and in establishing and maintaining cooperative working relationships.
- Proficiency in MS Office Suite, as well as knowledge and understanding of the organizational structure, workflow, and operating procedures.
- Extensive hours and weekends will be required at times.
- Pre-Employment screening is required: criminal background check and drug testing

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025  
**NOT FUNDED**

Fund: 100	Department and Number:	Buildings & Grounds 5195
New Replacement X <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/> Ford F-350 Other <span style="float: right;">1 Ton</span>	Priority: 2 <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>25 years old</u> Units of Use to Date (hours, miles, etc.) <u>118,5746</u> Total Operating/Maintenance Costs to Date <u>N/A</u> Actual FYE 2023-24 Maintenance Cost <u>N/A</u> Actual FYE 2023-24 Operating Cost <u>N/A</u> Estimated FYE 2024-25 Maintenance Cost <u>N/A</u> Estimated FYE 2024-25 Operating Cost <u>N/A</u>	
List of Special Features, Not Standard: 1. Welded landscape trailer mounted on Ford F-350 Chassis  <b>Unit 128</b>	Specific Description & Condition of Item  25 yr. old White 2005 Ford F-350 in worn condition	
Justification/Description: Replace crew truck needing: - Break line broken. - Shocks Bracke and shocks - The rear axle link is broken, and needs welded or bent back. (hard to find someone willing to weld due to fluids and location) - Parts for this year and model are no longer in production and manufactured by Ford.	Recommended Disposition of Replaced Item: Sell by Sealed Bid <u>Sell at Auction X</u> Retain as Backup Dismantle and Use for Parts <u>Junk X</u> Other	
Purchase Option New Vehicle/Equipment <u>\$31,628</u> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025  
**NOT FUNDED**

Fund: 100	Department and Number:	Buildings & Grounds 5195
New Replacement X <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/> F-350 Other <span style="margin-left: 100px;">1 ton</span>	Priority: 1 <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr style="width: 10%; margin-left: 10%;"/> X Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2023-24 Maintenance Cost <hr/> Actual FYE 2023-24 Operating Cost <hr/> Estimated FYE 2024-25 Maintenance Cost <hr/> Estimated FYE 2024-25 Operating Cost	
<b>Unit 144</b> List of Special Features, Not Standard:  None		Specific Description & Condition of Item  White F-350 cab truck / Wreck total out
Justification/Description:  Wrecked and has been totaled out.		Recommended Disposition of Replaced Item: Sell by Sealed Bid <u><b>Sell at Auction X</b></u> Retain as Backup Dismantle and Use for Parts <u><b>Junk X</b></u> Other
Purchase Option New Vehicle/Equipment \$59,400 Purchase Price <hr/> 10 yrs Estimated Useful Life <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25	

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025  
**NOT FUNDED**

Fund: 100	Department and Number:	Buildings & Grounds 5195
New Replacement X <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2-ton Truck <hr/> 3/4-ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>	Priority: 1 <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr style="width: 10%; margin-left: 40px;"/> X Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2023-24 Maintenance Cost <hr/> Actual FYE 2023-24 Operating Cost <hr/> Estimated FYE 2024-25 Maintenance Cost <hr/> Estimated FYE 2024-25 Operating Cost <hr/>	
<b>Unit 166</b> List of Special Features, Not Standard:  None		Specific Description & Condition of Item 2006 Ford F-150 with bad engine / undrivable
Justification/Description:  Blown Engine		Recommended Disposition of Replaced Item: Sell by Sealed Bid <u><b>Sell at Auction X</b></u> Retain as Backup Dismantle and Use for Parts <u><b>Junk X</b></u> Other
Purchase Option New Vehicle/Equipment \$52,800 <hr/> 10 yrs <hr/>	Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025  
**NOT FUNDED**

Fund: 100	Department and Number:	Buildings & Grounds 5195
New Replacement X <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door Cruiser <hr/> Station Wagon <hr/> Van 1/2-ton Truck 3/4-ton Truck <hr/> Sanitation Front Loader Sanitation Rear Loader <hr/> Ford F-350 Other                      1 Ton <hr/>	Priority: 1 <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>24 years old</u> Units of Use to Date (hours, miles, etc.) <u>92,2280</u> Total Operating/Maintenance Costs to Date <u>N/A</u> Actual FYE 2023-24 Maintenance Cost <u>N/A</u> Actual FYE 2023-24 Operating Cost <u>N/A</u> Estimated FYE 2024-25 Maintenance Cost <u>N/A</u> Estimated FYE 2024-25 Operating Cost <u>N/A</u>	
List of Special Features, Not Standard: 1. Welded landscape trailer mounted on Ford F-350 Chassis  <b>Unit 174</b> Justification/Description: - Replace crew truck needing rebuilt engine and heavily leaking oil. This truck must be filled daily with oil due to heavy leaks throughout the day. - Parts for this year and model are no longer in production and manufactured by Ford.	Specific Description & Condition of Item  24 yr. old White 2005 Ford F-350 in worn condition /no air and sometimes no heat  Recommended Disposition of Replaced Item: Sell by Sealed Bid <u>Sell at Auction X</u> Retain as Backup Dismantle and Use for Parts <u>Junk X</u> Other	
Purchase Option New Vehicle/Equipment <u>\$31,628</u> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25 <hr/>	

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

**DEPARTMENT**  
**Public Works - Buildings, Grounds & Parks**

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
100-D	2008	John Deere	(D) Tractor	L02755A695190		December 15, 2008		N/A		4,092	EXEMPT
101-D	1997	John Deere	(D) Tractor	LV5200E621123		August 5, 1997		7,933		405	EXEMPT
102-D	2007	John Deere	(D) Tractor	LV5325S430019		November 5, 2000		2,879		3,251	EXEMPT
128-D	2004	Ford	(D) F350- no avail parts	1FDWW36P84EB04125	\$25,298.00	September 11, 2003	100,968		118,575		GV6359M
129-T	2000	Tow-Pro	5x8 Trailer	4HDLS0813YD002833	N/A	March 17, 2000	N/A	N/A	N/A	N/A	GV6360M
130-T	2001	Tow-Pro	5x8 Trailer	4HDLS08141D005035	N/A	March 30, 2001	N/A	N/A	N/A	N/A	GV6361M
131-G	2018	John Deere	(G) 825MB Gator	1M0825MBPJM011256	\$15,709.00	October 30, 2018		2,657		1,474	EXEMPT
135-D	2006	John Deere	(D) TractorClutch out replace	LV5325S230600		October 5, 2006		4,214		4,623	EXEMPT
144-G	2011	Ford	SRW Super Duty-totalled out	1FTRF3B66CEA82199	\$23,141.00	November 30, 2011	N/A	N/A	N/A	N/A	N/A
150-D	2009	Allianz Madvac	(G) LN50	S/N #4127	N/A	January 16, 2009		361		361	EXEMPT
165-G	2022	Ford	(G) F150	1FTEW1CB8JFE78253	\$36,950.00	July 31, 2023			4,696		GV
166-G	2006	Ford	gt Conventional Blown engin	1FTRF12226NB40380	\$12,718.00	April 19, 2006	138,234				GV19230
167-G	2022	Ford	(G) F150	1FTFW1CD8NFB25474	\$47,630.00	September 19, 2023			4,235		GV
174-D	2006	Ford	(D) F350 - bad engine/Trans	1FDWW36P46EC74193	\$30,590.00	April 5, 2006	81,226		92,280		GV19229
181-G	2019	Ford	(G) F150	1FTEW1CB6KFD15179	\$26,925.00	September 13, 2009	24,182		42,670		GV9713M
184-D	2009	Ford	(D) F350	1FDWF3GR8AEB09109	\$39,787.00	January 22, 2010	91,945		102,137		GV6363M
195-G	2001	Ford	(G) Van	1FBSS31L81HB04739	\$24,201.00	March 1, 2001	127,818		137,342		GV9498M

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 2024-2025  
**NOT FUNDED**

Department: Buildings & Grounds

Department Number: 5195

Account	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
54 7590	Ford F-150 Pick up #166	General Fund	\$ 52,800				
54 7590	Ford F-350 cab pick up #144	General Fund	59,400				
54 7590	Ford F-350 landscape #128	General Fund	63,256				
54 7590	Ford F-350 landscape #174	General Fund	63,256				
54 7640	Exmark 60" lazer E Mower	General Fund	11,391				
54 7640	Exmark 60" lazer E Mower	General Fund	11,391				
54 7640	Exmark 60" lazer E Mower	General Fund	11,391				
54 7640	New Holland Workmaster	General Fund	53,611				
Totals			\$326,495	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: **Unit 128 Ford F-350 Crew Truck**

Item/Project Manager: Carlton Newton

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: 25 yr. old White 2004 Ford F-350 in worn condition

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: Replace crew truck needing:

- Break line broken.
- Shocks Bracke and shocks
- The rear axle link is broken, and needs welded or bent back. (hard to find someone willing to weld due to fluids and location)
- Parts for this year and model are no longer in production and manufactured by Ford.

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_ 10 yrs. \_\_\_\_\_

Estimated Cost \_\_\_\_\_ 63,256.00 \_\_\_\_\_

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

Net Cost \_\_\_\_\_ 63,256.00 \_\_\_\_\_

Comparable Quotes:

Vendor Name: Chevy

Vendor Quote

---



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** Replacement of current Landscape Truck # 128 with a 2023 F250 landscape

**Project Justification and Impact:** A new Landscape will provide transportation of personnel and equipment to and from jobsites.

**Project Costs:** \$ 63,256

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$63,256	\$ -	\$ -	\$ -	\$ -	\$ 63,256

**Useful Life:**  
10 years

**Estimated Cost Beyond Five Year Program**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:**  
None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: **Ford F-350 or Chevy 3500 Crew Truck**

Item/Project Manager: Carlton Newton

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

---

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:

Old unit 144 was involved in an accident and was totaled out.

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life  10 years \_\_\_\_\_

Estimated Cost  59,400 \_\_\_\_\_

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

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

Comparable Quotes: N/A

Vendor Name: chevy

Vendor Quote 59,400

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** Replacement of truck # 144 with Ford F-350 or Chevy 3500 (4x4)

**Project Justification and Impact:** This truck is needed for transportation around the and is utilized by other departments to transfer heavy equipment. This truck is also used for snow plowing and ice treatment for city roads.

**Project Costs: \$ 59,400**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$59,400	\$ -	\$ -	\$ -	\$ -	\$ 59,400

**Useful Life:**  
10 yrs.

**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 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: **Ford F-150 or Chevy 1500 Crew Truck**

Item/Project Manager: Carlton Newton

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 replacement, describe item to be replaced:

Old unit 166 engine is blown. This truck is a 2006 with well over 100,000 miles and has been sitting for almost two years.

---

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost 52,800

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

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

Comparable Quotes: N/A

Vendor Name: chevy

Vendor Quote 52,000

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** Replacement of truck # 166 with Ford F-150

**Project Justification and Impact:** This truck is needed for transportation around the city to change garbage cans and transport trash to city owned dumpsters- this vehicle will also be utilized for other city business as needed.

**Project Costs: \$ 52,800**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$52,800	\$ -	\$ -	\$ -	\$ -	\$52,800

**Useful Life:**  
10 yrs.

**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 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: **Unit 174 Ford F-350 Crew Truck**

Item/Project Manager: Carlton Newton

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: 24 yr. old White 2005 Ford F-350 in worn condition /no air and sometimes no heat

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: Replace crew truck needing rebuilt engine and heavily leaking oil. This truck must be filled daily with oil due to heavy leaks throughout the day.
- Parts for this year and model are no longer in production and manufactured by Ford.

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life  10 yrs. \_\_\_\_\_

Estimated Cost  63,256.00 \_\_\_\_\_

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

Net Cost  63,265.00 \_\_\_\_\_

Comparable Quotes:

Vendor Name: Chevy

Vendor Quote

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** Replacement of current Landscape Truck # 174 with a 2023 F250 landscape

**Project Justification and Impact:** A new Landscape will provide transportation of personnel and equipment to and from jobsites.

**Project Costs:** \$ 63,256

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$63,256	\$ -	\$ -	\$ -	\$ -	\$63,256

**Useful Life:** 10 yrs

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** General Fund 100 5195 54 7590

**Relationship to Other Primary Projects:** 1

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: Emark Series E

Item/Project Manager: Carlton Newton

Priority Rating: 1

Units Requested: 3

Number of Similar Units on Hand: 1

---

Description of Item/Project: New Mower to replace an old mower that has over 1500 hours of use which is generally the allotted hours for this type of commercial equipment.

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: Emark Mower is over the 1500 hrs. allotted for commercial mowers.

---

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 5 Yrs. \_\_\_\_\_

Estimated Cost 11,390.75 \_\_\_\_\_

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

Net Cost \$34,172.25 \_\_\_\_\_

Comparable Quotes: Govt contract

Vendor Name: Jack Peek's INC

Vendor Quote 11,390.75

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Campbells's Lawn Equipment – 11,483.99



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** Exmark Lazer Series E 60” Zero Turn Mower

**Project Justification and Impact:** The Exmark Lazer Series E is needed for maintenance for all city owned grounds and facilities. The Exmark Series E mower will give us the ability to cut and maintain all the city owned properties.

**Project Costs:** \$ 34,172 (3@11,391)

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$34,172	\$ -	\$ -	\$ -	\$ -	\$34,172

**Useful Life:**

5 years

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025  
**NOT FUNDED**

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: **New Holland Workmaster 75 Cab Tractor**

Item/Project Manager: Carlton Newton

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 2

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Description of Item/Project: New Holland cab tractor to replace old 2006 John Deere tractor #13. John Deere tractor has high operating hours (4622.5) and a bad clutch that continues to go out after being repaired. The cost associated with repairs weighs the worth of the tractor. This tractor has been down and unusable for two years and needs to be replaced for city maintenance. The life of a tractor is generally around 3,500 to 4,000 hours.

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 the item to be replaced: 2006 (18yr) John Deere Tractor with high hours of operational use. This tractor has also been down for the last two years, it has been repaired by age pro with continued clutch failure. This model is also extremely hard to find parts for this 18-year-old tractor that is deemed unsafe for operation.

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Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

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Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life  5-10 years

Estimated Cost  \$53,610.92

Less: Trade In

Net Cost  \$53,610.92

Comparable Quotes: Vendor Name: Wade Tractor & Equipment

Vendor Quote 53,610.92

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET  
**NOT FUNDED**

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

**Project Name or Title:**  
Buildings & Grounds  
Division

**Project Description:** New Holland Workmaster 75 Cab Tractor

**Project Justification and Impact:** A New Holland cab tractor would provide our operators with the ability to cut and maintain the city right of way and be safer doing it with a more reliable and newer tractor.

**Project Costs: \$ 53,610**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$53,610	\$ -	\$ -	\$ -	\$ -	\$53,610

**Useful Life:**  
5-10 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:**  
None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2024-25 BUDGET**

**Department of Public Works / BUILDINGS and GROUNDS**

**Program Description:**

The Buildings and Grounds program manages all landscaping and grounds contracts for the City of College Park, including detention ponds, sports facilities maintenance, Public Safety Complex and the maintenance of walking trails, code enforcement homes, and fertilization and herbicide management. Also, the program generates requisitions for the purchase of materials, hardware, and the purchase of vehicles 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:**

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, Recreational Centers, Public Safety Complexes, City Hall, and all other City owned rights-of-ways, and properties. We will continue to strive to get the Buildings and Grounds Division to the highest standards to ensure our citizens, patrons, and visitors alike remain satisfied and enjoy the beautiful and growing City.

**Program 24/25 Objectives:**

	<b>Estimated 24/25</b>
Customer Service	100%
Workforce Development	95%
Landscape Maintenance	95%
Effective Schedule Management	100%

**Performance Measures**

**Program/Service Outputs: (goods, services, units produced)      Estimated 24/25**

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	12
Pine Straw and mulch landscape beds in all City parks	6

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

**Estimated 24/25**

- To continue to evaluate maintenance efforts and contracts to ensure we are meeting compliance efforts.
- Monitor grass cutting and ground maintenance to ensure that we continue to be efficient and professional in meeting the standards of our community.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2024-25 BUDGET**

- Continue to work with the City of College Park Courts and the community volunteers.
- Continue comprehensive cutting schedule.
- Monitor and control daily costs associated with Building and Grounds and daily operations.
- Improve landscaping at all city facilities, properties, and other designated rights-of-way within the city.
- Increase annual color landscapes throughout the city by installing shrubs, bushes, annual flowers, and beautifications efforts throughout the City of College Park.

