



APRIL 1, 2021

MAYOR AND
COUNCIL BUDGET
MEETING

PROPOSED BUDGET
FY2021-2022



PUBLIC INFORMATION

Public Information and Communication Organizational Chart



Fund: 100	Department and Number: Public Information			1570	
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Communication Director	1	1	1	1	1
Communications Specialist	0	1	1	1	1
Media Editor	1	1	1	1	1
Total Personnel:	2	3	3	3	3



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
Personnel Services								
51 5010	Salary/Operating	158,994.48	147,508.00	92,213.36	63	188,302.00	188,302.00	28
51 5020	Salary/Overtime	.00	3,000.00	.00		3,000.00	.00	(100)
51 5040	Shared Utility Payments	3,576.96	2,400.00	2,336.73	97	4,800.00	4,800.00	100
51 5190	Medicare	2,192.50	1,995.00	1,271.67	64	2,730.00	2,730.00	37
Personnel Services Totals		\$164,763.94	\$154,903.00	\$95,821.76	62%	\$198,832.00	\$195,832.00	26%
Employee Benefits								
51 5150	City Pension Contribution	27,184.21	20,873.00	14,936.18	72	31,290.00	31,290.00	50
51 5161	Life Insurance	116.61	50.00	108.68	217	50.00	50.00	
51 5163	ST Disability Insurance	78.50	317.00	149.15	47	317.00	317.00	
51 5164	LT Disability Insurance	58.30	267.00	110.77	41	267.00	267.00	
51 5165	Health Insurance	26,928.04	16,880.00	15,970.46	95	24,720.00	24,720.00	46
51 5166	Dental Insurance	530.12	495.00	446.12	90	495.00	495.00	
Employee Benefits Totals		\$54,895.78	\$38,882.00	\$31,721.36	82%	\$57,139.00	\$57,139.00	47%
Communications & Util.								
52 5240	Telephone	9,796.32	4,620.00	3,008.39	65	6,168.00	6,168.00	34
52 5260	Heat & Power	1,606.59	1,400.00	1,367.04	98	1,400.00	1,400.00	
52 5270	Water	65.85	160.00	32.61	20	160.00	160.00	
52 5280	Other Communication/Util	196.56	300.00	157.95	53	300.00	300.00	
Communications & Util. Totals		\$11,665.32	\$6,480.00	\$4,565.99	70%	\$8,028.00	\$8,028.00	24%
Repair & Maintenance								
52 5720	R&M Communication Equip	13,272.57	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	3,845.76	3,684.00	4,051.03	110	4,597.00	4,597.00	25
Repair & Maintenance Totals		\$17,118.33	\$3,684.00	\$4,051.03	110%	\$4,597.00	\$4,597.00	25%
Training & Education								
52 6200	Training	1,941.30	.00	.00		.00	.00	
52 6210	Dues	412.99	.00	.00		.00	.00	
52 6230	Conventions/Meetings	.00	.00	28.00		.00	.00	
Training & Education Totals		\$2,354.29	\$0.00	\$28.00	+++	\$0.00	\$0.00	+++
Other Services & Charges								
52 3505	Mileage Reimbursement	338.26	.00	.00		.00	.00	
52 5510	Consulting Fees	5,555.16	.00	.00		.00	.00	
52 6000	Advertising Expense	20,295.43	10,000.00	1,204.50	12	5,000.00	5,000.00	(50)



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Budget Year 2022

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Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
Other Services & Charges								
52 6110	Other Insurance	3,128.06	3,180.00	3,275.40	103	3,752.00	3,752.00	18
52 6130	Miscellaneous Services	228.06	.00	.00		.00	.00	
52 6170	Contractual Services	48,666.19	118,300.00	56,188.01	47	89,987.00	89,987.00	(24)
52 6560	Workers Comp/Administrati	973.16	820.00	698.29	85	800.00	800.00	(2)
	Other Services & Charges Totals	\$79,184.32	\$132,300.00	\$61,366.20	46%	\$99,539.00	\$99,539.00	(25%)
Materials & Supplies								
52 7300	Postage	1.50	.00	.00		.00	.00	
52 7320	Stationery & Printing	630.54	.00	.00		.00	.00	
53 7050	Medical Services/Supplies	58.50	.00	.00		.00	.00	
53 7121	Computer Hardware	1,372.79	.00	.00		14,938.00	.00	
53 7122	Computer Supplies	1,297.07	.00	.00		.00	.00	
53 7150	Other Operating Supplies	10,944.94	5,000.00	476.31	10	5,000.00	5,000.00	
53 7310	Office Supplies	497.51	.00	.00		250.00	250.00	
	Materials & Supplies Totals	\$14,802.85	\$5,000.00	\$476.31	10%	\$20,188.00	\$5,250.00	5%
Department 1570 - Public Information Totals		\$344,784.83	\$341,249.00	\$198,030.65	58%	\$388,323.00	\$370,385.00	9%
EXPENSE TOTALS		\$344,784.83	\$341,249.00	\$198,030.65	58%	\$388,323.00	\$370,385.00	9%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$344,784.83	\$341,249.00	\$198,030.65	58%	\$388,323.00	\$370,385.00	9%
Fund 100 - GENERAL FUND Totals		(\$344,784.83)	(\$341,249.00)	(\$198,030.65)	58%	(\$388,323.00)	(\$370,385.00)	9%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$344,784.83	\$341,249.00	\$198,030.65	58%	\$388,323.00	\$370,385.00	9%
Net Grand Totals		(\$344,784.83)	(\$341,249.00)	(\$198,030.65)	58%	(\$388,323.00)	(\$370,385.00)	9%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1570 - Public Information				
Account 52 5240 - Telephone				
100 1570 52 5240	AT&T Club	12.0000	8.00	96.00
100 1570 52 5240	Comcast	12.0000	65.00	780.00
100 1570 52 5240	Verizon Wireless	12.0000	259.00	3,108.00
100 1570 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	4	\$6,168.00
Account 52 5730 - R&M - D/P Equipment				
100 1570 52 5730	Email License	1.0000	672.00	672.00
100 1570 52 5730	Mimecast	1.0000	289.00	289.00
100 1570 52 5730	Quantum Workplace	1.0000	714.00	714.00
100 1570 52 5730	Tyler NW	1.0000	2,922.00	2,922.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	\$4,597.00
Account 52 6110 - Other Insurance				
100 1570 52 6110	Apex Insurance Personnel	1.0000	3,752.00	3,752.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$3,752.00
Account 52 6170 - Contractual Services				
100 1570 52 6170	College Park Civic Engagement Zoom Production	20.0000	750.00	15,000.00
100 1570 52 6170	Comcast TV23 Monitoring & Connectivity	12.0000	135.00	1,620.00
100 1570 52 6170	Council Meetings Zoom or Live Broadcast/IKon Filmworks	22.0000	900.00	19,800.00
100 1570 52 6170	Flickr Pro Subscription	1.0000	59.99	59.99
100 1570 52 6170	IncodeX Video Streaming (TV-23)	1.0000	2,500.00	2,500.00
100 1570 52 6170	Intrado CivicLive Annual Maintenance and Support	1.0000	2,756.25	2,756.25
100 1570 52 6170	Leightronix TV-23 Total Info	1.0000	1,000.00	1,000.00
100 1570 52 6170	Phase3 Marketing and Communications	12.0000	3,937.50	47,250.00
	Account 52 6170 - Contractual Services Totals	Transactions	8	\$89,986.24
Account 52 6560 - Workers Comp/Administrati				
100 1570 52 6560	Apex Insurance Workers Comp	1.0000	800.00	800.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$800.00
	Department 1570 - Public Information Totals	Transactions	18	\$105,303.24
	Fund 100 - GENERAL FUND Totals	Transactions	18	\$105,303.24
	EXPENSES Totals	Transactions	18	\$105,303.24
	Grand Totals	Transactions	18	\$105,303.24

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number:

Communications Department - 1570

Fund: **100**

Positions	Number of Requested	Position Title	Present Number of Positions	Number of Positions	Changed Grade and Positions	Salary Step
	1	Communications Specialist	1	1		

Justification (including assignment and responsibilities of position requested)

This request is to fill vacant Communications Specialist position from previous budget year; an employee holding this same title was terminated in April 2020 and the position has not been filled. Because of the extra demand, the Director of Communications has been required to perform the duties of the former Communications Specialist, in addition to that of the Director.

Responsibilities include – develop graphic arts, videography, photography and compose media files of each visual category via Adobe Cloud content as well as Final Cut X video editing. Staff member must have expertise in preparing those files for use on city's social media platform. Editorial background is essential. Media production includes lighting, audio, location shoots and media storage.

Continued addition of duties requires filling of this position with similar salary and pay grade previously established.

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

EXHIBIT D-1

JOB DESCRIPTION

Job Title: Communications Specialist

Job Summary: Position calls for media background with phenomenal communication and copywriting skills. Technical responsibilities. Experience in corporate communications and project management are important qualities too.

Major Duties: – develop graphic arts, videography, photography and compose media files of each visual category via Adobe Cloud content as well as Final Cut X video editing. Staff member must have expertise in preparing those files for use on city's social media platform. Editorial background is essential. Media production includes lighting, audio, location shoots and media storage. Manages and programs city's government television channel (TV-23 via Comcast) t

Knowledge required by the position: Adobe Creative Cloud, including Premiere Pro 2020, Adobe Audition, Photoshop and Media Encoder. Website content posting, video & still photography skills, video editing (Final Cut X) and production, knowledge of social media techniques, scheduling; editorial background,

Supervisory Controls: Employee answers to the Director of Communications; however, the position requires utilizing media industry standards along with best editorial judgement and controls when creating items for social media. Communications Specialist is required to capture, produce and post items to web, social media and government cable channel on a daily basis, oftentimes without the oversight of the Communications Director.

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands: Employee may often be required to transport and hold 10 – 25 pounds of equipment in a normal course of daily employment.

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications: Qualified candidate should have Bachelor of Arts or Science in media related major – Broadcast Journalism, Mass Media, Social Media Management

EXHIBIT F

City of College Park, Georgia
 Vehicle Request
 Budget Year 2021-22

Fund: 100		Department and Number: Public Information Officer 1570	
New Replacement for Vehicle/Equipment No. _____		Priority: N/A	
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other _____		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost _____	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description: <div align="center">N/A</div>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21		Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21	

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

Dept: Public Information **Fuel Type:**

[illegible]
$$G = G_{as}$$

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Department: Public Information Officer				Department Number: 1570				
Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	
N/A		N/A						
Totals			\$0	\$0	\$0	\$0	\$0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Public Information Officer

Fund: 100

Division: N/A

Department Number: 1570

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

Disposition of item replaced:

☐ Sale

☐ Trade-In

☐ Scrap

☐ Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:
Communications Director

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY20256</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

Communications/Marketing Department

Program Description:

The Communications department serves as the initial line of external communications to the general public as well as news media outlets. The overarching goal is to exude a positive, productive City of College Park. This includes highlighting our warm, engaging business excellence, efficient city services, a dedicated posture to reduce crime and promote safety, while endorsing our immensely popular hospitality offerings.

The Director of Communications utilizes multiple means of outreach to connect with the general public and media to illuminate the positive city aspects, including: the collegeparkga.com website, email, City Hall's LED signage on Main Street, cloud outreach, social media (Facebook, Twitter, Flickr, Vimeo, and Instagram) in-person briefings, media contacts, etc.

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

Trends:

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

Program Broad Goals:

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

Program Objectives:

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

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

Performance Measures

Program/Service Output: (goods, services, units produced)	Estimated 21/22
# of likes on Facebook, twitter page followers)	(appx 2500
# of viewers on College Park TV-23/Streaming via web	(up to 5,000 daily)
# of views College Park video-on-demand – Youtube/Vimeo	(appx. 5500 views annually)
# of programs produced for College Park TV-23	(300+ video reports – YTD)
# of press releases/media alerts to be produced	(65+ appx.)
# of print ad campaigns produced	(appx. 4 new campaigns)

Program/Service Expectations, New Initiatives

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

Technological advancements from years 1-4 include a complete overhaul of the city's www.collegeparkga.com website; new (print) media campaigns, including the hiring of local talent that is instantly accessible so as to reduce delay or expedite rush orders for

publication; and the transition from slide based television messages to a high-quality broadcast via the Comcast government television channel. Most recently, the installation of streaming video capability for the city's The Communications Director singlehandedly performed requests for proposals on each of the aforementioned enhancements, and carried out the finalization of each task while following all requirements of transparency, and keeping the City Manager, Mayor & Council abreast at each crucial period during the processes.

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

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

Performance Measures (additional)

Program/Service Outputs: (goods, services, unit produced)	Estimated 21/22
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	4

Program/Service Outcomes: (based on program objectives) **Estimated 21/22**
Continue to build fans of the city's web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

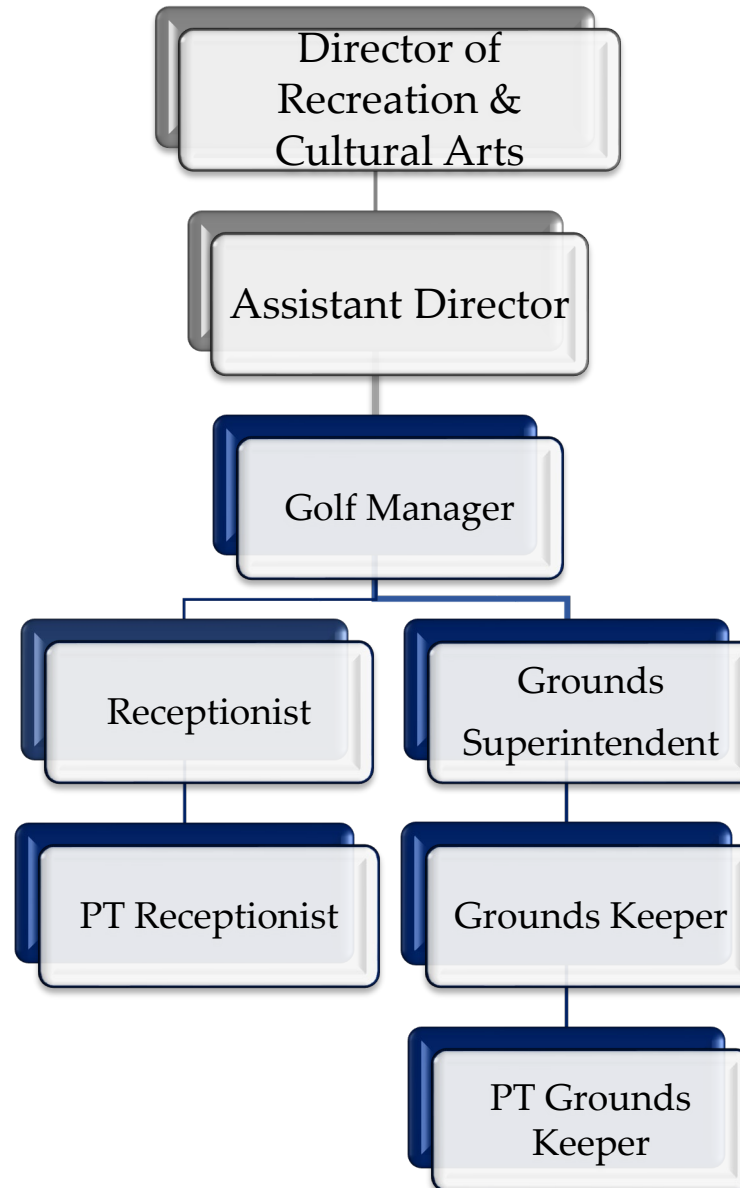
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



GOLF COURSE

Golf Course Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET**

Fund: 520		Department and Number: Golf Course 6122			
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Golf Manager	0	1	1	1	1
Receptionist	0	1	0	0	0
Grounds Superintendent	0	1	1	1	1
Grounds Keeper	0	1	1	1	1
 Total Full Time Personnel:	 0	 4	 3	 3	 3
 Part Time Positions:					
Receptionist/Customer Service	0	1	1	1	1
Grounds Keeper	0	0	1	1	1
 Total Part Time Personnel:	 0	 1	 2	 2	 2
 Total Personnel:	 0	 5	 5	 5	 5



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 520	GOLF COURSE							
REVENUE								
Department 0000 - Revenues								
<i>Charges For Services</i>								
34 5201	Green Fees	92,270.03	81,837.00	125,863.77	154	190,000.00	190,000.00	132
34 5202	Golf Cart Rentals	42,975.20	35,912.00	38,989.47	109	45,000.00	45,000.00	25
34 5203	Bucket Sales	17,465.46	11,843.00	20,670.49	175	19,000.00	19,000.00	60
<i>Charges For Services Totals</i>		\$152,710.69	\$129,592.00	\$185,523.73	143%	\$254,000.00	\$254,000.00	96%
<i>Leases & Other Rent</i>								
38 1000	Other Rental Income	1,836.14	33,000.00	1,858.49	6	3,000.00	3,000.00	(91)
<i>Leases & Other Rent Totals</i>		\$1,836.14	\$33,000.00	\$1,858.49	6%	\$3,000.00	\$3,000.00	(91%)
<i>Other Income</i>								
34 1900	Miscellaneous Income	4,226.18	8,750.00	652.30	7	1,500.00	1,500.00	(83)
<i>Other Income Totals</i>		\$4,226.18	\$8,750.00	\$652.30	7%	\$1,500.00	\$1,500.00	(83%)
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	218,807.00	35,014.00	23,342.64	67	.00	191,561.00	447
<i>Operating Transfers In Totals</i>		\$218,807.00	\$35,014.00	\$23,342.64	67%	\$0.00	\$191,561.00	447%
<i>Sales</i>								
34 5204	Merchandise Sales	7,617.73	10,400.00	10,797.23	104	12,500.00	12,500.00	20
34 5205	Concession Sales	7,483.98	16,960.00	10,080.08	59	9,000.00	9,000.00	(47)
34 5206	Liquor Sales	9,302.80	16,219.00	7,966.52	49	12,000.00	12,000.00	(26)
<i>Sales Totals</i>		\$24,404.51	\$43,579.00	\$28,843.83	66%	\$33,500.00	\$33,500.00	(23%)
Department 0000 - Revenues Totals		\$401,984.52	\$249,935.00	\$240,220.99	96%	\$292,000.00	\$483,561.00	93%
REVENUE TOTALS		\$401,984.52	\$249,935.00	\$240,220.99	96%	\$292,000.00	\$483,561.00	93%
EXPENSE								
Department 6122 - Recreation Facilities								
<i>Personnel Services</i>								
51 5010	Salary/Operating	96,222.18	108,618.00	92,819.99	85	108,618.00	108,618.00	
51 5030	Salary/Partime	46,050.00	64,800.00	39,900.00	62	64,800.00	64,800.00	
51 5040	Shared Utility Payments	407.38	.00	1,445.63		.00	.00	
51 5190	Medicare	1,966.35	2,515.00	1,846.48	73	2,515.00	2,515.00	
51 5200	Fica	2,869.25	4,018.00	2,473.80	62	4,018.00	4,018.00	
<i>Personnel Services Totals</i>		\$147,515.16	\$179,951.00	\$138,485.90	77%	\$179,951.00	\$179,951.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	19,646.98	22,277.00	18,605.66	84	22,277.00	22,277.00	
51 5161	Life Insurance	114.60	149.00	108.87	73	149.00	149.00	
51 5163	ST Disability Insurance	.00	124.00	.00		124.00	124.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 520	GOLF COURSE							
	EXPENSE							
	Department 6122 - Recreation Facilities							
	Employee Benefits							
51 5164	LT Disability Insurance	.00	290.00	.00		290.00	290.00	
51 5165	Health Insurance	10,859.20	15,882.00	11,497.28	72	15,733.00	15,733.00	(1)
51 5166	Dental Insurance	362.00	245.00	343.90	140	245.00	245.00	
	Employee Benefits Totals	\$30,982.78	\$38,967.00	\$30,555.71	78%	\$38,818.00	\$38,818.00	0%
	Communications & Util.							
52 5240	Telephone	2,695.51	3,960.00	7,615.48	192	9,000.00	9,000.00	127
52 5260	Heat & Power	.00	1,000.00	.00		1,500.00	1,500.00	50
52 5270	Water	.00	1,000.00	.00		1,500.00	1,500.00	50
52 5280	Other Communication/Util	.00	500.00	.00		1,000.00	1,000.00	100
	Communications & Util. Totals	\$2,695.51	\$6,460.00	\$7,615.48	118%	\$13,000.00	\$13,000.00	101%
	Rentals							
52 5330	Office Equipment Rental	932.08	.00	.00		500.00	500.00	
52 5360	Other Equipment Rental	.00	.00	6,570.00		25,488.00	25,488.00	
	Rentals Totals	\$932.08	\$0.00	\$6,570.00	+++	\$25,988.00	\$25,988.00	+++
	Repair & Maintenance							
52 5700	R&M - Vehicles	461.08	.00	330.52		500.00	500.00	
52 5710	R&M Furn. & Equip.	37.15	.00	798.00		850.00	850.00	
52 5730	R&M - D/P Equipment	3,921.85	5,028.00	.00		1,000.00	1,000.00	(80)
52 5780	Grounds	119,591.40	.00	100,981.77		120,000.00	70,000.00	
	Repair & Maintenance Totals	\$124,011.48	\$5,028.00	\$102,110.29	2031%	\$122,350.00	\$72,350.00	1339%
	Building Maintenance							
52 5746	R&M Bldg-Recreation	46,286.35	.00	5,930.00		10,000.00	10,000.00	
	Building Maintenance Totals	\$46,286.35	\$0.00	\$5,930.00	+++	\$10,000.00	\$10,000.00	+++
	Training & Education							
52 6210	Dues	.00	500.00	.00		300.00	300.00	(40)
52 6220	Subscription/Publications	999.00	.00	399.00		400.00	400.00	
	Training & Education Totals	\$999.00	\$500.00	\$399.00	80%	\$700.00	\$700.00	40%
	Other Services & Charges							
52 3300	Advertising Expense	.00	.00	.00		2,000.00	2,000.00	
52 6000	Advertising Expense	.00	.00	.00		1,000.00	1,000.00	
52 6050	Bank Charges	3,542.49	.00	1,894.72		2,400.00	2,400.00	
52 6110	Other Insurance	1,191.05	.00	6,541.27		7,504.00	7,504.00	
52 6130	Miscellaneous Services	3,525.00	.00	250.00		200.00	200.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 520	GOLF COURSE							
	EXPENSE							
	Department 6122 - Recreation Facilities							
	Other Services & Charges							
52 6170	Contractual Services	.00	.00	.00		30,000.00	30,000.00	
52 6240	Auto Allowance	.00	.00	.00		100.00	100.00	
52 6540	Cash Over/Short	63.24	.00	.94		200.00	200.00	
52 6560	Workers Comp/Administrati	126.96	.00	1,396.59		1,600.00	1,600.00	
	Other Services & Charges Totals	\$8,448.74	\$0.00	\$10,083.52	+++	\$45,004.00	\$45,004.00	+++
	Materials & Supplies							
52 7300	Postage	.00	100.00	.00		50.00	50.00	(50)
53 7010	Tools/Shop Supplies	11,678.69	3,250.00	7,309.30	225	7,500.00	7,500.00	131
53 7020	Janitorial Supplies	.00	1,000.00	(76.80)	(8)	250.00	250.00	(75)
53 7050	Medical Services/Supplies	.00	.00	.00		500.00	500.00	
53 7100	Lubricants & Chemicals	.00	.00	.00		500.00	500.00	
53 7110	Safety Supplies	.00	500.00	1,769.72	354	2,500.00	2,500.00	400
53 7122	Computer Supplies	.00	1,000.00	559.56	56	850.00	850.00	(15)
53 7150	Other Operating Supplies	.00	.00	96.68		200.00	200.00	
53 7310	Office Supplies	287.73	500.00	251.70	50	500.00	500.00	
53 7360	Other Admin. Supplies	.00	.00	1,950.00		1,000.00	1,000.00	
	Materials & Supplies Totals	\$11,966.42	\$6,350.00	\$11,860.16	187%	\$13,850.00	\$13,850.00	118%
	Cost Of Sales							
53 1591	Merchandise - Cost of Goods	6,713.16	1,000.00	4,664.42	466	5,000.00	5,000.00	400
53 1592	Concession - Cost of Goods	1,961.33	5,000.00	5,638.28	113	7,000.00	7,000.00	40
53 1593	Liquor Sales - Cost of Goods	265.61	3,679.00	.00		7,000.00	7,000.00	90
53 1599	Miscellaneous Expenses - Cost of Sales	741.71	2,000.00	.00		500.00	500.00	(75)
53 6420	Concessions Purchased	.00	.00	.00		2,000.00	2,000.00	
53 7030	Food & Dietary Supplies	6,716.90	1,000.00	1,303.77	130	1,000.00	1,000.00	
	Cost Of Sales Totals	\$16,398.71	\$12,679.00	\$11,606.47	92%	\$22,500.00	\$22,500.00	77%
	Capital Outlay							
54 7630	Other Equipment - New	.00	.00	.00		145,000.00	35,000.00	
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	+++	\$145,000.00	\$35,000.00	+++
	Debt Service							
58 1200	CAPITAL LEASE PRINCIPAL	.00	.00	8,381.30		.00	26,400.00	
	Debt Service Totals	\$0.00	\$0.00	\$8,381.30	+++	\$0.00	\$26,400.00	+++



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	520 - GOLF COURSE							
	EXPENSE							
	Department 6122 - Recreation Facilities Totals	\$390,236.23	\$249,935.00	\$333,597.83	133%	\$617,161.00	\$483,561.00	93%
	EXPENSE TOTALS	\$390,236.23	\$249,935.00	\$333,597.83	133%	\$617,161.00	\$483,561.00	93%
Fund	520 - GOLF COURSE Totals							
	REVENUE TOTALS	\$401,984.52	\$249,935.00	\$240,220.99	96%	\$292,000.00	\$483,561.00	93%
	EXPENSE TOTALS	\$390,236.23	\$249,935.00	\$333,597.83	133%	\$617,161.00	\$483,561.00	93%
Fund	520 - GOLF COURSE Totals	\$11,748.29	\$0.00	(\$93,376.84)	+++	(\$325,161.00)	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$401,984.52	\$249,935.00	\$240,220.99	96%	\$292,000.00	\$483,561.00	93%
	EXPENSE GRAND TOTALS	\$390,236.23	\$249,935.00	\$333,597.83	133%	\$617,161.00	\$483,561.00	93%
	Net Grand Totals	\$11,748.29	\$0.00	(\$93,376.84)	+++	(\$325,161.00)	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund 520 - GOLF COURSE				
Department 0000 - Revenues				
Account 39 1200 - Operating Transfers In				
520 0000 39 1200	Operating Transfer In from General	1.0000	191,561.00	191,561.00
Account 39 1200 - Operating Transfers In Totals		Transactions	1	<u>\$191,561.00</u>
Department 0000 - Revenues Totals		Transactions	1	<u>\$191,561.00</u>
Fund 520 - GOLF COURSE Totals		Transactions	1	<u>\$191,561.00</u>
REVENUES Totals		Transactions	1	<u>\$191,561.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 520 - GOLF COURSE				
Department 6122 - Recreation Facilities				
Account 52 5360 - Other Equipment Rental				
520 6122 52 5360	Yamaha Lease	12.0000	2,124.00	25,488.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	\$25,488.00
Account 52 5746 - R&M Bldg-Recreation				
520 6122 52 5746	Courses Bridges-patching, repair and structural securing	1.0000	3,000.00	3,000.00
520 6122 52 5746	Men's bathroom remodel-fixture, toilet, and door	1.0000	2,000.00	2,000.00
520 6122 52 5746	Roof Repair	1.0000	5,000.00	5,000.00
	Account 52 5746 - R&M Bldg-Recreation Totals	Transactions	3	\$10,000.00
Account 52 5780 - Grounds				
520 6122 52 5780	Chemicals for course	1.0000	70,000.00	70,000.00
	Account 52 5780 - Grounds Totals	Transactions	1	\$70,000.00
Account 52 6110 - Other Insurance				
520 6122 52 6110	Apex Insurance Personnel	1.0000	7,504.00	7,504.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$7,504.00
Account 52 6170 - Contractual Services				
520 6122 52 6170	Contractor worker \$15 per hours @ 72 hours for 26 pay	1.0000	30,000.00	30,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	\$30,000.00
Account 52 6560 - Workers Comp/Administrati				
520 6122 52 6560	Apex Insurance Workers Comp	1.0000	1,600.00	1,600.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$1,600.00
Account 54 7630 - Other Equipment - New				
520 6122 54 7630	Greens Mower	1.0000	35,000.00	35,000.00
	Account 54 7630 - Other Equipment - New Totals	Transactions	1	\$35,000.00
Account 58 1200 - CAPITAL LEASE PRINCIPAL				
520 6122 58 1200	Fairway Mower Est. Cost \$80,000 (New Lease)	12.0000	2,200.00	26,400.00
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	1	\$26,400.00
	Department 6122 - Recreation Facilities Totals	Transactions	10	\$205,992.00
	Fund 520 - GOLF COURSE Totals	Transactions	10	\$205,992.00
	EXPENSES Totals	Transactions	10	\$205,992.00
	Grand Totals	Transactions	11	\$397,553.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number:

Golf Course - 6122

Fund: **520**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: 520		Department and Number: Golf Course 6122	
New Replacement for Vehicle/Equipment No. 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		Priority: Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2020-21 Maintenance Cost Actual FYE 2020-21 Operating Cost Estimated FYE 2021-22 Maintenance Cost Estimated FYE 2021-22 Operating Cost	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment Purchase Price Estimated Useful Life Estimated Use During 2021-22 Estimated Operating Cost During 2021-22		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2021-22 Estimated Operating Cost During 2021-22	

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

Dept: Golf Course		Fuel Type:							
						Prior Year	Curr Year		
<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Mileage</i>	<i>Mileage</i>	<i>Tag #.</i>

Department: Golf Course				Department Number: 6122				
Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	
520-6122-54-7630	Fariway Mower	Golf Course	\$80,000					
520-6122-54-7630	Greens Mower with trailer	Golf Course	\$35,000					
Totals			\$115,000	\$0	\$0	\$0	\$0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Golf Course

Fund: 520

Division: Grounds

Department Number: 6122

Item/Project Name: Fairway Mower

Item/Project Manager: Ed Coleman

Priority Rating: High

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

☒ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

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 Years

Estimated Cost \$80,000

Less: Trade-In

Net Cost \$80,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. \$80,000

John Deere Tractor

\$80,000

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Golf Course

Project Name or Title: New - Fairway Mower

Project Description:

New Item – to replace 20 year old obsolete equipment

Project Justification and Impact:

The Course has 20+ year old equipment. We currently have minimal usage and capability to maintain and operate course to acceptable levels. This equipment pays for itself in 2 years as our revenue will increase exponentially, due to customer satisfaction and improved course conditions and playability. Our plan is to use this equipment at multiple facilities: Brady, Connely and Golf Course. All of which will benefit from this equipment being utilized to maintain and raise our quality of grounds maintenance.

Project Costs: \$ 80,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$80,000	\$3,000	\$3,000	\$3,000	\$70,000	\$159,000

Useful Life:

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

Funding Source: Golf Course Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Golf Course

Fund: 520

Division: Grounds

Department Number: 6122

Item/Project Name: Greens Mower with Trailer

Item/Project Manager: Ed Coleman

Priority Rating: High

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

☒ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

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 Years

Estimated Cost \$35,000

Less: Trade-In

Net Cost \$35,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. \$35,000

John Deere Tractor

\$35,000

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Golf Course

Project Name or Title: New – Greens Mower with trailer

Project Description:

New Item – to replace 20 year old obsolete equipment

Project Justification and Impact:

Current Mower we have is 22 years old.

Project Costs: \$ 35,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$35,000	\$2,000	\$2,000	\$2,000	\$35,000	\$76,000

Useful Life:

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

Funding Source: Golf Course Fund

Relationship to Other Primary Projects: None

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **520**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



RECREATION ADMINISTRATION

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Fund: 100		Department and Number: Recreation Admin 6100			
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Director	1	1	1	1	1
Assistant Director	0	0	1	1	1
Administrative Assistant	1	1	1	1	1
Seasonal Positions: Park Rangers	0	0	4	6	6
Total Personnel :	2	2	7	9	9

Recreation Administration and Cultural Arts Department Organizational Chart





Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100	GENERAL FUND							
	EXPENSE							
	Department 6100 - Recreational Admin							
	Personnel Services							
51 5010	Salary/Operating	128,177.64	149,986.00	91,134.81	61	127,462.00	187,450.00	25
51 5030	Salary/Partime	79,886.85	52,200.00	52,200.00	100	.00	72,000.00	38
51 5040	Shared Utility Payments	3,509.87	2,400.00	2,039.26	85	2,400.00	2,400.00	
51 5190	Medicare	2,971.22	2,175.00	1,958.11	90	1,848.00	3,762.00	73
51 5200	Fica	4,719.96	300.00	2,992.93	998	.00	4,464.00	1,388
	<i>Personnel Services Totals</i>	\$219,265.54	\$207,061.00	\$150,325.11	73%	\$131,710.00	\$270,076.00	30%
	Employee Benefits							
51 5150	City Pension Contribution	21,272.03	25,840.00	19,081.80	74	26,143.00	36,267.00	40
51 5161	Life Insurance	87.86	92.00	70.67	77	92.00	138.00	50
51 5163	ST Disability Insurance	85.75	349.00	147.60	42	349.00	349.00	
51 5164	LT Disability Insurance	79.09	344.00	114.93	33	344.00	344.00	
51 5165	Health Insurance	11,860.29	7,941.00	15,885.34	200	14,624.00	37,150.00	368
51 5166	Dental Insurance	295.92	348.00	514.30	148	736.00	1,349.00	288
	<i>Employee Benefits Totals</i>	\$33,680.94	\$34,914.00	\$35,814.64	103%	\$42,288.00	\$75,597.00	117%
	Communications & Util.							
52 5240	Telephone	18,080.50	1,608.00	15,852.93	986	40,098.00	30,099.00	1,772
52 5260	Heat & Power	2,409.89	2,500.00	2,050.56	82	2,500.00	2,500.00	
52 5270	Water	98.76	150.00	48.88	33	100.00	100.00	(33)
52 5280	Other Communication/Util	294.84	250.00	236.97	95	250.00	250.00	
	<i>Communications & Util. Totals</i>	\$20,883.99	\$4,508.00	\$18,189.34	403%	\$42,948.00	\$32,949.00	631%
	Repair & Maintenance							
52 5700	R&M - Vehicles	2,152.26	.00	1,273.09		1,785.00	1,785.00	
52 5710	R&M Furn. & Equip.	304.00	.00	.00		500.00	500.00	
52 5730	R&M - D/P Equipment	1,425.70	.00	1,649.90		2,380.00	2,380.00	
53 5680	Tires	.00	.00	.00		500.00	500.00	
	<i>Repair & Maintenance Totals</i>	\$3,881.96	\$0.00	\$2,922.99	+++	\$5,165.00	\$5,165.00	+++
	Training & Education							
52 6200	Training	50.50	.00	.00		600.00	600.00	
52 6210	Dues	.00	.00	.00		3,400.00	3,400.00	
52 6230	Conventions/Meetings	214.41	.00	.00		9,700.00	.00	
	<i>Training & Education Totals</i>	\$264.91	\$0.00	\$0.00	+++	\$13,700.00	\$4,000.00	+++



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6100 - Recreational Admin								
Other Services & Charges								
52 6100	Auto Insurance	7,023.82	6,856.00	10,145.18	148	11,621.00	11,621.00	70
52 6110	Other Insurance	2,085.37	2,120.00	2,183.60	103	2,501.00	2,501.00	18
52 6170	Contractual Services	.00	.00	.00		70,000.00	70,000.00	
52 6193	City Wide Events	2,520.00	.00	4,288.40		52,700.00	18,150.00	
52 6560	Workers Comp/Administrati	648.78	545.00	465.53	85	533.00	533.00	(2)
	<i>Other Services & Charges Totals</i>	\$12,277.97	\$9,521.00	\$17,082.71	179%	\$137,355.00	\$102,805.00	980%
	<i>Materials & Supplies</i>							
52 6070	Swimming Pool Supplies & Service	7,910.00	.00	.00		.00	.00	
52 7300	Postage	378.25	.00	2.40		.00	.00	
52 7320	Stationery & Printing	.00	.00	300.38		2,400.00	.00	
52 7330	Copy Expense	2,839.89	.00	757.42		1,000.00	1,000.00	
53 7000	Gas & Oil	107.49	.00	.00		200.00	200.00	
53 7010	Tools/Shop Supplies	303.42	.00	236.27		.00	.00	
53 7050	Medical Services/Supplies	384.00	.00	142.00		100.00	100.00	
53 7080	Recreational Supplies	1,470.87	.00	.00		500.00	500.00	
53 7121	Computer Hardware	.00	.00	.00		1,000.00	1,000.00	
53 7122	Computer Supplies	.00	.00	.00		1,000.00	1,000.00	
53 7150	Other Operating Supplies	880.94	.00	.00		1,000.00	1,000.00	
53 7310	Office Supplies	.00	.00	.00		1,000.00	1,000.00	
53 7360	Other Admin. Supplies	.00	.00	.00		2,100.00	2,100.00	
53 7400	Emergency/Pandemic Expense	.00	.00	.00		500.00	500.00	
	<i>Materials & Supplies Totals</i>	\$14,274.86	\$0.00	\$1,438.47	+++	\$10,800.00	\$8,400.00	+++
	<i>Cost Of Sales</i>							
53 7030	Food & Dietary Supplies	.00	.00	.00		2,500.00	2,500.00	
	<i>Cost Of Sales Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$2,500.00	\$2,500.00	+++
Department 6100 - Recreational Admin Totals		\$304,530.17	\$256,004.00	\$225,773.26	88%	\$386,466.00	\$501,492.00	96%
EXPENSE TOTALS		\$304,530.17	\$256,004.00	\$225,773.26	88%	\$386,466.00	\$501,492.00	96%
Fund 100 - GENERAL FUND Totals		\$304,530.17	\$256,004.00	\$225,773.26	88%	\$386,466.00	\$501,492.00	96%
EXPENSE TOTALS		\$304,530.17	\$256,004.00	\$225,773.26	88%	\$386,466.00	\$501,492.00	96%
Fund 100 - GENERAL FUND Totals		(\$304,530.17)	(\$256,004.00)	(\$225,773.26)	88%	(\$386,466.00)	(\$501,492.00)	96%
Net Grand Totals								



Budget Worksheet Report

Budget Year 2022

REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS	\$304,530.17	\$256,004.00	\$225,773.26	88%	\$386,466.00	\$501,492.00	96%
Net Grand Totals	(\$304,530.17)	(\$256,004.00)	(\$225,773.26)	88%	(\$386,466.00)	(\$501,492.00)	96%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6100 - Recreational Admin				
Account 52 5240 - Telephone				
100 6100 52 5240	AT&T Club	12.0000	9.50	114.00
100 6100 52 5240	Comcast	12.0000	65.00	780.00
100 6100 52 5240	Verizon Wireless	12.0000	365.00	4,380.00
100 6100 52 5240	Windstream	12.0000	2,068.67	24,824.04
	Account 52 5240 - Telephone Totals	Transactions	4	\$30,098.04
Account 52 5700 - R&M - Vehicles				
100 6100 52 5700	Moody's R & M Vehicles	1.0000	1,000.00	1,000.00
100 6100 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
100 6100 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	\$1,785.00
Account 52 5710 - R&M Furn. & Equip.				
100 6100 52 5710	Office Furniture	1.0000	500.00	500.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	\$500.00
Account 52 5730 - R&M - D/P Equipment				
100 6100 52 5730	Email License	1.0000	1,078.00	1,078.00
100 6100 52 5730	Mimecast	1.0000	588.00	588.00
100 6100 52 5730	Quantum Workplace	1.0000	714.00	714.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	\$2,380.00
Account 52 6100 - Auto Insurance				
100 6100 52 6100	Apex Auto Liability	1.0000	11,621.00	11,621.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$11,621.00
Account 52 6110 - Other Insurance				
100 6100 52 6110	Apex Insurance Personnel	1.0000	2,501.00	2,501.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$2,501.00
Account 52 6170 - Contractual Services				
100 6100 52 6170	Assistant Director Recreation	1.0000	65,000.00	65,000.00
100 6100 52 6170	City Wide Event Contractors	1.0000	3,000.00	3,000.00
100 6100 52 6170	Fill in for Admin Office	2.0000	1,000.00	2,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	3	\$70,000.00
Account 52 6193 - City Wide Events				
100 6100 52 6193	Black History Month	1.0000	5,000.00	5,000.00
100 6100 52 6193	Christmas Parade	1.0000	2,500.00	2,500.00
100 6100 52 6193	Cultural Art T-shirts	1.0000	400.00	400.00
100 6100 52 6193	Cultural Arts Council Meetings	2.0000	100.00	200.00
100 6100 52 6193	Easter Egg Hunt	1.0000	2,000.00	2,000.00
100 6100 52 6193	Jazzversations Pop Up	1.0000	2,500.00	2,500.00
100 6100 52 6193	Light Up College Park	1.0000	1,500.00	1,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6100 - Recreational Admin				
Account 52 6193 - City Wide Events				
100 6100 52 6193	Poetry Evenings	6.0000	50.00	300.00
100 6100 52 6193	Santa Coming to Town	1.0000	500.00	500.00
100 6100 52 6193	Senior Thanksgiving Luncheon	1.0000	2,500.00	2,500.00
100 6100 52 6193	Youth Speaking Event	1.0000	500.00	500.00
100 6100 52 6193	Youth Summit	1.0000	250.00	250.00
	Account 52 6193 - City Wide Events Totals	Transactions	12	\$18,150.00
Account 52 6200 - Training				
100 6100 52 6200	Pryor Training	3.0000	200.00	600.00
	Account 52 6200 - Training Totals	Transactions	1	\$600.00
Account 52 6210 - Dues				
100 6100 52 6210	Americas for the Arts	2.0000	400.00	800.00
100 6100 52 6210	Corporate Membership	2.0000	400.00	800.00
100 6100 52 6210	GRPA Agency Dues	1.0000	400.00	400.00
100 6100 52 6210	GRPA District Dues	1.0000	600.00	600.00
100 6100 52 6210	NRPA Dues	2.0000	400.00	800.00
	Account 52 6210 - Dues Totals	Transactions	5	\$3,400.00
Account 52 6560 - Workers Comp/Administrati				
100 6100 52 6560	Apex Insurance Workers Comp	1.0000	533.00	533.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$533.00
Account 53 7030 - Food & Dietary Supplies				
100 6100 53 7030	Staff Meeting/Holiday	4.0000	625.00	2,500.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	\$2,500.00
Account 53 7360 - Other Admin. Supplies				
100 6100 53 7360	Office accessories	1.0000	1,000.00	1,000.00
100 6100 53 7360	Printer/Copier	1.0000	500.00	500.00
100 6100 53 7360	Zoom Account for Department	1.0000	600.00	600.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	3	\$2,100.00
	Department 6100 - Recreational Admin Totals	Transactions	39	\$146,168.04
	Fund 100 - GENERAL FUND Totals	Transactions	39	\$146,168.04
	EXPENSES Totals	Transactions	39	\$146,168.04
	Grand Totals	Transactions	39	\$146,168.04

Total

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Park Ranger

Job Summary: To oversee and maintain park restroom, trash and monitor the parks and park rentals.

Major Duties: Cleaning and enforcing Park rules along with oversee the park pavilions.

Knowledge Required by the Position: Custodial and grounds supervision required oversee pavilion rentals.

Supervisory Controls: Will report to a directly to a Center Supervisor. Will work independently daily.

Guidelines: Must have knowledge of City ordinance and enforce rental policies.

Complexity: Medium

Scope and Effect: Interaction with public regarding pavilion rentals and overseeing park pavilions, playground and restrooms. May need support from City Police officer to help enforce rules.

Personal Contacts: Contact with public, center supervisors and police department.

Purpose of Contacts: To help with rules policies and enforcement.

Physical Demands: Will need to be out in the elements and will need to be able to walk, bend and lift up to 25 lbs and sustain seasonal elements such as rain, heat and possible cool temperatures.

Work Environment: Required to be outside in the elements and walk at perimeter of the park throughout their daily shift.

Supervisory and Management Responsibility: Will need to manage the pavilions and the rentals on a daily basis.

Minimum Qualifications: Able to be due physical labor

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: 100		Department and Number: Recreation Admin 6100	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
	Sedan 2 Door	Age of Vehicle/Equipment Being Replaced	
	Sedan 4 Door	Units of Use to Date (hours, miles, etc.)	
	Cruiser	Total Operating/Maintenance Costs to Date	
	Station Wagon	Actual FYE 2020-21 Maintenance Cost	
	Van	Actual FYE 2020-21 Operating Cost	
	1/2 ton Truck	Estimated FYE 2021-22 Maintenance Cost	
	3/4 ton Truck	Estimated FYE 2021-22 Operating Cost	
	Sanitation Front Loader		
	Sanitation Rear Loader		
	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item:	
		Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
	Purchase Price		Rental/Lease Cost per Year
	Estimated Useful Life		Estimated Length of Rental/Lease
	Estimated Use During 2021-22		Estimated Use During 2021-22
	Estimated Operating Cost During 2021-22		Estimated Operating Cost During 2021-22

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	Prior Year	Curr Year	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	105,199	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA51401BB68865	21,649.00	4/15/2001	91,178	107,235	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	61,480	GV19220
994-G	2017	FORD	F-150	1FTMF1C8OHFA27490	19,918.00	11/8/2016	9,787	18,274	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	8,290	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021-22

Department: Recreation Admin

Department Number: 6100

Account Number	Description/Justification	Suggested Funding					2024-25	2025-26
		Source	2021-22	2022-23	2023-24			
	N/A							
Totals			\$0	\$0	\$0		\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Recreation Admin

Fund: 100

Division:

Department Number: 6100

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

Disposition of item replaced: N/A

☐ 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 2022 BUDGET

Department/Division:

Recreation Admin.

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

DEPARTMENT OF RECREATION AND CULTURAL ARTS

Program Description:

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

Trends:

The many facilities offer to the City of College Park residents and surrounding community recreational, cultural arts, and community activities.

Program Broad Goals:

Enhance the lives of the City of College Park residents through various activities provided within the recreation facilities through programs and cultural arts.

Program 2021-22 Objectives:

Improve by increasing participation in youth and adult recreational & cultural arts programming. Continue to improve and increase the cultural arts activities offered through additional programming to provide a broader outreach to the community. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources. Resources to include digital media through online, website, social media, billboard marketing, and including new streaming video outreach for programming through Zoom and other video outlets to reach those citizens who cannot participate in person. To set up standard operating procedures for the department to help set with consistency for staff and centers. Create standard programming contracts and volunteer contracts to have consistency

Performance Measures

Survey the participants in the recreational and cultural arts program after each program to receive feedback to help modify and improve the services provided. To have all registration for programming for recreation and cultural arts programming online to streamline and help track enrollment, communicate to participants and create financial reports. Have all staff set goals and evaluate their goals and achievement yearly.

Program Goals and Objectives:

Continue to offer high quality recreation and cultural arts programs such as Karate, Dance, Zumba, Yoga, Line Dancing, Gymnastics and Aerobics that will create a diverse group of who benefits from the Recreation & Cultural Arts Department.

Will continue to develop, create and improve the Cultural Arts programing to promote outreach to the community and to collaborate these outreach programs with other departments. Cultural Art programming to include adults and youth.

Provide an excellent experience with our golf course for residents and those that travel through the community to enjoy the during business and community event gatherings.

Create more of a community involvement with all of the promotions to bridge the community with the Recreation & Cultural Arts Department.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts has to offer and how it ties to the City's strategic goal of "Quality of Life".

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

Create more opportunity for the senior program to offer more for their recreational & cultural arts services and special events.

Outreach to local schools, businesses and social groups within the community to gain more volunteers for our special events.

Continue to develop our community chorale to bring forth their gift of singing to the community by featuring their talents at City and special events.

Continue and grow the Cultural Arts Council by gaining a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city and look to unique programming to include circus arts, poetry events, feature artist and youth cultural art programming.

Prior Year Highlights:

- Programs such as Dance, Zumba, Line Dancing and Yoga continued to grow and enhance the programs offered by the recreation department.

- Through Community Development Block Grants, we were able to do significant upgrading to the Brady Recreation Center. The upgrades included interior improvement at the Brady along a new Kompan playground. The parking lot at Brady was resurface.
- Youth basketball continued its dominance with district and state victories.
- Created “pop-up” events in various areas of the community to create more outreach and activity at Brady Center. Events to include a senior drive up Thanksgiving Luncheon. Rekindle event which included a strings band on the lawn and an art walk.
- Volleyball continues to grow and dominated during their season.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Hosted a virtual events to include Light Up College Park in December, Santa Drive By and in February Black History Month event.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- During this year due to COVID-19 programming at all the center was not a typical normal. Programming was limited but did continue at the recreation centers. AT the Hugh C. Conley Recreation Center a variety of programs included use of the weight room, College Park Gymnastics, youth baseball, instructional football, Ferguson Performance Fitness, Ferguson Karate Studio and Cambridge Tutoring Services. The College Park Municipal Golf Course continued to stay open during the pandemic. At Tracey Wyatt Recreation center the computer lab and weight room stayed open with reserving time spots. Girls and boys recreational basketball season highlighted at both the Wyatt and Brady Recreation Center.
- College Park Tumbleweeds Gymnastics hosted three gymnastics meets in the City of College Park; Tumbles VS Weeds, Donna Stuart Tumbleweeds Invitational and 65 Roses Invitational for Cystic Fibrosis to promote and educate the participants about the genetic disease Cystic Fibrosis.
- Added new programming at the Auditorium to include circus art, poetry readings and youth speaking events.
- To continue to apply for Community Block Development Grant through Fulton County to continue to improvement to facilities and parks in the City of College Park. Applied for Fulton County Art Grant to look for funding to restoring the College Park Auditorium to highlight the facility and utilize as the Cultural Arts Center for College Park.

- A \$77,000 rock wall was built at the Wyatt Recreation Center donated by 1Climb/Eldorado Wall in partnership with Kai Lightner and Kevin Jorgenson.
- Due to COVID-19 the yearly day camp and pools were not offered.
- A \$ 564,000 award from Fulton County was awarded to the City of College Park to build a Splash Pad at Phillips Park.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

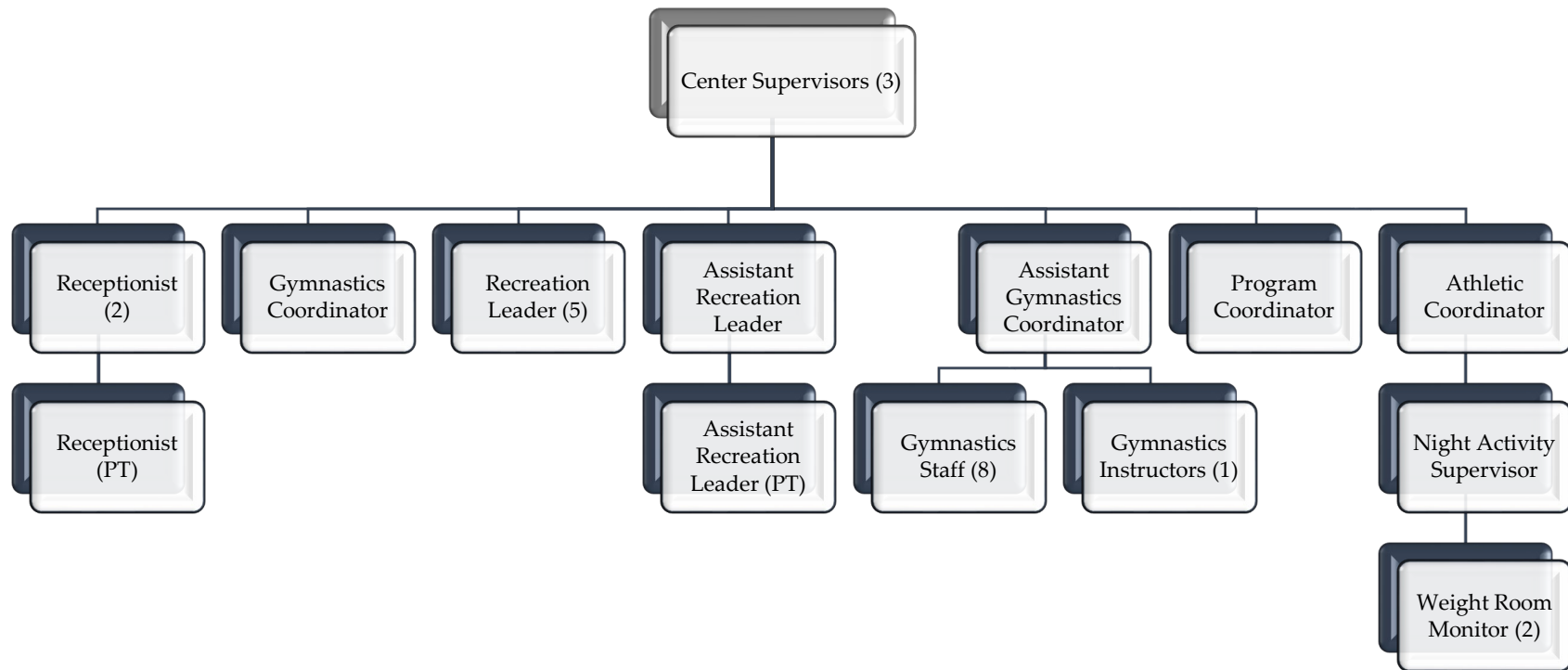
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



RECREATION PROGRAMS

Recreation Programs Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET**

Fund: 100		Department and Number: Recreation Programs 6110			
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Assistant Gymnastics Coordinator	1	1	1	1	1
Assistant Recreation Leader	1	1	1	1	1
Athletic Coordinator	1	1	1	1	1
Gymnastics Coordinator	1	1	1	1	1
Program Coordinator	1	1	1	1	1
Receptionist	2	2	2	2	2
Recreation Leader	5	5	5	5	5
Part Time Positions:					
Assistant Recreation Leader	1	1	1	1	1
Gymnastic Instructor	1	1	1	1	1
Gymnastic Staff	8	8	8	8	8
Receptionist	1	1	1	1	1
Night Activity Supervisor	1	1	1	1	1
Weight Room Monitor	2	2	2	2	2
Seasonal Positions: See Attached.					
Total Personnel:	26	26	26	26	26



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6110 - Recreation Programs								
<i>Personnel Services</i>								
51 5010	Salary/Operating	480,452.23	405,621.00	218,575.49	54	426,878.00	344,094.00	(15)
51 5020	Salary/Overtime	627.73	.00	.00		.00	.00	
51 5030	Salary/Partime	405,701.24	292,497.00	154,542.28	53	390,364.00	390,768.00	34
51 5040	Shared Utility Payments	7,637.20	2,400.00	7,651.72	319	2,400.00	2,400.00	
51 5041	Shared Personnel Costs	25,490.00	49,140.00	11,970.00	24	49,140.00	35,000.00	(29)
51 5190	Medicare	12,478.08	10,119.00	5,490.09	54	10,428.00	9,260.00	(8)
51 5200	Fica	23,028.98	25,815.00	9,170.62	36	24,203.00	24,228.00	(6)
<i>Personnel Services Totals</i>		\$955,415.46	\$785,592.00	\$407,400.20	52%	\$903,413.00	\$805,750.00	3%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	103,058.54	63,284.00	48,986.37	77	66,288.00	64,027.00	1
51 5161	Life Insurance	502.33	348.00	244.48	70	348.00	348.00	
51 5163	ST Disability Insurance	655.44	1,000.00	144.42	14	1,000.00	700.00	(30)
51 5164	LT Disability Insurance	595.58	808.00	116.24	14	808.00	600.00	(26)
51 5165	Health Insurance	131,454.19	82,946.00	51,030.64	62	82,548.00	85,475.00	3
51 5166	Dental Insurance	3,432.23	3,246.00	1,548.76	48	3,246.00	3,828.00	18
51 5180	Uniforms	13,594.80	4,200.00	.00		4,200.00	4,200.00	
<i>Employee Benefits Totals</i>		\$253,293.11	\$155,832.00	\$102,070.91	66%	\$158,438.00	\$159,178.00	2%
<i>Communications & Util.</i>								
52 5240	Telephone	.00	.00	309.66		500.00	500.00	
<i>Communications & Util. Totals</i>		\$0.00	\$0.00	\$309.66	+++	\$500.00	\$500.00	+++
<i>Rentals</i>								
52 5330	Office Equipment Rental	12,536.80	13,000.00	3,577.89	28	13,000.00	13,000.00	
52 5340	Vehicle Rental	.00	.00	.00		13,620.00	1,020.00	
52 5360	Other Equipment Rental	.00	.00	.00		7,400.00	7,400.00	
<i>Rentals Totals</i>		\$12,536.80	\$13,000.00	\$3,577.89	28%	\$34,020.00	\$21,420.00	65%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	11,644.77	6,000.00	2,566.23	43	.00	.00	(100)
52 5730	R&M - D/P Equipment	6,516.22	21,444.00	17,118.04	80	21,503.00	21,503.00	
52 5750	Parks	.00	.00	.00		1,000.00	1,000.00	
52 5780	Grounds	79,000.00	60,000.00	27,017.33	45	100,000.00	100,000.00	67
<i>Repair & Maintenance Totals</i>		\$97,160.99	\$87,444.00	\$46,701.60	53%	\$122,503.00	\$122,503.00	40%



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6110 - Recreation Programs								
Building Maintenance								
52 5740	R&M-Buildings	8,051.23	.00	14,686.91		.00	.00	
<i>Building Maintenance Totals</i>		\$8,051.23	\$0.00	\$14,686.91	+++	\$0.00	\$0.00	+++
<i>Training & Education</i>								
52 6200	Training	4,540.25	.00	105.00		9,610.00	8,350.00	
52 6210	Dues	3,761.85	1,058.00	1,260.00	119	5,260.00	3,260.00	208
52 6220	Subscription/Publications	.00	.00	.00		2,000.00	2,000.00	
52 6230	Conventions/Meetings	916.40	.00	.00		2,000.00	2,000.00	
<i>Training & Education Totals</i>		\$9,218.50	\$1,058.00	\$1,365.00	129%	\$18,870.00	\$15,610.00	1375%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	300.00	.00	.00		.00	.00	
52 6000	Advertising Expense	.00	.00	.00		2,400.00	1,400.00	
52 6110	Other Insurance	25,024.49	25,442.00	26,203.17	103	30,015.00	30,015.00	18
52 6130	Miscellaneous Services	.00	.00	.00		5,500.00	.00	
52 6160	Instructor & Official Fee	314,346.31	200,000.00	187,770.92	94	64,485.00	64,485.00	(68)
52 6170	Contractual Services	.00	.00	.00		271,550.00	151,475.00	
52 6530	Tournament Fees	14,500.00	5,000.00	6,306.33	126	16,000.00	16,000.00	220
52 6560	Workers Comp/Administrati	7,785.35	6,544.00	5,586.35	85	6,399.00	6,399.00	(2)
52 6600	Claims Workers Comp.	57,521.19	.00	7,268.19		.00	.00	
<i>Other Services & Charges Totals</i>		\$419,477.34	\$236,986.00	\$233,134.96	98%	\$396,349.00	\$269,774.00	14%
<i>Materials & Supplies</i>								
52 6070	Swimming Pool Supplies & Service	800.00	.00	.00		12,150.00	6,900.00	
52 7300	Postage	11.40	.00	.00		.00	.00	
52 7320	Stationery & Printing	.00	.00	163.09		11,600.00	2,000.00	
52 7330	Copy Expense	167.04	.00	(67.93)	(6,793)	200.00	200.00	
53 7000	Gas & Oil	2,500.00	.00	2,100.58		2,500.00	2,500.00	
53 7010	Tools/Shop Supplies	19.12	.00	.00		.00	.00	
53 7020	Janitorial Supplies	495.00	.00	.00		.00	.00	
53 7050	Medical Services/Supplies	267.00	.00	.00		1,950.00	1,950.00	
53 7080	Recreational Supplies	47,184.19	6,000.00	20,880.30	348	83,350.00	68,200.00	1,037
53 7121	Computer Hardware	10,649.62	.00	2,677.44		13,600.00	9,000.00	
53 7122	Computer Supplies	.00	.00	.00		500.00	500.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6110 - Recreation Programs								
Materials & Supplies								
53 7150	Other Operating Supplies	69,805.42	26,000.00	23,698.06	91	50,000.00	50,000.00	92
53 7310	Office Supplies	.00	.00	.00		30,000.00	20,000.00	
53 7400	Emergency/Pandemic Expense	.00	5,368.00	5,367.88	100	6,000.00	6,000.00	12
	Materials & Supplies Totals	\$131,898.79	\$37,368.00	\$54,819.42	147%	\$211,850.00	\$167,250.00	348%
Cost Of Sales								
53 6420	Concessions Purchased	.00	450.00	.00		2,000.00	2,000.00	344
53 7030	Food & Dietary Supplies	14,740.33	5,200.00	1,225.00	24	9,800.00	9,800.00	88
	Cost Of Sales Totals	\$14,740.33	\$5,650.00	\$1,225.00	22%	\$11,800.00	\$11,800.00	109%
Capital Outlay								
54 1400	Infrastructure	10,780.00	.00	.00		12,000.00	.00	
	Capital Outlay Totals	\$10,780.00	\$0.00	\$0.00	+++	\$12,000.00	\$0.00	+++
Department 6110 - Recreation Programs Totals		\$1,912,572.55	\$1,322,930.00	\$865,291.55	65%	\$1,869,743.00	\$1,573,785.00	19%
EXPENSE TOTALS		\$1,912,572.55	\$1,322,930.00	\$865,291.55	65%	\$1,869,743.00	\$1,573,785.00	19%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$1,912,572.55	\$1,322,930.00	\$865,291.55	65%	\$1,869,743.00	\$1,573,785.00	19%
Fund 100 - GENERAL FUND Totals		(\$1,912,572.55)	(\$1,322,930.00)	(\$865,291.55)	65%	(\$1,869,743.00)	(\$1,573,785.00)	19%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$1,912,572.55	\$1,322,930.00	\$865,291.55	65%	\$1,869,743.00	\$1,573,785.00	19%
Net Grand Totals		(\$1,912,572.55)	(\$1,322,930.00)	(\$865,291.55)	65%	(\$1,869,743.00)	(\$1,573,785.00)	19%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 52 5330 - Office Equipment Rental				
100 6110 52 5330	Toshiba Copier	2.0000	6,500.00	13,000.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions	1	<u>\$13,000.00</u>
Account 52 5340 - Vehicle Rental				
100 6110 52 5340	Basketball GRPA tournament travel van rental	10.0000	85.00	850.00
100 6110 52 5340	Spring Break Camp travel van rental	2.0000	85.00	170.00
	Account 52 5340 - Vehicle Rental Totals	Transactions	2	<u>\$1,020.00</u>
Account 52 5360 - Other Equipment Rental				
100 6110 52 5360	DJ services	10.0000	300.00	3,000.00
100 6110 52 5360	Other Rentals for events	2.0000	1,000.00	2,000.00
100 6110 52 5360	Rentals for special events	10.0000	200.00	2,000.00
100 6110 52 5360	Tent rental	4.0000	100.00	400.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	4	<u>\$7,400.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 6110 52 5730	Email License	1.0000	10,495.00	10,495.00
100 6110 52 5730	Mimecast	1.0000	5,319.00	5,319.00
100 6110 52 5730	Tyler NW	1.0000	5,689.00	5,689.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>\$21,503.00</u>
Account 52 6000 - Advertising Expense				
100 6110 52 6000	Flyers for programming	10.0000	100.00	1,000.00
100 6110 52 6000	Posters for Programming for the year	2.0000	200.00	400.00
	Account 52 6000 - Advertising Expense Totals	Transactions	2	<u>\$1,400.00</u>
Account 52 6070 - Swimming Pool Supplies & Service				
100 6110 52 6070	Chlorine PH tester	1.0000	200.00	200.00
100 6110 52 6070	Emergency Call Pole	3.0000	500.00	1,500.00
100 6110 52 6070	Safety Ropes & Floats	2.0000	500.00	1,000.00
100 6110 52 6070	Signage Update	1.0000	1,000.00	1,000.00
100 6110 52 6070	Tables	4.0000	800.00	3,200.00
	Account 52 6070 - Swimming Pool Supplies & Service Totals	Transactions	5	<u>\$6,900.00</u>
Account 52 6110 - Other Insurance				
100 6110 52 6110	Apex Insurance Personnel	1.0000	30,015.00	30,015.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$30,015.00</u>
Account 52 6160 - Instructor & Official Fee				
100 6110 52 6160	Adult Basketball League Winter A Police	1.0000	2,160.00	2,160.00
100 6110 52 6160	Adult Basketball League Summer Officials & Score keepers	1.0000	4,800.00	4,800.00
100 6110 52 6160	Adult Basketball League Winter A Officials & Score Keepers	1.0000	4,800.00	4,800.00
100 6110 52 6160	Adult Basketball League Winter B Officials & Score Keepers	1.0000	4,800.00	4,800.00
100 6110 52 6160	Adult Basketball League Winter B Police	1.0000	2,160.00	2,160.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 52 6160 - Instructor & Official Fee				
100 6110 52 6160	Adult Basketball Summer Police	1.0000	2,160.00	2,160.00
100 6110 52 6160	Youth Basketball League Summer Officials & Score Keepers	1.0000	4,800.00	4,800.00
100 6110 52 6160	Youth Basketball League Summer Police	1.0000	3,915.00	3,915.00
100 6110 52 6160	Youth Basketball Score Keeps/Clock	4.0000	600.00	2,400.00
100 6110 52 6160	Youth Football Officials-5 officials @ \$35 per game x 30 games	1.0000	5,250.00	5,250.00
100 6110 52 6160	Youth Football Police x 6 hours x 12 Saturdays	1.0000	3,240.00	3,240.00
100 6110 52 6160	Youth Recreation Basketball Season Officials	1.0000	15,000.00	15,000.00
100 6110 52 6160	Youth Recreation Basketball Season Police	1.0000	9,000.00	9,000.00
	Account 52 6160 - Instructor & Official Fee Totals	Transactions	13	\$64,485.00
Account 52 6170 - Contractual Services				
100 6110 52 6170	Contractor Baton Twirling	1.0000	1,250.00	1,250.00
100 6110 52 6170	Contractor Dream Chaser	1.0000	5,700.00	5,700.00
100 6110 52 6170	Contractor Favor House Track	1.0000	1,000.00	1,000.00
100 6110 52 6170	Contractor Gymnastics Classes	2.0000	15,000.00	30,000.00
100 6110 52 6170	Contractor Gymnastics Preschool KiDsGyM	1.0000	90,000.00	90,000.00
100 6110 52 6170	Contractor Gymnastics Privates	5.0000	1,000.00	5,000.00
100 6110 52 6170	Contractor Jewel Dance Group	1.0000	3,000.00	3,000.00
100 6110 52 6170	Contractor Karate Master Ferguson	1.0000	1,875.00	1,875.00
100 6110 52 6170	Contractor Line Dancing	1.0000	1,000.00	1,000.00
100 6110 52 6170	Contractor Music Rosemary Robertson	1.0000	750.00	750.00
100 6110 52 6170	Contractor Trainer	1.0000	1,000.00	1,000.00
100 6110 52 6170	Contractor Tutor	1.0000	500.00	500.00
100 6110 52 6170	Contractor Zumba	1.0000	400.00	400.00
100 6110 52 6170	Other Programming	2.0000	5,000.00	10,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	14	\$151,475.00
Account 52 6200 - Training				
100 6110 52 6200	Gymnastics Instructors Training	12.0000	200.00	2,400.00
100 6110 52 6200	Lifeguard Training	30.0000	35.00	1,050.00
100 6110 52 6200	Volunteer Basketball Cheer Coach NAYS/Sterling	10.0000	35.00	350.00
100 6110 52 6200	Volunteer Basketball Coaches Training NAYS/Sterling	60.0000	35.00	2,100.00
100 6110 52 6200	Volunteer Football Cheer Coach NAYS/Serling	10.0000	35.00	350.00
100 6110 52 6200	Volunteer Football Coaches Training NAYS/Sterling	50.0000	35.00	1,750.00
100 6110 52 6200	Volunteer Volleyball Coach NAYS/Sterling	10.0000	35.00	350.00
	Account 52 6200 - Training Totals	Transactions	7	\$8,350.00
Account 52 6210 - Dues				
100 6110 52 6210	GRPA Agency/Staff	1.0000	1,000.00	1,000.00
100 6110 52 6210	GRPA District Dues	1.0000	85.00	85.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 52 6210 - Dues				
100 6110 52 6210	NRPA	1.0000	175.00	175.00
100 6110 52 6210	Recreation Basketball Dues	1.0000	1,000.00	1,000.00
100 6110 52 6210	Recreation Football Dues	1.0000	1,000.00	1,000.00
	Account 52 6210 - Dues Totals	Transactions	5	\$3,260.00
Account 52 6220 - Subscription/Publications				
100 6110 52 6220	iClass Pro Registration software	12.0000	166.66	1,999.92
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	\$1,999.92
Account 52 6230 - Conventions/Meetings				
100 6110 52 6230	GRPA Conference for Recreation Staff	4.0000	500.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	\$2,000.00
Account 52 6530 - Tournament Fees				
100 6110 52 6530	Baseball Awards	1.0000	1,000.00	1,000.00
100 6110 52 6530	Baseball Tournament Fee	1.0000	1,000.00	1,000.00
100 6110 52 6530	Basketball Cheerleader League Fee	1.0000	1,500.00	1,500.00
100 6110 52 6530	Basketball Cheerleading awards	1.0000	1,000.00	1,000.00
100 6110 52 6530	Cheerleading Competition Fee	1.0000	1,500.00	1,500.00
100 6110 52 6530	Football Awards	1.0000	1,500.00	1,500.00
100 6110 52 6530	Football Cheerleading Awards	1.0000	1,500.00	1,500.00
100 6110 52 6530	Football Cheerleading League Fee	1.0000	1,000.00	1,000.00
100 6110 52 6530	Football League Fee	1.0000	1,000.00	1,000.00
100 6110 52 6530	Football Playoff Fees	1.0000	1,000.00	1,000.00
100 6110 52 6530	Girls Basketball League Fees	1.0000	1,500.00	1,500.00
100 6110 52 6530	Kickball League Fee	1.0000	1,500.00	1,500.00
100 6110 52 6530	Volleyball Leagues Fees	1.0000	1,000.00	1,000.00
	Account 52 6530 - Tournament Fees Totals	Transactions	13	\$16,000.00
Account 52 6560 - Workers Comp/Administrati				
100 6110 52 6560	Apex Insurance Workers Comp	1.0000	6,399.00	6,399.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$6,399.00
Account 52 7320 - Stationery & Printing				
100 6110 52 7320	Digital Media Newsletters & Printing	1.0000	1,000.00	1,000.00
100 6110 52 7320	Website Security and Maintenance	1.0000	1,000.00	1,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	2	\$2,000.00
Account 53 6420 - Concessions Purchased				
100 6110 53 6420	Supplies for concessions programming at 3 centers	1.0000	2,000.00	2,000.00
	Account 53 6420 - Concessions Purchased Totals	Transactions	1	\$2,000.00
Account 53 7030 - Food & Dietary Supplies				
100 6110 53 7030	Basketball Banquet	1.0000	2,000.00	2,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 53 7030 - Food & Dietary Supplies				
100 6110 53 7030	Basketball Draft Day participants & coaches	1.0000	2,000.00	2,000.00
100 6110 53 7030	Cheerleading Banquest	1.0000	200.00	200.00
100 6110 53 7030	Day Camp Training Luncheon	1.0000	1,500.00	1,500.00
100 6110 53 7030	Park Rangers End of Season Luncheon	1.0000	500.00	500.00
100 6110 53 7030	Staff luncheons (4 per year)	4.0000	500.00	2,000.00
100 6110 53 7030	Summer Day Camp Pizza Fridays	8.0000	200.00	1,600.00
Account 53 7030 - Food & Dietary Supplies Totals		Transactions	7	\$9,800.00
Account 53 7050 - Medical Services/Supplies				
100 6110 53 7050	Pool Medical Supplies Required Each Year	4.0000	50.00	200.00
100 6110 53 7050	Programming CPR & Defib training 50	50.0000	35.00	1,750.00
Account 53 7050 - Medical Services/Supplies Totals		Transactions	2	\$1,950.00
Account 53 7080 - Recreational Supplies				
100 6110 53 7080	Adult Basketball Summer League Championship t-shirts	25.0000	15.00	375.00
100 6110 53 7080	Adult Basketball Winter League Championship t-shirts	25.0000	15.00	375.00
100 6110 53 7080	Basketball Equipment	4.0000	1,000.00	4,000.00
100 6110 53 7080	Basketball Rim replace	3.0000	500.00	1,500.00
100 6110 53 7080	Cheerleading Volunteer Coaches t-shirts	40.0000	15.00	600.00
100 6110 53 7080	Dance Marley for Auditorium	1.0000	1,500.00	1,500.00
100 6110 53 7080	Football Cheerleading Uniforms	70.0000	125.00	8,750.00
100 6110 53 7080	Football Equipment pylons and chains	2.0000	1,000.00	2,000.00
100 6110 53 7080	Football Equipment: paint for fields	1.0000	3,000.00	3,000.00
100 6110 53 7080	Football Uniforms	100.0000	55.00	5,500.00
100 6110 53 7080	Football Volunteer Coaches t-shirts	70.0000	15.00	1,050.00
100 6110 53 7080	Gymnastics Equipment	4.0000	1,000.00	4,000.00
100 6110 53 7080	Lifeguard t-shirts	30.0000	30.00	900.00
100 6110 53 7080	Recreation Basketball Camp t-shirt	120.0000	15.00	1,800.00
100 6110 53 7080	Recreation Basketball Cheerleading Uniform	40.0000	125.00	5,000.00
100 6110 53 7080	Recreation Basketball Uniforms Girls & Boys	300.0000	60.00	18,000.00
100 6110 53 7080	Recreation Basketball Volunteer Coaches t-shirt	100.0000	15.00	1,500.00
100 6110 53 7080	Recreation Track Uniforms	60.0000	50.00	3,000.00
100 6110 53 7080	Recreation Track Volunteer Coach	15.0000	30.00	450.00
100 6110 53 7080	Senior Group Apparel	30.0000	30.00	900.00
100 6110 53 7080	Special Events Equipment	2.0000	1,000.00	2,000.00
100 6110 53 7080	Volleyball	1.0000	1,000.00	1,000.00
100 6110 53 7080	Volleyball Uniform	20.0000	50.00	1,000.00
Account 53 7080 - Recreational Supplies Totals		Transactions	23	\$68,200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 53 7121 - Computer Hardware				
100 6110 53 7121	Wifi at Brady	1.0000	4,000.00	4,000.00
100 6110 53 7121	Wifi at Conley to increase band width	1.0000	5,000.00	5,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	\$9,000.00
Account 53 7122 - Computer Supplies				
100 6110 53 7122	Printer for new offices	2.0000	250.00	500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	\$500.00
Account 53 7150 - Other Operating Supplies				
100 6110 53 7150	Brady, Conley, Auditorium & Wyatt \$2000 per gym floor	4.0000	2,000.00	8,000.00
100 6110 53 7150	Exterminator Pest Control and Termite	1.0000	4,000.00	4,000.00
100 6110 53 7150	Legacy Contractual Services	1.0000	20,000.00	20,000.00
100 6110 53 7150	Office Furniture for office at Conley	1.0000	4,000.00	4,000.00
100 6110 53 7150	Office updates to code for wiring at Conley & Brady	2.0000	3,500.00	7,000.00
100 6110 53 7150	Roof Repair for Conley, Brady, Wyatt, Auditorium, Historical	1.0000	7,000.00	7,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	6	\$50,000.00
Account 53 7310 - Office Supplies				
100 6110 53 7310	Staples Supplies	1.0000	20,000.00	20,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$20,000.00
	Department 6110 - Recreation Programs Totals	Transactions	118	\$498,656.92
	Fund 100 - GENERAL FUND Totals	Transactions	118	\$498,656.92
	EXPENSES Totals	Transactions	118	\$498,656.92
	Grand Totals	Transactions	118	\$498,656.92

Seasonal Staff Title	Number of Positions	Rate	# Hours per Bi-Weekly	weeks of Employment	Total for Season
Summer Day Camp Director	2	\$18.00	72.00	12.00	\$31,104.00
Summer Day Camp Assistant Director	2	\$16.50	72.00	12.00	\$28,512.00
Camp Counselor	20	\$15.00	72.00	12.00	\$259,200.00
Lifeguard Manager	3	\$18.00	72.00	12.00	\$46,656.00
Lifeguard Assistant	2	\$16.50	72.00	12.00	\$28,512.00
Lifeguard	23	\$15.00	72.00	12.00	\$298,080.00
Seasonal Gymnastics Instructors	12	\$15.00	72.00	6.00	\$77,760.00
		GRAND TOTAL:			\$769,824.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number:

Recreation Programs-6110

Fund: **100**

Number of Positions Requested	2	Position Title	Present Number of Positions	Changed Number of Positions	Grade and Step	Salary
<hr/>						
Additional Positions – Full Time						
Additional Positions – Part Time						
Reclassified Positions: 2 Assistant Recreation Leader						
From: Weight Room Monitor (This is the same grade and just retitling)						
<hr/>						
Justification (including assignment and responsibilities of position requested)						
See attached						
<hr/>						
Wages						
Regular						-
Overtime						-
Medicare (1.45%)						-
FICA (6.2%) part- time only						-
<hr/>						<hr/>
Total (5210 Proposed New Personnel – Personnel Services)						-
<hr/>						
Fringe Benefits						
Group Life and AD & D \$350 per year						-
Health Insurance \$7,800 per position per year						-
Pensions (18%)*						-
Uniforms						-
<hr/>						<hr/>
Total (5211 Proposed New Personnel – Benefits)						-
<hr/>						
Training and Education						
Training						-
Dues/ Memberships						-
Other						-
<hr/>						<hr/>
Total (5212 Proposed New Personnel – Training/ Education)						-
<hr/>						
Material and Supplies						
Office Supplies						-
Safety Clothing and Equipment						-
Other						-
<hr/>						<hr/>
Total (5213 Proposed New Personnel – Supplies)						-
<hr/>						
Capital Outlay (Needed if position is approved)						
Furniture and Fixtures						-
Office Machines and Equipment						-
Other						-
<hr/>						<hr/>
Total (5214 Proposed New Personnel – Capital Outlay)						-
<hr/>						
Vehicle (Additional Needed if Position Approved)						
Vehicle Type and Cost						-
Vehicle Service Costs						-
<hr/>						<hr/>
Total (5215 New Personnel – Vehicles)						-
<hr/>						
Total						-
<hr/>						

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Assistant Recreation Leader

Job Summary: Part time Assistant Recreation Leader. Job to assist Recreation Leaders with programming.

Major Duties: To help and assist all Recreation Leaders with programming for the department.

Knowledge Required by the Position: Knowledge with sports programming and cultural arts programming to assist with the Recreation Leaders in oversee the programs.

Supervisory Controls: Direct report to Center Supervisor for hours and work directly with Recreation Leaders.

Guidelines: Guidelines will be dictated by programming and season.

Complexity: Able to work with participants, coaches, parents and oversee sporting events.

Scope and Effect: Scope and effect for the job is to work directly with Recreation Leaders to oversee programming to include sports, special events and cultural art events

Personal Contacts: Personal contact to include public and participants.

Purpose of Contacts: To provide service and programming to public.

Physical Demands: Able to lift, move, walk for programming.

Work Environment: Work environment to include indoor and outdoors and seasonal conditions for outside programming.

Supervisory and Management Responsibility: Will help in assisting Recreation Leaders for managing programs and special events.

Minimum Qualifications: Knowledge of sports, programming and cultural arts.

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Gymnastics Instructor

Job Summary: Instruct gymnastics for programming

Major Duties: Teach and instruct gymnastics

Knowledge Required by the Position: Background in progressions for gymnastics.

Supervisory Controls: Direct report to Gymnastics Coordinator

Guidelines: Guidelines to follow programming for gymnastics instructor

Complexity: Medium to high

Scope and Effect: Scope and effect to teach gymnastics programming.

Personal Contacts: Contact to participants and public.

Purpose of Contacts: Instruction for gymnastics program.

Physical Demands: Must be able to lift, move, walk, run and physically teach gymnastics.

Work Environment: Inside and outside for training

Supervisory and Management Responsibility: Oversee programming and classes.

Minimum Qualifications: Specific certification requirements.

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number:

Recreation Programs-6110

Fund: **100**

Number of Positions Requested	4	Position Title	Present Number of Positions	Changed Number of Positions	Grade and Step	Salary
<hr/>						
		Additional Positions – Full Time				
		Additional Positions – Part Time	4 positions for lifeguard for the added splash pad @ \$ 15 - \$ 18 per hour			
		Reclassified Positions:	Need hourly rate for all seasonal staff to be budgeted at \$ 15 minimum per hour			
		From:				
<hr/>						
Justification (including assignment and responsibilities of position requested)						
See attached						
<hr/>						
Wages						
Regular						-
Overtime						-
Medicare (1.45%)						-
FICA (6.2%) part- time only						-
Total (5210 Proposed New Personnel – Personnel Services)						-
<hr/>						
Fringe Benefits						
Group Life and AD & D \$350 per year						-
Health Insurance \$7,800 per position per year						-
Pensions (18%)*						-
Uniforms						-
Total (5211 Proposed New Personnel – Benefits)						-
<hr/>						
Training and Education						
Training						-
Dues/ Memberships						-
Other						-
Total (5212 Proposed New Personnel – Training/ Education)						-
<hr/>						
Material and Supplies						
Office Supplies						-
Safety Clothing and Equipment						-
Other						-
Total (5213 Proposed New Personnel – Supplies)						-
<hr/>						
Capital Outlay (Needed if position is approved)						
Furniture and Fixtures						-
Office Machines and Equipment						-
Other						-
Total (5214 Proposed New Personnel – Capital Outlay)						-
<hr/>						
Vehicle (Additional Needed if Position Approved)						
Vehicle Type and Cost						-
Vehicle Service Costs						-
Total (5215 New Personnel – Vehicles)						-
<hr/>						
Total						-

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Certified Lifeguards (adding 4 more for the splash pad).

Job Summary: Seasonal part time certified Lifeguard for splash pad.

Major Duties: To oversee the splash pad facility. To oversee, manage and check chemicals of the splash pad.

Knowledge Required by the Position: Certified Lifeguard. Requirement to include CPR and certification for lifeguard

Supervisory Controls: Manage and oversee the splash pad facility.

Guidelines: Follow protocols for managing the splash pad

Complexity: Medium complexity.

Scope and Effect: Scope and effect to maintain, upkeep and manage a splash pad.

Personal Contacts: Will report directly to a Center Supervisor and be able to follow directives and interact with the public.

Purpose of Contacts: To engage with the public for use of the splash pad.

Physical Demands: Lifeguard requirement for certification with CPR.

Work Environment: To be able to work independently and to oversee public utilizing the facility.

Supervisory and Management Responsibility: To oversee and manage a splash pad during the summer months on a part time basis.

Minimum Qualifications: Position requires to hold Lifeguard certification along with CPR training.

EXHIBIT F

City of College Park, Georgia
Vehicle Request
Budget Year 2021-22

Fund: 100		Department and Number: Recreation Programs 6110
New Replacement for Vehicle/Equipment No.	Priority:	
Vehicle Type	Information on Vehicle/Equipment Being Replaced	
Sedan 2 Door	Age of Vehicle/Equipment Being Replaced	
Sedan 4 Door	Units of Use to Date (hours, miles, etc.)	
Cruiser	Total Operating/Maintenance Costs to Date	
Station Wagon	Actual FYE 2020-21 Maintenance Cost	
Van	Actual FYE 2020-21 Operating Cost	
1/2 ton Truck	Estimated FYE 2021-22 Maintenance Cost	
3/4 ton Truck	Estimated FYE 2021-22 Operating Cost	
Sanitation Front Loader		
Sanitation Rear Loader		
Other		
List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description:	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment	Rental Option New Vehicle/Equipment	
Purchase Price	Rental/Lease Cost per Year	
Estimated Useful Life	Estimated Length of Rental/Lease	
Estimated Use During 2021-22	Estimated Use During 2021-22	
Estimated Operating Cost During 2021-22	Estimated Operating Cost During 2021-22	

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	Prior Year	Curr Year	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	105,199	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA51401BB68865	21,649.00	4/15/2001	91,178	107,235	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	61,480	GV19220
994-G	2017	FORD	F-150	1FTMF1C8OHFA27490	19,918.00	11/8/2016	9,787	18,274	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	8,290	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021-22

Department: Recreation Programs				Department Number: 6110			
Account Number	Description/Justification	Suggested Funding					
		Source	2021-22	2022-23	2023-24	2024-25	2025-26
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Recreation Programs

Fund: 100

Division:

Department Number: 6110

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

Disposition of item replaced:

☐ Sale

☐ Trade-In

☐ Scrap

☐ Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET
CAPITAL PROJECTS
EXHIBIT H

Department/Division:

Recreation Programs

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

DEPARTMENT OF RECREATION AND CULTURAL ARTS

Program Description:

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

Trends:

The many facilities offer to the City of College Park residents and surrounding community recreational, cultural arts, and community activities.

Program Broad Goals:

Enhance the lives of the City of College Park residents through various activities provided within the recreation facilities through programs and cultural arts.

Program 2021-22 Objectives:

Improve by increasing participation in youth and adult recreational & cultural arts programming. Continue to improve and increase the cultural arts activities offered through additional programming to provide a broader outreach to the community. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources. Resources to include digital media through online, website, social media, billboard marketing, and including new streaming video outreach for programming through Zoom and other video outlets to reach those citizens who cannot participate in person. To set up standard operating procedures for the department to help set with consistency for staff and centers. Create standard programming contracts and volunteer contracts to have consistency

Performance Measures

Survey the participants in the recreational and cultural arts program after each program to receive feedback to help modify and improve the services provided. To have all registration for programming for recreation and cultural arts programming online to streamline and help track enrollment, communicate to participants and create financial reports. Have all staff set goals and evaluate their goals and achievement yearly.

Program Goals and Objectives:

Continue to offer high quality recreation and cultural arts programs such as Karate, Dance, Zumba, Yoga, Line Dancing, Gymnastics and Aerobics that will create a diverse group of who benefits from the Recreation & Cultural Arts Department.

Will continue to develop, create and improve the Cultural Arts programing to promote outreach to the community and to collaborate these outreach programs with other departments. Cultural Art programming to include adults and youth.

Provide an excellent experience with our golf course for residents and those that travel through the community to enjoy the during business and community event gatherings.

Create more of a community involvement with all of the promotions to bridge the community with the Recreation & Cultural Arts Department.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts has to offer and how it ties to the City's strategic goal of "Quality of Life".

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

Create more opportunity for the senior program to offer more for their recreational & cultural arts services and special events.

Outreach to local schools, businesses and social groups within the community to gain more volunteers for our special events.

Continue to develop our community chorale to bring forth their gift of singing to the community by featuring their talents at City and special events.

Continue and grow the Cultural Arts Council by gaining a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city and look to unique programming to include circus arts, poetry events, feature artist and youth cultural art programming.

Prior Year Highlights:

- Programs such as Dance, Zumba, Line Dancing and Yoga continued to grow and enhance the programs offered by the recreation department.

- Through Community Development Block Grants, we were able to do significant upgrading to the Brady Recreation Center. The upgrades included interior improvement at the Brady along a new Kompan playground. The parking lot at Brady was resurface.
- Youth basketball continued its dominance with district and state victories.
- Created “pop-up” events in various areas of the community to create more outreach and activity at Brady Center. Events to include a senior drive up Thanksgiving Luncheon. Rekindle event which included a strings band on the lawn and an art walk.
- Volleyball continues to grow and dominated during their season.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Hosted a virtual events to include Light Up College Park in December, Santa Drive By and in February Black History Month event.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- During this year due to COVID-19 programming at all the center was not a typical normal. Programming was limited but did continue at the recreation centers. AT the Hugh C. Conley Recreation Center a variety of programs included use of the weight room, College Park Gymnastics, youth baseball, instructional football, Ferguson Performance Fitness, Ferguson Karate Studio and Cambridge Tutoring Services. The College Park Municipal Golf Course continued to stay open during the pandemic. At Tracey Wyatt Recreation center the computer lab and weight room stayed open with reserving time spots. Girls and boys recreational basketball season highlighted at both the Wyatt and Brady Recreation Center.
- College Park Tumbleweeds Gymnastics hosted three gymnastics meets in the City of College Park; Tumbles VS Weeds, Donna Stuart Tumbleweeds Invitational and 65 Roses Invitational for Cystic Fibrosis to promote and educate the participants about the genetic disease Cystic Fibrosis.
- Added new programming at the Auditorium to include circus art, poetry readings and youth speaking events.
- To continue to apply for Community Block Development Grant through Fulton County to continue to improvement to facilities and parks in the City of College Park. Applied for Fulton County Art Grant to look for funding to restoring the College Park Auditorium to highlight the facility and utilize as the Cultural Arts Center for College Park.

- A \$77,000 rock wall was built at the Wyatt Recreation Center donated by 1Climb/Eldorado Wall in partnership with Kai Lightner and Kevin Jorgenson.
- Due to COVID-19 the yearly day camp and pools were not offered.
- A \$ 564,000 award from Fulton County was awarded to the City of College Park to build a Splash Pad at Phillips Park.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

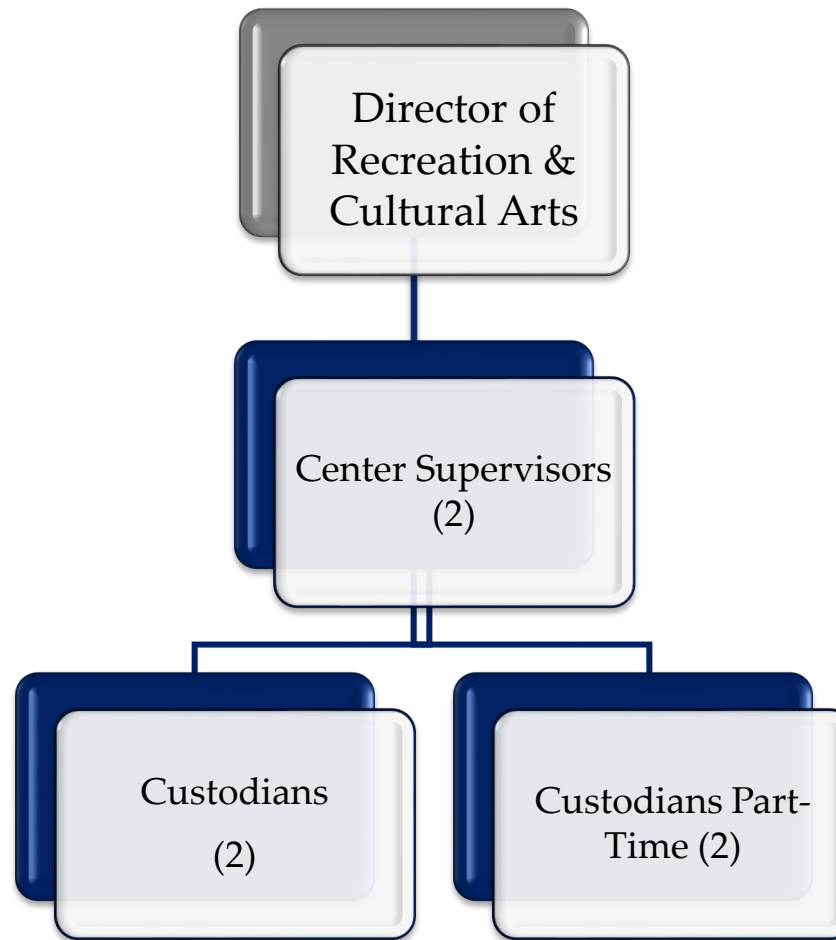
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



RECREATION FACILITIES

Recreation Facilities Organizational Chart



Fund: 100	Department and Number: Recreation Facilities 6122				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Center Supervisor	2	2	2	3	2
Custodian	2	2	2	3	2
Part Time Positions:					
Custodian	2	2	2	3	2
Total Personnel:	6	6	6	9	6



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6122 - Recreation Facilities								
Personnel Services								
51 5010	Salary/Operating	132,611.72	46,717.00	57,565.03	123	142,959.00	142,959.00	206
51 5020	Salary/Overtime	235.83	.00	.00		.00	.00	
51 5030	Salary/Partime	31,147.32	46,623.00	21,420.00	46	42,900.00	42,900.00	(8)
51 5040	Shared Utility Payments	2,610.15	4,800.00	939.68	20	4,800.00	4,800.00	
51 5190	Medicare	2,243.61	1,354.00	985.46	73	2,695.00	2,695.00	99
51 5200	Fica	2,211.11	2,891.00	1,379.65	48	2,660.00	2,660.00	(8)
	<i>Personnel Services Totals</i>	\$171,059.74	\$102,385.00	\$82,289.82	80%	\$196,014.00	\$196,014.00	91%
Employee Benefits								
51 5150	City Pension Contribution	24,547.05	15,145.00	12,606.76	83	34,120.00	34,120.00	125
51 5161	Life Insurance	164.26	100.00	82.13	82	199.00	199.00	99
51 5163	ST Disability Insurance	157.86	505.00	83.79	17	505.00	505.00	
51 5164	LT Disability Insurance	168.26	344.00	65.93	19	344.00	344.00	
51 5165	Health Insurance	30,536.99	8,152.00	22,130.73	271	30,376.00	30,376.00	273
51 5166	Dental Insurance	382.64	246.00	202.96	83	500.00	500.00	103
	<i>Employee Benefits Totals</i>	\$55,957.06	\$24,492.00	\$35,172.30	144%	\$66,044.00	\$66,044.00	170%
Communications & Util.								
52 5240	Telephone	54,086.81	56,976.00	20,909.02	37	38,444.00	38,444.00	(33)
52 5260	Heat & Power	342,324.86	220,000.00	180,958.03	82	300,000.00	220,000.00	
52 5270	Water	49,763.13	35,000.00	11,530.32	33	50,000.00	50,000.00	43
52 5280	Other Communication/Util	57,141.44	35,000.00	43,943.51	126	50,000.00	50,000.00	43
	<i>Communications & Util. Totals</i>	\$503,316.24	\$346,976.00	\$257,340.88	74%	\$438,444.00	\$358,444.00	3%
Rentals								
52 5360	Other Equipment Rental	617.52	.00	.00		1,000.00	1,000.00	
	<i>Rentals Totals</i>	\$617.52	\$0.00	\$0.00	+++	\$1,000.00	\$1,000.00	+++
Repair & Maintenance								
52 5730	R&M - D/P Equipment	2,126.53	1,700.00	1,436.42	84	1,809.00	1,809.00	6
52 5780	Grounds	20,065.17	16,000.00	11,454.81	72	30,000.00	30,000.00	88
	<i>Repair & Maintenance Totals</i>	\$22,191.70	\$17,700.00	\$12,891.23	73%	\$31,809.00	\$31,809.00	80%
Building Maintenance								
52 5740	R&M-Buildings	33,339.00	.00	398.84		10,000.00	.00	
52 5741	R&M Bldg-Parks	.00	.00	6,430.94		65,000.00	65,000.00	
52 5746	R&M Bldg-Recreation	275,050.58	40,525.00	58,801.41	145	200,000.00	123,250.00	204



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6122 - Recreation Facilities								
Building Maintenance								
	<i>Building Maintenance Totals</i>	\$308,389.58	\$40,525.00	\$65,631.19	162%	\$275,000.00	\$188,250.00	365%
	<i>Other Services & Charges</i>							
52 6110	Other Insurance	7,199.56	7,421.00	6,550.79	88	7,504.00	7,504.00	1
52 6130	Miscellaneous Services	.00	.00	585.00		.00	.00	
52 6560	Workers Comp/Administrati	2,249.57	1,909.00	1,396.59	73	1,600.00	1,600.00	(16)
52 6600	Claims Workers Comp.	62,777.86	.00	491.16		.00	.00	
	<i>Other Services & Charges Totals</i>	\$72,226.99	\$9,330.00	\$9,023.54	97%	\$9,104.00	\$9,104.00	(2%)
	<i>Materials & Supplies</i>							
52 6070	Swimming Pool Supplies & Service	58,965.66	32,000.00	11,772.16	37	80,000.00	45,000.00	41
52 7300	Postage	8.25	.00	.00		.00	.00	
52 7320	Stationery & Printing	6,985.60	4,000.00	880.00	22	.00	.00	(100)
53 7010	Tools/Shop Supplies	11,375.14	1,500.00	454.39	30	10,000.00	5,000.00	233
53 7020	Janitorial Supplies	46,000.00	20,000.00	10,495.51	52	60,000.00	50,000.00	150
53 7050	Medical Services/Supplies	929.50	1,000.00	.00		.00	.00	(100)
53 7150	Other Operating Supplies	50.00	.00	51.85		.00	.00	
53 7310	Office Supplies	24,449.71	6,400.00	4,082.89	64	20,000.00	10,000.00	56
53 7400	Emergency/Pandemic Expense	2,765.98	17,575.00	28,225.77	161	25,000.00	15,000.00	(15)
	<i>Materials & Supplies Totals</i>	\$151,529.84	\$82,475.00	\$55,962.57	68%	\$195,000.00	\$125,000.00	52%
	<i>Capital Outlay</i>							
54 7520	Buildings	.00	73,525.00	.00		250,000.00	.00	(100)
54 7640	Other Equipment - Replace	.00	5,400.00	.00		.00	.00	(100)
54 7920	Recreation Capitol Projec	33,136.62	.00	.00		10,000.00	10,000.00	
	<i>Capital Outlay Totals</i>	\$33,136.62	\$78,925.00	\$0.00	0%	\$260,000.00	\$10,000.00	(87%)
Department 6122 - Recreation Facilities Totals		\$1,318,425.29	\$702,808.00	\$518,311.53	74%	\$1,472,415.00	\$985,665.00	40%
EXPENSE TOTALS		\$1,318,425.29	\$702,808.00	\$518,311.53	74%	\$1,472,415.00	\$985,665.00	40%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$1,318,425.29	\$702,808.00	\$518,311.53	74%	\$1,472,415.00	\$985,665.00	40%
Fund 100 - GENERAL FUND Totals		(\$1,318,425.29)	(\$702,808.00)	(\$518,311.53)	74%	(\$1,472,415.00)	(\$985,665.00)	40%
	Net Grand Totals							
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$1,318,425.29	\$702,808.00	\$518,311.53	74%	\$1,472,415.00	\$985,665.00	40%



Budget Worksheet Report

Budget Year 2022

Net Grand Totals	(\$1,318,425.29)	(\$702,808.00)	(\$518,311.53)	74%	(\$1,472,415.00)	(\$985,665.00)	40%
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Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6122 - Recreation Facilities				
Account 52 5240 - Telephone				
100 6122 52 5240	AT&T Club	12.0000	980.00	11,760.00
100 6122 52 5240	Cisco Phone Upgrade	10.0000	356.00	3,560.00
100 6122 52 5240	Comcast	12.0000	262.00	3,144.00
100 6122 52 5240	Windstream	12.0000	1,665.00	19,980.00
	Account 52 5240 - Telephone Totals	Transactions	4	\$38,444.00
Account 52 5730 - R&M - D/P Equipment				
100 6122 52 5730	Email License	1.0000	1,281.00	1,281.00
100 6122 52 5730	Mimecast	1.0000	528.00	528.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	\$1,809.00
Account 52 5741 - R&M Bldg-Parks				
100 6122 52 5741	Barrett and Zupp Park Tennis Courts	2.0000	30,000.00	60,000.00
100 6122 52 5741	Replace and repair pavilion roofs	2.0000	2,500.00	5,000.00
	Account 52 5741 - R&M Bldg-Parks Totals	Transactions	2	\$65,000.00
Account 52 5746 - R&M Bldg-Recreation				
100 6122 52 5746	Cintas Fire Inspections	1.0000	4,000.00	4,000.00
100 6122 52 5746	Dirt for ball fields	1.0000	2,500.00	2,500.00
100 6122 52 5746	Electrical repairs	1.0000	7,500.00	7,500.00
100 6122 52 5746	Fence repairs at facilities	1.0000	5,000.00	5,000.00
100 6122 52 5746	Filters for air conditioner units	1.0000	1,500.00	1,500.00
100 6122 52 5746	Fire & Burglary alarm monthly fees & repairs	1.0000	4,000.00	4,000.00
100 6122 52 5746	Glass replacement	1.0000	1,000.00	1,000.00
100 6122 52 5746	Gravel for Evans parking lot	1.0000	1,250.00	1,250.00
100 6122 52 5746	Ice machines repairs	1.0000	500.00	500.00
100 6122 52 5746	Irrigation repairs	1.0000	19,000.00	19,000.00
100 6122 52 5746	Locksmith for parks and facilities	1.0000	2,500.00	2,500.00
100 6122 52 5746	Maintenance Air	1.0000	31,000.00	31,000.00
100 6122 52 5746	Painting of facility	1.0000	5,000.00	5,000.00
100 6122 52 5746	Park and facility restroom repairs (vandalism)	1.0000	4,000.00	4,000.00
100 6122 52 5746	Pest Control	1.0000	1,500.00	1,500.00
100 6122 52 5746	Plumbing water leaks	1.0000	10,000.00	10,000.00
100 6122 52 5746	Replacement of doors and window (break-ins)	1.0000	4,000.00	4,000.00
100 6122 52 5746	Roof repair	1.0000	4,000.00	4,000.00
100 6122 52 5746	Sand for track	1.0000	1,500.00	1,500.00
100 6122 52 5746	Score board repairs	1.0000	4,000.00	4,000.00
100 6122 52 5746	Security for Facilities	1.0000	6,000.00	6,000.00
100 6122 52 5746	Signage at Parks	1.0000	2,500.00	2,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6122 - Recreation Facilities				
Account 52 5746 - R&M Bldg-Recreation				
100 6122 52 5746	Water fountain replacement	1.0000	1,000.00	1,000.00
	Account 52 5746 - R&M Bldg-Recreation Totals	Transactions	23	\$123,250.00
Account 52 5780 - Grounds				
100 6122 52 5780	Mulch for Zupp, Barrett and Phillips Park	3.0000	5,000.00	15,000.00
100 6122 52 5780	Other ground expenses	1.0000	15,000.00	15,000.00
	Account 52 5780 - Grounds Totals	Transactions	2	\$30,000.00
Account 52 6070 - Swimming Pool Supplies & Service				
100 6122 52 6070	Conley pool supplies/maintenance and inspections	1.0000	15,000.00	15,000.00
100 6122 52 6070	Splash pad supplies/maintenance and inspections	1.0000	15,000.00	15,000.00
100 6122 52 6070	Wyatt pool supplies/maintenance and inspections	1.0000	15,000.00	15,000.00
	Account 52 6070 - Swimming Pool Supplies & Service Totals	Transactions	3	\$45,000.00
Account 52 6110 - Other Insurance				
100 6122 52 6110	Apex Insurance Personnel	1.0000	7,504.00	7,504.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$7,504.00
Account 52 6560 - Workers Comp/Administrati				
100 6122 52 6560	Apex Insurance Workers Comp	1.0000	1,600.00	1,600.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$1,600.00
Account 53 7010 - Tools/Shop Supplies				
100 6122 53 7010	Tools & Shop supplies for Facilities	1.0000	5,000.00	5,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	\$5,000.00
Account 53 7020 - Janitorial Supplies				
100 6122 53 7020	(2) Parks Restroom	1.0000	5,500.00	5,500.00
100 6122 53 7020	(3) Parks	1.0000	5,500.00	5,500.00
100 6122 53 7020	Brady Center janitorial supplies	1.0000	13,000.00	13,000.00
100 6122 53 7020	Conley Center janitorial supplies	1.0000	13,000.00	13,000.00
100 6122 53 7020	Wyatt Center janitorial supplies	1.0000	13,000.00	13,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	5	\$50,000.00
Account 53 7310 - Office Supplies				
100 6122 53 7310	Brady Center office supplies	1.0000	2,000.00	2,000.00
100 6122 53 7310	Conley Center office supplies	1.0000	4,000.00	4,000.00
100 6122 53 7310	Wyatt Center office supplies	1.0000	4,000.00	4,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	3	\$10,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6122 - Recreation Facilities				
Account 54 7920 - Recreation Capitol Projec				
100 6122 54 7920	CDBG Projects	1.0000	10,000.00	10,000.00
Account 54 7920 - Recreation Capitol Projec Totals	Transactions	1		\$10,000.00
Department 6122 - Recreation Facilities Totals	Transactions	48		\$387,607.00
Fund 100 - GENERAL FUND Totals	Transactions	48		\$387,607.00
EXPENSES Totals	Transactions	48		\$387,607.00
Grand Totals	Transactions	48		\$387,607.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number:

Recreation Facilities 6122

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia
Vehicle Request
Budget Year 2021-22

Fund: 100		Department and Number: Recreation Facilities 6122
New Replacement for Vehicle/Equipment No.	Priority:	
Vehicle Type	Information on Vehicle/Equipment Being Replaced	
Sedan 2 Door	Age of Vehicle/Equipment Being Replaced	
Sedan 4 Door	Units of Use to Date (hours, miles, etc.)	
Cruiser	Total Operating/Maintenance Costs to Date	
Station Wagon	Actual FYE 2020-21 Maintenance Cost	
Van	Actual FYE 2020-21 Operating Cost	
1/2 ton Truck	Estimated FYE 2021-22 Maintenance Cost	
3/4 ton Truck	Estimated FYE 2021-22 Operating Cost	
Sanitation Front Loader		
Sanitation Rear Loader		
Other		
List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description:	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment	Rental Option New Vehicle/Equipment	
Purchase Price	Rental/Lease Cost per Year	
Estimated Useful Life	Estimated Length of Rental/Lease	
Estimated Use During 2021-22	Estimated Use During 2021-22	
Estimated Operating Cost During 2021-22	Estimated Operating Cost During 2021-22	

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	Prior Year	Curr Year	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	105,199	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA51401BB68865	21,649.00	4/15/2001	91,178	107,235	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	61,480	GV19220
994-G	2017	FORD	F-150	1FTMF1C8OHFA27490	19,918.00	11/8/2016	9,787	18,274	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	8,290	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021-22

Department: Recreation Facilities

Department Number: 6122

Account Number	Description/Justification	Suggested Funding					2025-26
		Source	2021-22	2022-23	2023-24	2024-25	
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Recreation Facilities

Fund: 100

Division:

Department Number: 6122

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

Disposition of item replaced:

☐ Sale

☐ Trade-In

☐ Scrap

☐ Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:
Recreation Facilities

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

DEPARTMENT OF RECREATION AND CULTURAL ARTS

Program Description:

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

Trends:

The many facilities offer to the City of College Park residents and surrounding community recreational, cultural arts, and community activities.

Program Broad Goals:

Enhance the lives of the City of College Park residents through various activities provided within the recreation facilities through programs and cultural arts.

Program 2021-22 Objectives:

Improve by increasing participation in youth and adult recreational & cultural arts programming. Continue to improve and increase the cultural arts activities offered through additional programming to provide a broader outreach to the community. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources. Resources to include digital media through online, website, social media, billboard marketing, and including new streaming video outreach for programming through Zoom and other video outlets to reach those citizens who cannot participate in person. To set up standard operating procedures for the department to help set with consistency for staff and centers. Create standard programming contracts and volunteer contracts to have consistency

Performance Measures

Survey the participants in the recreational and cultural arts program after each program to receive feedback to help modify and improve the services provided. To have all registration for programming for recreation and cultural arts programming online to streamline and help track enrollment, communicate to participants and create financial reports. Have all staff set goals and evaluate their goals and achievement yearly.

Program Goals and Objectives:

Continue to offer high quality recreation and cultural arts programs such as Karate, Dance, Zumba, Yoga, Line Dancing, Gymnastics and Aerobics that will create a diverse group of who benefits from the Recreation & Cultural Arts Department.

Will continue to develop, create and improve the Cultural Arts programing to promote outreach to the community and to collaborate these outreach programs with other departments. Cultural Art programming to include adults and youth.

Provide an excellent experience with our golf course for residents and those that travel through the community to enjoy the during business and community event gatherings.

Create more of a community involvement with all of the promotions to bridge the community with the Recreation & Cultural Arts Department.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts has to offer and how it ties to the City's strategic goal of "Quality of Life".

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

Create more opportunity for the senior program to offer more for their recreational & cultural arts services and special events.

Outreach to local schools, businesses and social groups within the community to gain more volunteers for our special events.

Continue to develop our community chorale to bring forth their gift of singing to the community by featuring their talents at City and special events.

Continue and grow the Cultural Arts Council by gaining a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city and look to unique programming to include circus arts, poetry events, feature artist and youth cultural art programming.

Prior Year Highlights:

- Programs such as Dance, Zumba, Line Dancing and Yoga continued to grow and enhance the programs offered by the recreation department.

- Through Community Development Block Grants, we were able to do significant upgrading to the Brady Recreation Center. The upgrades included interior improvement at the Brady along a new Kompan playground. The parking lot at Brady was resurface.
- Youth basketball continued its dominance with district and state victories.
- Created “pop-up” events in various areas of the community to create more outreach and activity at Brady Center. Events to include a senior drive up Thanksgiving Luncheon. Rekindle event which included a strings band on the lawn and an art walk.
- Volleyball continues to grow and dominated during their season.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Hosted a virtual events to include Light Up College Park in December, Santa Drive By and in February Black History Month event.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- During this year due to COVID-19 programming at all the center was not a typical normal. Programming was limited but did continue at the recreation centers. AT the Hugh C. Conley Recreation Center a variety of programs included use of the weight room, College Park Gymnastics, youth baseball, instructional football, Ferguson Performance Fitness, Ferguson Karate Studio and Cambridge Tutoring Services. The College Park Municipal Golf Course continued to stay open during the pandemic. At Tracey Wyatt Recreation center the computer lab and weight room stayed open with reserving time spots. Girls and boys recreational basketball season highlighted at both the Wyatt and Brady Recreation Center.
- College Park Tumbleweeds Gymnastics hosted three gymnastics meets in the City of College Park; Tumbles VS Weeds, Donna Stuart Tumbleweeds Invitational and 65 Roses Invitational for Cystic Fibrosis to promote and educate the participants about the genetic disease Cystic Fibrosis.
- Added new programming at the Auditorium to include circus art, poetry readings and youth speaking events.
- To continue to apply for Community Block Development Grant through Fulton County to continue to improvement to facilities and parks in the City of College Park. Applied for Fulton County Art Grant to look for funding to restoring the College Park Auditorium to highlight the facility and utilize as the Cultural Arts Center for College Park.

- A \$77,000 rock wall was built at the Wyatt Recreation Center donated by 1Climb/Eldorado Wall in partnership with Kai Lightner and Kevin Jorgenson.
- Due to COVID-19 the yearly day camp and pools were not offered.
- A \$ 564,000 award from Fulton County was awarded to the City of College Park to build a Splash Pad at Phillips Park.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

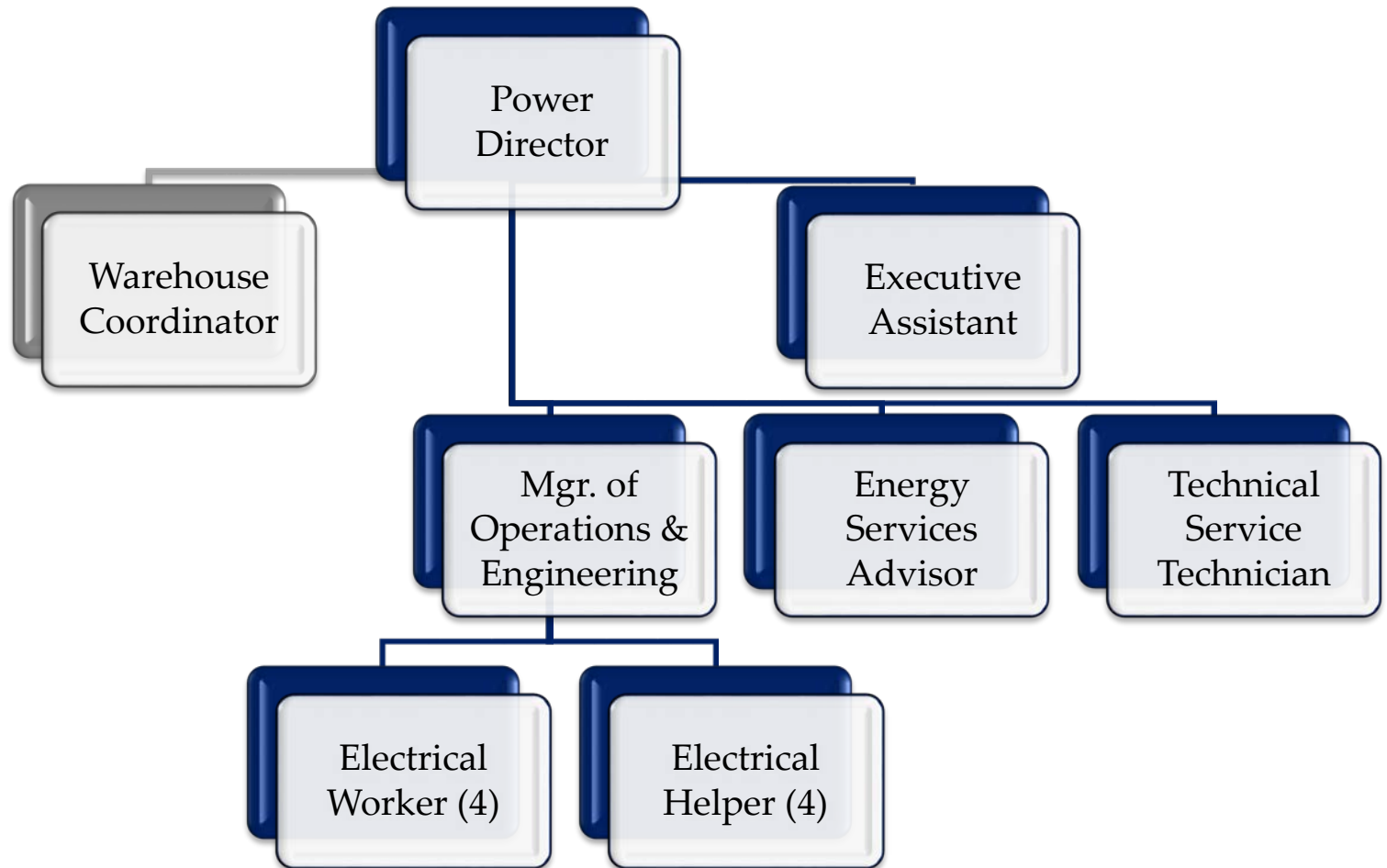
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



POWER LINE

Power Line Organizational Chart



Fund: 510	Department and Number: Electric Line 4600				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Power Director	1	1	1	1	1
Mgr- Operations & Engineering	0	0	1	1	1
Power Superintendent	1	0	0	0	0
Distribution Engineer	1	1	0	0	0
Lineman/Electrical Worker	4	4	4	4	4
Administrative Assistant	1	0	0	0	0
Executive Assistant	0	1	1	1	1
Electrical Technician	1	1	1	1	1
Laborer/Electrical Helper	4	4	4	4	4
Energy Services Advisor	1	1	1	1	1
Total Personnel:	14	13	13	13	13



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	REVENUE							
	Department 4600 - Electric/Line Taxes							
31 9110	Penalties/Int on Delinque	458,274.27	590,000.00	259,905.86	44	600,000.00	450,000.00	(24)
	<i>Taxes Totals</i>	\$458,274.27	\$590,000.00	\$259,905.86	44%	\$600,000.00	\$450,000.00	(24%)
	<i>Charges For Services</i>							
34 4110	Sales To Residential Cust	7,699,754.79	9,224,416.00	6,777,603.95	73	10,400,000.00	10,400,000.00	13
34 4112	Sales To Commercial Cust.	18,919,833.72	24,784,965.00	16,155,615.89	65	25,800,000.00	25,800,000.00	4
34 4330	Sales Convention Center	1,320,480.90	1,370,000.00	881,621.80	64	1,500,000.00	1,500,000.00	9
34 4340	Other City Sales	562,170.90	450,000.00	445,809.45	99	600,000.00	600,000.00	33
34 4380	Meters And Bases	29,984.00	27,000.00	24,672.00	91	120,000.00	120,000.00	344
34 4395	Employee Discount	(146,090.15)	.00	(121,002.51)	(12,100,251)	.00	.00	
	<i>Charges For Services Totals</i>	\$28,386,134.16	\$35,856,381.00	\$24,164,320.58	67%	\$38,420,000.00	\$38,420,000.00	7%
	<i>Leases & Other Rent</i>							
38 1000	Other Rental Income	114,482.22	112,000.00	69,202.12	62	113,000.00	113,000.00	1
38 1001	Gas South Alliance	9,092.72	14,000.00	7,425.00	53	12,000.00	12,000.00	(14)
	<i>Leases & Other Rent Totals</i>	\$123,574.94	\$126,000.00	\$76,627.12	61%	\$125,000.00	\$125,000.00	(1%)
	<i>Other Income</i>							
32 2990	Administrative Charge	115,687.49	55,000.00	47,946.80	87	55,000.00	55,000.00	
34 1900	Miscellaneous Income	179,060.91	2,930,560.00	2,930,484.38	100	436,000.00	436,000.00	(85)
34 4130	Sales - Recycled Material	.00	7,000.00	.00		7,000.00	7,000.00	
34 9300	Returned Check Fees	4,550.00	6,000.00	1,800.00	30	2,400.00	2,400.00	(60)
36 3000	Unrealized Loss (GAIN)	11,802.54	.00	(153.99)	(15,399)	.00	.00	
	<i>Other Income Totals</i>	\$311,100.94	\$2,998,560.00	\$2,980,077.19	99%	\$500,400.00	\$500,400.00	(83%)
	<i>Interest</i>							
36 1000	Interest - Nonrestricted	61,124.42	35,000.00	317.41	1	1.00	1.00	(100)
	<i>Interest Totals</i>	\$61,124.42	\$35,000.00	\$317.41	1%	\$1.00	\$1.00	(100%)
	<i>Budget Carryforward</i>							
39 9900	Budget Carryforward	.00	96,136.00	.00		.00	.00	(100)
	<i>Budget Carryforward Totals</i>	\$0.00	\$96,136.00	\$0.00	0%	\$0.00	\$0.00	(100%)
	<i>Commissions</i>							
34 5515	CNG Fuel Facility	27,172.87	22,000.00	9,097.65	41	12,000.00	12,000.00	(45)
	<i>Commissions Totals</i>	\$27,172.87	\$22,000.00	\$9,097.65	41%	\$12,000.00	\$12,000.00	(45%)
	Department 4600 - Electric/Line Totals	\$29,367,381.60	\$39,724,077.00	\$27,490,345.81	69%	\$39,657,401.00	\$39,507,401.00	(1%)
	REVENUE TOTALS	\$29,367,381.60	\$39,724,077.00	\$27,490,345.81	69%	\$39,657,401.00	\$39,507,401.00	(1%)



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4600 - Electric/Line							
	Personnel Services							
51 5010	Salary/Operating	702,252.38	689,874.00	451,124.55	65	707,221.00	745,056.00	8
51 5016	Salary On-Call	11,400.00	9,000.00	8,550.00	95	9,000.00	9,000.00	
51 5020	Salary/Overtime	42,439.87	50,000.00	30,548.49	61	50,000.00	50,000.00	
51 5040	Shared Utility Payments	3,357.92	2,400.00	4,302.45	179	2,400.00	2,400.00	
51 5190	Medicare	9,977.11	8,324.00	6,448.81	77	8,324.00	8,324.00	
	<i>Personnel Services Totals</i>	\$769,427.28	\$759,598.00	\$500,974.30	66%	\$776,945.00	\$814,780.00	7%
	<i>Employee Benefits</i>							
51 5150	City Pension Contribution	125,397.04	118,277.00	95,995.76	81	121,835.00	129,595.00	10
51 5161	Life Insurance	656.78	645.00	419.06	65	645.00	695.00	8
51 5163	ST Disability Insurance	932.89	1,331.00	564.42	42	1,331.00	1,100.00	(17)
51 5164	LT Disability Insurance	816.74	1,304.00	475.33	36	1,304.00	1,000.00	(23)
51 5165	Health Insurance	111,513.39	111,038.00	70,850.42	64	110,679.00	118,545.00	7
51 5166	Dental Insurance	2,391.46	2,420.00	1,631.28	67	2,420.00	2,543.00	5
51 5180	Uniforms	24,654.12	14,200.00	9,292.79	65	14,200.00	14,200.00	
	<i>Employee Benefits Totals</i>	\$266,362.42	\$249,215.00	\$179,229.06	72%	\$252,414.00	\$267,678.00	7%
	<i>Communications & Util.</i>							
52 5240	Telephone	33,548.48	31,698.00	22,468.18	71	36,688.00	36,688.00	16
52 5260	Heat & Power	116,446.57	115,000.00	89,337.02	78	118,000.00	118,000.00	3
52 5261	Golf Course Utilities	.00	10,380.00	.00		.00	.00	(100)
52 5270	Water	1,314.44	5,000.00	190.71	4	5,000.00	5,000.00	
52 5280	Other Communication/Util	1,696.68	10,000.00	1,316.61	13	10,000.00	10,000.00	
	<i>Communications & Util. Totals</i>	\$153,006.17	\$172,078.00	\$113,312.52	66%	\$169,688.00	\$169,688.00	(1%)
	<i>Rentals</i>							
52 5330	Office Equipment Rental	972.30	2,500.00	.00		2,500.00	2,500.00	
52 5340	Vehicle Rental	.00	500.00	.00		500.00	500.00	
	<i>Rentals Totals</i>	\$972.30	\$3,000.00	\$0.00	0%	\$3,000.00	\$3,000.00	0%
	<i>Repair & Maintenance</i>							
52 5700	R&M - Vehicles	67,320.08	60,000.00	30,750.67	51	60,785.00	60,785.00	1
52 5720	R&M Communication Equip	1,042.94	5,000.00	360.36	7	5,000.00	5,000.00	
52 5730	R&M - D/P Equipment	4,848.37	16,350.00	2,360.44	14	15,157.00	15,157.00	(7)
52 5780	Grounds	184,622.37	200,000.00	130,421.06	65	320,000.00	320,000.00	60
52 5790	R&M-Distribution System	484,729.95	425,000.00	238,961.96	56	425,000.00	425,000.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4600 - Electric/Line							
	Repair & Maintenance							
53 5680	Tires	2,640.79	3,000.00	906.00	30	3,000.00	3,000.00	
	<i>Repair & Maintenance Totals</i>	\$745,204.50	\$709,350.00	\$403,760.49	57%	\$828,942.00	\$828,942.00	17%
	<i>Building Maintenance</i>							
52 5740	R&M-Buildings	775.55	7,400.00	1,284.61	17	7,400.00	7,400.00	
	<i>Building Maintenance Totals</i>	\$775.55	\$7,400.00	\$1,284.61	17%	\$7,400.00	\$7,400.00	0%
	<i>Training & Education</i>							
52 6200	Training	32,700.00	34,200.00	10,404.00	30	34,200.00	34,200.00	
52 6210	Dues	14,982.90	15,000.00	8,430.87	56	15,000.00	15,000.00	
52 6220	Subscription/Publications	215.75	400.00	18.00	5	400.00	400.00	
52 6230	Conventions/Meetings	9,272.69	10,000.00	.00		10,000.00	10,000.00	
	<i>Training & Education Totals</i>	\$57,171.34	\$59,600.00	\$18,852.87	32%	\$59,600.00	\$59,600.00	0%
	<i>Other Services & Charges</i>							
52 3505	Mileage Reimbursement	.00	200.00	.00		200.00	200.00	
52 5450	Legal Fees	.00	1,500.00	.00		1,500.00	1,500.00	
52 5510	Consulting Fees	91,045.45	105,000.00	35,783.10	34	185,000.00	185,000.00	76
52 6000	Advertising Expense	16,572.46	10,000.00	4,264.26	43	10,000.00	10,000.00	
52 6050	Bank Charges	148.16	1,000.00	.00		1,000.00	1,000.00	
52 6100	Auto Insurance	25,039.80	24,681.00	33,817.27	137	38,736.00	38,736.00	57
52 6110	Other Insurance	13,531.76	13,781.00	11,910.53	86	15,008.00	15,008.00	9
52 6130	Miscellaneous Services	35,852.85	25,400.00	9,758.87	38	25,400.00	25,400.00	
52 6141	Custodial Service	4,050.00	6,000.00	3,150.00	53	6,000.00	6,000.00	
52 6150	Engineering Services	52,472.11	25,000.00	22,158.00	89	45,000.00	45,000.00	80
52 6170	Contractual Services	637,700.00	752,000.00	366,349.05	49	830,000.00	830,000.00	10
52 6193	City Wide Events	.00	10,000.00	.00		10,000.00	10,000.00	
52 6510	Claims Not Workmans Comp.	.00	2,000.00	.00		2,000.00	2,000.00	
52 6550	Consulting Fees - Edp	395.00	750.00	.00		750.00	750.00	
52 6560	Workers Comp/Administrati	4,195.92	3,545.00	2,793.18	79	3,200.00	3,200.00	(10)
52 6580	Unemployment Compensation	.00	2,500.00	.00		2,500.00	2,500.00	
52 6590	Contingencies	.00	789,381.00	.00		479,142.00	779,163.00	(1)
52 6600	Claims Workers Comp.	.00	500.00	.00		500.00	500.00	
53 6460	Sales Tax	15,591.66	.00	.00		.00	.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4600 - Electric/Line								
Other Services & Charges								
	Other Services & Charges Totals	\$896,595.17	\$1,773,238.00	\$489,984.26	28%	\$1,655,936.00	\$1,955,957.00	10%
	Materials & Supplies							
52 7300	Postage	91.49	600.00	16.25	3	600.00	600.00	
52 7320	Stationery & Printing	289.96	300.00	.00		300.00	300.00	
52 7330	Copy Expense	379.49	.00	.00		.00	.00	
53 7000	Gas & Oil	10,207.80	15,000.00	3,200.48	21	15,000.00	15,000.00	
53 7010	Tools/Shop Supplies	37,793.26	39,596.00	8,512.37	21	40,000.00	40,000.00	1
53 7020	Janitorial Supplies	2,184.70	1,000.00	628.89	63	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	25.00	1,100.00	25.00	2	1,100.00	1,100.00	
53 7091	Road Signs & Delineators	12,525.00	60,000.00	.00		60,000.00	60,000.00	
53 7110	Safety Supplies	20,456.18	20,895.00	88.26		20,895.00	20,895.00	
53 7121	Computer Hardware	.00	3,000.00	.00		3,000.00	3,000.00	
53 7122	Computer Supplies	.00	200.00	.00		200.00	200.00	
53 7310	Office Supplies	9,280.31	8,580.00	2,150.78	25	8,580.00	8,580.00	
53 7400	Emergency/Pandemic Expense	.00	.00	600.00		500.00	500.00	
	Materials & Supplies Totals	\$93,233.19	\$150,271.00	\$15,222.03	10%	\$151,175.00	\$151,175.00	1%
	Cost Of Sales							
53 6030	Power Purchases	27,588,744.99	30,800,000.00	17,103,762.70	56	30,800,000.00	30,800,000.00	
53 6031	Solar Power Purchases	891.86	1,000.00	355.96	36	1,000.00	1,000.00	
	Cost Of Sales Totals	\$27,589,636.85	\$30,801,000.00	\$17,104,118.66	56%	\$30,801,000.00	\$30,801,000.00	0%
	Operating Transfers Out							
61 1100	Oper. Transfer Out Gen	.00	115,182.00	.00		.00	200,000.00	74
61 1555	Oper. Trans.GICC	610,544.40	.00	.00		.00	.00	
61 1558	Transfer BIDA	500,000.00	.00	.00		.00	.00	
	Operating Transfers Out Totals	\$1,110,544.40	\$115,182.00	\$0.00	0%	\$0.00	\$200,000.00	74%
	Accounting Charges							
57 4001	Utility Assistance	625.00	64,400.00	150,463.96	234	64,400.00	64,400.00	
	Accounting Charges Totals	\$625.00	\$64,400.00	\$150,463.96	234%	\$64,400.00	\$64,400.00	0%
	Capital Outlay							
54 7590	Vehicles - Replace	216,522.00	50,000.00	18,060.00	36	50,000.00	.00	(100)
54 7650	Communications	.00	4,500.00	.00		.00	.00	(100)



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	510 - ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4600 - Electric/Line							
	Capital Outlay							
54 7700	Capital Improvement Fund	72,620.40	150,000.00	137,339.11	92	150,000.00	150,000.00	
54 7710	Electric Improvements	1,161,761.23	265,000.00	204,467.72	77	2,320,000.00	1,695,000.00	540
54 7850	Other System Improvements	158,700.00	2,830,560.00	461,738.85	16	620,000.00	620,000.00	(78)
54 7860	Street Lighting	303,963.93	195,000.00	85,165.00	44	270,000.00	170,000.00	(13)
	<i>Capital Outlay Totals</i>	\$1,913,567.56	\$3,495,060.00	\$906,770.68	26%	\$3,410,000.00	\$2,635,000.00	(25%)
	Debt Service							
58 1200	CAPITAL LEASE PRINCIPAL	.00	.00	.00		.00	50,000.00	
	<i>Debt Service Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$50,000.00	+++
	Department 4600 - Electric/Line Totals	\$33,597,121.73	\$38,359,392.00	\$19,883,973.44	52%	\$38,180,500.00	\$38,008,620.00	(1%)
	EXPENSE TOTALS	\$33,597,121.73	\$38,359,392.00	\$19,883,973.44	52%	\$38,180,500.00	\$38,008,620.00	(1%)
Fund	510 - ELECTRIC/POWER FUND Totals							
	REVENUE TOTALS	\$29,367,381.60	\$39,724,077.00	\$27,490,345.81	69%	\$39,657,401.00	\$39,507,401.00	(1%)
	EXPENSE TOTALS	\$33,597,121.73	\$38,359,392.00	\$19,883,973.44	52%	\$38,180,500.00	\$38,008,620.00	(1%)
Fund	510 - ELECTRIC/POWER FUND Totals	(\$4,229,740.13)	\$1,364,685.00	\$7,606,372.37	557%	\$1,476,901.00	\$1,498,781.00	10%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$29,367,381.60	\$39,724,077.00	\$27,490,345.81	69%	\$39,657,401.00	\$39,507,401.00	(1%)
	EXPENSE GRAND TOTALS	\$33,597,121.73	\$38,359,392.00	\$19,883,973.44	52%	\$38,180,500.00	\$38,008,620.00	(1%)
	Net Grand Totals	(\$4,229,740.13)	\$1,364,685.00	\$7,606,372.37	557%	\$1,476,901.00	\$1,498,781.00	10%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 5240 - Telephone				
510 4600 52 5240	AT&T Club (CP Power)	12.0000	82.00	984.00
510 4600 52 5240	AT&T Club (Meter)	12.0000	163.00	1,956.00
510 4600 52 5240	AT&T Club (Power Dept.)	12.0000	262.00	3,144.00
510 4600 52 5240	Cisco Phone	8.0000	356.00	2,848.00
510 4600 52 5240	Comcast	12.0000	262.00	3,144.00
510 4600 52 5240	Verizon Cell Phones	12.0000	968.00	11,616.00
510 4600 52 5240	Verizon Data Plan	12.0000	535.00	6,420.00
510 4600 52 5240	Windstream	12.0000	548.00	6,576.00
	Account 52 5240 - Telephone Totals	Transactions	8	\$36,688.00
Account 52 5260 - Heat & Power				
510 4600 52 5260	Allocation by Accounting	1.0000	118,000.00	118,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	\$118,000.00
Account 52 5270 - Water				
510 4600 52 5270	Allocation by Accounting	1.0000	5,000.00	5,000.00
	Account 52 5270 - Water Totals	Transactions	1	\$5,000.00
Account 52 5280 - Other Communication/Util				
510 4600 52 5280	Sanitation Charges - 50% split with W&S	1.0000	5,000.00	5,000.00
510 4600 52 5280	Storm Sewer Charges - 50% split with W&S	1.0000	5,000.00	5,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	2	\$10,000.00
Account 52 5330 - Office Equipment Rental				
510 4600 52 5330	Lease & Maintenance for 1 Copy Machine	1.0000	2,500.00	2,500.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions	1	\$2,500.00
Account 52 5340 - Vehicle Rental				
510 4600 52 5340	Crane for lifting heavy transformers	1.0000	500.00	500.00
	Account 52 5340 - Vehicle Rental Totals	Transactions	1	\$500.00
Account 52 5450 - Legal Fees				
510 4600 52 5450	Allocated by Accounting	1.0000	1,500.00	1,500.00
	Account 52 5450 - Legal Fees Totals	Transactions	1	\$1,500.00
Account 52 5510 - Consulting Fees				
510 4600 52 5510	Consulting for Major Projects and Developments	1.0000	10,000.00	10,000.00
510 4600 52 5510	ECG Marketing, Business, and Econ. Dev. Service	1.0000	72,000.00	72,000.00
510 4600 52 5510	Mapping Service	12.0000	250.00	3,000.00
510 4600 52 5510	Outage Management Software	1.0000	100,000.00	100,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	4	\$185,000.00
Account 52 5700 - R&M - Vehicles				
510 4600 52 5700	Allocated for Moody's Garage repairs	1.0000	44,504.00	44,504.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 5700 - R&M - Vehicles				
510 4600 52 5700	R&M for bucket trucks and line trucks	1.0000	15,496.00	15,496.00
510 4600 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
510 4600 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	4	\$60,785.00
Account 52 5720 - R&M Communication Equip				
510 4600 52 5720	Recloser Batteries	1.0000	5,000.00	5,000.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$5,000.00
Account 52 5730 - R&M - D/P Equipment				
510 4600 52 5730	Civic Live	1.0000	606.00	606.00
510 4600 52 5730	Email License	1.0000	1,770.00	1,770.00
510 4600 52 5730	Mimecast	1.0000	887.00	887.00
510 4600 52 5730	New World	1.0000	3,705.00	3,705.00
510 4600 52 5730	Northstar Maintenance	1.0000	7,475.00	7,475.00
510 4600 52 5730	Quantum Workplace	1.0000	714.00	714.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	6	\$15,157.00
Account 52 5740 - R&M-Buildings				
510 4600 52 5740	Carpet Cleaning for offices	9.0000	100.00	900.00
510 4600 52 5740	Pest Control	1.0000	750.00	750.00
510 4600 52 5740	R&M for HVAC System & plumbing	1.0000	5,000.00	5,000.00
510 4600 52 5740	Safety & Door Mat Service	1.0000	750.00	750.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	4	\$7,400.00
Account 52 5780 - Grounds				
510 4600 52 5780	Contract for Tree Trimming of Power Lines	1.0000	320,000.00	320,000.00
	Account 52 5780 - Grounds Totals	Transactions	1	\$320,000.00
Account 52 5790 - R&M-Distribution System				
510 4600 52 5790	3 phase metering equipment	1.0000	12,200.00	12,200.00
510 4600 52 5790	35' Class 3 wooden poles	80.0000	180.00	14,400.00
510 4600 52 5790	45' Class 3 wooden poles	100.0000	325.00	32,500.00
510 4600 52 5790	50' Class 2 wooden poles	25.0000	390.00	9,750.00
510 4600 52 5790	55' Class 2 wooden poles	20.0000	525.00	10,500.00
510 4600 52 5790	Cable - Metering and signal control	3.0000	1,000.00	3,000.00
510 4600 52 5790	Construction hardware, material and supplies	1.0000	46,802.00	46,802.00
510 4600 52 5790	Electrical Repair and assistance to other departments	1.0000	10,000.00	10,000.00
510 4600 52 5790	Gang operated switches	4.0000	3,000.00	12,000.00
510 4600 52 5790	Godby Road Lighting	12.0000	879.00	10,548.00
510 4600 52 5790	Meter base replacement and repair	1.0000	20,000.00	20,000.00
510 4600 52 5790	Misc. material - rope, glue, cable clean, etc.	1.0000	6,000.00	6,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 5790 - R&M-Distribution System				
510 4600 52 5790	Primary PT and CT equipment	1.0000	6,000.00	6,000.00
510 4600 52 5790	Regulator Control Panels	1.0000	2,000.00	2,000.00
510 4600 52 5790	Roadway lighting material and supplies	1.0000	10,000.00	10,000.00
510 4600 52 5790	Transformer and switchgear repair	1.0000	25,000.00	25,000.00
510 4600 52 5790	Wire and cable	1.0000	194,300.00	194,300.00
	Account 52 5790 - R&M-Distribution System Totals	Transactions	17	\$425,000.00
Account 52 6000 - Advertising Expense				
510 4600 52 6000	Marketing, Promotional Items	1.0000	10,000.00	10,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	\$10,000.00
Account 52 6100 - Auto Insurance				
510 4600 52 6100	Apex Auto Liability	1.0000	38,736.00	38,736.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$38,736.00
Account 52 6110 - Other Insurance				
510 4600 52 6110	Apex Insurance Personnel	1.0000	15,008.00	15,008.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$15,008.00
Account 52 6130 - Miscellaneous Services				
510 4600 52 6130	Commercial meter testing - ECG	56.0000	125.00	7,000.00
510 4600 52 6130	ECG Services	1.0000	11,700.00	11,700.00
510 4600 52 6130	Georgia Underground Annual Fees	1.0000	3,000.00	3,000.00
510 4600 52 6130	Haz Mat testing and disposal	1.0000	3,300.00	3,300.00
510 4600 52 6130	PCB Tracking software license renewal	1.0000	400.00	400.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	5	\$25,400.00
Account 52 6150 - Engineering Services				
510 4600 52 6150	Engineering and analytical services - ECG	1.0000	45,000.00	45,000.00
	Account 52 6150 - Engineering Services Totals	Transactions	1	\$45,000.00
Account 52 6170 - Contractual Services				
510 4600 52 6170	AMI Contract - ECG/GE - includes new meter growth	1.0000	785,000.00	785,000.00
510 4600 52 6170	Call Center	1.0000	31,300.00	31,300.00
510 4600 52 6170	ECG Pole attachment management	1.0000	13,700.00	13,700.00
	Account 52 6170 - Contractual Services Totals	Transactions	3	\$830,000.00
Account 52 6200 - Training				
510 4600 52 6200	Apprentice Lineman training	1.0000	3,000.00	3,000.00
510 4600 52 6200	ECG Safety Training	1.0000	30,000.00	30,000.00
510 4600 52 6200	Traffic Control Workshop	1.0000	1,200.00	1,200.00
	Account 52 6200 - Training Totals	Transactions	3	\$34,200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 6210 - Dues				
510 4600 52 6210	APPA Annual Dues and Membership	1.0000	15,000.00	15,000.00
	Account 52 6210 - Dues Totals	Transactions	1	\$15,000.00
Account 52 6220 - Subscription/Publications				
510 4600 52 6220	Georgia Trend & Atlanta Business Chronicle	1.0000	400.00	400.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	\$400.00
Account 52 6230 - Conventions/Meetings				
510 4600 52 6230	Department development meetings	1.0000	2,850.00	2,850.00
510 4600 52 6230	ECG Annual Meeting	1.0000	1,500.00	1,500.00
510 4600 52 6230	ECG Economic Dev. Summit	1.0000	1,500.00	1,500.00
510 4600 52 6230	ECG Operations & Engineering Conference	1.0000	1,500.00	1,500.00
510 4600 52 6230	MEAG Annual Meeting	1.0000	1,650.00	1,650.00
510 4600 52 6230	Utility Council host meeting	1.0000	1,000.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	6	\$10,000.00
Account 52 6510 - Claims Not Workmans Comp.				
510 4600 52 6510	Allocated by finance	1.0000	2,000.00	2,000.00
	Account 52 6510 - Claims Not Workmans Comp. Totals	Transactions	1	\$2,000.00
Account 52 6550 - Consulting Fees - Edp				
510 4600 52 6550	Auto Cad license renewal	1.0000	750.00	750.00
	Account 52 6550 - Consulting Fees - Edp Totals	Transactions	1	\$750.00
Account 52 6560 - Workers Comp/Administrati				
510 4600 52 6560	Apex Insurance Workers Comp	1.0000	3,200.00	3,200.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$3,200.00
Account 52 6580 - Unemployment Compensation				
510 4600 52 6580	Allocated	1.0000	2,500.00	2,500.00
	Account 52 6580 - Unemployment Compensation Totals	Transactions	1	\$2,500.00
Account 52 6600 - Claims Workers Comp.				
510 4600 52 6600	Workers Comp Claims	1.0000	500.00	500.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	\$500.00
Account 53 5680 - Tires				
510 4600 53 5680	3 passenger cars and 2 pickup trucks	8.0000	125.00	1,000.00
510 4600 53 5680	9 Construction vehicles and trailers	1.0000	2,000.00	2,000.00
	Account 53 5680 - Tires Totals	Transactions	2	\$3,000.00
Account 53 6030 - Power Purchases				
510 4600 53 6030	MEAG & SEPA - includes \$1 million YES credit	1.0000	30,800,000.00	30,800,000.00
	Account 53 6030 - Power Purchases Totals	Transactions	1	\$30,800,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 53 7010 - Tools/Shop Supplies				
510 4600 53 7010	1/2 Ton Lift	4.0000	420.00	1,680.00
510 4600 53 7010	Air compressor to drive air spade	1.0000	9,000.00	9,000.00
510 4600 53 7010	Air Spade foe Excavating Conductor	1.0000	8,000.00	8,000.00
510 4600 53 7010	Bucket Rescue Kit	4.0000	250.00	1,000.00
510 4600 53 7010	Chain saw - 26" bar	1.0000	1,000.00	1,000.00
510 4600 53 7010	Compression tool	4.0000	325.00	1,300.00
510 4600 53 7010	Digging tools	5.0000	300.00	1,500.00
510 4600 53 7010	Fiberglass ladder	1.0000	250.00	250.00
510 4600 53 7010	Hammer drill	1.0000	525.00	525.00
510 4600 53 7010	Hand tools	12.0000	85.00	1,020.00
510 4600 53 7010	Haness/Lanyards	4.0000	525.00	2,100.00
510 4600 53 7010	Hydraulic Ground Rod Driver	1.0000	550.00	550.00
510 4600 53 7010	Hydraulic Impact Wrench	3.0000	825.00	2,475.00
510 4600 53 7010	Hydraulic Tamp	1.0000	1,000.00	1,000.00
510 4600 53 7010	Line Hose	1.0000	500.00	500.00
510 4600 53 7010	Lineman Wrench	5.0000	60.00	300.00
510 4600 53 7010	Linemen Skinning Knife	10.0000	80.00	800.00
510 4600 53 7010	Lowell Wrench	3.0000	175.00	525.00
510 4600 53 7010	Miscellaneous tools	5.0000	221.00	1,105.00
510 4600 53 7010	Phase Stick	1.0000	900.00	900.00
510 4600 53 7010	Ratchet Cutter	4.0000	275.00	1,100.00
510 4600 53 7010	Rotation Meter	2.0000	325.00	650.00
510 4600 53 7010	STIHL Saw	3.0000	365.00	1,095.00
510 4600 53 7010	Two Ton Hoist	2.0000	250.00	500.00
510 4600 53 7010	Wire Grips	5.0000	225.00	1,125.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	25	\$40,000.00
Account 53 7091 - Road Signs & Delineators				
510 4600 53 7091	Detector Loop Repair	2.0000	2,000.00	4,000.00
510 4600 53 7091	Pedestrian signal equipment	1.0000	3,850.00	3,850.00
510 4600 53 7091	Railroad crossing blank out signs	2.0000	2,700.00	5,400.00
510 4600 53 7091	Signal equipment	1.0000	5,000.00	5,000.00
510 4600 53 7091	Signal repair	1.0000	41,750.00	41,750.00
	Account 53 7091 - Road Signs & Delineators Totals	Transactions	5	\$60,000.00
Account 53 7110 - Safety Supplies				
510 4600 53 7110	30 KV cover blankets	8.0000	140.00	1,120.00
510 4600 53 7110	30 KV split blankets	8.0000	150.00	1,200.00
510 4600 53 7110	Boom and Derrick truck annual testing	6.0000	350.00	2,100.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 53 7110 - Safety Supplies				
510 4600 53 7110	Cold weather gear replacement	4.0000	250.00	1,000.00
510 4600 53 7110	Fire Retardant safety vests	5.0000	150.00	750.00
510 4600 53 7110	Personal protective hard hats, glasses, harnesses	10.0000	700.00	7,000.00
510 4600 53 7110	Rain gear	3.0000	225.00	675.00
510 4600 53 7110	Rubber goods testing and replacement	1.0000	4,400.00	4,400.00
510 4600 53 7110	Safety cones and flags	4.0000	250.00	1,000.00
510 4600 53 7110	Tool apron	2.0000	125.00	250.00
510 4600 53 7110	Utility work signs	8.0000	175.00	1,400.00
	Account 53 7110 - Safety Supplies Totals	Transactions	11	\$20,895.00
Account 53 7121 - Computer Hardware				
510 4600 53 7121	Laptop Replacement	1.0000	1,500.00	1,500.00
510 4600 53 7121	PC Replacement	1.0000	1,500.00	1,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	\$3,000.00
Account 53 7310 - Office Supplies				
510 4600 53 7310	Plotter Ink, replacement pens, paper	1.0000	1,200.00	1,200.00
510 4600 53 7310	Replacement Ink cartridges for 2 HP Color Laser M477	24.0000	120.00	2,880.00
510 4600 53 7310	Standard office supplies	1.0000	4,500.00	4,500.00
	Account 53 7310 - Office Supplies Totals	Transactions	3	\$8,580.00
Account 54 7700 - Capital Improvement Fund				
510 4600 54 7700	Large customer line extension & transformer	1.0000	150,000.00	150,000.00
	Account 54 7700 - Capital Improvement Fund Totals	Transactions	1	\$150,000.00
Account 54 7710 - Electric Improvements				
510 4600 54 7710	6 Point Homes on Fairway	1.0000	75,000.00	75,000.00
510 4600 54 7710	6 West Subdivision	1.0000	250,000.00	250,000.00
510 4600 54 7710	Distribution Automation	1.0000	350,000.00	350,000.00
510 4600 54 7710	EV Charging Stations at the Arena	1.0000	20,000.00	20,000.00
510 4600 54 7710	Hawthorne Subdivision	1.0000	250,000.00	250,000.00
510 4600 54 7710	Project Diamond Multi Family	1.0000	50,000.00	50,000.00
510 4600 54 7710	Rhodes St. & 6 West Development	1.0000	125,000.00	125,000.00
510 4600 54 7710	Sheraton Hotel service	1.0000	225,000.00	225,000.00
510 4600 54 7710	Transformer stock	1.0000	150,000.00	150,000.00
510 4600 54 7710	W. Fayetteville Road Subdivision	1.0000	200,000.00	200,000.00
	Account 54 7710 - Electric Improvements Totals	Transactions	10	\$1,695,000.00
Account 54 7850 - Other System Improvements				
510 4600 54 7850	Alexander Landing Cable Upgrades	1.0000	125,000.00	125,000.00
510 4600 54 7850	ATL Data Center Circuit Completion	1.0000	150,000.00	150,000.00
510 4600 54 7850	Global Gateway & Riverdale signal upgrades	1.0000	65,000.00	65,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 54 7850 - Other System Improvements				
510 4600 54 7850	Godby Road & Scofield signal upgrades	1.0000	65,000.00	65,000.00
510 4600 54 7850	Leslie & Main traffic signal upgrades	1.0000	85,000.00	85,000.00
510 4600 54 7850	Riverdale Road & I85 N. signal upgrades	1.0000	65,000.00	65,000.00
510 4600 54 7850	Riverdale Road & I85S signal upgrades	1.0000	65,000.00	65,000.00
	Account 54 7850 - Other System Improvements Totals	Transactions	7	\$620,000.00
Account 54 7860 - Street Lighting				
510 4600 54 7860	Decorative Lighting	1.0000	100,000.00	100,000.00
510 4600 54 7860	LED Street Lighting additions/upgrades	1.0000	70,000.00	70,000.00
	Account 54 7860 - Street Lighting Totals	Transactions	2	\$170,000.00
Account 58 1200 - CAPITAL LEASE PRINCIPAL				
510 4600 58 1200	Unit 545 Bucket Truck (New Lease/5Year)	1.0000	50,000.00	50,000.00
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	1	\$50,000.00
	Department 4600 - Electric/Line Totals	Transactions	150	\$35,845,699.00
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	150	\$35,845,699.00
	EXPENSES Totals	Transactions	150	\$35,845,699.00
	Grand Totals	Transactions	150	\$35,845,699.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number: **Power - Line- 46000**

Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

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 2021-22

Fund: 510		Department and Number:	Power – Line - 4600
<u> x </u>	New Replacement for Vehicle/Equipment No. 545	Priority: <u> 20 </u>	
Vehicle Type	<u> </u> Sedan 2 Door <u> </u> Sedan 4 Door <u> </u> Cruiser <u> </u> Station Wagon <u> </u> Van <u> </u> 1/2 ton Truck <u> </u> 3/4 ton Truck <u> </u> Sanitation Front Loader <u> </u> Sanitation Rear Loader <u> X </u> Other	Information on Vehicle/Equipment Being Replaced <u> </u> Age of Vehicle/Equipment Being Replaced <u> 14 years </u> <u> </u> Units of Use to Date (hours, miles, etc.) <u> </u> Total Operating/Maintenance Costs to Date <u> </u> Actual FYE 2019-20 Maintenance Cost <u> </u> Actual FYE 2019-20 Operating Cost <u> </u> Estimated FYE 2020-21 Maintenance Cost <u> </u> Estimated FYE 2020-21 Operating Cost	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN# 1HTMMAA27H441942 2007 International 4300D	
Justification/Description: Unit 545 is a 14 year old bucket truck that is less reliable and less safe.		Recommended Disposition of Replaced Item: <u> </u> Sell by Sealed Bid <u> x </u> <u> </u> Sell at Auction <u> </u> Retain as Backup <u> </u> Dismantle and Use for Parts <u> </u> Junk <u> </u> Other	
Purchase Option New Vehicle/Equipment <u> </u> Purchase Price <u> </u> Estimated Useful Life <u> </u> Estimated Use During 2021-22 <u> </u> Estimated Operating Cost During 2021-22		Rental Option New Vehicle/Equipment <u> \$50,000 </u> Rental/Lease Cost per Year <u> 5 years </u> Estimated Length of Rental/Lease <u> daily </u> Estimated Use During 2016-17 <u> </u> Estimated Operating Cost During 2021-22	

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

Dept: Power- Line Fuel Type:

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year Mileage	Curr Year Mileage	Hours	Tag #.	
<i>All Departments are required to submit a vehicle inventory list.</i>										Updated	
512-D	2008	Ford	F-450	1FDXF46RX8EB69267	59,000.00	8/6/2007	8,639	8,900		GV19226	x
517-G	2008	Ford	F-250	1FTSW21YX8EC00468	26,754.00	8/14/2007	85,190	90,463		GV19225	x
523-G	2017	Ford	Fusion	3FA6P0G70HR358144	23,000.00	4/25/2017	3,274	5,223		GV8330K	x
530-G	2018	Ford	F-150	1FTEX1CB9JFE78260	25,840.00	11/30/2018	3,639	6032	463	GV1757M	x
533	2020	Ford	Fusion	3FA6P0G73LR237276	18,060.00	2/3/2020	0	1910		GV6853N	x
533-G	2002	Ford	Taurus	1FAFP53U02A155054	14,943.00	12/18/2001	82,326	83,198		133111	x
534-G	2008	Chev	Impala	2G1WT58K081313658	21,962.00	5/13/2008	51,561	53,496		GV19211	x
536-D	2007	Inter.	4300SBA	1HTMMAAN37H534985	133,793.00	4/17/2007	35,495	36,125	4605	136722	x
538-D	2013	Inter.	7300/SBA	1HTZZAAR0DJ196136	182,534.00	1/19/2013	46,900	50,124	7235	133113	x
539-D*	2006	Inter.	4300SBA	1HTMMAAN46H340917	125,258.00	8/2/2005	83,199	84,349		133115	x
540-D	2011	Inter.	4300SBA	1HTMMAAN8BH289934	188,824.00	12/30/2010	44,710	47,420	6876	133114	x
542	2006	Altel	Trailer	5TP6830226H00648	85,000.00	9/1/2006	N/A			N/A	x
543-D	2013	Inter.	7400	1HTWHAAT0DH405352	236,106.00	9/13/2012	7,139	7,504	1051	133112	x
545-D	2007	Inter.	4300/D	1HTMMAAN27H441942	125,818.00	7/28/2006	68,164	69,604	11503	133098	x
546-D	2020	Altec	MS106	1FVACFC9LHLB6301	216,522.00	10/1/2019	0	3,715	455	GV6828N	x
550	1987	Butler	Trailer	1BUC20204H1002074	6,050.00	12/22/1987	N/A			N/A	x
551	1999	Trailer	Trailer	123WM2429X1T12068	38,310.00	1/7/2000	N/A			N/A	x
555	1995	Puller	Trailer	123WM141151T20153	29,100.00	2/13/1995	N/A			133118	x
556	2009	Butler	Trailer	1BUC2020291005368	12,648.00	5/13/2009	N/A			N/A	x
559	2003	Altel	Trailer	4HAABZ003B0000001	19,000.00	9/1/2003	N/A			N/A	x
560	2015	Kubota	Track Hoe	22782	44,749.00	3/16/2015	N/A		589	N/A	x
561	2019	Ditchwitch	Trencher	DWPC24XAVK0001709	19,000.00	9/1/2003	N/A		18	N/A	x

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Salvage

*Used by It in 2020

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021-22

Department: Power	Division: Line	Fund: 510	Department Number: 4600
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Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
54-7590	Vehicles - Replace	Electric Fund	\$0	\$22,000 Unit 534	\$22,000 Unit 517	\$0	\$0
	Large Vehicles - Replace	Electric Fund	\$0	\$100,000 Unit 536	\$100,000	\$150,000 Unit 538	\$200,000 Unit 543
54-7700	Capital Improvement						
	Large Customer Line Extension and switch/transformer installations	Electric Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
54-7710	Electric Improvements						
	Transformer Stock	Electric Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Distribution Automation	Electric Fund	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000
	Hawthorne Subdivision	Electric Fund	\$250,000	\$0	\$0	\$0	\$0
	6 West Subdivision	Electric Fund	\$250,000	\$380,000	\$0	\$0	\$0
	Sheraton Hotel Service	Electric Fund	\$225,000	\$0	\$0	\$0	\$0
	Rhodes St. & 6 West Development	Electric Fund	\$125,000	\$150,000	\$150,000	\$0	\$0
	6 Point Homes on Fairway	Electric Fund	\$75,000	\$0	\$0	\$0	\$0
	W. Fayetteville Road Subdivision	Electric Fund	\$200,000	\$150,000	\$150,000	\$0	\$0
	Project Diamond Multi Family	Electric Fund	\$50,000	\$0	\$0	\$0	\$0
	EV Charging Stations at the Arena	Electric Fund	\$20,000	\$0	\$0	\$0	\$0
54-7850	Other System Improvements						
	Alexander Landing Cable Upgrades	Electric Fund	\$125,000	\$0	\$0	\$0	\$0
	Global Gateway & Riverdale Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Leslie & Main Traffic Upgrade	Electric Fund	\$85,000	\$0	\$0	\$0	\$0
	Godby Road & Scofield Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & I-85 N. Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & I-85 S. Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	ATL Data Center Completion	Electric Fund	\$150,000	\$0	\$0	\$0	\$0
54-7860	Street Lighting						
	Private Lighting - LED Upgrades	Electric Fund	\$0	\$50,000	\$50,000	\$50,000	\$50,000
	Decorative Lighting	Electric Fund	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
	Lakeshore Decorative Lighting	Electric Fund	\$0	\$0	\$0	\$0	\$0
	LED Street Lighting Additions/Upgrades	Electric Fund	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000
Totals			\$2,635,000	\$1,452,000	\$1,072,000	\$800,000	\$850,000

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7700
Division: Line Department Number: 4600
Item/Project Name: Large Customer Line Extension
Item/Project Manager: Glenn Spivey Priority Rating: 21
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$150,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$150,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Large Customer Line Extension

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 150,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Transformers - New and Replacement
Item/Project Manager: Glenn Spivey Priority Rating: 22
Units Requested: N/A
Number of Similar Units on Hand: N/A

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☒ Other Department Use: Repair

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

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

Cost Breakdown:	Estimated Useful Life <u>30 years</u>
	Estimated Cost <u>\$150,000.00</u>
	Less: Trade In <u></u>
	Net Cost <u>\$150,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Transformers - New and Replacement

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 150,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ 260,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$1,010,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

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

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

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

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

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

Disposition of item replaced: N/A

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

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

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

Cost Breakdown: 9 units at \$33,000 each plus \$50K installation

Estimated Useful Life	<u>20 years</u>
Estimated Cost	<u>\$350,000.00</u>
Less: Trade In	<u>\$0</u>
Net Cost	<u>\$350,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made with lowest qualified bidder meeting College Park specifications for item(s) bid.
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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Distribution Automation System

Project Description:

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

Project Justification and Impact:

Materials and labor required to install the Distribution Automation to improve reliability of power and power restoration to the customers. Three circuits will be completed in 2021-2022 and two circuits per year afterwards.

Project Costs: \$ 350,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 350,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$1,150,000

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

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

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$250,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$250,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Hawthorne Subdivision

Project Description:

Install new underground power system and lighting for 300+ new homes.

Project Justification and Impact:

This project will result in over 300 extra customers.

Project Costs: \$ 250,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: 6 West Subdivision
Item/Project Manager: Glenn Spivey Priority Rating: 3
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$250,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$250,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

6 West Subdivision

Project Description:

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

Project Justification and Impact:

This project will result in over 500 new customers.

Project Costs: \$250,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Sheraton Hotel Underground Service
Item/Project Manager: Glenn Spivey Priority Rating: 6
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Sheraton Hotel Underground Service

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 225,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Rhodes St. and 6 West Development
Item/Project Manager: Glenn Spivey Priority Rating: 4
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Initial infrastructure to be installed for underground service to commercial developments.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will be adding new commercial customers to the 6 West development.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$125,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$125,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Rhodes Street & 6 West Development

Project Description:

Install new underground infrastructure to support the development of the 6 West project.

Project Justification and Impact:

This project will result in many new commercial customers including at least one hotel.

Project Costs: \$125,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: 6 Point Homes on Fairway
Item/Project Manager: Glenn Spivey Priority Rating: 2
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Underground service and decorative lighting to serve 24 new homes on Fairway Drive.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will be adding 24 new residential home customers.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$75,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$75,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

6 Point Homes on Fairway

Project Description:

Install new underground power system and decorative lighting for 24 new homes on Fairway Drive.

Project Justification and Impact:

This project will result in over 24 extra customers.

Project Costs: \$75,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: West Fayetteville Road Subdivision
Item/Project Manager: Glenn Spivey Priority Rating: 8
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Install new underground, transformers, and lighting for a 300+ new homes development, with only about 120 being completed in 2021-2022.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will add over 300 additional customers, 120 of them in 2022.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$200,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$200,000.00</u>

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

West Fayetteville Subdivision

Project Description:

Install new underground power system and lighting for 300+ new homes with 100+ being completed in 2022.

Project Justification and Impact:

This project will result in over 300 extra customers.

Project Costs: \$ 200,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 200,000	\$150,000	\$150,00	\$ -	\$ -	\$ 500,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Project Diamond Multi Family
Item/Project Manager: Glenn Spivey Priority Rating: 7
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Underground service and new transformer to serve a 61 unit multi-family apartments as well as retail, located adjacent to the Methodist Church on E. Harvard Avenue.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will be adding 61+ customers.

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Project Diamond Multi Family

Project Description:

Install new underground power system for 61+ new apartments with retail on E. Harvard Avenue.

Project Justification and Impact:

This project will result in over 61 extra customers.

Project Costs: \$ 50,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: EV Charging Stations at the Arena
Item/Project Manager: Glenn Spivey Priority Rating: 22
Units Requested: 2
Number of Similar Units on Hand: 0

Description of Item/Project: Install 2 Charge Point level 2 dual EV charging stations at the Arena.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will be adding 24 new residential home customers.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$20,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$20,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from Charge Point to add to the existing units located on Harvard Avenue.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

EV Charging Stations at the Arena

Project Description:

Install (2) Level 2 Dual charging stations at the Arena parking area.

Project Justification and Impact:

This project will promote and attract attendees with electric vehicles.

Project Costs: \$ 20,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Useful Life: 10 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power

Fund: 510-54-7850

Division: Line

Department Number: 4600

Item/Project Name: Alexander Landing Apartment URD Cable Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 14

Units Requested:

Number of Similar Units on Hand: N/A

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

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

☐ Scheduled Replacement

☐ Expanded Service

☒ Replace Worn out Equipment

☐ New Operation

☒ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☒ Additional: Improve system reliability.

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

Disposition of item replaced:

☐ Sale

☐ Trade In

☒ Scrap

☐ Other Department Use

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

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

Cost Breakdown:

Estimated Useful Life 30 Years

Estimated Cost \$125,000.00

Less: Trade In N/A

Net Cost \$125,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Alexander Landing Apartment URD Cable Upgrades

Project Description:

Replace deteriorated underground primary cable to apartment complexes.

Project Justification and Impact:

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

Project Costs: \$125,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

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

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☐ Other Department Use

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Global Gateway and Riverdale Road.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 65,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Leslie Drive & Main St. Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 16
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☐ Other Department Use

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

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Leslie Drive & Main St.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 85,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Godby Road and Scofield Road Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 17
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☐ Other Department Use

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

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Godby Road & Scofield Road.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 65,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Riverdale Road and I85 N Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 18
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☐ Other Department Use

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

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

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

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 65,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Riverdale Road and I85 S Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 19
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☒ Scrap ☐ Other Department Use

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

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

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

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

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

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 65,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: ATL Data Center Expansion
Item/Project Manager: Glenn Spivey Priority Rating: 1
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Completion of the 4 circuits and transformer installation to serve the Data Center.

Explain need for this expenditure:

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

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

Disposition of item replaced:

☐ Sale ☐ Trade In ☐ Scrap ☐ Other Department Use

Justify need for this item, including use: This project will be adding up to 30 MW of additional load.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$150,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$150,000.00</u>

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

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

ATL Data Center Completion

Project Description:

Complete the power circuits for the expansion of the ATL Data Center.

Project Justification and Impact:

This project will result in adding up to 30 MW of power load.

Project Costs: \$150,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ 2,680,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$2,830,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power

Fund: 510-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Decorative Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 12

Units Requested: 56

Number of Similar Units on Hand: 12

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

Explain need for this expenditure:

☐ Scheduled Replacement

☒ Expanded Service

☒ Replace Worn Out Equipment

☒ New Operation

☐ Obsolete Equipment

☒ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

If replacement, describe item to be replaced:

N/A

Disposition of item replaced:

☐ Sale

☐ Trade In

☐ Scrap

☐ Other Department Use

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

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

Cost Breakdown: 56 Units at \$1785 each.

Estimated Useful Life 20 years

Estimated Cost \$100,000.00

Less: Trade In

Net Cost \$100,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Decorative Lighting

Project Description:

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

Project Justification and Impact:

Required as stock replacements for damaged existing lighting and improved lighting in the City.

Project Costs: \$ 100,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ 16,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 316,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-22

Department: Power

Fund: 510-54-7860

Division: Line

Department Number: 4600

Item/Project Name: LED Lighting Additions/Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 11

Units Requested: 210

Number of Similar Units on Hand: 25

Description of Item/Project: Upgrades on street lighting have been completed. This project will be adding more lights to the streets.

Explain need for this expenditure:

☐ Scheduled Replacement

☒ Expanded Service

☐ Replace Worn Out Equipment

☒ New Operation

☐ Obsolete Equipment

☒ Increased Safety Replacement

☐ Reduce Personnel Time

☒ Additional

If replacement, describe item to be replaced: None

Disposition of item replaced:

☐ Sale

☐ Trade In

☐ Scrap

☐ Other Department Use

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

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

Cost Breakdown: 210 lights x \$333 each

Estimated Useful Life 15 years

Estimated Cost \$70,000.00

Less: Trade In 0

Net Cost \$70,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

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

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Power/Line

Project Name or Title:

LED Street Lighting Additions/Upgrades.

Project Description:

Adding additional street lighting to areas throughout the City.

Project Justification and Impact:

LED street lighting upgrades are complete. These additional lights will adhere to the City's strategic plan under the security & safety section.

Project Costs: \$ 70,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 75,000	\$ 70,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 345,000

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Power Department – Line Division

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

The line division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits, and approximately 152 miles of overhead and underground line serving approximately 8,300 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

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

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

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

Program 21/22 Objectives: Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Begin Phase 1 of a distribution automation system
- Replace underground primary conductor at Alexander Landing apartments.
- Install new underground service to the Sheraton Hotel
- Install 40 new decorative lights at the Lakeshore Drive sidewalk project
- Upgrade traffic signals at Leslie & Main
- Upgrade traffic signals at Global Gateway & Riverdale Road
- Upgrade traffic signals at Godby Road & Scofield Road
- Upgrade traffic signals at Riverdale Road & I85N
- Upgrade traffic signals at Riverdale Road & I85S
- Add additional street lighting

- Provide underground service and lighting to the proposed Hawthorne Station subdivision
- Provide underground service and lighting to the proposed 6 West subdivision
- Provide underground service and lighting to the proposed W. Fayetteville subdivision
- Provide underground service and lighting to the proposed 6 Point homes on Fairway Drive
- Begin infrastructure installation on Rhodes St. and for the 6 West development
- Complete circuit extensions for the expansion of the ATL Data Center
- Provide underground service for the Project Diamond multi family apartments and retail

Performance Measures

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

Complete all projects as planned within the budget constraints.

Estimated 21/22
20

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections.

Estimated 21/22
5%

Performance Measures

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

Complete projects as budgeted

Estimated 21/22
7

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Estimated 21/22
6%

Performance Measures

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

Goals of project completion.

Actual 20/21
7

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Actual 20/21
7%

Program Name: Power Department – Line Division

Prior Year Highlights:

- Completed the LED conversion of LED streetlights throughout the City
- Provided new underground services to the Princeton Village housing expansion
- Provided new underground services to the Hanover homes
- Began construction of 4 new power circuits for the expansion of the ATL Data Center
- Began installing additional street lights throughout the City for increased safety
- Replaced underground primary service to the Diplomat apartments

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2021-22

Fund: **100**

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

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Customer Service

Prepared By: Hugh Richardson

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

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

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

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2021-22

Fund: **100**

Department and Number: **Meter - 4620**

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Meter

Prepared By: Hugh Richardson

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

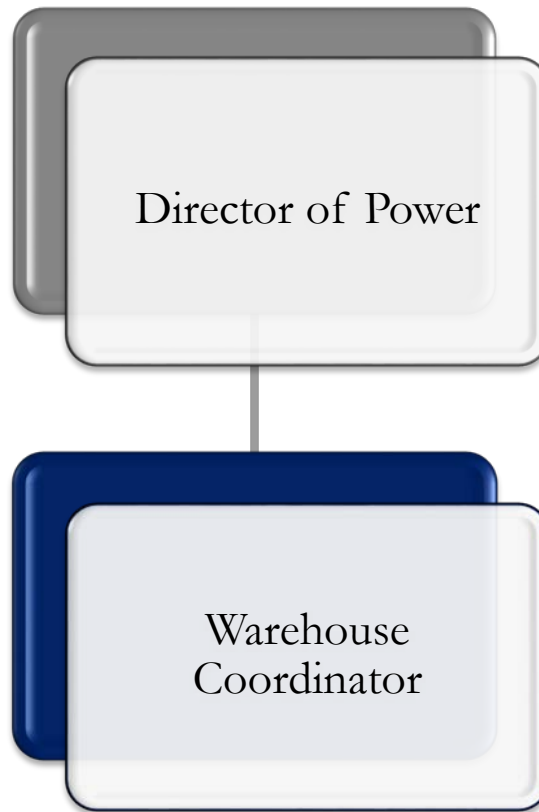
Reason for Requesting: To promote Public /Green Power Week, City employees, along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote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

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



POWER WAREHOUSE

Power Warehouse Organizational Chart



Fund: 510	Department and Number: Warehouse 4610				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Warehouse Coordinator	1	1	1	1	1
Total Personnel:	1	1	1	1	1



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4610 - Warehouse								
Personnel Services								
51 5010	Salary/Operating	48,454.04	48,256.00	34,339.03	71	48,262.00	48,262.00	
51 5020	Salary/Overtime	69.61	500.00	87.01	17	500.00	500.00	
51 5190	Medicare	573.56	700.00	399.90	57	700.00	700.00	
Personnel Services Totals		\$49,097.21	\$49,456.00	\$34,825.94	70%	\$49,462.00	\$49,462.00	0%
Employee Benefits								
51 5150	City Pension Contribution	9,908.71	9,897.00	7,251.15	73	9,899.00	9,899.00	
51 5161	Life Insurance	49.66	50.00	36.29	73	50.00	50.00	
51 5163	ST Disability Insurance	129.48	130.00	94.62	73	130.00	130.00	
51 5164	LT Disability Insurance	95.94	96.00	70.11	73	96.00	96.00	
51 5165	Health Insurance	13,137.54	14,780.00	10,699.85	72	14,642.00	14,642.00	(1)
51 5166	Dental Insurance	613.34	613.00	448.21	73	613.00	613.00	
51 5180	Uniforms	590.60	800.00	.00		800.00	800.00	
Employee Benefits Totals		\$24,525.27	\$26,366.00	\$18,600.23	71%	\$26,230.00	\$26,230.00	(1%)
Communications & Util.								
52 5240	Telephone	330.45	2,124.00	.00		2,124.00	2,124.00	
52 5270	Water	2,376.71	3,000.00	582.88	19	3,000.00	3,000.00	
Communications & Util. Totals		\$2,707.16	\$5,124.00	\$582.88	11%	\$5,124.00	\$5,124.00	0%
Repair & Maintenance								
52 5700	R&M - Vehicles	5,697.30	6,948.00	3,676.45	53	7,733.00	7,733.00	11
52 5720	R&M Communication Equip	477.58	3,000.00	.00		3,000.00	3,000.00	
52 5730	R&M - D/P Equipment	28.15	1,232.00	3,995.04	324	1,341.00	1,341.00	9
53 5680	Tires	.00	1,630.00	.00		1,630.00	1,630.00	
Repair & Maintenance Totals		\$6,203.03	\$12,810.00	\$7,671.49	60%	\$13,704.00	\$13,704.00	7%
Building Maintenance								
52 5740	R&M-Buildings	2,596.75	2,700.00	963.45	36	2,700.00	2,700.00	
Building Maintenance Totals		\$2,596.75	\$2,700.00	\$963.45	36%	\$2,700.00	\$2,700.00	0%
Training & Education								
52 6200	Training	.00	400.00	.00		400.00	400.00	
Training & Education Totals		\$0.00	\$400.00	\$0.00	0%	\$400.00	\$400.00	0%
Other Services & Charges								
52 6100	Auto Insurance	2,594.32	2,742.00	1,690.86	62	1,937.00	1,937.00	(29)
52 6110	Other Insurance	1,056.18	1,060.00	992.54	94	1,251.00	1,251.00	18
52 6130	Miscellaneous Services	10,812.67	7,700.00	4,675.20	61	8,524.00	8,524.00	11



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4610 - Warehouse								
Other Services & Charges								
52 6560	Workers Comp/Administrati	387.87	273.00	232.76	85	267.00	267.00	(2)
	Other Services & Charges Totals	\$14,851.04	\$11,775.00	\$7,591.36	64%	\$11,979.00	\$11,979.00	2%
	Materials & Supplies							
53 7000	Gas & Oil	400.00	500.00	173.17	35	500.00	500.00	
53 7010	Tools/Shop Supplies	.00	150.00	.00		150.00	150.00	
53 7020	Janitorial Supplies	39.63	300.00	28.75	10	300.00	300.00	
53 7150	Other Operating Supplies	196.37	.00	.00		.00	.00	
53 7310	Office Supplies	52.21	200.00	31.69	16	200.00	200.00	
	Materials & Supplies Totals	\$688.21	\$1,150.00	\$233.61	20%	\$1,150.00	\$1,150.00	0%
	Capital Outlay							
54 7590	Vehicles - Replace	25,045.00	.00	.00		.00	.00	
	Capital Outlay Totals	\$25,045.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
Department 4610 - Warehouse Totals		\$125,713.67	\$109,781.00	\$70,468.96	64%	\$110,749.00	\$110,749.00	1%
EXPENSE TOTALS		\$125,713.67	\$109,781.00	\$70,468.96	64%	\$110,749.00	\$110,749.00	1%
Fund 510 - ELECTRIC/POWER FUND Totals								
EXPENSE TOTALS		\$125,713.67	\$109,781.00	\$70,468.96	64%	\$110,749.00	\$110,749.00	1%
Fund 510 - ELECTRIC/POWER FUND Totals		(\$125,713.67)	(\$109,781.00)	(\$70,468.96)	64%	(\$110,749.00)	(\$110,749.00)	1%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$125,713.67	\$109,781.00	\$70,468.96	64%	\$110,749.00	\$110,749.00	1%
Net Grand Totals		(\$125,713.67)	(\$109,781.00)	(\$70,468.96)	64%	(\$110,749.00)	(\$110,749.00)	1%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4610 - Warehouse				
Account 52 5240 - Telephone				
510 4610 52 5240	Verizon Wireless	12.0000	177.00	2,124.00
	Account 52 5240 - Telephone Totals	Transactions	1	\$2,124.00
Account 52 5270 - Water				
510 4610 52 5270	Clayton Co. Sewer	12.0000	40.00	480.00
510 4610 52 5270	Clayton Co. Water	12.0000	170.00	2,040.00
510 4610 52 5270	Clayton Co. Water - minimum	12.0000	40.00	480.00
	Account 52 5270 - Water Totals	Transactions	3	\$3,000.00
Account 52 5700 - R&M - Vehicles				
510 4610 52 5700	Moody's Garage	1.0000	5,448.00	5,448.00
510 4610 52 5700	R&M for 2 fork lifts and 1 pickup truck	1.0000	1,500.00	1,500.00
510 4610 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
510 4610 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	4	\$7,733.00
Account 52 5720 - R&M Communication Equip				
510 4610 52 5720	Power operated gate repair	2.0000	1,500.00	3,000.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$3,000.00
Account 52 5730 - R&M - D/P Equipment				
510 4610 52 5730	Civic Plus	1.0000	445.00	445.00
510 4610 52 5730	Email license	1.0000	224.00	224.00
510 4610 52 5730	Mimecast	1.0000	169.00	169.00
510 4610 52 5730	New World allocation	1.0000	503.00	503.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	\$1,341.00
Account 52 5740 - R&M-Buildings				
510 4610 52 5740	Normal R&M for HVAC, Plumbing, Gate	1.0000	2,500.00	2,500.00
510 4610 52 5740	Pest Control	1.0000	100.00	100.00
510 4610 52 5740	Safety Floor Mats	1.0000	100.00	100.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	3	\$2,700.00
Account 52 6100 - Auto Insurance				
510 4610 52 6100	Apex Auto Liability	1.0000	1,937.00	1,937.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$1,937.00
Account 52 6110 - Other Insurance				
510 4610 52 6110	Apex Insurance Allocation	1.0000	1,251.00	1,251.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$1,251.00
Account 52 6130 - Miscellaneous Services				
510 4610 52 6130	Commercial dumpster for 1060 Warehouse	12.0000	350.00	4,200.00
510 4610 52 6130	Hyper-Web Inventory System - ECG	12.0000	277.00	3,324.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4610 - Warehouse				
Account 52 6130 - Miscellaneous Services				
510 4610 52 6130	Portable Toilet service for 1060 Warehouse	1.0000	1,000.00	1,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	3	\$8,524.00
Account 52 6200 - Training				
510 4610 52 6200	Inventory Control Systems	1.0000	400.00	400.00
	Account 52 6200 - Training Totals	Transactions	1	\$400.00
Account 52 6560 - Workers Comp/Administrati				
510 4610 52 6560	Apex Insurance Workers Comp	1.0000	267.00	267.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$267.00
Account 53 5680 - Tires				
510 4610 53 5680	1 Tire for Pickup Truck	1.0000	130.00	130.00
510 4610 53 5680	Tires for Forklift	4.0000	375.00	1,500.00
	Account 53 5680 - Tires Totals	Transactions	2	\$1,630.00
Account 53 7000 - Gas & Oil				
510 4610 53 7000	Propane for 2 forklifts and gasoline for 1 pickup	1.0000	500.00	500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	\$500.00
Account 53 7010 - Tools/Shop Supplies				
510 4610 53 7010	Warehouse tools & supplies	1.0000	150.00	150.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	\$150.00
Account 53 7020 - Janitorial Supplies				
510 4610 53 7020	Basic cleaning supplies and housekeeping maintenance	1.0000	300.00	300.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	\$300.00
Account 53 7310 - Office Supplies				
510 4610 53 7310	Standard office supplies	1.0000	200.00	200.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$200.00
	Department 4610 - Warehouse Totals	Transactions	29	\$35,057.00
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	29	\$35,057.00
	EXPENSES Totals	Transactions	29	\$35,057.00
	Grand Totals	Transactions	29	\$35,057.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number: **Warehouse- 4610**

Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: 510		Department and Number: Electric Warehouse 4610	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
	Sedan 2 Door	Age of Vehicle/Equipment Being Replaced	
	Sedan 4 Door	Units of Use to Date (hours, miles, etc.)	
	Cruiser	Total Operating/Maintenance Costs to Date	
	Station Wagon	Actual FYE 2020-21 Maintenance Cost	
	Van	Actual FYE 2020-21 Operating Cost	
	1/2 ton Truck	Estimated FYE 2021-22 Maintenance Cost	
	3/4 ton Truck	Estimated FYE 2021-22 Operating Cost	
	Sanitation Front Loader		
	Sanitation Rear Loader		
	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item:	
		Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
	Purchase Price		Rental/Lease Cost per Year
	Estimated Useful Life		Estimated Length of Rental/Lease
	Estimated Use During 2021-22		Estimated Use During 2021-22
	Estimated Operating Cost During 2021-22		Estimated Operating Cost During 2021-22

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

Dept:

Fuel Type:

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
537	2020	Ford	F-150	1FTEX1CB2LFB20422	25,045.00	2/28/2020	8	382		GV6827N
93-P	1993	Forklift	Yale	GLP110MCNSBV108	18,000.00	7/31/1997			930	N/A
94-P	2006	Forklift	Yale	GLPO70VXEGSE087	28,947.00	11/30/2006			1050	N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G

City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021 - 22

Department: Electric Warehouse		Fund: 510		Department Number: 4610			
Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Electric Warehouse

Fund: 510

Division:

Department Number: 4610

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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 2022 BUDGET

Department/Division:

Electric Warehouse

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I – BUDGET PERFORMANCE

Power Department – Warehouse Division

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program Objectives:

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

Performance Measures

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

	Estimated 21/22
# of Budgeted Capital Projects/Programs	0

Prior Year Highlights:

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

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **510**

Department and Number: **Electric Warehouse 4610**

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

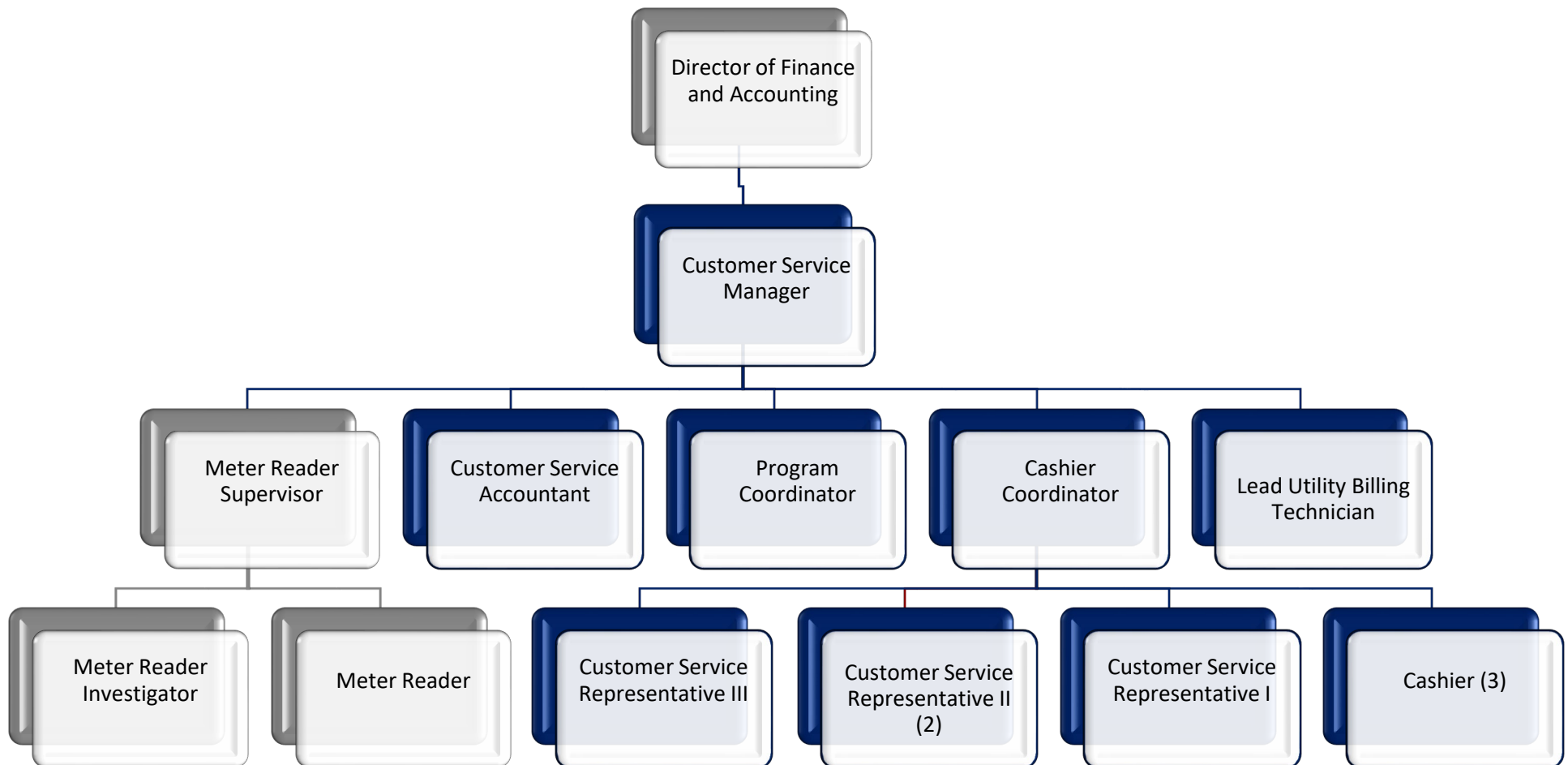
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



CUSTOMER SERVICE

Customer Service Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET**

Fund: 510

Department and Number: Customer Service 4630

	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Customer Service Manager	1	1	1	1	1
Program Coordinator	0	1	1	1	1
Cashier Coordinator	1	1	1	1	1
Cashier	2	2	2	3	3
Customer Service Rep I	1	1	1	1	1
Customer Service Rep II	2	2	2	2	2
Customer Service Rep III	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Lead Billing Technician	0	0	1	0	0
Customer Service Accountant	1	1	1	1	1
Part Time Positions	2	2	1	0	0
 Total Personnel:	 12	 13	 13	 12	 12



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	REVENUE							
	Department 4630 - Customer Service							
	Other Income							
34 1902	Misc. Income - Convenience Fees	65,051.94	.00	39,241.60		.00	.00	
	Other Income Totals	\$65,051.94	\$0.00	\$39,241.60	+++	\$0.00	\$0.00	+++
	Department 4630 - Customer Service Totals	\$65,051.94	\$0.00	\$39,241.60	+++	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$65,051.94	\$0.00	\$39,241.60	+++	\$0.00	\$0.00	+++
	EXPENSE							
	Department 4630 - Customer Service							
	Personnel Services							
51 5010	Salary/Operating	442,240.08	480,542.00	257,870.99	54	484,634.00	484,634.00	1
51 5020	Salary/Overtime	21,778.06	5,000.00	5,338.48	107	5,000.00	5,000.00	
51 5040	Shared Utility Payments	2,545.35	4,800.00	2,573.78	54	4,800.00	4,800.00	
51 5190	Medicare	6,103.72	6,968.00	3,438.26	49	7,027.00	7,027.00	1
	Personnel Services Totals	\$472,667.21	\$497,310.00	\$269,221.51	54%	\$501,461.00	\$501,461.00	1%
	Employee Benefits							
51 5150	City Pension Contribution	95,147.05	87,297.00	56,058.99	64	96,833.00	96,833.00	11
51 5161	Life Insurance	519.52	606.00	326.61	54	621.00	621.00	2
51 5163	ST Disability Insurance	473.32	820.00	273.98	33	820.00	820.00	
51 5164	LT Disability Insurance	360.36	681.00	210.90	31	681.00	681.00	
51 5165	Health Insurance	107,766.51	94,353.00	64,059.44	68	101,424.00	101,424.00	7
51 5166	Dental Insurance	2,002.65	1,846.00	1,201.37	65	2,051.00	2,051.00	11
51 5180	Uniforms	5,711.37	.00	.00		1,000.00	1,000.00	
	Employee Benefits Totals	\$211,980.78	\$185,603.00	\$122,131.29	66%	\$203,430.00	\$203,430.00	10%
	Communications & Util.							
52 5240	Telephone	29,326.46	33,517.00	12,875.20	38	33,789.00	33,789.00	1
52 5260	Heat & Power	8,033.00	8,100.00	6,835.19	84	.00	.00	(100)
52 5270	Water	329.05	450.00	162.93	36	.00	.00	(100)
52 5280	Other Communication/Util	982.80	1,000.00	789.75	79	.00	.00	(100)
	Communications & Util. Totals	\$38,671.31	\$43,067.00	\$20,663.07	48%	\$33,789.00	\$33,789.00	(22%)
	Repair & Maintenance							
52 5710	R&M Furn. & Equip.	9,777.00	.00	.00		3,500.00	.00	
52 5720	R&M Communication Equip	1,220.52	3,822.00	.00		300.00	300.00	(92)
52 5730	R&M - D/P Equipment	10,559.57	62,917.00	8,207.98	13	9,241.00	34,241.00	(46)
	Repair & Maintenance Totals	\$21,557.09	\$66,739.00	\$8,207.98	12%	\$13,041.00	\$34,541.00	(48%)



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4630 - Customer Service							
	Training & Education							
52 6200	Training	750.00	2,600.00	.00		3,500.00	3,500.00	35
52 6210	Dues	.00	255.00	.00		255.00	255.00	
52 6220	Subscription/Publications	.00	200.00	.00		200.00	200.00	
52 6230	Conventions/Meetings	.00	.00	.00		2,500.00	2,500.00	
	<i>Training & Education Totals</i>	\$750.00	\$3,055.00	\$0.00	0%	\$6,455.00	\$6,455.00	111%
	<i>Other Services & Charges</i>							
52 3505	Mileage Reimbursement	69.46	300.00	.00		100.00	100.00	(67)
52 5510	Consulting Fees	.00	3,000.00	1,400.00	47	3,000.00	3,000.00	
52 6050	Bank Charges	119,172.08	75,000.00	89,544.52	119	100,000.00	100,000.00	33
52 6110	Other Insurance	12,674.10	12,721.00	11,910.53	94	15,007.00	15,007.00	18
52 6130	Miscellaneous Services	3,756.42	3,000.00	2,282.27	76	4,500.00	4,500.00	50
52 6170	Contractual Services	88,658.24	11,465.00	106,606.39	930	110,000.00	110,000.00	859
52 6510	Claims Not Workmans Comp.	.00	.00	.00		500.00	500.00	
52 6560	Workers Comp/Administrati	797.68	3,272.00	2,793.18	85	3,200.00	3,200.00	(2)
52 6600	Claims Workers Comp.	4,768.02	.00	1,556.24		.00	.00	
	<i>Other Services & Charges Totals</i>	\$229,896.00	\$108,758.00	\$216,093.13	199%	\$236,307.00	\$236,307.00	117%
	<i>Materials & Supplies</i>							
52 7300	Postage	85,629.22	46,180.00	48,817.28	106	55,000.00	55,000.00	19
52 7320	Stationery & Printing	5,254.97	5,000.00	15,652.77	313	30,000.00	30,000.00	500
52 7330	Copy Expense	7,318.18	14,000.00	6,588.64	47	13,800.00	13,800.00	(1)
53 7050	Medical Services/Supplies	747.98	1,000.00	295.42	30	1,000.00	1,000.00	
53 7120	D/P Forms & Supplies	513.67	1,000.00	117.32	12	500.00	500.00	(50)
53 7121	Computer Hardware	3,626.79	2,500.00	.00		1,500.00	1,500.00	(40)
53 7122	Computer Supplies	159.93	1,000.00	.00		500.00	500.00	(50)
53 7150	Other Operating Supplies	3,882.92	3,300.00	307.60	9	2,630.00	1,610.00	(51)
53 7310	Office Supplies	14,209.65	13,815.00	4,479.88	32	20,000.00	20,000.00	45
53 7400	Emergency/Pandemic Expense	.00	.00	1,240.69		3,000.00	3,000.00	
	<i>Materials & Supplies Totals</i>	\$121,343.31	\$87,795.00	\$77,499.60	88%	\$127,930.00	\$126,910.00	45%
	<i>Accounting Charges</i>							
57 4000	Bad Debt Expense	1,475.39	7,000.00	1,014.90	14	3,000.00	3,000.00	(57)
	<i>Accounting Charges Totals</i>	\$1,475.39	\$7,000.00	\$1,014.90	14%	\$3,000.00	\$3,000.00	(57%)



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	510 - ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4630 - Customer Service							
	Debt Service							
58 2300	Other Debt	.00	.00	170.88		.00	.00	
	<i>Debt Service Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$170.88</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
Department	4630 - Customer Service Totals	<u>\$1,098,341.09</u>	<u>\$999,327.00</u>	<u>\$715,002.36</u>	<u>72%</u>	<u>\$1,125,413.00</u>	<u>\$1,145,893.00</u>	<u>15%</u>
	EXPENSE TOTALS	<u>\$1,098,341.09</u>	<u>\$999,327.00</u>	<u>\$715,002.36</u>	<u>72%</u>	<u>\$1,125,413.00</u>	<u>\$1,145,893.00</u>	<u>15%</u>
Fund	510 - ELECTRIC/POWER FUND Totals							
	REVENUE TOTALS	\$65,051.94	\$0.00	\$39,241.60	+++	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$1,098,341.09	\$999,327.00	\$715,002.36	72%	\$1,125,413.00	\$1,145,893.00	15%
Fund	510 - ELECTRIC/POWER FUND Totals	<u>(\$1,033,289.15)</u>	<u>(\$999,327.00)</u>	<u>(\$675,760.76)</u>	<u>68%</u>	<u>(\$1,125,413.00)</u>	<u>(\$1,145,893.00)</u>	<u>15%</u>
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$65,051.94	\$0.00	\$39,241.60	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$1,098,341.09	\$999,327.00	\$715,002.36	72%	\$1,125,413.00	\$1,145,893.00	15%
	Net Grand Totals	<u>(\$1,033,289.15)</u>	<u>(\$999,327.00)</u>	<u>(\$675,760.76)</u>	<u>68%</u>	<u>(\$1,125,413.00)</u>	<u>(\$1,145,893.00)</u>	<u>15%</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4630 - Customer Service				
Account 52 3505 - Mileage Reimbursement				
510 4630 52 3505	MILEAGE REIMBURSEMENT	1.0000	100.00	100.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	\$100.00
Account 52 5240 - Telephone				
510 4630 52 5240	AT&T Club	12.0000	205.00	2,460.00
510 4630 52 5240	Cisco Phone Upgrade	1.0000	357.00	357.00
510 4630 52 5240	Comcast	12.0000	262.00	3,144.00
510 4630 52 5240	Verizon Data Plan	12.0000	319.00	3,828.00
510 4630 52 5240	Verizon Wireless	12.0000	211.00	2,532.00
510 4630 52 5240	Windstream	12.0000	1,789.00	21,468.00
	Account 52 5240 - Telephone Totals	Transactions	6	\$33,789.00
Account 52 5510 - Consulting Fees				
510 4630 52 5510	NORTHSTAR CONSULTANT	1.0000	3,000.00	3,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	1	\$3,000.00
Account 52 5720 - R&M Communication Equip				
510 4630 52 5720	Headsets for CS Team	1.0000	300.00	300.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$300.00
Account 52 5730 - R&M - D/P Equipment				
510 4630 52 5730	Email License	1.0000	2,685.00	2,685.00
510 4630 52 5730	Mimecast	1.0000	828.00	828.00
510 4630 52 5730	Northstar Upgrade	1.0000	25,000.00	25,000.00
510 4630 52 5730	Tyler NW	1.0000	5,728.00	5,728.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	\$34,241.00
Account 52 6050 - Bank Charges				
510 4630 52 6050	Debit/Credit Card Fees for processing	1.0000	100,000.00	100,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	1	\$100,000.00
Account 52 6110 - Other Insurance				
510 4630 52 6110	Apex Insurance Personnel	1.0000	15,007.00	15,007.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$15,007.00
Account 52 6130 - Miscellaneous Services				
510 4630 52 6130	Customer Service Week	1.0000	4,500.00	4,500.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	\$4,500.00
Account 52 6170 - Contractual Services				
510 4630 52 6170	ECARE	1.0000	75,500.00	75,500.00
510 4630 52 6170	Pitney Bowes Inhouse Printing Equipment	1.0000	34,500.00	34,500.00
	Account 52 6170 - Contractual Services Totals	Transactions	2	\$110,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4630 - Customer Service				
Account 52 6200 - Training				
510 4630 52 6200	Northstar for training CS team	1.0000	3,500.00	3,500.00
	Account 52 6200 - Training Totals	Transactions	1	\$3,500.00
Account 52 6210 - Dues				
510 4630 52 6210	Dues for GGFOA	1.0000	50.00	50.00
510 4630 52 6210	Dues for NFBPA	1.0000	205.00	205.00
	Account 52 6210 - Dues Totals	Transactions	2	\$255.00
Account 52 6220 - Subscription/Publications				
510 4630 52 6220	Subscription Renewal	1.0000	200.00	200.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	\$200.00
Account 52 6230 - Conventions/Meetings				
510 4630 52 6230	Conferences/ Ongoing Staff Training (New World Training)	1.0000	2,500.00	2,500.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	\$2,500.00
Account 52 6510 - Claims Not Workmans Comp.				
510 4630 52 6510	Payments for food spoilage when service is cut in error	1.0000	500.00	500.00
	Account 52 6510 - Claims Not Workmans Comp. Totals	Transactions	1	\$500.00
Account 52 6560 - Workers Comp/Administrati				
510 4630 52 6560	Apex Insurance Workers Comp	1.0000	3,200.00	3,200.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$3,200.00
Account 52 7300 - Postage				
510 4630 52 7300	Arista Postage for Mailing Utility Bills & Notices	1.0000	25,000.00	25,000.00
510 4630 52 7300	Inhouse Postage Machine for Utility Bills & Notices	1.0000	30,000.00	30,000.00
	Account 52 7300 - Postage Totals	Transactions	2	\$55,000.00
Account 52 7320 - Stationery & Printing				
510 4630 52 7320	Envelopes for inhouse printing	100.0000	150.00	15,000.00
510 4630 52 7320	Stationery, forms, letter head for Inhouse printing	12.0000	1,250.00	15,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	2	\$30,000.00
Account 52 7330 - Copy Expense				
510 4630 52 7330	De Lage Landen Financial	12.0000	700.00	8,400.00
510 4630 52 7330	Monthly cost for Toshiba copier	12.0000	250.00	3,000.00
510 4630 52 7330	Monthly cost for Xerox	12.0000	200.00	2,400.00
	Account 52 7330 - Copy Expense Totals	Transactions	3	\$13,800.00
Account 53 7050 - Medical Services/Supplies				
510 4630 53 7050	First Aid Medical Box	1.0000	600.00	600.00
510 4630 53 7050	Medical Examinations for new employees	1.0000	400.00	400.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	2	\$1,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4630 - Customer Service				
Account 53 7120 - D/P Forms & Supplies				
510 4630 53 7120	DP Forms & Supplies (Harris, etc.)	1.0000	500.00	500.00
	Account 53 7120 - D/P Forms & Supplies Totals	Transactions	1	\$500.00
Account 53 7121 - Computer Hardware				
510 4630 53 7121	5 Receipts Printers for Cashiers Stations	5.0000	100.00	500.00
510 4630 53 7121	Computer for Customer Service	1.0000	1,000.00	1,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	\$1,500.00
Account 53 7122 - Computer Supplies				
510 4630 53 7122	Toner ,Printer Cartridges, Keyboards, mouses	1.0000	500.00	500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	\$500.00
Account 53 7150 - Other Operating Supplies				
510 4630 53 7150	Fontis Water	12.0000	50.00	600.00
510 4630 53 7150	Miscellaneous Supplies	1.0000	510.00	510.00
510 4630 53 7150	Promotional Items for Customer Service	1.0000	500.00	500.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	3	\$1,610.00
Account 53 7310 - Office Supplies				
510 4630 53 7310	Paper, pens, calendars, & other office supplies	1.0000	20,000.00	20,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$20,000.00
Account 53 7400 - Emergency/Pandemic Expense				
510 4630 53 7400	Lysol, Cleaning Supplies, Gloves for Customer Service	12.0000	250.00	3,000.00
	Account 53 7400 - Emergency/Pandemic Expense Totals	Transactions	1	\$3,000.00
Account 57 4000 - Bad Debt Expense				
510 4630 57 4000	Payment to Collection Agency/ Follow Bad Debt	12.0000	250.00	3,000.00
	Account 57 4000 - Bad Debt Expense Totals	Transactions	1	\$3,000.00
	Department 4630 - Customer Service Totals	Transactions	44	\$441,002.00
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	44	\$441,002.00
	EXPENSES Totals	Transactions	44	\$441,002.00
	Grand Totals	Transactions	44	\$441,002.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

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

Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: 510		Department and Number: Customer Service 4630		N/A	
New Replacement for Vehicle/Equipment No.		Priority:			
Vehicle Type		Information on Vehicle/Equipment Being Replaced			
Sedan 2 Door		Age of Vehicle/Equipment Being Replaced			
Sedan 4 Door		Units of Use to Date (hours, miles, etc.)			
Cruiser		Total Operating/Maintenance Costs to Date			
Station Wagon		Actual FYE 2020-21 Maintenance Cost			
Van		Actual FYE 2020-21 Operating Cost			
1/2 ton Truck		Estimated FYE 2021-22 Maintenance Cost			
3/4 ton Truck		Estimated FYE 2021-22 Operating Cost			
Sanitation Front Loader					
Sanitation Rear Loader					
Other					
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::			
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other			
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment			
Purchase Price		Rental/Lease Cost per Year			
Estimated Useful Life		Estimated Length of Rental/Lease			
Estimated Use During 2021-22		Estimated Use During 2021-22			
Estimated Operating Cost During 2021-22		Estimated Operating Cost During 2021-22			

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

Dept: Customer Service Fuel Type:

[illegible]
$$\dot{G} = \dot{G}_{as}$$

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 2021-22

Department: Customer Service			Fund: 510		Department Number: 4630		
Account Number	Description/Jus	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Customer Service

Fund: 510

Division:

Department Number: 4630

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 2022 BUDGET
CAPITAL PROJECTS
EXHIBIT H

Department/Division:

Customer Service

Project Name or Title:

Project Description:

No Request At This Time

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Department of Administrative Services – Customer Service

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 21/22 Objectives:

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

Performance Measures

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

Estimated 21/22

Bill all Existing and new account
Total dollars billed

160,000
\$50,000.000

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 21/22
Utility bills mailed accurately	98%
Utility bills mailed timely	90%
Customer call answered timely	95%
Customer signed up for on-line payment/account access.	2,000
In-House Bill Printing	95%

Performance Measures

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

	Actual 20/21
Bill all Existing and new accounts	147,278
Total dollars billed	\$25,000.000

Program/Service Outcomes: (based on program objectives)

	Actual 20/21
Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer call answered timely	90%
Customer signed up for on-line payment/account access.	2,000

Prior Year Highlights:

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

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **510**

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

Department Submitting Request: Power Department

Division Submitting Request: Line

Requested For Department: Customer Service

Prepared By: Power Department

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

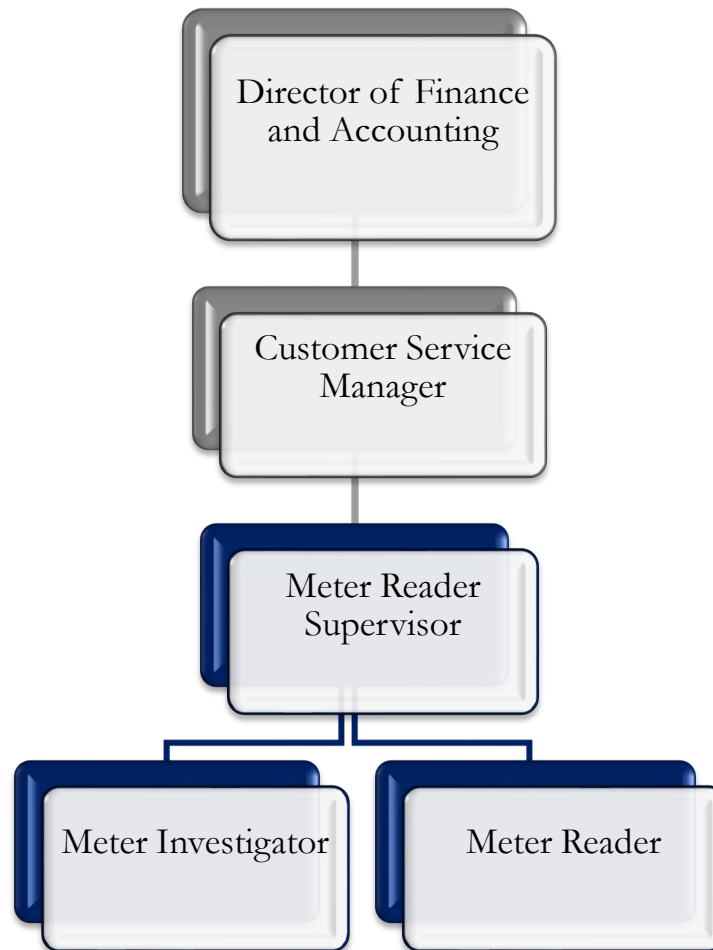
Reason for Requesting: To promote Public/ Green Power Week, City employees along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote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

Cost Estimate/Revenue Enhancement: 11Employees @ \$40.00 each -----\$ 440.00



METER READING

Meter Reading Organizational Chart



Fund: 510	Department and Number: Meter Reading 4620				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Meter Service Man	1	1	1	1	1
Meter Readers	0	1	1	1	1
Meter Lead	1	1	1	1	1
Total Personnel:	2	3	3	3	3



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510	ELECTRIC/POWER FUND							
	EXPENSE							
	Department 4620 - Meter Reading							
	Personnel Services							
51 5010	Salary/Operating	115,947.07	116,501.00	83,671.72	72	118,810.00	118,810.00	2
51 5020	Salary/Overtime	19,088.07	4,000.00	1,958.38	49	4,000.00	4,000.00	
51 5030	Salary/Partime	722.52	.00	.00		.00	.00	
51 5040	Shared Utility Payments	1,695.63	2,400.00	1,490.38	62	2,400.00	4,800.00	100
51 5190	Medicare	1,641.58	1,689.00	1,181.44	70	1,723.00	1,723.00	2
	<i>Personnel Services Totals</i>	\$139,094.87	\$124,590.00	\$88,301.92	71%	\$126,933.00	\$129,333.00	4%
	Employee Benefits							
51 5150	City Pension Contribution	28,152.47	23,894.00	18,328.33	77	24,368.00	24,368.00	2
51 5161	Life Insurance	148.98	149.00	108.87	73	149.00	149.00	
51 5163	ST Disability Insurance	96.98	116.00	70.87	61	116.00	116.00	
51 5164	LT Disability Insurance	97.50	115.00	71.25	62	115.00	115.00	
51 5165	Health Insurance	14,418.60	22,721.00	11,497.28	51	22,508.00	22,508.00	(1)
51 5166	Dental Insurance	868.14	1,846.00	634.41	34	1,846.00	1,846.00	
51 5180	Uniforms	5,680.90	1,500.00	2,495.08	166	1,500.00	1,500.00	
	<i>Employee Benefits Totals</i>	\$49,463.57	\$50,341.00	\$33,206.09	66%	\$50,602.00	\$50,602.00	1%
	Communications & Util.							
52 5240	Telephone	9,095.18	2,100.00	4,479.46	213	3,792.00	3,792.00	81
	<i>Communications & Util. Totals</i>	\$9,095.18	\$2,100.00	\$4,479.46	213%	\$3,792.00	\$3,792.00	81%
	Repair & Maintenance							
52 5700	R&M - Vehicles	14,970.92	17,000.00	8,755.51	52	10,785.00	10,785.00	(37)
52 5730	R&M - D/P Equipment	3,051.93	1,751.00	688.02	39	960.00	960.00	(45)
53 5680	Tires	339.40	2,400.00	.00		1,600.00	1,600.00	(33)
	<i>Repair & Maintenance Totals</i>	\$18,362.25	\$21,151.00	\$9,443.53	45%	\$13,345.00	\$13,345.00	(37%)
	Training & Education							
52 6200	Training	.00	3,500.00	.00		.00	.00	(100)
	<i>Training & Education Totals</i>	\$0.00	\$3,500.00	\$0.00	0%	\$0.00	\$0.00	(100%)
	Other Services & Charges							
52 3505	Mileage Reimbursement	.00	100.00	.00		.00	.00	(100)
52 6100	Auto Insurance	4,122.06	4,114.00	5,072.59	123	5,810.00	5,810.00	41
52 6110	Other Insurance	3,168.53	3,180.00	2,977.63	94	3,752.00	3,752.00	18
52 6130	Miscellaneous Services	12.54	100.00	.00		1,000.00	.00	(100)
52 6170	Contractual Services	.00	1,000.00	.00		.00	.00	(100)



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4620 - Meter Reading								
Other Services & Charges								
52 6560	Workers Comp/Administrati	909.68	820.00	698.29	85	800.00	800.00	(2)
	Other Services & Charges Totals	\$8,212.81	\$9,314.00	\$8,748.51	94%	\$11,362.00	\$10,362.00	11%
	Materials & Supplies							
52 7300	Postage	.00	100.00	.00		25.00	25.00	(75)
52 7320	Stationery & Printing	.00	500.00	.00		100.00	100.00	(80)
52 7330	Copy Expense	.00	500.00	.00		200.00	200.00	(60)
53 7000	Gas & Oil	2,222.98	4,000.00	665.42	17	1,200.00	1,200.00	(70)
53 7010	Tools/Shop Supplies	852.00	1,500.00	5.18		1,380.00	1,380.00	(8)
53 7020	Janitorial Supplies	268.42	300.00	104.77	35	300.00	300.00	
53 7050	Medical Services/Supplies	.00	500.00	80.85	16	150.00	150.00	(70)
53 7110	Safety Supplies	965.20	3,150.00	.00		2,100.00	2,100.00	(33)
53 7121	Computer Hardware	.00	5,000.00	.00		1,500.00	1,500.00	(70)
53 7150	Other Operating Supplies	1,753.00	2,431.00	.00		1,150.00	1,150.00	(53)
53 7310	Office Supplies	65.52	600.00	.00		200.00	200.00	(67)
53 7400	Emergency/Pandemic Expense	.00	.00	.00		400.00	400.00	
	Materials & Supplies Totals	\$6,127.12	\$18,581.00	\$856.22	5%	\$8,705.00	\$8,705.00	(53%)
	Capital Outlay							
54 7590	Vehicles - Replace	.00	26,000.00	.00		26,000.00	26,000.00	
	Capital Outlay Totals	\$0.00	\$26,000.00	\$0.00	0%	\$26,000.00	\$26,000.00	0%
Department 4620 - Meter Reading Totals		\$230,355.80	\$255,577.00	\$145,035.73	57%	\$240,739.00	\$242,139.00	(5%)
EXPENSE TOTALS		\$230,355.80	\$255,577.00	\$145,035.73	57%	\$240,739.00	\$242,139.00	(5%)
Fund 510 - ELECTRIC/POWER FUND Totals								
EXPENSE TOTALS		\$230,355.80	\$255,577.00	\$145,035.73	57%	\$240,739.00	\$242,139.00	(5%)
Fund 510 - ELECTRIC/POWER FUND Totals		(\$230,355.80)	(\$255,577.00)	(\$145,035.73)	57%	(\$240,739.00)	(\$242,139.00)	(5%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$230,355.80	\$255,577.00	\$145,035.73	57%	\$240,739.00	\$242,139.00	(5%)
Net Grand Totals		(\$230,355.80)	(\$255,577.00)	(\$145,035.73)	57%	(\$240,739.00)	(\$242,139.00)	(5%)



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
Account 52 5240 - Telephone				
510 4620 52 5240	911 Alarm & Back up 1/3	1.0000	540.00	540.00
510 4620 52 5240	AT &T Landline	12.0000	80.00	960.00
510 4620 52 5240	Verizon Wireless	12.0000	191.00	2,292.00
	Account 52 5240 - Telephone Totals	Transactions	3	\$3,792.00
Account 52 5700 - R&M - Vehicles				
510 4620 52 5700	Annual R& M for 3 Vehicles	3.0000	2,500.00	7,500.00
510 4620 52 5700	Miscellaneous Repairs	3.0000	500.00	1,500.00
510 4620 52 5700	Moody's Allocation	1.0000	1,000.00	1,000.00
510 4620 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
510 4620 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	5	\$10,785.00
Account 52 5730 - R&M - D/P Equipment				
510 4620 52 5730	Email License	1.0000	671.00	671.00
510 4620 52 5730	Mimecast	1.0000	289.00	289.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	\$960.00
Account 52 6100 - Auto Insurance				
510 4620 52 6100	Apex Auto Liability	1.0000	5,810.00	5,810.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$5,810.00
Account 52 6110 - Other Insurance				
510 4620 52 6110	Apex Insurance Personnel	1.0000	3,752.00	3,752.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$3,752.00
Account 52 6560 - Workers Comp/Administrati				
510 4620 52 6560	Apex Insurance Workers Comp	1.0000	800.00	800.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$800.00
Account 52 7300 - Postage				
510 4620 52 7300	Postage for Meter Division	1.0000	25.00	25.00
	Account 52 7300 - Postage Totals	Transactions	1	\$25.00
Account 52 7320 - Stationery & Printing				
510 4620 52 7320	Pre-printed Door Hangers, Business Cards	1.0000	100.00	100.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	\$100.00
Account 52 7330 - Copy Expense				
510 4620 52 7330	Printer Paper Expense /Ink	1.0000	200.00	200.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	\$200.00
Account 53 5680 - Tires				
510 4620 53 5680	R&M for 3 Pickups	16.0000	100.00	1,600.00
	Account 53 5680 - Tires Totals	Transactions	1	\$1,600.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
Account 53 7000 - Gas & Oil				
510 4620 53 7000	Fuel for 3 Gasoline passenger Vehicles	12.0000	100.00	1,200.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	\$1,200.00
Account 53 7010 - Tools/Shop Supplies				
510 4620 53 7010	AMI Meter Locking Devices for new services	1.0000	950.00	950.00
510 4620 53 7010	Barrel Lock Cleaning Tool	4.0000	20.00	80.00
510 4620 53 7010	Hand Tools Replacements	1.0000	200.00	200.00
510 4620 53 7010	Lock Ring Key Replacement	5.0000	30.00	150.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	4	\$1,380.00
Account 53 7020 - Janitorial Supplies				
510 4620 53 7020	Paper goods, Cleaning supplies	1.0000	300.00	300.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	\$300.00
Account 53 7050 - Medical Services/Supplies				
510 4620 53 7050	Employee Physicals, Drug Test	1.0000	120.00	120.00
510 4620 53 7050	First Aid Supplies	1.0000	30.00	30.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	2	\$150.00
Account 53 7110 - Safety Supplies				
510 4620 53 7110	Die-Electric Rain Gear	3.0000	275.00	825.00
510 4620 53 7110	Footwear-Annual Replacement	3.0000	125.00	375.00
510 4620 53 7110	Personal safety gear - Hard hats and overshoes	3.0000	100.00	300.00
510 4620 53 7110	Rubber Gloves Testing and Replacement	3.0000	200.00	600.00
	Account 53 7110 - Safety Supplies Totals	Transactions	4	\$2,100.00
Account 53 7121 - Computer Hardware				
510 4620 53 7121	Workbooks and software	1.0000	1,500.00	1,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	\$1,500.00
Account 53 7150 - Other Operating Supplies				
510 4620 53 7150	Anchor Rings Meter Covers and Blanks	1.0000	500.00	500.00
510 4620 53 7150	Demand Seals-5k	2.0000	90.00	180.00
510 4620 53 7150	Disconnect Sleeves	8.0000	18.00	144.00
510 4620 53 7150	Meter Seals	4.0000	81.50	326.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	4	\$1,150.00
Account 53 7310 - Office Supplies				
510 4620 53 7310	Standard Office Supplies	1.0000	200.00	200.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
Account 53 7400 - Emergency/Pandemic Expense				
510 4620 53 7400	Mask,Lysol,Colorox Wipes, Hand Sanitizer	1.0000	400.00	400.00
	Account 53 7400 - Emergency/Pandemic Expense Totals	Transactions	1	\$400.00
Account 54 7590 - Vehicles - Replace				
510 4620 54 7590	Replacement vehicle for Meter dept	1.0000	26,000.00	26,000.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	1	\$26,000.00
	Department 4620 - Meter Reading Totals	Transactions	37	\$62,204.00
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	37	\$62,204.00
	EXPENSES Totals	Transactions	37	\$62,204.00
	Grand Totals	Transactions	37	\$62,204.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

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

Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: **510**

Department and Number:

Meter Reading 4620New
Replacement for Vehicle/Equipment

Priority:

Vehicle Type

Sedan 2 Door

Sedan 4 Door

Cruiser

Station Wagon

Van

1 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
21 years

Units of Use to Date (hours, miles, etc.)

Total Operating/Maintenance Costs to Date

Actual FYE 2020-21 Maintenance Cost

Actual FYE 2020-21 Operating Cost

Estimated FYE 2021-22 Maintenance Cost

Estimated FYE 2021-22 Operating Cost

List of Special Features, Not Standard:

Specific Description & Condition of Item Being Replaced including VIN#:
1FTMF1CWAKB36405

Justification/Description: **The unit is becoming unreliable and requires more maintenance.**

Recommended Disposition of Replaced Item:

Sell by Sealed Bid

Sell at Auction

Retain as Backup

Dismantle and Use for Parts

X Junk

Other

Purchase Option New Vehicle/Equipment

26,000 Purchase Price

10-20 Years Estimated Useful Life

Estimated Use During 2021-22

Estimated Operating Cost During 2021-22

Rental Option New Vehicle/Equipment

Rental/Lease Cost per Year

Estimated Length of Rental/Lease

Estimated Use During 2021-22

Estimated Operating Cost During 2021-22

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

Dept: *Meter Reading* **Fuel Type:** *Gasoline*

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Mileage</i>	<i>Current Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
521-G	2010	Ford	F-150	1FTMF1CWXAKB36406	14,935.00	11/2/2009	109,820	119,386		133105
522-G	2011	Ford	F-150	1FTMFKM2BFB85477	15,542.00	4/12/2011	66,526	72,524		133109
541-G	2000	Ford	F-150	1FTMF1CWAKB36405	14,935.00	11/2/2009	94,922	99,526		133104

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 2021-22

Department: Meter Reading		Fund: 510		Department Number: 4620				
Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	
54-7590	Vehicle-Replace(Unit 521-G)	Elec.Fund	\$26,000					

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Meter Reading

Fund: 510

Division: Meter

Department Number: 4620

Item/Project Name: Vehicle Replacement

Item/Project Manager:

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 3

Description of Item/Project:

Explain need for this expenditure:

☒ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

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

This unit (#521) is becoming unreliable and requires more maintenance.

Disposition of item replaced:

☐ Sale

☐ Trade-In

☒ Scrap

☐ Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10-20 years

Estimated Cost \$26,000

Less: Trade-In N/A

Net Cost

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2022 BUDGET

Department/Division:

Meter Reading

Project Name or Title:

Vehicle Unit #521

Replacement

Project Description:

Replacement of 10-year-old F-150 Truck.

Project Justification and Impact:

This unit is becoming unreliable and requires more maintenance.

Project Costs: \$26,000

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ 26,000

Useful Life:

10-20 years

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Customer Service Department – Meter Division

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

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

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

Program 21/22 Objectives: Maintain a high rate of accuracy at 98% or better; complete all service cut-ons within 24 hours of issue; complete miscellaneous work orders within 2 days of request; complete billing requests and rereads in a timely manner within the billing schedule dates; identify/rectify non-communicating endpoints; investigate power fails and illegal power tampering. Being that the AMI installation has been completed, the activity of the meters (reading/disconnections/reconnections, etc.) will be monitored closer

Program Name: Power Department – Meter Division

Performance Measures

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

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

Estimated 21/22
98%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Estimated 21/22
5

Performance Measures

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

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

Actual 20/21
90%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Actual 20/21

3

Prior Year Highlights:

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

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **510**

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

Department Submitting Request: Power Department

Division Submitting Request: Line

Requested For Department: Meter

Prepared By: Power Department

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

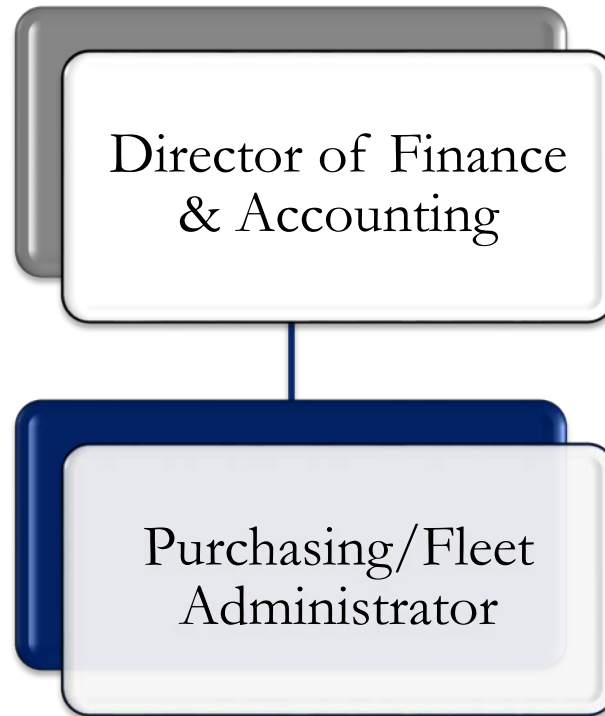
Reason for Requesting: To promote Public/Green Power Week. City employees along with the Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote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

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



PURCHASING

Purchasing Department Organizational Chart



Fund: 100	Department and Number: Purchasing 1517				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Purchasing/Fleet Administrator	1	1	1	1	1
Total Personnel:	1	1	1	1	1



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100	GENERAL FUND							
	EXPENSE							
	Department 1517 - Purchasing							
	Personnel Services							
51 5010	Salary/Operating	54,985.23	54,995.00	38,711.82	70	54,995.00	54,995.00	
51 5190	Medicare	755.10	797.00	522.98	66	797.00	797.00	
51 5200	Fica	677.38	.00	.00		.00	.00	
	Personnel Services Totals	\$56,417.71	\$55,792.00	\$39,234.80	70%	\$55,792.00	\$55,792.00	0%
	Employee Benefits							
51 5150	City Pension Contribution	11,291.44	11,280.00	8,243.53	73	11,280.00	11,280.00	
51 5161	Life Insurance	49.66	50.00	36.29	73	50.00	50.00	
51 5163	ST Disability Insurance	.00	160.00	.00		160.00	160.00	
51 5164	LT Disability Insurance	.00	135.00	.00		135.00	135.00	
51 5166	Dental Insurance	613.34	613.00	448.21	73	613.00	613.00	
	Employee Benefits Totals	\$11,954.44	\$12,238.00	\$8,728.03	71%	\$12,238.00	\$12,238.00	0%
	Communications & Util.							
52 5240	Telephone	2,965.70	2,700.00	1,601.60	59	3,084.00	3,084.00	14
52 5260	Heat & Power	1,606.59	1,500.00	1,367.04	91	1,500.00	1,500.00	
52 5270	Water	65.85	100.00	32.61	33	100.00	100.00	
52 5280	Other Communication/Util	196.56	200.00	157.95	79	200.00	200.00	
	Communications & Util. Totals	\$4,834.70	\$4,500.00	\$3,159.20	70%	\$4,884.00	\$4,884.00	9%
	Repair & Maintenance							
52 5730	R&M - D/P Equipment	3,530.32	2,857.00	5,246.72	184	3,067.00	3,067.00	7
	Repair & Maintenance Totals	\$3,530.32	\$2,857.00	\$5,246.72	184%	\$3,067.00	\$3,067.00	7%
	Training & Education							
52 6200	Training	.00	1,100.00	.00		500.00	500.00	(55)
52 6210	Dues	790.00	810.00	190.00	23	810.00	810.00	
	Training & Education Totals	\$790.00	\$1,910.00	\$190.00	10%	\$1,310.00	\$1,310.00	(31%)
	Other Services & Charges							
52 3505	Mileage Reimbursement	232.58	450.00	108.34	24	300.00	300.00	(33)
52 6110	Other Insurance	1,042.68	1,060.00	1,091.80	103	1,251.00	1,251.00	18
52 6130	Miscellaneous Services	.00	.00	351.96		300.00	300.00	
52 6170	Contractual Services	104.56	.00	58.66		.00	.00	
52 6560	Workers Comp/Administrati	324.39	273.00	232.76	85	267.00	267.00	(2)
	Other Services & Charges Totals	\$1,704.21	\$1,783.00	\$1,843.52	103%	\$2,118.00	\$2,118.00	19%
	Materials & Supplies							
52 7300	Postage	24.40	25.00	.00		25.00	25.00	



Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	100 - GENERAL FUND							
	EXPENSE							
	Department 1517 - Purchasing							
	Materials & Supplies							
52 7320	Stationery & Printing	.00	150.00	.00		150.00	150.00	
52 7330	Copy Expense	443.04	1,000.00	590.72	59	1,200.00	1,200.00	20
53 7121	Computer Hardware	589.37	.00	.00		.00	.00	
53 7122	Computer Supplies	.00	.00	.00		500.00	500.00	
53 7150	Other Operating Supplies	890.45	500.00	458.46	92	500.00	500.00	
53 7310	Office Supplies	1,667.47	1,500.00	261.31	17	1,000.00	1,000.00	(33)
53 7400	Emergency/Pandemic Expense	.00	.00	375.92		.00	.00	
	Materials & Supplies Totals	\$3,614.73	\$3,175.00	\$1,686.41	53%	\$3,375.00	\$3,375.00	6%
Department	1517 - Purchasing Totals	\$82,846.11	\$82,255.00	\$60,088.68	73%	\$82,784.00	\$82,784.00	1%
	EXPENSE TOTALS	\$82,846.11	\$82,255.00	\$60,088.68	73%	\$82,784.00	\$82,784.00	1%
Fund	100 - GENERAL FUND Totals							
	EXPENSE TOTALS	\$82,846.11	\$82,255.00	\$60,088.68	73%	\$82,784.00	\$82,784.00	1%
Fund	100 - GENERAL FUND Totals	(\$82,846.11)	(\$82,255.00)	(\$60,088.68)	73%	(\$82,784.00)	(\$82,784.00)	1%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$82,846.11	\$82,255.00	\$60,088.68	73%	\$82,784.00	\$82,784.00	1%
	Net Grand Totals	(\$82,846.11)	(\$82,255.00)	(\$60,088.68)	73%	(\$82,784.00)	(\$82,784.00)	1%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1517 - Purchasing				
Account 52 3505 - Mileage Reimbursement				
100 1517 52 3505	Travel reimbursement to Meetings, DMV and Training	1.0000	300.00	300.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	\$300.00
Account 52 5240 - Telephone				
100 1517 52 5240	AT&T Club	12.0000	10.00	120.00
100 1517 52 5240	Comcast	12.0000	65.00	780.00
100 1517 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	3	\$3,084.00
Account 52 5730 - R&M - D/P Equipment				
100 1517 52 5730	Email License	1.0000	224.00	224.00
100 1517 52 5730	Mimecast	1.0000	169.00	169.00
100 1517 52 5730	Tyler NW	1.0000	2,674.00	2,674.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	\$3,067.00
Account 52 6110 - Other Insurance				
100 1517 52 6110	Apex Insurance Personnel	1.0000	1,251.00	1,251.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$1,251.00
Account 52 6200 - Training				
100 1517 52 6200	Procurement Conference	1.0000	500.00	500.00
	Account 52 6200 - Training Totals	Transactions	1	\$500.00
Account 52 6210 - Dues				
100 1517 52 6210	GPAG Annual Dues	1.0000	50.00	50.00
100 1517 52 6210	Natl Assoc of Minority Contracts Dues	1.0000	570.00	570.00
100 1517 52 6210	NIGP Annual Dues	1.0000	190.00	190.00
	Account 52 6210 - Dues Totals	Transactions	3	\$810.00
Account 52 6560 - Workers Comp/Administrati				
100 1517 52 6560	Apex Insurance Workers Comp	1.0000	267.00	267.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$267.00
Account 52 7300 - Postage				
100 1517 52 7300	Mailing Bids and Applications	1.0000	25.00	25.00
	Account 52 7300 - Postage Totals	Transactions	1	\$25.00
Account 52 7320 - Stationery & Printing				
100 1517 52 7320	Business cards and envelopes	1.0000	150.00	150.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	\$150.00
Account 52 7330 - Copy Expense				
100 1517 52 7330	Shared cost for mailroom copier/lease paper	1.0000	1,200.00	1,200.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	\$1,200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1517 - Purchasing				
Account 53 7122 - Computer Supplies				
100 1517 53 7122	Computer Supplies/Software	1.0000	500.00	500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	\$500.00
Account 53 7150 - Other Operating Supplies				
100 1517 53 7150	Cleaning materials and supplies	1.0000	500.00	500.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	\$500.00
Account 53 7310 - Office Supplies				
100 1517 53 7310	General office supplies: Pens, folders and stationery, etc	1.0000	1,000.00	1,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$1,000.00
	Department 1517 - Purchasing Totals	Transactions	19	\$12,654.00
	Fund 100 - GENERAL FUND Totals	Transactions	19	\$12,654.00
	EXPENSES Totals	Transactions	19	\$12,654.00
	Grand Totals	Transactions	19	\$12,654.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2021-22

Department and
Number: **Purchasing - 1517**

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia

Vehicle Request

Budget Year 2021-22

Fund: 100		Department and Number:	Purchasing - 1517
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
	Sedan 2 Door	Age of Vehicle/Equipment Being Replaced	
	Sedan 4 Door	Units of Use to Date (hours, miles, etc.)	
	Cruiser	Total Operating/Maintenance Costs to Date	
	Station Wagon	Actual FYE 2020-21 Maintenance Cost	
	Van	Actual FYE 2020-21 Operating Cost	
	1/2 ton Truck	Estimated FYE 2021-22 Maintenance Cost	
	3/4 ton Truck	Estimated FYE 2021-22 Operating Cost	
	Sanitation Front Loader		
	Sanitation Rear Loader		
	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
	Purchase Price		Rental/Lease Cost per Year
	Estimated Useful Life		Estimated Length of Rental/Lease
	Estimated Use During 2021-22		Estimated Use During 2021-22
	Estimated Operating Cost During 2021-22		Estimated Operating Cost During 2021-22

Vehicle Inventory List

N/A=Not Available or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2021-22

Department: Purchasing		Fund: 100		Department Number: 1517			
Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2021-2022

Department: Purchasing

Fund: 100

Division:

Department Number: 1517

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

☐ Scheduled Replacement

☐ Expanded Service

☐ Replace Worn-Out Equipment

☐ New Operation

☐ Obsolete Equipment

☐ Increased Safety Replacement

☐ Reduce Personnel Time

☐ Additional

If 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 2022 BUDGET
CAPITAL PROJECTS
EXHIBIT H

Department/Division:

Purchasing

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</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

Purchasing Department

Program Description:

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

Trends:

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

Program Broad Goals:

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

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

Program 21/22 Objectives:

Continue to educate and improve the processing time for requisitions so that the goods and services needed by the City staff are available in a timely manner. Improve the solicitation process so that it represents the City's needs for best value procurements in acquiring the multitude of various goods and services the City needs to operate. Continue the seven-year purchasing document retention program, which will continue to lead us to an on-line set of data that will be more accessible to City staff. Continue to provide education to City staff through various means. Continue to update and revise the Purchasing Policy Manual, when required, to adhere to current changes in laws or policy changes.

EXHIBIT I-BUDGET PERFORMANCE

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 20/21
No. of Purchase Orders processed	609
\$ value of Purchase Orders	\$13,166,329
No. of long term contracts in place	N/A

Prior Year Highlights:

- Continue to provide training opportunities to various City departments during the year for processing of requisitions.
- Manage and oversee the solicitation process
 - More streamlined solicitation process
 - More vendors solicited
 - More proposals received
- Registered 20 new vendors with the City of College Park
- Decreased purchase order entries due to Covid-19 Pandemic 1.18% from 2019/2020

EXHIBIT I-BUDGET PERFORMANCE

Fleet Administration

Program Description:

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

Prior Year Highlights:

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

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2021-22

Fund: **100**

Department and Number: Purchasing – 1517

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement: