

CITY COUNCIL
GIL MCDOUGAL, MAYOR
SHIRLEY MARCHMAN, MAYOR PRO TEM
MATTHEW MONTAHAN
ANNA MCCOY
DANNY CARTER

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: THERESA CAMPBELL
CITY ATTORNEY: C. DAVID MECKLIN

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

MAYOR & COUNCIL MEETING AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
December 5, 2017 | 6:00 PM

Meeting Call to Order (Mayor Jeff Reese)

Invocation (Councilwoman Shirley Marchman)

Pledge of Allegiance (Mayor Jeff Reese)

Ceremonial Presentations (Mayor Jeff Reese)

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Oath of Office

1. Ola McLendon - Villa Rica Library Advisory Board
2. Clint Chance - Villa Rica Library Advisory Board

Adoption of the Agenda (Mayor Jeff Reese)

Council Updates (Subjects of General Interest and Concern)

City Manager's Report (Tom Barber)

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes)

Consent Agenda

The Consent Agenda is a single item that encompasses all things the City Council would normally approve with little comment. Each of these items were discussed at the Thursday, DATE Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. Proposed 2018 Council Meetings
2. Hotel-Motel Revenue Management Services
3. 2018 GDOT LMIG Program
4. Construction Agreement - Roadway Improvements on Various City Roads
5. Proposed 2018 Holiday Schedule
6. Approval of Boiler Purchase for Gold Dust Park's Administration Building
7. Purchase Replacement Parts From Chance Rides For Pine Mountain Train
8. Intertech Probation Contract Renewal

A. Governing Body (Mayor Jeff Reese)

1. Approval of the Minutes
 - a. Monthly Minutes of November 7, 2017
 - b. Special Called Meeting Minutes of November 9, 2017
2. Year-End Compensation

B. Finance (Sarah Hefty, CFO)

1. Financial Update: October 2017
2. Proposed Water and Sewer Rates
3. Proposed Sanitation and Solid Waste Rates
4. Proposed 2018 Operating and Capital Budget

C. Community Development (Bobby Elliott, Director)

D. Parks, Recreation & Leisure Services (Vicki Coleman, Director)

1. GDOT Memorandum of Understanding - Pedestrian Underpass at the North Loop Bypass

E. Public Works (Pete Zorbanos, Director)

1. New Vehicle For City Engineer
2. New Vehicle For Building Inspector
3. New Vehicle For IT Manager

Adjournment

CITY COUNCIL:
JEFF REESE, MAYOR
LESLIE MCPHERSON, MAYOR PRO TEM
SHIRLEY MARCHMAN
VERLAND BEST
GIL MCDUGAL

City of Villa Rica



CITY MANAGER: TOM BARBER
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2018 Council Meetings

Work Session	Thursday	January 4, 2018
Monthly Meeting	Tuesday	January 9, 2018
Work Session	Thursday	February 1, 2018
Monthly Meeting	Tuesday	February 6, 2018
Work Session	Thursday	March 1, 2018
Monthly Meeting	Tuesday	March 6, 2018
Work Session	Thursday	March 29, 2018
Monthly Meeting	Tuesday	April 3, 2018
Work Session	Thursday	April 26, 2018
Monthly Meeting	Tuesday	May 1, 2018
Work Session	Thursday	May 31, 2018
Monthly Meeting	Tuesday	June 5, 2018
Work Session	Thursday	July 5, 2018
Monthly Meeting	Tuesday	July 10, 2018
Work Session	Thursday	August 2, 2018
Monthly Meeting	Tuesday	August 7, 2018
Work Session	Thursday	August 30, 2018
Monthly Meeting	Tuesday	September 4, 2018
Work Session	Thursday	September 27, 2018
Monthly Meeting	Tuesday	October 2, 2018
Work Session	Thursday	November 1, 2018
Monthly Meeting	Tuesday	November 6, 2018
Work Session	Thursday	November 29, 2018
Monthly Meeting	Tuesday	December 4, 2018



CITY OF VILLA RICA

City Council Packet

SUBJECT: Hotel-Motel Revenue-Management Services

CITY COUNCIL DATE: December 5, 2017

DATE: November 17, 2017

PREPARED BY: Tom Barber, City Manager

FISCAL IMPACT: \$900 per facility

FUNDING SOURCE: General Fund

PURPOSE: To analyze the hotel/motel tax returns for the past 36 months and to review the filing and payment of hotel-motel taxes for the upcoming 12 months.

BACKGROUND: The City recently increased the hotel-motel tax rate to 8%. Subsequent tax receipts have not risen substantially. The Georgia Municipal Association (GMA) offers a backward-looking review and forward-looking collection service that will determine if taxes have been and are being billed and remitted properly. GMA has proposed to provide these services to the City using their subcontractor, The Resource Professionals Group (TRPG).

STAFF RECOMMENDATION: We recommend that we engage GMA, effective January 1, 2018, to review each hotel's tax filings and payments, to follow-up on questionable practices, and to pursue the collection of any delinquencies as spelled out in the accompanying proposal.

MOTION: I move that we authorize the Mayor or City Manager to approve all documents required to engage the Georgia Municipal Association to provide revenue-management services relative to Hotel/Motel Tax during the 2018 calendar year.

CONTRACT TO PROVIDE REVENUE MANAGEMENT SERVICES
RELATIVE TO HOTEL-MOTEL TAX
BETWEEN
THE GEORGIA MUNICIPAL ASSOCIATION
AND
THE CITY OF VILLA RICA

This Contract is entered into this ____ day of, _____ 2017, by and between the Georgia Municipal Association, Inc. (hereinafter referred to as "GMA") and the City of Villa Rica, a municipal corporation organized under the laws of the State of Georgia (hereinafter referred to as "CITY").

WHEREAS, the CITY receives revenues from Hotel-Motel Tax; and,

WHEREAS, GMA presently offers certain services to its member municipalities by way of a contractual arrangement with Tax Revenue.US, a Texas limited liability company d/b/a The Resource Professionals Group (hereinafter referred to as "TRPG"), which services are designed to assist cities in enhancing revenue generation of the Hotel-Motel Tax; and

WHEREAS, the CITY desires to utilize said services in the continuing administration of the remittances and, as necessary, the collection of the Hotel-Motel Tax from providers domiciled within the CITY offering transient lodging; and

WHEREAS, the CITY intends through said services to enhance revenue generation, improve the compliance ethic and provide for better tax projection and management, while relieving itself of mundane and laborious tasks, yet availing itself of expert advice and assistance in the administration of this revenue stream.

NOW THEREFORE, the CITY and GMA hereto mutually agree as follows:

1. EMPLOYMENT OF GMA.

The CITY agrees to engage GMA and GMA hereby agrees to perform the services as outlined herein. The CITY acknowledges and agrees that GMA has contracted with TRPG to administer certain of GMA's obligations under this Agreement. The CITY hereby agrees that GMA may utilize TRPG to perform some or all of its obligations under this Agreement. When referring to the services to be provided herein, the term "GMA" shall include GMA and its agents, subcontractors, officers, and employees.

2. SCOPE OF SERVICES.

The HOTEL-MOTEL TAX Revenue Management Services includes the following services, which are considered consulting services not legal services:

- New Client Set-Up - Create forms and reports, model ordinance and return form.
- Taxpayer Registration - Create taxpayer database from taxpayer registration form and from client database. Gather additional data to enhance analysis and collection efforts through physical inspection of lodging properties and by web, phone, fax or mail and through data mining from governmental and non-governmental sources.
- Taxpayer Training – Provide guidance to taxpayer on appropriate collection and records-keeping through a seminar at start-up, and continually thereafter through direct contact.
- Taxpayer Notification - Provide forms and instructions by mail or online, initiate phone calls to taxpayers, or send reminders.
- Return Form/Payment Processing - Receive data and input into system, match batch forms with payments, deposit checks, scan forms, post to taxpayer account, and disburse payments
- Reconcile Returns & Initiate Compliance Efforts - Reconcile filings and payments; verify accuracy of filing; apply and bill late fees, penalties or interest, when applicable, etc.
- Delinquency Follow-Up – Contact taxpayer in the first thirty days of delinquency to secure payment. Then refer to CITY, if unsuccessful.
- Prospective Deficiency Identification – Analyze returns periodically, identify prospective under-reporting and refer to CITY.
- Taxpayer Services - Provide prompt and effective customer service, quarterly newsletter, online forms, rates and instructions, toll-free support number and e-filing and payment options.
- Client Services – Provide information on lodging trends, legislation and assist with annual budget projection for this revenue source.
- Detailed Reporting – Make available detailed online reporting, including detailed payment listing, daily/weekly/monthly reconciliation reports, delinquency reports, etc.

- Liaison – Meet with CITY official(s) as necessary to review progress and recommendations.
- Continuing Delinquency Follow-up – After thirty days' delinquency, apply persistent encouragement to taxpayer culminating in personal intervention. In extreme situations, negotiate installment payment or refer to CITY for execution.
- Prospective Deficiency Identification – Analyze returns regularly, identify prospective under-reporting and conduct interventions or taxpayer records examinations, as deemed necessary.
- Audits – When an examination of taxpayer records is deemed necessary to address anomalies in reporting or to enhance the compliance ethic; refer results to CITY and prepare requisite response to taxpayer on behalf of CITY, whether in the form of a letter of credit, notice of deficiency determination, or warning or commendation letters.
- Collection Assistance – Aid the City's attorney or legal representative in filing *fi fa*'s or in an action to collect, through advice and expert witness testimony.
- Tax Clearance Certificates – Conduct an audit on change of ownership, if requested; refer results to CITY; and prepare requisite response to taxpayer on behalf of CITY.

3. TIME OF PERFORMANCE.

The services to be performed hereunder by GMA shall be undertaken and performed in such sequence as to ensure their expeditious completion and best carry out the purposes of the Agreement. The project will be started within 15 days after notice to proceed and GMA's receipt of a signed contract from the CITY, and continue until terminated by either party. The term shall be annual, but renew automatically unless cancelled by either party giving ninety days' notice to the other.

4. COMPENSATION.

For Hotel-Motel Tax Administration, the CITY agrees to pay GMA on the following basis. For an annual fixed fee of nine hundred dollars (\$900) per lodging property located in the City limits or from which CITY may otherwise collect the Tax. Payment of the total contract amount is due upon execution of this Agreement and will be prorated for the first year of participation based on the actual number of calendar months beginning in the month the

Agreement is executed; and will be billed on January 1 of each year thereafter for a full twelve (12) month period, unless and until this Agreement shall be terminated.

5. CHANGES.

The CITY may from time to time request changes in the scope of the services to be performed hereunder. Such changes which are mutually agreed upon by and between the CITY and GMA shall be incorporated in written amendment to this Agreement, subject to any approval which may be required by third parties with whom GMA may have contracted to perform its obligations hereunder. Services performed pursuant to a written amendment shall be billed as outlined in such written Agreement.

6. PRINCIPAL-AGENT.

The CITY authorizes GMA to act as its agent for the purpose of performing its obligations under this Agreement. No other principal-agent relationship between the parties is created by this contract. GMA and its agents, subcontractors, officers and employees, shall have the authority to do all things necessary and appropriate to carry out GMA's obligations under this Agreement. No agent, subcontractor, officer, or employee of GMA will be considered an employee or officer of the CITY for any purpose and no agent, subcontractor, officer or employee of GMA is entitled to any of the benefits and privileges of a CITY employee or officer under any provision of the statutes of State of Georgia and/or ordinances of the CITY.

7. SERVICES AND MATERIALS TO BE FURNISHED BY THE CITY.

The CITY shall furnish GMA with all available necessary information, data, and material pertinent to the performance of this Agreement in a timely manner. The _____ or his/her designee shall serve as the CITY's representative for liaison with GMA.

8. TERMINATION OF AGREEMENT.

The Agreement shall terminate absolutely and without further obligation on the part of the CITY at the close of the calendar year in which it is executed and at the close of each succeeding calendar year for which it may be renewed. The total obligation of the CITY for the calendar year of execution and in each calendar year renewal term, if renewed, shall be determined by the services utilized by CITY as the purchaser of such services pursuant to Section 2. The Agreement shall obligate the CITY only for those sums payable during the calendar year of execution or for those sums payable in the individual calendar year renewal term. Title to any supplies, materials, equipment or other personal property of GMA or its subcontractors shall remain in GMA or its subcontractors.

This Agreement shall be effective as of the date shown and continue in effect until either party gives notice of termination. Either party may terminate this Agreement upon giving thirty (30) days prior written notice thereof to the other party setting forth the effective date of such termination.

9. INDEMNIFICATION.

Each party shall be responsible for its own acts and neither party will be responsible for any damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to the other party's own negligence, tortious acts or other unlawful conduct or the negligence, tortious acts or other unlawful conduct of the other party's respective agents, subcontractors, officers, and employees. For this purpose, neither GMA nor the CITY shall be deemed an agent of the other.

10. LIMITATION OF LIABILITY.

The CITY agrees that the aggregate limit of liability of GMA and its subcontractor TRPG hereunder (whether contractual, statutory, in tort or otherwise) for damages on any one or more or all claims (regardless of the number of different or other claims, claimants or occurrences) shall not exceed the professional fees and services paid under this contract. The CITY agrees that GMA and its subcontractor TRPG shall not be liable to CITY for any indirect, incidental, special or consequential damages, any lost profits or any claim or demand against CITY by any other party, arising out of or in connection with the performance of services hereunder.

11. MATTERS TO BE DISREGARDED.

The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

12. COMPLETENESS OF CONTRACT.

This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

13. VENUE.

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

14. NOTICES.

Any notices, bills, invoices, payments or reports required by this Agreement shall be sent by the parties via United States mail, postage prepaid. If to GMA they shall be addressed to the Financial Services Program Manager, Georgia Municipal Association, P.O. Box 105377, Atlanta, Georgia 30348. If to the CITY they shall be addressed to the Mayor of the CITY at the CITY's official address.

15. CONSULTING SERVICES

None of the services provided pursuant to this Agreement shall be regarded or treated as the practice of law or as legal advice.

16. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

GMA attests compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 by the execution of the contractor affidavit attached as Exhibit A as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached to and made a part of this contract as Exhibit A.

GMA agrees that, in the event GMA employs or contracts with any subcontractor(s) in connection with the covered contract, GMA will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time.

IN WITNESS WHEREOF, the CITY and GMA have executed this Agreement as of the date first written above.

ATTEST:

CITY OF VILLA RICA

City Clerk

By: _____
City Manager or Mayor

APPROVED AS TO FORM:

GEORGIA MUNICIPAL ASSOCIATION

City Attorney

By: _____
Executive Director



EXHIBIT A

GEORGIA MUNICIPAL ASSOCIATION FEDERAL WORK AUTHORIZATION PROGRAM COMPLIANCE AFFIDAVIT

By executing this affidavit, the Georgia Municipal Association, Inc. ("GMA") verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that GMA, which is engaged in the physical performance of services in Georgia, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, GMA will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). GMA hereby attests that its federal work authorization user identification number and date of authorization are as follows:

69371
Federal Work Authorization User Identification Number

November 26, 2007
Date of Authorization

Hotel Motel Tax Revenue Management
Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____ 20____, in Atlanta (city), Georgia (state).

Lamar Norton
BY: GMA Authorized Officer or Agent

2.16.17
Date

Lamar Norton, Executive Director
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

16th DAY OF February, 2017

Sandra Goodall

Notary Public

My Commission Expires:





CITY OF VILLA RICA

City Council Packet

SUBJECT: APPROVE APPLICATION – 2018 GDOT LMIG PROGRAM

CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 20, 2017

PREPARED BY: Peter Zorbanos, Director Public Works
Charlie Davis, Deputy Director Public Works

FISCAL IMPACT:
ANNUAL –
CAPITAL – \$ 52,641.65
OTHER –

FUNDING SOURCES: 335-4210-541405 \$439,356.00
321-4210-4210-541410 CARROLL COUNTY \$ 480,000.00
322-4210-4210-541410 DOUGLAS COUNTY \$ 200,000.00

PURPOSE: The purpose of this agenda item is to approve the application to the Georgia Department of Transportation (GDOT) for the Fiscal Year 2018 Local Maintenance and Improvement Grant funding for resurfacing projects in an amount up to \$175,472.18.

BACKGROUND: The State LMIG program will provide \$175,472.18 based on the formula amount for the 2018 program for the local governments to contract the work out. Each local government is required to provide a 30% match in the amount of \$52,641.65.

Attached is the required Cover Letter, LMIG Application Form and project list.

The list of streets proposed for resurfacing is part of an on-going list developed by in-house staff based on roadway conditions. At this time, staff is prepared to submit the application and proposed list of streets to be resurfaced with the understanding that the total dollar amount is being reserved and that the final scope of work will be recommended based on established objective technical criteria and allocated funding.

STAFF RECOMMENDATION: Approve the LMIG application to GDOT in an amount up to \$175,472.18 for the 2018 Villa Rica resurfacing program as recommended.

IMPACT: The program requires a 30% local match. The value of the program is up to \$175,472.18 in State funds, requiring that an additional \$52,641.65 be reserved to cover the local share. These funds have been identified above.



CITY OF VILLA RICA

December 5, 2018

Ms. Carla Ham
Catersville District Office
P. O. Box 10
Catersville, Georgia 30120

RE: Fiscal Year 2018 Local Maintenance & Improvement Grant (LMIG) Program

Dear Ms. Ham:

We are pleased to apply for the Fiscal Year 2018 LMIG Program funding.

The scope of work proposed will consist of roadway and resurfacing improvements necessary to meet operational and maintenance obligations in the City. The work will include crack filling, patching, milling, asphalt overlay, stripping, roadway and shoulder base construction and asphalt paving.

The work funded by the 2017 LMIG Program has been completed.

Attached is the LMIG Application form and project list as requested.

If you should have any questions regarding the LMIG Program please contact Tom Barber, City Manager at (770) 550-2520. Thank you for your time and consideration.

Sincerely,

Jeff Reese
Mayor

Attachments

Cc: Tom Barber, City Manager
Peter Zorbanos, Public Works, Director
Alisa Doyal, City Clerk



CITY OF VILLA RICA

City Council Packet

SUBJECT: Construction Agreement – Roadway Improvements on Various City, Roads, Project Number 17-001

CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 20, 2017

PREPARED BY: Peter Zorbanos, Director Public Works
Charlie Davis, Deputy Director Public Works

FISCAL IMPACT:
ANNUAL –
CAPITAL – \$ 1, 154,903.82
OTHER –

FUNDING SOURCES: 335-4210-541405 \$439,356.00
321-4210-4210-541410 CARROLL COUNTY \$ 480,000.00
322-4210-4210-541410 DOUGLAS COUNTY \$ 200,000.00
Note: The 2018 Douglass County SPLOST Revenue is not included and is projected to provide additional funding.

PURPOSE: The purpose of this agenda item is to approve a contract agreement with the lowest responsible bidder C.W. Mathews, Inc. for the construction of roadway improvements various streets in City of Villa Rica.

BACKGROUND: Staff and the City's Program and Project Management Consultant, Metrocorp Development Enterprises, Inc. (MDE, Inc.) prepared Bid documents necessary to complete roadway and resurfacing improvements necessary to meet operational and maintenance obligations in the City. The work will include crack filling, patching, milling, asphalt overlay, stripping, roadway base construction and asphalt paving per the attached estimated quantities for the Unit Cost Bid Items.

The referenced bid was opened on October 20, 2017. There were two (2) bid responses.

The total aggregate costs were as follows:

NO.	BIDDER	TOTAL COST
1	C.W. Mathews Company, Inc.	\$ 1,154,903.82
2	Bartow Paving Company	\$ 1,162,259.27

The lowest responsive bid was C.W. Matthews Contracting. Attached is a Bid Analysis based on costs as submitted by the above bidders based on estimated quantities for each roads' bid items.

STAFF RECOMMENDATION: Award Bid to C. W. Mathews for the **Roadway Improvements on Various City, Roads, Project Number 17-001** and authorize the Mayor to execute the contract agreement in the amount not to exceed allocated funding amount from the above funding sources throughout the contract duration.

IMPACT: The proposed contract award will provide public roadway improvements necessary to meet operational and maintenance obligations in the City of Villa Rica.

ROAD NO.	(Multiple Items)
NAME	(All)

ITEM NO.	ITEM	Unit	Unit Price	Sum of QTY	Sum of TOTAL
150-0008	Remove & Reset Existing Special Guide/Warning Signs , Ground M	Each	99.95	10.00	\$999.50
150-1000	Traffic Control	LS	146000.56	1.00	\$146,000.56
171-0030	Temporary Silt Fence	LF	4.05	2,800.00	\$11,340.00
210-0200	Shoulder Reconstruction, including material	Shldr Milt	20502	0.50	\$10,251.00
210-0250	Undercut Excavation	C.Y	40.07	1,755.23	\$70,332.14
	Undercut Excavation-Community Square Blvd. Concrete Section O	C.Y	84.58	159.48	\$13,488.44
310-1101	G.A.B., incl mat'l	TON	39.37	1,452.90	\$57,200.67
310-5060	G.A.B. 6" incl mat'l	SY	17.63	3,119.44	\$54,995.81
402-1802	12.5mm Recycled Asph. Mill - Patching - Incl. Bit/Lime/Tack	TN	116.86	1,632.97	\$190,828.68
402-3108	9.5mm Recycled Asph. Conc. - Incl. Bit/Lime/Tack	TN	85.75	3,670.57	\$314,751.39
402-3130	12.5mm Recycled Asph.Conc. - Incl. Bit/Lime/Tack	TN	107.1	514.75	\$55,129.84
402-3190	19mm Recycled Asph.Conc. - Incl. Bit/Lime/Tack	TN	206.1	91.13	\$18,781.66
407-0050	Asphalt Rubber Crack Fill	LM	8000	2.12	\$16,946.73
432--0208	Edge Mill	SY	3.1	24,627.11	\$76,344.04
			4	0.00	\$0.00
441-6222	Conc. Curb & Gutter, 6 IN. X 24 IN.,TP2	LF	43.44	74.00	\$3,214.56
611-8050	Adjust Manhole to Grade	EA	1665	12.00	\$19,980.00
611-8055	Adjust Water Valve to Grade	EA	814	7.00	\$5,698.00
653-0220	Striping, Ther. PVMt marking,word, TP 2 (STOP)	Each	150	1.00	\$150.00
653-0240	Striping, Ther. PVMt marking,word, TP 4 (AHEAD)	Each	150	1.00	\$150.00
653-1501	Striping, Ther. 5-inch white	LF	0.5	50,770.00	\$25,385.00
653-1502	Striping, Ther. 5-inch yellow	LF	0.5	40,476.00	\$20,238.00
653-1704	Striping, Ther. 24-inch white	LF	8.75	289.00	\$2,528.75
653-2804	Striping, Ther. 8-inch white	LF	2.95	537.00	\$1,584.15
653-6004	Stripping,Therm.,White	SY	3.75	4,400.00	\$16,500.00
653-6006	Stripping,Therm.,Yellow	SY	3.75	4,400.00	\$16,500.00
654-1001	Raised Pavement Markers, TP 1	EA	7.5	162.00	\$1,215.00
700-6910	Permanent Grassing	AC	4356	1.00	\$4,356.00
Grand Total				140,967.20	\$1,154,889.93

ROAD NO.	(All)
NAME	(All)

ITEM NO.	ITEM	Unit	Unit Price	Sum of QTY	Sum of TOTAL
150-0008	Remove & Reset Existing Special Guide/Warning Signs , Ground M	Each	500.00	10.00	\$5,000.00
150-1000	Traffic Control	LS	135,000.00	1.00	\$135,000.00
171-0030	Temporary Silt Fence	LF	6.50	2,800.00	\$18,200.00
210-0200	Shoulder Reconstruction, including material	Shldr Mile	6,530.00	0.50	\$3,265.00
210-0250	Undercut Excavation	C.Y	24.00	1,755.23	\$42,125.56
	Undercut Excavation-Community Square Blvd. Concrete Section O	C.Y	135.00	159.48	\$21,529.20
310-1101	G.A.B., incl mat'l	TON	32.50	1,452.90	\$47,219.25
310-5060	G.A.B. 6" incl mat'l	SY	16.00	3,119.44	\$49,911.11
402-1802	12.5mm Recycled Asph. Mill - Patching - Incl. Bit/Lime/Tack	TN	110.00	1,632.97	\$179,626.52
402-3108	9.5mm Recycled Asph. Conc. - Incl. Bit/Lime/Tack	TN	98.00	3,670.57	\$359,715.87
402-3130	12.5mm Recycled Asph.Conc. - Incl. Bit/Lime/Tack	TN	95.50	514.75	\$49,158.73
402-3190	19mm Recycled Asph.Conc. - Incl. Bit/Lime/Tack	TN	124.50	91.13	\$11,345.55
407-0050	Asphalt Rubber Crack Fill	LM	15,000.00	2.12	\$31,775.11
432--0208	Edge Mill	SY	4.00	24,627.11	\$98,508.44
441-6222	Conc. Curb & Gutter, 6 IN. X 24 IN.,TP2	LF	55.00	74.00	\$4,070.00
611-8050	Adjust Manhole to Grade	EA	800.00	12.00	\$9,600.00
611-8055	Adjust Water Valve to Grade	EA	300.00	7.00	\$2,100.00
653-0220	Striping, Ther. PVMT marking,word, TP 2 (STOP)	Each	165.00	1.00	\$165.00
653-0240	Striping, Ther. PVMT marking,word, TP 4 (AHEAD)	Each	165.00	1.00	\$165.00
653-1501	Striping, Ther. 5-inch white	LF	0.55	50,770.00	\$27,923.50
653-1502	Striping, Ther. 5-inch yellow	LF	0.55	40,476.00	\$22,261.80
653-1704	Striping, Ther. 24-inch white	LF	9.60	289.00	\$2,774.40
653-2804	Striping, Ther. 8-inch white	LF	3.25	537.00	\$1,745.25
653-6004	Stripping,Therm.,White	SY	4.10	4,400.00	\$18,040.00
653-6006	Stripping,Therm.,Yellow	SY	4.10	4,400.00	\$18,040.00
654-1001	Raised Pavement Markers, TP 1	EA	8.20	162.00	\$1,328.40
700-6910	Permanent Grassing	AC	1,640.00	1.00	\$1,640.00
Grand Total				140,967.20	\$1,162,233.70

CITY COUNCIL:
JEFF REESE, MAYOR
LESLIE MCPHERSON, MAYOR PRO TEM
SHIRLEY MARCHMAN
VERLAND BEST
DANNY CARTER
GIL MCDOUGAL

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID MECKLIN

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770.459.7000 | VILLARICA.ORG

2018 Holiday Schedule

New Year's Day	Monday	January 1, 2018
Martin Luther King	Monday	January 15, 2018
President's Day	Monday	February 19, 2018
Good Friday	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Veterans Day	Monday	November 12, 2018
Thanksgiving Day	Thursday	November 22, 2018
Day after Thanksgiving	Friday	November 23, 2018
Christmas Eve	Monday	December 24, 2018
Christmas Day	Tuesday	December 25, 2018



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Gold Dust Boiler
CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 20, 2017
PREPARED BY: Vicki D. Coleman, AICP

FISCAL IMPACT: Not to Exceed - \$37,300
ANNUAL –
CAPITAL –
OTHER –

FUNDING SOURCE: Capital

PURPOSE: The Parks, Recreation, and Leisure Services department seeks to replace an ageing boiler within Gold Dust Park

BACKGROUND: The State performs an annual inspection of the boiler within Gold Dust Park's administration building. During this year's annual inspection, the inspector advised that the City needed to plan for the boiler's replacement. The ageing equipment is part of the building's original construction (1991) and services the senior center. Since the September 2017 inspection, the portion of the building serviced by the boiler has experienced a couple of mornings where the equipment was not properly heating the building.

The department sought bids to replace the boiler. The bid on the boiler replacement includes all parts and labor, as well as state permitting and inspections. The lead time on the equipment is 4-5 weeks for arrival. The City received three bids. The bid recommendation considers the parts and labor cost, as well as, lifecycle operating costs that are driven by energy efficiency (AFUE). The proposed equipment has a 95% energy efficiency rating, which is an 8% increase over the existing equipment. The estimated life cycle of a boiler is 20-25 years.

		Energy Efficiency AFUE	% Change Over Existing Equipment
Existing Equipment*		88%	
Advanced Comfort Technology	\$37,300	95%	+8%
First Degree Heating & Air	\$40,500	85%	-3%
Merrell & Associations Inc	\$26,6500	84%	-4%

STAFF RECOMMENDATION: Approval of Advanced Comfort Technology

IMPACT: With the equipment purchase, the city will have higher up-front costs, while the unit's operating cost will lower as a result of the higher energy efficiency rating. Additionally, the equipment requires 4-5 weeks of lead time before arrival. Should the existing equipment fail in the winter, it cannot be repaired on short notice and installation would also take a couple of days.

Table Data Source: www.energysavers.gov

[illegible]



Advanced Comfort Technology

P.O. Box 1164
Bremen GA 30110

770/537-2413

Proposal

To: Mr. Mark Grizzard
City of Villa Rica
Villa Rica, GA 30180
mgrizzard@villarica.org

Date: October 1, 2017

Re: Gold Dust Park – New Hot Water Heating Boiler

Propose to remove and replace existing 28-year-old hot water boiler and install new RBI Infinite Energy 2-IE1000 , 95% efficient condensing style boiler with new stainless steel flue vent and new intake air supply pipe venting through the roof. Install new 2.5 inch Bell & Gossett boiler circulating pump, re-work water lines to fit new boiler and insulate. Provide factory representative boiler start-up for correct operation. Provide boiler install permit and safety inspection.

*****Total Parts and Labor --- \$37,300.00**

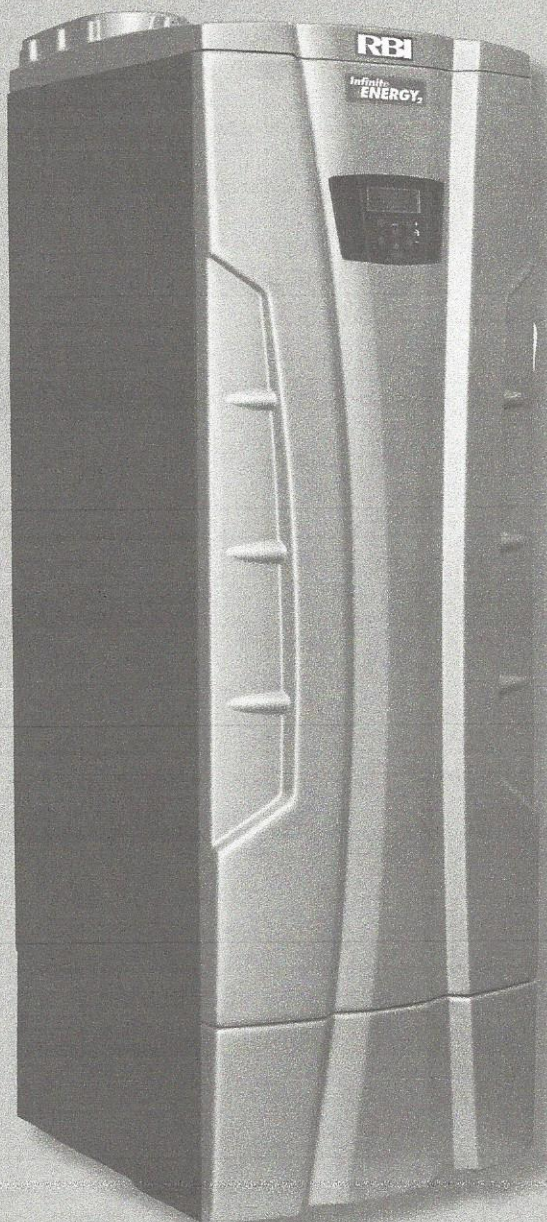
****Warranty - Equipment see attached warranty page
Labor 1-year**

**** Price Good for 90 Days.**

Thank you very much for the opportunity to present my proposal to you. If you have any further questions please do not hesitate to contact me.

Sincerely,

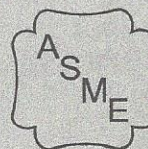
Dwayne Camp
President, Sales and Service
770/537-2413



Condensing, High Efficiency Water Heaters (IW) and Boilers (IB)

Boiler Manual Installation and Operation Instructions

THIS MANUAL APPLIES TO
HEATERS WITH SERIAL NUMBER
HIGHER THAN 16470167



62403588 R06 Jan. 3, 2017

WARNING

This manual is intended only for use by a qualified heating installer/technician. Read and follow this manual, all supplements and related instructional information provided with the boiler. Install, start and service the boiler only in the sequence and methods given in these instructions. Failure to do so can result in severe personal injury, death or substantial property damage.

WARNING

Do not use the boiler during construction. Construction dust and particulate, particularly drywall dust, will cause contamination of the burner, resulting in possible severe personal injury, death or substantial property damage. The boiler can only be operated with a dust-free air supply. Follow the instruction manual procedures to duct air to the boiler air intake. If the boiler has been contaminated by operation with contaminated air, follow the instruction manual guidelines to clean, repair or replace the boiler if necessary.

CAUTION

Affix these instructions near to the boiler. Instruct the building owner to retain the instructions for future use by a qualified service technician, and to follow all guidelines in the User's Information Manual.

LIMITED WARRANTY

IE2 Boilers/Water Heaters Industrial, Commercial and Other Non-Residential Use

The "Manufacturer" warrants to the original owner at the original installation site that the heat exchanger of the Industrial, Commercial, and other Non-Residential Use Boiler (the "Product") will be free from defects from condensate corrosion and in material or workmanship for ten (10) years from the date of installation. Additional twenty one (21) year thermal shock warranty on heat exchanger. If upon examination by the Manufacturer the Product is shown to have a defect in material or workmanship during the warranty period, the Manufacturer will repair or replace, at its option, that part of the Product which is shown to be defective. All other RBI supplied Boiler/Water Heater parts are warranted against defects in material and workmanship for one (1) year from date of installation or 18 months from date of shipment from RBI.

The "Manufacturer" warrants to the original owner at the original installation site that the heat exchanger of the Industrial, Commercial, and other Non-Residential Use Water Heater (the "Product") will be free from defects from condensate corrosion and in material or workmanship for five (5) years from the date of installation. Additional twenty one (21) year thermal warranty on heat exchanger. If upon examination by the Manufacturer the Product is shown to have a defect in material or workmanship during the warranty period, the Manufacturer will repair or replace, at its option, that part of the Product which is shown to be defective. All other RBI supplied Boiler/Water Heater parts are warranted against defects in material and workmanship for one (1) year from date of installation or 18 months from date of shipment from RBI.

This limited warranty does not apply:

- (a) if the Product has been subjected to misuse or neglect, has been accidentally or intentionally damaged, has not been installed, maintained or operated in accordance with the furnished written instructions, or has been altered or modified in any way.

These include but not limited to:

- Excessive water hardness causing a lime build-up in the heat exchanger tubes is not a fault of the equipment and is not covered under the manufacturer's warranty.
- Excessive pitting and erosion on the inside of the heat exchanger tubes caused by high water velocity through the tubes and is not covered by the manufacturer's warranty. (See Installation Instructions for proper pump performance.)
- Chemical corrosion, no corrosive chemical (freon, dry cleaning chemicals, degreasing liquids, chlorine or any chemicals that produce hydrochloric acid) can be present in the boiler room as it rapidly destroys the heating equipment and voids the warranty.

- (b) to any expenses, including labor or material, incurred during removal or reinstallation of the Product or parts thereof.
- (c) to damage as a result of settlement, distortion, collapse, or cracking of any foundation area, beams or pipes surrounding the Product.
- (d) to any workmanship of any installer of the Product; or to Products installed outside the continental United States or Canada.

This limited warranty is conditional upon:

- (a) shipment, to the Manufacturer, of that part of the Product thought to be defective. Goods can only be returned with prior written approval from the Manufacturer. All returns must be freight prepaid.
- (b) determination in the reasonable opinion of the Manufacturer that there exists a defect in material or workmanship.

Repair or replacement of any part under this Limited Warranty shall not extend the duration of the warranty with respect to such repaired or replaced part beyond the stated warranty period.

THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, AND ALL SUCH OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED AND EXCLUDED FROM THIS LIMITED WARRANTY. IN NO EVENT SHALL THE MANUFACTURER BE LIABLE IN ANY WAY FOR ANY CONSEQUENTIAL, SPECIAL, OR INCIDENTAL DAMAGES OF ANY NATURE WHATSOEVER, OR FOR ANY AMOUNTS IN EXCESS OF THE SELLING PRICE OF THE PRODUCT OR ANY PARTS THEREOF FOUND TO BE DEFECTIVE. THIS LIMITED WARRANTY GIVES THE ORIGINAL OWNER OF THE PRODUCT SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH MAY VARY BY EACH JURISDICTION.



260 North Elm Street
Westfield, MA 01085
Phone: (413) 568-9571
Fax: (413) 568-9613

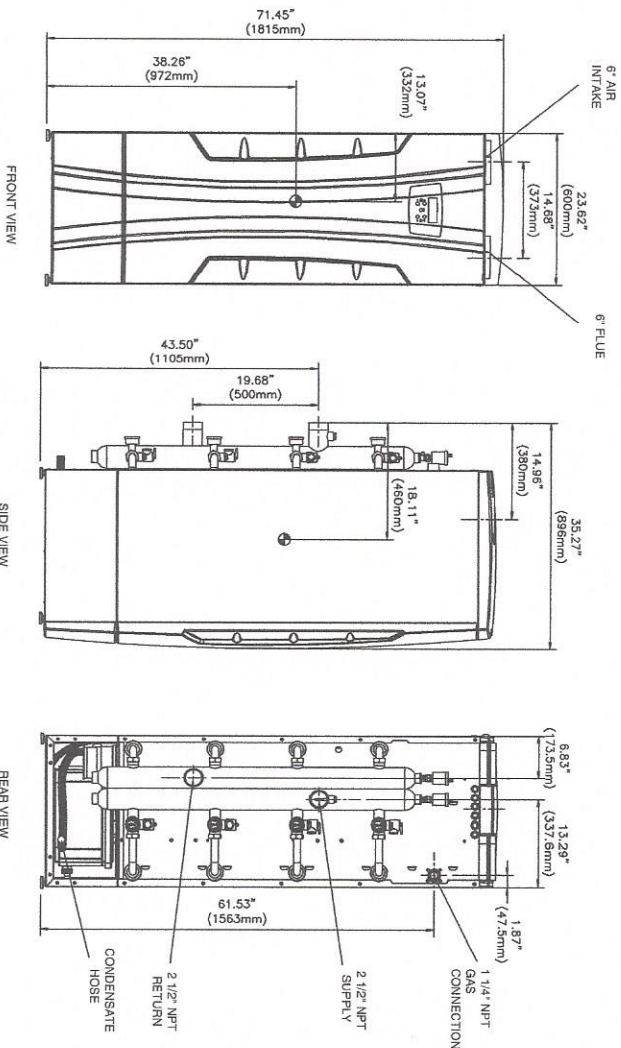
www.rbiwaterheaters.com

7555 Tranmere Drive
Mississauga, Ontario L5S 1L4 Canada
Phone: (905) 670-5888
Fax: (905) 670-5782



A MESTEK COMPANY

NOTE: Dimensions are approximate and should not be used to "rough-in" equipment.
 * Add circulator amps.
 ** For incoming gas pressures lower than 3" W.C. natural or propane, consult factory.



RSUB-195

A.G.A. CERTIFIED RATINGS & CAPACITIES

Fuel Type	Natural/Propane Gas	Boiler FLA	4.93 A
Input BTU/hr.	999,000 / 293 kW	Min. Gas Pressure Required	3" W.C.
Output BTU/hr.	952,000 / 279 kW	Max. Gas Pressure Allowed	13" W.C.
Electrical Requirements	120VAC / 1 ph / 60 hz	Operating Weight	595 lbs. / 270 kg.

BOILER TRIM & CONTROLS

Main Gas Valve	Sit 848 Sigma	Air Switch	HUBA
Ignition Control	Argus	Blower Motor	EBM
Operating Control	Argus	Relief Valve - IW	3/4" x 3/4" @ 125 psi
High Limit	J2D-AOVJ	Relief Valve - IB	3/4" x 3/4" @ 50 psi

A.S.M.E.