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

	<b>Estimated 24/25</b>
• 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

**Prior Year Highlights:**

- Set up and breakdown of all city events.
- Pressure washed entire grounds of City Hall
- Pressure washed entire grounds of Public Service Building
- Removed all overgrown vegetation on curbs, down HWY 29
- Enhanced City of College Park Mural as requested with River Rock
- Prepared football fields for youth games
- Prepared quote for equipment to take over.
- New Ownership of West Main and downtown College Park landscaping
- Participated in the reconstruction of the playground area of Barrett.
- Organized the landscaping of the new Splash Pad
- Cleaned out Kudzu from all streets in Six West area (Noxious weed by U.S. government and is illegal to grown in many states)
- Implemented progressive work order system to B&G Department

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2024-2025

Fund: **100**

Department and Number: **Buildings & Grounds / 5195**

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Department Submitting Request:

Division Submitting Request:

Requested for Department:

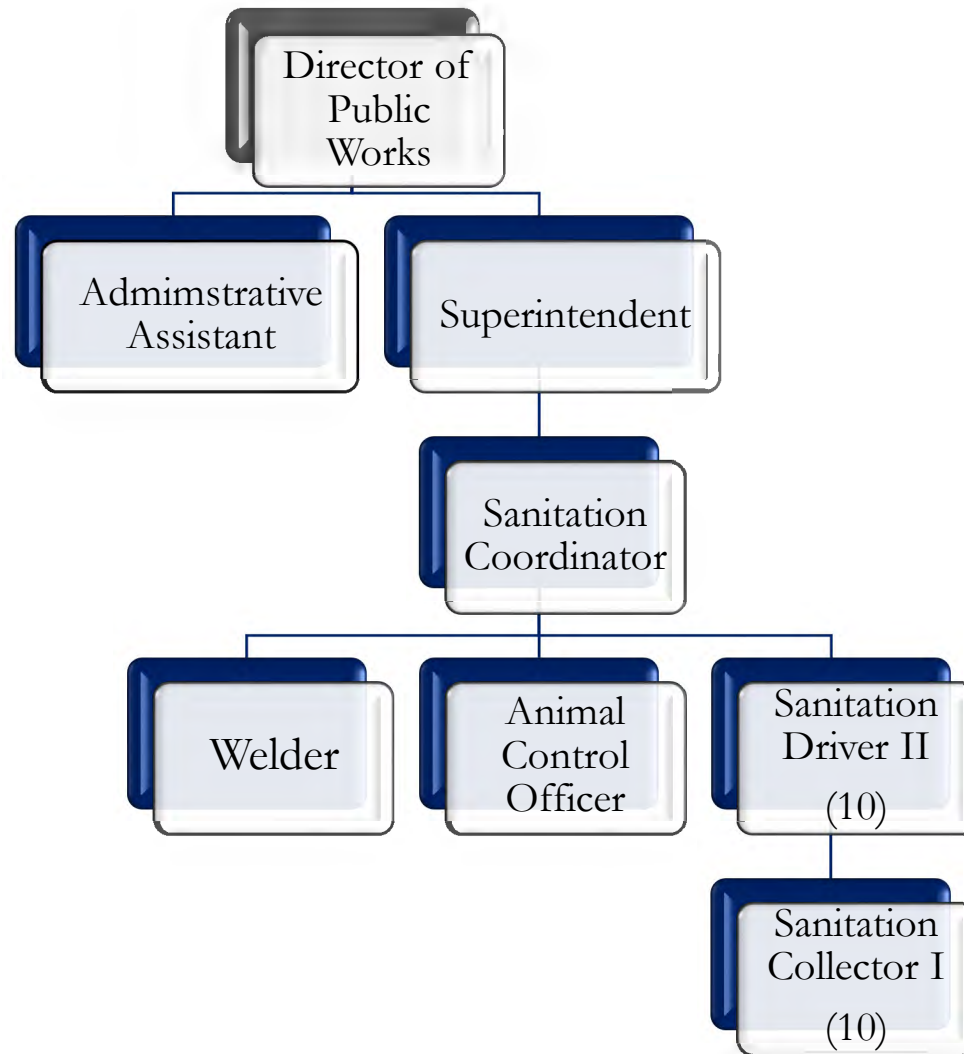
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

# Sanitation Department Organizational Chart



**EXHIBIT C  
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET**

Fund: 540	Department and Number: Sanitation 4300				
	2021-22	2022-23	2023-24	2024-25	2024-25
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Superintendent	1	1	1	1	1
Sanitation Coordinator	1	1	1	1	1
Administrative Assistant	0	1	1	1	1
Welder	1	1	1	1	1
Sanitation Driver II	10	10	10	10	10
Animal Control Officer	1	1	1	1	1
Sanitation Collector I	10	10	10	10	10
Laborer I (6 months)	0	0	0	0	0
<b>Total Personnel:</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
Sanitation Division Pay 25% of the following Salaries					
Public Works Director	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>
PW Admin. Assistant	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>
Budget Analyst	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>





# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 540 - SANITATION FUND</b>								
<b>REVENUE</b>								
Department <b>4300 - Sanitation</b>								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	1,499,816.52	1,536,000.00	1,307,231.27	85	1,526,000.00	1,652,592.00	8
34 4112	Sales To Commercial Cust.	1,669,295.55	1,753,745.00	1,350,778.53	77	1,753,745.00	1,752,963.00	
34 4330	Sales Convention Center	51,629.33	50,752.00	27,253.22	54	50,752.00	50,752.00	
34 4340	Other City Sales	112,339.77	113,633.00	76,257.66	67	113,633.00	113,633.00	
<b>Charges For Services Totals</b>		<b>\$3,333,081.17</b>	<b>\$3,454,130.00</b>	<b>\$2,761,520.68</b>	<b>80%</b>	<b>\$3,444,130.00</b>	<b>\$3,569,940.00</b>	<b>3%</b>
<i>Intergovernmental</i>								
33 1100	Federal Grants	.00	.00	.00		.00	85,000.00	
<b>Intergovernmental Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>+++</b>
<i>Other Income</i>								
34 1900	Miscellaneous Income	103.00	.00	.00		.00	.00	
34 4130	Sales - Recycled Material	2,059.15	15,000.00	1,619.40	11	15,000.00	15,000.00	
39 3105	Loan Proceeds	.00	.00	.00		.00	1,016,251.00	
<b>Other Income Totals</b>		<b>\$2,162.15</b>	<b>\$15,000.00</b>	<b>\$1,619.40</b>	<b>11%</b>	<b>\$15,000.00</b>	<b>\$1,031,251.00</b>	<b>6775%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	11.94	.00	4,609.30		.00	.00	
<b>Interest Totals</b>		<b>\$11.94</b>	<b>\$0.00</b>	<b>\$4,609.30</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Department <b>4300 - Sanitation Totals</b>		<b>\$3,335,255.26</b>	<b>\$3,469,130.00</b>	<b>\$2,767,749.38</b>	<b>80%</b>	<b>\$3,459,130.00</b>	<b>\$4,686,191.00</b>	<b>35%</b>
<b>REVENUE TOTALS</b>		<b>\$3,335,255.26</b>	<b>\$3,469,130.00</b>	<b>\$2,767,749.38</b>	<b>80%</b>	<b>\$3,459,130.00</b>	<b>\$4,686,191.00</b>	<b>35%</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 540 - SANITATION FUND</b>								
<b>EXPENSE</b>								
Department <b>4300 - Sanitation</b>								
<b>Personnel Services</b>								
51 5010	Salary/Operating	943,138.73	1,168,056.00	871,248.89	75	1,230,972.00	1,123,416.00	(4)
51 5016	Salary On-Call	3,250.00	3,900.00	4,000.00	103	3,900.00	3,900.00	
51 5020	Salary/Overtime	73,991.55	65,000.00	25,358.38	39	85,000.00	45,000.00	(31)
51 5030	Salary/Partime	10,441.38	.00	19,500.00		.00	36,400.00	
51 5040	Employee Utility Credit	4,524.00	7,200.00	3,810.87	53	7,200.00	4,800.00	(33)
51 5190	Medicare	18,916.73	16,937.00	12,501.14	74	17,849.00	17,101.00	1
51 5200	Fica	2,295.32	.00	1,769.57		.00	1,066.00	
<b>Personnel Services Totals</b>		<b>\$1,056,557.71</b>	<b>\$1,261,093.00</b>	<b>\$938,188.85</b>	<b>74%</b>	<b>\$1,344,921.00</b>	<b>\$1,231,683.00</b>	<b>(2%)</b>
<b>Employee Benefits</b>								
51 5150	City Pension Contribution	319,700.07	273,001.00	206,691.15	76	270,462.00	270,462.00	(1)
51 5161	Life Insurance	398.30	1,279.00	298.98	23	1,279.00	1,279.00	
51 5163	ST Disability Insurance	1,409.42	1,500.00	1,290.08	86	1,100.00	1,100.00	(27)
51 5164	LT Disability Insurance	1,283.01	1,600.00	1,483.10	93	1,000.00	1,000.00	(38)
51 5165	Health Insurance	169,849.30	240,886.00	140,385.33	58	229,569.00	219,569.00	(9)
51 5166	Dental Insurance	3,696.74	5,854.00	1,715.21	29	5,209.00	5,209.00	(11)
51 5180	Uniforms	17,146.90	19,000.00	15,146.75	80	11,000.00	11,000.00	(42)
<b>Employee Benefits Totals</b>		<b>\$513,483.74</b>	<b>\$543,120.00</b>	<b>\$367,010.60</b>	<b>68%</b>	<b>\$519,619.00</b>	<b>\$509,619.00</b>	<b>(6%)</b>
<b>Communications &amp; Util.</b>								
52 5240	Telephone	17,075.65	12,392.00	6,967.25	56	12,976.00	12,980.00	5
52 5260	Heat & Power	9,116.64	11,268.00	6,638.21	59	9,564.00	9,564.00	(15)
52 5270	Water	2,905.25	4,332.00	3,575.40	83	3,048.00	3,048.00	(30)
52 5280	Other Communication/Util	6,185.52	6,372.00	6,379.64	100	6,504.00	6,504.00	2
<b>Communications &amp; Util. Totals</b>		<b>\$35,283.06</b>	<b>\$34,364.00</b>	<b>\$23,560.50</b>	<b>69%</b>	<b>\$32,092.00</b>	<b>\$32,096.00</b>	<b>(7%)</b>
<b>Rentals</b>								
52 5330	Office Equipment Rental	3,173.41	4,800.00	2,005.82	42	3,000.00	3,000.00	(38)
52 5340	Vehicle Rental	.00	.00	13,853.81		.00	.00	
52 5360	Other Equipment Rental	151.17	1,404.00	.00		1,404.00	1,404.00	
<b>Rentals Totals</b>		<b>\$3,324.58</b>	<b>\$6,204.00</b>	<b>\$15,859.63</b>	<b>256%</b>	<b>\$4,404.00</b>	<b>\$4,404.00</b>	<b>(29%)</b>
<b>Repair &amp; Maintenance</b>								
52 5700	R&M - Vehicles	215,075.30	124,465.00	210,429.06	169	152,848.00	152,853.00	23
52 5730	R&M - D/P Equipment	3,175.41	9,873.00	3,020.00	31	12,111.00	13,595.00	38
52 5780	Grounds	3,484.25	7,652.00	4,350.97	57	10,152.00	10,152.00	33
52 5810	R&M-Sanitation Containers	11,415.49	5,000.00	14,971.00	299	8,000.00	8,000.00	60
53 5680	Tires	52,089.62	40,000.00	40,447.70	101	50,000.00	50,000.00	25
<b>Repair &amp; Maintenance Totals</b>		<b>\$285,240.07</b>	<b>\$186,990.00</b>	<b>\$273,218.73</b>	<b>146%</b>	<b>\$233,111.00</b>	<b>\$234,600.00</b>	<b>25%</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 540 - SANITATION FUND</b>								
<b>EXPENSE</b>								
Department <b>4300 - Sanitation</b>								
<b>Building Maintenance</b>								
52 5740	R&M-Buildings	1,611.15	3,000.00	995.98	33	3,000.00	3,000.00	
<b>Building Maintenance Totals</b>		<b>\$1,611.15</b>	<b>\$3,000.00</b>	<b>\$995.98</b>	<b>33%</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<b>Training &amp; Education</b>								
52 6200	Training	67.41	2,000.00	.00		2,000.00	2,000.00	
52 6210	Dues	345.00	1,128.00	295.00	26	1,128.00	1,128.00	
52 6230	Conventions/Meetings	172.96	.00	.00		.00	.00	
<b>Training &amp; Education Totals</b>		<b>\$585.37</b>	<b>\$3,128.00</b>	<b>\$295.00</b>	<b>9%</b>	<b>\$3,128.00</b>	<b>\$3,128.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
52 5460	Audit Fees	5,528.57	.00	.00		.00	.00	
52 6000	Advertising Expense	969.00	1,524.00	.00		2,000.00	2,000.00	31
52 6100	Auto Insurance	23,091.48	24,699.00	27,600.63	112	31,790.00	31,790.00	29
52 6110	Other Insurance	44,113.46	49,797.00	30,332.29	61	36,322.00	36,322.00	(27)
52 6130	Miscellaneous Services	3,039.08	2,000.00	1,006.33	50	2,000.00	6,000.00	200
52 6140	Dog Pound Fees	52,752.55	20,000.00	14,246.32	71	25,000.00	25,000.00	25
52 6170	Contractual Services	33,481.20	54,000.00	36,976.32	68	54,000.00	50,000.00	(7)
52 6510	Claims Not Workmans Comp.	8,175.52	.00	10,000.00		.00	.00	
52 6560	Workers Comp/Administrati	12,219.07	7,874.00	6,718.04	85	7,528.00	7,390.00	(6)
52 6600	Claims Workers Comp.	5,190.68	.00	5,027.70		.00	.00	
52 7190	Recycling Expense	.00	500.00	.00		500.00	500.00	
<b>Other Services &amp; Charges Totals</b>		<b>\$188,560.61</b>	<b>\$160,394.00</b>	<b>\$131,907.63</b>	<b>82%</b>	<b>\$159,140.00</b>	<b>\$159,002.00</b>	<b>(1%)</b>
<b>Materials &amp; Supplies</b>								
52 7300	Postage	.57	300.00	.00		.00	.00	(100)
52 7320	Stationery & Printing	1,712.40	500.00	88.64	18	400.00	400.00	(20)
52 7330	Copy Expense	423.14	1,500.00	803.97	54	1,500.00	1,500.00	
53 7000	Gas & Oil	145,436.94	70,000.00	64,001.12	91	75,000.00	120,000.00	71
53 7010	Tools/Shop Supplies	2,618.35	4,000.00	2,431.56	61	4,000.00	4,000.00	
53 7020	Janitorial Supplies	4,256.69	4,000.00	2,500.58	63	2,000.00	2,000.00	(50)
53 7050	Medical Services/Supplies	1,602.00	500.00	1,356.00	271	500.00	500.00	
53 7100	Lubricants & Chemicals	4,769.91	3,000.00	2,279.52	76	3,000.00	3,000.00	
53 7110	Safety Supplies	1,527.35	4,000.00	1,827.73	46	4,000.00	4,000.00	
53 7121	Computer Hardware	.00	.00	1,380.03		1,400.00	1,400.00	
53 7150	Other Operating Supplies	1,672.44	1,500.00	1,840.33	123	2,500.00	2,500.00	67
53 7170	Trash Bags	356.16	1,000.00	.00		1,000.00	1,000.00	
53 7310	Office Supplies	1,017.77	1,000.00	895.97	90	1,000.00	1,000.00	
<b>Materials &amp; Supplies Totals</b>		<b>\$165,393.72</b>	<b>\$91,300.00</b>	<b>\$79,405.45</b>	<b>87%</b>	<b>\$96,300.00</b>	<b>\$141,300.00</b>	<b>55%</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund 540 - SANITATION FUND								
<b>EXPENSE</b>								
Department 4300 - Sanitation								
<i>Cost Of Sales</i>								
52 6120	Landfill Charges	849,778.20	831,000.00	638,234.54	77	903,000.00	887,520.00	7
<i>Cost Of Sales Totals</i>		\$849,778.20	\$831,000.00	\$638,234.54	77%	\$903,000.00	\$887,520.00	7%
<i>Accounting Charges</i>								
57 4001	Utility Assistance	.00	.00	917.13		.00	.00	
<i>Accounting Charges Totals</i>		\$0.00	\$0.00	\$917.13	+++	\$0.00	\$0.00	+++
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	37,565.00	40,000.00	40,000.00	100	1,076,251.00	1,076,251.00	2,591
54 7630	Other Equipment - New	.00	.00	.00		10,000.00	10,000.00	
54 7680	Sanitation Cont. Replace	44,624.00	45,000.00	26,338.00	59	45,000.00	130,000.00	189
<i>Capital Outlay Totals</i>		\$82,189.00	\$85,000.00	\$66,338.00	78%	\$1,131,251.00	\$1,216,251.00	1331%
<i>Debt Service</i>								
58 1200	CAPITAL LEASE PRINCIPAL	174,667.77	238,662.00	205,059.17	86	244,858.00	244,857.00	3
58 2200	CAPITAL LEASE INTEREST	18,652.84	24,875.00	23,141.41	93	18,731.00	18,731.00	(25)
<i>Debt Service Totals</i>		\$193,320.61	\$263,537.00	\$228,200.58	87%	\$263,589.00	\$263,588.00	0%
Department 4300 - Sanitation Totals		\$3,375,327.82	\$3,469,130.00	\$2,764,132.62	80%	\$4,693,555.00	\$4,686,191.00	35%
<b>EXPENSE TOTALS</b>		\$3,375,327.82	\$3,469,130.00	\$2,764,132.62	80%	\$4,693,555.00	\$4,686,191.00	35%
Fund 540 - SANITATION FUND Totals								
<b>REVENUE TOTALS</b>		\$3,335,255.26	\$3,469,130.00	\$2,767,749.38	80%	\$3,459,130.00	\$4,686,191.00	35%
<b>EXPENSE TOTALS</b>		\$3,375,327.82	\$3,469,130.00	\$2,764,132.62	80%	\$4,693,555.00	\$4,686,191.00	35%
Fund 540 - SANITATION FUND Totals		(\$40,072.56)	\$0.00	\$3,616.76	+++	(\$1,234,425.00)	\$0.00	+++
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$3,335,255.26	\$3,469,130.00	\$2,767,749.38	80%	\$3,459,130.00	\$4,686,191.00	35%
<b>EXPENSE GRAND TOTALS</b>		\$3,375,327.82	\$3,469,130.00	\$2,764,132.62	80%	\$4,693,555.00	\$4,686,191.00	35%
Net Grand Totals		(\$40,072.56)	\$0.00	\$3,616.76	+++	(\$1,234,425.00)	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund <b>540 - SANITATION FUND</b>				
Department <b>4300 - Sanitation</b>				
Account <b>33 1100 - Federal Grants</b>				
540 4300 33 1100	Additional Funding Required to balance budget	1.0000	85,000.00	85,000.00
		Transactions	1	<u>85,000.00</u>
	Account <b>33 1100 - Federal Grants</b> Totals			<u>\$85,000.00</u>
Account <b>34 4110 - Sales To Residential Cust</b>				
540 4300 34 4110	Monthly Collections	12.0000	137,716.00	1,652,592.00
		Transactions	1	<u>1,652,592.00</u>
	Account <b>34 4110 - Sales To Residential Cust</b> Totals			<u>\$1,652,592.00</u>
Account <b>34 4112 - Sales To Commercial Cust.</b>				
540 4300 34 4112	Monthly Collections	12.0000	146,080.25	1,752,963.00
		Transactions	1	<u>1,752,963.00</u>
	Account <b>34 4112 - Sales To Commercial Cust.</b> Totals			<u>\$1,752,963.00</u>
Account <b>39 3105 - Loan Proceeds</b>				
540 4300 39 3105	Lease Financing for Trucks	1.0000	1,016,251.00	1,016,251.00
		Transactions	1	<u>\$1,016,251.00</u>
	Account <b>39 3105 - Loan Proceeds</b> Totals			<u>\$1,016,251.00</u>
	Department <b>4300 - Sanitation</b> Totals			<u>\$4,506,806.00</u>
	Fund <b>540 - SANITATION FUND</b> Totals			<u>\$4,506,806.00</u>
	<b>REVENUES</b> Totals	Transactions	4	<u>\$4,506,806.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>540 - SANITATION FUND</b>			
Department	<b>4300 - Sanitation</b>			
Account	<b>52 5240 - Telephone</b>			
540 4300 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
540 4300 52 5240	Landline	1.0000	356.00	356.00
540 4300 52 5240	Verizon Wireless	12.0000	390.00	4,680.00
540 4300 52 5240	Windstream	12.0000	595.00	7,140.00
	Account <b>52 5240 - Telephone Totals</b>	Transactions	4	<u>\$12,980.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
540 4300 52 5260	Power Allocation: Based on monthly average	12.0000	616.00	7,392.00
540 4300 52 5260	Scana Energy/Fireside Natural Gas	12.0000	181.00	2,172.00
	Account <b>52 5260 - Heat &amp; Power Totals</b>	Transactions	2	<u>\$9,564.00</u>
Account	<b>52 5270 - Water</b>			
540 4300 52 5270	Based on mothly average	12.0000	254.00	3,048.00
	Account <b>52 5270 - Water Totals</b>	Transactions	1	<u>\$3,048.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
540 4300 52 5280	Sanitation and Stormwater	12.0000	542.00	6,504.00
	Account <b>52 5280 - Other Communication/Util Totals</b>	Transactions	1	<u>\$6,504.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
540 4300 52 5330	Copy Machine Rental	12.0000	250.00	3,000.00
	Account <b>52 5330 - Office Equipment Rental Totals</b>	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 5360 - Other Equipment Rental</b>			
540 4300 52 5360	Airgas Oxygen & Acetylene Tanks Welding Shop	12.0000	117.00	1,404.00
	Account <b>52 5360 - Other Equipment Rental Totals</b>	Transactions	1	<u>\$1,404.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
540 4300 52 5700	Moody's Allocation	12.0000	4,133.00	49,596.00
540 4300 52 5700	Square Rigger Annual Maintenance	1.0000	89.00	89.00
540 4300 52 5700	Square Rigger Monthly Cost	12.0000	58.00	696.00
540 4300 52 5700	Vehicle Repair and Maintenance	1.0000	100,000.00	100,000.00
540 4300 52 5700	Verizon Connect	12.0000	206.00	2,472.00
	Account <b>52 5700 - R&amp;M - Vehicles Totals</b>	Transactions	5	<u>\$152,853.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
540 4300 52 5730	Comcast-Cable & Internet	1.0000	2,000.00	2,000.00
540 4300 52 5730	DocuSign	1.0000	2,021.00	2,021.00
540 4300 52 5730	Email License	1.0000	2,909.00	2,909.00
540 4300 52 5730	Mimecast	20.0000	87.00	1,740.00
540 4300 52 5730	Tyler New World	1.0000	4,925.00	4,925.00
	Account <b>52 5730 - R&amp;M - D/P Equipment Totals</b>	Transactions	5	<u>\$13,595.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>540 - SANITATION FUND</b>			
Department	<b>4300 - Sanitation</b>			
Account	<b>52 5740 - R&amp;M-Buildings</b>			
540 4300 52 5740	Public Works Facility repair and Maintenance	1.0000	3,000.00	3,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 5780 - Grounds</b>			
540 4300 52 5780	Fuel Pump Maintenance	1.0000	2,500.00	2,500.00
540 4300 52 5780	Public Works Facility and Ground Pest control	12.0000	221.00	2,652.00
540 4300 52 5780	Public Works Fence and Door Maintenance	1.0000	4,000.00	4,000.00
	Account 52 5780 - Grounds Totals	Transactions	3	<u>\$9,152.00</u>
Account	<b>52 5810 - R&amp;M-Sanitation Containers</b>			
540 4300 52 5810	Container Maintenance and supplies	1.0000	8,000.00	8,000.00
	Account 52 5810 - R&M-Sanitation Containers Totals	Transactions	1	<u>\$8,000.00</u>
Account	<b>52 6000 - Advertising Expense</b>			
540 4300 52 6000	Purchase labels and signs for Sanitation	1.0000	2,000.00	2,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
540 4300 52 6100	Auto Liability	1.0000	31,790.00	31,790.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$31,790.00</u>
Account	<b>52 6110 - Other Insurance</b>			
540 4300 52 6110	EPLI Policy	1.0000	19,826.00	19,826.00
540 4300 52 6110	General Liability	1.0000	16,496.00	16,496.00
	Account 52 6110 - Other Insurance Totals	Transactions	2	<u>\$36,322.00</u>
Account	<b>52 6120 - Landfill Charges</b>			
540 4300 52 6120	Household Hazardous Waste Event	1.0000	15,000.00	15,000.00
540 4300 52 6120	Landfill Charges	12.0000	72,710.00	872,520.00
	Account 52 6120 - Landfill Charges Totals	Transactions	2	<u>\$887,520.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
540 4300 52 6130	City Appreciation & Benevolent Fund	1.0000	2,000.00	2,000.00
540 4300 52 6130	Keep College Park Beautiful - Operating supplies	1.0000	4,000.00	4,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	2	<u>\$6,000.00</u>
Account	<b>52 6140 - Dog Pound Fees</b>			
540 4300 52 6140	Fees Paid to Fulton County Animal Services	1.0000	25,000.00	25,000.00
	Account 52 6140 - Dog Pound Fees Totals	Transactions	1	<u>\$25,000.00</u>
Account	<b>52 6170 - Contractual Services</b>			
540 4300 52 6170	Georgia Works	1.0000	50,000.00	50,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$50,000.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>540 - SANITATION FUND</b>			
Department	<b>4300 - Sanitation</b>			
Account	<b>52 6200 - Training</b>			
540 4300 52 6200	Training for Animal Control	1.0000	500.00	500.00
540 4300 52 6200	Training for Sanitation Services	1.0000	1,500.00	1,500.00
	Account <b>52 6200 - Training</b> Totals	Transactions	2	<u>\$2,000.00</u>
Account	<b>52 6210 - Dues</b>			
540 4300 52 6210	Animal Control Membership	1.0000	300.00	300.00
540 4300 52 6210	APWP Membership	1.0000	292.00	292.00
540 4300 52 6210	Solid Waste Association of North2 America	2.0000	268.00	536.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	3	<u>\$1,128.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
540 4300 52 6560	NFP	1.0000	7,389.84	7,389.84
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$7,389.84</u>
Account	<b>52 7190 - Recycling Expense</b>			
540 4300 52 7190	Purchase Material & Supplies for Recycling Stations	1.0000	500.00	500.00
	Account <b>52 7190 - Recycling Expense</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
540 4300 52 7320	Stationary & Printing for Sanitation	1.0000	400.00	400.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$400.00</u>
Account	<b>52 7330 - Copy Expense</b>			
540 4300 52 7330	Sanitation Copy & Advertising	1.0000	1,500.00	1,500.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>53 5680 - Tires</b>			
540 4300 53 5680	Tires for Sanitation Vehicles	1.0000	50,000.00	50,000.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$50,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
540 4300 53 7000	Gas and DEF for Sanitation Vehicles	1.0000	120,000.00	120,000.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$120,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
540 4300 53 7010	Purchase of tools	1.0000	4,000.00	4,000.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
540 4300 53 7020	Purchase of cleaning supplies for Public Works	1.0000	2,000.00	2,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
540 4300 53 7050	Concentra Services	1.0000	1,000.00	1,000.00
540 4300 53 7050	Purchase of medical supplies- first aid kits	1.0000	500.00	500.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	2	<u>\$1,500.00</u>





# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund	<b>540 - SANITATION FUND</b>				
Department	<b>4300 - Sanitation</b>				
Account	<b>53 7100 - Lubricants &amp; Chemicals</b>				
540 4300 53 7100	Sanitation Lubricants & Chemicals	1.0000	3,000.00	3,000.00	
	Account	<b>53 7100 - Lubricants &amp; Chemicals Totals</b>	Transactions	1	<u>3,000.00</u>
Account	<b>53 7110 - Safety Supplies</b>				
540 4300 53 7110	Safety Gear & Supplies	1.0000	4,000.00	4,000.00	
	Account	<b>53 7110 - Safety Supplies Totals</b>	Transactions	1	<u>4,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>				
540 4300 53 7121	Sanitation Laptop Replacement	1.0000	1,400.00	1,400.00	
	Account	<b>53 7121 - Computer Hardware Totals</b>	Transactions	1	<u>1,400.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>				
540 4300 53 7150	Spill Kits and other operating supplies	1.0000	2,500.00	2,500.00	
	Account	<b>53 7150 - Other Operating Supplies Totals</b>	Transactions	1	<u>2,500.00</u>
Account	<b>53 7170 - Trash Bags</b>				
540 4300 53 7170	Sanitation supplies for KCPB & City Events	1.0000	1,000.00	1,000.00	
	Account	<b>53 7170 - Trash Bags Totals</b>	Transactions	1	<u>1,000.00</u>
Account	<b>53 7310 - Office Supplies</b>				
540 4300 53 7310	Sanitation Office Supplies	1.0000	1,000.00	1,000.00	
	Account	<b>53 7310 - Office Supplies Totals</b>	Transactions	1	<u>1,000.00</u>
Account	<b>54 7590 - Vehicles - Replace</b>				
540 4300 54 7590	2025 Crew Cab Truck	1.0000	60,000.00	60,000.00	
540 4300 54 7590	Front Load Garbage Truck - Lease Financing	1.0000	379,959.00	379,959.00	
540 4300 54 7590	Front Load Garbage Truck - Lease Financing	1.0000	379,959.00	379,959.00	
540 4300 54 7590	ODB Leaf Vacuum Truck - Lease Financing	1.0000	256,333.00	256,333.00	
	Account	<b>54 7590 - Vehicles - Replace Totals</b>	Transactions	4	<u>\$1,076,251.00</u>
Account	<b>54 7630 - Other Equipment - New</b>				
540 4300 54 7630	Recycling Beautification	1.0000	10,000.00	10,000.00	
	Account	<b>54 7630 - Other Equipment - New Totals</b>	Transactions	1	<u>10,000.00</u>
Account	<b>54 7680 - Sanitation Cont. Replace</b>				
540 4300 54 7680	Trash Recepticle Replacement with Barcode Scanner	1.0000	130,000.00	130,000.00	
	Account	<b>54 7680 - Sanitation Cont. Replace Totals</b>	Transactions	1	<u>130,000.00</u>
Account	<b>58 1200 - CAPITAL LEASE PRINCIPAL</b>				
540 4300 58 1200	Lease - Sanitation - Mini Loader & Contained Hauler	1.0000	63,063.00	63,063.00	
540 4300 58 1200	Lease - Sanitation- 2 Front Loader	1.0000	103,362.00	103,362.00	
540 4300 58 1200	Lease- Sanitation - Leaf Vaccum Truck	1.0000	43,980.00	43,980.00	
540 4300 58 1200	Lease- Sanitation -Grapple Truck	1.0000	34,452.00	34,452.00	
	Account	<b>58 1200 - CAPITAL LEASE PRINCIPAL Totals</b>	Transactions	4	<u>\$244,857.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>540 - SANITATION FUND</b>			
Department	<b>4300 - Sanitation</b>			
Account	<b>58 2200 - CAPITAL LEASE INTEREST</b>			
540 4300 58 2200	Lease - Sanitation - Leaf Vaccum Truck	1.0000	2,880.00	2,880.00
540 4300 58 2200	Lease - Sanitation - Mini Loader & Contained Hauler	1.0000	11,224.00	11,224.00
540 4300 58 2200	Lease -Sanitation - 2 Front Loaders	1.0000	3,755.00	3,755.00
540 4300 58 2200	Lease -Sanitation - Grapple Truck	1.0000	872.00	872.00
Account	<b>58 2200 - CAPITAL LEASE INTEREST</b> Totals	Transactions	4	<u>\$18,731.00</u>
Department	<b>4300 - Sanitation</b> Totals	Transactions	70	<u>\$2,944,888.84</u>
Fund	<b>540 - SANITATION FUND</b> Totals	Transactions	70	<u>\$2,944,888.84</u>
	<b>EXPENSES</b> Totals	Transactions	70	<u>\$2,944,888.84</u>
	Grand Totals	Transactions	74	<u>\$7,451,694.84</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

Department and Number  
**Sanitation-4300**

Fund: 540

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -
<b>Fringe Benefits - <i>All Based on Single Coverage</i></b>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$298 per year			-	
Health Insurance \$9,023 per position per year			-	
Pensions (24.04%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
<b>Training and Education</b>				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
<b>Material and Supplies</b>				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
<b>Capital Outlay (Needed if position is approved)</b>				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
<b>Vehicle (Additional Needed if Position Approved)</b>				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
<b>Total</b>			\$ -	

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 540</b>	<b>Department and Number:</b>	<b>Sanitation/4300</b>
	New Replacement for Vehicle/Equipment No.	Priority:
<u>Vehicle Type</u>		Information on Vehicle/Equipment Being Replaced
<u>Sedan 2 Door</u>		Age of Vehicle/Equipment Being Replaced
<u>Sedan 4 Door</u>		<u>14 years</u>
<u>Cruiser</u>		<u>160000</u> Units of Use to Date (hours, miles, etc.)
<u>Station Wagon</u>		<u>\$,6,000</u> Total Operating/Maintenance Costs to Date
<u>Van</u>		<u>\$2,000</u> Actual FYE 2023-24 Maintenance Cost
<u>X</u> <u>1/2-ton Truck</u>		<u>\$500</u> Actual FYE 2023-24 Operating Cost
<u>3/4-ton Truck</u>		
<u>Sanitation Front Loader</u>		<u>\$9,000</u> Estimated FYE 2024-25 Maintenance Cost
<u>Sanitation Rear Loader</u>		Estimated FYE 2024-25 Operating Cost
<u>Other</u>		
<u>List of Special Features, Not Standard:</u>		Specific Description & Condition of Item Being Replaced including VIN#: 1FTMF1CW0AKB68250 Unit 466 has transmission problems, burns oil daily, and has many interior issues.
<u>Justification/Description: A new truck will enhance operational efficiency, improve safety with modern features, and lower maintenance.</u>		Recommended Disposition of Replaced Item: X Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
<u>Purchase Option New Vehicle/Equipment</u> <u>\$60,000</u>	<u>Purchase Price</u>	<u>Rental Option New Vehicle/Equipment</u>
<u>Estimated Useful Life</u>		<u>Rental/Lease Cost per Year</u>
<u>Estimated Use During 2024-25</u>		<u>Estimated Length of Rental/Lease</u>
<u>Estimated Operating Cost During 2024-25</u>		<u>Estimated Use During 2024-25</u>
		<u>Estimated Operating Cost During 2024-25</u>

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

Fund: <b>540</b>		Department and Number: <b>Sanitation/4300</b>	
	New Replacement for Vehicle/Equipment No.		Priority: 1
Vehicle Type	Sedan 2 Door	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>8 years</u> <u>68876</u> Units of Use to Date (hours, miles, etc.) <u>20000</u> Total Operating/Maintenance Costs to Date <u>n/a</u> Actual FYE 2023-24 Maintenance Cost Actual FYE 2023-24 Operating Cost Estimated FYE 2024-25 Maintenance Cost Estimated FYE 2024-25 Operating Cost	
	Sedan 4 Door		
	Cruiser		
	Station Wagon		
	Van		
	1/2-ton Truck		
	3/4-ton Truck		
	X Sanitation Front Loader		
	Sanitation Rear Loader		
	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#: IM2AV04CXGM014609 Truck 445 is out of service age and condition truck is beyond repair	
Justification/Description: A newer model front-load truck comes with advanced safety features, improved fuel efficiency, and enhanced maneuverability.		Recommended Disposition of Replaced Item: x Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment	Rental Option New Vehicle/Equipment		
<u>\$379,959</u> Purchase Price	<u>                    </u> Rental/Lease Cost per Year		
<u>10 years</u> Estimated Useful Life	<u>                    </u> Estimated Length of Rental/Lease		
<u>daily</u> Estimated Use During 2024-25	<u>                    </u> Estimated Use During 2024-25		
<u>                    </u> Estimated Operating Cost During 2024-25	<u>                    </u> Estimated Operating Cost During 2024-25		

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 540</b>	<b>Department and Number:</b>	<b>Sanitation/4300</b>
<input checked="" type="checkbox"/>	New Replacement for Vehicle/Equipment No.	Priority: 1
<u>                    </u>	Vehicle Type	
<u>                    </u>	Sedan 2 Door	Information on Vehicle/Equipment Being Replaced
<u>                    </u>	Sedan 4 Door	Age of Vehicle/Equipment Being Replaced
<u>                    </u>	Cruiser	<u>2016</u>
<u>                    </u>	Station Wagon	<u>145,500</u>
<u>                    </u>	Van	<u>60-80k</u>
<u>                    </u>	1/2-ton Truck	<u>20,000</u>
<u>                    </u>	3/4-ton Truck	
<u>                    </u>	<input checked="" type="checkbox"/> Sanitation Front Loader	Units of Use to Date (hours, miles, etc.)
<u>                    </u>	Sanitation Rear Loader	Total Operating/Maintenance Costs to Date
<u>                    </u>	Other	Actual FYE 2023-24 Maintenance Cost
		Actual FYE 2023-24 Operating Cost
		Estimated FYE 2024-25 Maintenance Cost
		Estimated FYE 2024-25 Operating Cost
	List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#: IM2AV04C8GM014608 The rising cost of repair and lack of available parts coupled with multiple cosmetic deficiencies. This truck not in service.
Justification/Description: Sanitation is in need of a Front Load garbage truck. Older truck constantly being down uses resources that could be used elsewhere.		Recommended Disposition of Replaced Item: <input checked="" type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input type="checkbox"/> Other
<u>\$379,959</u>	Purchase Option New Vehicle/Equipment Purchase Price	Rental Option New Vehicle/Equipment
<u>10 years</u>	Estimated Useful Life	<u>                    </u>
<u>                    </u>	Estimated Use During 2024-25	Rental/Lease Cost per Year
<u>                    </u>	Estimated Operating Cost During 2024-25	<u>                    </u>
<u>\$379,959</u>		Estimated Length of Rental/Lease
		<u>                    </u>
		Estimated Use During 2024-25
		<u>                    </u>
		Estimated Operating Cost During 2024-25
		<u>                    </u>

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

Fund: <b>540</b>		Department and Number: <b>Sanitation/4300</b>	
X	New Replacement for Vehicle/Equipment No.	Priority: 1	
Vehicle Type	<input type="checkbox"/> Sedan 2 Door <input type="checkbox"/> Sedan 4 Door <input type="checkbox"/> Cruiser <input type="checkbox"/> Station Wagon <input type="checkbox"/> Van <input type="checkbox"/> 1/2-ton Truck <input type="checkbox"/> 3/4-ton Truck <input type="checkbox"/> Sanitation Front Loader <input type="checkbox"/> Sanitation Rear Loader <input checked="" type="checkbox"/> Other		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>16 years</u> Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2023-24 Maintenance Cost <u>Not working</u> Actual FYE 2023-24 Operating Cost <u>n/a</u> Estimated FYE 2024-25 Maintenance Cost Estimated FYE 2024-25 Operating Cost
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#: 3FRX75UX8V050251 This truck out of service, Many issues mechanical and cosmetic.	
Justification/Description: Leaf collection is an essential part of Sanitation daily operations. The older trucks are constantly down for repair many times for extended periods.		Recommended Disposition of Replaced Item: <input checked="" type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input type="checkbox"/> Other	
Purchase Option New Vehicle/Equipment	\$256.333 Purchase Price 10 years Estimated Useful Life Daily Estimated Use During 2024-25 Estimated Operating Cost During 2024-25		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2024-25 Estimated Operating Cost During 2024-25



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

**DEPARTMENT**  
**Public Works - Sanitation**

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
401-D	2008	Ford	Lgt Conventional	3FRXF75UX8V050251	\$146,274.00	May 20, 2008	33,368		n/a		GV19217
402-D	2022	Freightliner	M2106	1FVACYFE2NHMZ0211	\$219,683.00	January 14, 2021	6,697		12,398		GV6069P
403-D	2011	Hino	HIN 338	5PVNV8JV9B4S51885	\$102,540.00	May 31, 2012	51,568		52,004		GV1297E
404-D	2006	Ford	F750	3FRXF75S86V350706	\$127,200.00	February 15, 2006	45,620		46,488		GV1298E
405-D	2011	Hino	338-11	5PVNV8JT4B4S51968	\$41,250.00	January 12, 2011	60,255		n/a		GV6375M
431-D	2006	Freightliner	MD-106	1FVACWCS96HV54390	\$51,150.00	February 25, 2006	64,002		n/a		GV6376M
445-D	2016	Mack	MRU613	1M2AV04CXGM014609	\$252,200.00	November 16, 2015	66,876		n/a		GV8022F
446-D	2016	Mack	MRU613	1M2AV04C8GM014608	\$252,200.00	October 13, 2015	143,012		n/a		GV8023F
447-D	2020	Freightliner	M2 106 Medium	1FVHCYFEXLHHLT3019	\$179,851.00	March 25, 2019	27,238		n/a		GV0562N
448-D	2020	Heil	Half Pack	1M2TE2GC6LM003844	\$253,917.00	February 2, 2021	38,957		61,300		GV1042P
450-D	2020	Heil	Half Pack	1M2TE2GC4LM003857	\$253,917.00	February 2, 2021	33,556		48,299		GV1043P
459-D	2020	Freightliner	M2106	1FVACXFC3LHLL5995	\$163,962.00	May 13, 2020	21,040		28,322		GV6842N
465-D	2009	Freightliner	M2112	1FVHC5CV59HAM2667	\$54,250.00	January 16, 2009	90,123		n/a		GV6379M
466-G	2010	Ford	F150	1FTMF1CW0AKB68250	\$15,805.00	December 18, 2009	141,356		15,990		GV6377M
468-G	2018	Ford	F250	1FDBF2A61JEB31802	\$37,057.00	February 28, 2018	68,279		73,260		GV4180L
472-G	2020	Ford	F150	1FTEW1CB2LFA28486	\$26,997.00	November 26, 2019	32,401		44,527		GV9475M
476-D	2020	Freightliner	M2106	1FVHCYFE4LHMD9624	\$185,366.00	December 2, 2019	25,225		34,927		GV6843N
478-D	2006	Freightliner	M2 106 Medium	1FVAWCS06H054391	\$51,500.00	February 22, 2006	93,363		n/a		GV9609M
488-F	2007	Chevy	Impala LS	2G1WB48K379191168	\$18,913.00	September 28, 2007	53,567		56,264		GV19228
498-D	2006	Ford	F350	1FTWW33P96D47454	\$28,891.00	April 7, 2006	131,961		n/a		GV4181L
475-D	2019	Freightliner	m2106	1FVHCYFEXLHHLT3019					45255		
432-G	2022	Ford	F350	1FDNF6AN9PDF10895					6108		

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 2024-2025

Department: Sanitation

Department Number: 4300

Account Number	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
54 7590	Crew Cab Pickup Truck	Sanitation	\$ 60,000				
54 7590	Front load Garbage Truck	Sanitation	379,959				
54 7590	Front load Garbage Truck	Sanitation	379,959				
54 7590	Leaf Vacuum Truck	Sanitation	256,333				
54 7630	Recycling Beautification	Sanitation	10,000	10,000	10,000	10,000	10,000
54 7680	Sanitation Containers	Sanitation	\$45,000				
Totals			\$1,131,251	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Replacement Vehicle

Item/Project Manager: Cedric Hand

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: Pick-up Truck Crew Cab

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: Worn down truck, need transmission and body work

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: **Truck 466 has many issues needs transmission and burns oil daily. Interior is soiled and also needs replacing. Newer model will improve milage and also come with modern safety features**

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_ 10 yrs. \_\_\_\_\_

Estimated Cost \_\_\_\_\_ \$60,000 \_\_\_\_\_

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

Net Cost \_\_\_\_\_ \$60,000 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Sanitation

**Project Name or Title:**

**Replacement Vehicle #466**

**Project Description:**

Replace the existing vehicle (466) for operational needs that is experiencing sever mechanical and bodywork issues.

**Project Justification and Impact:**

466 no longer shifts into reverse, it burns oil daily, and needs extensive body work.

Replacing 466 will also save on maintenance costs and fuel expenses. Additionally, the new vehicle will come with a warranty providing a peace of mind budget wise

**Project Costs: \$60,000**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

**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 2025 BUDGET

**Department/Division:**  
Sanitation

**Project Name or Title:**  
Replacement Vehicle

**Project Description:** Replace truck 446

**Project Justification and Impact:** With the age of Truck 446 and mounting repair cost having truck 446 in service is becoming counterproductive. Newer front-load trucks often come with advanced safety features, improved fuel efficiency, and enhanced maneuverability. They contribute to a more efficient waste collection process.

**Project Costs:** \$379,959

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$	\$ 379,959	\$	\$	\$	\$ -	\$379,959

**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 2025 BUDGET

**Department/Division:**  
Sanitation

**Project Name or Title:**  
Replacement Vehicle

**Project Description:** Replace Truck 445

**Project Justification and Impact:** Truck 445 has been out of service; I have been advised to not seek repair due to age and condition. Newer front-load trucks often come with advanced safety features, improved fuel efficiency, and enhanced maneuverability. They contribute to a more efficient waste collection process.

**Project Costs:** \$379,959

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$	\$ 379,959	\$	\$	\$	\$ -	\$ 379,959

**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 2024-2025

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Leaf Vacuum Truck

Item/Project Manager: Cedric Hand

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 2

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If 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 \_\_\_\_\_ 10 years \_\_\_\_\_

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

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

Net Cost \_\_\_\_\_ \$256,333 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. 294,291

CES

2.

3.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**  
Sanitation

**Project Name or Title:**  
Replacement Vehicle

**Project Description:** Replace Truck 401

**Project Justification and Impact:** Truck 401 is out of service the truck is 14 years old and is beyond repair. A newer commercial leaf vacuum truck can offer increased efficiency in clearing leaves and debris. Benefits include faster operation, larger capacity, improved fuel efficiency.

**Project Costs:** \$256,333

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$	\$256,333	\$	\$	\$	\$ -	\$256,333

**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 2025 BUDGET

**Department/Division:**

Sanitation

**Project Name or Title:**

**Recycling Centers Upkeep**

**Project Description:** Enhance recycling centers by adding new dumpsters and a touch of beautification improve signage, and surveillance by camera and patrol.

**Project Justification and Impact:** The project can have an impact by reducing illegal dumping, promoting responsible residents to recycle more, and creating a cleaner more attractive environment. It not only benefits the community aesthetically but also contributes to environmental sustainability.

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

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 5,000	\$ 10,000	\$ 10,000	\$10,000	\$10,000	\$ 10,000	\$ 55,000

**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 G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Containers

Item/Project Manager: Cedric Hand

Priority Rating: 1

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.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_ 10 years \_\_\_\_\_

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

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

Net Cost \_\_\_\_\_ \$45,000 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Sanitation

**Project Name or Title:**

Commerical and Recycling  
Container Replacement  
Program

**Project Description:**

To replace old (3) (4) (5) yard dumpsters.

**Project Justification and Impact:**

Replacement of worn equipment to maintain a high level of professional service.

**Project Costs: \$ 45,000**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$45,000	\$ -	\$ -	\$ -	\$ -	\$45,000

**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:

Animal Control has seen an increase in the number of pet abandonment by residence claiming them to be strays.

#### 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

#### Program 24/25 Objectives:

##### Performance Measures

##### Maintained Residential and Commercial Route

##### Citations Issued

##### Live animal pickups

##### Dead Animal removal

#### Prior Year Highlights:

- Responded to over 1640 calls for service during and after hours as well as weekends regarding animal control issues.
- Active participant with animal control
- Held vendor table at National Night Out event to educate on the importance of responsible pet ownership.
- Trunk or Treat event participant.
- Found and returned over 71 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

#### **Program 24/25 Objectives:**

#### **Performance Measures**

##### **Commercial Routes**

##### **Commercial Businesses**

Commercial Hand Pickups

##### **City Public Parks**

##### **Apartments**

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

- 1 Removed over 15,000 tons of trash
- 2 Repaired and replaced rusted or damaged 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 sites. For our commercial customers, we offer free cardboard and paper collection weekly and or bi-weekly.

#### **Trends:**

With the increase in online retail shopping, we have seen a tremendous increase in recycling cardboard and plastic.

#### **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**

**Commercial Businesses**

**Recycling Hand Pickups**

**City Recycling Sites**

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

- 1 Removed over 150 tons of recycling material.
- 2 Held Recycling Day shredding event at public works facility.
- 3 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. Due to the pandemic, people are working from home garbage collection has doubled in some areas.

#### 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

#### Program 24/25 Objectives:

Provide quality services in all aspects of waste collection.

#### Performance Measures:

**Residential Routes**

**Homes**

**Commercial Hand Pickups**

**Illegal Dump Sites**

#### Prior Year Highlights:

- 1 Removed over 15400 tons of trash
- 2 April Cleanup Month
- 3 Cleared over 40 illegal dump sites in conjunction with Code Enforcement
- 4 Cleared over 190000 cubic yards of leaves during leaf season
- 5 Collected over 600 tons of trees, sticks and brush throughout the city
- 6 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 2024-2025

Fund: **540**

Department and Number: **Sanitation / 4300**

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Department Submitting Request: Sanitation

Requested for Department: Public Works

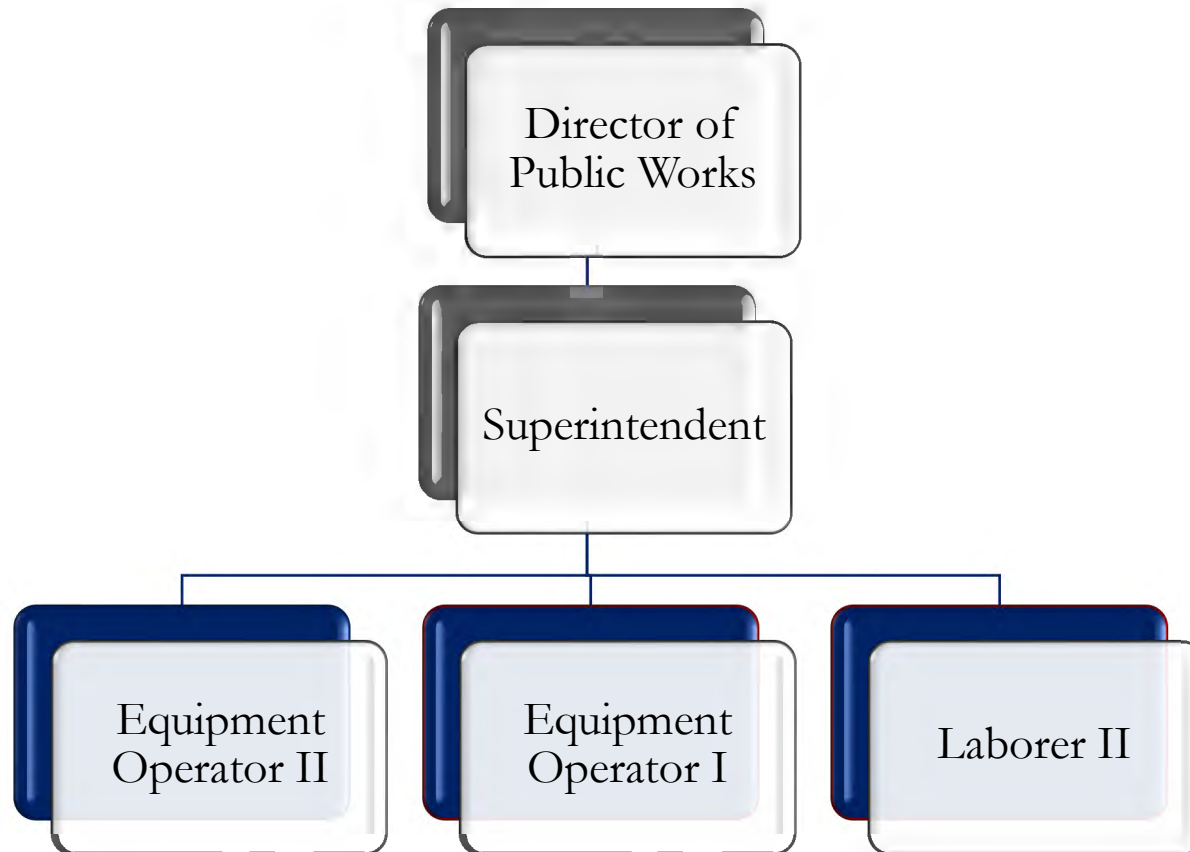
Prepared By: Cedric Hand

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

# Stormwater Utility Department Organizational Chart



**EXHIBIT C  
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET**

Fund: 560	Department and Number: Storm Water Utilities 4250				
	2021-22	2022-23	2023-24	2024-25	2024-25
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
<b>Total Personnel:</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

Department and Number  
**Stormwater-4250**

Fund: 560

	Number of Requested	Position	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					
<hr/>					
Wages					
Regular		N/A		\$ -	
Overtime				-	
Medicare (1.45%)				-	
FICA (6.2%) part- time only				-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>					
Group Life and AD & D \$350 per year				\$ -	
Dental \$298 per year				-	
Health Insurance \$9,023 per position per year				-	
Pensions (24.04%) *				-	
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)				\$ -	
<b>Total</b>				<b>\$ -</b>	

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 560 - STORM WATER UTILITY FUND</b>								
<b>REVENUE</b>								
Department <b>4250 - Storm Water Utility</b>								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	146,900.38	146,400.00	114,503.93	78	146,400.00	150,000.00	2
34 4112	Sales To Commercial Cust.	1,276,716.99	1,272,000.00	970,420.49	76	1,272,000.00	1,284,000.00	1
34 4330	Sales Convention Center	8,158.34	8,404.00	5,736.33	68	8,404.00	8,404.00	
34 4340	Other City Sales	13,149.95	13,604.00	8,813.97	65	13,604.00	13,604.00	
	<i>Charges For Services Totals</i>	<u>\$1,444,925.66</u>	<u>\$1,440,408.00</u>	<u>\$1,099,474.72</u>	<u>76%</u>	<u>\$1,440,408.00</u>	<u>\$1,456,008.00</u>	<u>1%</u>
<i>Intergovernmental</i>								
33 1100	Federal Grants	.50	.00	.00		.00	800,000.00	
	<i>Intergovernmental Totals</i>	<u>\$0.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>+++</u>
	Department <b>4250 - Storm Water Utility Totals</b>	<u>\$1,444,926.16</u>	<u>\$1,440,408.00</u>	<u>\$1,099,474.72</u>	<u>76%</u>	<u>\$1,440,408.00</u>	<u>\$2,256,008.00</u>	<u>57%</u>
	<b>REVENUE TOTALS</b>	<u>\$1,444,926.16</u>	<u>\$1,440,408.00</u>	<u>\$1,099,474.72</u>	<u>76%</u>	<u>\$1,440,408.00</u>	<u>\$2,256,008.00</u>	<u>57%</u>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 560 - STORM WATER UTILITY FUND</b>								
<b>EXPENSE</b>								
Department <b>4250 - Storm Water Utility</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	112,407.61	161,777.00	101,150.54	63	162,051.00	162,051.00	
51 5016	Salary On-Call	3,100.00	5,000.00	1,800.00	36	2,000.00	2,000.00	(60)
51 5020	Salary/Overtime	2,130.53	3,000.00	875.39	29	3,000.00	3,000.00	
51 5190	Medicare	2,351.08	2,346.00	1,269.68	54	2,350.00	2,350.00	
<i>Personnel Services Totals</i>		<b>\$119,989.22</b>	<b>\$172,123.00</b>	<b>\$105,095.61</b>	<b>61%</b>	<b>\$169,401.00</b>	<b>\$169,401.00</b>	<b>(2%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	27,024.47	38,891.00	24,549.52	63	38,957.00	38,957.00	
51 5161	Life Insurance	40.99	174.00	41.23	24	174.00	174.00	
51 5163	ST Disability Insurance	235.79	290.00	136.80	47	290.00	290.00	
51 5164	LT Disability Insurance	159.83	251.00	168.01	67	251.00	251.00	
51 5165	Health Insurance	29,050.04	43,381.00	23,285.44	54	33,548.00	33,548.00	(23)
51 5166	Dental Insurance	1,206.75	912.00	899.92	99	1,609.00	1,609.00	76
51 5180	Uniforms	2,436.69	2,000.00	1,141.06	57	2,000.00	2,000.00	
<i>Employee Benefits Totals</i>		<b>\$60,154.56</b>	<b>\$85,899.00</b>	<b>\$50,221.98</b>	<b>58%</b>	<b>\$76,829.00</b>	<b>\$76,829.00</b>	<b>(11%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	3,108.77	5,028.00	3,037.33	60	4,776.00	4,776.00	(5)
<i>Communications &amp; Util. Totals</i>		<b>\$3,108.77</b>	<b>\$5,028.00</b>	<b>\$3,037.33</b>	<b>60%</b>	<b>\$4,776.00</b>	<b>\$4,776.00</b>	<b>(5%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	17,650.89	18,980.00	8,340.84	44	19,753.00	19,753.00	4
52 5730	R&M - D/P Equipment	.00	2,696.00	.00		2,599.00	2,599.00	(4)
52 5820	R&M-Storm Sewers	13,365.36	20,000.00	13,575.61	68	20,000.00	20,000.00	
53 5680	Tires	640.00	1,000.00	252.00	25	1,000.00	1,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$31,656.25</b>	<b>\$42,676.00</b>	<b>\$22,168.45</b>	<b>52%</b>	<b>\$43,352.00</b>	<b>\$43,352.00</b>	<b>2%</b>
<i>Training &amp; Education</i>								
52 6200	Training	324.00	900.00	.00		900.00	900.00	
52 6220	Subscription/Publications	8,618.88	.00	.00		.00	.00	
52 6230	Conventions/Meetings	938.00	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$9,880.88</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$900.00</b>	<b>\$900.00</b>	<b>0%</b>
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	501.83	.00	5,520.13		6,358.00	6,358.00	
52 6110	Other Insurance	2,399.64	4,270.00	2,503.68	59	3,029.00	3,029.00	(29)
52 6130	Miscellaneous Services	571.46	.00	.00		.00	8,000.00	
52 6170	Contractual Services	12,197.75	26,000.00	7,228.59	28	20,000.00	20,000.00	(23)
52 6560	Workers Comp/Administrati	691.23	525.00	694.97	132	502.00	765.00	46
52 6590	Contingencies	.00	370,399.00	.00		458,349.00	146,130.00	(61)
52 6600	Claims Workers Comp.	982.33	.00	491.18		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$17,344.24</b>	<b>\$401,194.00</b>	<b>\$16,438.55</b>	<b>4%</b>	<b>\$488,238.00</b>	<b>\$184,282.00</b>	<b>(54%)</b>





# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund	<b>560 - STORM WATER UTILITY FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4250 - Storm Water Utility</b>							
	Materials & Supplies							
53 7000	Gas & Oil	3,500.00	3,500.00	1,750.00	50	3,500.00	3,500.00	
53 7010	Tools/Shop Supplies	370.83	500.00	87.03	17	500.00	500.00	
53 7050	Medical Services/Supplies	.00	.00	186.00		.00	.00	
53 7110	Safety Supplies	.00	500.00	.00		500.00	500.00	
53 7150	Other Operating Supplies	283.34	500.00	335.64	67	500.00	500.00	
53 7310	Office Supplies	225.00	.00	.00		.00	.00	
	<i>Materials &amp; Supplies Totals</i>	<b>\$4,379.17</b>	<b>\$5,000.00</b>	<b>\$2,358.67</b>	<b>47%</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>0%</b>
	<i>Operating Transfers Out</i>							
61 1100	Oper. Transfer Out Gen	249,999.96	250,000.00	124,999.98	50	.00	250,000.00	
	<i>Operating Transfers Out Totals</i>	<b>\$249,999.96</b>	<b>\$250,000.00</b>	<b>\$124,999.98</b>	<b>50%</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>0%</b>
	<i>Accounting Charges</i>							
57 4001	Utility Assistance	.00	.00	133.69		.00	.00	
	<i>Accounting Charges Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$133.69</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
	<i>Capital Outlay</i>							
54 7590	Vehicles - Replace	.00	87,950.00	.00		342,329.00	342,329.00	289
54 7630	Other Equipment - New	.00	85,500.00	72,498.44	85	.00	.00	(100)
54 7770	Improvements-Storm Sewers	119,640.00	100,000.00	14,850.00	15	175,000.00	975,000.00	875
	<i>Capital Outlay Totals</i>	<b>\$119,640.00</b>	<b>\$273,450.00</b>	<b>\$87,348.44</b>	<b>32%</b>	<b>\$517,329.00</b>	<b>\$1,317,329.00</b>	<b>382%</b>
	<i>Debt Service</i>							
58 1200	CAPITAL LEASE PRINCIPAL	49,748.57	58,921.00	58,920.51	100	61,166.00	61,166.00	4
58 2200	CAPITAL LEASE INTEREST	7,225.45	12,113.00	12,112.87	100	9,868.00	9,868.00	(19)
58 2305	Debt Svc. Interest - AARA	30,308.45	105,658.00	16,395.21	16	108,872.00	24,233.00	(77)
58 2306	Note Payable - Principal	102,538.61	27,446.00	61,248.44	223	24,233.00	108,872.00	297
	<i>Debt Service Totals</i>	<b>\$189,821.08</b>	<b>\$204,138.00</b>	<b>\$148,677.03</b>	<b>73%</b>	<b>\$204,139.00</b>	<b>\$204,139.00</b>	<b>0%</b>
	Department <b>4250 - Storm Water Utility Totals</b>	<b>\$805,974.13</b>	<b>\$1,440,408.00</b>	<b>\$560,479.73</b>	<b>39%</b>	<b>\$1,509,964.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
	<b>EXPENSE TOTALS</b>	<b>\$805,974.13</b>	<b>\$1,440,408.00</b>	<b>\$560,479.73</b>	<b>39%</b>	<b>\$1,509,964.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
Fund	<b>560 - STORM WATER UTILITY FUND Totals</b>							
	<b>REVENUE TOTALS</b>	<b>\$1,444,926.16</b>	<b>\$1,440,408.00</b>	<b>\$1,099,474.72</b>	<b>76%</b>	<b>\$1,440,408.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
	<b>EXPENSE TOTALS</b>	<b>\$805,974.13</b>	<b>\$1,440,408.00</b>	<b>\$560,479.73</b>	<b>39%</b>	<b>\$1,509,964.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
Fund	<b>560 - STORM WATER UTILITY FUND Totals</b>	<b>\$638,952.03</b>	<b>\$0.00</b>	<b>\$538,994.99</b>	<b>+++</b>	<b>(\$69,556.00)</b>	<b>\$0.00</b>	<b>+++</b>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<b>\$1,444,926.16</b>	<b>\$1,440,408.00</b>	<b>\$1,099,474.72</b>	<b>76%</b>	<b>\$1,440,408.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
	<b>EXPENSE GRAND TOTALS</b>	<b>\$805,974.13</b>	<b>\$1,440,408.00</b>	<b>\$560,479.73</b>	<b>39%</b>	<b>\$1,509,964.00</b>	<b>\$2,256,008.00</b>	<b>57%</b>
	Net Grand Totals	<b>\$638,952.03</b>	<b>\$0.00</b>	<b>\$538,994.99</b>	<b>+++</b>	<b>(\$69,556.00)</b>	<b>\$0.00</b>	<b>+++</b>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund <b>560 - STORM WATER UTILITY FUND</b>				
Department <b>4250 - Storm Water Utility</b>				
Account <b>33 1100 - Federal Grants</b>				
560 4250 33 1100	Grant Revenue	1.0000	800,000.00	800,000.00
	Account <b>33 1100 - Federal Grants</b> Totals	Transactions	1	<u>\$800,000.00</u>
Account <b>34 4110 - Sales To Residential Cust</b>				
560 4250 34 4110	Monthly Collections	12.0000	12,500.00	150,000.00
	Account <b>34 4110 - Sales To Residential Cust</b> Totals	Transactions	1	<u>\$150,000.00</u>
Account <b>34 4112 - Sales To Commercial Cust.</b>				
560 4250 34 4112	Monthly Collections	12.0000	107,000.00	1,284,000.00
	Account <b>34 4112 - Sales To Commercial Cust.</b> Totals	Transactions	1	<u>\$1,284,000.00</u>
	Department <b>4250 - Storm Water Utility</b> Totals	Transactions	3	<u>\$2,234,000.00</u>
	Fund <b>560 - STORM WATER UTILITY FUND</b> Totals	Transactions	3	<u>\$2,234,000.00</u>
	<b>REVENUES</b> Totals	<b>Transactions</b>	<b>3</b>	<u><b>\$2,234,000.00</b></u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>560 - STORM WATER UTILITY FUND</b>			
Department	<b>4250 - Storm Water Utility</b>			
Account	<b>52 5240 - Telephone</b>			
560 4250 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
560 4250 52 5240	Verizon Wireless	12.0000	41.00	492.00
560 4250 52 5240	Windstream	12.0000	290.00	3,480.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	3	<u>\$4,776.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
560 4250 52 5700	Moody's Allocation	12.0000	751.37	9,016.44
560 4250 52 5700	Square Rigger Annual Maintenance Fee	1.0000	88.00	88.00
560 4250 52 5700	Square Rigger Monthly Cost (Allocation)	12.0000	54.00	648.00
560 4250 52 5700	Vehicle Specislized repairs outside Vendors	4.0000	2,500.00	10,000.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	4	<u>\$19,752.44</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
560 4250 52 5730	Comcast (Cable and Internet)	1.0000	2,000.00	2,000.00
560 4250 52 5730	Email License	1.0000	425.11	425.11
560 4250 52 5730	Mimecast	2.0000	86.88	173.76
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$2,598.87</u>
Account	<b>52 5820 - R&amp;M-Storm Sewers</b>			
560 4250 52 5820	Storm Sewer (Unforeseen Repairs)	1.0000	10,000.00	10,000.00
560 4250 52 5820	Storm Water Operations and Maintenance	1.0000	10,000.00	10,000.00
	Account <b>52 5820 - R&amp;M-Storm Sewers</b> Totals	Transactions	2	<u>\$20,000.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
560 4250 52 6100	Auto Liability	1.0000	6,357.99	6,357.99
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$6,357.99</u>
Account	<b>52 6110 - Other Insurance</b>			
560 4250 52 6110	EPLI Policy	1.0000	1,321.76	1,321.76
560 4250 52 6110	General Liability	1.0000	1,706.43	1,706.43
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$3,028.19</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
560 4250 52 6130	CRS Program Annual Reporting	1.0000	8,000.00	8,000.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>\$8,000.00</u>
Account	<b>52 6170 - Contractual Services</b>			
560 4250 52 6170	Regulatory Compliance (EPD Reports)	1.0000	11,000.00	11,000.00
560 4250 52 6170	Storm Water Stream Monitoring	1.0000	9,000.00	9,000.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	2	<u>\$20,000.00</u>
Account	<b>52 6200 - Training</b>			
560 4250 52 6200	Field Safey Training	3.0000	300.00	900.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$900.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>560 - STORM WATER UTILITY FUND</b>				
Department <b>4250 - Storm Water Utility</b>				
Account <b>52 6560 - Workers Comp/Administrati</b>				
560 4250 52 6560	NFP	1.0000	764.47	764.47
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>764.47</u>
Account <b>53 5680 - Tires</b>				
560 4250 53 5680	Tires Replacement Vehicle and Equipment	4.0000	250.00	1,000.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account <b>53 7000 - Gas &amp; Oil</b>				
560 4250 53 7000	Diesel and Unleaded Fuel Expense	1.0000	3,500.00	3,500.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$3,500.00</u>
Account <b>53 7010 - Tools/Shop Supplies</b>				
560 4250 53 7010	Replacement of Expendable Tools2	2.0000	250.00	500.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7110 - Safety Supplies</b>				
560 4250 53 7110	Employee's Safety Supplies	1.0000	500.00	500.00
	Account <b>53 7110 - Safety Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7150 - Other Operating Supplies</b>				
560 4250 53 7150	Landscape Material and Supplies	1.0000	500.00	500.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>54 7590 - Vehicles - Replace</b>				
560 4250 54 7590	Replace unit 204 a 2008 Sterling - Lease Financing	1.0000	342,329.00	342,329.00
	Account <b>54 7590 - Vehicles - Replace</b> Totals	Transactions	1	<u>\$342,329.00</u>
Account <b>54 7770 - Improvements-Storm Sewers</b>				
560 4250 54 7770	Matching Funds for Grant Applications	1.0000	800,000.00	800,000.00
560 4250 54 7770	On Going Mitigation Project Activity	1.0000	175,000.00	175,000.00
	Account <b>54 7770 - Improvements-Storm Sewers</b> Totals	Transactions	2	<u>\$975,000.00</u>
Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b>				
560 4250 58 1200	Lease-Street Sweeper	1.0000	61,165.39	61,165.39
	Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b> Totals	Transactions	1	<u>\$61,165.39</u>
Account <b>58 2200 - CAPITAL LEASE INTEREST</b>				
560 4250 58 2200	Lease -Street Sweeper	1.0000	9,867.99	9,867.99
	Account <b>58 2200 - CAPITAL LEASE INTEREST</b> Totals	Transactions	1	<u>\$9,867.99</u>
Account <b>58 2305 - Debt Svc. Interest - AARA</b>				
560 4250 58 2305	Stormwater Utility Fund -GEFA	1.0000	24,232.31	24,232.31
	Account <b>58 2305 - Debt Svc. Interest - AARA</b> Totals	Transactions	1	<u>\$24,232.31</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>560 - STORM WATER UTILITY FUND</b>				
Department <b>4250 - Storm Water Utility</b>				
Account <b>58 2306 - Note Payable - Principal</b>				
560 4250 58 2306	Stormwater Utility Fund -GEFA	1.0000	108,871.09	108,871.09
	Account <b>58 2306 - Note Payable - Principal</b> Totals	Transactions	1	<u>\$108,871.09</u>
Account <b>61 1100 - Oper. Transfer Out Gen</b>				
560 4250 61 1100	Transfers out to General Fund	1.0000	250,000.00	250,000.00
	Account <b>61 1100 - Oper. Transfer Out Gen</b> Totals	Transactions	1	<u>\$250,000.00</u>
	Department <b>4250 - Storm Water Utility</b> Totals	Transactions	33	<u>\$1,863,643.74</u>
	Fund <b>560 - STORM WATER UTILITY FUND</b> Totals	Transactions	33	<u>\$1,863,643.74</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	33	<u>\$1,863,643.74</u>
	Grand Totals	Transactions	36	<u>\$4,097,643.74</u>

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-25

Fund: 560		Department and Number: Public Works/Storm Water Utility -4250	
New Replacement for Vehicle/Equipment No. 204		Priority: 1	
Vehicle Type	Sedan 2 Door	Information on Vehicle/Equipment Being Replaced	
	Sedan 4 Door	16 Years	Age of Vehicle/Equipment Being Replaced
	Cruiser	6920	Units of Use to Date (hours, miles, etc.)
	Station Wagon		Total Operating/Maintenance Costs to Date
	Pickup Truck		Actual FYE 2023-24 Maintenance Cost
	1/2 ton Truck		Actual FYE 2023-24 Operating Cost
	3/4 ton Truck		Estimated FYE 2024-25 Maintenance Cost
	Sanitation Front Loader		Estimated FYE 2024-25 Operating Cost
	Bob Cat		
Vacuum Truck	Other	L8500/D	
List of Special Features:		Specific Description & Condition of Item: This Vehicle has been in the City fleet since 2008 it's an over size piece of equipment that is hard to travel through the City. parts are begin to be hard to locate due to the age of the equipment.	
Justification/Description: The New Vacuum Truck will save money in repairs and maintenance by minimizing the cost associated with repairing an old 16-year Equipment.		Recommended Disposition of Replaced Item: Sell by Sealed Bid <input checked="" type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input checked="" type="checkbox"/> Other (Trade In)	
Purchase Option New Vehicle/Equipment \$342,329	Purchase Price	Rental Option New Vehicle/Equipment	Rental/Lease Cost per Year
10	Estimated Useful Life		Estimated Length of Rental/Lease
	Estimated Use During 2024-25		Estimated Use During 2024-25
	Estimated Operating Cost During 2024-25		Estimated Operating Cost During 2024-25

**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	6,876	6,920	N/A	GV6373M
291	2008	Ford	F-150 / G	1FTRF1228KD69668	14,630.00	3/7/2008	81,357	85,380	N/A	GV19232
292	2019	Ford	F-350 / G	1FTEW1CB6KFD15179	31,700.00	9/13/2019	36,002	50,462	N/A	GV19218
293	2008	Ford - Dump	F-750 / D	3FRXF75H9V098028	61,300.00	4/1/2008	18,708	18,900	N/A	GV6364M

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

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





EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Storm Water Utilities

Fund: 560

Division:

Department Number: 4250

Item/Project Name: Vactor Impact Sewer Cleaner

Item/Project Manager:

Priority Rating: 1

Units Requested: 204

Number of Similar Units on Hand: 1

Description of Item/Project: The New Vactor Impact Sewer Cleaner Vacuum Truck will save money in repairs and maintenance by minimizing the cost associated with repairing an old 16-year Equipment.

