



MAY 14, 2024

MAYOR AND  
COUNCIL BUDGET  
MEETING

RECOMMENDED  
BUDGET

FY2024-2025

# Power Line Organizational Chart



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

Fund: 510	Department and Number: Electric Line 4600				
Full Time Positions:	2021-22 Actual	2022-23 Actual	2023-24 Current	2024-25 Department Requested	2024-25 City Manager Recommend
Power Director	1	1	1	1	1
Mgr- Operations & Engineering	1	1	1	1	1
Electrical Worker	5	5	5	5	5
Executive Assistant	1	1	1	1	1
Technical Service Manager	1	1	1	1	1
Electrical Helper	3	3	3	3	3
Energy Services Advisor	1	1	1	1	1
<b>Total Personnel:</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 510 - ELECTRIC/POWER FUND</b>								
<b>REVENUE</b>								
Department <b>4600 - Electric/Line Taxes</b>								
31 9110	Penalties/Int on Delinque	354,381.48	350,000.00	317,352.64	91	400,000.00	350,000.00	
<i>Taxes Totals</i>		<b>\$354,381.48</b>	<b>\$350,000.00</b>	<b>\$317,352.64</b>	<b>91%</b>	<b>\$400,000.00</b>	<b>\$350,000.00</b>	<b>0%</b>
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	8,740,676.90	8,900,000.00	7,729,588.94	87	9,500,000.00	9,500,000.00	7
34 4112	Sales To Commercial Cust.	31,563,164.76	40,300,000.00	26,525,071.06	66	37,000,000.00	37,000,000.00	(8)
34 4330	Sales Convention Center	1,871,890.38	1,443,921.00	1,324,214.90	92	1,800,000.00	1,800,000.00	25
34 4340	Other City Sales	765,550.14	735,454.00	541,386.08	74	736,000.00	736,000.00	
34 4380	Meters And Bases	69,808.51	120,000.00	27,636.40	23	50,000.00	50,000.00	(58)
34 4395	Employee Discount	(55,857.93)	.00	(78,899.63)	(7,889,963)	.00	.00	
34 4396	Utility Settlement Credit	.00	.00	2,098.29		.00	.00	
<i>Charges For Services Totals</i>		<b>\$42,955,232.76</b>	<b>\$51,499,375.00</b>	<b>\$36,071,096.04</b>	<b>70%</b>	<b>\$49,086,000.00</b>	<b>\$49,086,000.00</b>	<b>(5%)</b>
<i>Leases &amp; Other Rent</i>								
38 1000	Other Rental Income	61,814.80	126,000.00	27,976.20	22	126,000.00	126,000.00	
38 1001	Gas South Alliance	14,935.00	.00	2,482.00		.00	.00	
<i>Leases &amp; Other Rent Totals</i>		<b>\$76,749.80</b>	<b>\$126,000.00</b>	<b>\$30,458.20</b>	<b>24%</b>	<b>\$126,000.00</b>	<b>\$126,000.00</b>	<b>0%</b>
<i>Intergovernmental</i>								
33 1100	Federal Grants	8,352.02	.00	.00		.00	.00	
<i>Intergovernmental Totals</i>		<b>\$8,352.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Other Income</i>								
32 2990	Administrative Charge	168,011.91	200,000.00	96,876.35	48	175,000.00	175,000.00	(13)
34 1900	Miscellaneous Income	1,184,841.50	1,800,000.00	197,569.00	11	1,800,000.00	1,800,000.00	
34 4130	Sales - Recycled Material	4,574.96	15,000.00	2,781.34	19	5,000.00	5,000.00	(67)
34 9300	Returned Check Fees	16,098.53	18,000.00	13,775.00	77	15,000.00	15,000.00	(17)
36 3000	Unrealized Loss (GAIN)	435,584.07	.00	9,095.43		.00	.00	
<i>Other Income Totals</i>		<b>\$1,809,110.97</b>	<b>\$2,033,000.00</b>	<b>\$320,097.12</b>	<b>16%</b>	<b>\$1,995,000.00</b>	<b>\$1,995,000.00</b>	<b>(2%)</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	115,401.61	.00	176,414.15		.00	.00	
36 1400	Other Interest Revenue	80,223.73	.00	.00		.00	.00	
<i>Interest Totals</i>		<b>\$195,625.34</b>	<b>\$0.00</b>	<b>\$176,414.15</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Commissions</i>								
34 5515	CNG Fuel Facility	48,801.87	48,000.00	36,019.80	75	96,000.00	96,000.00	100
<i>Commissions Totals</i>		<b>\$48,801.87</b>	<b>\$48,000.00</b>	<b>\$36,019.80</b>	<b>75%</b>	<b>\$96,000.00</b>	<b>\$96,000.00</b>	<b>100%</b>
Department <b>4600 - Electric/Line Totals</b>		<b>\$45,448,254.24</b>	<b>\$54,056,375.00</b>	<b>\$36,951,437.95</b>	<b>68%</b>	<b>\$51,703,000.00</b>	<b>\$51,653,000.00</b>	<b>(4%)</b>
<b>REVENUE TOTALS</b>		<b>\$45,448,254.24</b>	<b>\$54,056,375.00</b>	<b>\$36,951,437.95</b>	<b>68%</b>	<b>\$51,703,000.00</b>	<b>\$51,653,000.00</b>	<b>(4%)</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4600 - Electric/Line</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	896,418.29	1,005,649.00	726,375.39	72	1,016,952.00	1,016,952.00	1
51 5016	Salary On-Call	.00	9,000.00	.00		9,000.00	9,000.00	
51 5020	Salary/Overtime	104,651.01	125,000.00	74,681.28	60	125,000.00	125,000.00	
51 5030	Salary/Partime	9,247.44	.00	21,621.84		.00	.00	
51 5040	Employee Utility Credit	5,477.89	7,200.00	5,064.04	70	7,200.00	7,200.00	
51 5190	Medicare	16,729.04	14,582.00	10,824.84	74	14,746.00	14,746.00	1
<i>Personnel Services Totals</i>		<b>\$1,032,523.67</b>	<b>\$1,161,431.00</b>	<b>\$838,567.39</b>	<b>72%</b>	<b>\$1,172,898.00</b>	<b>\$1,172,898.00</b>	<b>1%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	693,151.98	224,315.00	184,184.12	82	227,032.00	227,032.00	1
51 5161	Life Insurance	278.14	695.00	227.75	33	695.00	695.00	
51 5163	ST Disability Insurance	1,404.00	1,300.00	699.84	54	1,100.00	1,100.00	(15)
51 5164	LT Disability Insurance	1,430.92	1,600.00	1,287.02	80	1,600.00	1,600.00	
51 5165	Health Insurance	129,124.55	138,396.00	118,584.62	86	142,272.00	142,272.00	3
51 5166	Dental Insurance	2,597.40	2,839.00	2,509.46	88	3,773.00	3,773.00	33
51 5180	Uniforms	19,965.02	14,200.00	9,319.80	66	14,200.00	14,200.00	
<i>Employee Benefits Totals</i>		<b>\$847,952.01</b>	<b>\$383,345.00</b>	<b>\$316,812.61</b>	<b>83%</b>	<b>\$390,672.00</b>	<b>\$390,672.00</b>	<b>2%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	46,844.90	42,404.00	30,902.57	73	55,920.00	55,920.00	32
52 5260	Heat & Power	128,194.35	137,256.00	93,898.40	68	134,604.00	134,604.00	(2)
52 5270	Water	326.63	264.00	1,527.63	579	348.00	348.00	32
52 5280	Other Communication/Util	1,755.48	3,051.00	1,409.01	46	1,848.00	1,848.00	(39)
<i>Communications &amp; Util. Totals</i>		<b>\$177,121.36</b>	<b>\$182,975.00</b>	<b>\$127,737.61</b>	<b>70%</b>	<b>\$192,720.00</b>	<b>\$192,720.00</b>	<b>5%</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	.00	2,500.00	818.89	33	2,004.00	2,004.00	(20)
52 5340	Vehicle Rental	.00	500.00	.00		500.00	.00	(100)
52 5360	Other Equipment Rental	.00	.00	.00		.00	500.00	
<i>Rentals Totals</i>		<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$818.89</b>	<b>27%</b>	<b>\$2,504.00</b>	<b>\$2,504.00</b>	<b>(17%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	59,345.20	54,144.00	48,510.48	90	51,066.00	51,066.00	(6)
52 5710	R&M Furn. & Equip.	948.11	.00	.00		.00	.00	
52 5720	R&M Communication Equip	.00	5,000.00	363.97	7	5,000.00	5,000.00	
52 5730	R&M - D/P Equipment	3,748.82	16,503.00	15,810.06	96	7,788.00	7,788.00	(53)
52 5780	Grounds	228,622.00	320,000.00	172,756.00	54	320,000.00	320,000.00	
52 5790	R&M-Distribution System	439,947.98	476,000.00	188,573.41	40	476,000.00	476,000.00	
53 5680	Tires	3,677.47	3,000.00	6,316.74	211	3,000.00	3,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$736,289.58</b>	<b>\$874,647.00</b>	<b>\$432,330.66</b>	<b>49%</b>	<b>\$862,854.00</b>	<b>\$862,854.00</b>	<b>(1%)</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4600 - Electric/Line</b>								
Building Maintenance								
52 5740	R&M-Buildings	5,055.48	7,400.00	.00		7,400.00	7,400.00	
<i>Building Maintenance Totals</i>		\$5,055.48	\$7,400.00	\$0.00	0%	\$7,400.00	\$7,400.00	0%
Training & Education								
52 6200	Training	31,179.40	34,200.00	24,266.04	71	34,200.00	34,200.00	
52 6210	Dues	14,452.92	15,500.00	8,430.87	54	15,500.00	15,500.00	
52 6220	Subscription/Publications	36.00	400.00	7,206.04	1,802	400.00	400.00	
52 6230	Conventions/Meetings	8,086.45	10,000.00	5,268.27	53	10,000.00	10,000.00	
<i>Training &amp; Education Totals</i>		\$53,754.77	\$60,100.00	\$45,171.22	75%	\$60,100.00	\$60,100.00	0%
Other Services & Charges								
52 3505	Mileage Reimbursement	283.12	200.00	.00		200.00	200.00	
52 5450	Legal Fees	.00	1,500.00	.00		1,500.00	1,500.00	
52 5460	Audit Fees	5,528.57	.00	.00		.00	.00	
52 5510	Consulting Fees	248,720.69	166,000.00	88,360.08	53	166,000.00	166,000.00	
52 6000	Advertising Expense	850.00	10,000.00	.00		10,000.00	10,000.00	
52 6100	Auto Insurance	20,718.53	22,454.00	22,080.51	98	25,432.00	25,432.00	13
52 6110	Other Insurance	18,561.57	21,166.00	12,764.93	60	15,326.00	15,326.00	(28)
52 6130	Miscellaneous Services	30,233.61	25,400.00	21,126.20	83	25,400.00	25,400.00	
52 6141	Custodial Service	5,400.00	6,000.00	3,600.00	60	6,000.00	6,000.00	
52 6150	Engineering Services	48,381.00	45,000.00	37,737.00	84	45,000.00	45,000.00	
52 6170	Contractual Services	836,880.07	958,000.00	562,053.40	59	958,000.00	958,000.00	
52 6172	Contractual Services for Projects	700.00	.00	17,355.00		.00	.00	
52 6193	City Wide Events	4,584.60	10,000.00	10,879.90	109	10,000.00	10,000.00	
52 6510	Claims Not Workmans Comp.	1,525.00	2,000.00	.00		2,000.00	2,000.00	
52 6540	Cash Over/Short	(40.00)	.00	.00		.00	.00	
52 6550	Consulting Fees - Edp	75.00	750.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	7,285.41	3,150.00	3,011.55	96	3,000.00	3,313.00	5
52 6580	Unemployment Compensation	.00	2,500.00	.00		2,500.00	2,500.00	
52 6590	Contingencies	.00	3,425,300.00	.00		.00	2,781,977.00	(19)
52 6600	Claims Workers Comp.	30,530.71	500.00	20,256.61	4,051	1,000.00	1,000.00	100
53 6460	Sales Tax	5,988.38	.00	.00		.00	.00	
<i>Other Services &amp; Charges Totals</i>		\$1,266,206.26	\$4,699,920.00	\$799,225.18	17%	\$1,271,358.00	\$4,053,648.00	(14%)
Materials & Supplies								
52 7300	Postage	282.78	600.00	7.56	1	600.00	600.00	
52 7320	Stationery & Printing	.00	300.00	326.77	109	300.00	300.00	
52 7330	Copy Expense	.00	1.00	.00		1.00	1.00	
53 7000	Gas & Oil	21,629.11	15,000.00	11,234.40	75	15,000.00	15,000.00	



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>510 - ELECTRIC/POWER FUND</b>								
EXPENSE								
Department <b>4600 - Electric/Line</b>								
Materials & Supplies								
53 7010	Tools/Shop Supplies	36,544.03	40,000.00	22,976.73	57	40,000.00	40,000.00	
53 7020	Janitorial Supplies	1,757.82	1,000.00	441.27	44	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	81.50	1,100.00	81.50	7	1,100.00	1,100.00	
53 7091	Road Signs & Delineators	38,350.75	60,000.00	26,289.30	44	60,000.00	60,000.00	
53 7100	Lubricants & Chemicals	.00	1.00	.00		1.00	1.00	
53 7110	Safety Supplies	8,846.46	23,495.00	1,819.85	8	23,495.00	23,495.00	
53 7121	Computer Hardware	799.00	3,000.00	2,760.06	92	3,000.00	3,000.00	
53 7122	Computer Supplies	.00	200.00	.00		200.00	200.00	
53 7150	Other Operating Supplies	.00	.00	355.57		.00	.00	
53 7310	Office Supplies	6,144.47	8,580.00	1,556.88	18	8,580.00	8,580.00	
53 7400	Emergency/Pandemic Expense	8.30	500.00	.00		.00	.00	(100)
53 7450	Emergency/Water Restoration	3,825.00	.00	.00		.00	.00	
<i>Materials &amp; Supplies Totals</i>		\$118,269.22	\$153,777.00	\$67,849.89	44%	\$153,277.00	\$153,277.00	0%
<i>Cost Of Sales</i>								
53 6030	Power Purchases	33,286,420.41	36,500,000.00	21,164,875.69	58	36,100,000.00	36,100,000.00	(1)
53 6031	Solar Power Purchases	1,036.57	1,000.00	647.80	65	1,000.00	1,000.00	
<i>Cost Of Sales Totals</i>		\$33,287,456.98	\$36,501,000.00	\$21,165,523.49	58%	\$36,101,000.00	\$36,101,000.00	(1%)
<i>Operating Transfers Out</i>								
61 1100	Oper. Transfer Out Gen	1,200,000.00	2,000,000.00	1,000,000.02	50	2,000,000.00	2,000,000.00	
<i>Operating Transfers Out Totals</i>		\$1,200,000.00	\$2,000,000.00	\$1,000,000.02	50%	\$2,000,000.00	\$2,000,000.00	0%
<i>Accounting Charges</i>								
57 4001	Utility Assistance	2,200.90	.00	39,084.35		.00	.00	
<i>Accounting Charges Totals</i>		\$2,200.90	\$0.00	\$39,084.35	+++	\$0.00	\$0.00	+++
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	47,764.00	597,000.00	.00		597,000.00	597,000.00	
54 7700	Capital Improvement Fund	201,558.98	250,000.00	.00		250,000.00	250,000.00	
54 7710	Electric Improvements	3,668,984.87	4,570,000.00	2,497,104.67	55	2,800,000.00	2,800,000.00	(39)
54 7850	Other System Improvements	776,902.51	670,000.00	232,035.98	35	840,000.00	840,000.00	25
54 7860	Street Lighting	.00	160,000.00	133,050.00	83	160,000.00	160,000.00	
<i>Capital Outlay Totals</i>		\$4,695,210.36	\$6,247,000.00	\$2,862,190.65	46%	\$4,647,000.00	\$4,647,000.00	(26%)
Department <b>4600 - Electric/Line Totals</b>		\$43,422,040.59	\$52,274,595.00	\$27,695,311.96	53%	\$46,861,783.00	\$49,644,073.00	(5%)
<b>EXPENSE TOTALS</b>		\$43,422,040.59	\$52,274,595.00	\$27,695,311.96	53%	\$46,861,783.00	\$49,644,073.00	(5%)



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals							
	REVENUE TOTALS	\$45,448,254.24	\$54,056,375.00	\$36,951,437.95	68%	\$51,703,000.00	\$51,653,000.00	(4%)
	EXPENSE TOTALS	\$43,422,040.59	\$52,274,595.00	\$27,695,311.96	53%	\$46,861,783.00	\$49,644,073.00	(5%)
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals	\$2,026,213.65	\$1,781,780.00	\$9,256,125.99	519%	\$4,841,217.00	\$2,008,927.00	13%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$45,448,254.24	\$54,056,375.00	\$36,951,437.95	68%	\$51,703,000.00	\$51,653,000.00	(4%)
	EXPENSE GRAND TOTALS	\$43,422,040.59	\$52,274,595.00	\$27,695,311.96	53%	\$46,861,783.00	\$49,644,073.00	(5%)
	Net Grand Totals	\$2,026,213.65	\$1,781,780.00	\$9,256,125.99	519%	\$4,841,217.00	\$2,008,927.00	13%





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 5240 - Telephone</b>			
510 4600 52 5240	AT&T	12.0000	1,284.00	15,408.00
510 4600 52 5240	Comcast (Failover-Internet)	12.0000	67.00	804.00
510 4600 52 5240	Verizon Data	12.0000	777.00	9,324.00
510 4600 52 5240	Verizon Wireless	12.0000	552.00	6,624.00
510 4600 52 5240	Windstream	12.0000	1,980.00	23,760.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>\$55,920.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
510 4600 52 5260	Based on Monthly Average	12.0000	11,217.00	134,604.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$134,604.00</u>
Account	<b>52 5270 - Water</b>			
510 4600 52 5270	Based on Monthly Average	12.0000	29.00	348.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$348.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
510 4600 52 5280	Sanitation & Sewer	12.0000	154.00	1,848.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>\$1,848.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
510 4600 52 5330	Copier Lease & Maintenance	12.0000	167.00	2,004.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	1	<u>\$2,004.00</u>
Account	<b>52 5360 - Other Equipment Rental</b>			
510 4600 52 5360	Crane for lifting large transformer	1.0000	500.00	500.00
	Account <b>52 5360 - Other Equipment Rental</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 5450 - Legal Fees</b>			
510 4600 52 5450	Allocated by accounting	1.0000	1,500.00	1,500.00
	Account <b>52 5450 - Legal Fees</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
510 4600 52 5510	ECG Services	1.0000	75,000.00	75,000.00
510 4600 52 5510	OMS Upgrade to add IVR	1.0000	78,000.00	78,000.00
510 4600 52 5510	Other consulting such as hazardous material	1.0000	13,000.00	13,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	3	<u>\$166,000.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4600 52 5700	Moody's Allocation	12.0000	3,005.46	36,065.52
510 4600 52 5700	R&M for bucket trucks and line trucks - ALTEC	1.0000	15,000.00	15,000.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	2	<u>\$51,065.52</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4600 52 5720	Recloser batteries	1.0000	5,000.00	5,000.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	1	<u>\$5,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4600 52 5730	Comcast (Cable & Internet)	12.0000	172.00	2,064.00
510 4600 52 5730	DocuSign	1.0000	2,021.00	2,021.00
510 4600 52 5730	Email License	1.0000	1,947.00	1,947.00
510 4600 52 5730	Mimecast	13.0000	87.00	1,131.00
510 4600 52 5730	Quantum	1.0000	625.00	625.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	5	<u>\$7,788.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
510 4600 52 5740	HVAC & Plumbing repair	1.0000	6,400.00	6,400.00
510 4600 52 5740	Pest Control	1.0000	1,000.00	1,000.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	2	<u>\$7,400.00</u>
Account	<b>52 5780 - Grounds</b>			
510 4600 52 5780	Side trimming contract with Trees Unlimited	1.0000	320,000.00	320,000.00
	Account <b>52 5780 - Grounds</b> Totals	Transactions	1	<u>\$320,000.00</u>
Account	<b>52 5790 - R&amp;M-Distribution System</b>			
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	50.0000	325.00	16,250.00
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	Buffington Road Lighting - Georgia Power	12.0000	974.00	11,688.00
510 4600 52 5790	Construction Hardware, Material & Supplies	1.0000	33,948.00	33,948.00
510 4600 52 5790	Gang Operated Switches	4.0000	3,500.00	14,000.00
510 4600 52 5790	Godby Road Lighting - Georgia Power	12.0000	872.00	10,464.00
510 4600 52 5790	Holiday Decorations Rentals	1.0000	15,000.00	15,000.00
510 4600 52 5790	Holiday Pole Lights	50.0000	600.00	30,000.00
510 4600 52 5790	Metering Cable	3.0000	1,000.00	3,000.00
510 4600 52 5790	Miscellaneous Material	1.0000	6,000.00	6,000.00
510 4600 52 5790	New Advanced Electric Meters	1,072.0000	250.00	268,000.00
510 4600 52 5790	Primary PT & CT Equipment	1.0000	8,000.00	8,000.00
510 4600 52 5790	Transformer & Switch Gear Repair	1.0000	25,000.00	25,000.00
	Account <b>52 5790 - R&amp;M-Distribution System</b> Totals	Transactions	15	<u>\$476,000.00</u>
Account	<b>52 6000 - Advertising Expense</b>			
510 4600 52 6000	Marketing & Promotional Items	1.0000	10,000.00	10,000.00
	Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
510 4600 52 6100	Auto Liability	1.0000	25,431.95	25,431.95
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$25,431.95</u>



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 6110 - Other Insurance</b>			
510 4600 52 6110	EPLI Policy	1.0000	7,930.55	7,930.55
510 4600 52 6110	General Liability	1.0000	7,394.54	7,394.54
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$15,325.09</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4600 52 6130	Commercial Meter Testing	60.0000	150.00	9,000.00
510 4600 52 6130	ECG Services	1.0000	12,900.00	12,900.00
510 4600 52 6130	Georgia 811 Fees	1.0000	3,500.00	3,500.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	3	<u>\$25,400.00</u>
Account	<b>52 6150 - Engineering Services</b>			
510 4600 52 6150	ECG Analytical & Engineering	1.0000	45,000.00	45,000.00
	Account <b>52 6150 - Engineering Services</b> Totals	Transactions	1	<u>\$45,000.00</u>
Account	<b>52 6170 - Contractual Services</b>			
510 4600 52 6170	ECG Pole Attachment Management	1.0000	23,000.00	23,000.00
510 4600 52 6170	Ensignt, Charge Point, Distribution Automation	1.0000	20,000.00	20,000.00
510 4600 52 6170	Grid IQ Advanced Meter Contract	1.0000	885,000.00	885,000.00
510 4600 52 6170	IUC Call Center	1.0000	30,000.00	30,000.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	4	<u>\$958,000.00</u>
Account	<b>52 6200 - Training</b>			
510 4600 52 6200	ECG Safety Training	1.0000	30,000.00	30,000.00
510 4600 52 6200	Linemen Training	1.0000	4,200.00	4,200.00
	Account <b>52 6200 - Training</b> Totals	Transactions	2	<u>\$34,200.00</u>
Account	<b>52 6210 - Dues</b>			
510 4600 52 6210	APPA Dues through MEAG Power billing	1.0000	15,500.00	15,500.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	1	<u>\$15,500.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
510 4600 52 6230	Department Development Meetings	1.0000	1,800.00	1,800.00
510 4600 52 6230	ECG Annual Meeting	1.0000	1,800.00	1,800.00
510 4600 52 6230	ECG Economic Development Summit	1.0000	1,800.00	1,800.00
510 4600 52 6230	ECG Engineering & Operations	1.0000	1,800.00	1,800.00
510 4600 52 6230	MEAG Power Annual Meeting	1.0000	1,800.00	1,800.00
510 4600 52 6230	Utility Coordinating Council Meeting Host	1.0000	1,000.00	1,000.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	6	<u>\$10,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4600 52 6560	NFP	1.0000	3,312.69	3,312.69
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$3,312.69</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>53 5680 - Tires</b>			
510 4600 53 5680	3 Passenger Cars and 3 Pickup Trucks	8.0000	125.00	1,000.00
510 4600 53 5680	9 Construction Vehicle & Trailers	1.0000	2,000.00	2,000.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	2	<u>\$3,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
510 4600 53 7010	Chainsaw	3.0000	365.00	1,095.00
510 4600 53 7010	Compression Tool	4.0000	325.00	1,300.00
510 4600 53 7010	Hand Tools, Cutters, Drills, Wrenches	25.0000	190.00	4,750.00
510 4600 53 7010	Hydraulic Equipment	3.0000	850.00	2,550.00
510 4600 53 7010	Miscellaneous Tools	1.0000	3,625.00	3,625.00
510 4600 53 7010	Underground cable pneumatic excavator	1.0000	25,555.00	25,555.00
510 4600 53 7010	Wire Grips	5.0000	225.00	1,125.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	7	<u>\$40,000.00</u>
Account	<b>53 7091 - Road Signs &amp; Delineators</b>			
510 4600 53 7091	Detector Loop Repair	1.0000	4,000.00	4,000.00
510 4600 53 7091	Pedestrian Signal Equipment	1.0000	3,850.00	3,850.00
510 4600 53 7091	Signal Equipment	1.0000	10,400.00	10,400.00
510 4600 53 7091	Signal Repair	1.0000	41,750.00	41,750.00
	Account <b>53 7091 - Road Signs &amp; Delineators</b> Totals	Transactions	4	<u>\$60,000.00</u>
Account	<b>53 7110 - Safety Supplies</b>			
510 4600 53 7110	Hard Hats, safety glasses and bucket harnesses	10.0000	700.00	7,000.00
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 Bucket annual testing	6.0000	350.00	2,100.00
510 4600 53 7110	Cold weather gear replacement	4.0000	250.00	1,000.00
510 4600 53 7110	Defibrillator & Cabinet	1.0000	2,600.00	2,600.00
510 4600 53 7110	Fire retardant vests & rain gear	1.0000	1,425.00	1,425.00
510 4600 53 7110	Miscellaneous equipment	1.0000	5,650.00	5,650.00
510 4600 53 7110	Utility Work Signs	8.0000	175.00	1,400.00
	Account <b>53 7110 - Safety Supplies</b> Totals	Transactions	9	<u>\$23,495.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
510 4600 53 7121	Laptop and desktop replacements	2.0000	1,500.00	3,000.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
510 4600 53 7310	Printer Ink, toner, standard supplies	1.0000	8,580.00	8,580.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$8,580.00</u>
Account	<b>54 7590 - Vehicles - Replace</b>			
510 4600 54 7590	Replace Vehicle 534 with SUV	1.0000	37,000.00	37,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>54 7590 - Vehicles - Replace</b>			
510 4600 54 7590	Replace Vehicle 540 - Bucket Truck	1.0000	280,000.00	280,000.00
510 4600 54 7590	Replace Vehicle 545 - Bucket Truck	1.0000	280,000.00	280,000.00
	Account <b>54 7590 - Vehicles - Replace</b> Totals	Transactions	3	<u>\$597,000.00</u>
Account	<b>54 7700 - Capital Improvement Fund</b>			
510 4600 54 7700	Large Customer Line Extension & Transformer	1.0000	250,000.00	250,000.00
	Account <b>54 7700 - Capital Improvement Fund</b> Totals	Transactions	1	<u>\$250,000.00</u>
Account	<b>54 7710 - Electric Improvements</b>			
510 4600 54 7710	6 West Infrastructure	1.0000	350,000.00	350,000.00
510 4600 54 7710	A-Loft Residence Inn	1.0000	125,000.00	125,000.00
510 4600 54 7710	Clean Spark Expansion on Edison Drive	1.0000	1,500,000.00	1,500,000.00
510 4600 54 7710	Hawthorne Subdivision	1.0000	275,000.00	275,000.00
510 4600 54 7710	Medical Building	1.0000	50,000.00	50,000.00
510 4600 54 7710	Sheraton Hotel	1.0000	125,000.00	125,000.00
510 4600 54 7710	Sommersby Apartments	1.0000	125,000.00	125,000.00
510 4600 54 7710	Transformer Stock	1.0000	250,000.00	250,000.00
	Account <b>54 7710 - Electric Improvements</b> Totals	Transactions	8	<u>\$2,800,000.00</u>
Account	<b>54 7850 - Other System Improvements</b>			
510 4600 54 7850	EV Charging Stations	1.0000	40,000.00	40,000.00
510 4600 54 7850	Traffic Signal Upgrades	1.0000	560,000.00	560,000.00
510 4600 54 7850	Underground Cable Upgrades	1.0000	240,000.00	240,000.00
	Account <b>54 7850 - Other System Improvements</b> Totals	Transactions	3	<u>\$840,000.00</u>
Account	<b>54 7860 - Street Lighting</b>			
510 4600 54 7860	Decorative Lighting	1.0000	80,000.00	80,000.00
510 4600 54 7860	LED Street Lighting Additions & Upgrades	1.0000	80,000.00	80,000.00
	Account <b>54 7860 - Street Lighting</b> Totals	Transactions	2	<u>\$160,000.00</u>
Account	<b>61 1100 - Oper. Transfer Out Gen</b>			
510 4600 61 1100	Transfer Out to General Fund	1.0000	2,000,000.00	2,000,000.00
	Account <b>61 1100 - Oper. Transfer Out Gen</b> Totals	Transactions	1	<u>\$2,000,000.00</u>
	Department <b>4600 - Electric/Line</b> Totals	Transactions	104	<u>\$9,157,222.25</u>
	Fund <b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	104	<u>\$9,157,222.25</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	104	<u>\$9,157,222.25</u>
	Grand Totals	Transactions	104	<u>\$9,157,222.25</u>

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

Department and Number  
**Electric Line -4600**

Fund: 510

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

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

Job Title:

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

Job Title:

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

Fund: <b>510</b>		Department and Number: <b>Power – Line - 4600</b>	
x	New Replacement for Vehicle/Equipment No. 534	Priority:	24
Vehicle Type	<input type="checkbox"/> Sedan 2 Door <input type="checkbox"/> Sedan 4 Door <input type="checkbox"/> Cruiser <input type="checkbox"/> Station Wagon <input type="checkbox"/> Van <input type="checkbox"/> 1/2 ton Truck <input type="checkbox"/> 3/4 ton Truck <input type="checkbox"/> Sanitation Front Loader <input type="checkbox"/> Sanitation Rear Loader <input checked="" type="checkbox"/> Other <input type="checkbox"/> SUV	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>15 years</u> <u>61600 miles</u> Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2022-23 Maintenance Cost Actual FYE 2022-23 Operating Cost Estimated FYE 20223-24 Maintenance Cost Estimated FYE 2023-24 Operating Cost	
List of Special Features, Not Standard: XLT RWD Upgrade		Specific Description & Condition of Item Being Replaced including VIN# 2G1WT58K081313658 2008 Chevrolet Impala	
Justification/Description: Unit 534 is a 16 year old 4-door sedan (purchased in 2008) that is less reliable.		Recommended Disposition of Replaced Item: <input type="checkbox"/> Sell by Sealed Bid <input checked="" type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input type="checkbox"/> Other	
Purchase Option New Vehicle/Equipment <u>\$37,000.00</u> Purchase Price <u>15 years</u> Estimated Useful Life <u>daily</u> Estimated Use During 2023-24 Estimated Operating Cost During 2023-24		Rental Option New Vehicle/Equipment <u>                    </u> Rental/Lease Cost per Year <u>                    </u> Estimated Length of Rental/Lease <u>                    </u> Estimated Use During 2024-25 <u>                    </u> Estimated Operating Cost During 2024-25	



**EXHIBIT F**

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

Fund: <b>510</b>		Department and Number: <b>Power – Line - 4600</b>
x	New Replacement for Vehicle/Equipment No. 540	Priority: 16
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 X Other Bucket Truck	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced 14 years 49240 miles Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2022-23 Maintenance Cost Actual FYE 2022-23 Operating Cost Estimated FYE 20223-24 Maintenance Cost Estimated FYE 2023-24 Operating Cost
List of Special Features, Not Standard: Altec Industries bucket truck specifications.		Specific Description & Condition of Item Being Replaced including VIN# 1HTMMAAT0DH405352 2011 International diesel
Justification/Description: Unit 540 is a 14 year old International/Altec bucket truck that is less reliable and less safe. The purchase has already been approved and ordered.		Recommended Disposition of Replaced Item: Sell by Sealed Bid x Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
Purchase Option New Vehicle/Equipment \$280,000.00 Purchase Price 14 years Estimated Useful Life daily Estimated Use During 2023-24 Estimated Operating Cost During 2023-24	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2023-24 Estimated Operating Cost During 2023-24	

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

<b>Fund: 510</b>		<b>Department and Number:</b>	<b>Power – Line - 4600</b>
x	New Replacement for Vehicle/Equipment No. 545		Priority: 15
Vehicle Type	<input type="checkbox"/> Sedan 2 Door <input type="checkbox"/> Sedan 4 Door <input type="checkbox"/> Cruiser <input type="checkbox"/> Station Wagon <input type="checkbox"/> Van <input type="checkbox"/> 1/2 ton Truck <input type="checkbox"/> 3/4 ton Truck <input type="checkbox"/> Sanitation Front Loader <input type="checkbox"/> Sanitation Rear Loader <input checked="" type="checkbox"/> Other <input type="checkbox"/> Bucket Truck		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>18 years</u> <u>74746 miles</u> Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2022-23 Maintenance Cost Actual FYE 2022-23 Operating Cost Estimated FYE 20223-24 Maintenance Cost Estimated FYE 2023-24 Operating Cost
List of Special Features, Not Standard: Altec Industries bucket truck specifications.		Specific Description & Condition of Item Being Replaced including VIN# 1HTMMAAN27H441942 2007 International diesel	
Justification/Description: Unit 545 is a 17 year old International/Altec bucket truck that is less reliable and less safe. The purchase has already been approved and ordered.		Recommended Disposition of Replaced Item: <input type="checkbox"/> Sell by Sealed Bid <input checked="" type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input type="checkbox"/> Other	
Purchase Option	New Vehicle/Equipment	Rental Option	New Vehicle/Equipment
<u>\$280,000.00</u>	Purchase Price	<u>                    </u>	Rental/Lease Cost per Year
<u>18 years</u>	Estimated Useful Life	<u>                    </u>	Estimated Length of Rental/Lease
<u>daily</u>	Estimated Use During 2023-24	<u>                    </u>	Estimated Use During 2023-24
<u>                    </u>	Estimated Operating Cost During 2024-25	<u>                    </u>	Estimated Operating Cost During 2023-24

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

**Dept:** Power- Line      **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>	<b>Prior Year    Curr Year</b>		<i>Hours</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>		
512-D	2008	Ford	F-450	1FDXF46RX8EB69267	59,000.00	8/6/2007	9,549	9,898		GV19226
517-G	2023	Ford	F-150	1FTFW1E84PFA07540	47,764.00	8/15/2022	1,550	6,938		GV19225
523-G	2017	Ford	Fusion	3FA6P0G70HR358144	23,000.00	4/25/2017	10,060	14,144		GV8330K
530-G	2018	Ford	F-150	1FTEX1CB9JFE78260	25,840.00	11/30/2018	9869	12205	729	GV1757M
533-G	2020	Ford	Fusion	3FA6P0G73LR237276	18,060.00	2/3/2020	8538	13735		GV6853N
534-G	2008	Chev	Impala	2G1WT58K081313658	21,962.00	5/13/2008	60,020	61,800		GV19211
536-D	2007	Inter.	4300SBA	1HTMMAAN37H534985	133,793.00	4/17/2007	34,087	36,217	4667	GV6209M
538-D	2013	Inter.	7300/SBA	1HTZZAAR0DJ196136	182,534.00	1/19/2013	54,748	57,310	7013	133113
540-D	2011	Inter.	4300SBA	1HTMMAAN8BH289934	188,824.00	12/30/2010	49,240	50,236	7300	133114
542	2006	Altel	Trailer	5TP6830226H00648	85,000.00	9/1/2006				N/A
543-D	2013	Inter.	7400	1HTWHAAT0DH405352	236,106.00	9/13/2012	8,573	9,299	1258	133112
545-D	2007	Inter.	4300/D	1HTMMAAN27H441942	125,818.00	7/28/2006	74,746	76,628	14847	133098
546-D	2020	Altec	MS106	1FVACFC9LHLB6301	216,522.00	10/1/2019	10,524	14,370	613	GV6828N
550	1987	Butler	Trailer	1BUC20204H1002074	6,050.00	12/22/1987	N/A			N/A
551	1999	Trailer	Trailer	123WM2429XIT12068	38,310.00	1/7/2000	N/A			N/A
555	1995	Puller	Trailer	123WM141151T20153	29,100.00	2/13/1995	N/A			133118
556	2009	Butler	Trailer	1BUC2020291005368	12,648.00	5/13/2009	N/A			N/A
559	2003	Altel	Trailer	4HAABZ003B0000001	19,000.00	9/1/2003	N/A			N/A
560	2015	Kubota	Track Hoe	22782	44,749.00	3/16/2015	N/A		640	N/A
561	2019	Ditchwitch	Trencher	DWPC24XAVK0001709	19,000.00	9/1/2003	N/A		99	N/A

**EXHIBIT G**  
City of College Park, Georgia  
5 Year Capital Improvement Program  
Budget Year 2024-25

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

Account Number	Description/Justification	Suggested Funding Source	Suggested Funding				
			2024-25	2025-26	2026-27	2027-28	2028-29
54-7590	<b>Vehicles - Replace</b>	Electric Fund	\$37,000	\$0	\$0	\$0	\$0
		Unit 534					
	<b>Large Vehicles - Replace</b>	Electric Fund	\$280,000	\$280,000	\$300,000	\$300,000	\$0
		Unit 540		Unit 536	Unit 543	Unit 538	
			\$280,000	\$280,000	\$0	0	\$0
		Unit 545		Unit 512			
54-7700	<b>Capital Improvement</b> Large Customer Line Extension and switch/transformer installations	Electric Fund	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
54-7710	<b>Electric Improvements</b>						
	Transformer Stock	Electric Fund	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	Clean Spark Expansion on Edison Dr.	Electric Fund	\$1,500,000	\$0	\$0	\$0	\$0
	Hawthorne Subdivision	Electric Fund	\$275,000	\$0	\$0	\$0	\$0
	6 West Infrastructure	Electric Fund	\$350,000	\$350,000	\$125,000	\$125,000	\$125,000
	A-Loft Residence Inn	Electric Fund	\$125,000	\$0	\$0	\$0	\$0
	Sommersby Apartments	Electric Fund	\$125,000	\$0	\$0	\$0	\$0
	Sheraton Hotel	Electric Fund	\$125,000	\$0	\$0	\$0	\$0
	Medical Building	Electric Fund	\$50,000	\$0	\$0	\$0	\$0
54-7850	<b>Other System Improvements</b>						
	Underground Cable Upgrades	Electric Fund	\$240,000	\$0	\$0	\$0	\$0
	Traffic Signal Upgrades	Electric Fund	\$560,000	\$0	\$0	\$0	\$0
	EV Charging Stations	Electric Fund	\$40,000	\$20,000	\$20,000	\$0	\$0
54-7860	<b>Street Lighting</b>						
	Decorative Lighting	Electric Fund	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
	LED Street Lighting Additions/Upgrades	Electric Fund	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Totals			\$4,647,000	\$1,590,000	\$1,105,000	\$1,085,000	\$785,000

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2024-25**

Department: Power Fund: 510-4600-54-7590  
Division: Line Department Number: 4600  
Item/Project Name: Vehicle Replacement – Unit 534  
Item/Project Manager: Hugh Richardson Priority Rating: 17  
Units Requested: 1  
Number of Similar Units on Hand: N/A

---

Description of Item/Project: Replacement of a 16 year old sedan.

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: 2008 Chevrolet Impala purchased in 2008.

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use: Repair

---

Justify need for this item, including use: Vehicle is 16 years old, needs repairs and a good washing.

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

Cost Breakdown: Estimated Useful Life 15 years  
Estimated Cost \$37,000.00  
Less: Trade In \_\_\_\_\_  
Net Cost \$37,000.00

Comparable Quotes: Vendor Name Vendor Quote

---

Purchase to be made via a contract with a vehicle dealership.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle 534 Replacement

**Project Description:**

Replace a 2008 Chevrolet Impala with a new 2025 Ford Explorer.

**Project Justification and Impact:**

Existing unit 534 will be 17 years old and is becoming less reliable.

**Project Costs: \$37,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$37,000	\$ -	\$ -	\$ -	\$ -	\$37,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7590  
Division: Line Department Number: 4600  
Item/Project Name: Vehicle Replacement – Unit 540  
Item/Project Manager: Glenn Spivey Priority Rating: 16  
Units Requested: 1  
Number of Similar Units on Hand: N/A

---

Description of Item/Project: Replacement of a 15 year old bucket truck.

Explain need for this expenditure:

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

---

If replacement, describe item to be replaced: 2011 International bucket truck.

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use: Repair

---

Justify need for this item, including use: Vehicle is 15 years old, needs repairs. This unit has already been ordered and approved.

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

Cost Breakdown: Estimated Useful Life 15 years  
Estimated Cost \$280,000.00  
Less: Trade In \_\_\_\_\_  
Net Cost \$280,000.00

---

Comparable Quotes:	Vendor Name	Vendor Quote
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Purchase to be made via a contract with a vehicle dealership.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle 540 Replacement

**Project Description:**

Replace a 2011 International bucket truck with a new 2024 model.  
This unit has already been approved and ordered with expected delivery in late 2024.

**Project Justification and Impact:**

Existing unit 540 will be 14 years old when replaced. It has become less reliable and less safe.

**Project Costs: \$280,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$280,000	\$ -	\$ -	\$ -	\$ -	\$280,000

**Useful Life:** 10-15 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 2024-25**

Department: Power Fund: 510-4600-54-7590  
Division: Line Department Number: 4600  
Item/Project Name: Vehicle Replacement – Unit 545  
Item/Project Manager: Glenn Spivey Priority Rating: 15  
Units Requested: 1  
Number of Similar Units on Hand: N/A

---

Description of Item/Project: Replacement of an 18 year old bucket truck.

Explain need for this expenditure:

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

---

If replacement, describe item to be replaced: 2007 International bucket truck.

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use: Repair

---

Justify need for this item, including use: Vehicle is 18 years old, needs repairs. This unit has already been ordered and approved.

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

Cost Breakdown: Estimated Useful Life 15 years  
Estimated Cost \$280,000.00  
Less: Trade In \_\_\_\_\_  
Net Cost \$280,000.00

Comparable Quotes: Vendor Name Vendor Quote

---

Purchase to be made via a contract with a vehicle dealership.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle 545 Replacement

**Project Description:**

Replace a 2007 International bucket truck with a new 2024 model.  
This unit has already been approved and ordered with expected delivery in late 2024.

**Project Justification and Impact:**

Existing unit 545 will be 17 years old when replaced. It has become less reliable and less safe.

**Project Costs: \$280,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$280,000	\$ -	\$ -	\$ -	\$ -	\$280,000

**Useful Life:** 10-15 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 2024-25**

Department: Power Fund: 510-4600-54-7700  
Division: Line Department Number: 4600  
Item/Project Name: Large Customer Line Extension  
Item/Project Manager: Glenn Spivey Priority Rating: 14  
Units Requested: 1  
Number of Similar Units on Hand: 0

---

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

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

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

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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.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 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: \$250,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 275,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$1,525,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: 6 West Infrastructure  
Item/Project Manager: Glenn Spivey Priority Rating: 10  
Units Requested: 1  
Number of Similar Units on Hand: 0

---

Description of Item/Project: Install new underground, transformers, and lighting for 500 new homes and commercial customers in the 6-West Development area. This project will be in several phases, part 1 in 2024-2024 and finishing in 2024-2029.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

Cost Breakdown: Estimated Useful Life 30 Years  
Estimated Cost \$350,000.00  
Less: Trade In N/A  
Net Cost \$350,000.00

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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.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

6 West Infrastructure

**Project Description:**

Install new underground power system and lighting for 500 new homes and commercial customers planned for the 6 West Development.

**Project Justification and Impact:**

This project will result in over 500 new customers.

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

<b><u>PriorYear</u></b>	<b><u>FY2025</u></b>	<b><u>FY2026</u></b>	<b><u>FY2027</u></b>	<b><u>FY2028</u></b>	<b><u>FY2029</u></b>	<b><u>Total</u></b>
\$ -	\$ 350,000	\$ 350,000	\$ 125,000	\$ 125,000	\$ 125,000	\$1,075,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: A-Loft Residence Inn Hotel  
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 and transformer for a new hotel located on the Convention Center Concourse.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

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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.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

A Loft Residence Inn Hotel

**Project Description:**

Install new underground power system and transformer to serve a new hotel on Convention Center Concourse.

**Project Justification and Impact:**

This project will result in a new large power commercial load.

**Project Costs:**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 0	\$ 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 2024-25**

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Clean Spark Data Center Expansion at Edison Drive  
Item/Project Manager: Glenn Spivey Priority Rating: 11  
Units Requested: 1  
Number of Similar Units on Hand: 0

---

Description of Item/Project: Extension of 3 circuits from the Edison Substation to serve more expansion of the data center.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

Justify need for this item, including use: This project will be adding up to an additional 40 MW of power load.

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

Cost Breakdown: Estimated Useful Life 30 Years  
Estimated Cost \$1,500,000.00  
Less: Trade In N/A  
Net Cost \$1,500,000.00

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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.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Clean Spark Data Center expansion at Edison Road

**Project Description:**

Extend 3 new circuits from Edison Substation for the further expansion of the Data Center

**Project Justification and Impact:**

This project will result in adding up to 40 MW of power load.

**Project Costs:**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 0	\$1,500,000	\$ -	\$ -	\$ -	\$ -	\$1,500,000

**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 2024-25**

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

---

Description of Item/Project: Install new underground, transformers, and lighting for a 300 new home development.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

Cost Breakdown: Estimated Useful Life 30 Years  
Estimated Cost \$275,000.00  
Less: Trade In N/A  
Net Cost \$275,000.00

---

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

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 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: \$275,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 690,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Medical Building  
Item/Project Manager: Glenn Spivey Priority Rating: 9  
Units Requested: 1  
Number of Similar Units on Hand: 0

---

Description of Item/Project: Install new underground and transformer for a new medical building on Airport Drive.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

Justify need for this item, including use: This project will add a new commercial load.

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

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

Comparable Quotes: Vendor Name Vendor Quote

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Medical Building

**Project Description:**

Install new underground power system and transformer to serve a new medical office building on Airport Drive.

**Project Justification and Impact:**

This project will result in a new commercial load..

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

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 0	\$ 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 2024-25**

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

---

Description of Item/Project: Install new underground and transformer for a new hotel on Hospitality Way.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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 from the lowest qualified bidders meeting College Park specifications for item(s) bid.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Sheraton Hotel

**Project Description:**

Install new underground power system and transformer to serve a new Sheraton Hotel on Hospitality Way.

**Project Justification and Impact:**

This project will result in a new large power commercial load..

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

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 0	\$ 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 2024-25**

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

---

Description of Item/Project: Install new underground, transformers, and lighting for a 300+ new apartments development.

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

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

Comparable Quotes: Vendor Name Vendor Quote

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Sommersby Apartments

**Project Description:**

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

**Project Justification and Impact:**

This project will result in over 300 extra customers.

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

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 565,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 690,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Transformers - New and Replacement  
Item/Project Manager: Glenn Spivey Priority Rating: 3  
Units Requested: N/A  
Number of Similar Units on Hand: N/A

---

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

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use: Repair

---

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

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

Cost Breakdown: Estimated Useful Life 30 years  
Estimated Cost \$250,000.00  
Less: Trade In \_\_\_\_\_  
Net Cost \$250,000.00

Comparable Quotes: Vendor Name Vendor Quote

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 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: \$250,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 280,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$1,530,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7850  
Division: Line Department Number: 4600  
Item/Project Name: EV Charging Stations  
Item/Project Manager: Eric Spells Priority Rating: 12  
Units Requested: 2  
Number of Similar Units on Hand: 0

---

Description of Item/Project: Install additional Charge Point level 2 dual EV charging stations at the GICC and City Parks.

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: The GICC and Arena have 2500 parking spaces and at least 20 of them need to be available for electric vehicles. Phillips Park and Zupp Park have adequate parking can use one dual station each.

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

Cost Breakdown: Estimated Useful Life 10 Years  
Estimated Cost \$40,000.00  
Less: Trade In N/A  
Net Cost \$40,000.00

Comparable Quotes: Vendor Name Vendor Quote

---

1. Purchase to be made from Charge Point to add to the existing units located at the GICC and Parks.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

EV Charging Stations

**Project Description:**

Install Level 2 Dual charging stations at the GICC parking and City Parks.

**Project Justification and Impact:**

This project will promote and attract attendees with electric vehicles. There are 8 stations in place at the GICC & Arena and 8 stations in the Public Safety Parking area.

Eventually, the GICC and Arena will need at least 20 stations.

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

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ 32,000	\$ 40,000	\$ 20,000	\$20,000	\$ -	\$ -	\$ 112,000

**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 2024-25**

Department: Power Fund: 510-4600-54-7850  
Division: Line Department Number: 4600  
Item/Project Name: Traffic Signal Upgrades  
Item/Project Manager: Michael Sturkey Priority Rating: 4  
Units Requested: 1  
Number of Similar Units on Hand: 0

---

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

Explain need for this expenditure:

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

---

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

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

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

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

Cost Breakdown: Estimated Useful Life 10 Years  
Estimated Cost \$560,000.00  
Less: Trade In N/A  
Net Cost \$560,000.00

---

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

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades

**Project Description:**

Replace existing traffic signals, controls, arms and control loops at 6 intersections

**Project Justification and Impact:**

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

**Project Costs: \$560,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$560,000	\$ -	\$ -	\$ -	\$ -	\$560,000

**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 2024-25**

Department: Power

Fund: 510-4600-54-7850

Division: Line

Department Number: 4600

Item/Project Name: Underground Cable Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 13

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 \$240,000.00

Less: Trade In N/A

Net Cost \$240,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

Underground Cable Upgrades

**Project Description:**

Replace deteriorated underground primary cable to apartment complexes.

**Project Justification and Impact:**

Several apartment services, especially those at Chelsea Gardens, 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: \$240,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$240,000	\$ -	\$ -	\$ -	\$ -	\$240,000

**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 2024-25**

Department: Power

Fund: 510-4600-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Decorative Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 6

Units Requested: 40

Number of Similar Units on Hand: 25

---

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: 40 Units at \$1750 each.

Estimated Useful Life 20 years

Estimated Cost \$80,000.00

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

Net Cost \$80,000.00

---

Comparable Quotes:

Vendor Name

Vendor Quote

---

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

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 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 for improved lighting for parks and streets.

**Project Justification and Impact:**

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

**Project Costs: \$80,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$75,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$475,000.00

**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 2024-25**

Department: Power

Fund: 510-4600-54-7860

Division: Line

Department Number: 4600

Item/Project Name: LED Lighting Additions/Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 5

Units Requested: 210

Number of Similar Units on Hand: 25

---

Description of Item/Project: This project will be adding more lights to the streets, parks and replace private security lighting.

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 \$381 each

Estimated Useful Life 15 years

Estimated Cost \$80,000.00

Less: Trade In 0

Net Cost \$80,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

---

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

2.

3.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2024-25 BUDGET**

**Department/Division:**

Power/Line

**Project Name or Title:**

LED Street Lighting Additions

**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: \$80,000**

<u>PriorYear</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$78,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$478,000

**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 155 miles of overhead and underground line serving approximately 8,800 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

**Trends:** The buzz words in the next few years will be “electric vehicle charging stations”. The power department must be prepared for the infrastructure to support the electric growth of both the charging stations and normal customer growth.

The challenge will be the delivery of materials. Budgeted items may not be delivered until the following fiscal year.

Annual Power Department projects continue to focus on infrastructure improvements for reliability to its customers.

Commercial and residential 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 24/25 Objectives:** Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Replace underground primary conductor at several apartments.
- 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

## EXHIBIT I-BUDGET PERFORMANCE

- Add additional street lighting and lighting at parks
- Complete the underground service and lighting to the Hawthorne Station subdivision
- Provide underground service and lighting to the 6 West development
- Complete the underground service and lighting to the Sommersby apartments.
- Add more circuit extensions for the expansion of the data center
- Provide underground service to 2 new hotels: Sheraton and ALoft
- Install additional electric vehicle charging stations at the GICC and City Parks
- Provide new underground service to the Medical Building on Airport Blvd.

### Performance Measures

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

Complete all projects as planned within the budget constraints.

**Estimated 24/25**  
18

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

Maintain projects at or below budget projections.

**Estimated 24/25**  
5%

### Performance Measures

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

Complete projects as budgeted

**Estimated 23/24**  
12

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

Maintain projects at or below budget projections

**Estimated 23/24**  
6%

### Performance Measures

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

Goals of project completion.

**Actual 23/24**  
7

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

Maintain projects at or below budget projections

**Actual 23/24**  
7%



# **EXHIBIT I-BUDGET PERFORMANCE**

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

### **Prior Year Highlights:**

- Added 300+ new LED and decorative lights to the City streets and parks
- Completed underground service and distribution relocation for the Diamond Project on Harvard Avenue.
- Provided underground service and lighting to 150+ homes at Hawthorne Station
- Installed 4 new electric vehicle charging stations at the GICC
- Installed 4 new electric vehicle charging stations at the Public Safety parking area.
- Installed underground construction to the Sommersby Apartment project on W. Fayetteville Road.
- Installed 20 switches for the Distribution Automation system.
- Installed new underground service for the McLarin High School project.
- Installed new lighting on Lottie Miller Boulevard.
- Installed new service to condos on Harvard Avenue.
- Began line extensions for expansion of the Data Center on Godby Road.

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2024-25

---

Fund: **510**

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 2024-25

---

Fund: **510**

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 Organizational Chart







# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4610 - Warehouse</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	52,390.22	53,315.00	43,051.60	81	58,647.00	58,647.00	10
51 5020	Salary/Overtime	109.63	500.00	.00		500.00	500.00	
51 5190	Medicare	928.43	773.00	484.38	63	850.00	850.00	10
<i>Personnel Services Totals</i>		<b>\$53,428.28</b>	<b>\$54,588.00</b>	<b>\$43,535.98</b>	<b>80%</b>	<b>\$59,997.00</b>	<b>\$59,997.00</b>	<b>10%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	11,829.38	12,817.00	10,315.79	80	14,099.00	14,099.00	10
51 5161	Life Insurance	22.62	50.00	16.53	33	50.00	50.00	
51 5163	ST Disability Insurance	163.80	130.00	54.72	42	130.00	130.00	
51 5164	LT Disability Insurance	106.08	96.00	81.51	85	96.00	96.00	
51 5165	Health Insurance	14,522.23	17,418.00	12,819.30	74	17,542.00	17,542.00	1
51 5166	Dental Insurance	708.76	727.00	517.94	71	709.00	709.00	(2)
51 5180	Uniforms	436.85	800.00	170.00	21	800.00	800.00	
<i>Employee Benefits Totals</i>		<b>\$27,789.72</b>	<b>\$32,038.00</b>	<b>\$23,975.79</b>	<b>75%</b>	<b>\$33,426.00</b>	<b>\$33,426.00</b>	<b>4%</b>
<i>Communications &amp; Util.</i>								
52 5270	Water	2,293.95	4,140.00	1,390.81	34	2,412.00	2,412.00	(42)
<i>Communications &amp; Util. Totals</i>		<b>\$2,293.95</b>	<b>\$4,140.00</b>	<b>\$1,390.81</b>	<b>34%</b>	<b>\$2,412.00</b>	<b>\$2,412.00</b>	<b>(42%)</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	.00	.00	2,394.90		.00	.00	
<i>Rentals Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,394.90</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	2,163.28	2,064.00	1,800.84	87	4,319.00	4,320.00	109
52 5720	R&M Communication Equip	.00	3,000.00	309.99	10	3,000.00	3,000.00	
52 5730	R&M - D/P Equipment	6,137.78	6,784.00	.00		9,807.00	9,888.00	46
53 5680	Tires	.00	1,630.00	.00		1,625.00	1,625.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$8,301.06</b>	<b>\$13,478.00</b>	<b>\$2,110.83</b>	<b>16%</b>	<b>\$18,751.00</b>	<b>\$18,833.00</b>	<b>40%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	731.65	2,700.00	.00		2,700.00	2,700.00	
<i>Building Maintenance Totals</i>		<b>\$731.65</b>	<b>\$2,700.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>	<b>0%</b>
<i>Training &amp; Education</i>								
52 6200	Training	.00	400.00	.00		400.00	400.00	
<i>Training &amp; Education Totals</i>		<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>0%</b>
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	1,061.02	1,123.00	1,380.03	123	1,590.00	1,590.00	42
52 6110	Other Insurance	1,657.37	1,690.00	1,026.13	61	1,230.00	1,230.00	(27)
52 6130	Miscellaneous Services	6,879.30	10,072.00	5,390.24	54	10,000.00	10,000.00	(1)
52 6560	Workers Comp/Administrati	230.42	263.00	231.66	88	251.00	255.00	(3)
<i>Other Services &amp; Charges Totals</i>		<b>\$9,828.11</b>	<b>\$13,148.00</b>	<b>\$8,028.06</b>	<b>61%</b>	<b>\$13,071.00</b>	<b>\$13,075.00</b>	<b>(1%)</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4610 - Warehouse								
Materials & Supplies								
53 7000	Gas & Oil	727.32	500.00	250.00	50	500.00	500.00	
53 7010	Tools/Shop Supplies	.00	300.00	303.44	101	300.00	300.00	
53 7020	Janitorial Supplies	179.81	300.00	.00		300.00	300.00	
53 7310	Office Supplies	467.71	200.00	66.97	33	200.00	200.00	
	<i>Materials &amp; Supplies Totals</i>	<u>\$1,374.84</u>	<u>\$1,300.00</u>	<u>\$620.41</u>	<u>48%</u>	<u>\$1,300.00</u>	<u>\$1,300.00</u>	<u>0%</u>
	Department 4610 - Warehouse Totals	<u>\$103,747.61</u>	<u>\$121,792.00</u>	<u>\$82,056.78</u>	<u>67%</u>	<u>\$132,057.00</u>	<u>\$132,143.00</u>	<u>8%</u>
	EXPENSE TOTALS	<u>\$103,747.61</u>	<u>\$121,792.00</u>	<u>\$82,056.78</u>	<u>67%</u>	<u>\$132,057.00</u>	<u>\$132,143.00</u>	<u>8%</u>
Fund 510 - ELECTRIC/POWER FUND Totals								
	EXPENSE TOTALS	<u>\$103,747.61</u>	<u>\$121,792.00</u>	<u>\$82,056.78</u>	<u>67%</u>	<u>\$132,057.00</u>	<u>\$132,143.00</u>	<u>8%</u>
Fund 510 - ELECTRIC/POWER FUND Totals		<u>(\$103,747.61)</u>	<u>(\$121,792.00)</u>	<u>(\$82,056.78)</u>	<u>67%</u>	<u>(\$132,057.00)</u>	<u>(\$132,143.00)</u>	<u>8%</u>
Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$103,747.61	\$121,792.00	\$82,056.78	67%	\$132,057.00	\$132,143.00	8%
	Net Grand Totals	<u>(\$103,747.61)</u>	<u>(\$121,792.00)</u>	<u>(\$82,056.78)</u>	<u>67%</u>	<u>(\$132,057.00)</u>	<u>(\$132,143.00)</u>	<u>8%</u>



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4610 - Warehouse</b>			
Account	<b>52 5270 - Water</b>			
510 4610 52 5270	Clayton County water for 1060 Warehouse	12.0000	201.00	2,412.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$2,412.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4610 52 5700	2 Forklifts and 1 pickup truck	1.0000	2,064.00	2,064.00
510 4610 52 5700	Moody's Allocation	12.0000	188.00	2,256.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	2	<u>\$4,320.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4610 52 5720	Security Cameras & Service	1.0000	3,000.00	3,000.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4610 52 5730	Camera and Internet Connection at 1060 warehouse	1.0000	5,000.00	5,000.00
510 4610 52 5730	Email License	1.0000	246.00	246.00
510 4610 52 5730	Mimecast	1.0000	87.00	87.00
510 4610 52 5730	Tyler New World	1.0000	4,555.00	4,555.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$9,888.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
510 4610 52 5740	Gate repair at 1060 Warehouse & other	1.0000	2,700.00	2,700.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	1	<u>\$2,700.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
510 4610 52 6100	Auto Liability	1.0000	1,590.00	1,590.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$1,590.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4610 52 6110	EPLI Policy	1.0000	661.00	661.00
510 4610 52 6110	General Liability	1.0000	569.00	569.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$1,230.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4610 52 6130	Commercial dumpster for 1060 Warehouse	1.0000	1,000.00	1,000.00
510 4610 52 6130	Hyperweb Inventory Software	12.0000	500.00	6,000.00
510 4610 52 6130	Portable toilet for 1060 Warehouse	12.0000	250.00	3,000.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	3	<u>\$10,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4610 52 6560	NFP	1.0000	254.82	254.82
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$254.82</u>
Account	<b>53 5680 - Tires</b>			
510 4610 53 5680	Tires for Pickup Truck & Forklifts	5.0000	325.00	1,625.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$1,625.00</u>





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
	Department <b>4610 - Warehouse</b> Totals	Transactions	17	<u>\$37,019.82</u>
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	17	<u>\$37,019.82</u>
	<b>EXPENSES</b> Totals	Transactions	17	<u>\$37,019.82</u>
	Grand Totals	Transactions	17	<u>\$37,019.82</u>

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

Department and Number  
**Electric Warehouse -4610**

Fund: 510

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

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

Fund: <b>510</b>		Department and Number: <b>Electric Warehouse 4610</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type	Sedan 2 Door	Information on Vehicle/Equipment Being Replaced	
	Sedan 4 Door	Age of Vehicle/Equipment Being Replaced	
	Cruiser	Units of Use to Date (hours, miles, etc.)	
	Station Wagon	Total Operating/Maintenance Costs to Date	
	Van	Actual FYE 2023-24 Maintenance Cost	
	1/2-ton Truck	Actual FYE 2023-24 Operating Cost	
	3/4-ton Truck	Estimated FYE 2024-25 Maintenance Cost	
	Sanitation Front Loader	Estimated FYE 2024-25 Operating Cost	
	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 2024-25		Estimated Use During 2024-25
	Estimated Operating Cost During 2024-25		Estimated Operating Cost During 2024-25

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

**Dept:** \_\_\_\_\_ **Fuel Type:** \_\_\_\_\_

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>537</i>	<i>2020</i>	<i>Ford</i>	<i>F-150</i>	<i>1FTEX1CB2LFB20422</i>	<i>25,045.00</i>	<i>2/28/2020</i>	<i>3,419</i>	<i>5338</i>		<i>GV6827N</i>
<i>93-P</i>	<i>1993</i>	<i>Forklift</i>	<i>Yale</i>	<i>GLP110MCNSBV108</i>	<i>18,000.00</i>	<i>7/31/1997</i>			<i>1020</i>	<i>N/A</i>
<i>94-P</i>	<i>2006</i>	<i>Forklift</i>	<i>Yale</i>	<i>GLPO70VXEGSE087</i>	<i>28,947.00</i>	<i>11/30/2006</i>			<i>1410</i>	<i>N/A</i>

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

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

Department: Electric Warehouse

Department Number: 4610

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

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

Department: 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 2025 BUDGET

**Department/Division:**  
Electric Warehouse

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$**

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

**Useful Life:**

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

**Funding Source:** Electric Fund

**Relationship to Other Primary Projects:** None



## EXHIBIT I – BUDGET PERFORMANCE

### Power Department – Warehouse Division

#### Program Description:

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

#### Trends:

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

#### Program Broad Goals:

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

#### Program Objectives:

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

#### Performance Measures

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

# of Budgeted Capital Projects/Programs	<b>Estimated 23/24</b> 0
---	-----------------------------

#### Prior Year Highlights:

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

**EXHIBIT J**

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

Fund: **510**

Department and Number: **Electric Warehouse 4610**

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Department Submitting Request:

Division Submitting Request:

Requested for Department:

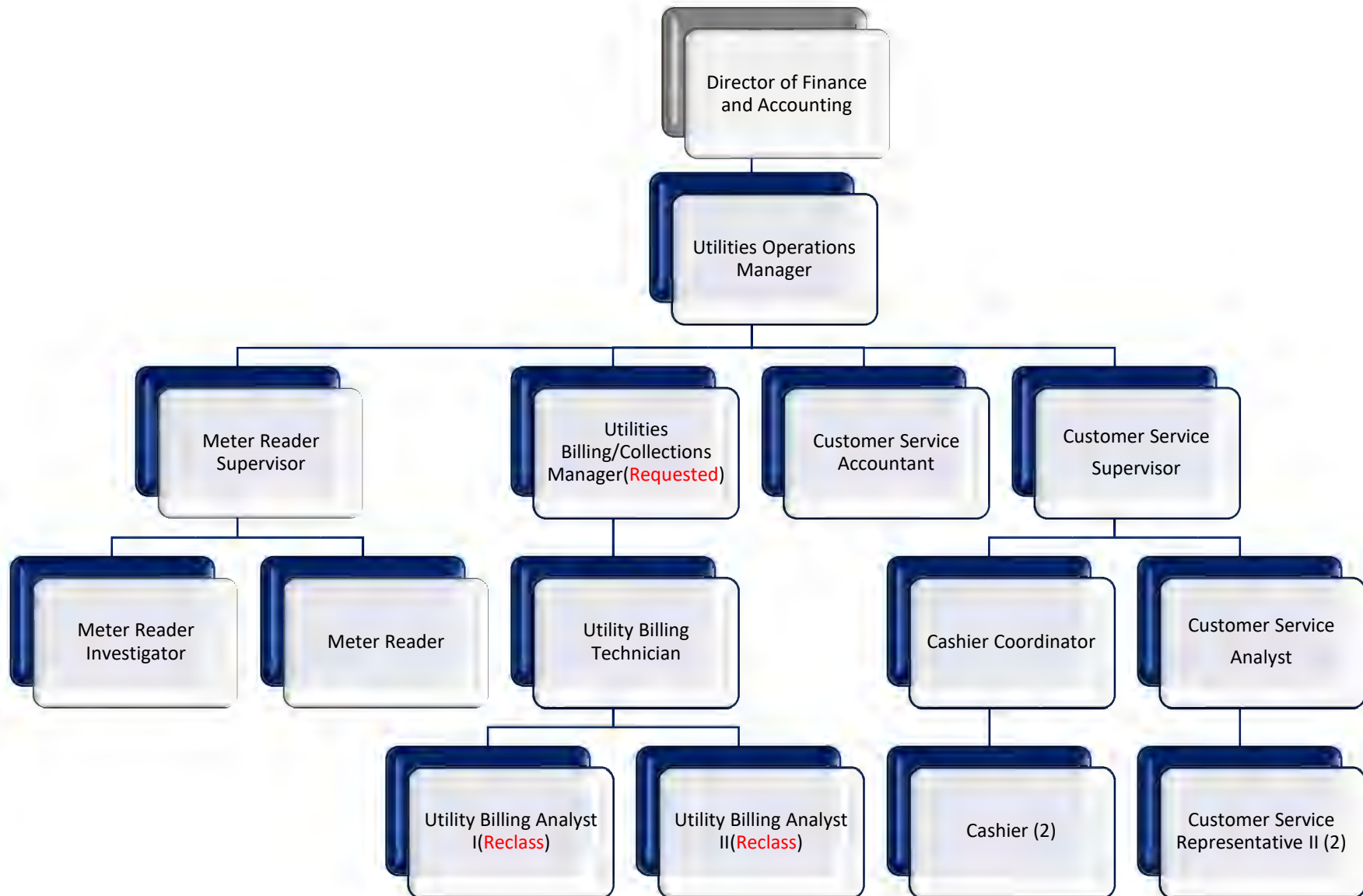
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

# Customer Service Organizational Chart



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

Fund: 510

Department and Number: Customer Service 4630

Full Time Positions:	2021-22 Actual	2022-23 Actual	2023-24 Current	2024-25 Department Requested	2024-25 City Manager Recommend
Utilities Operations Manager	1	1	1	1	1
Utilities Billing/Collections Manager	0	0	0	1	1
Customer Service Supervisor	1	1	1	1	1
Cashier Coordinator	1	1	1	1	1
Cashier	2	2	2	2	2
Customer Service Rep I	1	1	0	0	0
Customer Service Rep II	2	2	2	2	2
Customer Service Rep III	1	1	1	0	0
Utility Billing Technician	1	1	1	1	1
Lead Billing Technician	1	1	1	0	0
Utility Billing Analyst 1	0	0	0	1	1
Utility Billing Analyst 2	0	0	0	1	1
Customer Service Accountant	1	1	1	1	1
Customer Service Analysis	0	0	1	1	1
<b>Total Personnel:</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4630 - Customer Service</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	464,915.94	630,665.00	431,149.40	68	641,505.00	641,505.00	2
51 5020	Salary/Overtime	25,171.37	5,000.00	19,142.78	383	5,000.00	5,000.00	
51 5040	Employee Utility Credit	3,282.42	4,800.00	2,872.20	60	4,800.00	4,800.00	
51 5190	Medicare	10,052.00	9,145.00	6,158.99	67	9,302.00	9,302.00	2
<i>Personnel Services Totals</i>		<b>\$503,421.73</b>	<b>\$649,610.00</b>	<b>\$459,323.37</b>	<b>71%</b>	<b>\$660,607.00</b>	<b>\$660,607.00</b>	<b>2%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	109,648.94	147,136.00	106,808.31	73	149,742.00	149,742.00	2
51 5161	Life Insurance	176.88	621.00	165.11	27	621.00	621.00	
51 5163	ST Disability Insurance	657.16	820.00	607.32	74	820.00	820.00	
51 5164	LT Disability Insurance	640.99	681.00	825.25	121	681.00	681.00	
51 5165	Health Insurance	69,676.47	111,919.00	69,499.64	62	112,640.00	112,640.00	1
51 5166	Dental Insurance	2,198.36	2,465.00	1,866.69	76	3,852.00	3,852.00	56
<i>Employee Benefits Totals</i>		<b>\$182,998.80</b>	<b>\$263,642.00</b>	<b>\$179,772.32</b>	<b>68%</b>	<b>\$268,356.00</b>	<b>\$268,356.00</b>	<b>2%</b>
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	.00	.00		127,919.00	68,349.00	
51 5211	Fringe Benefits A/P	.00	.00	.00		49,654.00	25,867.00	
51 5212	Training/New Personnel	.00	.00	.00		6,000.00	3,500.00	
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$183,573.00</b>	<b>\$97,716.00</b>	<b>+++</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	23,208.26	31,188.00	14,598.22	47	27,265.00	27,264.00	(13)
52 5260	Heat & Power	10,444.58	10,428.00	7,161.21	69	10,968.00	10,968.00	5
52 5270	Water	407.26	252.00	286.68	114	432.00	432.00	71
52 5280	Other Communication/Util	1,052.99	1,085.00	789.75	73	1,116.00	1,116.00	3
<i>Communications &amp; Util. Totals</i>		<b>\$35,113.09</b>	<b>\$42,953.00</b>	<b>\$22,835.86</b>	<b>53%</b>	<b>\$39,781.00</b>	<b>\$39,780.00</b>	<b>(7%)</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	.00	.00	.00		6,048.00	6,048.00	
<i>Rentals Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$6,048.00</b>	<b>\$6,048.00</b>	<b>+++</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	34.99	.00	.00		7,500.00	3,000.00	
52 5720	R&M Communication Equip	300.00	4,000.00	.00		1,490.00	1,490.00	(63)
52 5730	R&M - D/P Equipment	8,338.34	80,872.00	38,154.85	47	82,014.00	82,647.00	2
<i>Repair &amp; Maintenance Totals</i>		<b>\$8,673.33</b>	<b>\$84,872.00</b>	<b>\$38,154.85</b>	<b>45%</b>	<b>\$91,004.00</b>	<b>\$87,137.00</b>	<b>3%</b>
<i>Training &amp; Education</i>								
52 6200	Training	4,152.57	5,500.00	.00		5,500.00	5,500.00	
52 6210	Dues	.00	200.00	.00		480.00	480.00	140
52 6220	Subscription/Publications	200.00	500.00	134.99	27	995.00	995.00	99



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4630 - Customer Service</b>								
Training & Education								
52 6230	Conventions/Meetings	1,003.29	2,500.00	.00		4,800.00	4,800.00	92
	<i>Training &amp; Education Totals</i>	<b>\$5,355.86</b>	<b>\$8,700.00</b>	<b>\$134.99</b>	<b>2%</b>	<b>\$11,775.00</b>	<b>\$11,775.00</b>	<b>35%</b>
<i>Other Services &amp; Charges</i>								
52 5510	Consulting Fees	7,011.23	4,500.00	.00		5,700.00	5,700.00	27
52 6050	Bank Charges	87,296.28	100,000.00	46,172.16	46	100,000.00	100,000.00	
52 6110	Other Insurance	17,796.51	20,275.00	12,313.48	61	14,757.00	14,757.00	(27)
52 6130	Miscellaneous Services	6,296.77	4,500.00	6,372.73	142	6,500.00	6,500.00	44
52 6170	Contractual Services	249,561.67	24,000.00	75,478.00	314	75,000.00	75,000.00	213
52 6510	Claims Not Workmans Comp.	185.00	500.00	113.29	23	500.00	500.00	
52 6560	Workers Comp/Administrati	2,764.99	3,150.00	2,779.88	88	3,011.00	3,058.00	(3)
52 6600	Claims Workers Comp.	982.36	.00	1,249.34		.00	.00	
	<i>Other Services &amp; Charges Totals</i>	<b>\$371,894.81</b>	<b>\$156,925.00</b>	<b>\$144,478.88</b>	<b>92%</b>	<b>\$205,468.00</b>	<b>\$205,515.00</b>	<b>31%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	41,879.61	35,000.00	35,473.40	101	68,400.00	68,400.00	95
52 7320	Stationery & Printing	30,147.89	9,250.00	15,083.75	163	2,450.00	10,000.00	8
52 7330	Copy Expense	3,502.30	6,500.00	797.08	12	.00	.00	(100)
53 7050	Medical Services/Supplies	1,568.61	500.00	1,019.12	204	500.00	500.00	
53 7120	D/P Forms & Supplies	351.23	500.00	123.16	25	500.00	500.00	
53 7121	Computer Hardware	3,545.40	3,000.00	1,575.03	53	4,300.00	4,300.00	43
53 7122	Computer Supplies	295.33	.00	393.20		1,000.00	1,000.00	
53 7150	Other Operating Supplies	470.60	1,600.00	1,819.35	114	3,100.00	3,100.00	94
53 7310	Office Supplies	12,374.68	8,500.00	8,132.85	96	20,000.00	15,000.00	76
53 7400	Emergency/Pandemic Expense	.00	250.00	.00		1,750.00	.00	(100)
	<i>Materials &amp; Supplies Totals</i>	<b>\$94,135.65</b>	<b>\$65,100.00</b>	<b>\$64,416.94</b>	<b>99%</b>	<b>\$102,000.00</b>	<b>\$102,800.00</b>	<b>58%</b>
<i>Accounting Charges</i>								
57 4000	Bad Debt Expense	792.58	1,000.00	581.56	58	36,000.00	36,000.00	3,500
	<i>Accounting Charges Totals</i>	<b>\$792.58</b>	<b>\$1,000.00</b>	<b>\$581.56</b>	<b>58%</b>	<b>\$36,000.00</b>	<b>\$36,000.00</b>	<b>3500%</b>
<i>Capital Outlay</i>								
54 7560	Furniture/Fixtures Replac	6,953.68	.00	.00		.00	.00	
54 7630	Other Equipment - New	.00	100,000.00	15,572.33	16	.00	.00	(100)
	<i>Capital Outlay Totals</i>	<b>\$6,953.68</b>	<b>\$100,000.00</b>	<b>\$15,572.33</b>	<b>16%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund	<b>510 - ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
Department	<b>4630 - Customer Service</b> Totals	\$1,209,339.53	\$1,372,802.00	\$925,271.10	67%	\$1,604,612.00	\$1,515,734.00	10%
	<b>EXPENSE TOTALS</b>	\$1,209,339.53	\$1,372,802.00	\$925,271.10	67%	\$1,604,612.00	\$1,515,734.00	10%
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals							
	<b>EXPENSE TOTALS</b>	\$1,209,339.53	\$1,372,802.00	\$925,271.10	67%	\$1,604,612.00	\$1,515,734.00	10%
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals	(\$1,209,339.53)	(\$1,372,802.00)	(\$925,271.10)	67%	(\$1,604,612.00)	(\$1,515,734.00)	10%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$1,209,339.53	\$1,372,802.00	\$925,271.10	67%	\$1,604,612.00	\$1,515,734.00	10%
	Net Grand Totals	(\$1,209,339.53)	(\$1,372,802.00)	(\$925,271.10)	67%	(\$1,604,612.00)	(\$1,515,734.00)	10%



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>51 5210 - Position Consideration</b>			
510 4630 51 5210	Utilities Billing and Collections Manager	1.0000	68,349.00	68,349.00
	Account <b>51 5210 - Position Consideration</b> Totals	Transactions	1	<u>68,349.00</u>
Account	<b>51 5211 - Fringe Benefits A/P</b>			
510 4630 51 5211	Utilities Billing and Collections Manager	1.0000	25,867.00	25,867.00
	Account <b>51 5211 - Fringe Benefits A/P</b> Totals	Transactions	1	<u>25,867.00</u>
Account	<b>51 5212 - Training/New Personnel</b>			
510 4630 51 5212	Utilities Billing and Collections Manager	1.0000	3,500.00	3,500.00
	Account <b>51 5212 - Training/New Personnel</b> Totals	Transactions	1	<u>3,500.00</u>
Account	<b>52 5240 - Telephone</b>			
510 4630 52 5240	AT&T	12.0000	1,201.00	14,412.00
510 4630 52 5240	Comcast (Failover-Internet)	12.0000	205.00	2,460.00
510 4630 52 5240	Verizon Data	12.0000	108.00	1,296.00
510 4630 52 5240	Verizon Wireless	12.0000	237.00	2,844.00
510 4630 52 5240	Windstream	12.0000	521.00	6,252.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>\$27,264.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
510 4630 52 5260	Based on Monthly Average	12.0000	914.00	10,968.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$10,968.00</u>
Account	<b>52 5270 - Water</b>			
510 4630 52 5270	Based on Monthly Average	12.0000	36.00	432.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$432.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
510 4630 52 5280	Sanitation & Stormwater	12.0000	93.00	1,116.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>\$1,116.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
510 4630 52 5330	Canon Copier 1	12.0000	252.00	3,024.00
510 4630 52 5330	Canon Copier 2	12.0000	252.00	3,024.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	2	<u>\$6,048.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
510 4630 52 5510	Data Analytics Review	1.0000	1,500.00	1,500.00
510 4630 52 5510	Five Star Coaching Customer Service	1.0000	700.00	700.00
510 4630 52 5510	North Star Consultant Utilization Review	1.0000	3,000.00	3,000.00
510 4630 52 5510	SUFUR Management - Mystery Shopping	1.0000	500.00	500.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	4	<u>\$5,700.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
510 4630 52 5710	Chair and Desk Replacement	1.0000	1,000.00	1,000.00





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
510 4630 52 5710	Computer Monitors	1.0000	1,000.00	1,000.00
510 4630 52 5710	Printers	1.0000	1,000.00	1,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	3	<u>\$3,000.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4630 52 5720	Desk Phone headsets	3.0000	180.00	540.00
510 4630 52 5720	Duo fobs	4.0000	25.00	100.00
510 4630 52 5720	Iphone	1.0000	850.00	850.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	3	<u>\$1,490.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4630 52 5730	DocuSign	1.0000	2,021.00	2,021.00
510 4630 52 5730	Dyna-touch kiosk maintenance	1.0000	3,000.00	3,000.00
510 4630 52 5730	Email License	12.0000	246.00	2,952.00
510 4630 52 5730	Mimecast	12.0000	87.00	1,044.00
510 4630 52 5730	North Star Annual Maintenance Fee	1.0000	45,000.00	45,000.00
510 4630 52 5730	Safe and Vault maintenance	1.0000	3,000.00	3,000.00
510 4630 52 5730	Sage Gov	1.0000	15,000.00	15,000.00
510 4630 52 5730	Time Clock - Gorrie Regan	1.0000	3,500.00	3,500.00
510 4630 52 5730	Tyler New World	1.0000	7,130.00	7,130.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	9	<u>\$82,647.00</u>
Account	<b>52 6050 - Bank Charges</b>			
510 4630 52 6050	Bank Charges	1.0000	100,000.00	100,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	1	<u>\$100,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4630 52 6110	EPLI Policy	1.0000	7,931.00	7,931.00
510 4630 52 6110	General Liability	1.0000	6,826.00	6,826.00
	Account 52 6110 - Other Insurance Totals	Transactions	2	<u>\$14,757.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4630 52 6130	Customer Service Week	1.0000	6,500.00	6,500.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$6,500.00</u>
Account	<b>52 6170 - Contractual Services</b>			
510 4630 52 6170	Contractual Services for Temporary Staff	1.0000	75,000.00	75,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$75,000.00</u>
Account	<b>52 6200 - Training</b>			
510 4630 52 6200	Carl Vinson Institute of Government	1.0000	1,500.00	1,500.00
510 4630 52 6200	Customer Service - Team Building Training	1.0000	1,000.00	1,000.00
510 4630 52 6200	Customer Service/Management Certification	1.0000	1,000.00	1,000.00



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>52 6200 - Training</b>			
510 4630 52 6200	North Star Training	1.0000	2,000.00	2,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	4	<u>\$5,500.00</u>
Account	<b>52 6210 - Dues</b>			
510 4630 52 6210	"South Atlanta Utility Coalition Event" -CS professionals	12.0000	25.00	300.00
510 4630 52 6210	South Eastern Users Group - North Star	12.0000	15.00	180.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	2	<u>\$480.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
510 4630 52 6220	Adobe Pro License	5.0000	79.00	395.00
510 4630 52 6220	Chat GPT	1.0000	300.00	300.00
510 4630 52 6220	Jotform.com	1.0000	300.00	300.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	3	<u>\$995.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
510 4630 52 6230	Attend NorthStar Conference/Training	1.0000	1,500.00	1,500.00
510 4630 52 6230	Departmental meeting -Quarterly	4.0000	200.00	800.00
510 4630 52 6230	SAUCE Group in Atlanta	1.0000	1,000.00	1,000.00
510 4630 52 6230	SEUG Conference	1.0000	1,500.00	1,500.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	4	<u>\$4,800.00</u>
Account	<b>52 6510 - Claims Not Workmans Comp.</b>			
510 4630 52 6510	Payments for Food Spoilage (Power Cut off in Error)	5.0000	100.00	500.00
	Account <b>52 6510 - Claims Not Workmans Comp.</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4630 52 6560	NFP	1.0000	3,057.87	3,057.87
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$3,057.87</u>
Account	<b>52 7300 - Postage</b>			
510 4630 52 7300	Arista Bill printing	12.0000	5,700.00	68,400.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$68,400.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
510 4630 52 7320	Customer Service campaigns via emails.tests	1.0000	5,000.00	5,000.00
510 4630 52 7320	Stationery, forms, letterhead for in-house printing	1.0000	5,000.00	5,000.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	2	<u>\$10,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
510 4630 53 7050	Medical Examination for new employees	4.0000	125.00	500.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>\$500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>53 7120 - D/P Forms &amp; Supplies</b>			
510 4630 53 7120	DP forms and Supplies (Harris, Clover, and Dyna-Touch)	1.0000	500.00	500.00
	Account <b>53 7120 - D/P Forms &amp; Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
510 4630 53 7121	Desktop Computers for Billing Team	2.0000	950.00	1,900.00
510 4630 53 7121	New Laptop Computers with docking station	2.0000	800.00	1,600.00
510 4630 53 7121	SAGE.GOV laptop station for walkin customers	1.0000	800.00	800.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	3	<u>\$4,300.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
510 4630 53 7122	Cords, Stands, Keyboards, and Privacy Screens	4.0000	250.00	1,000.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
510 4630 53 7150	Crown Awards - Departmental and Team Accolades	10.0000	50.00	500.00
510 4630 53 7150	Fontis Water	12.0000	75.00	900.00
510 4630 53 7150	Miscellaneous Supplies	1.0000	250.00	250.00
510 4630 53 7150	Promotional items for Customer Service	5.0000	50.00	250.00
510 4630 53 7150	Security and Compliance supplies	12.0000	100.00	1,200.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	5	<u>\$3,100.00</u>
Account	<b>53 7310 - Office Supplies</b>			
510 4630 53 7310	Paper, Pens, Electronics, other Office Supplies	1.0000	15,000.00	15,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$15,000.00</u>
Account	<b>57 4000 - Bad Debt Expense</b>			
510 4630 57 4000	Collection Agency Fee	12.0000	3,000.00	36,000.00
	Account <b>57 4000 - Bad Debt Expense</b> Totals	Transactions	1	<u>\$36,000.00</u>
	Department <b>4630 - Customer Service</b> Totals	Transactions	68	<u>\$586,770.87</u>
	Fund <b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	68	<u>\$586,770.87</u>
	<b>EXPENSES</b> Totals	Transactions	68	<u>\$586,770.87</u>
	Grand Totals	Transactions	68	<u>\$586,770.87</u>

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

Department and Number  
**Customer Service -4630**

Fund: 510

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
Additional Positions – Full Time	Utilities Billing & Collections Manager	0	1	67,372.45
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
Regular			\$ 67,372.45	
Overtime			-	
Medicare (1.45%)			976.90	
FICA (6.2%) part- time only			-	
<u>(5210 Proposed New Personnel – Personnel Services)</u>			<u>\$ 68,349.35</u>	
<b>Fringe Benefits - All Based on Single Coverage</b>				
Group Life and AD & D \$350 per year			\$ 350.00	
Dental \$298 per year			298.00	
Health Insurance \$9,023 per position per year			9,023.00	
Pensions (24.04%) *			16,196.34	
Uniforms			-	
<u>Total (5211 Proposed New Personnel – Benefits)</u>			<u>\$ 25,867.34</u>	
<b>Training and Education</b>				
Training			\$ 3,000.00	
Dues/ Memberships			500.00	
Other			-	
<u>5212 Proposed New Personnel – Training/ Education)</u>			<u>\$ 3,500.00</u>	
<b>Material and Supplies</b>				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
<u>Total (5213 Proposed New Personnel – Supplies)</u>			<u>\$ -</u>	
<b>Capital Outlay (Needed if position is approved)</b>				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
<u>otal (5214 Proposed New Personnel – Capital Outlay)</u>			<u>\$ -</u>	
<b>Vehicle (Additional Needed if Position Approved)</b>				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
<u>Total (5215 New Personnel – Vehicles)</u>			<u>\$ -</u>	
<b>Total</b>			<b>\$ 97,716.69</b>	

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

**Job Title:** Utilities Billing/Collections Manager

**Major Duties:** Supervise staff of Billing and Meter Readers, Oversee the monthly process, Adjust and reconcile complex Commercial Billing Demand readings, Prepare daily collections reports of delinquent bills for Finance and Accounting, Manage the bi-weekly disconnection of customers for nonpayment. Assist manager with any billing related and escalated customer concerns. Back-up for the Utilities Operations Manager.

**Knowledge Required by the Position:** Supervisory experience, Billing of Utilities Services, Phone etiquette, Reconciliation of Billing journals, Collections process, Billing Adjustments for Finance and Accounting, Complex Customer concerns resolution.

**Supervisory Controls:** Reports to Utilities Operations Manager and Finance Director

**Guidelines:** Collections laws, Billing protocol with CIS system, and City ordinance

**Personal Contacts:** N/A

**Purpose of Contacts:** N/A

**Physical Demands:** Walking, Handling stacks of paper, and typing.

**Work Environment:** Office

**Supervisory and Management Responsibility:** Billing Team and Meter Reading Team, Billing Process

**Minimum Qualifications:** Graduation from a college or university with an degree and experience in a billing operation involving multiple steps; or equivalent experience in utility billing.

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

Fund: <b>510</b>		Department and Number: <b>Customer Service 4630</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type	Sedan 2 Door	Information on Vehicle/Equipment Being Replaced	
	Sedan 4 Door	Age of Vehicle/Equipment Being Replaced	
	Cruiser	Units of Use to Date (hours, miles, etc.)	
	Station Wagon	Total Operating/Maintenance Costs to Date	
	Van	Actual FYE 2023-24 Maintenance Cost	
	1/2-ton Truck	Actual FYE 2023-24 Operating Cost	
	3/4-ton Truck	Estimated FYE 2024-25 Maintenance Cost	
	Sanitation Front Loader	Estimated FYE 2024-25 Operating Cost	
	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 2024-25		Estimated Use During 2024-25
	Estimated Operating Cost During 2024-25		Estimated Operating Cost During 2024-25

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

***Dept: Customer Service    Fuel Type:***

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

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

**EXHIBIT G**

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

Department: Customer Service		Fund: 510	Department Number: 4630				
Account Number	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0



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

Department: 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

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

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

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Customer Service

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$**

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

**Useful Life:**

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

**Funding Source:**

**Relationship to Other Primary Projects:** None

## **EXHIBIT I – BUDGET PERFORMANCE**

### **Program Name: Department of Administrative Services – Customer Service**

#### **Program Description:**

The Customer Service Division continues its pivotal role in ensuring the accurate and timely billing of the City's electric, water, sewer, stormwater, and sanitation services, aligning seamlessly with Section 10 of the City's ordinances. Our dedicated staff is adept at facilitating utility service establishment and disconnection, addressing billing inquiries, and processing various payments, including utility bills, property taxes, business licenses, permits, and other City-related transactions. This program also actively contributes to revenue recovery.

#### **Trends:**

The city's customer base is experiencing a gradual upswing, notably propelled by the development of new residential sub-divisions such as Hawthorn Station and residential apartment complexes like The Pad and Diamond Apartments. This positive trajectory aligns with the City's commitment to fostering growth and urban expansion. The ongoing improvements in the economic environment, coupled with recent annexations and the proactive initiatives led by the City's Economic Development department, position the customer service division to cater to an expanding clientele, encompassing both commercial and residential customers.

This growth surge is accompanied by an escalating demand from both existing and new customers for enhanced online information and heightened accuracy in the data they receive. As the community embraces technological advancements, there is an increasing expectation for seamless and accurate access to information. To address this, our steadfast partnership with GE and ECG remains pivotal, ensuring the provision of cutting-edge technology through the Automated Meter Infrastructure. This technology not only meets the evolving needs of our customers but also facilitates the delivery of faster and more reliable information, further solidifying our commitment to service excellence in the digital age.

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

Our overarching objectives encompass refining the preparation and production of bills, ensuring timeliness and accuracy in reflecting electric, water, meter, sanitation, and stormwater services, along with associated taxes and fees. We commit to responding consistently and promptly to all customer calls and inquiries, displaying a high level of expertise. The program remains dedicated to processing daily cash and electronic payments with exceptional accuracy. Empowering our staff through comprehensive tools and training is pivotal to enhancing in-house professionalism, enabling peak efficiency. Strengthening customer service performance is a focal point, fostering robust relationships with employees, vendors, customers, citizens, and constituents.

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

In anticipation of the development of Six West, the department eagerly awaits the opportunity to serve a new arena of dynamic and sophisticated customers through the implementation of modern and intelligent business practices. The forthcoming integration

## EXHIBIT I – BUDGET PERFORMANCE

of Six West is poised to enhance our ability to meet evolving customer expectations and foster innovation within our customer service framework.

### Performance Measures

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 23/24</b>
Total Utility Statements Issued	86,220
Total Dollars Billed	43086.78
Utility Bills mailed accurately	95%**
Utility Bills mailed timely	100%
Customer Calls answered timely	90%
Delinquency as a % of total	0.05%
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Estimated 24/25</b>
Total Utility Statements Issued	88,000
Total Dollars Billed	45000.00
Utility Bills mailed accurately	95%**
Utility Bills mailed timely	100%
Customer Calls answered timely	90%
Delinquency as a % of total	0.05%

### Prior Year Highlights:

**10% Senior Discount**

**Nominated for an “Innovation Award” with CSWeek**

**Email and Text Utility Bill notification to customers implemented**

**Inaugural member of the “SAUCE” -SouthAtlantaUtilityCoalitionEvent**

**EXHIBIT J**

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

Fund: **510**

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

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Department Submitting Request: Power Department

Division Submitting Request: Line

Requested for Department: Customer Service

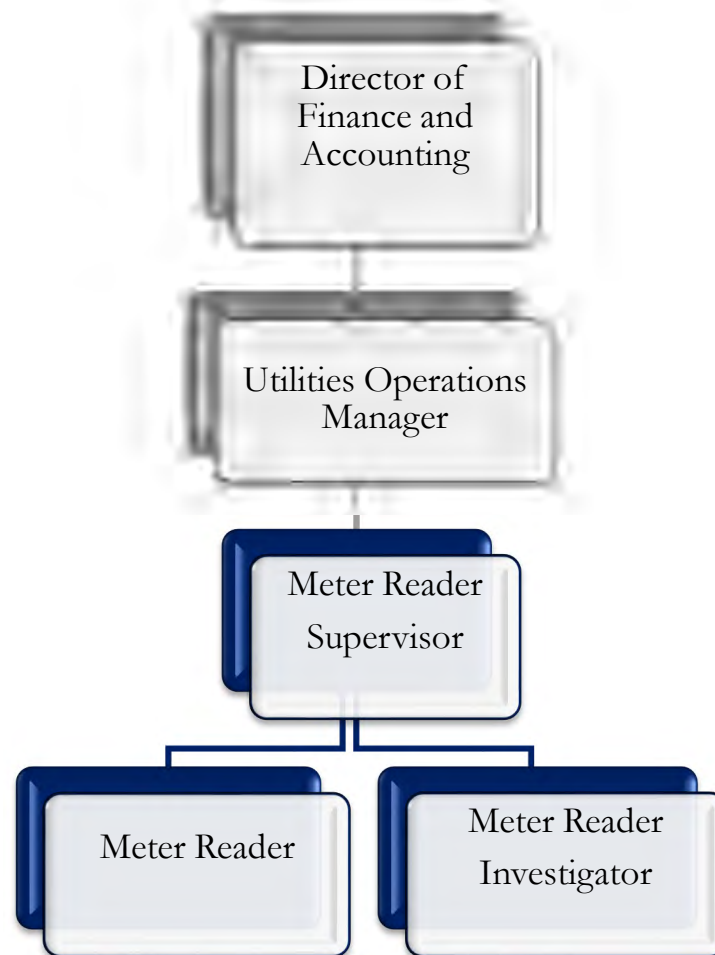
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

# Meter Reading Organizational Chart



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

Fund: 510	Department and Number: Meter Reading 4620				
	2021-22	2022-23	2023-24	2024-25	2024-25
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Meter Reader Supervisor	1	1	1	1	1
Meter Reader	1	1	1	1	1
Meter Reader Investigator	1	1	1	1	1
<b>Total Personnel:</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
<b>Fund 510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4620 - Meter Reading</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	137,495.41	147,759.00	89,578.37	61	160,011.00	160,011.00	8
51 5020	Salary/Overtime	9,913.03	4,000.00	10,151.48	254	4,000.00	4,173.00	4
51 5040	Employee Utility Credit	2,271.40	2,400.00	1,068.39	45	2,400.00	2,400.00	
51 5190	Medicare	2,940.70	2,143.00	1,366.56	64	2,320.00	2,320.00	8
<i>Personnel Services Totals</i>		<b>\$152,620.54</b>	<b>\$156,302.00</b>	<b>\$102,164.80</b>	<b>65%</b>	<b>\$168,731.00</b>	<b>\$168,904.00</b>	<b>8%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	33,322.73	35,521.00	24,138.53	68	38,467.00	38,467.00	8
51 5161	Life Insurance	60.90	149.00	34.80	23	149.00	149.00	
51 5163	ST Disability Insurance	176.54	116.00	115.20	99	116.00	180.00	55
51 5164	LT Disability Insurance	240.10	115.00	177.85	155	115.00	250.00	117
51 5165	Health Insurance	19,985.95	18,981.00	20,968.29	110	29,880.00	29,880.00	57
51 5166	Dental Insurance	330.72	2,465.00	436.80	18	3,852.00	852.00	(65)
51 5180	Uniforms	5,555.61	1,500.00	2,071.22	138	1,500.00	1,500.00	
<i>Employee Benefits Totals</i>		<b>\$59,672.55</b>	<b>\$58,847.00</b>	<b>\$47,942.69</b>	<b>81%</b>	<b>\$74,079.00</b>	<b>\$71,278.00</b>	<b>21%</b>
<i>New Personnel Costs</i>								
51 5212	Training/New Personnel	.00	.00	.00		800.00	.00	
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	4,965.17	5,232.00	1,687.43	32	1,452.00	4,480.00	(14)
<i>Communications &amp; Util. Totals</i>		<b>\$4,965.17</b>	<b>\$5,232.00</b>	<b>\$1,687.43</b>	<b>32%</b>	<b>\$1,452.00</b>	<b>\$4,480.00</b>	<b>(14%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	6,553.39	15,965.00	7,312.93	46	6,763.00	6,768.00	(58)
52 5730	R&M - D/P Equipment	.00	1,010.00	.00		999.00	999.00	(1)
53 5680	Tires	.00	1,600.00	.00		1,600.00	1,600.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$6,553.39</b>	<b>\$18,575.00</b>	<b>\$7,312.93</b>	<b>39%</b>	<b>\$9,362.00</b>	<b>\$9,367.00</b>	<b>(50%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	.00	.00	.00		1,500.00	1,500.00	
<i>Training &amp; Education Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>+++</b>
<i>Other Services &amp; Charges</i>								
52 5510	Consulting Fees	.00	.00	.00		250.00	.00	
52 6100	Auto Insurance	3,183.05	3,368.00	4,140.09	123	4,769.00	4,769.00	42
52 6110	Other Insurance	4,345.20	5,069.00	3,078.37	61	3,690.00	3,690.00	(27)
52 6130	Miscellaneous Services	.00	.00	.00		1,000.00	.00	
52 6170	Contractual Services	.00	250.00	.00		500.00	500.00	100
52 6560	Workers Comp/Administrati	691.25	788.00	694.97	88	753.00	765.00	(3)
<i>Other Services &amp; Charges Totals</i>		<b>\$8,219.50</b>	<b>\$9,475.00</b>	<b>\$7,913.43</b>	<b>84%</b>	<b>\$10,962.00</b>	<b>\$9,724.00</b>	<b>3%</b>





# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	% Used	2025 Dept Head Requested	2025 City Mgr Recommended	% Chg from 2024 Amended
Fund 510	<b>ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4620 - Meter Reading</b>							
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	.00	25.00	.00		25.00	25.00	
52 7320	Stationery & Printing	.00	100.00	.00		100.00	100.00	
52 7330	Copy Expense	.00	200.00	.00		200.00	200.00	
53 7000	Gas & Oil	2,706.93	1,200.00	1,154.00	96	1,500.00	1,500.00	25
53 7010	Tools/Shop Supplies	352.38	1,380.00	5.38		1,380.00	1,380.00	
53 7020	Janitorial Supplies	36.28	300.00	.00		300.00	300.00	
53 7050	Medical Services/Supplies	.00	150.00	.00		170.00	170.00	13
53 7110	Safety Supplies	.00	2,100.00	.00		2,100.00	2,100.00	
53 7121	Computer Hardware	.00	1,500.00	.00		800.00	800.00	(47)
53 7150	Other Operating Supplies	.00	1,150.00	.00		1,150.00	1,152.00	
53 7310	Office Supplies	36.94	200.00	61.03	31	200.00	200.00	
53 7400	Emergency/Pandemic Expense	.00	.00	.00		400.00	.00	
	<i>Materials &amp; Supplies Totals</i>	\$3,132.53	\$8,305.00	\$1,220.41	15%	\$8,325.00	\$7,927.00	(5%)
	<i>Capital Outlay</i>							
54 7590	Vehicles - Replace	.00	30,450.00	.00		87,870.00	87,870.00	189
	<i>Capital Outlay Totals</i>	\$0.00	\$30,450.00	\$0.00	0%	\$87,870.00	\$87,870.00	189%
	Department <b>4620 - Meter Reading Totals</b>	\$235,163.68	\$287,186.00	\$168,241.69	59%	\$363,081.00	\$361,050.00	26%
	<b>EXPENSE TOTALS</b>	\$235,163.68	\$287,186.00	\$168,241.69	59%	\$363,081.00	\$361,050.00	26%
Fund 510	<b>ELECTRIC/POWER FUND Totals</b>							
	<b>EXPENSE TOTALS</b>	\$235,163.68	\$287,186.00	\$168,241.69	59%	\$363,081.00	\$361,050.00	26%
Fund 510	<b>ELECTRIC/POWER FUND Totals</b>	(\$235,163.68)	(\$287,186.00)	(\$168,241.69)	59%	(\$363,081.00)	(\$361,050.00)	26%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$235,163.68	\$287,186.00	\$168,241.69	59%	\$363,081.00	\$361,050.00	26%
	Net Grand Totals	(\$235,163.68)	(\$287,186.00)	(\$168,241.69)	59%	(\$363,081.00)	(\$361,050.00)	26%



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4620 - Meter Reading</b>			
Account	<b>52 5240 - Telephone</b>			
510 4620 52 5240	Misc. Cell Phone Equipment	1.0000	1,000.00	1,000.00
510 4620 52 5240	Verizon Wireless	12.0000	290.00	3,480.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	2	<u>\$4,480.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4620 52 5700	Moody's Allocation	12.0000	564.00	6,768.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	1	<u>\$6,768.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4620 52 5730	Email License	3.0000	246.00	738.00
510 4620 52 5730	Mimecast	3.0000	87.00	261.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	2	<u>\$999.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
510 4620 52 6100	Auto Liability	1.0000	4,769.00	4,769.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$4,769.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4620 52 6110	EPLI Policy	1.0000	1,982.64	1,982.64
510 4620 52 6110	General Liability	1.0000	1,706.43	1,706.43
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$3,689.07</u>
Account	<b>52 6170 - Contractual Services</b>			
510 4620 52 6170	Contractual Services	1.0000	500.00	500.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 6200 - Training</b>			
510 4620 52 6200	Meter Reading Certification	1.0000	1,500.00	1,500.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4620 52 6560	NFP	1.0000	764.47	764.47
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$764.47</u>
Account	<b>52 7300 - Postage</b>			
510 4620 52 7300	Postage for Meter Division Mail	1.0000	25.00	25.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$25.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
510 4620 52 7320	Pre-Printed Door Hangers, Business Cards	1.0000	100.00	100.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$100.00</u>
Account	<b>52 7330 - Copy Expense</b>			
510 4620 52 7330	Paper & ink Expense for Printer	1.0000	200.00	200.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$200.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2025

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4620 - Meter Reading</b>			
Account	<b>53 5680 - Tires</b>			
510 4620 53 5680	R&M for 3 Vehicles (Trucks)	16.0000	100.00	1,600.00
		Transactions	1	<u>\$1,600.00</u>
	Account	<b>53 5680 - Tires Totals</b>		
510 4620 53 7000	Fuel for 3 Gasoline Passenger Vehicles (Trucks)	3.0000	500.00	1,500.00
		Transactions	1	<u>\$1,500.00</u>
	Account	<b>53 7000 - Gas &amp; Oil Totals</b>		
510 4620 53 7010	AMI Meter Locking Device 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	Hands Tools Replacement	1.0000	200.00	200.00
510 4620 53 7010	Lock Ring Key Replacement	5.0000	30.00	150.00
		Transactions	4	<u>\$1,380.00</u>
	Account	<b>53 7010 - Tools/Shop Supplies Totals</b>		
510 4620 53 7020	Cleaning Supplies & Paper Goods	1.0000	300.00	300.00
		Transactions	1	<u>\$300.00</u>
	Account	<b>53 7020 - Janitorial Supplies Totals</b>		
510 4620 53 7050	Employee Drug Screening & Physicals	1.0000	120.00	120.00
510 4620 53 7050	First Air Supplies	1.0000	50.00	50.00
		Transactions	2	<u>\$170.00</u>
	Account	<b>53 7050 - Medical Services/Supplies Totals</b>		
510 4620 53 7110	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 for Testing/Replacement	3.0000	200.00	600.00
		Transactions	4	<u>\$2,100.00</u>
	Account	<b>53 7110 - Safety Supplies Totals</b>		
510 4620 53 7121	New Workbook and supplies	1.0000	800.00	800.00
		Transactions	1	<u>\$800.00</u>
	Account	<b>53 7121 - Computer Hardware Totals</b>		
510 4620 53 7150	Anchor Ring Meter Covers & Blans	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	82.00	328.00
		Transactions	4	<u>\$1,152.00</u>
	Account	<b>53 7150 - Other Operating Supplies Totals</b>		



# Budget Transaction Report

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

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>510 - ELECTRIC/POWER FUND</b>				
Department <b>4620 - Meter Reading</b>				
Account <b>53 7310 - Office Supplies</b>				
510 4620 53 7310	Standard Office Supplies	1.0000	200.00	200.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$200.00</u>
Account <b>54 7590 - Vehicles - Replace</b>				
510 4620 54 7590	2023 F-150 XL	2.0000	43,935.00	87,870.00
	Account <b>54 7590 - Vehicles - Replace</b> Totals	Transactions	1	<u>\$87,870.00</u>
	Department <b>4620 - Meter Reading</b> Totals	Transactions	34	<u>\$120,866.54</u>
	Fund <b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	34	<u>\$120,866.54</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	34	<u>\$120,866.54</u>
	Grand Totals	Transactions	34	<u>\$120,866.54</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2023-2024**

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

Fund: 510

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
<hr/>				
Wages				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
<b>Total</b>			<b>\$ -</b>	

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

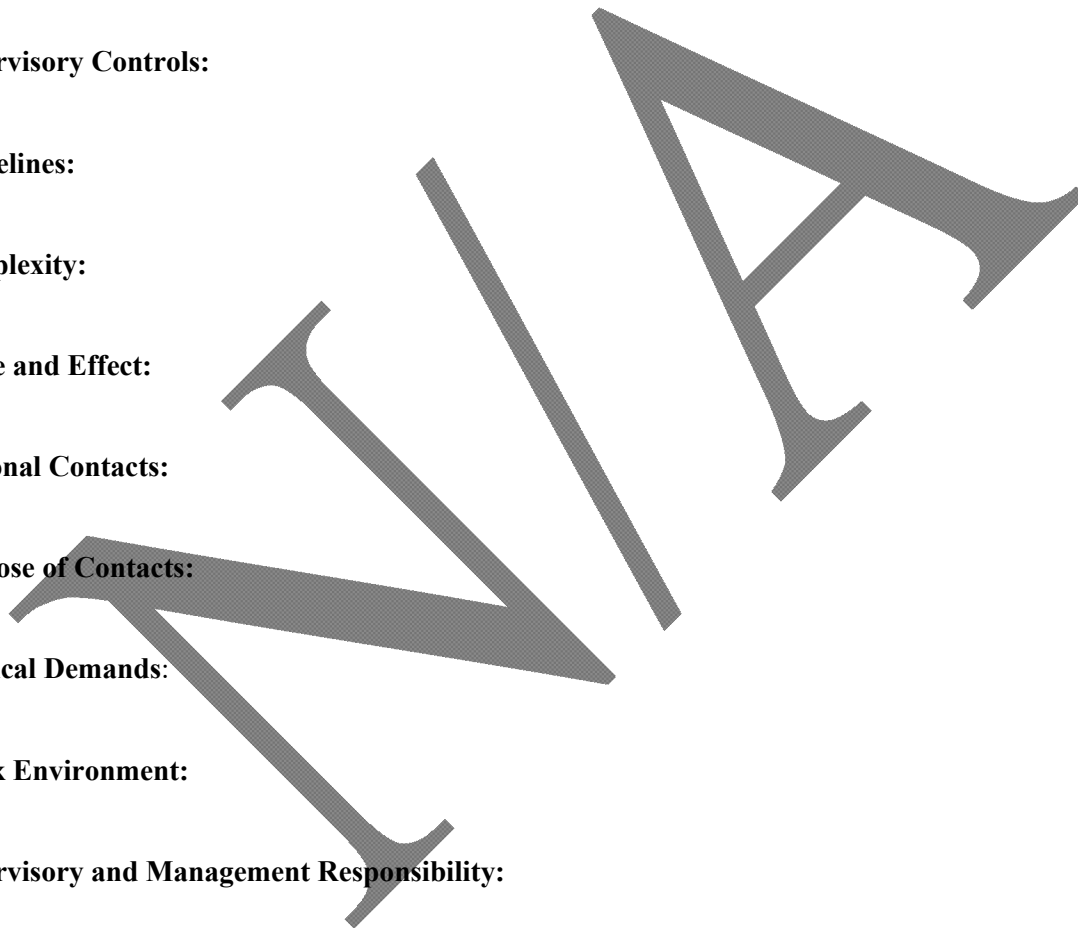
**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**



**EXHIBIT F**

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

Fund: <b>510</b>		Department and Number:	<b>Meter Reading 4620</b>
New Replacement for Vehicle/Equipment		Priority: 1	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____ 13 years	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____ 92,502	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____ \$15,542	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____ \$2,351	Actual FYE 2023-24 Maintenance Cost
_____ Van		_____	Actual FYE 2023-24 Operating Cost
_____ 1 1/2-ton Truck			Estimated FYE 2024-25 Maintenance Cost
_____ 3/4-ton Truck			Estimated FYE 2024-25 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Basic Model		<b>1FTMFKM2BFB85477</b> <b>522-G 2011 Ford F-150</b>	
Justification/Description:		Recommended Disposition of Replaced Item:	
13 plus year current truck needing more engine work due to age and use of vehicle		Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk <b>Other</b>	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ \$43,935	Purchase Price	_____	Rental/Lease Cost per Year
_____ 10 years	Estimated Useful Life	_____	Estimated Length of Rental/Lease
_____ Meter Reading	Estimated Use During 2024-25	_____	Estimated Use During 2024-25
_____ 750	Estimated Operating Cost During 2024-25	_____	Estimated Operating Cost During 2024-25

**EXHIBIT F**

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

Fund: <b>510</b>		Department and Number:	<b>Meter Reading 4620</b>
New Replacement for Vehicle/Equipment		Priority: 1	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____ 14 years	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____ 118,201	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____ \$14,935	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____ \$933	Actual FYE 2023-24 Maintenance Cost
_____ Van		_____	Actual FYE 2023-24 Operating Cost
_____ 1 1/2-ton Truck			Estimated FYE 2024-25 Maintenance Cost
_____ 3/4-ton Truck			Estimated FYE 2024-25 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Basic Model		<b>1FTMF1CWAKB36405</b> <b>541-G 2010 Ford F-150</b>	
Justification/Description:		Recommended Disposition of Replaced Item:	
14 plus year current truck needing total engine rebuild		Sell by Sealed Bid	
The other 14 plus year truck in similar position		Sell at Auction	
		Retain as Backup	
		Dismantle and Use for Parts	
		<b>Junk</b>	
		Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ \$43,935	Purchase Price	_____	Rental/Lease Cost per Year
_____ 10 years	Estimated Useful Life	_____	Estimated Length of Rental/Lease
_____ Meter Reading	Estimated Use During 2024-25	_____	Estimated Use During 2024-25
_____ 750	Estimated Operating Cost During 2024-25	_____	Estimated Operating Cost During 2024-25



**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>
522-G	2011	Ford	F-150	1FTMFKM2BFB85477	15,542.00	4/13/2011	87,138	92,502		GV3905M
541-G	2010	Ford	F-150	1FTMF1CWAKB36405	14,935.00	12/2/2009	99,526	118,201		GV3907M
521	2022	Ford	F150	1FTMF1CBYKND32215	29,596.00	4/12/2022	6,800	16,718		GV67145Q

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

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

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

Department: Meter Reading		Fund: 510		Department Number: 4620				
Account Number	Description/Justification	Suggested Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29	
510-4620-54-7590	Replace Worn-Out Ford F-150 truck 541-G Critical to the Meter Reading and Billing of utilities process	Power Fund	\$43,935					
510-4620-54-7590	Replace Worn-Out Ford F-150 truck 522-G Critical to the Meter Reading and Billing of utilities process	Power Fund	\$43,935					
Totals			\$87,870	\$0	\$0	\$0	\$0	

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

Department: Meter Reading

Fund: 510

Division: Meter

Department Number: 4620

Item/Project Name: 2023 F150 Truck

Item/Project Manager: William Scott

Priority Rating: 1

Units Requested: 522-G 2011 Ford F-150

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

Estimated Cost \_\_\_\_\_ \$43,935 \_\_\_\_\_

Less: Trade-In \_\_\_\_\_ N/A \_\_\_\_\_

Net Cost \_\_\_\_\_ \$43,935 \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

- 
- |    |                                |          |
|----|--------------------------------|----------|
| 1. | AutoNation Ford Union City, GA | \$43,935 |
| 2. |                                |          |
| 3. |                                |          |

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Meter Reading

**Project Name or Title:**

Purchase of 1 F-150 Trucks

**Project Description:**

Replace 1 (522-G 2010 Ford F-150) worn-out/ill repair Meter Reading Trucks

**Project Justification and Impact:**

Meter Reading trucks is critical to the Utility Billing process and maintenance of electric and water meters

**Project Costs: \$ 43,935**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$ 43,935	\$ -	\$ -	\$ -	\$ -	\$43,935

**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 2024-2025

Department: Meter Reading

Fund: 510

Division: Meter

Department Number: 4620

Item/Project Name: 2023 F150 Truck

Item/Project Manager: William Scott

Priority Rating: 1

Units Requested: 541-G 2010 Ford F-150

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.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life  10 Years

Estimated Cost  \$43,935

Less: Trade-In  N/A

Net Cost  \$43,935

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. AutoNation Ford Union City \$43,935

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2025 BUDGET

**Department/Division:**

Meter Reading

**Project Name or Title:**

Purchase of 1 F-150 Trucks

**Project Description:**

Replace 1 (541-G 2010 Ford F-150) worn-out/ill repair Meter Reading Trucks

**Project Justification and Impact:**

Meter Reading truck is critical to the Utility Billing process and maintenance of electric and water meters

**Project Costs: \$ 43,935**

<u>Prior Year</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>Total</u>
\$ -	\$43,935	\$ -	\$ -	\$ -	\$ -	\$43,935

**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 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. Currently we are in the midst of the upgrade from 3G to 5G.

**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 24/25 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) Actual 23/24**

Read all meters and completed service orders on a timely basis

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

Completed projects within budget constraints

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

Read all meters and completed service orders on a timely basis

## EXHIBIT I-BUDGET PERFORMANCE

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

**Estimated 24/25**

Completed projects within budget constraints

**Prior Year Highlights:**



**EXHIBIT J**

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

Fund: **510**

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

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Department Submitting Request: Power Department

Division Submitting Request: Line

Requested for Department: Meter

Prepared By: Power Department

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