ASME Sect IV Htg Surface	18.00 Sq. Ft. / 1.68 Sq. M.	Design Data	Max. 160 psig & 210°F
Water Volume	9.0 gal / 34.07 l (liters)		

TEMPERATURE RISE / PRESSURE DROP

25°F / 13.9°C		30°F / 16.7°C		35°F / 19.4°C	
Flow Rate	Pressure Drop	Flow Rate	Pressure Drop	Flow Rate	Pressure Drop
GPM L/s	Ft KPa	GPM L/s	Ft KPa	GPM L/s	Ft KPa
76.2 4.8	41.0 120.8	63.5 4.0	27.0 79.5	54.4 3.4	20.5 60.4

RECOVERY CAPACITY

40°F	22°C	60°F	33°C	80°F	44°C	100°F	56°C	120°F	67°C	140°F	78°C
2864	10826	1909	7217	1432	5413	1146	4330	955	3609	818	3093

REP FIRM

SUBMITTED BY

JOB NAME

ARCHITECT

ENGINEER

CONTRACTOR

DATE

INFINITE ENERGY 2-1000

Category IV Appliance

(see Installation and Operation Manual for venting information)



A Division of Westek, Inc.
 Westfield, MA 01085
 (413) 568-9571



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Purchase Replacement Parts from Chance Rides for Pine Mountain Train
CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 21, 2017

PREPARED BY: Vicki D. Coleman, AICP

FISCAL IMPACT:

ANNUAL – \$28,739

CAPITAL –

OTHER –

FUNDING SOURCE: Annual

PURPOSE: The Parks, Recreation and Leisure Services is requesting to purchase replacement parts direct from the manufacturer, Chance Rides, for the train at Pine Mountain.

BACKGROUND: The train at Pine Mountain has recurring maintenance that needs to be performed. The City purchases those replacement parts directly from the manufacturer. Every other year, the train requires a major service.

The manufacturer requires the parts to be paid in full in order to place the order. Additionally, the parts require 8-10 weeks lead time because of manufacturing.

STAFF RECOMMENDATION: Approval

IMPACT: Approval of this request in December will allow the parts to arrive in February 2018. Maintenance cannot begin until the parts arrive. The anticipated maintenance time on the train will be approximately 6-8 weeks. A delay with the parts order directly impacts when the train can resume operations in the spring. The estimated time to resume train operations is April 2018.



QUOTATION

TO:

CITY OF VILLA RICA
106 TEMPLE ST
VILLA RICA, GA 30180
(770)550-6099

SHIP TO:

CITY OF VILLA RICA
106 TEMPLE ST
VILLA RICA, GA 30180

ATTN: DEWAYNE GRIFFIN

dgriffin@villarica.org

ATTN:

Quote No.		Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0005098		10/30/2017	93140	PTE	RFQ #	6-8 WEEKS ARO	ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description			Price \$	Extension \$
				50% DEPOSIT REQUIRED				
001	64	EA	20934000	BRAKE SHOE F/CPH Cust Part 189 ON HAND			\$ 11.70	\$ 748.80
002	16	EA	1023106-001	SCREW-ADJUST Cust Part 24 ON HAND			\$ 62.69	\$ 1,003.04
003	64	EA	1023100-001	CYLINDER-BRAKE ASSY Cust Part 23 ON HAND			\$ 285.98	\$ 18,302.72
004	16	EA	1023119-001	ADJUSTER BODY Cust Part 0 ON HAND			\$ 113.99	\$ 1,823.84
005	16	EA	25234500	PIN CLEVIS 1/4X2 1/2 ZP Cust Part 90 ON HAND			\$ 0.44	\$ 7.04
006	16	EA	25235100	PIN CLEVIS 3/8X1 1/2 ZP Cust Part 77 ON HAND			\$ 0.33	\$ 5.28
007	16	EA	65162700	PIN COTTER 1/8X3/4 ZP Cust Part 244 ON HAND			\$ 0.03	\$ 0.48
008	32	EA	60766600	HHCS 3/8-16X1 GR5 Z/P Cust Part 100 ON HAND			\$ 0.25	\$ 8.00
009	32	EA	68537400	WASHER LOCK 3/8 MED SPRING Cust Part 100 ON HAND			\$ 0.03	\$ 0.96
010	16	EA	1023028-001	PLATE-WEAR BR/ROLLER Cust Part 0 ON HAND			\$ 8.60	\$ 137.60
011	16	EA	1023016-001	HOOK-TRUCK-FRAME Cust Part 22 ON HAND			\$ 46.58	\$ 745.28



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dgriffin@villarica.org

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0005098		10/30/2017	93140	PTE	RFQ #	6-8 WEEKS ARO	ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description			Price \$	Extension \$
012	16	EA	60766400	HHCS 3/8-16X3/4 GR5 Cust Part 100 ON HAND			\$ 0.24	\$ 3.84
013	16	EA	68537400	WASHER LOCK 3/8 MED SPRING Cust Part 100 ON HAND			\$ 0.03	\$ 0.48
014	1	EA	1021515-001	SHOE A-EMERG Cust Part 8 ON HAND			\$ 446.36	\$ 446.36
015	1	EA	63852800	KEY WOODRUFF 1 1/4X5/16 (D) Cust Part 10 ON HAND			\$ 1.90	\$ 1.90
016	1	EA	1021502-001	BRAKE DRUM ASSY 1021502-1 (EME Cust Part 3 ON HAND			\$ 1,771.97	\$ 1,771.97
017	1	EA	64763001	LOCKNUT N/I 7/8-14 JAM Z/P Cust Part 4 ON HAND			\$ 1.62	\$ 1.62
018	1	EA	21954900	CONTROL(MU) W/FRICTION BRK NLA Cust Part OBSOLETE				
019	1	EA	61079400	SHCS 1/4-20X1/2 Cust Part 10 ON HAND			\$ 0.10	\$ 0.10
020	1	EA	68537000	WASHER LOCK 1/4 MED SPRING Z/P Cust Part 100 ON HAND			\$ 0.02	\$ 0.02
021	1	EA	68530200	WASHER SAE 1/4 Z/P Cust Part 100 ON HAND			\$ 0.05	\$ 0.05
022	1	EA	1020337-001	SHIFTER-CVR PL Cust Part 0 ON HAND			\$ 53.70	\$ 53.70
023	1	EA	61115800	SCREW MS 10-24X1/2 PHRD Z/P			\$ 0.05	\$ 0.05


Pat Ternes



QUOTATION

TO:

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106 TEMPLE ST
VILLA RICA, GA 30180
(770)550-6099

SHIP TO:

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0005098		10/30/2017	93140	PTE	RFQ #	6-8 WEEKS ARO	ORIGIN	30 DAYS
Item	Quantity	UM	Part		Description		Price \$	Extension \$
					Cust Part 100 ON HAND			
024	1	EA	64780500		LOCKNUT N/I 10-24 ZP Cust Part 300 ON HAND		\$ 0.03	\$ 0.03
025	4	EA	20731700		U-BOLT ASSY (SPICER) Cust Part 5 ON HAND		\$ 10.95	\$ 43.80
026	2	EA	23767100		JOINT SLIP SPICER Cust Part 1 ON HAND		\$ 115.00	\$ 230.00
027	2	EA	28961300		YOKE 'U'JOINT KIT Cust Part 11 ON HAND		\$ 27.51	\$ 55.02
028	2	FT	49052000		KEYSTOCK .25SQ. 12" LGTH Cust Part 4 ON HAND		\$ 2.28	\$ 4.55
029	2	EA	1023009-001		YOKE END Cust Part 9 ON HAND		\$ 31.02	\$ 62.04
030	2	EA	61131800		SET SCREW 3/8-16X1/2 SQHD Cust Part 25 ON HAND		\$ 0.26	\$ 0.52
031	1	EA	32348100		DRIVE SHAFT-RR-1020627-002 Cust Part 0 ON HAND		\$ 570.20	\$ 570.20
032	1	EA	32348100		DRIVE SHAFT-RR-1020627-002 Cust Part 0 ON HAND		\$ 570.20	\$ 570.20
033	16	EA	1023122-003		TUBING-CYL LG Cust Part 0 ON HAND		\$ 45.47	\$ 727.52
034	8	EA	1023122-001		TUBING-TRUCK Cust Part 0 ON HAND		\$ 36.10	\$ 288.80



QUOTATION

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dgriffin@villarica.org

ATTN:

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0005098	10/30/2017	93140	PTE	RFQ #	6-8 WEEKS ARO	ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
035	16	EA	60219200	ADAPTER TEE 1/4 TUBE 45D Cust Part 14 ON HAND	\$ 4.64	\$ 74.24	
036	16	EA	1023122-002	TUBING ASSY Cust Part 0 ON HAND	\$ 14.17	\$ 226.72	
037	16	EA	60226200	ADAPTER 1/4MP:1/4 TUBE 45D Cust Part 13 ON HAND	\$ 1.47	\$ 23.52	
038	4	EA	27757900	TANK AIR 3.5X10 Cust Part 6 ON HAND	\$ 118.80	\$ 475.20	
039	16	EA	60142200	COUPLING ANCHOR 1/4FP:1/4FP Cust Part 17 ON HAND	\$ 15.68	\$ 250.88	
040	32	EA	60170000	INSERT TUBING 3/8IN Cust Part 25 ON HAND	\$ 0.70	\$ 22.40	
041	4	EA	60145000	ADAPTER 1/4MP:3/8 TUBE Cust Part 90 ON HAND	\$ 2.20	\$ 8.80	
042	4	EA	60167800	ADAPTER 45D 1/4MP:3/8 TUBE Cust Part 6 ON HAND	\$ 10.37	\$ 41.49	
Total for Quote \$						\$ 28,739.06	

Pat Ternes

SERVICE AGREEMENT

STATE OF GEORGIA

CITY OF VILLA RICA

This agreement is effective the _____ of _____, 2017, by and between the City of VILLA RICA, GEORGIA, acting by and through its governing authority (hereinafter referred to as the "City"), and INTERTECH PROBATION, INC., a Georgia corporation (hereinafter referred to as "Intertech");

WITNESSETH:

WHEREAS, the City is duly authorized to contract for the provision of probation services in the Municipal Court of VILLA RICA, Georgia (hereinafter referred to as the "Court"), by a private probation provider, and the City wishes to make provision therefore as provided in this agreement, pursuant to OCGA §42-8-101 et seq; and

WHEREAS, Intertech maintains and conducts business which provides various probation services to county and city entities; and

WHEREAS, Intertech represents that it is willing and able to provide probation services to the Court; and

WHEREAS, the undersigned Judge of said Court requests that the City approve and enter into this agreement, and said Judge, by his signature below, expressly consents thereto, as required by OCGA §42-8-101(a)(1);

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt, adequacy and sufficiency of which are acknowledged by the parties hereto, the parties desire to enter into this agreement for the provision of probation services for this Court by Intertech upon the terms, covenants and agreements as set forth herein.

UNIFORM STANDARDS AND SERVICE BY INTERTECH

(1) Intertech agrees to abide by the rules and regulations promulgated by the Department of Community Services Misdemeanor Oversight Council regarding contracts or agreements assuring uniform professional and contract standards. (Ref: Board Rule 503-1-.02)

The uniform professional standards for all persons employed as a private probation officer through Intertech are as follows:

- (a) Be at least 21 years of age at the time of appointment. (OCGA §42-8-107)
- (b) Have completed a standard two-year college course or have four years of law enforcement experience; however, any private probation officer who was employed as of July, 1996, and who has at least six months' experience as a private probation officer shall be exempt from such college requirement.
- (c) Complete a prescribed initial orientation program (unless exempted by the provisions of OCGA §42-8-107(a) and the prescribed annual in-service continuing education training program, consisting of the curriculum approved by the Georgia Department of Community Supervision. (Ref: Board Rule 105-2-12)
- (d) No person who has been convicted of a felony shall be employed as a private probation officer, use the title "private probation officer" or otherwise be responsible for the supervision of probationers. Intertech will cause to be completed criminal record checks on all staff covered by the immediately preceding paragraph in accordance with (OCGA. §35-3-34) (Ref: OCGA §42-8-102, and Board Rule 503-1-.26)

(2) Intertech will supervise all cases sentenced by the Court to probation. Intertech will also supervise indigent cases, as determined by the Court, which probationers will not be charged the \$35.00 probation fee, nor the fee required by OCGA. §17-15-13(f), but will still be offered all Intertech services. (Ref: OCGA §35-3-34-(8))

(3) Intertech will monitor offenders for compliance with the terms and conditions of their probationary sentences as required by the Court, notifying the Court of any non-compliance. The Court will decide when revocation or modification of probation is necessary. (Ref: Board Rule 503-1-36)

Any probationer who is reasonably believed to not be in compliance with the terms set forth in that person's final disposition order will be returned, subject to the provisions of paragraph 11 of Part I of this agreement, to the court of original jurisdiction, at which time the private probation officer (and/or witnesses) will testify as to the circumstances of the case and the probationer shall be given full opportunity to refute any charges and/or alleged violations. The private probation officer will then comply with the Court's ruling in reference to possible modification or revocation of the probation. (Ref: Board Rule 503-1-36)

(4) Intertech, its officers, agents and employees, shall abide by the requirements, and act in accordance with the prohibitions contained in OCGA §42-8-109, which code section is incorporated herein by reference. Intertech, its officers, agents and employees, shall not specify, directly or indirectly, any particular DUI Alcohol or Drug Use Risk Reduction Program, which a probationer may or shall attend; but may furnish any probationer, upon request, with the names of certified DUI Alcohol or Drug Use Risk Reduction Programs and/or Certified Anger Management Program providers. (Ref: OCGA §42-8-104 and §42-8-114 and Board Rule 503-1-19)

(5) Intertech agrees to provide the following additional probation services for the court:

(a) Attend court sessions for the purpose of obtaining sentencing information and personal history information for each offender placed on probation.

(b) Conduct an initial interview with each probationer at the time of his or her sentencing, or as soon thereafter as practicable, for purposes of explaining the scope of the Court order relative to special conditions imposed, as well as general requirements and conditions of probations.

(c) Intertech shall establish written internal policies giving probation officers standards for average frequency or drug testing of probationers subject to such testing.

(d) Prepare referrals and lend reasonable assistance to probationers either ordered to receive or desiring employment assistance or counseling.

(e) Coordinate and monitor community service work as required as a condition of probation by the Court.

With regard to community service, work programs administered by city or county entities, the city or county will define the work mission for all such community service work that is reasonably consistent with those duties performed by regular city or county employees.

Whereas certain sums owed may be converted to community service work as provided by OCGA§ 17-10-1(d) and §42-8-102(d), Intertech shall not convert community service to cash or other form of payment.

(f) Maintain case files on each probationer regarding compliance with the terms and conditions of probation, reporting dates, field contacts as they occur, and on the amounts and dates of monies collected.

(g) Intertech shall maintain a bond of at least \$100,000.00, and provide adequate liability insurance for itself and its agents and employees of not less than one million dollars (\$1,000,000.00). Intertech shall maintain Worker's Compensation under statute.

(h) Intertech shall provide written reports monthly to the Court listing the services rendered and provide such other reports as may be requested by the Court during the period of this Agreement which may include but are not limited to statistical reports, caseload data, and other records documenting the identity of the probationer, the status of each probationer's case, the services provided, and the monies collected.

Monthly reports will be delivered to the Court on or before the tenth (10th) day of the following month.

Intertech shall provide personal history, employment data, and location information to Court and law enforcement as necessary in tracking probation violators. Intertech shall provide the Judge and the

Misdemeanor Probation Oversight Unit (hereinafter referred to as "MPOU"); with a quarterly

probation entity activity report in such detail as the Judge and MPOU may require. Probation entity quarterly activity reports shall be submitted within 15 days after the close of each calendar quarter and shall be made utilizing forms approved by MPOU. Quarterly reports must be received by MPOU as follows: 1st quarter (Jan-March) due April 15th, 2nd quarter (April-June) due July 15th, 3rd quarter (July-Sept.) due Oct. 15th, 4th quarter (Oct.-Dec.) due Jan 15th. If the 15th day after the close of the quarter falls on a weekend or state or federal holiday, the quarterly report shall be submitted by the following business day.

MPOU in its discretion shall allow for adjustments of due dates based on a case by case basis as long as the request for extension is received by MPOU in writing prior to the due date. by OCGA §42-8-108(a).

(Rule (105-2-.13)

(i) Prepare requests for orders tolling sentences as provided by OCGA §42-8-105(b)91(e), and according to the procedures set out therein. If requested, Intertech will assist the Court and law enforcement officers in tracking absconders through the submission of an “Absconder Investigation Report” which details the probationer’s personal history and employment information, the circumstances of his or her violation, and his or her last known whereabouts.

(6) Intertech shall supervise all persons assigned to probation by the Court with a ratio of probationers to staff of no greater than 300 to 1. Intertech shall employ at least one person who is responsible for the direct supervision of private probation officers employed by Intertech and who shall have at least five years’ experience in corrections, parole, or probation services.

(7) Each probationer placed on probation under the supervision of Intertech will be required to meet with their assigned probation supervisor at least once every thirty (30) days unless otherwise ordered, unless the defendant was initially serving “pay-only probation” and the initial three months of supervision have elapsed. Probationers who do not comply with the conditions of the probationary sentence and the Court’s orders may be required to meet with their supervisor more than once per month.

(8) Intertech shall comply with all applicable provisions of state and federal law. (OCGA§17-15-13)

(9) Any modification of the original sentence will be decided by the Court.

(10) Intertech may recommend to the Court early probation release if a probationer has fulfilled all court-ordered requirements and paid all fines. Any future remaining fees will not be assessed against the probationer if the Court grants early release.

(11) Intertech will collect from probationers, court ordered fines, restitution, and other costs associated with the order of the court, and disburse said monies as follows, to wit:

(a) Restitution shall be paid to Intertech who will disburse monies directly to the victim, or the restitution may be paid to the Clerk of Court for distribution to the victim, as directed by court order.

(b) All fines, surcharges, and other fees shall be disbursed within the first 5 business days of the month after collection, to the City as directed by court order.

(12) Intertech and its officers, agents and employees shall not purport to require probationers to report or comply with other probation conditions after expiration of the term of the probationary sentence. Intertech and its officers, agents and employees shall not purport to extend a sentence except in strict compliance with statutes governing the tolling of sentences.

(13) Regarding the issuance of arrest warrants for probation violations:

(a) When the sole basis for a probation revocation is for failure to pay fines, statutory surcharges, or probation supervision fees, Intertech shall give the probationer a notice to appear on the Court's next available calendar for a hearing on such issue. No prehearing arrest warrant shall be issued under such circumstances. (Ref: §42-8-102(f) (2) (A))

(b) When the sole basis for a probation revocation is for failure to report as directed by the probationer's private probation officer, such officer shall prepare an affidavit to be submitted to the Court along with a request for an arrest warrant and a proposed warrant. Said affidavit shall contain the information set out in OCGA §42-8-102(f)(3)(A).

(c) Intertech may request the issuance of an arrest warrant for a probationer prior to a hearing for the violation of any general or special condition of probation.

(14) The Court may audit Intertech's performance under all or any part of this agreement and Standing Orders at any time. The Court may designate Court or other City personnel, a private auditor, or other appropriate entity to conduct the audit. The Court shall designate what areas of performance the audit is to encompass. Intertech shall fully cooperate with the Court and the auditor in providing timely and complete access to records requested by the Court or the auditor. (Ref: Board Rule 503-1-.28 (c))

(15) Intertech shall monitor for the court all those placed on Pre-Trial Diversion and shall report to the Court any violations or problems, with the same procedures for probation in violation of general or special conditions of probation.

(16) Intertech shall have access to the City WFII system if available, for the use of operating its offender management program system during its course of business with the Court.

II.

COMPENSATION TO INTERTECH

(1) It is agreed that each final disposition which imposes a sentence of probation shall provide for a monthly probation supervision fee as set out in Schedule A attached hereto (plus the fee required by OCGA §17-15-13(f)) to be paid by the probationer directly to Intertech, except as provided in paragraph I.(2) above. Intertech shall pay such Georgia Crime Victims Emergency Fund (hereinafter referred to as "CVEF") fees collected directly to the appropriate state agency on a monthly basis as provided by said code section. Intertech shall not disburse funds to itself for supervision fees without first remitting funds due to the CVEF as stated above for the same month. (Ref: OCGA §17-15-13(f))

No funds paid by probationers shall be allocated toward probation fees not yet accrued at the time of payment. Monthly supervision fees are not accrued prior to the first day of the month for which they are assessed.

If a probationer is serving multiple concurrent probationary sentences imposed together or at different times, the probationer shall be charged only a single supervision fee and CVEF fee for the duration of the supervision of such sentences.

(2) The foregoing notwithstanding, if a probationer is serving a "pay-only probation" sentence (meaning a sentence in which a defendant has been placed under probation supervision solely because such defendant was unable to pay the court-imposed fines and statutory surcharges when the sentence was imposed), the probation supervision fees shall be capped so as not to exceed three months of ordinary probation supervision fees notwithstanding the number of cases for which fine and statutory surcharges were imposed in a single sentence, or in which the defendant was sentenced to serve consecutive sentences; provided, however, that collection of any probation supervision fee in such cases shall terminate as soon as all court-imposed fines and statutory surcharges are paid in full; and provided further, that when all such fines and statutory surcharges are paid in full, the private probation officer shall submit an order to the Court to terminate the probated sentence within 30 days of fulfillment of such conditions. The Court shall enter the order to terminate such probated sentence or issue an order stating why such probated sentence should continue. The private probation officer shall give the probationer notice in writing of any such termination.

However, if pay-only probation is subsequently converted to a sentence that requires community service or upon modification of the terms of probation by the court, on petition by the private probation officer and with the probationer having an opportunity for a hearing, the Court may reinstate probation supervision and the corresponding supervision and CVEF fees as necessary to monitor the probationer's compliance with community

service obligations. (Pursuant to OCGA §42-8-103(a), the term “pay-only probation” shall not include circumstances when restitution has been imposed or other probation services are deemed appropriate and ordered by the Court.)

(3) When a defendant is serving consecutive misdemeanor sentences, his or her private probation officer shall review such case after twelve consecutive months of probation supervision if the defendant has paid in full all court-imposed fines, fee statutory surcharges, and restitution, and has otherwise completed all testing, evaluations, and rehabilitative treatment programs ordered by the Court, to determine if such officer recommends early termination of probation. Each such case shall be reviewed every four months thereafter for the same determination until the termination, expiration, or other disposition of the case. If such officer recommends early termination, he or she shall immediately submit an order to the Court to effectuate such purpose which the Court may approve or deny. The private probation officer shall give the probationer notice in writing of any such termination.

(4) A schedule of fees which may be charged to offenders for certain services provided by Intertech is set out hereafter on Schedule A attached to and made part of this agreement. All such fees may be modified by the Court as to any sentence during the course of the sentence, as provided by law. Intertech certifies to the court that the amounts to be charged for drug testing and screening, electronic monitoring, evaluation and counseling are reasonable in relation to the cost of each test, service or procedure and are comparable to the standard charge in the industry. (Ref: Board Rule 503-1-.30)

III.

TERM, RENEWAL AND TERMINATION

This agreement shall extend for one year commencing on _____, and shall continue to automatically renew for a period of one year from year to year thereafter, unless terminated as set out below.

Either the Court or Intertech may terminate this agreement with a sixty (60) day written notice to the other party. Such termination is subject to approval by the governing authority of the City.

Intertech shall commence performance on _____, 2017. This agreement shall terminate on _____, (not to exceed (5) years from the initial date, unless otherwise terminated as set forth herein.)

Should either party terminate this agreement, Intertech agrees to turn over to the City any and all files pertaining to probation operations of this court within 30 days of notice of such termination.

IV.

ENTIRE AGREEMENT

The foregoing constitutes the entire agreement between the parties and supersedes any representations or agreements heretofore made. This agreement shall be governed by the laws of the State of Georgia and may be amended only by a document in writing signed by the representatives of the City and Intertech, and consented to by the Court. Internal operating procedures for the Court may be prescribed or modified by Standing Orders entered in the Court's discretion and Intertech agrees to comply therewith.

It is the intent of the parties that this agreement establishes a contractual relationship only between Intertech and the City and does not to any extent create an employer-employee nor any other agency relationship.

WITNESS the hands and seals the authorized representatives of the City and Intertech effective as of the date first above written. The resolution of the governing authority of the City respecting this agreement shall be attached hereto and is made a part hereof.

CITY of VILLA RICA
VILLA RICA, GEORGIA

By: _____

Title: _____

INTERTECH PROBATION, INC.

By: _____

Title: _____

The consent required by OCGA§42-8-101(a)(1) is provided herewith:

Michael L. Hubbard
Judge of the Municipal Court of VILLA RICA, Georgia

SCHEDULE A

The fees which are listed below may be charged to probationers and collected by Intertech as follows (amounts are exclusive of CVEF and other statutory surcharges):

- a. Probation Fees: \$35.00 per month (or as ordered by the Court);
- b. Drug Test Fee: \$25.00-\$50.00 per test (or as ordered by the Court);
- c. Alcohol Awareness Class Fee: \$20.00 per class (or as ordered by the Court);
- d. House Arrest/Tracking Fee: no more than \$15.00 per day (or as ordered by the Court);
- e. Drug or Alcohol Use Detector: \$25.00, or as ordered by the Court;
- f. Community Service Insurance: \$15.00 per 40 hours Community Service;
- g. Pre-Trial monitoring: \$35.00 per month or as ordered by the Court.
- h. Any other fees as ordered by the court in the court order.
- i. Photo fee:\$5.00 or as ordered by the Court

Effective the _____ day of _____, 2017

Representing the City

Representing Intertech

Representing the Court



CITY OF VILLA RICA

City Council Packet

SUBJECT: Intertech Probation Contract

CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 27, 2017

PREPARED BY: Chief Michael P. Mansour

FISCAL IMPACT:

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: Contract for City Court Probation

BACKGROUND: Continue Relationship with Intertech Probation

STAFF RECOMMENDATION: Approve

IMPACT: N/A

CITY COUNCIL
JEFF REESE, MAYOR
LESLIE MCPHERSON, MAYOR PRO-TEM
VERLAND BEST
DANNY CARTER
SHIRLEY MARCHMAN
GIL MCDUGAL

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID MECKLIN

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COUNCIL MONTHLY MEETING MINUTES

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
Tuesday, November 7, 2017 | 6:00 pm

Meeting Call to Order (Mayor Jeff Reese)

Mayor Jeff Reese called the meeting to order at 6:00 pm.

Present: Mayor Jeff Reese, Mayor Pro Tem Leslie McPherson, Verland Best, Danny Carter, Gil McDougal, City Manager Tom Barber, City Attorney David Mecklin, City Clerk Alisa Doyal, Parks & Recreation Director Vicki Coleman, Captain Keith Shaddix, CFO Sarah Hefty, Public Works Director Pete Zorbanos, and Human Resources Manager Stephanie Rooks

Invocation (Councilman Danny Carter)

Councilman Danny Carter led the Invocation.

Pledge of Allegiance (Mayor Jeff Reese)

Mayor Jeff Reese led the Pledge of Allegiance.

Ceremonial Presentations (Mayor & Council)

- Proclamation to honor Bill Bailey
- Proclamation for Day of Remembrance on December 5, 2017
- Proclamation for Honor Our Veterans Day

Adoption of the Agenda (Mayor Jeff Reese)

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Verland Best, Councilman, to approve the agenda as presented.
SECONDER:	Leslie McPherson, Councilwoman
AYES:	Best, McPherson, Marchman, Carter, McDougal

Council Updates (Subjects of General Interest and Concern)

No Council updates. Mayor Jeff Reese asked the Council to clearly state their motions and for the City Clerk to restate what their motion so there will be no confusion on what that motion was. Also, he asked the Council to hold their discussion until after the second has been made. This will allow the meetings to be conducted more orderly.

City Manager Report (Tom Barber)

City Manager Tom Barber presented his report of what projects he is currently working on.

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes)

Six citizens came forward to make a public comment

Consent Agenda

The Consent Agenda is a single item that encompasses all things the City Council would normally approve with little comment. Each of these items were discussed at the Thursday, November 2, 2017 Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL A. KNOTTS – To approve a professional agreement with Michael Knotts to provide GIS services.
2. EMERGENCY PURCHASES OVER \$10,00 For Waste Water Treatment Plants
 - a. PO #41624 for \$52,301.90 issued to PRB Electronics for replacement of main influent pump at West Plant. Pump had a failure that damaged the housing beyond repair. This is a custom built Vaughan 150 HP pump, and a sole source due to the plant design specifications for a custom built pump in this application.
 - b. PO #21893 for \$11,281.80 issued to Xylem Shared Services for a new Flygt lift station pump to replace a damaged one in the Brandywine Subdivision lift station. The old pump was not repairable, and this was the lowest bid of three obtained and was also readily available.
3. CONSIDERATION OF BIDS TO PURCHASE A 50KV BACK-UP GENERATOR FOR THE EDGE ROAD LIFT STATION: This is a budgeted Capital item for this year, and funds are available. This is one of a very few lift stations that are still not on a backup generator. The Edge Road lift station is a high volume lift station, 2 other lift stations feed into it on the route back to the treatment plant. Three competitive bids have been obtained, on the same make and model of generator. All bids include sound reducing cabinet panels for noise control. Low bid is \$42,254.00 from Triple B Electric. We have used this company many times and they maintain most of our current generators with a good customer service record. This price is for the turn key purchase and installation of this Generac Industrial series 50KW diesel generator, including auto transfer switch gear, all labor and materials.
4. WORK AUTHORIZATION FOR CURTIS ENVIRONMENTAL RESOURCE: Approval for the City to enter into a working relationship with Curtis Environmental Resources to help us prepare requests for proposals (RFP's) and task orders. Also to assist in the selection of qualified proposals of requested GEFA projects.
5. WORK AUTHORIZATION FOR INFRATEC CONSULTANTS INC., TURNIPSEED ENGINEERS, AND SMARTWATER ANALYTICS: Approval for the City to enter into a working relationship with Infratec Consultants Inc., Turnipseed Engineers, and SmartWater Analytics for engineering related to water, sewer and distribution infrastructure improvements.

RESULT:

MOVER:

SECONDER:

AYES:

ADOPTED (UNANIMOUS)

Danny Carter, Councilman, to approve the Consent Agenda as presented.

Shirley Marchman, Councilwoman

Carter, Marchman, Best, McDougal, McPherson

A. Governing Body (Mayor Jeff Reese)

1. MEETING MINUTES: Review of meeting minutes

- a. Monthly Meeting – October 3, 2017
- b. Special Called Meeting – October 19, 2017
- c. Special Called Meeting – October 25, 2017

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman, to approve the minutes of 10/3/17, 10/19/17, and 10/25/17.
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, McDougal, Best, Marchman

2. COMPREHENSIVE LAND USE PLAN UPDATE: Approval request to award the Comprehensive Land Use Plan Update to Amec Foster Wheeler.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman, to approve Amec Foster Wheeler as Presented by the City Manager.
SECONDER: Leslie McPherson, Councilwoman
AYES: McDougal, McPherson, Best, Carter, Marchman

3. VILLA RICA LIBRARY ADVISORY BOARD: Appointment of Ola McLendon to the Library Advisory Board (Councilwoman Shirley Marchman)

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman, to approve Ola McLendon to the Library Advisory Board.
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, McDougal, Best, Marchman

4. VILLA RICA LIBRARY ADVISORY BOARD: Appointment of Clint Chance to the Library Advisory board (Councilman Danny Carter)

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman, to approve Clint Chance to the Library Advisory Board.
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, McDougal, Best, Marchman

5. MEMORANDUM OF UNDERSTANDING: Villa Rica Development Authority

The City Council voted to enter into a Memorandum of Understanding (“MOU”) with the Villa Rica Development Authority, the Board of Commissioners of Carroll County, the Carroll County Board of Assessors, and Sugar Foods Corporation for the purpose of facilitating the acquisition and construction of a 226,800 square foot addition to the existing Sugar Foods plant currently located in Villa Rica. The construction project along with the equipment needed to run the facility will generate an investment of approximately \$53,000,000 and will create an estimated 53 new jobs in the local economy. The MOU outlined the tax incentives that would be available to Sugar Foods conditioned upon the company’s compliance with the goals required for the incentives.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman, to approve the MOU for the Villa Rica Development Authority and Sugar Foods.
SECONDER: Shirley Marchman, Councilwoman
AYES: Carter, Marchman, Best, McDougal, McPherson

B. Finance (Sarah Hefty, CFO)

1. PROPOSED 2018 BUDGET : Sarah Hefty gave a presentation of the 2018 Budget.
2. 2017 BUDGET AMENDMENTS: Sarah Hefty presented the 2017 Budget Amendments.
Councilwoman Leslie McPherson made the motion to approve the budget amendments that have to do with building permits, professional building inspections, use of fund balance, attorney fees, and increase the prior year property tax. The motion failed for lack of second.
Councilwoman Leslie McPherson amended her motion to approve the amendments as presented by staff and as listed on the document.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, Best, McDougal, Marchman

3. SEPTEMBER FINANCIAL UPDATE: Sarah Hefty gave a presentation of the September 2017 Financial Report
4. YEAR-END COMPENSATION:
Councilwoman Leslie McPherson made a motion to table until the December meeting and to look at other options.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, Best, McDougal, Marchman

5. Update of Cycle Billings: Sarah Hefty gave an update of the utility cycle billings.

ADJOURNMENT: There being no further business the meeting was adjourned.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: Carter, McPherson, Best, McDougal, Marchman

Jeff Reese, Mayor

Alisa Doyal, City Clerk

CITY COUNCIL
JEFF REESE, MAYOR
LESLIE MCPHERSON, MAYOR PRO-TEM
VERLAND BEST
DANNY CARTER
SHIRLEY MARCHMAN
GIL MCDUGAL

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID MECKLIN

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VILLA RICA, GA. 30180
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SPECIAL CALLED COUNCIL MEETING MINUTES & PUBLIC HEARING - 2018 BUDGET

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
Thursday, November 9, 2017

Meeting Call to Order (Mayor Jeff Reese)

The meeting was called to order by Mayor Jeff Reese at 1:30 pm. Present were Mayor Jeff Reese, Mayor Pro Tem Leslie McPherson, Shirley Marchman, Verland Best, Danny Carter, Gil McDougal, City Manager Tom Barber, City Clerk Alisa Doyal, and Chief Financial Officer Sarah Hefty.

Adoption of the Agenda (Mayor Jeff Reese)

Mayor Jeff Reese requested the amendment of the agenda to add Budget Presentation by Sarah Hefty as Item A.

RESULT:	ADOPTED
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, Marchman, McPherson
NAYS:	Best

A. 2018 Budget Presentation – Sarah Hefty, CFO

Sarah Hefty gave a 2018 Budget Presentation.

B. Public Hearing – Comments may be addressed to the Mayor and Council on the 2018 Budget.

Two citizens came forward to make public comments.

Adjournment

No further business the Council adjourned.

RESULT:	ADOPTED
MOVER:	Danny Carter, Councilman
SECONDER:	Shirley Marchman, Councilman
AYES:	Carter, Marchman, Best, McDougal, McPherson

Jeff Reese, Mayor

Alisa Doyal, City Clerk



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Year-End Compensation
CITY COUNCIL AGENDA DATE: 11-7-2017

DATE: 10-26-17
PREPARED BY: Sarah Hefty

FISCAL IMPACT:
ANNUAL – \$75,425
CAPITAL –
OTHER –

FUNDING SOURCE: 2017 Operating Budget

PURPOSE: To provide year-end compensation to City employees for 2017.

BACKGROUND:

In 2016, the City gave \$500 to full-time employees who had been here over one year and \$250 to part-time employees and other employees who had been here more than six months but less than one year.

For 2017, the cost for a similar compensation, grossed up for tax purposes), would be \$75,425.

	Employee Count	Rate	Year-End Compensation Total	Taxes	Total
Full-Time Employees					
Employed 1 year or more	100	\$ 500.00	\$ 50,000.00	\$ 13,650.00	\$ 63,650.00
Employed since Q1 2017	7	\$ 375.00	\$ 2,625.00	\$ 716.63	\$ 3,341.63
Employed since Q2 2017	7	\$ 250.00	\$ 1,750.00	\$ 477.75	\$ 2,227.75
Employed since Q3 2017	9	\$ 125.00	\$ 1,125.00	\$ 307.13	\$ 1,432.13
Total Full-Time	123		\$ 55,500.00	\$ 15,151.50	\$ 70,651.50
Permanent Part-Time Employees					
Employed 1 year or more	12	\$ 250.00	\$ 3,000.00	\$ 819.00	\$ 3,819.00
Employed since Q1 2017	1	\$ 187.50	\$ 187.50	\$ 51.19	\$ 238.69
Employed since Q2 2017	1	\$ 125.00	\$ 125.00	\$ 34.13	\$ 159.13
Employed since Q3 2017	7	\$ 62.50	\$ 437.50	\$ 119.44	\$ 556.94
Total Part-Time	21		\$ 3,750.00	\$ 1,023.75	\$ 4,773.75
Totals	144		\$ 59,250.00	\$ 16,175.25	\$ 75,425.25

STAFF RECOMMENDATION:

To approve year-end compensation (grossed up for tax purposes) for City employees who have been employed since before October 1st (Q4) of 2017.

IMPACT:

Increases employee morale, loyalty and job satisfaction.

CITY OF VILLA RICA

Monthly Financial Analysis - October 2017 (83%)

GENERAL FUND

SELECTED STATISTICS

Total Cash - Operating	\$	5,093,241
Total Unassigned Fund Balance (Equity)	\$	5,220,018

REVENUE STATUS

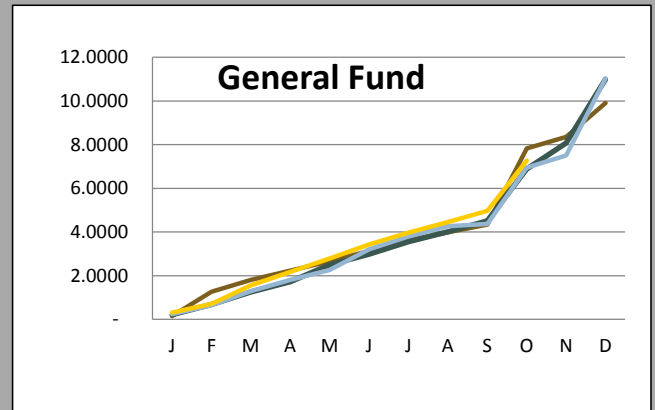
	Budget	YTD	% of Budget	Compared to Prior YTD
Sales Tax	\$ 2,437,000	\$ 1,761,728	72%	2% ↑
Property Tax	3,164,000	911,516	29%	182% ↑
Occupational Tax	400,000	370,574	93%	12% ↑
Permits & Inspect.	277,800	360,287	130%	309% ↑

FUND STATUS

	Budget	YTD	% of Budget	Compared to Prior YTD
<i>General Fund</i>				
Revenue	\$ 12,015,299	\$ 7,272,456	61%	20% ↑
Expense	12,015,299	8,667,243	72%	-2% ↓

REVENUE TREND COMPARISON (in millions)

2014 2015 2016 Current Fiscal Year



ENTERPRISE FUND: WATER/SEWER

SELECTED STATISTICS

Total Cash - Operating	\$	1,290,044
Total Investments	\$	2,059,118
Total Outstanding Bond Principal	\$	33,130,000
Total Unrestricted Net Position (Equity)	\$	2,292,915

REVENUE STATUS

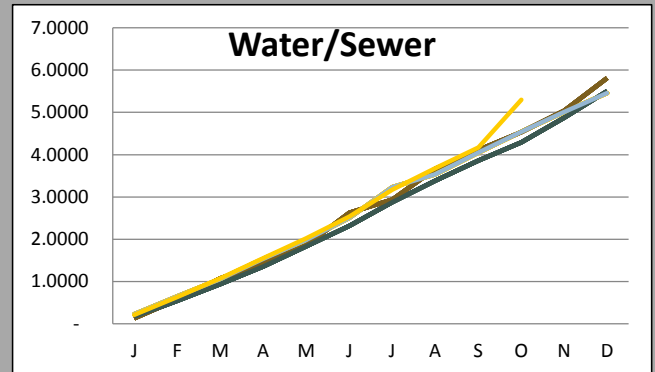
	Budget	YTD	% of Budget	Compared to Prior YTD
Water Sales	\$ 2,940,000	\$ 2,110,785	72%	-5% ↓
Sewer Sales	2,383,500	1,750,490	73%	-3% ↓
Tap Fees	280,000	552,385	197%	139% ↑

FUND STATUS

	Budget	YTD	% of Budget	Compared to Prior YTD
<i>Water/Sewer Fund</i>				
Revenue	\$ 7,109,000	\$ 5,296,897	75%	17% ↑
Expense	7,100,818	5,598,427	79%	15% ↑

REVENUE TREND COMPARISON (in millions)

2014 2015 2016 Current Fiscal Year



ENTERPRISE FUND: SOLID WASTE

SELECTED STATISTICS

Total Cash - Operating	\$	(363,902)
Total Unrestricted Net Position (Equity)	\$	(195,394)

REVENUE STATUS

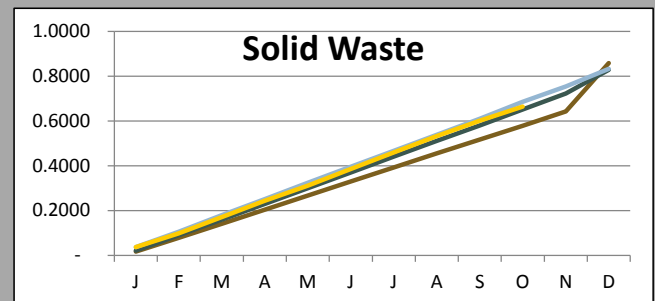
	Budget	YTD	% of Budget	Compared to Prior YTD
Solid Waste	\$ 863,100	\$ 637,026	74%	-1% ↓

FUND STATUS

	Budget	YTD	% of Budget	Compared to Prior YTD
<i>Solid Waste Fund</i>				
Revenue	\$ 915,100	\$ 664,465	73%	-3% ↓
Expense	914,605	794,944	87%	4% ↑

REVENUE TREND COMPARISON (in millions)

2014 2015 2016 Current Fiscal Year





Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Water & Sewer Rate Changes
CITY COUNCIL AGENDA DATE: 12-5-2017

DATE: 11/21/2017
PREPARED BY: Sarah Hefty

FISCAL IMPACT:
ANNUAL –
CAPITAL –
OTHER –

FUNDING SOURCE: Increases Revenue for Water & Sewer Fund

PURPOSE: To adopt proposed rates for Water & Sewer.

BACKGROUND:

Raftelis was engaged earlier in 2017 to perform a Rate Study for the City of Villa Rica. Once the study was complete, they provided proposed rates for the City. The current and proposed rates are attached. A few highlights regarding the proposed rates:

- Residential bases remained the same, while volumetric charges increased.
- For qualifying seniors, the bases remained the same and the volumetric charges increased.
- Commercial bases have increased.
- Bases for customers outside City limits are 1.5x the bases for customers inside City limits.
- All residential customers have four tiers for volumetric charges.
- All commercial customers have three tiers for volumetric charges, and the groupings by meter size have been simplified.

Qualifications for the senior discount:

- 65 years and older.
- Household income of \$24,120 or less (Adjusted Gross Income on 1040 tax return).
- Primary titleholder or leaseholder.

STAFF RECOMMENDATION: To adopt proposed rate changes.

IMPACT: New rates will raise water and sewer rates which will increase revenues to the Water & Sewer Fund. The increased revenue will allow the Fund to begin paying for the bond and capital improvements without subsidies from the General and SPLOST Funds.



City of Villa Rica Utility Rates

CURRENT RATES

Readiness to Serve Fee	Water		Sewer	
Meter Sizes	Inside	Outside	Inside	Outside
Senior	\$5.00	\$ 15.00	\$5.00	\$15.00
3/4 & 5/8	\$12.00	\$ 15.00	\$12.00	\$ 15.00
1"	\$20.00	\$ 23.18	\$20.00	\$ 24.75
1 ½"	\$35.00	\$ 46.35	\$35.00	\$ 49.50
2"	\$35.00	\$ 74.25	\$55.00	\$ 79.20
3"	\$155.00	\$148.50	\$155.00	\$158.40
4"	\$200.00	\$231.75	\$200.00	\$247.50
6"	\$350.00	\$463.50	\$350.00	\$495.00
8"	\$500.00	\$641.25	\$500.00	\$680.63

Water Rate Schedule per 1,000 gallons of usage per month (Effective 12-6-2016)				
MeterClass & Size	Tier 1	Tier 2	Tier 3	Tier 4
Inside City Limits	\$ 3.08	\$ 3.76	\$ 4.71	\$ 7.52
Senior 3/4 & 5/8	0-2,000	2,001-10,000	10,001-20,000	Over 20,000
Residential 3/4 & 5/8	0-2,000	2,001-10,000	10,001-20,000	Over 20,000

Water Rate Schedule per 1,000 gallons of usage per month			
MeterClass & Size	Tier 1	Tier 2	Tier 3
Inside City Limits	\$ 3.760	\$ 4.705	\$ 7.519
Outside City Limits	\$ 5.640	\$ 6.913	\$ 11.279
Outside Senior	1,000-4,900	4,900-7,650	Over 7,650K
Outside Residential	1,000-4,900	4,900-7,650	Over 7,650K
Non-Residential 3/4 & 5/8	1,000-5,100	5,101-27,150K	Over 27,150K
1" water meter	1,000-16,000	16,001-60K	Over 60K
1 ½" water meter	1,000-16,000	16,001-45K	Over 45K
2" water meter	1,000-40,000	40,001-100K	Over 100K
3" water meter	1,000-100,000	100,001-150K	Over 150K
4" water meter	1,000-70,000	70,001-150K	Over 150K
6" water meter	1,000-500,000	500,001-750K	Over 750K
8" water meter	1,000-600,000	600,001-1,500K	Over 1,500K

*** All irrigation and hydrant meter usage will be calculated at Tier 3 rates regardless of consumption. No sewer charges or fees will be applied.

(ORD-10-03-CCO 4-6-10)

***All Industrial usage will be calculated at Tier 1 rates regardless of consumption

(ORD-12-10-CCO-12/4/2012 with effective date of January 1, 2013)

Sewer Rate Schedule per 1,000 gallons of usage per month (Effective 1-1-2013)	
Inside City Limits	\$5.10
Outside City Limits	\$7.55

PROPOSED RATES

Readiness to Serve Fee	Water		Sewer	
Meter Sizes	Inside	Outside	Inside	Outside
Senior (Low Income)	\$5.00	\$15.00	\$5.00	\$15.00
3/4 & 5/8	\$12.00	\$18.00	\$12.00	\$18.00
1"	\$20.04	\$30.06	\$20.04	\$30.06
1 ½"	\$39.96	\$59.94	\$39.96	\$59.94
2"	\$63.96	\$95.94	\$63.96	\$95.94
3"	\$120.00	\$180.00	\$120.00	\$180.00
4"	\$200.04	\$300.06	\$200.04	\$300.06
6"	\$399.96	\$599.94	\$399.96	\$599.94
8"	\$639.96	\$959.94	\$639.96	\$959.94

Water Rate Schedule per 1,000 gallons of usage per month				
MeterClass & Size	Tier 1	Tier 2	Tier 3	Tier 4
Inside City Limits	\$ 3.30	\$ 4.03	\$ 5.04	\$ 8.05
Outside City Limits	\$ 4.95	\$ 6.04	\$ 7.56	\$ 12.07
Senior (Low Income)	0-2,000	2,001-10,000	10,001-20,000	Over 20,000
Residential 3/4 & 5/8	0-2,000	2,001-10,000	10,001-20,000	Over 20,000

Water Rate Schedule per 1,000 gallons of usage per month			
MeterClass & Size	Tier 1	Tier 2	Tier 3
Inside City Limits	\$ 4.03	\$ 5.04	\$ 8.05
Outside City Limits	\$ 6.04	\$ 7.56	\$ 12.07
Commercial 3/4 & 5/8	0-5,100	5,101-27,150K	Over 27,150K
1" or 1 1/2" water meter	0-16,000	16,001-45K	Over 45K
2" water meter	0-40,000	40,001-100K	Over 100K
3" or 4" water meter	0-70,000	70,001-150K	Over 150K
6" water meter	0-500,000	500,001-750K	Over 750K
8" water meter	0-600,000	600,001-1.5m	Over 1.5m

*** All irrigation and hydrant meter usage will be calculated at Tier 3 rates regardless of consumption. No sewer charges or fees will be applied.

(ORD-10-03-CCO 4-6-10)

***All Industrial usage will be calculated at Tier 1 rates regardless of consumption

(ORD-12-10-CCO-12/4/2012 with effective date of January 1, 2013)

Sewer Rate Schedule per 1,000 gallons of usage per month	
Inside City Limits	\$6.89
Outside City Limits	\$10.20



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Sanitation and Solid Waste Rate Changes
CITY COUNCIL AGENDA DATE: 12-5-2017

DATE: 11/21/2017
PREPARED BY: Sarah Hefty

FISCAL IMPACT:
ANNUAL –
CAPITAL –
OTHER –

FUNDING SOURCE: Increases Revenue for Sanitation & Solid Waste Fund

PURPOSE: To adopt proposed rates for Sanitation & Solid Waste.

BACKGROUND:

Staff performed a cost analysis of the sanitation and solid waste services. The current rates do not cover the costs of either service at this point. The current and proposed rates are attached. A few highlights regarding the proposed rates:

- Garbage and curbside service will be mandatory for all residential customers in City limits.
- The senior discount is 25% on garbage service only.

Qualifications for the senior discount:

- 65 years and older.
- Household income of \$24,120 or less (Adjusted Gross Income on 1040 tax return).
- Primary titleholder or leaseholder.

STAFF RECOMMENDATION: To adopt proposed rate changes.

IMPACT: New rates will raise sanitation and solid waste rates which will increase revenues to the Sanitation & Solid Waste Fund. The increased revenue will allow the Fund to begin paying for operations and capital improvements without subsidies from the General and SPLOST Funds.



City of Villa Rica Utility Rates

CURRENT RATES

Garbage & Recycling Rate Schedule			
Garbage		Recycling	
First Cart	\$ 17.00	First Cart	FREE
Additional Carts	\$ 8.00	Additional Carts	\$ 3.50
Senior	\$ 13.00		

These rates include the "Clean City" solid/bulk waste pickup program with the City of Villa Rica. Residents that choose not to pay for garbage, will be charged a monthly fee of \$5.00 for the "Clean City" program.

PROPOSED RATES

Sanitation & Solid Waste				
Curbside/Solid Waste Pickup				
Residential Customers	\$ 7.50			
Garbage		Recycling		
First Cart	\$ 12.50	First Cart		FREE
Additional Carts	\$ 12.50	Additional Carts	\$	3.50
Low-Income Senior	\$ 9.38			

2018

PROPOSED OPERATING & CAPITAL BUDGET

City of Villa Rica, Georgia



City of Gold



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CITY OF VILLA RICA, GEORGIA
"City of Gold"

PROPOSED
OPERATING & CAPITAL BUDGET
January 1, 2018 – September 30, 2018



Submitted by
Tom Barber, City Manager

Prepared by
Finance Department
Sarah Hefty, Chief Financial Officer

Last Revised: November 17, 2017



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ELECTED OFFICIALS



Jeff Reese
Mayor



Shirley Marchman
Councilmember – Ward 1



Verland Best
Councilmember – Ward 2



Leslie McPherson
Mayor Pro-Tem – Ward 3



Gil McDougal
Councilmember – Ward 4



Danny Carter
Councilmember – Ward 5

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BUDGET TRANSMITTAL LETTER

Honorable Mayor and City Council:

Please find enclosed a **DRAFT** of the 2018 Operating and Capital Budget. Currently, the City's fiscal year ends on December 31st; however, in 2018 and in future years, the fiscal year-end will be September 30th. In order to accomplish this change, a nine month fiscal year is required from January 1, 2018 to September 30, 2018. This budget document reflects the nine month period instead of a normal twelve month fiscal year.

Significant highlights of the January 1, 2018 – September 30, 2018 draft budget include:

Fiscal Year Change | The main reason for changing the fiscal year-end from December 31 to September 30 is because the majority of the general fund revenue is received in December (or even January of the following year). This makes projecting revenue and budgeting revenue very difficult. By changing the fiscal year-end, the majority of the general fund revenue will be received in the first two quarters of the year. This will allow us to project revenues/expenditures more accurately for the second half of the fiscal year and to determine if we need to pull-back on spending or if we have room to get additional projects done. Plus, we will be setting the millage at the same time as we are preparing the budget so our property tax revenue figures will be more accurate as well. As the City continues to grow, property taxes will continue to grow as well. We need to make the change now to align our fiscal year for better fiscal management.

As previously mentioned, the majority of the general fund revenue is received in December or January, which means that revenue will not be available for this nine month budget. Therefore, we are budgeting a full nine month worth of expenses, with less than the equivalent of revenue, which results in a loss. When we started this process, we were showing a \$2.5m budget deficit for the general fund. We have trimmed that down to less than \$1m. Understandably, a budget deficit is not the ideal situation; however, we feel that the fiscal year change is important enough to warrant the deficit in the nine month fiscal period.

Enterprise Funds | The water & sewer fund and the sanitation & solid waste fund have historically not been self-sufficient. The charges for service were not high enough to cover the expenses of providing those services.

Therefore, both funds have continually been supplemented by the general fund, SPLOST, and CDBG. The consultants who are currently performing our utility rate study have provided preliminary numbers, which have been used in this budget. Both funds require *significant* increases in the rates, and it will be several years before either fund has corrected cash and reserves. We also took out any supplements from other funds. With the short year, the general fund could not afford to transfer funds anyway.

Revenues | Overall revenues are projected to decrease by 10% (15% if you exclude the use of fund balance to balance the general fund budget). The general fund revenues decreased by 3% (14% if you exclude the use of fund balance to balance the budget) and the water/sewer fund revenues increased by 5%.

- Water revenues are based on a 7% rate increase.
- Sewer revenues are based on a 35% rate increase.
- Sanitation revenues are based on a monthly \$0.50 rate increase and a mandatory requirement.
- Solid Waste revenues are based on a monthly \$2.50 rate increase.
- Senior discounts have been limited to low-income customers.

Expenses and Expenditures | Each line item in the budget was compared to actuals from 2014 to 2016 and included an analysis of 2017 actuals for the first 9 months of the year. Overall, expenditures have been budgeted at a 1% increase compared to the 2017 budget. There are significant impacts to the budget, including:

- Increases in water purchase minimums and wholesale rates;
- Comprehensive Master Plan update due in 2018 (not completed in 2017 due to changes in personnel);
- Trail plan and implementation schedule;
- Increasing costs of inmate detail crews;
- Change to self-funded insurance and the need for a more comprehensive wellness plan; and
- Increasing use/need of the City Attorney.

Capital | A total of \$13.1m in capital projects is included in the 2018 budget. This includes an estimated \$10m in projects that will be funded by a GEFA (Georgia Environmental Finance Authority) loan to be paid over 20 years.

- Over 40 critical water and sewer projects have been identified for use of the potential GEFA loan.

- The City has not yet exhausted the 2008 Carroll County SPLOST funds. A portion will be used to finalize the 2016 paving project payments, but the remainder has been budgeted to renovate the old library for the new City Hall, network upgrades, and additional street improvements.
- The capital budget includes the purchase of 10 vehicles, four of which are police vehicles.
- The City anticipates road improvement projects of more than \$725,000 from various sources of funds.

Personnel | The 2018 budget includes an addition of 9.9 full-time equivalents, which is a combination of full-time and part-time positions. Most of the positions have been given a delayed start (not January 1st) in order to provide additional savings for the 9 month budget.

- Annual merit-based increases for all employees have been removed for 2018.
- The salary survey is included in the 2018 budget to take the next step in the 5-year plan to get the employee pay to a competitive wage.
 - In 2016, all the employees were brought up to the minimum of their current paygrade.
 - In 2017, 2% increases were given to the lowest paid employees if they were in the bottom 5% of their pay grade. Also, a pay parity analysis was done based on the current pay scale, and those employees with the biggest discrepancies were partially increased.

Debt Service | The budget calls for debt service of \$1.7m. Bond payment amounts will continue to escalate, with a significant increase coming in 2020. Historically, the debt service has been partially funded by the general fund or even SPLOST. In 2018, the debt service is funded 100% by the water & sewer fund.

I look forward to working together toward adoption of the 2018 Budget.

Tom Barber
City Manager

BUDGET CALENDAR

Date	Staff Meeting	Council Meeting	Information	Description
Monday, July 10, 2017			•	Begin preparation of budget worksheets, including prior year actuals and YTD estimates.
Tuesday, July 18, 2017	•			Meet with City Manager to discuss budget objectives.
Friday, August 04, 2017			•	Distribute budget worksheets, capital request forms, and personnel request forms to departments.
Thursday, August 24, 2017			•	Deadline for budget worksheets, capital request forms, and personnel request forms.
Thursday, August 31, 2017	•			Meet with City Manager to discuss budget projections.
Wednesday, September 06, 2017	•			Meet with City Manager to discuss budget submissions.
Tuesday, September 12 - Thursday, September 14, 2017	•			City Manager and CFO meet with departments to discuss budget submissions.
Friday, September 29, 2017			•	Draft Budget to be submitted to City Clerk and City Council.
Tuesday, October 03, 2017			•	Advertise for Budget Workshop.
Thursday, October 19, 2017		•		<u>Special Called Council Meeting</u> ; Budget workshop.
Friday, October 27, 2017			•	Proposed Budget to be submitted to City Clerk and City Council.
Tuesday, October 31, 2017			•	Advertise for Budget Workshop.
Tuesday, October 31, 2017			•	Advertise for Public Hearing.
Thursday, November 02, 2017		•		<u>Council Work Session</u> ; Presentation of 2018 Budget.
Thursday, November 09, 2017		•		<u>Special Called Council Meeting</u> ; Budget workshop.
Thursday, November 09, 2017		•		<u>Special Called Council Meeting</u> ; Public Hearing for 2018 Budget.
Friday, November 17, 2017			•	Final Budget to be submitted to City Clerk and City Council.
Tuesday, November 21, 2017			•	Advertise for Public Hearing.
Tuesday, November 28, 2017			•	Advertise for Adoption.
Thursday, November 30, 2017		•		<u>Council Work Session</u> ; Public Hearing for 2018 Budget.
Tuesday, December 05, 2017		•		<u>Monthly Council Meeting</u> ; Adoption of the 2018 Budget.
Friday, December 15, 2017			•	Publish and distribute adopted budget. Upload to City website.

City of Villa Rica
2018 Budget
All Funds Summary

11/17/2017

	GOVERNMENTAL FUNDS													ENTERPRISE FUNDS		TOTALS
	General Fund	Special Revenue Funds						Debt Service	Capital Projects Funds					Enterprise Funds		
	General Fund	Federal Seizures Fund	State Seizures Fund	Drug Task Fund	Community Green Space	Hotel/ Motel Tax Fund	Cemetery Fund	VR Public Facilities Authority	2008 Carroll Co SPLOST	2015 Carroll Co SPLOST	2016 Douglas Co SPLOST	Capital Projects - Roads	Capital Projects - Gen Fund	Water and Sewer Fund	Sanitation & Solid Waste Fund	
SOURCE OF FUNDS:																
Taxes	5,205,860					172,000										5,377,860
License and Permits	372,916															372,916
Intergovernmental	240,135			-						615,000	400,000	175,472		-		1,430,607
Charges for Service	563,440						5,000							5,595,631	878,260	7,042,331
Fines and Forfeitures	340,000	-	-													340,000
Investment Income	1,815	-	-											1,875		3,690
Contributions	7,850													-		7,850
Miscellaneous	41,350						10,385							3,500		55,235
Transfers In	910,825							1,704,938				-	-	-	77,500	2,693,262
Use of Fund Balance	981,703								500,000	752,307	155,745					2,389,755
TOTAL SOURCES	8,665,894	-	-	-	-	172,000	15,385	1,704,938	500,000	1,367,307	555,745	175,472	-	5,601,006	955,760	19,713,506
	-													-	-	17,323,751
USE OF FUNDS:																
Governing Body	215,458															215,458
Administration	1,994,196					107,500			400,000	150,000						2,651,696
Judicial	117,603															117,603
Public Safety	3,121,687	-	-	-							270,745					3,392,432
Public Works	1,256,883						15,385		100,000	727,307	35,000	175,472		3,805,862	919,928	7,035,837
Parks, Recreation & Leisure	1,882,567									490,000	250,000		-			2,622,567
Debt Service	-							1,704,938						88,500		1,793,438
Transfers Out	77,500					64,500				-				2,432,861	93,401	2,668,262
TOTAL USES	8,665,894	-	-	-	-	172,000	15,385	1,704,938	500,000	1,367,307	555,745	175,472	-	6,327,222	1,013,330	20,497,292
	-													-	-	-
Excess (Deficiency)	-	-	-	-	-	-	-	-	-	-	-	-	-	(726,217)	(57,570)	(783,786)

Note: There is \$1.1m of depreciation included in the **water & sewer expenses**. Therefore, the loss is less than the depreciation (which is a non-cash transaction).

Note: There is \$58k of depreciation included in the **sanitation & solid waste expenses**. Therefore, the loss is less than the depreciation (which is a non-cash transaction).



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**City of Villa Rica
2018 Budget**

CITYWIDE REVENUES

	12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 75% of 2017 Budget	% Change from 75% of 2017 Budget
Taxes	\$ 8,202,152	\$ 8,710,249	\$ 8,958,000	\$ 6,718,500	2,883,999	5,377,860	\$ (1,340,640)	-20%
License and Permits	211,314	220,231	371,700	278,775	334,361	372,916	94,141	34%
Intergovernmental	1,808,598	1,651,214	3,687,579	2,765,684	1,536,179	1,430,607	(1,335,078)	-48%
Charges for Service	6,674,788	7,090,330	7,515,350	5,636,513	5,288,535	7,042,331	1,405,818	25%
Fines and Forfeitures	261,061	359,260	260,000	195,000	333,623	340,000	145,000	74%
Investment Income	12,793	11,478	21,000	15,750	1,567	3,690	(12,060)	-77%
Contributions	43,102	40,226	8,000	6,000	10,427	18,235	12,235	204%
Miscellaneous	602,071	91,064	62,500	46,875	41,996	44,850	(2,025)	-4%
Other Financing Sources	41,712,615	4,193,538	3,762,648	2,821,986	2,338,954	2,693,262	(128,724)	-5%
Use of Fund Balance	-	-	4,703,800	3,527,850	-	2,389,755	(1,138,095)	-32%
TOTAL REVENUES	\$ 59,528,494	\$ 22,367,591	\$ 29,350,577	\$ 22,012,933	\$ 12,769,640	\$ 19,713,506	\$ (2,299,427)	-10%

(includes bond refinance)

City of Villa Rica
2018 Budget

100 GENERAL FUND
REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015	2016	2017	75% of	2017	2018	\$ Change from	% Change from	NOTES
		ACTUALS	ACTUALS	BUDGET	2017 BUDGET	YTD (9 months)	Requested Budget	2017	2017	
TAXES										
100311100	Real Property Taxes - Carroll	2,504,073	2,806,135	3,039,000	2,279,250	3,412	730,000	(1,549,250)	-68%	Based on amount rec'd in Nov.
100311150	Real Property Taxes - Douglas	-	-	-	-	-	500,000	500,000		Based on amount rec'd in Nov.
100311200	Property Taxes prior - Carroll	107,332	145,621	100,000	75,000	128,536	105,000	30,000	40%	Based on amount rec'd in Nov.
100311250	Property Taxes prior - Douglas	-	-	25,000	18,750	30,189	70,000	51,250	273%	Based on amount rec'd in Nov.
100311310	Motor Vehicle Taxes	89,975	63,635	60,000	45,000	49,105	50,000	5,000	11%	Based on Current Year receipts
100311315	Title AD Valorem Tax (TAVT)	360,017	313,777	345,000	258,750	255,829	260,000	1,250	0%	Based on Current Year receipts
100311340	Intangible Tax (Reg & Record)	25,645	19,098	30,000	22,500	17,840	19,000	(3,500)	-16%	Based on Current Year receipts
100311450	Railroad & Equip Delq	1,099	1,099	1,000	750	-	-	(750)	-100%	
100311500	Property Not on Digest	22,572	23,466	-	-	-	-	-		
100311600	Real Estate Transfer	10,891	20,345	15,000	11,250	11,700	11,360	110	1%	Based on Current Year receipts
100311710	Franchise Tax - Electric	927,486	977,087	935,000	701,250	0	-	(701,250)	-100%	Electric franchise comes in Jan.
100311730	Franchise Tax - Natural Gas	77,908	79,778	80,000	60,000	60,116	61,000	1,000	2%	Based on Current Year receipts
100311750	Franchise Tax-Cable TV	140,422	152,453	160,000	120,000	52,430	75,000	(45,000)	-38%	3 quarters only
100311760	Franchise Tax-Telephone	31,728	29,516	31,000	23,250	13,822	15,000	(8,250)	-35%	Based on Current Year receipts
100313110	Carroll Co Lost	1,246,367	1,252,934	1,291,000	968,250	834,129	945,000	(23,250)	-2%	Based on Current Year receipts
100313120	Douglas Co Lost	1,042,093	1,075,753	1,146,000	859,500	726,742	820,000	(39,500)	-5%	Based on Current Year receipts
100314200	Alcoholic Beverage Excise	288,093	296,599	300,000	225,000	223,897	228,000	3,000	1%	Based on Current Year receipts
100316100	Business & Occupation	399,262	429,566	400,000	300,000	369,793	370,000	70,000	23%	Based on Current Year receipts
100316200	Insurance Premium Tax	804,151	871,052	845,000	633,750	-	935,000	301,250	48%	Based on Current Year receipts
100319100	Property Tax Penalty	9,393	11,298	15,000	11,250	6,702	7,500	(3,750)	-33%	Based on Current Year receipts
100319105	Occupational Tax Penalties	780	8,964	10,000	7,500	2,660	4,000	(3,500)	-47%	
100319400	Business Tax Int/Penalty	3,426	1,568	-	-	211	-	-		
TOTAL - Taxes		8,092,713	8,579,743	8,828,000	6,621,000	2,787,113	5,205,860	(1,415,140)	-21%	
LICENSES & PERMITS										
100321100	Alcoholic Beverage License	80,258	60,786	80,000	60,000	15,600	16,000	(44,000)	-73%	Based on Current Year receipts
100322210	Zoning and Land Use	6,816	2,850	5,000	3,750	5,245	6,776	3,026	81%	
100322230	Sign	2,015	7,785	5,000	3,750	4,949	6,000	2,250	60%	
100322240	Vacant Property Registration	4,100	4,400	3,500	2,625	2,400	3,500	875	33%	
100322800	Peddlers Ordinance Permit	-	1,925	200	150	-	-	(150)	-100%	
100322900	Yard Sales	-	78	200	150	138	430	280	187%	
100323100	Permits and Inspections	-	-	97,800	73,350	120,850	340,210	266,860	364%	
100323120	Building Inspection	104,240	125,496	180,000	135,000	168,194	-	(135,000)	-100%	
100323130	Plumbing Inspection	4,468	4,038	-	-	8,465	-	-		
100323140	Electrial Inspection	4,240	8,365	-	-	5,060	-	-		
100323160	Airconditioning Inspection	5,178	4,508	-	-	3,460	-	-		
TOTAL - Licenses & Permits		211,314	220,231	371,700	278,775	334,361	372,916	94,141	34%	
INTERGOVERNMENTAL REVENUES										
100331250	Nutrition Program - Federal	73,688	83,039	75,000	56,250	44,351	45,000	(11,250)	-20%	Based on Current Year receipts
100333000	Federal Housing Authority	-	-	22,500	16,875	-	-	(16,875)	-100%	To be received in Q4
100334100	Operating - Categorical	-	5,710	-	-	13,667	15,600	15,600		GDOT mowing reimbursement
100334110	Direct State Grants	8,322	-	523,247	392,435	-	-	(392,435)	-100%	Fullerville grant in 2017
100334151	Nutrition Program - State	14,756	11,841	20,500	15,375	11,869	12,000	(3,375)	-22%	Based on Current Year receipts
100336001	County Grants	344,383	25,167	96,000	72,000	100,251	75,000	3,000	4%	Recreation participation

100336020	West GA Regional Library Book Gr	26,500	-	35,000	26,250	-	-	(26,250)	-100%	Will have WGRL purchase books
100336060	Miscellaneous Grants	3,719	1,500	5,000	3,750	-	-	(3,750)	-100%	
100336101	School Resource Officer	161,948	101,990	116,945	87,709	87,756	92,535	4,826	6%	
100336300	Intergovernmental - Temple	-	-	77,142	57,857	52,208	-	(57,857)	-100%	Contract terminated in 2017
TOTAL - Intergovernmental Revenues		633,316	229,248	971,334	728,501	310,101	240,135	(488,366)	-67%	

CHARGES FOR SERVICES

100341101	Court Fees - Processing and CS	128,913	131,058	129,000	96,750	124,824	125,000	28,250	29%	Based on Current Year receipts
100341102	Court Fees - Warrants, Civil,	80,071	37,025	81,000	60,750	32,248	32,000	(28,750)	-47%	Based on Current Year receipts
100341103	Technology Fee	-	-	-	-	-	45,000	45,000		New fee: \$15 per ticket
100341300	Development Review	-	-	12,000	9,000	3,256	4,000	(5,000)	-56%	
100341310	Building Plan Review	-	-	12,000	9,000	5,775	6,000	(3,000)	-33%	
100341910	Election Qualifying Fees	-	-	500	375	360	360	(15)	-4%	
100341950	Notary Fee	1,486	921	1,500	1,125	838	180	(945)	-84%	
100342110	I.D. Card Fees	-	2,555	500	375	3,165	3,300	2,925	780%	
100342120	Accident Reports	2,402	6,787	2,500	1,875	2,401	3,050	1,175	63%	
100342310	Fingerprinting Fee	-	1,350	200	150	1,250	1,400	1,250	833%	
100342901	Public Defender Fee	-	600	500	375	-	-	(375)	-100%	
100346010	Background Check Fees	-	-	500	375	-	-	(375)	-100%	
100347100	Library Use Fees	2,973	7,591	5,000	3,750	6,076	7,800	4,050	108%	
100347200	Activity Fee-Batting Cage	-	-	-	-	-	-	-		
100347301	Main Street Events	5,815	95	-	-	-	-	-		
100347310	Amphitheater Admission Fees	-	1,626	-	-	3,335	3,200	3,200		
100347320	Amphitheater Annual Events	-	1,075	-	-	1,050	1,000	1,000		
100347510	Sports	151,578	156,455	160,000	120,000	137,269	140,000	20,000	17%	Based on Current Year receipts
100347520	Special Classes	43,150	30,441	35,000	26,250	13,377	12,000	(14,250)	-54%	
100347530	Cultural Arts	9,401	8,016	8,000	6,000	6,214	6,000	-	0%	
100347540	Summer Camp	25,060	32,149	32,000	24,000	43,803	44,000	20,000	83%	Based on Current Year receipts
100347550	Annual Events	5,559	11,976	16,000	12,000	13,110	13,500	1,500	13%	
100347600	Sponsorships	13,292	13,150	12,000	9,000	6,455	6,000	(3,000)	-33%	
100347610	Amphitheater Sponsorships	4,422	200	-	-	6,250	6,250	6,250		
100347900	Concessions/Other Cultural Charge	282	-	-	-	-	-	-		
100347901	Mill Fund Raiser	1,080	-	-	-	-	-	-		
100347910	Museum admission	26,111	24,058	25,000	18,750	20,846	22,000	3,250	17%	Based on Current Year receipts
100347915	Gold Dust Train Tickets	87,156	58,706	62,000	46,500	34,994	36,000	(10,500)	-23%	Based on Current Year receipts
100347920	Museum concession	62,760	51,543	50,000	37,500	41,135	44,000	6,500	17%	Based on Current Year receipts
100347925	Amphitheater concessions	-	864	1,000	750	1,171	1,050	300	40%	
100349300	Bad Check Fess	75	100	50	38	125	350	313	833%	
TOTAL - Charges for Services		651,586	578,339	646,250	484,688	509,325	563,440	78,753	16%	

FINES & FORFEITURES

100351100	Municipal Court Fines	239,841	352,307	250,000	187,500	321,530	325,000	137,500	73%	Based on Current Year receipts
100351300	Library Fines	21,220	6,953	10,000	7,500	12,093	15,000	7,500	100%	
TOTAL - Fines & Forfeitures		261,061	359,260	260,000	195,000	333,623	340,000	145,000	74%	

INVESTMENT INCOME

100361100	Interest Revenue	11,918	9,024	13,000	9,750	1,726	1,815	(7,935)	-81%	
TOTAL - Investment Income		11,918	9,024	13,000	9,750	1,726	1,815	(7,935)	-81%	

CONTRIBUTIONS AND DONATIONS

100371001	Friends of Villa Rica Library	120	-	-	-	-	-	-		
100371005	Police Explorer Cont/Donations	3,152	10,954	-	-	-	-	-		
100371120	Prospectors Park Donations	232	-	-	-	1,219	-	-		

100371140	Senior Citizens Meal Contributions	7,760	7,398	8,000	6,000	5,008	5,050	(950)	-16%	
100371150	Police Contributions	-	4,500	-	-	1,000	-	-		
100372000	PrivateContributions	381	246	-	-	-	-	-		
100372010	Main Street Donations	7,482	435	-	-	-	-	-		
100372020	Amphitheater Donations	12,500	-	-	-	-	-	-		
100372030	Rise N Shine	-	2,700	-	-	2,250	1,800	1,800		
100373000	Shop w a Cop Donations	10,791	13,790	-	-	950	1,000	1,000		Most donations rec'd in Q4
TOTAL - Contributions and Donations		42,417	40,023	8,000	6,000	10,427	7,850	1,850	31%	
MISCELLANEOUS										
100381000	Use of Fund Balance			-	-	-	981,703	981,703		Change in fiscal year deficit
100381100	Rents & Royalties	42,300	47,667	45,000	33,750	29,060	30,000	(3,750)	-11%	
100381110	Ampitheater Rents	275	1,835	2,000	1,500	1,850	1,850	350	23%	
100381120	Mill Rents	1,290	-	-	-	2,561	3,000	3,000		
100383000	Reimb - Damaged Property	850	-	-	-	-	-	-		
100383100	Insurance Reimbursements	-	53,806	-	-	1,912	-	-		
100389100	Miscellaneous Income	540,717	(21,303)	10,500	7,875	3,950	6,500	(1,375)	-17%	
100389999	Over/Short	423	423	-	-	-	-	-		
TOTAL - Miscellaneous		586,151	82,725	57,500	43,125	39,333	1,023,053	979,928	2272%	
OTHER FINANCING SOURCES										
100391100	Operating Transfer in Hotel/Motel	-	78,303	78,000	58,500	56,620	64,500	6,000	10%	3% of 8% Hotel/Motel tax
100391210	Operating Transfer in UDAG	-	550,768	-	-	-	-	-		
100391250	Transfer in from Water and Sewer	455,125	574,990	656,637	492,478	492,478	727,923	235,446	48%	Shared Allocation
100391254	Transfer in from Solid Waste	113,020	98,530	110,878	83,159	83,158	93,401	10,243	12%	Shared Allocation
100392100	Sales of General Fixed Assets	27,871	109,844	15,000	11,250	419	25,000	13,750	122%	Sale of old vehicles and equip
TOTAL - Other Financing Sources		596,016	1,412,436	860,515	645,386	632,676	910,825	265,438	41%	
TOTAL GENERAL FUND REVENUES		11,086,493	11,511,028	12,016,299	9,012,224	4,958,684	8,665,894	(346,331)	-4%	

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210 FEDERAL SEIZURES

REVENUES

	12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
FINES & FORFEITURES									
210351320 Confiscations	-	-	-	-	-		-		
TOTAL - Fines & Forfeitures	-	-	-	-	-	-	-		
INVESTMENT INCOME									
210361000 Interest Revenue	-	-	-	-	-		-		
TOTAL - Investment Income	-	-	-	-	-	-	-		
OTHER FINANCING SOURCES									
210392100 Sale of Assets	-	-	-	-	-		-		
TOTAL - Other Financing Sources	-	-	-	-	-	-	-		
TOTAL FEDERAL SEIZURES REVENUE	-	-	-	-	-	-	-		

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212 STATE SEIZURES

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
FINES & FORFEITURES										
212351110	Superior Court Fines	-	-	-	-	-		-		
212351300	Confiscations	-	-	-	-	-		-		
TOTAL - Fines & Forfeitures		-	-	-	-	-	-	-		
INVESTMENT INCOME										
212361000	Interest Revenue	-	-	-	-	-		-		
TOTAL - Investment Income		-	-	-	-	-	-	-		
TOTAL STATE SEIZURES REVENUES		-	-	-	-	-	-	-		

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255 DRUG TASK FORCE GRANT

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
255331150	Drug Task Force Grant/GOHS	11,359	2,364	-	-	-		-		
TOTAL - Intergovernmental		11,359	2,364	-	-	-	-	-		
TOTAL DRUG TASK FORCE GRANT		11,359	2,364	-	-	-	-	-		

City of Villa Rica
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275 HOTEL/MOTEL TAX FUND

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
TAXES										
275314100	Hotel/Motel	109,438	130,506	130,000	97,500	96,887	172,000	74,500	76%	Increase from 5% to 8%
TOTAL - Taxes		109,438	130,506	130,000	97,500	96,887	172,000	74,500	76%	
TOTAL HOTEL/MOTEL TAX FUND		109,438	130,506	130,000	97,500	96,887	172,000	74,500	76%	

City of Villa Rica
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290 CEMETERY FUND

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
CHARGES FOR SERVICE										
290349100	Cemetery Fees - Hillcrest	1,605	1,285	2,000	1,500	3,250	2,000	500	33%	
290349110	Cemetery Fees - Garden of Rest	-	-	-	-	2,075	3,000	3,000		
TOTAL - Charges for Service		1,605	1,285	2,000	1,500	5,325	5,000	3,500	233%	
INVESTMENT INCOME										
290361000	Interest Revenue	-	-	-	-	-		-		
TOTAL - Investment Income		-	-	-	-	-	-	-		
MISCELLANEOUS										
290381000	Use of Fund Balance	-	-	-	-	-	10,385	10,385		Projects exceeding current year revenues
TOTAL - Contributions		-	-	-	-	-	10,385	10,385		
TOTAL CEMETERY FUND		1,605	1,285	2,000	1,500	5,325	15,385	13,885	926%	

City of Villa Rica
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350 CAPITAL PROJECTS - GENERAL FUND

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
350331301	TE Grant Fullerville Trail	-	-	-	-	451,057	-	-		
350334310	Gateway Grant	-	(281)	-	-	-	-	-		
TOTAL - Intergovernmental		-	(281)	-	-	451,057	-	-		
CONTRIBUTIONS										
350373000	Donations	685	203	-	-	-	-	-		
TOTAL - Contributions		685	203	-	-	-	-	-		
OTHER FINANCING SOURCES										
350391100	Capital Projects Transfers	767,489	398,939	503,247	377,435	-	-	(377,435)	-100%	
350391210	Operating Transfers In - GF	67,657	199,363	-	-	-	-	-		
TOTAL - Other Financing Sources		835,147	598,302	503,247	377,435	-	-	(377,435)	-100%	
TOTAL CAPITAL PROJECTS - GF		835,832	598,225	503,247	377,435	451,057	-	(377,435)	-100%	

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335 CAPITAL PROJECT FUND - PUBLIC ROADS

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
335334111	LMIG	-	211,313	162,495	121,871	162,494	175,472	53,601	44%	
TOTAL - Intergovernmental		-	211,313	162,495	121,871	162,494	175,472	53,601	44%	
OTHER FINANCING SOURCES										
335391100	General Fd Operating Transfer	-	199,227	48,748	36,561	-		(36,561)	-100%	
335391200	Transfer from SPLOST	-	-	-	-	-		-		
TOTAL - Other Financing Sources		-	199,227	48,748	36,561	-	-	(36,561)	-100%	
TOTAL CAPITAL PROJECTS - ROADS		-	410,540	211,243	158,432	162,494	175,472	17,040	11%	

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320 SPLOST

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
320337110	Carroll County SPLOST	246,529	-	-	-	-		-		
320337120	Douglas County SPLOST	-	-	-	-	-		-		
TOTAL - Intergovernmental		246,529	-	-	-	-	-	-		
MISCELLANEOUS										
320381000	Use of Fund Balance	-	-	-	-	-	500,000	500,000		Use of previously collected revenues
TOTAL - Miscellaneous		-	-	-	-	-	500,000	500,000		
TOTAL SPLOST		246,529	-	-	-	-	500,000	500,000		

City of Villa Rica
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321 2015 CARROLL CO SPLOST

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
321337110	Carroll County SPLOST	917,394	1,208,570	1,200,000	900,000	612,426	615,000	(285,000)	-32%	
TOTAL - Intergovernmental		917,394	1,208,570	1,200,000	900,000	612,426	615,000	(285,000)	-32%	
MISCELLANEOUS										
321381000	Use of Fund Balance	-	-	2,351,900	1,763,925	-	752,307	(1,011,618)	-57%	Use of previously collected revenues
TOTAL - Miscellaneous		-	-	2,351,900	1,763,925	-	752,307	(1,011,618)	-57%	
TOTAL 2015 CARROLL CO SPLOST		917,394	1,208,570	3,551,900	2,663,925	612,426	1,367,307	(1,296,618)	-49%	

City of Villa Rica
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322 2016 DOUGLAS CO SPLOST

REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL										
322337120	Douglas County SPLOST	-	-	853,750	640,313	100	400,000	(240,313)	-38%	
TOTAL - Intergovernmental		-	-	853,750	640,313	100	400,000	(240,313)	-38%	
MISCELLANEOUS										
321381000	Use of Fund Balance	-	-	2,351,900	1,763,925	-	155,745	(1,608,180)	-91%	
TOTAL - Miscellaneous		-	-	2,351,900	1,763,925	-	155,745	(1,608,180)	-91%	
TOTAL 2016 DOUGLAS CO SPLOST		-	-	3,205,650	2,404,238	100	555,745	(1,848,493)	-77%	

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285 VR PFA SPECIAL REVENUE FUND
REVENUES

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
OTHER FINANCING SOURCES										
285391100	Operating Transfer from General Fc	596,497	860,386	597,148	447,861	511,883	-	(447,861)	-100%	Debt service paid 100% by water/sewer
285391220	Operating Transfer from Water/Sev	717,565	852,994	1,108,990	831,743	1,194,395	1,704,938	873,195	105%	
285393300	Refunding Bond Issued	33,860,000	-	-	-	-	-	-		
285393400	Premiums on Bond Issued	4,835,048	-	-	-	-	-	-		
TOTAL - Other Financing Sources		40,009,109	1,713,380	1,706,138	1,279,604	1,706,278	1,704,938	425,334	33%	
TOTAL VR PFA SPECIAL REVENUE		40,009,109	1,713,380	1,706,138	1,279,604	1,706,278	1,704,938	425,334	33%	

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505 WATER AND SEWER FUND

REVENUES

	12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES
INTERGOVERNMENTAL									
505331311 CDBG	-	-	500,000	375,000	-	-	(375,000)	-100%	Did not receive grant
TOTAL - Intergovernmental	-	-	500,000	375,000	-	-	(375,000)	-100%	

CHARGES FOR SERVICES

505344210 Water Charges	2,533,299	2,777,157	2,940,000	2,205,000	1,927,546	2,448,200	243,200	11%	7% rate increase. Senior discounts for low-income only.
505344211 Water Tap Fee	26,000	105,625	105,000	78,750	214,695	200,000	121,250	154%	
505344212 Misc Water Sales	25,927	27,755	26,000	19,500	23,520	25,000	5,500	28%	
505344230 Sewage Charges	2,188,055	2,228,338	2,383,500	1,787,625	1,594,506	2,386,281	598,656	33%	35% rate increase. Senior discounts for low-income only.
505344231 Sewer Tap Fees	109,000	197,855	175,000	131,250	203,480	300,000	168,750	129%	
505344255 Sewage Fees - Douglas Co	99,151	111,616	110,000	82,500	61,632	90,000	7,500	9%	
505344290 Late Fee	156,041	134,316	150,000	112,500	103,940	105,000	(7,500)	-7%	
505344291 Connect Fee	47,140	60,007	60,000	45,000	41,875	40,000	(5,000)	-11%	
505349300 Bad Check Fees	4,135	2,750	2,500	1,875	1,150	1,150	(725)	-39%	
TOTAL - Charges for Services	5,188,749	5,645,419	5,952,000	4,464,000	4,172,346	5,595,631	1,131,631	25%	

INVESTMENT INCOME

505361100 Interest Revenue	875	2,455	8,000	6,000	(159)	1,875	(4,125)	-69%	
TOTAL - Investment Income	875	2,455	8,000	6,000	(159)	1,875	(4,125)	-69%	

MISCELLANEOUS

505383100 Insurance Reimbursements	6,480	-	-	-	-	-	-	-	
505389000 Other Miscellaneous Revenue	9,439	8,340	5,000	3,750	2,663	3,500	(250)	-7%	
TOTAL - Miscellaneous	15,919	8,340	5,000	3,750	2,663	3,500	(250)	-7%	

OTHER FINANCING SOURCES

505391200 Operating Transfer	-	11,000	-	-	-	-	-	-	
505391432 Capital Contribution SPLOST	264,443	259,193	644,000	483,000	-	-	(483,000)	-100%	
505392210 Sale of Assets	7,900	-	-	-	-	-	-	-	
TOTAL - Other Financing Sources	272,343	270,193	644,000	483,000	-	-	(483,000)	-100%	

TOTAL WATER AND SEWER FUND	5,477,886	5,926,407	7,109,000	5,331,750	4,174,850	5,601,006	269,256	5%	
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City of Villa Rica
2018 Budget

540 SANITATION AND SOLID WASTE FUND
REVENUES

12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS			
2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	\$ Change from 2017	% Change from 2017	NOTES

CHARGES FOR SERVICES

									\$12.50 for Sanitation (Waste Industries), \$7.50 solid waste/curbside pickup. Mandatory service. Senior discount for low-income only. Sewer & Sanitation for 248 customers on DDCWSA water
540344110	Refuse Collection Charges	788,277	814,453	863,100	647,325	574,100	838,260	190,935	29%
540344111	Sanitation Fees - Douglas co	44,572	50,833	52,000	39,000	27,439	40,000	1,000	3%
540344155	Douglas Co - Sanitation Fees	-	-	-	-	-	-	-	
540344190	Late Charge/Refuse	-	-	-	-	-	-	-	
TOTAL - Charges for Services		832,849	865,287	915,100	686,325	601,539	878,260	191,935	28%

OTHER FINANCING SOURCES

540391130	Operating Transfer in	-	-	-	-	-	77,500	77,500	Subsidy from general fund
540392210	Sale of Assets	-	-	-	-	-	-	-	
TOTAL - Other Financing Sources		-	-	-	-	-	77,500	77,500	

TOTAL SOLID WASTE FUND		832,849	865,287	915,100	686,325	601,539	955,760	269,435	39%
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City of Villa Rica
5 Year Capital Plan

Capital Projects	Source of Funds	2018 Requests	2019	2020	2021	2022	Totals
Administration							
Network	08SPLOST	250,000					250,000
Renovation of New City Hall	08SPLOST	150,000					150,000
Van for IT Manager	CSPLOST	25,000					25,000
Total Administration		425,000	-	-	-	-	425,000
Economic Development							
Downtown Sidewalks & Streetscapes	CSPLOST	125,000	125,000	125,000			375,000
Total Economic Development		125,000	125,000	125,000	-	-	375,000
Police							
Vehicles (4 replacement vehicles) - DSPLOST	DSPLOST	128,465	134,890	141,640	148,730	156,170	709,895
In-car Video systems with body worn camera	DSPLOST	23,480	24,660	25,900	27,200	28,560	129,800
Laptops for patrol vehicles	DSPLOST	7,800	8,190	8,600	9,030	9,490	43,110
One-ton Transit Van (Transport Van) - Trade w/ Public Works	DSPLOST	31,000					31,000
Detective Vehicle	DSPLOST		15,000	15,000	15,000	15,000	60,000
Video Evidence Storage	DSPLOST	80,000	50,000	50,000	50,000	50,000	280,000
Purchase of Police Substation and Training Facility	DSPLOST		800,000				800,000
Renovation and Improvement of Substation/Training Facility	DSPLOST			350,000			350,000
Total Police		270,745	1,032,740	591,140	249,960	259,220	2,403,805
Parks & Recreation							
Conners Road Passive Park	DSPLOST	250,000					250,000
Pine Mt. Expansion	DSPLOST		150,000				150,000
Pine Mt. Site Re-engineering	DSPLOST		150,000				150,000
Gold Dust Roof Replacement (Admin)	CSPLOST	175,000					175,000
Spring Lake Remediation	CSPLOST	100,000	100,000	100,000			300,000
Vplex Ballfield Expansions	CSPLOST	75,000					75,000
Zero Depth Water Park at Gold Dust - City Portion	CSPLOST	100,000					100,000
Boiler Replacement at Gold Dust	CSPLOST	40,000					40,000
Total Parks & Recreation		740,000	400,000	100,000	-	-	1,240,000
Streets							
Flex-Wing Rotary Cutter (Batwing Mower for Streets)	CSPLOST	18,255					18,255
Utility Tractor, 4x4, enclosed cab (To Pull Batwing Mower)	CSPLOST	52,810					52,810
Rotary Cutter (Bush Hog for Streets)	CSPLOST	4,410					4,410
Utility tractor, 4x4, enclosed cab (to Pull Bush Hog)	CSPLOST	36,870					36,870
2 wheel drive, standard cab (Fuel Truck)	CSPLOST	22,000					22,000
2 wheel drive, standard cab (Spray Truck)	CSPLOST	22,000					22,000
One ton, Four Wheel Drive Dump Truck (Streets)	CSPLOST		40,435				40,435
Gateway Redo	CSPLOST	60,000					60,000

City of Villa Rica
5 Year Capital Plan

Capital Projects		Source of Funds	2018 Requests	2019	2020	2021	2022	Totals
	F750 Dump Truck	GF					100,000	100,000
	Maintenance Truck (Streets)	GF				36,500		36,500
	Streets & Sidewalks - LMIG portion	LMIG	175,472	180,800	186,300	191,900	197,700	932,172
	LMIG 30% Match - SPLOST	CSPLOST	52,642	54,240				106,882
	LMIG 30% Match - GF	GF			55,890	57,570	59,310	172,770
	Streets & Sidewalks - 2008 SPLOST	08SPLOST	100,000					100,000
	Streets & Sidewalks - Carroll SPLOST	CSPLOST	280,000	200,000	200,000	100,000		780,000
	Streets & Sidewalks - Douglas SPLOST	DSPLOST	-	180,000	300,000	300,000	200,000	980,000
	Streets & Sidewalks - General Fund	GF			250,000	450,000	550,000	1,250,000
	Traffic Calming - Carroll SPLOST	CSPLOST	20,000					
	Traffic Calming - Douglas SPLOST	DSPLOST	20,000					
	Road Projects	CSPLOST	100,000	800,000				900,000
	Joint City-County Project - Mirror Lake Pkwy	DSPLOST		500,000				500,000
	Joint City-County Project - Liberty Road	DSPLOST		150,000				150,000
	Joint City-County Project - Tyson Rd	DSPLOST			200,000			200,000
	Total Public Works		964,459	2,105,475	1,192,190	1,135,970	1,107,010	6,465,104
	Maintenance							
	Ford F250 (Maintenance Manager)	CSPLOST	33,320					33,320
	Ford F150 Truck (Mechanic)	GF		22,575				22,575
	Total Maintenance		33,320	22,575	-	-	-	55,895
	Stormwater							
	Stormwater Improvements - Carroll Co	CSPLOST	25,000	26,300	27,700	29,100	30,600	138,700
	Stormwater Improvements - Douglas Co	DSPLOST	15,000	26,000	22,100	23,300	24,500	110,900
	Total Stormwater		40,000	52,300	49,800	52,400	55,100	249,600
	Collection & Distribution							
	Collection & Distribution System Improvements	GEFA	3,500,000	5,000,000				8,500,000
	Collection & Distribution System Improvements	WS			500,000	500,000	500,000	1,500,000
	Backhoe Loaders	WS		115,694				115,694
	Compact Track Loaders	WS	64,520					64,520
	Brush Cutter (w Track Loaders)	WS	6,725					6,725
	2018 Ford F250 XL 4x4 Supercab	WS	33,320					33,320
	Utility Truck Body (with Supercab)	WS	12,000					12,000
	Remote Control Sewer Camera	WS	64,912					64,912
	Repair, Replace Pumps on 1998 Sewer Jet Truck	WS	55,000					55,000
	Sewer Jet Truck	WS				235,000		235,000
	Trench Roller	WS			31,000			31,000
	Hydrant Replacement Program	WS	15,000	20,000	20,000	20,000	20,000	95,000
	Meter Replacement Program	WS	30,000	40,000	40,000	40,000	40,000	190,000

City of Villa Rica
5 Year Capital Plan

Capital Projects		Source of Funds	2018 Requests	2019	2020	2021	2022	Totals
	Sewer Line Upgrades	WS			50,000	50,000	50,000	150,000
	Inspect, Repair, and Replace RPVs	WS	18,750	25,000	25,000	20,000	20,000	108,750
	Inspect and Replace Standpipes	WS	17,250	23,000	23,000	20,000	20,000	103,250
	Total Collection & Distribution		3,817,477	5,223,694	689,000	885,000	650,000	11,265,171
	Water Treatment Plant							
	Water System Improvements	GEFA	1,000,000					1,000,000
	Water System Improvements	WS			500,000	500,000	500,000	1,500,000
	Replace Truck	WS	22,000		22,000			44,000
	Total Water Treatment Plant		1,022,000	-	522,000	500,000	500,000	2,544,000
	Wastewater Treatment Plant							
	Sewer System Improvements	GEFA	500,000					500,000
	Sewer System Improvements	WS			500,000	500,000	500,000	1,500,000
	North Plant Equipment/Upgrades	DSPLOST		115,000				115,000
	Maintenance Truck	WS				30,000		30,000
	Total Wastewater Plant		500,000	115,000	500,000	530,000	500,000	2,145,000
	Sanitation/Solid Waste							
	F750 Dump Truck (two)	SS					200,000	200,000
	Grapple Truck	SS				220,000		220,000
	Total Sanitation/Solid Waste		-	-	-	220,000	200,000	420,000
	GRAND TOTAL - CAPITAL PROJECTS		7,938,001	9,076,784	3,769,130	3,573,330	3,271,330	27,588,575
	Total Sources							
	GF Budget	GF	-	22,575	305,890	544,070	709,310	1,581,845
	SPLOST - 2008 Carroll	08SPLOST	500,000	-	-	-	-	500,000
	SPLOST - Carroll	CSPLOST	1,367,307	1,345,975	452,700	129,100	30,600	3,325,682
	SPLOST - Douglas	DSPLOST	555,745	2,303,740	1,113,240	573,260	483,720	5,029,705
	LMIG	LMIG	175,472	180,800	186,300	191,900	197,700	932,172
	Water/Sewer Budget	WS	339,477	223,694	1,711,000	1,915,000	1,650,000	5,839,171
	Sanitation/Solid Waste Budget	SS	-	-	-	220,000	200,000	420,000
	GEFA Loan	GEFA	5,000,000	5,000,000	-	-	-	10,000,000
	GRAND TOTAL - SOURCES		7,938,001	9,076,784	3,769,130	3,573,330	3,271,330	27,628,575
			-	-	-	-	-	



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City-Wide Expenditures
Budget Year 2018

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS	
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget
Governing Body	733,680	583,132	211,067	158,300	361,336	215,458	36%
Administration	1,757,136	1,910,653	2,406,689	1,805,017	1,592,549	2,716,196	50%
Judicial	118,330	125,679	171,768	128,826	111,752	117,603	-9%
Public Safety	3,640,129	3,916,342	4,121,795	3,091,346	2,706,848	3,392,432	10%
Public Works	6,880,318	7,921,672	10,779,570	8,084,678	6,468,302	7,035,837	-13%
Parks, Recreation & Leisure	2,905,523	3,412,964	3,895,927	2,921,945	2,016,994	2,622,567	-10%
Debt Service	40,109,685	2,214,438	1,726,138	1,294,604	1,715,972	1,793,438	39%
Transfers Out	2,647,095	3,755,929	3,669,648	2,752,236	2,281,914	2,603,762	-5%
TOTAL EXPENDITURES	58,791,896	23,840,809	26,982,602	20,236,952	17,255,668	20,497,292	1%
	-	-	-	-	-	-	

Departmental Expenditures
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	12/31/2017	9/30/2017	9 MONTHS	
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget
1110	Governing Body	233,136	438,153	211,067	158,300	202,440	215,458	36%
1320	City Manager	257,491	263,675	282,759	212,069	194,779	142,497	-33%
1330	City Clerk	-	-	86,083	64,562	61,060	63,889	-1%
1510	Finance	351,310	345,678	401,240	300,930	273,910	288,742	-4%
1530	Law	112,246	96,284	125,000	93,750	83,529	95,000	1%
1535	Management Info Sys	91,156	84,363	110,000	82,500	83,755	129,032	56%
1540	Human Resources	120,396	138,386	165,535	124,151	114,115	146,240	18%
1590	Customer Service	382,840	305,437	269,607	202,205	185,760	269,110	33%
7220	Building Inspection	63,728	73,591	140,000	105,000	126,145	58,544	-44%
7400	Community Development	169,240	230,345	346,393	259,795	141,928	347,947	34%
7450	Code Enforcement	26,438	52,955	101,319	75,989	67,658	81,369	7%
7520	Economic Development	28,477	50,284	53,000	39,750	37,500	132,778	234%
7550	Tourism & Main Street	104,224	133,513	190,753	143,065	131,346	239,049	67%
3210	Police	3,081,038	3,290,366	3,525,359	2,644,019	2,514,538	2,660,280	1%
2650	Municipal Court	118,330	125,679	171,768	128,826	111,752	117,603	-9%
3290	Police Explorers	4,437	7,200	5,000	3,750	2,004	4,000	7%
3295	Community Service	27,604	234	38,366	28,775	7,525	26,707	-7%
3226	Custody of Prisoners	33,845	26,110	30,000	22,500	7,455	8,500	-62%
3520	Fire Fighting	322,062	348,856	343,070	257,303	-	374,000	45%
3910	Animal Control	59,801	64,275	60,000	45,000	42,231	48,200	7%
4110	Public Works	-	123,242	269,547	202,160	184,302	209,654	4%
4210	Highway and Streets	682,141	650,135	764,592	573,444	556,600	566,823	-1%
4320	Stormwater	96,592	163,867	187,014	140,261	123,073	158,510	13%
4900	Maintenance	180,636	215,229	207,109	155,332	137,706	205,847	33%
4910	Inmate Detail	136,943	191,381	180,750	135,563	116,025	116,050	-14%
4330	Wastewater Plant	1,495,178	2,202,372	2,210,220	1,657,665	1,583,322	1,767,769	7%
4420	Water Treatment Plant	1,087,097	1,617,066	1,298,466	973,850	949,568	945,005	-3%
4440	Distribution & Collection	1,848,567	1,170,162	1,306,505	979,879	968,278	1,093,087	12%
4441	CDBG	194,851	34,825	500,000	375,000	9,555	-	-100%
4500	Solid Waste	779,440	845,703	803,727	602,795	622,449	919,928	53%
5500	Senior Citizens	195,666	200,040	219,880	164,910	166,325	185,478	12%
6120	Parks & Recreation	1,167,702	1,233,616	1,409,485	1,057,114	965,290	1,047,414	-1%
6130	Recreation Events	-	-	119,250	89,438	119,466	58,700	-34%

6172	Gold Museum	298,076	278,220	358,831	269,123	193,302	238,573	-11%	
6510	Library	331,857	349,453	481,981	361,486	281,710	352,403	-3%	-3%
8000	Debt Service - GF	91,250	-	-	-	-	-		
9000	Operating Transfer - GF	1,361,385	2,218,415	1,149,143	861,857	552,625	77,500	-91%	
8000	Debt Service - WSF	9,326	13,188	20,000	15,000	9,835	88,500	490%	
9000	Operating Transfers - WSF	1,172,690	1,427,984	1,765,627	1,324,220	1,646,131	2,432,861	84%	
9000	Other Financing Uses - SWF	113,020	109,530	110,878	83,159	83,158	93,401	12%	
MAJOR FUND TOTALS		16,835,199	19,125,417	20,024,324	15,018,243	13,658,149	16,006,446	7%	
100 - General Fund		10,135,032	11,704,587	12,008,901	9,006,676	7,785,853	8,665,894	-4%	
505 - Water/Sewer Fund		5,807,707	6,465,597	7,100,818	5,325,614	5,166,688	6,327,222	19%	
540 - Solid Waste Fund		892,460	955,233	914,605	685,954	705,607	1,013,330	48%	
		-	-	-	-	-	-		
210 - Federal Seizures Fund		94,981	98,761	-	-	-	-		
212 - State Seizures Fund		10,489	-	-	-	237	-		
252 - Community Greenspace Fund		-	-	-	-	-	-		
255 - Drug Task Fund		-	-	-	-	-	-		
275 - Hotel/ Motel Tax Fund		44,489	130,506	130,000	97,500	91,009	172,000	76%	
285 - VR PFA Special Revenue Fund		40,009,109	2,201,250	1,706,138	1,279,604	1,706,138	1,704,938	33%	
290 - Cemetery Fund		7,394	14,197	2,000	1,500	1,035	15,385	926%	
320 - 2008 Carroll Co SPLOST		757,348	372,724	-	-	5,717	500,000		
321 - 2015 Carroll Co SPLOST		197,054	1,178,999	2,825,650	2,119,238	386,575	1,367,307	-35%	
322 - 2016 Douglas Co SPLOST		-	-	1,580,000	1,185,000	162,386	555,745	-53%	
335 - Capital Projects - Public Roads		-	180,452	211,243	158,432	272,969	175,472	11%	
350 - Capital Projects Fund		835,832	538,504	503,247	377,435	971,455	-	-100%	
TOTAL CITY		58,791,896	23,840,809	26,982,602	20,236,952	17,255,668	20,497,292	1%	

Departmental Budget Requests
Budget Year 2018

GOVERNING BODY

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001110511100 Regular employees	21,700	20,950	20,000	15,000	14,700	15,300	2%	1 mayor + 5 council monthly pay + extra meetings
1001110512100 Group Insurance	34,982	21,250	22,731	17,048	17,042	17,900	5%	Based on current insurance selections
1001110512200 Social Security FICA Contrib	1,518	1,517	1,530	1,148	1,408	1,170	2%	Based on actual payroll
1001110512400 Retirement Contribution	874	765	750	563	561	563	0%	
1001110512700 Worker's compensation	222	349	500	375	70	100	-73%	Based on risk allocation
TOTAL - Personnel	59,295	44,832	45,511	34,133	33,780	35,033	3%	

SERVICES

1001110521200 Professional	-	64,996	2,000	1,500	20,669	-	-100%	
1001110521220 Professional - Auditors	-	-	-	-	-	30,000		Move Auditors Expense from Finance
1001110521300 Technical Services	-	5,593	4,600	3,450	3,500	4,500	30%	Audio/visual in courtroom
1001110522220 m/r equipment	-	129	300	225	272	500	122%	
1001110522320 Rental of equipment and veh	180	-	200	150	-	-	-100%	
1001110523100 Liability Insurance	121,515	95,087	99,500	74,625	100,798	106,575	43%	75% of GMA liability insurance
1001110523210 Phone/Internet	-	-	-	-	-	-		
1001110523215 postage	149	214	75	56	71	100	78%	
1001110523300 Advertising	1,360	460	500	375	400	500	33%	
1001110523400 Printing and binding	604	76	100	75	-	-	-100%	
1001110523500 Travel - Mayor	2,083	5,277	11,500	8,625	8,118	2,000	-77%	Split travel by ward
Travel - Ward 1				-		2,000		Split travel by ward
Travel - Ward 2				-		2,000		Split travel by ward
Travel - Ward 3				-		2,000		Split travel by ward
Travel - Ward 4				-		2,000		Split travel by ward
Travel - Ward 5				-		2,000		Split travel by ward
1001110523600 Dues and fees	118	-	-	-	-	-		
1001110523700 Education and training - Mayor	4,888	7,525	8,500	6,375	7,615	1,500	-76%	Split training by ward
Education and training - Ward 1				-		1,500		Split training by ward
Education and training - Ward 2				-		1,500		Split training by ward
Education and training - Ward 3				-		1,500		Split training by ward
Education and training - Ward 4				-		1,500		Split training by ward
Education and training - Ward 5				-		1,500		Split training by ward
TOTAL - Services	130,897	179,356	127,275	95,456	141,444	163,175	71%	

Departmental Budget Requests

Budget Year 2018

GOVERNING BODY		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SUPPLIES						-			
1001110531100	Supplies	2,732	1,165	2,000	1,500	766	800	-47%	Based on current year exp
1001110531300	Food	-	2,492	2,500	1,875	1,072	1,250	-33%	
1001110531600	Small Equipment	1,312	8,660	11,700	8,775	10,960	-	-100%	2017 expense was for tablets
1001110531700	Uniforms	-	54	300	225	171	200	-11%	
TOTAL - Supplies		4,044	12,371	16,500	12,375	12,969	2,250	-82%	
						-			
OTHER COSTS						-			
1001110572100	PAYMENTS TO OTHER AGENCIES	-	1,000	1,000	750	-		-100%	
1001110573050	Community Grant	-	-	15,000	11,250	14,247	15,000	33%	In 2017 was used for Thomas Dorsey, Taste of VR and Art Fest
1001110573080	Dorsey Foundation	4,000	4,000	-	-	-	-		
1001110579100	CONTINGENCY	34,900	196,595	5,781	4,336	-		-100%	No contingency - deficit budget
TOTAL - Other Costs		38,900	201,595	21,781	16,336	14,247	15,000	-8%	
						-			
TOTAL GOVERNING BODY		233,136	438,153	211,067	158,300	202,440	215,458	36%	
				165,556	124,167	168,659	180,425	45.3%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

CITY MANAGER

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL								
1001320511100 Regular employees	97,450	139,218	147,728	110,796	111,324	86,305	-22%	Removed part-time executive assistant
1001320511120 Vacation Pay	-	919	-	-	12,346			
1001320511130 Sick Leave Pay	886	960	-	-	-			
1001320512100 Group Insurance	20,587	25,483	12,710	9,533	13,196	14,759	55%	Based on current insurance selections
1001320512200 Social Security FICA Contrib	7,216	10,637	11,301	8,476	9,475	6,602	-22%	Based on actual payroll
1001320512400 Retirement Contribution	4,323	7,213	5,620	4,215	5,285	4,315	2%	
1001320512500 50% Match for 457 Contrib	2,199	5,566	5,000	3,750	1,709	2,600	-31%	Based on current deductions
1001320512700 Worker's compensation	108	349	400	300	115	200	-33%	Based on risk allocation
1001320512910 Car Allowance	420	7,230	7,200	5,400	5,250	-	-100%	Not in current CM contract
TOTAL - Personnel	133,190	197,574	189,959	142,469	158,700	114,782	-19%	

SERVICES

1001320521200 Professional	43,225	-	14,000	10,500	10,032	-	-100%	
1001320521300 Technical Services	1,190	1,233	3,000	2,250	-	-	-100%	
1001320522100 Cleaning Service	-	9,017	10,900	8,175	6,130	-	-100%	Custodians added to Maintenance
1001320522210 m/r buildings	5,172	8,389	27,030	20,273	5,629	3,000	-85%	
1001320522220 m/r equipment	3,043	1,002	1,250	938	57	100	-89%	
1001320522230 m/r vehicles	1,079	16	600	450	595	600	33%	Administration car
1001320522320 Rental of equipment and veh	50	-	-	-	-			
1001320523100 Liability Insurance	728	932	1,000	750	1,005	1,065	42%	GMA
1001320523110 GIRMA CLAIM LOSS	3,200	-	-	-	-			
1001320523210 Phone/Internet	6,799	5,524	5,000	3,750	2,311	2,300	-39%	Syncglobal + Verizon
1001320523215 postage	333	439	300	225	172	200	-11%	
1001320523300 Advertising	4,689	1,623	1,000	750	286	400	-47%	
1001320523400 Printing and binding	1,003	3,946	1,000	750	507	600	-20%	
1001320523500 Travel	2,711	5,831	1,800	1,350	80	2,500	85%	
								GMA \$5.2k, Carroll Chamber \$420, Douglas Chamber \$350, Douglas Sentinel \$190
1001320523600 Dues and fees	19,600	7,920	10,000	7,500	6,218	6,200	-17%	
1001320523700 Education and training	1,560	4,054	2,600	1,950	654	1,500	-23%	
1001320523850 Contract labor	9,217	-	-	-	-	-		
1001320523910 Pre-employment & Drug Testing	100	-	100	75	100	-	-100%	
1001320523930 Document Shredding	5	61	100	75	31	50	-33%	
TOTAL - Services	103,703	49,986	79,680	59,760	33,808	18,515	-69%	

SUPPLIES

**Departmental Budget Requests
Budget Year 2018**

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
CITY MANAGER		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001320531100	Supplies	4,640	6,073	2,750	2,063	1,043	1,200	-42%	Not previously charged for water/sewer
1001320531210	Water/Sewerage	-	-	-	-	-	900		
1001320531220	Natural Gas	217	355	200	150	73	100	-33%	
1001320531230	Electricity	1,118	2,980	1,500	1,125	579	650	-42%	
1001320531270	Gasoline/diesel	639	147	700	525	207	900	71%	Spring and fall employee luncheons
1001320531300	Food	507	1,352	1,000	750	76	1,200	60%	
1001320531400	Books and periodicals	10,480	409	-	-	-	-		
1001320531600	Small Equipment	1,065	839	1,470	1,103	293	500	-55%	
1001320531700	UNIFORMS	906	311	500	375	-	-	-100%	
TOTAL - Supplies		19,571	12,467	8,120	6,090	2,271	5,450	-11%	
					-				
INTERFUND					-				
1001320552200	SELF FUNDED CLAIMS	1,027	3,648	5,000	3,750	-	3,750	0%	
TOTAL - Interfund		1,027	3,648	5,000	3,750	-	3,750	0%	
					-				
TOTAL CITY MANAGER		257,491	263,675	282,759	212,069	194,779	142,497	-33%	
					92,800	69,600	36,079	27,715	-60.2% Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

CITY CLERK

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001330511100 Regular employees	-	-	38,268	28,701	25,140	30,556	6%	One full-time employee
1001330511120 Vacation Pay	-	-	-	-	1,308			
1001330511130 Sick Leave Pay	-	-	-	-	149			
1001330512100 Group Insurance	-	-	17,585	13,189	14,926	14,589	11%	Based on current insurance selections
1001330512200 Social Security FICA Contrib	-	-	3,042	2,282	1,780	2,338	2%	Based on actual payroll
1001330512400 Retirement Contribution	-	-	1,988	1,491	-	1,528	2%	
1001330512500 50% Match for 457 Contrib	-	-	1,000	750	572	700	-7%	Based on current deductions
1001330512700 Worker's compensation	-	-	100	75	23	100	33%	Based on risk allocation
TOTAL - Personnel	-	-	61,983	46,487	43,898	49,811	7%	

SERVICES

1001330521300 Technical	-	-	-	-	4,588	3,588		BoardSync - annual dues
1001330523100 Liability Insurance	-	-	-	-	-	-		
1001330523210 Phone/Internet	-	-	2,000	1,500	1,392	1,400	-7%	Syncglobal
1001330523215 postage	-	-	100	75	-	100	33%	
1001330523300 Advertising	-	-	-	-	-	-		
1001330523400 Printing and binding	-	-	3,000	2,250	2,269	1,050	-53%	Printing reduced bc of BoardSync
1001330523500 Travel	-	-	4,000	3,000	2,541	1,750	-42%	
1001330523600 Dues and fees	-	-	1,000	750	480	500	-33%	
1001330523700 Education and training	-	-	2,500	1,875	1,736	1,250	-33%	
1001330523850 Contract labor	-	-	5,000	3,750	-	-	-100%	No election in 9 month period
1001330523930 Document Shredding	-	-	50	38	21	40	7%	
TOTAL - Services	-	-	17,650	13,238	13,026	9,678	-27%	

SUPPLIES

1001330531100 Office Supplies	-	-	1,950	1,463	848	1,000	-32%	
1001330531220 Natural Gas	-	-	-	-	-	-		
1001330531230 Electricity	-	-	-	-	614	650		
1001330531400 Books and Periodicals	-	-	4,500	3,375	2,674	2,750	-19%	Municode
TOTAL - Supplies	-	-	6,450	4,838	4,135	4,400	-9%	

TOTAL CITY CLERK	-	-	86,083	64,562	61,060	63,889	-1%	
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24,100	18,075	17,162	14,078	-22.1%	Total change without personnel
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**Departmental Budget Requests
Budget Year 2018**

FINANCE

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001510511100	Regular employees	147,841	152,863	198,141	148,606	134,704	175,692	18%	4 full-time employees + addition of new Receptionist
1001510511120	Vacation Pay	1,062	9,322	-	-	3,918			
1001510511130	Sick Leave Pay	208	3,045	-	-	4,215			
1001510511300	Overtime	182	165	200	150	47	50	-67%	
1001510512100	Group Insurance	23,578	39,108	59,834	44,876	44,863	49,830	11%	Based on current insurance selections
1001510512200	Social Security FICA Contrib	11,175	11,371	15,158	11,369	9,915	13,440	18%	Based on actual payroll
1001510512400	Retirement Contribution	7,700	6,972	8,307	6,230	5,108	8,785	41%	
1001510512500	50% Match for 457 Contrib	2,001	1,420	2,800	2,100	2,123	3,610	72%	Based on current deductions
1001510512700	Worker's compensation	(34)	195	170	128	147	400	214%	Based on risk allocation
1001510512900	other employee expenditures	62	-	-	-	-			
TOTAL - Personnel		193,775	224,462	284,610	213,458	205,040	251,807	18%	

SERVICES

1001510521200	Professional	2,500	2,500	-	-	-			
1001510521211	Douglas Co Tax Commissioner	(167)	3,190	4,250	3,188	2,152	2,500	-22%	Tax Commisioner Collection fees
1001510521212	Carroll Co Tax Commissioner	4,847	4,797	4,250	3,188	4,596	5,000	57%	Tax Commisioner Collection fees
1001510521220	Professional - Auditors	35,500	35,500	29,000	21,750	29,000	-	-100%	Moved to Mayor & Council
1001510521300	Technical	900	-	150	113	149	-	-100%	
1001510522110	Disposal	214	-	-	-	-			
1001510522210	m/r buildings	-	-	-	-	-			
1001510522330	Other Rentals	-	-	-	-	45			
1001510523100	Liability Insurance	-	932	1,000	750	1,005	1,065	42%	GMA
1001510523210	Phone/Internet	10,649	13,770	9,000	6,750	5,569	5,750	-15%	Syncglobal
1001510523215	postage	2,772	2,039	2,700	2,025	1,340	1,700	-16%	Postage for mailing AP checks
1001510523300	Advertising	520	3,310	2,000	1,500	1,185	1,500	0%	Newspaper ads for budget, millage
1001510523400	Printing and binding	2,511	3,522	2,700	2,025	2,512	2,600	28%	
1001510523500	Travel	865	1,934	2,500	1,875	1,492	2,000	7%	Travel to GGFOA, Caselle user trainings, Carl Vinson Classes
1001510523600	Dues and fees	844	1,048	950	713	902	900	26%	GASB, GGFOA, GSCPA, CPA Continuing education for CPA license and Carl Vinson classes for staff
1001510523700	Education and training	1,025	2,870	2,500	1,875	1,009	2,000	7%	
1001510523900	Other	3,907	-	-	-	-	-		
1001510523930	Document Shredding	7	93	185	139	92	110	-21%	
1001510523970	BANK/CC FEES & ANALYSIS CHGES	2,093	904	600	450	81	100	-78%	
1001510523980	Late Tax Deposits	1,199	969	-	-	561	-		
TOTAL - Services		70,186	77,378	61,785	46,339	51,692	25,225	-46%	

TOTAL FINANCE	351,310	345,678	401,240	300,930	273,910	288,742	-4%
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Departmental Budget Requests
Budget Year 2018

LEGAL

SERVICES

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001530521200	Professional	92,792	-	-	-	-	-		
1001530521230	Attorney Fees	19,454	96,284	125,000	93,750	83,529	95,000	1%	Based on current year exp
TOTAL - Services		112,246	96,284	125,000	93,750	83,529	95,000	1%	
						-			
TOTAL LEGAL		112,246	96,284	125,000	93,750	83,529	95,000	1%	

**Departmental Budget Requests
Budget Year 2018**

MANAGEMENT INFO. SYSTEMS

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL								
1001535511100 Regular employees	-	-	-	-	-	54,110	100%	Addition of full-time IT person in 2017
1001535511120 Vacation Pay	-	-	-	-	-			
1001535511130 Sick Leave Pay	-	-	-	-	-			
1001535512100 Group Insurance	-	-	-	-	-	4,923	100%	Based on current insurance selections
1001535512200 Social Security FICA Contrib	-	-	-	-	-	4,139	100%	Based on actual payroll
1001535512400 Retirement Contribution	-	-	-	-	-	2,705	100%	
1001535512500 50% Match for 457 Contrib	-	-	-	-	-	1,615	100%	Based on current deductions
1001535512700 WORKER'S COMPENSATION	-	-	-	-	-	100	100%	Based on risk allocation
TOTAL - Personnel	-	-	-	-	-	67,592		
SERVICES								
1001535521300 Technical	50,014	35,858	50,000	37,500	45,629	10,000	-73%	Reduction of Blue Group with full-time employee
1001535521310 CASELLE	20,773	33,377	40,700	30,525	25,607	31,000	2%	Monthly support agreement
1001535521320 OFF-SITE SERVER	7,644	7,074	6,500	4,875	5,139	5,850	20%	Fogo
1001535523210 Phone/Internet	-	-	-	-	-	1,400	100%	Syncglobal + Verizon
1001535523240 WEBSITE PROVIDER	12,725	8,055	12,800	9,600	7,380	8,000	-17%	MunicipalCMS
TOTAL - Services	91,156	84,363	110,000	82,500	83,755	56,250	-32%	
SUPPLIES								
1001535531100 Office Supplies	-	-	-	-	-	1,000	100%	Estimate for new employee
1001535531220 Natural Gas	-	-	-	-	-	40	100%	Estimate for new employee
1001535531230 Electricity	-	-	-	-	-	650	100%	Estimate for new employee
1001535531600 Small Equipment	-	-	-	-	-	3,500	100%	Estimate for new employee
TOTAL - Supplies	-	-	-	-	-	5,190		
TOTAL MANAGEMENT INFO SYS	91,156	84,363	110,000	82,500	83,755	129,032	56%	

**Departmental Budget Requests
Budget Year 2018**

HUMAN RESOURCES

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL								
1001540511100 Regular employees	63,998	64,539	70,337	52,753	50,574	55,973	6%	One full-time employee
1001540511120 Vacation Pay	1,000	750	-	-	400			
1001540511130 Sick Leave Pay	288	494	-	-	487			
1001540512100 Group Insurance	11,474	14,589	17,710	13,283	14,645	14,667	10%	Based on current insurance selections
1001540512200 Social Security FICA Contrib	4,817	4,577	5,381	4,036	3,488	4,282	6%	Based on actual payroll
1001540512400 Retirement Contribution	3,705	3,416	3,517	2,638	2,503	2,799	6%	
1001540512500 50% Match for 457 Contrib	1,709	1,800	2,400	1,800	1,520	1,615	-10%	Based on current deductions
1001540512700 WORKER'S COMPENSATION	39	(14)	100	75	37	100	33%	Based on risk allocation
1001540512900 other employee expenditures	2,646	60	-	-	-			
TOTAL - Personnel	89,675	90,211	99,445	74,584	73,654	79,435	7%	

SERVICES

								EAP 2,900, Salary Study 16,000, Admin America 1500, Applicant Tracking 3000, Wellness 20,000
1001540521200 Professional Services	20,897	17,796	35,150	26,363	19,358	43,400	65%	
1001540521230 Payroll Processing	-	21,995	20,000	15,000	16,371	16,500	10%	Thread Payroll Processing
1001540521300 Technical Services	428	-	-	-	-			
1001540523210 Phone/Internet	2,619	2,286	2,500	1,875	1,392	1,400	-25%	Syncglobal
1001540523215 postage	-	47	250	188	142	175	-7%	
1001540523300 Advertising	470	-	-	-	-	-		
1001540523400 Printing and binding	1,113	404	500	375	339	500	33%	
1001540523500 Travel	598	1,187	1,460	1,095	917	2,000	83%	GLGPA Conferences, Pareto annual meeting
1001540523600 Dues and fees	634	35	350	263	284	500	90%	GLGPA, SHRM Recertification SHRM and HRCI
1001540523700 Education and training	445	790	840	630	395	800	27%	GLGPA Registration Fees
1001540523910 Pre-employ-physicals/drug tests	-	-	-	-	-			
1001540523930 Document Shredding	2	28	40	30	26	40	33%	
TOTAL - Services	27,206	44,568	61,090	45,818	39,225	65,315	43%	

SUPPLIES

1001540531100 Supplies	1,225	2,130	1,500	1,125	601	800	-29%	
1001540531220 Natural Gas	108	105	150	113	30	40	-64%	
1001540531230 Electricity	577	933	850	638	604	650	2%	
1001540531600 Small Equipment	1,605	440	2,500	1,875	-		-100%	
TOTAL - Supplies	3,515	3,607	5,000	3,750	1,235	1,490	-60%	

Departmental Budget Requests
 Budget Year 2018

HUMAN RESOURCES

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
TOTAL HUMAN RESOURCES	120,396	138,386	165,535	124,151	114,115	146,240	18%	
			66,090	49,568	40,460	66,805	1.1%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

CUSTOMER SERVICE

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001590511100	Regular employees	158,929	76,217	88,076	66,057	60,381	101,173	15%	2 full-time and 2 part-time employees; upgrade Customer Service Manager; Moved Meter Reader from Dist/Collection
1001590511120	Vacation Pay	1,595	5,708	-	-	1,325			
1001590511130	Sick Leave Pay	836	13,066	-	-	1,602			
1001590511300	Overtime	138	294	1,100	825	282	200	-82%	
1001590512100	Group Insurance	45,200	37,034	29,928	22,446	24,783	34,983	17%	Based on current insurance selections
1001590512200	Social Security FICA Contrib	11,824	6,744	6,814	5,111	4,437	7,740	14%	Based on actual payroll
1001590512400	Retirement Contribution	7,253	5,283	4,454	3,341	3,871	5,059	14%	
1001590512500	50% Match for 457 Contrib	1,159	661	1,000	750	354	400	-60%	Based on current deductions
1001590512700	WORKER'S COMPENSATION	1,907	1,745	2,500	1,875	441	500	-80%	Based on risk allocation
1001590512900	other employee expenditures	69	-	-	-	-			
TOTAL - Personnel		228,910	146,755	133,872	100,404	97,475	150,054	12%	

SERVICES

1001590521101	Office & Admin - Douglas CO	10,628	(7)	-	-	-	-		
1001590521200	Professional	-	10,620	12,000	9,000	6,572	8,450	-30%	Douglas County collection of sewer & sanitation
1001590521300	Technical	8,536	13,173	10,000	7,500	8,173	9,600	-4%	Third-party biller
1001590522110	Disposal	223	-	200	150	-		-100%	
1001590522230	m/r vehicles	939	-	-	-	-			
1001590523100	Liability Insurance	-	2,797	3,000	2,250	3,016	3,195	7%	GMA
1001590523210	Phone/Internet	8,156	3,059	5,000	3,750	4,177	4,200	-16%	Syncglobal
1001590523215	postage	29,298	28,755	29,000	21,750	19,394	22,000	-24%	Postage for utility bills
1001590523400	Printing and binding	922	475	500	375	(265)	-	-100%	
1001590523500	Travel	-	552	750	563	21	500	-33%	Travel to classes
1001590523600	Dues and fees	105	(15)	65	49	-		-100%	
1001590523700	Education and training	460	842	1,000	750	372	750	-25%	Various customer service classes
1001590523850	Contract labor	1,840	3,460	-	-	-			
1001590523930	Document Shredding	-	119	120	90	99	110	-8%	
1001590523970	BANK/CC FEES & ANALYSIS CHGES	42,285	48,987	38,000	28,500	42,550	45,000	18%	Xpress Bill Pay, Chase Paymentech
TOTAL - Services		103,392	112,816	99,635	74,726	84,109	93,805	-6%	

SUPPLIES

1001590531100	Supplies	4,124	3,037	2,900	2,175	1,855	1,500	-31%	
1001590531220	Natural Gas	534	494	500	375	306	400	7%	

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
CUSTOMER SERVICE		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1001590531230	Electricity	7,282	11,753	11,000	8,250	2,532	2,750	-67%	
1001590531270	Gasoline/diesel	3,565	26	-	-	-			
1001590531300	Food	25	76	-	-	-			
1001590531600	Small Equipment	1,874	-	1,600	1,200	1,545	500	-58%	
1001590531700	Uniforms	911	-	-	-	-			
TOTAL - Supplies		18,316	15,386	16,000	12,000	6,237	5,150	-57%	
					-				
OTHER COSTS					-				
1001590574000	Bad Debt - Utility Payments	32,222	30,480	20,000	15,000	(2,162)	20,000	33%	In case of writing off old accounts
1001590573100	Toilet Rebate Program	-	-	100	75	100	100	33%	
TOTAL - Other Costs		32,222	30,480	20,100	15,075	(2,062)	20,100	33%	
					-				
TOTAL CUSTOMER SERVICE		382,840	305,437	269,607	202,205	185,760	269,110	33%	
					135,735	101,801	88,284	119,055	-12.3% Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

BUILDING INSPECTIONS

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007220511100 Regular employees	-	-	-	-	-	37,464	100%	Addition of full-time building inspector in 2017
1007220511120 Vacation Pay	-	-	-	-	-			
1007220511130 Sick Leave Pay	-	-	-	-	-			
1007220511300 Overtime	-	-	-	-	-	-		
1007220512100 Group Insurance	-	-	-	-	-	9,251	100%	Based on current insurance selections
1007220512200 Social Security FICA Contrib	-	-	-	-	-	2,866	100%	Based on actual payroll
1007220512400 Retirement Contribution	-	-	-	-	-	1,873	100%	
1007220512500 50% Match for 457 Contrib	-	-	-	-	-	1,500	100%	Based on current deductions
1007220512700 Worker's compensation	-	-	-	-	-	1,500	100%	Based on risk allocation
TOTAL - Personnel	-	-	-	-	-	54,454		

SERVICES

1007220521200 Professional	63,728	73,591	140,000	105,000	126,145	-	-100%	Will no longer need to pay Carroll Co for inspections
1007220523210 Phones/Internet	-	-	-	-	-	1,400	100%	Syncglobal + Verizon
TOTAL - Services	63,728	73,591	140,000	105,000	126,145	1,400	-99%	

SUPPLIES

1007220531100 Office Supplies	-	-	-	-	-	500	100%	Estimate for new employee
1007220531220 Natural Gas	-	-	-	-	-	40	100%	Estimate for new employee
1007220531230 Electricity	-	-	-	-	-	650	100%	Estimate for new employee
1007220531600 Small Equipment	-	-	-	-	-	1,000	100%	Estimate for new employee
1007220531710 Operating Supplies	-	-	-	-	-	500	100%	Estimate for new employee
TOTAL - Supplies	-	-	-	-	-	2,690		

TOTAL BUILDING INSPECTIONS	63,728	73,591	140,000	105,000	126,145	58,544	-44%	
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**Departmental Budget Requests
Budget Year 2018**

COMMUNITY DEVELOPMENT

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007400511100	Regular employees	92,763	102,911	142,832	107,124	61,544	168,768	58%	4 full-time employees (includes Engineer added in 2017)
1007400511120	Vacation Pay	577	8,350	-	-	1,461			
1007400511130	Sick Leave Pay	597	3,320	-	-	2,624			
1007400511300	Overtime	343	466	500	375	492	500	33%	
1007400512100	Group Insurance	17,520	22,623	42,533	31,900	20,605	37,706	18%	Based on current insurance selections
1007400512200	Social Security FICA Contrib	6,919	8,145	11,386	8,540	4,724	12,911	51%	Based on actual payroll
1007400512400	Retirement Contribution	4,980	7,295	7,442	5,582	5,345	8,438	51%	
1007400512500	50% Match for 457 Contrib	2,252	2,098	2,500	1,875	930	1,100	-41%	Based on current deductions
1007400512700	Worker's compensation	99	70	100	75	1,253	1,500	1900%	Based on risk allocation
TOTAL - Personnel		126,050	155,277	207,293	155,470	98,978	230,922	49%	

SERVICES

1007400521200	Professional	9,999	46,128	100,000	75,000	17,583	90,000	20%	Comp plan (75k) + engineer
1007400521300	Technical	9,978	6,365	10,000	7,500	5,395	5,500	-27%	Meritage
1007400522220	m/r equipment	-	-	-	-	72			
1007400522230	m/r vehicles	5	65	-	-	-			
1007400523100	Liability Insurance	-	-	-	-	-	2,000		GMA
1007400523210	Phone/Internet	3,207	5,446	5,450	4,088	4,319	4,350	6%	Syncglobal
1007400523215	postage	1,931	2,530	2,600	1,950	888	1,200	-38%	
1007400523300	Advertising	910	600	2,900	2,175	2,870	2,950	36%	Newspapers of West Georgia
1007400523400	Printing and binding	2,675	4,337	2,900	2,175	1,913	2,400	10%	
1007400523500	Travel	1,261	939	1,500	1,125	280	750	-33%	
1007400523600	Dues and fees	792	964	500	375	135	500	33%	US Dept of Homeland Security
1007400523700	Education and training	2,145	945	1,730	1,298	875	1,000	-23%	Various customer service classes
1007400523910	Pre-employment physicals	200	-	170	128	170	150	18%	
1007400523930	Document Shredding	7	166	400	300	68	75	-75%	
TOTAL - Services		33,109	68,486	128,150	96,113	34,568	110,875	15%	

SUPPLIES

1007400531100	Office Supplies	5,301	3,712	4,000	3,000	3,049	3,000	0%	
1007400531220	Natural Gas	227	195	350	263	56	75	-71%	
1007400531230	Electricity	1,118	1,738	1,600	1,200	1,946	2,075	73%	
1007400531270	Gasoline/diesel	1,013	600	1,000	750	-	-	-100%	
1007400531600	Small Equipment	2,421	338	4,000	3,000	3,332	1,000	-67%	
1007400531730	Uniform Purchases	-	-	-	-	-	-		

Departmental Budget Requests
Budget Year 2018

COMMUNITY DEVELOPMENT

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
TOTAL - Supplies	10,081	6,582	10,950	8,213	8,382	6,150	-25%	
TOTAL PLANNING & ZONING	169,240	230,345	346,393	259,795	141,928	347,947	34%	
			139,100	104,325	42,950	117,025	12.2%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

CODE ENFORCEMENT

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
1007450511100	Regular employees	17,007	41,587	76,600	57,450	48,455	61,446	7%	3 part-time employees
1007450511300	Overtime	-	-	-	-	-	-		
1007450512200	Social Security FICA Contrib	1,301	3,181	6,204	4,653	3,707	4,701	1%	Based on actual payroll
1007450512700	Worker's compensation	333	134	2,240	1,680	1,823	2,200	31%	Based on risk allocation
TOTAL - Personnel		18,641	44,902	85,044	63,783	53,984	68,346	7%	
SERVICES									
1007450522230	m/r vehicles	497	1,020	1,500	1,125	603	775	-31%	
1007450523100	Liability Insurance	463	466	500	375	503	533	42%	GMA
1007450523210	Phone/Internet	194	-	300	225	2,785	3,180	1313%	Syncglobal + Verizon
1007450523215	postage	-	170	400	300	131	150	-50%	
1007450523500	Travel	-	1,314	3,050	2,288	3,328	1,500	-34%	
1007450523700	Education and training	250	435	2,150	1,613	2,145	2,000	24%	
1007450523930	Document Shredding	2	33	50	38	36	45	20%	
TOTAL - Services		1,406	3,438	7,950	5,963	9,530	8,183	37%	
SUPPLIES									
1007450531100	Supplies	556	1,066	1,200	900	581	750	-17%	
1007450531220	Natural Gas	98	105	150	113	30	40	-64%	
1007450531230	Electricity	5,738	2,006	2,975	2,231	2,038	2,050	-8%	
1007450531270	Gasoline/diesel	-	430	3,200	2,400	1,195	1,600	-33%	2 shared vehicles
1007450531600	Small Equipment	-	419	-	-	-	-		
1007450531700	Uniforms	-	588	800	600	300	400	-33%	
TOTAL - Supplies		6,392	4,615	8,325	6,244	4,144	4,840	-22%	
TOTAL CODE ENFORCEMENT									
		26,438	52,955	101,319	75,989	67,658	81,369	7%	
				16,275	12,206	13,674	13,023	6.7%	Total change without personnel

Departmental Budget Requests
Budget Year 2018

NEW DEPARTMENT

ECONOMIC DEVELOPMENT

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007520511100 Regular employees	-	-	-	-	-	53,734	100%	Addition of Economic Development Director
1007520511120 Vacation Pay	-	-	-	-	-			
1007520511130 Sick Leave Pay	-	-	-	-	-			
1007520512100 Group Insurance	-	-	-	-	-	9,301	100%	Based on current insurance selections
1007520512200 Social Security FICA Contrib	-	-	-	-	-	4,111	100%	Based on actual payroll
1007520512400 Retirement Contribution	-	-	-	-	-	2,687	100%	
1007520512500 50% Match for 457 Contrib	-	-	-	-	-	750	100%	Based on current deductions
1007520512700 WORKER'S COMPENSATION	-	-	-	-	-	750	100%	Based on risk allocation
TOTAL - Personnel	-	-	-	-	-	71,333		

SERVICES

1007520521200 Professional	-	-	-	-	-	11,250	100%	Site design work in 2018
1007520522210 m/r buildings	-	-	-	-	-	375	100%	
1007520522230 m/r vehicles	-	-	-	-	-	350	100%	
1007520523100 Liability Insurance	-	-	-	-	-	250	100%	GMA
1007520523210 Phone/Internet	-	-	-	-	-	1,200	100%	Syncglobal + Verizon
1007520523215 postage	-	-	-	-	-	150	100%	
1007520523300 Advertising	-	-	-	-	-	-		
1007520523400 Printing and binding	-	-	-	-	-	1,000	100%	
1007520523500 Travel	-	-	-	-	-	2,500	100%	
1007520523600 Dues and fees	-	-	-	-	-	-		
1007520523700 Education and training	-	-	-	-	-	2,000	100%	
1007520523910 Pre-employment physicals	-	-	-	-	-			
TOTAL - Services	-	-	-	-	-	19,075		

SUPPLIES

1007520531100 Office Supplies	-	-	-	-	-	500	100%	
1007520531210 Water/Sewerage	-	-	-	-	-	500	100%	Not previously charged for water/sewer
1007520531220 Natural Gas	-	-	-	-	-	-		
1007520531230 Electricity	-	-	-	-	-	2,000	100%	
1007520531270 Gasoline/diesel	-	-	-	-	-	120	100%	
1007520531600 Small Equipment	-	-	-	-	-	250	100%	
TOTAL - Supplies	-	-	-	-	-	3,370		

OTHER COSTS

Departmental Budget Requests
Budget Year 2018

NEW DEPARTMENT

ECONOMIC DEVELOPMENT

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007520572001	Carroll Tomorrow	25,000	50,000	50,000	37,500	37,500	37,500	0%	3 quarters of payments
1007520572002	DDA Operations	110	-	-	-	-			
1007520572003	Historic Preservation	3,367	284	3,000	2,250	-	1,500	-33%	
TOTAL - Other Costs		28,477	50,284	53,000	39,750	37,500	39,000	-2%	
TOTAL ECONOMIC DEVELOPMENT		28,477	50,284	53,000	39,750	37,500	132,778	234%	

**Departmental Budget Requests
Budget Year 2018**

TOURISM & MAIN STREET

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007550511100	Regular employees	34,920	65,275	104,882	78,662	69,754	96,264	22%	Includes Main St Manager, Tourism Manager, and Coordinator (all full-time)
1007550511120	Vacation Pay	-	500	-	-	2,239			
1007550511130	Sick Leave Pay	-	413	-	-	580			
1007550511300	Overtime	-	983	-	-	1,212	1,100		
1007550512100	Group Insurance	8,606	11,089	22,138	16,604	15,326	22,633	36%	Based on current insurance selections
1007550512200	Social Security FICA Contrib	2,460	4,741	8,024	6,018	5,391	7,364	22%	Based on actual payroll
1007550512400	Retirement Contribution	1,606	2,371	5,244	3,933	1,737	4,813	22%	
1007550512500	50% Match for 457 Contrib	297	1,512	1,500	1,125	1,246	750	-33%	Based on current deductions
1007550512700	Worker's compensation	387	84	1,500	1,125	1,235	750	-33%	Based on risk allocation
TOTAL - Personnel		48,276	86,967	143,288	107,466	98,720	133,674	24%	

SERVICES

1007550521200	Professional	-	-	2,000	1,500	5,940	-	-100%	Moved to Economic Development
1007550521300	Technical	7,724	2,864	600	450	-	-	-100%	
1007550522100	Cleaning Service	-	2,550	2,600	1,950	1,800	-	-100%	Custodians added in Maintenance
1007550522210	m/r buildings	2,164	36	500	375	87	-	-100%	
1007550522230	m/r vehicles	166	867	300	225	129	-	-100%	
1007550522240	M/R GROUNDS	763	-	800	600	40	5,250	775%	Maintenance at new location
1007550522310	Rental of Railroad Property	-	6,216	-	-	-	-		
1007550522320	Rental of equipment and veh	-	-	500	375	1,171	1,000	167%	
1007550523100	Liability Insurance	463	432	465	349	466	250	-28%	GMA
1007550523210	Phone/Internet	3,327	2,974	4,500	3,375	2,175	1,200	-64%	Syncglobal + Verizon
1007550523215	postage	255	1,026	500	375	260	150	-60%	
1007550523300	Advertising	5,525	4,719	5,000	3,750	1,573	5,500	47%	Increased for addition of events from Rec department
1007550523400	Printing and binding	1,918	1,696	4,500	3,375	3,731	3,700	10%	
1007550523500	Travel	483	1,109	5,000	3,750	4,136	1,000	-73%	Portion moved to Economic Development Main St America, Georgia Downtown
1007550523600	Dues and fees	1,231	-	1,500	1,125	425	500	-56%	Assoc
1007550523700	Education and training	855	2,145	3,500	2,625	2,248	500	-81%	Portion moved to Economic Development Increased for addition of events from Rec department
1007550523750	Hospitality	-	-	-	-	-	1,500		
1007550523850	Contract labor	17,705	7,965	-	-	-			
1007550523880	Contract Labor/Programs	-	-	5,000	3,750	3,574	75,950	1925%	Increased for addition of events from Rec department

**Departmental Budget Requests
Budget Year 2018**

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
TOURISM & MAIN STREET		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1007550523910	Pre-employment physicals	100	100	-	-	-			
TOTAL - Services		42,678	34,699	37,265	27,949	27,753	96,500	245%	
SUPPLIES									
1007550531100	Office Supplies	3,479	2,296	2,000	1,500	769	500	-67%	
1007550531106	SPECIAL EVENT SUPPLIES	-	100	-	-	-			
1007550531107	Program Supplies	2,332	68	-	-	-			
1007550531210	Water/Sewerage	-	-	-	-	-	500		Not previously charged for water/sewer
1007550531220	Natural Gas	356	-	500	375	-	-	-100%	
1007550531230	Electricity	840	3,722	4,500	3,375	2,997	3,000	-11%	
1007550531270	Gasoline/diesel	-	98	500	375	78	-	-100%	
1007550531600	Small Equipment	6,262	2,859	1,500	1,125	233	1,125	0%	Increased for addition of events
1007550531700	Uniforms	-	486	300	225	-	250	11%	
TOTAL - Supplies		13,269	9,630	9,300	6,975	4,078	5,375	-23%	
INTERFUND									
1007550552300	Weather Insurance	-	-	-	-	-	2,500		Rain Insurance
TOTAL - Interfund		-	-	-	-	-	2,500		
OTHER COSTS									
1007550573010	Rise-N-Shine Exp	-	2,217	900	675	796	1,000	48%	
TOTAL - Other Costs		-	2,217	900	675	796	1,000	48%	
TOTAL TOURISM & MAIN STREET		104,224	133,513	190,753	143,065	131,346	239,049	67%	
				47,465	35,599	32,626	105,375	196.0%	Total change without personnel

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
JUDICIAL		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
1002650511100	Regular employees	23,616	31,672	35,529	26,647	23,850	27,446	3%	One full-time employee
1002650511120	Vacation Pay	-	2,189	-	-	1,353			
1002650511130	Sick Leave Pay	-	563	-	-	991			
1002650511300	Overtime	-	4,228	2,800	2,100	2,708	2,800	33%	
1002650512100	Group Ins	4,622	4,726	7,470	5,603	6,196	6,370	14%	Based on current insurance selections
1002650512200	Social Security FICA Contrib	1,803	2,904	2,718	2,039	2,174	2,100	3%	Based on actual payroll
1002650512400	Retirement Contribution	1,747	1,659	1,676	1,257	1,215	1,372	9%	
1002650512700	Worker's compensation	47	70	100	75	37	100	33%	Based on risk allocation
TOTAL - Personnel		31,836	48,011	50,293	37,720	38,524	40,188	7%	
SERVICES									
1002650521200	Professional Services	1,000	-	-	-	-	-		
1002650521210	PUBLIC DEFENDER	1,590	3,120	2,850	2,138	2,100	2,500	17%	
1002650521221	Judge	35,000	34,500	36,000	27,000	24,000	27,000	0%	Judge
1002650521222	Judge - ProTem	-	3,000	18,000	13,500	17,303	14,500	7%	Pro-Tem
1002650521223	Solicitor	15,913	13,006	15,400	11,550	8,000	10,500	-9%	Solicitor
1002650521224	SPANISH INTERPRETER	691	1,206	1,500	1,125	553	500	-56%	
1002650521300	Technical	-	10,310	16,000	12,000	-	-	-100%	
1002650522210	m/r buildings	3,788	480	500	375	53	-	-100%	
1002650522220	m/r equipment	-	129	500	375	72	150	-60%	
1002650523100	Liability Insurance	-	326	350	263	352	375	43%	GMA
1002650523210	Phone/Internet	919	1,011	800	600	758	800	33%	Syncglobal
1002650523215	postage	-	-	-	-	-	-		
1002650523400	Printing and binding	199	315	300	225	294	190	-16%	
1002650523500	Travel	318	1,191	1,100	825	1,065	1,100	33%	Class for Judge
1002650523600	Dues and fees	225	595	950	713	45	50	-93%	
1002650523700	Education and training	-	-	500	375	325	500	33%	Class for Judge
1002650523850	Contract labor	16,036	4,595	21,000	15,750	11,660	12,000	-24%	Courtware Solutions - fund calculations
1002650523970	BANK/CC FEES & ANALYSIS CHGES	3,326	2,350	3,500	2,625	2,262	2,500	-5%	Chase Paymentech, SPS
TOTAL - Services		79,004	76,133	119,250	89,438	68,841	72,665	-19%	
SUPPLIES									
1002650531100	Supplies	16	648	1,300	975	585	1,000	3%	
1002650531220	Natural Gas	-	-	-	-	(193)	-		
1002650531230	Electricity	644	301	600	450	3,868	3,550	689%	

Departmental Budget Requests
Budget Year 2018

JUDICIAL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1002650531600	Small Equipment	6,830	585	200	150	128	200	33%	
1002650531700	Uniforms	-	-	125	94	-	-	-100%	
TOTAL - Supplies		7,491	1,535	2,225	1,669	4,388	4,750	185%	
TOTAL JUDICIAL		118,330	125,679	171,768	128,826	111,752	117,603	-9%	
				121,475	91,106	73,229	77,415	-15.0%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

POLICE

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1003210511100	Regular employees	1,836,717	1,920,357	2,162,460	1,621,845	1,463,344	1,633,411	1%	49 full-time and 5 part-time employees (includes new Douglas Co School Resource Officer)
1003210511120	Vacation Pay	21,995	100,521	-	-	59,901			
1003210511130	Sick Leave Pay	19,422	49,048	-	-	30,112			
1003210511300	Overtime	28,165	48,203	39,000	29,250	23,675	25,000	-15%	
1003210512100	Group Insurance	434,550	415,432	532,274	399,206	391,326	414,827	4%	Based on current insurance selections
1003210512200	Social Security FICA Contrib	139,605	154,873	157,035	117,776	115,724	124,956	6%	Based on actual payroll
1003210512400	Retirement Contribution	98,041	105,482	102,290	76,718	77,304	80,680	5%	
1003210512500	50% Match for 457 Contrib	8,626	12,149	17,000	12,750	12,703	18,000	41%	Based on current deductions
1003210512700	Worker's compensation	61,820	38,074	43,000	32,250	33,180	35,000	9%	Based on risk allocation
TOTAL - Personnel		2,649,188	2,844,607	3,053,059	2,289,794	2,207,269	2,331,875	2%	

SERVICES

1003210521200	Professional	1,726	5,191	4,000	3,000	2,912	2,750	-8%	GBI, Psychological Resources
1003210521300	Technical	-	230	14,250	10,688	-	-	-100%	
1003210522100	Cleaning Service	-	8,880	12,000	9,000	6,060	-	-100%	Custodians added in Maintenance
1003210522210	m/r buildings	9,233	16,581	50,000	37,500	9,369	10,500	-72%	
1003210522220	m/r equipment	15,183	30,330	25,500	19,125	21,867	18,500	-3%	Replacing vehicles every year
1003210522230	m/r vehicles	70,155	68,576	50,000	37,500	36,326	37,000	-1%	Based on current year exp
1003210523100	Liability Insurance	43,044	42,882	46,000	34,500	46,241	48,990	42%	GMA
1003210523210	Phone/Internet	38,196	58,049	60,800	45,600	30,422	51,890	14%	Syncglobal + Verizon
1003210523215	postage	1,902	1,427	1,200	900	1,037	1,350	50%	
1003210523400	Printing and binding	1,374	1,549	2,000	1,500	1,184	1,250	-17%	
1003210523500	Travel	4,098	5,593	4,500	3,375	3,037	3,375	0%	
1003210523600	Dues and fees	20,979	7,165	10,706	8,029	5,233	5,500	-32%	Vigilant Solutions, Public Engines, National Narcotic Detector Dog
1003210523700	Education and training	3,370	3,650	7,000	5,250	2,294	3,750	-29%	
1003210523850	Contract labor	8,915	2,668	3,000	2,250	-	-	-100%	
1003210523910	DRUG TESTING	1,073	350	450	338	185	250	-26%	
1003210523920	PREEMPLOYMENT PHYSICALS	-	1,200	1,350	1,013	1,115	1,400	38%	over last years budget
1003210523930	Document Shredding	-	1,080	1,400	1,050	900	1,050	0%	
1003210523970	BANK/CC FEES & ANALYSIS CHGES	21	-	-	-	-	-		
TOTAL - Services		219,270	255,402	294,156	220,617	168,183	187,555	-15%	

SUPPLIES

1003210531100	Office Supplies	37,192	16,243	22,544	16,908	10,485	12,000	-29%	Based on current year exp
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**Departmental Budget Requests
Budget Year 2018**

POLICE

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1003210531210 Water/Sewerage	-	-	-	-	-	2,000		Not previously charged for water/sewer
1003210531220 Natural Gas	2,239	2,051	2,250	1,688	1,721	2,000	19%	
1003210531230 Electricity	25,083	17,682	18,000	13,500	18,513	17,000	26%	
1003210531240 Bottled Gas/Propane	-	8,866	9,000	6,750	1,356	1,500	-78%	Only 3 cars remain on propane
1003210531270 Gasoline/diesel	66,217	50,922	51,350	38,513	51,929	55,000	43%	Based on current year exp
1003210531300 Food	-	694	500	375	92	200	-47%	
1003210531400 Books and periodicals	437	809	500	375	318	400	7%	
1003210531600 Small Equipment	39,237	41,966	33,100	24,825	18,971	20,000	-19%	Based on current year exp
1003210531700 UNIFORMS	21,187	16,897	16,400	12,300	13,890	13,500	10%	
1003210531710 Police Supplies	-	13,214	18,000	13,500	13,974	13,500	0%	
1003210531715 Awards	-	1,558	1,500	1,125	-	-	-100%	
1003210531720 Shop with a Cop	12,000	17,253	-	-	25	-		Occurs in Q4
TOTAL - Supplies	203,592	188,153	173,144	129,858	131,274	137,100	6%	

INTERFUND

1003210552200 SELF FUNDED CLAIMS	4,970	2,137	5,000	3,750	7,812	3,750	0%	
TOTAL - Interfund	4,970	2,137	5,000	3,750	7,812	3,750	0%	

TOTAL POLICE	3,081,038	3,290,366	3,525,359	2,644,019	2,514,538	2,660,280	1%	
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472,300	354,225	307,268	328,405	-7.3%	Total change without personnel
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Departmental Budget Requests
Budget Year 2018

POLICE EXPLORERS

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
1003290523500	Travel	1,399	1,548	1,500	1,125	1,254	1,500	0%	
1003290523650	Dues and fees	1,126	2,344	500	375	50	500	0%	
1003290523700	Education and training	1,125	430	1,500	1,125	700	1,000	-33%	
TOTAL - Services		3,650	4,322	3,500	2,625	2,004	3,000	-14%	
SUPPLIES									
1003290531100	Supplies	686	2,908	1,000	750	-	500	-50%	
1003290531300	Food	102	-	-	-	-			
1003290531700	UNIFORMS	-	(31)	500	375	-	500	0%	
TOTAL - Supplies		788	2,878	1,500	1,125	-	1,000	-33%	
TOTAL POLICE EXPLORERS		4,437	7,200	5,000	3,750	2,004	4,000	7%	

Departmental Budget Requests
Budget Year 2018

NEW DEPARTMENT

COMMUNITY SERVICE

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
1003295511100	Regular employees	26,572	217	33,284	24,963	5,566	14,638	-41%	One part-time employee
1003295511300	Overtime	73	-	-	-	-			
1003295512200	Social Security FICA Contrib	2,038	17	3,082	2,312	-	1,120	-52%	Based on actual payroll
1003295512700	WORKER'S COMPENSATION	(1,079)	-	2,000	1,500	1,959	2,000	33%	Based on risk allocation
TOTAL - Personnel		27,604	234	38,366	28,775	7,525	17,757	-38%	
SERVICES									
1003295522220	m/r equipment	-	-	-	-	-	1,250	100%	Estimate for new department
1003295522230	m/r vehicles	-	-	-	-	-	1,250	100%	Estimate for new department
1003295523210	Phone/Internet	-	-	-	-	-	600	100%	Syncglobal + Verizon
1003295523910	Pre-employment physicals	-	-	-	-	-	50	100%	community service van drivers
TOTAL - Services		-	-	-	-	-	3,150		
SUPPLIES									
1003295531100	Office Supplies	-	-	-	-	-	1,000	100%	Estimate for new department
1003295531230	Electricity	-	-	-	-	-	2,500	100%	Estimate for new department
1003295531270	Gasoline/diesel	-	-	-	-	-	1,300	100%	Estimate for new department
1003295531710	Operating Supplies	-	-	-	-	-	1,000	100%	Estimate for new department
TOTAL - Supplies		-	-	-	-	-	5,800		
INTERFUND									
1003295552200	CLAIMS	-	-	-	-	-			
TOTAL - Interfund		-	-	-	-	-	-		
TOTAL COMMUNITY SERVICE		27,604	234	38,366	28,775	7,525	26,707	-7%	

**Departmental Budget Requests
Budget Year 2018**

PUBLIC WORKS

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004110511100 Regular employees	-	97,102	194,232	145,674	134,973	146,488	1%	3 full-time employees
1004110511300 Overtime	-	52	-	-	6			
1004110512100 Group Insurance	-	465	26,694	20,021	15,305	23,142	16%	Based on current insurance selections
1004110512200 Social Security FICA Contrib	-	7,428	14,859	11,144	10,399	11,206	1%	Based on actual payroll
1004110512400 Retirement Contribution	-	5,824	9,712	7,284	4,267	7,324	1%	
1004110512500 50% Match for 457 Contrib	-	464	-	-	1,065	2,300		Based on current deductions
1004110512700 Workers Comp	-	628	2,500	1,875	2,084	2,500	33%	Based on risk allocation
TOTAL - Personnel	-	111,963	247,997	185,998	168,099	192,961	4%	

SERVICES

1004110521300 Technical	-	400	1,000	750	680	750	0%	
1004110523100 Liability Insurance	-	-	2,000	1,500	1,388	1,643	10%	GMA
1004110523210 Phone/Internet	-	2,294	3,000	2,250	2,384	2,450	9%	Syncglobal + Verizon
1004110523400 Printing and binding	-	18	-	-	-	-		
1004110523500 Travel	-	1,078	2,500	1,875	2,422	2,500	33%	
1004110523600 Dues and fees	-	983	1,100	825	1,100	1,100	33%	APWA, license renewals
1004110523700 Education and training	-	340	4,500	3,375	4,158	4,200	24%	
TOTAL - Services	-	5,113	14,100	10,575	12,132	12,643	20%	

SUPPLIES

1004110531100 Supplies	-	1,303	4,250	3,188	2,536	2,200	-31%	
1004110531270 Gasoline/diesel	-	145	1,700	1,275	705	850	-33%	
1004110531600 Small Equipment	-	4,447	500	375	-		-100%	
1004110531700 Uniforms	-	271	1,000	750	830	1,000	33%	
TOTAL - Supplies	-	6,166	7,450	5,588	4,070	4,050	-28%	

TOTAL PUBLIC WORKS	-	123,242	269,547	202,160	184,302	209,654	4%	
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21,550	16,163	16,203	16,693	3.3%	Total change without personnel
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**Departmental Budget Requests
Budget Year 2018**

STREETS

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004210511100	Regular employees	168,441	147,454	201,559	151,169	136,220	140,299	-7%	3 full-time + 3 seasonal employees + one additional full-time employee
1004210511120	Vacation Pay	1,983	7,677	-	-	4,612			
1004210511130	Sick Leave Pay	1,199	6,637	-	-	953			
1004210511300	Overtime	1,047	4,141	4,500	3,375	5,217	4,050	20%	
1004210512100	Group Insurance	56,458	41,605	63,381	47,536	38,164	30,152	-37%	Based on current insurance selections
1004210512200	Social Security FICA Contrib	12,127	11,743	18,479	13,859	10,741	10,446	-25%	Based on actual payroll
1004210512400	Retirement Contribution	9,461	8,976	11,578	8,684	6,577	6,827	-21%	
1004210512500	50% Match for 457 Contrib	-	711	1,200	900	970	1,330	48%	Based on current deductions
1004210512700	Worker's compensation	10,992	9,679	12,700	9,525	10,786	12,000	26%	Based on risk allocation
TOTAL - Personnel		261,707	238,623	313,397	235,048	214,241	205,105	-13%	

SERVICES

1004210521200	Professional	95	-	24,000	18,000	-	10,000	-44%	paving engineering
1004210522200	Repairs and maintenance	-	-	-	-	-			
1004210522210	m/r buildings	-	-	500	375	25	-	-100%	
1004210522220	m/r equipment	15,152	21,124	12,000	9,000	11,366	10,000	11%	
1004210522230	m/r vehicles	19,919	15,948	16,000	12,000	11,254	10,000	-17%	
1004210522240	M/R ROAD R/W	12,958	47,678	55,000	41,250	39,768	41,250	0%	based on current year exp
1004210522250	M/R GROUNDS	2,276	58	-	-	-			
1004210522320	Rental of equipment and veh	-	271	-	-	-			
1004210523100	Liability Insurance	4,230	6,059	6,500	4,875	6,534	6,923	42%	GMA
1004210523210	Phone/Internet	3,380	2,278	2,800	2,100	1,963	2,500	19%	Syncglobal + Verizon
1004210523215	postage	-	-	-	-	-			
1004210523400	Printing and binding	112	-	200	150	168	200	33%	
1004210523700	Education and training	100	1,255	1,000	750	-	2,000	167%	flagging certifications and CDL training
1004210523910	Drug Testing	200	40	200	150	-	200	33%	
1004210523920	PREEMPLOYMENT PHYSICALS	-	315	545	409	540	345	-16%	
TOTAL - Services		58,422	95,026	118,745	89,059	71,618	83,418	-6%	

SUPPLIES

1004210531100	Office Supplies	18,789	56	1,650	1,238	1,056	1,250	1%	Printing, paper, and organizing supplies.
1004210531210	Water/Sewerage	-	-	-	-	-	4,000		Not previously charged for water/sewer
1004210531230	Electricity	71,091	97,074	65,000	48,750	5,767	6,000	-88%	based on current year exp
1004210531231	Street Lighting	238,992	186,885	223,000	167,250	234,102	230,000	38%	based on current year exp

Departmental Budget Requests
 Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
STREETS		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004210531270	Gasoline/diesel	16,952	11,192	10,500	7,875	12,829	13,000	65%	based on current year exp For long stay time during inclement weather conditions. small equipment as saws, tamps, pole driver, etc. 3 seasonal workers and new hires,6 full time employees. Signage,poles,tools,hardware,
1004210531300	Food	-	-	300	225	133	300	33%	
1004210531600	Small Equipment	1,928	2,295	5,500	4,125	3,399	3,000	-27%	
1004210531700	UNIFORMS	3,987	2,142	3,500	2,625	1,836	4,000	52%	
1004210531710	Operating Supplies	-	14,113	18,000	13,500	11,165	13,000	-4%	
TOTAL - Supplies		351,739	313,758	327,450	245,588	270,287	274,550	12%	
INTERFUND					-	-			
1004210552200	CLAIMS	10,272	2,728	5,000	3,750	454	3,750	0%	
TOTAL - Interfund		10,272	2,728	5,000	3,750	454	3,750	0%	
TOTAL STREETS		682,141	650,135	764,592	573,444	556,600	566,823	-1%	
				451,195	338,396	342,360	361,718	6.9%	Total change without personnel

Departmental Budget Requests
Budget Year 2018

STORMWATER

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004320511100 Regular employees	48,490	75,063	88,079	66,059	59,821	66,887	1%	2 full-time employees
1004320511120 Vacation Pay	564	1,853	-	-	3,282			
1004320511130 Sick Leave Pay	-	472	-	-	641			
1004320511300 Overtime	-	-	350	263	-	100	-62%	
1004320512100 Group Insurance	15,855	17,273	23,407	17,555	16,150	23,836	36%	Based on current insurance selections
1004320512200 Social Security FICA Contrib	3,538	5,655	6,738	5,054	3,915	5,117	1%	Based on actual payroll
1004320512400 Retirement Contribution	2,637	4,391	4,404	3,303	3,217	3,344	1%	
1004320512500 50% Match for 457 Contrib	-	513	100	75	63	-	-100%	Based on current deductions
1004320512700 Worker's compensation	302	600	2,400	1,800	1,964	2,400	33%	Based on risk allocation
TOTAL - Personnel	71,385	105,819	125,478	94,109	89,052	101,685	8%	

SERVICES

								For State and Federal mandates issued by the Environmental Protection Division. See comment box (top right red triangle)
1004320521200 Professional Services	6,050	4,900	10,000	7,500	3,500	7,500	0%	
1004320522210 m/r buildings	-	-	-	-	12			
1004320522220 M/R Equipment	-	5,329	-	-	-	-		
								Two (2) Ford F150 4x4 trucks in the Department that need oil changes and other maintenance as need throughout the year.
1004320522230 m/r vehicles	732	2,602	1,500	1,125	1,211	1,500	33%	
1004320523100 Liability Insurance	463	559	600	450	603	645	43%	GMA
1004320523210 Phone/Internet	2,518	2,593	2,506	1,880	1,564	1,600	-15%	Syncglobal + Verizon
								Mail out letters, and educational information about stormwater, etc.
1004320523215 postage	189	283	350	263	105	350	33%	
1004320523300 Advertising	-	-	-	-	-	-		
								Mandated in the Phase II MS4 Stormwater Management Plan to print educational brochures and submit in with water bills in Spring.
1004320523400 Printing and binding	285	366	1,800	1,350	1,670	1,800	33%	
1004320523500 Travel	10	5	300	225	-	300	33%	
								Stormwater technician required to obtain State GSWCC Blue Card Certification, Flagging Certification, Trenching and Excavation, Various MS4 training.
1004320523700 Education and training	-	305	1,250	938	90	1,250	33%	

Departmental Budget Requests
Budget Year 2018

STORMWATER

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS	% Change from 75% of 2017 Budget	NOTES
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget		
1004320523850	Contract labor	8,516	31,286	30,000	22,500	14,956	30,000	33%	Mandated Long- Term Water Quality Monitoring and Biological Assessments of Streams Per EPD. CCR Environmental, Inc.
1004320523930	Document Shredding	2	30	60	45	26	60	33%	
TOTAL - Services		18,765	48,259	48,366	36,275	23,737	45,005	24%	

SUPPLIES

1004320531100	Office Supplies	4,580	783	1,000	750	599	750	0%	Two (2) Ford F150 4x4 trucks Back pack blower, New light bar for 2004 Ford F150. Loads of rip-rap, culvert pipe, steel manhole lids, concrete, etc.
1004320531220	Natural Gas	108	105	170	128	30	170	33%	
1004320531230	Electricity	577	933	1,000	750	1,340	1,400	87%	
1004320531270	Gasoline/diesel	833	2,492	3,000	2,250	2,959	3,000	33%	
1004320531600	Small Equipment	-	619	2,000	1,500	1,629	2,000	33%	
1004320531700	UNIFORMS	344	983	1,140	855	905	750	-12%	
1004320531710	Operating Supplies	-	3,874	4,860	3,645	2,820	3,750	3%	
TOTAL - Supplies		6,442	9,789	13,170	9,878	10,284	11,820	20%	

TOTAL STORMWATER		96,592	163,867	187,014	140,261	123,073	158,510	13%
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61,536	46,152	34,021	56,825	23.1%	Total change without personnel
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Departmental Budget Requests
Budget Year 2018

MAINTENANCE

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004900511100	Regular employees	76,570	94,379	55,669	41,752	39,920	98,544	136%	2 full-time employees + full-time Mechanic + 1 full-time and 2 part-time Custodians
1004900511120	Vacation Pay	55	3,742	-	-	1,120			
1004900511130	Sick Leave Pay	367	1,111	-	-	1,542			
1004900511300	Overtime	18	1,565	5,850	4,388	1,875	1,500	-66%	
1004900512100	Group Insurance	24,340	24,967	29,914	22,436	19,441	30,093	34%	Based on current insurance selections
1004900512200	Social Security FICA Contrib	5,677	7,008	4,488	3,366	2,747	7,539	124%	Based on actual payroll
1004900512400	Retirement Contribution	3,994	4,271	4,933	3,700	3,129	4,927	33%	
1004900512500	50% Match for 457 Contrib	1,151	-	-	-	-			Based on current deductions
1004900512700	Worker's compensation	1,549	2,443	1,500	1,125	1,396	1,600	42%	Based on risk allocation
TOTAL - Personnel		113,720	139,485	102,354	76,766	71,170	144,203	88%	

SERVICES

1004900521300	Technical	-	-	-	-	-	5,699		Prodemand subscriptions/hvy Truck
1004900522210	m/r buildings	13,606	19,105	25,000	18,750	19,631	5,000	-73%	
1004900522220	m/r equipment	7,392	6,465	13,500	10,125	1,325	2,000	-80%	
1004900522230	m/r vehicles	820	1,478	2,500	1,875	1,198	2,500	33%	
1004900522240	M/R GROUNDS	1,236	12,013	500	375	285	750	100%	
1004900522320	Rental of equipment and veh	-	35	1,000	750	-	-	-100%	
1004900523100	Liability Insurance	4,720	6,526	7,000	5,250	7,037	7,455	42%	GMA
1004900523210	Phone/Internet	3,325	3,929	3,500	2,625	1,818	2,100	-20%	Syncglobal + Verizon
1004900523215	postage	109	5	100	75	-	-	-100%	
1004900523500	Travel	18	-	500	375	-	1,000	167%	
1004900523600	Dues and fees	-	-	-	-	-	-		
1004900523700	Education and training	723	129	1,500	1,125	300	2,000	78%	ASE certs. BWD Classes
1004900523901	Gov Deals Sevice Charges	2,532	-	1,500	1,125	-	-	-100%	
1004900523910	DRUG TESTING	90	-	90	68	-	90	33%	
1004900523920	preplacement physicals	-	-	50	38	-	50	33%	
TOTAL - Services		34,571	49,684	56,740	42,555	31,594	28,644	-33%	

SUPPLIES

1004900531100	Office Supplies	5,609	3,556	1,200	900	879	1,000	11%	
1004900531210	Water/Sewerage	-	-	-	-	-	1,600		Not previously charged for water/sewer
1004900531220	Natural Gas	-	-	-	-	-	200		
1004900531230	Electricity	7,290	6,318	10,000	7,500	3,808	4,500	-40%	

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
MAINTENANCE		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1004900531270	Gasoline/diesel	4,709	4,545	3,500	2,625	4,206	5,500	110%	Projected new vehicle.
1004900531600	Small Equipment	14,525	8,996	25,700	19,275	20,747	15,000	-22%	
1004900531700	UNIFORMS	200	1,107	2,000	1,500	1,234	1,500	0%	
1004900531710	Operating Supplies	-	916	5,000	3,750	3,925	3,500	-7%	
TOTAL - Supplies		32,333	25,438	47,400	35,550	34,800	32,800	-8%	
					-				
OTHER COSTS					-				
1004900571001	Tag & Title Fees	13	621	615	461	142	200	-57%	
TOTAL - Other Costs		13	621	615	461	142	200	-57%	
TOTAL MAINTENANCE		180,636	215,229	207,109	155,332	137,706	205,847	33%	
					104,755	78,566	66,536	61,644	-21.5% Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

INMATE DETAIL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
1004910522210	m/r buildings	1,764	6	1,500	1,125	200	-	-100%	
1004910522220	m/r equipment	1,109	21,738	5,000	3,750	2,689	1,250	-67%	
1004910522230	m/r vehicles	2,676	13,125	8,500	6,375	6,405	4,500	-29%	
1004910522240	M/R GROUNDS	-	-	150	113	-	-	-100%	
1004910523100	Liability Insurance	925	-	-	-	-	-		
1004910523210	Phones & Internet	7,044	365	100	75	76	-	-100%	Syncglobal + Verizon
1004910523960	Bootcamp	116,250	143,513	152,000	114,000	93,735	100,000	-12%	Two Carroll County crews + One Douglas County crew
TOTAL - Services		129,768	178,747	167,250	125,438	103,104	105,750	-16%	
SUPPLIES									
1004910531230	Electricity	4,214	1,981	1,500	1,125	2,185	2,000	78%	
1004910531270	Gasoline/diesel	2,736	2,002	3,000	2,250	2,598	1,300	-42%	
1004910531600	Small Equipment	-	6,229	2,000	1,500	1,603	2,000	33%	push mower and weed eaters
1004910531710	Operating Supplies	-	573	7,000	5,250	6,535	5,000	-5%	
TOTAL - Supplies		6,950	10,785	13,500	10,125	12,921	10,300	2%	
INTERFUND									
1004910552200	CLAIMS	225	1,849	-	-	-	-		
TOTAL - Interfund		225	1,849	-	-	-	-		
TOTAL INMATE DETAIL		136,943	191,381	180,750	135,563	116,025	116,050	-14%	

**Departmental Budget Requests
Budget Year 2018**

PARKS & RECREATION

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1006120511100	Regular employees	324,300	370,953	508,899	381,674	335,969	371,994	-3%	11 full-time + 5 part-time employees + addition of Park Ranger
1006120511120	Vacation Pay	1,925	10,868	-	-	5,646			
1006120511130	Sick Leave Pay	1,105	2,731	-	-	2,824			
1006120511200	Summer Camp Employees	64,715	24,114	36,500	27,375	34,347	35,000	28%	Summer Camp employees only
1006120511300	Overtime	730	5,222	8,000	6,000	6,687	7,000	17%	
1006120512100	Group Insurance	55,402	58,190	96,584	72,438	72,404	74,804	3%	Based on current insurance selections
1006120512200	Social Security FICA Contrib	29,921	32,607	38,931	29,198	29,453	28,458	-3%	Based on actual payroll
1006120512400	Retirement Contribution	16,598	23,264	25,445	19,084	19,506	18,600	-3%	
1006120512500	50% Match for 457 Contrib	1,564	2,088	1,800	1,350	1,815	1,800	33%	Based on current deductions
1006120512700	Worker's compensation	9,718	6,968	13,000	9,750	10,884	13,000	33%	Based on risk allocation
TOTAL - Personnel		505,979	537,066	729,159	546,869	519,534	550,656	1%	

SERVICES

		-	-	-	-	-	-	-	-
1006120521200	PROFESSIONAL	-	3,380	14,776	11,082	4,250	55,000	396%	Trail Plan and Implementation Schd
1006120521300	Technical	-	500	1,500	1,125	-	-	-100%	
1006120522100	Cleaning Service	-	16,670	20,000	15,000	11,115	-	-100%	Custodians added in Maintenance
1006120522110	Disposal	3,406	5,627	4,000	3,000	12,880	4,000	33%	High in 2017 due to Spring Lake
1006120522210	m/r buildings	23,725	48,320	100,000	75,000	13,511	13,500	-82%	
1006120522220	m/r equipment	14,591	21,318	21,000	15,750	9,666	7,500	-52%	
1006120522230	m/r vehicles	9,520	8,036	10,250	7,688	3,645	4,500	-41%	
1006120522240	M/R GROUNDS	56,650	40,816	57,000	42,750	28,887	30,000	-30%	
1006120522310	Rental of railroad property	-	-	6,000	4,500	-	6,500	44%	
1006120522320	Rental of equipment and veh	3,729	2,696	1,000	750	576	600	-20%	
1006120523100	Liability Insurance	4,890	6,526	7,750	5,813	7,791	8,258	42%	GMA
1006120523210	Phone/Internet	24,905	27,745	23,000	17,250	20,937	22,000	28%	Syncglobal + Verizon
1006120523215	postage	414	378	500	375	221	300	-20%	
1006120523300	Advertising	1,115	728	1,000	750	-	-	-100%	
1006120523400	Printing and binding	7,661	1,935	2,600	1,950	1,761	2,600	33%	
1006120523500	Travel	411	3,345	3,500	2,625	2,339	2,500	-5%	
1006120523600	Dues and fees	17,222	19,174	15,500	11,625	13,663	13,000	12%	Georgia Recreation + Parks Assoc, Georgia State Soccer Assoc, Various other rec departments for tournaments
1006120523700	Education and training	728	2,945	3,000	2,250	3,054	3,000	33%	
1006120523750	Hospitality	-	5,343	-	-	-	-		
1006120523850	Contract labor	151,578	156,430	-	-	-	-		

**Departmental Budget Requests
Budget Year 2018**

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
PARKS & RECREATION		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1006120523875	CONTRACT LABOR/Class Instructo	-	210	25,000	18,750	14,869	15,000	-20%	Based on current year exp
1006120523885	CONTRACT LABOR/SPORTS	-	-	60,000	45,000	42,622	45,000	0%	Based on current year exp
1006120523853	SANITATION	1,848	-	-	-	-			
1006120523910	DRUG TESTING	1,320	860	400	300	-	250	-17%	
1006120523920	PREEMPLOYMENT PHYSICALS	-	1,140	2,100	1,575	2,140	2,200	40%	
1006120523970	BANK/CC FEES & ANALYSIS CHGES	2,931	4,066	5,000	3,750	2,364	2,100	-44%	
TOTAL - Services		329,072	382,521	384,876	288,657	196,292	237,808	-18%	
SUPPLIES									
1006120531100	Office Supplies	141,639	1,655	5,250	3,938	2,567	2,750	-30%	
1006120531106	SPECIAL EVENT SUPPLIES	265	-	-	-	-			
1006120531210	Water/Sewerage	-	-	-	-	-	12,000		Not previously charged for water/sewer
1006120531220	Natural Gas	10,370	9,497	13,000	9,750	7,480	9,600	-2%	
1006120531230	Electricity	100,267	106,530	100,000	75,000	76,172	87,000	16%	Contingent upon HVAC addition
1006120531270	Gasoline/diesel	16,694	13,005	20,000	15,000	10,532	11,000	-27%	
1006120531300	FOOD/CONCESSION	-	110	700	525	201	350	-33%	
1006120531600	Small Equipment	49,875	28,025	15,000	11,250	17,623	15,000	33%	
1006120531700	UNIFORMS	1,042	1,719	1,500	1,125	1,444	2,000	78%	
1006120531710	Operating Supplies	-	153,487	135,000	101,250	128,081	115,500	14%	
TOTAL - Supplies		320,151	314,028	290,450	217,838	244,099	255,200	17%	
INTERFUND									
1006120552200	Self Funded Claims	12,500	-	5,000	3,750	5,270	3,750	0%	
TOTAL - Interfund		12,500	-	5,000	3,750	5,270	3,750	0%	
OTHER COSTS									
1006120573013	Refunds	-	-	-	-	95			
TOTAL - Other Costs		-	-	-	-	95	-		
TOTAL RECREATION		1,167,702	1,233,616	1,409,485	1,057,114	965,290	1,047,414	-1%	
				680,326	510,245	445,756	496,758	-2.6%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

RECREATION EVENTS

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
1006130521200	Professional	-	-	1,000	750	-	-	-100%	
1006130522320	Rental of equipment and veh	-	-	6,750	5,063	5,345	5,500	9%	3rd of July - portable bathrooms
1006130523300	Advertising	-	-	7,000	5,250	6,402	3,000	-43%	3rd of July - radio, banners
1006130523400	Printing and binding	-	-	1,000	750	660	400	-47%	
1006130523500	Travel	-	-	500	375	-	-	-100%	
1006130523750	Hospitality	-	-	3,000	2,250	3,247	1,000	-56%	3rd of July
									3rd of July - fireworks, security,
									sound/lighting, entertainment, portable
									air/power, Daddy-Daughter Dance and
									Volunteer Banquet
1006130523880	Contract Labor/Programs/Events	-	-	93,000	69,750	95,637	41,050	-41%	
TOTAL - Services		-	-	112,250	84,188	111,290	50,950	-39%	
SUPPLIES									
1006130531100	Office Supplies	-	-	3,500	2,625	3,073	-	-100%	moved to operating supplies
1006130531230	Electricity	-	-	1,000	750	-	-	-100%	
1006130531300	Food	-	-	1,000	750	363	500	-33%	
1006130531600	Small Equipment	-	-	1,000	750	2,669	750	0%	Table/chairs for Mill in 2017
1006130531710	Operating Supplies	-	-	500	375	432	4,000	967%	Moved from operating supplies
TOTAL - Supplies		-	-	7,000	5,250	6,536	5,250	0%	
INTERFUND									
1006130552300	Weather Insurance	-	-	-	-	1,640	2,500		Rain Insurance
TOTAL - Interfund		-	-	-	-	1,640	2,500		
TOTAL RECREATION EVENTS		-	-	119,250	89,438	119,466	58,700	-34%	

**Departmental Budget Requests
Budget Year 2018**

PINE MOUNTAIN GOLD MUSEUM

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
1006172511100	Regular employees	102,599	113,729	122,921	92,191	82,059	95,137	3%	3 full-time + 2 part-time employees
1006172511120	Vacation Pay	3,932	1,263	-	-	213			
1006172511130	Sick Leave Pay	303	803	-	-	2,607			
1006172511300	Overtime	1,304	2,408	1,300	975	415	400	-59%	
1006172512100	Group Insurance	10,313	12,985	32,241	24,181	17,088	33,080	37%	Based on current insurance selections
1006172512200	Social Security FICA Contrib	8,054	9,437	9,602	7,202	6,047	7,278	1%	Based on actual payroll
1006172512400	Retirement Contribution	4,506	3,134	4,617	3,463	2,296	3,648	5%	
1006172512500	50% Match for 457 Contrib	-	-	450	338	169	850	152%	Based on current deductions
1006172512700	Worker's compensation	1,293	838	3,800	2,850	3,150	3,800	33%	Based on risk allocation
TOTAL - Personnel		132,304	144,596	174,931	131,198	114,043	144,193	10%	
SERVICES									
1006172522210	m/r buildings	2,825	2,750	27,500	20,625	2,575	2,500	-88%	
1006172522220	m/r equipment	4,239	19,485	15,000	11,250	4,709	15,000	33%	Train Maintenance
1006172522230	m/r vehicles	1,528	4,281	2,500	1,875	57	500	-73%	
1006172522240	M/R GROUNDS	6,744	7,311	7,500	5,625	2,202	1,500	-73%	
1006172522320	Rental of equipment and veh	-	-	300	225	-	-	-100%	
1006172523100	Liability Insurance	1,388	1,940	2,000	1,500	2,010	2,130	42%	GMA
1006172523210	Phone/Internet	11,065	9,989	10,000	7,500	7,324	7,250	-3%	Syncglobal + Verizon
1006172523215	postage	214	39	350	263	-	50	-81%	
1006172523300	Advertising	7,975	4,272	4,000	3,000	3,458	3,500	17%	Based on current year exp
1006172523400	Printing and binding	1,303	404	1,500	1,125	1,465	1,200	7%	
1006172523500	Travel	649	273	750	563	-	750	33%	
1006172523600	Dues and fees	2,014	860	1,000	750	690	500	-33%	
1006172523700	Education and training	50	75	500	375	-	500	33%	
1006172523850	Contract labor	25,458	17,413	-	-	-			
1006172523880	Contract Labor/Programs	-	-	27,000	20,250	-	-	-100%	Halloween and Christmas train in Q4
1006172523910	Pre-employment physicals	100	40	200	150	155	100	-33%	
1006172523970	BANK/CC FEES & ANALYSIS CHGES	2,855	2,053	4,500	3,375	2,892	3,000	-11%	
TOTAL - Services		68,405	71,185	104,600	78,450	27,537	38,480	-51%	
SUPPLIES									
1006172531100	Supplies	29,057	12,487	2,000	1,500	2,017	1,500	0%	
1006172531106	SPECIAL EVENT SUPPLIES	12,500	-	-	-	-			
1006172531210	Water/Sewerage	-	-	-	-	-	4,500		Not previously charged for water/sewer

Departmental Budget Requests
 Budget Year 2018

PINE MOUNTAIN GOLD MUSEUM

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1006172531220	Natural Gas	-	-	-	-	-			
1006172531230	Electricity	11,660	10,410	12,000	9,000	9,736	10,000	11%	Based on current year exp
1006172531270	Gasoline/diesel	2,378	1,313	2,000	1,500	1,095	1,400	-7%	
1006172531300	Concession/Gift Shop	41,761	12,428	35,000	26,250	24,252	24,000	-9%	Based on current year exp
1006172531600	Small Equipment	-	7,702	-	-	-			
1006172531700	UNIFORMS	11	-	-	-	-			
1006172531710	Operating Supplies	-	18,100	28,300	21,225	14,623	14,500	-32%	Based on current year exp
TOTAL - Supplies		97,367	62,440	79,300	59,475	51,722	55,900	-6%	
TOTAL PINE MOUNTAIN		298,076	278,220	358,831	269,123	193,302	238,573	-11%	
				183,900	137,925	79,259	94,380	-31.6%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

SENIOR CENTER

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
1005500511100	Regular employees	90,838	94,734	106,067	79,550	70,522	87,091	9%	2 full-time + 3 part-time employees
1005500511120	Vacation Pay	144	932	-	-	646			
1005500511130	Sick Leave Pay	221	3,257	-	-	1,980			
1005500511300	Overtime	23	2	-	-	-			
1005500512100	Group Insurance	8,990	6,838	7,494	5,621	6,887	6,386	14%	Based on current insurance selections
1005500512200	Social Security FICA Contrib	6,961	7,550	8,344	6,258	5,584	6,662	6%	Based on actual payroll
1005500512400	Retirement Contribution	3,519	3,425	3,525	2,644	2,510	2,703	2%	
1005500512500	50% Match for 457 Contrib	-	-	-	-	-			
1005500512700	Worker's compensation	1,721	1,215	5,000	3,750	5,940	4,050	8%	Based on risk allocation
TOTAL - Personnel		112,417	118,022	130,430	97,823	94,068	106,893	9%	
SERVICES									
1005500522200	Repairs and maintenance	1,159	-	-	-	-			
1005500522220	M/R Equipment	204	2,350	1,500	1,125	1,419	2,000	78%	Aging equipment
1005500522230	m/r vehicles	2,602	707	1,000	750	412	650	-13%	Aging vehicle
1005500523100	Liability Insurance	1,190	932	1,000	750	1,005	1,065	42%	GMA
1005500523210	Phone/Internet	3,769	3,935	3,800	2,850	2,861	3,400	19%	Syncglobal
1005500523215	postage	143	192	150	113	78	120	7%	
1005500523250	Cable TV	933	842	1,000	750	813	1,100	47%	
1005500523500	Travel	-	-	-	-	36			
1005500523600	Dues and fees	40	-	-	-	-			
1005500523700	Education and training	100	-	-	-	-			
1005500523850	Contract labor	-	2,193	2,400	1,800	1,499	1,800	0%	
1005500523910	Pre-employment physicals	140	-	-	-	-			
TOTAL - Services		10,280	11,151	10,850	8,138	8,123	10,135	25%	
SUPPLIES									
1005500531100	Supplies	9,394	3,446	3,100	2,325	1,733	1,750	-25%	
1005500531230	Electricity	-	-	-	-	9,496	10,000		Not previously charged for electricity allocation
1005500531270	Gasoline/diesel	1,539	1,465	1,500	1,125	1,038	1,500	33%	
1005500531300	Food	62,036	64,812	72,000	54,000	50,380	54,000	0%	Based on current year exp
1005500531600	Small Equipment	-	1,000	1,000	750	897	500	-33%	
1005500531700	Uniforms	-	-	650	488	558	650	33%	
1005500531710	Operating Supplies	-	144	350	263	33	50	-81%	
TOTAL - Supplies		72,970	70,867	78,600	58,950	64,135	68,450	16%	

Departmental Budget Requests
Budget Year 2018

SENIOR CENTER

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
TOTAL SENIOR CENTER	195,666	200,040	219,880	164,910	166,325	185,478	12%	
			89,450	67,088	72,257	78,585	17.1%	Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

LIBRARY

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1006510511100	Regular employees	193,964	186,530	240,141	180,106	127,425	170,674	-5%	7 full-time and 2 part-time employees (froze another part-time position)
1006510511120	Vacation Pay	2,020	6,721	-	-	5,652			
1006510511130	Sick Leave Pay	1,628	7,009	-	-	5,788			
1006510511300	Overtime	1,381	1,156	2,500	1,875	2,581	2,500	33%	Overtime for events staff participate in outside of normal library hours or work schedule, events and staff shortage.
1006510512100	Group Insurance	48,977	42,308	67,194	50,396	41,214	51,890	3%	Based on current insurance selections
1006510512200	Social Security FICA Contrib	14,628	14,861	19,480	14,610	10,453	13,057	-11%	
1006510512400	Retirement Contribution	6,648	9,360	10,966	8,225	6,858	7,693	-6%	Based on actual payroll
1006510512500	50% Match for 457 Contrib	411	391	500	375	295	500	33%	Based on current deductions
1006510512700	Worker's compensation	621	660	500	375	344	500	33%	Based on risk allocation
TOTAL - Personnel		270,278	268,995	341,281	255,961	200,611	246,813	-4%	

SERVICES

1006510521200	PROFESSIONAL	350	7,125	1,000	750	300	-	-100%	
1006510521300	Technical	610	-	-	-	131	-		
1006510522100	Cleaning Service	-	8,205	18,000	13,500	2,415	-	-100%	Custodians added to Maintenance
1006510522200	Repairs and maintenance	576	-	-	-	-	-		
1006510522210	m/r buildings	6,113	2,015	1,000	750	2,010	2,500	233%	
1006510522220	m/r equipment	506	718	1,000	750	1,960	2,500	233%	
1006510522230	m/r vehicles	219	-	-	-	-			
1006510522240	M/R GROUNDS	601	-	1,000	750	1,082	750	0%	
1006510523100	Liability Insurance	-	3,020	-	-	778	615		GMA
1006510523210	Phone/Internet	9,477	8,080	14,000	10,500	10,381	11,000	5%	Syncglobal
1006510523215	postage	722	(361)	1,000	750	223	350	-53%	
1006510523300	Advertising	-	-	1,500	1,125	558	1,000	-11%	Promoting library programs and services.
1006510523400	Printing and binding	1,491	422	1,500	1,125	1,207	1,500	33%	
1006510523500	Travel	840	2,994	1,500	1,125	227	1,875	67%	To attend conferences, workshops and outside programs to enhance the library services.
1006510523600	Dues and fees	345	-	500	375	240	1,000	167%	ALA American Library Association, Young Adult Library Services Association (YALSA) and Children's Library Council's.

**Departmental Budget Requests
Budget Year 2018**

LIBRARY

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
1006510523700	Education and training	355	945	1,000	750	-	2,625	250%	Staff training in order to compete with the growing request for services and the advancement of technology.
1006510523850	Contract labor	6,418	1,085	8,000	6,000	3,600	4,875	-19%	Extend and advancement of programs like Technology, Science and Education.
1006510523910	DRUG TESTING	100	-	100	75	40	100	33%	
1006510523920	PREPLACEMENT PHYSICAL	-	-	100	75	100	100	33%	
TOTAL - Services		28,723	34,249	51,200	38,400	25,251	30,790	-20%	

SUPPLIES

						-			
1006510531100	Office Supplies	14,340	23,300	22,000	16,500	4,077	5,000	-70%	Not previously charged for water/sewer
1006510531210	Water/Sewerage	-	-	-	-	-	2,000		
1006510531220	Natural Gas	-	812	-	-	2,250	3,000		
1006510531230	Electricity	8,920	12,183	27,000	20,250	22,045	25,000	23%	Based on current year exp
1006510531300	Food	2,000	(2,000)	2,000	1,500	287	300	-80%	To expand collection
1006510531400	Books and periodicals	1,245	-	30,000	22,500	5,483	30,000	33%	
1006510531600	Small Equipment	630	11,564	2,000	1,500	1,444	1,500	0%	
1006510531700	UNIFORMS	5,721	350	4,500	3,375	-	1,000	-70%	
1006510531710	Operating Supplies	-	-	2,000	1,500	20,261	7,000	367%	
TOTAL - Supplies		32,855	46,209	89,500	67,125	55,847	74,800	11%	

TOTAL LIBRARY		331,857	349,453	481,981	361,486	281,710	352,403	-3%	
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140,700	105,525	81,099	105,590	0.1%	Total change without personnel
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Departmental Budget Requests
Budget Year 2018

FUND 210: FEDERAL SEIZURES

CAPITAL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
2103210541201	Firing Range	-	-	-	-	-			
2103210542200	Vehicles	-	98,761	-	-	-			
2103210542500	Equipment	94,981	-	-	-	-			
TOTAL - Capital		94,981	98,761	-	-	-	-		
TOTAL FEDERAL SEIZURES		94,981	98,761	-	-	-	-		

Departmental Budget Requests
Budget Year 2018

FUND 212: STATE SEIZURES

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
2123210523700	Education and training	1,000	-	-	-	-			
TOTAL - Services		1,000	-	-	-	-	-		
					-				
SUPPLIES									
2123210531100	Supplies	573	-	-	-	-			
2123210531600	Small Equipment	5,416	-	-	-	-			
TOTAL - Supplies		5,989	-	-	-	-	-		
					-				
CAPITAL									
2123210542500	Equipment	3,500	-	-	-	-			
TOTAL - Capital		3,500	-	-	-	-	-		
					-				
OTHER COSTS									
2123210571000	Intergovernmental	-	-	-	-	237	-		
TOTAL - Other Costs		-	-	-	-	237	-		
TOTAL STATE SEIZURES		10,489	-	-	-	237	-		

Departmental Budget Requests
Budget Year 2018

FUND 255: DRUG TASK FORCE

SUPPLIES

2553210531600 Small Equipment

TOTAL - Other Costs

TOTAL DRUG TASK FORCE

12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES

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Departmental Budget Requests
Budget Year 2018

FUND 275: HOTEL/MOTEL TAX

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
OTHER COSTS									
2757540572004	Board of Tourism	44,489	-	-	-	-	-		
2757540572005	Villa Rica CVB (3.5%)	-	52,202	52,000	39,000	34,388	75,250	93%	3.5% of 8% hotel/motel tax
2757540572010	Product Development (1.5%)	-	-	-	-	-	32,250		1.5% of 8% hotel/motel tax
TOTAL - Other Costs		44,489	52,202	52,000	39,000	34,388	107,500	176%	
					-				
TRANSFERS									
2759000611030	Transfer to Gen Fund (3%)	-	78,303	78,000	58,500	56,620	64,500	10%	3% of 8% hotel/motel tax
TOTAL - Other Costs		-	78,303	78,000	58,500	56,620	64,500	10%	
TOTAL HOTEL/MOTEL TAX		44,489	130,506	130,000	97,500	91,009	172,000	76%	

**Departmental Budget Requests
Budget Year 2018**

FUND 290: CEMETERY

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
2904950521200	Professional	4,400	-	-	-	100	4,000	25%	Surveyor
2904950521300	Technical	-	1,385	1,000	750	935	935		Potum software
2904950522240	M/R GROUNDS	2,420	4,009	-	-	-	7,500		Paving & asphalt for Garden of Rest
2904950523650	Dues and fees	-	50	-	-	-	100		
2904950523700	Education and training	-	300	-	-	-	1,500		3/6 board memebbers conference
TOTAL - Services		6,820	5,744	1,000	750	1,035	14,035	1771%	
SUPPLIES									
2904950531210	Water/Sewerage	-	-	-	-	-	350	-100%	
2904950531600	Small Equipment	574	1,180	1,000	750	-	-		
2904950531710	Operating Supplies	-	-	-	-	-	1,000		Light bulbs, other supplies
TOTAL - Supplies		574	1,180	1,000	750	-	1,350	80%	
CAPITAL									
2904950541200	Site Improvements	-	7,272	-	-	-	-		
TOTAL - Capital		-	7,272	-	-	-	-		
TOTAL CEMETERY		7,394	14,197	2,000	1,500	1,035	15,385	926%	

Departmental Budget Requests
Budget Year 2018

FUND 320: CARROLL CO SPLOST

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
CAPITAL									
3201320541300	Buildings and Building Improve	-	-	-	-	-	150,000		Renovation of New City Hall (old library, GA Power building)
3201320542500	Other Equipment	-	-	-	-	-	250,000		Network
3204210541403	Sidewalks	-	-	-	-	-			
3204210541404	North Loop	41,743	-	-	-	-			
3204210541405	Infrastructure - Road Improvem	-	-	-	-	-			
3204210541409	Eng/Design Mirror LK Connectio	10,476	-	-	-	-			
3204210541410	STREET IMPROVEMENTS	-	-	-	-	-	100,000		Street Improvements
3204420541200	Site Improvements	-	-	-	-	1,000			
3204440541430	Water Improvements	264,443	249,209	-	-	4,717			
3206120541206	Fence @ the Mill	4,460	19,410	-	-	-			
3206120541207	Splash Park	3,800	-	-	-	-			
3206120541303	VR Elementary Gym	-	20,740	-	-	-			
3206510521230	Profess Serv/Engineering	-	3,225	-	-	-			
3206510541300	Buildings - Library	397,661	80,109	-	-	-			
TOTAL - Capital		722,582	372,693	-	-	5,717	500,000		
TRANSFERS									
3209000611350	Operating Transfer W&S	-	-	-	-	-	-		
TOTAL - Other Costs		-	-	-	-	-	-		
TOTAL CARROLL CO SPLOST		757,348	372,724	-	-	5,717	500,000		

**Departmental Budget Requests
Budget Year 2018**

FUND 321: 2015 CARROLL CO SPLOST

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
3211510523970	BANK/CC FEES & ANALYSIS CHGES	54	-	-	-	-			
TOTAL - Services		54	-	-	-	-	-		
CAPITAL									
3211535542200	Vehicles	-	-	-	-	-	25,000		Van for IT Manager
3214110542500	Other Equipment	-	-	20,150	15,113	8,508		-100%	
3214210541200	Site Improvements	-	-	-	-	-	60,000		Gateway Redo
3214210541410	Street Improvements	-	-	100,000	75,000	-	352,642	370%	Street Improvements
3214210541411	Mirror Lake Connector	-	-	500,000	375,000	4,000	100,000	-73%	Mirror Lake Connector
3214210542200	Vehicles	-	-	-	-	-	44,000		Fuel truck and Spray truck
3214210542500	Other Equipment	-	-	54,000	40,500	55,880	112,345	177%	Batwing & Tractor, Bush Hog & Tractor
3214500542500	Other Equipment	-	-	221,000	165,750	-		-100%	
3214320541420	Stormwater Improvements	-	-	50,000	37,500	13,658	25,000	-33%	Stormwater - Carroll Co
3214320542200	Vehicles	-	-	30,000	22,500	21,572		-100%	
3214440541451	W&S Pipeline - North Loop	-	-	500,000	375,000	-		-100%	
3214440541450	Water & Sewer Pipeline	-	-	100,000	75,000	-		-100%	
3214910542200	Vehicles	-	-	-	-	-	33,320		Maintenance Manager Truck
3216120541200	Site Improvements	-	-	100,000	75,000	-	175,000	133%	Vplex Ballfield Expansions, Zero-depth water park
3216120541201	Spring Lake Remediation	-	-	100,000	75,000	-	100,000	33%	Spring Lake Remediation
3216120541300	Buildings and Building Improve	-	-	385,000	288,750	263,260	175,000	-39%	Gold Dust Roof Replacement (Admin)
3216120542200	Vehicles	-	-	21,500	16,125	19,696		-100%	
3216120542500	Other Equipment	-	-	-	-	-	40,000		Boiler replacement
3216510541300	Building	197,000	1,178,999	-	-	-	-		
3217550541410	STREET IMPROVEMENTS	-	-	-	-	-	125,000		Downtown Sidewalks
TOTAL - Capital		197,000	1,178,999	2,181,650	1,636,238	386,575	1,367,307	-16%	
TRANSFERS									
3219000611300	Transfer to GF Fixed Assets	-	-	-	-	-			
3219000611350	Transfer to Water/Sewer Fund	-	-	-	-	-			
3219000611410	Transfer for Debt Service	-	-	644,000	483,000	-		-100%	
TOTAL - Other Costs		-	-	644,000	483,000	-	-	-100%	
TOTAL 2015 CARROLL CO SPLOST		197,054	1,178,999	2,825,650	2,119,238	386,575	1,367,307	-35%	

**Departmental Budget Requests
Budget Year 2018**

FUND 322: 2016 DOUGLAS CO SPLOST

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
3221510523970	BANK/CC FEES & ANALYSIS CHGES	-	-	-	-	56			
TOTAL - Services		-	-	-	-	56	-		
CAPITAL									
3223210541100	Sites	-	-	-	-	-			
3223210541300	Buildings and Building Improve	-	-	-	-	-			
3223210542200	Vehicles	-	-	120,000	90,000	132,858	190,745	112%	4 police vehicles + equipment
3223210542500	Other Equipment	-	-	-	-	-	80,000		Video Evidence Storage
3224210541410	Street Improvements	-	-	200,000	150,000	-	20,000	-87%	Traffic Claming - Douglas Co
3224210541411	Joint Proj - Mirror Lake Pkwy	-	-	300,000	225,000	-		-100%	
3224210542200	Vehicles	-	-	-	-	-			
3224210542500	Other Equipment	-	-	-	-	-			
3224320541420	Stormwater Improvements	-	-	-	-	-	15,000		Stormwater - Douglas Co
3224330541440	Wastewater Plant	-	-	120,000	90,000	-		-100%	
3224330542200	Vehicles	-	-	30,000	22,500	21,572		-100%	
3224440541450	Water & Sewer Pipeline	-	-	-	-	-			
3224440541455	Lift Stations	-	-	110,000	82,500	-		-100%	
3224900542200	Vehicles	-	-	-	-	-			
3226120541201	Conners Road Passive Park	-	-	500,000	375,000	7,900	250,000	-33%	Conners Road Passive Park
3226120541202	Pine Mountain	-	-	200,000	150,000	-	-	-100%	
3226120541300	Buildings and Building Improve	-	-	-	-	-			
TOTAL - Capital		-	-	1,580,000	1,185,000	162,330	555,745	-53%	
TRANSFERS									
3229000611300	Transfer to GF Fixed Assets	-	-	-	-	-			
3229000611350	Transfer to Water/Sewer Fund	-	-	-	-	-			
TOTAL - Other Costs		-	-	-	-	-	-		
TOTAL 2016 DOUGLAS CO SPLOST		-	-	1,580,000	1,185,000	162,386	555,745	-53%	

Departmental Budget Requests
Budget Year 2018

FUND 335: CAPITAL PROJECTS - ROADS

CAPITAL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
3354210541405	Roads - LMIG	-	180,452	211,243	158,432	272,969	175,472	11%	LMIG projects
TOTAL - Capital		-	180,452	211,243	158,432	272,969	175,472	11%	
TOTAL CAPITAL PROJECTS - ROADS		-	180,452	211,243	158,432	272,969	175,472	11%	

Departmental Budget Requests
 Budget Year 2018

FUND 350: CAPITAL PROJECTS - GEN FUND

CAPITAL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
3501110541100	Sites	500,543	144,979	-	-	158,897			
3503210542200	Vehicles	-	44,157	-	-	-			
3503210542400	Computers	5,872	-	-	-	-			
3503210542500	Equipment	-	36,382	-	-	-			
3504210541404	North Loop	-	94,461	503,247	377,435	184,613		-100%	
3504210541405	TEA Grant Match for Trails	30,448	11,902	-	-	627,900			
3504210541406	GATEWAY GRANT	2,030	60,200	-	-	-			
3504210541411	Roads	-	10,894	-	-	-			
3504210541412	Douglas County Shared Paving	-	30,326	-	-	-			
3504320541212	Drainage Improvements	1,970	56,049	-	-	-			
3504900542101	30,000 lb rated lift	17,995	-	-	-	-			
3506120541202	V-Plex Capital	26,975	-	-	-	-			
3506120541205	Connors Road Passive park	-	5,600	-	-	-			
3506120541300	Building Roof	-	32,322	-	-	-			
3506120542500	Equipment	-	9,919	-	-	-			
3506510541300	Buildings	250,000	1,312	-	-	45			
TOTAL - Capital		835,832	538,504	503,247	377,435	971,455	-	-100%	
TOTAL CAPITAL PROJECTS - GF		835,832	538,504	503,247	377,435	971,455	-	-100%	

Departmental Budget Requests
Budget Year 2018

FUND 285: VRPFA SPECIAL REVENUE

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
DEBT SERVICE									
					-				
2858000581100	Bond Principal Payments	490,000	240,000	245,000	183,750	245,000	250,000	36%	Debt service payments occur in 9 month period
2858000582100	Interest - Bonds	865,588	1,953,850	1,461,138	1,095,854	1,461,138	1,454,938	33%	Debt service payments occur in 9 month period
2858000584000	ISSUANCE COSTS	525,596	7,400	-	-	-	-		
TOTAL - Debt Service		1,881,184	2,201,250	1,706,138	1,279,604	1,706,138	1,704,938	33%	
					-				
TRANSFERS									
					-				
2859000613000	Pay- refunded bd escrow agent	38,127,925	-	-	-	-	-		
TOTAL - Other Costs		38,127,925	-	-	-	-	-		
TOTAL VRPFA SPECIAL REVENUE		40,009,109	2,201,250	1,706,138	1,279,604	1,706,138	1,704,938	33%	

**Departmental Budget Requests
Budget Year 2018**

WASTEWATER TREATMENT PLANT

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
5054330511100	Regular employees	271,542	273,504	372,314	279,236	202,714	289,949	4%	9 full-time employees
5054330511120	Vacation Pay	3,500	10,917	-	-	7,464			
5054330511130	Sick Leave Pay	2,280	7,494	-	-	4,738			
5054330511300	Overtime	2,073	16,290	9,700	7,275	9,292	8,500	17%	
5054330512100	Group Insurance	55,798	55,281	90,796	68,097	50,424	77,230	13%	Based on current insurance selections
5054330512200	Social Security FICA Contrib	20,524	23,421	28,979	21,734	17,270	21,311	-2%	Based on actual payroll
5054330512400	Retirement Contribution	2,187	15,457	17,281	12,961	11,314	13,929	7%	
5054330512500	50% Match for 457 Contrib	2,059	2,418	3,000	2,250	1,924	3,000	33%	Based on current deductions
5054330512600	Unemployment Insurance	-	4,620	-	-	-			
5054330512700	Worker's compensation	1,305	4,343	6,000	4,500	5,846	6,700	49%	Based on risk allocation
TOTAL - Personnel		361,267	413,746	528,070	396,053	310,985	420,619	6%	
SERVICES									
5054330521200	Professional	64,053	9,642	35,000	26,250	1,375	10,000	-62%	continuing plant upgrade program
5054330521300	Technical	15,584	3,900	-	-	-			
5054330521800	Lab Services	-	20,809	24,000	18,000	14,680	15,000	-17%	projected actual costs
5054330522110	Disposal	31,646	34,754	57,000	42,750	44,159	45,000	5%	projected actual cost
5054330522200	Repairs and maintenance	5,196	-	-	-	-			
5054330522210	m/r buildings	9,306	14,618	20,000	15,000	8,821	10,000	-33%	
5054330522220	m/r equipment	126,515	178,421	147,500	110,625	155,008	145,000	31%	increased pump repairs
5054330522230	m/r vehicles	3,138	9,553	6,000	4,500	5,115	6,000	33%	based on aging vehicles
5054330522240	M/R GROUNDS	5,376	5,629	2,500	1,875	1,370	1,500	-20%	
5054330522320	Rental of equipment and veh	205	-	-	-	1,527	2,000		crane rental
5054330523100	Liability Insurance	1,388	16,780	18,000	13,500	18,094	19,170	42%	GMA
5054330523210	Phone/Internet	19,487	20,277	20,000	15,000	13,620	14,000	-7%	Syncglobal + Verizon
5054330523215	postage	732	250	40	30	31	75	150%	
5054330523300	Advertising	90	-	-	-	-			
5054330523400	Printing and binding	677	-	60	45	57	80	78%	fog reports
5054330523500	Travel	922	175	1,000	750	-	500	-33%	
5054330523600	Dues and fees	570	74	1,000	750	-	500	-33%	
5054330523700	Education and training	2,803	795	8,000	6,000	1,400	2,000	-67%	
5054330523850	CONTRACT LABOR/SLUDGE PICKUP	18,164	2,615	-	-	-	-		
5054330523910	DRUG TESTING	485	60	500	375	180	200	-47%	
5054330523911	Land Fill Fees	13,734	11,006	-	-	-	-		
5054330523920	PREEMPLOYMENT PHYSICALS	-	210	500	375	190	200	-47%	

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
WASTEWATER TREATMENT PLANT		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
TOTAL - Services		320,071	329,567	341,100	255,825	265,628	271,225	6%	
SUPPLIES									
5054330531100	Office Supplies	92,390	10,223	2,000	1,500	1,936	2,500	67%	
5054330531110	Chemicals	149,234	180,354	145,000	108,750	126,404	130,000	20%	actual projected costs
5054330531210	Water/Sewerage	75	-	-	-	-			
5054330531230	Electricity	380,333	337,046	330,000	247,500	241,113	240,000	-3%	Based on current year exp
5054330531270	Gasoline/diesel	10,438	4,406	7,000	5,250	5,483	6,500	24%	
5054330531400	Books and periodicals	-	-	-	-	-			
5054330531600	Small Equipment	754	11,815	1,000	750	1,173	2,500	233%	equipment for maintenance trucks
5054330531700	UNIFORMS	751	5,066	4,000	3,000	2,585	2,500	-17%	
5054330531710	Operating Supplies	85	27,594	27,000	20,250	13,004	14,000	-31%	Based on current year exp
TOTAL - Supplies		634,061	576,505	516,000	387,000	391,697	398,000	3%	
CAPITAL									
5054330541200	LIFT STATIONS	-	6,500	-	-	-			
5054330541303	Sewer Plant Roof	19,352	30,432	-	-	-			
5054330542500	Equipment	-	25,317	70,250	52,688	-	500,000	849%	GEFA projects
5054330542501	New Ultra Viloent Light Unit	227,213	21,954	-	-	-			
5054330549999	Capital Outlay Distributed	(246,564)	(85,494)	(70,250)	(52,688)	-	(500,000)	849%	
TOTAL - Capital		-	(1,293)	-	-	-	-		
INTERFUND									
5054330552200	SELF FUNDED CLAIMS	2,500	-	5,000	3,750	-	3,750	0%	
TOTAL - Interfund		2,500	-	5,000	3,750	-	3,750	0%	
OTHER COSTS									
5054330561000	Depreciation	176,348	882,642	820,050	615,038	615,013	674,175	10%	
5054330572000	Payment to other agencies	55	-	-	-	-			
5054330573005	GA DEPT OF NATURAL RESOURCES	875	1,205	-	-	-			
TOTAL - Other Costs		177,278	883,847	820,050	615,038	615,013	674,175	10%	
TOTAL WASTEWATER		1,495,178	2,202,372	2,210,220	1,657,665	1,583,322	1,767,769	7%	
					1,682,150	1,261,613	1,272,337	1,347,150	6.8%
									Total change without personnel

**Departmental Budget Requests
Budget Year 2018**

WATER TREATMENT PLANT

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
PERSONNEL									
5054420511100	Regular employees	178,616	129,746	207,426	155,570	131,387	162,794	5%	5 full-time employees
5054420511120	Vacation Pay	5,341	8,300	-	-	4,383			
5054420511130	Sick Leave Pay	370	664	-	-	2,315			
5054420511300	Overtime	21,628	54,394	23,000	17,250	23,691	13,000	-25%	Fully staffed now
5054420512100	Group Insurance	54,154	31,273	65,936	49,452	41,868	45,838	-7%	Based on current insurance selections
5054420512200	Social Security FICA Contrib	14,861	13,783	16,633	12,475	11,755	12,454	0%	Based on actual payroll
5054420512400	Retirement Contribution	10,756	12,503	10,871	8,153	9,151	8,140	0%	
5054420512500	50% Match for 457 Contrib	25	-	-	-	424	2,800		Based on current deductions
5054420512700	Worker's compensation	10,331	6,913	4,000	3,000	3,311	4,000	33%	Based on risk allocation
TOTAL - Personnel		296,082	257,699	327,866	245,900	228,285	249,025	1%	

SERVICES

5054420521200	Professional	7,552	3,515	78,000	58,500	33,608	10,000	-83%	Engineering for various projects
5054420521300	Technical/lead & copper test	11,783	171	-	-	-	-		
5054420521800	Lab Services	-	21,740	26,000	19,500	17,162	20,000	3%	Based on current year exp
5054420522200	Repairs and maintenance	25,519	5,236	-	-	-	-		
5054420522210	m/r buildings	4,191	32,249	79,900	59,925	8,085	10,000	-83%	Based on current year exp
5054420522220	m/r equipment	21,988	96,725	150,000	112,500	107,671	10,000	-91%	Projects to be included in GEFA loan
5054420522230	m/r vehicles	900	2,008	2,500	1,875	1,886	2,400	28%	
5054420522240	M/R GROUNDS	3,260	396	100	75	22	500	567%	landscaping, tree removal
5054420523100	Liability Insurance	-	-	3,000	2,250	2,082	2,460	9%	GMA
5054420523210	Phone/Internet	4,500	2,560	4,700	3,525	4,198	4,800	36%	Syncglobal + Verizon
5054420523215	postage	88	558	500	375	288	300	-20%	
5054420523400	Printing and binding	724	-	-	-	-	-		
5054420523500	Travel	155	-	1,000	750	-	1,000	33%	
5054420523600	Dues and fees	564	710	5,500	4,125	610	1,000	-76%	GA Rural Water, License renewals
5054420523700	Education and training	2,856	564	6,500	4,875	1,165	2,000	-59%	
5054420523820	WATER TANK MAINTENANCE	26,119	24,914	25,000	18,750	24,914	25,000	33%	Annual maintenance contract
5054420523850	Contract labor	2,672	-	-	-	-	-		
5054420523910	tipping fees/landfill	160	-	-	-	-	-		
5054420523920	PREEMPLOYMENT PHYSICALS	-	360	1,000	750	200	250	-67%	
TOTAL - Services		113,892	191,705	383,700	287,775	201,890	89,710	-69%	

SUPPLIES

5054420531100	Office Supplies	22,803	10,473	1,600	1,200	661	1,000	-17%	
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**Departmental Budget Requests
Budget Year 2018**

WATER TREATMENT PLANT

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
5054420531110	Chemicals	41,334	19,849	70,000	52,500	67,804	60,000	14%	Increased minimums, decreased production
5054420531210	Water/Sewerage	-	-	-	-	-	-		
5054420531230	Electricity	57,324	69,046	60,000	45,000	44,838	40,000	-11%	Increased minimums, decreased production
5054420531240	Bottled Gas	1,094	936	1,500	1,125	20	100	-91%	
5054420531270	Gasoline/diesel	2,489	698	2,500	1,875	746	1,000	-47%	
5054420531510	water purchases	507,830	994,576	350,000	262,500	335,006	432,000	65%	800,000 gallon minimum
5054420531600	Small Equipment	1,887	4,326	8,000	6,000	8,649	10,000	67%	equipment, lab and boat upgrades
5054420531700	Uniforms	306	599	2,500	1,875	502	750	-60%	
5054420531710	Operating Supplies	-	14,461	25,000	18,750	15,564	17,500	-7%	
TOTAL - Supplies		635,068	1,114,965	521,100	390,825	473,791	562,350	44%	

CAPITAL

5054420541300	Buildings	-	20,400	175,000	131,250	-	-	-100%	
5054420541303	Water Plant Roof	68,583	-	-	-	-	-		
5054420542200	Wtr Plt Vehicles	-	-	-	-	-	22,000		
5054420542500	Water Plant Equipment	-	54,245	85,000	63,750	-	1,000,000	1469%	Replacement truck
5054420549999	Capital Outlay Distributed	(68,583)	(73,514)	(260,000)	(195,000)	-	(1,022,000)	424%	GEFA projects
TOTAL - Capital		-	1,131	-	-	-	-		

INTERFUND

5054420552200	CLAIMS	5,000	-	5,000	3,750	-	3,750	0%	
TOTAL - Interfund		5,000	-	5,000	3,750	-	3,750	0%	

OTHER COSTS

5054420561000	Depreciation	37,055	51,466	60,800	45,600	45,601	40,170	-12%	
TOTAL - Other Costs		37,055	51,566	60,800	45,600	45,601	40,170	-12%	

TOTAL WATER TREATMENT		1,087,097	1,617,066	1,298,466	973,850	949,568	945,005	-3%	
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970,600	727,950	721,282	695,980	-4.4%	Total change without personnel
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**Departmental Budget Requests
Budget Year 2018**

DISTRIBUTION & COLLECTION

PERSONNEL

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
5054440511100	Regular employees	317,822	307,253	330,653	247,990	251,346	279,663	13%	10 full-time + 2 new full-time, moved meter reader to Customer Service
5054440511120	Vacation Pay	2,523	12,015	-	-	5,990			
5054440511130	Sick Leave Pay	1,362	6,908	-	-	4,215			
5054440511300	Overtime	20,905	18,640	14,000	10,500	15,302	13,000	24%	
5054440512100	Group Insurance	60,786	57,529	109,647	82,235	70,711	94,057	14%	Based on current insurance selections
5054440512200	Social Security FICA Contrib	19,916	22,573	25,295	18,971	18,607	19,654	4%	Based on actual payroll
5054440512400	Retirement Contribution	18,473	12,314	16,533	12,400	9,014	12,846	4%	
5054440512500	50% Match for 457 Contrib	2,750	1,623	2,057	1,543	750	2,200	43%	Based on current deductions
5054440512700	Worker's compensation	9,737	15,805	8,400	6,300	6,958	8,400	33%	Based on risk allocation
TOTAL - Personnel		454,275	454,791	506,585	379,939	382,893	429,819	13%	

SERVICES

5054440521200	Professional	10,027	12,646	11,000	8,250	5,956	100,000	1112%	Engineering for water/sewer projects
5054440521300	Technical	-	2,128	3,000	2,250	1,231	1,500	-33%	
5054440522200	m/r infrastructure	6,320	-	24,000	18,000	23,636	23,250	29%	continuing water leak repairs
5054440522210	m/r buildings	471	1,189	5,000	3,750	-	-	-100%	
5054440522220	m/r equipment	27,924	7,814	8,000	6,000	2,629	1,500	-75%	
5054440522230	m/r vehicles	22,271	37,712	35,000	26,250	9,720	9,750	-63%	
5054440522320	Rental of equipment and veh	-	-	2,000	1,500	-	-	-100%	
5054440523100	Liability Insurance	1,918	5,830	5,000	3,750	5,257	5,513	47%	GMA
5054440523210	Phone/Internet	5,520	5,681	5,000	3,750	3,980	4,000	7%	Syncglobal + Verizon
5054440523215	postage	386	541	500	375	347	500	33%	
5054440523300	Advertising	-	-	-	-	-			
5054440523400	Printing and binding	371	110	300	225	186	300	33%	
5054440523500	Travel	84	-	500	375	433	500	33%	
5054440523600	Dues and fees	3,213	3,147	3,500	2,625	2,854	3,500	33%	Utilities Protection Center Dues
5054440523700	Education and training	2,440	7,752	6,200	4,650	2,208	3,000	-35%	GA Water & Wastewater
5054440523850	Contract labor	7,144	-	2,000	1,500	2,000	2,000	33%	
5054440523910	DRUG TESTING	35	140	300	225	55	300	33%	
5054440523911	LANDFILL FEES	545	-	-	-	-			
5054440523920	PREEMPLOYMENT PHYSICALS	-	60	500	375	190	300	-20%	
5054440523970	BANK/CC FEES & ANALYSIS CHGES	-	-	-	-	-			
TOTAL - Services		88,669	84,751	111,800	83,850	60,683	155,913	86%	

SUPPLIES

**Departmental Budget Requests
Budget Year 2018**

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
DISTRIBUTION & COLLECTION		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
5054440531100	Office Supplies	(7,214)	4,345	3,000	2,250	2,544	3,000	33%	
5054440531210	Water/Sewerage	-	-	-	-	-			
5054440531230	Electricity	38,579	19,149	14,500	10,875	3,960	4,500	-59%	
5054440531270	Gasoline/diesel	18,743	11,878	15,000	11,250	12,066	13,500	20%	actual projected costs pumps, concrete saws, pneumatic piercing tool to go underneath roads and pipehorn locating equipment
5054440531600	Small Equipment	6,734	16,617	6,500	4,875	6,607	10,000	105%	
5054440531700	UNIFORMS	7,587	4,517	5,000	3,750	3,932	4,500	20%	
5054440531710	Operating Supplies	-	28,980	46,800	35,100	45,365	52,500	50%	includes all pipe and fittings
TOTAL - Supplies		64,429	85,485	90,800	68,100	74,474	88,000	29%	
CAPITAL									
5054440541400	Infrastructure Improvement/Add	-	-	-	-	-			
5054440541410	Meter, Wtr/Swr Line Improvmts	-	3,605	-	-	32,790	30,000		Meter Replacements GEFA Projects, Hydrant Replacements, RPVs, Standpipes
5054440541420	Water System Improvements	191,576	-	78,000	58,500	5,268	3,551,000	5970%	
5054440541430	Sewer System Improvement	105,487	-	-	-	-			
5054440541450	Water & Sewer Pipeline	-	-	250,000	187,500	-		-100%	
5054440542200	Vehicles	-	-	63,500	47,625	40,648	45,320	-5%	2018 Ford F250 with Utility Truck Body Track loaders, Brush cutter, Remote Control Sewer Camera, Repair Sewer Jet Truck
5054440542500	Equipment	-	3,397	-	-	-	159,565		
5054440549999	Capital Outlay Distributed	(297,063)	-	(391,500)	(293,625)	(76,666)	(3,785,885)	1189%	
TOTAL - Capital		-	7,002	-	-	2,040	-		
INTERFUND									
5054440552200	SELF FUNDED CLAIMS	7,938	1,052	5,000	3,750	3,948	3,750	0%	
TOTAL - Interfund		7,938	1,052	5,000	3,750	3,948	3,750	0%	
OTHER COSTS									
5054440561000	Depreciation	1,233,255	537,083	592,320	444,240	444,240	415,605	-6%	
TOTAL - Other Costs		1,233,255	537,083	592,320	444,240	444,240	415,605	-6%	
TOTAL DISTRIBUTION & COLLECTIC		1,848,567	1,170,162	1,306,505	979,879	968,278	1,093,087	12%	
				799,920	599,940	585,384	663,268	10.6%	Total change without personnel

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
CDBG		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
SERVICES									
5054441521200	Professional	-	34,405	-	-	9,385	-		Grant not funded
5054441523300	Advertising	-	420	-	-	170	-		
TOTAL - Services		-	34,825	-	-	9,555	-		
					-				
CAPITAL					-				
5054441541420	CDBG Waterline	194,851	-	500,000	375,000	-	-	-100%	
TOTAL - Capital		194,851	-	500,000	375,000	-	-	-100%	
TOTAL CDBG		194,851	34,825	500,000	375,000	9,555	-	-100%	

**Departmental Budget Requests
Budget Year 2018**

SANITATION & SOLID WASTE

PERSONNEL

	12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
	2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
5404500511100 Regular employees	90,378	88,231	111,808	83,856	66,662	158,140	89%	7 full-time employees (3 moved from Streets)
5404500511120 Vacation Pay	(1,720)	1,937	-	-	3,089			
5404500511130 Sick Leave Pay	748	3,424	-	-	3,311			
5404500511300 Overtime	80	1,137	2,500	1,875	1,316	800	-57%	
5404500512100 Group Ins	34,783	23,674	34,370	25,778	21,492	48,318	87%	Based on current insurance selections
5404500512200 Social Security FICA Contrib	6,702	7,006	8,859	6,644	5,585	11,906	79%	Based on actual payroll
5404500512400 Retirement Contribution	3,510	8,676	5,790	4,343	3,964	7,782	79%	
5404500512500 50% Match for 457 Contrib	571	968	1,300	975	1,105	1,100	13%	Based on current deductions
5404500512700 Worker's compensation	10,634	9,354	11,000	8,250	6,792	8,000	-3%	Based on risk allocation
TOTAL - Personnel	145,686	144,407	175,627	131,720	113,315	236,046	79%	

SERVICES

5404500522110 Disposal (garbage pickup)	551,713	582,608	518,000	388,500	410,438	486,992	25%	Waste Industries - includes 3% increase
5404500522220 m/r equipment	30	12,374	5,000	3,750	6,350	5,000	33%	Tarps, Chipper blades, etc.
5404500522230 m/r vehicles	1,716	24,657	26,000	19,500	27,732	15,000	-23%	New trucks in 2017 and 2018
5404500522320 Rental of equipment and veh	-	-	2,500	1,875	-	-	-100%	
5404500523100 Liability Insurance	925	5,922	6,000	4,500	6,031	6,390	42%	GMA
5404500523210 Phone/Internet	1,767	1,681	1,800	1,350	1,356	1,800	33%	Syncglobal + Verizon
5404500523215 postage	-	-	250	188	-	-	-100%	
5404500523400 Printing and binding	281	-	200	150	-	-	-100%	
5404500523700 Education and training	150	-	-	-	-	2,000		Flagging, CDL lisence, blue card, etc.
5404500523910 DRUG TESTING	35	-	100	75	40	250	233%	truck drivers need random testing
5404500523940 County Landfill Fee	33,536	44,038	34,000	25,500	37,314	80,000	214%	Increasing fees at landfill
TOTAL - Services	590,153	671,281	593,850	445,388	489,262	597,432	34%	

SUPPLIES

5404500531100 Office Supplies	-	448	550	413	50	300	-27%	
5404500531230 Electricity	23,996	7,324	6,200	4,650	3,808	4,500	-3%	
5404500531270 Gasoline/diesel	13,795	9,591	12,000	9,000	6,779	13,250	47%	Price fluctuation throughout the year. shovels, rakes and brooms for chipper truck
5404500531600 Small Equipment	-	-	-	-	-	500		
5404500531700 Uniforms	572	2,061	2,500	1,875	1,390	1,800	-4%	4 fulltime employees and new hire
5404500531710 Operating Supplies	-	63	-	-	345	8,000		brushes for street sweeper

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
SANITATION & SOLID WASTE		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
TOTAL - Supplies		38,363	19,488	21,250	15,938	12,373	28,350	78%	
CAPITAL					-	-			
5404500542500	Other Equipment	-	-	-	-	-	-		
5404500549999	Capital Outlay	-	-	-	-	-	-		
TOTAL - Capital		-	-	-	-	-	-		
OTHER COSTS					-	-			
5404500561000	Depreciation	4,156	4,667	10,000	7,500	7,499	58,100	675%	With new equipment in 2017/2018
5404500574010	BAD DEBTS WRITTEN OFF	1,082	5,859	3,000	2,250	-	-	-100%	Moved to Customer Service
TOTAL - Other Costs		5,238	10,526	13,000	9,750	7,499	58,100	496%	
TOTAL SOLID WASTE		779,440	845,703	803,727	602,795	622,449	919,928	53%	
				628,100	471,075	509,134	683,882	45.2%	Total change without personnel

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
OTHER		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
ELECTIONS									
1001400523850	Contract labor	4,984	5,605	5,000	3,750	-	-	-100%	Moved to City Clerk
TOTAL - Elections		4,984	5,605	5,000	3,750	-	-	-100%	
CUSTODY OF PRISONERS									
1003226571000	Intergovernmental	33,845	26,110	30,000	22,500	7,455	8,500	-62%	Jail fees
1003226552200	CLAIMS	-	-	-	-	2,944	5,000		Medical bills for inmates
TOTAL - Custody of Prisoners		33,845	26,110	30,000	22,500	7,455	8,500	-62%	
FIRE									
1003520571000	Intergovernmental	322,062	348,856	343,070	257,303	-	374,000	45%	Douglas County - Fire
TOTAL - Fire		322,062	348,856	343,070	257,303	-	374,000	45%	
ANIMAL CONTROL									
1003910572000	Payment to other agencies	59,801	64,275	60,000	45,000	42,231	48,200	7%	Douglas County - Animal
TOTAL - Animal Control		59,801	64,275	60,000	45,000	42,231	48,200	7%	
DEBT SERVICE - GENERAL FUND									
1008000581200	Capital Lease Principal	66,302	-	-	-	-			
1008000581300	Other Debt	-	-	-	-	-			
1008000582200	Interest - Capital Lease	323	-	-	-	-			
1008000582300	Interest on UDAG Loan	24,625	-	-	-	-			
TOTAL - Debt Service - GF		91,250	-	-	-	-	-		
OPERATING TRANSFERS - GENERAL FUND									
1009000611020	OPERATING TRANSFER	4,950	563,000	-	-	-	-		
1009000611021	Transfer to GF Capital Project	759,938	598,302	503,247	377,435	-	-	-100%	
1009000611031	Transfer to Capital - Roads	-	199,227	48,748	36,561	-	-	-100%	
1009000611140	Transfer to Public Fac. Auth.	596,497	857,886	597,148	447,861	552,625	-	-100%	Debt Service paid by water/sewer
1009000611540	Operating Trans to Solid Waste	-	-	-	-	-	77,500		Subsidize Solid Waste
TOTAL - Operating Transfers - GF		1,361,385	2,218,415	1,149,143	861,857	552,625	77,500	-91%	
DEBT SERVICE - WATER/SEWER FUND									
5058000582301	GEFA Interest	6,326	5,688	10,000	7,500	3,835	81,000	980%	Includes new loan of \$5m

Departmental Budget Requests
Budget Year 2018

		12/31/2015	12/31/2016	12/31/2017	9/30/2017	9/30/2017	9 MONTHS		
OTHER		2015 ACTUALS	2016 ACTUALS	2017 BUDGET	75% of 2017 BUDGET	2017 YTD (9 months)	2018 Requested Budget	% Change from 75% of 2017 Budget	NOTES
5058000583000	Fiscal agent fees	3,000	7,500	10,000	7,500	6,000	7,500	0%	Bond agent
TOTAL - Debt Service - W/S		9,326	13,188	20,000	15,000	9,835	88,500	490%	
									-
OPERATING TRANSFERS - WATER/SEWER FUND									-
5059000611035	Transfer Out - VRPFA	717,565	852,994	1,108,990	831,743	1,153,653	1,704,938	105%	Debt Service
5059000611110	Operating Trans to General FD	455,125	574,990	656,637	492,478	492,478	727,923	48%	Shared Allocation Calculation
TOTAL - Operating Transfers - W/S		1,172,690	1,427,984	1,765,627	1,324,220	1,646,131	2,432,861	84%	
									-
OPERATING TRANSFERS - SANITATION & SOLID WASTE FUND									-
5409000611020	OPERATING TRANSFER	-	11,000	-	-	-	-		
5409000611110	Operating Tran to General FD	113,020	98,530	110,878	83,159	83,158	93,401	12%	Shared Allocation Calculation
TOTAL - Operating Transfers - S/SW		113,020	109,530	110,878	83,159	83,158	93,401	12%	

City of Villa Personnel Budget
Shared Allocation of Expenses
11/17/2017

	City Manager	Finance	HR	IT	Legal	Customer Service	Public Works	Streets	Maintenance
Personnel	114,782	251,807	79,435	67,592	-	150,054	192,961	205,105	144,203
Services & Supplies	23,965	31,935	66,805	61,440	95,000	119,055	16,693	357,968	61,644
Allocation % - Water/Sewer	35%	40%	35%	35%	20%	90%	65%	0%	35%
Allocation \$ - Water/Sewer	48,562	113,497	51,184	45,161	19,000	242,199	136,275	-	72,046
Allocation % - Solid Waste	5%	5%	5%	5%	5%	8%	5%	2%	5%
Allocation \$ - Solid Waste	6,937	14,187	7,312	6,452	4,750	22,756	10,483	11,261	9,263
Total Allocation	55,499	127,684	58,496	51,613	23,750	264,955	146,758	11,261	81,309

Total Water/Sewer	727,923
Total Solid Waste	93,401
Grand Total Transfer to GF	821,325

City of Villa Rica
2018 Personnel Requests

Title	New or Upgrade?	Hours per week	Start Date	Cost in 2018 Budget	Notes
Park Ranger	New	55	Jan 1st	\$31,588	4 rotating part-time employees
Tourism Manager	New	40	Apr 1st	\$30,743	Paid by Hotel/Motel tax
Receptionist	New	40	Mar 1st	\$20,873	
Patrol Officer	New	40	June 1st	\$16,344	
Technician - Streets	New	40	June 1st	\$15,498	
Mechanic	New	40	June 1st	\$14,932	
Custodian	Upgrade	40	Jan 1st	\$11,913	From Part to Full-time
Custodian	New	20	Jan 1st	\$9,379	
Custodian	New	20	Jan 1st	\$9,379	
Customer Service Manager	Upgrade	40	Jan 1st	\$7,051	From Coordinator to Manager
Assistant Finance Director	Upgrade	40	Jan 1st	\$3,702	From Business Operations Mgr
Total Cost of Positions Added in General Fund				\$171,402	

School Resource Officer - Douglas Co	New	42		\$5,909	
Technician - Streets	New	40		\$30,905	
Technician - Streets - Seasonal	New	40/Seasonal		\$14,941	
Technician - Streets - Seasonal	New	40/Seasonal		\$14,941	
Technician - Streets - Seasonal	New	40/Seasonal		\$14,941	
Technician - Parks Maintenance	New	40/Seasonal		\$28,116	
Technician - Parks Maintenance	New	40/Seasonal		\$28,116	
Technician - Downtown Maintenance	New	40		\$28,116	
Total Cost of Positions Not Added in General Fund				\$165,986	

City of Villa Rica
2018 Personnel Requests

Title	New or Upgrade?	Hours per week	Start Date	Cost in 2018 Budget	Notes
Technician - Dist/Coll	New	40	Mar 1st	\$24,870	To do CDBG unfunded project
Technician - Dist/Coll	New	40	Mar 1st	\$24,870	To do CDBG unfunded project
Total Cost of Positions Added in Enterprise Funds				\$49,740	

Position No.	Full-Time Equivalents (FTEs)		
	2017 Current Positions	2018 Requested Positions	2018 Total Positions
Governing Body			
Mayor	1.0	-	1.0
Council	5.0	-	5.0
Total Legislative	6.0	-	6.0
Administration			
City Manger	1.0	-	1.0
Executive Administrative Assistant	0.5	(0.5)	-
City Clerk	1.0	-	1.0
Human Resources Manager	1.0	-	1.0
IT Coordinator	1.0	-	1.0
Finance			
Chief Financial Officer	1.0	-	1.0
Assistant Finance Director	-	1.0	1.0
Business Operations Manager	1.0	(1.0)	-
Accounts Payable Clerk	1.0	-	1.0
Finance Clerk	1.0	-	1.0
Receptionist		1.0	1.0
Customer Service			
Utility Billing Coordinator	1.0	(1.0)	-
Utility Billing Manager	-	1.0	1.0
Meter Reader	1.0	-	1.0
Customer Service Rep	2.0	-	2.0
Community Development			
Engineer	1.0	-	1.0
Planning & Zoning	1.0	-	1.0
Permitting & Licensing Specialist	1.0	-	1.0
Administrative Assistant	1.0	-	1.0
Building Insepctor	1.0	-	1.0
Code Enforcement			
Code Compliance Specialist	1.5	-	1.5

Position No.	Full-Time Equivalents (FTEs)		
	2017 Current Positions	2018 Requested Positions	2018 Total Positions
Economic Development			
Director of Economic Development	1.0	-	1.0
Tourism & Main Street			
Tourism Manager	-	1.0	1.0
Main Street Manager	1.0	-	1.0
Tourism & Main Street Coordinator	1.0	-	1.0
Total Administration	22.0	1.5	23.5
Judicial			
Clerk of Court	1.0	-	1.0
Total Judicial	1.0	-	1.0
Public Safety			
Police Chief	1.0	-	1.0
Captain - CID	1.0	-	1.0
Captain - Patrol	1.0	-	1.0
Administrative Assistant	1.0	-	1.0
G.C.I.C. Specialist	1.0	-	1.0
Customer Service Representative	4.0	-	4.0
CID Tech	1.0	-	1.0
Corporal	4.0	-	4.0
Corporal/SRO	1.0	-	1.0
Sergeant	5.0	-	5.0
Detective /Sergeant	1.0	-	1.0
Detective	4.0	-	4.0
Drug Task Officer	1.0	-	1.0
Police Officer	18.0	1.0	19.0
Police Officer/K-9	1.0	-	1.0
Police Officer/SRO	3.0	-	3.0
Police Officer/Court Specialist	1.0	-	1.0
Training Officer	1.0	-	1.0
Community Service			

Position No.	Full-Time Equivalents (FTEs)		
	2017 Current Positions	2018 Requested Positions	2018 Total Positions
Guard	1.4	(0.7)	0.7
Total Public Safety	51.4	0.3	51.7
Public Works			
Public Works Director	1.0	-	1.0
Deputy Public Works Director	1.0	-	1.0
Administrative Assistant	1.0	-	1.0
Streets			
Streets/Solid Waste Manager	1.0	-	1.0
Equipment Operator	2.0	-	2.0
Technician	1.5	1.0	2.5
Stormwater			
Stormwater Supervisor	1.0	-	1.0
Stormwater Technician	1.0	-	1.0
Maintenance			
Maintenance Manager	1.0	-	1.0
Maintenance Technician	1.0	-	1.0
Mechanic	-	1.0	1.0
Custodian	0.5	1.5	2.0
Total Public Works	12.0	3.5	15.5
Parks, Recreation & Leisure Services			
Director of Parks and Recreation	1.0	-	1.0
Administrative Manager	1.0	-	1.0
Marketing and Events Coord	1.0	(1.0)	-
Programs Manager	1.0	-	1.0
Maintenance Manager	1.0	-	1.0
Athletic Manager	1.0	-	1.0
Receptionist/Gold Dust	1.0	-	1.0
Athletic Assistant	0.8	-	0.8
Soccer Coordinator	0.5	-	0.5
Program Leader	0.5	-	0.5

Position No.	Full-Time Equivalents (FTEs)		
	2017 Current Positions	2018 Requested Positions	2018 Total Positions
Recreation Leader	1.0	-	1.0
Program Assist	0.7	-	0.7
Maintenance Technician	3.0	-	3.0
Field Maintenance	0.5	-	0.5
Park Ranger	-	1.4	1.4
Senior Center			
Senior Center Manager	1.0	-	1.0
Senior Center Cook	1.0	-	1.0
Senior Center Assistant	0.6	-	0.6
Kitchen Helper	0.5	-	0.5
Senior Center Driver	0.5	-	0.5
Pine Mountain			
Museum Manager	1.0	-	1.0
Historical Preservation Coord.	1.0	-	1.0
Senior Museum Assistant	1.0	-	1.0
Pine Mountain Assistant	1.0	-	1.0
Library			
Branch Manager	1.0	-	1.0
Sr. Library Assistant	1.0	-	1.0
Library Assistant	6.5	(0.5)	6.0
Total Parks, Recreation & Leisure Services	30.0	(0.1)	29.9
TOTAL GENERAL FUND	122.4	5.2	127.6
WATER AND SEWER FUND			
Wastewater Treatment Plant			
Wastewater Plant Mgr	1.0	-	1.0
Lead Mechanic Wastewater	1.0	-	1.0
Lab Analyst	1.0	-	1.0
Class III Operator	4.0	-	4.0
Class II Operator	1.0	-	1.0
Mechanic	1.0	-	1.0

Position No.	Full-Time Equivalents (FTEs)		
	2017 Current Positions	2018 Requested Positions	2018 Total Positions
Total Wastewater Treatment Plant	9.0	-	9.0
Water Treatment Plant			
Water Plant Manager	1.0	-	1.0
Operator I	1.0	-	1.0
Class II Operator	3.0	-	3.0
Total Water Treatment Plant	5.0	-	5.0
Distribution & Collection			
Distribution & Collection Manager	1.0	-	1.0
Equipment Operator	4.0	-	4.0
Backflow Coordinator	1.0	-	1.0
Utility Locator	1.0	-	1.0
Technician	2.0	2.0	4.0
Total Distribution & Collection	9.0	2.0	11.0
Total Water & Sewer Fund	23.0	2.0	25.0
SANITATION & SOLID WASTE FUND			
Solid Waste			
Technician	7.0	-	7.0
Total Sanitation	7.0	-	7.0
Total Sanitation & Solid Waste Fund	7.0	-	7.0
TOTAL UTILITY FUNDS	30.0	2.0	32.0
GRAND TOTAL	152.4	7.2	159.6

Pay Scale by Position

Title	Grade	Minimum		Maximum	
		Annually	Hourly	Annually	Hourly
Accounts Payable	17	\$ 29,488.00	\$ 14.18	\$ 44,651.33	\$ 21.47
Administrative Assistant	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Administrative Manager	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Assistant Finance Director	28	\$ 50,435.00	\$ 24.25	\$ 76,369.99	\$ 36.72
Athletic Assistant	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Athletic Maintenance Technician	12	\$ 23,105.00	\$ 11.11	\$ 34,985.87	\$ 16.82
Athletic Manager	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Auto Mechanic	13	\$ 24,260.00	\$ 11.66	\$ 36,734.72	\$ 17.66
Building Inspector	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Business Operations Manager	27	\$ 48,033.00	\$ 23.09	\$ 72,733.00	\$ 34.97
Chief Financial Officer	33	\$ 64,369.00	\$ 30.95	\$ 97,470.45	\$ 46.86
City Clerk	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
City Manager	42	\$ 99,858.00	\$ 48.01	\$ 151,207.49	\$ 72.70
Code Compliance Specialist	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Collection and Distribution Manager	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Collection and Distribution Technician	13	\$ 24,260.00	\$ 11.66	\$ 36,734.72	\$ 17.66
Community Development Manager	32	\$ 61,303.67	\$ 29.47	\$ 93,744.29	\$ 45.07
Custodian	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Customer Service Manager	24	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Customer Service Representative	14	\$ 25,473.00	\$ 12.25	\$ 38,571.67	\$ 18.54
Deputy Director of Public Works	32	\$ 61,297.60	\$ 29.47	\$ 93,745.60	\$ 45.07
Director of Community Development/ City Engineer	33	\$ 64,369.00	\$ 30.95	\$ 97,470.45	\$ 46.86
Director of Economic Development	32	\$ 61,297.60	\$ 29.47	\$ 93,745.60	\$ 45.07
Director of Parks and Recreation	33	\$ 64,369.00	\$ 30.95	\$ 97,470.45	\$ 46.86
Equipment Operator	17	\$ 29,488.00	\$ 14.18	\$ 44,651.33	\$ 21.47
Evidence Technician	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Executive Assistant to the City Manager	27	\$ 48,033.00	\$ 23.09	\$ 72,733.00	\$ 34.97
Field Maintenance Technician	14	\$ 25,474.00	\$ 12.25	\$ 38,572.67	\$ 18.54
Finance Clerk	17	\$ 29,488.00	\$ 14.18	\$ 44,651.33	\$ 21.47
GCIC Specialist	17	\$ 29,488.00	\$ 14.18	\$ 44,651.33	\$ 21.47

Pay Scale by Position

Title	Grade	Minimum		Maximum	
Human Resources Manager	32	\$ 61,303.67	\$ 29.47	\$ 93,744.29	\$ 45.07
IT Director	32	\$ 61,304.67	\$ 29.47	\$ 93,745.29	\$ 45.07
Library Assistant	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Library Assistant Senior	14	\$ 25,473.00	\$ 12.25	\$ 38,571.67	\$ 18.54
Library Manager	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Licensing and Permitting Specialist	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Main Street Manager	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Maintenance Manager (Building and Fleet)	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Maintenance Manager (Parks)	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Maintenance Technician (Building and Fleet)	13	\$ 24,260.00	\$ 11.66	\$ 36,734.72	\$ 17.66
Maintenance Technician (Parks)	12	\$ 23,105.00	\$ 11.11	\$ 34,985.87	\$ 16.82
Marketing & Events Coordinator	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Meter Reader	14	\$ 25,473.00	\$ 12.25	\$ 38,571.67	\$ 18.54
Municipal Court Clerk	18	\$ 30,962.00	\$ 14.89	\$ 46,885.26	\$ 22.54
Museum Assistant	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Museum Historic Preservation Coordinator	13	\$ 24,260.00	\$ 11.66	\$ 36,734.72	\$ 17.66
Museum Manager	18	\$ 30,962.00	\$ 14.89	\$ 46,885.26	\$ 22.54
Operator in Training Water/Wastewater	16	\$ 29,120.00	\$ 14.00	\$ 42,526.17	\$ 20.45
Park Ranger	21	\$ 36,504.00	\$ 17.55	\$ 54,267.20	\$ 26.09
Planning and Zoning Coordinator	28	\$ 50,435.00	\$ 24.25	\$ 76,369.99	\$ 36.72
Police Captain	28	\$ 50,435.00	\$ 24.25	\$ 76,369.99	\$ 36.72
Police Chief	34	\$ 68,442.72	\$ 32.91	\$ 102,342.88	\$ 49.20
Police Corporal 2184 Hours	23	\$ 39,518.00	\$ 19.00	\$ 59,837.44	\$ 27.40
Police Detective	24	\$ 41,493.00	\$ 19.95	\$ 61,236.00	\$ 29.44
Police Officer 2184 Hours	21	\$ 36,500.00	\$ 16.71	\$ 54,275.47	\$ 24.85
Police Sergeant 2184 Hours	25	\$ 43,567.00	\$ 19.95	\$ 65,970.40	\$ 30.21
Police Training Officer	20	\$ 39,518.00	\$ 17.23	\$ 59,837.44	\$ 27.40
Public Works Director	33	\$ 64,369.00	\$ 30.95	\$ 97,470.45	\$ 46.86
Receptionist	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Recreation Leader	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Recreation Program Assistant PT	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02

Pay Scale by Position

Title	Grade	Minimum		Maximum	
Recreation Program Leader	13	\$ 24,260.00	\$ 11.66	\$ 36,734.72	\$ 17.66
Recreation Program Manager	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Sanitation & Solid Waste Technician	15	\$ 27,560.00	\$ 13.25	\$ 46,176.00	\$ 22.20
Senior Center Assistant	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Senior Center Driver	11	\$ 22,170.00	\$ 10.66	\$ 33,321.84	\$ 16.02
Senior Center Manager	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Stormwater Supervisor	28	\$ 50,440.00	\$ 24.25	\$ 76,377.60	\$ 36.72
Stormwater Technician	18	\$ 30,971.20	\$ 14.89	\$ 46,883.20	\$ 22.54
Streets & Sanitation Solid Waste Supervisor	24	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Streets Technician	15	\$ 27,560.00	\$ 13.25	\$ 46,176.00	\$ 22.20
Tourism & Main Street Program Coordinator	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Tourism Manager	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Utility Billing Coordinator	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Utility Locator	16	\$ 28,084.00	\$ 13.50	\$ 42,526.17	\$ 20.45
Wastewater Lead Maintenance Technician	21	\$ 36,501.00	\$ 17.55	\$ 54,276.47	\$ 26.09
Wastewater Treatment Plant Lab Analyst	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Wastewater Treatment Plant Lead Operator	23	\$ 39,518.00	\$ 19.00	\$ 59,837.44	\$ 28.77
Wastewater Treatment Plant Maintenance Technician	12	\$ 23,105.00	\$ 11.11	\$ 34,985.87	\$ 16.82
Wastewater Treatment Plant Manager	27W	\$ 48,838.40	\$ 23.48	\$ 70,865.60	\$ 34.07
Wastewater Treatment Plant Operator Class I	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Wastewater Treatment Plant Operator Class II	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Wastewater Treatment Plant Operator Class III	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67
Water Treatment Plant Manager	27W	\$ 48,838.40	\$ 23.48	\$ 70,865.60	\$ 34.07
Water Treatment Plant Operator Class I	22	\$ 37,635.00	\$ 18.09	\$ 56,987.94	\$ 27.40
Water Treatment Plant Operator Class II	20	\$ 35,843.00	\$ 17.23	\$ 54,275.47	\$ 26.09
Water Treatment Plant Operator Class III	19	\$ 32,510.00	\$ 15.63	\$ 49,227.94	\$ 23.67



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Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: GDOT MOU for Pedestrian Underpass at North Loop Bypass
CITY COUNCIL AGENDA DATE: December 5, 2017

DATE: November 17, 2017
PREPARED BY: Vicki D. Coleman, AICP

FISCAL IMPACT:
ANNUAL –
CAPITAL – Estimated \$350,000
OTHER –

FUNDING SOURCE: City of Villa Rica - Capital

PURPOSE: To present for adoption a formal Memorandum of Understanding (MOU) between the City and the Georgia Department of Transportation (GDOT) relating to the pedestrian underpass design and the North Loop Bypass (PI 631490).

BACKGROUND: The City of Villa Rica recently completed its Fullerville Trailhead construction project. The trailhead is the entrance of what will be a segment of a city trail system. The Fullerville trail segment, once completed, will intersect with the GDOT's North Loop Bypass.

At its August 2017 council meeting, the City Council reviewed three options for pedestrian connectivity of a trail system intersecting at the North Loop Bypass and approved the pedestrian underpass concept. The cost concepts and cost estimates were prepared by Keck and Wood, the consultant working with both GDOT and the City. At the time of the selection, the pedestrian underpass option, required an immediate decision and notification to GDOT because of its impact to GDOT's bypass design that was nearing completion.

Option 2. Pedestrian Underpass (Culvert)	\$350,000
The ideal location for constructability of this underpass is approximately 400 feet east of the abandoned rail bed. This location would keep the trail on existing City of Villa Rica property and avoid having to purchase additional property from Ingles. The planning level cost estimate for this option is approximately.	

A letter signed by the mayor notifying GDOT of the City Council's August 2017 approval of the pedestrian underpass and its request to have it incorporated into the North Loop design. The GDOT received and accepted the City's request to incorporate the underpass in their bypass design.

STAFF RECOMMENDATION: Approval

IMPACT: Approval of the GDOT MOU formalizes the City's August decision.



November 6, 2017

PI 631490-, Carroll County
Villa Rica Bypass Extend W From Proposed SR 61 BYP to SR101

Mayor Jeff Reese
City of Villa Rica
571 W Bankhead Hwy
Villa Rica, GA 30180

Dear Mayor Reese,

The Georgia Department of Transportation (GDOT) has reviewed your letter dated August 11, 2017 requesting the planning and design of an underpass at the intersection of the proposed Villa Rica Bypass Project PI 631490- and the City's planned pedestrian/bicycle trail.

The Department has accepted your request to include the underpass in the design. The underpass at the proposed intersection will have a preliminary construction cost estimate of \$350,000.00 of which the City will be responsible for funding.

Attached you will find a PDF copy of the MOU Agreement for the above mentioned project. Please review the document and if you find the document to be correct, duplicate the attached PDF making three original copies of the same for your signature. Please sign and return the three original sets of the MOU for further processing to:

Albert V. Shelby, III
Georgia Department of Transportation
Office of Program Delivery
Attn: Nebyou Negash
One Georgia Center
600 West Peachtree Street, Floor 25
Atlanta, GA 30308

We look forward to working with you on the successful completion of this project. Should you have any questions or would like additional information, please contact the Project Manager, Nebyou Negash, at 404-631-1577 or NNegash@dot.ga.gov.

Sincerely,


Albert V. Shelby, III
Director of Program Delivery


AVS: KWN: KESD: CCB: NEN

Attachment: - MOU Agreement

CC: Sam Wellborn, GDOT State Transportation Board Member



City of Villa Rica

Mayor Jeff Reese • Shirley Marchman • Verland Best • Leslie McPherson • Gil McDougal • Danny Carter

August 11, 2017

Mr. Albert V. Shelby, III
State Program Delivery Engineer
Georgia Department of Transportation
One Georgia Center
600 West Peachtree St., NW
Atlanta, GA 30308

RE: PI-631490 North Loop Bypass, Villa Rica, Georgia

Dear Mr. Shelby:

Please be advised that at its Council Meeting of August 1, 2017, the City Council of Villa Rica voted to request the Georgia Department of Transportation to work towards the planning and design of an underpass with regard to the City's planned pedestrian/bicycle trail that would intersect with the Georgia DOT proposed North Bypass for Villa Rica.

The City understands that it will be responsible for additional cost in design and construction necessitated by the creation of the underpass. It is the City's wish that the design of the underpass be coordinated with the City so that it can be sited, if possible, at some point along the Bypass where a culvert or bridge over a stream would be expected regardless of the construction of the trail underpass. By doing so, the City's additional cost for construction of the underpass will be more economical.

If, after reviewing this letter, you need additional information or commitment from the City, please do not hesitate to contact me at your convenience.

Very truly yours,

Jeff Reese, Mayor
City of Villa Rica

MEMORANDUM OF UNDERSTANDING

By and Between
Department of Transportation
State of Georgia

And
City of Villa Rica

REFERENCE NUMBER: [REDACTED]
PROJECT IDENTIFICATION NUMBER: 631490-
PROJECT DESCRIPTION: VILLA RICA BYP EXTEND W FM PROPOSED SR61 BYPASS TO
SR101

ARTICLE I – RECITALS

THIS MEMORANDUM OF UNDERSTANDING (hereinafter sometimes referred to as the “MOU”) made and entered into this _____ day of _____, 20____, by and between the Department of Transportation, an agency of the State of Georgia [hereinafter called the “Department”] and the _____ [hereinafter called the “Local Government(s)”]. The Department and the Local Government(s) may be referred to individually, as the “Party” or collectively, as “Parties”.

WHEREAS, the Department in accordance with Section 32-2-2(5) of the Official Code of Georgia Annotated has the authority to “negotiate, let, and enter into contracts with the Georgia Highway Authority, the State Road and Tollway Authority, any person, any state agency, or any county or municipality of the state for the construction or maintenance of any public road or any other mode of transportation or for the benefit of or pertaining to the department or its employees in such manner and subject to such express limitations as may be provided by law”; and

WHEREAS, the Local Government wishes to cooperate with the Department in its effort to improve the Local Government’s roadway(s) as is further defined in ARTICLE III, DESCRIPTION, hereinafter sometimes referred to as the “Road Improvement Project” or “Project”, under the terms and conditions as set forth herein below; and

WHEREAS, the Department and the Local Government agree that the Local Government retains full ownership and responsibility, including, but not limited to, maintenance, operations and utilities accommodation(s), of the roadway(s) detailed in the Description during and after any Road Improvement Project performed by either the Department or the Department’s contractor, with the exception of the maintenance activities during construction; and

WHEREAS, the authorization for the regulation of utility encroachments by the Department are contained in Section 32-6-174 of the Official Code of Georgia Annotated, which states in part that “[T]he department may promulgate reasonable regulations governing the installation, construction,

Memorandum of Understanding

maintenance, renewal, removal, and relocation of pipes, mains, conduits, cables, wires, poles, towers, tracks, traffic and other such signals, and other equipment and appliances of any utility in, on, along, over, or under any part of the state highway system or any public road project which the department has undertaken or agreed to undertake or which has been completed by the department pursuant to its authority.”; and

WHEREAS, the Department and the Local Government(s) agree that the Department has promulgated reasonable regulations governing utility accommodation in, on, along, over, or under any part of the designated road project which the Department has undertaken which are advantageous to all parties hereto, as well as to the traveling public; and

WHEREAS, the Parties are permitted to enter into intergovernmental contracts pursuant to Article IX, Section III, Paragraph I(a) of the Constitution of the State which provides, in pertinent part, as follows:

“[t]he state, or any institution, department, or other agency thereof, and any . . . or other political subdivision of the state may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation, or public authority for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide. . .”; and

WHEREAS, the Department and the Local Government(s) have each found and determined that the undertaking contemplated herein are in their mutual interest and in the best interest of and for the benefit of the State.

NOW THEREFORE, in consideration of the forgoing and the mutual covenants contained herein, it is agreed by and between the Department and the Local Government(s) that:

ARTICLE II – ROLES AND RESPONSIBILITIES

- A. **Ownership:** The Local Government(s) will retain jurisdictional, as well as maintenance, utility, and operational authority over the existing roadway(s) and facilities which are a part thereof. The Local Government(s) will accept all right, title and interest for the roadway(s) either improved or newly constructed upon completion of the Project. **Said section(s) of roadway are defined in the DESCRIPTION, under ARTICLE III.**

- B. **Maintenance:** During the period of construction, the maintenance of the roadway will be performed by either the Department or the Department’s contractor. After construction of the Roadway Improvement Project, the Local Government(s) will fully maintain, as may be required by law, the roads and/or streets within their respective jurisdictions and within the limits of their rights-of-way of the roadway. The Local Government(s) will operate, maintain, or cause to be maintained, the roadway at their expense. Maintenance is the preservation of the entire roadway including, but not limited to, the surface, shoulders, the roadside, sidewalks, environmental features, structures, erosion control measures, and such traffic control devices that are necessary for its safe and efficient

Memorandum of Understanding

use.

- C. **Utilities:** The Local Government(s) will remain the permitting agency responsible for all utilities of said roadway(s) and all of the facilities thereof, without cost or expense to the Department or the State. The Local Government(s) will coordinate with the Department before any new permits are issued during the life of this MOU.

Utilities that are within the construction limits of the proposed right-of-way will be moved or adjusted according to 23 C.F.R. 645A, subject to project agreement requirements. The relocation or adjustment will be arranged, and if costs are involved, paid for by the Local Government(s) unless otherwise specified in the Project Framework Agreement, a binding legal agreement between the Department and the Local Government which contains straightforward project phase participation commitments. Required arrangements for utility relocations, adjustments and accommodation plans will be completed before the Department advertises for a construction contract.

- D. **Right-of-way:**

☒ **This construction project intersects (i.e., at grade, above or below) the State Highway System.** The Department reserves the right to retain the right-of-way on short sections of the Local Government(s)'s roadway(s). The right-of-way may extend beyond the radius return for at-grade roadways and/or to the existing or adjusted limited access rights when so designated. The Local Government agrees to Quit Claim to the Department those portions, access rights or sections of their roadway(s) deemed necessary by the Department for seamless traffic transitions at the completion of the Road Improvement Project.

☐ **This construction project does not intersect (i.e., at grade, above or below) the State Highway System.**

- E. **Claims and Liability:** To the extent permitted by applicable law, the Local Government(s) agrees to indemnify and hold harmless the Department from all suits, claims for damages, or causes of action brought on account of the Local Government(s)'s failure to perform those maintenance activities or any other tasks associated with the roadway(s) except during the period of construction by the Department or the Department's contractor.
- F. **Change in Roadway Designation and Mileage:** Upon completion and acceptance of the Project by the Department, the Local Government(s) will designate any newly constructed roadway(s) as either a County Road or City Street, as appropriate, and accept the mileage into their roadway system.
- G. **Access:** The Local Government(s) will remain the permitting agency responsible for access control of said roadway(s) and all of the facilities thereof, without cost or expense to the Department. The Local Government will inform the Department of any new permits approved during the life of this

Memorandum of Understanding

MOU.

H. **Information and Records Provided to the Department:** Upon request, the Local Government(s) will provide the Department with the following information and records for any existing roadway(s), as applicable, to the extent that they are available, at no cost or expense to the Department:

1. Utility, drainage, access driveway, sign advertising and limited use permits
2. As-built construction plans and records
3. Bridge inspection reports and ratings
4. Photo and video logs, aerial photos, right-of-way maps and parcel files
5. Road Inventory data
6. Pavement condition ratings
7. Signal files including timing sequence and repair history
8. Accident reports and statistics
9. Traffic data
10. Any other available data or documentation which may be requested by the Department

The Department may provide any or all of this information to the Department's contractors as Reference Information Documents. Neither the Department nor the Local Government(s) makes any representation or guarantee as to the accuracy, completeness, or fitness of the Reference Information Documents. GDOT is making the Reference Information Documents available to Proposers for the sole purpose of providing information in the possession of GDOT, regardless of whether such information is accurate, complete, pertinent, or of any value.

ARTICLE III - DESCRIPTION

Local Government:	City of Villa Rica
County Road or City Street (Name and Route Number):	Trail Underpass
From:	SR101
To:	SR61
Total Mileage:	
Description of Road Improvement Project:	Villa Rica Bypass Extend West from Proposed SR61 BYP to SR101
Comments:	The MOU is to include the trail underpass which crosses the proposed bypass. City of Villa Rica will be responsible for the preliminary construction cost of the trail underpass \$350,000.00

ARTICLE IV - GENERAL PROVISIONS

- A. **Term of MOU:** This MOU shall commence on the date first written above and shall remain in effect until completion of said Road Improvement Project by the Department. The Department reserves the right to cancel the Road Improvement Project at any time by written notice to the Local Government(s).
- B. **No Third Party Beneficiaries; No Assignments:** Nothing contained herein shall be construed as conferring upon or giving to any person, other than the Parties hereto, any rights or benefits whatever under or by reason of this MOU. Neither party may assign any interest in this MOU by assignment, transfer, or novation, without prior written consent of the other party.
- C. **Entire Agreement/ Modifications:** This MOU, including any attachments that are expressly referred to in this MOU, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties on the same subject matter. No representations were made or relied upon by either party, other than those that are expressly set forth herein. Any modification or amendment of this MOU shall be valid only when it has been reduced to writing and executed by both parties.
- D. **Controlling Law, Legal Compliance and Venue:** This MOU shall be deemed to have been executed in Fulton County, Georgia. The validity, interpretation, and performance of this MOU shall be controlled by and interpreted in accordance with the laws of the State of Georgia. In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Georgia.

Memorandum of Understanding

SIGNATURES

IN WITNESS WHEREOF, this instrument has been and is executed by the Commissioner on behalf of the Department and by _____ on behalf of the Local Government(s), he or she being duly authorized to do so by the ruling body of said Local Government(s). This MOU has been executed on the date and year below written.

Executed on behalf of the Department this _____ day of _____, 20__.

**GEORGIA DEPARTMENT OF
TRANSPORTATION:**

By: _____
Commissioner

ATTEST:

By: _____
Treasurer

Executed on behalf of _____ this _____ day of _____, 20__.

LOCAL GOVERNMENT(S):

By: _____

This Agreement, approved by the LOCAL
GOVERNMENT(S), the _____ day of
_____, 20__

ATTEST:

By: _____

Federal Employee Identification Number



CITY OF VILLA RICA

City Council Packet

SUBJECT: New Vehicle for City Engineer

CITY COUNCIL AGENDA DATE: 11/20/2017

DATE: 12/01/2017

PREPARED BY: Nic Griffin

FISCAL IMPACT:

ANNUAL –

CAPITAL – \$23,372.92

OTHER –

FUNDING SOURCE: Carroll County Splost 2018

PURPOSE: To provide the City Engineer with a vehicle that will suit their job needs and demands.

BACKGROUND: Due to our aging fleet and employee growth, we do not have a vehicle in our current possession to provide. I have received four different quotes. One of the quotes is for a Chevrolet equivalent work truck. These quotes are attached.

STAFF RECOMMENDATION: Staff recommendation is that we purchase a 2018 Ford F-150 4x4 XL Super cab from Don-Rich Ford. This is the lowest bid for this vehicle. I have obtained four quotes for vehicles. Included in this packet is a quote from Don-rich Ford, Pugmire Ford, Liberty Chevrolet, and State contract pricing.

IMPACT: This truck will provide adequate transportation for the City Engineer.



Don-Rich Ford Company, Inc.

221 Montgomery Street • P.O. Box 429

Villa Rica, GA 30180

Tel: 770-459-5132 • Fax: 770-459-3201

City of Villa Rica,

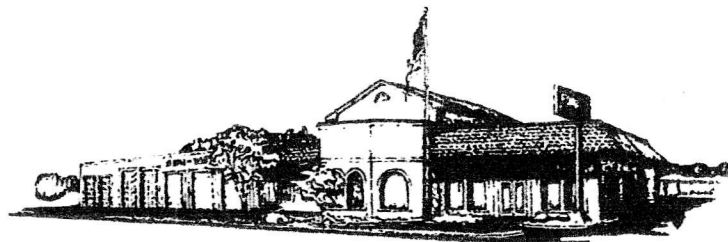
THANKS for the opportunity to bid on:

*2018 F-150 S/L 4x4 XL w/3.3 6cyl
Bid Price: \$23,372⁹²

BART R. SMITH

General MGR.

Don-Rich Ford



Servicing all of your automotive needs since 1971

www.donrichford.com

ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2018 Ford F150 (1/2 ton)-Revised 12/1/2017

Base Price \$19,155.00

Regular Cab, 6 Cyl, 4x2, SWB

NOTE: Auto Start/Stop is standard on all F150 engines

SWC #99999-SPD-ES40199373-002

Equipment included in

Base price

3.3L V6 Flex Fuel engine
6 Speed Automatic Transmission
Factory Installed A/C
AM-FM Radio
Solar Tinted Glass
Power Steering/ABS Brakes
Rear view back up camera
Vinyl 40/20/40 Bench Seat
Rubber Floor Covering
Full Size Spare/ Step bumper
Autolamp headlights
Short Bed (6.5 ft)
6500 GVWR
P245/70Rx17 Tires
Rain sensing wipers

Exterior Colors

Interior Color

Medium

Gray

D1 Stone Gray X
PQ Race Red X
N1 Blue Jeans X
N6 Lightning Blue X
UX Ingot Silver X
G1 Shadow Black X
J7 Magnetic X
YZ White X
E2 Magma Red (XLT X

Only)

School Bus Yellow is available at
\$720.00 per vehicle

FOB Allan Vigil Ford

Delivery- see chart, \$75 minimum

ALLAN VIGIL FORD GOV'T SALES

6790 Mt. Zion Blvd

Morrow, GA 30260

770-968-0680 Phone

800-821-5151 Toll Free

678-364-3910 Fax

* 5.0 V8 or Ecoboost engine
required

** Not available with regular
cab short wheel base

*** Requires 85A (Power W-L-M)

Options

Options	Price	Code
5.0L V8 Flex Fuel engine	1,836.00	995
3.5L V6 EcoBoost engine**	2,388.00	99G
2.7L V6 Ecoboost	916.00	99P
Long Bed (8 ft)	285.00	145
Extended range fuel tank**	410.00	655
Super Cab (6.5 ft. bed)	2,525.00	X X1C
Super Cab (8 ft. bed) *	3,690.00	X1CLong
4x4 Option (All models)	2,645.00	X F1E
Skid Plates	155.00	413
Fog Lights	135.00	595
Crew Cab XL SWB (V8 or 3.5 Eco Boost required with 4X4 Crew Cab)	4,920.00	W1Cs
Crew Cab XL LWB*	5,850.00	W1CI
Limited Slip Axle	525.00	XL9
Tilt / Cruise	215.00	50S
Cab Steps (black)	262.00	18B
AM-FM-CD	262.00	58B
Daytime Running Lights	42.00	942
Power Windows/Locks/Mirrors	1,088.00	85A
Class IV Hitch (w/o tow pkg)	100.00	53B
Trailer Tow Pkg	555.00	53A
Trailer Tow Pkg (w/101A pkg)	916.00	53A
Tow Mirrors w/ spotlights***	495.00	54Y/59S
XL w/ Power W-L-M, SYNC, AM/FM/CD, & Cruise control.	2,075.00	101A
Cruise control & SYNC	690.00	52P/50S
40-20-40 Cloth Split Bench	N/C	CG
Cloth Buckets w/console	275.00	WG
Electric Brake Controller	265.00	67T
Carpet w/ Mats	140.00	168
XL SSV Package	49.00	66S
XLT Package	4,763.00	300A
Convenience Package for XLT (requires 300A , Includes 53A)	1,059.00	301A
Aluminum Wheels & Bumpers	740.00	86A
Box Side Steps	305.00	63S
Tailgate Step	355.00	63T
Reverse Sensing-requires 53A or 53B	255.00	76R
Spray-in Bedliner	375.00	ATK
Options total		
Other vendor added equipment		
Delivery		
Total		\$24,325.00

Contact person

Agency

Phone Number

Email

Nic Griffin

City of Villa Rica

470-725-2701

Dgriffin@villarica.org

Dec, 2017

LIBERTY CHEVROLET, INC.

P. O. Box 1150, Highway 61

Villa Rica, Georgia 30180

(770) 456-2000 • Fax: (770) 456-1957

PLEASE ENTER MY ORDER FOR THE FOLLOWING									
☐ NEW ☐ USED ☐ DEMO									
YEAR	MAKE		MODEL		TYPE				
17	CHEVROLET		SILVERADO		4wd DBL Cab				
STOCK NO.			COLOR			TRIM			
SERIAL NO.	1 G C V K N E H 4 H Z 3 3 8 9 5 6								
MILEAGE	ENGINE		TAG NO.		DECAL				
210									

INSURANCE CO.			AGENT		
POLICY NO.			TELEPHONE NO.		
ADDRESS					
DATE			DEDUCTIBLE		

DESCRIPTION OF TRADE IN									
YEAR	MAKE		MODEL		TYPE				
SERIAL NO.									
TAG NO.			DECAL NO.			ENGINE			
MILEAGE			COLOR			AD VALOREN TAX PAID YES NO			

TRADE LIEN INFORMATION									
NAME					AMOUNT				
ADDRESS					GOOD UNTIL				
BY WHOM					Acct. No.				

NEW CAR LIEN INFORMATION									
CASH									
LIEN CODE									

DISPOSITION OF REBATE (IF ANY) ☐

Rebate to Customer ☐

Rebate included in trade allowance and/or discount incl. ☐

If this vehicle was previously used as a demonstrator, the information you see on the window from (Buyers' Guide) for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

This Agreement, stated herein, and, if this vehicle is a demonstrator model, the Buyers' Guide constitutes the entire agreement between the buyer and the selling dealer and all and or contemporaneous negotiations are merged herein and no term, condition or representation not appearing hereon should be relied upon.

Buyer agrees to pay on demand any undisclosed liens on any trade described on this document.

INITIAL

Not an order until accepted by an official of this Company

Customer's Approval _____ Date 12/01/17

FOR INTERNAL USE ONLY

DATE		SALESPERSON	
12/01/17		WOOD, KEITH WALLACE, TIMOTHY	
PURCHASER'S NAME			
CITY OF VILLA RICA			
STREET ADDRESS			
106 TEMPLE ST			
CITY	STATE	ZIP	
VILLA RICA	GA	30180	
RESIDENCE PHONE		BUSINESS PHONE	
(470)725-2701			
COUNTY		S.S. No.	
CARROLL			
D.L. No.		Spouse's S.S. No.	
E-mail Address		DATE OF BIRTH	

MSRP		34997.
INTERIOR DAMAGE OR EXTERIOR DAMAGE MUST BE NOTED AT TIME OF DELIVERY		INITIAL

TOTAL PRICE	34997.
TRADE IN ALLOWANCE	N
DIFFERENCE	34997.
SECURE ETCH	197.00
SUBTOTAL	35194.
DOCUMENTARY & PROCESSING FEE	399.00
ELECTRONIC REGISTRATION FEE	49.00
SUBTOTAL	35642.
TAVT TAX	2319.
TITLE FEE	18.00
TAG FEE	25.00
GA WARRANTY RIGHTS FEE (New Only)	3.00
SUBTOTAL	38008.
PAYOFF	Upon verification Buyer agrees to pay any excess amount
DOWN PAYMENT	N/
UNPAID BALANCE	38008.
REBATE	2500.
BALANCE DUE	35508.

33,188.33

Customer's Approval _____ Date 12/01/17

Manager's Approval _____ Date 12/01/17



CITY OF VILLA RICA

City Council Packet

SUBJECT: New Vehicle for Building Inspector

CITY COUNCIL AGENDA DATE: 11/20/2017

DATE: 12/01/2017

PREPARED BY: Nic Griffin

FISCAL IMPACT:

ANNUAL –

CAPITAL – \$19,398.92

OTHER –

FUNDING SOURCE: Carroll County Splost 2018

PURPOSE: To provide the City Building Inspector with a vehicle that will suit their job needs and demands.

BACKGROUND: Due to our aging fleet and employee growth, we do not have a vehicle in our current possession to provide.

STAFF RECOMMENDATION: Staff recommendation is that we purchase a 2018 F-150 XL Regular cab from Don-Rich Ford. The quote from Don-Rich is \$243.92 is higher than State contract price. However, staff recommends buying the vehicle from our hometown local dealer. All of the quotes are attached.

IMPACT: This truck will provide adequate transportation for the Building inspector.



Don-Rich Ford Company, Inc.

221 Montgomery Street • P.O. Box 429

Villa Rica, GA 30180

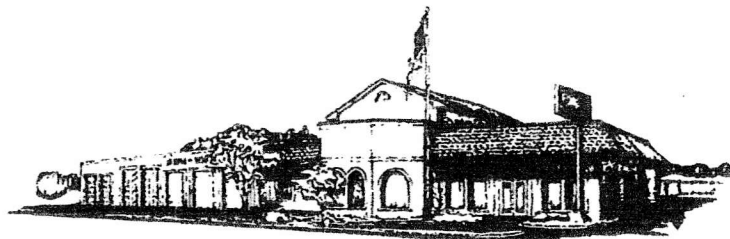
Tel: 770-459-5132 • Fax: 770-459-3201

City of Villa Rica,

THANKS for the opportunity to bid on:

*2018 F-150 R/C 4X2 XL w/3.3 6 cyl.
Bid Price: \$19,398⁹²

BART R. SMITH
GENERAL MGR.
DON-RICH FORD



Servicing all of your automotive needs since 1971

www.donrichford.com

ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2018 Ford F150 (1/2 ton)-Revised 12/1/2017

Base Price \$19,155.00

Regular Cab, 6 Cyl, 4x2, SWB

NOTE: Auto Start/Stop is standard on all F150 engines

SWC #99999-SPD-ES40199373-002

Equipment included in

Base price

3.3L V6 Flex Fuel engine
6 Speed Automatic Transmission
Factory Installed A/C
AM-FM Radio
Solar Tinted Glass
Power Steering/ABS Brakes
Rear view back up camera
Vinyl 40/20/40 Bench Seat
Rubber Floor Covering
Full Size Spare/ Step bumper
Autolamp headlights
Short Bed (6.5 ft)
6500 GVWR
P245/70Rx17 Tires
Rain sensing wipers

Exterior Colors Interior Color
Medium
Gray

D1 Stone Gray X
PQ Race Red X
N1 Blue Jeans X
N6 Lightning Blue X
UX Ingot Silver X
G1 Shadow Black X
J7 Magnetic X
YZ White X
E2 Magma Red (XLT X
Only)

School Bus Yellow is available at
\$720.00 per vehicle

FOB Allan Vigil Ford
Delivery- see chart, \$75 minimum

ALLAN VIGIL FORD GOV'T SALES

6790 Mt. Zion Blvd

Morrow, GA 30260

770-968-0680 Phone

800-821-5151 Toll Free

678-364-3910 Fax

* 5.0 V8 or Ecoboost engine
required

** Not available with regular
cab short wheel base

*** Requires 85A (Power W-L-M)

Options

Options	Price	Code
5.0L V8 Flex Fuel engine	1,836.00	995
3.5L V6 EcoBoost engine**	2,388.00	99G
2.7L V6 Ecoboost	916.00	99P
Long Bed (8 ft)	285.00	145
Extended range fuel tank**	410.00	655
Super Cab (6.5 ft. bed)	2,525.00	X1C
Super Cab (8 ft. bed) *	3,690.00	X1CLong
4x4 Option (All models)	2,645.00	F1E
Skid Plates	155.00	413
Fog Lights	135.00	595
Crew Cab XL SWB (V8 or 3.5 Eco Boost required with 4X4 Crew Cab)	4,920.00	W1Cs
Crew Cab XL LWB*	5,850.00	W1CI
Limited Slip Axle	525.00	XL9
Tilt / Cruise	215.00	50S
Cab Steps (black)	262.00	18B
AM-FM-CD	262.00	58B
Daytime Running Lights	42.00	942
Power Windows/Locks/Mirrors	1,088.00	85A
Class IV Hitch (w/o tow pkg)	100.00	53B
Trailer Tow Pkg	555.00	53A
Trailer Tow Pkg (w/101A pkg)	916.00	53A
Tow Mirrors w/ spotlights***	495.00	54Y/59S
XL w/ Power W-L-M, SYNC, AM/FM/CD, & Cruise control.	2,075.00	101A
Cruise control & SYNC	690.00	52P/50S
40-20-40 Cloth Split Bench	N/C	CG
Cloth Buckets w/console	275.00	WG
Electric Brake Controller	265.00	67T
Carpet w/ Mats	140.00	168
XL SSV Package	49.00	66S
XLT Package	4,763.00	300A
Convenience Package for XLT (requires 300A , Includes 53A)	1,059.00	301A
Aluminum Wheels & Bumpers	740.00	86A
Box Side Steps	305.00	63S
Tailgate Step	355.00	63T
Reverse Sensing-requires	255.00	76R
53A or 53B		
Spray-in Bedliner	375.00	ATK
Options total		
Other vendor added equipment		
Delivery		
Total		\$19,155.00

Contact person

Agency

Phone Number

Email

Nic Griffin

City of Villa Rica

470-725-2701

Dgriffin@villarica.org

Dec, 2017

LIBERTY CHEVROLET, INC.

P. O. Box 1150, Highway 61
Villa Rica, Georgia 30180
(770) 456-2000 • Fax: (770) 456-1957

PLEASE ENTER MY ORDER FOR THE FOLLOWING									
☐ NEW ☐ USED ☐ DEMO									
YEAR 17	MAKE CHEVROLET	MODEL SILVERADO	TYPE 2wd Reg Cab						
STOCK NO.		COLOR WHITE		TRIM					
SERIAL NO.	1 6 C N C N E H 4 H Z 3 8 5 5 2 9								
MILEAGE 48	ENGINE	TAG NO.		DECAL					

INSURANCE CO.		AGENT
POLICY NO.		TELEPHONE NO.
ADDRESS		
DATE	DEDUCTIBLE	

DESCRIPTION OF TRADE IN									
YEAR	MAKE	MODEL	TYPE						
SERIAL NO.									
TAG NO.	DECAL NO.	ENGINE							
MILEAGE	COLOR	AD VALOREN TAX PAID YES NO							

TRADE LIEN INFORMATION	
NAME	AMOUNT N/A
ADDRESS	GOOD UNTIL
BY WHOM	Acct. No.

NEW CAR LIEN INFORMATION	
CASH	
LIEN CODE	

DISPOSITION OF REBATE (IF ANY) ☐

Rebate to Customer ☐

Rebate included in trade allowance and/or discount incl. ☐

If this vehicle was previously used as a demonstrator, the information you see on the window from (Buyers' Guide) for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

This Agreement, stated herein, and, if this vehicle is a demonstrator model, the Buyers' Guide constitutes the entire agreement between the buyer and the selling dealer and all and or contemporaneous negotiations are merged herein and no term, condition or representation not appearing hereon should be relied upon.

Buyer agrees to pay on demand any undisclosed liens on any trade described on this document.

INITIAL

Not an order until accepted by an official of this Company

Customer's Approval _____ Date 12/01/17

FOR INTERNAL USE ONLY

DATE 12/01/17	SALESPERSON WOOD, KEITH WALLACE, TIMOTHY
PURCHASER'S NAME CITY OF VILLA RICA	
STREET ADDRESS 106 TEMPLE ST	
CITY VILLA RICA	STATE GA
ZIP 30180	
RESIDENCE PHONE (470) 725-2701	BUSINESS PHONE
COUNTY CARROLL	S.S. No.
D.L. No.	Spouse's S.S. No.
E-mail Address	DATE OF BIRTH

MSRP	28213.1
INTERIOR DAMAGE OR EXTERIOR DAMAGE MUST BE NOTED AT TIME OF DELIVERY	
INITIA	

TOTAL PRICE	28213.1
TRADE IN ALLOWANCE	N/A
DIFFERENCE	28213.1
SECURE ETCH	197.00
SUBTOTAL	28410.1
DOCUMENTARY & PROCESSING FEE	399.00
ELECTRONIC REGISTRATION FEE	49.00
SUBTOTAL	28858.1
TAVT TAX	1845.1
TITLE FEE	18.00
TAG FEE	25.00
GA WARRANTY RIGHTS FEE (New Only)	3.00
SUBTOTAL	30749.2
PAYOFF	Upon verification Buyer agrees to pay any excess amount
DOWN PAYMENT	N/A
UNPAID BALANCE	30749.2
REBATE	2500.0
BALANCE DUE	28249.2

26,404.21

Customer's Approval _____ Date 12/01/17

Manager's Approval *Julie Noman* Date 12/01/17



CITY OF VILLA RICA

City Council Packet

SUBJECT: New Vehicle for City IT Manager

CITY COUNCIL AGENDA DATE: 11/20/2017

DATE: 12/01/2017

PREPARED BY: Nic Griffin

FISCAL IMPACT:

ANNUAL –

CAPITAL – \$21,272

OTHER –

FUNDING SOURCE: Carroll County Splost 2017

PURPOSE: To provide the City IT Manager with a vehicle that will suit their job needs and demands.

BACKGROUND: Due to our aging fleet and employee growth, we do not have a vehicle in our current possession to provide.

STAFF RECOMMENDATION: Staff recommendation is that we purchase a 2017 Ford Transit Connect XL Van. The quote for from Don-rich is \$43.00 higher than State contract price. However, staff recommends purchasing the vehicle from our hometown dealer. All of the quotes are attached.

IMPACT: This truck will provide adequate transportation and cargo space for the IT Manager.

Don Rich Ford Co Inc

221 East Montgomery Street Villa Rica, GA 30180

Sales: (888) 230-5982

Service: (888) 268-9354

Parts: (888) 246-4694

2017 Ford Transit Connect XL Van Truck iVCT I-4 Engine[Back To Inventory \(http://www.donrichford.com/new-inventory/index.htm?start=35&\)](http://www.donrichford.com/new-inventory/index.htm?start=35&)

Photos

Addt'l Photos

Picture may not represent actual vehicle.⁸**Detailed Pricing****MSRP¹**

\$24,820

Final Price¹~~\$22,920~~Sample Payment²:**\$279/mo**72 Months @ 0% A.P.R. (estimated financing rate)
(\$2,232 Down Payment)**20 mpg**EPA-Est City MPG⁶**27 mpg**EPA-Est Highway MPG⁶**2.5L IVCT I-4 Engine**6-SPEED SELECTSHIFT AUTOMATIC
FWDExterior Color : Frozen White
Interior Color : PEWTER

Stock # : 7910

VIN : NM0LS6E75H1318991

Next Steps**Don Rich Ford Co Inc ‡**221 East Montgomery Street
Villa Rica GA 30180Call **(888) 230-5982****Offers****Manufacturer Offers¹⁰****Comments:**

How about this great vehicle!

It offers the latest in technological innovation and style. All of the premium features expected of a Ford are offered, including: a tachometer, tilt steering wheel, and more. Under the hood you'll find a 4 cylinder engine with more than 150 horsepower, and for added security, dynamic Stability Control supplements the drivetrain.

We have the vehicle you've been searching for at a price you can afford. Stop by our

5 months build time

ALLAN VIGIL FORD GOVERNMENT SALES

2018 Ford Transit Connect Cargo Van
Short wheelbase

Base Price \$19,490.00 XL

SWC #99999-SPD-ES40199373-002

Equipment included in Base price

Duratec 2.5L DOHC I4 Engine
6-speed Automatic Transaxle
150 amp Alternator
2-speed & variable wipers
Air Conditioning
AM/FM Radio
Power Steering
Power Antilock Brakes
Roll Stability Control
Manual Side Mirrors
Front Power Point
Power windows and locks
Full size spare tire
Sliding side doors
Body side molding
Vinyl Seats

Options	Price		Code
XL Extended length	975.00	X	S7E
XLT Short wheelbase	1,636.00		S6F
XLT Extended length	2,510.00		S7F
Rear Door Windows	287.00	X	55A
Rear & Side Door Windows	355.00		59C
XL Rear liftgate w/ side glass	348.00		E6E/59C
Splash Guards	190.00		96F
Daytime Running Lights	47.00		942
Privacy Glass	262.00		924
Cruise Control	210.00	X	525
3rd & 4th Keys with remotes	75.00		87R
Trailer Towing	345.00		53T
CNG/LPG Prep Package	295.00		98G
Reverse Sensing	267.00	X	76R
Cargo area LED light	63.00		76D
Cloth Seats (Black)	130.00		6B
All weather mats(XLT only)	75.00		16V
Rear window defroster	144.00		43D
Ford SYNC & rear view camera, AM/FM/CD	925.00		58W

XLT upgrade (includes fog lamps, power & heated mirrors, AM/FM/CD, cruise control, cloth seats, front carpet & floor mats) see above S6F/S7F

Exterior colors

Z2 Frozen White
PQ Race Red
TY Silver
G! Shadow Black
UV Dark Blue
J7 Magnetic (wagons only)
J4 Deep Impact Blue (wagons only)
S4 Solar (wagons only)
HN Guard Metallic (wagons only)

Ford Sync, rear view camera & Navigation-XLT only 1,355.00 58Y

XL Long WB 7 passenger wagon (vinyl seats, AM/FM, power windows, A/C) 3,157.00 S9E

XLT Short WB 5 passenger wagon (cloth seats, AM/FM/CD, A/C, fog lamps, cruise, rear view camera, power windows /locks/mirrors, rear and side windows) 2,615.00 S8F

Interior Grey

XLT Long WB 7 passenger wagon (same as S8F) 4,545.00 S9F

FOB Allan Vigil Ford
Delivery \$1.50 per mile, \$75 minimum

ALLAN VIGIL FORD GOV'T SALES
6790 Mt. Zion Blvd.
Morrow, GA 30260

770-968-0680 Phone
800-821-5151 Toll Free
678-364-3910 Fax

Other vendor added equipment
Added option equipment \$
Delivery \$
Total \$ 21,229

Contact person

Agency

Phone / Fax

Apr-17

LIBERTY CHEVROLET, INC.

P. O. Box 1150, Highway 61

Villa Rica, Georgia 30180

(770) 456-2000 • Fax: (770) 456-1957

PLEASE ENTER MY ORDER FOR THE FOLLOWING									
☐ NEW ☐ USED ☐ DEMO									
YEAR	MAKE		MODEL		TYPE				
17	CHEVROLET		CITY EXPRESS		Work Van				
STOCK NO.			COLOR			TRIM			
			WHITE						
SERIAL NO.									
3	N	6	B	M	O	Y	N	5	H
7	1	6	5	0	8				
MILEAGE	ENGINE		TAG NO.		DECAL				
159									

INSURANCE CO.		AGENT
POLICY NO.		TELEPHONE NO.
ADDRESS		
DATE		DEDUCTIBLE

DESCRIPTION OF TRADE IN									
YEAR	MAKE		MODEL		TYPE				
SERIAL NO.									
TAG NO.			DECAL NO.			ENGINE			
MILEAGE			COLOR			AD VALOREN TAX PAID			
						YES NO			

TRADE LIEN INFORMATION	
NAME	AMOUNT
ADDRESS	N/A
BY WHOM	GOOD UNTIL
Acct. No.	

NEW CAR LIEN INFORMATION	
CASH	
	LIEN CODE

DISPOSITION OF REBATE (IF ANY) ☐

Rebate to Customer ☐

Rebate included in trade allowance and/or discount incl. ☐

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INITIAL

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Customer's Approval _____ Date 12/01/17

FOR INTERNAL USE ONLY

DATE	SALESPERSON	
12/01/17	WOOD, KEITH	
PURCHASER'S NAME	WALLACE, TIMOTHY	
CITY OF VILLA RICA		
STREET ADDRESS		
106 TEMPLE ST		
CITY	STATE	ZIP
VILLA RICA	GA	30180
RESIDENCE PHONE	BUSINESS PHONE	
(470) 725-2701		
COUNTY	S.S. No.	
CARROLL		
D.L. No.	Spouse's S.S. No.	
E-mail Address	DATE OF BIRTH	

MSRP	22143.
INTERIOR DAMAGE OR EXTERIOR DAMAGE MUST BE NOTED AT TIME OF DELIVERY	
INITIAL	

TOTAL PRICE	22143.
TRADE IN ALLOWANCE	N
DIFFERENCE	22143.
SECURE ETCH	197.00
SUBTOTAL	22340.
DOCUMENTARY & PROCESSING FEE	399.00
ELECTRONIC REGISTRATION FEE	49.00
SUBTOTAL	22788.
TAVT TAX	1542.
TITLE FEE	18.00
TAG FEE	25.00
GA WARRANTY RIGHTS FEE (New Only)	3.00
SUBTOTAL	24377.
PAYOFF	Upon verification Buyer agrees to pay any excess amount
DOWN PAYMENT	N/
UNPAID BALANCE	24377.
REBATE	750.
BALANCE DUE	23627.

Customer's Approval _____ Date 12/01

Manager's Approval _____ Date 12/01

22,085