---

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 204 Vehicle has been in the city fleet since 2008. It's an oversize piece of equipment that is hard to travel through the city. parts are begun to be hard to locate due to the age of the equipment 16 years old.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life  10 years

Estimated Cost  \$342,329

Less: Trade-In  \$20,000

Net Cost  \$322,329

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**  
Storm Water Utilities

**Project Name or Title:** Vactor Impact Sewer Cleaner

**Project Description:** The New Vactor Impact Sewer Cleaner Vacuum Truck will save money in repairs and maintenance by minimizing the cost associated with repairing an old 16-year Equipment.

---

**Project Justification and Impact:** Unit 204 Vehicle has been in the city fleet since 2008. It's an oversize piece of equipment that is hard to travel through the city. parts are begun to be hard to locate due to the age of the equipment 16 years old.

**Project Costs:** \$ 342,329

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 342,329	\$ -	\$ -	\$ -	\$ -	\$342,329

**Useful Life:**  
10

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

**Funding Source:** Storm Water Utilities Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Storm Water Utilities

Fund: 560

Division:

Department Number: 4250

Item/Project Name: On Going Mitigation Project

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand: 1

Description of Item/Project: To provide storm sewer improvement on Lyle Road to prevent flooding to homeowner property.

---

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. To upgrade and replace some of the old, corrugated metal pipes underneath the roadway. And install some new concrete pipes.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10

Estimated Cost \$75,000

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**  
Storm Water Utilities

**Project Name or Title:** On Going Mitigation Project

**Project Description:** To upgrade and replace some of the old, corrugated metal pipes underneath the roadway. And install some new concrete pipes.

**Project Justification and Impact:** To provide storm sewer improvement on Lyle Road to prevent flooding to homeowner property.

**Project Costs:** \$ 75,000

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

**Useful Life:**

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

**Funding Source:** Storm Water Utilities Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Storm Water Utilities

Fund: 560

Division:

Department Number: 4250

Item/Project Name: On Going Mitigation Project

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project: To provide storm sewer improvement on Sullivan Road to prevent flooding on city streets and business property.

---

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. To upgrade and replace some of the old, corrugated metal pipes underneath the roadway and install some new concrete pipes, also, it may require some roadway widening at the intersection on Sullivan Road and Josephine drive.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$100,000

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**  
Storm Water Utilities

**Project Name or Title:** On Going Mitigation Project

**Project Description:** To upgrade and replace some of the old, corrugated metal pipes underneath the roadway and install some new concrete pipes. Also, it may require some roadway widening at the intersection on Sullivan Road and Josephine drive

**Project Justification and Impact:** To provide storm sewer improvement on Sullivan Road to prevent flooding on city streets and business property.

**Project Costs:** \$ 100,000

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**Useful Life:**

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

**Funding Source:** Storm Water Utilities Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

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

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

**Trends:** An increase in inspections and maintenance of the storm sewer system has proven an effected 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 lids with new manhole lid covers. (City of College Park on each lid)

#### Program 24/25 Objectives:

##### Performance Measures

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

	<b>Estimated 24/25</b>
Debris Removal	4 Tons

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

	(Inspected)	<b>Estimated 24/25</b> (Maintained)
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	125 LF	125 LF

## EXHIBIT I-BUDGET PERFORMANCE

### Performance Measures

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

	<b>Actual 24/25</b>
Debris Removal	20.0 Tons

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

		<b>Actual 24/25</b>
	Inspected)	(Maintained)
Catch Basins / Grates	85%	95%
Ditches	45%	95%
Detention Ponds	9	9
Storm Drain Lines	100 LF	100 LF

#### Prior Year Highlights:

1. Maintained the Phase I MS4 permit issued by Georgia EPD.
2. Cleaned 25% assigned storm structure within five (5) days following rain event.
3. Cleaned and inspected 25 % of catch basins and inlet grates citywide.
4. Repaired / replaced (7) damaged catch basins citywide.
5. Inspected and cleaned (9) detention ponds citywide.
6. Inspected 10% of storm drains headwall citywide.



**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2024-25

Fund: **560**

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

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Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

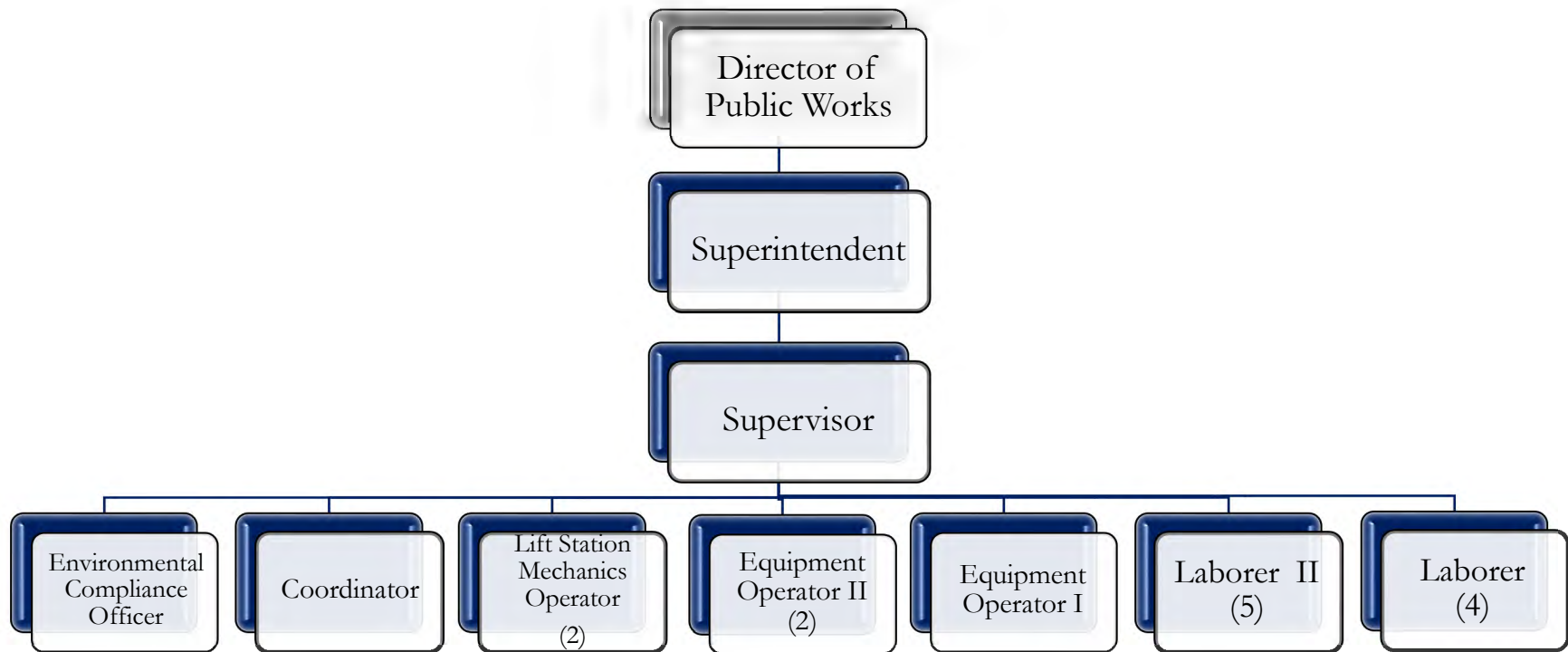
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**INVA**

# Water and Sewer Department Organizational Chart



**EXHIBIT C  
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET**

Fund: 505	Department and Number: Water Sewer 4400				
	2021-22	2022-23	2023-24	2024-25	2024-25
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 I	1	1	1	1	1
Equipment Operator II	2	2	2	2	2
Laborer I	4	4	4	4	4
Laborer II	5	5	5	5	5
Lift Station Operator I	2	2	2	2	2
Water/Sewer Coordinator	1	1	1	1	1
<b>Total Personnel:</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>505 - WATER/SEWER FUND</b>								
<b>REVENUE</b>								
Department <b>0000 - Revenues</b>								
<i>Taxes</i>								
31 3600	MOST - Municipal Option Sales Tax	7,164,434.56	5,500,000.00	5,989,636.87	109	.00	.00	(100)
	<i>Taxes Totals</i>	<u>\$7,164,434.56</u>	<u>\$5,500,000.00</u>	<u>\$5,989,636.87</u>	109%	<u>\$0.00</u>	<u>\$0.00</u>	<u>(100%)</u>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	.00	.00	31,920.65		.00	.00	
	<i>Interest Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$31,920.65</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>Budget Carryforward</i>								
39 9900	Budget Carryforward	.00	.00	.00		.00	628,200.00	
	<i>Budget Carryforward Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>	<u>\$628,200.00</u>	<u>+++</u>
	Department <b>0000 - Revenues Totals</b>	<u>\$7,164,434.56</u>	<u>\$5,500,000.00</u>	<u>\$6,021,557.52</u>	109%	<u>\$0.00</u>	<u>\$628,200.00</u>	<u>(89%)</u>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund	<b>505 - WATER/SEWER FUND</b>							
	<b>REVENUE</b>							
	Department <b>4400 - WATER/SEWER DEPT</b>							
	<i>Charges For Services</i>							
34 4110	Sales To Residential Cust	1,851,510.40	1,969,416.00	1,608,453.39	82	2,152,161.00	2,152,164.00	9
34 4112	Sales To Commercial Cust.	3,443,646.35	3,780,000.00	2,551,197.01	67	3,594,466.00	3,459,824.00	(8)
34 4201	Sales/Resid. Sewer	1,731,438.97	1,764,000.00	1,514,647.74	86	2,014,954.00	2,035,848.00	15
34 4222	Sales/Comm. Sewer	2,647,415.06	2,592,000.00	1,901,993.24	73	2,761,070.00	2,607,479.00	1
34 4230	Water Taps	35,900.00	30,000.00	21,950.00	73	38,000.00	38,000.00	27
34 4258	Sewer Surcharge	288,115.66	285,000.00	222,190.05	78	288,984.00	296,256.00	4
34 4270	Sewer Taps	12,200.00	10,700.00	3,000.00	28	.00	.00	(100)
34 4330	Sales Convention Center	71,862.47	65,102.00	26,561.72	41	41,600.00	71,600.00	10
34 4340	Other City Sales	31,603.99	33,170.00	19,154.46	58	30,000.00	30,000.00	(10)
	<i>Charges For Services Totals</i>	<u>\$10,113,692.90</u>	<u>\$10,529,388.00</u>	<u>\$7,869,147.61</u>	<u>75%</u>	<u>\$10,921,235.00</u>	<u>\$10,691,171.00</u>	<u>2%</u>
	<i>Interest</i>							
36 1000	Interest - Nonrestricted	.00	.00	22,910.53		.00	.00	
36 1010	Interest - Restricted	.00	.00	2.10		.00	.00	
	<i>Interest Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$22,912.63</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Department <b>4400 - WATER/SEWER DEPT Totals</b>	<u>\$10,113,692.90</u>	<u>\$10,529,388.00</u>	<u>\$7,892,060.24</u>	<u>75%</u>	<u>\$10,921,235.00</u>	<u>\$10,691,171.00</u>	<u>2%</u>
	<b>REVENUE TOTALS</b>	<u>\$17,278,127.46</u>	<u>\$16,029,388.00</u>	<u>\$13,913,617.76</u>	<u>87%</u>	<u>\$10,921,235.00</u>	<u>\$11,319,371.00</u>	<u>(29%)</u>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>505 - WATER/SEWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4400 - WATER/SEWER DEPT</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	860,447.17	971,158.00	706,918.78	73	1,031,142.00	1,031,142.00	6
51 5016	Salary On-Call	20,350.00	15,600.00	15,400.00	99	21,350.00	21,350.00	37
51 5020	Salary/Overtime	41,210.00	32,000.00	20,504.22	64	22,000.00	32,000.00	
51 5030	Salary/Partime	.00	.00	1,871.42		.00	.00	
51 5040	Employee Utility Credit	1,646.66	2,400.00	2,354.92	98	3,100.00	3,100.00	29
51 5190	Medicare	16,862.41	14,082.00	9,709.81	69	14,952.00	14,952.00	6
<i>Personnel Services Totals</i>		<b>\$940,516.24</b>	<b>\$1,035,240.00</b>	<b>\$756,759.15</b>	<b>73%</b>	<b>\$1,092,544.00</b>	<b>\$1,102,544.00</b>	<b>7%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	491,521.36	225,978.00	169,951.41	75	239,318.00	239,318.00	6
51 5161	Life Insurance	293.69	695.00	278.74	40	993.00	993.00	43
51 5162	AD&D Insurance	.00	131.00	.00		131.00	131.00	
51 5163	ST Disability Insurance	958.03	1,100.00	998.47	91	1,892.00	1,892.00	72
51 5164	LT Disability Insurance	1,086.17	1,200.00	1,294.90	108	1,582.00	1,582.00	32
51 5165	Health Insurance	152,467.70	211,275.00	136,722.89	65	187,442.00	187,442.00	(11)
51 5166	Dental Insurance	4,139.88	4,606.00	3,709.93	81	5,659.00	5,659.00	23
51 5180	Uniforms	18,339.08	14,800.00	10,223.98	69	14,800.00	14,800.00	
<i>Employee Benefits Totals</i>		<b>\$668,805.91</b>	<b>\$459,785.00</b>	<b>\$323,180.32</b>	<b>70%</b>	<b>\$451,817.00</b>	<b>\$451,817.00</b>	<b>(2%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	26,099.43	16,968.00	8,528.78	50	17,040.00	17,040.00	
52 5260	Heat & Power	104,802.78	104,256.00	77,057.84	74	111,600.00	111,600.00	7
52 5270	Water	885.00	3,768.00	194.16	5	924.00	924.00	(75)
52 5280	Other Communication/Util	18,700.24	19,951.00	12,666.33	63	19,644.00	19,644.00	(2)
<i>Communications &amp; Util. Totals</i>		<b>\$150,487.45</b>	<b>\$144,943.00</b>	<b>\$98,447.11</b>	<b>68%</b>	<b>\$149,208.00</b>	<b>\$149,208.00</b>	<b>3%</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	4,257.94	2,000.00	1,117.06	56	2,040.00	2,040.00	2
52 5360	Other Equipment Rental	1,600.00	3,500.00	462.33	13	3,500.00	3,500.00	
<i>Rentals Totals</i>		<b>\$5,857.94</b>	<b>\$5,500.00</b>	<b>\$1,579.39</b>	<b>29%</b>	<b>\$5,540.00</b>	<b>\$5,540.00</b>	<b>1%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	63,305.95	50,925.00	29,401.60	58	52,575.00	52,573.00	3
52 5720	R&M Communication Equip	.00	2,500.00	.00		2,500.00	2,500.00	
52 5730	R&M - D/P Equipment	13,480.97	12,756.00	17,504.56	137	10,210.00	10,851.00	(15)
52 5790	R&M-Distribution System	232,940.00	240,000.00	130,200.09	54	245,007.00	245,007.00	2
52 5800	R&M-Sewers	548,723.06	628,200.00	251,318.51	40	628,200.00	628,200.00	
53 5680	Tires	3,645.96	5,000.00	2,360.32	47	4,320.00	4,320.00	(14)
<i>Repair &amp; Maintenance Totals</i>		<b>\$862,095.94</b>	<b>\$939,381.00</b>	<b>\$430,785.08</b>	<b>46%</b>	<b>\$942,812.00</b>	<b>\$943,451.00</b>	<b>0%</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>505 - WATER/SEWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4400 - WATER/SEWER DEPT</b>								
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	7,962.80	7,200.00	4,691.88	65	7,200.00	7,200.00	
<i>Building Maintenance Totals</i>		<b>\$7,962.80</b>	<b>\$7,200.00</b>	<b>\$4,691.88</b>	<b>65%</b>	<b>\$7,200.00</b>	<b>\$7,200.00</b>	<b>0%</b>
<i>Training &amp; Education</i>								
52 6200	Training	6,317.28	3,500.00	129.00	4	3,500.00	3,500.00	
52 6210	Dues	1,157.00	5,800.00	.00		5,800.00	5,800.00	
52 6220	Subscription/Publications	.00	300.00	.00		79.00	79.00	(74)
52 6230	Conventions/Meetings	515.38	3,500.00	406.00	12	3,500.00	3,500.00	
<i>Training &amp; Education Totals</i>		<b>\$7,989.66</b>	<b>\$13,100.00</b>	<b>\$535.00</b>	<b>4%</b>	<b>\$12,879.00</b>	<b>\$12,879.00</b>	<b>(2%)</b>
<i>Other Services &amp; Charges</i>								
52 5450	Legal Fees	.00	5,000.00	.00		5,000.00	5,000.00	
52 5460	Audit Fees	5,528.57	3,500.00	.00		3,500.00	3,500.00	
52 5510	Consulting Fees	2,920.00	.00	.00		.00	.00	
52 6000	Advertising Expense	314.00	1,000.00	88.64	9	1,000.00	1,000.00	
52 6100	Auto Insurance	20,091.24	22,454.00	15,180.35	68	17,485.00	17,485.00	(22)
52 6110	Other Insurance	25,610.80	28,814.00	17,320.86	60	20,813.00	20,813.00	(28)
52 6130	Miscellaneous Services	8,292.83	2,600.00	2,336.80	90	3,000.00	3,000.00	15
52 6141	Custodial Service	2,160.00	2,200.00	1,440.00	65	2,600.00	2,600.00	18
52 6150	Engineering Services	14,860.00	10,000.00	9,150.00	92	10,000.00	10,000.00	
52 6170	Contractual Services	27,327.15	20,000.00	2,560.85	13	14,000.00	14,000.00	(30)
52 6560	Workers Comp/Administrati	5,569.47	4,200.00	4,169.82	99	4,015.00	4,587.00	9
52 6590	Contingencies	.00	27,868.00	.00		.00	236,250.00	748
52 6600	Claims Workers Comp.	6,544.40	1,500.00	3,666.53	244	4,000.00	4,000.00	167
<i>Other Services &amp; Charges Totals</i>		<b>\$119,218.46</b>	<b>\$129,136.00</b>	<b>\$55,913.85</b>	<b>43%</b>	<b>\$85,413.00</b>	<b>\$322,235.00</b>	<b>150%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	59.76	100.00	.00		100.00	100.00	
52 7320	Stationery & Printing	261.34	500.00	75.94	15	500.00	500.00	
52 7330	Copy Expense	4,849.49	4,200.00	895.49	21	4,000.00	4,000.00	(5)
53 7000	Gas & Oil	28,042.60	14,000.00	11,870.36	85	20,000.00	20,000.00	43
53 7010	Tools/Shop Supplies	7,801.13	6,500.00	7,818.06	120	7,000.00	7,000.00	8
53 7020	Janitorial Supplies	2,689.66	1,500.00	1,656.68	110	1,800.00	1,800.00	20
53 7050	Medical Services/Supplies	2,193.33	1,200.00	418.25	35	1,000.00	1,000.00	(17)
53 7100	Lubricants & Chemicals	1,102.68	3,500.00	318.27	9	2,100.00	2,100.00	(40)
53 7110	Safety Supplies	6,940.74	6,500.00	7,955.79	122	6,820.00	6,820.00	5
53 7121	Computer Hardware	239.96	1,000.00	637.50	64	1,200.00	1,200.00	20
53 7150	Other Operating Supplies	4,670.33	3,060.00	2,634.40	86	4,140.00	4,140.00	35



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 505 - WATER/SEWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4400 - WATER/SEWER DEPT</b>								
<i>Materials &amp; Supplies</i>								
53 7310	Office Supplies	1,789.79	6,000.00	4,298.40	72	2,500.00	2,500.00	(58)
<i>Materials &amp; Supplies Totals</i>		\$60,640.81	\$48,060.00	\$38,579.14	80%	\$51,160.00	\$51,160.00	6%
<i>Cost Of Sales</i>								
53 6010	Water Purchases	4,285,942.87	4,388,664.00	2,856,973.71	65	3,800,000.00	4,300,000.00	(2)
53 6020	Sewer Purchases	2,543,937.16	2,162,460.00	1,094,391.53	51	1,715,225.00	2,500,000.00	16
<i>Cost Of Sales Totals</i>		\$6,829,880.03	\$6,551,124.00	\$3,951,365.24	60%	\$5,515,225.00	\$6,800,000.00	4%
<i>Accounting Charges</i>								
57 4001	Utility Assistance	150.00	.00	3,265.84		.00	.00	
<i>Accounting Charges Totals</i>		\$150.00	\$0.00	\$3,265.84	+++	\$0.00	\$0.00	+++
<i>Capital Outlay</i>								
54 1400	Infrastructure	215,476.70	.00	102,843.82		.00	.00	
54 7580	Vehicles - New	.00	.00	(54,732.00)	(5,473,200)	48,760.00	.00	
54 7590	Vehicles - Replace	.00	150,000.00	91,311.00	61	235,760.00	235,760.00	57
54 7640	Other Equipment - Replace	138,689.00	.00	.00		130,646.00	130,646.00	
54 7750	Sewer Improvements	.00	5,500,000.00	467,370.00	8	.00	.00	(100)
54 7800	Meters - New	35,043.32	60,000.00	78,462.03	131	60,000.00	60,000.00	
<i>Capital Outlay Totals</i>		\$389,209.02	\$5,710,000.00	\$685,254.85	12%	\$475,166.00	\$426,406.00	(93%)
<i>Debt Service</i>								
58 1100	Bond Principal	530,000.00	550,000.00	550,000.00	100	565,000.00	565,000.00	3
58 1200	CAPITAL LEASE PRINCIPAL	208,018.77	208,019.00	124,274.61	60	268,441.00	268,441.00	29
58 2000	Bond Interest	140,623.04	129,615.00	68,698.25	53	113,837.00	113,837.00	(12)
58 2200	CAPITAL LEASE INTEREST	98,284.59	98,285.00	54,402.35	55	99,653.00	99,653.00	1
<i>Debt Service Totals</i>		\$976,926.40	\$985,919.00	\$797,375.21	81%	\$1,046,931.00	\$1,046,931.00	6%
Department <b>4400 - WATER/SEWER DEPT Totals</b>		\$11,019,740.66	\$16,029,388.00	\$7,147,732.06	45%	\$9,835,895.00	\$11,319,371.00	(29%)
<b>EXPENSE TOTALS</b>		\$11,019,740.66	\$16,029,388.00	\$7,147,732.06	45%	\$9,835,895.00	\$11,319,371.00	(29%)
<b>Fund 505 - WATER/SEWER FUND Totals</b>								
<b>REVENUE TOTALS</b>		\$17,278,127.46	\$16,029,388.00	\$13,913,617.76	87%	\$10,921,235.00	\$11,319,371.00	(29%)
<b>EXPENSE TOTALS</b>		\$11,019,740.66	\$16,029,388.00	\$7,147,732.06	45%	\$9,835,895.00	\$11,319,371.00	(29%)
Fund <b>505 - WATER/SEWER FUND Totals</b>		\$6,258,386.80	\$0.00	\$6,765,885.70	+++	\$1,085,340.00	\$0.00	+++
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$17,278,127.46	\$16,029,388.00	\$13,913,617.76	87%	\$10,921,235.00	\$11,319,371.00	(29%)
<b>EXPENSE GRAND TOTALS</b>		\$11,019,740.66	\$16,029,388.00	\$7,147,732.06	45%	\$9,835,895.00	\$11,319,371.00	(29%)
Net Grand Totals		\$6,258,386.80	\$0.00	\$6,765,885.70	+++	\$1,085,340.00	\$0.00	+++





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>REVENUES</b>					
Fund	<b>505 - WATER/SEWER FUND</b>				
Department	<b>4400 - WATER/SEWER DEPT</b>				
Account	<b>34 4110 - Sales To Residential Cust</b>				
505 4400 34 4110	Monthly Collections	12.0000	179,347.00	2,152,164.00	
	Account	34 4110 - Sales To Residential Cust Totals	Transactions	1	<u>2,152,164.00</u>
Account	<b>34 4112 - Sales To Commercial Cust.</b>				
505 4400 34 4112	Monthly Collections	12.0000	288,318.59	3,459,823.08	
	Account	34 4112 - Sales To Commercial Cust. Totals	Transactions	1	<u>\$3,459,823.08</u>
Account	<b>34 4201 - Sales/Resid. Sewer</b>				
505 4400 34 4201	Monthly Collections	12.0000	169,654.00	2,035,848.00	
	Account	34 4201 - Sales/Resid. Sewer Totals	Transactions	1	<u>\$2,035,848.00</u>
Account	<b>34 4222 - Sales/Comm. Sewer</b>				
505 4400 34 4222	Monthly Collections	12.0000	217,289.85	2,607,478.20	
	Account	34 4222 - Sales/Comm. Sewer Totals	Transactions	1	<u>\$2,607,478.20</u>
Account	<b>34 4258 - Sewer Surcharge</b>				
505 4400 34 4258	Monthly Collections	12.0000	24,688.00	296,256.00	
	Account	34 4258 - Sewer Surcharge Totals	Transactions	1	<u>\$296,256.00</u>
	Department	4400 - WATER/SEWER DEPT Totals	Transactions	5	<u>\$10,551,569.28</u>
	Fund	505 - WATER/SEWER FUND Totals	Transactions	5	<u>\$10,551,569.28</u>
		<b>REVENUES Totals</b>	<b>Transactions</b>	<b>5</b>	<u><b>\$10,551,569.28</b></u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>505 - WATER/SEWER FUND</b>			
Department	<b>4400 - WATER/SEWER DEPT</b>			
Account	<b>52 5240 - Telephone</b>			
505 4400 52 5240	AT&T	12.0000	194.00	2,328.00
505 4400 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
505 4400 52 5240	Verizon Data	12.0000	182.00	2,184.00
505 4400 52 5240	Verizon Wireless	12.0000	490.00	5,880.00
505 4400 52 5240	Windstream	12.0000	487.00	5,844.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>\$17,040.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
505 4400 52 5260	Based on Monthly Average	12.0000	9,170.00	110,040.00
505 4400 52 5260	Scana Energy/Fireside Natural Gas	12.0000	130.00	1,560.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	2	<u>\$111,600.00</u>
Account	<b>52 5270 - Water</b>			
505 4400 52 5270	Based on Monthly Average	12.0000	77.00	924.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$924.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
505 4400 52 5280	Sanitation & Stormwater	12.0000	1,637.00	19,644.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>\$19,644.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
505 4400 52 5330	Water/Sewer copy machine rental	12.0000	170.00	2,040.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	1	<u>\$2,040.00</u>
Account	<b>52 5360 - Other Equipment Rental</b>			
505 4400 52 5360	Rental for Equipment, Excavators, Pumps, and Steel plates	1.0000	3,500.00	3,500.00
	Account <b>52 5360 - Other Equipment Rental</b> Totals	Transactions	1	<u>\$3,500.00</u>
Account	<b>52 5450 - Legal Fees</b>			
505 4400 52 5450	As Determined by the City Manager on W&S Issues	1.0000	5,000.00	5,000.00
	Account <b>52 5450 - Legal Fees</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>52 5460 - Audit Fees</b>			
505 4400 52 5460	Annual Georgia EPD Water Audit Fees	1.0000	3,500.00	3,500.00
	Account <b>52 5460 - Audit Fees</b> Totals	Transactions	1	<u>\$3,500.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
505 4400 52 5700	Moody's Allocation	12.0000	2,254.00	27,048.00
505 4400 52 5700	Repair/Maintenance of Vehicle & Equipment	1.0000	25,378.00	25,378.00
505 4400 52 5700	Square Rigger Annual Maintenance Fee Allocation	1.0000	89.00	89.00
505 4400 52 5700	Square Rigger Monthly Cost Allocation	1.0000	58.00	58.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	4	<u>\$52,573.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>505 - WATER/SEWER FUND</b>					
Department <b>4400 - WATER/SEWER DEPT</b>					
Account <b>52 5720 - R&amp;M Communication Equip</b>					
505 4400 52 5720	Repair/Maintenance of W&S Facilities and Scada System	1.0000	2,500.00	2,500.00	
		Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>					
505 4400 52 5730	DocuSign	1.0000	2,021.00	2,021.00	
505 4400 52 5730	Email License	1.0000	3,021.00	3,021.00	
505 4400 52 5730	Mimecast	17.0000	87.00	1,479.00	
505 4400 52 5730	Tyler New World	1.0000	4,330.00	4,330.00	
		Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$10,851.00</u>
Account <b>52 5740 - R&amp;M-Buildings</b>					
505 4400 52 5740	Repair/Maintenance - shared cost with power dept.	1.0000	7,200.00	7,200.00	
		Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	1	<u>\$7,200.00</u>
Account <b>52 5790 - R&amp;M-Distribution System</b>					
505 4400 52 5790	On-Demand Water Construction Services	1.0000	100,000.00	100,000.00	
505 4400 52 5790	Preventive Maintenance - Pump Station	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 and Hydrants	1.0000	35,000.00	35,000.00	
505 4400 52 5790	Regulatory Compliance - EPA every 5years	1.0000	12,000.00	12,000.00	
505 4400 52 5790	Regulatory Compliance - EPD Stream Sample	1.0000	3,000.00	3,000.00	
505 4400 52 5790	State of Georgia / DNR with new Rates	1.0000	9,200.00	9,200.00	
505 4400 52 5790	Tank Maintenance for Charlestown & W. Fayetteville	1.0000	30,807.00	30,807.00	
505 4400 52 5790	Valve Exercise Program	1.0000	25,000.00	25,000.00	
		Account <b>52 5790 - R&amp;M-Distribution System</b> Totals	Transactions	9	<u>\$245,007.00</u>
Account <b>52 5800 - R&amp;M-Sewers</b>					
505 4400 52 5800	Annual Cost for Flow Meter Calibration - CC & 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 Sewer Construction Services	1.0000	100,000.00	100,000.00	
505 4400 52 5800	Preventive Maintenance - Generator at S.E.L.S	1.0000	1,200.00	1,200.00	
505 4400 52 5800	Preventive Maintenance for Liftstations Citywide	1.0000	10,000.00	10,000.00	
505 4400 52 5800	R&M for Liftstation	1.0000	30,000.00	30,000.00	
505 4400 52 5800	Regulatory Sewer Evaluation	1.0000	100,000.00	100,000.00	
505 4400 52 5800	Root Control	1.0000	30,000.00	30,000.00	
505 4400 52 5800	SSES	1.0000	100,000.00	100,000.00	
505 4400 52 5800	Toilet Rebate	1.0000	5,000.00	5,000.00	
		Account <b>52 5800 - R&amp;M-Sewers</b> Totals	Transactions	11	<u>\$628,200.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>505 - WATER/SEWER FUND</b>				
Department <b>4400 - WATER/SEWER DEPT</b>				
Account <b>52 6000 - Advertising Expense</b>				
505 4400 52 6000	Regulatory Sewer Educational Outreach	1.0000	500.00	500.00
505 4400 52 6000	Regulatory Water Conservation Outreach	1.0000	500.00	500.00
Account <b>52 6000 - Advertising Expense</b> Totals		Transactions	2	<u>\$1,000.00</u>
Account <b>52 6100 - Auto Insurance</b>				
505 4400 52 6100	Auto Liability	1.0000	17,485.00	17,485.00
Account <b>52 6100 - Auto Insurance</b> Totals		Transactions	1	<u>\$17,485.00</u>
Account <b>52 6110 - Other Insurance</b>				
505 4400 52 6110	EPLI Policy	1.0000	10,574.00	10,574.00
505 4400 52 6110	General Liability	1.0000	10,239.00	10,239.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	2	<u>\$20,813.00</u>
Account <b>52 6130 - Miscellaneous Services</b>				
505 4400 52 6130	Flowers, Functions, Incentives, Public Works Week	1.0000	3,000.00	3,000.00
Account <b>52 6130 - Miscellaneous Services</b> Totals		Transactions	1	<u>\$3,000.00</u>
Account <b>52 6141 - Custodial Service</b>				
505 4400 52 6141	Custodial Services for W&S Building	1.0000	2,600.00	2,600.00
Account <b>52 6141 - Custodial Service</b> Totals		Transactions	1	<u>\$2,600.00</u>
Account <b>52 6200 - Training</b>				
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 <b>52 6200 - Training</b> Totals		Transactions	3	<u>\$3,500.00</u>
Account <b>52 6210 - Dues</b>				
505 4400 52 6210	APWA	1.0000	700.00	700.00
505 4400 52 6210	APWA - 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
Account <b>52 6210 - Dues</b> Totals		Transactions	6	<u>\$5,800.00</u>
Account <b>52 6220 - Subscription/Publications</b>				
505 4400 52 6220	Adobe Pro License	1.0000	79.00	79.00
Account <b>52 6220 - Subscription/Publications</b> Totals		Transactions	1	<u>\$79.00</u>
Account <b>52 6230 - Conventions/Meetings</b>				
505 4400 52 6230	GAWP - Superintendent & Public Works Director	1.0000	1,500.00	1,500.00
505 4400 52 6230	GRWA - Superintendent	2.0000	1,000.00	2,000.00
Account <b>52 6230 - Conventions/Meetings</b> Totals		Transactions	2	<u>\$3,500.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund	<b>505 - WATER/SEWER FUND</b>				
Department	<b>4400 - WATER/SEWER DEPT</b>				
Account	<b>52 6560 - Workers Comp/Administrati</b>				
505 4400 52 6560	NFP	1.0000	4,586.80	4,586.80	
	Account	52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>4,586.80</u>
	Account	52 6600 - Claims Workers Comp.			
505 4400 52 6600	Water & Sewer - Claims Workers Compensation	1.0000	4,000.00	4,000.00	
	Account	52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>4,000.00</u>
	Account	52 7300 - Postage			
505 4400 52 7300	Mailing of Public Notices, CCR Reports	1.0000	100.00	100.00	
	Account	52 7300 - Postage Totals	Transactions	1	<u>100.00</u>
	Account	52 7320 - Stationery & Printing			
505 4400 52 7320	Printing of Water Quality/CCR Reports	1.0000	500.00	500.00	
	Account	52 7320 - Stationery & Printing Totals	Transactions	1	<u>500.00</u>
	Account	52 7330 - Copy Expense			
505 4400 52 7330	Copy Machine	1.0000	4,000.00	4,000.00	
	Account	52 7330 - Copy Expense Totals	Transactions	1	<u>4,000.00</u>
	Account	53 5680 - Tires			
505 4400 53 5680	New Tires for W/S Division's Equipment & vehicles	1.0000	4,320.00	4,320.00	
	Account	53 5680 - Tires Totals	Transactions	1	<u>4,320.00</u>
	Account	53 7000 - Gas & Oil			
505 4400 53 7000	Gas & oil for W&S Division's Equipment 7 vehicles	1.0000	20,000.00	20,000.00	
	Account	53 7000 - Gas & Oil Totals	Transactions	1	<u>20,000.00</u>
	Account	53 7010 - Tools/Shop Supplies			
505 4400 53 7010	Purchase of Hand Tools and Other Equipment, E.L Johnson	1.0000	7,000.00	7,000.00	
	Account	53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>7,000.00</u>
	Account	53 7020 - Janitorial Supplies			
505 4400 53 7020	Cleaning/Janitorial Supplies for W&S Division	1.0000	1,800.00	1,800.00	
	Account	53 7020 - Janitorial Supplies Totals	Transactions	1	<u>1,800.00</u>
	Account	53 7050 - Medical Services/Supplies			
505 4400 53 7050	Restock of First Aid, Vaccinations for W&S Personnel, Hepatitis,	1.0000	1,000.00	1,000.00	
	Account	53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>1,000.00</u>
	Account	53 7100 - Lubricants & Chemicals			
505 4400 53 7100	Lubrications & Chemical for Liftstation, Odor/Root Control	1.0000	2,100.00	2,100.00	
	Account	53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>2,100.00</u>
	Account	53 7110 - Safety Supplies			
505 4400 53 7110	Safety Supplies for W&S - Hard hats, Boots, Goggles Etc	1.0000	6,820.00	6,820.00	
	Account	53 7110 - Safety Supplies Totals	Transactions	1	<u>6,820.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>505 - WATER/SEWER FUND</b>				
Department <b>4400 - WATER/SEWER DEPT</b>				
Account <b>53 7121 - Computer Hardware</b>				
505 4400 53 7121	Gorrie & Reagon - Maintenance & Annual Contract	1.0000	600.00	600.00
505 4400 53 7121	Miscellaneous Computer Repair Items	1.0000	600.00	600.00
Account <b>53 7121 - Computer Hardware</b> Totals		Transactions	2	<u>\$1,200.00</u>
Account <b>53 7150 - Other Operating Supplies</b>				
505 4400 53 7150	AlSCO	12.0000	100.00	1,200.00
505 4400 53 7150	Artic Ice	12.0000	60.00	720.00
505 4400 53 7150	Breakroom Supplies	12.0000	75.00	900.00
505 4400 53 7150	Bug Busters additional funds were added for rodent treatment	12.0000	60.00	720.00
505 4400 53 7150	Quench	12.0000	50.00	600.00
Account <b>53 7150 - Other Operating Supplies</b> Totals		Transactions	5	<u>\$4,140.00</u>
Account <b>53 7310 - Office Supplies</b>				
505 4400 53 7310	Office Supplies for w/s	1.0000	2,500.00	2,500.00
Account <b>53 7310 - Office Supplies</b> Totals		Transactions	1	<u>\$2,500.00</u>
Account <b>54 7590 - Vehicles - Replace</b>				
505 4400 54 7590	Replace Unit #337	1.0000	48,760.00	48,760.00
505 4400 54 7590	Replace unit #350	1.0000	187,000.00	187,000.00
Account <b>54 7590 - Vehicles - Replace</b> Totals		Transactions	2	<u>\$235,760.00</u>
Account <b>54 7640 - Other Equipment - Replace</b>				
505 4400 54 7640	Replace Backhoe unit#306	1.0000	130,646.00	130,646.00
Account <b>54 7640 - Other Equipment - Replace</b> Totals		Transactions	1	<u>\$130,646.00</u>
Account <b>54 7800 - Meters - New</b>				
505 4400 54 7800	New Meters	80.0000	750.00	60,000.00
Account <b>54 7800 - Meters - New</b> Totals		Transactions	1	<u>\$60,000.00</u>
Account <b>58 1100 - Bond Principal</b>				
505 4400 58 1100	2015 W&S \$8720000 COA Settle (Principal)	1.0000	565,000.00	565,000.00
Account <b>58 1100 - Bond Principal</b> Totals		Transactions	1	<u>\$565,000.00</u>
Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b>				
505 4400 58 1200	GEFA Loans 2012 - Principal	1.0000	131,902.00	131,902.00
505 4400 58 1200	GEFA Loans 2017 - Principal	1.0000	89,082.00	89,082.00
505 4400 58 1200	Lease - Water & Sewer - Jet Vac	1.0000	47,457.00	47,457.00
Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b> Totals		Transactions	3	<u>\$268,441.00</u>
Account <b>58 2000 - Bond Interest</b>				
505 4400 58 2000	2015 W&S \$8720000 COA Settle (Interest)	1.0000	60,915.75	60,915.75
505 4400 58 2000	2015 W&S \$8720000 COA Settle (Interest)	1.0000	52,921.00	52,921.00
Account <b>58 2000 - Bond Interest</b> Totals		Transactions	2	<u>\$113,836.75</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2025  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>505 - WATER/SEWER FUND</b>			
Department	<b>4400 - WATER/SEWER DEPT</b>			
Account	<b>58 2200 - CAPITAL LEASE INTEREST</b>			
505 4400 58 2200	GEFA Loans 2012 - Interest	1.0000	58,271.00	58,271.00
505 4400 58 2200	GEFA Loans 2017 - Interest	1.0000	27,049.00	27,049.00
505 4400 58 2200	Lease - Water & Sewer- Jet Vac	1.0000	14,333.00	14,333.00
Account <b>58 2200 - CAPITAL LEASE INTEREST</b> Totals		Transactions	3	<u>\$99,653.00</u>
Department <b>4400 - WATER/SEWER DEPT</b> Totals		Transactions	95	<u>\$2,704,759.55</u>
Fund <b>505 - WATER/SEWER FUND</b> Totals		Transactions	95	<u>\$2,704,759.55</u>
<b>EXPENSES</b> Totals		Transactions	95	<u>\$2,704,759.55</u>
Grand Totals		Transactions	100	<u>\$13,256,328.83</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2024-2025**

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

Fund: 505

Number of Requested	Position	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				
<hr/>				
Wages				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$298 per year			-	
Health Insurance \$9,023 per position per year			-	
Pensions (24.04%) *			-	
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)			\$ -	
<b>Total</b>			<b>\$ -</b>	



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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
 Vehicle Request  
 Budget Year 2024-2025

<b>Fund: 505</b>	<b>Department and Number: Public Works/Water Sewer 4400</b>	
New Replacement for Vehicle/Equipment No. <b>337</b>	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 <u>2008</u> Units of Use to Date (hours, miles, etc.) <u>120,172</u> Total Operating/Maintenance Costs to Date <u>Unknown</u> Actual FYE 2023-24 Maintenance Cost <u>Unknown</u> Actual FYE 2023-24 Operating Cost <u>Unknown</u> Estimated FYE 2024-25 Maintenance Cost _____ Estimated FYE 2024-25 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 - Trade-In	
Purchase Option New Vehicle/Equipment <u>\$48,760</u> Purchase Price <u>10 years</u> Estimated Useful Life <u>Unknown</u> Estimated Use During 2024-25 _____ Estimated Operating Cost During 2024-25 <u>Unknown</u>	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2024-25 _____ Estimated Operating Cost During 2024-25	

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 505</b>	<b>Department and Number:</b>	<b>Public Works/Water Sewer 4400</b>
<p style="text-align: center;">New Replacement for Vehicle/Equipment No. <b>350</b></p> <hr/> <p>Vehicle Type</p> <p>_____ Sedan 2 Door</p> <p>_____ Sedan 4 Door</p> <p>_____ Cruiser</p> <p>_____ Station Wagon</p> <p>_____ Van</p> <p>_____ 1/2-ton Truck</p> <p>_____ 3/4-ton Truck</p> <p>_____ Sanitation Front Loader</p> <p>_____ Sanitation Rear Loader</p> <p>_____ Other</p>	<p>Priority:</p> <hr/> <p>Information on Vehicle/Equipment Being Replaced</p> <p>Age of Vehicle/Equipment Being Replaced  <u>1998</u></p> <p>Units of Use to Date (hours, miles, etc.)  <u>34,590</u></p> <p>Total Operating/Maintenance Costs to Date  <u>Unknown</u></p> <p>Actual FYE 2023-24 Maintenance Cost  <u>Unknown</u></p> <p>Actual FYE 2023-24 Operating Cost  <u>Unknown</u></p> <p>Estimated FYE 2024-25 Maintenance Cost  _____</p> <p>Estimated FYE 2024-25 Operating Cost  _____</p>	
<p>List of Special Features, Not Standard:</p>	<p>Specific Description &amp; Condition of Item Being Replaced including VIN#:</p>	
<p>Justification/Description:</p>	<p>Recommended Disposition of Replaced Item:</p> <p>Sell by Sealed Bid</p> <p>Sell at Auction</p> <p>Retain as Backup</p> <p>Dismantle and Use for Parts</p> <p>Junk</p> <p>Other - Trade-In</p>	
<p>Purchase Option New Vehicle/Equipment</p> <p><u>\$187,000</u> Purchase Price</p> <p><u>10 years</u> Estimated Useful Life</p> <p><u>Unknown</u> Estimated Use During 2024-25</p> <p>_____ Estimated Operating Cost During 2024-25</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 2024-25</p> <p>_____ Estimated Operating Cost During 2024-25</p>	

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 505</b>	<b>Department and Number:</b>	<b>Public Works/Water Sewer 4400</b>
New Replacement for Vehicle/Equipment No. 306 <hr/> <b>Vehicle Type</b> <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/> X Other <span style="margin-left: 100px;">Backhoe</span>	<b>Priority:</b> <hr/> <b>Information on Vehicle/Equipment Being Replaced</b> Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2023-24 Maintenance Cost <hr/> Actual FYE 2023-24 Operating Cost <hr/> Estimated FYE 2024-25 Maintenance Cost <hr/> Estimated FYE 2024-25 Operating Cost	
<b>List of Special Features, Not Standard:</b> <hr/>	<b>Specific Description &amp; Condition of Item Being Replaced including VIN#:</b> <hr/>	
<b>Justification/Description:</b> <hr/>	<b>Recommended Disposition of Replaced Item:</b> Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other - Trade-In	
<b>Purchase Option New Vehicle/Equipment</b> \$130,646 <span style="margin-left: 20px;">Purchase Price</span> <hr/> 10 yrs. <span style="margin-left: 20px;">Estimated Useful Life</span> <hr/> <span style="margin-left: 20px;">Estimated Use During 2024-25</span> <hr/> <span style="margin-left: 20px;">Estimated Operating Cost During 2024-25</span>	<b>Rental Option New Vehicle/Equipment</b> <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2024-25 <hr/> Estimated Operating Cost During 2024-25	

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2024-2025

<b>Fund: 505</b>	Department and Number:	<b>Public Works/Water Sewer 4400</b>
New Replacement for Vehicle/Equipment No. <b>Meters</b>	Priority: <b>1</b>	
<b>Vehicle Type</b> _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2-ton Truck _____ 3/4-ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	<b>Information on Vehicle/Equipment Being Replaced</b> Age of Vehicle/Equipment Being Replaced _____ <b>20 years</b> Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2023-24 Maintenance Cost _____ <b>Unknown</b> _____ Actual FYE 2023-24 Operating Cost _____ Estimated FYE 2024-25 Maintenance Cost _____ Estimated FYE 2024-25 Operating Cost	
List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:	<b>Recommended Disposition of Replaced Item:</b> Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other - Trade-In	
Purchase Option New Vehicle/Equipment <b>\$60,000</b> _____ Purchase Price <b>10 years</b> _____ Estimated Useful Life <b>Unknown</b> _____ Estimated Use During 2024-25 _____ Estimated Operating Cost During 2024-25 <b>Unknown</b> _____	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2024-25 _____ Estimated Operating Cost During 2024-25	

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

**DEPARTMENT**  
**Public Works - Water & Sewer**

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
303-D	2022	Cat	440 IT	CAT00440VMZX00396	\$138,689.00	November 22, 2022		0		124	
306-D	2005	Cat	430D	BNK06655		February 20, 2005		6,883		15,526	
316-D	1997	Air Compressor	P50WJF	271608ULH359	\$12,558.00	December 15, 2008		392		445	
317-D	2007	Air Compressor	185PSI	4FVCBBA17U384502				544		546	
318-D	2005			****7872							
319-D	2004	Mutiquip	Nigh Hawk	4GNLT09144B901565	\$6,908.00	November 11, 2004		185		185	
320-G	2010	Valve Exerciser	E-VIS0GT	4027401761	\$35,000.00	December 20, 2010		407		537	
321-D	2016	Portable Generator	Tradewinds 350-p	TGBF7157N02097A	\$110,500.00	December 7, 2015		4		4	
332-D	2020	Kohler l 26A	6" Water Pump	KD12504TCR/26A				2		9	
334-D	2020	Kohler lth0022373	4" Water Pump	KDI1903TCR/26B				35		119	
335-D	2005	Ford	Cutaway Van	1FDXE45P55HB30051	\$176,868.00	January 12, 2010	33,772		37,718		GV8021F
336-D	2004	Ford	Lgt Conventional	3FRWF75234V600197		December 12, 2003	28,084		30,134		GV6484E
337-G	2008	Ford	Lgt Conventional	1FTRF12285KF07079	\$29,210.00	October 30, 2008	80,788		95,394		GV3157E
340-G	2018	Ford	F150	1FTFX1E57JFE78267	\$28,551.00	December 11, 2018	11,356		21,813		GV1769M
341-G	2018	Ford	Med Hvy Convrt	1FDWF7DE4JDF04094	\$86,835.00	November 5, 2018	4,278		8,339		GV3808M
344-G	2008	Ford	Lgt Conventional	1FTRF12288KF07075	\$29,210.00	October 30, 2008	95,298		111,056		GV3158E
345-G	2008	Ford	Srw Super Duty	1FDSW21528ED07371	\$29,989.00	January 31, 2008	80,190		86,254		GV19221
350-D	1999	Ford	Med Hvy Convrt	3FEWF80C2XMA00355	\$34,137.00	January 5, 1999	33,740		34,257		GV3171E
351-D	2016	Ford	M2106	1FVACWDT1HHHK6957	\$75,826.00	May 12, 2016	10,360		12,208		GV6439J
370-G	2017	Ford	F150	1FTEX1E83HFA88492	\$24,707.00	January 25, 2017	31,239		54,525		GV4502K
380-D	2019	Ford	F250	1FT7W2B68KED39945	\$25,104.00	December 11, 2018	19,053		42,006		GV1770M

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 2024-2025

Department: Water & Sewer

Department Number: 4400

Account Number	Description/Justification	Suggested Funding Source	Suggested Funding					
			2024-25	2025-26	2026-27	2027-28	2028-29	
54-7590	Replacement of unit 350	Water/Sewer	\$ 48,760					
54-7590	Replacement of unit 350	Water/Sewer	187,000					
54-7640	Replacement of unit 306	Water/Sewer	130,646					
54-7800	New Meters	MOST	60,000					
54-7730	Water Line Replacement	MOST		300,000	300,000	300,000		
<b>Totals</b>			\$ 426,406	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Unit #337

Item/Project Manager:

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand:

---

Description of Item/Project: 2008 Ford F-150

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If 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 10 Years

Estimated Cost \$48,760

Less: Trade-In N/A

Net Cost \$48,760

---

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Public Works/Water Sewer

**Project Name or Title:**

2008 Ford F-150

**Project Description:**

2008 Ford F-150

**Project Justification and Impact:**

Unit 337 is scheduled for replacing

**Project Costs: \$ 48,760**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$48,760	\$ -	\$ -	\$ -	\$ -	\$48,760

**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 G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Knuckle Boom Truck

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project: 1998 Ford Med Heavy

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  10 Years \_\_\_\_\_

Estimated Cost  \$187,000 \_\_\_\_\_

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

Net Cost  \$187,000 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Public Works/Water Sewer

**Project Name or Title:**

Knuckle Boom Truck

**Project Description:**

Knuckle Boom Truck

**Project Justification and Impact:**

This unit is scheduled for replacement.

**Project Costs: \$ 187,000**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$187,000	\$ -	\$ -	\$ -	\$ -	\$187,000

**Useful Life:**

20 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 2024-2025

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Backhoe

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project: 1998 Ford Med Heavy

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  10 Years \_\_\_\_\_

Estimated Cost  \$130,646 \_\_\_\_\_

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

Net Cost  \$130,646 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Public Works/Water Sewer

**Project Name or Title:** Backhoe Unit #306

**Project Description:**

Backhoe Unit# 306

**Project Justification and Impact:**

This unit is scheduled for replacement

**Project Costs: \$ 130,646**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$130,646	\$ -	\$ -	\$ -	\$ -	\$130,646

**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 G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2024-2025

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: New Meters

Item/Project Manager:

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project: 1998 Ford Med Heavy

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  10 Years \_\_\_\_\_

Estimated Cost  \$60,000 \_\_\_\_\_

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

Net Cost  \$60,000 \_\_\_\_\_

---

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Public Works/Water Sewer

**Project Name or Title:**

New Meters

**Project Description:**

New Meters

**Project Justification and Impact:**

Replacing old and worn meters residential and commercial City Wide

**Project Costs: \$ 60,000**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$60,000	\$ -	\$ -	\$ -	\$ -	\$60,000

**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 24/25 Objectives:**

#### **Performance Measures**

**Program/Service Outputs: (goods, services, units produced) Actual 23/24**

**Program/Service Outcomes: (based on program objectives) Actual 23/24**

**Program/Service Outputs: (goods, services, units produced) Estimated 24/25**

**Program/Service Outcomes: (based on program objectives) Estimated 24/25**

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





## 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 24/25 Objectives:**

#### **Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 23/24</b>
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Actual 23/24</b>
<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Estimated 24/25</b>
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Estimated 24/25</b>

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

## 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 a 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 24/25 Objectives:**

##### **Performance Measures**

**Program/Service Outputs: (goods, services, units produced) Actual 23/24**

**Program/Service Outcomes: (based on program objectives) Actual 23/24**

**Program/Service Outputs: (goods, services, units produced) Estimated 24/25**

**Program/Service Outcomes: (based on program objectives) Estimated 24/25**

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

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2024-2025

Fund: **505**

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

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Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement: