

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

City of Villa Rica



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

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

MAYOR & COUNCIL WORK SESSION AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
August 30, 2018 | 3:00 PM

Review of the Agenda (Mayor Jeff Reese)

A. Governing Body (Mayor Jeff Reese)

1. Approval of Minutes:
 - a. Council Meeting Minutes of August 7, 2018.
2. Housing Authority Board Reappointment - Amalie W. Hyneman (Term Expired)
3. Library Advisory Board Appointment of Franklin Pritchett
4. Appointment of Monroe Spake to Cemetery Commission
5. Final Payment for Gold Miner's Statue - Janet Chumley, Main Street Manager
6. Temporary Signage Request for A Taste of Villa Rica Event - Michael Young, President, Golden City Lions Club
7. Redevelopment Powers (Sarah Hefty, CFO)
8. TSPLOST Presentation (Sarah Hefty, CFO)

B. Community Development (Bobby Elliott, Director)

1. RA-04-18/FLUM-02-18: Rezoning and Future Land Use Amendment for North Van Wert Road and 1483 Highway 78
2. Alcohol License Request: ABL-06-18 Retail Malt Beverages & Wine, Fast Advent Corp., 610 E. Hwy. 78, Villa Rica, GA 30180
3. Discussion of Punkintown / Traffic Analysis
4. Sidewalk Damage (Due to Tree Roots)
5. Bay Springs Traffic Calming Devices
6. Transmittal of Comprehensive Plan Update to Three Rivers Regional Commission and Georgia Department of Community Affairs
7. Solid Waste Ordinance

C. Economic Development (Christopher Pike, Director)

1. Approve Final Payment for Gold Miner Statue with Product Development (Hotel Tax) Revenue

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

1. Adoption of Name "Gold Nugget Trail"
2. Georgia Department of Transportation's Title VI Policy Agreement

E. Public Works (Pete Zorbanos, Director)

1. Relocation of Waterline at the Intersection of Hwy 61 and Punkintown Road
2. Water Line Upgrade and Extension Along Hwy 61
3. Water Main Replacement on North Avenue
4. Infiltration and Inflow Abatement of Sanitary Sewer Collection System
5. Grapple Truck for Solid Waste Department (Charlie Davis, Deputy Public Works Director)
6. Pine Mountain Repairs (Wesley Berninger, Museum Manager)

F. Information Technology (Jim Chambers, Manager)

1. Council Audio Video System Upgrade

G. City Manager (Tom Barber)

1. Construction of Library
2. Support for Tax-Exempt Bonds
3. Abandonment of West End of Sugar Hill Street
4. Multi-Family Housing Limit
5. New Council Meeting Dates

H. Finance (Sarah Hefty, CFO)

1. Financial Update - July 2018
2. Budget Amendments - August 2018
3. Accept Mauldin & Jenkins as Auditors for Fiscal Year 2018
4. 2019 Health Insurance Premiums
5. Presentation of 2019 Budget

I. Public Hearing - 2019 Budget

J. Public Comment: We ask that you sign in for Public Comment before the meeting begins. Enter your name and address for the record and limit your comments to three minutes.

K. Consent Agenda Review and Adjournment

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CITY COUNCIL MONTHLY MEETING MINUTES

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
Tuesday, August 7, 2018 | 6:00 pm

Meeting Call to Order (Mayor Jeff Reese)

Mayor Jeff Reese called the meeting to order at 6:00 pm. Present were Mayor Jeff Reese, Mayor Pro Tem Gil McDougal, Councilmembers Verland Best, Danny Carter, Gil McDougal and Leslie McPherson. Councilwoman Shirley Marchman was absent.

Invocation (Councilman Danny Carter)

Councilwoman Leslie McPherson led the invocation.

Pledge of Allegiance (Mayor Jeff Reese)

Mayor Jeff Reese led the Pledge of Allegiance.

Ceremonial Presentations (Mayor & Council)

- Recognition of Jameson Green for 10 Years of Service
- Recognition of Ernestine Mullins for 30 Years of Service
- Chief Mansour recognized a 10 yr. old boy who called 911 that saved his mother's life who was having seizure.
- Chief Mansour recognized Carolyn Clark who is retiring. The Villa Rica Police Department's Annual Report was dedicated to Carolyn Clark.

Adoption of Agenda (Mayor Jeff Reese)

Councilman Danny Carter made the motion to table the Norfolk Southern Grant Acceptance to the September meeting and allow Commissioner Chairman Marty Smith to speak upon his arrival.

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

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)

Two citizens came forward to make a public comment.

Council Updates (Subjects of General Interest and Concern)

Mayor Jeff Reese read a letter of thanks from Flowers Baking Company for Perry Baxter's Active Shooter Training. There were no updates from the Council.

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 was discussed at the Thursday, August 2, 2018, Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. Request for Temporary Signage for 2018 Frontier's Rodeo
2. Senior Services Contract Renewal: Request for approval of the annual contract for FY2019 Area Agency on Aging between the City of Villa Rica and Three Rivers Regional Commission.
3. Military Surplus
4. Emergency Replacement of Gear Reducer
5. Budget Amendments: 2017
6. Budget Amendments: 2018

Councilman Gil McDougal made the motion to approve the Consent Agenda.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, Best, McPherson

A. Parks and Recreation (Vicki Coleman, Director)

1. Villa Rica Master Trail Plan

Director Vicki Coleman presented a resolution adopting the Villa Rica Master Trail Plan.

Councilman Danny Carter made the motion to approve the resolution adopting the Villa Rica Master Trail Plan.

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

At this time, Carroll County Commissioner Marty Smith made a presentation of the Transportation Special Purpose Local Option Sales Tax (TSPLOST) that will be on the November ballot. Other guests from Carroll County were Gerald Pilgrim, Director of Operations, and Leamon Stephens, Finance Director.

B. Governing Body

1. Approval of the Minutes:

- a. Monthly Meeting of July 5, 2018
- b. Council Meeting of July 10, 2018
- c. Special Called Meeting of July 11, 2018

Councilman Danny Carter made the motion to approve the minutes of July 5, 2018, July 10, 2018, and July 11, 2018.

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

2. Lease Agreement with Gaston Outdoor Advertising

Councilman Gil McDougal made the motion to authorize the City Manager to execute the lease agreement with Gaston Outdoor Advertising, effective May 1, 2019.

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

3. Discussion of Times and Dates of Council Meetings

Councilman Gil McDougal made the motion to approve the change of the Council Meetings to the second and fourth Tuesday of each month, eliminating the work session, and to start this in October 2018.

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

C. Finance (Sarah Hefty, CFO)

1. Financial Update: June 2018

Sarah Hefty presented the June 2018 Financial Update.

2. Discussion of 2018 Millage Rate

Discussion only. The Council will vote on the 2018 Millage Rate at the Special Called Meeting on August 30, 2018.

3. Presentation of 2019 Budget

Sarah Hefty presented the new changes to the 2019 Budget.

D. City Manager's Report (Tom Barber)

City Manager Tom Barber presented his report of city projects.

Adjournment

Councilwoman Leslie McPherson made the motion to adjourn, seconded by Councilman Danny Carter. Vote: 4/0. Motion approved.

Jeff Reese, Mayor

Alisa Doyal City Clerk



CITY OF VILLA RICA

City Council Packet

SUBJECT: Housing Authority Board Reappointment

CITY COUNCIL AGENDA DATE: 9/4/2018

DATE: 8/23/2018

PREPARED BY: Alisa Doyal, City Clerk

FISCAL IMPACT: NA

ANNUAL –

CAPITAL – OTHER –

FUNDING SOURCE: NA

PURPOSE: Approve the reappointment of Amalie W. Hyneman to the Housing Authority Board.

BACKGROUND: Amalie Hyneman's term has expired and would like to continue serving. She is a Certified Public Accountant serving as the Controller of HM Wallace, Inc. Ms. Hyneman was appointment to the board in 2003 by the previous mayor and has served five years. Dick Chambers, Executive Director of the Villa Rica Housing Authority has notified me that the board has approved her re-appointment.

STAFF RECOMMENDATION: To reappoint Amalie W. Hyneman to the Housing Authority Board.

Alisa Doyal

From: vrha@mindspring.com
Sent: Friday, August 17, 2018 10:59 AM
To: Alisa Doyal
Subject: Re: Amalie W Hyneman

Alisa,

Amalie wants to be reappointed and has he Board's blessings.

Dick

-----Original Message-----

From: Alisa Doyal
Sent: Aug 17, 2018 10:54 AM
To: "Dick Chambers (vrha@mindspring.com)"
Subject: Amalie W Hyneman



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Library Advisory Board Appointment
AGENDA DATE: September 4, 2018

DATE PREPARED: August 23, 2018
PREPARED BY: Vicki Coleman, AICP, Director

AMOUNT: N/A
GL ACCOUNT #: N/A

PURPOSE: To present for consideration an appointee to the Library Advisory Board.

BACKGROUND: The Parks, Recreation, and Leisure Services Department is recommending Franklin Pritchett for an appointment to the Library Advisory Board. Mr. Pritchett is retired from the University of West Georgia and has extensive experience in community relations.

Mr. Pritchett's application is attached.

STAFF RECOMMENDATION: Approval

IMPACT: N/A

MOTION: To appoint Franklin Pritchett to the City's Library Advisory Board.



City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180



APPLICATION FOR BOARD OR COMMISSION
APPOINTMENT

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name:

H Franklin Pritchett Jr.

Occupation:

Retired

Employer:

formerly UWG

Home Address:

15 Azalea Dr.

City:

Villa Rica

Zip:

Home Phone:

()

Home E-Mail:

pogo7888@bellsouth.net

Work Phone:

()

Work E-Mail:

Cell Phone:

(770) 356-3785

Preferred E-Mail:

☒ Home

☐ Work

Name and address of the business entity you own, located within the city limits of Villa Rica (if applicable)

a) Which Board(s) or Commission(s) do you wish to be appointed to?

Library

b) How long have you been a resident of the City of Villa Rica? 23 Years 3 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Villa Rica ☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Villa Rica that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No If yes, please explain:

- i) What talents, strengths, experience, or interests do you feel you would bring to the Board or Commission if selected?

My career at VWG (28 years) focused on public relations/comm, alumni & constituent relations/volunteer management and fundraising (annual fund)

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Depends on Board function & how well I see myself fitting in. Open-minded.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission and that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

Frank Pritchett

Printed Name

4/14/18

Date

Please return signed application to: Alisa Doyal, City Clerk
City of Villa Rica
571 W. Bankhead Hwy
Villa Rica, GA 30180

Fax: 770-459-7003
Email: adoyal@villarica.org

Questions? Contact the City Clerk at 678-840-1212

BOARD AND COMMISSION INFORMATION

Board of Appeals (BOA): The BOA is a quasi-judicial body that provides the public with a final administrative review process for appeals relating to a wide range of City determinations. The Board strives to provide an efficient, fair and expeditious public hearing and decision-making process before an impartial panel as a last step in the City's permit issuance process. The Board hears and decides appeals involving the granting, denial, suspension, or revocation of permits, licenses, and other use entitlements by various City commissions and departments. The granting or denial of variances and other determinations by the P&Z Commission. Term: 3 years | Members: 5

Downtown Development Authority (DDA): The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. Members must either own a business or have an economic interest in the downtown. A member of the City Council is permitted to serve on the DDA. Term: 4 years | Members: 7

Historic Preservation Commission (HPC): This six-member commission is appointed by the City Council and administers the historic regulations in the City of Villa Rica. Commissioners review requests for retaining wall grants, revolving loan applications, building permit applications and demolition permit requests. Term: 3 years | Members: 6

Housing Authority Board (HAB): The housing authority has all powers necessary and convenient to carry out its purposes, including the power to make contracts, acquire, prepare, lease, and operate housing projects, provide for housing construction, repair, and furnishings, borrow money or accept grants and loans, and issue revenue bonds. Bonds and other obligations incurred by the authority are not debts of the city. Term: 5 years | Members: 5

Library Advisory Board (LAB): Acts in an advisory capacity to the branch manager of the Villa Rica Public Library. Members work with the Branch Manager to establish operational policies for the library for approval by the City Council and West Georgia Regional Library System, assist the Branch Manager with the annual budget request to the City Council, adopts bylaws and regulations for internal operations, makes recommendations through the City Manager to the Mayor and City Council concerning the library, solicits donations of money and/or property for the benefit of the library, and represents the library to the community. The City Manager, Branch Manager and WGRL Director serve as nonvoting members. Term: 3 years | Members: 7

Main Street Advisory Board (MSAB): This seven-member Board commission is appointed by the City Council and works to promote and create a thriving central business district in Downtown Villa Rica and along primary entrance corridors into the central downtown business district. Term: 4 years | Members: 7

Planning & Zoning Commission (P&Z): The P&Z advises the City Council in decisions pertaining to amendments to the Comprehensive Plan, the Zoning Ordinance and applications for development. The Commission is charged with developing and maintaining the Comprehensive Plan and submitting the plan and its elements to the City Council. The Commission also reviews and makes recommendations regarding changes to the Comprehensive Plan land use map. The Commission hears, reviews and makes recommendations regarding all applications for subdivision site plans, specific plans and phased and conditional use permit applications. Term: 1 year | Members: 5

Recreation Advisory Commission (RAC): The purpose of the RAC is to make recommendations to the City Council regarding parks and recreation plans, policies, programs and projects. Term: 3 years | Members: 7

Villa Rica Cemetery Committee: Functions include making recommendations to the City Manager on all aspects of the management and operations of the city's cemeteries. Term: 3 years | Members: 6

Villa Rica Development Authority (VRDA): The VRDA exists to provide bond financing for community and economic development projects with a goal of increasing job opportunities within the community, supporting education and health care, and providing housing for underserved communities, all of which benefit the residents of the city of Villa Rica and the state of Georgia. This is a Mayoral appointment; otherwise Council appoints. Term: 4 years | Members: 7

PROCEDURES FOR BOARD OR COMMISSION APPOINTMENT

- 1) Approximately four weeks before the end of a Board or Commission term, the City Clerk will notify the Mayor and City Council and the members of the Board or Committee affected of the positions and citizens whose terms will be expiring.
- 2) The City Clerk will cause this information to be posted via the City's website, electronic newsletter or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve. The Mayor and City Council will set the timeframe for the acceptance of applicants.
- 3) Applications may be sent to the City Clerk. The Mayor and City Council may interview candidates at its discretion. The Mayor and City Council retains all responsibilities and rights to select candidates, nominate and confirm appointments as required by the City Charter and Code of Ordinances.
- 4) After any appointment, the new Board or Commission member, as well as the other members of that Board or Commission will receive a letter notifying them of their appointment and be scheduled to be administered an Oath of Office.

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City of Villa Rica
571 W. Bankhead Hwy
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Fax: 770-459-7003
Email: adoyal@villarica.org

Questions? Contact the City Clerk at 678-840-1212



CITY OF VILLA RICA

City Council Packet

SUBJECT Appointment of Monroe H. Spake to Cemetery Commission

CITY COUNCIL AGENDA DATE: August 30, 2018

DATE: August 27, 2018

PREPARED BY: Alisa Doyal, City Clerk

FISCAL IMPACT: NA

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: NA

PURPOSE: Appointment of Monroe H. Spake to the Cemetery Commission.

BACKGROUND: The Cemetery Commission currently has five members and two vacancies. The members are appointed by the Mayor and approved by the City Council with terms of three years. The applicant, Monroe Spake, has lived in Villa Rica his entire life, served as the Mayor from 1992 – 2004, and on the City Council for four terms (8 years total). He is a member of the Villa Rica Lions Club and the Housing Authority Board. Monroe retired from Delta Airlines and then went to work with Northwest Airlines.

STAFF RECOMMENDATION: Approval of the appointment of Monroe H. Spake to the Cemetery Commission.

IMPACT: NA



City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180



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APPOINTMENT**

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Monroe H. Spake

Occupation: Retired Employer: _____

Home Address: 644 Old Tanyard, Rd City: Villa Rica, GA Zip: 30180

Home Phone: (770) 459-6488 Home E-Mail: MHSPAKE1@AOL.COM

Work Phone: () Work E-Mail: _____

Cell Phone: (404) 915-5739 Preferred E-Mail: ☐ Home ☐ Work

Name and address of the business entity you own, located within the city limits of Villa Rica (if applicable) _____

a) Which Board(s) or Commission(s) do you wish to be appointed to? SECRETARY

b) How long have you been a resident of the City of Villa Rica? 74 Years 2 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☐ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Villa Rica ☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Villa Rica that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No If yes, please explain:

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

History buff. I have more friends
in Cemetery than I now have in
TOWN.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission and that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

MONROE H. SPAKE

Printed Name

8-24-18

Date

Please return signed application to: Alisa Doyal, City Clerk
City of Villa Rica
571 W. Bankhead Hwy
Villa Rica, GA 30180

Fax: 770-459-7003
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Library Advisory Board (LAB): Acts in an advisory capacity to the branch manager of the Villa Rica Public Library. Members work with the Branch Manager to establish operational policies for the library for approval by the City Council and West Georgia Regional Library System, assist the Branch Manager with the annual budget request to the City Council, adopts bylaws and regulations for internal operations, makes recommendations through the City Manager to the Mayor and City Council concerning the library, solicits donations of money and/or property for the benefit of the library, and represents the library to the community. The City Manager, Branch Manager and WGRL Director serve as nonvoting members. Term: 3 years | Members: 7

Main Street Advisory Board (MSAB): This seven-member Board commission is appointed by the City Council and works to promote and create a thriving central business district in Downtown Villa Rica and along primary entrance corridors into the central downtown business district. Term: 2 years | Members: 7

Planning & Zoning Commission (P&Z): The P&Z advises the City Council in decisions pertaining to amendments to the Comprehensive Plan, the Zoning Ordinance and applications for development. The Commission is charged with developing and maintaining the Comprehensive Plan and submitting the plan and its elements to the City Council. The Commission also reviews and makes recommendations regarding changes to the Comprehensive Plan land use map. The Commission hears, reviews and makes recommendations regarding all applications for subdivision site plans, specific plans and phased and conditional use permit applications. Term: 1 year | Members: 5

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Fax: 770-459-7003
Email: adoyal@villarica.org

Questions? Contact the City Clerk at 678-840-1212



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Final Payment for Gold Miner Statue
AGENDA DATE: 8/30/2018

DATE PREPARED: 8/23/2018
PREPARED BY: Janet Chumley

AMOUNT: \$21,000
GL ACCOUNT #: 275-7540-572010 (Product Development)

PURPOSE: To make the final payment for the Gold Miner Statue.

BACKGROUND: Several years ago, the DDA commissioned KLC Studios Inc. to construct a Gold Miner Statue. Several fundraising attempts were made through selling bricks, Cupcake Challenge, etc.; however, only half of the necessary funds were raised. The artist is still owed \$21,000 in order for the City to take ownership of the statue.

STAFF RECOMMENDATION: In order to pay the artist what is owed and to take possession of the statue, staff recommends using Product Development money to pay the balance of \$21,000.

In August 2017, the City's hotel tax rate increased from 5% to 8%. Of that 8%, 1.5% is for Product Development. Product Development is defined as "the expenditure of funds for the creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors, support visitors' experience, and are used by visitors."

The Product Development money is supposed to be expended in the year that it is earned; however, there was just over \$17,000 in 2017 that was not spent. Staff recommends using the \$17,000 from 2017 as well as \$4,000 from the 2018 Product Development money to finish paying for the statue.

IMPACT: Taking possession of the statue that was commissioned years ago and using the Product Development money from 2017.

MOTION: I make a motion that we pay KLC Studios Inc. the remaining balance of \$21,000 for the Gold Miner Statue.



The Golden City Lions Club
Villa Rica, Georgia

August 25, 2018

Mr. Tom Barber
City Manager, Villa Rica
571 W. Bankhead Hwy
Villa Rica, GA 30180

Re: Sign Ordinance Variance Request for A Taste of Villa Rica 2018

Mr. Barber:

The Lions Clubs of Villa Rica (The Golden City Lions Club and The Villa Rica Lions Club) request the City of Villa Rica allow us to post a vinyl sign in the road easement at three locations to advertise the charitable fund raising event A Taste of Villa Rica.

The three locations are Hwy 61 and Main Street, Mirror Lake Blvd and Permian Way, and Hwy 78 and Westview Drive (the Triangle) as shown below. The signs have not yet been produced, but are expected to be 2' x 4' vinyl banners.

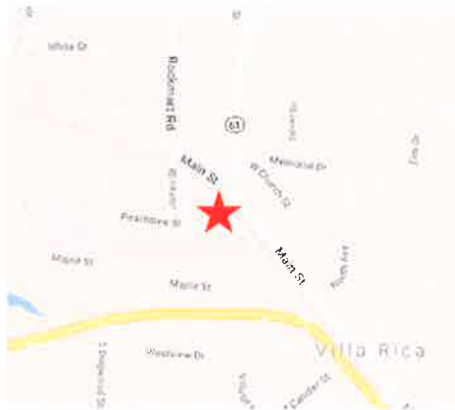
A Taste of Villa Rica is to be held on Saturday, October 6th and we would like to post the signs the previous Sunday, September 30th. The signs will be removed on Sunday, October 7th.

I understand this requires a vote by the City Council. I would appreciate this request being placed on the agenda for the next City Council meeting.

Thank you for your consideration in helping the Lions Clubs of Villa Rica have a successful A Taste of Villa Rica.

Best regards,

Michael Young
President, Golden City Lions Club
Cell: 678-787-0398





CITY OF VILLA RICA

City Council Packet

SUBJECT: RA-04-18/FLUM-02-18 – North Van Wert Road and 1483 Highway 78

CITY COUNCIL AGENDA DATE: September 7, 2018

DATE: August 24, 2018

PREPARED BY: Lenise Lyons, Planning and Zoning Specialist

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE:

Villa Rica First Baptist Church, of Villa Rica, GA requests rezoning for property located at North Van Wert Road and a portion of 1483 Highway 78, Villa Rica, GA, Parcel Nos: V02-007-0477 and V02-007-0362, in Land Lot 165 of the 6th District in Carroll County, currently zoned Rural Development (RD) to General Commercial (GC). Additionally, the applicants request a future land use amendment for the same property from Public/Institutional (PI) to Commercial (C). The property consists of 0.6+/- acres and is located in Ward 3.

BACKGROUND: Villa Rica First Baptist Church submitted application to rezone property located at North Van Wert Road and 1483 Highway 78, Villa Rica, Georgia for a proposed assisted living facility. The application proposes a senior housing development that contains 42 memory care beds in a one-story building and 98 assisted living beds in a three-story building.

Additionally, the applicant submitted application for a future land use amendment from Public/Institutional (P/I) to Commercial (C), in order to make the land use designations for the properties consistent. Currently, the North Van Wert Road property is the site of the Hart House, and 1483 Highway 78 is the site for First Baptist Church.

This item was deferred by the Planning Commission on the July 31, 2018 in order for the applicant to obtain more details regarding the development of the site.

STAFF RECOMMENDATION: Staff recommends Approval with Conditions.

1. Permitted uses limited to hospital, health, and medical institutions.
2. All improvements to be installed on property prior to occupancy.
3. It is encouraged that a preservation plan of action for the Hart House be submitted by the developer and approved by the City of Villa Rica prior to the issuance of any building permits.

IMPACT: N/A

PLANNING COMMISSION: Will be heard on Tuesday, August 28, 2018.

MOTION: I make a motion to approve with the applications from Villa Rica First Baptist Church for North Van Wert Road and 1483 W Bankhead Highway to rezone property from Agricultural to General Commercial with conditions, and to amend the future land use plan from Public/Institutional to Commercial.



Planning & Zoning

Community Development Department

RA-04-18

Council Ward: 3

Planning Board Member: Tom Flowers

City Council Member: Leslie McPherson

Public Hearing Dates

Planning Commission: August 28, 2018 (*deferred by Planning Commission on July 31, 2018*)

City Council: September 4, 2018

Request: Rezone to from Rural Development (RD) to General Commercial (GC) for an assisted living facility.



Applicant: Villa Rica First Baptist Church
1483 W Highway 78
Villa Rica, GA 30180
(770)459-5138

Acres: 6.0+/-
Current Land Use: Place of
Worship/Undeveloped
Future Land Use: Commercial and Public/
Institutional

Parcel Number(s): V02 0070477 and V02 0070362

Location: 1483 Highway 78 and North Van Wert Road, in Land Lot 165 of the 6th District in Carroll County.

Project Description:

The applicant is requesting to rezone property located at 1483 Highway 78 and North Van Wert Road from Rural Development (RD) to General Commercial (GC) for an assisted living facility. The parcel will be used for senior housing and contain 42 memory care beds in a one-story building and 98 assisted living beds in a three-story building.

Surrounding Properties:

Current Zoning		Land Use
North	Unincorporated Carroll County	Conservation Use
East	Planned Development (PD) and General Commercial (GC)	Single Family Residential and Undeveloped
South	Rural Development (RD)	Undeveloped
West	Rural Development (RD)	Undeveloped

Rezoning Review Standards:

The Code of the City of Villa Rica, Unified Development Code Section 2.03.B.4, requires all zoning amendment applications to be reviewed based upon the impact of the proposed rezoning with respect to each of the following matters:

A. *Whether the existing zoning was in error at the time of adoption.*

It does not appear that the existing Rural Development (RD) zoning designation is in error. Much of the surrounding area along North Van Wert Road is zoned RD and is undeveloped.

B. *Whether the proposed change is consistent with, and in furtherance of, the implementation of the goals and objectives of the Comprehensive Plan, other adopted plans, and the policies, intents and requirements of this Code and other city regulations and guidelines.*

Future Land Use Map

The subject property is currently located within City limits. The Future Land Use Map designations in the surrounding area are Commercial, Public/Institutional, and Low Density Residential.

Relation to the Comprehensive Plan Policies:

Economic Development

GOAL: Achieve a growing economy that equitably benefits all segments of Villa Rica.

Objective ED-1: Identify and put in place the prerequisites for quality economic growth.

Policies:

Objective ED-2: Strengthen and diversify Villa Rica's economic base.

Policies:

ED-2b: Encourage a greater variety of businesses.

ED-2f: Promote businesses that complement other businesses in the region.

Land Use and Growth

GOAL: Maintain a balanced, sustainable land use pattern that accommodates projected growth while fostering community vitality, and maintaining or improving the quality of the built environment.

Objective LU-2: Land Use Compatibility – Mitigate land use transitions to ensure that agricultural, residential, industrial, commercial and environmental lands can serve their intended functions (as determined by the Comprehensive Plan) with minimal interference from adjacent land uses.

Policies:

LU-2a: Require development approvals to be consistent with the Future Land Use Plan (Maps 5a-5e) and other plan directives.

C. Whether there is a community need for and benefit from the proposed rezoning; or

Rezoning the property to General Commercial is a benefit to the community because the proposed use is to provide senior housing and memory care. Population projections from the Comprehensive Plan indicate that Villa Rica has a growing population of individuals age 55 and above. Additionally, the Plan identifies that seniors will need more attached and communal housing types and increased medical services. Developments such as this will serve the demands of this growing population.

D. Whether the proposed change is consistent with the character of the area in which the proposed rezoning is proposed.

The proposed rezoning is consistent with the character of the area. The Bellevue Senior Living community is in close proximity to the subject parcels. The proposed development provides an appropriate transition from less-dense, residential development to the more-intense commercial Highway 78 corridor leading into the central city.

The future land use designated for this parcel is "Commercial" and "Public/Institutional". If zoning is approved, the portion of the development with the "Public/Institutional" land use will have to be amended to "Commercial" to be consistent with the proposed zoning.

E. Whether the proposed zoning is compatible with the zoning and uses of property nearby.

The proposed zoning is compatible with nearby zoning and uses nearby. There are several commercially-zoned properties along the nearby Highway 78 corridor.

F. Whether the existing zoning is suitable for the development of the uses authorized under the existing zoning classification, will be conducive to proper community planning, and is a logical extension of an existing urban area or growth center.

The existing zoning would be suitable for Rural Development residential and agricultural uses. It is currently undeveloped, but the Hart house has been relocated to the northern portion of the property. However, because the parcel is in close proximity to Highway 78, it is a logical extension of an existing urban area. Additionally, the Future Land Use Map supports Commercial land uses along North Van Wert Road and Highway 78.

G. Whether the public and community facilities, which may include, but are not limited to, sanitary and storm sewers, water, electrical service, police and fire protection, schools, parks and recreation facilities, roads, libraries, and solid waste collection and disposal, are available and adequate to serve uses authorized under the proposed zoning.

The subject property is currently provided with community facilities such as water, roads, and solid waste, however, there are inadequate sewer facilities on the site. Sewer is currently handled by a lift station, which most likely, will not be able to handle the increased demand created by the proposed assisted living facility. The existing pump station is maintained privately by First Baptist Church. The sewer facilities will require significant upgrades by the applicant to support the proposed use.

H. Whether the authorized uses will not adversely affect the capacity or safety of the street network in the vicinity of the property.

The proposed rezoning should not have a significant impact on the capacity of the road. The site plan indicates ingress and egress will occur from North Van Wert Road. Long-term medical facilities typically have set, regular business and visiting hours and do not generate very much traffic. Section 4.03 – Parking Standards of the Unified Development Code specifies the following in regards to parking requirements:

Hospital, Health, and Medical Institution): one (1) per three (3) patient beds, one (1) additional for three (3) employees.

I. Are there potential environmental impacts (e.g., excessive storm water runoff, water pollution, air pollution, noise pollution, excessive lighting, or other environmental harms) of authorized uses will be mitigated.

Based on the City's and County's available maps, there are wetlands that run east to west through the northern portion of the property. Should the zoning be approved, Staff will review all site plans for compliance with local and state guidelines for water bodies.

Staff Comments:

The applicant is requesting a rezoning of the subject property from Rural Development (RD) to General Commercial (GC). The proposed use for an assisted living facility should have a relatively low impact on the surrounding residential community, in comparison to other retail and service uses permitted in GC. There has been some concern from the public regarding the Hart

House, which is located on the subject property. Site plans submitted by the applicant indicate that the Hart House is in the area designated for development.

The Hart House is considered to have historical significance in Villa Rica because its architecture dates back to the 1800s. Unfortunately, the house does not lie in any of the Villa historic districts, nor is it on any State or national registers. Despite this, preservation of the structure should be contemplated in the development of this site. Staff met with the proposed developer and Villa Rica First Baptist Church on Monday, August 6, 2018. A memo regarding the meeting was composed by City Attorney, David Mecklin, and has been included with the case file.

Additionally, Staff recognizes that the Future Land Use Map designates a portion of the subject property as "Public/Institutional" which is not compatible with the GC zoning. The applicant has submitted a request for a Future Land Use Map amendment to be considered with the rezoning application. Should the parcel be rezoned, the Future Land Use Map should also be amended from Public/Institutional (P/I) to Commercial. Adequate parking facilities and other necessary improvements should be installed prior to occupancy.

Recommendation:

Staff recommendation: **APPROVAL WITH CONDITIONS**

1. Permitted uses limited to hospital, health, and medical institutions.
2. All improvements to be installed on property prior to occupancy.
3. It is encouraged that a preservation plan of action for the Hart House be submitted by the developer and approved by the City of Villa Rica prior to the issuance of any building permits.

Public Notifications:

As required by *Article 2, Section 2.01* in the Code of the City of Villa Rica, the public has been notified in *Times-Georgian* on July 14, 2018 and August 16, 2018; a sign has been posted on the subject properties; and all abutting property owners have received notification via certified mail.

Public Response:

In response to the public notifications, residents within the surrounding neighborhoods have not contacted the City at the time of this staff report. However, some concern has been expressed by various groups and individuals regarding preserving or relocating the Hart House.

Office of Community Development

Attachments:

1. Application
2. Campaign Disclosure Statement
3. Letter of Intent
4. Property Owner Authorization
5. Warranty Deed
6. Property Plat
7. Location Map
8. Site Photos
9. Future Land Use Amendment Report

View from First Baptist Church Driveway





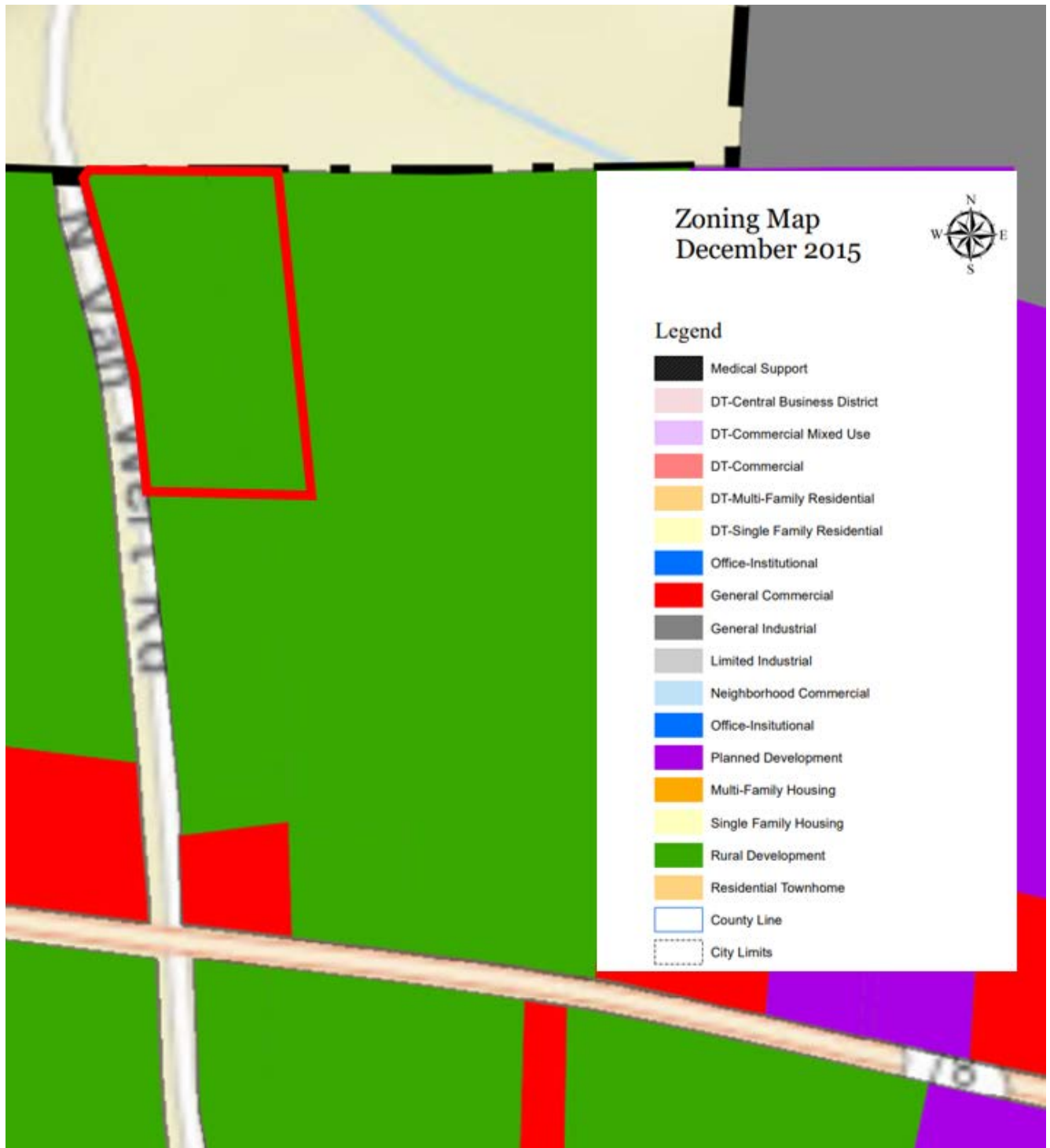
View Facing North on North Van Wert Road



View Facing South on North Van Wert Road



Zoning Map





Planning & Zoning

Community Development Department

FLUM-02-18

Council Ward: 3

Planning Board Member: Tom Flowers

City Council Member: Leslie McPherson

Public Hearing Dates

Planning Commission: August 28, 2018 (*deferred by Planning Commission on July 31, 2018*)

City Council: September 4, 2018

Request: Amend future land use map from Commercial (C) and Public/Institutional (P/I) to Commercial (C).



Applicant: Villa Rica First Baptist Church
1483 W Highway 78
Villa Rica, GA 30180
(770)459-5138

Acres: 6.0+/-

Current Land Use: Place of
Worship/Undeveloped

Future Land Use: Commercial and Public/
Institutional

Parcel Number(s): V02 0070477 and V02 0070362

Location: 1483 Highway 78 and North Van Wert Road, in Land Lot 165 of the 6th District in Carroll County.

Project Description:

The applicant is requesting a future land use amendment, along with a rezoning of property located at 1483 Highway 78 and North Van Wert Road for an assisted living facility. The parcel will be used for senior housing and contain 42 memory care beds in a one-story building and 98 assisted living beds in a three-story building.

Surrounding Properties:

Current Future Land Use		Land Use
North	Unincorporated Carroll County	Conservation Use
East	Low Density Residential (LDR)	Single Family Residential and Undeveloped
South	Commercial (C)	Undeveloped
West	Commercial (C)	Undeveloped

Rezoning Review Standards:

The Code of the City of Villa Rica, Unified Development Code Section 2.03.A., requires all comprehensive plan amendment applications to be reviewed based upon the impact of the proposed amendment with respect to each of the following matters:

A. *Whether there was error in the original Comprehensive Plan adoption in that the Council failed to take into account then existing facts, projections or trends that were reasonably foreseeable to exist in the future.*

It does not appear that the existing Commercial (C) and Public/Institutional (P/I) zoning designation is in error. Much of the property around North Van Wert Road and Highway 78 currently has a Commercial future land use designation. One of the subject parcels for this application currently has a Commercial future land use, however, the other parcel is currently designated as P/I. This is most likely because a place of worship is located on the P/I property, which is consistent with its current use. Should the rezoning application be approved, a portion of the P/I parcel will need to be amended to Commercial to make the land uses consistent.

B. *Whether events subsequent to the Comprehensive Plan adoption have invalidated the Council's original premises and findings made upon plan adoption.*

It does not appear that the original premises and findings have been invalidated due to subsequent events. The need for the comprehensive plan amendment is to make the future land use map designations consistent with the proposed rezoning request.

C. Whether any or all of the Council's original premises and findings regarding the Comprehensive Plan adoption were mistaken.

It does not appear that the original premises and findings regarding the Comprehensive Plan were mistaken.

D. Whether events subsequent to the Comprehensive Plan adoption have changed the character and/or condition of the area so as to make the application acceptable.

It does not appear that the character or condition of the area has changed significantly. Much of the area in the immediate vicinity of North Van Wert Road and Highway 78 are undeveloped.

Staff Comments:

The applicant is requesting a future land use amendment of the subject the portion of the property designated as Public/Institutional. The application was submitted concurrently with a rezoning application for the same property. Should the rezoning be approved, the Future Land Use Map should also be amended from Public/Institutional (P/I) to Commercial.

Recommendation:

Staff recommendation: **APPROVAL**

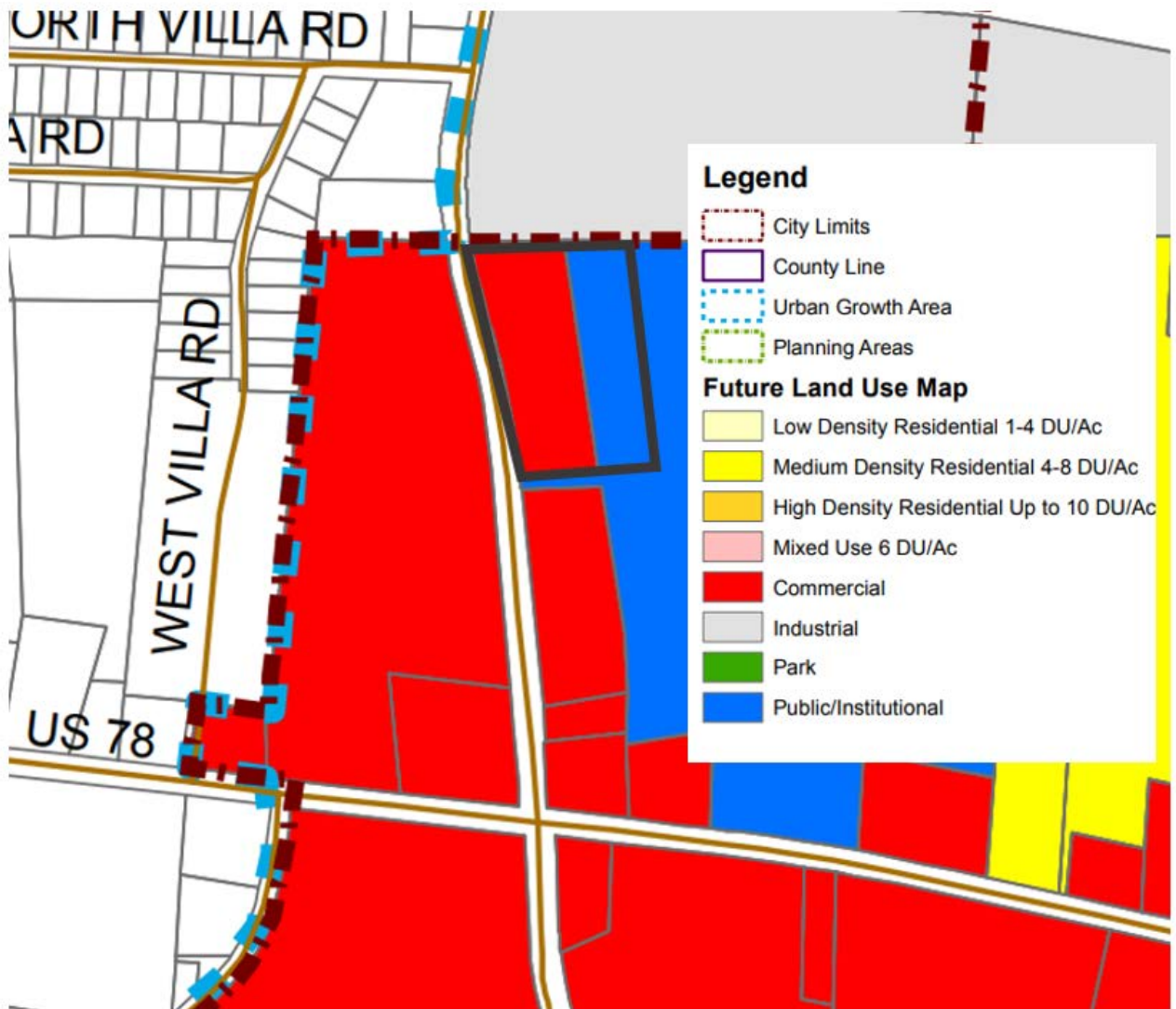
Public Notifications:

As required by *Article 2, Section 2.01* in the Code of the City of Villa Rica, the public has been notified in *Times-Georgian* on July 14, 2018 and August 16, 2018; a sign has been posted on the subject properties; and all abutting property owners have received notification via certified mail.

Public Response:

In response to the public notifications, residents within the surrounding neighborhoods have not contacted the City at the time of this staff report. However, some concern has been expressed by various groups and individuals regarding preserving or relocating the Hart House.

Future Land Use Map





APPLICATION FOR
UDC TEXT AMENDMENT / ZONING MAP AMENDMENT

☐ UDC TEXT AMENDMENT ☐ ZONING MAP AMENDMENT

Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: _____

APPLICANT

Applicant Name: First Baptist Church of Villa Rica

Address: 1483 West Highway 78 City: Villa Rica State: Georgia Zip: 30180

Phone: (770) 459 - 5138 Fax: (770) 459 - 4499 Email: micah@fbcvr.com

Agent Name: Micah Hamrick

Address: 1483 West Highway 78 City: Villa Rica State: Georgia Zip: 30180

Phone: (770) 459 - 5138 Fax: (770) 459 - 4499 Email: micah@fbcvr.com

Owner Name (If different from applicant): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____ Email: _____

(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

REZONING REQUEST

Existing Zoning: Rural Requested Zoning: General Commercial

Property Address: 1483 W. Highway 78 Nearest Intersection: +/-13,000 ft

Present Use of Property: Church

Proposed Use: Senior Housing Community

Size of Tract: 6 Land Lot Numbers: 165 Districts: 5th & 6th

Gross Density: _____ units per acre Net Density: _____ units per acre

Property Tax Parcel Number: V02 00700477 (4.14ac) & V02 0070362 (40.02ac)

(For Office Use Only)

Total Amount Paid \$ _____ Cash _____ Check # _____ Received by: _____

Application checked by: _____ Date: _____ Map Number(s): _____

Planning Commission: Approved ☐ Denied ☐ Date: _____ Conditions: No ☐ Yes ☐ How many: _____

City Council Decision: Approved ☐ Denied ☐ Date: _____ Conditions: No ☐ Yes ☐ How many: _____

Manager's Signature: _____ Date: _____

RECEIVED
Boyer

RA-04-18



CASE # _____
UDC TEXT/ZONING MAP

The procedure for amending the Unified Development Code (UDC) text, or making changes to the Official Zoning Map are set forth in Section 2.03.B, of the UDC. Generally, the amendment process involves review by the Community Development Manager and the Planning Commission with a final review and decision by the City Council.

I, Micah Hamrick, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

Micah Hamrick
Signature of Applicant

6-28-18
Date

Required Materials to Accompany the Application for Zoning Map Amendment:

The Community Development Manager may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

- ☐ 1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
- ☐ 2. A site development plan prepared in conformance with submittal requirements (unless waived by Community Development Manager or requested zoning district is Single-Family Residential).
- ☐ 3. A written statement describing the following:
 - a. The proposed uses and the effect the proposed use may have on surrounding properties and a statement of the facts indicating that the proposed change will not be detrimental to the general public interest and the purposes of this Code;
 - b. Whether such change is consistent with the intent and the purpose of this Code and the goals and policies of the Comprehensive Plan;
 - c. The areas which are most likely to be directly affected by such change and the likely effects;
 - d. Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts, or other social or economic conditions in the areas and zoning districts affected;
 - e. The proposed time schedule and phasing for development;
 - f. The source/method for providing utility/infrastructure services to the property;
 - g. A description of existing road conditions and any new roads to be included in the development and of the effect the proposed development will have on existing road and traffic conditions; and
 - h. A list of any state, federal, or other public agencies' approvals or permits required for the proposed development.
- ☐ 4. Additional exhibits, as may be required by the Community Development Director.

Required Materials to Accompany the Application for UDC Text Amendment:

The Community Development Manager may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

Proposed text amendment;

Written statement describing reasons for the proposed text amendment; and any other exhibits as may be required by the Community Development Director.



CASE # _____
UDC TEXT/ZONING MAP

Disclosure of Campaign Contributions

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following questions must be answered:

Has the applicant¹ made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to a member of the City Council or Planning Commission who will consider the application?

Yes _____ No ☒

If Yes, the applicant and the attorney representing the applicant must file a disclosure report with the City within ten (10) days after this application is first filed. Please supply the following information that will be considered as the required disclosure:

Council/Planning Commission Member Name	Dollar amount of Campaign Contribution	Description of Gift \$250 or greater given to Board Member

We certify that the foregoing information is true and correct, this 28 day of June, 2018.

Micah Hamrick
Applicant's Name – Printed

Micah Hamrick
Signature of Applicant

Applicant's Attorney, if applicable – Printed

Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this 28th day of June, 2018.

Helen W. Bruno
Notary Public



1. Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for rezoning or other action.

RETURN TO:

J. Larry Palmer
Suite D, 535 Maxham Road
Austell, Georgia 30168

QUIT-CLAIM DEED

Form 120

STATE OF GEORGIA, CARROLL County.

THIS INDENTURE, made this 27th day of February in the year of our

Lord One Thousand Nine Hundred and Ninety-Eight

between BARBARA ANN W. MITCHELL and DANIEL MITCHELL of the first part,
and VILLA RICA FIRST BAPTIST CHURCH of the second part.

WITNESSETH: That the said party of the first part for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, cash in hand paid, the receipt of which is hereby acknowledged, has bargained, sold and does by these presents bargain, sell, remise, release, and forever quit-claim to the said party of the second part, its heirs and assigns, all the right, title, interest, claim or demand which the said party of the first part has or may have had in and to

All that tract or parcel of land lying and being in Land Lot Number 165 of the 6th District of Carroll County, Georgia, and being more particularly described, to-wit:

To find the point of beginning, commence at the point of intersection between the northerly right of way line of U. S. Highway 78, said highway having a eighty (80') foot right of way, and the easterly right of way line of North Van Wert Road, said road having a fifty (50') foot right of way, and from said point of intersection run thence along the northerly right of way line of U. S. Highway 78, the following courses and distances, to-wit: South 81 degrees 24 minutes 02 seconds east 245.21 feet, south 81 degrees 37 minutes 49 seconds east 153.87 feet, south 81 degrees 23 minutes 45 seconds east 29.67 feet, south 80 degrees 52 minutes 18 seconds east 104.99 feet, south 79 degrees 56 minutes 36 seconds east 100.91 feet, and south 79 degrees 13 minutes 60 seconds east 62.21 feet to the point of beginning.

From said point of beginning run thence north 05 degrees 57 minutes 36 seconds east 799.45 feet to an iron pin; run thence north 87 degrees 04 minutes 02 seconds east 233.80 feet to an iron pin; run thence north 87 degrees 04 minutes 02 seconds east 261.45 feet to an iron pin; run thence south 05 degrees 33 minutes 13 seconds west 635.95 feet to an iron pin; run thence north 76 degrees 50 minutes 57 seconds west 400.00 feet to an iron pin; run thence south 05 degrees 28 minutes 17 seconds west 300.00 feet to an iron pin located on the northerly right of way line of U. S. Highway 78; run thence along the northerly right of way line of said highway, north 78 degrees 23 minutes 12 seconds west 100.00 feet to the point of beginning.

The above described property being more fully shown as Tract 1 containing 7.07 acres on that plat entitled "Property Survey for Villa Rica First Baptist Church" by Timothy L. McGukin, R.L.S. #2289, dated September 19, 1995, as recorded in Plat Book 55, Page 135, Clerk's Office, Carroll Superior Court, and said survey and the description contained therein is hereby incorporated by reference.

FILED
GA. CARROLL
SUPERIOR
98 MAR 27
1998

with all the rights, members and appurtenances to the said described premises in anywise appertaining or belonging.

This deed is given for the purpose of releasing any and all claims and rights which the grantors herein has or may have in and to the above described property by virtue of a loan deed from VILLA RICA FIRST BAPTIST CHURCH, INC. to grantor, dated January 12, 1996, and recorded in Deed Book 905, pages 150-152 Carroll County Records.

TO HAVE AND TO HOLD the said described premises unto the said party of the second part, its heirs and assigns, so that neither the said party of the first part nor its successors, nor any other person claiming under it shall at any time, claim or demand any right, title or interest to the aforesaid described premises or its appurtenances.

IN WITNESS WHEREOF, the said party of the first part has caused this instrument to be signed in its name by two of its officers and its corporate seal to be thereto attached.

Signed, sealed and delivered in the presence of:

[Signature]

[Signature: Daniel Mitchell] (Seal)

[Signature: Barbara Ann W. Mitchell] (Seal)

(Seal)

Notary Public, Carroll County, Ga.

(Seal)

[Notary Seal: Notary Public, Carroll County, Georgia, My Commission Expires Oct. 21, 2000]

RECORDED

MAR 31 1998

TH SKINNER, CLERK

BOOK 1034 PAGE 568



6 ACRE TRACT
VILLA RICA FIRST BAPTIST CHURCH
PROPERTY LINE DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 165 OF THE 6TH DISTRICT, 5TH SECTION, CITY OF VILLA RICA, CARROLL COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE NORTHERLY LINE OF LAND LOT 165 AND THE EASTERLY RIGHT-OF-WAY OF VAN WERT ROAD (50' R/W);
SAID POINT BEING THE POINT OF BEGINNING;

THENCE LEAVING SAID EASTERLY RIGHT-OF-WAY, NORTH 89 DEGREES 26 MINUTES 45 SECONDS EAST, 272.87 FEET TO A 1/2" REBAR;

THENCE, SOUTH 89 DEGREES 42 MINUTES 13 SECONDS EAST, 120.60 FEET TO A 1/2" REBAR;

THENCE, SOUTH 08 DEGREES 35 MINUTES 14 SECONDS EAST, 704.58 FEET TO A 1/2" REBAR;

THENCE, SOUTH 88 DEGREES 29 MINUTES 01 SECONDS WEST, 358.22 FEET TO A POINT ON SAID EASTERLY RIGHT-OF-WAY;

THENCE ALONG SAID EASTERLY RIGHT-OF-WAY, NORTH 05 DEGREES 23 MINUTES 46 SECONDS WEST, 48.71 FEET TO A POINT;

THENCE, NORTH 04 DEGREES 20 MINUTES 22 SECONDS WEST, 150.19 FEET TO A POINT;

THENCE, NORTH 12 DEGREES 55 MINUTES 42 SECONDS WEST, 80.54 FEET TO A POINT;

THENCE, NORTH 24 DEGREES 07 MINUTES 38 SECONDS WEST, 99.37 FEET TO A POINT;

THENCE, NORTH 17 DEGREES 24 MINUTES 36 SECONDS WEST, 92.87 FEET TO A POINT;

THENCE, NORTH 09 DEGREES 25 MINUTES 36 SECONDS WEST, 134.81 FEET TO A POINT;

THENCE, NORTH 08 DEGREES 32 MINUTES 29 SECONDS WEST, 101.82 FEET TO A POINT;

THENCE, NORTH 03 DEGREES 56 MINUTES 57 SECONDS WEST, 14.45 FEET TO THE POINT OF BEGINNING;

SAID TRACT OR PARCEL CONTAINING 6.00 ACRES



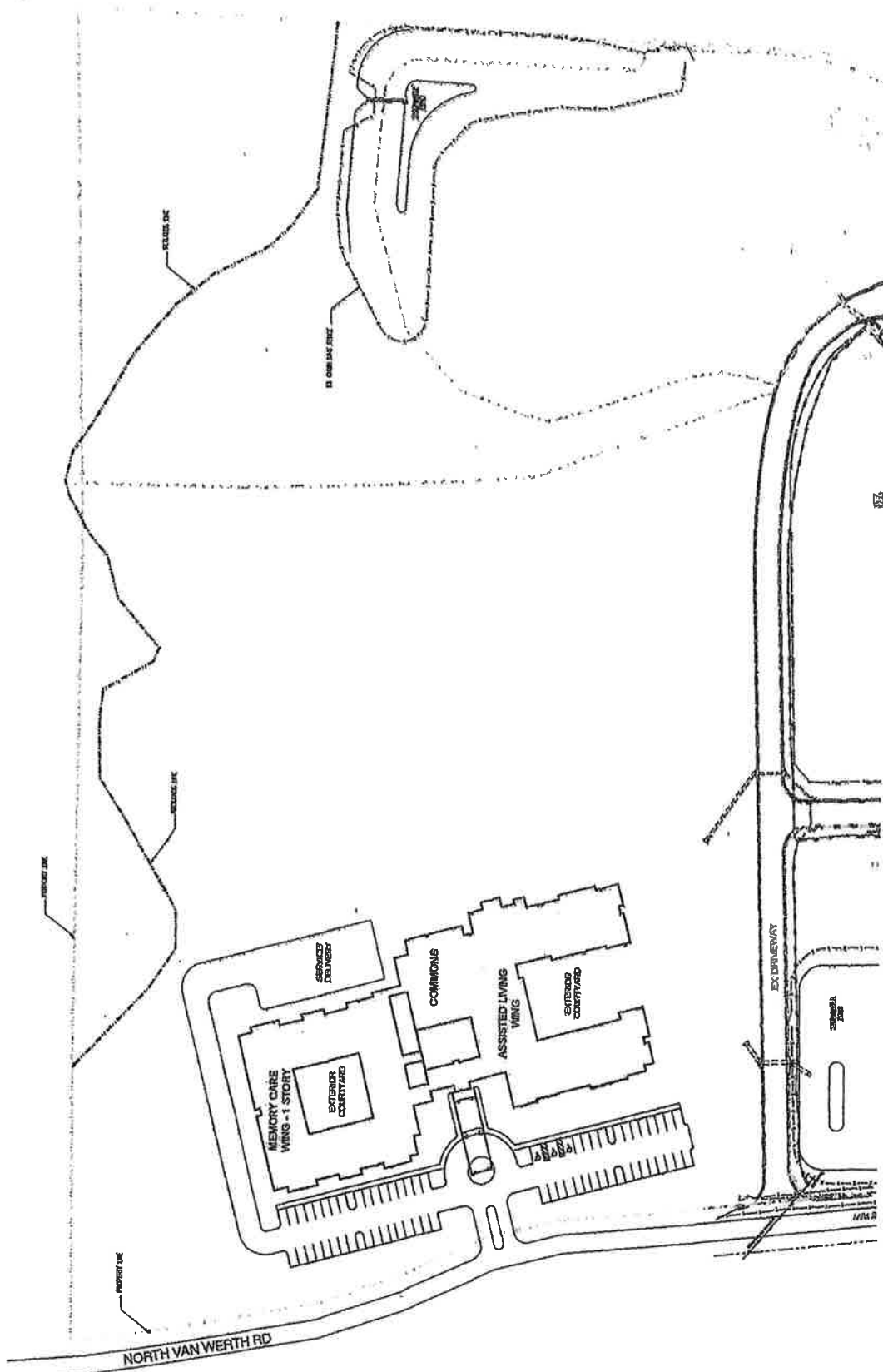
**ENGINEERS | SURVEYORS
LANDSCAPE ARCHITECTS**

6554 E. CHURCH ST. DOUGLASVILLE, GA 30134
TEL: 770.942.0196 | FAX: 770.942.0152
www.HughesRay.com

Villa Rica First Baptist Church, Inc.

Application for Amendments to the Comprehensive Plan Statement

A vacant house resides on this wooded lot. This property is zoned rural development with a special land use. The requested new comprehensive plan classification is General Commercial. The area of the property is 6.00 acres. Anticipated construction to begin fall 2018. Construction schedule is 12 to 18 months. The utilities and infrastructure that will be providing services to this property will be at or connecting to infrastructure and utilities along North Van Wert Road. Before connections occur, the contractor will coordinate with local utility companies for approval. The existing roads are in good condition. There are no new public roads being proposed for this development and there will be a minimal impact on the existing road and traffic conditions. A portion of this property is shown in a flood hazard area according to FEMA. No planned development is within the floodplain limits. No known approvals or permits by state, federal, or other public agencies are required for the proposed development. The development will affect the current church property with a complementary use. The adjacent properties are zoned as Rural Development. The adjacent properties consist of a church to the south east, residential housing to the North, wooded area to the East and Pasture land to the West across North Van Wert Road.



02-15-2017

SITE PLAN
VILLA RICA, GEORGIA

LAWSON GROUP
ARCHITECTS, INC.
1000 Peachtree Street, N.E.
Atlanta, Georgia 30309
404.525.1234



Project Summary

- Total proposed building square footage is 106,000 sf
- 42 Memory Care beds in a 1-story building
- 98 Assisted Living beds in a 3-story building

VILLA RICA, GEORGIA
SITE RENDERING



0 25' 50' 100'
SCALE: 1"=50'

RECORDATION AREA

GENERAL NOTES

CLOSURE STATEMENT

LEGEND

- ----- CALCULATED POINT

●

----- IRON PIN FOUND

○

----- IRON PIN SET
(1/2" REBAR)
- ----- R/W MONUMENT
- P/L

----- PROPERTY LINE
- R/W

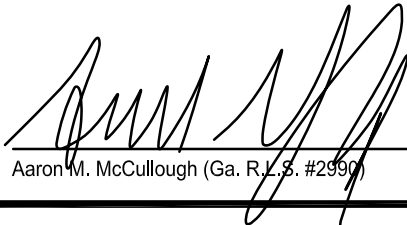
----- RIGHT OF WAY
- N/F

----- NOW OR FORMERLY

- THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON OR ENTITIES NAMED HEREON. NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSONS OR ENTITIES OTHER THAN THOSE SHOWN HEREON.
- HUGHES-RAY COMPANY, INC. AND THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HERETO DO NOT GUARANTEE THAT ALL EASEMENTS WHICH MAY AFFECT THE PROPERTY ARE SHOWN HEREON.
- THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEY IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.
- DATE OF FIELD WORK: 9/18/17
- ZONING SCHEDULE - RD - RURAL DEVELOPMENT
FRONT YARD SETBACK 30' (LOCAL), 50' (OTHER STREET)
SIDE YARD SETBACK 25'
REAR YARD SETBACK 30'

N ~ F
FIRST BAPTIST CHURCH
OF VILLA RICA
P.B. 101, PG. 40

As required by subsection (d) of O.C.G.A. Section 15-6-67 this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.


Aaron M. McCullough (Ga. R.L.S. #2990) DATE 6/27/18

N ~ F
BARRY HUDDER
D.B. 1179, PG. 587
P.B. 32, PG. 280

SURVEYORS CERTIFICATE (STATE OF GEORGIA)

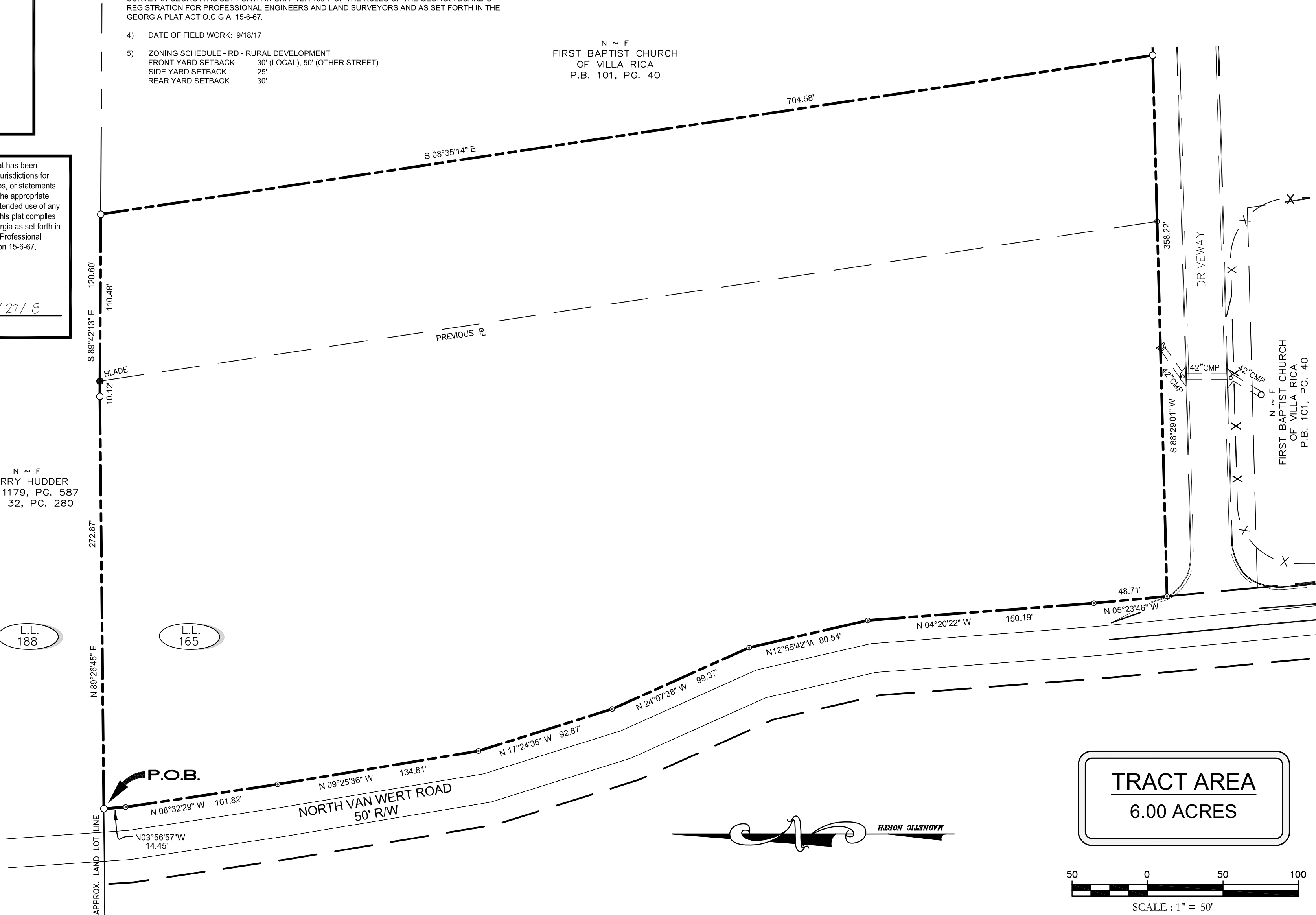
AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OF AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND SET FORTH IN O.C.G.A. SECTION 15-6-67.




Aaron M. McCullough DATE 6/27/18

L.L.
188

L.L.
165



TRACT AREA
6.00 ACRES

50 0 50 100
SCALE: 1" = 50'

COMBINATION PLAT FOR

VILLA RICA FIRST BAPTIST CHURCH, INC.

LOCATED IN LAND LOT 165
6th DISTRICT, 5th SECTION
CITY OF VILLA RICA, CARROLL COUNTY, GEORGIA

DATE: 27 JUNE 2018

DRAWING NO. H15271

NO.	DATE	REVISION DESCRIPTION

DRAWN BY: DAS

CHECKED BY: AMM

JOB NO.: H15271

SCALE: 1" = 50'

THIS DRAWING IS COPYRIGHTED. THE ORIGINAL DRAWING WAS PRODUCED AND IS ON RECORD IN THE OFFICES OF THIS FIRM. ANY UNAUTHORIZED USE, MODIFICATION, AND/OR REPRODUCTION OF THIS DRAWING, IN PART OR WHOLE, IS HEREBY PROHIBITED.

PREPARED BY:
HRC
HUGHES-RAY COMPANY, INC.
ENGINEERS | SURVEYORS | LANDSCAPE ARCHITECTS
6554 EAST CHURCH STREET
DOUGLASVILLE, GEORGIA 30134
P 770.942.0196
F 770.942.0152
www.HughesRay.com

MEMORANDUM

TO: Villa Rica City Council
Villa Rica Planning & Zoning Commission

FROM: David Mecklin

RE: Zoning Request of First Baptist Church for property on North Van Wert Road

DATE: August 24, 2018

On August 6, 2018, City Staff (Tom Barber, Bobby Elliott, Lenise Lyons, David Mecklin, Sam Newsome) met with Don Lawson, the proposed developer of the Senior Living Center which is proposed for property immediately behind First Baptist Church of Villa Rica. This project is the subject of a rezoning request which is currently pending before the Planning Commission and City. Mr. Lawson is the leader of several different companies, the main one of which is The Lawson Group out of Sarasota, Florida. Mr. Lawson was present in town to meet with officials of the First Baptist Church of Villa Rica and City officials to answer questions related to the proposed development and, more specifically, how the proposed development would impact the historic structure, the Hart House, which is located on the property.

Mr. Lawson was very direct in his comments to the City and officials of the First Baptist Church who were in attendance at the meeting. He stated that the existence of the Hart House was of great benefit to the proposed development. He said that it presented a good opportunity for the development to tie into the historic nature of the house and to utilize the existing house as a focal point for the development. He said that they would plan to incorporate aspects of the house into the design of the Senior Living Center and would seek to find a use or purpose for the building compatible with the proposed Senior Living Center. He acknowledged that there would be a significant private investment into upgrading the house for useable purposes. In doing so, however, he believed that they would work towards preserving the historical aspect of the building. Upon the completion of this presentation it was the unanimous opinion of the staff present that Mr. Lawson's expressed intentions were the absolute best hope for preserving the culture and history of the Hart House.

Questions were also directed towards Mr. Lawson regarding issues such as provision of sewer to the site and the existence of wetlands on the property. Mr. Lawson correctly answered that they were aware of their obligation to comply with all City Code requirements as well as State law related to those issues. He understood that engineering would have to be provided to reflect that the development would meet all codes and requirements but that engineering work of that nature could not be undertaken until the property was zoned correctly to proceed to the next stage of development.

In sum, staff members present were pleased with the responses provided by Mr. Lawson, as the Developer. No issues were raised that would negatively impact the proposed use of the land for a Senior Living Center.

If you have any questions concerning any of the foregoing, please do not hesitate to contact one or more of us who were present at the meeting.



CITY OF VILLA RICA

City Council Packet

SUBJECT: Alcohol License - Retail Malt Beverages & Wine

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: August 23, 2018

PREPARED BY: Tracey Carmichael, Administrative Assistant

FISCAL IMPACT:
ANNUAL – N/A
CAPITAL –
OTHER –

FUNDING SOURCE:

PURPOSE: To allow applicant to sell retail package malt beverages and wine at Fast Advent Corp., located at 610 E. Hwy 78, Villa Rica, GA 30180.

BACKGROUND: The applicant has complied with the Ordinance with regard to the legal notification requirements, and has successfully passed the background check conducted by the Villa Rica Police Department. Also, there are no location restrictions that would hinder the issuance of the license.

STAFF RECOMMENDATION: Approval

IMPACT: N/A

MOTION: I make a motion to approve the alcoholic beverage application for Fast Advent Corp., located at 610 E. Hwy 78, Villa Rica, Georgia 30180.



Public Hearing Date

City Council: September 4, 2018

Request: Alcoholic Beverage License

Project Description: Retail Package Malt Beverages & Wine

Applicant: Fast Advents Corporation
Licensee: Karimul Hoque Mojumder
915 Wildwood Glenn
Villa Rica, Georgia 30180

Location: 610 E Hwy 78., Land Lot 143, 25th District, Douglas County; Ward 5

Parcel Number(s): 0143-025-0071

Current Zoning: GC (Commercial)

Current Land Use: Convenience Store

Location and Zoning Requirements:

The Alcohol Beverage Ordinance regulates location and zoning statues of the property proposed for serving alcohol as follows:

Sec. 3-46. Zoning Restriction

No retail license shall be granted under this chapter unless the premises to be licensed are, at the time the application is approved by the mayor and council, located under the planning and zoning ordinance of the city in a non-residential zoning district subject to the specific limitation of the respective districts.

The subject property is zoned GC (General Commercial).

Sec. 4-70. Proximity Restrictions:

No premises shall be licensed under this chapter whose location is within the following distances:

- (1) For the sale of any wine or malt beverage, within 300 feet of any church building, school building, school grounds, or college campus.*

Compliance: Yes

- (2) For the sale of any distilled spirits, within 300 feet of any church building and within 600 feet of any school building, educational building, school grounds, or college campus.*

Compliance: Yes

- (3) For the sale of any distilled spirits, wine, malt beverage, within 300 feet of an alcoholic treatment center owned and operated by the State of Georgia or any county or municipal government therein.*

Compliance: Yes

- (4) For the sale of any alcoholic beverage for consumption on the premises, within 300 feet of any housing authority property.*

Compliance: **Yes**

(5) No consumption-on-the-premises license shall be issued for any place of business which is located within 200 feet of a private single-family or two-family dwelling.

Compliance: **Yes**

Sec. 4-29 Investigation; Hearing:

In accordance to the City of Villa Rica Alcohol Beverage Ordinance, the Villa Rica Police Department (VRPD) investigated the applicant's background. As a result of the investigation, the VRPD revealed no conviction or records against the applicant's good moral character and fitness for a license.

Staff Comments:

The applicant has complied with the Ordinance with regard to the legal notification requirements, and has successfully passed the background check conducted by the Villa Rica Police Department. Also, there are no location restrictions that would hinder the issuance of the license.

Recommendation:

Planning Staff recommends **Approval** of the request by Fast Advent Corp. Karimul Hoque Mojumder, for Retail Package Malt Beverages and Wine License at 610 E. Hwy 78.

Public Response:

The applicant has posted a sign on the premises as well as a notice in the Times-Georgian, notifying the public of the application to obtain an alcoholic beverage license at the location.

Bobby C. Elliott
Director of Community Development

Attachments:

1. Application
2. Public Notice of Sworn Statement
3. Affidavit of Publication
4. Commercial Lease



CITY OF VILLA RICA
ALCOHOL LICENSE APPLICATION

INSTRUCTIONS: Every question must be answered fully and correctly. If the space provided is not sufficient, answer the question on a separate sheet and indicate in that space that a separate sheet is attached. When completed, it must be dated, signed and verified under oath by the applicant and filed in person by the applicant with the **Office of the City Manager, Villa Rica City Hall, 571 W. Bankhead Highway, Villa Rica, Georgia 30180**, together with all supporting documentation and a check for the required non-refundable application fee.

A license issued to an individual shall be issued in the name of the individual. A license issued to a partnership shall be issued in the name of the partnership and in the name of one of the partners who shall be the named licensee. A license issued to a corporation having as its principal business the sale of alcoholic beverages shall be issued in the name of the corporation and in the name of the majority stockholder or a principal officer of the corporation; and such majority stockholder or officer shall be the named licensee. A license issued to a corporation having as its principal business an activity other than the sale of alcoholic beverages shall be issued in the name of the corporation and in the name of the officer or employee of the corporation primarily responsible for the operation of the licensed premises; and such officer or employee shall be the named licensee.

NON-REFUNDABLE APPLICATION FEE

Package Beer	\$100	Pouring Restaurant - All	\$100	Pouring Supper Club	\$500
Package Wine	\$100	Pouring Beer & Wine	\$100	Supper Club Wine & Beer	\$500
Wine Tasting	\$100	Wholesale Dealer	\$500	Alcohol Catering	\$100
Growler	\$100	Wine & Craft Beer Boutique	\$100	Special Event	\$100

TYPE OF LICENSE/Annual License Fee (Check One Only)

- ☐ Retail Package Malt Beverages & Wine - \$300
- ☐ Retail Package Malt Beverage - \$200
- ☐ Pouring License Restaurant - \$3,500
- ☐ Pouring License Supper Club - \$5,000
- ☐ Pouring License Private Club - \$3,500
- ☐ Growler License (in conjunction with Retail Package Malt Beverage License) - \$200
- ☐ Retail Package Wine - \$100
- ☐ Limited Pouring License Restaurant - \$500
- ☐ Limited Pouring License Supper Club - \$3,000
- ☐ Limited Pouring License Private Club - \$500
- ☐ Alcohol Catering (in conjunction with Limited Pouring License - Restaurant) - \$500
- ☐ Wine Tasting (in conjunction with Retail Package Wine License) - \$100
- ☐ Wine & Craft Beer Boutique - \$500

TYPE OF OUTLET

- ☒ Retail Package Sales
- ☐ Restaurant
- ☐ Special Event
- ☐ Supper Club
- ☐ Private Club
- ☐ Wine & Craft Beer Boutique

PART I

I. Type of Ownership

- ☐ Individual ☐ Partnership ☒ Corporation

(A) If individual, give full name and address of owner:

Full Name

Address

(B) If corporation/partnership, give corporate/partnership name: FAST ADVENTS CORPORATION
Federal Tax ID:

Name, percent interest and legal address of principle stockholders and corporate officers or partners:

KARIMUL HOQUE MOJUMDER 915 WILDWOOD GLN VILLA RICA GA 30180 67%
Full Name Address % Interest

MD ASIFUZZAMAN 915 WILDWOOD GLN VILLA RICA GA 30180 33%
Full Name Address % Interest

Full Name Address % Interest

Full Name Address % Interest

Describe the principle business of the corporation/partnership:

GASOLINE STATION W/ GROCERY

Full name, legal residence, and social security number of the named licensee (a) Individual (b) Principal Officer/Employer (c) Partner, each partner must be a named licensee:

KARIMUL HOQUE MOJUMDER 915 WILDWOOD GLN VILLARICA GA 30180
Full Name (SSN-067-92-3961) Address

2. Is the above address your legal and bona-fide place of domicile? ☒ Yes ☐ No

3. Trade name of business for which application is made: SHELL FOOD MART

4. Address of business for which application is made: 610 E HIGHWAY 78 VILLARICA GA 30180

Phone Number: 770-459-3700 929-888-3704
Business Home

Mailing Address: 610 E HIGHWAY 78, VILLA RICA GA 30180

If additional space is required, please attach to this application, noting which section it refers to.

*** PART II ***

1. Will the proposed outlet have live entertainment? ☐ Yes ☒ No
(If yes, describe how often and what type in detail)

2. Have you received a copy of the City of Villa Rica Alcoholic Beverage Ordinance? ☒ Yes ☐ No
No application will be processed until receipt of a copy of this ordinance is acknowledged.

3. Have you included with this application a check for the non-refundable application fee required by Chapter 3 of the Alcohol Beverage Ordinance of the City of Villa Rica? ☒ Yes ☐ No

4. As required by Chapter 4 of the Alcoholic Beverage Ordinance of the City of Villa Rica, have you included the following with this application? Please check the applicable answer(s).

- (a) A copy of the deed to the premises to be licensed, if owned by applicant. ☐
(b) A copy of the lease agreement covering the premises to be licensed, if leased by the applicant. ☐
(c) In the case of a partnership, a copy of the partnership agreement. ☐
(d) In the case of a corporation, a copy of the articles of incorporation. ☒
(e) A current stamped certificate from a registered surveyor which shows a scale drawing of the premises and the location at which the applicant desires to operate an alcoholic beverage outlet and which shows, with linear foot measurements where appropriate, such location's compliance or noncompliance with the provisions of Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica. ☐

5. Have you confirmed with the City of Villa Rica Community Development Department that the location of the proposed outlet is in a zoning district approved for the sale of alcoholic beverages subject to the specific limitations of the respective district as provided for in Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica?

☒ Yes ☐ No

6. If applicable, have you received approval from the City of Villa Rica Building Official for any new construction, renovations, remodeling, etc. at the premises to be licensed? ☐ Yes ☐ No *N/A*

7. If applicable, have you received an approved site plan from the City of Villa Rica for the location of the premises to be licensed? ☐ Yes ☒ No

8. If applicable, have you received a Carroll/Douglas County Health Department Food Service Permit and any other applicable local, state, or federal permits, etc. required for a food service establishment?

☒ Yes ☐ No

No pouring license application will receive final approval until the necessary permits are secured.

9. Do you comply with the requirements of Regulation 560-2-2-.38 below? ☒ Yes ☐ No

Neither a retail dealer or retail consumption dealer, whether licensed in this State or not, nor any of his employees or members of such retail dealers or retail consumption dealer's immediate family shall have, own, or enjoy any ownership interest in, or partnership arrangement or other business association with the business of any wholesaler, manufacturer, producer, shipper, importer or broker.

10. Has the named licensee and all other persons otherwise required, submitted themselves to the City of Villa Rica Police Department for fingerprinting and background check(s) as provided for in Chapter 3 of the Alcoholic Beverage Ordinance of the City of Villa Rica? ☒ Yes ☐ No

11. Has the named licensee, any partner(s), the corporation, or any corporate officer been:

(a) Convicted within the last ten (10) years of any felony or any misdemeanor involving moral turpitude?

☐ Yes ☒ No

(b) Any other misdemeanor within the past five (5) years? ☐ Yes ☒ No

(c) Denied or had revoked, within the past five (5) years, any license to sell alcoholic beverages issued by any government entity? ☐ Yes ☒ No

(d) Been convicted of selling alcohol to a minor within the past three (3) years? ☐ Yes ☒ No

If the answer to any portion of question 11 is yes, describe in detail and give dates of occurrences:

12. Has any alcoholic beverage business in which the named licensee, partner(s), the corporation, or corporate officers holds or has held any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of the State Revenue Commissioner or any local ordinance/legislation relating to the sale or distribution of alcoholic beverage? ☐ Yes ☒ No

If yes, describe in detail and give dates:

13. On behalf of the named licensee, provide three (3) personal references (not relatives, former employers, fellow employees or school teachers) who are responsible, reputable adults, business or professional men or women, who have known the named licensee during the past five (5) years.

Include name, residence, business address, and number of years known.

SIKTA SARKAR, 2673 MCCLAVE DR GA 30340. 6 YEARS

MIKE HERD, 10031 Florence Circle, Villa Rica, GA 30180
DWAYNE DRYSDALE, STROCKWALL ST, DOUGLASSVILLE GA 30134
1 YEAR
6 months

14. Is the named licensee a citizen of the U.S.? ☒ Yes ☐ No

BANGLADESH

Place of Birth

12-16-1982

Date of Birth

* PART III *

VERIFICATION

State of Georgia, DOUGLAS County

I, KARIMUL HOQUE MOJUMDER, licensee, do solemnly swear subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Karimul Hoque Mojumder

Applicants Signature (FULL NAME IN INK)

I hereby certify that KARIMUL HOQUE MOJUMDER signed his/her name to the foregoing application after stating to me that he/she knew and understood all statements and answers made therein, and, under oath actually administered by me, has sworn that said statements and answers are true.

This 29th day of May 2018

Julien M Vargas

Notary Public

My Commission Expires: 08/11/2020



ARTICLES OF INCORPORATION

Electronically Filed
Secretary of State
Filing Date: 5/12/2018 8:26:09 PM

BUSINESS INFORMATION

CONTROL NUMBER 18059891
BUSINESS NAME FAST ADVENTS CORPORATION
BUSINESS TYPE Domestic Profit Corporation
EFFECTIVE DATE 05/12/2018
SHARES 100

PRINCIPAL OFFICE ADDRESS

ADDRESS 610 E HIGHWAY 78, VILLA RICA, GA, 30180, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
KARIMUL HAQUE MOJUMDER	915 WILDWOOD GLN, VILLA RICA, GA, 30180, USA	Carroll

INCORPORATOR(S)

NAME	TITLE	ADDRESS
KARIMUL HOQUE MOJUMDER	INCORPORATOR	915 WILDWOOD GLN, VILLA RICA, GA, 30180, USA

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE KARIMUL MOJUMDER
AUTHORIZER TITLE Incorporator

CITY OF VILLA RICA

Application for Original Alcoholic Beverage License
Public Notice (Sign) Sworn Statement

I (we) Fast Advents Corporation / KARIMUL H. MOTUMDER
Individual, corporation or partnership applying for license. If corporation or partnership, also list named licensee.

Applicant(s) for an Alcoholic Beverage License in the City of Villa Rica, do solemnly swear, subject to criminal penalties for false swearing that I (we) have posted a notice (sign) at:

610 E HWY, Villa Rica GA-30180
Street Address

Which complies with all requirements of Chapter 3, of the Alcoholic Beverage Ordinance of the City of Villa Rica.


Applicant(s) Signature (FULL NAME IN INK)

I hereby certify that KARIMUL H. MOTUMDER signed his or her
Applicant

name to the foregoing statement after stating to me that he/she knew and understood all statements made therein, and, under oath actually administered by me, has sworn that said statement is true.

This 10th day of August 2018.


Notary Public



Affidavit of PublicationSTATE OF GEORGIA }
COUNTY OF CARROLL } SS

6-00848

PUBLIC NOTICE

FAST ADVENTS CORPORATION, Karimul H. Mojumder has filed an application to sell alcoholic beverages on the premises of 610 E. Hwy. 78 Villa Rica, GA 30180 as a Retail Package Licensee. A public hearing on the application will be held on July 10, 2018 at 6:00 p.m at the Holt-Bishop Justice Center, Municipal Court Room, 101 Main Street, Villa Rica, Georgia. For additional information on this application, contact the Community Development Department at 678-785-1022.

Marvin Enderle, being duly sworn, says:

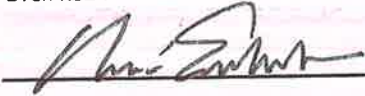
That he is the publisher of the Times-Georgian, a daily newspaper of general circulation, printed and published in Carrollton, Carroll County, Georgia; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

June 23, 2018

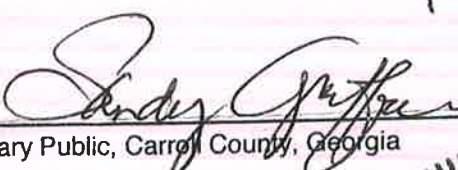
Publisher's Fee: \$ 20.00

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Subscribed to and sworn to me this 23rd day of June 2018.


Notary Public, Carroll County, Georgia

40084809 40300848

Sikta Sarkar
KSK 2017 Inc.
2673 McClave Dr
Doraville, GA 30240

GEORGIA COMMERCIAL LEASE

This lease agreement is entered into on this the June 20th/2017 by and between: Khyrun Nessa Ga ID05880899 and Ga ID 060531637, Shakwat Hossain Ga DR.#054055743, Karimul Hoque Mojumder Ga lic.06060382 Also Fast Adverts corp.EIN#83-0567269.

LASER SOUND INC (hereinafter called "LESSOR"), whether one or more, and **KSK 2017**, EIN(82-1887645) (hereinafter called "LESSEE"), whether one or more. For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, LESSOR and LESSEE do hereby covenant, contract and agree as follows:

1. PREMISES AND TERM: LESSOR, hereby leases to LESSEE for the term of five years commencing on the day of 07 /01 /2017 and ending on the day of 07 / 01 /2022 (the "TERM") the following described premises in its present condition, located in Douglas County, Georgia.

SHELL Station
610 East Highway 78
Villa Rica, GA30180

(hereinafter called the "PREMISES or LEASED PREMISES"). LESSEE also has a right for the benefit of LESSEE, its employees, agents and invitees for access to and from the Leased Premises through the building and over property of LESSOR adjoining the Leased Premises, and to use those parts of the building designated by LESSOR for use by LESSEE, including but not limited to toilet rooms, elevators and unrestricted parking areas, if any.

2. RENEWAL: LESSEE and LESSOR may agree to extend or renew the lease for FIVE (5) more years, with any agreed modifications, in a separate, signed document.

3. RENT: The LESSEE covenants to pay to LESSOR the Rent as stipulated in the next paragraph. The initial payment of \$4,000.00 per month, (hereinafter "the Rent"), is to be deposited in advance without demand on or before the **FIRST** day of each month at United Community Bank in Villa Rica. Deposit is only to be made for the LESSOR, **Laser Sound Inc.** (Account #(2052118300). The Rent for the month of , which is the first month of this lease, shall be paid in the amount of four thousand Dollars. (\$4000.00), which amount is the prorated rent based upon the date this lease commences.

LESSEE agrees to pay the Rent for each month of each year of the Term as follows: (i) Year One: Monthly rent shall be \$4,000.00 (ii) Year Two: Monthly rent shall be \$4,000.00 (iii) Year Three: Monthly rent shall be \$4,000.00 (iv) Year Four: Monthly rent shall be \$4,500.00 (v) Year Five: Monthly rent shall be \$5,000.00. If the term is extended or renewed the

monthly rent shall be determined by the agreement of both parties at the time of extension or renewal, but shall not exceed fifteen percent (15%) of the rent for the fifth year of the lease.

The LESSEE shall pay the Rent when due and payable, without any setoff, deduction or prior demand whatsoever. Any payment by LESSEE or acceptance by LESSOR of a lesser amount than shall be due from LESSEE to LESSOR shall be treated as payment on account. The acceptance by LESSOR of a check for a lesser amount with an endorsement or statement thereon, or upon any letter accompanying such check, that such lesser amount is payment in full, shall be given no effect, and LESSOR may accept such check without prejudice to any other rights or remedies which LESSOR may have against LESSEE.

4. LATE CHARGES: LESSEE shall pay a late charge in the amount of 10 percent (10%) of the outstanding delinquent balance for any payment of the rent not made within THREE (3) days after the due date to cover the extra expense involved in handling late payments, but not more than \$500.00 dollars for any one month. This charge is in addition to any other rights or remedies of the LESSOR.

UTILITIES: LESSEE shall pay all charges for utilities for the PREMISES.. On failure of LESSEE to pay the utilities when due, LESSOR shall enforce payment in the same manner as rent in arrears.

5. CONDITION OF PREMISES; USE OF PREMISES: LESSOR agrees that LESSEE, upon paying the rent and on performing all terms of this lease, shall peaceably enjoy the Leased Premises during the term of this lease. By occupying the Leased Premises as a tenant, or installing fixtures, facilities, or equipment or performing finished work, LESSEE shall be deemed to have accepted the same and to have acknowledged that the Premises are in the condition required by this lease.

LESSEE acknowledges that LESSEE has examined and knows the condition of the Leased Premises, and

8. LESSOR'S LIEN: As additional security, LESSEE acknowledges, to the extent allowed by applicable law, the LESSOR'S right to hold and sell with due legal notice all property on or to be brought on the Premises in order to satisfy unpaid Rent, expenses, and utilities. No property of LESSEE brought onto the Leased Premises shall be removed by LESSEE other than in the ordinary course of business as long as LESSEE is in default in the terms of this lease.

9. DEFAULT: Each of the following shall be deemed an Event of Default:

- a. Default in the payment of Rent or other payments hereunder.
- b. Default in the performance or observance of any covenant or condition of this lease by the LESSEE to be performed or observed.
- c. Abandonment of the premises by LESSEE.
- d. The filing or execution or occurrence of:
 - i. Filing a Petition in bankruptcy by or against LESSEE.
 - ii. Filing a petition or answer seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or other relief of the same or different kind under any provision of the Bankruptcy Act.
 - iii. Adjudication of LESSEE as a bankrupt or insolvent; or insolvency in the bankruptcy equity sense.
 - iv. An assignment for the benefit of creditors whether by trust, mortgage, or otherwise.
 - v. A petition or other proceeding by or against LESSEE for, or the appointment of, a trustee, receiver, guardian, conservator or liquidator of LESSEE with respect to all or substantially all its property.
 - vi. A petition or other proceeding by or against LESSEE for its dissolution or liquidation, or the taking of possession of the property of the LESSEE by any governmental authority in connection with dissolution or liquidation.

10. NOTICE OF DEFAULT. The parties are desirous of giving one another fair notice of any default before termination or other action under this lease requiring such notice. In the event of an act of default with respect to any provision of this lease, neither party can institute legal action with respect to such default without first complying with the following conditions:

- a. Notice of such event of default must be in writing and must either be hand delivered, mailed to the other party by U.S. Certified Mail, return receipt requested, or if unable to provide notice by these methods, if notice is from LESSOR to LESSEE by posting the notice on the front door of the Leased Premises;
- b. Such written notice shall set forth the nature of the alleged default in the performance of the terms of this lease and shall designate the specific paragraph(s) therein which relate to the alleged act of default;
- c. Such notice shall also contain a reasonably understandable description of the action to be taken or performed by the other party in order to cure the alleged default and the date by which the default must be remedied, which date can be not less than 5 business days from the date of mailing the notice of default.

11. TERMINATION. Upon occurrence of any Event of Default, and after proper notice of default has been given, LESSOR may, at its option, in addition to any other remedy or right given hereunder or by law; Give notice to LESSEE that this lease shall terminate upon the date specified in the notice, which date shall not be earlier than ten (10) days after mailing or delivery of such notice.

The foregoing provisions for the termination of this lease shall not operate to exclude or suspend any other remedy of the LESSOR for breach, or for the recovery of said Rent for the full term.

12. ACCELERATION. LESSEE expressly agrees and understands that upon LESSOR'S termination of this Lease, the entire remaining balance of unpaid Rent for the remaining term of this Lease shall **ACCELERATE**, whereby the entire sum shall become immediately due, payable, and collectable. To the extent allowed by law, LESSOR may hold the portion of LESSEE'S security deposit remaining after reasonable cleaning and repairs as a partial offset to satisfaction of the accelerated Rent.

13. REPOSSESSION. Upon termination of this lease as provided herein, or pursuant to statute, or by summary proceedings or otherwise, the LESSOR may enter forthwith, without further demand or notice to LESSEE, and resume possession of the Leased Premises. In no event shall such re-entry or resumption of possession or reletting as hereafter provided be deemed to be acceptance or surrender of

this lease or a waiver of the rights or remedies of LESSOR hereunder.

14. DEFAULT BY LESSOR. In the event of any default by LESSOR, LESSEE, before exercising any rights that it may have at law to cancel this lease, must first send notice by registered or certified mail, or hand delivery, to LESSOR, and shall have offered LESSOR ten (10) days in which to correct and cure the default or commence a good faith effort to cure such default.

15. RELETTING AFTER TERMINATION. Upon termination of this lease in any manner above provided, LESSOR shall use reasonable efforts to relet the Premises.

16. DAMAGES. Upon termination of this lease in any manner above provided, or by summary proceedings or otherwise, LESSEE shall pay to LESSOR without demand or notice the following:

- (a) All Rent and other payments accrued to the date of such termination and a proportionate part of the rent otherwise payable for the month in which such termination occurs.
- (b) All future Rent and other payments to be due under the terms of this lease to the extent Landlord has not been able to offset same by relating the Premises within 30 days of termination.
- (c) The costs of making all repairs, alterations and improvements required to be made by LESSOR hereunder, and of performing all covenants of LESSEE relating to the condition of the Premises during the Term and upon expiration or sooner termination of this lease, such costs to be deemed prima facie to be the costs estimated by a reputable architect or contractor selected by LESSOR or the amounts actually expended or incurred thereafter by LESSOR.
- (d) The attorneys' fees and other costs.

17. EXCLUSIVITY OF LESSOR'S REMEDIES: The receipt of Rent after default, or after judgment or after execution, shall not deprive the LESSOR of other actions against the LESSEE for possession or for Rent or for damages, and all such remedies are non-exclusive and can be exercised concurrently or separately as LESSOR desires.

18. LESSOR NOT LIABLE FOR INJURY OR DAMAGE TO PERSONS OR PROPERTY: The LESSOR shall not be liable for any injury or damage to any person or to any property at any time on said Premises or building from any cause whatever that may

at any time exist from the use or condition of the Premises or building from any cause, during the Term or any renewal of this lease.

19. TAXES: Property taxes on the Leased Premises shall be responsibility of LESSOR. Taxes on the personal property of Lessee shall be the responsibility of LESSEE. All other taxes shall be the responsibility of the LESSEE.

20. RIGHT OF RE-ENTRY. LESSOR shall have the right, by itself or agent or with others, to enter the Premises at reasonable hours to examine or exhibit the premises, or to make such repairs and alterations as shall be deemed necessary for the safety and preservation of the building, to inspect and examine, to post such notices as LESSOR may deem necessary to protect LESSOR against loss from liens of laborers, materialmen or others, and for the purpose of permitting or facilitating LESSOR's performance of its obligations hereunder, or for any other reasonable purpose which does not materially diminish LESSEE's enjoyment or use of the Leased Premises.

21. HOLDOVER. If LESSEE shall holdover after the expiration of the Term hereof, with the consent of LESSOR, express or implied, such tenancy shall be from month to month only, and not a renewal hereof; and LESSEE agrees to pay Rent and all other charges as provided herein, and also to comply with all covenants of this lease for the time LESSEE holds over. LESSEE shall be entitled to possession until LESSOR has given LESSEE 30 days' notice that such month to month tenancy shall be terminated; otherwise, notice is only required as hereinafter provided as notice of default.

If LESSEE shall hold over without the consent of LESSOR, express or implied, then LESSEE shall be construed to be a tenant at sufferance at double the Rent herein provided, prorated by the day until possession is returned to LESSOR.

LESSEE'S holding over beyond the expiration of the notice period of a lawful Notice of Termination constitutes holding over without the consent of the LESSOR, and LESSEE shall be construed to be a tenant at sufferance, at double the Rent herein provided, prorated by the day until possession is returned to LESSOR, without limitation to LESSOR'S remedies and rights of recovery under applicable law.

22. NATURE OF RELATIONSHIP BETWEEN PARTIES. The sole relationship between the parties created by this agreement is that of LESSOR and

LESSEE. Nothing contained in this lease shall be deemed, held, or construed as creating a joint venture or partnership between the parties.

23. RIGHT OF LESSOR TO PAY OBLIGATIONS OF LESSEE TO OTHERS. If LESSEE shall fail or refuse to pay any sums due to be paid by it under the provisions of this lease, or fail or refuse to maintain the Leased Premises or any part thereof as herein provided, then, and in such event, LESSOR, after 10 days notice in writing by LESSOR to LESSEE, shall have the right to pay any such sum or sums due to be paid by LESSEE and to do and perform any work necessary to the proper maintenance of the Leased Premises; and the amount of such sum or sums paid by LESSOR for the account of LESSEE and the cost of any such work, together with interest on such amount at the maximum legal rate from the date of payment by LESSOR until the repayment to LESSOR by LESSEE, shall be paid by LESSEE upon demand in writing. The payment by LESSOR of any such sum or sums or the performance by LESSOR of any such work shall be prima facie evidence of the necessity for such work.

24. MECHANICS AND OTHER LIENS IMPOSED BY LESSEE. LESSEE shall keep the Leased Premises, equipment in Exhibit A and the improvements at all times during the term free of mechanics and materialmen's liens and other liens of like nature, other than liens created and claimed by reason of any work done by or at the instance of LESSOR, and at all times shall fully protect and indemnify LESSOR against all such liens or claims and against all attorneys' fees and other costs and expenses growing out of or incurred by reason or on account of any such liens or claims. Should LESSEE fail to fully discharge any such lien or claim, LESSOR, at its option, may pay the same or any part thereof, and LESSOR shall be the sole judge of the validity of such lien or claim. This

All amounts so paid by LESSOR, together with interest the maximum legal rate from the time of payment by LESSOR until repayment by LESSEE, shall be paid by LESSEE upon demand, and if not so paid, shall continue to bear interest at the aforesaid rate, interest payable monthly, as additional rent.

25. CONDEMNATION CLAUSE: In the event that all or a part of the Premises is taken by eminent domain or conveyed in lieu of eminent domain, if the Leased Premises cannot reasonably be used by LESSEE for their intended purpose, then this lease will terminate effective as of the date that the condemning authority shall take possession of the same.

26. FIRE CLAUSE: The LESSEE agrees to notify LESSOR of any damages to the Leased Premises by fire or other hazard and also of any dangerous or hazardous condition within the Leased Premises immediately upon the occurrence of such fire or other hazard or discovery of such condition.

Upon occurrence of a fire, repairs shall be made by LESSOR as soon as reasonably may be done unless the costs of repairing the Premises exceed 25% of the replacement cost of the building in which case the LESSOR may, at its option, terminate this lease by giving LESSEE written notice of termination within 30 days of the date of the occurrence.

If the LESSOR does not terminate this Lease pursuant to the paragraph above, then LESSOR has 30 days after the date of occurrence to give written notice to LESSEE setting forth its unqualified commitment to make all necessary repairs or replacements, the projected date of commencement of such repairs, and the LESSOR'S best good faith estimate of the date of completion of the same.

If the LESSOR fails to give such notice, or if the date of completion is more than 90 days after the date of the occurrence, then the LESSEE may, at its option, terminate this lease and the LESSOR will be obliged to refund to the LESSEE any rent allocable to the period subsequent to the date of the fire.

27. WAIVER OF NONPERFORMANCE: Failure of the LESSOR to exercise any of its rights under this lease upon nonperformance by the LESSEE of any condition, covenant or provision herein contained shall not be considered a waiver, nor shall any waiver of nonperformance of any such condition, covenant or provision by the LESSOR be construed as a waiver of the rights of the LESSOR as to any subsequent defective performance or nonperformance hereunder.

28. PAROL EVIDENCE CLAUSE: This instrument constitutes the final, fully integrated expression of the agreement between the LESSOR and the LESSEE, and it cannot be modified or amended in any way except in writing signed by the LESSOR and LESSEE.

29. SUBORDINATION: This lease is subordinate to the lien of all present or future mortgages that affect the Leased Premises and to all renewals, modifications, replacements and extensions of this lease. This clause shall be self-operative but in any event LESSEE agrees to execute promptly and deliver any estoppel certificate or other assurances that LESSOR may request in

furtherance of this provision.

30. INSURANCE: LESSEE shall, during the entire term of the lease keep in full force and effect a policy of public liability insurance with respect to the property and the business operated by LESSEE in the property and which the limits of general liability shall be in the amount of One Million Dollars (\$1,000,000) combined single limit, naming LESSOR as additional insured. Such coverage shall include a broad form general liability endorsement. The policy shall contain a clause that the LESSEE will not cancel or change the insurance without first giving the LESSOR ten (10) days prior written notice.

LESSOR shall during the term hereof, at its sole expense, provide and keep in force insurance on the building against loss or damage by fire and extended coverage, in an amount equal to one hundred percent (100%) of the full insurable value, which insurance shall be placed with an insurance company or companies approved by LESSOR and licensed to do business in the state wherein lay the Leased Premises. The term "full insurable value" shall mean actual replacement value of the building (exclusive of costs of excavation, foundations and footing below ground level). The insurance required under this paragraph shall be carried in the name of the LESSOR and LESSEE and shall provide that any proceeds thereunder shall be paid to LESSOR and LESSEE and any applicable mortgage holder, according to their respective interests.

Duplicate originals or certificates of insurance of the policies provided shall be furnished by LESSOR and LESSEE to each other and shall contain an agreement by the insurer that such policy or policies shall not be canceled without at least ten (10) days prior notice to the LESSOR and LESSEE.

32. NOTICES. All notices and communications concerning this lease shall be mailed to the parties at the following addresses:

LESSOR	LESSEE
Laser sound Inc.	KSK2017 INC
8010 English Rose	3725 Emery circle
Way	
	Atlanta
Roswell, GA 30076	Ga 303412

33. SALE BY LESSOR. In the event of a sale or conveyance by LESSOR of all or part of the Leased Premises, the same shall operate to release LESSOR

from any future liability upon any of the covenants or conditions, express or implied, herein contained in favor of LESSEE, and in such event LESSEE agrees to look solely to the responsibility of the successor in interest of LESSOR in and to this lease. This lease shall not be affected by any such sale, and LESSEE agrees to attorn to the purchaser or assignee. LESSEE agrees to permit LESSOR, at any time within 60 days prior to the expiration of this lease, to place upon or in the window of the leased premises any usual or ordinary For Rent or similar sign and to allow prospective tenants, applicants or agents of LESSOR to enter and examine the Leased Premises during the last 60 days of the term hereof, and to permit LESSOR or LESSOR's agents, at any time during the term hereof, to conduct prospective purchasers through the Leased Premises during reasonable business hours.

34. COURT ACTION, ATTORNEY'S FEES AND COSTS. If, upon failure of either party to comply with any of the covenants, conditions, rules or regulations of and in this lease, and suit should be brought for damages on account, or to enforce the payment of Rent herein stipulated, or to recover possession of the Premises or to enforce any provision hereof, the losing party agrees to pay to the prevailing party reasonable costs and expenses incurred in prosecuting these suits.

35. ASSIGNMENTS AND SUB-LEASE: The LESSEE hereby agrees NOT to assign this lease voluntarily or involuntarily, nor to sub-lease the Premises or any part of the Leased Premises, nor sell the business without the written consent of the LESSOR, under penalty of instant forfeiture of this lease. All rights and liabilities herein given to or imposed upon either of the parties shall extend to the heirs, executors, administrators, successors and assigns of such party.

36. INTERPRETATION. Whenever any word is used in this agreement in the masculine gender, it shall also be construed as being used in the feminine and neuter genders, and singular usage shall include the plural and vice versa, all as the context shall require.

37. MODIFICATION. Any modification or amendment of this agreement shall be in writing and shall be executed by all parties.

38. SEVERABILITY CLAUSE: If any term, covenant, condition, or provision of this lease is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

39. LAW TO APPLY: This lease shall be construed under and in accordance with the laws of the State of Georgia. Those laws shall govern every aspect of the enforcement of this lease.

40. ADDENDUMS. The following addendums are attached to this lease and shall be initialed by the parties. (Check all that apply or check none)

- () Option to Purchase
() Arbitration Agreement
() Other: _____
(x) None

41. OTHER PROVISIONS:

- 1) Underground tanks registration of the tanks are the lessor responsibility.
2) The **GAME** machines located on the PREMISES of any kind or character used by the public to provide amusement or entertainment to maintain under contract with lessor.
(a separate contract for the COAM game machines to be signed prior to signing the lease)

3) Lessee shall continue and maintain the same supply agreement contract with Lessor's jobber, **GREEN OIL.**

4 Lessee > Shakwhat Hossaine, Asmas, Abdin, Khyrun, Nessa, Shajada Akter, will personally guarantee the full terms of this agreement.

5) the lease terms are for five years with the option to renew for an additional 5-year term.

6) The rent is a tiered value

A) First year monthly rent is (\$4,000.00) a month

Starting on 07/01 2017 Ends on 07/01/2018

B) Second year monthly rent is (\$4,000.00)

Starting on 07/01/2019

c) Third year monthly rent is \$4000.00)

Starting on 07/01/2020

E) forth year monthly rent is (\$4500.00)

Starting on 07/01/2021

F) fifth year monthly rent is (\$5000.00)

Ending on 07/01 2022

The second 5-year term, rent to be determined at the time of renewals (For the first 2 years not to exceed 15 %).

All documents such as schedules, exhibits and like documents are incorporated herein and shall initialed by all parties. If LESSEE is a corporation, each person executing this lease represents and warrants that he is duly authorized to execute and deliver this lease on behalf of the corporation. Those persons further represent that the terms of this lease are binding upon the corporation.

In Witness Whereof, the undersigned LESSOR and LESSEE execute this lease to be effective as of the day and date first above written.

LESSEE(s)


Signature

Signature



Notary for Lessee

LESSOR(s)

 7-23-2018
Signature

Signature



CITY OF VILLA RICA

City Council Packet

SUBJECT: Punkintown Road Traffic Analysis (Discussion)

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: 8/21/2018

PREPARED BY: Bobby Elliott

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: Traffic counts were recently taken on Punkintown Road to measure the speeds and classifications of the vehicular traffic. Basic data was collected for the week of August 3rd through August 10th, 2018. A particular interest was placed on tractor trailer class vehicles. The complete analysis was presented to Mayor and City Council last Friday, August 17, 2018. The results of this analysis are attached in the agenda packet for discussions.

BACKGROUND: The City has been experiencing a large number of tractor trailer vehicles using Punkintown Road to access Hwy 61 from I-20 and vice versa. Punkintown Road is not built for heavy truck traffic.

STAFF RECOMMENDATION: Requesting Direction from City Council on avenue to proceed.

IMPACT:

MOTION:

City of Villa Rica

Punkintown Road Study
Villa Rica, Georgia

Page 1

Site Code: Punkintown Road
Station ID:

Latitude: 0' 0.0000 Undefined

COMBINED

Report for 8/3/2018 3:00:00 PM to Midnight

Vehicles	Peak Periods	
	AM	PM
7,045	Time -	Time 05:00
	Count -	Count 1,181
	PHF -	PHF 0.917

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	32	4472	1678	9	510	8	0	55	6	0	0	0	0	275
Percent	0.5	63.5	23.8	0.1	7.2	0.1	0.0	0.8	0.1	0.0	0.0	0.0	0.0	3.9

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	285	7	17	27	109	672	2199	2457	1047	196	24	2	0	3
Percent	4.0	0.1	0.2	0.4	1.5	9.5	31.2	34.9	14.9	2.8	0.3	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	6760	6753	6736	6709	6600	5928	3729	1272	225	29	5	3	3	0
Percent	96.0	95.9	95.6	95.2	93.7	84.1	52.9	18.1	3.2	0.4	0.1	0.0	0.0	0.0
Percentile Speed	5%	10%	15%	45%	50%	55%	85%	90%	95%					
	32	38	40	45	46	46	51	52	54					

Average 44
(Mean)

Pace Speed 42-51
Number in 4680
Pace

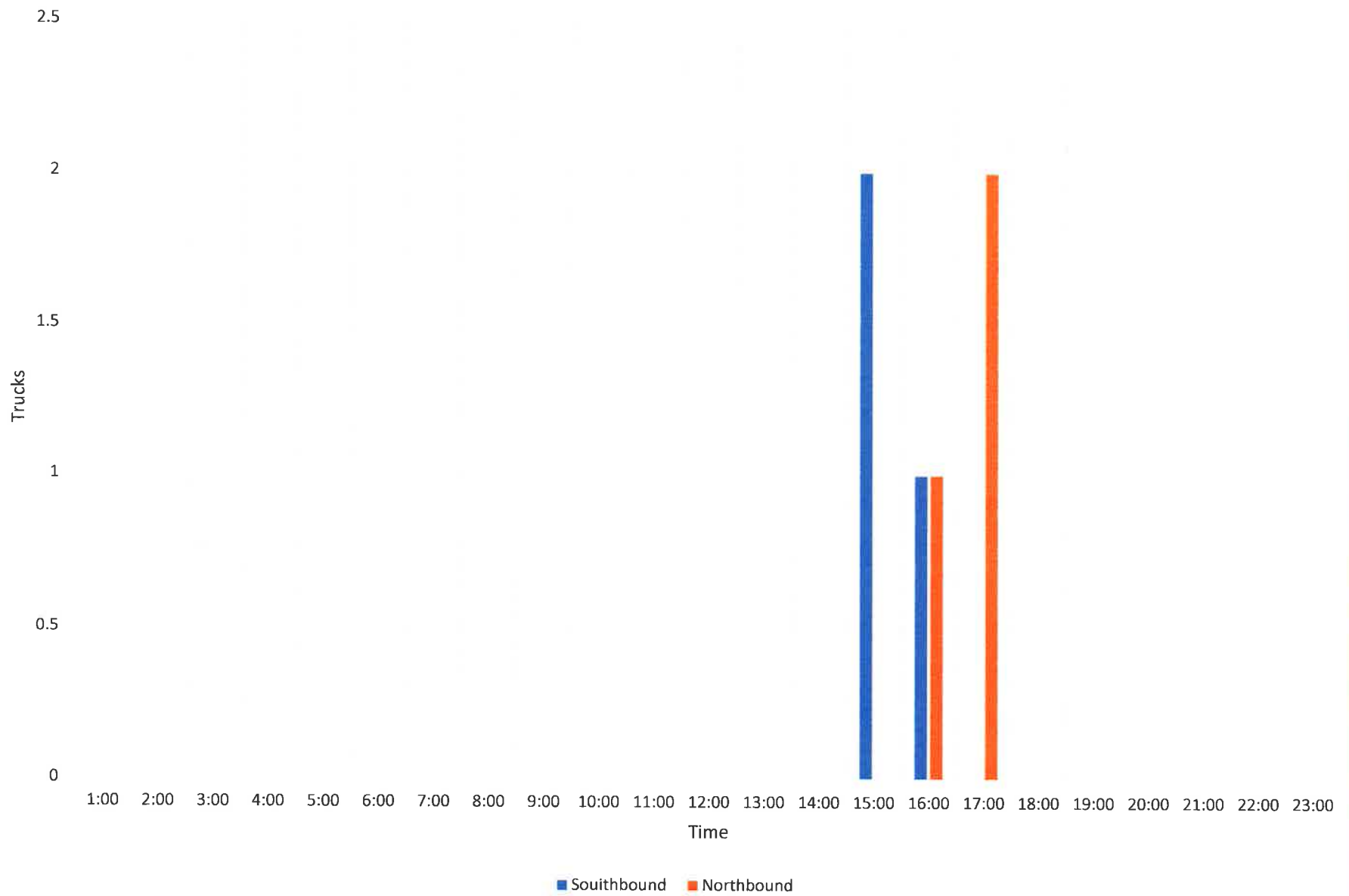
Percent in 66.4
Pace

Latitude: 0' 0.0000 Undefined

COMBINED

Speed	Volume	
0	273	
1	0	
2	0	
3	0	
4	0	
5	0	
6	1	
7	2	
8	1	
9	1	
10	1	
11	3	
12	1	
13	1	
14	1	
15	0	
16	1	
17	0	
18	2	
19	1	
20	3	
21	1	
22	2	
23	3	
24	7	
25	4	
26	7	
27	4	
28	4	
29	7	
30	5	
31	9	
32	17	
33	21	
34	29	
35	33	
36	50	
37	98	
38	123	
39	173	
40	228	
41	323	
42	372	
43	429	
44	488	
45	587	
46	561	
47	515	
48	535	
49	445	
50	401	
51	347	
52	247	
53	171	
54	170	
55	112	
56	75	
57	50	
58	30	
59	25	
60	16	
61	10	
62	6	
63	5	
64	2	
65	1	
66	0	
67	1	
68	0	
69	0	
70	1	
71	0	
72	0	
73	0	
74	0	
75	0	
76	1	
77	0	

Punkintown Tractor Trailer Distribution August 3, 2018



City of Villa Rica

Punkintown Road Study
Villa Rica, Georgia

Page 5

Site Code: Punkintown Road
Station ID:

Latitude: 0' 0.0000 Undefined

COMBINED

Report for Saturday, August 4, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	11:30	Time	02:30
	Count	817	Count	890
11,813	PHF	0.959	PHF	0.951

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	95	7815	2647	22	761	18	0	112	14	0	0	0	0	329
Percent	0.8	66.2	22.4	0.2	6.4	0.2	0.0	0.9	0.1	0.0	0.0	0.0	0.0	2.8

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	336	9	4	17	112	917	3362	4184	2292	500	68	10	2	0
Percent	2.8	0.1	0.0	0.1	0.9	7.8	28.5	35.4	19.4	4.2	0.6	0.1	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	11477	11468	11464	11447	11335	10418	7056	2872	580	80	12	2	0	0
Percent	97.2	97.1	97.0	96.9	96.0	88.2	59.7	24.3	4.9	0.7	0.1	0.0	0.0	0.0
Percentile Speed	5%	10%	15%	45%	50%	55%	85%	90%	95%					
	37	40	41	46	47	47	52	53	55					

Average 46
(Mean)

Pace Speed 43-52
Number in 7785
Pace

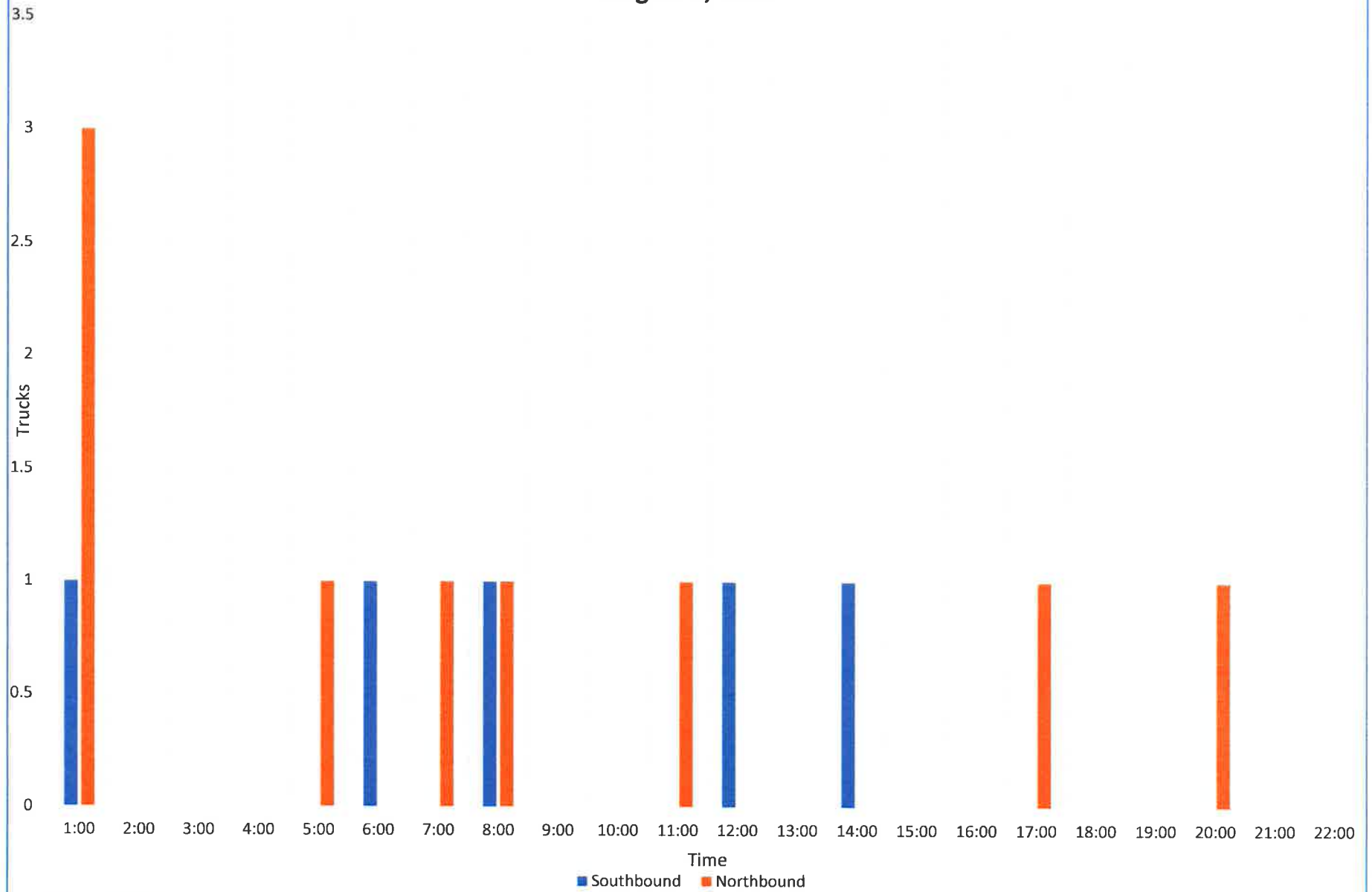
Percent in 65.9
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume	
0	327	
1	0	
2	0	
3	0	
4	0	
5	0	
6	0	
7	0	
8	1	
9	3	
10	0	
11	1	
12	1	
13	1	
14	0	
15	2	
16	3	
17	2	
18	2	
19	0	
20	2	
21	2	
22	0	
23	2	
24	0	
25	0	
26	2	
27	4	
28	2	
29	1	
30	8	
31	6	
32	10	
33	16	
34	30	
35	50	
36	60	
37	95	
38	165	
39	252	
40	345	
41	455	
42	554	
43	690	
44	773	
45	890	
46	887	
47	883	
48	868	
49	789	
50	757	
51	675	
52	573	
53	443	
54	344	
55	257	
56	183	
57	106	
58	95	
59	72	
60	44	
61	26	
62	18	
63	8	
64	8	
65	8	
66	0	
67	3	
68	2	
69	1	
70	4	
71	0	
72	1	
73	0	
74	1	

Punkintown Tractor Trailer Distribution August 4, 2018



City of Villa Rica

Punkintown Road Study
Villa Rica, Georgia

Page 8

Site Code: Punkintown Road
Station ID:

Latitude: 0' 0.0000 Undefined

COMBINED

Report for Sunday, August 5, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	11:30	Time	01:15
	Count	702	Count	906
10,605	PHF	0.873	PHF	0.906

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	74	7238	2381	11	551	15	0	51	6	0	0	0	0	278
Percent	0.7	68.3	22.5	0.1	5.2	0.1	0.0	0.5	0.1	0.0	0.0	0.0	0.0	2.6

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	286	3	2	5	109	781	2762	3980	2080	511	75	9	0	2
Percent	2.7	0.0	0.0	0.0	1.0	7.4	26.0	37.5	19.6	4.8	0.7	0.1	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	10319	10316	10314	10309	10200	9419	6657	2677	597	86	11	2	2	0
Percent	97.3	97.3	97.3	97.2	96.2	88.8	62.8	25.2	5.6	0.8	0.1	0.0	0.0	0.0
Percentile Speed	5%	10%	15%	45%	50%	55%	85%	90%	95%					
	37	40	42	47	47	48	52	54	56					

Average 46
(Mean)

Pace Speed 43-52
Number in 7060
Pace

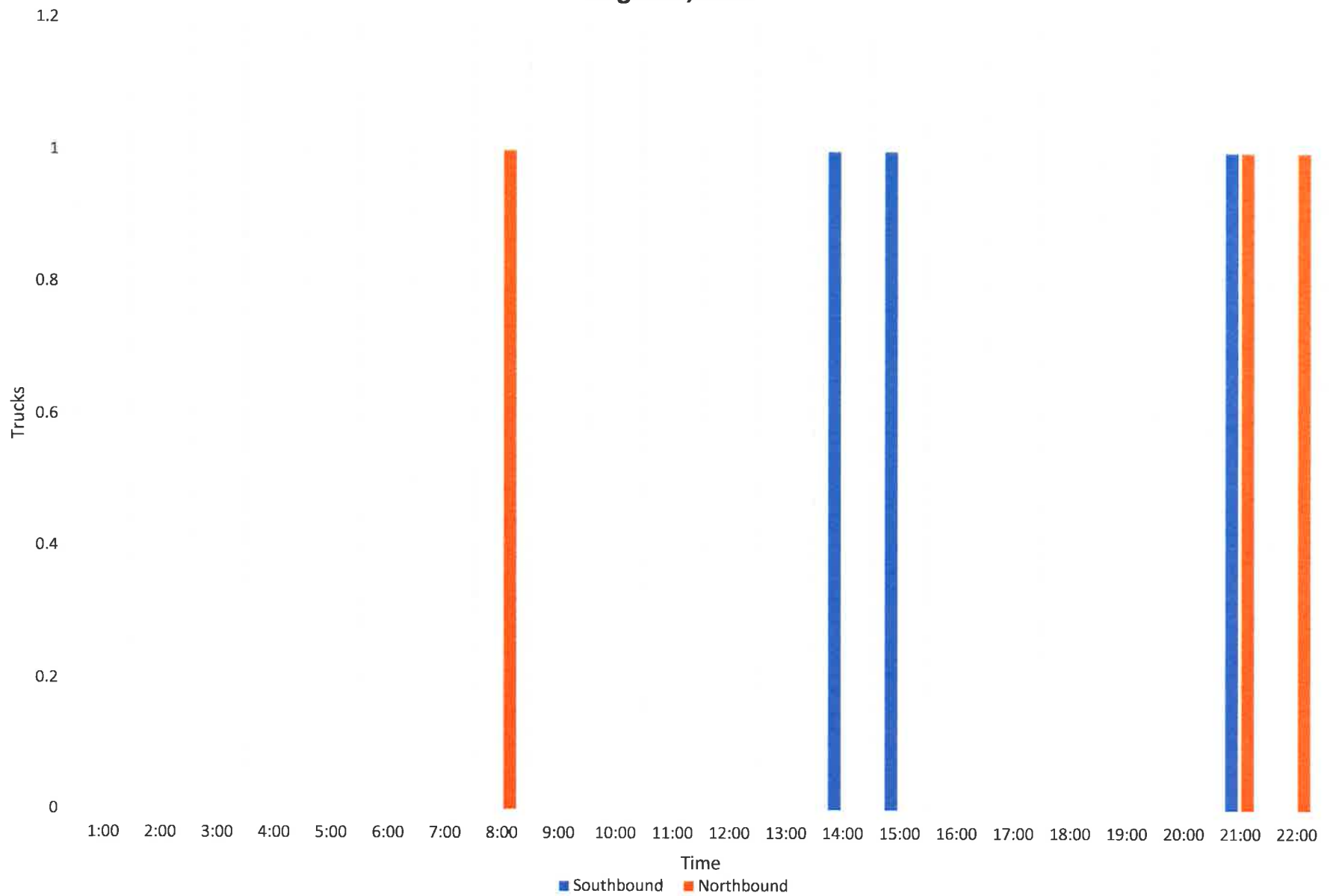
Percent in 66.6
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume	
0	277	
1	2	
2	0	
3	0	
4	1	
5	0	
6	0	
7	0	
8	0	
9	0	
10	2	
11	0	
12	1	
13	0	
14	2	
15	1	
16	1	
17	0	
18	1	
19	0	
20	1	
21	0	
22	1	
23	0	
24	1	
25	0	
26	0	
27	2	
28	1	
29	2	
30	0	
31	10	
32	11	
33	20	
34	28	
35	40	
36	63	
37	106	
38	139	
39	186	
40	287	
41	318	
42	461	
43	571	
44	649	
45	763	
46	793	
47	835	
48	820	
49	802	
50	730	
51	605	
52	492	
53	423	
54	311	
55	249	
56	177	
57	132	
58	98	
59	63	
60	41	
61	29	
62	22	
63	12	
64	7	
65	5	
66	4	
67	3	
68	0	
69	1	
70	1	
71	0	
72	0	
73	0	
74	0	
75	0	
76	1	
77	0	

Punkintown Tractor Trailer Distribution August 5, 2018



COMBINED

Report for Monday, August 6, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	06:45	Time	05:00
14,152	Count	935	Count	1,175
	PHF	0.899	PHF	0.918

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	58	8901	3522	51	969	37	1	128	28	0	0	1	0	456
Percent	0.4	62.9	24.9	0.4	6.8	0.3	0.0	0.9	0.2	0.0	0.0	0.0	0.0	3.2

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	465	11	18	80	294	1294	4127	5247	2142	416	50	6	1	1
Percent	3.3	0.1	0.1	0.6	2.1	9.1	29.2	37.1	15.1	2.9	0.4	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	13687	13676	13658	13578	13284	11990	7863	2616	474	58	8	2	1	0
Percent	96.7	96.6	96.5	95.9	93.9	84.7	55.6	18.5	3.3	0.4	0.1	0.0	0.0	0.0
Percentile Speed	5%	10%	15%	45%	50%	55%	85%	90%	95%					
	33	39	40	46	46	47	51	52	54					

Average 45
(Mean)

Pace Speed 42-51
Number in 9502
Pace

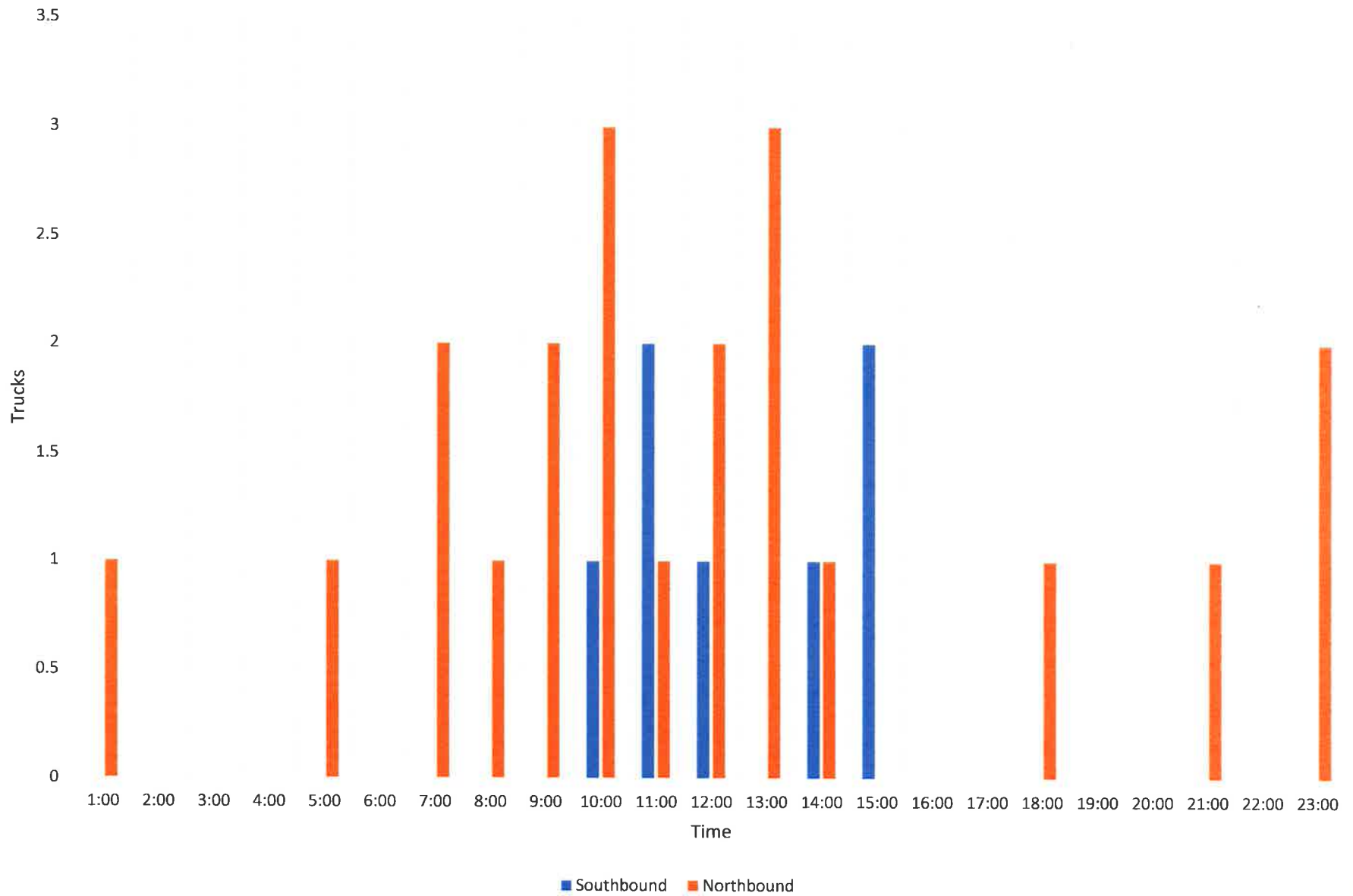
Percent in 67.1
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume	
0	454	
1	1	
2	0	
3	0	
4	0	
5	0	
6	1	
7	1	
8	0	
9	1	
10	2	
11	1	
12	2	
13	1	
14	0	
15	1	
16	3	
17	2	
18	1	
19	1	
20	4	
21	3	
22	3	
23	5	
24	2	
25	5	
26	6	
27	5	
28	11	
29	32	
30	26	
31	40	
32	56	
33	64	
34	78	
35	56	
36	101	
37	164	
38	238	
39	343	
40	448	
41	587	
42	724	
43	859	
44	940	
45	1017	
46	1183	
47	1130	
48	1121	
49	969	
50	844	
51	715	
52	487	
53	412	
54	347	
55	181	
56	157	
57	106	
58	80	
59	38	
60	35	
61	15	
62	16	
63	9	
64	6	
65	4	
66	2	
67	1	
68	0	
69	2	
70	1	
71	1	
72	0	
73	0	
74	0	
75	0	
76	0	
77	0	

Punkintown Tractor Trailer Distribution August 6, 2018



COMBINED

Report for Tuesday, August 7, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	07:15	Time	04:45
	Count	968	Count	1,224
14,305	PHF	0.964	PHF	0.965

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	67	9004	3583	42	924	39	0	125	32	0	1	0	0	488
Percent	0.5	62.9	25.0	0.3	6.5	0.3	0.0	0.9	0.2	0.0	0.0	0.0	0.0	3.4

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	496	6	3	39	222	1317	4282	5225	2249	412	45	5	3	1
Percent	3.5	0.0	0.0	0.3	1.6	9.2	29.9	36.5	15.7	2.9	0.3	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	13809	13803	13800	13761	13539	12222	7940	2715	466	54	9	4	1	0
Percent	96.5	96.5	96.5	96.2	94.6	85.4	55.5	19.0	3.3	0.4	0.1	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	35	39	41	46	46	47	51	53	54					

Average 45
(Mean)

Pace Speed 42-51
Number in 9654
Pace

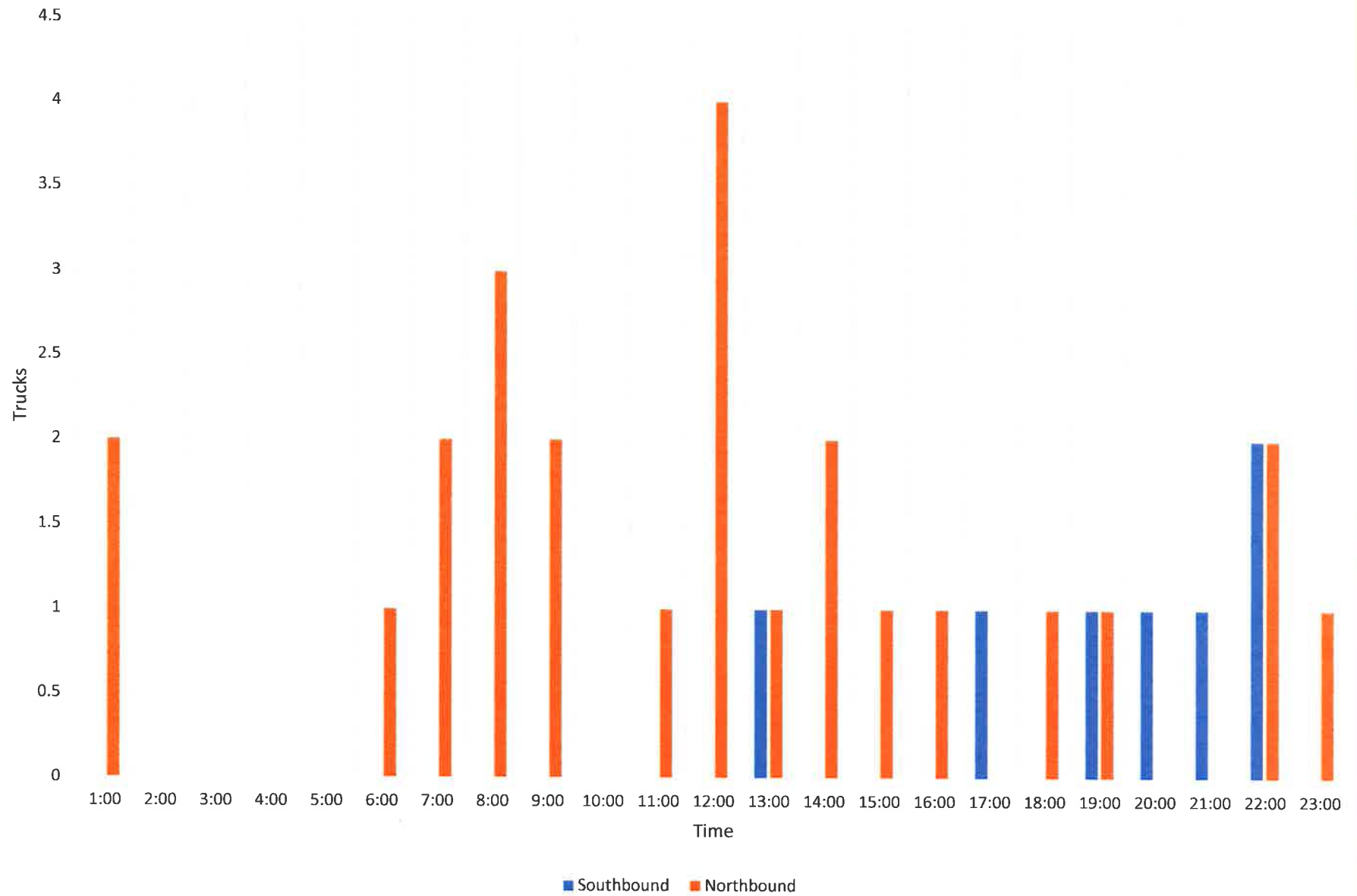
Percent in 67.5
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume	
0	486	
1	0	
2	0	
3	1	
4	1	
5	1	
6	0	
7	0	
8	2	
9	0	
10	0	
11	1	
12	1	
13	1	
14	2	
15	0	
16	1	
17	1	
18	3	
19	0	
20	1	
21	0	
22	0	
23	1	
24	0	
25	2	
26	2	
27	4	
28	10	
29	11	
30	12	
31	22	
32	25	
33	54	
34	58	
35	63	
36	120	
37	182	
38	237	
39	313	
40	465	
41	551	
42	732	
43	917	
44	1000	
45	1082	
46	1182	
47	1081	
48	1104	
49	982	
50	876	
51	698	
52	562	
53	450	
54	314	
55	225	
56	152	
57	100	
58	75	
59	48	
60	37	
61	20	
62	12	
63	5	
64	6	
65	2	
66	3	
67	1	
68	0	
69	1	
70	0	
71	1	
72	0	
73	1	
74	1	
75	0	
76	0	
77	0	

Punkintown Tractor Trailer Distribution
August 7, 2018



COMBINED

Latitude: 0' 0.0000 Undefined

Report for Wednesday, August 8, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	06:45	Time	05:00
13,825	Count	1,011	Count	1,221
	PHF	0.936	PHF	0.972

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	58	8743	3384	46	956	42	0	89	39	0	0	0	0	468
Percent	0.4	63.2	24.5	0.3	6.9	0.3	0.0	0.6	0.3	0.0	0.0	0.0	0.0	3.4

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	482	2	21	64	359	1785	4318	4607	1842	304	35	4	1	1
Percent	3.5	0.0	0.2	0.5	2.6	12.9	31.2	33.3	13.3	2.2	0.3	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	13343	13341	13320	13256	12897	11112	6794	2187	345	41	6	2	1	0
Percent	96.5	96.5	96.3	95.9	93.3	80.4	49.1	15.8	2.5	0.3	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	33	38	39	45	45	46	51	52	54					

Average 44
(Mean)

Pace Speed 41-50
Number in 8925
Pace

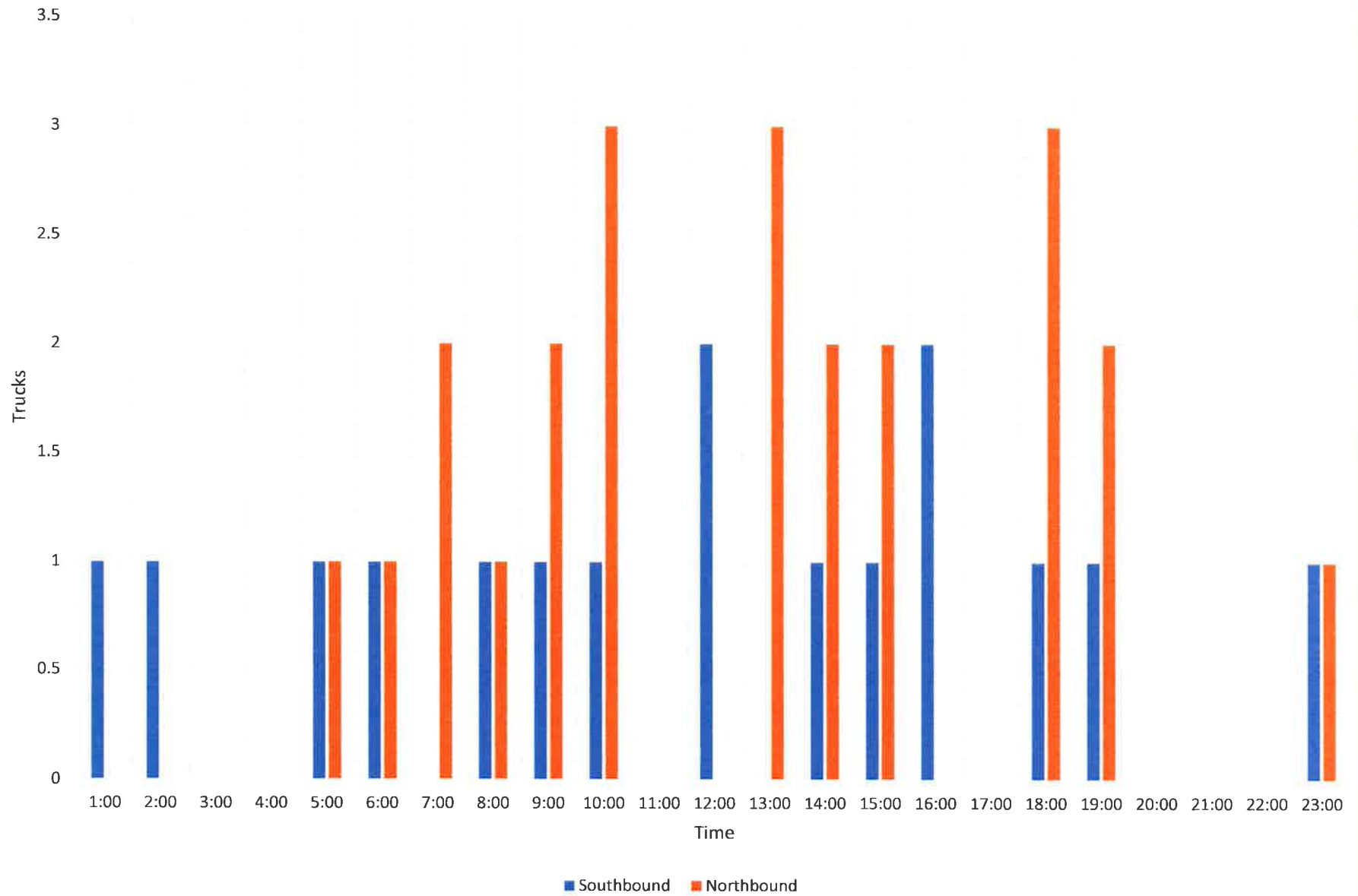
Percent in 64.6
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume	
0	466	
1	0	
2	1	
3	0	
4	0	
5	2	
6	1	
7	3	
8	0	
9	0	
10	4	
11	1	
12	3	
13	0	
14	1	
15	0	
16	0	
17	0	
18	1	
19	1	
20	0	
21	1	
22	2	
23	6	
24	2	
25	10	
26	3	
27	4	
28	14	
29	23	
30	20	
31	38	
32	45	
33	64	
34	90	
35	122	
36	167	
37	232	
38	359	
39	470	
40	557	
41	639	
42	772	
43	897	
44	970	
45	1040	
46	1129	
47	988	
48	936	
49	857	
50	697	
51	604	
52	452	
53	335	
54	248	
55	203	
56	113	
57	94	
58	56	
59	28	
60	13	
61	15	
62	5	
63	3	
64	8	
65	4	
66	0	
67	1	
68	2	
69	0	
70	1	
71	0	
72	1	
73	0	
74	0	
75	0	
76	0	
77	0	

Punkintown Tractor Trailer Distribution August 8, 2018



COMBINED

Report for Thursday, August 9, 2018

Vehicles	Peak Periods			
	AM		PM	
	Time	07:00	Time	05:15
	Count	1,034	Count	1,153
13,871	PHF	0.894	PHF	0.817

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	41	8703	3332	56	1045	39	0	119	32	0	0	0	0	504
Percent	0.3	62.7	24.0	0.4	7.5	0.3	0.0	0.9	0.2	0.0	0.0	0.0	0.0	3.6

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	511	12	27	46	276	1401	4188	4854	2107	382	59	6	1	1
Percent	3.7	0.1	0.2	0.3	2.0	10.1	30.2	35.0	15.2	2.8	0.4	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	13360	13348	13321	13275	12999	11598	7410	2556	449	67	8	2	1	0
Percent	96.3	96.2	96.0	95.7	93.7	83.6	53.4	18.4	3.2	0.5	0.1	0.0	0.0	0.0
Percentile Speed	5%	10%	15%	45%	50%	55%	85%	90%	95%					
	33	38	40	45	46	47	51	52	54					

Average 44
(Mean)

Pace Speed 42-51
Number in 9090
Pace

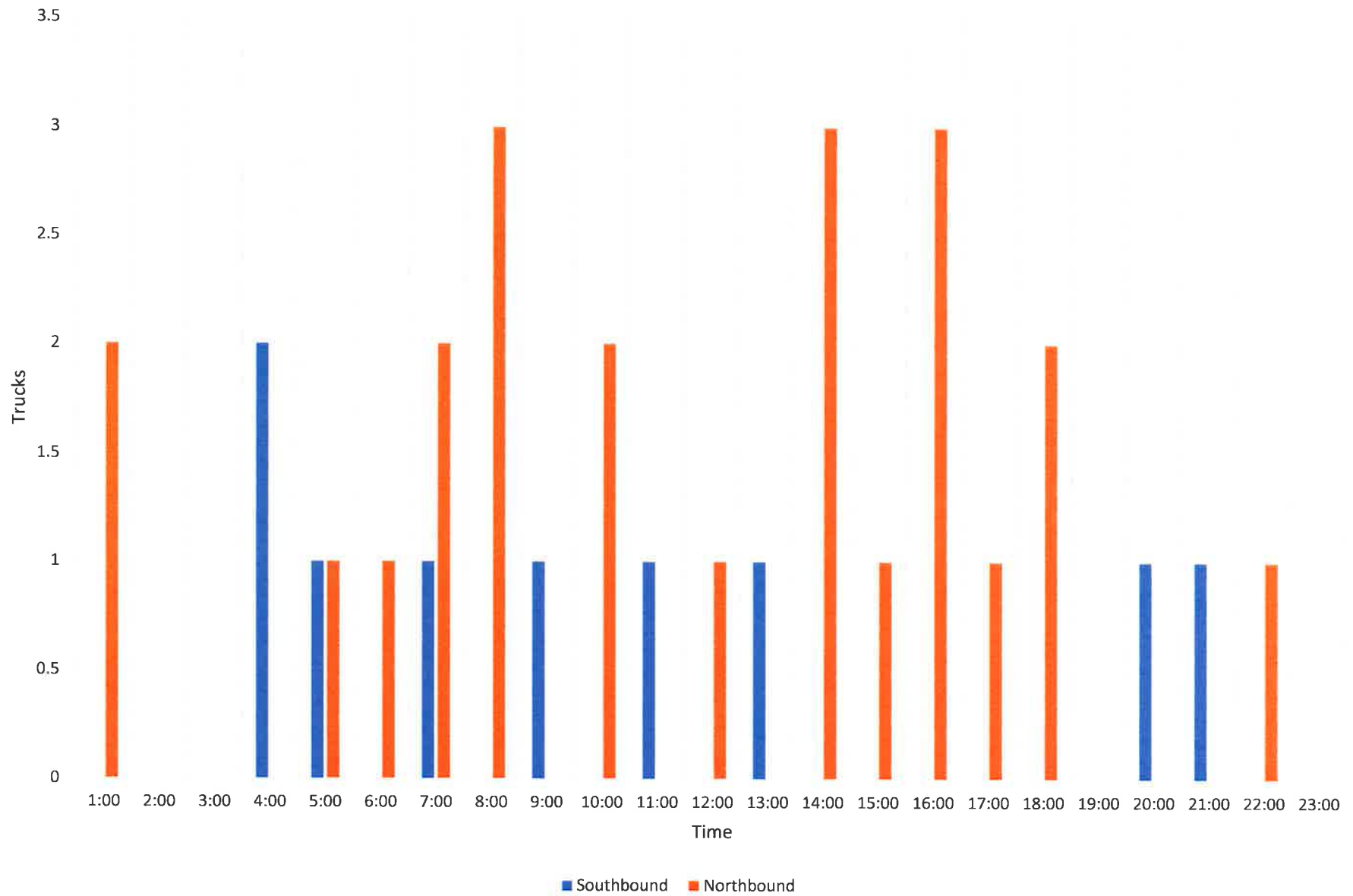
Percent in 65.5
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume
0	502
1	0
2	0
3	1
4	0
5	1
6	0
7	0
8	2
9	1
10	0
11	2
12	1
13	0
14	0
15	1
16	2
17	4
18	1
19	2
20	3
21	6
22	4
23	7
24	5
25	5
26	0
27	2
28	17
29	13
30	14
31	23
32	33
33	48
34	76
35	96
36	133
37	176
38	251
39	362
40	479
41	661
42	735
43	892
44	922
45	978
46	1039
47	1026
48	1091
49	875
50	823
51	709
52	525
53	385
54	295
55	193
56	147
57	88
58	77
59	43
60	27
61	25
62	18
63	7
64	6
65	3
66	2
67	2
68	0
69	2
70	0
71	1
72	0
73	0
74	0
75	0
76	0
77	0

Punkintown Tractor Trailer Distribution August 9, 2018



City of Villa Rica

Punkintown Road Study
Villa Rica, Georgia

Page 28

Site Code: Punkintown Road
Station ID:

COMBINED

Latitude: 0' 0.0000 Undefined

Report for Friday, August 10, 2018, Midnight to 07:59 AM

Vehicles	Peak Periods		
	AM		PM
	Time	07:00	Time -
	Count	1,035	Count -
2,634	PHF	0.886	PHF -

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	8	1643	696	8	188	6	0	14	9	0	0	0	0	62
Percent	0.3	62.4	26.4	0.3	7.1	0.2	0.0	0.5	0.3	0.0	0.0	0.0	0.0	2.4

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	63	0	0	1	28	230	756	951	471	116	12	5	1	0
Percent	2.4	0.0	0.0	0.0	1.1	8.7	28.7	36.1	17.9	4.4	0.5	0.2	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	2571	2571	2571	2570	2542	2312	1556	605	134	18	6	1	0	0
Percent	97.6	97.6	97.6	97.6	96.5	87.8	59.1	23.0	5.1	0.7	0.2	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	37	40	41	46	47	47	52	53	56					

Average 46
(Mean)

Pace Speed 42-51
Number in 1755
Pace

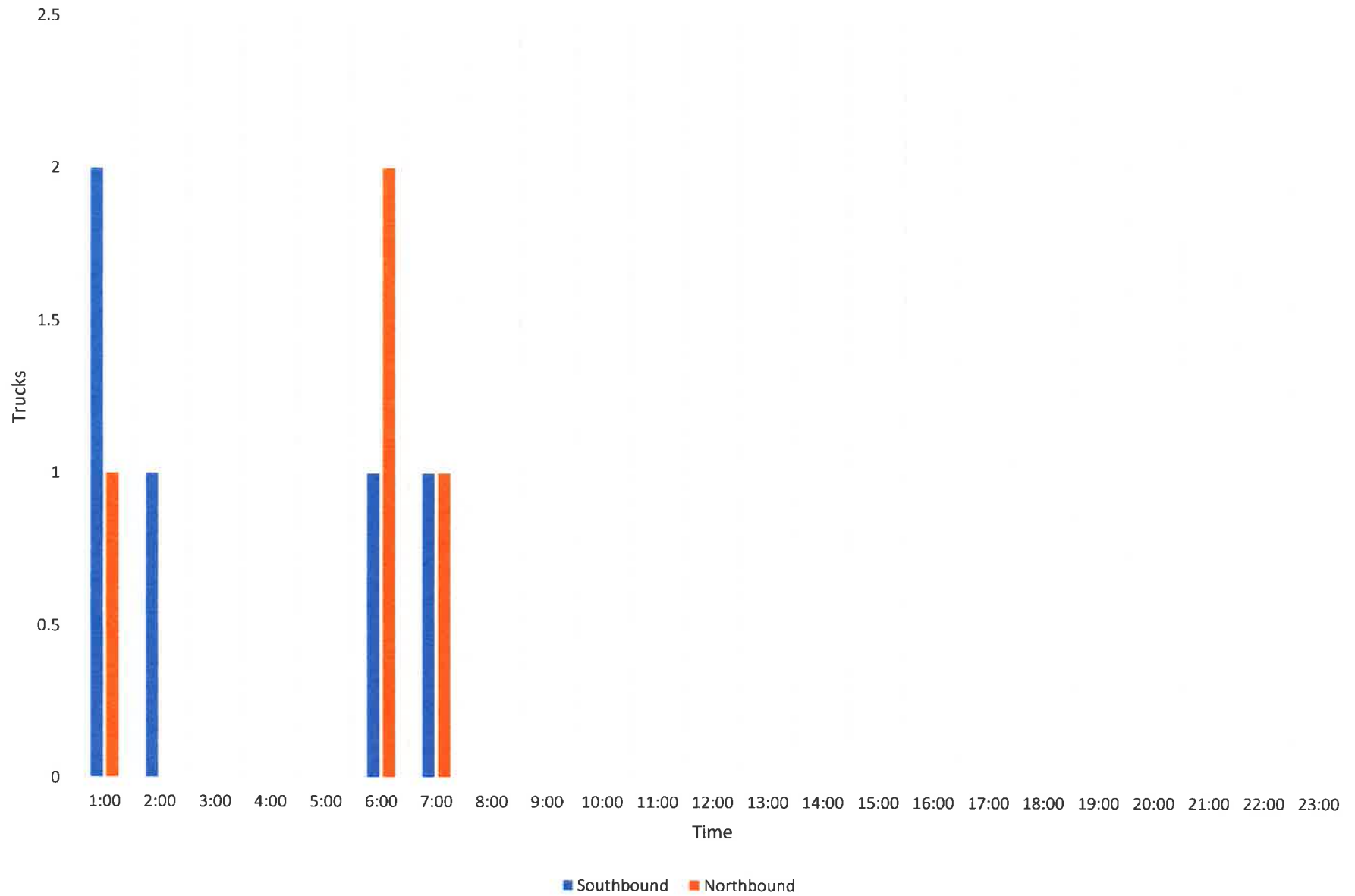
Percent in 66.6
Pace

Latitude: 0' 0.0000 Undefined

COMBINED

Speed	Volume
0	61
1	0
2	0
3	0
4	0
5	0
6	0
7	0
8	1
9	0
10	0
11	0
12	0
13	0
14	1
15	0
16	0
17	0
18	0
19	0
20	0
21	0
22	0
23	0
24	0
25	0
26	0
27	0
28	0
29	1
30	0
31	1
32	1
33	3
34	11
35	12
36	20
37	36
38	46
39	51
40	77
41	90
42	123
43	142
44	170
45	231
46	214
47	211
48	190
49	171
50	165
51	138
52	122
53	93
54	67
55	51
56	38
57	37
58	20
59	12
60	9
61	5
62	3
63	2
64	1
65	2
66	0
67	1
68	2
69	0
70	1
71	1

Punkintown Tractor Trailer Distribution August 10, 2018



COMBINED

Latitude: 0' 0.0000 Undefined

Report for 8/3/2018 3:00:00 PM to 8/10/2018 7:59:59 AM

CLASS STATISTICS - Modified Scheme F

Class	Bikes	Cars & Trailers	2 Axle Long	Buses	2 Axle 6 Tire	3 Axle Single	4 Axle Single	<5 Axl Double	5 Axle Double	>6 Axl Double	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	No Class
Count	433	56519	21223	245	5904	204	1	693	166	0	1	1	0	2860
Percent	0.5	64.0	24.0	0.3	6.7	0.2	0.0	0.8	0.2	0.0	0.0	0.0	0.0	3.2

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	2924	50	92	279	1509	8397	25994	31505	14230	2837	368	47	9	9
Percent	3.3	0.1	0.1	0.3	1.7	9.5	29.5	35.7	16.1	3.2	0.4	0.1	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	85326	85276	85184	84905	83396	74999	49005	17500	3270	433	65	18	9	0
Percent	96.7	96.6	96.5	96.2	94.5	85.0	55.5	19.8	3.7	0.5	0.1	0.0	0.0	0.0

Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%
Speed	35	39	40	46	46	47	51	53	55

Average 45
(Mean)

Pace Speed 42-51
Number in 58366
Pace
Percent in 66.1
Pace

COMBINED

Latitude: 0' 0.0000 Undefined

Speed	Volume
0	2846
1	3
2	1
3	2
4	2
5	4
6	3
7	6
8	7
9	6
10	9
11	9
12	10
13	4
14	7
15	5
16	11
17	9
18	11
19	5
20	14
21	13
22	12
23	24
24	17
25	26
26	20
27	25
28	59
29	90
30	85
31	149
32	198
33	290
34	400
35	472
36	714
37	1089
38	1558
39	2150
40	2886
41	3624
42	4473
43	5387
44	5812
45	6588
46	6988
47	6669
48	6665
49	5890
50	5293
51	4491
52	3460
53	2712
54	2096
55	1471
56	1042
57	713
58	531
59	329
60	222
61	145
62	100
63	51
64	44
65	28
66	13
67	12
68	5
69	9
70	8
71	4
72	2
73	1
74	2
75	0
76	2
77	0

Punkintown Traffic Study Location



Google Earth

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CITY OF VILLA RICA

City Council Packet

SUBJECT: Sidewalk Damage Due to Tree Roots (Discussion)

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: 8/21/2018

PREPARED BY: Bobby Elliott

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: To discuss issues with tree roots damaging sidewalks throughout the City limits where landscaping was originally planted on the right-of-way too close to sidewalk areas. Major concerns are in Mirror Lake, Berkley Park and other areas. It is our recommendation to get Home Owner's Association approval to remove trees before sidewalk repairs are made.

BACKGROUND: Landscaping was planted several years ago on City right-of-way and has now matured to a point that root systems are pushing up sidewalks.

STAFF RECOMMENDATION: Requesting Direction from City Council on avenue to proceed.

IMPACT:

MOTION:

















CITY OF VILLA RICA

City Council Packet

SUBJECT: Bay Springs Traffic Calming Devices

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: 8/24/2018

PREPARED BY: Bobby Elliott

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: Several years ago, the Mayor and City Council issued the directive to install traffic calming devices in Bay Springs Subdivision. Through the years these portable devices have dwindled down to just one device left in place. A new traffic analysis needs to be performed in order to determine the need in the future to keep these devices warranted.

BACKGROUND: We have constant complaints from residents in Bay Springs Subdivision about speeding and complaints about the traffic calming devices being a nuisance. A new study needs to be performed.

STAFF RECOMMENDATION: Requesting the Mayor and Council to approve the removal of existing devices in order to perform a new traffic analysis.

IMPACT:

MOTION: I make the motion to remove existing traffic calming devices in Bay Springs Subdivision in order to perform a new traffic analysis. The results of the new study will be brought back before this Council.



CITY OF VILLA RICA

City Council Packet

SUBJECT: Transmittal of Comprehensive Plan Update to the Three Rivers Regional Commission and Georgia Department of Community Affairs

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: August 24, 2018

PREPARED BY: Lenise Lyons, Planning and Zoning Specialist

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE:

To authorize the Mayor of the Villa Rica City Council to transmit the Comprehensive Plan Update to the Three Rivers Regional Commission and Georgia Department of Community Affairs

BACKGROUND: The City of Villa Rica has completed preparation of our comprehensive plan update pursuant to the 2014 Minimum Planning Standards and Procedures of the Georgia Department of Community Affairs (DCA). The update process included significant public engagement beginning in December 2017, that included a community survey, visioning workshop, future land use charrette, and open house. Additionally, a Steering Committee was formed to help guide the Comprehensive Plan Update process. Four meetings were held with the Steering Committee.

The deliverables from this process include a Future Development Map, Character Area Descriptions, and Goals and Strategies.

STAFF RECOMMENDATION: Staff recommends Approval to transmit documents.

IMPACT: N/A

PLANNING COMMISSION: N/A

MOTION: I make a motion to authorize the transmittal of the Comprehensive Plan Update to the Three Rivers Regional Commission and Georgia Department of Community Affairs.

September ____, 2018

Kirk Fjelstul, Executive Director
Three Rivers Regional Commission
120 North Hill Street / P.O. Box 818
Griffin, Georgia 30224-

Re: City of Villa Rica Comprehensive Plan Transmittal

Dear Mr. Fjelstul:

The City of Villa Rica has completed preparation of our comprehensive plan update pursuant to the 2014 Minimum Planning Standards and Procedures of the Georgia Department of Community Affairs (DCA). Please consider this letter as formal submittal and request for review of this comprehensive plan in accordance with the Planning Standards.

This comprehensive plan has been developed with appropriate public and community involvement. Community involvement activities included a public kickoff meeting, a broad-based steering committee, stakeholder interviews, a community survey, two public workshops, and an open house to receive public comments on draft recommendations.

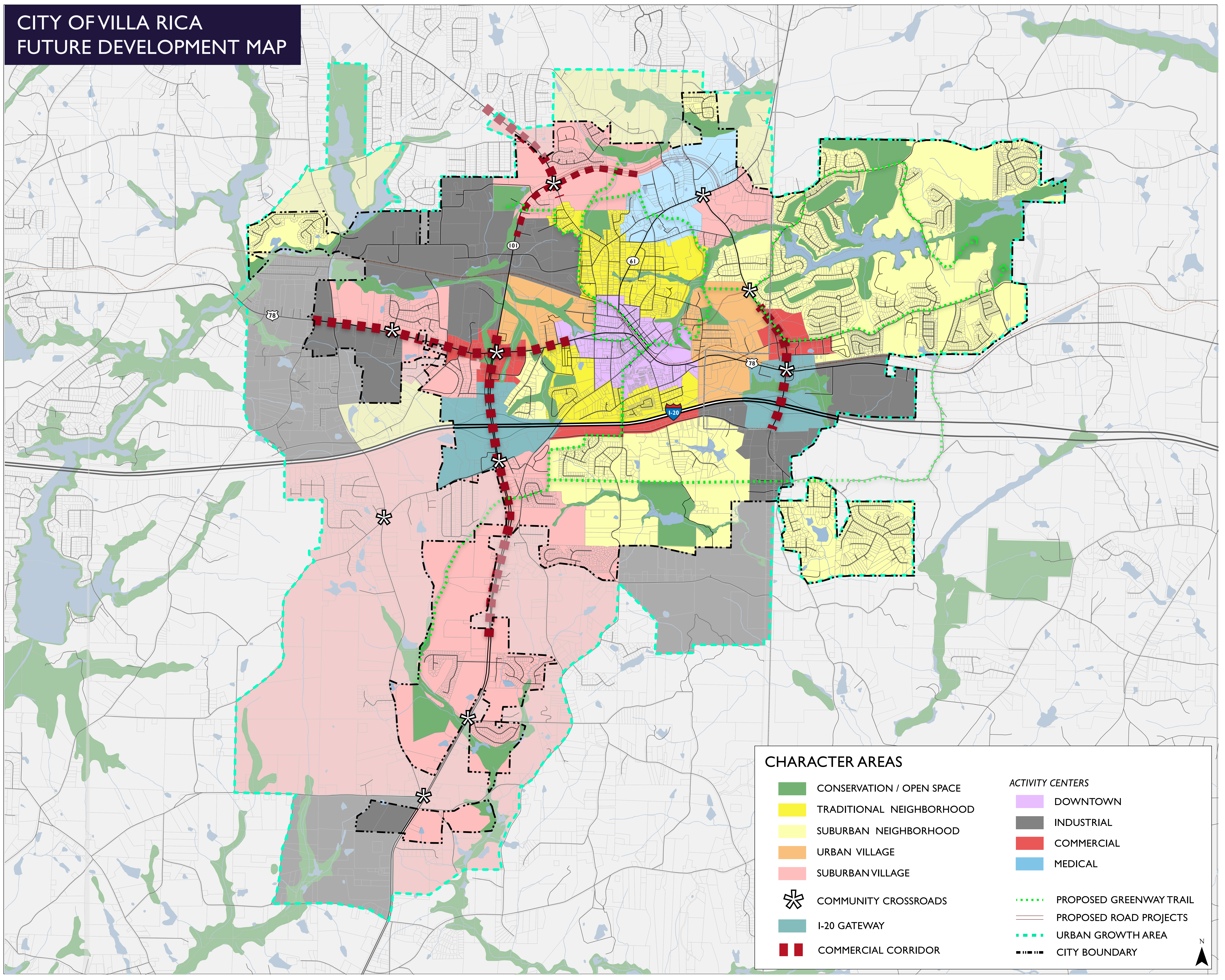
We formally certify that both the Metropolitan North Georgia Water Planning District's Water Resource Management Plan and the Rules for Environmental Planning Criteria were considered during the process of developing this comprehensive plan.

Please initiate formal review for our comprehensive plan in accordance with the DCA Minimum Standards for our governments. If you have any questions concerning our submittal, please do not hesitate to contact Tom Barber at (678) 840-1211 or tbarber@villarica.com on behalf of all of us.

Respectfully,

Jeff Reese, Mayor
City of Villa Rica

CITY OF VILLA RICA
FUTURE DEVELOPMENT MAP



CHARACTER AREAS

- CONSERVATION / OPEN SPACE
- TRADITIONAL NEIGHBORHOOD
- SUBURBAN NEIGHBORHOOD
- URBAN VILLAGE
- SUBURBAN VILLAGE
- COMMUNITY CROSSROADS
- I-20 GATEWAY
- COMMERCIAL CORRIDOR

- ACTIVITY CENTERS
- DOWNTOWN
 - INDUSTRIAL
 - COMMERCIAL
 - MEDICAL
 - PROPOSED GREENWAY TRAIL
 - PROPOSED ROAD PROJECTS
 - URBAN GROWTH AREA
 - CITY BOUNDARY

DRAFT CHARACTER AREAS

TRADITIONAL NEIGHBORHOOD

Intent

PRESERVE established neighborhoods and CREATE quality infill development that respects the prevailing single-family character and traditional building materials and site design

Location

- Existing, in-town neighborhoods, north and south of Downtown

Future Land Uses

Primary

- Detached single-family homes at moderate to high densities (1 to 4 du/acre; In accordance with Zoning Regulations)

Secondary

- Duplex, townhouse, small-scale apartment buildings (when compatible with character and aesthetic of surrounding dwelling types)
- Civic uses, Parks/Trails

Design Principals

- Promote infill development that complements the scale, setback, and style of existing adjacent homes
- Characterized by smaller lots and pedestrian-oriented design
- Maintain existing tree cover
- Integrated parks/public spaces
- Provide pedestrian infrastructure (sidewalks, crosswalks), when possible
- Enforce screening/ buffering requirements between residential uses and adjacent, non-residential uses

Example Photos



SUBURBAN NEIGHBORHOOD

Intent

PRESERVE established neighborhoods and CREATE quality new residential construction at suburban densities

Local Application

- Mirror Lake subdivision and other planned neighborhood developments
- Generally, towards outer perimeter of City

Future Land Uses

Primary

- Detached single-family homes at lower densities (1 to 2 du/acre; In accordance with Zoning Regulations)

Secondary

- Planned Community/Higher density when part of a master planned development
- Multifamily developments (apartments, townhomes) when compatible with surrounding dwelling types and where sewer infrastructure is available
- Senior Living Developments; Conservation Subdivisions
- Civic uses, Parks/Trails

Design Principals

- New development should provide opportunities for open space / greenspace, including shared areas for the benefit of residents
- Maintain existing single family residential uses
- Road network should provide connectivity to surrounding areas; Provide continuous sidewalks and pedestrian linkages to trail system
- Enforce screening/ buffering requirements between residential uses and adjacent, non-residential uses
- Maintain existing tree cover

Example Photos



URBAN VILLAGE

Intent

Complement Downtown area through established development pattern characterized by a network of streets and paths suitable for both vehicles and pedestrians

Local Application

- Generally, surrounding Downtown area, extension of compact development pattern of downtown
- Characterized by clustered commercial development around intersection of prominent roads that serves surrounding neighborhoods

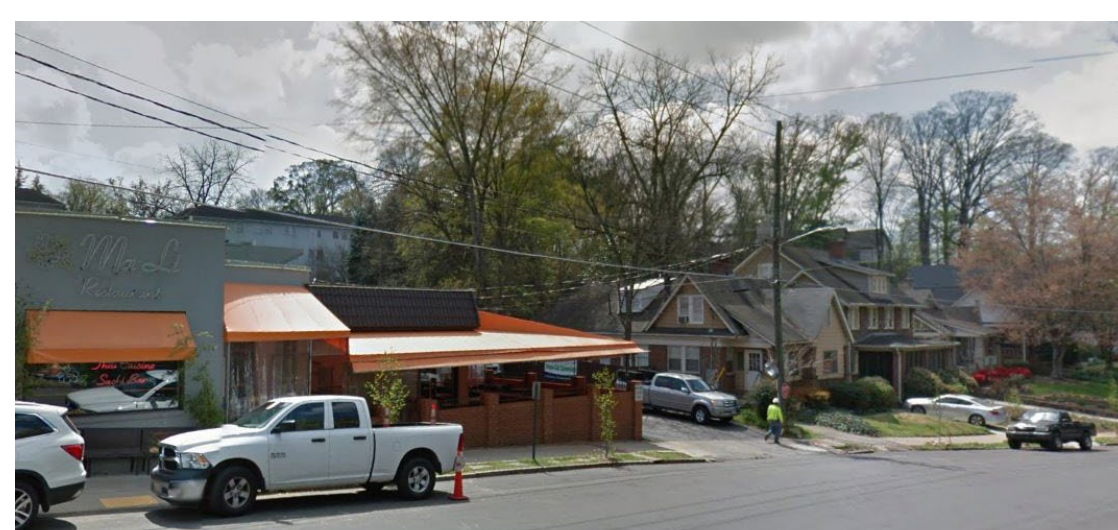
Future Land Uses

- Detached single-family homes at moderate to high densities
- Higher density residential (duplex, townhouse, apartments) and neighborhood commercial
- Neighborhood commercial/Small-scale mixed (retail, office, service uses serving nearby residents)
- Civic uses (community centers, libraries, places of worship, schools, city services)
- Parks / Greenways / Trails

Design Principals

- Promote infill development that is compatible with existing character, scale, and aesthetics of an area
- Compact, small-scale development surrounded by neighborhoods; near Downtown District
- Emphasis on road and sidewalk connectivity organized around compact, small-scale development; Provide continuous sidewalks and pedestrian linkages to trail system
- Enforce screening/ buffering requirement between residential and non-residential uses
- Preserve open space and existing tree cover

Example Photos



SUBURBAN VILLAGE

Intent

CREATE nodes in areas where potential for future development exists by establishing a development pattern focused around Community Crossroads

Local Application

- Focused around prominent crossroads located in suburban or rural locations
- Generally, outside of urban core, in areas where potential future growth exists
- Characterized by clustered commercial development around intersection of prominent roads that serves surrounding neighborhoods

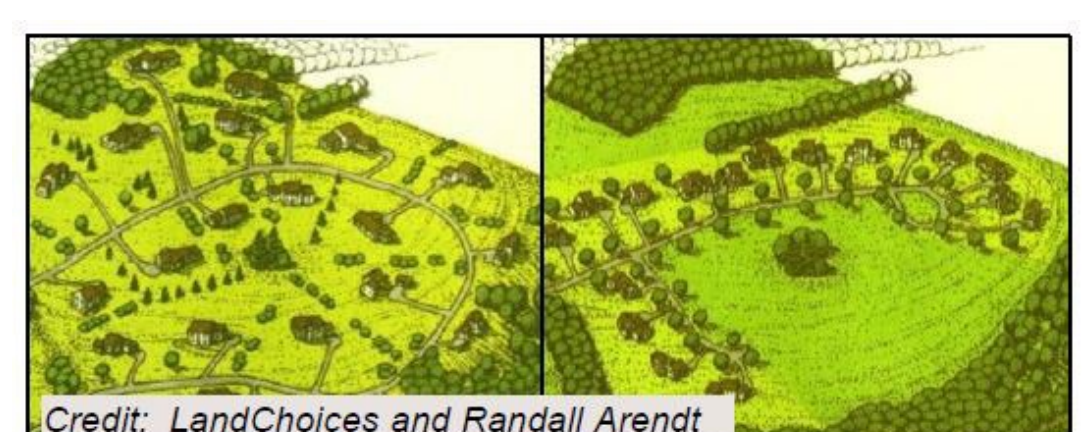
Future Land Uses

- Detached single-family homes at low to moderate densities
- Planned communities (including Senior/Assisted Living facilities, Conservation Subdivisions)
- Duplex, townhouse, small-scale apartment buildings
- Neighborhood commercial uses (smaller scale commercial, retail, service, and office uses serving nearby residents)
- Civic uses (community centers, libraries, places of worship, schools, city services)
- Parks / Greenways / Trails

Design Principals

- Typically lower density than Urban Village, with exception of planned developments
- Clustered, small-scale commercial development surrounding by residential areas
- Road network should provide connectivity to surrounding areas; Provide continuous sidewalks and pedestrian linkages to parks, schools, neighborhood amenities
- Enforce screening/ buffering requirements between residential and non-residential uses
- Preserve open space and existing tree cover

Example Photos



DRAFT CHARACTER AREAS

CONSERVATION / OPEN SPACE

Intent

- PROTECT environmentally sensitive areas and open space for conservation and passive recreation purposes
- PREVENT degradation to natural resources in areas that have developed or have the potential to develop

Local Application

- Parks, trails, greenways
- Golf courses
- Floodplain (and all adjacent areas that are subject to flood damage prevention ordinance)
- Wetlands

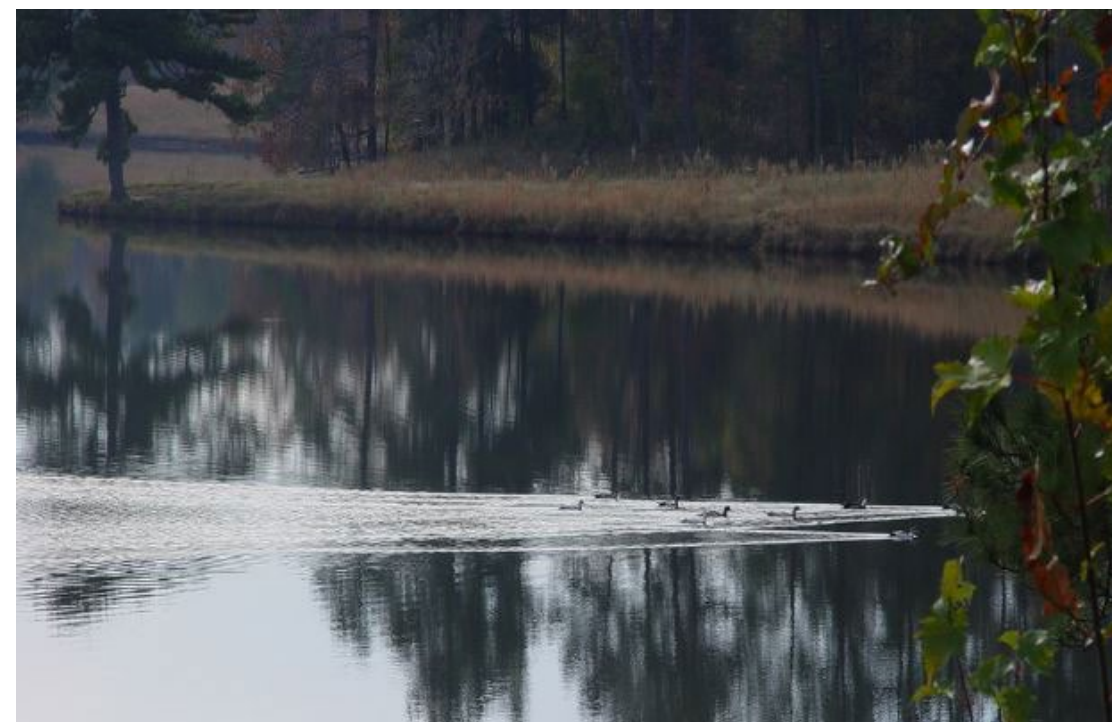
Future Land Uses

- Undeveloped, natural areas
- Passive Parks (Environmentally constrained areas)
- Active Parks (areas with no environmental constraints)
- Greenways, trails

Design Principals

- Natural/informal landscape
- Building placement and exterior materials should blend with surrounding landscape
- Minimize impervious surfaces

Example Photos



* COMMUNITY CROSSROADS *

Intent

MAINTAIN and CREATE access to local goods and services at prominent intersections throughout the community that serve surrounding neighborhoods

Local Application

- Located in both rural, suburban, and urban areas at the intersection of prominent roads with existing commercial clusters or potential for small-scale development exists
- US 78/Industrial Blvd and US 78/Industrial Blvd
- Intersections of proposed North Loop Bypass at Rockmart Rd
- Punkintown Rd / Dallas Hwy
- Along SR 61 corridor (Industrial Blvd, Carrollton Villa Rica Hwy) at major intersections: NE Hickory Level Rd, Bay Springs Rd, S Van Wert Rd
- Outside City limits but within designated Urban Growth Area: NE Hickory Level Rd & S Van Wert Rd
- Intersection of proposed Downtown Connector and Mirror Lake Blvd

Future Land Uses

- Neighborhood commercial uses (smaller-scale retail and services serving nearby residents)
- Offices
- Civic uses

Design Principals

- Clustered commercial and mixed use development around intersection of prominent roads
- Focal point for "Village" areas where there is existing or future potential to serve adjacent neighborhoods
- Single or multiple businesses per site, depending on location and compatibility with adjacent area
- Enhanced pedestrian connectivity (sidewalks, crosswalks)
- Subject to buffer and landscape requirements

Example Photos



COMMERCIAL CORRIDOR

Intent

MAINTAIN well-functioning corridors that serve local needs and facilitate traffic mobility without encroaching on adjacent neighborhoods

Local Application

- Industrial Blvd north-south corridor from US 78 towards southern City limits
- Intersection at SR 101/Rockmart Rd
- US 78 east west corridor between western City limits and Downtown
- Along portion of Mirror Lake Blvd between Gateway and Commercial Activity Centers

Future Land Uses

- Commercial and retail uses; Professional offices
- Mixed use development (including residential uses above ground-floor retail or office space)
- Civic uses (community centers, libraries, places of worship, schools, city services)

Design Principals

- Avoid strip commercial development - Emphasis on high quality site and building design
- Coordinate land use patterns with corridor development
- Access management elements to minimize impact of new development to traffic flow, including interparcel access, secondary road access, and driveway consolidation to minimize curb cuts
- Adequate screening between corridor uses and adjacent residential areas
- Streetscape enhancements / Formal landscaping
- Limit signs and billboards

Example Photos



I-20 GATEWAY

Intent

- ENHANCE entrances to City from I-20 and provide goods and services to serve residents and commuters
- CREATE employment opportunities where a location benefits from interstate proximity and available infrastructure

Local Application

- Serve as primary entrances into City
- Located around I-20 access areas on Liberty Rd and Industrial Blvd / Carrollton Villa Rica Hwy

Future Land Uses

- Higher density mix of commercial, retail, and office uses; Mixed use developments
- Hotels and services; Professional offices
- Civic uses (community centers, libraries, places of worship, schools, city services)

Design Principals

- Similar to Commercial Center, with emphasis on serving commuter traffic from I-20, providing sense of place
- Ensure unimpeded traffic flow as traffic flows on/off I-20 corridor; Access management elements including interparcel access, secondary road access and driveway consolidation to minimize curb cuts
- Higher density/intensity developments; Opportunity for commercial or mixed use developments
- Enhanced sense of place: Villa Rica signage
- Streetscape enhancements / Formal landscaping
- Limit commercial signs and billboards
- Adequate screening between adjacent residential areas and non-residential uses

Example Photos



DRAFT CHARACTER AREAS

ACTIVITY CENTERS

DOWNTOWN

Intent

PRESERVE traditional development patterns and architectural styles and CREATE and MAINTAIN a vibrant, mixed use community focal point

Local Application

- Established Villa Rica Downtown District and associated overlay districts

Future Land Uses

- Retail/Neighborhood Commercial
- Mixed Use (residential above ground-floor retail)
- Professional offices; Government facilities
- Civic uses (community centers, libraries, places of worship, schools, city services)
- Parks, trails, public spaces

Design Principals

- Promote residential and commercial infill development
- Maintain historic and small-town character
- Redevelopment and infill should be compatible with existing character, scale, aesthetics and development patterns (including building placement, lighting, site features, streetscape)
- Encourage mix of uses (residential/commercial/office/etc) to accommodate walkable community
- Road safety improvements (traffic calming elements, crosswalks; enhanced intersections/road connectivity)
- Provide continuous sidewalks and pedestrian linkages to trail systems

Example Photos



INDUSTRIAL

Intent

ENHANCE and CREATE concentrated industrial uses that minimize disruption of normal traffic flow

Local Application

- Existing industrial area in northwest area of the City, along Industrial Blvd.
- Along Liberty Rd near I-20

Future Land Uses

- Heavy and limited industrial uses
- Emphasis on industrial park/campus-style development
- Heavy Commercial

Design Principals

- Concentrations of existing or potential industrial development
- Adequate screening between industrial/heavy commercial uses and adjacent residential areas
- Emphasis on high quality building and site design
- Limit visibility of production facilities from right-of-way and non-industrial developments
- Promote campus-style or unified development (Industrial Parks)

Example Photos



COMMERCIAL

Intent

ENHANCE and CREATE concentrated commercial uses that serve the entire community

Local Application

- Concentrated commercial uses around major including Industrial Blvd./ US 78 and the Mirror Lake Blvd./US 78
- An additional commercial area follows a segment of existing commercial uses located just south of I-20, along Edge Rd and Berry Dr, between Carroll Rd and Liberty Rd
- Intersection at Industrial Rd/Proposed Bypass

Future Land Uses

- Commercial, retail, and office uses that serve entire community
- Existing light industrial uses
- Emphasis on commercial park/campus-style development
- Civic uses (community centers, libraries, places of worship, schools, city services)

Design Principals

- Concentrations of existing or potential development
- Promote campus-style or unified development (Business/Office Parks)
- Provide pedestrian access to surrounding neighborhoods and between uses
- Encourage interparcel access to reduce traffic congestion
- Adequate screening between commercial uses and adjacent residential areas

Example Photos



MEDICAL

Intent

CREATE concentrated commercial, retail, and office uses that support existing medical facilities

Local Application

- Existing hospital and surrounding medical offices, rehabilitation center, and senior/assisted living facilities
- Includes City's existing Medical Support Overlay District

Future Land Uses

- Small-scale commercial and retail uses
- Professional offices (encourage medial-related offices)
- Residential (Single and multi-family, including senior housing facilities)
- Civic uses (community centers, libraries, places of worship, schools, city services)
- Parks / Greenways / Trails

Design Principals

- Concentrate medical support facilities and offices in this area - potential for campus-style development
- Enhance walkability to adjacent residential areas and between developments

Example Photos



Public Participation Summary

- Community Survey: Dec. 2017 – July 2018
- Visioning Workshop: April 19, 2018
- Future Land Use Charrette: June 11, 2018
- Open House: August 7, 2018
- Steering Committee Meetings: (4 total)
 - (1) January 16, 2018
 - (2) April 17, 2018
 - (3) June 4, 2018
 - (4) August 2, 2018

(Updates were also presented at various local board and committee meetings including a Rise-and-Shine meeting, Planning and Zoning Commission meeting, and City Council meeting)

Community Survey:

OVERVIEW

Dates Active: December 2017 – July 2018

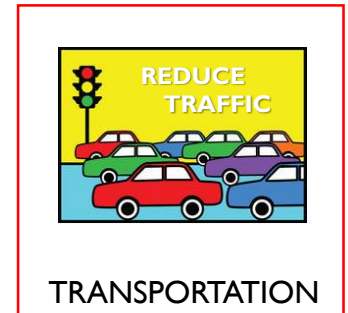
Responses: Approximately **670 responses** received!

Description: Six-question online survey where users were asked to rate various issues from 'most important' to 'least important'. The top 5 answers that were classified as 'most important' are shown below.

Top 5 Important Issues

Rank	Topic
1	Improve water & sewer infrastructure
2	Promote local character through the built environment
3	Protect open space & natural resources
4	Preserve historic structures & sites
5	Reduce traffic congestion

Emerging Themes



**HOUSING AND ECONOMIC DEVELOPMENT are also notable themes that were identified in the survey results

OVERVIEW

Location & Date:

Gold Dust Park, 4/19/18

Description:

Visioning Workshop participants prioritized and contributed to a list of community assets, issues, and dreams that were compiled from responses to a community survey. Participants also provided input during a mapping exercise intended to generate discussion on desired community character (e.g. appropriate land uses, amount of open space, transportation, etc.), including which areas of the city are likely to support change or should remain relatively unchanged.

Estimated Attendance:

45-50 participants

PUBLIC INPUT SUMMARY: VISIONING WORKSHOP

(A Villa Rica Comprehensive Plan Visioning Workshop was held April 19, 2018)

CHANGE

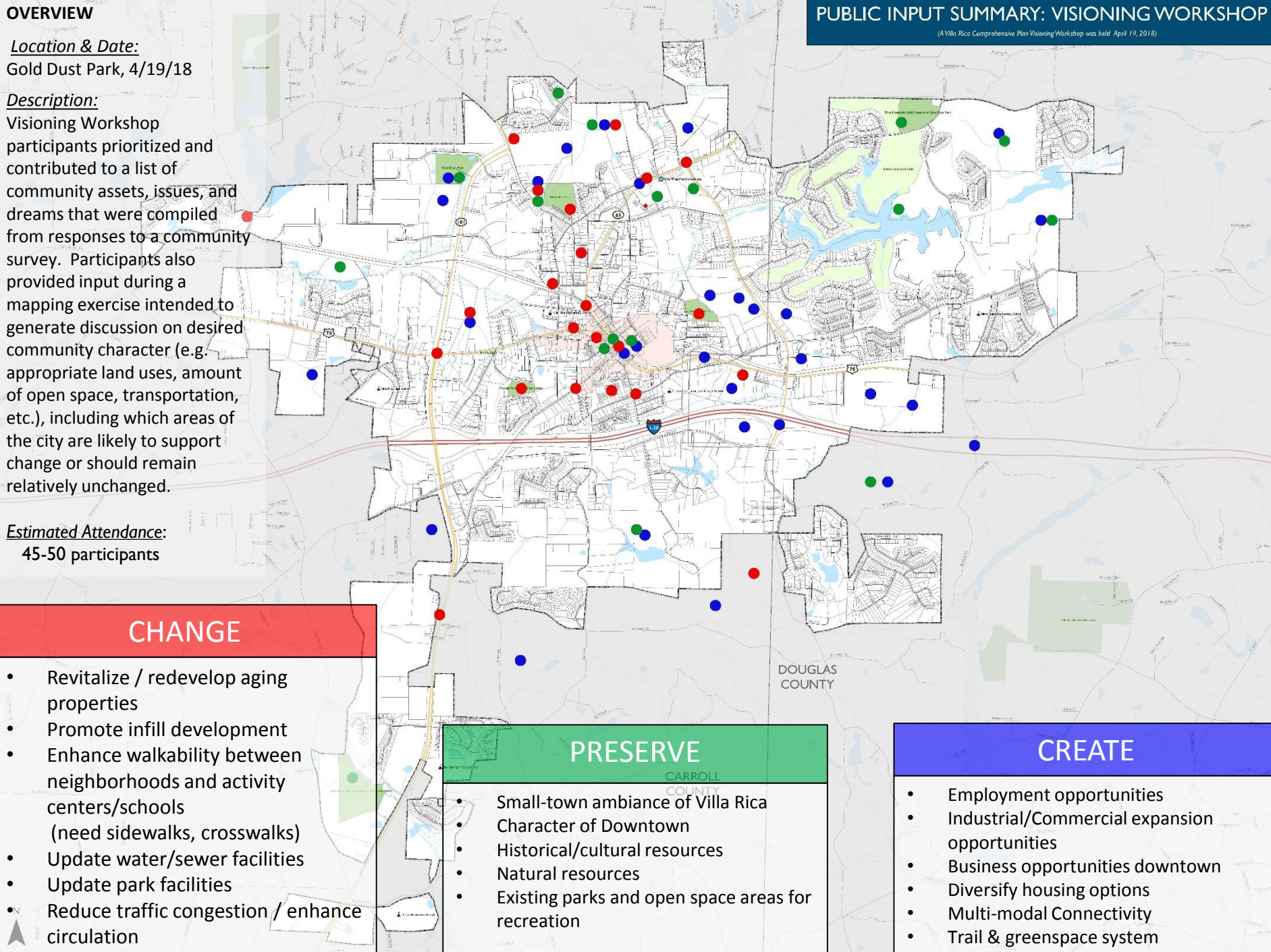
- Revitalize / redevelop aging properties
- Promote infill development
- Enhance walkability between neighborhoods and activity centers/schools (need sidewalks, crosswalks)
- Update water/sewer facilities
- Update park facilities
- Reduce traffic congestion / enhance circulation

PRESERVE

- Small-town ambiance of Villa Rica
- Character of Downtown
- Historical/cultural resources
- Natural resources
- Existing parks and open space areas for recreation

CREATE

- Employment opportunities
- Industrial/Commercial expansion opportunities
- Business opportunities downtown
- Diversify housing options
- Multi-modal Connectivity
- Trail & greenspace system



PUBLIC INPUT SUMMARY: FUTURE LAND USE WORKSHOP

COMMENTS:

CONSERVATION

- Preserve existing trees / develop greenway
- Create conservation area/park/recreational opportunities near waterways south of I-20 (Spring Lake)

CONNECTIVITY

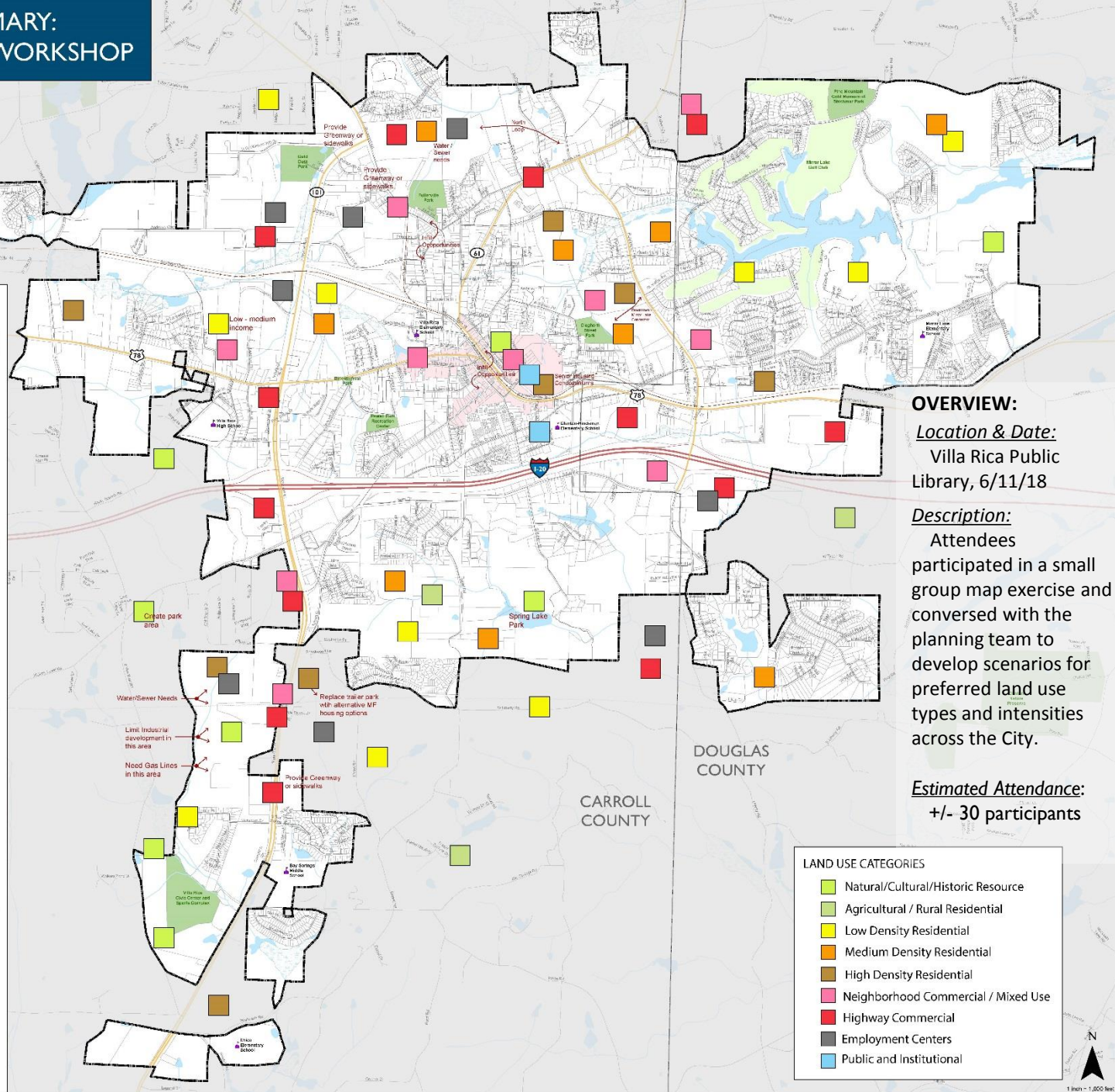
- Provide sidewalks / greenway trail along GA 61 to connect neighborhoods to DT and commercial areas
- Enhance road connectivity along GA 61
- Add roads connecting Mirror Lake and other existing neighborhoods to Downtown
- Mirror Lake Connector: Provide mixed use along corridor with NC along Mirror Lake Blvd. frontage

LAND USE

- Replace manufactured housing areas with better quality low-medium income housing options
- Continue low density residential development pattern
- Promote medium-density residential and highway commercial around proposed bypass
- Provide senior living community walkable to downtown
- Preserve existing residential near downtown
- High Density Residential
- Office or industrial park around existing industrial uses along Liberty Rd
- Expand Industrial areas
- Industrial off of 101 and bypass
- Commercial on 61 in area of hospital
- Commercial on frontage of highway corridors with industrial/employment on the backside
- Mixed Use in existing commercial ports of downtown

OTHER

- Implement RSVP Plan
- Pursue annexation in Carroll County
- Enhance marketing/incentives to attract more businesses and people (doctors, etc) to Villa Rica



OVERVIEW:

Location & Date:
Villa Rica Public Library, 6/11/18

Description:

Attendees participated in a small group map exercise and conversed with the planning team to develop scenarios for preferred land use types and intensities across the City.

Estimated Attendance:
+/- 30 participants

LAND USE CATEGORIES

- Natural/Cultural/Historic Resource
- Agricultural / Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial / Mixed Use
- Highway Commercial
- Employment Centers
- Public and Institutional



CITY OF VILLA RICA FUTURE DEVELOPMENT MAP

OVERVIEW

Location & Date:

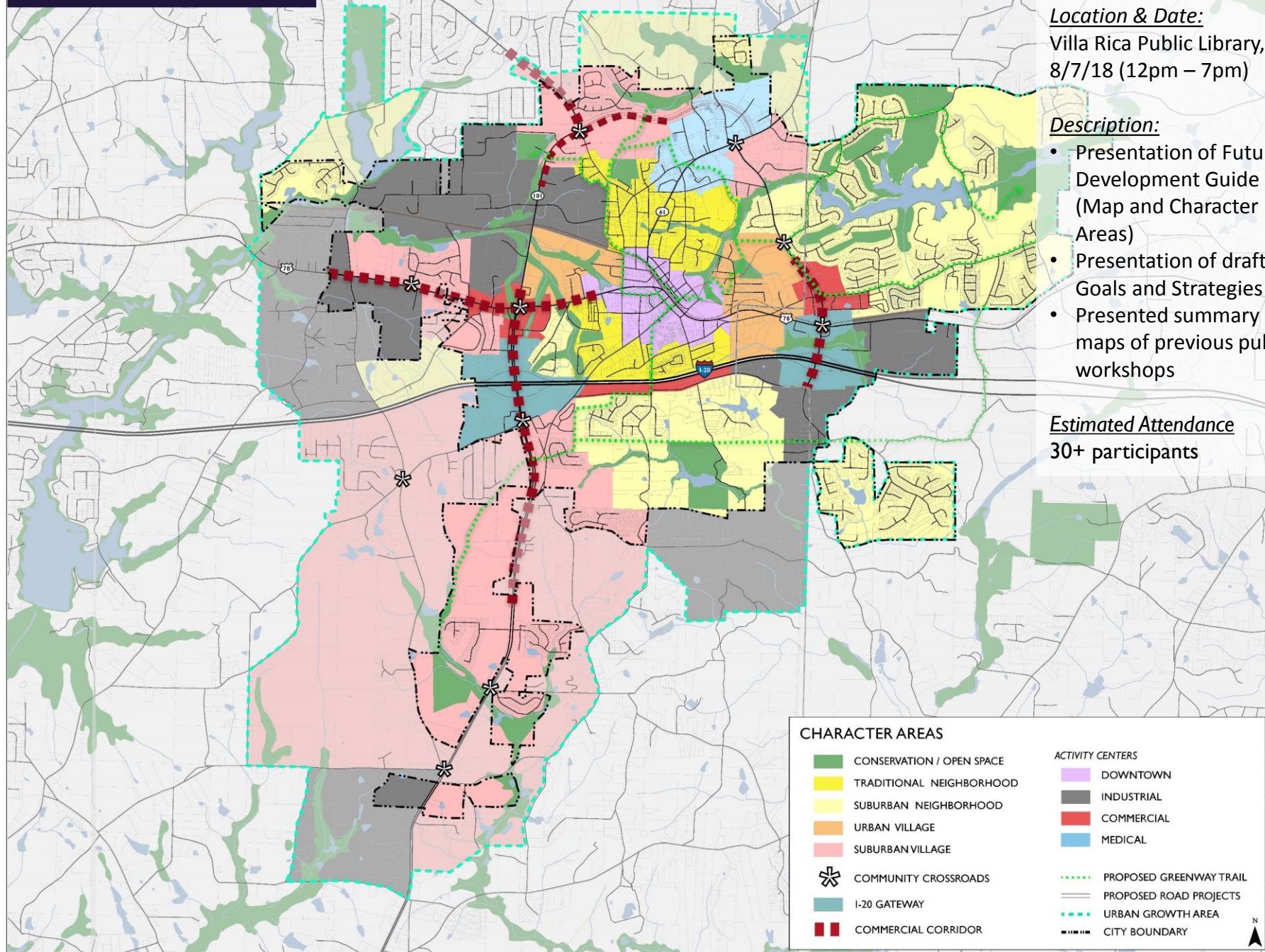
Villa Rica Public Library,
8/7/18 (12pm – 7pm)

Description:

- Presentation of Future Development Guide (Map and Character Areas)
- Presentation of draft Goals and Strategies
- Presented summary maps of previous public workshops

Estimated Attendance

30+ participants





CITY OF VILLA RICA

City Council Packet

SUBJECT: Solid Waste Ordinance

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: 8/21/2018

PREPARED BY: Bobby Elliott

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: The purpose of this agenda item is to adopt a Solid Waste Ordinance to establish principles, procedures, controls and regulations in order to carry out Solid Waste Operations for the City. To this point in time, the City does not have a Solid Waste Ordinance in place, only policies and practices that have been utilized over the years.

BACKGROUND: Solid Waste operations over the years for Villa Rica have been extremely lenient on what we will and do pick up. There have been little or no limitations on what we collect for the Solid Waste fee charged. Due to increasing costs to provide the service and large increases in landfill costs, it has become necessary to put limitations and controls on what we collect. This ordinance establishes these thresholds and further defines what is available for collection. Although there is no increase in the monthly basic fee for Solid Waste service, thresholds have been established and addition fees will be charged for this service on materials exceeding these thresholds. For instance, large piles of tree limbs along with bulk waste items such as refrigerators, sofas, mattresses, etc. will be charged extra. The Fee structure for the additional services will be considered at the next regular meeting of the Mayor and City Council.

STAFF RECOMMENDATION: Staff recommends approval of this ordinance.

IMPACT:

MOTION: I make the motion to approve the Solid Waste Ordinance.

Chapter 6 - SOLID WASTE

ARTICLE I. - IN GENERAL

Sec. 6-1. - Comprehensive Solid Waste Management Plan adopted.

In order to attain compliance with the tenets set forth in the Georgia Comprehensive Solid Waste Management Act as set forth in O.C.G.A. § 12-8-20 et seq., the city hereby adopts the comprehensive regional solid waste management plan heretofore approved by the Three Rivers Regional Development Commission and the Georgia State Department of Community Affairs.

Sec. 6-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approved container means the receptacle provided by the city or its authorized agent for placement of garbage and rubbish.

Bulky waste means stoves, refrigerators, water heaters, automobile parts, washing machines, furniture, and other waste materials other than construction debris, dead animals or hazardous waste with weights or volumes greater than those allowed for approved containers.

Cart means a receptacle, not to exceed 95 gallons, with wheels and lid, designed for the purpose of curbside collection of refuse which shall be provided by the city or its authorized agent.

Commercial establishment means any hotel, motel, apartment house, roominghouse, business, industrial, public or semipublic establishment of any nature or kind whatsoever, including a condominium and multifamily residential unit and excluding a residential unit.

Commercial solid waste means refuse from a commercial establishment, including but not limited to waste material from industrial processes, manufacturing processes, slaughterhouses, packing plants, poultry processing plants, or similar industries, and large quantities of waste foods. The term "commercial solid waste" also includes waste material from the construction, remodeling and repair operations on houses, commercial buildings, multiple dwelling and other structures, such as concrete, bricks, plaster, stone, earth, lumber, roofing materials, gutters, shavings and sawdust. The term "commercial solid waste" shall not include any hazardous wastes.

Condominium means individual ownership units in a multifamily structure with a front and back entrance to each unit on the ground level.

Construction debris means waste building materials resulting from construction, remodeling, repair or demolition operations.

Dead animals mean animals or portions thereof equal to or greater than ten pounds in weight that have expired from any cause, except those slaughtered or killed for human use.

Dumpster means a metal receptacle designed to be lifted and emptied mechanically for use primarily at commercial establishments.

Electronics mean older, outdated or discarded electronic items such as televisions, computers, computer components such as keyboards, monitors and mice, printers, copiers and fax machines, CD/DVD/Blu-ray players, microwaves, cell phones and home phones.

Garbage means ~~putrescible~~ organic animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food, including waste from markets, storage facilities, handling and sale of produce and other food products, except such materials that may be serviced by garbage grinders and any or all dead animals less than ten pounds in weight. The term "garbage" shall not include any hazardous wastes as defined herein.

Hazardous waste means any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency or appropriate agency of the state to be hazardous as that term is defined by or pursuant to federal or state law or regulations. The term "hazardous waste" includes but is not limited to batteries, tires, paint and paint cans and bulky waste containing chlorofluorocarbons (CFCs) and freon gas.

Landfill means an area of land on which or an excavation in which solid waste is placed for permanent disposal and which is not a land application unit, surface impoundment, injection well or compost pile.

Multifamily residential unit means individual units in a multifamily structure which units are not separately owned but are owned by one common entity.

Owner means any person owning, leasing, renting, occupying or managing any premises in the jurisdiction of the city council.

~~Putrescible~~ *Organic waste* means wastes that are capable of being decomposed by microorganisms. Examples of ~~putrescible~~ organic waste include but are not necessarily limited to kitchen wastes, animal manure, offal, hatchery and poultry processing plant wastes, and garbage.

Reclamation means a controlled method for sorting and storing material from solid wastes for future uses.

Recyclable materials mean materials which have a known use, reuse, or recycling potential; which can be feasibly used, reused, or recycled; and have been diverted or taken from the waste stream for reclamation by sale, use, reuse or recycling, whether or not they require subsequent separation and processing. Such materials are not considered solid waste upon removal from the waste stream.

Recycling means any process by which reclaimed materials or other materials that could otherwise become solid waste are collected, separated or processed and reused or returned to use in the form of raw materials or products.

Refuse refers to all garbage and rubbish generated at a residential unit, condominium, multifamily residential unit or commercial establishment unless the context otherwise requires. The term "refuse" shall not include any hazardous wastes.

Residential household means any freestanding structure containing one to four separate units, each of which is used or constructed for use as a residence and each of which is provided a cart.

Rubbish means non-~~putrescible~~ organic solid waste consisting of both combustible and noncombustible wastes. The term "rubbish" includes discarded waste paper, cartons, boxes, wood, metals, cans, glass, crockery, used and discarded clothing, dunnage and/or similar materials.

Sanitary landfill means a disposal site where ~~putrescible~~ organic solid wastes are disposed of by means of placing an earth cover thereon and which is approved by the state department of natural resources for such purpose.

Solid waste means discarded ~~putrescible~~ organic and non-~~putrescible~~ organic waste, except water-carried body waste and recyclable materials and includes garbage, rubbish, cartons, boxes,

wood, tree branches, yard trimmings, furniture and appliances, metal, tin cans, glass, crockery, or dunnage, ashes, street refuse, dead animals, sewage sludges, animal manures, industrial waste, such as waste materials generated in industrial operations, residue from incineration, food processing waste, demolition waste, abandoned vehicles, dredging waste, construction waste and any other waste material in a solid, semisolid or liquid state not otherwise defined in this chapter. The term "solid waste" shall not include any hazardous wastes as defined herein.

Special waste means any solid, liquid, semisolid, gaseous material and associated containers generated as a direct or indirect result of a manufacturing process or from the removal of contaminant from the air, water or land.

Waste stream means the total flow of solid waste from residential units, commercial establishments, condominiums, apartments, institutions and the like to its ultimate disposal site or facility.

Yard waste means grass clippings, leaves, trimmings, tree trunks, limbs, sticks, and other organic matter discarded from yards and gardens.

Sec. 6-3. - Refuse not acceptable for collection by city.

The following refuse shall be considered to be not acceptable for collection by the city:

- (1) Hazardous materials or substances, such as poisons, acids, caustics, infected materials and explosives.
- (2) Materials resulting from the repair, excavation or construction of buildings or structures such as earth, rock, plaster, mortar, roofing materials, lumber and carpet.
- (3) Materials which have not been prepared for collection in accordance with the provisions of this article.
- (4) The solid wastes resulting from industrial processes.
- (5) Tree trimmings where trees are trimmed or cut for compensation whether the compensation be in cash or in the wood from the trees trimmed or cut except in the case of a natural disaster.
- (6) Grass clippings and other yard debris resulting from commercial landscaping services.

Sec. 6-4. - Inspection.

It is hereby made the duty of the director of the public works director or his/her designee, to make inspection trips at regular intervals to determine whether or not garbage, trash, recyclable materials and rubbish are being properly collected, removed and disposed of as required by this Code or any applicable health ordinance. In the event it is found that such ordinance or regulations are being violated, appropriate and timely action shall be taken to insure full compliance with the provisions.

Sec. 6-5. - Accumulation.

No owner shall allow the accumulation on his premises of solid waste where such solid waste creates or may create a health hazard to neighbors or other citizens, or is unsightly, or emits foul or obnoxious odors that constitute either a public or private nuisance.

Sec. 6-6. - Service required; exceptions; penalties; fee increases.

- (a) Every household in the city shall subscribe to the sanitation service provided or contracted by the city for the collection of garbage, trash, recyclable materials and rubbish.
- (b) Those persons found guilty of improper disposal of their household waste shall be fined the maximum allowed by law per occurrence. Improper disposal shall include placing waste in commercial dumpsters, along roadways, vacant lots, another person's cart, and similar situations.
- (c) The monthly sanitation fee shall be established by resolution, which may be amended from time to time, and shall be maintained in the office of the city clerk. The fee shall be adjusted automatically to account for any increases in landfill dumping fees.

Sec. 6-7—6-15 Reserved.

ARTICLE II. COLLECTION PRACTICES

Sec. 6-16. - Collection by city.

All refuse accumulated in the city shall be collected, conveyed and disposed of by the city or its authorized agent. All refuse accumulated in the city shall be collected, conveyed and disposed of by the city under the supervision of the city administrator or by the authorized agent of the city. The city administrator shall have the authority to make regulations concerning the administration of this article as he finds necessary, and to change and modify the same after notice as required by law, provided that such regulations are not contrary to the provisions hereof.

Sec. 6-17. - Residential collection.

- (a) The city or its authorized agent for refuse collection and removal shall provide minimum weekly curb service collection of refuse at residential households except as otherwise set out herein.
- (b) The city or its authorized agent for refuse collection and removal shall provide collection of refuse for disabled persons.
- (c) Owners of residential households shall place the refuse in the carts and the carts shall be placed, on assigned collection days, at front curbside locations in such manner as not to obstruct passage. Owners shall place the carts at the appropriate curbside location at or before 7:00 a.m. or prior to the arrival of the collection vehicles. This placement shall not be made before 8:00 PM dusk on the day prior to collection day. Any refuse placed on the curb after departure of the pickup crew of the city or its authorized agent shall subject the owner to prosecution for violation of this chapter should the street become littered from refuse.

- (d) Owners shall remove the carts from the curbside location to a storage location, which storage location shall be nearer to the residential household located on the premises than to any street abutting the premises; removal of the cart should be accomplished within a reasonable time following collection on the day the contents are emptied and collected.
- (e) Owners shall prevent the continued, excessive and unsightly accumulation of refuse upon their property or the public thoroughfares bounding upon the owner's property.
- (f) It shall be a violation of this article to place or cause to be placed for collection any acid, explosive material, inflammable liquids or dangerous or corrosive material of any kind.
- (g) Bulky waste may be collected at the curb after notice is given to the city or its authorized agent. An additional fee may be assessed for collection of bulky waste and the amount of such fee will be determined prior to the collection based upon the number and weight of the items of bulky waste to be collected. Owners shall be responsible for the removal of any CFCs and freon from any items of bulky waste prior to its collection.
- (h) Refuse generated from the conduct of customary home occupations carried on from residential households will be collected on a residential fee basis.
- (i) All refuse will be collected by the city or its authorized agent if placed in the cart. No open containers shall be permitted.
- (j) It shall be a violation of this article to co-mingle yard waste and household refuse in the cart for pick-up.
- (k) Yard waste shall be collected by the city or its authorized agent once every week. Grass and clippings shall be placed in securely tied paper bags not exceeding 32-gallon capacity and placed at curbside for collection. Limbs not exceeding four inches in diameter nor more than three five feet in length must be placed at curbside for collection. Collection of limbs in excess of the size required herein may be collected on a special fee basis as requested.
- (l) Owners of a residential household shall be responsible for the proper disposition of any dead animals.
- (m) During any week in which there is an observed holiday or extremely harsh weather conditions, such as snow or ice, the city or its authorized agent may collect refuse in accordance with an altered collection schedule as needed.
- (n) Nothing in this chapter shall prevent owners from contracting with the city or its authorized agent for additional services at additional costs.
- (o) The city at all times reserves the right to direct and control all relevant aspects of the time, place and manner of residential refuse service. Nothing in this article is intended to abridge the city's right to ownership and control of the waste stream.

Sec. 6-18. - Plastic carts—Provided by city.

- (a) Plastic wheeled carts shall be required for street-side collection service. The responsibility for obtaining such cart shall be upon the owner or occupant of the premises desiring and otherwise eligible, by the terms of this article, for street-side collection service. The owner or occupant of the premises is required to contact the department of public works and request the delivery of a cart.
- (b) Additional carts may be acquired from the City or from the City's authorized agent by the owner or occupant and will be serviced according to the provision of this article subject to the

following limit, which is hereby imposed upon the number of carts that will be serviced by the city:

Number of Carts

- (1) Residences: maximum of 2
- (2) Commercial establishments: maximum of 3

Each additional cart will be serviced at the \$12.50 regular rate.

Sec. 6-19. - Recycling.

In order to protect the environment by conserving natural resources and preserving rapidly dwindling landfill space as well as minimizing waste disposal costs, the city encourages recycling for all residential occupants within the city limits to recycle all recyclable materials.

- (1) Collection and container requirements for recyclable materials will be the same as those outlined in sections 6-19, 6-20, 6-21, and 6-22 of this chapter.

Sec. 6-20. - Placement for collection.

All refuse, ashes, garbage, trash and recyclable materials shall be placed in carts for collection. The carts shall be placed at street-side for collection purposes. The collection schedule shall be announced by the department of utilities and public works. If the carts are not near the street-side at collection time, this will indicate no service is needed.

Sec. 6-21. - Non-street-side collection.

Non-street-side collection will be provided for households within the city limits if all persons abiding in the household meet the following conditions:

- (1) Physically unable to walk a cart to the curb, due to being confined to a bed or confined to a wheelchair, or,
- (2) Physically unable to roll a garbage cart to street side, as certified by a medical doctor, or,
- (3) Older than sixty-five (65) years of age,

Each household desiring to receive backyard service must apply to city hall with the appropriate information. The household information will be verified and a decision provided. If the applicant is denied, the decision may be appealed to the governing body.

The exception will be reevaluated each twelve (12) months.

Sec. 6-22. - Disabled.

Any person who is a full-time resident of a residential household and who is disabled to the extent that he is incapable of moving his refuse shall obtain a physician's certificate which states with particularity the nature and extent of such disability. Disabled persons shall not be required to place the refuse at curbside. This section shall not apply unless all of the adult persons in a residential household are disabled and obtain such physician's certificate. Certificates will be mailed to the city administrator. This section also applies to temporary disability not to exceed 90 days. The city or its authorized agent may make reasonable rules for non-curbside collection for disabled persons. The city or its authorized agent shall provide recycling services to disabled persons to the same extent such services may be provided under section 6-18.

Sec. 6-23. -Time limit at street-side.

Carts shall be placed at street-side no earlier than 8:00 p.m. on the day before the scheduled collection day and carts shall be removed from street-side no later than 9:00 p.m. on the day of collection. Violations of this section shall be reported to the department of utilities and public works. Upon receiving a complaint, the department shall investigate such complaint. Upon finding a violation, the offending party shall have forty-eight (48) hours after receiving the notice to remove carts. Any party failing to remove carts from street-side within the specified time after receiving the notice shall be guilty of a misdemeanor.

Sec. 6-24. - Material too large for containers generally.

Any garbage or rubbish that cannot be put into containers as provided in this chapter will not be collected. Customers that consistently generate garbage in excess of the one standardized wheeled cart will be required to purchase an additional container as needed to fully containerize all refuse.

Sec. 6-25. - Collection schedules.

- (a) The public works director or his/her designee shall be authorized to establish schedules for the collection of garbage and trash within the corporate limits.
- (b) The public works department or its authorized collection agency shall collect and remove all garbage in the residential sections of the city once each week, except in weeks when holidays occur and during emergencies. Collection shall be made at least once per week or as otherwise determined by the public works director from the business section of the city and in either of the sections as often as required by the department.

Sec. 6-26. - Collection of household furniture and appliances.

Upon request, the city shall collect normal discarded household furniture and appliances, including sofas, chairs, beds, refrigerators, washers, dryers, hot water heaters, and similar items, but not including furnaces. Persons requesting this service shall be notified by the department of public works as to the date collection will occur. Items for collection shall be placed at curbside

no earlier than 12:00 noon on the day preceding the scheduled collection. This service shall be available to residential areas only. This service shall be provided pursuant to the requirements of sections 6-27(d) and 6-36(e) of this chapter.

Sec. 6-27. - Trash collections.

- (a) The collection of trash, if collected separately, shall be at a time and in a manner prescribed by the public works director. At no time shall trash be placed in such a manner as to obstruct gutters, drains, walkways, or streets. Tree limbs and branches shall not exceed five (5) feet in length or fifty (50) pounds in weight in any household to be handled by collection workers. The fee schedule for tree limbs and branch collections are defined in subsection 6-36(f) of this chapter. Leaves, grass clippings, straw and similar items must be placed for collection in paper bags or containers separate from other trash. All grass clippings shall be bagged in paper bags or containerized as authorized by the public works department. Rocks, dirt, concrete blocks, or bricks are not considered trash and shall not be collected. No material shall be collected by the public works department resulting from the construction, remodeling or demolition of buildings or fixtures, or containing building materials, including floor and carpet scraps. No debris from burned houses or their contents shall be collected by the public works department.
- (b) Only household garbage is to be placed in the container provided by the city for normal garbage pickup.
- (c) Household garbage includes the normal garbage generated by a residence, not including the materials listed in sections 6-24, 6-26 and subsection 6-27(a).
- (d) Effective October 1, 2018, the following items, prior to collection by the city, shall require a sticker to be purchased and placed on said item. The items are as follows: appliances, freezers, dressers, bicycles, mattresses, window air conditioning units, refrigerators, dishwashers, end tables, commodes, box springs, stoves, sofas, tables, sinks, beds, TV sets, recliners, chairs, grills, frames, washers and dryers, microwaves, hot water heaters, swing sets (disassembled), lawnmowers, and any other items which, in the discretion of the public works director, shall comply with this requirement. The fee shall be as described in subsection 6-36(e) of this chapter.

Sec. 6-28—6-30 Reserved.

ARTICLE III. SCRAP TIRES

Sec. 6-31. - Stacking or storing unlawful.

It shall be unlawful for any person to stack or store new or used automobile, truck or tractor tires in an outdoor area within the city. The storage of all such tires shall be in an enclosed and covered area. Nothing in this section shall prohibit or prevent an orderly outdoor display of tires for sale during normal business hours, provided that such tires are stored in an enclosed and covered area after normal business hours.

Sec. 6-32—6-35 Reserved.

ARTICLE IV. BILLING

Sec. 6-36. - Billing.

- (a) The rates and charges for the use of Sanitation / Solid Waste service shall be established from time to time by the City Council and set forth in the schedule of fees and charges.

~~Each residential household will be billed a monthly charge of twelve dollars and fifty cents (\$12.50) minimum for curbside household garbage collection; said fee includes the cost of collection, curbside recycling, and disposal. For Bulky and Yard waste service, there is a fee established of \$7.50 per month for this service which includes collection and disposal. For those persons who are head of household, age sixty-five (65) years or older, and have a gross household income of less than \$30,150.00 per year, curbside garbage service shall be set at a rate of seventy-five (75) percent of the normal residential customer rate of \$12.50 per month. For furthermore, there shall be an additional fee of twelve dollars and fifty cents (\$12.50) per month per additional cart per residence.~~

- (b) Said fee may be adjusted automatically by the public works department to cover the increase in landfill disposal costs.
- (c) All bills for garbage service shall be sent to customers on the billing date for utilities. These bills are due and payable at the city customer service office on the specified date on the bills. After that date, service may be ceased until all amounts due are paid.
- (d) A penalty of ten (10) percent shall be added to all bills for garbage service where bills are not paid on the due date as specified on the bill. If a customer is in arrears for a previous month or months, payment shall first be applied to previous bills.
- (e) Stickers for bulk item pickup may be purchased in person or by mail order from the customer service office at City Hall. The cost of these stickers is defined in the rate schedule established from time to time by the City Council. ~~A fee of ten dollars (\$10.00) per sticker shall be charged to the customers and stickers may only be purchased in person at city hall or by mail order from the customer service office at City Hall for the collection of the waste material referred to in subsection 6-27 of this chapter. Two (2) stickers, twenty dollars (\$20.00), are required for all appliances with refrigerant.~~
- (f) Fees for bulk tree limbs and branch collections are described in the rate schedule established from time to time by the City Council. Payment must be made by the customer prior to the service being delivered.

~~Fees for bulk tree limbs and branch collections are described as follows and must be paid for by the customer prior to service being delivered:~~

~~(1) Zero (0) to four (4) cubic yards (~6'x6'x3') per week is free pickup.~~

~~(2) From greater than four (4) cubic yards to six (6) cubic yards (~8'x6'x3.5') per week is fifteen dollars (\$15.00).~~

~~(3) From greater than six (6) cubic yards to eight (8) cubic yards (~8'x6'x4.5') per week is twenty five dollars (\$25.00).~~

~~(4) From greater than eight (8) cubic yards to ten (10) cubic yards (~8'x8'x3.5') per week is forty dollars (\$40.00).~~

~~(5) From greater than ten (10) cubic yards to twelve (12) (truck load) cubic yards (~10'x8'x4') per week is fifty dollars (\$50.00).~~

~~(6) Greater than twelve (12) cubic yards will be estimated by the public works director or by his/her designee.~~

Sec. 6-37—6-40 Reserved.

ARTICLE V. ENFORCEMENT

Sec. 6-41. - Enforcing provisions.

- (a) The provisions of this chapter regarding collection and removal of refuse shall be enforced by the city administrator. All such provisions regarding collection and removal of refuse may also be enforced by the city code enforcement officer if so requested by the city administrator.
- (b) Violations of any provisions of this chapter shall be reported initially to the city administrator whose office is charged with administration and interpretation of all sections herein. The city administrator or his/her designee shall be authorized to issue citations and prosecute violations of this chapter.

Sec. 6-42. - Fines and penalties.

A fine of up to one thousand dollars (\$1,000.00) per day per violation may be assessed for any of the requirements of this chapter. This fine is in addition to any other penalties established herein.

Sec. 6-43—6-45 Reserved.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Final Payment for Gold Miner Statue
AGENDA DATE: 8/30/2018

DATE PREPARED: 8/23/2018
PREPARED BY: Janet Chumley

AMOUNT: \$21,000
GL ACCOUNT #: 275-7540-572010 (Product Development)

PURPOSE: To make the final payment for the Gold Miner Statue.

BACKGROUND: Several years ago, the DDA commissioned KLC Studios Inc. to construct a Gold Miner Statue. Several fundraising attempts were made through selling bricks, Cupcake Challenge, etc.; however, only half of the necessary funds were raised. The artist is still owed \$21,000 in order for the City to take ownership of the statue.

STAFF RECOMMENDATION: In order to pay the artist what is owed and to take possession of the statue, staff recommends using Product Development money to pay the balance of \$21,000.

In August 2017, the City's hotel tax rate increased from 5% to 8%. Of that 8%, 1.5% is for Product Development. Product Development is defined as "the expenditure of funds for the creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors, support visitors' experience, and are used by visitors."

The Product Development money is supposed to be expended in the year that it is earned; however, there was just over \$17,000 in 2017 that was not spent. Staff recommends using the \$17,000 from 2017 as well as \$4,000 from the 2018 Product Development money to finish paying for the statue.

IMPACT: Taking possession of the statue that was commissioned years ago and using the Product Development money from 2017.

MOTION: I make a motion that we pay KLC Studios Inc. the remaining balance of \$21,000 for the Gold Miner Statue.



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: Gold Nugget Trail
CITY COUNCIL AGENDA DATE: September 7, 2018

DATE: August 23, 2018
PREPARED BY: Vicki D. Coleman, AICP

FISCAL IMPACT:
ANNUAL –
CAPITAL –
OTHER –

FUNDING SOURCE: NA

PURPOSE: To present for formal adoption the “Gold Nugget Trail” as the official name for the City’s greenway trail system.

BACKGROUND: On August 7, 2018, the City Council approved a master trail plan for the City. As part of the adopted plan, a recommendation for a trail name was identified. The “Gold Nugget Trail” was recommended as a name that reflected the city’s history and that could also provide strong branding identity.

STAFF RECOMMENDATION: Approval

IMPACT: Naming the trail assists the City with branding by promoting the City’s history in gold mining.

MOTION: To approve the Gold Nugget Trail as official name for the city’s master trail system.





Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: GDOT's Title VI Policy

CITY COUNCIL AGENDA DATE: September 4, 2018

DATE: August 24, 2018

PREPARED BY: Vicki D. Coleman, AICP

FISCAL IMPACT:

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: NA

PURPOSE: To adopt the Georgia Department of Transportation's Title VI Policy.

BACKGROUND: The City of Villa Rica intends to seek funding from the Georgia Department of Transportation for the purpose of implementing transportation projects (e.g. TAP Program). As a requirement to receiving GDOT's federally funded grants, all local public agencies are required to complete certain trainings and adhere to state and federal policies.

In accordance with federal policy, GDOT and local grant subrecipients must comply with Title VI Policy related to nondiscrimination. For local agencies with a population less than 100,000 people, GDOT requires the adoption of their nondiscrimination agreement. Adoption of a Title VI policy is required before a local government can seek GDOT's federal-aid funds. Staff training conducted by the GDOT on Title VI is also required prior to a local agency administering any federal-aid funds.

Attached is a copy of GDOT's nondiscrimination agreement.

STAFF RECOMMENDATION: Approval

IMPACT: Approval of GDOT's Title VI policy is a prerequisite to apply for GDOT funding.

MOTION WORDING: To approve the adoption of the Georgia Department of Transportation's Title VI Policy.

Expectations for GDOT Partners

1. **SIGNED ASSURANCES.** Follow USDOT's Regs found in 49 CFR 21 and FHWA Title VI Regs found in 23 CFR 200. (Updated every 3 years)

Both **REQUIRE** recipients execution of Title VI Assurances as a condition of federal aid. **NOT AN OPTION!**

2. ***TITLE VI PLAN*** or Nondiscrimination Agreement

Title VI Plan vs. Title VI Agreement

FHWA BEST PRACTICES for Local Governments serving:

- **100,000 or more persons - required to have a Title VI Plan (updated every year).**
- **Less than 100,000 people - have the option of developing a Title VI Plan or adopting GDOT's Title VI Plan which consists of signing the Nondiscrimination agreement.**

Nondiscrimination Agreement

REQUIREMENTS:

- **Issue a signed Title VI policy statement.**
- **Take action to correct deficiencies.**
- **Establish a Civil Rights Unit with a coordinator.**
- **Adequately staff the Civil Rights Unit.**
- **Process complaints.**
- **Collect statistical data.**
- **Conduct Title VI Reviews**

Nondiscrimination Agreement

- **Conduct Title VI Training Programs.**
- **Prepare an annual report of the Title VI accomplishments for the past year and goals for the new year.**
- ***Accomplishment Report-* List any major activities regarding Title VI.**
- ***Annual Work Plan-* Outline Title VI monitoring and activities planned for the year.**

Noncompliance

Noncompliance is the failure or refusal to comply with the requirements of Title VI.

There are 2 main penalties for Noncompliance:

- 1. WITHHOLD - Federal funds to the recipient GDOT or subrecipients until the recipient complies**
- 2. CANCELLATION - Termination & Suspension of Federal Funds in whole or in part**

TITLE VI NON-DISCRIMINATION AGREEMENT

The Georgia Department of Transportation
and

CITY OF VILLA RICA, GEORGIA

Name of Recipient

Policy Statement

The ***(Name of Recipient)*** City of Villa Rica, Georgia, hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include **all** programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's ***(Name of person/division)*** Community Development Department, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

LANISE LYONS

Name of Responsible Agency Official (Please Print)

Planner

Title

8/24/2018

Date

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, **(Name of Recipient)** City of Villa Rica, Georgia has appointed a Title VI Specialist who is responsible for **Attachment 1**, which describes the hierarchy for **(Name of Recipient)'s** City of Villa Rica, Georgia Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

The City of Villa Rica, Georgia, hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are Federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - List all major programs and activities of the recipient and Title VI responsibilities for each one of them. Include information as **Attachment 2** to this Nondiscrimination Agreement.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Georgia Department of Transportation (GDOT) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.
5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix A of this Agreement in every contract subject to the Act and the Regulations.
7. That the Recipient shall insert the clauses of Appendix B of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by GDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report

of investigation, will be forwarded to GDOT's Office of Equal Employment Opportunity (OEEEO) within 10 days of the date the complaint was received by the recipient.

6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the programs and activities conducted by the recipient.
7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as GDOT and USDOT.
5. The recipient will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address (es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, national origin or sex)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.
 - f) A statement of the complaint.

- g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
6. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Specialist will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact for GDOT's Title VI staff is as follows:

Georgia Department of Transportation
Office of Equal Opportunity, Title VI/ Program
600 West Peachtree Street, N.W. 7th Floor
Atlanta, GA 30308
(404) 631-1497

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, the GDOT may take any or all of the following actions:

- a) Cancel, terminate, or suspend this agreement in whole or in part;
- b) Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c) Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d) Refer the case to the Department of Justice for appropriate legal proceedings.

SIGNED FOR THE GEORGIA DEPARTMENT OF TRANSPORTATION:

Signature

EEO Director

Title

Date

NAME OF RECIPIENT: City of Villa Rica, GA



Signature

PLANNER

Title

8/29/2018

Date

Appendix A

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to GDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request GDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with an in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation GDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Georgia, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by (Recipient) pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Georgia State Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Water line relocation for the Mini- Roundabout at the intersection of Hwy 61 and Punkintown Road identified as Addendum #2 to Water Treatment Plant Improvements Proposal dated March 19, 2018 by Carter & Sloope Engineers

AGENDA DATE: August 30, 2018

DATE PREPARED: August 23, 2018

PREPARED BY: Pete Zorbanos, Public Works Director

AMOUNT: \$13,500.00

GL ACCOUNT #: 505-4440-521200

PURPOSE: To engage an engineer to perform the following tasks for the water line relocate at the intersection of Highway 61 and Punkintown Road :

1. Project Administration & Coordination
2. Field Surveying/Utility Locates
3. Engineering Design
4. Permitting & Approvals
5. Bidding
6. Construction Phase Services

BACKGROUND: The intersection of Dallas Highway (61) and Punkintown Road has been a traffic clogged area for years. Currently, the intersection is controlled with a three way stop. The Georgia Department of Transportation (GDOT) is planning to install a mini-roundabout as part of a quick response program to alleviate traffic congestion. If utilities are in conflict with the location and right of way of the mini-roundabout, the utilities must be relocated. As a result, the 10-inch water line on the east side of Punkintown Road will need to be relocated.

STAFF RECOMMENDATION: Staff recommends the we engage Carter&Sloope, Inc. to assist the City to provide engineering services for the design, permitting, surveying, project administration, bidding, and construction oversight to relocate the 10-inch water line that is in conflict with the location of the proposed mini-roundabout at the intersection of Highway 61 and Punkintown Road.

IMPACT: Mini-roundabouts are proven to be significantly safer and more efficient than three way stops and traffic signals.

The estimated construction costs associated with the 10-inch line relocation are approximately \$75,000 and if rock is encountered may increase to \$100,00.

MOTION: I move that we engage Carter&Sloope, Inc. for engineering services for the purpose of water line relocation at the intersection of Highway 61 and Punkintown Road identified as Addendum #2 to Water Treatment Plant Improvements Proposal dated March 19, 2018 in an amount not to exceed \$13,500.00.



August 13, 2018

Mr. Pete Zorbanos
Public Works Director
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

RE: City of Villa Rica, Georgia
Addendum No. 2 to Water Treatment Plant Improvements Proposal
C&S Project No. V8150.001
Proposed Water System Improvements at
Hwy 61 and Punkintown Road Intersection

Dear Mr. Zorbanos:

Carter & Sloope, Inc. (C&S or Engineer) is pleased to submit this Addendum No. 2 to the Proposal/Scope of Services letter for the referenced project (Project) to provide engineering services to the City of Villa Rica (Client or Owner) for the proposed Water Treatment Plant Improvements (proposal letter originally dated March 19, 2018). This addendum covers additional engineering design, permitting, bidding assistance, and construction phase services including general contract administration and onsite construction observation services for work described as Water System Improvements at Hwy 61 and Punkintown Road Intersection. The scope of services described below is based on our understanding of the project from discussions and meetings with Client's personnel.

Scope of Work (Basic Services)

Phase I: Project Administration & Coordination

C&S will meet with personnel from the *City of Villa Rica* to review the scope of the project, develop a project schedule, and confirm deliverables. We will also gather available information about the project routes and existing features including coordination with the existing utility companies. This preliminary work will also include a site visit to verify existing conditions and fully gain an understanding of the project requirements. During this preliminary phase, C&S will evaluate the permitting requirements based on experience with similar projects and discuss how the necessary permits impact the project timeline with the City.

Phase II: Field Surveying/Utility Locates

Based on the information provided by GDOT it appears that additional survey work will be minimal for this project. If any survey is needed, C&S will utilize a survey crew to provide a

field run, topographic survey of the project route. The survey will include all existing features including roadway, drainage, utilities, right-of-way, and any other pertinent topography required for the plans.

Prior to field survey, C&S will call in all utility locates so they can be accurately surveyed and represented with the rest of the existing features and will conduct thorough research to obtain all available utility documents for the project area. Existing road right-of-ways will also be researched and confirmed by the registered surveyor.

Phase III: Engineering Design

C&S understands that detailed engineering, construction drawings are required to complete this project. Using data gathered during Phase I and II, C&S shall prepare detailed construction drawings for the water line. The construction drawings will include a cover sheet, general layout map, erosion control plans, construction plans, and standard details. Construction plans will be generated using AutoCAD Version 2018.

As work progresses, C&S will submit to the Authority for review and approval 60% and 100% construction drawings. The drawings will show the proposed location of the new water mains and connections to existing or proposed services. In addition, C&S will submit engineering estimates of probable cost with a summary of bid items and address any construction concerns or other key issues with the City.

Phase IV: Permitting and Approvals

Based on experience with similar projects, C&S understands there will be multiple permits and approvals required by local, state, and even federal agencies for this project. The proposed improvements should not disturb more than one acre, so a NPDES General Permit GAR100002 should not be required. Best management practices will be incorporated into the project in the soil erosion and sediment control plan. However, if a NPDES permit is required C&S shall prepare the necessary plans and permit forms. The same would apply to a Land Disturbing Activity Permit from the Local Issuing Authority (if required).

It is understood that permits will be required for GDOT. This permit will be submitted as soon as possible in order to obtain approval before construction begins. All comments and revisions shall be incorporated into the final construction plans and specifications. Any application fees will be paid by the City.

Based on the current information, it is not expected that a United States Army Corps of Engineers (USACOE) permit and/or a Stream Buffer Variance permit from the GA EPD would be required for this project. However, if they happen to be needed it should be understood that these permits require extensive knowledge and effort to submit the required forms and data in order to achieve permit approval. Practically speaking, C&S would make every effort to design the water line to avoid the need for a Stream Buffer permit as the permitting approval process can be lengthy and problematic (especially for water line consideration). Any crossing of perennial or intermittent streams or associated wetlands would require a USACOE permit, most likely in the form of a Nationwide 12 permit (NWP 12). Again, C&S would make every design effort to avoid a USACOE permit without jeopardizing the integrity of the design.

Phase V: Bidding

C&S will assist the Client in advertising and obtaining competitive and qualified bids for the project in accordance with local and State law. The advertisement period shall last a minimum of 30 days and the Client will pay all necessary advertising fees. C&S will provide the Client with the necessary Bidding Documents, which will include two (2) full-size hard copy set of final design Drawings and Specifications to be kept on file during the advertisement period. The client may place a copy of the Advertisement for Bids (Section 00100) on their website during the advertisement period, however, electronic copies of the entire set of Bidding Documents shall not be placed on the Client's website, FTP site or other electronic platform during Bidding for download by bidders or any third party without the Engineer's consent and approval.

C&S will maintain a record of prospective bidders to whom Bidding Documents have been issued and receive and process nominal fees or charges from bidders to compensate the Engineer for costs associated with printing, reproduction and shipping the Bidding Documents to bidders. We will respond to Requests for Information (RFIs) and issue Addenda as appropriate to clarify, correct, or change the Bidding Documents. We will also consult with the Client and participate in all decisions as to the acceptability of substitute materials, subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the project as to which such acceptability is required by the Bidding Documents. Because of the project complexity, we anticipate hosting a pre-bid conference at City Hall to allow Bidders an opportunity to see the project site before bidding.

C&S will attend and manage the Bid Opening, review bids, and prepare a Certified Bid Tabulation. We will provide a Letter of Recommendation to the Client regarding award of the contract as appropriate and assist in assembling and executing the contracts for the Project.

C&S will prepare the Notice of Award and Contract Documents and forward them to the selected Contractor for execution. We will receive the executed contracts, bonds and insurance documents from the contractor and forward them to the Client for their review and approval.

Phase VI: Construction Phase Services

1.1 Construction Administration

Management of construction efforts (i.e. "construction management" services) are specifically excluded from our Scope of Work; however, during construction, C&S will provide professional services in the general administration of the construction contract and act as the Client's representative to the extent and limitations of the duties, responsibilities and authority of the Engineer as established in this written Agreement and in the Contract Documents. After the contracts have been executed by all parties, C&S will complete, with reasonable promptness, the following tasks as needed during construction of the project:

- a. Pre-Construction Conference:* Attend and lead one (1) pre-construction conference that will be hosted by the Client at their office and issue a Notice to Proceed to the selected Contractor.

- b. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which, in the Engineer's judgment, are necessary to enable the Contractor to proceed.
- c. *Clarifications and Interpretations (Field Orders):* Respond in writing with reasonable promptness to Requests for Information (RFI's) and issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents and shall be provided as part of the Engineer's Scope of Services; however, if the Contractor's request for information, clarification, or interpretation are, in the Engineer's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable there from, the Engineer shall be entitled to compensation for Additional Services for the Engineer's time spent responding to such request provided the Engineer notify Client in advance that it deems such request to be so apparent, seek compensation for such clarification and interpretation and Client does not timely instruct the Engineer not to undertake the clarification or interpretation. Should the Client agree to reimburse the Engineer for these Additional Services, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- d. *Change Orders:* Review and recommend Change Order justifications and prepare change orders to modify the Contract Documents as may be necessary.
- e. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- f. *Schedules:* Review and determine the acceptability of schedules which the Contractor is required to develop and submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- g. *Substitutes and "or equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor, but subject to the provisions outlined in Additional Services.
- h. *Progress Meetings:* C&S will attend progress meetings at the jobsite as needed, but at a minimum, on a monthly basis. We will prepare meeting agendas, lead the progress meetings and issue meeting minutes for review and approval by the Client and Contractor. We have assumed twelve (12) meetings – one per month as the basis for estimating of fees.
- i. *Applications for Payments:* Based on Engineer's observations as an experienced and qualified professional and on review of Applications for Payment and accompanying supporting documentation:

- 1) Determine the amount that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Client, based on such observations and review, that, to the best of Engineer's reasonable knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents, to the results of any subsequent tests called for in the Contract Documents, and being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - 2) By recommending any payment to the Contractor, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed or special inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work beyond the responsibilities specifically assigned to the Engineer in this Agreement. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.
- j. *Record Drawings:* C&S will prepare and furnish the Client one (1) set of reproducible and one (1) electronic copy in Adobe Acrobat PDF format of the Project Record Drawings showing appropriate record information that is annotated and furnished to us by the Contractor in accordance with the Contract Documents after construction is complete.
- k. *Contractor's Completion Documents:* Receive from the Contractor and transmit to the Client operating and maintenance manuals, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data, including the annotated Record Documents and Record Drawings which are to be assembled by Contractor and furnished to us.
- l. *Substantial Completion:* After receiving notice from Contractor that they consider the entire Work complete and ready for its intended use, we will conduct one (1) pre-final observation in company with the Client and Contractor to observe the Contractor's

work to determine if, based on the Engineer's professional opinion and belief and based only on information available at the time of pre-final on-site observation, the Work is substantially complete. If we do not consider the Work substantially complete, we will notify the Contractor in writing giving reasons therefore. If, after considering any objections of Client, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Client and Contractor in accordance with the provisions in the Contract Documents. Attached to the certificate will be a punch-list of items that, in the Engineer's professional opinion, knowledge and belief, are deficient and must be completed or corrected before we recommend final payment be made to the Contractor by the Client. The certificate of Substantial Completion is intended to be interpreted only as an expression of professional opinion and therefore does not constitute an expressed warranty or guarantee.

- m. Final Notice of Acceptability of the Work:* After receiving notice from the Contractor that the punch-list items are completed, we will conduct one (1) final on-site observation in company with Client and the Contractor to determine if the completed Work of Contractor is acceptable in the Engineer's professional opinion, reasonable knowledge and belief and based only on information available at the time of final on-site observation and to the extent of the services provided by Engineer under this Agreement, so that Engineer may recommend, in writing, final payment to Contractor. We will notify the Contractor and the Client in writing of any particulars in which the final observation reveals that the Work is incomplete or defective.
- n. Limitation of Responsibilities:* Engineer shall not be responsible for the acts or omissions of any Contractor, or of any subcontractors, suppliers, or other individuals or entities performing or furnishing any portions of the Work, or any agents or employees of any of them. The Engineer shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents or any laws, codes, rules or regulations.

1.2 On-site Construction Observation:

C&S will provide visits to the Project site at intervals appropriate to the various stages of construction, as Engineer deems necessary, or as otherwise agreed to in writing by the Client and the Engineer, during construction, to observe the progress and quality of Contractor's executed Work. Such visits and observations by Engineer, and/or his representative, if any, are not intended to be an exhaustive check or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections or Special Inspections or tests of Contractor's Work in progress beyond the responsibilities specifically assigned to the Engineer in this Agreement and the Contract Documents, but rather our site visits will be limited to spot checking and similar methods of general observation of the Work based on Engineer's exercise of professional judgment. Based on information obtained during such visits and general observations, Engineer will determine, in general, if the Work is proceeding in accordance with the Contract Documents, and Engineer shall keep the Client informed of the progress of the Work. Continuous onsite observation by a Resident Project Representative at the Project site will not be included in our budget, unless requested by the Client and agreed to by the Engineer as Additional Services in accordance with the terms of this Agreement and the Agreement amended accordingly. The purpose of Engineer's visits to, and representative's visits, if any, at the Project site will be to enable Engineer to better carry out the duties and responsibilities

assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. The Engineer and/or his representative will not supervise, direct or have control over Contractor's work during such visits or as a result of such observations of Contractor's Work, nor will we have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor's furnishing and performing the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Accordingly, we will neither guarantee the performance of any Contractor nor assume responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. We will record our observations in project observation reports and at the end of the project, we will assemble these reports and provide the Client with one (1) hard copy and one (1) electronic copy in Adobe Acrobat format.

- a. *Jobsite Safety:* Neither the professional activities of the Engineer, or the presence of the Engineer or its employees and sub-consultants at the construction site / Project site, shall impose any duty on the Engineer, nor relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor shall be solely responsible for jobsite safety, and warrants the intent shall be carried out in the Client's contract with the Contractor. The Client also agrees that the Contractor shall defend and indemnify the Client, the Engineer and the Engineer's sub-consultants and they shall be made additional insureds under the Contractor's policies of general liability insurance.
- b. *Inspections and Tests:* The Engineer will require special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
- c. *Defective Work:* The Engineer will recommend to Client that the Contractor's Work be rejected while it is in progress if, on the basis of Engineer's or his representative's observations, Engineer believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- d. *Disagreements between Client and Contractor:* The Engineer will render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work

or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Client or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decision, Engineer shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amounts or hourly, not-to-be exceeded, amounts as scheduled below. Hourly, not-to-exceed amounts shall be determined in accordance with our Hourly Fee Schedule. No fee amount may be exceeded without prior written approval from the Client.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis</u>
1	Engineering Design & Permitting	Lump Sum \$ <u>8,500</u>
2	Bidding	Lump Sum \$ <u>2,500</u>
3	Construction Administration	Lump Sum \$ <u>2,500</u>

Total Estimated Fee, Task 1-3 = \$13,500

Additional Services

Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with our Hourly Fee Schedule or as agreed to in writing by the Client and the Engineer. Additional Services include, but are not limited to, the following:

- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
- b. Services required as a result of Client providing incomplete or incorrect Project information to Engineer.
- c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
- d. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to construction management, cost estimating, project peer review, value engineering, and constructability review requested by Client; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- e. Preparing additional Bidding Documents or Contract Documents for alternate bids or prices requested by Client for the Work or a portion thereof.

- f. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
- g. Providing Construction Phase services beyond the construction Contract Times.
- h. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
- i. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
- j. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Client so as to make compensation commensurate with the extent of the Additional Services rendered.
- k. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the Construction Contract in evaluating and determining the acceptability of a substitution which is found to be inappropriate for the Project or an excessive number of substitutions.
- l. Additional or extended services made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Hazardous Materials and/or Environmental Conditions (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials), (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
- m. Reviewing Shop Drawings more than two (2) times as a result of repeated inadequate submissions by Contractor. In such an event, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- n. Archeological and Historical Preservation consulting;
- o. Delineating wetlands or flood plain determinations.
- p. U.S. Army Corps of Engineering Permitting;
- q. Providing topographic surveys or construction surveys and/or staking to enable Contractor to perform its work and any type of property or boundary surveys or easements or related engineering or surveying services needed for the transfer of interests in real property; and providing other special field surveys not specifically detailed in the Basic Services.
- r. Assistance with funding alternative including, but not limited to, loan/funding applications, grant writing, engineering reports, rates studies, etc. unless specifically included in the Basic Services;
- s. Environmental Surveys including, but not limited to, wetlands, endangered species, cultural resources, historic preservation resources or special sub-consultants for permits; work related to obtaining a NONSI.
- t. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services;
- u. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.
- v. All permit fees

Hourly Fee Schedule

The hourly fee schedule is reflected in the original proposal letter dated March 19, 2018.

Reimbursable Expenses/Sub-Consultants

August 13, 2018

There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fees on/or hourly; however, direct reimbursable expenses for Additional Services, if any, including, but not limited to, fees from sub-consultants.

If you have any questions or concerns regarding our proposed Scope of Work and/or proposed fee schedule, please contact me. I would welcome the opportunity to discuss this with you. If the Scope of Services is acceptable, please sign, date, and return one (1) copy to us for our files. Once approved, Carter & Sloope can begin work on this project immediately.

Sincerely,



Matt Smith, P.E.

cc: File

Client Acceptance:

I hereby acknowledge review of this Scope of Services and authorize Carter & Sloope, Inc. to proceed with the work defined in this agreement.

Signature

Date

Title

TERMS AND CONDITIONS

The Client hereby accepts the following general terms and conditions ("Terms and Conditions") applicable to Carter & Sloope, Inc.'s performance of the services described in the attached Proposal (the "Services"):

- I. Method and Terms of Payment: Invoices will be submitted by Carter & Sloope, Inc. ("Carter & Sloope", "C&S", or "Engineer") monthly in proportion to services performed and are due upon receipt. Any amounts not paid by the Client within thirty (30) days of the date of such invoices shall be considered past due and shall accrue interest at a rate of one-and-one-half percent (1.5%) per month or the maximum allowed by law, whichever is less, of the past due amount per month until such time as such amounts are paid in full. Payment thereafter shall first be applied to accrued interest and then the unpaid principal. If the Client fails to make payment to the Engineer in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and the Engineer shall have the right, upon seven (7) days written notice, to suspend performance of all or part of the Services in accordance with Paragraph 2 "Suspension" until 1.) all past due amounts are paid, and 2.) satisfactory assurance of prompt future payment is received by the Engineer. The above right is in addition to all other rights and remedies Engineer may have at law or in equity including termination of this Agreement by the Engineer for cause in accordance with Paragraph 3 "Termination" herein.
 - A. *Collection Costs:* If the Client fails to make payments when due and the Engineer incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Engineer. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Engineer staff costs at standard billing rates for the Engineer's time spent in efforts to collect. This obligation of the Client to pay the Engineer's collection costs shall survive the term of this Agreement or any earlier termination by either party.
 - B. *Set-offs, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by the Engineer. Payment to the Engineer for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.
 - C. *Disputed Invoices:* If the Client objects to any portion of an invoice, the Client shall so notify the Engineer in writing within seven (7) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Engineer's favor and shall be calculated on the unpaid balance from the date of the invoice.
 - D. *Legislative Action:* If after the Effective Date of this Agreement, any governmental entity takes legislative action that imposes taxes, fees or charges on Engineer's services or compensation under this Agreement, then the Engineer may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Client shall reimburse Engineer for the cost of such invoiced new taxes, fees and charges in addition to the compensation agreed to herein.
2. Suspension: The Client may suspend all or part of the Project for up to ninety (90) days upon seven (7) days written notice to the Engineer. The Engineer may, after giving seven (7) days written notice to the Client, suspend services under this Agreement if Engineer's performance has been substantially delayed through no fault of the Engineer. In the event the Project is suspended for period(s) totaling more than ninety (90) days, Client agrees to pay reasonable costs incurred by the Engineer in: 1.) preserving and documenting services performed or in progress, and 2.) demobilizing and remobilizing services. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Suspended projects may change in many ways due to the passage of time, changes in the size or environment, regulatory modifications, or other issues outside of Engineer's control. Engineer is not and shall not be responsible for any such changes, except to the responsibility or otherwise becomes aware of such issues and the Engineer may rely on information received from the Client or others regarding such issues. Upon payment in full by the Client, the Engineer shall resume services under this Agreement; however, a reassessment of the project scope, fee, and project schedule may be performed by the Engineer as an Additional Service. Upon the conclusion of the project reassessment, the time schedule and Engineer's compensation shall be equitably adjusted to compensate for the period of suspension plus any reasonable time and expense necessary for the Engineer to resume performance.

3. Termination: In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay the Engineer for the services rendered and fees provided in the invoice and all reimbursable expenses incurred by the Engineer, its agents and subcontractors up to the termination date in accordance with the payment provisions of this Agreement. In the event of any termination that is not the fault of the Engineer, the Client shall pay the Engineer, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Engineer in connection with the orderly termination of this Agreement, including but not limited to demobilization, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, to assemble Project Materials in orderly files, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

The obligation to provide further services under this Agreement may be terminated as follows:

- A. *For Cause*: Either party may terminate the Agreement for cause upon giving the other party not less than thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party.
1. Assignment of this Agreement or transfer of the Project by either party to any other entity without prior written consent of the other party; or
 2. If, through any cause, the Engineer shall fail to fulfill in timely and proper manner any material obligations under this Agreement, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Agreement, the Client shall thereupon give written notice to the Engineer of such failure, violation or breach. If Engineer has not or cannot remedy such failure, violation or breach within thirty (30) days of the giving of such notice by the Client, the Client shall thereupon have the right to terminate this Agreement by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Engineer under this Agreement shall, at the option of the Client subject to the requirements in Paragraph 11 herein, become its property and the Engineer shall be paid within fifteen (15) calendar days of termination for all services rendered and all reimbursable expenses incurred by the Engineer up to date of termination. Engineer shall have no liability to Client on account of such termination.
 3. Suspension of the Project or the Engineer's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate; or
 4. If Client demands that Engineer furnish or perform services contrary to Engineer's responsibilities as licensed professional; or
 5. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustment necessitated by such changes.
- B. *For Convenience*: Either party shall have the right to terminate this Agreement at any time for convenience and without cause upon thirty (30) days written notice.
4. Changes. The Engineer's commitment as set forth in this Agreement is based on the expectation that all of the services described in this Agreement will be provided. The Client may, from time to time, request changes in the scope of the services of the Engineer to be performed hereunder. In the event the Client elects to reduce the Engineer's Scope of Services, the Client hereby agrees to release, hold harmless, defend and indemnify the Engineer from any and all claims, damages, losses or costs associated with or arising out of such reduction in services. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Client and the Engineer, shall be incorporated in written amendments to this Contract.
5. Personnel: The Engineer represents that he has, or will secure at his own expense, the personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Client. All of the services required hereunder will be performed by the Engineer or his sub-consultants under his supervision and personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local Law to perform such services.
6. Reports and Information. The Engineer, at such times and in such forms as the Client may require, shall furnish the Client such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

7. Certifications. As used herein and throughout this Agreement, the words "certify" and/or "certification" shall mean an expression of the Engineering Consultant's professional opinion to the best of its information, knowledge and belief, and therefore does not constitute a warranty or guarantee by the Engineer.
8. Records and Audits. The Engineer shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement. These records will be made available for audit purposes to the Client or any authorized representative, and will be retained for three years after, the expiration of this Contract unless permission to destroy them is granted by the Client.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Engineer under this Agreement are confidential and the Engineer agrees that they shall not be made available to any individual or organization without the prior written approval of the Client unless required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration.
10. Standard of Care, Disclaimer of Warranties. Engineer will strive to perform Services under this Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. NO OTHER REPRESENTATION AND NO WARRANTY OR GUARANTEE, EITHER EXPRESS OR IMPLIED, IS INCLUDED OR INTENDED BY THIS AGREEMENT.
11. Ownership of Documents & Copyright. All documents, including electronic files, prepared or furnished by Engineer are instruments of service, and Engineer retains all common law, statutory and other reserved rights, ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. The Client may make and retain copies of them for information and reference in connection with the use of the Project; however, such copies are not intended or represented to be suitable for reuse by others, and may not be used by others unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration. The Client agrees not to distribute, publish or otherwise disseminate Engineer's documents without first obtaining Engineer's prior written consent. The Client may request and negotiate with the Engineer to acquire ownership of the documents for a mutually agreed amount. If Client acquires ownership of Documents prepared by Engineer, Client agrees: 1.) that any subsequent reuse or modification of them by Client or any party obtaining them through Client will be at Client's sole risk and without liability to engineer, and 2.) Client will defend, indemnify and hold harmless Engineer from and against any claims, damages, and liabilities arising from or related to any use, reuse or modification of Documents by Client or any party obtaining them through Client. Client agrees that Engineer may retain copies of all documents for its files. Electronic communications and CADD data transferred by Email, websites or computer disks (collectively "E-Data") are provided only as an accommodation by Engineer for the benefit of Client. Signed paper prints of documents constitute the contract deliverables. Client assumes the risk that E-Data may differ from the paper deliverable. Client agrees to indemnify and hold harmless Engineer from and against Client, damages, and liabilities for defects or inappropriate use of E-Data created or transmitted by Engineer.
12. Third-Party Beneficiaries and Reliance Upon Documents. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or the Engineer. Engineer's performance of the Services, as set forth in this Agreement, is intended solely and exclusively for the Client's benefit and use. No party may claim under this Agreement as a third-party beneficiary, unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation or arbitration. Client agrees not to distribute, publish or otherwise disseminate Engineer's Documents, without first obtaining Engineer's prior written consent. No third-party may rely upon Engineer's documents or the performance or non-performance of services unless Engineer has agreed to such reliance in advance and in writing. The Client and Engineer agree to require a similar provision in all contracts with contractors, subcontractors, sub consultants, vendors and other entities involved in this Project to carry out the intent of this provision.
13. Compliance with Local Laws. The Engineer shall exercise usual and customary professional care in its effort to comply with applicable laws, codes and regulations as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Engineer to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
14. Public Responsibility. Both the Client and the Engineer owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations and ordinances, principally to protect the public health and safety. The Client shall make no request of the Engineer that, in the Engineer's reasonable opinion, would be contrary to the Engineer's professional responsibilities to protect the public. The Client shall take all actions and render all reports required of the Client in a timely manner. Should the Client fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the Client agrees that the Engineer has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The Client agrees to

take no action against or attempt to hold the Engineer liable in any way for carrying out what the Engineer reasonably believes to be its public responsibility. Furthermore, the Client agrees the Engineer shall not be held liable in any respect for reporting said conditions. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and sub-consultants (collectively, Engineer) against all damages, liabilities or costs arising out of or in any way connected with the Engineer's notifying or failing to notify appropriate public officials.

15. **Accessibility.** It is recognized that the Client has certain obligations under local, state and Federal accessibility laws and regulations that could affect the design of the Project. It is further recognized that Federal accessibility laws and regulations are not part of, or necessarily compatible with, State or local laws, codes and regulations governing construction. Consequently, the Engineer will be unable to make recommendations or professional determinations that will ensure compliance with the Federal accessibility laws and regulations, and the Engineer shall, accordingly, not have any liability to the Client in connection with the same. The Engineer strongly advises the Client to obtain appropriate legal and financial counsel with respect to compliance with the appropriate disability access laws. The Engineer will endeavor to design for accessibility by persons with disabilities in conformance with the provisions and references in applicable State or local building codes and the technical design requirements of the Americans with Disabilities Act (ADA) and/or the Fair Housing Act (FHA) in effect as of the date of completion of the design to the extent those statutes apply to the Project. The Client will determine the full extent of its obligations under the ADA and Fair Housing Act Amendments (FHAA), including whether the ADA and/or the FHAA apply to the Project, the extent that modifications are readily achievable under the ADA, and the extent that modifications to improve disability access are necessary during an alteration and provide the Engineer with such information. The Client acknowledges that it has been advised by the Engineer to retain a consultant (Accessibility Consultant) to review the project plans, specifications, and construction for compliance with the Americans with Disability Act, the Fair Housing Act, and other Federal, state, and local accessibility laws, rules, codes, ordinances, and regulations (hereinafter referred to as "Accessibility Issues"). If Client fails to retain an Accessibility Consultant, the Client agrees to release defend, indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) from any claim, damages, liabilities or costs arising out of or in any way connected with Accessibility Issues.
16. **Specification of Materials.** The Client understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Engineer is only expected to meet current industry standards and may rely on manufacturers' information and representations. The Client agrees that if any product or material specified for this Project by the Engineer shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Engineer. The Client further agrees that if the Client directs the Engineer to specify any product or material after the Engineer has informed the Client that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Client waives all claims as a result thereof against the Engineer, and the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, become known or suspected health or safety hazards
17. **Opinions or Estimates of Costs.** If included in the Services, the Engineer will provide preliminary opinions of probable costs of materials, installation, remediation or construction and/or total project costs based on the Engineer's experience on similar projects, which are not intended for Client's or others' use in developing firm budgets or financial models, or making investment decisions. Client agrees that any opinion of cost is still merely an estimate.
18. **Limit of Liability.** The inclusion of this Limitation of Liability provision is a material consideration for the Engineer's willingness to perform the services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that, to the fullest extent permitted by law, Client and Engineer: 1.) waive against each other, and the other's employees, owners, partners, officers, directors, shareholders, agents, insurers, and sub-consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs arising out of, resulting from, or in any way related to the Project; and 2.) **agree that Engineer's total aggregate liability to Client under this Agreement shall be limited to the total amount of compensation received by Engineer on this Project or \$50,000, whichever is greater.** This limitation shall apply to any and all liability regardless of the cause of action or legal theory placed or asserted unless otherwise prohibited by law. Upon Client's request, Engineer may negotiate an increase to this limitation in exchange for an additional agreed consideration for the increased limit. Client and Engineer agree to limit liability to the other in the following respects to the fullest extent permitted by law: Neither party will have liability to the other for any specials, indirect or consequential, incidental, exemplary, or penal losses or damages including, but not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, unavailability of the other party's property or facility, shutdowns or

service interruptions, and any other consequential damages or claims related to the Project that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Engineer shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.

19. Insurance. Throughout the term of this Agreement, Engineer shall maintain insurance in amounts not less than shown:
- | | |
|---------------------------|--|
| a) Worker's Compensation | Statutory amount where services are performed |
| b) Automobile | \$1,000,000 combined single limit |
| c) General Liability | \$1,000,000 per occurrence / \$2,000,000 General Aggregate |
| d) Professional Liability | \$1,000,000 per claim and aggregate |
| e) Excess Umbrella | \$5,000,000 on "b" & "c" |

Client agrees to require all third parties engaged by or through Client in connection with the Project to provide Engineer with current Certificates of Insurance Endorsed to include Engineer as an additional insured on their "b", "c" and "e" policies of insurance and authorizes Engineer to enforce this provision directly with all Project related third parties.

20. Indemnification.

- A. Indemnification of Client: Subject to the provisions and limitations of this Agreement, Engineer agrees to indemnify and hold harmless Client, its shareholders, officers, directors and employees from and against any and all liabilities, damages, expenses (including without limitation reasonable attorney's fees) or other losses (collectively "Losses") to the extent caused by Engineer's negligent performance of its Services under this Agreement.
- B. Indemnification of Engineer: To the extent allowed to a municipality by Georgia law and subject to the provisions and limitations of this Agreement, Client agrees to defend, indemnify and hold harmless Engineer from and against any and all claims by third parties related to services provided by Engineer under this Agreement, and against any and all Losses to the extent caused by the negligence of Client, its employees, agents and contractors. In addition, except to the extent caused by Engineer's sole negligence, Client expressly agrees to defend, indemnify and hold harmless Engineer from and against any and all Losses arising from or related to the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, or the exposure of any person to Hazardous Materials, or the degradation of the environment due to the presence, discharge, disposal, release of or exposure to Hazardous Material.

21. Dispute Resolution. Claims, disputes, and other matters in controversy between Engineer and Client caused by or any way related to this Agreement will be submitted to non-binding mediation as a condition precedent to litigation. The Client and the Engineer further agree to include a similar mediation performed with rules as established by The American Arbitration Association provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements. The cost for mediation including the mediator's fees, reproduction of documents, and miscellaneous out-of-pocket expenses will be borne equally by each party to this Agreement. The laws of the State of Georgia will govern the validity of these terms, their interpretation and performance. Client and Engineer agree that venue for any litigation will be in the courts of the State of Georgia and Engineer and Client both hereby waive any right to initiate any action in or remove any action to, any other jurisdiction.
22. Severability. This agreement reflects the entire agreement of the parties with respect to its terms and supersedes all prior agreements, whether written or oral. If any portion of this Agreement is void or voidable, such portion will be deemed stricken and the Agreement reformed to as closely approximate the stricken portions as the law allows.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Water line upgrade and extension from Herrell Road, along Highway 61, down Old Town Road to North Avenue identified as Addendum #3 to Water Treatment Plant Improvements Proposal dated March 19, 2018 by Carter & Sloope Engineers

AGENDA DATE: August 30, 2018

DATE PREPARED: August 23, 2018

PREPARED BY: Pete Zorbanos, Public Works Director

AMOUNT: \$26,500.00

GL ACCOUNT #: 505-4440-521200

PURPOSE: To engage an engineer to perform the following tasks for the water line upgrade from Herrell Road to North Avenue and Oldtown Road :

1. Project Administration & Coordination
2. Field Surveying/Utility Locates
3. Engineering Design
4. Permitting & Approvals
5. Bidding
6. Construction Phase Services

BACKGROUND: Currently a 10-inch water line was installed on a portion Old Town Road ending at North Avenue. On Old Town Road going toward Highway 61 and Herrell Road are smaller size water lines. The intent is to connect the 10-inch water line at the intersection of North Avenue and Old Town Road to the 10-inch water line at Herrell Road and Highway 61 to create a continuous loop.

STAFF RECOMMENDATION: Staff recommends the we engage Carter&Sloope, Inc. to assist the City in providing engineering services for the design, permitting, surveying, project administration, bidding, and construction oversight to upgrade and extend the 10-inch water line at the intersection of Highway 61 and Herrell Road and connect it to the 10-inch water line at the intersection of North Avenue and Old Town Road.

IMPACT: Connecting the two 10-inch water lines and creating a northern loop will provide additional flow capacity to improve fire protection, meet the need for future development, and enhance water quality.

The estimated construction costs associated with the 10-inch water line upgrade and extension is approximately \$165,000 and if rock is encountered may increase to \$185,00.

MOTION: I move that we engage Carter&Sloope, Inc. for engineering services for the purpose of upgrading and extending the 10- inch water line from Herrell Road and Highway 61 to the intersection of North Avenue and Old Town Road identified as Addendum #3 to Water Treatment Plant Improvements Proposal dated March 19, 2018 in an amount not to exceed \$26,500.00.



August 22, 2018

Mr. Pete Zorbanos
Public Works Director
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

RE: City of Villa Rica, Georgia
Addendum No. 3 to Water Treatment Plant Improvements Proposal
C&S Project No. V8150.001
Water Main Replacement Along Hwy 61
from North Avenue to Herrell Road

Dear Mr. Zorbanos:

Carter & Sloope, Inc. (C&S or Engineer) is pleased to submit this Addendum No. 3 to the Proposal/Scope of Services letter for the referenced project (Project) to provide engineering services to the City of Villa Rica (Client or Owner) for the proposed Water Treatment Plant Improvements (proposal letter originally dated March 19, 2018). This addendum covers additional engineering design, permitting, bidding assistance, and construction phase services including general contract administration and onsite construction observation services for work described as Water Main Replacement Along Hwy 61 from North Avenue to Herrell Road. The scope of services described below is based on our understanding of the project from discussions and meetings with Client's personnel.

Scope of Work (Basic Services)

Phase I: Project Administration & Coordination

C&S will meet with personnel from the *City of Villa Rica* to review the scope of the project, develop a project schedule, and confirm deliverables. We will also gather available information about the project routes and existing features including coordination with the existing utility companies. This preliminary work will also include a site visit to verify existing conditions and fully gain an understanding of the project requirements. During this preliminary phase, C&S will evaluate the permitting requirements based on experience with similar projects and discuss how the necessary permits impact the project timeline with the City.

Phase II: Field Surveying/Utility Locates

C&S will utilize a survey crew to provide a field run, topographic survey of the project route. The survey will include all existing features including roadway, drainage, utilities, right-of-way, and any other pertinent topography required for the plans.

Prior to field survey, C&S will call in all utility locates so they can be accurately surveyed and represented with the rest of the existing features and will conduct thorough research to obtain all available utility documents for the project area. Existing road right-of-ways will also be researched and confirmed by the registered surveyor.

Phase III: Engineering Design

C&S understands that detailed engineering, construction drawings are required to complete this project. Using data gathered during Phase I and II, C&S shall prepare detailed construction drawings for the water line. The construction drawings will include a cover sheet, general layout map, erosion control plans, construction plans, and standard details. Construction plans will be generated using AutoCAD Version 2018.

As work progresses, C&S will submit to the Authority for review and approval 60% and 100% construction drawings. The drawings will show the proposed location of the new water mains and connections to existing or proposed services. In addition, C&S will submit engineering estimates of probable cost with a summary of bid items and address any construction concerns or other key issues with the City.

Phase IV: Permitting and Approvals

Based on experience with similar projects, C&S understands there will be multiple permits and approvals required by local, state, and even federal agencies for this project. The proposed improvements should not disturb more than one acre, so a NPDES General Permit GAR100002 should not be required. Best management practices will be incorporated into the project in the soil erosion and sediment control plan. However, if a NPDES permit is required C&S shall prepare the necessary plans and permit forms. The same would apply to a Land Disturbing Activity Permit from the Local Issuing Authority (if required).

It is understood that permits will be required for GDOT. This permit will be submitted as soon as possible in order to obtain the approval before construction begins. All comments and revisions shall be incorporated into the final construction plans and specifications. Any application fees will be paid by the City.

Based on the current information, it is not expected that a United States Army Corps of Engineers (USACOE) permit and/or a Stream Buffer Variance permit from the GA EPD would be required for this project. However, if they happen to be needed it should be understood that these permits require extensive knowledge and effort to submit the required forms and data in order to achieve permit approval. Practically speaking, C&S would make every effort to design the water line to avoid the need for a Stream Buffer permit as the permitting approval process can be lengthy and problematic (especially for water line consideration). Any crossing of perennial or intermittent streams or associated wetlands would require a USACOE permit, most likely in the form of a Nationwide 12 permit (NWP 12). Again, C&S would make every design effort to avoid a USACOE permit without jeopardizing the integrity of the design.

Phase V: Bidding

C&S will assist the Client in advertising and obtaining competitive and qualified bids for the project in accordance with local and State law. The advertisement period shall last a minimum of 30 days and the Client will pay all necessary advertising fees. C&S will provide the Client with the necessary Bidding Documents, which will include two (2) full-size hard copy set of final design Drawings and Specifications to be kept on file during the advertisement period. The client may place a copy of the Advertisement for Bids (Section 00100) on their website during the advertisement period, however, electronic copies of the entire set of Bidding Documents shall not be placed on the Client's website, FTP site or other electronic platform during Bidding for download by bidders or any third party without the Engineer's consent and approval.

C&S will maintain a record of prospective bidders to whom Bidding Documents have been issued and receive and process nominal fees or charges from bidders to compensate the Engineer for costs associated with printing, reproduction and shipping the Bidding Documents to bidders. We will respond to Requests for Information (RFIs) and issue Addenda as appropriate to clarify, correct, or change the Bidding Documents. We will also consult with the Client and participate in all decisions as to the acceptability of substitute materials, subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the project as to which such acceptability is required by the Bidding Documents. Because of the project complexity, we anticipate hosting a pre-bid conference at City Hall to allow Bidders an opportunity to see the project site before bidding.

C&S will attend and manage the Bid Opening, review bids, and prepare a Certified Bid Tabulation. We will provide a Letter of Recommendation to the Client regarding award of the contract as appropriate and assist in assembling and executing the contracts for the Project.

C&S will prepare the Notice of Award and Contract Documents and forward them to the selected Contractor for execution. We will receive the executed contracts, bonds and insurance documents from the contractor and forward them to the Client for their review and approval.

Phase VI: Construction Phase Services

1.1 Construction Administration

Management of construction efforts (i.e. "construction management" services) are specifically excluded from our Scope of Work; however, during construction, C&S will provide professional services in the general administration of the construction contract and act as the Client's representative to the extent and limitations of the duties, responsibilities and authority of the Engineer as established in this written Agreement and in the Contract Documents. After the contracts have been executed by all parties, C&S will complete, with reasonable promptness, the following tasks as needed during construction of the project:

- a. *Pre-Construction Conference:* Attend and lead one (1) pre-construction conference that will be hosted by the Client at their office and issue a Notice to Proceed to the selected Contractor.

- b. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which, in the Engineer's judgment, are necessary to enable the Contractor to proceed.
- c. *Clarifications and Interpretations (Field Orders):* Respond in writing with reasonable promptness to Requests for Information (RFI's) and issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents and shall be provided as part of the Engineer's Scope of Services; however, if the Contractor's request for information, clarification, or interpretation are, in the Engineer's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable there from, the Engineer shall be entitled to compensation for Additional Services for the Engineer's time spent responding to such request provided the Engineer notify Client in advance that it deems such request to be so apparent, seek compensation for such clarification and interpretation and Client does not timely instruct the Engineer not to undertake the clarification or interpretation. Should the Client agree to reimburse the Engineer for these Additional Services, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- d. *Change Orders:* Review and recommend Change Order justifications and prepare change orders to modify the Contract Documents as may be necessary.
- e. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- f. *Schedules:* Review and determine the acceptability of schedules which the Contractor is required to develop and submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- g. *Substitutes and "or equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor, but subject to the provisions outlined in Additional Services.
- h. *Progress Meetings:* C&S will attend progress meetings at the jobsite as needed, but at a minimum, on a monthly basis. We will prepare meeting agendas, lead the progress meetings and issue meeting minutes for review and approval by the Client and Contractor. We have assumed twelve (12) meetings – one per month as the basis for estimating of fees.
- i. *Applications for Payments:* Based on Engineer's observations as an experienced and qualified professional and on review of Applications for Payment and accompanying supporting documentation:

- 1) Determine the amount that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Client, based on such observations and review, that, to the best of Engineer's reasonable knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents, to the results of any subsequent tests called for in the Contract Documents, and being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - 2) By recommending any payment to the Contractor, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed or special inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work beyond the responsibilities specifically assigned to the Engineer in this Agreement. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.
- j. *Record Drawings:* C&S will prepare and furnish the Client one (1) set of reproducible and one (1) electronic copy in Adobe Acrobat PDF format of the Project Record Drawings showing appropriate record information that is annotated and furnished to us by the Contractor in accordance with the Contract Documents after construction is complete.
- k. *Contractor's Completion Documents:* Receive from the Contractor and transmit to the Client operating and maintenance manuals, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data, including the annotated Record Documents and Record Drawings which are to be assembled by Contractor and furnished to us.
- l. *Substantial Completion:* After receiving notice from Contractor that they consider the entire Work complete and ready for its intended use, we will conduct one (1) pre-final observation in company with the Client and Contractor to observe the Contractor's

work to determine if, based on the Engineer's professional opinion and belief and based only on information available at the time of pre-final on-site observation, the Work is substantially complete. If we do not consider the Work substantially complete, we will notify the Contractor in writing giving reasons therefore. If, after considering any objections of Client, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Client and Contractor in accordance with the provisions in the Contract Documents. Attached to the certificate will be a punch-list of items that, in the Engineer's professional opinion, knowledge and belief, are deficient and must be completed or corrected before we recommend final payment be made to the Contractor by the Client. The certificate of Substantial Completion is intended to be interpreted only as an expression of professional opinion and therefore does not constitute an expressed warranty or guarantee.

- m. Final Notice of Acceptability of the Work:* After receiving notice from the Contractor that the punch-list items are completed, we will conduct one (1) final on-site observation in company with Client and the Contractor to determine if the completed Work of Contractor is acceptable in the Engineer's professional opinion, reasonable knowledge and belief and based only on information available at the time of final on-site observation and to the extent of the services provided by Engineer under this Agreement, so that Engineer may recommend, in writing, final payment to Contractor. We will notify the Contractor and the Client in writing of any particulars in which the final observation reveals that the Work is incomplete or defective.
- n. Limitation of Responsibilities:* Engineer shall not be responsible for the acts or omissions of any Contractor, or of any subcontractors, suppliers, or other individuals or entities performing or furnishing any portions of the Work, or any agents or employees of any of them. The Engineer shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents or any laws, codes, rules or regulations.

1.2 On-site Construction Observation:

C&S will provide visits to the Project site at intervals appropriate to the various stages of construction, as Engineer deems necessary, or as otherwise agreed to in writing by the Client and the Engineer, during construction, to observe the progress and quality of Contractor's executed Work. Such visits and observations by Engineer, and/or his representative, if any, are not intended to be an exhaustive check or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections or Special Inspections or tests of Contractor's Work in progress beyond the responsibilities specifically assigned to the Engineer in this Agreement and the Contract Documents, but rather our site visits will be limited to spot checking and similar methods of general observation of the Work based on Engineer's exercise of professional judgment. Based on information obtained during such visits and general observations, Engineer will determine, in general, if the Work is proceeding in accordance with the Contract Documents, and Engineer shall keep the Client informed of the progress of the Work. Continuous onsite observation by a Resident Project Representative at the Project site will not be included in our budget, unless requested by the Client and agreed to by the Engineer as Additional Services in accordance with the terms of this Agreement and the Agreement amended accordingly. The purpose of Engineer's visits to, and representative's visits, if any, at the Project site will be to enable Engineer to better carry out the duties and responsibilities

assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. The Engineer and/or his representative will not supervise, direct or have control over Contractor's work during such visits or as a result of such observations of Contractor's Work, nor will we have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor's furnishing and performing the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Accordingly, we will neither guarantee the performance of any Contractor nor assume responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. We will record our observations in project observation reports and at the end of the project, we will assemble these reports and provide the Client with one (1) hard copy and one (1) electronic copy in Adobe Acrobat format.

- a. *Jobsite Safety:* Neither the professional activities of the Engineer, or the presence of the Engineer or its employees and sub-consultants at the construction site / Project site, shall impose any duty on the Engineer, nor relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor shall be solely responsible for jobsite safety, and warrants the intent shall be carried out in the Client's contract with the Contractor. The Client also agrees that the Contractor shall defend and indemnify the Client, the Engineer and the Engineer's sub-consultants and they shall be made additional insureds under the Contractor's policies of general liability insurance.
- b. *Inspections and Tests:* The Engineer will require special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
- c. *Defective Work:* The Engineer will recommend to Client that the Contractor's Work be rejected while it is in progress if, on the basis of Engineer's or his representative's observations, Engineer believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- d. *Disagreements between Client and Contractor:* The Engineer will render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work

or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Client or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decision, Engineer shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amounts or hourly, not-to-be exceeded, amounts as scheduled below. Hourly, not-to-exceed amounts shall be determined in accordance with our Hourly Fee Schedule. No fee amount may be exceeded without prior written approval from the Client.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis Basis</u>
1	Engineering Design & Permitting	Lump Sum \$ <u>16,000</u>
2	Bidding	Lump Sum \$ <u>2,500</u>
3	Construction Administration	Lump Sum \$ <u>8,000</u>

Total Estimated Fee, Task 1-3 = \$26,500

Additional Services

Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with our Hourly Fee Schedule or as agreed to in writing by the Client and the Engineer. Additional Services include, but are not limited to, the following:

- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
- b. Services required as a result of Client providing incomplete or incorrect Project information to Engineer.
- c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
- d. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to construction management, cost estimating, project peer review, value engineering, and constructability review requested by Client; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.

- e. Preparing additional Bidding Documents or Contract Documents for alternate bids or prices requested by Client for the Work or a portion thereof.
- f. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
- g. Providing Construction Phase services beyond the construction Contract Times.
- h. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
- i. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
- j. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Client so as to make compensation commensurate with the extent of the Additional Services rendered.
- k. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the Construction Contract in evaluating and determining the acceptability of a substitution which is found to be inappropriate for the Project or an excessive number of substitutions.
- l. Additional or extended services made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Hazardous Materials and/or Environmental Conditions (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials), (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
- m. Reviewing Shop Drawings more than two (2) times as a result of repeated inadequate submissions by Contractor. In such an event, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- n. Archeological and Historical Preservation consulting;
- o. Delineating wetlands or flood plain determinations.
- p. U.S. Army Corps of Engineering Permitting;
- q. Providing topographic surveys or construction surveys and/or staking to enable Contractor to perform its work and any type of property or boundary surveys or easements or related engineering or surveying services needed for the transfer of interests in real property; and providing other special field surveys not specifically detailed in the Basic Services.
- r. Assistance with funding alternative including, but not limited to, loan/funding applications, grant writing, engineering reports, rates studies, etc. unless specifically included in the Basic Services;
- s. Environmental Surveys including, but not limited to, wetlands, endangered species, cultural resources, historic preservation resources or special sub-consultants for permits; work related to obtaining a NONSI.
- t. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services;
- u. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.
- v. All permit fees

Hourly Fee Schedule

The hourly fee schedule is reflected in the original proposal letter dated March 19, 2018.

August 22, 2018

Reimbursable Expenses/Sub-Consultants

There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fees on/or hourly; however, direct reimbursable expenses for Additional Services, if any, including, but not limited to, fees from sub-consultants.

If you have any questions or concerns regarding our proposed Scope of Work and/or proposed fee schedule, please contact me. I would welcome the opportunity to discuss this with you. If the Scope of Services is acceptable, please sign, date, and return one (1) copy to us for our files. Once approved, Carter & Sloope can begin work on this project immediately.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Smith", followed by a long horizontal flourish.

Matt Smith, P.E.

cc: File

Client Acceptance:

I hereby acknowledge review of this Scope of Services and authorize Carter & Sloope, Inc. to proceed with the work defined in this agreement.

Signature

Date

Title

TERMS AND CONDITIONS

The Client hereby accepts the following general terms and conditions ("Terms and Conditions") applicable to Carter & Sloope, Inc.'s performance of the services described in the attached Proposal (the "Services"):

1. **Method and Terms of Payment:** Invoices will be submitted by Carter & Sloope, Inc. ("Carter & Sloope", "C&S", or "Engineer") monthly in proportion to services performed and are due upon receipt. Any amounts not paid by the Client within thirty (30) days of the date of such invoices shall be considered past due and shall accrue interest at a rate of one-and-one-half percent (1.5%) per month or the maximum allowed by law, whichever is less, of the past due amount per month until such time as such amounts are paid in full. Payment thereafter shall first be applied to accrued interest and then the unpaid principal. If the Client fails to make payment to the Engineer in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and the Engineer shall have the right, upon seven (7) days written notice, to suspend performance of all or part of the Services in accordance with Paragraph 2 "Suspension" until 1.) all past due amounts are paid, and 2.) satisfactory assurance of prompt future payment is received by the Engineer. The above right is in addition to all other rights and remedies Engineer may have at law or in equity including termination of this Agreement by the Engineer for cause in accordance with Paragraph 3 "Termination" herein.
 - A. *Collection Costs:* If the Client fails to make payments when due and the Engineer incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Engineer. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Engineer staff costs at standard billing rates for the Engineer's time spent in efforts to collect. This obligation of the Client to pay the Engineer's collection costs shall survive the term of this Agreement or any earlier termination by either party.
 - B. *Set-offs, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by the Engineer. Payment to the Engineer for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.
 - C. *Disputed Invoices:* If the Client objects to any portion of an invoice, the Client shall so notify the Engineer in writing within seven (7) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Engineer's favor and shall be calculated on the unpaid balance from the date of the invoice.
 - D. *Legislative Action:* If after the Effective Date of this Agreement, any governmental entity takes legislative action that imposes taxes, fees or charges on Engineer's services or compensation under this Agreement, then the Engineer may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Client shall reimburse Engineer for the cost of such invoiced new taxes, fees and charges in addition to the compensation agreed to herein.
2. **Suspension:** The Client may suspend all or part of the Project for up to ninety (90) days upon seven (7) days written notice to the Engineer. The Engineer may, after giving seven (7) days written notice to the Client, suspend services under this Agreement if Engineer's performance has been substantially delayed through no fault of the Engineer. In the event the Project is suspended for period(s) totaling more than ninety (90) days, Client agrees to pay reasonable costs incurred by the Engineer in: 1.) preserving and documenting services performed or in progress, and 2.) demobilizing and remobilizing services. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Suspended projects may change in many ways due to the passage of time, changes in the size or environment, regulatory modifications, or other issues outside of Engineer's control. Engineer is not and shall not be responsible for any such changes, except to the responsibility or otherwise becomes aware of such issues and the Engineer may rely on information received from the Client or others regarding such issues. Upon payment in full by the Client, the Engineer shall resume services under this Agreement; however, a reassessment of the project scope, fee, and project schedule may be performed by the Engineer as an Additional Service. Upon the conclusion of the project reassessment, the time schedule and Engineer's compensation shall be equitably adjusted to compensate for the period of suspension plus any reasonable time and expense necessary for the Engineer to resume performance.

3. **Termination:** In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay the Engineer for the services rendered and fees provided in the invoice and all reimbursable expenses incurred by the Engineer, its agents and subcontractors up to the termination date in accordance with the payment provisions of this Agreement. In the event of any termination that is not the fault of the Engineer, the Client shall pay the Engineer, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Engineer in connection with the orderly termination of this Agreement, including but not limited to demobilization, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, to assemble Project Materials in orderly files, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

The obligation to provide further services under this Agreement may be terminated as follows:

- A. **For Cause:** Either party may terminate the Agreement for cause upon giving the other party not less than thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party.
1. Assignment of this Agreement or transfer of the Project by either party to any other entity without prior written consent of the other party; or
 2. If, through any cause, the Engineer shall fail to fulfill in timely and proper manner any material obligations under this Agreement, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Agreement, the Client shall thereupon give written notice to the Engineer of such failure, violation or breach. If Engineer has not or cannot remedy such failure, violation or breach within thirty (30) days of the giving of such notice by the Client, the Client shall thereupon have the right to terminate this Agreement by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Engineer under this Agreement shall, at the option of the Client subject to the requirements in Paragraph 11 herein, become its property and the Engineer shall be paid within fifteen (15) calendar days of termination for all services rendered and all reimbursable expenses incurred by the Engineer up to date of termination. Engineer shall have no liability to Client on account of such termination.
 3. Suspension of the Project or the Engineer's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate; or
 4. If Client demands that Engineer furnish or perform services contrary to Engineer's responsibilities as licensed professional; or
 5. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustment necessitated by such changes.
- B. **For Convenience:** Either party shall have the right to terminate this Agreement at any time for convenience and without cause upon thirty (30) days written notice.
4. **Changes:** The Engineer's commitment as set forth in this Agreement is based on the expectation that all of the services described in this Agreement will be provided. The Client may, from time to time, request changes in the scope of the services of the Engineer to be performed hereunder. In the event the Client elects to reduce the Engineer's Scope of Services, the Client hereby agrees to release, hold harmless, defend and indemnify the Engineer from any and all claims, damages, losses or costs associated with or arising out of such reduction in services. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Client and the Engineer, shall be incorporated in written amendments to this Contract.
5. **Personnel:** The Engineer represents that he has, or will secure at his own expense, the personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Client. All of the services required hereunder will be performed by the Engineer or his sub-consultants under his supervision and personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local Law to perform such services.
6. **Reports and Information:** The Engineer, at such times and in such forms as the Client may require, shall furnish the Client such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

7. Certifications. As used herein and throughout this Agreement, the words "certify" and/or "certification" shall mean an expression of the Engineering Consultant's professional opinion to the best of its information, knowledge and belief, and therefore does not constitute a warranty or guarantee by the Engineer.
8. Records and Audits. The Engineer shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement. These records will be made available for audit purposes to the Client or any authorized representative, and will be retained for three years after, the expiration of this Contract unless permission to destroy them is granted by the Client.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Engineer under this Agreement are confidential and the Engineer agrees that they shall not be made available to any individual or organization without the prior written approval of the Client unless required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration.
10. Standard of Care, Disclaimer of Warranties. Engineer will strive to perform Services under this Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. NO OTHER REPRESENTATION AND NO WARRANTY OR GUARANTEE, EITHER EXPRESS OR IMPLIED, IS INCLUDED OR INTENDED BY THIS AGREEMENT.
11. Ownership of Documents & Copyright. All documents, including electronic files, prepared or furnished by Engineer are instruments of service, and Engineer retains all common law, statutory and other reserved rights, ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. The Client may make and retain copies of them for information and reference in connection with the use of the Project; however, such copies are not intended or represented to be suitable for reuse by others, and may not be used by others unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration. The Client agrees not to distribute, publish or otherwise disseminate Engineer's documents without first obtaining Engineer's prior written consent. The Client may request and negotiate with the Engineer to acquire ownership of the documents for a mutually agreed amount. If Client acquires ownership of Documents prepared by Engineer, Client agrees: 1.) that any subsequent reuse or modification of them by Client or any party obtaining them through Client will be at Client's sole risk and without liability to engineer, and 2.) Client will defend, indemnify and hold harmless Engineer from and against any claims, damages, and liabilities arising from or related to any use, reuse or modification of Documents by Client or any party obtaining them through Client. Client agrees that Engineer may retain copies of all documents for its files. Electronic communications and CADD data transferred by Email, websites or computer disks (collectively "E-Data") are provided only as an accommodation by Engineer for the benefit of Client. Signed paper prints of documents constitute the contract deliverables. Client assumes the risk that E-Data may differ from the paper deliverable. Client agrees to indemnify and hold harmless Engineer from and against Client, damages, and liabilities for defects or inappropriate use of E-Data created or transmitted by Engineer.
12. Third-Party Beneficiaries and Reliance Upon Documents. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or the Engineer. Engineer's performance of the Services, as set forth in this Agreement, is intended solely and exclusively for the Client's benefit and use. No party may claim under this Agreement as a third-party beneficiary, unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation or arbitration. Client agrees not to distribute, publish or otherwise disseminate Engineer's Documents, without first obtaining Engineer's prior written consent. No third-party may rely upon Engineer's documents or the performance or non-performance of services unless Engineer has agreed to such reliance in advance and in writing. The Client and Engineer agree to require a similar provision in all contracts with contractors, subcontractors, sub consultants, vendors and other entities involved in this Project to carry out the intent of this provision.
13. Compliance with Local Laws. The Engineer shall exercise usual and customary professional care in its effort to comply with applicable laws, codes and regulations as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Engineer to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
14. Public Responsibility. Both the Client and the Engineer owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations and ordinances, principally to protect the public health and safety. The Client shall make no request of the Engineer that, in the Engineer's reasonable opinion, would be contrary to the Engineer's professional responsibilities to protect the public. The Client shall take all actions and render all reports required of the Client in a timely manner. Should the Client fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the Client agrees that the Engineer has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The Client agrees to

take no action against or attempt to hold the Engineer liable in any way for carrying out what the Engineer reasonably believes to be its public responsibility. Furthermore, the Client agrees the Engineer shall not be held liable in any respect for reporting said conditions. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and sub-consultants (collectively, Engineer) against all damages, liabilities or costs arising out of or in any way connected with the Engineer's notifying or failing to notify appropriate public officials.

15. **Accessibility.** It is recognized that the Client has certain obligations under local, state and Federal accessibility laws and regulations that could affect the design of the Project. It is further recognized that Federal accessibility laws and regulations are not part of, or necessarily compatible with, State or local laws, codes and regulations governing construction. Consequently, the Engineer will be unable to make recommendations or professional determinations that will ensure compliance with the Federal accessibility laws and regulations, and the Engineer shall, accordingly, not have any liability to the Client in connection with the same. The Engineer strongly advises the Client to obtain appropriate legal and financial counsel with respect to compliance with the appropriate disability access laws. The Engineer will endeavor to design for accessibility by persons with disabilities in conformance with the provisions and references in applicable State or local building codes and the technical design requirements of the Americans with Disabilities Act (ADA) and/or the Fair Housing Act (FHA) in effect as of the date of completion of the design to the extent those statutes apply to the Project. The Client will determine the full extent of its obligations under the ADA and Fair Housing Act Amendments (FHAA), including whether the ADA and/or the FHAA apply to the Project, the extent that modifications are readily achievable under the ADA, and the extent that modifications to improve disability access are necessary during an alteration and provide the Engineer with such information. The Client acknowledges that it has been advised by the Engineer to retain a consultant (Accessibility Consultant) to review the project plans, specifications, and construction for compliance with the Americans with Disability Act, the Fair Housing Act, and other Federal, state, and local accessibility laws, rules, codes, ordinances, and regulations (hereinafter referred to as "Accessibility Issues"). If Client fails to retain an Accessibility Consultant, the Client agrees to release defend, indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) from any claim, damages, liabilities or costs arising out of or in any way connected with Accessibility Issues.
16. **Specification of Materials.** The Client understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Engineer is only expected to meet current industry standards and may rely on manufacturers' information and representations. The Client agrees that if any product or material specified for this Project by the Engineer shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Engineer. The Client further agrees that if the Client directs the Engineer to specify any product or material after the Engineer has informed the Client that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Client waives all claims as a result thereof against the Engineer, and the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, become known or suspected health or safety hazards
17. **Opinions or Estimates of Costs.** If included in the Services, the Engineer will provide preliminary opinions of probable costs of materials, installation, remediation or construction and/or total project costs based on the Engineer's experience on similar projects, which are not intended for Client's or others' use in developing firm budgets or financial models, or making investment decisions. Client agrees that any opinion of cost is still merely an estimate.
18. **Limit of Liability.** The inclusion of this Limitation of Liability provision is a material consideration for the Engineer's willingness to perform the services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that, to the fullest extent permitted by law, Client and Engineer: 1.) waive against each other, and the other's employees, owners, partners, officers, directors, shareholders, agents, insurers, and sub-consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs arising out of, resulting from, or in any way related to the Project; and 2.) **agree that Engineer's total aggregate liability to Client under this Agreement shall be limited to the total amount of compensation received by Engineer on this Project or \$50,000, whichever is greater.** This limitation shall apply to any and all liability regardless of the cause of action or legal theory placed or asserted unless otherwise prohibited by law. Upon Client's request, Engineer may negotiate an increase to this limitation in exchange for an additional agreed consideration for the increased limit. Client and Engineer agree to limit liability to the other in the following respects to the fullest extent permitted by law: Neither party will have liability to the other for any specials, indirect or consequential, incidental, exemplary, or penal losses or damages including, but not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, unavailability of the other party's property or facility, shutdowns or

service interruptions, and any other consequential damages or claims related to the Project that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Engineer shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.

19. Insurance. Throughout the term of this Agreement, Engineer shall maintain insurance in amounts not less than shown:
- | | |
|---------------------------|--|
| a) Worker's Compensation | Statutory amount where services are performed |
| b) Automobile | \$1,000,000 combined single limit |
| c) General Liability | \$1,000,000 per occurrence / \$2,000,000 General Aggregate |
| d) Professional Liability | \$1,000,000 per claim and aggregate |
| e) Excess Umbrella | \$5,000,000 on "b" & "c" |

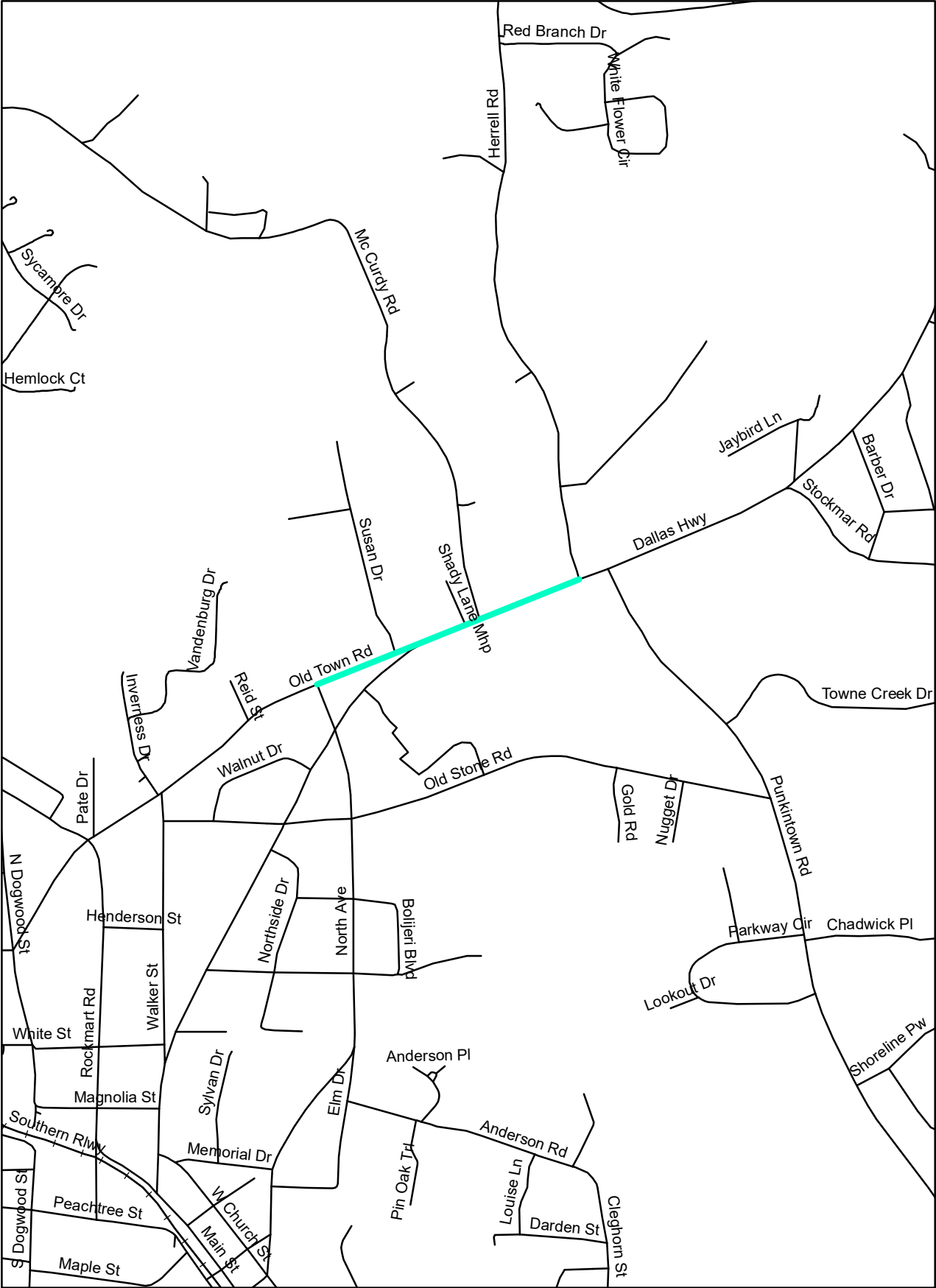
Client agrees to require all third parties engaged by or through Client in connection with the Project to provide Engineer with current Certificates of Insurance Endorsed to include Engineer as an additional insured on their "b", "c" and "e" policies of insurance and authorizes Engineer to enforce this provision directly with all Project related third parties.

20. Indemnification.

- A. Indemnification of Client: Subject to the provisions and limitations of this Agreement, Engineer agrees to indemnify and hold harmless Client, its shareholders, officers, directors and employees from and against any and all liabilities, damages, expenses (including without limitation reasonable attorney's fees) or other losses (collectively "Losses") to the extent caused by Engineer's negligent performance of its Services under this Agreement.
- B. Indemnification of Engineer: To the extent allowed to a municipality by Georgia law and subject to the provisions and limitations of this Agreement, Client agrees to defend, indemnify and hold harmless Engineer from and against any and all claims by third parties related to services provided by Engineer under this Agreement, and against any and all Losses to the extent caused by the negligence of Client, its employees, agents and contractors. In addition, except to the extent caused by Engineer's sole negligence, Client expressly agrees to defend, indemnify and hold harmless Engineer from and against any and all Losses arising from or related to the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, or the exposure of any person to Hazardous Materials, or the degradation of the environment due to the presence, discharge, disposal, release of or exposure to Hazardous Material.

21. Dispute Resolution. Claims, disputes, and other matters in controversy between Engineer and Client caused by or any way related to this Agreement will be submitted to non-binding mediation as a condition precedent to litigation. The Client and the Engineer further agree to include a similar mediation performed with rules as established by The American Arbitration Association provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements. The cost for mediation including the mediator's fees, reproduction of documents, and miscellaneous out-of-pocket expenses will be borne equally by each party to this Agreement. The laws of the State of Georgia will govern the validity of these terms, their interpretation and performance. Client and Engineer agree that venue for any litigation will be in the courts of the State of Georgia and Engineer and Client both hereby waive any right to initiate any action in or remove any action to, any other jurisdiction.
22. Severability. This agreement reflects the entire agreement of the parties with respect to its terms and supersedes all prior agreements, whether written or oral. If any portion of this Agreement is void or voidable, such portion will be deemed stricken and the Agreement reformed to as closely approximate the stricken portions as the law allows.

Herrell Road to Old Stone Road Project





Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Water main replacement in the Northeast Downtown area identified as Addendum #4 to Water Treatment Plant Improvements Proposal dated March 19, 2018 by Carter & Sloope Engineers

AGENDA DATE: August 30, 2018

DATE PREPARED: August 23, 2018

PREPARED BY: Pete Zorbanos, Public Works Director

AMOUNT: \$92,000.00

GL ACCOUNT #: 505-4440-521200

PURPOSE: To engage an engineer to perform the following tasks for water main replacement in the Northeast Downtown area:

1. Project Administration & Coordination
2. Field Surveying/Utility Locates
3. Engineering Design
4. Permitting & Approvals
5. Bidding
6. Construction Phase Services

BACKGROUND: An adequate size water main is needed to replace a series of smaller and older water lines which originate in the downtown area and stretch to the north/northeast. Problems have existed with these older lines in limiting flow, affecting water quality, and development of ongoing water line leaks and breaks.

STAFF RECOMMENDATION: Staff recommends the we engage Carter&Sloope, Inc. to assist the City in providing engineering services for the design, permitting, surveying, project administration, bidding, and construction oversight to conduct water main replacement in the Northeast Downtown area.

IMPACT: Larger water main replacement in the Northeast Downtown area will create a continuous loop of larger water mains from the North to the Downtown area. Developing this loop will provide additional flow capacity to improve fire protection, meet the need for future development, and enhance water quality.

The estimated construction costs associated with the water main replacement is approximately between \$1,350,000 and \$1,600,000 depending on the size of pipe (10" or 12"), pipe material and number of services to be transferred or replaced.

MOTION: I move that we engage Carter&Sloope, Inc. for engineering services for the purpose of water main replacement in the Northeast Downtown area, identified as Addendum #4 to Water Treatment Plant Improvements Proposal dated March 19, 2018 in an amount not to exceed \$92,000.00.



August 20, 2018

Mr. Pete Zorbanos
Public Works Director
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

RE: City of Villa Rica, Georgia
Addendum No. 4 to Water Treatment Plant Improvements Proposal
C&S Project No. V8150.001
Water Main Replacement in the
Northeast Downtown Area

Dear Mr. Zorbanos:

Carter & Sloope, Inc. (C&S or Engineer) is pleased to submit this Addendum No. 3 to the Proposal/Scope of Services letter for the referenced project (Project) to provide engineering services to the City of Villa Rica (Client or Owner) for the proposed Water Treatment Plant Improvements (proposal letter originally dated March 19, 2018). This addendum covers additional engineering design, permitting, bidding assistance, and construction phase services including general contract administration and onsite construction observation services for work described as Water Main Replacement in the Northeast Downtown Area. More specifically, the proposed water main replacement is from Stone Street to Hwy 61 along W. Church St., North Ave., Elm Cir., Old Stone Rd., Old Town Rd., Hwy 61, Anderson Rd., and Cleghorn St. The scope of services described below is based on our understanding of the project from discussions and meetings with Client's personnel.

Scope of Work (Basic Services)

Phase I: Project Administration & Coordination

C&S will meet with personnel from the *City of Villa Rica* to review the scope of the project, develop a project schedule, and confirm deliverables. We will also gather available information about the project routes and existing features including coordination with the existing utility companies. This preliminary work will also include a site visit to verify existing conditions and fully gain an understanding of the project requirements. During this preliminary phase, C&S will evaluate the permitting requirements based on experience with similar projects and discuss how the necessary permits impact the project timeline with the City.

Phase II: Field Surveying/Utility Locates

C&S will utilize a survey crew to provide a field run, topographic survey of the project route. The survey will include all existing features including roadway, drainage, utilities, right-of-way, and any other pertinent topography required for the plans.

Prior to field survey, C&S will call in all utility locates so they can be accurately surveyed and represented with the rest of the existing features and will conduct thorough research to obtain all available utility documents for the project area. Existing road right-of-ways will also be researched and confirmed by the registered surveyor.

Phase III: Engineering Design

C&S understands that detailed engineering, construction drawings are required to complete this project. Using data gathered during Phase I and II, C&S shall prepare detailed construction drawings for the water line. The construction drawings will include a cover sheet, general layout map, erosion control plans, construction plans, and standard details. Construction plans will be generated using AutoCAD Version 2018.

As work progresses, C&S will submit to the Authority for review and approval 60% and 100% construction drawings. The drawings will show the proposed location of the new water mains and connections to existing or proposed services. In addition, C&S will submit engineering estimates of probable cost with a summary of bid items and address any construction concerns or other key issues with the City.

Phase IV: Permitting and Approvals

Based on experience with similar projects, C&S understands there will be multiple permits and approvals required by local, state, and even federal agencies for this project. The proposed improvements will disturb more than one acre, so a NPDES General Permit GAR100002 will be required. Best management practices will be incorporated into the project in the soil erosion and sediment control plan and C&S shall prepare the necessary permit forms. The same would apply to a Land Disturbing Activity Permit from the Local Issuing Authority.

It is understood that permits will be required for GDOT and possibly Norfolk Southern Railroad. These permits will be submitted as soon as possible in order to obtain the approval before construction begins. All comments and revisions shall be incorporated into the final construction plans and specifications. Any application fees will be paid by the City.

Based on the current information, it is not expected that a United States Army Corps of Engineers (USACOE) permit and/or a Stream Buffer Variance permit from the GA EPD would be required for this project. However, if they happen to be needed it should be understood that these permits require extensive knowledge and effort to submit the required forms and data in order to achieve permit approval. Practically speaking, C&S would make every effort to design the water line to avoid the need for a Stream Buffer permit as the permitting approval process can be lengthy and problematic (especially for water line consideration). Any crossing of perennial or intermittent streams or associated wetlands would require a USACOE permit, most likely in the form of a Nationwide 12 permit (NWP 12).

Again, C&S would make every design effort to avoid a USACOE permit without jeopardizing the integrity of the design.

Phase V: Bidding

C&S will assist the Client in advertising and obtaining competitive and qualified bids for the project in accordance with local and State law. The advertisement period shall last a minimum of 30 days and the Client will pay all necessary advertising fees. C&S will provide the Client with the necessary Bidding Documents, which will include two (2) full-size hard copy set of final design Drawings and Specifications to be kept on file during the advertisement period. The client may place a copy of the Advertisement for Bids (Section 00100) on their website during the advertisement period, however, electronic copies of the entire set of Bidding Documents shall not be placed on the Client's website, FTP site or other electronic platform during Bidding for download by bidders or any third party without the Engineer's consent and approval.

C&S will maintain a record of prospective bidders to whom Bidding Documents have been issued and receive and process nominal fees or charges from bidders to compensate the Engineer for costs associated with printing, reproduction and shipping the Bidding Documents to bidders. We will respond to Requests for Information (RFIs) and issue Addenda as appropriate to clarify, correct, or change the Bidding Documents. We will also consult with the Client and participate in all decisions as to the acceptability of substitute materials, subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the project as to which such acceptability is required by the Bidding Documents. Because of the project complexity, we anticipate hosting a pre-bid conference at City Hall to allow Bidders an opportunity to see the project site before bidding.

C&S will attend and manage the Bid Opening, review bids, and prepare a Certified Bid Tabulation. We will provide a Letter of Recommendation to the Client regarding award of the contract as appropriate and assist in assembling and executing the contracts for the Project.

C&S will prepare the Notice of Award and Contract Documents and forward them to the selected Contractor for execution. We will receive the executed contracts, bonds and insurance documents from the contractor and forward them to the Client for their review and approval.

Phase VI: Construction Phase Services

1.1 Construction Administration

Management of construction efforts (i.e. "construction management" services) are specifically excluded from our Scope of Work; however, during construction, C&S will provide professional services in the general administration of the construction contract and act as the Client's representative to the extent and limitations of the duties, responsibilities and authority of the Engineer as established in this written Agreement and in the Contract Documents. After the contracts have been executed by all parties, C&S will complete, with reasonable promptness, the following tasks as needed during construction of the project:

- a. *Pre-Construction Conference:* Attend and lead one (1) pre-construction conference that will be hosted by the Client at their office and issue a Notice to Proceed to the selected Contractor.

- b. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which, in the Engineer's judgment, are necessary to enable the Contractor to proceed.
- c. *Clarifications and Interpretations (Field Orders):* Respond in writing with reasonable promptness to Requests for Information (RFI's) and issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents and shall be provided as part of the Engineer's Scope of Services; however, if the Contractor's request for information, clarification, or interpretation are, in the Engineer's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable there from, the Engineer shall be entitled to compensation for Additional Services for the Engineer's time spent responding to such request provided the Engineer notify Client in advance that it deems such request to be so apparent, seek compensation for such clarification and interpretation and Client does not timely instruct the Engineer not to undertake the clarification or interpretation. Should the Client agree to reimburse the Engineer for these Additional Services, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- d. *Change Orders:* Review and recommend Change Order justifications and prepare change orders to modify the Contract Documents as may be necessary.
- e. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- f. *Schedules:* Review and determine the acceptability of schedules which the Contractor is required to develop and submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- g. *Substitutes and "or equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor, but subject to the provisions outlined in Additional Services.
- h. *Progress Meetings:* C&S will attend progress meetings at the jobsite as needed, but at a minimum, on a monthly basis. We will prepare meeting agendas, lead the progress meetings and issue meeting minutes for review and approval by the Client and Contractor. We have assumed twelve (12) meetings – one per month as the basis for estimating of fees.

- i. Applications for Payments:* Based on Engineer's observations as an experienced and qualified professional and on review of Applications for Payment and accompanying supporting documentation:

 - 1) Determine the amount that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Client, based on such observations and review, that, to the best of Engineer's reasonable knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents, to the results of any subsequent tests called for in the Contract Documents, and being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - 2) By recommending any payment to the Contractor, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed or special inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work beyond the responsibilities specifically assigned to the Engineer in this Agreement. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.
- j. Record Drawings:* C&S will prepare and furnish the Client one (1) set of reproducible and one (1) electronic copy in Adobe Acrobat PDF format of the Project Record Drawings showing appropriate record information that is annotated and furnished to us by the Contractor in accordance with the Contract Documents after construction is complete.
- k. Contractor's Completion Documents:* Receive from the Contractor and transmit to the Client operating and maintenance manuals, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data, including the annotated Record Documents and Record Drawings which are to be assembled by Contractor and furnished to us.

- l. Substantial Completion:* After receiving notice from Contractor that they consider the entire Work complete and ready for its intended use, we will conduct one (1) pre-final observation in company with the Client and Contractor to observe the Contractor's work to determine if, based on the Engineer's professional opinion and belief and based only on information available at the time of pre-final on-site observation, the Work is substantially complete. If we do not consider the Work substantially complete, we will notify the Contractor in writing giving reasons therefore. If, after considering any objections of Client, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Client and Contractor in accordance with the provisions in the Contract Documents. Attached to the certificate will be a punch-list of items that, in the Engineer's professional opinion, knowledge and belief, are deficient and must be completed or corrected before we recommend final payment be made to the Contractor by the Client. The certificate of Substantial Completion is intended to be interpreted only as an expression of professional opinion and therefore does not constitute an expressed warranty or guarantee.
- m. Final Notice of Acceptability of the Work:* After receiving notice from the Contractor that the punch-list items are completed, we will conduct one (1) final on-site observation in company with Client and the Contractor to determine if the completed Work of Contractor is acceptable in the Engineer's professional opinion, reasonable knowledge and belief and based only on information available at the time of final on-site observation and to the extent of the services provided by Engineer under this Agreement, so that Engineer may recommend, in writing, final payment to Contractor. We will notify the Contractor and the Client in writing of any particulars in which the final observation reveals that the Work is incomplete or defective.
- n. Limitation of Responsibilities:* Engineer shall not be responsible for the acts or omissions of any Contractor, or of any subcontractors, suppliers, or other individuals or entities performing or furnishing any portions of the Work, or any agents or employees of any of them. The Engineer shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents or any laws, codes, rules or regulations.

1.2 On-site Construction Observation:

C&S will provide visits to the Project site at intervals appropriate to the various stages of construction, as Engineer deems necessary, or as otherwise agreed to in writing by the Client and the Engineer, during construction, to observe the progress and quality of Contractor's executed Work. Such visits and observations by Engineer, and/or his representative, if any, are not intended to be an exhaustive check or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections or Special Inspections or tests of Contractor's Work in progress beyond the responsibilities specifically assigned to the Engineer in this Agreement and the Contract Documents, but rather our site visits will be limited to spot checking and similar methods of general observation of the Work based on Engineer's exercise of professional judgment. Based on information obtained during such visits and general observations, Engineer will determine, in general, if the Work is proceeding in accordance with the Contract Documents, and Engineer shall keep the Client informed of the progress of the Work. Continuous onsite observation by a Resident Project Representative at the Project site will not be included in our budget, unless requested by the Client and agreed to by the Engineer as Additional

Services in accordance with the terms of this Agreement and the Agreement amended accordingly. The purpose of Engineer's visits to, and representative's visits, if any, at the Project site will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. The Engineer and/or his representative will not supervise, direct or have control over Contractor's work during such visits or as a result of such observations of Contractor's Work, nor will we have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor's furnishing and performing the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Accordingly, we will neither guarantee the performance of any Contractor nor assume responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. We will record our observations in project observation reports and at the end of the project, we will assemble these reports and provide the Client with one (1) hard copy and one (1) electronic copy in Adobe Acrobat format.

- a. *Jobsite Safety:* Neither the professional activities of the Engineer, or the presence of the Engineer or its employees and sub-consultants at the construction site / Project site, shall impose any duty on the Engineer, nor relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor shall be solely responsible for jobsite safety, and warrants the intent shall be carried out in the Client's contract with the Contractor. The Client also agrees that the Contractor shall defend and indemnify the Client, the Engineer and the Engineer's sub-consultants and they shall be made additional insureds under the Contractor's policies of general liability insurance.
- b. *Inspections and Tests:* The Engineer will require special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
- c. *Defective Work:* The Engineer will recommend to Client that the Contractor's Work be rejected while it is in progress if, on the basis of Engineer's or his representative's observations, Engineer believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

- d. *Disagreements between Client and Contractor:* The Engineer will render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Client or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decision, Engineer shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amounts or hourly, not-to-be exceeded, amounts as scheduled below. Hourly, not-to-exceed amounts shall be determined in accordance with our Hourly Fee Schedule. No fee amount may be exceeded without prior written approval from the Client.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis Basis</u>
1	Engineering Design & Permitting	Lump Sum \$ <u>62,500</u>
2	Bidding	Lump Sum \$ <u>2,500</u>
3	Construction Administration	Lump Sum \$ <u>27,000</u>

Total Estimated Fee, Task 1-3 = \$92,000

Additional Services

Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with our Hourly Fee Schedule or as agreed to in writing by the Client and the Engineer. Additional Services include, but are not limited to, the following:

- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
- b. Services required as a result of Client providing incomplete or incorrect Project information to Engineer.
- c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
- d. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to construction management, cost estimating, project peer

- review, value engineering, and constructability review requested by Client; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- e. Preparing additional Bidding Documents or Contract Documents for alternate bids or prices requested by Client for the Work or a portion thereof.
 - f. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
 - g. Providing Construction Phase services beyond the construction Contract Times.
 - h. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
 - i. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
 - j. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Client so as to make compensation commensurate with the extent of the Additional Services rendered.
 - k. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the Construction Contract in evaluating and determining the acceptability of a substitution which is found to be inappropriate for the Project or an excessive number of substitutions.
 - l. Additional or extended services made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Hazardous Materials and/or Environmental Conditions (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials), (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
 - m. Reviewing Shop Drawings more than two (2) times as a result of repeated inadequate submissions by Contractor. In such an event, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
 - n. Archeological and Historical Preservation consulting;
 - o. Delineating wetlands or flood plain determinations.
 - p. U.S. Army Corps of Engineering Permitting;
 - q. Providing topographic surveys or construction surveys and/or staking to enable Contractor to perform its work and any type of property or boundary surveys or easements or related engineering or surveying services needed for the transfer of interests in real property; and providing other special field surveys not specifically detailed in the Basic Services.
 - r. Assistance with funding alternative including, but not limited to, loan/funding applications, grant writing, engineering reports, rates studies, etc. unless specifically included in the Basic Services;
 - s. Environmental Surveys including, but not limited to, wetlands, endangered species, cultural resources, historic preservation resources or special sub-consultants for permits; work related to obtaining a NONSI.
 - t. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services;
 - u. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.
 - v. All permit fees

August 20, 2018

Hourly Fee Schedule

The hourly fee schedule is reflected in the original proposal letter dated March 19, 2018.

Reimbursable Expenses/Sub-Consultants

There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fees on/or hourly; however, direct reimbursable expenses for Additional Services, if any, including, but not limited to, fees from sub-consultants.

If you have any questions or concerns regarding our proposed Scope of Work and/or proposed fee schedule, please contact me. I would welcome the opportunity to discuss this with you. If the Scope of Services is acceptable, please sign, date, and return one (1) copy to us for our files. Once approved, Carter & Sloope can begin work on this project immediately.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Smith", is written over a light blue horizontal line.

Matt Smith, P.E.

cc: File

Client Acceptance:

I hereby acknowledge review of this Scope of Services and authorize Carter & Sloope, Inc. to proceed with the work defined in this agreement.

Signature

Date

Title

TERMS AND CONDITIONS

The Client hereby accepts the following general terms and conditions ("Terms and Conditions") applicable to Carter & Sloope, Inc.'s performance of the services described in the attached Proposal (the "Services"):

1. **Method and Terms of Payment:** Invoices will be submitted by Carter & Sloope, Inc. ("Carter & Sloope", "C&S", or "Engineer") monthly in proportion to services performed and are due upon receipt. Any amounts not paid by the Client within thirty (30) days of the date of such invoices shall be considered past due and shall accrue interest at a rate of one-and-one-half percent (1.5%) per month or the maximum allowed by law, whichever is less, of the past due amount per month until such time as such amounts are paid in full. Payment thereafter shall first be applied to accrued interest and then the unpaid principal. If the Client fails to make payment to the Engineer in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and the Engineer shall have the right, upon seven (7) days written notice, to suspend performance of all or part of the Services in accordance with Paragraph 2 "Suspension" until 1.) all past due amounts are paid, and 2.) satisfactory assurance of prompt future payment is received by the Engineer. The above right is in addition to all other rights and remedies Engineer may have at law or in equity including termination of this Agreement by the Engineer for cause in accordance with Paragraph 3 "Termination" herein.
 - A. ***Collection Costs:*** If the Client fails to make payments when due and the Engineer incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Engineer. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Engineer staff costs at standard billing rates for the Engineer's time spent in efforts to collect. This obligation of the Client to pay the Engineer's collection costs shall survive the term of this Agreement or any earlier termination by either party.
 - B. ***Set-offs, Backcharges, Discounts:*** Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by the Engineer. Payment to the Engineer for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.
 - C. ***Disputed Invoices:*** If the Client objects to any portion of an invoice, the Client shall so notify the Engineer in writing within seven (7) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Engineer's favor and shall be calculated on the unpaid balance from the date of the invoice.
 - D. ***Legislative Action:*** If after the Effective Date of this Agreement, any governmental entity takes legislative action that imposes taxes, fees or charges on Engineer's services or compensation under this Agreement, then the Engineer may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Client shall reimburse Engineer for the cost of such invoiced new taxes, fees and charges in addition to the compensation agreed to herein.
2. **Suspension:** The Client may suspend all or part of the Project for up to ninety (90) days upon seven (7) days written notice to the Engineer. The Engineer may, after giving seven (7) days written notice to the Client, suspend services under this Agreement if Engineer's performance has been substantially delayed through no fault of the Engineer. In the event the Project is suspended for period(s) totaling more than ninety (90) days, Client agrees to pay reasonable costs incurred by the Engineer in: 1.) preserving and documenting services performed or in progress, and 2.) demobilizing and remobilizing services. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Suspended projects may change in many ways due to the passage of time, changes in the size or environment, regulatory modifications, or other issues outside of Engineer's control. Engineer is not and shall not be responsible for any such changes, except to the responsibility or otherwise becomes aware of such issues and the Engineer may rely on information received from the Client or others regarding such issues. Upon payment in full by the Client, the Engineer shall resume services under this Agreement; however, a reassessment of the project scope, fee, and project schedule may be performed by the Engineer as an Additional Service. Upon the conclusion of the project reassessment, the time schedule and Engineer's compensation shall be equitably adjusted to compensate for the period of suspension plus any reasonable time and expense necessary for the Engineer to resume performance.

3. **Termination:** In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay the Engineer for the services rendered and fees provided in the invoice and all reimbursable expenses incurred by the Engineer, its agents and subcontractors up to the termination date in accordance with the payment provisions of this Agreement. In the event of any termination that is not the fault of the Engineer, the Client shall pay the Engineer, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Engineer in connection with the orderly termination of this Agreement, including but not limited to demobilization, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, to assemble Project Materials in orderly files, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

The obligation to provide further services under this Agreement may be terminated as follows:

- A. *For Cause:* Either party may terminate the Agreement for cause upon giving the other party not less than thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party.
1. Assignment of this Agreement or transfer of the Project by either party to any other entity without prior written consent of the other party; or
 2. If, through any cause, the Engineer shall fail to fulfill in timely and proper manner any material obligations under this Agreement, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Agreement, the Client shall thereupon give written notice to the Engineer of such failure, violation or breach. If Engineer has not or cannot remedy such failure, violation or breach within thirty (30) days of the giving of such notice by the Client, the Client shall thereupon have the right to terminate this Agreement by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Engineer under this Agreement shall, at the option of the Client subject to the requirements in Paragraph 11 herein, become its property and the Engineer shall be paid within fifteen (15) calendar days of termination for all services rendered and all reimbursable expenses incurred by the Engineer up to date of termination. Engineer shall have no liability to Client on account of such termination.
 3. Suspension of the Project or the Engineer's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate; or
 4. If Client demands that Engineer furnish or perform services contrary to Engineer's responsibilities as licensed professional; or
 5. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustment necessitated by such changes.
- B. *For Convenience:* Either party shall have the right to terminate this Agreement at any time for convenience and without cause upon thirty (30) days written notice.
4. **Changes:** The Engineer's commitment as set forth in this Agreement is based on the expectation that all of the services described in this Agreement will be provided. The Client may, from time to time, request changes in the scope of the services of the Engineer to be performed hereunder. In the event the Client elects to reduce the Engineer's Scope of Services, the Client hereby agrees to release, hold harmless, defend and indemnify the Engineer from any and all claims, damages, losses or costs associated with or arising out of such reduction in services. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Client and the Engineer, shall be incorporated in written amendments to this Contract.
5. **Personnel:** The Engineer represents that he has, or will secure at his own expense, the personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Client. All of the services required hereunder will be performed by the Engineer or his sub-consultants under his supervision and personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local Law to perform such services.
6. **Reports and Information:** The Engineer, at such times and in such forms as the Client may require, shall furnish the Client such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

7. Certifications. As used herein and throughout this Agreement, the words "certify" and/or "certification" shall mean an expression of the Engineering Consultant's professional opinion to the best of its information, knowledge and belief, and therefore does not constitute a warranty or guarantee by the Engineer.
8. Records and Audits. The Engineer shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement. These records will be made available for audit purposes to the Client or any authorized representative, and will be retained for three years after, the expiration of this Contract unless permission to destroy them is granted by the Client.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Engineer under this Agreement are confidential and the Engineer agrees that they shall not be made available to any individual or organization without the prior written approval of the Client unless required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration.
10. Standard of Care, Disclaimer of Warranties. Engineer will strive to perform Services under this Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. NO OTHER REPRESENTATION AND NO WARRANTY OR GUARANTEE, EITHER EXPRESS OR IMPLIED, IS INCLUDED OR INTENDED BY THIS AGREEMENT.
11. Ownership of Documents & Copyright. All documents, including electronic files, prepared or furnished by Engineer are instruments of service, and Engineer retains all common law, statutory and other reserved rights, ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. The Client may make and retain copies of them for information and reference in connection with the use of the Project; however, such copies are not intended or represented to be suitable for reuse by others, and may not be used by others unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation, or arbitration. The Client agrees not to distribute, publish or otherwise disseminate Engineer's documents without first obtaining Engineer's prior written consent. The Client may request and negotiate with the Engineer to acquire ownership of the documents for a mutually agreed amount. If Client acquires ownership of Documents prepared by Engineer, Client agrees: 1.) that any subsequent reuse or modification of them by Client or any party obtaining them through Client will be at Client's sole risk and without liability to engineer, and 2.) Client will defend, indemnify and hold harmless Engineer from and against any claims, damages, and liabilities arising from or related to any use, reuse or modification of Documents by Client or any party obtaining them through Client. Client agrees that Engineer may retain copies of all documents for its files. Electronic communications and CADD data transferred by Email, websites or computer disks (collectively "E-Data") are provided only as an accommodation by Engineer for the benefit of Client. Signed paper prints of documents constitute the contract deliverables. Client assumes the risk that E-Data may differ from the paper deliverable. Client agrees to indemnify and hold harmless Engineer from and against Client, damages, and liabilities for defects or inappropriate use of E-Data created or transmitted by Engineer.
12. Third-Party Beneficiaries and Reliance Upon Documents. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or the Engineer. Engineer's performance of the Services, as set forth in this Agreement, is intended solely and exclusively for the Client's benefit and use. No party may claim under this Agreement as a third-party beneficiary, unless otherwise required by law, court order, or for use in connection with legal or administrative proceedings, mediation or arbitration. Client agrees not to distribute, publish or otherwise disseminate Engineer's Documents, without first obtaining Engineer's prior written consent. No third-party may rely upon Engineer's documents or the performance or non-performance of services unless Engineer has agreed to such reliance in advance and in writing. The Client and Engineer agree to require a similar provision in all contracts with contractors, subcontractors, sub consultants, vendors and other entities involved in this Project to carry out the intent of this provision.
13. Compliance with Local Laws. The Engineer shall exercise usual and customary professional care in its effort to comply with applicable laws, codes and regulations as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Engineer to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
14. Public Responsibility. Both the Client and the Engineer owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations and ordinances, principally to protect the public health and safety. The Client shall make no request of the Engineer that, in the Engineer's reasonable opinion, would be contrary to the Engineer's professional responsibilities to protect the public. The Client shall take all actions and render all reports required of the Client in a timely manner. Should the Client fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the Client agrees that the Engineer has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The Client agrees to

take no action against or attempt to hold the Engineer liable in any way for carrying out what the Engineer reasonably believes to be its public responsibility. Furthermore, the Client agrees the Engineer shall not be held liable in any respect for reporting said conditions. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and sub-consultants (collectively, Engineer) against all damages, liabilities or costs arising out of or in any way connected with the Engineer's notifying or failing to notify appropriate public officials.

15. Accessibility. It is recognized that the Client has certain obligations under local, state and Federal accessibility laws and regulations that could affect the design of the Project. It is further recognized that Federal accessibility laws and regulations are not part of, or necessarily compatible with, State or local laws, codes and regulations governing construction. Consequently, the Engineer will be unable to make recommendations or professional determinations that will ensure compliance with the Federal accessibility laws and regulations, and the Engineer shall, accordingly, not have any liability to the Client in connection with the same. The Engineer strongly advises the Client to obtain appropriate legal and financial counsel with respect to compliance with the appropriate disability access laws. The Engineer will endeavor to design for accessibility by persons with disabilities in conformance with the provisions and references in applicable State or local building codes and the technical design requirements of the Americans with Disabilities Act (ADA) and/or the Fair Housing Act (FHA) in effect as of the date of completion of the design to the extent those statutes apply to the Project. The Client will determine the full extent of its obligations under the ADA and Fair Housing Act Amendments (FHAA), including whether the ADA and/or the FHAA apply to the Project, the extent that modifications are readily achievable under the ADA, and the extent that modifications to improve disability access are necessary during an alteration and provide the Engineer with such information. The Client acknowledges that it has been advised by the Engineer to retain a consultant (Accessibility Consultant) to review the project plans, specifications, and construction for compliance with the Americans with Disability Act, the Fair Housing Act, and other Federal, state, and local accessibility laws, rules, codes, ordinances, and regulations (hereinafter referred to as "Accessibility Issues"). If Client fails to retain an Accessibility Consultant, the Client agrees to release defend, indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) from any claim, damages, liabilities or costs arising out of or in any way connected with Accessibility Issues.
16. Specification of Materials. The Client understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Engineer is only expected to meet current industry standards and may rely on manufacturers' information and representations. The Client agrees that if any product or material specified for this Project by the Engineer shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Engineer. The Client further agrees that if the Client directs the Engineer to specify any product or material after the Engineer has informed the Client that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Client waives all claims as a result thereof against the Engineer, and the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, become known or suspected health or safety hazards
17. Opinions or Estimates of Costs. If included in the Services, the Engineer will provide preliminary opinions of probable costs of materials, installation, remediation or construction and/or total project costs based on the Engineer's experience on similar projects, which are not intended for Client's or others' use in developing firm budgets or financial models, or making investment decisions. Client agrees that any opinion of cost is still merely an estimate.
18. Limit of Liability. The inclusion of this Limitation of Liability provision is a material consideration for the Engineer's willingness to perform the services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that, to the fullest extent permitted by law, Client and Engineer: 1.) waive against each other, and the other's employees, owners, partners, officers, directors, shareholders, agents, insurers, and sub-consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs arising out of, resulting from, or in any way related to the Project; and 2.) **agree that Engineer's total aggregate liability to Client under this Agreement shall be limited to the total amount of compensation received by Engineer on this Project or \$50,000, whichever is greater.** This limitation shall apply to any and all liability regardless of the cause of action or legal theory placed or asserted unless otherwise prohibited by law. Upon Client's request, Engineer may negotiate an increase to this limitation in exchange for an additional agreed consideration for the increased limit. Client and Engineer agree to limit liability to the other in the following respects to the fullest extent permitted by law: Neither party will have liability to the other for any specials, indirect or consequential, incidental, exemplary, or penal losses or damages including, but not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, unavailability of the other party's property or facility, shutdowns or

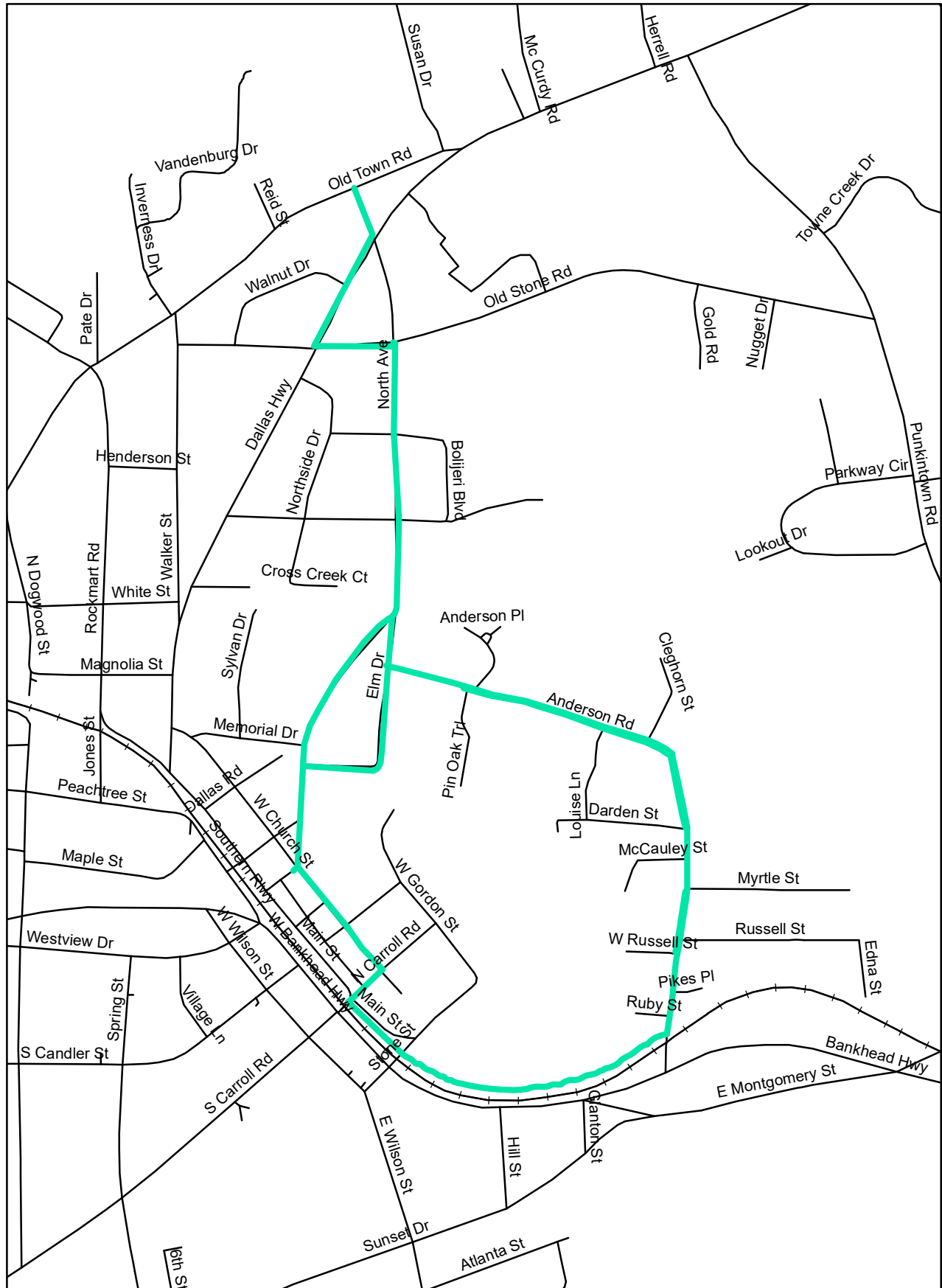
service interruptions, and any other consequential damages or claims related to the Project that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Engineer shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.

19. **Insurance.** Throughout the term of this Agreement, Engineer shall maintain insurance in amounts not less than shown:
- | | |
|---------------------------|--|
| a) Worker's Compensation | Statutory amount where services are performed |
| b) Automobile | \$1,000,000 combined single limit |
| c) General Liability | \$1,000,000 per occurrence / \$2,000,000 General Aggregate |
| d) Professional Liability | \$1,000,000 per claim and aggregate |
| e) Excess Umbrella | \$5,000,000 on "b" & "c" |

Client agrees to require all third parties engaged by or through Client in connection with the Project to provide Engineer with current Certificates of Insurance Endorsed to include Engineer as an additional insured on their "b", "c" and "e" policies of insurance and authorizes Engineer to enforce this provision directly with all Project related third parties.

20. **Indemnification.**
- A. Indemnification of Client: Subject to the provisions and limitations of this Agreement, Engineer agrees to indemnify and hold harmless Client, its shareholders, officers, directors and employees from and against any and all liabilities, damages, expenses (including without limitation reasonable attorney's fees) or other losses (collectively "Losses") to the extent caused by Engineer's negligent performance of its Services under this Agreement.
- B. Indemnification of Engineer: To the extent allowed to a municipality by Georgia law and subject to the provisions and limitations of this Agreement, Client agrees to defend, indemnify and hold harmless Engineer from and against any and all claims by third parties related to services provided by Engineer under this Agreement, and against any and all Losses to the extent caused by the negligence of Client, its employees, agents and contractors. In addition, except to the extent caused by Engineer's sole negligence, Client expressly agrees to defend, indemnify and hold harmless Engineer from and against any and all Losses arising from or related to the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, or the exposure of any person to Hazardous Materials, or the degradation of the environment due to the presence, discharge, disposal, release of or exposure to Hazardous Material.
21. **Dispute Resolution.** Claims, disputes, and other matters in controversy between Engineer and Client caused by or any way related to this Agreement will be submitted to non-binding mediation as a condition precedent to litigation. The Client and the Engineer further agree to include a similar mediation performed with rules as established by The American Arbitration Association provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements. The cost for mediation including the mediator's fees, reproduction of documents, and miscellaneous out-of-pocket expenses will be borne equally by each party to this Agreement. The laws of the State of Georgia will govern the validity of these terms, their interpretation and performance. Client and Engineer agree that venue for any litigation will be in the courts of the State of Georgia and Engineer and Client both hereby waive any right to initiate any action in or remove any action to, any other jurisdiction.
22. **Severability.** This agreement reflects the entire agreement of the parties with respect to its terms and supersedes all prior agreements, whether written or oral. If any portion of this Agreement is void or voidable, such portion will be deemed stricken and the Agreement reformed to as closely approximate the stricken portions as the law allows.

Northeast Downtown Project





Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Work Authorization for Integrated Science & Engineering to perform Infiltration and Inflow Abatement of the sanitary sewer collection system.

AGENDA DATE: August 30, 2018

DATE PREPARED: August 23, 2018

PREPARED BY: Pete Zorbanos, Public Works Director

AMOUNT: \$56,940.00

GL ACCOUNT #: 505-4440-521200

PURPOSE: To engage an engineer to perform the following tasks for Infiltration and Inflow Abatement of the sanitary sewer system:

1. Funding Coordination
2. System Identification
3. Initial Investigation- A
Flow Monitoring – B
Smoke Testing (as required) – C
Cleaning and Televising (as required) - D
4. Present Alternatives
5. Project Manual & Construction Drawings
6. Bid Phase Services
7. Construction Phase Services

BACKGROUND: The sanitary sewer collection system has not been inspected since the late 1990's. Age related deterioration of the sewer pipes, joints and connections allow infiltration from groundwater to enter the system. Also, direct connections to the sewer system in the form of storm drains, gutters, downspouts, and manhole covers, etc., contribute flow as inflow to the system. Problems are created when excessive I&I occurs by potentially contributing to sanitary sewer overflows and increased treatment costs and violations of state regulations. It can also reduce the effective capacity of a wastewater treatment facility. Currently, during heavy rain events, the I&I exceeds twice the permitted flow at the West Plant and three times the permitted flow at the North Plant.

STAFF RECOMMENDATION: Staff recommends the we engage Integrated Science & Engineering to assist the City in providing engineering services for the abatement of Inflow & Infiltration of the sanitary sewer collection system.

IMPACT: The abatement program will identify areas needed for repair and replacement and provide alternatives to minimize I&I. This may provide potential savings by reducing treatment costs and regaining capacity in the wastewater treatment facilities while maintaining compliance.

MOTION: I move that we engage Integrated Science & Engineering for engineering services for the purpose of Infiltration and Inflow Abatement in the amount of \$56,940.00.



To: Tom Barber
Company: City of Villa Rica
Address: 571 W. Bankhead Highway
Villa Rica, GA 30180

Date: August 23, 2018
From: Kim Keefer
Copy to: Cary Dial
Dan Davis

Project: Infiltration & Inflow Abatement

Background Information:

Inflow is stormwater that enters the sanitary sewer systems at points of direct connection between the stormwater and sanitary sewer systems. Various sources contribute to the inflow, including footing/foundation drains, roof drains or leaders, downspouts, storm drain systems, and manhole covers.

Infiltration is groundwater that enters sanitary sewer systems through cracks and/or leaks in the sanitary sewer pipes. Cracks or leaks in sanitary sewer pipes or manholes may be caused by age related deterioration, loose joints, poor design, installation or maintenance errors, and damage or root infiltration. Groundwater can enter these cracks or leaks wherever sanitary sewer systems lie beneath water tables or the soil above the sewer systems becomes saturated. Often sewer pipes are installed beneath creeks or streams because they are the lowest point in the area.

Together, inflow and infiltration are commonly termed I&I. Excessive I&I causes two main problems: 1) sanitary sewer overflows due to excessive flow, and 2) costs associated with treating stormwater in the sanitary sewer system. Overflows pose an environmental hazard and require EPD and public notice of the violations. EPD fines, along with long-term monitoring, can result in substantial costs. Additional treatment costs associated with treating stormwater can also be substantial.

Addressing I&I flows is typically accomplished with a methodical approach. First, an overall examination of the collection system in terms of drainage basin size, age of pipes, proximity to floodplains, etc. is done to narrow down the study area. A desktop analysis using pump station runs times is also beneficial in focusing additional efforts to the appropriate locations. Next, a physical examination of the areas in question is conducted to note any obvious defects. Then, flow meters are installed to record flows over a study event that includes seasonal high groundwater levels and significant rainfall events. Based on results of flow monitoring, the project team can either dismiss certain areas and/or conduct a more extensive evaluation of other areas. These evaluations can include smoke testing and/or cleaning and televising. During this analysis, the most important aspect is to not “chase” I&I. Often times, systems will resolve system-side defects and deficiencies, only to have the I&I migrate up the customer-side lateral and continue to enter the system, which continues the problems associated with I&I.



Scope of Work:

Task 1: Funding Coordination

The City has initiated a funding application with the Georgia Environmental Finance Authority (GEFA). As such, ISE will assist in shepherding the application to its successful conclusion. In addition, ISE will identify other potential funding and finance programs to help offset the proposed capital improvement costs. We will confer with the City on the potential success of each source and assist the City in pursuing potential monies.

ISE will also provide overall project management for the work including coordination and correspondence with City staff and subconsultants required to complete the project.

Task 2: System Identification

All sewer lines, sizes, depths, inverts, manholes, pumping stations and force mains will be identified and verified on the City GIS mapping system.

ISE will meet with City staff to conduct a field verification of the existing data included on the GIS mapping system. ISE will identify whether City-provided record drawings represent the actual, installed system or whether an area requires additional investigation. ISE will use a randomized confirmation approach, whereas three of every fifteen manholes are opened and field verified in areas with suspect record drawing data. For areas lacking all data, all manholes will be opened, measured, assessed and incorporated into the City's GIS system. This is assuming manholes currently lacking data are field accessible.

Task 3: System Evaluation

Task 3A: Initial Investigation

ISE will meet with City staff to conduct a background investigation and a field survey of the area. The background investigation will attempt to locate and record information relating to a variety of issues including but not limited to observed overflows, measured or observed surcharges, reported bypasses, customer backup complaints, and chronic maintenance activities. The field survey will include: walking individual trunk lines along with significant branches; field inspection of manholes; runtime review of pump stations compared to rainfall; obtaining flow data compared to rainfall; and obtaining billing data. Finally, ISE will assess meters for accuracy.

Task 3B: Flow Monitoring

Based on the results of Task 2 and 3A, ISE will direct placement of flow monitors at select locations. At this time, we feel seven setups in the West Plant basin and three setups in the North Plant basin will allow us to gain sufficient insight to I&I impact on flows throughout the City. ISE can assist with renting and setting up these flow meters, or direct setups of existing City flow monitors.

Note: A run of flow data must contain a significant rain event and seasonal changes in groundwater. An obvious spike in flow related to high groundwater or rainfall is a sure indication of I&I problems. Because of



these requirements, this study may extend for up to a year. At conclusion of this Task, ISE will prepare a ranking based on gpd/inch-mile of pipe to be used during the evaluation stage of the project.

Task 3C: Smoke Testing (as required)

ISE will use data collected from Task 2, 3A and 3B to direct smoke testing efforts. Smoke testing works well to identify obvious stormwater cross connections with the sanitary sewer system. With smoke testing, select locations will be identified and priced on a per day setup. Depending on conditions, the City can expect to smoke test 4,800 LF of pipe per day. At conclusion of this Task, ISE will provide City staff all verified cross connection locations per setup. These results will be used in the evaluation stage of this project. Accomplishing this Task will require the use of an outside subconsultant.

Task 3D: Cleaning and Televising (as required)

ISE will use data collected from Tasks 2, 3A, 3B, and 3C to coordinate cleaning and televising any sections of sewer lines suspected of high I&I rates and will review any previously televised lines. Using this data allows the City to narrow down pipe segments for evaluation. While more expensive than methods outlined in Task 3C, visual observation of pipe interior and manholes provides the surest indication of I&I problems. At conclusion of this Task, ISE will provide the City with all video and a corresponding report for each televised section authorized. Accomplishing this Task will require the use of an outside subconsultant. As with smoke testing, price provided is on a per day setup. Again, depending on conditions, the City can expect to clean and televise 1,600 LF of pipe per day.

Task 4: Present Alternatives

At the conclusion of Tasks 1 through 3, ISE will prepare a technical memorandum indicating our findings, make construction improvement recommendations, and provide estimates of probable cost. The physical findings based on inspections, flow monitoring, smoke testing, and televising of pipelines and manholes will be presented using field reports, photographs, videos and National Association of Sewer Service Companies (NASSCO) standards. These standards are recognized nationally and will include a grading system with associated photographs and videos. Quantitative findings will include I&I flow amounts for affected line segments in units of gpd/inch-mile.

Based on the physical and quantitative findings, recommendations will be presented for line segments to be repaired. The recommendations will be based on which repairs provide the most cost benefit to the City (i.e. lowest cost to reduce greatest amount of I&I flow). The types of repairs will also be provided which could include new pipe via open cut, pipe bursting within existing pipe, horizontal directional drilling (HDD), or cured in place pipe (CIPP). Each project will receive a ranking in five key areas:

- Risk Management/Public Safety and Health
- Environmental Health/Regulatory Compliance
- Operational and Maintenance Efficiencies
- Capacity Obligations
- Customer Service/Level of Service



For each of these criteria, levels from one through six will be established for each project. Definitions for the rankings associated with the collection system largely follow the NASSCO rating system. The major criteria will also be “weighted.” The weighting prioritizes the major criteria in order of importance. Risk Management/Public Safety and Health would receive the highest weight (the highest importance when operating the system), while Level of Service would receive a lower weight.

Using the evaluation criteria above, all projects identified will be scored. Cost estimates for each potential project will be calculated. For the City’s convenience, each of the projects identified will have an individual project sheet. These project sheets include:

- Project Name
- Vicinity Map
- Detail Map
- Scoring
- Estimated Project Cost
- Year Project First Scored (and updated score date as applicable)

Task 5: Project Manual & Construction Drawings

ISE will prepare a complete set of bidding documents that include Contract Documents, Technical Specifications, and Construction Drawings that meet federal, state and City standards. The Contract Documents will be prepared using the Engineering Joint Contract Documents Committee (EJCDC), current edition. The technical specifications will use the CSI format that include Divisions 1 through 44, as needed. Construction drawings will be prepared according to standard engineering practice with sufficient detail for constructability minimizing any change orders.

ISE will also prepare a preliminary opinion of construction cost for the City’s use. This cost will first be completed as part of the 60% submittal to the City. Following this submittal, ISE will meet with appropriate City staff to review the plans, identify potential savings, and address the City’s concerns and comments. ISE will incorporate the comments into a 90% set of plans and specification, complete with a set of the City’s comments and how each comment was addressed in tabular form. This revision will also result in a second, revised opinion of probable cost. ISE will provide the 90% set to the EPD and City for review and approval. This provides a concurrent review by the City and the regulatory agency. Based on final incorporation of all comments from City and EPD officials, ISE will provide a 100% set for bidding.

Task 6: Bid Phase Assistance

ISE knows that the strength of a good design is largely backed by the implementation of a good contractor. ISE recommends a mandatory pre-bid conference for all contractors interested in bidding on the project. We will assist in reviewing all contractor RFI’s on possible design and constructability issues during the bid phase.



The City may want to consider pre-purchasing major equipment. Although this process requires a separate set of technical specifications and front-end documents to ensure the City's best interest remain intact (such as requiring an extended warranty and providing specific storage requirements for equipment), it can lead to savings due to tax requirements. This option can be explored at the City's request.

ISE can either provide management of entire bidding process, work in conjunction with City departments, or work in a support role of City departments for the bidding process. These would include, but not limited to, EPD plan review, advertising, Project Manual and Drawing distribution, maintaining accurate information on all proposed bidders, RFI responses, issuance of any addenda, attending bid opening, preparation of conformed project manual and construction drawings, and coordination with any lending agencies used for construction cost assistance.

We will be present at the bid opening to assist the City in ascertaining the lowest responsive, responsible bidder and provide a letter of recommendation to Mayor and Council. If necessary, we will be present at the City Council meeting where the bid is awarded to answer any questions should they arise.

Task 7: Construction Phase Assistance

This Task includes not only the day-to-day observation of the project construction if desired, but also construction administration. Because the City may have GEFA funding, it is important to obtain and maintain detailed payroll records, and other GEFA-mandated items. This task includes a set of as-built project manual and construction drawings, an ISE-prepared operation and maintenance manual, and all manufacture operation and maintenance manuals.

Task 8: GIS / Sewer Model (if requested)

ISE will provide a complete accurate GIS base map and fully functioning hydraulic model. The GIS map will be prepared using "ArcMap" version 10.5 and the model will be prepared using "SewerGEMS" update 1.10.01.00.70. It is our intent to transfer the ArcMap file to City staff for future use. The City currently operates the ArcMap software. ISE can be available for periodic updates as required. Similarly, ISE can transfer the SewerGEMS model to City staff. However, use will require the City to purchase the SewerGEMS software.

Schedule:

Task 1: Throughout the project as needed

Task 2: Office component – four weeks from receipt of data from City
Field component – six weeks following completion of office component

Task 3: Task 3A – Completed within two months from Notice to Proceed
Task 3B – Dependent on receipt of flow calculations (not to exceed one year)
Task 3C – As required (not to exceed one year)
Task 3D – As required (not to exceed one year)

Task 4: Upon completion of Tasks 1 through 3, a Technical Memorandum will be completed within one month (for the City's convenience, there may be several, phased Technical Memorandums.)

Task 5: Up to 90 days from initial identification and Notice to Proceed with Design Document preparation from the City

Task 6: Up to 60 days (30 days for advertisement and 30 days for review, recommendation and award)

Task 7: Dependent on construction schedule

Task 8: Only if requested upon completion of Tasks 1 through 4

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Funding Coordination	\$7,020	lump sum
2	System Identification	\$11,040	lump sum
3A	Initial Investigation	\$4,880	lump sum
3B	Flow Monitoring	\$20,400	lump sum
3C	Smoke Testing (as required)	\$2,720	each (4,800 LF)
3D	Cleaning and Televising (as required)	\$5,480	each (1,600 LF)
4	Present Alternatives	\$5,400	lump sum
SUBTOTAL		\$56,940	
5	Project Manual & Construction Drawings	6%-7%	of construction costs
6	Bid Phase Assistance	2%-3%	of construction costs
7	Construction Phase Assistance	3%-5%	of construction costs
8	GIS / Sewer Model (if requested)	TBD	lump sum
TOTAL		TBD	

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with the Client prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein. ISE will invoice the Client on a monthly basis in accordance with the attached Terms and Conditions and Unit Rate Schedule.



If this Work Authorization adequately defines the scope of work desired and is acceptable, please execute in the space provided below and return a copy to ISE as our agreement and authorization to proceed. If you have any questions regarding this Work Authorization, please do not hesitate to call. We look forward to working with you and your staff on this project.

Authorization:

Authorized by: _____

Title: _____

Print Name: _____

Date: _____

Terms and Conditions Included

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Owner, and without liability whatsoever to the Owner, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE. In the event any portion or all of an account remains unpaid 90 days after billing, the Owner shall pay all costs of collection, including attorney's fees.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Owner.

Indemnification: The Owner shall indemnify and hold harmless ISE and all of its personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the Owner, anyone directly employed by the Owner (except ISE), or anyone for whose acts any of them may be liable.

ISE shall indemnify and hold harmless Owner and all of Owner's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Risk Allocation: In recognition of the relative risks, rewards and benefits of the project to both the Owner and ISE, the risks have been allocated such that ISE and the Owner agree that, to the fullest extent permitted by the law, each parties' total aggregate liability to the one another and their respective contractors, subcontractors, consultants and other parties with legal standing to file claims resulting from any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$50,000 or the total fee for services contemplated under this Agreement, whichever is less. Such causes include, but are not limited to, ISE's or Owner's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by written notice by either the Client or ISE, Inc. should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: Owner may make and retain copies of Documents for information and reference in connection with use on the Project. Engineer grants Owner a license to use the Documents on the Project, extensions of the Project, and other projects of Owner and to extend the license to Owner, subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner, or others on extensions of the Project or on any other project without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents by Owner, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its Subconsultants; (3) Owner shall indemnify and hold harmless Engineer and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification by Owner without written verification, completion, or adaptation by Engineer.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The Client acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Client also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Client encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Client agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Client recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Client understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Client is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Client and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.



INTEGRATED
Science &
Engineering

Atlanta / Savannah / Mobile

Work Authorization

1039 Sullivan Road, Suite 200, Newnan, GA 30265
(p) 678.552.2106 (f) 678.552.2107

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.



UNIT RATES – 2018 BILLING RATES
Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 210.00
Principal	\$ 195.00
Sr. Engineering Manager	\$ 170.00
Project Engineer I	\$ 120.00
Project Engineer II	\$ 135.00
Project Engineer III	\$ 145.00
Designer I	\$ 85.00
Designer II	\$ 110.00
GIS Professional I	\$ 85.00
GIS Professional II	\$ 95.00
GIS Professional III	\$ 115.00
Sr. Planner	\$ 95.00
Sr. Surveying Manager	\$ 135.00
Survey Chief (1-person)	\$ 120.00
Survey Crew (2-person)	\$ 140.00
Engineer / Survey Technician I	\$ 75.00
Engineer / Survey Technician II	\$ 90.00
Engineer / Survey Technician III	\$ 115.00
Intern	\$ 40.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Solid Waste Department's Grapple Truck
AGENDA DATE:

DATE PREPARED: 8/23/18
PREPARED BY: Nic Griffin

AMOUNT: \$12,142.33
GL ACCOUNT #: 540-4500-522230

PURPOSE: To repair the lower gear train in the boom assembly of the grapple truck.

BACKGROUND: This piece of equipment is heavily used every day by the Solid Waste Department. It assists the department by its ability to pick up heavy and cumbersome curbside loads. While being operated, the entire boom rotation function broke and became inoperative.

STAFF RECOMMENDATION: Staff recommends that we make an emergency purchase to repair this unit.

IMPACT: This piece of equipment will allow the Solid Waste department to resume normal operation of the trash pick up routes.

MOTION: I motion that we authorize the city to repair the grapple truck in the amount of \$12142.33

Ship To: NO SHIP

Invoice To: CITY OF VILLA RICA
571 W. BANKHEAD HWY
VILLA RICA GA 30180

Branch ATLANTA		
Date 08/20/18	Time 14:12:56 (O)	Page 01
Account No VILLA003	Phone No 7704597000	Inv No G01540
Ship Via		Purchase Order
		Salesperson KFO

SERVICE PRELIMINARY

STK#/FLEET#	HRS	PIN/EIN	WARRANTY DATE	HRS
000729		X 0408-2300		
Grapple	152982			
GRAPPLE				

SEGMENT# 1 S JGOME NA	08/13/18 08/13/18	20.00 HRS
diag. for hydraulics		

COMPLAINT:

no hydraulics

CAUSE:

all gear train in lower gear box is busted. took lower motor out with it too.

CORRECTION:

had to remove hydraulic motor and found gears busted so then had to remove hydraulic valve and lever assembly and install new motor and gear box also had to replace 4 hydraulic lines that were damaged

ADDITIONAL DESCRIPTION:

no hydraulics

FRT-I

GH781-6R500

HC01005-110

OT02007

1AA6FJ6

FREIGHT INBOUND	1
3/8" HOSE	15
GEARBOX	1 N
ORING	1
3/8 STR FITTING	9

PARTS	7139.93
LABOR	2480.00
SEGMENT TOTAL==>	9619.93

11000000

SEGMENT# 2 S JGOME NA	08/13/18 08/13/18	2.00 HRS
hydraulic service.		

CAUSE:

serviced unit due to contamination from gear box coming apart

CORRECTION:

CONTINUED ON PAGE 02

**NOTICE: Please See Important
Information On Reverse Side**
Thank You For Your Business!

Ship To: NO SHIP

Invoice To: CITY OF VILLA RICA
571 W. BANKHEAD HWY
VILLA RICA GA 30180

Branch ATLANTA		
Date 08/20/18	Time 14:12:56 (O)	Page 02
Account No VILLA003	Phone No 7704597000	Inv No G01540
Ship Via		Purchase Order
		Salesperson KFO

SERVICE PRELIMINARY

STK#/FLEET#	HRS	PIN/EIN	WARRANTY DATE	HRS	
000729		X 0408-2300			
Grapple					
GRAPPLE	152982				
removed and replaced filter and hydraulic oil					
<u>ADDITIONAL DESCRIPTION:</u>					
unit needs complete hydraulic service.					
AW 68		OIL	30		
BT287-10		HYD. FILTER	1		
OT02003		FILTER	1		
		PARTS		962.50	
		LABOR		248.00	
11000000		SEGMENT TOTAL==>		1210.50	
SEGMENT# 3 5 BCASH NA	08/13/18	08/13/18			
Replace Slide					
<u>COMPLAINT:</u>					
R&R left side slide, No charge on the labor					
123123		RECOIL SLIDE LT	1	236.90	236.90
		PARTS		236.90	
11000000		SEGMENT TOTAL==>		236.90	
***** WORK ORDER TOTALS *****					
		PARTS		8339.33	
		LABOR		2728.00	
		SHOP SUPPLIES		1075.00	
		ON ACCOUNT		12142.33	

**NOTICE: Please See Important
Information On Reverse Side**
Thank You For Your Business!



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Pine Mountain Gold Museum repairs
AGENDA DATE:

DATE PREPARED: 8/23/18
PREPARED BY: Nic Griffin

AMOUNT: \$17,025.00
GL ACCOUNT #: Product Development

PURPOSE: To have necessary and safety-oriented repairs completed at the Gold Mine Museum.

BACKGROUND: Pine Mountain Gold Museum has needed repairs that should be addressed promptly. These include service entry and electrical sub-feeds that need to be brought up to code. Certain places need new conduit and receptacles. The interior of the museum has interior drywall damage and painting needs. The flooring in the Museum theatre and office needs to be replaced due to flood damage, which is also causing a trip hazard.

STAFF RECOMMENDATION: Staff has obtained three quotes for the three different projects. These are attached. Staff recommends that the city hires C & C construction to complete all needed repairs. Their bid of \$17,025.00 is inclusively the most cost effective.

IMPACT: These repairs will bring the Gold Museum up to code electrically, make the theatre and office flooring safe and aesthetically pleasing, and give the museum interior a new finish.

MOTION: I motion that we authorize the hire of C&C Construction to repair all the electrical, flooring, and interior needs for the amount of \$17,025.00



CITY OF VILLA RICA

City Council Packet

SUBJECT Council Chambers Audio/Video Upgrade

CITY COUNCIL AGENDA DATE: 8/30/2018

DATE: 8/23/2018

PREPARED BY: Jim Chambers

AMOUNT: \$37,787.64

G/L ACCOUNT: 320-1535-542500 (Carroll Co. SPLOST 2008)

PURPOSE: To upgrade the council chambers/courtroom Audio/Video system that has not been upgraded since it was installed in 2005.

BACKGROUND: Our current AV system has not been upgraded since 2005. Its primary source of video is VGA which is no longer used as a primary display. This solution will also remove the projectors and screens to replace them with 85" UHD displays.

STAFF RECOMMENDATION: I recommend we go with CEI who has been supporting our current system since 2005 and has intimate knowledge of our current setup and needs. They have always responded within 24 hours of being called for an issue. Also, this solution allows each council member to view the displayed data on their mobile device (ipad, surface, etc.)

Cost Quotes:

- CEI - \$37,787.64,
- DBIntegrations - \$42,081.89
- Distex - \$55,273.95
- TiG - \$27,533.47

IMPACT: With an up to date solution this should minimize our issues during council and court sessions related to audio video issues.

MOTION: I make the motion to upgrade our AV system with CEI for the total not to exceed \$37,787.64.



Communications & Entertainment, Inc.

System Design #: 9777R2

****A/V Upgrade Solution****

Prepared Exclusively for

City of Villa Rica

08/21/2018

Presented By: Michael Held

Dear Jim Chambers:

We thank you for the opportunity to provide a solution to your audio and video needs. This proposal is based on our understanding of your defined requirements and our technical knowledge of the wide array of commercial products available. It is always our intention to design the best solution for your environment, one that provides a reliable system featuring years of use and enjoyment.

Please review this proposal to ensure that it meets your needs and budget. We welcome the opportunity to explain our system solution and have the flexibility to modify this design if needed. We want your experience with CEI to be an informed process that establishes trust, developing a relationship that will continue into the future.

Service after the sale is something that CEI believes is paramount to earning your trust. We stand behind our work and product selection with our standard CEI warranty. Additionally, our national network allows us to provide service to virtually anywhere in the U.S.A.

We look forward to the opportunity to build your system!

Michael Held

System Solutions Designer

WHY CEI?

QUALIFICATIONS:

Our staff consists of system solutions consultants, engineers, project managers and installation technicians. The CEI team has well over 100 year's of experience in the Audio Video environment.

VALUE:

When designing a system, ease of operation is part of the design and will provide for a better experience. The solution will include the commercial equipment necessary to handle the application. The system will be tested and staged to provide maximum performance and reliability. Upon implementation, CEI will conduct a training session for all interested parties. If desired, CEI offers preventative maintenance for the systems that were installed.

As your business grows, continue to keep CEI in mind for future projects. We look forward to a long and happy relationship with you.

PROJECT SCOPE

CEI will update the audio visual and control system for the courtroom at the City of Villa Rica.

Court Room

The court room will feature two 80" commercial articulating arm mounted displays in place of the existing projector screens. The video sources available to these screens will be three HDMI input plates located under the court room desks. We will also provide a streaming device that will provide the capability to send whatever source you select to local client devices (Microsoft Surfaces, I pads, etc) that are on your local wireless network using VLC player apps loaded on those devices. This streaming device will also provide the capability to record between four and sixteen hours of content (depending on bit rate selected) as well as stream to the web. Note that due to variances in wireless transmission there may be a lag of 4-7 seconds from when this content is shown on the TVs to when it is viewable on the client devices.

The audio in the room will come from the eight new flush ceiling speakers (six for attendees and two for bench area) powered by a new 2X150 watt amplifier. The audio sources available to these speakers will be six new tabletop push to talk 18" gooseneck wired mics (using existing cabling), one new wireless desktop push to talk 15" gooseneck mic, two new wireless lapel mics, one new wireless handheld mic, and one of the two displays. A new audio processor that includes the necessary inputs and DSP will replace the older unit and this new unit includes AEC (Auto Echo Cancellation) in case you want to implement a video conference system in the future.

A client supplied iPad running a custom programmed application will control the displays, video switching, streaming control, audio selection, and volume control. This iPad will reside in a lockable wall dock that will power the device when it is docked. To unlock the iPad you will simply enter a four digit code into the dock.

The existing main equipment rack will be reused and all existing equipment that is no longer needed will be removed and handed off to the client for disposal as they see fit.

High voltage AC power will be required at the new display locations and will be the responsibility of the client to provide. CEI will issue a drawing with specifications of what type of power is needed, as well as specific locations for the power.

NOTES

To proceed with this project, please return an accepted (signed) copy of this proposal and a deposit of 50% of the total. The remaining 50% will be due upon completion. Once those items are received, the equipment will be ordered and the work scheduled if the site is (or will be) ready for prompt installation. If the site in whole or part will not be ready for installation promptly, in order to protect the warranty longevity of the equipment, ordering of some or all of the equipment may be delayed.

Pending confirmation of equipment availability, site work can typically commence 2-3 weeks following receipt of the deposit and/or the ordering of the equipment. If your project includes custom or build to order (long-lead

Qty**Manufacturer****Description**

time) equipment, that window may extend to 4-6 weeks. The right to update model designations and pricing in the event of discontinued or otherwise unavailable equipment is reserved.

If there will be periodic coordination meetings associated with this project in the course of its duration that the client or their representative requests CEI to be present for (either in person or by phone) additional charges may apply.

Wall backing will be required for the 80" TVs and will be provided by others of the clients choosing.

HDMI cables connecting to the HDMI inputs cannot be more than 6' long in order to reduce signal degradation issues.

A \$99 app for the client supplied Ipad will be necessary and would be purchased separately by the client.

All work will be performed during normal business hours in a continuous manner and unfettered access to the work areas (including a functional elevator if appropriate) will be furnished by the client. Reasonable steps will be taken by CEI to avoid disruption of the client's business activities if the business is on-going. This proposal is based on non-union labor rates.

Any network-connected equipment used in the project may require work by the client's network administrator to complete the set-up and commissioning of the client's network to support that equipment. All AC power, low-voltage conduits, boxes, and stub ups, wall backing, etc. as needed for a complete installation is to be furnished and installed by others of the client's choosing prior to the inception of the CEI-furnished equipment installation in any given area. Significant delays not caused by CEI could result in additional charges. It is anticipated that this project will require 2-3 days of site work to complete.

Equipment included in this proposal may utilize proprietary firmware, software, or programming (herein #code#). While the client is granted unfettered fair-use of this code for the lifetime of the equipment in accordance with the various developers' End-User License Agreement(s) (EULA), ownership of the code is retained by the respective developer(s) and the code shall not be released to the client or any other party unless specified otherwise in writing at the time of the acceptance of this proposal.

Permitting and bonding expenses (if applicable) are not included in this proposal and will be separately billable when the cost is known. This proposal is valid for 15 business days following transmission to the client and CEI reserves the right to update and retransmit it should it not be accepted within that time.

I understand that by signing this proposal and returning it to CEI I am acknowledging that I am aware of and will comply with these terms and conditions.

<u>Qty</u>	<u>Manufacturer</u>	<u>Description</u>
		Court Room
2	SHARP	80" Commercial LED TV
2	Peerless:	SmartMount« Universal Articulating Dual-Arm Wall
2	ADI	APC AV C Type 2 Outlet Wall Mount Power Filter,
3	ICC	Decorex Insert, 2-port andHDMI for High
5	Mono	40' DynamicView Active 4K HDMI Cable
1	GEFINC	Optical To Analog Converter
1	Extron:	Passive Audio Summing Adapter with RCA Inputs and
1	Mono	S/PDIF (Toslink) Digital Optical Audio Cable, 3ft
1	iRoom	Installation box for all Generations (iPad 2 -
1	iRoom	Motorized iPad docking station for in-wall
1	iRoom	POE Injector for POE + (Complies to IEEE 802.3at (POE Plus), and
2	BTXTECHNO	MaxBlox DB9 (f) to terminal block
2	BTXTECHNO	Hood for MaxBlox HD15 & DB9
0.15	West Penn:	2 COND 16 (19X29) BARE CMR
0.15	West Penn:	2 COND. 20 (7X28) SHLD BARE CMR
6	Shure:	Cardioid-18 Desktop Gooseneck Condenser Microphone, Attached 10
1	Shure:	Wireless Desktop Base with Integrated Wireless Transmitter, Prog
1	Shure:	15 Shock-Mounted Gooseneck, Cardioid, includes surface mount Pre
1	CEI	Cable - Hardware - Connector Package
		Rack
1	Middle Atlantic:	6OUT SEQUENCED 1X15A POWE
1	Crestron:	3-Series Control System
1	Crestron:	3-Series Card Interface 1 Slot
1	Crestron:	3-Series Control Card 3 COM Ports
		Crestron Programming
1	NETGEAR	8 Port Unmanaged Switch With 4 POE Ports
1	Kramer:	6x2 4K HDMI/Audio Automatic Matrix Switcher
1	Kramer:	1:4 4K HDMI to HDBaseT Distribution Amplifier
2	Kramer:	HDMI, Bidirectional RS-232 & IR over HDBaseT Twisted Pair Receiv
1	Kramer:	CAT6A U/FTP 4x2x23AWG-for 4K UHD, LAN, HdBaseT & Kramer DGKat ap
1	Extron:	H.264 Streaming Media Processor 80 GB SSD
1	BIASYSTEM	TesiraFORT DSP fixed I/O server with 12 analog inputs, 8 analog
1	Shure:	Diversity Receiver with TTL Logic Output, PS21US Power Supply, 1
1	Shure:	Includes SLX2/SM58 Handheld Transmitter with SM58 Microphone
2	Shure:	Includes SLX1 and WL184 Microflex Supercardioid Lavalier Microph
1	Middle Atlantic:	1SP UNIV FA SHELF,8DEEP
0.05	West Penn:	2 COND. 20 (7X28) SHLD BARE CMR
0.15	West Penn:	CATEGORY 5E CMR 4 PAIR

<u>Qty</u>	<u>Manufacturer</u>	<u>Description</u>
1	CEI	Cable - Hardware - Connector Package
1	Ashly:	Power Amplifier 2 x 150W @ 4 Ohms with Xfmr Isolated 25V, 70V, &
8	Atlas:	STRAT 2, 4" 2-WAY SPKR SYSTEM
0.15	West Penn:	2 COND 16 (19X29) BARE CMR

Equipment Subtotal 30,497.89

Engineering, Implementation, Testing, & Training Subtotal 6,348.75

This **A/V Upgrade Solution** is Valid for 15 Days

Accepted By: _____ Date: _____

Shipping: \$941.00

Approved By: _____ Date: _____

Project Total: \$37,787.64

COMMUNICATIONS & ENTERTAINMENT INC. TERMS AND CONDITIONS

1. Sale and Installation. Communications & Entertainment, Inc. (CEI) agrees to sell to **City of Villa Rica**, hereby known as the Client, the Equipment, Materials, and Services listed within this proposal. CEI shall install all of the Equipment (excepting those items so marked on the reverse side) in Customer's premises (job site) pursuant to the Proposal Agreement. Client shall give CEI sufficient time for installation. CEI is not responsible for late installation which results from the premises being unavailable or unprepared (electrically, etc.) in time for installation, or for any changes in Client's order of Equipment or System Design, or due to any other events beyond CEI's reasonable control (including but not limited to acts of God, acts of government authorities, fires, floods, war, terrorism, epidemics, civil unrest, riot, or equipment manufacturer's delays in shipping). Client may request changes to equipment or services, but any changes that result in any increase in cost or time to perform these services can result in an adjustment in the price and completion date. Both parties in writing must approve any such changes. CEI must inspect and approve all wiring done by third parties, and must test and/or terminate all wiring run by third parties. CEI must be notified two weeks prior to sheetrock installation in order to complete any wiring that the company is performing. CEI reserves the right to change Equipment specifications and pricing according to manufacturer specification changes, pricing changes, and Equipment availability. Out of state Clients are solely responsible for any and all local sales taxes.

2. Acknowledgment and Acceptance Client acknowledges that the quality of sound reproduced by the equipment is significantly affected by factors beyond CEI's control, unless previously noted in writing. Client also acknowledges that any critique of the quality of the performance of the equipment is subjective; therefore customer's execution of the acknowledgement shall constitute customer's acknowledgement and acceptance of equipment and installation (subject to the listed objections and modifications).

3. Terms of Payment. Client shall promptly pay CEI according to the payment schedule listed at the bottom of this page. Any services performed that are not listed within said system design shall be performed at CEI's then current hourly rate for such services. Any deposits constitute advance payments for the purchase of the Equipment and shall not be returned unless the Equipment ordered is defective or CEI receives complete credit for the return of the Equipment from the manufacturer. If CEI cannot receive full credit, a restocking fee will be charged. CEI must be given sufficient time to address and/or correct any technical issues in relation to performance of the system. If after attempts to address these issues any component does not operate as designed, the component may be returned for credit.

Client must make payment on the Client's balance within fifteen (15) days of the date of invoice. Client shall pay interest to CEI on all late payments at the rate of one and one half percent (1 1/2%) per month, not to exceed eighteen percent annually or the maximum permitted by law.

If Client fails to make timely payment, Client agrees that CEI shall be entitled to a general lien on all equipment in CEI's possession, including that which the Client has already paid for CEI may retain equipment until Client fulfills payment obligations.

It is solely the Client's responsibility to save all boxes, warranty cards, instruction booklets, packing materials, etc. that the Equipment manufacturer may require for complete credit on returned items. CEI may, at its sole discretion, apply the Client's deposits towards the purchase of other items of Equipment. TIME IS OF THE ESSENCE WITH REGARD TO CLIENT'S PAYMENTS ACCORDING TO THE TERMS PROVIDED THEREOF.

Communications and Entertainment, Inc.

1820 Briarwood Ind. Ct. NE

Atlanta, GA 30329

Voice: 404 248 9991 FAX: 404 248 9992

Standard CEI Limited Warranty

All new equipment sold by Communications and Entertainment, Inc. (CEI) is warranted by its' respective manufacturer against defects in materials or workmanship for a specific time period, usually one year. Questions regarding the details of the manufacturers' warranty can often be answered by referring to the warranty statement of the respective manufacturer.

All work performed by CEI is warranted against defects in workmanship for a period of one calendar year following the first beneficial use or the completion date of the project. This limited warranty does not include alterations or changes to the original design, defects caused by human action, defects caused by external forces or events, or use of the product/system in ways other than, or beyond, its' design intent.

The Standard CEI Limited Warranty includes for a period of 90 days from the first beneficial use or the completion date of the project any costs associated with troubleshooting, diagnosis, equipment removal or reinstallation, equipment repair, consumable goods replacement (labor only), equipment shipping, or the use of temporary (loaner) equipment (when available) if the service call is necessitated by equipment failure, except as noted herein. These costs include trip charges, site labor, shop labor, and shipping charges.

Except as specified herein within the initial 90 day period, neither the manufacturer or Standard CEI Limited Warranty includes any costs associated with: troubleshooting, diagnosis, equipment removal or reinstallation, on-site equipment repair, lamp or other consumable goods replacement, performance issues related to non-commercial media, equipment shipping, or the use of temporary equipment, when said costs are related to equipment failure or incorrect function, including operator error. These costs include, but are not limited to, trip charges, site labor, shop labor, shipping, and rental equipment (when available). A trip charge and a minimum of one hour of labor will apply for all service calls related to equipment failure, incorrect function, performance issues related to non-commercial media, or operator error.

Except as herein expressly set forth, CEI shall not, under any circumstances, be responsible for any direct, indirect, incidental, or consequential damages, including but not limited to loss of use or revenue. CEI shall provide goods and services as specified herein only to the extent that the value of those goods and services do not exceed the current replacement value of the equipment or system being serviced.

This document constitutes the only Standard Limited Warranty offered by CEI and shall not be superceded, altered, or replaced, in whole or part, by any written or verbal statement made by any employee, sub-contractor, or other affiliate of CEI.



QUOTE

Reference:

City of Villa Rica - City Hall AV
upgrade

Quote To:

City of Villa Rica

Address

101 Main Street
Villa Rica, GA 30180

Contact

770-459-7000
jchambers@villarica.org

Quote

JBAQ8881

Date

2/13/2018

Sales Rep.

JB

Here is the quote you requested.

Qty	Manufacturer Part #	Description
2	PN-LE901	Sharp - 90" Class Full-HD Commercial LCD TV; Aquos Smart TV; 3 Year Warranty
2	XSM1U	Chief - Micro-Adjust Fixed Wall Mount, X-Large.
1	VP-440H2	Kramer - 4K Presentation Switcher / Scaler with HDBT and HDMI Outputs.
1	WP-20(W)	Kramer - HDMI & XGA - Ethernet, Bidirectional RS-232 & Stereo HDBaseT Transmitter - White Decora Style.
1	VIA-CONNECT-PRO	Kramer - Desktop Wireless Presentation & Collaboration Hub with New 1.9 Firmware
1	VIA-PAD	Kramer - VIA Step - in Touch Pad
1	VM-8H	Kramer - 1:8 HDMI Distribution Amplifier.
1	VM-2DT	Kramer - 1:2 4K60 4:2:0 Long-Reach HDBaseT DA.
2	TP-580R	Kramer - HDMI, Bidirectional RS-232 & IR over HDBaseT Twisted Pair Receiver.
5	P2217H	Dell - 21.5in LED-Lit Monitor, 16:9, 1920 x 1080 at 60Hz, 1000: 1 (typical), 250 cd/m2, 6ms (gray to gray), 3 years Advanced Exchange Service and Premium Panel Guarantee.
1	CP3	Crestron - 3-Series Control System®
1	TSW-760-W-S	Crestron - 7" Touch Screen, White Smooth
1	CEN-SW-POE-5.	Crestron - 5-Port PoE Switch
2	Nexia CS	Biamp - NEXIA 10 mic/line inputs and 6 mic/line outputs. DSP for conference applications such as boardrooms, courtrooms, and council chambers.
1	PA1001G	Atlas - AMP, 100W / 70V & 100V SINGLE CH POLE/RCK MTG
1	PA702-RMK	Atlas - Rack Mount Kit for Half Width Rack Amplifier Units
1	SLX4-	Shure Diversity Receiver with PS20 Power Supply, 1/4 Wave Antennas, and Rack Mounting Hardware
1	MX890	Shure - Wireless Desktop Base with Integrated Wireless Transmitter, Programmable Mute for use with MX405/MX410 Gooseneck Microphones. Requires SLX4 or SLX4L Receiver.

Qty	Manufacturer Part #	Description
1	MX415LP/C	Shure - 15" Shock-Mounted Gooseneck, Cardioid, Less Preamplifier.
1	SLX14/85-	Shure UHF Frequency Agile Wireless System, Includes SLX1 and WL185 Microflex Cardioid Lavalier Microphone
2	U1.	Middle Atlantic 1 SPACE (1 3/4") RACKSHELF
1	C-HM/HM/PRO-10	Kramer - HDMI (M) to HDMI (M) Cable with Ethernet - 10'
4	C-HM/HM/PRO-15	Kramer - HDMI (M) to HDMI (M) Cable with Ethernet - 15'.
1	C-HM/HM/PRO-35	Kramer - HDMI (M) to HDMI (M) Cable with Ethernet - 35'
2	C-HM/HM/PRO-3.	Kramer - HDMI (M) to HDMI (M) Cable with Ethernet - 3'
0.1	254245.	West Penn CAT-5E Plenum rated Data cable (1000ft)

1	Miscellaneous Hardware	Miscellaneous Hardware
1	Design/Install./Admin./Warra nty	Programming
1	Design/Install./Admin./Warra nty	Design / Install. / Admin. / Warranty
1	QWShipping	Shipping charges

Subtotal \$42,081.89
Sales Tax \$0.00

Grand Total \$42,081.89

Attached Terms and Conditions become a part hereof upon acceptance of the proposal as a contract. Prices quoted herein are effective for a maximum of 30 days from date of proposal. If the balance is not paid within the terms an interest rate of 1 ½% per month (18%APR) will be charged on any outstanding balance.

Plus any other applicable taxes, licenses, and permits.

City of Villa Rica - City Hall AV upgrade

Quote # JBAQ8881

Accepted for: **City of Villa Rica**
Villa Rica , GA ; Buyer

By: _____

Title: _____ Date: _____

dB Integrations; Seller

By: _____

Date: 2/13/2018



PO BOX 958
Bremen, GA 30110
(770) 537-4821

July 26, 2018

TO: City of Villa Rica

SUBJECT: Quotation for Courtroom A/V System

ITEM / DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Viewsonic CDE8600 86" commercial display	2	\$ 5,895.00	\$ 11,790.00
Premier P5080T mounts	2	239.00	478.00
Vecaster HD-H264 streamer	1	749.00	749.00
Denon DN-500BDMKII blue ray player	1	429.00	429.00
Ubiquiti Air Gateway and POE-15-12V adaptor	1	129.00	129.00
DM-MD8x8 switcher	1	3,195.00	3,195.00
DMC-4K-HD-HDCP2 HDMI input card	1	649.00	649.00
DMC-4K-C-HDCP2 DM input cards	5	829.00	4,145.00
DMC-4K-CO-HD-HDCP2 DM out card	1	995.00	995.00
DMC-4K-HPO HDMI out card	1	1,339.00	1,339.00
DM-TX-200-C-B-T VGA & HDMI transmitters	5	1,039.00	5,195.00
DM-RMC-4K-100-C-1G-B-T HDMI receivers	2	539.00	1,078.00
HD-DA4-4KC 1x4 HDMI distribution	1	399.00	399.00
CEN-SWPOE-16 switch	1	1,995.00	1,995.00

July 26, 2018

City of Villa Rica
Page two of four

ITEM / DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
TSW-760-B-S 7" touch screen	1	1,079.00	1,079.00
TSW-760-TTK-B-S table top kit	1	169.00	169.00
CP3N control processor	1	1,995.00	1,995.00
Symetrix Radius 12 x 8 EX audio processor	1	3,195.00	3,195.00
Xin 4 expander with rack kit	1	899.00	899.00
Shure SLX handheld wireless system	1	649.00	649.00
Shure SLX lapel wireless system	1	699.00	699.00
Shure MX418D-S desktop mics	9	349.00	3,141.00
Atlas IED FAP42T ceiling speakers	6	149.00	894.00
QSC SPA2-60 amp	1	499.00	499.00
Middle Atlantic DWR-18-17 wall rack	1	895.00	895.00
LVFD-18 vented front door	1	379.00	379.00
PDT-1015C-NS20 vertical power	1	179.00	179.00
Furman CN-1800S power sequencer/conditioner	1	795.00	795.00
2RU drawer	1	199.00	199.00
3 ft. HDMI cables	2	9.95	19.90
35 ft. HDMI cables	2	125.00	250.00
50 ft. HDMI cables	1	195.00	195.00
HDMI wall plates	3	49.95	149.85

July 26, 2018

City of Villa Rica
Page three of four

ITEM / DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
16 gauge speaker cable	100 ft.	.42/ft.	42.00
Crestron 8G cable	100 ft.	2.39/ft.	239.00
Cat5 cable	60 ft.	.27/ft.	16.20
Mic cable	150 ft.	.24/ft.	36.00
Total materials and equipment			\$ 49,178.95
Programming			3,500.00
Labor to install, train operators			2,595.00
Includes one year service warranty			
Total installed amount			\$ 55,273.95

July 26, 2018

City of Villa Rica
Page four of four

WIRELESS TOUCH PANEL OPTION

TST-902 8.2 wireless touch screen	1	\$ 2,895.00	\$ 2,895.00
CEN-GWEXER-PWR Infinex gateway	1	429.00	429.00
Ubiquiti UAP-AC-LITE-US access point	1	129.00	129.00
Sub total			\$ 3,453.00
Sales tax			276.24
Total			\$ 3,729.24

Note: If you go with the wireless touch panel option, you would eliminate the cost of the TSW-760-B-S 7" touch screen and the TSW-760-TTK-B-S table top kit totaling \$1,248.00.

UPS OPTION

Middle Atlantic UPS-52200R rack mount. UPS with surge And EMI filtering, 2200 VA	1	\$ 1,295.00	\$ 1,295.00
Sub total			\$ 1,295.00
Sales tax			103.60
Total			\$ 1,398.60

I thank you for the opportunity to quote on your multimedia requirements.

Very truly yours,



Bradley Feirn

Option 1

Quote Information:

Quote #: 021517

Version: 1

Quote Date: 08/21/2018

Expiration Date: 09/19/2018

Prepared by:

TIG HQ/Corporate

Kimberly Henderson
(770) 300-0256 ext 2138

Fax 858-5668794

kimberly.henderson@tig.com

TIG HQ/Corporate

10240 Flanders Court
San Diego, CA 92121

Bill To

CITY OF VILLA RICA

571 W BANKHEAD
VILLA RICA, GA 30180
JIM CHAMBERS

jchambers@villarica.org

Ship To

CITY OF VILLA RICA

571 W BANKHEAD
VILLA RICA, GA 30180
JIM CHAMBERS

jchambers@villarica.org

Payment Terms: NET 30

Hardware	Price	Qty	Ext. Price
SVC-CBL-MATERIAL	\$23,252.22	1	\$23,252.22
MATERIAL	QTY		
Extron MLC Plus 200AAP MLC Plus 200 MediaLink Plus Controller	1		
Extron PS 1210C PSU Extron PS Series Desktop Power Supply	1		
InFocus Liteshow 4 Infocus Liteshow4 Wireless Presentation Receiver	1		
Gefen EXT-MFP Gefen EXT-MFP Multi-Format Processor Scaler	1		
Sony 85X850F 85 Sony XBR-85X850F 85 Inch LED 4K HDR TV	3		
Strong X-Large Strong X-Large Tilt Mount for Most 55-90 in. Flat-Panel TVs (Black)	3		
HDMI 25' 4K Vanco HDMICP25 Certified Premium High Speed HDMI Cables w/ Ethernet - 25 F / 18Gpbs	1		



Technology Integration Group.

800.858.0549 | www.TIG.com

SYSTEM INTEGRATION THAT POWERS YOUR BUSINESS

Hardware		Price	Qty	Ext. Price
HDMI 50' 4K Vanco HDAC50 True 4K 50 Foot Active High Speed HDMI Cable / 18Gpbs	1			
Binary 540 4K balun Binary 540 Series 4K Ultra HD HDBaseT Extender with IR, RS-232	1			
HDMI 1x8 splitter Binary 220 Series 1 x 8 HDMI Splitter	1			
WattBox Power with Light WattBox Rack Mount Lighted Power Surge Protector - 11 Outlets	1			
Electrical Work Electrical outlet for 85" TV	1			
iPAD Mini 4 iPAD Mini 4 for Extron room control app	1			
Launch Port iPAD Mini base station iPort LaunchPort Wall Station (white)	1			
Launch Port iPAD Mini Sleeve White iPort LaunchPort AM.2 Sleeve for iPad mini/Retina (white)	1			
Shure BLX24R/SM58 Shure BLX24R Handheld Wireless System with SM58 Mic (J10: 584 - 608 MHz)	1			
Shure SLX14/85 Shure UHF Freq. Agile Wireless System Lapel mic	2			
SHURE Cardioid Condenser 18" Gooseneck Mic SHURE Cardioid Condenser 18" Gooseneck Microphone for Podium	8			
Misc Misc Cables, Power Supplies, Connectors	1			
Subtotal				\$23,252.22



Labor		Price	Qty	Ext. Price
SVC-CBL-LABOR	Removal and clean up existing projection system. Installation of two 85" flat panel displays, Extron control system, and Shure microphone system. Includes delivery, installation, programming, and commissioning. Also includes two hours of staff training	\$4,281.25	1	\$4,281.25
Subtotal				\$4,281.25

Quote Summary		Amount
Hardware		\$23,252.22
Labor		\$4,281.25
Total:		\$27,533.47

Please [Click Here](#) to complete a short 2 minute survey.

Terms & Conditions

This Technology Integration Group ("TIG") offer to sell products and provide services is solely at the prices set forth in this Quote and solely in accordance with the terms and conditions (the "Terms") attached to this Quote. If Buyer has ordered products or services from TIG and such order is deemed to be an offer by Buyer, TIG's acceptance of such offer is expressly conditional on Buyer's assent to the Terms, to the exclusion of all other terms and conditions. Any additional, different, or conflicting terms or conditions proposed by Buyer in any offer, acceptance, or confirmation, including those set forth on any Buyer purchase order, specifications, or other documents issued by Buyer are considered by TIG to be requests for material alterations of the Terms, are hereby rejected, and will not be binding in any way on TIG. Buyer is hereby notified of TIG's objection to all such additional, different, or conflicting terms and conditions. No waiver or amendment of any of the Terms will be binding on TIG unless made in a writing expressly stating that it is such a waiver or amendment and signed by an authorized agent of TIG. Buyer will have accepted (and will be deemed to have accepted) these Terms if Buyer does any of the following: (a) accepts the Terms in writing; (b) pays (in part or whole) for the products or services; or (c) receives delivery of any products or services and fails to return the products or refuse the services within five days following receipt.

In the event of non-payment, Buyer agrees to pay all collection costs including attorney fees. A finance charge of 1.5% per month may be charged on delinquent invoices. All returns are subject to the following: must include original invoice & Return Material Authorization (RMA) number, 15% restocking fee, must be in original box in resalable condition. After 30 days, repair or exchange only. Quotes are valid for thirty (30) days. All orders are subject to credit approval and adjustments to ordered products and prices that may be due to product availability, typographical error, electronic processing errors or price changes, including rebate or promotion expiration which may occur without notice. TIG and Buyer must confirm acceptance of any adjustments prior to shipment. Prices do not include applicable taxes and/or shipping charges which may be added at the time of shipment. Taxes, shipping and handling charges are subject to change based on the terms and conditions of the final sale. Defective product may be returned within thirty (30) days of the shipping date for repair or replacement as determined by manufacturer warranty. TIG does not offer or accept terms requiring most favored customer pricing.

TIG resells products from numerous manufacturers. It is common industry practice for manufacturers to offer incentives and rebates for product sales. This quote may contain product or services subject to such incentives. No representation or warranty to the contrary is made. Technology Integration Group passes through to buyer the terms and conditions of the original equipment manufacturers product and software licenses and warranties. Any exception must be negotiated directly with the original equipment manufacturer. Unless ordered pursuant to a government prime contract that is identified on the customer's purchase order, all sales are intended to be to the end user, and resale of the products is prohibited.



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Taxes, shipping and handling charges and other fees are subject to change based on the terms and conditions of the final sale.

Acceptance

CITY OF VILLA RICA

Signature / Name

Initials

Date

PO Number



Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Construction of Library

AGENDA DATE: 09/04/2018

DATE PREPARED: 08/23/2018

PREPARED BY: Tom Barber

AMOUNT: N/A

GL ACCOUNT #: N/A

PURPOSE: Councilman Best has requested that we discuss the cost of construction of the library.

BACKGROUND: The Villa Rica library opened in February of 2017. Accounting records kept by the West Georgia Regional Library were not able to provide a final construction cost.

STAFF RECOMMENDATION: For discussion only.

IMPACT:

MOTION: For discussion only.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Support for Tax-Exempt Bonds

AGENDA DATE: 09/04/2018

DATE PREPARED: 08/23/2018

PREPARED BY: Tom Barber

AMOUNT: N/A

GL ACCOUNT #: N/A

PURPOSE: To instruct the Villa Rica Development Authority to support the issuance of tax-exempt bonds for housing developments.

BACKGROUND: The City has been approached by a developer of workforce-style multi-family housing. They would like to finance the project with tax-exempt bonds. The issuance of such bonds requires the certification of an authorized organization such as a development authority housing authority. The VR Development Authority and the VR Housing Authority have declined to provide the necessary certification. The VR Downtown Development Authority does not have jurisdiction over the proposed site.

STAFF RECOMMENDATION: Staff recommends that City Council encourage the Villa Rica Development Authority to support the issuance of this and any future tax-exempt bonds for housing developments.

IMPACT:

MOTION: I move that we authorize the City Attorney to write a letter to the Villa Rica Housing Authority requesting that they support the issuance of tax-exempt bonds for housing developments.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Abandonment of the West End of Sugar Hill Street

AGENDA DATE: 09/04/2018

DATE PREPARED: 08/23/2018

PREPARED BY: Tom Barber

AMOUNT: N/A

GL ACCOUNT #: N/A

PURPOSE: To discuss the abandonment of the west end of Sugar Hill Street.

BACKGROUND: Sugar Hill Street is a gravel road that runs west from N. Dogwood over a railroad spur into property owned by Randy Muller. It has historically provided access to a single residential structure. Mr. Muller has plans to demolish the house and would like to purchase the road right-of-way. The City needs to have the land appraised and to offer each half of the road to the adjacent property owner. In this case, both sides of the road are owned by Mr. Muller.

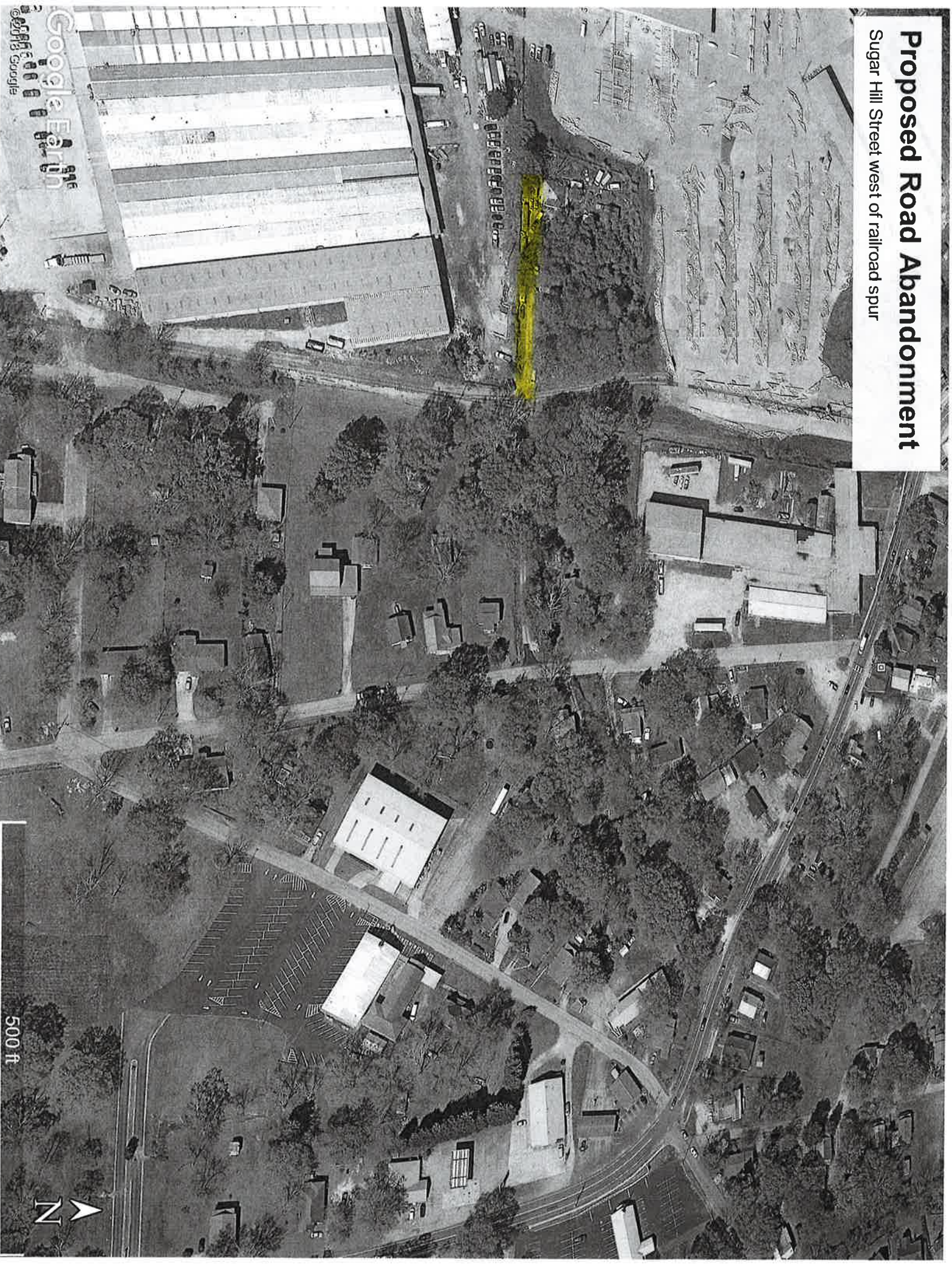
STAFF RECOMMENDATION: Staff requests that City Council authorize an appraisal of the land in question. Staff also recommends that we consider abandoning the road only after the house has been demolished. The owner of the house would like to harvest dirt from the site and has requested that we process his requests to demolish the house and abandon the road in an expeditious manner.

IMPACT:

MOTION: I move that we authorize the City Manager to acquire an appraisal of the west end of Sugar Hill Street from the railroad spur to the end of the road.

Proposed Road Abandonment

Sugar Hill Street west of railroad spur



Google Earth
©2013 Google

500 ft





Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Multi-Family Housing Limit

AGENDA DATE: 09/04/2018

DATE PREPARED: 08/23/2018

PREPARED BY: Tom Barber

AMOUNT: N/A

GL ACCOUNT #: N/A

PURPOSE: To discuss the limit on multi-family housing.

BACKGROUND: The City Council approved a limit on multi-family housing at 30% of single family housing. The minutes covering this action don't provide enough detail to enable staff to confidently update this calculation. Specifically, what definition of multi-family and single-family housing do we use? In addition, do we still think the 30% figure is appropriate?

STAFF RECOMMENDATION: Staff recommends that we remove the 30% limit on multi-family housing and instead control the amount of multi-family using our zoning process.

IMPACT:

MOTION: I move that we remove the 30% restriction on multi-family housing.



CITY OF VILLA RICA

City Council Packet

SUBJECT: New Council Meeting Dates

CITY COUNCIL AGENDA DATE: 9/4/2018

DATE: 8/23/2018

PREPARED BY: Alisa Doyal, City Clerk

FISCAL IMPACT: NA
ANNUAL –
CAPITAL –
OTHER –

FUNDING SOURCE: NA

PURPOSE: Approval of the new Council Meeting Dates for the months of October, November and December 2018.

BACKGROUND: At the August 7, 2018 meeting, the Council voted to have two regular meetings each month on the 2nd and 4th Tuesday, and no more work sessions. The new schedule is to begin in October 2018.

STAFF RECOMMENDATION: Approval of the new Council Meeting Schedule for the months of October, November and December 2018.

Council New Meeting Schedule

October – December 2018

Monthly Meeting	Tuesday, October 9, 2018
Monthly Meeting	Tuesday, October 23, 2018
Monthly Meeting	Tuesday, November 13, 2018
Monthly Meeting	Tuesday, November 27, 2018
Monthly Meeting	Tuesday, December 11, 2018

No Meeting on Tuesday, December 25, 2018



CITY OF VILLA RICA
FINANCIAL UPDATE
July 2018

CASH			SELF-FUNDED INSURANCE		
	7-31-2017	7-31-2018			
Total Cash in Bank	\$ 6,151,261	\$ 8,116,896			
General Fund	\$ 4,875,972	\$ 5,434,900			
Water/Sewer Fund	\$ (307,668)	\$ 1,678,650			
Sanitation/Solid Waste	\$ (337,816)	\$ (61,509)			
2008 Carroll SPLOST	\$ 688,344	\$ 376,579			
2015 Carroll SPLOST	\$ 1,145,757	\$ 478,872			
2016 Douglas SPLOST	\$ 52	\$ 160,470			
			United Healthcare	Self-Funded	Cash Outlay
			Premiums Paid	Admin + Claims Paid	Difference
			Oct-Dec '16 338,617	Oct-Dec '17 219,994	118,623
			Jan-Mar '17 342,474	Jan-Mar '18 262,380	80,094
			Apr-Jun '17 336,672	Apr-Jun '18 249,477	87,195
			Jul '17 112,540	Jul '18 77,900	34,640
			TOTALS \$1,130,303	\$ 809,751	\$ 320,552
OTHER HIGHLIGHTS			GROWTH		
	2017	2018		2017	2018
Sales Tax Revenue	\$ 1,362,712	\$ 1,550,788	<i>Residential</i>	# Amount	# Amount
Hotel-Motel Tax Revenue	\$ 85,970	\$ 160,788	Building Permits	45 \$ 62,491	111 \$ 180,527
Water Purchases	\$ 295,969	\$ 171,622	Water Taps	40 \$ 62,500	109 \$ 170,400
Total # of Employees	142	156	Sewer Taps	40 \$ 157,500	102 \$ 420,250
(Excludes Seasonal)			<i>Commercial</i>	# Amount	# Amount
			Building Permits	6 \$ 16,233	- \$ -
			Water Taps	3 \$ 68,300	- \$ -
			Sewer Taps	1 \$ 15,000	- \$ -
BUSINESS ACTIVITY			SANITATION/ SOLID WASTE		
WATER/SEWER	2017	2018		2017	2018
Water Revenue	\$ 1,513,958	\$ 1,656,351	Sanitation Revenue	\$ 349,738	\$ 414,618
Sewer Revenue	\$ 1,298,251	\$ 1,798,183	Solid Waste Revenue	\$ 131,024	\$ 200,933
Misc. Revenue	\$ 790,394	\$ 702,486	Misc. Revenue	\$ -	\$ 54,573
Total Revenue	\$ 3,602,603	\$ 4,157,020	Total Revenue	\$ 480,763	\$ 670,125
Water Expenses	\$ 871,330	\$ 698,676	Sanitation Expenses	\$ 389,718	\$ 428,183
Sewer Expenses	\$ 862,924	\$ 934,224	Solid Waste Expenses	\$ 202,587	\$ 302,789
Dist./Coll. Expenses	\$ 463,917	\$ 721,697	Depreciation	\$ 5,831	\$ 45,189
Debt Expense	\$ 1,001,737	\$ 1,330,324	Total Expenses	\$ 598,137	\$ 776,161
Depreciation	\$ 859,352	\$ 878,850			
Total Expenses	\$ 4,059,261	\$ 4,563,771			
Net Income (Loss)	\$ (456,658)	\$ (406,751)	Net Income (Loss)	\$ (117,374)	\$ (106,036)



FINANCIAL UPDATE

JULY 2018

BUSINESS ACTIVITY

YEAR TO DATE

WATER & SEWER

	2017	2018
Revenue	3,602,603	4,157,020
Expense	4,059,261	4,563,771
Net Income (Loss)	<u>(456,658)</u>	<u>(406,751)</u>

SANITATION & SOLID WASTE

	2017	2018
Revenue	480,763	670,125
Expense	598,137	776,161
Net Income (Loss)	<u>(117,374)</u>	<u>(106,036)</u>

Includes more personnel
and higher tipping fees

OTHER HIGHLIGHTS

OTHER HIGHLIGHTS

	2017	2018
Sales Tax Revenue	\$ 1,362,712	\$ 1,550,788
Hotel-Motel Tax Revenue	\$ 85,970	\$ 160,788
Water Purchases	\$ 295,969	\$ 171,622
Total # of Employees (Excludes Seasonal)	142	156

SELF-FUNDED INSURANCE

SELF-FUNDED INSURANCE

United Healthcare		Self-Funded		Cash Outlay
Premiums Paid		Admin + Claims Paid		Difference
Oct-Dec '16	338,617	Oct-Dec '17	219,994	118,623
Jan-Mar '17	342,474	Jan-Mar '18	262,380	80,094
Apr-Jun '17	336,672	Apr-Jun '18	249,477	87,195
Jul '17	112,540	Jul '18	77,900	34,640
TOTALS	\$ 1,130,303		\$ 809,751	\$ 320,552

City of Villa Rica
Exhibit A
Proposed 2018 Budget Amendments

GENERAL FUND

<i>Item</i>	<i>Account Name</i>	<i>Account Type</i>		<i>Notes</i>	<i>Amount</i>
39 100-6510-552200	Claims	Expenditure	Increase	Water Damage at Library	34,305.00
40 100-383100	Insurance Reimbursement	Revenue	Increase	Water Damage at Library	34,305.00
41 100-3226-552200	Inmate Medical Claims	Expenditure	Increase	2016 and 2017 Medical Claims for Inmates	14,900.00
42 100-351100	Court Fines	Revenue	Increase	2016 and 2017 Medical Claims for Inmates	14,900.00
Total Change					
Expenditures					49,205.00
Revenues					49,205.00
					-

WATER/SEWER

<i>Item</i>	<i>Account Name</i>	<i>Account Type</i>		<i>Notes</i>	<i>Amount</i>
43 505-4440-521200	Professional Services	Expense	Increase	Engineering for Hwy 61/Punkintown Utility Relocate	13,500.00
44 505-4420-531510	Water Purchases	Expense	Decrease	Engineering for Hwy 61/Punkintown Utility Relocate	(13,500.00)
45 505-4440-521200	Professional Services	Expense	Increase	Engineering for Waterline Replacement - McCurdy Rd to North Ave	26,500.00
46 505-4420-531510	Water Purchases	Expense	Decrease	Engineering for Waterline Replacement - McCurdy Rd to North Ave	(26,500.00)
47 505-4440-521200	Professional Services	Expense	Increase	Engineering for Water Main Replacement - North Ave to Stone Rd	92,000.00
48 505-4420-531510	Water Purchases	Expense	Decrease	Engineering for Water Main Replacement - North Ave to Stone Rd	(92,000.00)
49 505-4440-521200	Professional Services	Expense	Increase	Engineering for I&I Evaluation and Abatement	56,940.00
50 505-4420-531510	Water Purchases	Expense	Decrease	Engineering for I&I Evaluation and Abatement	(56,940.00)
Total Change					
Expenditures					-
Revenues					-
					-

STATE OF GEORGIA

ORDINANCE NO. _____

CITY OF VILLA RICA

**AN ORDINANCE TO APPROVE AN AMENDMENT TO THE BUDGET
FOR THE FISCAL YEAR 2018 FOR THE CITY
PURSUANT TO SECTION _____ OF THE CITY CHARTER**

WHEREAS, the Mayor and City Council adopted the 2018 Budget on December 5, 2017, which incorporated all of the various funds of the City; and

WHEREAS, the Mayor and Council have determined it appropriate to amend the budget for the reasons set forth herein.

WHEREAS, the Mayor and Council have reviewed the proposed budget; and

WHEREAS, each of the funds, as amended, has a balanced budget, such that anticipated revenues equal or exceed proposed expenditures.

NOW, THEREFORE, the Mayor and City Council of the City of Villa Rica, Georgia, hereby ordain as follows:

Section 1. That the City of Villa Rica, Georgia, hereby amends the Budget for Fiscal Year 2018, said budget amendment being described as Amendment No. 39-50, attached hereto and incorporated as Exhibit A.

Section 2. That any increase or decrease in appropriations or revenue of any fund or for any department; the establishment of new capital projects; or the establishment of new grant projects other than those expectations provided for herein, shall require approval of the City Council.

Section 3. That the City Manager and his/her designee may promulgate all necessary internal rules, regulations and policies to ensure that this Budget Amendment Ordinance is followed.

Section 4. This Resolution shall be effective immediately upon its adoption.

1. It is hereby declared to be the intention of the Mayor and City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Mayor and City Council to be fully valid, enforceable and constitutional.

2. It is hereby declared to be the intention of the Mayor and City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence,

clause or phrase of same. It is hereby further declared to be the intention of the Mayor and City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of same.

3. In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and City Council that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the same and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

4. All ordinances or resolutions and parts of ordinances or resolutions in conflict herewith are expressly repealed.

5. The within ordinance shall become effective upon its adoption.

SO ORDAINED AND EFFECTIVE this the _____ day of _____, 2018.

Approved:

Jeff Reese, Mayor

As to form:

C. David Mecklin, Jr., City Attorney

Attest:

Alisa Doyal, City Clerk



Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Accept Mauldin Jenkins as Auditors
AGENDA DATE: 8/30/2018

DATE PREPARED: 8/23/2018
PREPARED BY: Sarah Hefty

AMOUNT: \$21,000 (2018), \$24,500 (2019), \$25,500 (2020)
GL ACCOUNT #: 100-1110-521220 (Professional Services – Auditors)

PURPOSE: To accept Mauldin & Jenkins as the City’s Financial Auditors for fiscal years 2018-2020.

BACKGROUND: The City engaged with Mauldin & Jenkins for financial audit services for fiscal years 2015-2017. In order to stay competitive, a Request for Proposals (RFP) was issued on July 23, 2018 for financial audit services. Three RFP responses were received on August 23, 2018.

- Mauldin & Jenkins
- Nichols, Cauley & Associates, LLC
- Warren Averett

The technical proposals were reviewed first for firm experience, staff experience, previous project experience, as well as firm approach and methodology, including the scheduling of our audit. Mauldin & Jenkins has the most government experience of the three, as they are the southeast leader for governmental audits. Additionally, Mauldin & Jenkins audit schedule for Villa Rica was more in keeping with staff’s expectations. They propose to do the main field work in January, where the other two firms want to majority of the work in November. It takes a full two months to do a proper year-end close. We will need October and November to close our September year-end.

Next, the cost proposals were reviewed.

Firm	2018	2019	2020
Mauldin & Jenkins	\$21,000	\$24,500	\$25,500

Nichols, Cauley & Associates, LLC	\$27,000	\$28,000	\$29,000
Warren Averett	\$48,500	\$48,900	\$49,900

- Each of the firms have additional fees in the event of single audit (this would only be necessary if we received more than \$750,000 in federal money).
- They also have an additional fee to prepare a CAFR, which staff hopes to accomplish for the 2018 audit. The CAFR fee for Mauldin & Jenkins is \$3,500.

STAFF RECOMMENDATION: To approve Mauldin & Jenkins as the City's auditors for 2018-2020. They are the subject experts in the southeast, and they also provide free CPE to their clients.

MOTION: I make a motion that we approve Mauldin & Jenkins as the City's auditors for FY 2018.



City of Villa Rica, Georgia

Cost Proposal to Provide Audit Services

Fiscal Year September 30, 2018 through 2020

Mauldin & Jenkins, LLC

Contact Person: James Bence, CPA, Partner

Phone: (770) 980-7732

Email: jbence@mjcpa.com

200 Galleria Parkway S.E.

Suite 1700

Atlanta, Georgia 30339-5946

Web: www.mjcpa.com

August 23, 2018





August 23, 2018

City of Villa Rica, Georgia
ATTN: Sarah Hefty, Chief Finance Officer
571 West Bankhead Highway
Villa Rica, Georgia 30180

Dear Sarah:

Mauldin & Jenkins is pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for the City of Villa Rica, Georgia (the "City"). It is our understanding that the City is requesting proposals from qualified firms of certified public accountants to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract for such audit services will be for the three (3) consecutive fiscal years beginning with the City's fiscal year ended September 30, 2018, with the option to renew annually for an additional seven (7) subsequent fiscal years not to exceed ten (10) years total.

As requested by the City, we have enclosed on the following pages an all-inclusive maximum fee for the financial and compliance audit services for the fiscal years noted above. This sealed cost proposal contains all pricing information relative to the performance of the audit. The total all-inclusive maximum price for the fiscal years ending September 30, 2018 through 2020 is as follows:

- 2018 - \$21,000
- 2019 - \$24,500
- 2020 - \$25,500

As a partner at Mauldin & Jenkins, LLC, I am certified and authorized to represent Mauldin & Jenkins, empowered to submit the bid, and authorized to sign a contract with the City. Our total all-inclusive maximum price for providing annual financial auditing services to the City is contained on the following pages. We appreciate the opportunity to propose and we look forward to hearing from you.

Very truly yours,

MAULDIN & JENKINS, LLC

A handwritten signature in blue ink that reads "James W. Bence".

James W. Bence, CPA
Partner

Important Notes to be Considered:

Note (1) – Unlimited Correspondence: It is Mauldin & Jenkins' policy to not charge for simple discussions and conversations that occur between the governmental entity and Mauldin & Jenkins that are only simple discussions and advice (i.e., a phone call to ask certain questions that do not require additional research). This unlimited correspondence includes assisting the City with implementation of new GASB standards. Additionally, our fees above include consideration of all new standards currently known to be effective for the City during the proposed audit years.

Note (2) – Free Periodic/Quarterly Continuing Education: As noted in our technical proposal, we provide free quarterly continuing education classes to our clients. This could amount to approximately \$3,000 of annual savings to the City per person.

Note (3) – Additional Services: If it should become necessary for the City to request Mauldin & Jenkins to provide any additional services (such as bond issuances, etc.), then such additional work shall be performed only if set forth in an addendum to the contract between the City and Mauldin & Jenkins.

Note (4) – No Hidden Fees or Costs: The pricing schedules contain all pricing information relative to performance of the audit as required by the City including all reimbursement for travel, lodging, communications, etc. Our estimated number of hours and the associated fee estimate indicated are based on our professional judgment and experience with similar governmental entities. So long as there are no significant changes in the operations of the City and or the scope of services requested or significant problems requiring additional time, our quoted fees will not change. The above fees include preparation of the financial statements and notes and assistance to the City in preparing the CAFR for submission to GFOA.

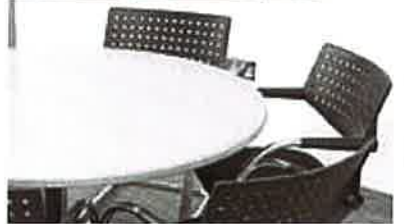
Note (5) – Single Audit: It is our understanding that the City does not anticipate the need for a Single Audit. Therefore, the above quoted fees do not include the performance of a Single Audit. Fees related to a Single Audit vary due to the unique nature of each federal program and the wide range of compliance requirements that could be subject to testing. It is anticipated the cost for these services would range \$1,500 - \$2,500, per major program, depending on the size of the selected program(s).

Note (6) – CAFR Preparation: It is our understanding that the City anticipates the preparation of their first CAFR to be completed during this contract period. Our one year additional fee for the additional working in setting up the new reporting documents for the CAFR is \$3,500. This fee will be incurred only in the initial year of the CAFR preparation, as the statements are converted and the ten year's of historical information is incorporated into the City's financial statements.

770-982-7732

www.mjcpa.com

MAULDIN & JENKINS





City of Villa Rica, Georgia

Technical Proposal to Provide Audit Services

Fiscal Year September 30, 2018 through 2020

Mauldin & Jenkins, LLC

Contact Person: James Bence, CPA, Partner

Phone: (770) 980-7732

Email: jbence@mjcpa.com

200 Galleria Parkway S.E.

Suite 1700

Atlanta, Georgia 30339-5946

Web: www.mjcpa.com

August 23, 2018





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We Do the Right Things***

Table of Contents

Transmittal Letter	1
Basic Information and Experience of the Firm	3
- <i>Organization and Size</i>	
- <i>Serving Governments For A Century</i>	
- <i>Proper License for Public Practice in Georgia</i>	
- <i>Governments Served in Past Three Years</i>	
- <i>CAFR Certificates of Achievement & Excellence</i>	
Quality Control and Peer Review	14
- <i>External Peer Review</i>	
- <i>Desk Reviews or Field Reviews</i>	
- <i>No Disciplinary Actions</i>	
- <i>Independence</i>	
Qualifications of Local Office Staff	19
- <i>Proposed Staffing and Qualifications</i>	
- <i>Other Staff Resources (Technology Services and Fraud Examinations)</i>	
- <i>Other Staff Auditors & Accountants</i>	
- <i>Partner & Staff Continuity</i>	
- <i>Continuing Education of Partners and Staff</i>	
Client References	30
Approach and Methodology to Audit	32
- <i>Scope of Our Work and Required Reports</i>	
- <i>Proposed Segmentation of Audit Engagement</i>	
- <i>Sampling Size Determination and the Extent to Which Statistical Sampling Will be Used in the Engagement</i>	
- <i>Type and Extent of Analytical Procedures to be Used in the Engagement</i>	
- <i>Approach to be Taken to Gain and Document an Understanding of the City's Internal Control</i>	
- <i>Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance</i>	
- <i>Communication Process During Audits</i>	
Work Sample	43
Financial Stability	44

Table of Contents - continued

<i>Additional Information of Value Added Services</i>	<i>45</i>
- <i>Free Continuing Education for Governmental Clients</i>	
- <i>Governmental Newsletters</i>	
- <i>Auditor's Discussion & Analysis</i>	
<i>Closing.....</i>	<i>48</i>

Appendices:

Appendix A: Required Standard Forms

Appendix B: Addendum to RFP

Appendix C: Mauldin & Jenkins, LLC's Financial Statements

Transmittal Letter

August 23, 2018

City of Villa Rica, Georgia
Attn: Louise Clark, Assistant Chief Financial Officer
571 West Bankhead Highway
Villa Rica, Georgia 30180

Ladies and Gentlemen:

We appreciate the opportunity to propose on providing audit services to the City of Villa Rica, Georgia (the "City"), and we are pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for the City. It is our understanding that the City is requesting proposals from qualified firms of certified public accountants to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract for such audit services will be for the three fiscal years ending September 30, 2018 through 2020 with the option of seven (7) consecutive renewals ending with the fiscal year ended September 30, 2027.

We have read the Request for Proposal (RFP) and fully understand its intent and contents. We understand the time frame for performance of the annual financial audits as stipulated by the City, and agree to provide the services described in the proposal. We will conduct preliminary and final fieldwork and will issue all of the deliverables and reports substantially prior to the required due dates.

As professionals serving the public sector, Mauldin & Jenkins is qualified to serve the City. We believe that **Mauldin & Jenkins is the leader in auditing state and local governments in the Southeast**. This leadership was achieved by recognizing that we are an important part of our client's success, with our objective being to ensure that accurate information is reported to the City Council, management, and its citizens. Given the complexities of the City's financial operations and the ongoing significant changes in accounting standards, we feel that it is very important that you select an auditing firm that is **focused and experienced** in the governmental industry. We differentiate ourselves from our peers via:

❖ **Experience with Governments.** As auditors for more governments in Georgia than any other firm, our professionals are thoroughly versed in the complex governmental arena, and have consistently provided the highest quality of service to our government clients. We serve approximately:

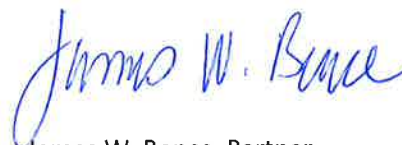
- 400 state and local governments across the Southeastern U.S.A.
- 100 cities (63 in Georgia);
- 45 counties (36 in Georgia);
- 50 school districts (42 in Georgia) and 35 charter schools;
- 100 water and sewer systems, 20 airport operations, 10 gas systems, 15 electrical utilities, and 10 transit services;
- 105 governments awarded the GFOA and/or ASBO Certificate of Excellence
- 40 state agencies, authorities, commissions and departments;
- 45 stand-alone business-type utility authorities (water/sewer, gas, electric, airports & transit)
- 95 stand-alone governmental special purpose entities.

Mauldin & Jenkins provides over 85,000 hours of service to approximately 400 governmental units in the Southeast on an annual basis utilizing over 90 professionals.

- ❖ **Experience with Client Transitions.** Over the past 17 years, we have experienced approximately 400 transitions as the new auditors of governmental entities. Our team offers a great deal of experience with serving new clients, and providing a smooth transition during the change in auditors.
- ❖ **Staff Continuity.** Our staff retention rates are considered to be among the best in the profession (and much better than national and other regional firms). This fact, coupled with our vast array of government clients, results in a staff pool highly experienced with governmental entities with the definite capacity to serve the City. We are able to not only provide consistency with the partner and manager on our engagement teams, but seniors as well. We also have enough resources at the partner, manager, and senior levels to provide for periodic rotations as requested by our clients.
- ❖ **Education.** Mauldin & Jenkins' clients have the opportunity to register and receive approximately thirty (30) hours of continuing education on an annual basis, free of charge. We take our experience in serving governments, and choose timely and relevant topics to provide ongoing education to our clients. Sessions are limited to clients only.
- ❖ **Responsiveness.** We pride ourselves in responding to the needs of our clients and meeting their deadlines. This responsiveness is not only the ability to meet specified audit deadlines, but also the ability to respond to other requests. Our ability to be responsive is enhanced by the open communications and good working relationship we have with our clients. Our resources provide for the flexibility to meet your needs and to perform our services in an efficient and effective manner.
- ❖ **Organized to Specifically Meet Your Needs.** Our partners, managers, and seniors in the Firm's Governmental Practice Division spend 100% of their time serving governments. By structuring the Firm's Governmental Practice Division in such a manner, we are able to create efficiencies in the audit process which typically result in our total hours being significantly less than most other firms.
- ❖ **Nationally Recognized.** Mauldin & Jenkins is consistently ranked in the Top 100 by *Accounting Today* as well as *Inside Public Accounting* trade associations and magazines as one (1) of the largest certified public accounting firms in the country. Tommye Barie (a governmental audit partner with Mauldin & Jenkins) served as the 2015 Chair of the Board of Directors of the AICPA.

This proposal represents a firm offer for 120 days from the date of the proposal. As a member of Mauldin & Jenkins, James Bence is authorized to bind, and make representations for the Firm, and he will be the ultimate party responsible for the quality of the report and working papers. We welcome the opportunity to meet with management and governing board officials to present our proposal and our qualifications. Please contact us at (770) 980-7732, 200 Galleria Parkway SE, Suite 1700, Atlanta, Georgia 30339. Again, on behalf of Mauldin & Jenkins, thank you for the opportunity to serve.

Sincerely,
MAULDIN & JENKINS, LLC



James W. Bence, Partner

Basic Information and Experience of the Firm

Name of Firm:	Mauldin & Jenkins, LLC
Address of Firm Headquarters:	200 Galleria Parkway, Suite 1700 Atlanta, Georgia 30339
Address of Local Office:	200 Galleria Parkway, Suite 1700 Atlanta, Georgia 30339
Primary Contact Person:	James Bence, <i>Partner</i> (770) 980-7732
Number of Employees:	345 (Firm) & 85 (Atlanta office)
Firm Total Governmental Audit Staff:	85
Local Office Total Government Audit Staff:	28
Firm Founding Date:	1918
Local Office Founding Date:	1987

Organization and Size

Mauldin & Jenkins was formed in 1918 and has been actively engaged in governmental auditing since its inception. Mauldin & Jenkins is considered to be one of Georgia's largest locally owned provider of audit and accounting services, and one of the largest certified public accounting firms in the country. Mauldin & Jenkins serves clients throughout the Southeastern United States. Mauldin & Jenkins is considered to be a large regional firm. We have offices in the following communities:

***Macon, GA ** Albany, GA ** Atlanta, GA ** Savannah, GA
Columbia, SC ** Birmingham, AL ** Bradenton, FL **
Chattanooga, TN***

As noted in our transmittal letter, Mauldin & Jenkins provides over 85,000 hours of service to governmental entities on an annual basis. The Firm's governmental practice is the largest niche in the Firm representing approximately 25% of the Firm's total practice. However, size and resources alone are not the most meaningful measure of success; in the end, our clients remain the best judges of Mauldin & Jenkins' value.

Other key information relative to the size and experience of Mauldin & Jenkins is as follows:

- **300,000** - approx. total hours of service provided annually to clients of the Firm
- **85,000** - approx. total hours of service provided annually to governmental clients of the Firm
- **40%** - percentage of governmental practice as compared to Firm's attestation practice
- **25%** - percentage of governmental practice as compared to Firm's overall practice
- **400** - approx. total governmental entities served in past three (3) years

- 280 - total number of Firm personnel
- 105 - total clients served who obtain the GFOA / ASBO Certificates
- 44 - total clients with publicly issued debts in excess of \$50 million
- 52 - total number of Firm partners
- 11 - total number of full-time governmental partners & directors
- 11 - total number of full-time governmental managers
- 90 - total number of professionals with current governmental experience

Serving Governments For A Century

Mauldin & Jenkins' commitment to government began when our Firm was established in 1918. Since then, we have viewed service to governments as significant to the overall success of the Firm. Today, the governmental sector is an industry that has been specifically identified for our continued growth in professional services. Accordingly, all professionals, from entry-level accountants to partners (who select the governmental sector as their focus) are trained to understand the issues and meet the needs of state and local governmental entities.



As noted previously, **Mauldin & Jenkins employs 22 partners, directors and managers who dedicate 100% of their time serving government clients.** We also have numerous additional professionals with current experience in providing services to governmental entities – many of whom spend their time exclusively on government clients. Mauldin & Jenkins' dedicated professionals can bring a comprehensive understanding of the issues that face government entities as well as "bench strength" at all levels, allowing us to respond swiftly and effectively to your evolving needs.

The goal of our government practice is to help governments improve their financial processes and strategies so that they can in turn achieve their goal of improving the lives of their citizens. This shared commitment to the goals of our clients has resulted in a significant government clientele. As noted in our transmittal letter, we currently **serve approximately 400 governments in the Southeast. We know of no other firm that can match our experience.**

Our current footprint of clients extends as far north as Bristol, Tennessee (located on the border between Tennessee and Virginia) and as far south as Islamorada, Florida (located within the south Florida Keys) with many clients in between. Looking east to west we serve Charleston, South Carolina and New Bern, North Carolina to clients in Tuscaloosa, Alabama.

Proper License for Public Practice in Georgia

We hereby affirm that Mauldin & Jenkins, LLC is properly registered as a certified public accounting firm licensed to practice in the State of Georgia by the Georgia Board of Accounting. Our Georgia license number is 350. Additionally, all assigned key professional staff are properly licensed and registered to practice public accounting with the State of Georgia.

Governments Served in Past Three Years

Perhaps the greatest indicator of our reliability as a professional service provider to state and local governments is our list of governmental clients. The Atlanta Office will be providing the engagement team to serve the City's audit needs. Below is a list of the governmental clients served by the Atlanta office in the prior three years. Note that the ARRA funding has not been available in the last several years and while many of single audit clients covered ARRA funding, the most recent single audits did not include ARRA funding.

	Prepares a CAFR	Performance of a Single Audit	GFOA Cert Received		Prepares a CAFR	Performance of a Single Audit	GFOA Cert Received
<u>Cities</u>				<u>Cities (continued)</u>			
1) Alpharetta	Yes	Yes	Yes	25) Lawrenceville	Yes	Yes	Yes
2) Austell	-		-	26) Lilburn	-	Yes	-
3) Ball Ground	Yes		Yes	27) Milton	Yes	Yes	Yes
4) Braselton	-		-	28) Monroe	Yes	Yes	Yes
5) Brookhaven	Yes		Yes	29) Peachtree Corners	-	Yes	-
6) Cedartown	-		-	30) Powder Springs	Yes	Yes	Yes
7) Chamblee	Yes		Yes	31) Riverdale	-	-	-
8) Chattahoochee Hills	-		-	32) Rockmart	Yes	Yes	Yes
9) Clarkston	-	Yes	-	33) Rome	Yes	Yes	Yes
10) College Park	Yes	Yes	Yes	34) Roswell	Yes	Yes	Yes
11) Conyers	Yes	Yes	Yes	35) Sandy Springs	Yes	Yes	Yes
12) Decatur	Yes	Yes	Yes	36) Social Circle	-	-	-
13) Doraville	Yes	Yes	Yes	37) South Fulton	-	-	-
14) Douglasville	Yes	Yes	Yes	38) Stockbridge	-	-	-
15) Duluth	-	Yes	-	39) Stonecrest	Yes	-	Yes
16) Dunwoody	Yes	Yes	Yes	40) Suwanee	-	-	-
17) Fairburn	Yes	Yes	Yes	41) Tucker	-	-	-
18) Fayetteville	Yes	Yes	Yes	42) Villa Rica	-	-	-
19) Forest Park	Yes	Yes	Yes	43) Tuscaloosa, AL	Yes	Yes	Yes
20) Grantville	-		-	44) Garner, NC	Yes	Yes	Yes
21) Hapeville	-	Yes	-	45) New Bern, NC	Yes	Yes	Yes
22) Jefferson	-	Yes	-	46) Selma, NC	-	-	-
23) Johns Creek	Yes	Yes	Yes	47) Jamestown, TN	-	-	-
24) Kennesaw	Yes	Yes	Yes				

	Prepares a CAFR	Performance of a Single Audit	GFOA Cert Received
Counties			
1) Athens-Clarke	Yes	Yes	Yes
2) Cherokee	Yes	Yes	Yes
3) DeKalb	Yes	Yes	Yes
4) Douglas	Yes	Yes	Yes
5) Floyd	Yes	Yes	Yes
6) Forsyth	Yes	Yes	Yes
7) Gwinnett	Yes	Yes	Yes
8) Jackson	Yes	Yes	Yes
9) Lumpkin	Yes	Yes	Yes
10) Paulding	Yes	Yes	Yes
11) Union	-	Yes	-
12) Walton	Yes	Yes	Yes
13) Gates, NC	-	Yes	-
14) Halifax, NC	Yes	Yes	Yes
15) Madison, NC	Yes	Yes	Yes
16) Orange, NC	Yes	Yes	Yes
Schools			
1) Atlanta Independent School System	Yes	Yes	Yes
2) Bartow County Board of Education	-	Yes	-
3) Carroll County Board of Education	-	Yes	-
4) Cherokee County School District	-	Yes	-
5) City of Buford Board of Education	-	Yes	-
6) City of Carrollton Board of Education	-	Yes	-
7) City of Cartersville Board of Education	Yes	Yes	Yes
8) City of Decatur Board of Education	-	Yes	-
9) City of Gainesville Board of Education	-	Yes	-
10) City of Jefferson Board of Education	-	Yes	-
11) City of Marietta Board of Education	Yes	Yes	Yes
12) City of Rome Board of Education	-	Yes	-
13) Cobb County Board of Education	Yes	Yes	Yes
14) Coweta County Board of Education	-	Yes	-
15) DeKalb County Board of Education	-	Yes	-
16) Douglas County Board of Education	-	Yes	-
17) Forsyth County Board of Education	-	Yes	-
18) Fulton County Board of Education	Yes	Yes	Yes
19) Gwinnett County Board of Education	-	Yes	-
20) Paulding County Board of Education	-	Yes	-
21) Polk County Board of Education	-	Yes	-
22) Troup County Board of Education	-	Yes	-
23) Walton County Board of Education	Yes	Yes	A

A Walton County Schools elects not to submit for the Award.

	Prepares a CAFR	Performance of a Single Audit	GFOA Cert Received
<u>Other</u>			
1) Atlanta Development Auth.	-	Yes	-
2) Atlanta Economic Renaissance Corporation	-	-	-
3) Atlanta Housing Opportunity	-	-	-
4) Austell Natural Gas System	-	-	-
5) Barrow County Water & Sewer Authority	-	-	-
6) City of Sandy Springs Development Auth.	-	-	-
7) Classic Center Auth. of Clarke County	-	-	-
8) Cobb County - Marietta Water Authority	Yes	-	Yes
9) Cobb County-Marietta Water Auth. Pension	-	-	-
10) Decide Dekalb	-	-	-
11) DeKalb County Public Library	-	-	-
12) Dev. Auth. of City of Jeffersonville & Twiggs Co.	-	-	-
13) Development Auth. of Cherokee County	-	-	-
14) Development Auth. of City of Roswell, GA	-	-	-
15) Development Auth. of Lumpkin County	-	-	-
16) Downtown Atlanta Revitalization	-	-	-
17) Friends of Bulloch	-	-	-
18) Georgia Charter Educational Foundation	-	-	-
19) Gwinnett Airport Authority	-	-	-
20) Gwinnett Civic/Cultural Center Operations	-	-	-
21) Gwinnett Convention and Visitors Bureau	-	-	-
22) Gwinnett County Airport Auth.	-	-	-
23) Gwinnett County Development Auth.	-	-	-
24) Gwinnett County Public Facilities Auth.	-	-	-
25) Gwinnett County Recreation Auth.	-	-	-
26) Gwinnett County Water and Sewerage Authority	-	Yes	-
27) Historic Roswell Convention & Visitors Bureau	-	-	-
28) International Charter School of Atlanta	-	-	-
29) Lumpkin County Water & Sewerage Authority	-	-	-
30) MARTA/ATU Local 732 Employees Retirement	-	-	-
31) North Fulton Regional Radio Auth.	-	-	-
32) Northeast Georgia Regional Commission	-	-	-
33) Paulding County Airport Authority	-	-	-
34) Paulding County Industrial Development Author	-	-	-
35) Sandy Springs Hospitality Board	-	-	-
36) Troup County College & Career Academy	-	-	-

To supplement the lists provided previously (which are clients served exclusively from our Atlanta Office) we would like to provide the following comprehensive list of governmental clients that have been served by our collective governmental practice.

Cities. Cities we have audited or are in the process of serving within the past three (3) years are:

Georgia

- 1) Albany
- 2) Alpharetta
- 3) Americus
- 4) Austell
- 5) Baldwin
- 6) Ball Ground
- 7) Blakely
- 8) Bloomingdale
- 9) Braselton
- 10) Brookhaven
- 11) Brunswick
- 12) Cedartown
- 13) Chamblee
- 14) Chattahoochee Hills
- 15) Clarkston
- 16) Cochran
- 17) College Park
- 18) Conyers
- 19) Cordele
- 20) Covington
- 21) Decatur
- 22) Doraville
- 23) Douglasville
- 24) Duluth
- 25) Dunwoody
- 26) Fairburn
- 27) Fayetteville
- 28) Flovilla
- 29) Forest Park
- 30) Garden City
- 31) Grantville
- 32) Griffin
- 33) Gum Branch
- 34) Hapeville
- 35) Hinesville
- 36) Jefferson
- 37) Jeffersonville
- 38) Johns Creek
- 39) Kennesaw
- 40) Kingsland
- 41) Lawrenceville
- 42) Leesburg
- 43) Lilburn
- 44) Ludowici
- 45) Lyons
- 46) Milledgeville
- 47) Milton
- 48) Monroe
- 49) Morrow
- 50) Peachtree City
- 51) Peachtree Corners
- 52) Perry
- 53) Pooler
- 54) Powder Springs
- 55) Quitman
- 56) Port Wentworth
- 57) Richmond Hill
- 58) Riverdale
- 59) Rockmart
- 60) Rome
- 61) Roswell

- 62) Sandy Springs
- 63) Savannah
- 64) Sharpsburg
- 65) Social Circle
- 66) South Fulton
- 67) Stockbridge
- 68) Stonecrest
- 69) Suwanee
- 70) Thunderbolt
- 71) Tifton
- 72) Toccoa
- 73) Tucker
- 74) Tybee Island
- 75) Union City
- 76) Valdosta
- 77) Vernonburg
- 78) Villa Rica

Florida

- 79) Arcadia
- 80) Bradenton
- 81) Cooper City
- 82) Crystal River
- 83) Ft. Myers Beach
- 84) Haines City
- 85) Hallandale Beach
- 86) Islamorada
- 87) Lake Placid
- 88) Long Boat Key
- 89) Marco Island
- 90) Naples

- 91) North Port
- 92) Pensacola
- 93) Pinecrest
- 94) Plant City

Alabama

- 95) Tuscaloosa

North Carolina

- 96) Garner
- 97) New Bern
- 98) Selma

South Carolina

- 99) Aiken
- 100) Beaufort
- 101) Chapin
- 102) Charleston
- 103) Clover
- 104) Hardeeville
- 105) Hollywood
- 106) Goose Creek
- 107) Loris
- 108) Orangeburg
- 109) Summerville

Tennessee

- 110) Bristol
- 111) Crossville
- 112) Jamestown

Counties. Counties we have audited or are in the process of serving within the past three (3) years are:

Georgia

- 1) Athens-Clarke
- 2) Augusta-Richmond
- 3) Columbus-Muscogee
- 4) Macon-Bibb
- 5) Bacon
- 6) Barrow
- 7) Chatham
- 8) Cherokee
- 9) Clayton
- 10) Colquitt
- 11) Crisp
- 12) DeKalb
- 13) Dougherty
- 14) Douglas
- 15) Floyd
- 16) Forsyth
- 17) Glynn
- 18) Gwinnett
- 19) Henry
- 20) Jackson
- 21) Jeff Davis
- 22) Jones
- 23) Liberty
- 24) Lincoln
- 25) Long
- 26) Lumpkin
- 27) Macon
- 28) McIntosh
- 29) Mitchell

- 30) Monroe
- 31) Newton
- 32) Paulding
- 33) Peach
- 34) Rockdale
- 35) Spalding
- 36) Stephens
- 37) Taylor
- 38) Toombs
- 39) Union
- 40) Walton

South Carolina

- 42) Beaufort
- 43) Colleton
- 44) Darlington
- 45) Edgefield
- 46) Lancaster
- 47) Laurens
- 48) Oconee

North Carolina

- 49) Gates
- 50) Halifax
- 51) Madison
- 52) Orange
- 53) Washington

Tennessee

- 41) Hamilton

State Governmental Entities. States have many entities as part of financial reporting: agencies, departments, university foundations, and other component units that are audited by an independent public accounting firm. Please see the following for a listing of State governmental entities we have audited in the past three (3) years:

- 1) Georgia Building Authority
- 2) Georgia Department of Community Health
- 3) Georgia Education Authority
- 4) Georgia Environmental Finance Authority
- 5) Georgia Higher Education Assistance Corp.
- 6) Georgia Higher Education Facilities Auth.
- 7) Georgia Lottery Corporation
- 8) Georgia Ports Authority
- 9) Georgia State Financing & Investment Commission
- 10) Georgia Student Finance Authority
- 11) Georgia Student Finance Commission
- 12) Georgia Superior Court Clerks' Coop. Authority
- 13) Georgia State Road and Tollway Authority
- 14) Stone Mountain Memorial Association
- 15) Abraham Baldwin Agricultural College Foundation
- 16) College of Coastal Georgia Foundation
- 17) Georgia Business Success Center
- 18) Georgia College & State University Foundation
- 19) Georgia Highlands College Foundation
- 20) Georgia Military College Foundation
- 21) Georgia Southern University Athletic Foundation

- 22) Georgia Southern University Foundation
- 23) Georgia State University Athletic Association
- 24) Georgia State University Foundation
- 25) Kennesaw State University Athletic Association
- 26) Kennesaw State University Athletic Department
- 27) Kennesaw State University Foundation
- 28) Kennesaw State University Research Foundation
- 29) Medical College of Georgia Foundation
- 30) New College of Florida
- 31) Northwest Florida College Foundation
- 32) Polytechnic Foundation of Kennesaw State Univ.
- 33) REACH Georgia (of the Ga. Student Finance Comm.)
- 34) Southern Polytechnic Applied Research Foundation
- 35) State College of Florida Foundation
- 36) State College of Florida Sarasota-Manatee, Inc.
- 37) University of Chattanooga Foundation
- 38) University of North Georgia Real Estate Foundation
- 39) University of North Georgia Foundation
- 40) University System of Georgia Foundation
- 41) University of West Georgia Athletic Foundation
- 42) University of West Georgia Foundation

School Systems. Boards of Education we have served within the past three (3) years are:

Georgia

- 1) Atlanta Independent School System
- 2) Baker County Board of Education
- 3) Bartow County Board of Education
- 4) Bibb County Board of Education
- 5) Bleckley County Board of Education
- 6) Brooks County Board of Education
- 7) Butts County Board of Education
- 8) Camden County Board of Education
- 9) Carroll County Board of Education
- 10) Cherokee County School District
- 11) City of Buford Board of Education
- 12) City of Carrollton Board of Education
- 13) City of Cartersville Board of Education
- 14) City of Decatur Board of Education
- 15) City of Gainesville Board of Education
- 16) City of Jefferson Board of Education
- 17) City of Marietta Board of Education
- 18) City of Rome Board of Education
- 19) Clay County Board of Education
- 20) Clayton County Board of Education
- 21) Cobb County Board of Education
- 22) Coweta County Board of Education
- 23) DeKalb County Board of Education
- 24) Dodge County Board of Education
- 25) Douglas County Board of Education
- 26) Emanuel County Board of Education
- 27) Fayette County Board of Education
- 28) Forsyth County Board of Education
- 29) Fulton County Board of Education
- 30) Glynn County Board of Education
- 31) Gwinnett County Board of Education

- 32) Hancock County Board of Education
- 33) Harris County Board of Education
- 34) Henry County Board of Education
- 35) Marion County Board of Education
- 36) Oconee County Board of Education
- 37) Paulding County Board of Education
- 38) Peach County Board of Education
- 39) Polk County Board of Education
- 40) Putnam County Board of Education
- 41) Rockdale County Board of Education
- 42) Savannah-Chatham Co. Public School System
- 43) Thomas County Board of Education
- 44) Troup County Board of Education
- 45) Twiggs County Board of Education
- 46) Walton County Board of Education
- 47) Ware County Board of Education

Florida

- 48) School Board of Highlands County
- 49) School Board of Manatee County
- 50) School District of Lee County

Tennessee

- 51) City of Bristol Board of Education
- 52) Hamilton County Department of Education

South Carolina

- 53) Lexington School District Four
- 54) Marlboro County School District
- 55) Richland County School District One
- 56) Sumter County School District

Charter School Systems. Charter schools we have served within the past three (3) years are:

- | | |
|--|---|
| 1) Academy for Classical Education (ACE) | 19) Ivy Preparatory Academy at Gwinnett |
| 2) Atlanta Heights Charter Academy | 20) Ivy Preparatory Academy for Girls |
| 3) Brighten Academy | 21) Ivy Preparatory Young Men's Leadership Academy |
| 4) Brookhaven Innovation Academy | 22) Just for Girls Academy |
| 5) Cherokee Charter Academy | 23) Kendezi School |
| 6) Coweta Charter Academy | 24) KIPP Metro Atlanta Collaborative |
| 7) East Point Academy of South Carolina | 25) KIPP Opportunity Fund |
| 8) Furlow Charter School | 26) KIPP South Fulton Academy |
| 9) Georgia Online Academy | 27) NW Florida State College - Collegiate High School |
| 10) Georgia School for the Innovation & Classics | 28) Pataula Charter Academy |
| 11) Gwinnett County BOE Charter Schools | 29) Phoenix Center Community Service Board |
| 12) Gwinnett Online Campus | 30) Provost Academy Georgia |
| 13) Graduation Achievement Charter High School | 31) Scintilla Charter Academy |
| 14) Imagine School at North Port | 32) Southwest Georgia STEM Charter School |
| 15) Imagine School at Palmer Ranch | 33) State College of Florida - Collegiate High School |

Other Governments. Other governmental entities we have audited within the past three (3) years are:

- | | |
|---|---|
| 1) Albany - Dougherty Inner City Auth. | 49) Gwinnett County Development Auth. |
| 2) Allendale County Hospital | 50) Gwinnett County Public Facilities Auth. |
| 3) Atlanta Development Auth. | 51) Gwinnett County Public Library |
| 4) Atlanta Economic Renaissance Corporation | 52) Gwinnett County Recreation Auth. |
| 5) Atlanta Housing Opportunity | 53) Heart of Georgia Altamaha Regional Commission |
| 6) Bartram Trail Regional Library | 54) Historic Roswell Convention & Visitors Bureau |
| 7) Bayshore Gardens Park & Recreation District | 55) Housing Authority of Clayton County |
| 8) Bradenton Downtown Development Auth. | 56) Houston County Library System |
| 9) Bristol Public Library | 57) Islamorada, Village of Islands, Florida |
| 10) Central Community Redevelopment Agency | 58) Jefferson Co. Economic and Industrial Dev Auth. |
| 11) Central Midlands Council of Govts. | 59) Keep Peachtree City Beautiful Commission |
| 12) Central Savannah River Area Regional Comm. | 60) Kennesaw State University Athletic Department |
| 13) Chattahoochee River 911 Auth. | 61) Lumpkin County Hospital Auth. |
| 14) Chattanooga Area Regional Council of Govts. | 62) Macon-Bibb County Land Bank Authority |
| 15) City of Albany- Chehaw Park Auth. | 63) Manatee County Mosquito Control Dist |
| 16) City of East Point Retirement Plan | 64) Manatee Technical Institute |
| 17) City of North Port, Fl. - Firefighters' Pension | 65) MARTA/ATU Local 732 Employees Retirement |
| 18) City of Sandy Springs Development Auth. | 66) McIntosh Trail Community Service Board |
| 19) Classic Center Auth. of Clarke County | 67) McPherson Implementing Local Redev. Auth. |
| 20) Clayton Co., Pension Fund | 68) McPherson Planning Local Redevelopment Auth. |
| 21) Cobb County-Marietta Water Auth. Pension | 69) Middle Georgia Community Service Board |
| 22) Columbia County Board of Health | 70) Milledgeville-Baldwin County Dev. Auth. |
| 23) Columbia Development Corp. | 71) NE Corridor, LLC |
| 24) Columbia Empowerment Zone | 72) North Fulton Regional Radio Auth. |
| 25) Columbia Housing Development Corp. | 73) Northeast Georgia Regional Commission |
| 26) Convention and Visitors Bureau of Dunwoody | 74) Northwest Florida State College Foundation |
| 27) Crisp Co.- Cordele Industrial Development Auth. | 75) Ocean Highway and Port Auth. of Nassau County |
| 28) Crisp Co.- Cordele Industrial Development Council | 76) Oconee Center Community Service Board |
| 29) Decide DeKalb | 77) Orangeburg Co. Department of Disabilities & Special Needs |
| 30) DeKalb County Public Library | 78) Pathways Center Community Service Board |
| 31) Dev. Auth. of City of Jeffersonville & Twiggs Co. | 79) Paulding County Industrial Development Authority |
| 32) Development Auth. of Cherokee County | 80) Peace River/Manasota Regional Water Supply Auth. |
| 33) Development Auth. of City of Roswell, GA | 81) Peachtree City Convention & Visitor's Bureau |
| 34) Development Auth. of Lumpkin County | 82) Phoenix Center Community Service Board |
| 35) Development Auth. of Peachtree City | 83) Public Bldg. Auth. of Knox Co. & City of Knoxville |
| 36) Development Authority of Warner Robins | 84) Riverdale Downtown Development Auth. |
| 37) Disabilities Board of Charleston County | 85) River's Edge Community Service Board |
| 38) Downtown Atlanta Revitalization | 86) Saluda Nursing Center |
| 39) Eau Development Corporation | 87) Sandy Springs Hospitality Board |
| 40) Ensor Forest Apartments | 88) Santee-Lynches Reg. Council of Govts. |
| 41) Forsyth County Public Library | 89) Santee-Lynches Reg. Development Corp. |
| 42) Friends of Bulloch | 90) Sarasota School of Arts & Sciences |
| 43) Georgia Charter Educational Foundation | 91) South Carolina Centers of Economic Excellence |
| 44) Georgia Ports Auth. DB & OPEB Plan | 92) Southeast Tennessee Development District |
| 45) Georgia Ports Auth. Defined Contribution Plan | 93) SOWEGA Council on Aging |
| 46) Griffin Spalding County Land Bank Auth. | 94) Toccoa-Stephens County Public Library |
| 47) Gwinnett Civic/Cultural Center Operations | 95) Town Center Area Community Imp. District |
| 48) Gwinnett Convention and Visitors Bureau | 96) Two Notch Development Corp. |

CAFR Certificates of Achievement & Excellence



Mauldin & Jenkins has served **approximately 400 governments** in the past several years, and **105** governmental units who obtain the GFOA's Certificate of Achievement for Excellence in Financial Reporting (and, or the ASBO's Certificate of Excellence in Financial Reporting).



Mauldin & Jenkins' clients have never failed to obtain the Certificate! Every CAFR submitted has received the award. The following are current clients:

Counties:

- 1) Athens-Clarke Co.
- 2) Augusta-Richmond Co.
- 3) Barrow Co.
- 4) Beaufort Co., SC
- 5) Cherokee Co.
- 6) Clayton Co.
- 7) Colleton Co., SC
- 8) Columbia Co.
- 9) DeKalb Co.
- 10) Douglas Co.
- 11) Edgefield Co., SC
- 12) Floyd Co.
- 13) Forsyth Co.
- 14) Gwinnett Co.
- 15) Hamilton Co., TN
- 16) Henry Co.
- 17) Jackson Co.
- 18) Lancaster Co., SC
- 19) Macon-Bibb Co.
- 20) Oconee Co., SC
- 21) Orange Co., NC
- 22) Paulding Co.
- 23) Rockdale Co.
- 24) Spalding Co.
- 25) Walton Co.

Cities:

- | | | |
|---------------------|------------------------|--------------------|
| 26) Aiken, SC | 44) Decatur | 62) Monroe |
| 27) Albany | 45) Douglasville | 63) Morrow |
| 28) Alpharetta | 46) Dunwoody | 64) Naples, FL |
| 29) Americus | 47) Fayetteville | 65) New Bern, NC |
| 30) Austell | 48) Fairburn | 66) North Port, FL |
| 31) Ball Ground | 49) Forest Park | 67) Peachtree City |
| 32) Beaufort, SC | 50) Griffin | 68) Pensacola, FL |
| 33) Bradenton, FL | 51) Haines City, FL | 69) Perry |
| 34) Bristol, TN | 52) Hallandale Bch, FL | 70) Pinecrest, FL |
| 35) Brookhaven | 53) Hapeville | 71) Riverdale |
| 36) Brunswick | 54) Hinesville | 72) Rockmart |
| 37) Chamblee | 55) John's Creek | 73) Rome |
| 38) Charleston, SC | 56) Kennesaw | 74) Roswell |
| 39) Chamblee | 57) Kingsland | 75) Sandy Springs |
| 40) College Park | 58) Marco Island, FL | 76) Suwanee |
| 41) Conyers | 59) Longboat Key, FL | 77) Tuscaloosa, AL |
| 42) Cooper City, FL | 60) Milledgeville | 78) Union City |
| 43) Covington | 61) Milton | 79) Valdosta |

State Governmental Entities:

- 91) Ga. Environ. Fin. Auth. (GEFA)
- 92) Ga. Ports Authority

Other Governmental Entities:

Boards of Education:

- 80) Atlanta Public Schools
- 81) Bibb County Schools
- 82) Cartersville City Schools
- 83) Clayton County Schools
- 84) Cobb County Schools
- 85) Fayette County Schools
- 86) Fulton County Schools
- 87) Gwinnett County Schools
- 88) Lee County School District
- 89) Marietta City Schools
- 90) Richland Co. School District One

- 93) Central Savannah River Area Regional Comm.
- 94) Charleston Water System
- 95) Clayton County Water Auth.
- 96) Cobb County - Marietta Water Authority
- 97) Greenwood Commissioners of Public Works
- 98) Greer Commission of Public Works
- 99) Henry County Water Auth.
- 100) Lowcountry Regional Transportation Authority
- 101) Macon Water Authority
- 102) Mount Pleasant Waterworks
- 103) Public Building Authority of Knox Co. & Knoxville
- 104) South Florida Transportation Authority
- 105) Tampa Bay Water Authority

Quality Control and Peer Review

External Peer Review

In the mid 70s, the Private Companies Practice Section (PCPS) was founded by the American Institute of CPAs (AICPA) to establish a voluntary quality assurance program for CPA firms. There are requirements for membership in the section, which include mandatory continuing education for each member of the professional staff and a key element is a tri-annual independent review of a firm's quality control system in its practice of public accounting. Mauldin & Jenkins, LLC has been a member of the section from its inception.



The peer review aspect has evolved from being voluntary to mandatory and Mauldin & Jenkins is in full compliance with the requirements of having a tri-annual review. In the peer reviewer's latest report dated October 30, 2017, our reviewing firm gave a rating of "pass" which is the highest form of assurance they can render on the system of quality control for our accounting and audit practice.

A copy of the report on our most recent external quality control review is provided on the following pages. **The quality control review included a review of specific government engagements.** No letter of comment was received as a result of this review. We are quite proud to be one of the few Southeast based firms to have undergone this review and to have received such an excellent opinion from a large reputable national firm.





Report on the Firm's System of Quality Control

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

PBMares, LLP | 725 Jackson Street, Suite 210 | Fredericksburg, VA 22401 | P 540.371.3566 | 1.800.296.3710 | F 540.371.3598

-2-

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017

Desk Reviews or Field Reviews

Mauldin & Jenkins audits some of the largest cities in the State of Georgia. Based on that fact, and since 2011, the State of Georgia's Department of Audits & Accounts (DoAA) annually performs a review of a sample of our city audits. No report has ever been formally issued, and no matters or issues have ever been noted by this annual effort. As a matter of fact, the DoAA has asked to send teams of auditors to review our workpapers in their own effort to better approach financial and compliance audits from a risk based perspective.

With the exception of the above paragraph's thoughts, Mauldin & Jenkins has not had a federal or state desk review or field review of its audits during the past three (3) years.

One of our more recent Federal desk reviews or field reviews was done in January 2008. We would like to provide the following details of that review, as we believe its results further distinguish Mauldin & Jenkins from other firms.

In January 2008, as part of the Federal Department of Education's random testing of the audits of cities, a review was performed by the Federal Office of Inspector General (OIG) regarding a Single Audit engagement of a city. We are quite pleased to note the examiner provided Mauldin & Jenkins a letter of high marks for the performance of the respective Single Audit and this comes at a time when Federal regulators are condemning the profession for poor performance of such Single Audits. **Unofficially and orally provided, the examiner noted this Single Audit engagement to be the best such engagement reviewed in his experience.**

We at Mauldin & Jenkins are quite proud of our Firm's governmental practice and appreciate the efforts of state and Federal inspectors and examiners, and their kind words of our doing things right and doing the right things in our attestation engagements.

No Disciplinary Actions

Mauldin & Jenkins has not had any disciplinary actions taken (nor are any pending) against the Firm during the past three (3) years with any state or Federal regulatory bodies or professional organizations.

Independence

We hereby affirm that Mauldin & Jenkins, LLC is independent with respect to the City of Villa Rica, Georgia, its component units and its joint ventures, and related outside entities as defined by generally accepted auditing standards.

We meet the independence standards of Generally Accepted Auditing Standards and the U.S. General Accounting Office *Government Auditing Standards* (2007 revision). We are also independent with respect to the City within the meaning of Rule 1.01 of the Code of Professional Ethics of the American Institute of CPAs and the applicable published rules and interpretations thereunder.

To further understand the above paragraph, we have not:

- Prepared or performed reconciliation services;
- Performed bookkeeping services; or,
- Provided other consulting services.

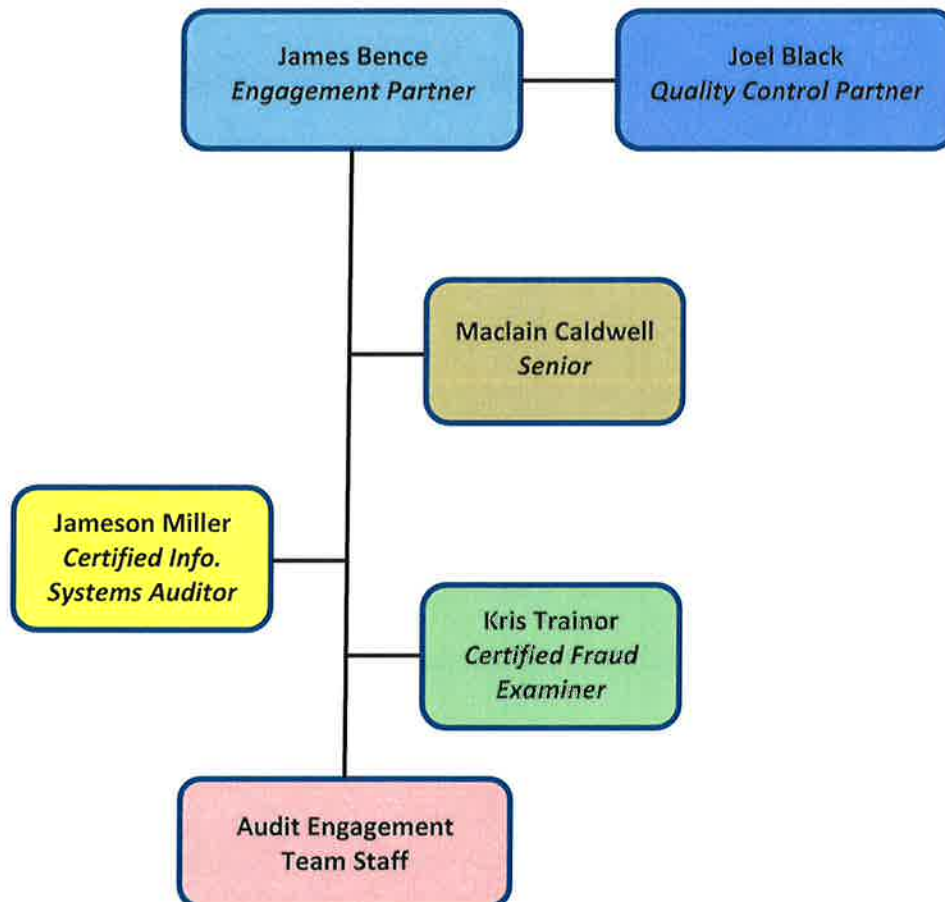
for the City during the past year or any time prior. Independence is very important to the integrity of an audit, and we are most definitely independent with respect to the City. Further, we have no conflicts of interest or local bias.

We have had no business relationships or made payments to any officer or employee of the governing board members of the City of Villa Rica, Georgia who is or has been in a policy making or significant management position relating to any aspect of the proposed work in the past five years. We have made no payments or commitments to make payments to any person, Firm or corporation for services rendered in soliciting business for the City of Villa Rica, Georgia. Written notice will be provided to the City provided any professional relationships are entered into with the City during the period of this agreement.

Qualification of Local Office Staff

Proposed Staffing and Qualifications

In order to provide the highest quality service in the most cost efficient manner, Mauldin & Jenkins has formed a client service team which will function as a cohesive unit, and would represent a superb assortment of talent and experience for the audit of the City. The unit would be assembled as:



The above team dedicated to audit the City will include (at a minimum): two (2) partners, one (1) full-time senior, and at least two (2) staff professionals. The senior and the staff professionals will be substantially on-site full time throughout the conduct of their role in the audit. Other governmental audit professionals will be available to assist throughout the fieldwork and the preparation of the financial reports. The audit partner in-charge of fieldwork will correspond with City management on financial reporting, audit, and related issues on an ongoing basis, and this individual will also be dedicated to serve the City throughout fieldwork, reporting and conclusion in all respective fiscal years. Mauldin & Jenkins has the depth of resources which allows us to provide you with significant resources of knowledgeable professionals to meet your deadlines.

We realize that, regardless of our Firm's qualifications, the quality of service the City receives will correlate directly to the skill level, dedication, and resourcefulness of your audit engagement team. The individuals listed below have been selected to serve the City based on their years of hands-on experience working with government entities, and for their commitment to exceeding client expectations. Your team members are dedicated and resourceful, and among the most talented in their field. We encourage you to contact us whenever you have questions and to view us not just as auditors, but as true advisors. Please see the following pages for information on several key individuals who are available to serve the City during the audit process.



James Bence, CPA
Lead Partner and Ultimate Partner Responsible

James is a partner with Mauldin & Jenkins. His experience with the firm covers a variety of state and local governmental organizations. He spends 100% of his time serving state and local governments. James has served the City for the past three years and has first-hand knowledge of the City's processes.

As the Lead Partner for the City's engagement, James would be on-site and available to City personnel for 100% of the time that fieldwork is occurring. As the audit progresses, James would be responsible for the review of the audit file and work completed and as this would be conducted on-site, any issues would be resolved with the City prior to our conclusion of fieldwork. We find that this process eliminates many of the inefficiencies that cause delays between the conclusion of fieldwork and final issuance of our audit reports and a government's financial statements.

Years of Professional Experience and Years with Firm: A has fifteen (15) years of experience in public accounting, all with Mauldin & Jenkins, serving a wide range of clients in the public services industry.

List of Audits Performed for Governments in the Last Three Years

Counties:

- Cherokee County *
- Douglas County*
- Gates County, NC
- Floyd County *
- Forsyth County*
- Halifax County, NC *
- Jackson County*
- Lumpkin County
- Madison County, NC*
- Orange County, NC*
- Paulding County *
- Walton County *

School Systems:

- Atlanta Heights Charter Academy
- Brighten Academy
- Cartersville Board of Education
- Cherokee County Board of Education
- Cherokee County Charter Academy
- City of Buford Board of Education
- City of Marietta Board of Education
- Cobb County Board of Education *
- Coweta Charter Academy
- Forsyth County Board of Education
- Gainesville City Schools
- Gordon County School District
- Pataula Charter Academy

Cities:

- City of Alpharetta *
- City of Baldwin
- City of Ball Ground *
- City of Brookhaven
- City of Canton *
- City of Decatur *
- City of Doraville*
- City of Dunwoody *
- City of Grantville
- City of Johns Creek *
- City of Kennesaw *
- City of Lawrenceville*
- City of Lilburn
- City of Marietta *
- City of Milton *
- City of Monroe *
- City of New Bern, NC*
- City of Peachtree Corners
- City of Powder Springs*
- City of Roswell *
- City of Sandy Springs *
- City of Social Circle
- City of Villa Rica*
- Town of Garner, NC
- Town of Selma, NC

- Troup County Board of Education
- Walton County Board of Education*

Other Governmental Entities:

- Chatsworth Water Works Commission
- Chattahoochee River 911 Authority
- Cherokee County Airport Authority
- Cherokee County Water & Sewerage Authority
- Cobb County-Marietta Water Authority*
- Development Authority of Walton County
- Dunwoody Convention and Visitors Bureau
- Evermore Community Impr. District
- Forsyth County Public Library
- Halifax Tourism Development Authority
- Halifax-Northampton Regional Airport Auth
- Historic Roswell Convention & Visitors Bureau
- Lawrenceville Tourism & Trade Association
- Town Center Community Improvement District
- Walton County Water & Sewer Authority

* These jobs included the preparation or review of the CAFR.

Degree/Certifications and Audit Training: James graduated from Mercer University with a double B.B.A. in Accounting and Finance and he is a Certified Public Accountant. In addition, James has obtained a significant amount of continuing professional education over the last three years, serving as both an instructor and participant in several seminars and courses including:

- 2018 CAFR Preparation, Macon, Georgia – Instructor
- 2018 Common Financial Statement Errors, North Carolina Association of CPAs, New Bern, North Carolina - Instructor
- 2017 Tennessee Government Finance Officers Association (GFOA) Fall Conference – Murfreesboro, Tennessee
- 2017 North Carolina GFOA Summer Conference – Wrightsville Beach, North Carolina

- 2017 Georgia Government Finance Officers Association Conference – Savannah, Georgia
- 2017 CAFR Preparation, Atlanta, Georgia – Instructor
- 2017 Mauldin & Jenkins Annual Conference, Athens, Georgia - Instructor and Participant
- 2017 North Carolina GFOA Spring Conference - Raleigh, North Carolina
- 2016 CAFR Preparation, Covington, Georgia - Instructor
- 2016 North Carolina Government Finance Officers Association Fall Conference – Winston-Salem, North Carolina
- 2016 CAFR Preparation Class, Atlanta, Georgia – Instructor
- 2016 Mauldin & Jenkins Annual Conference - Instructor and Participant

Professional and Civic Activities: James is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants, Georgia Society of Certified Public Accountants, the Government Finance Officers Association, the Georgia Government Finance Officers Association, and the North Carolina Government Finance Officers Association.



Joel Black, CPA
Quality Control Partner

Joel is a partner with Mauldin & Jenkins. His experience covers a variety of clients in federal, state, and local government, and non-profit organizations. Joel is a partner who works exclusively in the governmental sector of the Firm's audit practice. His experience covers a variety of clients in state and local government organizations. He spends 100% of his time serving state and local governments.

As the Quality Control Partner / Partner for Special Matters, it is not expected that Joel would be on-site during the conduct of fieldwork for the City's audit. However, when circumstances arise that require the consultation or input from a Quality Control Reviewer, we make a priority for that partner to meet with members of both the engagement team and client personnel at the client's offices. Therefore, we have strategically selected Joel to fill this role for the City's audit as he would have availability during the timing of the City's audit to be on-site if needed.

Years of Professional Experience and Years with Firm: Joel has twenty-two (22) years of experience in public accounting, twelve years of which was with KPMG LLP serving a wide range of government clients. He joined Mauldin & Jenkins in 2004, becoming a partner in 2005. He currently serves on the firm's Audit and Accounting Committee, helping establish audit policies and answering technical questions for the firm's governmental partner group.

Below is a list of the engagements for which Joel has served over the past two years. Over his career Joel has served numerous clients at both Mauldin & Jenkins and KPMG, in various roles, ranging from staff, senior, manager, directors, and now partner.

List of Audits Performed for Governments in the Last Two Years:

Counties:

- Athens-Clarke Co. Unified Gov.*
- Cherokee County*
- DeKalb County*
- Dougherty County
- Forsyth County*
- Gwinnett County
- Hamilton County, TN*
- Lumpkin County*
- Orange County, NC*
- Paulding County*
- Union County
- Walton County*

Other Governmental Entities:

- Atlanta Beltline, Inc.
- Atlanta Development Authority
- Atlanta Housing Opportunity, Inc.
- Birmingham-Jefferson Co. Transit Authority
- Bristol Public Library
- Chattahoochee River 911 Authority
- City of Atlanta Tax Allocation Districts (6)
- City of East Point Retirement Plan
- DeKalb County Public Library
- Downtown Development Authority of Atlanta
- Fulton County BOE Retirement System
- Georgia Ports Auth. Defined Contribution Plan
- Georgia Ports Auth. OPEB Plan
- Georgia Ports Authority Defined Benefit Plan
- Gwinnett Center
- Gwinnett Convention & Visitors Bureau
- Gwinnett County BOE Retirement System
- Gwinnett County Development Authority
- Gwinnett County OPEB Health Plan
- Gwinnett County Public Library

Cities:

- City of Alpharetta*
- City of Bristol, TN*
- City of Brookhaven*
- City of Chattahoochee Hills
- City of College Park*
- City of Decatur*
- City of Doraville*
- City of Duluth
- City of Dunwoody*
- City of Fairburn
- City of Forest Park*
- City of Jefferson
- City of Johns Creek*
- City of Kennesaw*
- City of Lawrenceville*
- City of Lilburn
- City of New Bern, NC*
- City of Peachtree Corners*
- City of Powder Springs*
- City of Riverdale*
- City of Roswell*
- City of Sandy Springs*
- City of Suwanee
- City of Toccoa
- Town of Selma, NC

School Systems:

- Atlanta Public Schools*
- City of Bristol, TN Public Schools
- City of Carrollton Board of Education
- City of Rome Board of Education
- Cobb County Board of Education *
- Forsyth County Board of Education
- Fulton County Board of Education*
- Gwinnett County Board of Education
- Hamilton County Department of Education
- Walton County Board of Education*

- Gwinnett County Retirement Plan
- Gwinnett County Water & Sewerage Authority
- Halifax Tourism Development Authority
- Halifax-Northampton Regional Airport Auth
- Joint Sewerage System (Bristol, TN & VA)
- Public Building Authority of Knox County
- Riverdale Downtown Development Authority
- Urban Residential Finance Authority of Atlanta

State of Georgia Entities:

- Ga. Department of Community Health
- Ga. Environmental Finance Auth. (GEFA)*
- Ga. Environmental Loan Acquisition Corp.
- Ga. Higher Education Facilities Authority
- Ga. Lottery Corporation*
- Ga. State Financing & Investment Commission

Degree/Certifications and Audit Training: Joel graduated from Georgia State University with a Bachelor of Business Administration in Accounting.

Joel coordinates the Mauldin & Jenkins annual three day training for all governmental partners and staff and also developed and instructed the internal training on the Risk Assessment Standards and Clarified Standards for audits. He also coordinates and leads the instruction of the free quarterly CPE provided to our clients.

Joel has obtained and instructed a significant amount of continuing professional education over the last three years including:

- 2018 M&J Internal Government Conference - Instructor
- 2017 South Carolina Association of CPAs – Upstate Accounting Show – Instructor
- 2017 M&J Government Client Training – 3rd Quarter - Instructor
- 2017 AICPA Webcast – Accounting and Auditing OPEB - Instructor
- 2017 Georgia Government Finance Officers Association Annual Conference – Instructor
- 2017 Florida Society of CPAs – Governmental Conference - Instructor
- 2017 AICPA Government Accounting and Auditing Conference, Washington DC – Instructor
- 2017 M&J Internal Government Conference - Instructor
- 2017 Georgia Government Finance Officers Association Webcast – Financial Reporting Model Re-examination - Instructor
- 2017 City of Dunwoody Accounting Conference – Instructor
- 2017 AGA, Atlanta Chapter Government Accountability Training - Instructor
- 2017 GSCPA, Non-Profit Accounting and Auditing Conference – Instructor
- 2017 AICPA, GAQC Annual Update National Webcast - Instructor
- 2016 Cash Management – North Carolina
- 2016 Dunwoody Accounting Conference – Dunwoody, Georgia – Instructor
- 2016 AICPA Government and Not-for-Profit Training Prog. – Las Vegas - Instructor
- 2016 Georgia Government Finance Officers Association Annual Conference – Stone Mountain
- 2016 AICPA Webcast – Internal Control COSO and More – Instructor

Professional and Civic Activities: Joel is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants, Georgia Society of Certified Public Accountants, the Government Finance Officers Association, the Georgia Government Finance Officers Association, and the Association of Government Accountants. **Joel recently served on the Executive Committee of the AICPA's Government Audit Quality Center. After rolling off his term on the Executive Committee, Joel was recently appointed to the AICPA's State and Local Government Expert Panel.** Joel also recently served as the chairman for one of five national AICPA task forces focused on improving the quality of Single Audits within the auditing profession. His task force encompasses improving the testing of internal controls and compliance. Among his duties include rewriting three chapters of the AICPA Audit Guide on Government Auditing Standards and OMB Circular A-133 Audits. While at KPMG, he served as one of six managers within the firm who were GASB Statement No. 34 technical resources—answering questions on behalf of the firm's Department of Professional Practice for KPMG personnel around the country.



Maclain Caldwell, CPA
Senior

Maclain Caldwell is a senior (i.e., staff) and a certified public accountant with Mauldin & Jenkins, LLC specializing in serving local and state governmental entities. He is registered and licensed to practice in the State of Georgia. Maclain is a staff who works exclusively in the governmental sector of the Firm's audit practice.

Years of Professional Experience and Years with Firm

Maclain has nearly four years of experience with the Firm. He serves both large and small governmental units, and is involved in serving over thirty (30) such governmental entities. Maclain obtained his CPA certificate in 2015.

The following is a summary of governmental clients served by Maclain in the capacity of staff in-charge or staff. These clients are also listed below.

List of Governmental Clients Served in the Last Three (3) Years

Counties:

- Athens-Clarke County*
- Barrow County
- Gwinnett County*

Boards of Education:

- Bartow County Board of Education
- Buford Board of Education
- Carrollton City Board of Education
- Cobb County Board of Education*
- Douglas County Board of Education

Cities:

- City of Brookhaven*
- City of Chamblee
- City of Duluth
- City of Fairburn*
- City of Grantville
- City of Jamestown (TN)
- City of Kennesaw*
- City of Rome
- City of Sandy Springs*
- City of Suwanee

- Forsyth County Board of Education
- Ivy Preparatory Schools
- Jefferson Board of Education
- Marietta Board of Education*
- Oconee County School System
- Pataula Charter Academy
- Troup County Board of Education
- Walton County Board of Education*

- City of Villa Rica

Other Governmental Units:

- Atlanta Development Authority Tax Allocation Districts
- Chattahoochee River 911 Authority
- Cobb County-Marietta Water Authority
- Georgia State Financing & Investing Commission
- Gwinnett Convention & Visitors Bureau
- Infinite Energy Arena
- North Fulton Regional Radio Systems Authority

Degree/Certifications and Audit Training

Maclain graduated from Auburn University with a Bachelor of Business Administration in Accounting.

Maclain has obtained a significant amount of continuing professional education over the last two years including:

- 2018 M&J Annual Government Conference, Eatonton, Georgia –Participant
- 2018 M&J Annual LEAP Conference, Athens, Georgia–Instructor
- 2017 M&J Annual Government Conference, Eatonton, Georgia –Participant
- 2017 M&J Annual LEAP Conference, Athens, Georgia–Instructor
- 2017 Thomson Reuters Audit Watch - Participant
- 2017 M&J Annual Government Conference, Athens, Georgia –Participant
- 2016 LEAP Conference, Athens, Georgia –Participant
- 2016 Thomson Reuters Audit Watch - Participant
- 2016 M&J Annual Government Conference, Athens, Georgia - Participant
- 2016 Thomson Reuters Audit Watch - Participant

Professional and Civic Activities

Maclain is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants and Georgia Society of Certified Public Accountants. He is also active in the Atlanta Young Alumni: Auburn University, Harbert College of Business.

Other Staff Resources (Technology Services and Fraud Examinations)

We have individuals with extensive experience and certifications relative to Information Systems Technology as well Fraud Examinations. The following two (2) individuals are available to be of service to the City should the need arise.



Jameson Miller, CPA
Technology Services

Jameson is a graduate of the University of Tennessee at Chattanooga, Tennessee with a Bachelor of Science degree in accounting. He has 11 years of experience, including time working with information technology (IT) auditing and information security operations and management. His industry experience includes state and local governments, and healthcare administration.

Jameson holds the Certified Information Systems Auditor (CISA) designation from the Information Systems Audit and Control Association (ISACA).

Kris Trainor, CPA and CFE
Certified Fraud Examiner

Kris Trainor is a partner with Mauldin & Jenkins. Kris received his BBA in Accounting from Georgia Southern University. Since joining Mauldin & Jenkins in 1995, Kris has worked primarily on audit and consulting engagements. His experience ranges from fraud examinations, agreed-upon procedures, internal audits, financial statement audits, lender compliance, mortgage company audits, governmental audits and loan servicing compliance audits. He also has audit and inventory experience in the manufacturing industry.



Kris is a member of the American Institute of Certified Public Accountants, the Georgia Society of Certified Public Accountants, the Association of Certified Fraud Examiners, Beta Gamma Sigma, and Beta Alpha Psi.

Other Staff Auditors & Accountants

Prior experience with government audits is as important for the staff as it is for management. Experience in governmental accounting and auditing minimizes the amount of time the staff will require to fully understand the complexities of the operations and financial accounting and reporting systems. Prior experience also enables the staff to recognize problems early in the engagement. This, in turn, allows the desired early consideration and resolution of problems. All staff assigned to the City's engagement will have prior experience serving government clients and/or will have substantial government audit training. All staff assigned to the City will be on-site throughout the entire engagement.

We would like to stress the fact that the majority of our governmental staff work on state and local governments 100% of their time. This reduces the “learning curve” on most all audits by reducing the amount of “on-site training” that occurs at most national accounting firms. This is very evident in our proposed hours, which are typically much less than that of other firms. Our staff knows what is required and how to get the work done efficiently and effectively. Our staff members understand the laws and regulations specifically pertinent to Georgia entities. We also normally have more high-level hours of service by our partners and managers (in the conduct of fieldwork) than the national firms, thereby reducing redundancy and other audit engagement inequities. We bring our experience to the field where timely decisions can be made.

Partner & Staff Continuity

We are committed to providing continuity of our engagement team members. We recognize that this is also an important factor for the City, as it limits the amount of retraining that needs to be performed each year. **Our staff retention rates of approximately 90%** are considered to be among the best in the profession (and much better than national firms). We are able to not only provide consistency with the partners and managers on our engagement teams, but seniors and staff as well.

Retention > 90%

It is also our goal to minimize disruptions to the City by staffing the engagement so as to provide continuity, both during and between audits. It is the Firm’s policy not to rotate key audit staff, consultants or specialists off a multi-year contracted audit engagement. Consequently, it is not anticipated that any key audit personnel will be rotated away from the City’s annual audit. In any business, however, turnover is inevitable. When this happens, we will provide resumes of suggested replacements and any changes in key personnel would always be discussed timely with City officials to their satisfaction.

Continuing Education of Partners and Staff

All members (i.e., partners) and staff of Mauldin & Jenkins receive substantial continuing education in audit and accounting – typically over 100 hours of such study per year. As soon as a staff person becomes a key ingredient to any type of niche service such as governmental audit, accounting and consulting, specific continuing education is sought. A good example includes sending our staff with over one (1) year of governmental audit experience to various GFOA and AICPA training for audit, accounting and financial reporting courses.

All partners and staff serving in the governmental sector join together in July each year for the M&J Annual Governmental Conference in which three (3) days worth of audit, accounting and financial reporting training is provided.

Mauldin & Jenkins also provides week long audit efficiency training via Audit Watch every June to all staff persons with less than five (5) years experience. Further, every July staff persons from various levels of experience are provided with four (4) days of training relative to the conduct of Single Audits and the preparation of Comprehensive Annual Financial Reports (CAFR's).

All staff associated with the annual audit of the City will exceed all the continuing professional education requirements contained in the Yellow Book throughout the term of the agreement.



Client References

In addressing the City's interest in the qualifications and client references of Mauldin & Jenkins and the request for audits performed for local governmental units in the last three (3) years, we have elected to report on three (3) entities which most closely resemble the City of Villa Rica in size and services (total staff hours). Should management of the City need some additional references, we would be happy to provide such data. The three (3) cities we audit which most closely resemble the City are noted below.

1) *City of Douglasville, Georgia*

General Information	City with population of approximately 32,000. Assets and revenues of approximately \$127 million and \$36 million, respectively. CAFR prepared and GFOA Certificated awarded. City operations include one (1) proprietary fund, a defined benefit OPEB plan as well as the Douglasville Development Authority (component unit).
Scope & Type of Engagement	Financial audits and compliance audits in accordance with the Uniform Guidance; preparation of financial statements.
Dates	June 30, 2017 through present
Partners	Adam Fraley and Joel Black
Total Hours	300 hours
Contact Information	Ms. Karin Callan, CPA, Finance Director: (678) 449-3076

2) *City of Lawrenceville, Georgia*

General Information	City with population of approximately 30,000. Assets and revenues of approximately \$416 million and \$115 million, respectively. CAFR prepared and GFOA certificate awarded. City operations include a several proprietary funds.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with the Uniform Guidance; preparation of financial statements.
Dates	August 31, 2014 through present
Partners	James Bence and Doug Moses
Total Hours	350 hours
Contact Information	Mr. Keith Lee, finance director: (678) 407-6585

3) *City of Rockmart, Georgia*

General Information	City with population of approximately 4,300. Assets and revenues of approximately \$52 million and \$15.8 million, respectively. CAFR prepared and GFOA certificate awarded.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with the Uniform Guidance; preparation of financial statements.
Dates	June 30, 2013 through present
Partners	Adam Fraley and Joel Black
Total Hours	175 hours
Contact Information	Ms. Pam Herring, City Clerk: (770) 684-5454

In addition to providing the above three references we have worked with the City of Villa Rica for the previous three fiscal years. We have enjoyed working with the City and look forward to the opportunity to continue to be of service to the City.

Approach and Methodology to the Audit

The following pages attempt to demonstrate to you our understanding of the nature of the audit services and our general plan for meeting your needs.

Scope of Our Work and Required Audit Reports

The overall objective in serving the City is to determine whether the financial statements present fairly the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the major governmental funds in conformity with accounting principles generally accepted in the United States of America. In addition, to determine whether the combining and individual non-major fund financial statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.



The audit will be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with: *Government Auditing Standards* issued by the Comptroller General of the United States; the provisions of the Federal Single Audit Act, the audit requirements of Title 2 U. S. *Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) standards; and, the Official Code of Georgia Annotated.

Our audit will consider the City's internal controls over financial reporting in order to determine the auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide an opinion on the internal control over financial reporting.

We will perform tests of compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Providing an opinion on compliance with these provisions is not an objective of the audits. However, the results of the tests disclosing instances of noncompliance and other matters will be reported as required under *Government Auditing Standards*.

During our audit, we will verify and test expenditures of the City's Special Purpose Local Option Sales Tax proceeds. In accordance with the Official Code of Georgia Annotated, Section 48-8-121, a schedule will be included in each annual audit which shows for each project in the resolution or ordinance calling for imposition of the Special Purpose Local Option Sales Tax the original estimated cost, the current estimated cost if it is not the original estimated cost, amounts expended in prior years, and amounts expended in the current year. We will verify and test expenditures sufficient to provide assurance that the schedule is fairly presented in relation to the financial statements. Our report on the financial statements will include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

Following the completion of the audit of the fiscal year's financial statements, we shall prepare the required audit reports (if applicable) including those required by *Government Auditing Standards* and the Single Audit and the Official Code of Georgia Annotated:

- 1) A report on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles. This report shall include Required Supplemental Schedules (RSI) as required by GASB 34.
- 2) A report on Internal Control over Financial Reporting and on Compliance and on Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- 3) A report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance required by the Uniform Guidance.
- 4) A Schedule of Findings and Questioned Costs in accordance with the Uniform Guidance.
- 5) A report on the fair presentation of the Schedule of Special Purpose Local Option Sales Tax in accordance with Generally Accepted Auditing Principles and in compliance with the O.C.G.A., 48-8-121.

Proposed Segmentation of the Engagement

Our professionals, who are knowledgeable with respect to audit requirements for governmental entities, will be assigned based on their expertise with respect to each segment. Our audit procedures, related documentation and quality review will be segregated by each segment as follows based on our review of the City's prior financial statements, budgets, request for proposal, and other information available:



The below timeframes are estimates based on our understandings with the City as to its desires. We at Mauldin & Jenkins would be flexible in the timing of certain events as requested by the City. As noted in the table below, we want to work with City personnel in an effective manner. We intend to do a great deal of planning and tailoring of our approach from our initial visits. We do not want our clients to feel that they have to reinvent the wheel every time we ask for something. However, to make this process cost the City as little as possible (both in dollars and their individual time), it is important to start only when ready and avoid auditing a moving target. The following table attempts to depict the timing and key elements of the planned audit process:

Timing of Audit Process & Procedures						
Segments	Fiscal Year 2018 Audit Calendar					
	Sept	Nov	Dec	Jan	Feb	Mar
Segment I - Planning and Interim Procedures						
Ongoing consultation on major issues & developments throughout the year, and greater discussions as year end approaches (such as new GASB standards).						
Meet management to discuss audit risks and scopes.						
Engagement team planning meetings and performance of interim audit procedures.						
Gain understanding of significant processes & key controls.						
Perform testing of key controls with goal of reducing substantive audit testing.						
Determine nature, timing and extent of substantive tests to be performed.						
Finalize audit plan based on results to-date.						
Segment II - Final Audit Fieldwork Procedures						
Perform substantive tests (detail testing of respective general ledger / trial balance accounts, and final analytical procedures & key ratios & relationship of financial data).						
Conduct a final evaluation of risk assessments.						
Conduct of progress meetings with management as needed and as often as desired.						
Preparation and delivery of draft comprehensive annual financial report (CAFR), reports, findings, management letter comments, and any other deliverables.						
Meeting with management to discuss draft deliverables and final completion and presentation time-frames.						
Segment III - Review, Completion & Delivery Procedures						
Upon management's review, delivery of CAFR, internal control reports, and management letter to management.						
Presentation of audit deliverables to the governing board.						



Segment I - Planning and Interim Procedures:

- Meet with the prior auditor to review prior year workpapers and obtain appropriate prior year information;
- Obtain a signed engagement letter for the financial and compliance audit;
- Meet with City management to discuss the scope of the audit, timing of our work, and preparation of client schedules, and to address any concerns;
- Review previously issued and interim financial reports, comment letters, monitoring reports, and other supporting workpapers;
- Familiarize ourselves with the organizational structure of the City;
- Read minutes of City meetings;
- Review the City's current year budget, as adopted and revised;
- Review debt agreements, and other various documentation;
- Gain an understanding of the City's accounting policies and procedures, including the financial and other management information systems utilized by the City;
- Obtain an in-depth knowledge of the EDP equipment, software and systems in use;
- Perform analytical reviews to determine critical areas and assess risks;
- Perform a preliminary evaluation of the internal control structure at the account and assertion level;
- Design and perform applicable tests of controls related to the financial statements and internal accounts;
- Make fraud inquiries and assessing the risks of material misstatement;
- Obtain a list of cash, investment, receivables, debt, and selected revenue accounts for confirmation purposes, as applicable;
- Determine audit strategies for balance sheet and operating statement accounts based on audit risk;
- Obtain a preliminary schedule of expenditures of Federal awards to initiate planning and internal control testing for the Single Audit;
- Prepare year-end audit programs;
- Meet with appropriate City personnel to discuss the results of our preliminary audit work.

Segment II - Final Audit Fieldwork Procedures:

- Conduct an analytical review of account balances based on closing balances for which we will utilize analytical procedures (such as reasonableness tests, trend analysis, and predictive tests) to reduce substantive testing;
- Test the valuation, restrictions and cut-offs of cash and investment balances, as applicable;
- Test receivable cut-offs and balances, including an analysis of subsequent receipts;
- Test cut-off and valuation of inventory;
- Review and testing supporting documentation for the allowance for doubtful accounts, prepaid items and other assets;
- Vouch capital asset additions and deletions, analyzing charges for appropriate accounting and testing depreciation;



- Test accounts payable cut-offs and balances, including an analysis of subsequent disbursements;
- Test accrued payroll, compensated absences, claims payable, OPEB payable, and other accrued liability cut-offs and balances;
- Test debt balances and debt covenant compliance;
- Test compliance with applicable laws and regulations;
- Test the classification of net position (unrestricted, restricted and net investment in capital assets);
- Perform analytical procedures and substantive testing of revenues and expenditures/expenses;
- Obtain and auditing the final schedule of expenditures of Federal awards;
- Complete compliance tests for the major programs selected for testing as required by the Federal Single Audit Act, as applicable;
- End of fieldwork exit conference.



Segment III - Review, Completion & Delivery Procedures:

- Review workpapers to ensure quality and thoroughness of audit procedures;
- Summarize the results of audit procedures;
- Obtain attorney letters;
- Evaluate commitments, contingencies and subsequent events;
- Propose audit adjustments;
- Summarize and evaluating passed audit adjustments;
- Evaluate compliance exceptions;
- Review draft financial statements and related note disclosures;
- Perform financial condition assessment procedures;
- Prepare drafts of audit reports and management letter;
- Deliver drafts of audit reports and letters to appropriate client officials;
- Finalize all reports and management letter;
- Obtain signed representation letter and the City's approval of the final financial statements;
- Draft the Data Collection Form and obtaining the City's approval;
- Prepare and provide the City a PDF document of the audited financial statements;
- Hold final exit conferences and presentations with appropriate City officials.

Based on the City's request for proposal, we have also prepared a schedule of events, including level of staff and number of hours to be assigned to each proposed segment of the engagement, which is representative of the expected 2018 audit in the following tabular presentation:

Segmented Hours by Staff Level				
Segments	Engagement Team Members by Level			
	Partner	Senior	Staff	Total
Segment I - Planning and Interim Procedures	2	20	10	32
Segment II - Final Audit Fieldwork Procedures	6	80	111	197
Segment III - Review, Completion & Delivery Procedures	22	9	4	35
Total Engagement	30	109	125	264

Mauldin & Jenkins believes that we are uniquely qualified to perform the audit of the City. In a time in which very significant changes continue to be implemented in the City's financial reporting model, it is imperative for the City's auditors to understand the City's financial reporting environment and processes. The team proposed to serve you is made up of individuals who have significant experience in auditing local governments of various sizes in the Southeast.

Our audit of the financial statements will be conducted in accordance with auditing standards generally accepted in the United States of America and will conform to the standards as set forth in the following:

- "Generally Accepted Auditing Standards" developed by the American Institute of Certified Public Accountants (AICPA)
- "Government Auditing Standards" issued by the Comptroller General of the United States
- "Audits of State and Local Government Units" prepared by the State and Local Government Committee and published by the AICPA

Our audit will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances, which include, but are not limited to, those procedures necessary to test compliance and to disclose non-compliance with specified laws, regulations, and contracts.

We will use Firm manuals specifically designed for governments to develop audit programs tailored to the City which incorporate the requirements set forth above. We anticipate that these procedures will enable us to express our professional opinion that the financial statements of the City present fairly, in all material respects, the financial position and results of operations of the various opinion units in conformity with accounting principles generally accepted in the United States of America. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities exist which might prohibit us from expressing an unqualified opinion or if any other circumstances are encountered that require extended services, we will promptly advise the City. No extended services will be performed unless they are authorized in contractual agreement or in an amendment to the agreement.

Upon notification of obtaining the audit contract with the City, we would determine with City management a more detailed timetable for the audit process, and a detailed audit plan leading up to a list of all schedules to be prepared by the City. Adequate supervision and lead time will be provided by the auditor with respect to assistance needed by the City staff.

Sampling Size Determination and the Extent to Which Statistical Sampling Will be Used in the Engagement

Our approach to auditing relies heavily on the use of audit sampling as provided in U.S. Auditing Standards AU-C Section 530, *Audit Sampling*. We would plan to utilize audit sampling whenever a decision is made to apply a specific audit procedure to a representative sample of items within the account balance or class of transactions with the objective being reaching a conclusion about the entire balance or class.

We anticipate using audit sampling on the following types of audit tests:

- Substantive tests of details of balance sheet account balances
- Substantive tests of details of transactions
- Tests of controls
- Tests of compliance with laws and regulations

Our use of audit sampling will be based on the guidance in AU-C Section 530 and the AICPA Audit and Accounting Guide - Audit Sampling.

Type and Extent of Analytical Procedures to be Used in the Engagement



Analytical procedures can be applied to almost every financial statement amount and are often less costly to apply than tests of details. It is, therefore, an efficient audit strategy to employ analytical procedures to the maximum extent possible, and vary the required extent of substantive tests of details inversely with the degree of assurance already obtained.

The elements of analytical procedures we plan to consider are as follows:

- Identify the factors on which a given accounting result should depend;
- Determine the approximate relationship between the accounting result and those underlying factors;
- Predict what the current results should be if that relationship continued;
- Compare the actual current result to the prediction;
- Investigate and corroborate significant variances between the actual result and the prediction; and
- Reach a conclusion as to the reasonableness of the reported result.

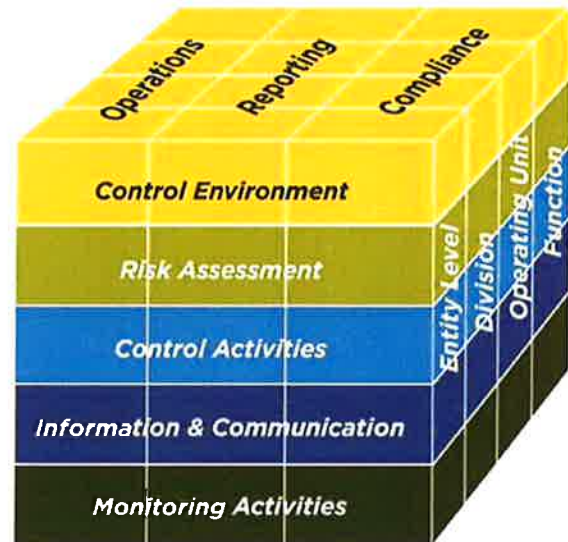
Types of analytical procedures employed will include:

- Reviewing changes from prior years for reasonableness.
- Scanning accounts for items larger or smaller than expected when compared to budgets or forecasts.
- Reviewing and comparing logical relationships between years (e.g., payroll taxes and benefits to wages, etc.). Comparisons between years can be made more effective when logical relationships between elements of the financial statements that would be expected to conform to the predictable pattern are used to develop trends. This is primarily accomplished through the use of ratios.
- Analyzing and comparing nonfinancial information, such as number of taxable properties, geographical area, number of employees, etc.

All analytical procedures performed as substantive tests are documented on each applicable audit program.

Approach to be Taken to Gain and Document an Understanding of the City's Internal Control

For purposes of an audit of the financial statements and statutory, regulatory and contractual compliance, the City's control structure consists of the following five (5) elements as they relate to the City's ability to conduct operations and use resources in accordance with management's authorization and consistent with laws, regulations, contracts and policies, and to record, process, summarize, and report financial data consistent with assertions embodied in the financial statements: the control environment; risk assessment, control activities, information and communication processes/systems, and monitoring. The internal control structure and its policies and procedures are an important source of information about the types and risks of potential material misstatements that could occur in the financial statements and violations of statutory, regulatory and contractual requirements. This information is essential for effective audit planning and in designing effective and efficient audit tests.



In our understanding of the City's internal control structure, we will obtain knowledge about:

- How internal control structure policies, procedures and records are designed;
- Whether internal control structure policies, procedures and records have been placed in operation, i.e., whether the City is using them;
- Whether internal control structure policies, procedures and records are designed effectively, i.e., whether they are likely to prevent or detect material misstatements or compliance violations on a timely basis; and,
- Whether internal control structure policies, procedures and records are operating effectively.

Auditing standards generally accepted in the United States of America require the auditor to document our understandings of the internal control structure elements. The form and extent of documentation is flexible. Generally, the more complex an entity's internal control structure and the more extensive the procedures performed to obtain the understanding, the more extensive our documentation should be. In addition to memos, we plan to use specific designed forms and questionnaires to document our understanding of the internal control structure. Recent changes in auditing standards, known as the risk assessment standards, denote that the auditor is not required to test internal control so as to rely on them to reduce other test work, but do not allow for only inquiry procedures related to internal control. We are required, and will perform, other procedures, such as walkthroughs and observation, related to controls over significant financial statement and audit assertions.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Applicable auditing standards state that, in testing for compliance with laws and regulations, the number, selection, and testing of transactions is based on the auditor's professional judgment. None of the guidelines, primarily AU-C Section 250, explain whether this requirement to select a representative number for testing compliance means that audit sampling is necessary.



The two (2) possible approaches to audit sampling are nonstatistical and statistical. AU-C Section 530 *Audit Sampling* indicates that both of these approaches are capable of producing sufficient evidential matter, if properly applied. The types of procedures that are applied are not determined by the sampling approach used. Either approach may be used to apply whatever tests of details deemed necessary in the circumstances. The importance of professional judgment cannot be overemphasized as it applies to the evaluation of the adequacy of evidential matter generated by the sampling approach. Regardless of the sampling approach selected, we will properly plan, perform, and evaluate the results of the sample. Professional judgment must be used to relate the sample results to other evidential matter when we form a conclusion about compliance with laws and regulations. It should be noted, however, that not all tests of compliance or controls are transaction related. If we decide to use audit sampling, attention is focused on which sampling approach (statistical or non-statistical) to use. Substantial information is given in the AICPA Sampling Guide and several college and professional books on the use of various statistical sampling approaches.

The basic requirements that relate to all compliance related samples, statistical and nonstatistical, are as follows:

- **Planning.** We will relate the population to the objective of the audit test; i.e., defining the population and sampling unit.
- **Selection.** We will select items that can be expected to be representative of the population.
- **Evaluation.** We will project sample results to the population and consider sampling risk.

In a compliance sampling application, the population is defined as all items that constitute the account balance or class of transactions, or the portion of the balance or class, being tested (i.e., all expenditures of the City above a certain threshold required to be bid). The population for a substantive sample usually is the account balance or class of transactions excluding those items selected for testing because of individual significance. The term individually significant item encompasses two (2) types of items:

- Individually significant dollar items
- Unusual items (that is, items that have audit significance by their nature)

Due to the nature of tests of controls, we ordinarily are not concerned with identifying individually significant items when tests of controls are performed using audit sampling.

Sampling results can be projected only to the population from which the sample is drawn. The use of the wrong population for a sampling application could mean that conclusions based on the sample are invalid for our purpose.

The sampling units are the individual items that are subjected to tests and that represent the components of the population. It is important to properly identify the sampling unit before the sample is selected to produce an efficient and effective sampling application. Examples of sampling units would be individual capital disbursements, etc. The determination of the specific sampling unit is influenced by the following considerations:

- The sampling unit should produce an efficient sampling plan.
- The sampling plan must be effective to accomplish its objectives.
- The nature of the audit procedures can determine the sampling unit to be used. AU-C Section 530 requires a “representative sample”. There are several commonly used methods of selecting samples that meet the criteria of representativeness stipulated by AU-C Section 530. The following are some of those methods:
 - **Random selection.** Regardless of the method of sampling used, statistical or nonstatistical, a random selection provides each item in the population an equal chance of being selected. Numerous random selection methods are discussed in the AICPA Sampling Guide, including stratified random sampling.
 - **Systematic sampling.** This method can be used with nonstatistical or statistical sampling to give every item in the population an equal chance of being selected if a random start is used. However, it may not produce an equal opportunity for all combinations of sampling units to be selected unless numerous random starts are made. The population is divided by the number of sample items to determine the sampling interval to use.
 - **Haphazard selection.** Under this method, nonstatistical sample items are selected in no specific pattern without bias for or against any items in the population. This could be done by selecting a sample of items from the paid invoices for the year if there were no bias for or against large ones. We may use this method provided care is taken to be sure no conscious bias is added to the selection process.

We will evaluate whether the sample selected seems representative of the population to be tested. If the sample does not seem representative, we would reselect.

For substantive tests of details, we will, if practical, stratify any remaining population. Generally, the remaining population should be divided into at least two subgroups that are more similar in dollar amount. One useful approach to stratification is to base this division on the average amount of an item in the remaining population. All items above the average amount would be one subgroup, and all items below that amount would be the other subgroup.

For all items in the population to have a chance to be selected, we will determine that the sample population actually includes all the items (e.g., capital disbursements, etc.) comprising the balance. There are many ways to determine the completeness of a sample population, including:

- If the sample is selected from a trial balance, we can foot the trial balance and reconcile the total to the account balance.
- If the items are numerically sequenced, we can scan the accounting records to account for the numerical sequence of items in the population and select the sample from that sequence.

The two (2) sampling forms presented both include a step that allows the auditor to document how the completeness of the sample population was considered. Whenever practical, we will consider using random selection (with a random number table or microcomputer-generated numbers) or systematic selection. Haphazard selection may be used when the population is not numbered or when other circumstances make use of a random-based method impractical. Using one of these random-based methods does not make the sampling application statistical.

The evaluation of sample results has two (2) aspects. We will need to project the noncompliance. Also, we will need to consider the sampling risk. In a statistical sample, sampling risk must still be considered and restricted to a relatively low level but cannot be objectively measured. This is the primary conceptual distinction between statistical and non-statistical sampling. In the two (2) non-statistical sampling approaches presented in this section, sampling risk is assessed by considering whether the rate or amount of exceptions identified in the sample exceed the expected rate or amount of exceptions used in designing the sample.

Communication Process During Audits

During the course of the engagement, we will have a Senior assigned to the engagement who will be on-site consistently throughout the engagement. The Partner and Senior will be involved with all highly-technical questions or communications, as well as any discussions of possible audit findings or significant audit adjustments. If there are lesser adjustments or less technical issues which will need to be discussed, those may be handled by the engagement in-charge, at the discretion of the Partner. All communications will involve the City's Assistant Finance Director, and as necessary, the Finance Director. Should there be any discovery of fraud or abuse, the engagement partner will immediately become involved and will meet with the Finance Director, City Manager, and City Council, as required. We pride ourselves of timely communication and will meet with City personnel to your satisfaction throughout the engagement and throughout the year.

Prior to any reports being furnished in final form, management will have the opportunity to review a draft of the financial statements (CAFR), any findings, any management letter comments, or any other report or presentation, prior to its finalization.

Work Sample

For our sample project we have elected to include the financial statements for the City of Kennesaw. They prepared a CAFR for the September 30, 2017 audit. The sample report is included in the Technical Proposal packet and is available in electronic format on the provided flash drive. **Additionally, we were a part of the City of Villa Rica's December 31, 2017 Annual Financial Report.**

Financial Stability

Please see **Appendix C** for a copy of Mauldin & Jenkins, LLC's financial statements for the year ended May 31, 2018. Please note that net fees from the governmental practice of Mauldin & Jenkins comprise approximately 26% of the Firm's overall fees. We would also like to point out our strong capital structure. Unlike many other public firms, Mauldin & Jenkins, LLC maintains a high level of Partner's Capital to provide stability within the Firm.

The financial statements are considered confidential information and should not be shared with any other parties.

Additional Information of Value Added Services

Free Continuing Education for Governmental Clients

We provide free quarterly continuing education for all of our governmental clients. Each quarter, we pick a couple of significant topics tailored to be of interest to governmental entities, and offer the sessions several times per quarter at a variety of client provided locations resulting in greater networking among our governmental clients. We normally see approximately 100 people per quarter. We obtain the input and services of experienced outside speakers along with our in-house professionals.

"I've been a CPA for 32 years. Today's CPE class by Mauldin & Jenkins has been the best of my career". Terry Nall, CPA, City of Dunwoody (GA) Council Member

"They are always on top of new accounting pronouncements and provide training well before implementation deadlines. This is a very valuable resource for our organization". Laurie Puckett, CPA, CPFO, Gwinnett County (GA), Accounting Director



Examples of subjects addressed in the past few quarters include:

- Accounting for Debt Issuances
- American Recovery & Reinvestment Act (ARRA) Updates
- Best Budgeting Practices, Policies and Processes
- CAFR Preparation (several times including a two (2) day hands-on course)
- Capital Asset Accounting Processes and Controls
- Collateralization of Deposits and Investments
- Evaluating Financial and Non-Financial Health of a Local Government
- GASB No. 51, Intangible Assets
- GASB No. 54, Governmental Fund Balance (subject addressed twice)
- GASB No. 60, Service Concession Arrangements (webcast)
- GASB No. 61, the Financial Reporting Entity (webcast)
- GASB No.'s 63 & 65, Deferred Inflows and Outflows (webcast)
- GASB No.'s 67 & 68, New Pension Standards (presented several occasions)
- GASB No. 72, Fair Value Measurement and Application
- GASB No. 74 & 75, New OPEB Standards
- GASB No. 77, Tax Abatement Disclosures
- GASB Updates (ongoing and several sessions)
- Grant Accounting Processes and Controls
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Internal Revenue Service (IRS) Compliance Issues, Primarily Payroll Matters
- Legal Considerations for Debt Issuances & Disclosure Requirements
- Policies and Procedures Manuals
- Presenting Financial Information to Non-Financial People
- Segregation of Duties
- Single Audits for Auditees
- SPLOST Accounting, Reporting & Compliance
- Uniform Grant Reporting Requirements and the New Single Audit

Governmental Newsletters



We produce newsletters tailored to meet the needs of governments. The newsletters have addressed a variety of subjects and are intended to be timely in their subject matter. The newsletters are authored by Mauldin & Jenkins partners and managers, and are not purchased from an outside agency.

The newsletters are produced and delivered periodically, and are intended to keep you informed of current developments in the government finance environment. In the past several years, the following topics have been addressed in our monthly newsletters:

- Accounting for Debt Issuances
- American Recovery & Reinvestment Act (ARRA) Updates
- Best Budgeting Practices, Policies and Processes
- CAFR Preparation (several times including a two (2) day hands-on course)
- Capital Asset Accounting Processes and Controls
- Collateralization of Deposits and Investments
- Evaluating Financial and Non-Financial Health of a Local Government
- GASB No. 51, Intangible Assets
- GASB No. 54, Governmental Fund Balance (subject addressed twice)
- GASB No. 60, Service Concession Arrangements (webcast)
- GASB No. 61, the Financial Reporting Entity (webcast)
- GASB No.'s 63 & 65, Deferred Inflows and Outflows (webcast)
- GASB No.'s 67 & 68, New Pension Stds. (presented several occasions)
- GASB No. 72, Fair Value Measurement and Application
- GASB No.'s 74 & 75, OPEB
- GASB No. 77, Tax Abatement Disclosures
- GASB Updates (ongoing and several sessions)
- Grant Accounting Processes and Controls
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Internal Revenue Service (IRS) Issues, Primarily Payroll Matters
- Legal Considerations for Debt Issuances & Disclosure Requirements
- Policies and Procedures Manuals
- Segregation of Duties
- Single Audits for Auditees the Uniform Guidance for New Single Audits
- SPLOST Accounting, Reporting & Compliance

Auditor's Discussion & Analysis

During the course of serving our clients, we stress the importance of timely and frequent communication. Such communication takes place throughout the audit and throughout the year, and includes proactive communications regarding new and upcoming accounting standards and auditing standards, as well as, the availability to answer questions and provide advice to the government.



We believe such communication is a key to providing timely value-added service to our clients.

At the conclusion of the audit process, Mauldin & Jenkins prepares an Auditor's Discussion & Analysis (formerly called the Audit Agenda) which provides auditor insight and summarizes the audit process, conclusions, and year end financial analysis all under one cover.

Elements of the Auditor's Discussion & Analysis include the following:

- Information about the Firm, and the respective personnel serving the government;
- Results of the audit and other matters which should be emphasized to the governing board;
- An overview of the governments year-end financial results and auditor insights relative to key financial elements of the government;
- An understanding of the internal control / compliance audit reports and the results of our testing of internal controls and compliance with laws and regulations;
- A summary of certain audit scopes and procedures utilized by Mauldin & Jenkins during the audit process;
- Documentation of certain required communications as required by auditing standards;
- If applicable, a summary of any findings (material weaknesses and / or significant deficiencies) and management recommendations resulting from the audit;
- Practical information regarding upcoming new financial reporting and auditing standards and pronouncements affecting the government; and,
- A summary of the free continuing education and newsletters made available to the government during the past year.

Closing

We appreciate the opportunity to serve the City of Villa Rica, Georgia. We believe Mauldin & Jenkins is the "right" Firm for the City. Our experience and knowledge in the governmental sector of accounting is vast and ever-improving. We would be very pleased to share our experience and understanding of governmental accounting and operations for the benefit of the City.

We would greatly appreciate your recommending us for your audit, accounting, and financial reporting needs. Should you or anyone at the City have any questions with regards to this proposal or about Mauldin & Jenkins, please feel free to contact us.



City of Villa Rica, Georgia

571 West Bankhead Highway
Villa Rica, GA 30180

COST PROPOSAL

August 23, 2018



NICHOLS, CAULEY & ASSOCIATES, LLC

1825 Barrett Lakes Blvd, Suite 200

Kennesaw, Georgia 30144

Telephone: 770-422-0598

www.nicholscauley.com

Contact Person:

Tammy Slay Galvis, CPA

Telephone: 770-422-0598

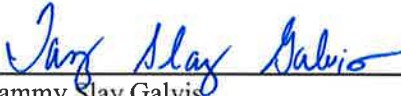
Email: tgavis@nicholscauley.com

Nichols, Cauley & Associates, LLC

- A. Nichols, Cauley & Associates, LLC
- B. Ms. Tammy Slay Galvis, Partner, is authorized to make representations and submit the following dollar cost bid for Nichols, Cauley & Associates, LLC. Ms. Galvis is also authorized to bind Nichols Cauley & Associates, LLC to any contracts with the City.

		City	Single Audit*	CAFR Preparation
C.	Nine Months Ending 9/30/18	\$ 27,000	\$ 1,200	\$ 3,000
D.	Fiscal Year Ending 9/30/19	\$ 28,000	\$ 1,200	\$ 3,000
E.	Fiscal Year Ending 9/30/20	\$ 29,000	\$ 1,200	\$ 3,000

** Per Major Program to be tested.*



Tammy Slay Galvis

Nichols, Cauley & Associates, LLC

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2018 FINANCIAL STATEMENTS

	Hours	Quoted Hourly Rates	Total
Partners	30	\$ 200	\$ 6,000
Managers	40	\$ 135	\$ 5,400
Supervisory Staff	60	\$ 100	\$ 6,000
Staff	120	\$ 80	\$ 9,600
Other (specify):	-	\$ -	\$ -
Subtotal:	250		\$ 27,000
Out of Pocket Expenses:			
Meals and Lodging			-
Transportation			-
Other (specify)			-
Price for 9 month period ending 9/30/18 Financial Audit of the City			<u>\$ 27,000</u>

City of Villa Rica, Georgia

571 West Bankhead Highway
Villa Rica, GA 30180

Technical Proposal to Provide Audit Services

MASTER COPY

August 23, 2018



NICHOLS, CAULEY & ASSOCIATES, LLC

1825 Barrett Lakes Blvd, Suite 200

Kennesaw, Georgia 30144

Telephone: 770-422-0598

www.nicholscauley.com

Contact Person:

Tammy Slay Galvis, CPA

Telephone: 770-422-0598

Email: tgalvis@nicholscauley.com

TECHNICAL PROPOSAL

Table of Contents

	Page Number(s)
Transmittal Letter	i-ii
A. General Information	
A.1 Firm Qualifications and Experience	1-4
A.2 License to Practice in Georgia	5
A.3 Similar Engagements with other Government Entities	5-6
A.4 Quality Control	7-10
A.5 Regulatory Action	11
A.6 Legal Action	11
A.7 Statement of Independence	11
B. Qualifications of the Staff Assigned to Audit	
B.1 Our Team	12
B.2 Team Members Assigned to the City Engagement	13
B.3 Assigned Team Members Resumes	13-17
B.4 Continuing Professional Education of Team Members Assigned to the City	18
B.5 Leaders in our Field	19
B.6 Client References	20
C. Proposer's Approach to the Audit	
C.1 Audit Approach	
C.1.1 Work Plan	21
C.1.2 Audit Objectives	22-23
C.1.3 Audit Strategy – A Risk Based Audit Approach	23-25
C.1.4 Audit Scope	26-28
C.1.4.1 Audit Scope – Internal Controls	27-28
C.1.4.2 Audit Scope – Compliance	28
C.2 Timelines and Staffing Requirements	29-31
C.3 Audit Plan	
C.3.1 Pre-engagement Risk Analysis (Phase 1)	32-33
C.3.2 Specific Risk Analysis and Detailed Planning (Phase 2)	34
C.3.3 Compliance Testing (Phase 3)	35
C.3.3.1 Single Audit	35
C.3.3.2 Major Federal Award Programs	36
C.3.3.3 The Auditor' Responsibility for Laws and Regulations in All Audits	36-38
C.3.3.4 Official Code of Georgia Compliance Testing	39-41
C.3.4 Responding to Risk Assessments (Phase 4)	42-47
C.3.5 Reporting (Phase 5)	47-48
C.4 Report Format	In Packet
C.5 Financial Stability	48



NICHOLS, CAULEY & ASSOCIATES, LLC

A Professional Services Firm of:
Certified Government Auditing Professionals
Certified Information System Auditors
Certified Valuation Analysts
Certified Public Accountants
Certified Financial Planners®
Certified Internal Auditors

www.nicholscauley.com

REPLY TO:
1825 Barrett Lakes Blvd Suite 200
Kennesaw, GA 30144
770-422-0598
Facsimile 678-214-2355

August 22, 2018

City of Villa Rica, Georgia
571 West Bankhead Highway
Villa Rica, Georgia 30180

Re: Audit Services Request for Proposal

As indicated in your Request for Proposal (RFP), the City of Villa Rica, Georgia desires to establish a contract for the professional services of a Certified Public Accounting firm for financial and compliance audits. The contract will be for the nine-month period ending September 30, 2018 and the two subsequent fiscal years with automatic renewals annually thereafter for an additional seven years. These audits will be performed in accordance with generally accepted auditing standards, government auditing standards and other criteria as stated in your RFP. Our firm is aware of the deadlines specified in the RFP, and these deadlines will be met.

There are a number of considerations that should be made when evaluating the best team to satisfy the external auditing needs of the City of Villa Rica, Georgia. We at Nichols, Cauley & Associates, LLC, believe the best team would be one consisting of Certified Government Auditing Professionals, Certified Public Accountants, Certified Internal Auditors, Certified Valuation Analysts, and IT Specialists. Our team is experienced in local governments, state government and other governmental entities; in addition we work with governmental contractors, financial institutions, construction companies, and non-profit organizations. Our experience enables us to make value-added recommendations on processes. We believe this insight allows us to be more than just your compliance based auditor. We prefer a high level of interaction which we believe results in a more efficient and effective financial reporting process and thus a better audit.

Nichols, Cauley & Associates, LLC, is your team!

Nichols, Cauley & Associates, LLC, is a professional services firm with over 35 years of experience. We are located throughout Georgia with offices in Atlanta, Calhoun, Canton, Dalton, Dublin, Kennesaw, Rome and Warner Robins. Although we operate from eight locations, we operate as a team utilizing the best qualified professionals to perform each engagement.

External audit services should be viewed as an investment by the City of Villa Rica, Georgia; and for your investment you will be receiving the highest trained professionals who are committed to serving you in the most efficient and effective manner.

We want to emphasize the following characteristics of Nichols, Cauley & Associates, LLC. Through your review of our governmental client references, you will find these characteristics as an accurate description of our firm and team.

City of Villa Rica, Georgia
Letter of Transmittal

- **Commitment to Excellence:** We develop and enhance our governmental audit team on a continual basis. Our clients have received the Certificate of Achievement for Excellence in Financial Reporting.
- **Quality of Communication:** We believe communication serves as the catalyst through which a relationship is built and *quality* communication is the key that adds value.
- **Efficiency of Services:** We understand the needs of governmental entities, and it is our goal to provide services in a timely and cost beneficial manner.
- **Accessibility to Clients:** We cultivate a personal relationship that is based on accessibility with each of our governmental clients.
- **Oversight of Engagement:** We assign two (2) partners to each governmental audit that provide rapid responses to your wants and needs.
- **Continuity of Team:** We maintain continuity in the partner and management team assigned to each governmental engagement.

We are pleased to submit this response to you in reference to your request. We hope that you find it satisfactory, and that it will meet the auditing needs of the City of Villa Rica, Georgia's engagement. We have reviewed the RFP, and again, we are certain that the deadlines specified therein will be met. We have an extensive background in many areas including the performance of governmental, not for-profit, and for-profit external audits, development of policies and procedures for businesses and governments, assistance with risk assessment models and performance of internal audits and internal controls evaluations for for-profit, governmental and non-profit entities, and consulting with governmental contractors and entities. We believe our experience along with the technical knowledge and expertise of our team will provide you the needed resources to accomplish the goals and objectives specified in your request for proposal.

Listed below are the contact names and information of those closely associated with this response. This proposal is a firm and irrevocable offer for 120 days. Marlan Nichols, firm managing member, or either of these partners are authorized to represent and bind Nichols, Cauley & Associates, LLC.

Tammy Slay Galvis
Engagement Partner

Nichols, Cauley & Associates, LLC
1825 Barrett Lakes Blvd. Suite 200
Kennesaw, Georgia 30144
Telephone: 770-422-0598
Facsimile: 678-214-2355
Email: tgalvis@nicholscauley.com

Gregory Chapman
Engagement Review Partner

Nichols, Cauley & Associates, LLC
1300 Bellevue Avenue
Dublin, Georgia 31021
Telephone: 478-275-1163
Facsimile: 478-275-1178
Email: gchapman@nicholscauley.com

Thank you for your consideration.

Nichols, Cauley & Associates, LLC



Tammy Slay Galvis
Member



NICHOLS, CAULEY & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS

- A -

GENERAL INFORMATION

A.1 Firm Qualifications and Experience

Nichols, Cauley & Associates, LLC (Nichols Cauley), is a **local** professional services firm. We began over 35 years ago in Middle Georgia. However, the predecessor firm in Atlanta, which we acquired in 2001, began approximately 90 years ago.

Nichols Cauley is an independently owned and operated small business and operates from eight offices throughout Georgia: Atlanta, Calhoun, Canton, Dalton, Dublin, Kennesaw, Rome and Warner Robins. Although our offices are geographically diversified, they are connected with VoIP and VPNs so we can provide efficient, effective and high quality services to our clients.

Professional Team Members	Atlanta	Calhoun	Canton	Dalton	Dublin	Villa Rica	Kennesaw	Rome	Warner Robins	Total Georgia
Partners	4	1	1	1	4	1	4	1	5	22
Managers	4	0	1	0	4	0	2	0	5	16
Supervisors	4	0	0	0	3	0	0	0	3	10
Seniors	6	1	2	1	6	3	3	0	3	25
Other Professionals	12	1	3	2	12	8	8	1	13	60
Total	30	3	7	4	29	12	17	2	29	133

Nichols Cauley is an independent member of BKR International, a leading global association of more than 160 accounting and business advisory firms with over 500 offices in over 80 countries around the world. BKR International provides the necessary resources to meet the local and cross-border needs of its members and their clients. Member firms are committed to delivering superior client service throughout the world.



BKR International firms are selected for their local influence, expertise and international capability. They must demonstrate that they have met the standards of their local jurisdiction, as well as undergo a thorough review by BKR's Regional and Worldwide Boards. Members must also show dedication to continuous improvement.

Membership allows firms to connect with like-minded professionals in other jurisdictions. Members exchange, benchmark, and share information and best practices on both technical and practice management levels. Members can also contract for professional and technical resources with other members.

Nichols Cauley is a member of the American Institute of Certified Public Accountants (AICPA) Governmental Audit Quality Center and has access to comprehensive resources that will assist us in further enhancing the quality of our audits. The Center membership provides us timely information on a variety of technical, legislative and regulatory subjects that we can in turn apply to our audits to help ensure compliance with the appropriate standards and changes in regulations.

The Center also provides resources to auditees through the Auditee Resource Center. The Auditee Resource Center includes information, practice aids, tools and other resources that are of interest and benefit to auditees.

By joining the Center, we are committing to adhere to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report findings publicly available.



Governmental Audit Quality Center

Firm Headquarters

1300 Bellevue Avenue
Dublin, Georgia 31021
Telephone: 478-275-1163
Facsimile: 478-275-1178
Managing Member: Marlan Nichols

We ARE Nichols Cauley!

Nichols, Cauley & Associates, LLC operates as a team utilizing the professionals best qualified to perform the engagement. The City will be receiving the highest degree of attention from our governmental auditing team which consists of Certified Government Auditing Professionals, Certified Public Accountants, Certified Internal Auditors, Certified Valuation Analysts, and IT Specialists.

Nichols, Cauley & Associates, LLC provides services which include the following:

Accounting & Auditing	
➤ Audits of financial statements	➤ Plant and equipment accounting
➤ Regulatory filings and requirements	➤ Projections and forecasts for loan applications
➤ Development of customized internal audit programs and internal audit manuals	➤ EDP audit or review
➤ Subsidiary company formation and reporting	➤ Implementation of SFAS's and GASB regulations
➤ Compilation and review of financial statements	➤ Various other accounting and auditing consultation and procedures
Governmental Consulting	
➤ Comfort letters for bond issuances, including revenue bonds	➤ SPLOST fund accounting and reporting in compliance with state requirements
➤ Assistance with the preparation of entity wide, fund and combining financial statements	➤ Various other local government specific financial accounting and reporting tasks
➤ Assistance with or preparation of Comprehensive Annual Financial Report (CAFR)	

During 2017, our firm provided audit and consulting services to approximately 65 governmental entities.

Our firm's diverse experience provides a competitive advantage by enabling us to **respond quickly to the needs of each and every client.**

Nichols, Cauley & Associates, LLC has been named as:

“One of the 250 largest CPA firms in the nation”
“One of the 10 largest CPA firms based in Georgia”
“One of Atlanta’s top 10 fastest-growing firms”

Nichols, Cauley & Associates, LLC can provide audit, accounting, consulting, tax, computer consulting, bookkeeping, and management advisory services at each of the firm’s locations. During 2017, our firm provided audit and consulting services to approximately 65 governmental entities. This diversity allows us to maintain a competitive advantage by enabling us to respond quickly to the needs of each and every client.

Nichols, Cauley & Associates, LLC
Governmental Auditors

Project Management Office:
 1825 Barrett Lakes Blvd. Suite 200
 Kennesaw, Georgia 30144
 Telephone: 770-422-0598
 Facsimile: 678-214-2355
 Primary Contact: Tammy Galvis, Partner

Due to the specialized nature of governmental entities and audits as well as our commitment to continuing education, we have governmental audit team members in our Atlanta, Warner Robins Kennesaw and Dublin offices. Our Kennesaw office will be the contact office for the City of Villa Rica, Georgia (the City) audit. The Kennesaw office was founded over 35 years ago and prior to merging with Nichols, Cauley & Associates, LLC, was known as Moore & Cubbedge, LLP.

Government Auditors	Atlanta	Dublin	Kennesaw	Warner Robins	Total Georgia
Partners	2	3	2	3	10
Managers	4	2	2	2	10
Supervisors	3	1	0	2	6
Seniors	5	5	2	3	15
Other Professionals	6	3	3	3	15
Total	20	14	9	13	56

For this engagement, it is expected that two partners and one manager will be working on the engagement on a part-time basis. One senior and one junior associate will be working on the engagement on a full-time basis.

A.2 License to Practice in Georgia

Nichols, Cauley & Associates, LLC is current in all applicable State and Local Licenses. In addition to the firm being properly licensed in Georgia, each key professional staff assigned to the City's audit engagement is a Certified Public Accountant who is properly licensed to practice in Georgia.

A.3 Similar Engagements with other Government Entities

Nichols, Cauley & Associates, LLC is active in auditing and consulting for governmental entities. Most recently, our largest governmental project was a multifaceted financial, operational and cost allocation consulting engagement of approximately 5,000 hours performed for the Georgia Department of Community Health and the Georgia Department of Human Resources.

Our firm has extensive experience in performing audits of government entities. We have actively engaged in auditing governmental entities in excess of 35 years. Our governmental audit practice is based on professional service as Certified Public Accountants which is reinforced by:

- Certified Government Auditing Professionals (CGAP);
- Certified Information Systems Auditors (CISA) and Certified Information Technology Professionals (CITP) – our firm has six (6) professionals that we can involve in our engagements should their expertise be needed;
- Certified Internal Auditors (CIA) – our firm has one of the largest CIA teams in the state consisting of twenty (20) professionals that we are able to pull into our governmental engagements as needed;
- Certified Fraud Examiners (CFE);
- Annual or more frequent firm in-house planning and training retreats to make sure all team members participating in governmental engagements are up to date on happenings within the governmental industry and understand the responsibility they will assume with each of our governmental clients;
- Providing governmental training to our clients annually and as specifically requested to governmental entities throughout the State;
- Utilization of the policies and procedures as guidelines for auditing and accounting when auditing or advising clients;
- Experience obtained in preparation of Comprehensive Annual Financial Reports, Involvement with the Governmental Finance Officers Association;
- Developing audit and accounting procedures that are specifically designed for governmental entities.

A list of engagements performed over the past three years is on the following page. All CAFRs submitted have received the GFOA Certificate of Achievement.

Client	Type of Services
County Governments	
Cherokee County, Georgia	External Audit, Single Audit, Landfill Assurance, CAFR
Cobb County, Georgia	External Audit, Single Audit, Landfill Assurance, Bond Issuance Procedures, CAFR
Coweta County, Georgia	External Audit, Single Audit, Landfill Assurance, CAFR
Douglas County, Georgia	External Audit, Single Audit, Landfill Assurance, Bond Issuance Procedures, CAFR
Fayette County, Georgia	External Audit, Single Audit, Landfill Assurance, Bond Issuance Procedures, CAFR
Polk County, Georgia	External Audit, Landfill Assurance
Twiggs County, Georgia	External Audit, Single Audit
City Governments	
City of Acworth, Georgia	External Audit, Single Audit, Bond Issuance Procedures, CAFR
City of Bainbridge, Georgia	External Audit, Single Audit, Bond Issuance Procedures , CAFR
City of Centerville, Georgia	External Audit
City of Dublin, Georgia	External Audit, Single Audit, CAFR
City of Ideal, Georgia	External Audit
City of Marietta, Georgia	External Audit, Single Audit, Bond Issuance Procedures, CAFR
City of Smyrna, Georgia	External Audit, Single Audit, Bond Issuance Procedures , CAFR
City of Warner Robins, Georgia	External Audit, Single Audit
City of Woodstock, Georgia	External Audit, CAFR
Boards of Health & Community Service Boards	
Cherokee County Board of Public Health	External Audit, Single Audit
Cobb County Board of Health	External Audit, Single Audit, CAFR
Cobb County Community Services Board	External Audit, Single Audit
Douglas County Board of Health	External Audit, CAFR
Douglas County Community Services Board	External Audit, Single Audit
Fannin County Board of Public Health	External Audit
Gilmer County Board of Public Health	External Audit
Murray County Board of Public Health	External Audit
Pickens County Board of Public Health	External Audit
Whitfield County Board of Public Health	External Audit
Authorities and Special Districts	
Atlanta Regional Commission	External Audit, Single Audit, CAFR
Georgia Municipal Association	External Audit, Single Audit, CAFR
Cobb-Marietta Coliseum & Exhibit Hall Authority	External Audit, Bond Issuance Procedures, CAFR
Douglas County Douglasville Water Sewer Authority	External Audit, CAFR
Acworth Convention and Visitors Bureau	External Audit
Acworth Downtown Development Authority	External Audit
Acworth Lake Authority	External Audit
Bainbridge Convention and Visitors Bureau	External Audit
Bainbridge Downtown Development Authority	External Audit
Central Perimeter Community Improvement District	External Audit, Single Audit
Cherokee County Development Authority	External Audit
City of Bainbridge Public Facilities Authority	External Audit
Cobb Housing Authority	External Audit
Coweta Airport Authority	External Audit
Coweta Development Authority	External Audit
Coweta Library	External Audit
Development Authority of Cherokee County	External Audit
Downtown Bainbridge Development Authority	External Audit
Downtown Marietta Development Authority	External Audit
Downtown Smyrna Development Authority	External Audit
Dublin Downtown Development Authority	External Audit
Fulton Perimeter Community Improvement District	External Audit, Single Audit
Gwinnett Housing Authority	External Audit
Lilburn Community Improvement District	External Audit
North Fulton Community Improvement District	External Audit
Resource Recovery Development Authority of Cherokee County	External Audit
Smyrna Housing Authority	External Audit
Stone Mountain Community Improvement District	External Audit
Sugarloaf Community Improvement District	External Audit
Upper Westside Community Improvement District	External Audit
Urban Redevelopment Agency of Woodstock	External Audit
Woodstock Area Convention & Visitors Bureau	External Audit
Woodstock Downtown Development Authority	External Audit
State Agencies	
Georgia Council on Developmental Disabilities	Internal Control and Operational Consulting
Georgia Department of Behavioral Health and Developmental Disabilities	Cost Allocation Plan, Transition Consulting
Georgia Department of Community Health	
Georgia Department of Early Care and Learning	Operational Consulting, Cost Allocation Plans, Transition Consulting, Internal Control Documentation Assistance, Accounting Reconciliation Assistance
Georgia Department of Human Services	Cost Allocation Plan, Operational Consulting, Transition Consulting
Georgia Department of Public Health	Transition Consulting, Fund Accounting Reconciliation Assistance
Georgia Vocational Rehabilitation Agency	Indirect Cost Rate Proposal, Transition Consulting, Operational Consulting
	Indirect Cost Rate Proposal, Operational Consulting

A.4 Quality Control

We are committed to providing quality services to our clients. Our commitment to quality has been the foundation of our firm since inception. Nichols, Cauley is a voluntary charter member of the Private Companies Practice Section of the American Institute of Certified Public Accountants Division for CPA Firms from 1979 until we transferred to the **SEC Practice Section (SECPS)**. The transfer to the SECPS and subsequently to the National Peer Review Committee was due to our expansion of assurance services to publicly traded companies.

We are proud of the fact that the firm has successfully completed all peer reviews with unqualified opinions. The firm's external quality control peer review does include a review of specific governmental engagements. A copy of our most recent peer review letters are included on pages 9 and 10. Additionally, since our firm provides assurance services to public traded companies, our system of quality control and their public company practice is subject to inspections by the **Public Company Accounting Oversight Board (PCAOB)**. We are also proud of the fact that we have successfully completed all such inspections.

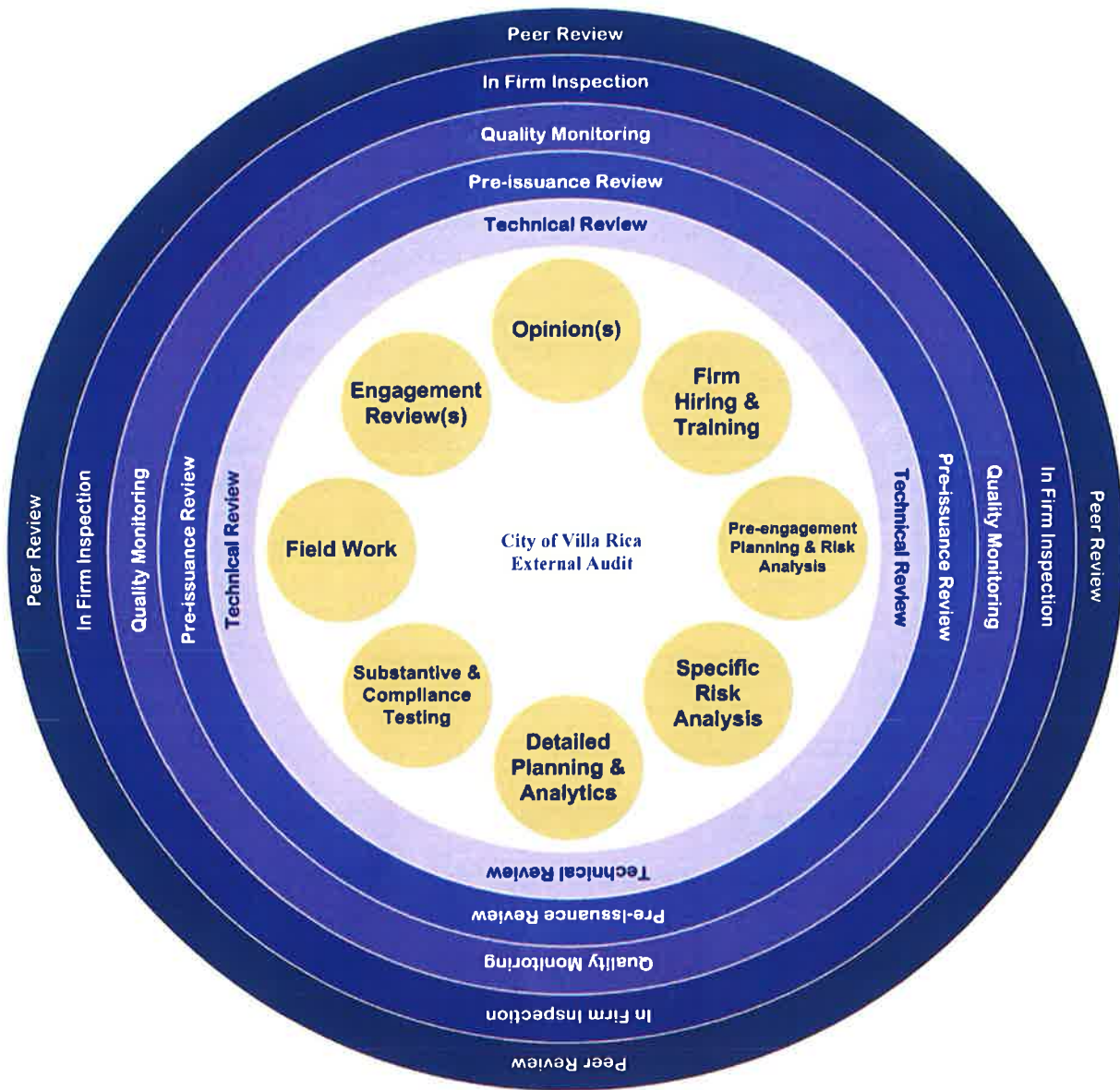
Our quality control policies and procedures are outlined in our Quality Control Document, which is the bedrock upon which our accounting and auditing practice is based. It provides a structure for performing engagement procedures and a safety net for helping to ensure the firm's reports are appropriate in the circumstances. It also reflects our commitment to quality at all levels.

The Quality Control policies and procedures address each of the following quality control elements:

- Leadership responsibilities for quality within our firm;
- Relevant ethical requirements;
- Acceptance and continuance of client relationships and specific engagements;
- Human resources;
- Engagement performance; and
- Monitoring.



Nichols, Cauley & Associates, LLC
Quality Control Review Process
External Audits



AICPA Peer Review Acceptance Letter



American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

March 2, 2017

Marlan L Nichols
Nichols, Cauley & Associates, LLC
1300 Bellevue Ave
Dublin, GA 31021

Dear Mr. Nichols:

It is my pleasure to notify you that on March 1, 2017 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

A handwritten signature in black ink that reads "Michael Fawley". The signature is written in a cursive style with a large, stylized "M" and "F".

Michael Fawley
Chair—National PRC
nprc@aicpa.org 919 4024502

cc: Richard Allen Stalvey; Calvin William Brantley

Firm Number: 10093292

Review Number 514513

Peer Review Report from Independent Peer Review Firm



Fowler, Holley, Rambo & Stalvey, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Paul G. Fowler, CPA, AICPA, CFP® • Carlton W. Holley, CPA • C. Wayne Rambo, CPA, CVA • Thomas A. Stalvey, CPA

3918 Wildwood Plantation Drive • Peel Office Box 1887 • Valdosta, GA 31603-1887 • (229) 244-1559 • (800) 360-3323 • Fax (229) 246-7455

System Review Report

November 18, 2016

To the Members of
Nichols, Cauley & Associates, LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Nichols, Cauley & Associates, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans and an examination of a service organization (Service Organizations Control (SOC) 2 engagement).

In our opinion, the system of quality control for the accounting and auditing practice of Nichols, Cauley & Associates, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Nichols, Cauley & Associates, LLC has received a peer review rating of *pass*.

Fowler, Holley, Rambo & Stalvey, P.C.
Fowler, Holley, Rambo & Stalvey, P.C.

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Brian E. Tucker, CPA • Robert E. Hunt, CPA • James I. Taylor, CPA • Anthony W. Sisk, CPA • Kelly L. Tison, CPA

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A.5 Regulatory Action

No regulatory action has been taken by any oversight body against the firm or any staff member during the past three years.

A.6 Legal Action

No legal action has been taken against the firm relating to audit services during the past three years.

A.7 Statement of Independence

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. In this regard, we confirm our knowledge and awareness that personal impairments of staff members on an engagement result from relationships and beliefs that might cause an auditor to limit the extent of the inquiry, limit disclosure, or weaken or slant audit findings in any way. **We confirm our commitment to satisfy our responsibilities under this engagement with appropriate consideration to independence standards.**

It is the policy of our firm that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, applicable State Board(s) of Accountancy, state statutes, and other regulatory and governing agencies, where applicable. Furthermore, it is the policy of our firm that, for engagements that are subject to Government Auditing Standards and other regulatory agencies, all professional personnel be familiar with and adhere to the independence rules included in those standards and that personnel will always act in the public interest. In this regard, any transaction, event, circumstance or action that would impair independence or violate the firm's integrity and objectivity policy, on a compilation, review, audit, attestation (including forecast and projections) or consulting engagement is prohibited. Any financial transaction (including loans, brokerage accounts, and other investments), business relationship, proscribed services, fee arrangements, and any employment restriction between (a) the firm, its benefit plans, and its professionals and their immediate families and close relatives, and (b) restricted entities, which include audit clients that are SEC registrants and all entities related to such clients, such as parent companies, that would impair the firm's independence is prohibited.

At least annually, the managing partner or quality control partner reviews our independence, integrity, and objectivity policy and procedures to determine if they are appropriate and operating effectively. Changes, if necessary, to the system are made based on the results of the review.

Nichols, Cauley & Associates, LLC is independent of the City of Villa Rica and all of its component units as defined by general accepted Government Auditing Standards.

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**NICHOLS, CAULEY & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS**

- B -

QUALIFICATIONS OF STAFF ASSIGNED TO AUDIT

B.1 Our Team

Nichols, Cauley & Associates, LLC is current in all applicable State and Local Licenses.

CPAVerify Firm Report Results

NAME: NICHOLS CAULEY & ASSOCIATES LLC
STATE OF LICENSE: GA
LAST UPDATED: 2018-07-27

Address:

License/Permit/Certificate Number:
Registration Number:
License/Permit/Certificate Status:
License/Certificate Status Details:

License Type:

Basis for License:

Issue Date:

Expiration Date:

Enforcement, Non-Compliance or Disciplinary Actions:

Other Information:

Business

NICHOLS CAULEY & ASSOCIATES LLC
1300 BELLEVUE AVENUE
DUBLIN, GA, UNITED STATES 31021
ACF001830

ACTIVE

License has all privileges of CPA licensure.
PUBLIC ACCOUNTING FIRM

1987-12-15

2020-06-30

None Reported To This Site By The Board

Contact the Board for official verification of information.

State Board Contact Information:

GEORGIA STATE BOARD OF ACCOUNTANCY
200 PIEDMONT AVENUE SE, SUITE 1604 WEST TOWER
ATLANTA, GA 30334-9010

Phone: 404-463-0365

Email: GSBA@SAO.GA.GOV

Website: <https://gsba.georgia.gov/>

Licensee Lookup: <http://www.cpaverify.org/>

In addition to the firm being properly licensed in Georgia, each key professional staff assigned to the City's audit engagement is a Certified Public Accountant who is properly licensed to practice in Georgia.

Nichols, Cauley & Associates, LLC utilizes a two-partner approach to performing audits of governmental clients. Field work will be conducted by an experienced audit manager and in-charge accountant with one additional auditor with prior governmental auditing experience.

B.2 Team Members Assigned to the City Engagement

Tammy Galvis, CPA, will be the engagement partner and will coordinate the engagement from a partner perspective.

The following are the key engagement team members assigned to the engagement with the City. All key members of the team are licensed to practice as a certified public accountant in Georgia. The engagement review partner is a Certified Internal Auditor and the in-charge on the engagement is a Certified Fraud Examiner.

Role	Team Member
Engagement Partner	Tammy Galvis, CPA
Engagement Review Partner	Gregory Chapman, CPA, CIA, CISA CGAP
Engagement Manager	Ginni Harris, CPA
Engagement Senior (In-Charge)	Lee McDowell, CPA, CFE

B.3 Assigned Team Members Résumés

Résumés including relevant experience for each supervisory team member we anticipate will devote significant time to the City's audit follow:

Tammy Galvis, CPA

Position: Engagement Partner

Education: BBA in Accounting, University of Georgia, Athens, Georgia

Range of experience: A diverse background in governmental and not-for-profit accounting and auditing for over 24 years.

- Engagement Partner on governmental and not-for-profit audit engagements, including those requiring Single Audits and CAFR submissions for the Certificate of Achievement for Excellence in Financial Reporting, and employee benefit plan audit engagements. Experience includes performing Single Audits, auditing and reporting on governmental entities with water and sewer and other utility funds, SPLOST projects, and component units.

Professional and business history:

Nichols, Cauley & Associates LLC, Certified Public Accountants, 2016 to present;
Crace, Galvis, McGrath, LLC, 2012-2016;
Moore & Cubbedge, LLP, 1994-2012;
AIG Aviation, Inc., 1992-1993

Professional and business affiliations:

Georgia Society of Certified Public Accountants, Inc. – Member;
American Institute of Certified Public Accountants – Member;
Government Finance Officers Association – Member;
Georgia Government Finance Officers Association – Member;

E-mail: tgalvis@nicholscauley.com

Past 36 Month

Service History: -Engagement Partner on the following governmental audit engagements which include CAFR preparation except as noted:

City of Marietta, Georgia
City of Woodstock, Georgia
City of Douglasville, Georgia
Cobb County, Georgia
Cherokee County, Georgia
Polk County, Georgia
Georgia Municipal Association

City of Smyrna, Georgia
City of Acworth, Georgia
City of Bainbridge, Georgia **
Cobb County Board of Health
Douglas County Board of Health
Atlanta Regional Commission

**CAFR not prepared for this engagement.

-Engagement Partner on numerous governmental special districts and authorities.

Gregory M. Chapman, CPA, CIA, CISA, CGAP

Position: Engagement Review Partner

Education: MAcc, Georgia College & State University, Milledgeville, Georgia;
BBA in Accounting, Georgia College & State University, Milledgeville, Georgia.

Range of experience: A diverse background in governmental and not-for-profit auditing:

- Audit Manager of Georgia County and City local government audits including procedures related to landfills, water systems, SPLOST projects, and component units;
- Audit Manager and Senior Auditor on government and not-for-profit audits requiring Single Audits;
- Audit Manager and Senior Auditor on government audits for County Public Health Departments, component units of County governments.

Professional and business history: Nichols, Cauley & Associates LLC, Certified Public Accountants, 2006 to present;
Private company, 1997 to 2005.

Professional and business affiliations: Georgia Society of Certified Public Accountants, Inc. – Member;
American Institute of Certified Public Accountants – Member;
Government Finance Officers Association – Member;
Heart of Georgia Chapter of the Georgia Society of Certified Public Accountants, Inc. – Vice President

E-mail: gchapman@nicholscauley.com

Past 36 Month Service History: - Audit Director on the following governmental entity audit engagements;

*Douglas County, Georgia	Cherokee County Board of Public Health
*Fayette County, Georgia	Whitfield County Board of Public Health
*Coweta County, Georgia	Pickens County Board of Public Health
Twiggs County, Georgia	Gilmer County Board of Public Health
City of Dublin, Georgia	Douglas County Community Services Board
Fannin County Board of Public Health	Cobb County Community Services Board
Murray County Board of Public Health	

*CAFR prepared for these engagements.

Virginia Harris, CPA

Position: Audit Manager – Governmental and Not-for-profit Audits

Education: BBA in Accounting, Kennesaw State University, Kennesaw, Georgia

Range of experience: A diverse background in governmental and not-for-profit auditing:

- Audit Manager of Georgia County and City local government audits including procedures related to landfills, water systems, SPLOST projects, and component units;
- Audit Manager on government and not-for-profit audits requiring Single Audits;
- Audit Manager for attestation engagements for governmental entities for the Employees' Retirement System of Georgia.

Professional and business history: Nichols, Cauley & Associates LLC, Certified Public Accountants, 2016 to present;
Crace, Galvis, McGrath, LLC, 2012-2016;
Moore & Cubbedge, LLP, 1998-2012;

Professional and business affiliations: Georgia Society of Certified Public Accountants, Inc. – Member;
American Institute of Certified Public Accountants – Member;
Georgia Government Finance Officers Association – Member.

E-mail: gharris@nicholscauley.com

Past 36 Month Service History:

- Audit manager on the external audits of Cobb County, Cherokee County, the City of Marietta, the City of Smyrna, the City of Acworth, the City of Woodstock, the City of Douglasville, Georgia Municipal Association, Atlanta Regional Commission;
- Audit Manager for attestation engagements for governmental entities for the Employees' Retirement System of Georgia;
- Review and preparation assistance of Comprehensive Annual Financial Reports for all engagements listed above.

Lee McDowell, CPA, CFE

Position: Senior Accountant/Auditor – Rome Office

Education: MAcc, Shorter University, Rome, Georgia;
BBA in Accounting, Shorter University, Rome, Georgia.

Range of experience: A diverse background in governmental auditing:

- County and City government audits including procedures related to landfills, water systems, SPLOST projects, component units and Single Audits
- Preparation of numerous Comprehensive Annual Financial Reports

Professional and business history: Nichols, Cauley & Associates LLC, Certified Public Accountants, 2016 to present;
Crace Galvis McGrath, LLC, Certified Public Accountants, 2014 – 2016;
Meggitt Polymers and Composites, Rockmart, Georgia, 2009-2014

Professional and business affiliations: Georgia Society of Certified Public Accountants, Inc. – Member;
American Institute of Certified Public Accountants – Member
Association of Certified Fraud Examiners – Member

E-mail: lmcdowell@nicholscauley.com

Past 36 Month

Service History: - External Audits and Single Audits of the following County and City governments:

Cobb County, Georgia
City of Marietta, Georgia
City of Woodstock, Georgia
City of Smyrna, Georgia
City of Douglasville, Georgia
City of Acworth, Georgia

- External Audits and Single Audits for numerous governmental special districts and authorities including the following:

Atlanta Regional Commission
Georgia Municipal Association
Cobb County Board of Health
Douglas County Board of Health

- Preparation of Comprehensive Annual Financial Reports for all engagements listed above.

B.4 Continuing Professional Education of Team Members Assigned to the City

The following lists the governmental continuing professional education (CPE) attended in the past twenty-four months for the management team members we anticipate will devote significant time to the City's audit.

Our firm has a commitment to continuing education and training. All of our present governmental professional team members have met the Yellow Book requirements for continuing education.

January 1, 2017 – December 31, 2017	Galvis	Chapman	Harris	McDowell
Audit and Attestation Training	73.0	65.0	52.5	32
Other	29.0	43.5	15.0	7
Direct Yellow Book	28.0	50.0	32.5	23
Indirect Yellow Book	20.0	30.5	16.0	9

January 1, 2016 – December 31, 2016	Galvis	Chapman	Harris	McDowell
Audit and Attestation Training	37.0	73.5	41.2	32.0
Other	13.0	20.0	16.0	18.0
Direct Yellow Book	14.0	48.0	10.0	13.0
Indirect Yellow Book	15.5	21.5	18.0	18.0

Our firm is committed to continuing professional education (CPE). We utilize online and classroom training to stay abreast of trends and hot topics within governmental accounting.

Our team has over 9,000 Auditing and Accounting hours and over 8,200 other CPE hours totaling over 17,200 hours over a three year reporting period. Included are over 2,100 direct and 3,600 indirect yellow book hours.

We are committed to making the continuity of this team a priority throughout the length of the contract.

B.5 Leaders in our Field

Certificate of Achievement for Excellence in Financial Reporting

Our firm has been involved in governmental auditing and CAFR reporting for thirty straight years. This prestigious national award recognizes conformance with the highest standards for preparation of a state or local government's financial reports. In order to be awarded the Certificate of Achievement, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report, whose contents conform to program standards. The report must satisfy both generally accepted accounting principles and applicable legal requirements. Less than 1 % of all governmental financial reports conform to this highest standard.

Professionals in our firm are members of the Government Finance Officers Association and the Georgia Government Finance Officers Association.

Our firm is committed to the profession of public accounting. Farrell Nichols, the firm's former Managing Partner, recently served as **Chairman** of the seven member Georgia State Board of Accountancy and as a member of the Global Strategies Committee of the National Association of State Boards of Accountancy.

Marlan Nichols, the firm's current Managing Partner, served on the **Board of Directors** as Immediate Past Chairman of the Georgia Society of Certified Public Accountants for the 2013-14 fiscal year. Several of our partners and team members have served and continue to serve in various capacities for the Georgia Society of Certified Public Accountants.

Mike Cauley, Senior Partner, served as **President** of the Georgia Society of Certified Public Accountants for the 2004 – 2005 fiscal year and has recently completed service of a three year term on the American Institute of Certified Public Accountants' Council.

Gregory M. Chapman, a Partner in the Dublin office, is the President of the Heart of Georgia Chapter of the Georgia Society of Certified Public Accountants and also serves on the Leadership Council of the Georgia Society of Certified Public Accountants.

Beverly Smith, a Senior Manager in the Kennesaw office is the Immediate Past-President of the Educational Foundation of the Georgia Society of Certified Public Accountants.

Members of our firm provide training for the Georgia Society of Certified Public Accountants, the Georgia Government Finance Officers Association, and the Georgia Municipal Association.

Our firm is committed to providing quality services to our clients. Our commitment to quality has been the foundation of Nichols Cauley since inception. We are proud that we were a voluntary **charter member** of the Private Companies Practice Section of the American Institute of Certified Public Accountants Division for CPA Firms from 1979 until we transferred to the SEC section. The transfer to the SEC section (SECPS) and subsequently to the National Peer Review Committee was due to our expansion of assurance services to publicly traded companies. We are proud of the fact that we have successfully completed all peer reviews, with our most recent peer review report issued for our 2016 peer review.

B.6 Client References

The following is a selection of five audit clients that are similar to the engagement described in the request for proposal that were performed in the past three years. These engagements include similar fund structures and enterprise activities as those of the City. Additional references are also available.

Entity Name:	Cobb County, Georgia	
Brief Description of Project:	External audit resulting in CAFR with Single Audit Requirements	
Engagement Dates:	2005 to present	
Contact Person:	Bill Volckmann	
Telephone:	770-528-1524	Email: william.volckmann@cobbcounty.org
Engagement Partner:	Tammy Galvis	
Total Hours	1000	

Entity Name:	City of Marietta, Georgia	
Brief Description of Project:	External audit resulting in CAFR with Single Audit requirements	
Engagement Dates:	1970 (predecessor firm) to 2011, 2013 to present	
Contact Person:	Elizabeth Keller	
Telephone:	770-794-5547	Email: ekeller@mariettaga.gov
Engagement Partner:	Tammy Galvis	
Total Hours	700	

Entity Name:	City of Acworth, Georgia	
Brief Description of Project:	External audit resulting in CAFR and Single Audit requirements	
Engagement Dates:	1994 to present	
Contact Person:	Sharron Burtz	
Telephone:	770-974-3112	Email: sburtz@acworth.org
Engagement Partner:	Tammy Galvis	
Total Hours	400	

Entity Name:	City of Woodstock, Georgia	
Brief Description of Project:	External audit resulting in CAFR	
Engagement Dates:	2015 to present	
Contact Person:	Robert Porche	
Telephone:	770-592-6000	Email: rporche@woodstock.gov
Engagement Partner:	Tammy Galvis	
Total Hours	400	

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**NICHOLS, CAULEY & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS**

- C -

PROPOSER'S APPROACH TO THE AUDIT

C.1 Audit Approach

C.1.1 Work Plan

We will develop a work plan to address each of the requirements and objectives as outlined in the Request for Proposal issued by the City. In this section we outline the approach we plan to take to accomplish these audit requirements and objectives.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, if applicable, and other procedures we consider necessary to enable us to express opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions, if applicable, are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

The responsibilities of independent auditors in the audit of financial statements are explained and the objectives described in Section 110 of *Statement on Auditing Standards No. 1* issued by the American Institute of Certified Public Accountants. The primary purpose of an audit is to express an opinion on the financial statements. Such an audit is subject to the inherent risk that errors or irregularities may not be detected.

If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly advise your designated official.

C.1.2 Audit Objectives

Present Fairly and Understanding Internal Controls and Compliance

The objective of our audit is the expression of opinions as to whether the City's basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of any additional information when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The reports on internal control and compliance will each include a statement that the report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance.

Verify & Test

In accordance with the Official Code of Georgia Annotated (O.C.G.A.), Section 48-8-121, we will verify and test expenditures of Special Purpose Local Option Sales Tax (SPLOST) proceeds sufficient to provide assurance that the schedule of each project included in the resolution or ordinance is fairly presented in relation to the financial statements. Our auditor's report on the financial statements will include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

Follow up

We will consider the results of previous audits and attestation engagements and follow up on known significant findings and recommendations that directly relate to the objectives of our audit.

Work Papers

We will ensure that our audit documentation related to planning, conducting and reporting on the audit contains sufficient information to enable an experienced auditor who has had no previous connection with the audit to ascertain from the audit documentation the evidence that supports our significant judgments and conclusions. Our documentation will contain support for findings, conclusions and recommendations before we issue our reports.

Time

Nichols, Cauley & Associates, LLC will complete the audit within the mandated timeframes which will be established by contractual agreement and / or state and federal guidelines.

We have proposed tentative timelines for completion and the staffing requirements in this work plan.

C.1.3 Audit Strategy – A Risk Based Audit Approach

Nichols, Cauley & Associates, LLC will utilize a risk based audit approach. This approach increases the effectiveness of financial statement audits by focusing on governmental risks, the underlying causes of financial surprises. By applying this approach, we are able to explicitly consider high risk areas by focusing on what is most likely to go wrong that could materially affect the financial statements. We are then able to assess the risk that the financial statements are materially misstated and design and perform audit procedures to respond to those identified risks. The risk based audit shifts the focus from inspecting the quality of the financial information that is recorded in the financial statements to building quality into the financial reporting process and adding value to the City Council and management team.

The audit of the City will be a risk based audit.

How will a Risk Based Audit Approach Benefit The City?

- ♦ Addressing risks affecting the City and its financial reporting,
- ♦ providing services that help the Council and Management manage their businesses and risk,
- ♦ communicating with the Council and Management on important issues,
- ♦ improving identification of financial statement misstatement,
- ♦ improving assessment of the City's business viability,
- ♦ improving identification of fraud,
- ♦ improving quality and timeliness of reporting.

The risk based audit, which focuses on risk both recorded and unrecorded, improves financial statement assurance and the financial statement reporting process. The risk based audit focuses on business risk and the processes for controlling these risks. The higher the risk area, the more audit time and client controls are required.

By focusing on identifying the City's governmental and business risks, we will obtain a thorough understanding of the controls in place, financial condition, source of funding, expenditures, competition and other business risks.

The first goal of the risk based audit is to identify when the City has possibly failed to consider an important risk, economic event or transaction. The second goal is to assure the City has focused on emerging risks that may not yet be well understood or managed.

The risk based audit concentrates audit efforts in areas of the financial statements where there is a higher risk of material misstatement of the financial statements. Such areas may have a higher risk because either inherent or control risk is higher.

The risk based audit approach, whenever possible, tests and relies upon an established process for controlling risks that could affect the financial statements. This provides linkage between the identified risks and the resulting audit procedures.

Under a risk-based approach, we leverage the knowledge of the City's business we obtain along with experience in prior similar type audits to determine the level of assurance needed in significant audit areas. By focusing efforts in higher-risk areas and limiting procedures in lower-risk areas, we are performing a more effective and efficient audit under a risk-based approach, which adds value to the City management team.

The key to performing a successful risk-based audit of the City is planning. In general, a risk-based audit of the City requires more time to be spent in up-front planning. During the planning process, we gain sufficient knowledge of the City in order to identify the risky audit areas and determine the procedures necessary to address the risks identified.

A "risk-based" audit refers to an audit approach in which we:

- ▶ Identify areas of the financial statements where there is a higher-risk of material misstatement and concentrate our audit effort in those areas. Such areas may have a high risk because either inherent or control risk is higher.
- ▶ Identify lower risk areas in which to perform minimal or less extensive procedures. A risk-based audit approach focuses on ways to efficiently assess inherent or control risk at less than the maximum so that less audit effort can be spent on those lower-risk areas.
- ▶ For lower-risk areas, we determine what limited procedures will be necessary in light of the assessed level of risk. Because we are focusing our efforts on higher-risk areas, a risk-based audit approach is a very effective approach.

Because risk assessments require significant judgments, we normally have an experienced auditor (such as an experienced audit in-charge) make the risk assessments and prepare the planning documents. However, all levels of the engagement team and the City's management team are involved in the planning process, particularly the partner with ultimate responsibility for the engagement. It is particularly important to have executive-level involvement early in the planning process to obtain their judgments regarding the risk assessments and agreement on the audit approach before significant time is incurred performing audit procedures.

Nichols, Cauley & Associates, LLC uses a five phase Risk-Based Audit Approach



C.1.4 Audit Scope

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Reasonable Assurance

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as an auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Confirmations, Representations and Administration

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We understand that preparation of confirmations will be the responsibility of the auditor. Your employees will prepare routine letters and memoranda we request and will locate any documents selected by us for testing. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Documentation

We will ensure that our audit documentation related to planning, conducting and reporting on the audit contains sufficient information to enable an experienced auditor who has had no previous connection with the audit to ascertain from the audit documentation the evidence that supports our significant judgments and conclusions. Our documentation will contain support for findings, conclusions and recommendations before we issue our report.

C.1.4.1 Audit Scope – Internal Controls

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Risk Assessment Procedures

We will perform risk assessment procedures to evaluate the design of controls that are relevant to the audit and determine if they have been implemented. Our key considerations will be whether and how a particular control prevents, or detects and corrects, material misstatements in relevant assertions related to transactions, account balances or disclosures. Our evaluation of the design will consist of consideration as to whether the control, individually or in combination with other controls, is capable of effectively detecting or correcting material misstatements. In other words, we will consider the effectiveness of the control in achieving its objective. If a control is improperly designed, it may represent a control deficiency that we may need to communicate to management and the City Council.

Test of Controls

As required by *Government Auditing Standards*, we will consider the City's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal controls.

Internal Controls Over Major Programs

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

Timely Communication

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the course of the audit, internal control matters of which we become aware and are required to be communicated under AICPA professional standards, Government Auditing Standards, or the Uniform Guidance, will be communicated to management and those charged with governance.

C.1.4.2 Audit Scope – Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will also verify and test proceeds from the State of Georgia as determined necessary by our risk assessment procedures and applicable state and federal statutes and regulations.

C.2 Timelines and Staffing Requirements

The following is a general description of the phases; tentative timelines for completion and the expected staffing requirements. Detailed descriptions of these phases follow in the work plan section of this External Audit Services Request for Proposal.

Pre-engagement Risk Analysis, General Risk Analysis and Planning	
Phase 1	Tentative timeline for completion of Phase 1  October
	Estimated number of team hours:  Partners: 1 day Manager & Senior: 1 to 2 days Accountants: 1 to 2 days On all engagements, it is necessary to obtain an in-depth understanding of the government's business risks, funding sources, budgets, compliance issues, management structure, accounting procedures, management information systems, authorization and approval procedures including purchasing and income and expenditure recognition policies, and other controls.
Specific Risk Analysis and Detailed Planning	
Phase 2	Tentative timeline for completion of Phase 2  October
	Estimated number of team hours:  Partners: 1 day Manager & Senior: 1 to 2 days Accountant: 1 to 2 days These procedures involve documenting an understanding of internal controls, testing of internal controls, preliminary analytical reviews, drafting of confirmations and evaluation of risks identified in the planning and the risk assessment phase. We will utilize sampling techniques during this Phase. We will select random samples of transactions and inspect supporting documentation to determine indications of performance of controls. We review all workpapers and results as part of our ongoing quality control over the engagement.

Compliance Testing	
Phase 3	Tentative timeline for completion of Phase 3  October
	Estimated number of team hours:  Partners: 1 day Manager & Senior: 2 days Accountant: 3 days Governments are subject to standards applicable to financial audits contained in <i>Government Auditing Standards</i> issued by the Comptroller General of the United States, the Uniform Guidance, and specific program requirements. These requirements will be evaluated and tested in our compliance phase. We will use attribute statistical sampling audit procedures to test compliance. We use random samples to select transactions and inspect supporting documentation to determine recording in the correct amount, account and period as well as indications of compliance with relevant laws and regulations. We utilize IDEA software to generate all of our statistical samples. We review all workpapers and compliance results as part of our ongoing quality control over the engagement.
Responding to Risk Assessments	
Phase 4	Tentative timeline for completion of Phase 4  October
	Estimated number of team hours:  Partners: 1 day Manager & Senior: 2 to 5 days Accountant: 8 days Final procedures are performed after the closing of the books of the City. Final procedures involve final analytical procedures of key ratios and relationships of financial data. We will also perform other substantive audit procedures of account balances, evaluation of risk assessments performed earlier in the audit process, and reviews of all workpapers in accordance with our quality control system.

Phase 5

Management and Council Reporting

Tentative timeline for completion of Phase 5		Estimated number of team hours:							
	November		<table><tr><td>Partners:</td><td>1 day</td></tr><tr><td>Manager & Senior:</td><td>1 to 4 days</td></tr><tr><td>Accountant:</td><td>5 days</td></tr></table>	Partners:	1 day	Manager & Senior:	1 to 4 days	Accountant:	5 days
Partners:	1 day								
Manager & Senior:	1 to 4 days								
Accountant:	5 days								

Communication of results, findings, financial condition and recommendations is a key element of our audits and is specifically budgeted separately to signify our emphasis upon this phase. Our audits are designed to add value to the client and users of the financial statement. Communication with management is an integral part of this phase. The draft of the CAFR is prepared and submitted to the City for your review. The City would complete their review. We would then be prepared to submit our final report to the City.

Each governmental entity is unique with different levels of management experience, complexity, controls and business risk. Each of these factors weighs heavily in the determination of staffing and time requirements. The following is a general plan based upon our experience in the audits of primary governments.

Phase
one

Pre-engagement Risk Analysis, General Risk Analysis and Planning

C.3 Audit Plan

C.3.1 Pre-engagement Risk Analysis (Phase 1)

On new engagements, it is necessary to obtain an in-depth understanding of the organization, management structure, management's reputation and integrity, operations, accounting procedures, authorization and approval procedures and financial condition.

Step 1	How will we accomplish this				
Obtain an in-depth understanding	➤ Discussions with management ➤ Inquiry with other knowledgeable parties ➤ Initial survey of the accounting systems and records ➤ Review organizational charts ➤ Obtain understanding of management information system and controls				
Step 2	Audit Area	Type of Procedure			
		Walkthrough	Inquiry	Observation	Test of Control
Assess inherent risk and control risk	➤ Internal Accounting and Management Information System Controls	☐	☐	☐	
	➤ Billings and Accounts Receivable	☐	☐	☐	
	➤ Purchasing and Accounts Payable	☐	☐	☐	☐
	➤ Payroll	☐	☐	☐	☐
	➤ Compliance with Laws and Regulations	☐	☐	☐	☐
	➤ Compliance with Specific Requirements Applicable to Major Federal Programs	☐	☐	☐	☐

Phase
one

Pre-engagement Risk Analysis, General Risk Analysis and Planning

Step 2	Audit Area	Type of Procedure			
		Walkthrough	Inquiry	Observation	Test of Control
	➤ Financial Reporting	☐	☐	☐	
	– General Ledger	☐	☐	☐	
	– Monthly Reporting & Close Process	☐	☐	☐	
	– Bank Reconciliations	☐	☐	☐	
	– Grant & Loan Draw	☐	☐	☐	☐
	➤ Control Environment	☐	☐	☐	☐
Step 3		Big Picture what are the Causes of Material Misstatement			
General Risk Analysis and Initial Planning		➤ Error (unintentional misstatements) ➤ Fraudulent financial reporting (intentional misstatements) ➤ Misappropriation of assets (defalcation)			
Step 4		How will we gain an in-depth understanding of the City			
General Risk Analysis and Initial Planning		➤ Review the Fiscal Policies of the City ➤ Organization charts ➤ Review contracts ➤ Review debt instruments ➤ Review personnel manuals ➤ Review monthly internal financial reports ➤ Review City budget ➤ Review minutes of meetings of the Council ➤ Inquire regarding fraud, errors or defalcations ➤ Review regulatory reports and correspondence ➤ Utilize our previous experience with audits of governmental entities to identify high risk areas ➤ Inquire and review funding sources ➤ Identify federal funding sources ➤ Tour operations and discuss with City employees			

C.3.2 Specific Risk Analysis and Detailed Planning (Phase 2)

Specific risk analysis includes assessing risk by audit area. We relate the risks identified during the general risk analysis to the account balance and transaction class level. In addition, we consider the results of general analytical procedures performed in audit planning to identify areas that may require more audit effort. As part of the specific risk analysis process, we assess inherent risk and control risk for each significant audit area.

During phase 1, we gain an understanding of the City and its environment, its internal controls, and we assess the risks of material misstatement.

Specific risk analysis and detailed planning is an audit area focused extension of pre-engagement risk analysis, general risk analysis and planning. We assess control risk based upon our understanding of the control environment. Our understanding is obtained and documented through

- walk-throughs,
- inquiry,
- observation and
- other risk assessment procedures.

If control risk is assessed at less than maximum we will perform tests of the controls.

As described in Section C.3.1, preliminarily we anticipate testing controls in the following areas:

- Compliance with Laws and Regulations
- Compliance with Specific Requirements Applicable to Major Federal Programs (if applicable)
- Grant and Loan Draws.

Compliance Testing

C.3.3 Compliance Testing (Phase 3)

An audit of the City requires two types of compliance testing. Those types are:

- ▶ Procedures conducted in accordance with the Standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the guidelines of the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) as applicable annually.
- ▶ Procedures required in compliance auditing as required by the Official Code of Georgia and other authoritative sources.

C.3.3.1 Single Audit (if Applicable)

This step is required if the City is subject to the requirement for a Single Audit. Our audit objective in the single audit of the City is to **express an opinion** on whether:

- ▶ the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles and whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole; and
- ▶ the auditee complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program.

In addition, reporting, not including an opinion, is required on:

- ▶ internal control over the financial statements and over federal award programs, and
- ▶ compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements.

Our audit of government's are organized into a financial audit of the financial statements and a compliance audit of the major federal award programs, which include:

- ▶ gaining an understanding of and testing internal control over major federal programs, and
- ▶ testing compliance requirements.

Our audit results in the issuance of reports addressing the financial statements, compliance, and internal control.

C.3.3.2 Major Federal Award Programs

Identification of a major federal award program is crucial to establishing the scope of tests performed in a Single Audit, if applicable. This is because the Uniform Guidance focuses on major federal award programs in determining the extent of tests of controls and whether additional tests of compliance with laws, regulations, and the provisions of contracts or grant agreements are necessary. A major program in terms of federal awards expended during a fiscal year is \$750,000.

Program Identification

In determining the major programs for the City we will utilize the following sources:

- Funding Sources for the City,
- Inquiry or review of contracts, grants and awards,
- Other sources identified in our risk assessment and planning.

All grants with the same Catalog of Federal Domestic Assistance (CFDA) number will be combined as a single program. For awards not assigned a CFDA number, we will combine all awards provided by the same agency for the same purpose. Clusters of Programs will also be considered.

C.3.3.3 The Auditor's Responsibility for Laws and Regulations in All Audits

In any audit performed in accordance with GAAS, our responsibility concerning errors, fraud, and illegal acts relates to their possible effect of the financial statements.

In an audit of a governmental entity's financial statements we obtain an understanding of the possible financial statement effects of laws and regulations that have a direct and material effect on the determination of financial statement amounts, and we assess the audit risk associated with possible violations of such laws and regulations. This is because government operations are closely regulated and controlled by such laws and budget provisions, and events of noncompliance can have material implications for the financial statement. We consider the risk of material misstatements due to errors, fraud, or violations of budget and other laws and regulations in planning the audit. We also, with respect to federal award programs, consider compliance with applicable laws and regulations and evaluate possible effects of noncompliance in relation to the program in which it is reported.

Phase
three

Compliance Testing

Identifying Laws and Regulations

We utilize the following sources to identify significant laws and regulations:

- The Code of Federal Regulations.
- The requirements related to a particular program.
- Inquiries of the client's management.
- Inquiry of cognizant or oversight agency for audit.
- Inquiry of the federal agency that administers the program.
- The Catalog of Federal Domestic Assistance (CFDA) and cites of the laws and regulations applicable to each program and the names of the program staff who serve as "reference individuals" for the program.
- Official Codes of Georgia.
- OMB Compliance Supplement.
- Single audit related internet sites.

For major programs we follow the guidance in the Compliance Supplement when performing an audit in accordance with the Uniform Guidance. The Compliance Supplement provides an important source of information for us to understand a program's objectives, procedures, and compliance requirements and to assist us in determining appropriate audit objectives and audit procedures for federal programs. References to the Code of Federal Regulations (CFR) and other source information are also provided to assist us in locating the underlying authoritative documents.

Types of Compliance Requirements

The Compliance Supplement presents 12 types of compliance requirements that often have a direct and material effect on many federal awards programs. The following is a description of each of the 12 types of compliance requirements we consider in our audits of Government Entities.

- 1) Activities allowed or unallowed.
- 2) Allowable costs/cost principles.
- 3) Cash management.
- 4) Eligibility.
- 5) Equipment and real property management.

Phase
three

Compliance Testing

- 6) Matching, level of effort, earmarking.
- 7) Period of performance.
- 8) Procurement and suspension and debarment.
- 9) Program income.
- 10) Reporting.
- 11) Subrecipient monitoring.
- 12) Special tests and provisions.

We determine which of the 12 requirements apply to each major program included in the Compliance Supplement. We then include procedures to select and test transactions from major programs for compliance. When a federal program subject to compliance testing is not included in the Compliance Supplement, we use the 12 types of compliance requirements as guidance for determining the compliance requirements to test and to determine the appropriate requirements based upon a review of the grant agreement and related laws.

Transactions to Test

An opinion on compliance on each major program requires testing of each major program. We select transactions for testing that are representative of the population. We may also use the techniques explained earlier in this document.

Testing Transactions for Compliance with Requirements Applicable to Major Federal Programs

Tests of compliance with requirements applicable to major federal programs are substantive tests. For increased audit effectiveness and efficiency, we utilize dual purpose tests, tests of controls over compliance and tests of compliance.

Evaluating Results of Testing

In a Single Audit, the objective of testing transactions for compliance with laws and regulations and provisions of contracts and grant agreements is to express an opinion on whether the governmental unit has complied, in all material respects, with applicable compliance requirements, noncompliance with which could have a material effect on each major program. For purposes of assessing compliance, a "material event of noncompliance" is one that could result in the government having to refund federal monies or make other restitution in an amount that would be material to the particular federal awards program. Or, an out-of-compliance government could be denied reimbursement of program expenditures that had already been made.

C.3.3.4 Official Code of Georgia Compliance Testing

The Official Code of Georgia requires compliance tests of governments. Our audit approach in identifying these compliance requirements is to utilize the following sources:

- Official Code of Georgia
- Georgia Department of Audits and Accounts
- Compliance Auditing Manuals for Georgia Counties and Municipalities
- Elected Official Specific Requirements
- Procedures outlined in the Policies and Procedures of the Primary Government
- Contracts
- Board and Governance Minutes

Risk-Based Approach

Section 200.518 of the Uniform Guidance prescribes a risk-based approach to determining major programs. Adoption of a risk-based approach shifts the audit away from traditional major programs (i.e., those with large dollar expenditures) to an emphasis on programs that show signs of managerial weakness or that by their nature are inherently risky.

In determining risk, we consider the following:

- ▶ Weaknesses in internal control over federal programs.
- ▶ Control environment over federal programs.
- ▶ Management's adherence to applicable laws and regulations and the provisions of contract and grant agreements.
- ▶ Competence and experience of personnel who administer federal programs.
- ▶ Whether the program is administered under multiple or single internal control structures and whether any deficiencies are system-wide or confined to one structure.
- ▶ Whether the program has sub recipients and the strength of the sub recipient monitoring system.
- ▶ The extent and complexity of computer processing and our experience with them.
- ▶ Prior audit findings, especially findings with a significant impact on a program or those that have not been corrected.
- ▶ Whether a program has recently been treated as a major program.

Phase
three

Compliance Testing

Oversight by Federal Agencies and Pass-through Entities

- ▶ Whether recent reviews by oversight entities have disclosed significant problems.
- ▶ Whether a federal agency, with the concurrence of OMB, has identified a program as higher risk.

Inherent Risk of the Program

- ▶ The nature of the program, including the complexity and extent to which the program contracts for goods and services (e.g., inherent risk in programs with eligibility criteria or that use contractors to disburse funds).
- ▶ The phase of a program in its life cycle (program maturity) at the federal agency and the auditee (e.g., new programs with new or interim regulations may have higher risk than established programs with well established requirements).
- ▶ Whether there have been significant changes in programs, laws, regulations, or the provisions of contracts or grant agreements.
- ▶ The size of the program (e.g., programs with larger expenditures).

Consideration of Internal Control in a Single Audit

As discussed previously in our work plan for the audit of the City, we will gain an understanding of internal controls over federal funds if a Single Audit is required. The procedures we use to obtain an understanding of internal controls are described as follows:

- ▶ Inquiry of appropriate officials, management, supervisory, and staff personnel.
- ▶ Inspection of documents and records.
- ▶ Observation of activities and operations.

When auditing under the Uniform Guidance, we must not only be concerned with obtaining an understanding of internal control over the financial statements as a whole, but also the internal control pertaining to the compliance requirements for federal programs. We obtain an understanding of the design of relevant internal controls pertaining to federal awards and whether they have been placed in operation.

Calculation of Materiality

We calculate materiality at the individual major federal program level or the financial statement level as applicable, in accordance with authoritative pronouncements.

Performing Tests of Controls

We utilize the following points in performing our tests of controls:

- Inquiries of appropriate entity personnel, inspection of documents and reports, and observation of the application of specific controls.
- The use of walkthroughs, flowcharts, questionnaires, or decision tables.
- The consistency with which the control was applied during the audit period, and by whom it was applied.
- Inquiries of appropriate personnel, inspection of documents and reports indicating performance of the control, observation of the application of the control, and reperformance of the application of the control.
- Observation or reperformance of the relevant control.

Phase
four

Responding to Risk Assessments

C.3.4 Responding to Risk Assessments (Phase 4)

After we have gone through the risk identification process and assessed the risk of material misstatement for significant areas, we determine how to respond to the identified risks. A risk-based audit focuses heavily on the use of **analytical procedures** because they can be the key to both improving audit efficiency and effectiveness. Effective and efficient use of analytical procedures requires making full use of our knowledge and understanding of the client's circumstances and careful tailoring of the analytical procedures to those circumstances. We may determine that an analytical approach is sufficient to address the identified risks. However, based on our judgment, additional **tests of details** may be necessary in higher-risk areas or for particular financial statement assertions that we have assessed as higher-risk.

Analytical Procedures

Our audit procedures include analytical reviews. We utilize the following analytical procedures in our audits of primary governments:

Proposed City
Analytical Procedures

Our computer resources
 Key trend ratios
 Historical data
 Available industry documentation to key in on potential problem areas
 Available documentation on governmental institutions
 Actual operating results to budgeted amounts of the City
 Service information
 Statistical data

We utilize analytical procedures to improve both audit efficiency and effectiveness. We design analytical procedures to be effective substantive procedures. Our analytical procedures utilize special considerations which include:

- Fraud detection
- Interim testing by using accounting estimates
- Identification of areas for expanded audit procedures.

Phase
five

Management and Board Reporting

Utilization of Your Personnel

To the extent possible we will utilize City personnel to perform certain routine procedures under our supervision with the objective of minimizing our time and charges while not placing an undue burden on you. Such utilization would be accomplished through planning and coordination with key officials so the personnel involved will not be precluded from their regular duties. We have found that significant time savings can result from utilizing client personnel for such matters as schedule preparation, location of documents, account analyses, preparation of confirmations, etc.

Extent of the Use of EDP Software

Our use of computers and EDP software allows our team to have access to hundreds of audit program steps. These audit program steps are then tailored individually to the City based upon our risk assessments. The following table lists the **software programs or applications** Nichols, Cauley & Associates, LLC utilize during audits.

Software programs or applications used by Nichols,
Cauley & Associates, LLC

- IDEA Data Extraction Software
- T-Value for Windows
- CCH audit materials, including audit programs, planning information, disclosure checklists, confirmations, etc.
- Audits of Local Governments
- Single Audit supplement
- Internet resources
- Accounting Research Manager
- FinanceNet (homepage for public financial management)
- IGINet
- Inspector General Home Page
- Single Audit
- Links to Single Audit Clearing House
- Grants Net
- OMB Home Page
- Single Audit Clearing House
- GSA Home Page (searchable copy of CFDA)
- AICPA Page (American Institute of Certified Public Accountants)
- CCH Home Page (audit programs, checklist and other audit information)
- Georgia Society Home Page
- Georgia Net
- Numerous other specific sites

Data Extraction Software

Dependent upon our risk assessments, we may determine that audit assurance in a particular significant audit area may be more efficiently and effectively audited utilizing our Data Extraction Software. Data extraction software allows an auditor to extract information from the City's computer files for analysis and testing. Data extraction software is a useful tool for situations in which the client maintains very large data files or processes substantially all of its situations electronically. We utilize data extraction software to perform a variety of tasks on electronic data such as:

Data Extraction Software Uses

- Mathematical testing
- Detailed analytical procedures
- Comparison of separate databases
- Aging of data exception reporting
- Sampling
- Graphing of results

Improved Audit Efficiency through Data Extraction Software

In many cases, automated procedures are simply more efficient than manual procedures, especially when the client's data files are large. Data Extraction Software (DES) enables auditors to automate many of the traditional rote, mundane auditing procedures that are typically performed by auditors. Use of DES should improve efficiency for the following areas:

Manual, labor-intensive tasks can be performed much quicker. Data extraction software can quickly check the mathematical accuracy of schedules; stratify information for scope testing (such as listing out all items over a set dollar amount), match subsequent cash receipts against individual receivable balances, and other labor-intensive procedures.

Less time spent on selecting samples. Data extraction software allows auditors to automatically generate samples. For confirmations, the sample items can quickly be downloaded into a word processing document for quick production of confirmations and mailing labels with less opportunity for error. For other samples (such as billing tests or A-133 compliance tests), the sample items can be downloaded into a spreadsheet (thereby eliminating the need to re-key data).

Better Quality Audits

Auditing through the computer is a benefit because it enables us to do things we couldn't do otherwise. For example, certain types of computer controls are programmed controls that may be difficult or impossible to test with manual procedures. Using DES, we can employ a number of techniques to test those controls. For example, if a billing system has a programmed control that will not create an invoice

without entering a document number, we can use DES to search for any invoices in the current year file without document numbers.

Sampling Techniques in Your Audit

Sampling is a process of selecting a subset of a population of items for the purpose of making inferences to the whole population. Accounting populations usually consist of a large number of items and transactions.

Audit Sampling

“the application of audit procedures to less than 100% of the items within an account balance or class of transactions to enable the auditor to obtain and evaluate evidence about some characteristic of the items selected in order to form or assist in forming a conclusion concerning the population which makes up the account balance or class of transactions”.

A fundamental element of our audit program will be the selection of transactions to be tested as a sample of all available transactions. Sampling methodology will be utilized in both compliance and substantive testing.

We may employ either or both judgemental or statistical sampling methodologies as determined by our preliminary risk assessment and tests of internal controls in our audit of the City.

Substantive Testing

The purpose of substantive procedures is to provide audit evidence as to the completeness, accuracy and validity of the information contained in the accounting records or in the financial statements. Substantive testing involves detailed examination of the monetary value of the account balances to determine their accuracy and to draw conclusions about the materiality of the error amounts in the accounts. The extent and nature of substantive testing, depends upon the decision taken about the effectiveness of the systems of internal control.

In substantive testing, statistical sampling is used to obtain monetary estimates of the total error amount or confidence limits for the total error amount in a particular account. The objective is to obtain reliable confidence limits, (i.e. confidence limits with actual confidence levels never less than their nominal levels) which are not conservative (i.e. the estimate of the total error amount should not be very much greater than the true error amount) with sample sizes that are not too large for practical audit applications.

Selection Methodology for Substantive Testing

In our audit of the City, we plan to employ both Judgemental and Statistical sampling methodologies. However, **our professional judgement** will be foundational and the premise on which the use of sampling in your audit is based.

The City is performing substantially all of its activities and maintains substantially all of its information electronically. SAS No. 80, *Amendment to Statement on Auditing Standards, No. 31, "Evidential Matter"* (AU 326.18), describes those situations this way: In certain entities, some of the accounting data and corroborating evidential matters are available only in electronic form. Source documents such as purchase orders, bills of lading, invoices, and checks are replaced with electronic messages. For example, entities may use Electronic Data Interchange (EDI) or image processing systems. In EDI, the entity and its customers or suppliers use communication links to transact business electronically.

Purchase, shipping, billing, cash receipt, and cash disbursement transactions are often consummated entirely by the exchange of electronic messages between the parties.

In image processing systems, documents are scanned and converted into electronic images to facilitate storage and reference, and the source documents may not be retained after conversion. Certain electronic evidence may exist at a certain point in time. However, such evidence may not be retrievable after a specified period of time if files are changed and if backup files do not exist.

Electronic data extraction can be an efficient and effective means of obtaining audit assurance in those entities with large amounts of transactions and trained, sophisticated data processing personnel who can assist in the process.

Data extraction software offers the following benefits:

- ♦ Improved audit efficiency
- ♦ Better quality audits
- ♦ Provides audit documentation
- ♦ Expanded test procedures
- ♦ Allows data analysis independent of clients system

Substantive Audit Procedures

In a governmental entity audit assertions are based on our assessment of risk factors and judgment, additional tests of details may be necessary in higher-risk areas or for particular financial statement assertions. Our audit work plan blends our risk assessments, understanding of controls and substantive tests of details into an effective and efficient audit.

Phase
five

Management and Board Reporting

The table below lists certain substantive procedures to be performed on the City include but are not limited to the following:

Substantive Procedures

- Confirmation of grant revenue
- Confirmation of significant revenue, contracts and debt
- Reconciling specific amounts due to/from other governments and agencies
- Balancing of cash
- Accounts receivable reconciliation and collectability
- Analytical procedures regarding revenues and expenditures
- Verification of transfers
- Calculation of fund balance and retained earnings

Our substantive procedures in a government audit are designed to limit procedures in low-risk areas. For high-risk areas, we will choose and design procedures that are targeted at providing additional assurance to those identified risks.

C.3.5 Reporting (Phase 5)

Communication Process

Timely communications with City Council and the management team is essential to the performance of an effective continuing audit and, in addition, serves to assist management and those charged with governance in fulfilling their responsibilities. We maintain communications with appropriate officials in reporting on each phase of the audit as it is completed. We prepare a list of those internal control points developed during the audit which we consider significant, accompanied by our comments and recommendations. These matters are discussed with the City management directly involved in order to obtain their views and observations. Our final recommendations are then compiled in report form and reviewed with and released to the appropriate officials of the City. We also use this report as a vehicle for communicating recommendations that do not relate directly to internal accounting control. We want to provide you with the type of recommendations that will add value for our auditing and other compliance services. In ensuing audits, we review each of the matters previously reported on to determine whether appropriate remedial action has been taken.

In our communication process we emphasize graphical presentations and risk evaluations to communicate not only the financial information but also the overall business risk concerns.

In the final analysis, the entire thrust of our communications effort is to keep you, our client, well informed and to provide for early identification of problem areas as a basis for developing sound solutions.

Management and Council Reports

Nichols Cauley will make every effort within the guidelines described by statutes and standards to produce useful, timely and readable reports for both management and Council reporting purposes.

C.4 Report Format

A sample CAFR is enclosed in this packet.

C.5 Financial Stability

The firm is a privately held company and has no external requirement to have an annual audit therefore, audited financial statements are not available. Selected financial information can be provided to the City upon request.

Thank You!

We appreciate the opportunity to submit this proposal and your time in evaluating our firm.

Our team would be honored to be of service to
City of Villa Rica, Georgia.

Nichols, Cauley & Associates, LLC

COST PROPOSAL



August 23, 2018



Proposer

Warren Averett, LLC
Six Concourse Parkway, Suite 600
Atlanta, GA 30328

Submitted by

Robyn Denson, CPA
678.686.6532
Robyn.Denson@warrenaverett.com

Chris Smith, CPA
205.769.3310
Chris.Smith@warrenaverett.com

PROPOSED FEES

Warren Averett is pleased to submit our proposed fees to provide professional services for the City of Villa Rica:

Services	2018	2019	2020
Financial Audit Services	\$ 48,500	\$ 48,900	\$ 49,900
CAFR*	\$ 7,500	\$ 2,500	\$ 2,500
Single Audit	The single audit fee will be \$ 9,800 for a single major program. For each major program thereafter, the fee will be \$ 4,000.		

**Our recommendation is to convert to a full Comprehensive Annual Financial Report in 2019, as the 2018 audit will include a change in auditors and a short period audit report. For this reason, we have presented additional costs of the conversion to a CAFR separately.*

Upon acceptance of this proposal, we will complete our client acceptance procedures prior to beginning the engagement. Our fees are based on your current level of operations and assume the current level of accounting and auditing standards. Changes in legal structure, acquisitions or a change in the reporting or filing requirements could require adjustments to these fees. We will consult you regarding any proposed changes to our fees.

To gain optimum use of existing staff in your organization, fees are computed on the assumption that we will receive the assistance of your personnel in analyzing accounts, locating requested documents and drafting financial statements and footnote disclosures. In the event extraordinary circumstances are encountered, we will consult you before performing additional procedures.

Out-of-Pocket Expenses

Expenses for out-of-pocket costs, such as mileage, meals, lodging and other direct costs, will be billed at actual cost. Overhead charges, such as copying, computer usage, etc., are included in our professional fee rates.

Out of Scope Process

We believe in complete transparency in fees, which means we quote services based on experience and realistic expectations to avoid unexpected fees, and we will mutually agree upon a fee in advance of any work, should a change in scope or additional projects outside the scope of this proposal become necessary.

Additionally, you will not receive a bill for every quick phone call or email. Communications that result in a significant investment of time or the production of some type of deliverable may be included on your bill. Services outside the scope of work may be subject to billings outside the fixed fee quote; however, when additional billings are anticipated, we discuss with the client prior to performing any such work.

TECHNICAL PROPOSAL TO SERVE



August 23, 2018



Proposer

Warren Averett, LLC
Six Concourse Parkway, Suite 600
Atlanta, GA 30328

Submitted by

Robyn Denson, CPA
678.686.6532
Robyn.Denson@warrenaverett.com

Chris Smith, CPA
205.769.3310
Chris.Smith@warrenaverett.com

WARREN AVERETT TECHNICAL PROPOSAL TO SERVE THE CITY OF VILLA RICA

1. Section 3.3, Offeror Informational Requirements
2. Standard Contract
3. Standard Forms (per Exhibit A of RFP)
 - a. Executed Bidders Declaration
 - b. Executed Certificate of Non-Discrimination
 - c. Executed Affidavit of Non-Collusion
 - d. Request for Taxpayer I.D. Number
 - e. Executed Affidavit Verifying Status for City Public Application
 - f. Executed E-Verify Affidavit
 - g. Certificate of Insurance
4. Addenda – Signed Addendum Acknowledgement

SECTION 3.3,
OFFEROR INFORMATIONAL REQUIREMENTS



August 23, 2018



A. INTRODUCTION

August 23, 2018

Ms. Sarah Hefty, CFO
City of Villa Rica
571 W Bankhead Highway
Villa Rica, GA 30180

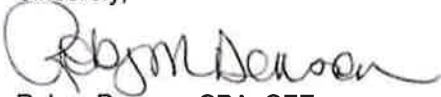
Dear Ms. Hefty:

We are pleased to provide our qualifications to perform audit services for City of Villa Rica (the City). Warren Averett has the depth of resources and experience to serve the City, and we are committed to providing you with the highest level of service to meet your immediate and future needs.

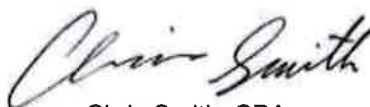
When you work with Warren Averett, you are a client of the Firm. That means you have more people with more experience looking out for you. Our **team mindset** philosophy emphasizes the importance of selecting the Warren Averett team member who can make the most valuable contribution at the right time. Beyond the business fundamentals, our primary objective is to establish **solid relationships** with our clients. We have a deep interest in furthering our understanding of the City's structure and goals. We will become an extension of your team. This **intense client focus** goes beyond the personal trust factor, and we will provide the City with forward-thinking advice. We offer a sounding board for ideas, guidance for business improvement and connections where they count. In the end, we are a resource to help you take care of what is important. We aim to be the absolute best at what we do so that the City can **thrive** and accomplish more of what is important to you.

I hope the information provided in the following proposal offers you the insight needed to fully consider the advantages of working with Warren Averett. Please feel free to contact me with any questions. The City would be an important client of our Firm, and we thank you for this opportunity.

Sincerely,



Robyn Denson, CPA, CFE



Chris Smith, CPA

“Our passion for our clients underscores why we do what we do. Our promise and mission is to help you thrive and accomplish more of what's important to you, always. We do that by being on and at your side.”

Mary Elliott, CEO
WARREN AVERETT

TABLE OF CONTENTS

A. Introduction	
B. Basic Information and Experience of the Firm	1
Firm Information	1
Representative Governmental Clients	3
Governmental Expertise.....	4
C. Quality Control and Peer Review	5
D. Qualifications of Local Office Staff	7
E. Client References	13
F. Approach and Methodology to Audit.....	14
Statistical Sampling Techniques	15
Analytical Procedures	15
Staff Organization, Segmentation and Hours	16
Our Understanding of the City's Objectives	17
Use of Technology	18
Communication Process	19
Workplan	20
Timeline.....	23
G. Work Samples	24
H. Financial Stability.....	25
Appendix	26

B. BASIC INFORMATION AND EXPERIENCE OF THE FIRM

FIRM INFORMATION

800+ WARREN
AVERETT
EMPLOYEES

Name of the Firm:

Warren Averett, LLC

Address of Firm Headquarters:

2500 Acton Road, Birmingham, AL 35243

 **140**
MEMBERS

Address of Local Office:

6 Concourse Parkway, Suite 600, Atlanta, GA 30328

Primary Contact Person(s) at local office:

Robyn Denson, CPA

678.686.6532

Robyn.Denson@warrenaverett.com

311
CPAs

Number of Employees

Warren Averett has over 800 employees, including 311 CPAs and 140 Members throughout our 15 offices in Alabama, Florida and Georgia, with affiliate offices in Texas and the Cayman Islands.

1 LARGEST CPA FIRM IN
ALABAMA (2018)

Firm Total Government Staff

We have an established Governmental Audit Group comprised of 60 experienced members and managers whose primary focus is on this specific industry.

2 LARGEST CPA FIRM AMONG
GULF COAST STATES (2018)

Local Office Total Government Staff

There are 11 dedicated governmental auditor staff members in the Atlanta office.

4 LARGEST CPA FIRM IN THE
SOUTHEAST/GULF COAST
COMBINED (2018)

Firm founding date

1972

33 LARGEST CPA FIRM
IN THE U.S. (2018)

Local office founding date

The offices of Gifford Hillegass & Ingwersen were founded in 1980 and merged with Warren Averett LLC to establish the Firm's Atlanta office in 2013. Warren Averett merged with another local Atlanta Firm in 2015, significantly expanding the Firm's public sector expertise.

Affirmation of Warren Averett's status as a Certified Public Accountant in the State of Georgia.

Warren Averett is a licensed Certified Public Accounting Firm and is qualified to perform the City's audit in accordance with Government Auditing Standards. Except when noted otherwise, the staff members included within this proposal are licensed CPAs. Below is documentation of our June 2018 license renewal. Confirmation of renewal can also be found via a search of our organization at www.cpaverify.org.

07/26/18 11:46:54 CPAVerify Firm Report Results	
NAME: WARREN AVERETT, LLC STATE OF LICENSE: GA LAST UPDATED: 2018-07-26	
Address:	Business WARREN AVERETT, LLC 2500 ACTON ROAD BIRMINGHAM, AL, UNITED STATES 35243 ACF005431
License/Permit/Certificate Number:	
Registration Number:	
License/Permit/Certificate Status:	ACTIVE
License/Certificate Status Details:	License has all privileges of CPA licensure. PUBLIC ACCOUNTING FIRM
License Type:	
Basis for License:	
Issue Date:	2007-12-05
Expiration Date:	2020-06-30
Enforcement, Non-Compliance or Disciplinary Actions:	None Reported To This Site By The Board
Other Information:	
Contact the Board for official verification of information.	
State Board Contact Information:	GEORGIA STATE BOARD OF ACCOUNTANCY 200 PIEDMONT AVENUE SE, SUITE 1604 WEST TOWER ATLANTA, GA 30334-9010 Phone: 404-463-0365 Email: GSBA@SAO.GA.GOV Website: https://gsba.georgia.gov/ Licensee Lookup: http://www.cpaverify.org/
Details of Enforcement, Non-Compliance or Disciplinary Actions: 1. If "Contact State Board For Details" is displayed then the State Board has reported some type of enforcement, non-compliance or disciplinary action to this site and the State Board should be contacted for full details about the action reported. 2. If "None Reported To This Site By The Board" is displayed then the State Board provides enforcement, non-compliance and disciplinary action data to this site and none was indicated for this record. 3. If "State Does Not Provide This Type of Data At This Site" is displayed then CPAVerify is not currently receiving enforcement, non-compliance or disciplinary action data for licensees in this state. Some states are limited to sharing this type of data with third party websites due to privacy laws or policies, but most State Boards offer this information on their official State Board websites. 4. Contact the State Board for official verification of all enforcement, non-compliance and disciplinary activity. The results shown here include all data made available by <u>participating states</u>. Additional data about the individual or firm may exist and is not shown here for other states that are not yet participating in the CPAVerify website. Please refer to the <u>Participating States</u> tab for more information about which states are currently sharing their licensing data for use with this website and for clarification about which states these results do not include. If the Board of Interest is not participating, you may refer to the <u>Contact Boards</u> tab where a link to every Board's website and therefore individual license lookup tool is available.	

REPRESENTATIVE GOVERNMENTAL CLIENTS

Client Name	Fiscal Year	CAFR	ARRA Funding**	Scope of Services	Engagement Member
Alabama Housing Finance Authority, Component Unit of the State of Alabama	2017			Audit/Single Audit	Clynt Hart
Alabama State Port Authority	2016			Audit/Single Audit	Clynt Hart & Phillip Rivers
Alabama State University, Component Unit of the State of Alabama	2017			Audit/Single Audit	Lee Parks
City of Cullman	2017		X	Audit/Single Audit	Chris Smith
City of Decatur*	2017	X		Audit/Single Audit	Jeremy Jefferys
City of Dunwoody*	2017	X		Audit/Single Audit	Yogesh Patel
City of Fort Walton Beach, Florida*	2016	X		Audit/ Single Audit	Angela Balent
City of Huntsville*	2017	X		Audit/Single Audit	Jeremy Jefferys
City of Montgomery, Alabama*	2016	X	X	Audit/Single Audit	Lee Parks
City of Niceville, Florida*	2016	X		Audit/Single Audit	Tammy McGaughy
City of Temple, Georgia	2016			Audit	Billy Minch
Escambia County, Florida*	2017	X		Audit/Single Audit	Jack Rowell
Jefferson County, Alabama	2017			Audit	Carol Phillips
Okaloosa County, Florida*	2017	X		Audit/Single Audit	Angela Balent
Santa Rosa County, Florida*	2017	X		Audit/ Single Audit	Jack Rowell
Town of Century, Florida	2017			Audit/Single Audit	Kristen McAllister
General Assembly of Georgia	2017			Audit	Billy Minch
Department of Audits	2017			Audit	Greg Davis
Georgia Development Authority	2017			Audit	Greg Davis

*All of the noted entities participate and have been awarded the GFOA Certificate of Achievement in Excellence in Financial Reporting.

**Warren Averett has extensive experience serving clients with American Recovery and Reinvestment Act funds, particularly in the years immediately following the signing of the law in 2009. Expenditures of ARRA funds by entities receiving federal awards has greatly diminished in recent years. Many of the organizations listed above that are not marked as having ARRA funding have had ARRA funding in past years.

GOVERNMENTAL EXPERTISE

Trusted advisor and external auditor

Through the mergers of our predecessor firms, Warren Averett has been a trusted advisor and external auditor for state and local governmental entities for over 50 years. We are one of the largest providers of audit, accounting and consulting services for governmental entities and nonprofit organizations in the Southeast. Our client base includes counties, cities, water and sewer systems, special districts and other agencies that receive state or federal funding whose audits fall under *Government Auditing Standards*.

From revenue shortfalls and tax revenue fluctuations to rising healthcare costs and managing deficit spending, many governmental entities are facing mounting financial challenges. Warren Averett has the specialized knowledge to help fill this void and meet the needs of our government clients. We have an established Public Sector Practice Group whose primary focus is on this specific industry.

Our memberships and active participation in the following professional groups solidify our partnerships with governmental entities and insure that the City will be served by individuals who are extremely knowledgeable in governmental accounting, financial reporting, auditing and grant compliance matters.

- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)
- Association of Government Accountants (AGA)
- American Institute of Certified Public Accountants Governmental Audit Quality Center

A great benefit to the City is our audit team, which consists of full-time auditors who are trained experts in governmental audits. These team members will be efficient at conducting the audit and available to share their knowledge and expertise with the City personnel whenever assistance is requested. By working closely with the City's leadership and employees, Warren Averett will help you save money, stay in compliance with laws and regulations and plan for the future.

60

DEDICATED
GOVERNMENTAL
AUDITORS FIRMWIDE

SERVING MORE THAN

100

Governmental clients
throughout the Southeast

ADDITIONAL SERVICES

- Governmental audits
- Fraud prevention and internal control assessment
- Compliance requirements related to grants and cooperative agreements
- General accounting, budget and reconciliation assistance
- Operational policies and procedures analysis

C. QUALITY CONTROL AND PEER REVIEW

Participation in Quality Control Programs

Warren Averett is respected as an industry leader in developing and adhering to quality review standards. We have a proven track record of producing quality audits, and strive to educate our team and work with governing bodies to ensure compliance. In addition to complying with regular peer reviews, below are a few examples of how Warren Averett participates in Quality Control efforts:

- **Federal and/or State Reviews.** Each year, many of our audits are subject to desk reviews by the various grantors and governmental agencies that provide funding to our clients. Those reviews have not resulted in any correspondence or letters of comment regarding non-compliance with state or federal reporting requirements.
- As previously mentioned, we are members and participants of various professional groups, such as the **AICPA's Governmental Audit Quality Center**, which ensures that our professionals are extremely knowledgeable in governmental accounting, auditing and other relevant matters.
- Additionally, Warren Averett hosts our own **Government Accounting Trends Update**, as well as various other internal CPE trainings throughout the year. These trainings ensure that our professionals are up to speed and able to provide the best service and quality audits to our clients.

No Regulatory Action

We take great pride in the fact that our Firm has never had any sanctions or other disciplinary action taken relative to performance of audit work.

Pending Litigation

In the past five years, there has been no litigation that resulted in a finding of liability or a monetary judgment against Warren Averett.

Independence Statement

Warren Averett is independent of City of Villa Rica and its management as defined by generally accepted auditing standards. Annually, Warren Averett requires all Members and client service professionals to confirm in writing that they have no relationships or holdings that would impair our independence with regard to our clients. Our independence policies are routinely monitored by the Quality Control Partner to ensure continued compliance.

Peer Review Report

Warren Averett has received an unqualified opinion from every independent peer review team that has visited our Firm. Our last peer review was conducted in 2016 by Henderson Hutcherson & McCullough, PLLC of Chattanooga, Tennessee. Our peer review reports no significant weaknesses and confirms that our systems of internal quality controls provide assurance of quality audit work and assurance that our professionals take their responsibility to adhere to the profession's standards seriously. Henderson Hutcherson's report is provided on the following page. Warren Averett received the highest possible peer review rating. This quality control review also included a review of specific governmental engagements.



HHM
CERTIFIED PUBLIC ACCOUNTANTS
CHATTANOOGA | MEMPHIS

System Review Report

December 9, 2016

To The Partners
Warren Averett, LLC
And the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Warren Averett, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System review are described in the standards at www.aicpa.org/peerreview.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations (Service Organizations Control (SOC) 1 and SOC 2 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of Warren Averett, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency or fail*. Warren Averett, LLC has received a peer review rating of *pass*.

Henderson Hutcherson
& McCullough, PLLC

1800 Market Street, Chattanooga, TN 37409 | T 423.756.9771 | F 423.269.8128
AN INDEPENDENT MEMBER OF THE BIG 4 ALLIANCE USA

D. QUALIFICATIONS OF LOCAL OFFICE STAFF

Direct access to leadership



At Warren Averett, our goal is to have a thorough understanding of the City's operations, as this is the best way to bring value-added solutions to you.

Open and frequent communication is encouraged, and we will be available to meet regularly to stay up to date on your planning goals and development needs. Our personnel approach utilizes an engagement leader to lead a qualified team of professionals. Team members are selected for their **knowledge, experience and understanding** of requirements

specific to the industry. As a valued client, you will receive the highest level of technical expertise and timely response to your questions. We will work closely with management to provide the requested services. We will be flexible and will adjust our plans to meet your needs as those needs change.

Our philosophy of **high-level involvement by our Members** reduces re-work and ensures **timely completion** of reviews. Our commitment to you of timely Member and **quality control reviews** will significantly reduce the number of questions that arise after fieldwork. None of our Client Service Team leaders are subject to transfer, nor do we have significant staff turnover, so you should expect great continuity in the service team on your account. Any controllable staffing changes will be discussed and agreed upon before changes take place.

The majority of the team members working on your engagement are licensed CPAs, as noted on the bios included on the following pages. All team members we assign to your engagement are independent of the City of Villa Rica and its management as defined by generally accepted auditing standards.



CHRISTOPHER L. SMITH, CPA

Engagement Member

D 205.769.3310 | F 205.979.6313
 2500 Acton Road | Birmingham, AL 35243
Chris.Smith@warrenaverett.com

Chris Smith is a Member in the Firm's Audit Division. Chris has been practicing in the field of public accounting since 1999, a total of 19 years of experience. He joined Warren Averett in 2004. Chris has experience in leading audit engagements of large nonprofit organizations and governmental entities, with an emphasis on serving clients in the healthcare and higher education industries. Chris has extensive experience assisting public sector clients with federal award compliance requirements. Although his primary focus is on public sector clients, he also has experience serving clients in a variety of fields, such as manufacturing, retail and service organizations. Chris resides in the Birmingham area with his wife.

ENTREPRENEURSHIP

Designations and Certifications

Certified Public Accountant

Additional Trainings/Sample of CPE

- Latest Developments of Government & Nonprofit Accounting and Auditing, 2018
- Government A&A Boot Camp, 2018
- Bisk Spring & Summer Governmental/Nonprofit Accounting Report, 2017

Education

Bachelor of Science in Accounting
 Jacksonville State University, Jacksonville, AL

Master of Business Administration
 Jacksonville State University, Jacksonville, AL

Professional Affiliations

- Healthcare Financial Management Association
- American Institute of Certified Public Accountants
- Alabama Society of Certified Public Accountants
- Government Finance Officers Association

Sample of audits performed/CAFRs prepared over the last three years

Client Name	Engagement	Role	Year
Jefferson County Commission, Alabama	Audit/Single Audit	Member	2017
The City of Cullman	Audit/Single Audit	Member	2017
United Way of Central Alabama	Audit/Single Audit	Member	2017
University of Alabama Health Services Foundation	Audit/Single Audit	Member	2017
Tigers Unlimited Foundation	Audit	Member	2017
Southern Research Institute	Audit/Single Audit	Member	2017



ROBYN M. DENSON, CPA, CFE

Engagement Manager

D 678.686.6532 | F 770.393.0319

6 Concourse Parkway, Suite 600 | Atlanta, GA 30328

Robyn.Denson@warrenaverett.com

Robyn is a Manager in the Firm's Audit Division. She joined Warren Averett in 2014 and has over seven years of public accounting experience. She spent nearly ten years in healthcare practice management, prior to joining Warren Averett. Robyn's primary responsibilities include performing financial statement and federal compliance audits for public sector clients. Robyn resides in northwest Georgia with her husband.

Professional Affiliations

- American Institute of Certified Public Accountants
- Georgia Society of Certified Public Accountants
- Association of Certified Fraud Examiners

INTEGRITY
IN ALL WE DO

Designations and Certifications

Certified Public Accountant
Certified Fraud Examiner

Additional Trainings/Sample of CPE

- Latest Developments in Government and Nonprofit Accounting and Auditing, 2018
- Not-For-Profit Audit Special Considerations, 2018
- Advisory Fundamentals Workshop, 2018
- Latest Developments in Government and Nonprofit Accounting and Auditing 2017

Education

Bachelors of Business Administration in Accounting
Kennesaw State University, Kennesaw, GA

Sample of audits performed prepared over the last three years

Client Name	Engagement	Role	Year
City of Temple	Audit	Manager	2016
Georgia Development Authority	Audit	Manager	2017
Georgia General Assembly	Audit	Manager	2017
CDC Foundation	Single Audit	Manager	2017
Brenau University	Single Audit	Manager	2017
Brewton Parker	Audit/Single Audit	Manager	2017
Reinhardt University	Audit/Single Audit	Manager	2017
Truett McConnell University	Single Audit	Manager	2017
Young Harris College	Audit/Single Audit	Manager	2017



SHARING
OUR SUCCESS

Designations and Certifications

Certified Public Accountant

Certified Fraud Examiner

Additional Trainings/Sample of CPE

- Overview of Single Audit Reporting Requirements and Available Resources, 2018
- A-133 Single Audit Fundamentals Part I, 2017
- A-133 Single Audit Fundamentals Part III, 2017
- A-133 Single Audit Fundamentals Part V, 2018

Education

Bachelor of Science in Accounting
University of Alabama at Birmingham
Birmingham, AL

Master of Accounting
University of Alabama at Birmingham,
Birmingham, AL

YOGESH N. PATEL, CPA, CFE

Audit Member

D 770.285.2686 | F 770.393.0319

6 Concourse Parkway, Suite 600 | Atlanta, GA 30328

Yogesh.Patel@warrenaverett.com

Yogesh has more than 15 years of experience providing guidance to various industry clients on complex accounting and reporting issues. He routinely provides assurance and business advisory services to diverse industry groups and assists clients with navigating through complex transactions, including mergers and acquisitions and recapitalizations. He also advises organizations on how to strengthen internal controls and improve operational effectiveness. Yogesh serves clients in a diverse range of industries, including technology, manufacturing and distribution, transportation, healthcare and nonprofit.

Professional Affiliations

- Association of Certified Fraud Examiners
- American Institute of Certified Public Accountants
- Alabama Society of Certified Public Accountants
- Georgia Society of Certified Public Accountants

Community Involvement

- United Sponsor Care, Board Member

Sample of audits performed/CAFRs prepared over the last three years

Client Name	Engagement	Role	Year
City of Dunwoody	Audit/Single Audit/CAFR	Member	2017
Children's Hospital of Alabama	Audit	Member	2017
Community Foundation of Greater Birmingham	Accounting Services	Member	2017
Dekalb Regional Health System, Inc.	Audit	Member	2017
Houston Healthcare System	Accounting Services	Member	2017



JIMMIE WARREN

Senior Associate

D 678.686.6514 | F 770.393.0319

6 Concourse Parkway, Suite 600 | Atlanta, GA 30328

Jimmie.Warren@warrenaverett.com

Jimmie Warren joined Warren Averett in 2016 and is a senior accountant in the Firm's Audit Division. He has more than five years of public accounting experience, which were with Metcalf Davis prior to joining with Warren Averett. Jimmie's primary responsibilities include supervising and training staff on engagements. He coordinates his efforts with other team members to best serve the audit team and clients throughout each engagement.

Professional Affiliations

- Georgia Society of Certified Public Accountants

Sample of audits performed/CAFRs prepared over the last three years

Client Name	Engagement	Role	Year
CDC Foundation	Audit	Senior Associate	2017
Brenau University	Audit	Senior Associate	2017
City of Dunwoody	Audit/CAFR	Senior Associate	2017
Three Rivers	Audit	Senior Associate	2017
Interdenominational Theological Center	Audit	Senior Associate	2017

PASSION TO WIN

Additional Trainings/Sample of CPE

- Latest Developments in Government and Nonprofit Accounting and Auditing, 2018
- City of Dunwoody Conference, 2018
- Latest Developments in Government and Nonprofit Accounting and Auditing, 2017
- City of Dunwoody Conference, 2017

Education

Bachelor of Business Administration
Certificate in Accounting
University of Georgia, Athens, GA
Master of Accounting
University of Georgia, Athens, GA



CALEB HUGHES

Senior Associate

D 205-769-3225 | F 205.979.6313
 2500 Acton Road | Birmingham, AL 35243
Caleb.Hughes@warrenaverett.com

Caleb Hughes joined Warren Averett in 2013 and is a Senior Associate in the Firm's Audit Division. He has over five years of public accounting experience. Caleb's primary responsibilities include planning, supervision and review of audit fieldwork and financial reporting focusing on public sector, insurance and single audit. Caleb resides in Birmingham with his wife and three children.

Community Involvement

- Wings Across Alabama, Board Treasurer

Sample of audits performed/CAFRs prepared over the last three years

Client Name	Engagement	Role	Year
Emerald Coast Housing	Audit	Senior Associate	2017
Jefferson County Commission	Audit/Single Audit	Senior Associate	2017
Southern Research Institute	Audit	Senior Associate	2017
City of Fort Walton Beach	Audit /Single Audit/CAFR	Senior Associate	2016
City of Niceville	Audit /Single Audit/CAFR	Senior Associate	2016
Okaloosa County Board of County Commissioners	Audit /Single Audit/CAFR	Senior Associate	2016
Okaloosa County Sheriff's Office	Audit	Senior Associate	2016

ENTREPRENEURSHIP

Additional Trainings/Sample of CPE

- GASB Update, 2017
- Bisk Summer & Autumn 2017
- Governmental/Nonprofit Accounting Report All-Day Session, 2017
- Government A&A Boot Camp, 2017
- Bisk Fall & Winter Governmental/Nonprofit Accounting Report All-Day Session, 2016

Education

Bachelor of Science in Accounting
 Lee University, Cleveland, TN

Master of Accountancy
 University of Alabama, Tuscaloosa, AL

E. CLIENT REFERENCES

Our professionals are committed to providing close, personal attention to our clients. We encourage you to contact the references listed below. In speaking with these individuals, you can hear first-hand about our Firm's qualifications and client service. More references can be provided at your request.

City of Dunwoody

Services Provided: Audited Financial Statements

Dates of Service: 2015 - 2017

Client Contact: Chris Pike, CEO

Client Information:

41 Perimeter Center East, Suite 250

Dunwoody, GA 30346

678.382.6700

chris.pike@dunwoodyga.gov

Georgia General Assembly

Services Provided: Audit

Dates of Service: 2011 - 2017

Client Contact: Robyn Underwood, Acting Fiscal Officer

Client Information:

434 Capitol Ave SE

Atlanta, GA, 30312

404.656.5054

robyn.underwood@legis.ga.gov

City of Cullman

Services Provided: Audit/Single Audit

Dates of Service: 2017

Client Contact: Sherry Compton, City Treasurer

Client Information:

204 2nd AVE NE

Cullman, AL 35055

256.775.7113

scompton@cullmanal.gov

“The audit has always been conducted professionally and efficiently with minimal disruption to our normal activities and we are fortunate to have a firm of this caliber serve as our auditors.”

—Government Client Finance Officer

F. APPROACH AND METHODOLOGY TO AUDIT

OUR APPROACH

Our unique business approach recognizes that the primary objective of auditing financial statements cannot be completed effectively unless the entity behind those financial statements is thoroughly understood. We spend a considerable amount of time developing a current understanding of our clients' issues and needs. Knowledge of your organization brings a needed perspective to more efficiently and effectively perform an audit of the financial statements.

The overriding concept of understanding your organization is to incorporate those procedures, and only those procedures, that will most effectively accomplish the defined objectives of each audit. We can hold a closing conference with your organization to assess the results of our efforts and how we might improve our service. We tailor our approach to meet the specific needs of each client. Therefore, we will properly plan and customize each audit to allow us to execute final fieldwork more effectively and efficiently and to meet your deadlines. We have assembled a leadership team with specific industry experience that will be accessible and keep you apprised of our progress throughout the audit.

Key Features of Emphasis in Our Approach

Experience. Extensive participation by the Member, manager and other technical resources in all phases of the audit, particularly in planning, ensures that you will have experienced personnel involved throughout the engagement. Warren Averett uniquely positions its leadership team as your key contacts, thus allowing for efficient use of your time.

Continuity. Recognizing that the accountant's knowledge of your entity is cumulative, the staffing goal for our engagements is to maintain the same professionals who are currently serving the City in an effort to ensure that knowledge of the client is not re-learned each year. At a minimum, our leadership team serving will remain the same. *We will not be using any association or affiliate member firm personnel on your engagement. All staff assigned to your audit will be Warren Averett personnel.*

Technology. Warren Averett is committed to providing its clients with the most efficient, secure methods of communication. We provide, at no charge, Internet-based secure file portals. These are client specific storage areas that allow information sharing and collaboration between Warren Averett and its clients. These provide secure data rooms as a means of sharing documents without size or delivery restrictions found with standard email systems.

Reporting. More than just a report on an organization's financial performance, our engagements typically provide recommendations for improving controls, efficiency and fiscal responsibility. We highlight areas of concern and, if needed, help you develop pragmatic solutions. Our recommendations will be addressed throughout the engagement and during our meetings with your organization. We expect to provide input on issues affecting you throughout the year, and we encourage such communication throughout the year.

Timing. We will coordinate the timing of the audit with key members of management to ensure that work is completed in a timely manner and all deadlines are met.

STATISTICAL SAMPLING TECHNIQUES

In a governmental engagement, distinct types of audit procedures may involve the use of audit sampling as follows:

- Substantive tests of details of account balances
- Substantive tests of details of transactions
- Tests of controls, directed toward operating effectiveness or toward compliance
- Tests of compliance with laws and regulations

The two possible approaches to audit sampling are non-statistical and statistical. Either approach may be used to apply whatever tests of details the auditor deems necessary in the circumstances. Typically, we utilize non-statistical sampling for substantive tests. Tests of controls and compliance are typically performed using a statistical sample. Sample sizes are based on the tolerable rate, the risk of assessing control risk too low (risk of over-reliance) and the expected rate of deviations from prescribed controls.

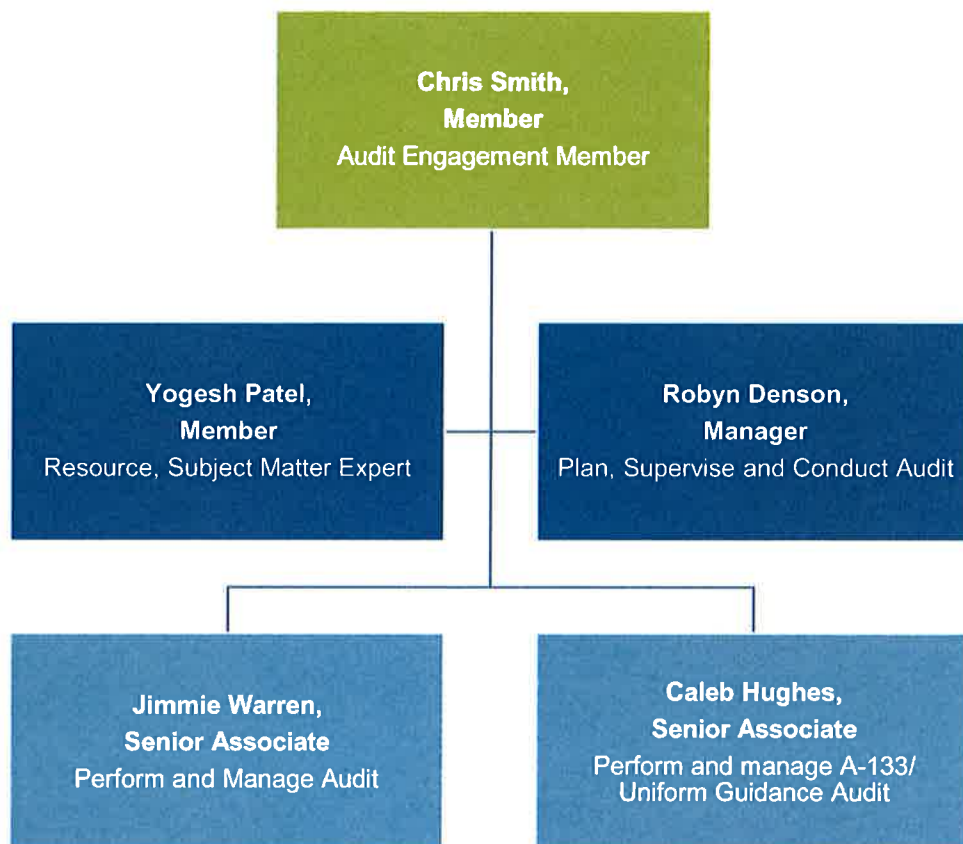
ANALYTICAL PROCEDURES

Warren Averett uses analytical procedures in several areas of our governmental audits including:

- **Preliminary (Planning) Analytical Procedures.** These procedures are used to enhance our understanding of the City's operations and assist in assessing areas of specific risk of misstatement by identifying unusual relationships among account balances or the absence of expected relationships.
- **Substantive Analytical Procedures.** These procedures are used to obtain audit evidence about potential misstatements. The primary distinguishing feature of substantive analytical procedures is the auditor's development of an expectation or prediction of what a recorded amount, or ratio based on recorded amounts, should be.
- **Overall Review of Analytical Procedures.** These procedures are used in the final review stage of the audit.

STAFF ORGANIZATION, SEGMENTATION AND HOURS

Below is the proposed organization of the audit team.



	Member	Manager	Staff	TOTAL HOURS
Planning & Audit Risk Assessment	10	15	30	55
Detailed Audit Testing & Procedures	15	50	130	195
Management Review & Meetings	15	20	10	45
CAFR Publication	15	20	50	85

380

OUR UNDERSTANDING OF THE CITY'S OBJECTIVES

Warren Averett understands the City's objectives and the requirements for the audit and CAFR preparation. We understand that the audits are expected to accomplish the objectives as indicated in the RFP. The members of your engagement team are committed to performing an audit that will assist the City in the following objectives:

- Determine whether the financial statements fairly present the financial position of the governmental activities, business-type activities, discretely presented component unit, each major fund, the aggregate remaining fund information and the changes in financial position and cash flows, where applicable, in conformity with generally accepted accounting principles.
- Determine whether the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.
- Obtain an understanding of internal control over financial reporting sufficient to plan the audit by performing procedures to understand both the design of controls relevant to an audit of financial statements and whether they have been placed in operation and assess control risk.
- Provide reasonable assurance that the financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts.
- Provide reasonable assurance of detecting material misstatements resulting from violations of provisions of contracts or grant agreements that have a direct and material effect on the determination of financial statement amounts or other financial data significant to audit objectives.
- Consider results of previous audits and attestation engagements and follow up on known significant findings and recommendations that directly relate to the objectives of the audit being undertaken.
- Ensure that audit documentation related to planning, conducting and reporting on the audit contains sufficient information to enable an experienced auditor who has had no previous connection with the audit to ascertain that sufficient evidence supporting the auditors' significant judgments and conclusions was examined. The audit documentation will contain thorough support for all findings, conclusions and recommendations before our team issues the report.
- Determine whether the government entity complied with laws, regulations and the provisions of contracts or grant agreements pertaining to federal awards that have a direct and material effect on each major program.

USE OF TECHNOLOGY

Warren Averett's corporate philosophy has always placed an emphasis on leveraging technology to improve efficiencies and employee productivity.

Collaboration We use Microsoft Skype to connect with our systems and staff wherever they are to deliver presence, instant messaging, voice, video and integrated online meeting capabilities.	Data Extraction and Analysis We use Active Data or IDEA software to download general ledger trial balances, which allows us to gain audit evidence more efficiently than through traditional sampling techniques.
Data Security All laptops are encrypted and have secure VPN networks back to the network. Secure client portals seamlessly transfer files between client and service teams.	Proprietary Workflow Management We have made significant investments developing software that tracks every phase of your audit engagement, manages timelines and coordinates your deadlines.
Efficient Workforce All staff have laptop systems, mobile digital scanning and printing capability, as well as wireless broadband connectivity to the network.	Certified Information System Auditors Professionals assigned to this engagement are experienced with the multiple software programs you would expect from a leading audit firm, as well as experienced in SOX internal control work, IT audits and risk assessments. Our IT professionals are Certified Center of Internet Security (CIS) Auditors.

Use of EDP software in the engagement:

Warren Averett has a corporate philosophy that embraces technology and has a team of dedicated IT experts. Our auditors are trained on electronic data mining and processing software, and use it in areas where such procedures are determined to be cost effective. Leading the profession, Warren Averett has been paperless since 2004. We are committed to continuously improving IT accounting skills and expertise. Our Firm utilizes IDEA, data extraction software (DES), to analyze information downloaded from our client's computer system during several phases of the audit. Once the information is downloaded, we can perform a variety of tasks on electronic data using DES, such as the following:

- Mathematical testing
- Detailed analytical procedures
- Analyzing groups of vendor and dollar amount purchases for circumvention of City policies
- Comparison of separate databases such as employee and vendor files for the same addresses
- Aging and stratification of data
- Exception reporting such as using the hours to gross payroll data to analyze files for anomalies such as excessively high hourly rates, regular hours greater than 80 hours in a pay period, high overtime hours, overtime hours with vacation or sick leave, etc.
- Selected and evaluating statistical samples in conjunction with tests of controls over payroll, disbursements, receipts and purchasing functions
- Graphing of results

DES offers the benefits of improved audit efficiency and better quality audits

COMMUNICATION PROCESS



Our goal in any engagement is the avoidance of issues and surprises. Our client service approach aims to eliminate or significantly reduce the likelihood that issues arise, and in the event that issues do arise, they are not surprises. We achieve this by establishing **open lines of communication** between Warren Averett team leadership and our clients' management and accounting personnel, as well as the Audit Committee. Those same Warren Averett leadership members will not only be available to our staff throughout all aspects of the engagement, but will also be visible to client personnel as they are actively involved in all aspects of our engagements from start to finish.

By being actively involved throughout the engagement, issues can be addressed and resolved on the front end so that surprises are avoided. Also, all communications to be delivered to the Audit Committee, such as management letters and required communications to those charged with governance, will be presented in draft form to management prior to issuance to ensure we have all of the relevant facts and to get input from management on those findings.

Warren Averett does not have a national office with which our engagement teams are required to communicate with in order to gain approval on the engagement. Decisions regarding our clients are made by the engagement teams serving those clients. While our Warren Averett engagement teams have significant resources within the Firm to consult concerning any issues, the ultimate decisions are made by your engagement team members. Additionally, **we respond to every client with a sense of urgency** and commit to returning phone calls and emails within a 24-hour timeframe.

WORKPLAN

Segment 1: Planning & Audit Risk Assessment

We estimate 20 to 25 percent of the audit in planning and risk assessment. Ideally, these procedures should be performed in July and August, and are subject to coordination with City management. Typical interim procedures performed will be as follows:

- Initial planning sessions — Conduct internal planning sessions required by SAS 99 and make applicable fraud inquiries and discuss any significant events or transactions. We will also discuss with management areas where we feel further testing is deemed necessary or if there are specific areas of concern prior to finalizing our audit approach.
- Understanding of internal controls — Review internal control memos and conduct interviews to document our understanding of internal controls relative to financial statements and controls over federal and state programs, if applicable.
- Assessing audit risk — Evaluate risks associated with the City's operating environment (financial and compliance) and where your financial statements could be susceptible to material misstatement or fraud, while considering the controls you have in place to mitigate these risks.
- Establishment of materiality — Utilize a specific approach for establishing materiality, focusing on total assets and total revenue, while evaluating areas historically susceptible to potential or actual errors.
- Review of grant agreements — Review the OMB Compliance Supplement to ensure our audit will be planned to comply with OMB's risk-based audit approach and structured to ensure adequate testing for compliance with laws, rules and regulations. Evaluate and document new grant funding received during the year.
- Reporting and Disclosures — Discuss the effect of implementation of any new accounting pronouncements. We will meet with your personnel to determine if any report formatting or note disclosure changes are planned for the coming year. If so, we will review proposed changes to formats.

Our Four-Segment Approach to Financial Statement Audits



Segment 2: Detailed Audit Testing & Procedures

After the books have been closed and all client-prepared schedules are completed, we will return to the field to perform the year-end account balance work. A detailed work plan and budget will be followed to ensure that our audit procedures are directed at items material to the financial statements. Procedures could include, but will not be limited to the following:

- Substantive Procedures — Perform test of details based on audit risk assessment through either substantive detail testing or analytical testing. When possible, we will utilize analytical procedures, such as reasonableness tests, trend analysis and predictive tests, to reduce substantive testing.
- Third-Party Confirmations — Utilize third-party confirmations for cash, receivables, and revenues, as deemed necessary.
- Compliance Testing — Perform detailed transaction testing for compliance with selected Georgia statutes and single audit requirements.
- Data Analysis — Utilize data extraction software where possible, to automate testing of large account balances. We use a variety of products, including IDEA, Monarch and ACL, which allows for more effective audits.

By using the specialized software, we can quickly sort, filter and analyze multiple transactions in a population. These computerized auditing techniques allow us to identify anomalies, making it easier to focus on areas of potential concern and drill down on those items that have the highest risk. Examples of uses of extraction and data analysis in our audit approach are as follows:

- Summarize disbursements for a period by dollar range and compare to policy guidelines for approvals and signature requirements.
- Check register listing for unrecorded liabilities or checks written during the year.
- Convert bank or investment statement activity to Excel. This provides a quick listing of deposits for an entire period/year.
- Convert vendor files, which include addresses, to Excel, and compare to employee files with addresses for any similar or unusual items related to vendor files.
- Check general ledger detail by account, with all transactions listed, with a summary by journal entry number for easier and more effective, consistent journal entry testing procedures. Perform completeness testing of all activity for the year compared to change in trial balance amounts from year to year.
- Assist with internal uses for data extraction. We routinely assist clients with the conversion of PDF information to Excel files.

Through these procedures we will become intimately familiar with your operations. This familiarity will help us write constructive recommendations for management's consideration. All team members will utilize laptop computers and set up a mini-network in the field in order to share electronic data files created as part of the audit.

Segment 3: Management Review & Meetings

Near completion of field work, the necessary upward reviews including Member level reviews will be performed in the field. This will allow for resolution of any review questions and permit a more timely completion of the audit.

All preliminary audit adjustments and any audit findings which will appear in the report on compliance and internal control and in the management letter will be discussed in advance with client personnel.

Segment 4: CAFR Publication

After management has approved the report draft prepared by Warren Averett, we will perform a CAFR review using the GFOA Certificate Reviewer's Checklist. Many of our clients routinely apply for and receive the Certificate of Achievement and our assistance will be available to ensure the City's CAFR complies with all significant GFOA requirements to be awarded a certificate.

Once the CAFR is completed, we will finalize the federal and state single audit reports.

TIMELINE

The timetable is based upon our preliminary understanding of your financial reporting schedule and other timing considerations. This schedule is flexible and we will work with you in order to meet your service needs.

TIMELINE	2018				
	Aug	Sep	Oct	Nov	Dec
Begin client acceptance procedures	✓				
Begin planning process	✓				
Hold kick-off meeting with management and the engagement team		✓			
Meet with management to discuss key operations and issues		✓			
Internal controls evaluation and walk-throughs			✓		
Interim substantive testing			✓		
Year-end audit procedures				✓	
Meet with finance committee					✓
Agree on management letter points					✓
Sign-off on financial statements					✓
Issue financial statements					✓
Post audit debrief with management					✓

G. WORK SAMPLES

Enclosed with this proposal, we have included the CAFR that Warren Averett prepared for the City of Dunwoody for the year ended December 31, 2017. You can find the report in the Appendix.

H. FINANCIAL STABILITY

As Warren Averett LLC is a privately held company owned by a group of partners, we do not share our financial information externally. Please reference the below letter from our Director of Finance, Jennifer Hardin, CPA, and feel welcome to contact her at the phone number included in this letter.



7509 Action Blvd
Birmingham, AL 35263
205 779-4100
warrenaverett.com

August 3, 2018

Re: Request for Financial Information

To Whom It May Concern:

We recently received a request to provide financial information for Warren Averett, LLC. As a privately held company owned by a small group of individual partners, we do not publish our financial information externally.

Warren Averett is a well-established regional CPA firm providing audit, tax, and financial consulting services to clients across the United States. Founded in 1972, the Firm has grown over the last 46 years from 15 employees to over 800 employees working in 14 offices throughout the southeast.

The Firm generates approximately \$130 million in annual recurring revenue, generates a healthy profit margin, and carries little debt on the balance sheet. With over \$13 million in working capital, and access to a significant line of credit, the Firm is able to meet its short term obligations and holds a very sustainable liquid position.

Please feel free to contact me directly if there is specific financial information that would help in your assessment. We are also happy to provide credit references upon request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Hardin'.

Jennifer Hardin, CPA
Director of Finance
Direct (205) 769-3482

APPENDIX

The CAFR that Warren Averett prepared for the City of Dunwoody, for the year ended December 31, 2017 is provided on the following pages.



Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: 2019 Insurance Premiums and Employee Contributions
AGENDA DATE: 8/30/2018

DATE PREPARED: 8/24/2018
PREPARED BY: Sarah Hefty

PURPOSE: To approve the 2019 Insurance Premiums and Employee Contributions.

BACKGROUND:

The 2019 budget includes over \$1.89m for self-funded insurance. The City went self-funded on October 1, 2017, and the first nine months have shown significant savings from our previous insurance vendor. Some highlights of the self-funded insurance budget include:

- Administrative costs are budgeted around \$475,000.
- Expected claims are around \$1.26m, but the maximum claims are estimated at \$1.58m. We budgeted for 90% of the maximum claim amount.
- The monthly premium for employee only is \$686.15.
- Employees will contribute 5% for single coverage and 30% of any additional coverage (spouse, children or family).
- We adjusted the ratios between employee only coverage and employee/spouse, employee/children, and employee/family to be in line with the stop loss carrier's underwriter. This reduced the premiums for the employee/spouse and employee/children coverage, but the employee only and employee/family premiums remain about the same as the prior year.

STAFF RECOMMENDATION: To approve the 2019 premiums and employee contributions. See attached schedule.

MOTION: I make a motion that we approve the 2019 health insurance premiums, as presented.

Proposed 2019 Health Insurance Premiums

Total Monthly Premium	Semi-Monthly Total Premium	Description	Rate	Semi-Monthly Employee Amount	Semi-Monthly Employer Portion	Monthly Employee Amount	Monthly Employer Amount
\$686.15	\$343.08	Employee	5.0%	\$17.15	\$325.93	\$34.31	\$651.84
\$1,269.38	\$634.69	Empl + spouse	30.0%	\$104.64	\$530.05	\$209.28	\$1,060.10
\$1,132.15	\$566.07	Empl + Child(ren)	30.0%	\$84.05	\$482.02	\$168.11	\$964.04
\$1,845.74	\$922.87	Family	30.0%	\$191.09	\$731.78	\$382.19	\$1,463.56



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: 2019 Operating and Capital Budget
AGENDA DATE: 8/30/2018

DATE PREPARED: 8/24/2018
PREPARED BY: Sarah Hefty

AMOUNT: \$30,118,276 Revenues; \$30,027,179 Expenditures
GL ACCOUNT #: Various

PURPOSE: To adopt the proposed 2019 Operating and Capital Budget.

BACKGROUND:

The last version of the budget was completed on July 27, 2018. Since then, the following changes have been made:

Revenues | Overall revenues are projected to increase by 6%. This is significant change from the 12% increase that was shown in the draft budget from July 27, 2018. However, since then, Council approved budget amendments for 2018, which included setting up the budget for the self-funded insurance. Therefore, now that there is a budget shown for self-funded insurance in 2018, the jump to 2019 is not quite as large. There is still a large increase in tax revenue. This is because the majority of the tax revenue was not received in the short nine-month period, so the comparison from 2018 to 2019 is not accurate. Since the July 27, 2018 version of the budget, water revenues were increased by \$15,000 and sewer revenues were increased by \$150,000 to more accurately reflect the rate changes.

Personnel | The 2019 budget includes an addition of 11 full-time equivalents, which is a combination of full-time and part-time positions. Several of these positions have been delayed three or six months. Since the last iteration of the budget items on July 27, 2018, the following changes were made:

- Instead of capping the salary increases at mid-point of the new pay grades, the salary adjustments are capped at 40% of the new pay grades.
 - The total increases are approximately \$589,000. Of that total, over \$303,000 is for the police department alone.
 - The salary increases are budgeted to go into effect October 1st as the new fiscal year begins.

- These increases will bring salaries to a more competitive position, which will allow us better hiring and retention in certain departments – specifically, police and public works.
- The Planning and Zoning Specialist position will be vacated after the reorganization and will need to be refilled; however, the position was erroneously removed from previous versions of the budget. The position has been added back to the Community Development budget for 2019, but delayed for six months, for a total of \$41,000.
- The Administrative Assistant for the current Public Works Director has been moved to the new Utilities Director's department.
- An employee at Pine Mountain was increased to 32 hours a week with benefits for approximately \$10,000.

Self-Funded Insurance | The 2019 budget includes over \$1.89m for self-funded insurance. The City went self-funded on October 1, 2017, and the first nine months have shown significant savings from our previous insurance vendor. Some highlights of the self-funded insurance budget include:

- Administrative costs are budgeted around \$475,000.
- Expected claims are around \$1.26m, but the maximum claims are estimated at \$1.58m. We budgeted for 90% of the maximum claim amount.
- The monthly premium for employee only is \$686.15.
- Employees will contribute 5% for single coverage and 30% of any additional coverage (spouse, children or family).
- We adjusted the ratios between employee only coverage and employee/spouse, employee/children, and employee/family to be in line with the stop loss carrier's underwriter. This reduced the premiums for the employee/spouse and employee/children coverage, but the employee only and employee/family premiums remain about the same as the prior year.

Expenses and Expenditures | Overall, expenditures have been budgeted at a 4% increase. Again, this is a significant change from the 10% increase that was shown in the July 27, 2018 draft, but there have been 2018 budget amendments to set up self-funded insurance fund. Therefore, the increase from 2018 to 2019 isn't as severe. Since the last iteration of the budget on July 27, 2018, several significant changes have been made in order to allow us to increase the self-funded insurance to the proper funding:

- Removed:
 - Contingency money for all departments in the general fund for a total of \$135,000;
 - Document management (paperless) conversion for \$100,000;
 - New website/app and branding for \$80,000;
 - Zoning code consultant for \$70,000;
 - Consultant to assist with creation of stormwater utility for \$138,000;
 - Maintenance and Repair budgets were decreased by \$86,000 in various departments;
 - All departments were reviewed and \$99,000 was removed from various line items.
- Added:
 - \$217,000 was combined in the Mayor & Council's budget as contingency.
- Other projects that have not been included in the 2019 budget:
 - Traffic study for \$100,000;
 - Trail match of \$200,000.

Capital | A total of \$3.5m in capital projects is included in the 2019 budget. Since the last iteration of the budget items on July 27, 2018, the following changes were made:

- Removed the Gold Miner statue for \$21,000.
- Removed Gold Nugget tower for \$75,000.

- Added \$75,000 to a Land Acquisition line item.
- Increased Police vehicles by \$21,000 in order to buy SUVs instead of sedans.
- Reduced HVAC at PD and court by \$14,200 for work already completed.
- Removed \$18,400 maintenance truck.
- Removed over \$5,000 for fleet SynchUp (GPS) device.

STAFF RECOMMENDATION: To adopt the proposed 2019 Operating and Capital Budget.

MOTION: I make a motion that we adopt the 2019 Operating and Capital Budget.

CITY OF VILLA RICA

GEORGIA



2019 PROPOSED OPERATING & CAPITAL BUDGET

Last Updated: August 24, 2018



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CITY OF VILLA RICA, GEORGIA
"City of Gold"

OPERATING & CAPITAL BUDGET
October 1, 2018 – September 30, 2019



Submitted by
Tom Barber, City Manager

Prepared by
Finance Department
Sarah Hefty, Chief Financial Officer

Last Revised: August 24, 2018



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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

TABLE OF CONTENTS

Introduction	
Budget Transmittal Letter.....	7
Financial Summaries.....	
City-Wide Budget Summary.....	11
Fund Revenues.....	13
<i>Governmental Funds</i>	
General Fund.....	14
<i>Special Revenue Funds</i>	
Federal Seizures Fund.....	17
State Seizures Fund.....	18
Drug Task Force.....	19
Hotel/Motel Tax Fund.....	20
Cemetery Fund.....	21
<i>Capital Projects Funds</i>	
Capital Projects – General Fund.....	22
Capital Projects – Roads.....	23
2008 Carroll Co SPLOST.....	24
2015 Carroll Co SPLOST.....	25
2016 Douglas Co SPLOST.....	26
TSPLOST.....	27
<i>Debt Service Funds</i>	
VR PFA Fund.....	28
<i>Enterprise Funds</i>	
Water & Sewer Fund.....	29
Stormwater Fund.....	30
Sanitation & Solid Waste Fund.....	31
<i>Other Funds</i>	
Self-Funded Insurance.....	32
Technology Fee Fund.....	33

Capital	
Five Year Capital Plan.....	35
Fund Expenditures.....	39
<i>General Fund</i>	
Governing Body.....	40
City Manager.....	42
City Clerk.....	44
Finance.....	46
Legal.....	48
Management Information Systems.....	49
Human Resources.....	51
Customer Service.....	53
Building Inspections.....	55
Community Development.....	56
Code Enforcement.....	58
Economic Development.....	59
Tourism & Main Street.....	61
Pine Mountain Gold Museum.....	63
Judicial.....	65
Police.....	67
Police Explorers.....	69
Community Service.....	70
Public Works.....	71
Streets.....	72
Building & Fleet Maintenance.....	74
Grounds Maintenance.....	76
Parks & Recreation	77
Recreation Events.....	79
Senior Center.....	80
Library.....	82
Federal Seizures Fund.....	84
State Seizures Fund.....	85

Drug Task Force.....	86
Hotel/Motel Tax Fund.....	87
Cemetery Fund.....	88
2008 Carroll Co SPLOST Fund.....	89
2015 Carroll Co SPLOST Fund.....	90
2016 Douglas Co SPLOST Fund.....	92
TSPLOST Fund.....	93
Capital Projects – Roads	94
Capital Projects – General Fund.....	95
VRPFA (Debt).....	96
Self-Funded Insurance Fund.....	97
Technology Fee Fund.....	98
<i>Water & Sewer Fund</i>	
Utility Director.....	99
Wastewater Treatment Plant.....	100
Water Treatment Plant.....	102
Distribution & Collection.....	104
CDBG (Community Development Block Grant).....	106
<i>Stormwater Fund</i>	
Stormwater.....	107
<i>Sanitation & Solid Waste Fund</i>	
Sanitation & Solid Waste.....	109
Other (Debt and Transfers).....	111
Personnel.....	
Requested Personnel.....	113
FTEs.....	115

BUDGET TRANSMITTAL LETTER

Honorable Mayor and City Council:

Please find enclosed the proposed 2019 Operating and Capital Budget. This budget document reflects the new fiscal year, which begins on October 1, 2018 and ends on September 30, 2019. Also, for the first time, the millage rate and property tax revenue have been calculated in conjunction with the budget.

Significant highlights of the October 1, 2018 – September 30, 2019 draft budget include:

New Funds | There have been several new funds added to the 2019 budget in order to account for various sources of revenue and related expenditures.

- *Self-Funded Insurance Fund* – a proprietary fund to record the employer and employee contributions to the self-funded insurance fund as well as the administrative costs and actual claims paid.
- *Stormwater Fund* – an enterprise fund to collect charges for service on a stormwater utility and to record capital improvements to the City's stormwater and drainage infrastructure.
- *Technology Fee Fund* – a fiduciary fund to collect a \$15 technology fee to be added to some citations and to record the technology purchased for court and public safety.
- *TSPLOST Fund* – a special revenue fund to record the TSPLOST receipts from Carroll County, if passed in the November election.

Additionally, the reorganization that was previously presented has been implemented in the 2019 budget.

- Creation of Utility Director position to over see water plant, wastewater plants, and Distribution & Collection;
- City Engineer to become Public Works Director and oversee Streets, Solid Waste, and Stormwater;
- Deputy Public Works Director to oversee all maintenance (building, fleet and grounds); and
- Pine Mountain moved to Tourism (under Economic Development Director).

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. Significant increases were implemented during the 2018 budget to correct cash and reserve balances in both funds. Another round of significant rate increases is necessary in the 2019 budget to continue the correction.

Revenues | Overall revenues are projected to increase by 6%. This is significant change from the 12% increase that was shown in the draft budget from July 27, 2018. However, since then, Council approved budget amendments for 2018, which included setting up the budget for the self-funded insurance. Therefore, now that there is a budget shown for self-funded insurance in 2018, the jump to 2019 is not quite as large. There is still a large increase in tax revenue. This is because the majority of the tax revenue was not received in the short nine-month period, so the comparison from 2018 to 2019 is not accurate. The major rate changes are as follows:

- Property tax revenues are based on the rollback rate of 6.0560 from 6.3650.
- Water revenues are based on a 5% rate increase in volumetric rates.
- Sewer revenues are based on a 30% rate increase in volumetric rates.
- Sanitation revenues are based on a monthly \$2.00 rate increase.
- There is no change to the Solid Waste monthly rate of \$7.50; however, customers will be charged for pickups that exceed a defined limit.

Since the July 27, 2018 version of the budget, water revenues were increased by \$15,000 and sewer revenues were increased by \$150,000 to more accurately reflect the rate changes.

Personnel | The 2019 budget includes an addition of 11 full-time equivalents, which is a combination of full-time and part-time positions. Several of these positions have been delayed three or six months. Since the last iteration of the budget items on July 27, 2018, the following changes were made:

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- Reduced HVAC at PD and court by \$14,200 for work already completed.
- Removed \$18,400 maintenance truck.
- Removed over \$5,000 for fleet SynchUp (GPS) device.

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. This is only the second budget year when the debt service has been completely funded by the Water/Sewer Enterprise Fund.

We look forward to working together toward adoption of the 2019 Budget.

Tom Barber
City Manager

Sarah Hefty
Chief Financial Officer

City of Villa Rica
2019 Budget
All Funds Summary

8/24/2018

	GOVERNMENTAL FUNDS										ENTERPRISE FUNDS			TOTALS
	General Fund			Fiduciary	Self-Funded	Debt Service	Capital Projects Funds				Enterprise Funds			
	General Fund	Hotel/ Motel Tax Fund	Cemetery Fund	Court Technology Fee	Self-Funded Insurance	VR Public Facilities Authority	2015 Carroll Co SPLOST	2016 Douglas Co SPLOST	Capital Projects - Roads	Capital Projects - Gen Fund	Water and Sewer Fund	Sanitation & Solid Waste Fund	Stormwater Fund	
SOURCE OF FUNDS:														
Taxes	9,688,200	300,000												9,988,200
License and Permits	583,150													583,150
Intergovernmental	375,000						1,255,449	978,567	180,800					2,789,816
Charges for Service	719,500		14,375								8,211,943	1,303,815	-	10,249,633
Fines and Forfeitures	547,000			75,000										622,000
Investment Income	2,400				-						2,800			5,200
Contributions	24,500				1,885,787									1,910,287
Miscellaneous	86,500		7,286								1,500			95,286
Transfers In	1,288,738				-	1,707,288			-	288,093	385,000	-	205,585	3,874,703
TOTAL SOURCES	13,314,988	300,000	21,661	75,000	1,885,787	1,707,288	1,255,449	978,567	180,800	288,093	8,601,243	1,303,815	205,585	30,118,276
	-										-	-	-	-
USE OF FUNDS:														
Governing Body	500,400						-	-		-				500,400
Administration	1,776,032		21,661		1,885,787		150,000	-		26,000				3,859,480
Community Development	607,818						-	-		-				607,818
Economic Development	940,492	300,000					200,000	-		-				1,440,492
Judicial	225,260						-	-		-				225,260
Public Safety	4,930,049			75,000			28,275	358,567		52,788				5,444,679
Public Works	1,869,570						440,435	620,000	180,800	196,143	5,634,441	1,184,301	205,585	10,331,275
Parks, Recreation & Leisure	1,971,688						436,739	-		13,162				2,421,589
Debt Service	-					1,707,288	-	-		-	115,500			1,822,788
Transfers Out	493,678						-	-		-	2,771,604	108,115		3,373,397
TOTAL USES	13,314,988	300,000	21,661	75,000	1,885,787	1,707,288	1,255,449	978,567	180,800	288,093	8,521,545	1,292,417	205,585	30,027,179
	-										-	-	-	-
Excess (Deficiency)	-	-	-	-	-	-	-	-	-	-	79,698	11,398	-	91,097



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City of Villa Rica
2019 Budget

CITYWIDE REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018 Budget	% Change from 133% of 2018 Budget
Taxes	\$ 8,710,249	\$ 9,235,097	\$ 5,377,860	\$ 7,168,687	\$ 2,472,883	9,988,200	\$ 2,819,513	39%
License and Permits	220,231	549,827	463,800	618,245	277,140	583,150	(35,095)	-6%
Intergovernmental	1,651,214	3,245,706	1,430,607	1,906,999	1,175,130	2,789,816	882,817	46%
Charges for Service	7,100,701	7,384,002	7,152,079	9,533,721	4,213,525	10,249,633	715,912	8%
Fines and Forfeitures	359,260	456,895	340,000	453,220	261,915	622,000	168,780	37%
Investment Income	11,478	5,109	3,690	4,919	1,743	5,200	281	6%
Contributions	37,526	404,583	1,226,485	1,634,905	792,143	1,917,573	282,669	17%
Miscellaneous	91,064	135,595	44,850	59,785	75,394	88,000	28,215	47%
Other Financing Sources	4,193,538	3,468,057	2,721,102	3,627,229	1,968,736	3,874,703	247,474	7%
Use of Fund Balance	-	-	2,543,619	3,390,644	-	-	(3,390,644)	-100%
TOTAL REVENUES	\$ 22,375,262	\$ 24,884,871	\$ 21,304,092	\$ 28,398,354	\$ 11,238,609	\$ 30,118,276	\$ 1,719,921	6%

**City of Villa Rica
2019 Budget**

100 GENERAL FUND

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
TAXES									
100311100	Real Property Taxes - Carroll	2,806,135	2,001,249	730,000	973,090	(3,473)	1,950,000	976,910	100%
100311150	Real Property Taxes - Douglas	-	1,209,572	500,000	666,500	115	1,410,000	743,500	112%
100311200	Property Taxes prior - Carroll	145,621	144,701	105,000	139,965	73,807	145,000	5,035	4%
100311250	Property Taxes prior - Douglas	-	38,866	70,000	93,310	13,462	40,000	(53,310)	-57%
100311310	Motor Vehicle Taxes	63,635	61,448	50,000	66,650	24,211	55,000	(11,650)	-17%
100311315	Title AD Valorem Tax (TAVT)	313,777	368,061	260,000	346,580	225,602	460,000	113,420	33%
100311340	Intangible Tax (Reg & Record)	19,098	25,828	19,000	25,327	8,455	25,000	(327)	-1%
100311450	Railroad & Equip Delq	1,099	-	-	-	-	-	-	
100311500	Property Not on Digest	23,466	-	-	-	-	-	-	
100311600	Real Estate Transfer	20,345	20,399	11,360	15,143	6,716	21,000	5,857	39%
100311710	Franchise Tax - Electric	977,087	786,988	-	-	111,382	950,000	950,000	
100311730	Franchise Tax - Natural Gas	79,778	80,641	61,000	81,313	41,051	82,000	687	1%
100311750	Franchise Tax-Cable TV	152,453	145,445	75,000	99,975	51,938	140,000	40,025	40%
100311760	Franchise Tax-Telephone	29,516	27,062	15,000	19,995	6,651	25,000	5,005	25%
100313110	Carroll Co Lost	1,252,934	1,278,465	945,000	1,259,685	679,878	1,350,000	90,315	7%
100313120	Douglas Co Lost	1,075,753	1,127,104	820,000	1,093,060	631,968	1,200,000	106,940	10%
100314200	Alcoholic Beverage Excise	296,599	299,585	228,000	303,924	143,303	304,000	76	0%
100314500	Excise Tax on Energy	-	5,837	-	-	17,436	40,000	40,000	
100316100	Business & Occupation	429,566	490,987	370,000	493,210	319,744	500,000	6,790	1%
100316200	Insurance Premium Tax	871,052	933,311	935,000	1,246,355	-	980,000	(266,355)	-21%
100319100	Property Tax Penalty	11,298	7,543	7,500	9,998	4,993	8,000	(1,998)	-20%
100319105	Occupational Tax Penalties	8,964	2,760	4,000	5,332	1,559	3,000	(2,332)	-44%
100319400	Business Tax Int/Penalty	1,568	211	-	-	-	200	200	
TOTAL - Taxes		8,579,743	9,056,065	5,205,860	6,939,411	2,358,798	9,688,200	2,748,789	40%

LICENSES & PERMITS

100321100	Alcoholic Beverage License	60,786	61,750	16,000	21,328	8,400	65,000	43,672	205%
100322210	Zoning and Land Use	2,850	7,867	6,776	9,032	4,458	9,000	(32)	0%
100322230	Sign	7,785	5,729	6,000	7,998	2,885	6,000	(1,998)	-25%
100322240	Vacant Property Registration	4,400	2,900	3,500	4,666	1,300	3,000	(1,666)	-36%
100322800	Peddlers Ordinance Permit	1,925	-	-	-	-	-	-	
100322900	Yard Sales	78	144	430	573	42	150	(423)	-74%
100323100	Permits and Inspections	-	273,713	393,510	524,549	57,348	500,000	(24,549)	-5%
100323120	Building Inspection	125,496	168,194	37,584	50,099	108,673		(50,099)	-100%
100323130	Plumbing Inspection	4,038	8,465	-	-	4,045		-	
100323140	Electrical Inspection	8,365	5,105	-	-	3,955		-	
100323160	Airconditioning Inspection	4,508	3,460	-	-	10,035		-	

100323170	Project Improvement Fee	-	12,500	-	-	76,000		-	
TOTAL - Licenses & Permits		220,231	549,827	463,800	618,245	277,140	583,150	(35,095)	-6%

INTERGOVERNMENTAL REVENUES

100331250	Nutrition Program - Federal	83,039	68,022	45,000	59,985	22,495	70,000	10,015	17%
100334100	Operating - Categorical	5,710	24,400	15,600	20,794	25,751	25,000	4,206	20%
100334110	Direct State Grants	-	236,072	-	-	161,032		-	
100334151	Nutrition Program - State	11,841	18,105	12,000	15,996	4,674	18,000	2,004	13%
100336001	County Grants	25,167	100,251	75,000	99,975	98,899	100,000	25	0%
100336060	Miscellaneous Grants	1,500	2,000	-	-	-	2,000	2,000	
100336101	School Resource Officer	101,990	118,719	92,535	123,349	60,854	160,000	36,651	30%
100336300	Intergovernmental - Temple	-	52,208	-	-	-	-	-	
TOTAL - Intergovernmental Revenues		229,248	619,776	240,135	320,099	373,704	375,000	54,901	17%

CHARGES FOR SERVICES

100341101	Court Fees - Processing and CS	131,058	160,419	125,000	166,625	65,531	192,000	25,375	15%
100341102	Court Fees - Warrants, Civil,	37,025	39,194	32,000	42,656	19,904	48,000	5,344	13%
100341103	Technology Fee	-	-	45,000	59,985	-	-	(59,985)	-100%
100341300	Development Review	-	5,453	4,000	5,332	-	5,500	168	3%
100341310	Building Plan Review	-	8,725	6,000	7,998	33,119	9,000	1,002	13%
100341400	Printing and Duplication	-	213	-	-	93	250	250	
100341910	Election Qualifying Fees	-	360	360	480	-	500	20	4%
100341950	Notary Fee	921	1,144	180	240	665	1,200	960	400%
100342110	I.D. Card Fees	2,555	3,455	3,300	4,399	535	3,500	(899)	-20%
100342120	Accident Reports	6,787	2,956	3,050	4,066	1,670	3,000	(1,066)	-26%
100342140	Reports & Criminal History	7,671	10,946	-	-	620	11,000	11,000	
100342310	Fingerprinting Fee	1,350	1,655	1,400	1,866	170	1,700	(166)	-9%
100342901	Public Defender Fee	600	-	-	-	-	-	-	
100345110	Library Café and Book Sales	-	291	-	-	2,161	5,000	5,000	
100347100	Library Use Fees	7,591	9,585	7,800	10,397	5,283	12,000	1,603	15%
100347301	Main Street Events	95	-	-	-	-	-	-	
100347310	Amphitheater Admission Fees	1,626	3,755	(3,200)	(4,266)	163	-	4,266	-100%
100347320	Amphitheater Annual Events	1,075	1,050	(1,000)	(1,333)	-	-	1,333	-100%
100347510	Sports	156,455	152,812	140,000	186,620	58,654	160,000	(26,620)	-14%
100347520	Special Classes	30,441	16,497	12,000	15,996	8,907	18,000	2,004	13%
100347530	Cultural Arts	8,016	7,953	6,000	7,998	4,609	8,000	2	0%
100347540	Summer Camp	32,149	43,803	44,000	58,652	27,565	44,000	(14,652)	-25%
100347550	Annual Events	11,976	13,135	13,500	17,996	7,781	13,500	(4,496)	-25%
100347600	Sponsorships	13,150	7,600	6,000	7,998	5,971	8,000	2	0%
100347610	Amphitheater Sponsorships	200	8,300	6,250	8,331	(1)	8,000	(331)	-4%
100347620	Rise N Shine	2,700	2,850	1,800	2,399	1,000	3,000	601	25%
100347910	Museum admission	24,058	23,946	22,000	29,326	8,162	26,000	(3,326)	-11%
100347915	Gold Dust Train Tickets	58,706	81,509	36,000	47,988	15,412	85,000	37,012	77%
100347920	Museum concession	51,543	49,289	44,000	58,652	22,882	52,000	(6,652)	-11%
100347925	Amphitheater concessions	864	1,185	1,050	1,400	-	1,200	(200)	-14%

100349300	Bad Check Fess	100	125	350	467	75	150	(317)	-68%
TOTAL - Charges for Services		588,710	658,204	556,840	742,268	290,931	719,500	(22,768)	-3%
FINES & FORFEITURES									
100351100	Municipal Court Fines	352,307	437,758	325,000	433,225	251,395	525,000	91,775	21%
100351300	Library Fines	6,953	19,137	15,000	19,995	10,519	22,000	2,005	10%
TOTAL - Fines & Forfeitures		359,260	456,895	340,000	453,220	261,915	547,000	93,780	21%
INVESTMENT INCOME									
100361100	Interest Revenue	9,024	2,336	1,815	2,420	1,743	2,400	(20)	-1%
TOTAL - Investment Income		9,024	2,336	1,815	2,420	1,743	2,400	(20)	-1%
CONTRIBUTIONS AND DONATIONS									
100371005	Police Explorer Cont/Donations	10,954	-	-	-	-	-	-	
100371120	Prospectors Park Donations	-	1,219	-	-	-	-	-	
100371140	Senior Citizens Meal Contributions	7,398	6,480	5,050	6,732	2,783	6,500	(232)	-3%
100371150	Police Contributions	4,500	1,000	-	-	1,225	-	-	
100372000	Private Contributions	246	-	-	-	-	-	-	
100372010	Main Street Donations	435	-	-	-	-	-	-	
100372020	Amphitheater Donations	-	-	-	-	91	-	-	
100373000	Shop w a Cop Donations	13,790	18,470	1,000	1,333	-	18,000	16,667	1250%
TOTAL - Contributions and Donations		37,323	27,169	6,050	8,065	4,099	24,500	16,435	204%
MISCELLANEOUS									
100381000	Use of Fund Balance	-	-	981,703	1,308,610	-	-	(1,308,610)	-100%
100381100	Rents & Royalties - Rec	47,667	38,573	30,000	39,990	22,079	40,000	10	0%
100381110	Rents & Royalties - Mill	1,835	12,645	1,850	2,466	300	15,000	12,534	508%
100381120	Rents & Royalties - Other	-	-	3,000	3,999	9,900	500	(3,499)	-87%
100383100	Insurance Reimbursements	53,806	1,912	-	-	39,933	25,000	25,000	
100389100	Miscellaneous Income	(21,303)	77,118	6,500	8,665	2,921	6,000	(2,665)	-31%
100389600	Over/Short	423	(1)	-	-	(70)	-	-	
TOTAL - Miscellaneous		82,725	130,246	1,023,053	1,363,730	75,063	86,500	(1,277,230)	-94%
OTHER FINANCING SOURCES									
100391100	Operating Transfer in Hotel/Motel	78,303	86,481	64,500	85,979	35,824	91,406	5,428	6%
100391210	Operating Transfer in UDAG	550,768	-	-	-	-	-	-	
100391250	Transfer in from Water and Sewer	574,990	656,637	755,763	1,007,433	485,282	1,064,216	56,784	6%
100391254	Transfer in from Solid Waste	98,530	110,878	93,401	124,504	62,267	108,115	(16,388)	-13%
100392100	Sales of General Fixed Assets	109,844	49,000	25,000	33,325	-	25,000	(8,325)	-25%
TOTAL - Other Financing Sources		1,412,436	902,996	938,665	1,251,240	583,374	1,288,738	37,498	3%
TOTAL GENERAL FUND REVENUES		11,518,699	12,403,513	8,776,218	11,698,698	4,226,766	13,314,988	1,616,290	14%

City of Villa Rica
2019 Budget

210 FEDERAL SEIZURES

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
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	-	-	-	-	-	-	-	

City of Villa Rica
2019 Budget

212 STATE SEIZURES

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
FINES & FORFEITURES									
212351110	Superior Court Fines	-	-	-	-	-		-	
212351300	Confiscations	-	-	-	-	-		-	
TOTAL - Fines & Forfeitures		-	-	-	-	-	-	-	
INVESTMENT INCOME									
212361000	Interest Revenue	-	-	-	-	-		-	
TOTAL - Investment Income		-	-	-	-	-	-	-	
TOTAL STATE SEIZURES REVENUES		-	-	-	-	-	-	-	

City of Villa Rica
2019 Budget

255 DRUG TASK FORCE GRANT

REVENUES

12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018

INTERGOVERNMENTAL

255331150 Drug Task Force Grant/GOHS	2,364	25,428	-	-	-		-
TOTAL - Intergovernmental	2,364	25,428	-	-	-	-	-

TOTAL DRUG TASK FORCE GRANT	2,364	25,428	-	-	-	-	-
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City of Villa Rica
2019 Budget

275 HOTEL/MOTEL TAX FUND

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
TAXES									
275314100	Hotel/Motel	130,506	161,583	172,000	229,276	100,281	243,750	14,474	6%
275391140	Product Development	-	17,449	-	-	13,803	56,250	56,250	
TOTAL - Taxes		130,506	179,033	172,000	229,276	114,084	300,000	70,724	31%
TOTAL HOTEL/MOTEL TAX FUND		130,506	179,033	172,000	229,276	114,084	300,000	70,724	31%

City of Villa Rica
2019 Budget

290 CEMETERY FUND

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018

CHARGES FOR SERVICE

290349100	Cemetery Fees - Hillcrest	1,285	3,450	2,000	2,666	725	4,125	1,459	55%
290349110	Cemetery Fees - Garden of Rest	-	2,075	3,000	3,999	1,050	10,250	6,251	156%
TOTAL - Charges for Service		1,285	5,525	5,000	6,665	1,775	14,375	7,710	116%

INVESTMENT INCOME

290361000	Interest Revenue	-	-	-	-	-	-	-	-
TOTAL - Investment Income		-	-	-	-	-	-	-	-

MISCELLANEOUS

290381000	Use of Fund Balance	-	-	10,385	13,843	-	7,286	(6,557)	-47%
TOTAL - Contributions		-	-	10,385	13,843	-	7,286	(6,557)	-47%

TOTAL CEMETERY FUND		1,285	5,525	15,385	20,508	1,775	21,661	1,153	6%
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City of Villa Rica
2019 Budget

350 CAPITAL PROJECTS - GENERAL FUND

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL									
350331301	TE Grant Fullerville Trail	-	451,057	-	-	48,943	-	-	
350334310	Gateway Grant	(281)	-	-	-	-	-	-	
TOTAL - Intergovernmental		(281)	451,057	-	-	48,943	-	-	
CONTRIBUTIONS									
350373000	Donations	203	-	-	-	-	-	-	
TOTAL - Contributions		203	-	-	-	-	-	-	
OTHER FINANCING SOURCES									
350391100	Capital Projects Transfers	398,939	743,053	-	-	-	288,093	288,093	
350391210	Operating Transfers In - GF	199,363	-	-	-	-	-	-	
TOTAL - Other Financing Sources		598,302	743,053	-	-	-	288,093	288,093	
TOTAL CAPITAL PROJECTS - GF		598,225	1,194,111	-	-	48,943	288,093	288,093	

City of Villa Rica
2019 Budget

335 CAPITAL PROJECT FUND - PUBLIC ROADS

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL									
335334111	LMIG	211,313	162,494	175,472	233,904	175,472	180,800	(53,104)	-23%
TOTAL - Intergovernmental		211,313	162,494	175,472	233,904	175,472	180,800	(53,104)	-23%
OTHER FINANCING SOURCES									
335391100	General Fd Operating Transfer	199,227	48,748	-	-	-		-	
335391200	Transfer from SPLOST	-	-	-	-	-		-	
TOTAL - Other Financing Sources		199,227	48,748	-	-	-	-	-	
TOTAL CAPITAL PROJECTS - ROADS		410,540	211,242	175,472	233,904	175,472	180,800	(53,104)	-23%

City of Villa Rica
2019 Budget

320 SPLOST

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL								
320337110 Carroll County SPLOST	-	-	-	-	-	-	-	
TOTAL - Intergovernmental	-	-	-	-	-	-	-	
MISCELLANEOUS								
320381000 Use of Fund Balance	-	-	605,000	806,465	-	-	(806,465)	-100%
TOTAL - Miscellaneous	-	-	605,000	806,465	-	-	(806,465)	-100%
TOTAL 2008 CARROLL SPLOST	-	-	605,000	806,465	-	-	(806,465)	-100%

City of Villa Rica
2019 Budget

321 2015 CARROLL CO SPLOST
REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL								
321337110 Carroll County SPLOST	1,208,570	1,233,184	615,000	819,795	420,983	1,255,449	435,654	53%
TOTAL - Intergovernmental	1,208,570	1,233,184	615,000	819,795	420,983	1,255,449	435,654	53%
MISCELLANEOUS								
321381000 Use of Fund Balance	-	-	538,807	718,230	-		(718,230)	-100%
TOTAL - Miscellaneous	-	-	538,807	718,230	-	-	(718,230)	-100%
TOTAL 2015 CARROLL CO SPLOST	1,208,570	1,233,184	1,153,807	1,538,025	420,983	1,255,449	(282,576)	-18%

City of Villa Rica
2019 Budget

322 2016 DOUGLAS CO SPLOST

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL								
322337120 Douglas County SPLOST	-	753,766	400,000	533,200	156,028	978,567	445,367	84%
TOTAL - Intergovernmental	-	753,766	400,000	533,200	156,028	978,567	445,367	84%
MISCELLANEOUS								
322381000 Use of Fund Balance	-	-	418,109	557,339	-		(557,339)	-100%
TOTAL - Miscellaneous	-	-	418,109	557,339	-	-	(557,339)	-100%
TOTAL 2016 DOUGLAS CO SPLOST	-	753,766	818,109	1,090,539	156,028	978,567	(111,972)	-10%

City of Villa Rica
2019 Budget

325 TSPLOST

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
INTERGOVERNMENTAL								
325337110 Transport. SPLOST Revenue	-	-	-	-	-		-	
TOTAL - Intergovernmental	-	-	-	-	-	-	-	
MISCELLANEOUS								
325381000 Use of Fund Balance	-	-	-	-	-		-	
TOTAL - Miscellaneous	-	-	-	-	-	-	-	
TOTAL TSPLOST	-	-	-	-	-	-	-	

City of Villa Rica
2019 Budget

285 VR PFA SPECIAL REVENUE FUND

REVENUES

12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018

OTHER FINANCING SOURCES

285391100	Operating Transfer from General Fd	860,386	597,148	-	-	-		-	
285391220	Operating Transfer from Water/Sew	852,994	1,109,130	1,704,938	2,272,682	1,342,306	1,707,288	(565,394)	-25%
TOTAL - Other Financing Sources		1,713,380	1,706,278	1,704,938	2,272,682	1,342,306	1,707,288	(565,394)	-25%

TOTAL VR PFA SPECIAL REVENUE		1,713,380	1,706,278	1,704,938	2,272,682	1,342,306	1,707,288	(565,394)	-25%
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City of Villa Rica
2019 Budget

505 WATER AND SEWER FUND

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
CHARGES FOR SERVICES									
505344210	Water Charges	2,777,157	2,711,865	2,448,200	3,263,451	1,295,960	2,940,000	(323,451)	-10%
505344211	Water Tap Fee	105,625	206,015	200,000	266,600	160,495	375,000	108,400	41%
505344212	Misc Water Sales	27,755	45,794	25,000	33,325	11,601	45,000	11,675	35%
505344230	Sewage Charges	2,228,338	2,254,767	2,386,281	3,180,912	1,392,911	3,695,000	514,088	16%
505344231	Sewer Tap Fees	197,855	382,755	416,348	554,992	392,250	800,000	245,008	44%
505344235	BOD-TSS Surcharges	-	-	-	-	23,812	42,000	42,000	
505344255	Sewage Fees - Douglas Co	111,616	91,239	90,000	119,970	49,198	123,443	3,473	3%
505344290	Late Fee	134,316	107,039	105,000	139,965	67,838	130,000	(9,965)	-7%
505344291	Connect Fee	60,007	51,745	40,000	53,320	26,991	60,000	6,680	13%
505349300	Bad Check Fees	2,750	1,250	1,150	1,533	850	1,500	(33)	-2%
TOTAL - Charges for Services		5,645,419	5,852,469	5,711,979	7,614,068	3,421,906	8,211,943	597,875	8%
INVESTMENT INCOME									
505361100	Interest Revenue	2,455	2,773	1,875	2,499	-	2,800	301	12%
TOTAL - Investment Income		2,455	2,773	1,875	2,499	-	2,800	301	12%
MISCELLANEOUS									
505383100	Insurance Reimbursements	-	4,050	-	-	-	-	-	
505389000	Other Miscellaneous Revenue	8,340	1,299	3,500	4,666	331	1,500	(3,166)	-68%
TOTAL - Miscellaneous		8,340	5,349	3,500	4,666	331	1,500	(3,166)	-68%
OTHER FINANCING SOURCES									
505391200	Operating Transfer	11,000	-	-	-	-	-	-	
505391432	Capital Contribution SPLOST	259,193	66,982	-	-	-	385,000	385,000	
505392210	Sale of Assets	-	-	-	-	-	-	-	
TOTAL - Other Financing Sources		270,193	66,982	-	-	-	385,000	385,000	
TOTAL WATER AND SEWER FUND		5,926,407	5,927,573	5,717,354	7,621,233	3,422,237	8,601,243	980,010	13%

City of Villa Rica
2019 Budget

506 STORMWATER
REVENUES

12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018

CHARGES FOR SERVICES

506344110	Stormwater Charges	-	-	-	-	-	-
TOTAL - Charges for Services		-	-	-	-	-	-

OTHER FINANCING SOURCES

506391110	Operating Transfer from GF	-	-	-	-	205,585	205,585
TOTAL - Other Financing Sources		-	-	-	-	205,585	205,585

TOTAL STORMWATER FUND		-	-	-	-	205,585	205,585
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City of Villa Rica
2019 Budget

540 SANITATION AND SOLID WASTE FUND

REVENUES

		12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
CHARGES FOR SERVICES									
540344110	Sanitation Collection	814,453	828,612	838,260	1,117,401	309,174	783,000	(334,401)	-30%
540344111	Sanitation Fees - Douglas co	50,833	39,193	40,000	53,320	22,505	53,040	(280)	-1%
540344115	Solid Waste Collection	-	-	-	-	167,235	405,000	405,000	
540344120	Excess Solid Waste Collection	-	-	-	-	-	62,775	62,775	
TOTAL - Charges for Services		865,287	867,805	878,260	1,170,721	498,914	1,303,815	133,094	11%
OTHER FINANCING SOURCES									
540391130	Operating Transfer in	-	-	77,500	103,308	43,056		(103,308)	-100%
540392210	Sale of Assets	-	-	-	-	-		-	
TOTAL - Other Financing Sources		-	-	77,500	103,308	43,056	-	(103,308)	-100%
TOTAL SOLID WASTE FUND		865,287	867,805	955,760	1,274,028	541,969	1,303,815	29,787	2%

City of Villa Rica
2019 Budget

610 SELF FUNDED INSURANCE

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018

INVESTMENT INCOME

610361100 Interest Revenue	-	-	-	-	-		-	
TOTAL - Investment Income	-	-	-	-	-	-	-	

CONTRIBUTIONS AND DONATIONS

610371010 Employer Contributions	-	324,013	1,008,900	1,344,864	664,555	1,610,979	266,115	20%
610371020 Employee Contributions	-	53,400	201,150	268,133	123,489	274,809	6,676	2%
610371030 COBRA Contributions	-	-	-	-	-		-	
TOTAL - Contributions and Donations	-	377,414	1,210,050	1,612,997	788,044	1,885,787	272,791	17%

OTHER FINANCING SOURCES

610391100 Transfer from General Fund	-	-	-	-	-		-	
TOTAL - Other Financing Sources	-	-	-	-	-	-	-	

TOTAL GENERAL FUND REVENUES	-	377,414	1,210,050	1,612,997	788,044	1,885,787	272,791	17%
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City of Villa Rica
2019 Budget

746 TECHNOLOGY FEE

REVENUES

	12/31/2016	12/31/2017	9/30/2018	12/31/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	\$ Change from 133% of 2018	% Change from 133% of 2018
Fines and Forfeitures								
746351120 Technology Fee	-	-	-	-	-	75,000	75,000	
TOTAL - Fines and Forfeitures	-	-	-	-	-	75,000	75,000	
TOTAL TECHNOLOGY FEE	-	-	-	-	-	75,000	75,000	



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City of Villa Rica
5 Year Capital Plan

Capital Projects	Source of Funds	2019	2020	2021	2022	2023	Totals
Administration							
Security Camera Upgrade	CSPLOST	150,000					150,000
Meter Technician Truck	GF	26,000					26,000
Total Administration		176,000	-	-	-	-	176,000
Economic Development							
Downtown Sidewalks & Streetscapes	CSPLOST	125,000	125,000	125,000	-	-	375,000
Land Acquisition	CSPLOST	75,000					75,000
Pine Mt. Expansion, Engineering	DSPLOST		152,114	150,000			302,114
Total Economic Development		200,000	277,114	275,000	-	-	752,114
Public Safety							
Vehicles with laptops and in-car video systems (5)	DSPLOST	201,203	42,000	84,000	84,000	58,467	469,670
Vehicles with laptops and in-car video systems (5)	CSPLOST		100,000	49,414	-	-	149,414
Vehicles with laptops and in-car video systems (5)	GF	21,000	56,000	65,586	116,000	142,533	401,119
Detective Vehicle (1 per year)	GF	19,198	20,000	20,000	20,000	20,000	99,198
Replace Radios (10 per year)	CSPLOST	28,275	29,123	29,997	30,897	31,824	150,116
VR Portion of Fire and EMS Capital	DSPLOST	157,364	157,364	157,364	157,364	157,364	786,820
Total Public Safety		427,040	404,487	406,361	408,261	410,188	2,056,337
Parks & Recreation							
Playground Equipment	CSPLOST	100,000					100,000
New Concession Stand/Restroom at Gold Dust	CSPLOST	150,000					150,000
Convert light poles at Tennis Courts	CSPLOST	18,079					18,079
Gold Dust Parking Lot, Move light poles	CSPLOST	168,660					168,660
Soccer Expansions + Parking - Gold Dust	CSPLOST		198,000				198,000
Soccer Expansions + Parking - Vplex	GF		200,000				200,000
Zero Depth Water Park at Gold Dust	CSPLOST		100,000				100,000
Air Conditioner at Gold Dust	CSPLOST			200,000			200,000
Conners Road Passive Park	DSPLOST					721,000	721,000
John Deere Bunker and Field Rake	GF	13,162					13,162
Trail - TAP Match	GF		200,000				200,000
Senior Center Van	GF		60,000				60,000
Total Parks & Recreation		449,901	758,000	200,000	-	721,000	2,128,901
Public Works							
Ford F250 Truck	GF	34,500					34,500
Total Public Works		34,500	-	-	-	-	34,500

City of Villa Rica
5 Year Capital Plan

Capital Projects	Source of Funds	2019	2020	2021	2022	2023	Totals
Streets							
Streets & Sidewalks - Carroll SPLOST	CSPLOST	275,000	397,750	397,750			1,070,500
Streets & Sidewalks - Douglas SPLOST	DSPLOST	360,000	360,000	360,000	360,000	366,508	1,806,508
Streets & Sidewalks - TSPLOST	TSPLOST						-
Streets & Sidewalks - LMIG portion	LMIG	180,800	186,300	191,900	197,700	203,700	960,400
Traffic Calming	GF	14,000	14,000	14,000	14,000	14,000	70,000
Mirror Lake Connector	CSPLOST		200,000				200,000
One ton, Four Wheel Drive Dump Truck (Streets)	CSPLOST	40,435					40,435
Trucks & Equipment	CSPLOST		60,000	40,000			100,000
F750 Dump Truck	GF				100,000		100,000
5 Cubic Yard Stainless Steel Spreader + 2nd Plow	GF		16,000				16,000
Sign Machine	GF		14,500				14,500
Total Streets		870,235	1,248,550	1,003,650	671,700	584,208	4,378,343
Maintenance							
Collective Data Software	GF	17,300					17,300
Shop Fence	GF	12,880					12,880
60" Exmark Lazer Rear Discharge Zero Turn	GF	10,299					10,299
HVAC at PD and Court	GF	12,590					12,590
Grounds Maintenance Equip	GF	79,164	79,164				158,328
Grounds Maintenance Building Security	GF	28,000					28,000
Maintenance - Custodian Vehicle	GF		18,400				18,400
Total Maintenance		160,233	97,564	-	-	-	257,797
Stormwater							
Stormwater Improvements - Carroll Co	SW	26,300	27,700	29,000			83,000
Stormwater Improvements - Douglas Co	SW	26,000	22,100	23,300	24,500	26,000	121,900
Total Stormwater		52,300	49,800	52,300	24,500	26,000	204,900
Collection & Distribution							
Collection & Distribution System Improvements	WS	-	500,000	500,000	500,000	500,000	2,000,000
Water & Sewer Infrastructure	CSPLOST	-	50,000	-			50,000
Water & Sewer Infrastructure	DSPLOST	-	60,000	60,000	60,000	59,950	239,950
Meter Replacement Program	CSPLOST	75,000	150,000	150,000			375,000
Meter Replacement Program	DSPLOST	50,000	100,000	100,000	100,000	100,000	450,000
Meter Replacement Program	WS	-	-	-	150,000	150,000	300,000
Hydrant Replacement Program	CSPLOST	50,000	50,000	50,000			150,000
Hydrant Replacement Program	DSPLOST	50,000	50,000	50,000	50,000	50,000	250,000
Hydrant Replacement Program	WS				50,000	50,000	100,000
Inspect, Repair, and Replace PRVs	WS	25,000	25,000	20,000	20,000	20,000	110,000
Backhoe	WS	115,694					115,694

City of Villa Rica
5 Year Capital Plan

Capital Projects		Source of Funds	2019	2020	2021	2022	2023	Totals
	Large Drop-Deck Trailer	WS	11,000					11,000
	Side Arm Mower Tractor w/ 24' Arm	WS		118,000				118,000
	Hydraulic Hammer	WS	12,000					12,000
	Mulcher Attachment for Skid Steer	WS	37,500					37,500
	Trench Roller	WS		31,000				31,000
	Sewer Jet Truck	WS			235,000			235,000
	Total Collection & Distribution		426,194	1,134,000	1,165,000	930,000	929,950	4,585,144
	Water Treatment Plant							
	Water System Improvements	WS	-	500,000	500,000	500,000	500,000	2,000,000
	Replace Truck	WS	-	22,000				22,000
	Total Water Treatment Plant		-	522,000	500,000	500,000	500,000	2,022,000
	Wastewater Treatment Plant							
	North Plant Equipment/Upgrades	DSPLOST	-	160,000	160,000	160,000	159,950	639,950
	North Plant - AquaDisk Cloth Media Filter	DSPLOST	160,000					160,000
	North Plant - AquaDisk Cloth Media Filter	WS	140,000					140,000
	Sewer System Improvements	WS		500,000	500,000	500,000	500,000	2,000,000
	Data Logger and Flow Meter	WS	10,100					10,100
	Crane Truck	WS	90,000					90,000
	North Plant - Chemical Tank	WS	25,000					25,000
	Dissolved Oxygen Meter and Control Box	WS	11,000					11,000
	Wet End for ATAD pumps	WS	52,000					52,000
	Dri-Prime Pump for Twin Oaks Lift Station	WS	20,000					20,000
	By Pass Connection at Influent Pump Station	WS	12,000					12,000
	West Plant - Effluent Overflow Line	WS	15,000					15,000
	Zero Trun Mower	WS	9,000					9,000
	Maintenance Truck	WS			30,000			30,000
	Total Wastewater Plant		544,100	660,000	690,000	660,000	659,950	3,214,050
	Sanitation/Solid Waste							
	F750 Dump Truck (two)	SS				200,000		200,000
	Grapple Truck	SS	160,000					160,000
	Total Sanitation/Solid Waste		160,000	-	-	200,000	-	360,000
	GRAND TOTAL - CAPITAL PROJECTS		3,500,503	5,151,515	4,292,311	3,394,461	3,831,296	20,170,086

City of Villa Rica
5 Year Capital Plan

Capital Projects		Source of Funds	2019	2020	2021	2022	2023	Totals
Total Sources								
GF Budget		GF	288,093	678,064	99,586	250,000	176,533	1,492,276
SPLOST - 2008 Carroll		08SPLOST	-	-	-	-	-	-
SPLOST - Carroll		CSPLOST	1,255,449	1,459,873	1,042,161	30,897	31,824	3,820,204
SPLOST - Douglas		DSPLOST	978,567	1,081,478	1,121,364	971,364	1,673,239	5,826,012
Transportation SPLOST		TSPLOST	-	-	-	-	-	-
LMIG		LMIG	180,800	186,300	191,900	197,700	203,700	960,400
Water/Sewer Budget		WS	585,294	1,696,000	1,785,000	1,720,000	1,720,000	7,506,294
Sanitation/Solid Waste Budget		SS	160,000	-	-	200,000	-	360,000
Stormwater Budget		SW	52,300	49,800	52,300	24,500	26,000	204,900
GRAND TOTAL - SOURCES			3,500,503	5,151,515	4,292,311	3,394,461	3,831,296	20,170,086
			-	-	-	-	-	-

City-Wide Expenditures
Budget Year 2019

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% 2018 Budget
Governing Body	583,132	210,796	215,458	287,206	162,550	500,400	74%
Administration	1,253,656	1,677,787	2,620,129	3,492,632	1,175,464	3,859,480	11%
Community Development	356,890	590,413	516,100	687,961	242,263	607,818	-12%
Economic Development	592,523	734,392	785,301	1,046,806	426,638	1,440,492	38%
Judicial	125,679	154,686	118,067	157,383	69,592	225,260	43%
Public Safety	3,942,844	4,249,722	3,500,243	4,665,824	2,061,845	5,444,679	17%
Public Works	7,907,538	8,890,933	7,529,997	10,037,486	5,086,531	10,331,275	3%
Parks, Recreation & Leisure	3,134,744	2,577,828	1,976,819	2,635,099	1,288,623	2,421,589	-8%
Debt Service	2,214,438	1,717,167	1,793,438	2,390,653	983,604	1,822,788	-24%
Transfers Out	3,755,929	3,909,595	2,631,602	3,507,925	2,010,843	3,373,397	-4%
TOTAL EXPENDITURES	23,867,374	24,713,320	21,687,153	28,908,975	13,507,954	30,027,179	4%
	-	-	-	-	-	-	

Departmental Budget Requests
Budget Year 2019

GOVERNING BODY

PERSONNEL

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
1001110511100 Regular employees	20,950	23,250	15,300	20,395	10,550	21,000	3%	1 mayor + 5 council monthly pay + extra meetings
1001110512100 Group Insurance	21,250	23,909	17,900	23,861	13,548	17,900	-25%	Based on current insurance selections
1001110512200 Social Security FICA Contrib	1,517	2,918	1,170	1,560	652	37,227	2287%	Based on actual payroll
1001110512400 Retirement Contribution	765	561	563	750	-	-	-100%	
1001110512700 Worker's compensation	349	70	100	133	-	23	-83%	Based on risk allocation
TOTAL - Personnel	44,832	50,708	35,033	46,699	24,750	76,150	63%	

SERVICES

1001110521200 Professional	64,996	4,215	-	-	-	-	-	
1001110521220 Professional - Auditors	-	-	31,250	41,656	26,750	35,000	-16%	
1001110521300 Technical Services	5,593	6,000	4,500	5,999	2,800	1,200	-80%	Moved ESE to IT
1001110522220 m/r equipment	129	272	500	667	-	500	-25%	
1001110523100 Liability Insurance	95,087	100,798	93,725	124,935	71,645	105,944	-15%	
1001110523215 postage	214	161	100	133	30	200	50%	
1001110523300 Advertising	460	420	500	667	20	500	-25%	
1001110523400 Printing and binding	76	36	-	-	-	-	-	
1001110523500 Travel - Mayor	5,277	8,352	2,000	2,666	1,454	2,500	-6%	
1001110523501 Travel - Ward 1	-	-	2,000	2,666	1,064	2,500	-6%	
1001110523502 Travel - Ward 2	-	-	2,000	2,666	27	2,500	-6%	
1001110523503 Travel - Ward 3	-	-	2,000	2,666	1,365	2,500	-6%	
1001110523504 Travel - Ward 4	-	174	2,000	2,666	1,975	2,500	-6%	
1001110523505 Travel - Ward 5	-	56	2,000	2,666	27	2,500	-6%	
1001110523600 Dues and fees	-	-	10,000	13,330	8,925	10,000	-25%	
1001110523700 Educ and training - Mayor	7,525	7,755	1,500	2,000	870	2,000	0%	
1001110523701 Educ and training - Ward 1	-	-	1,500	2,000	845	2,000	0%	
1001110523702 Educ and training - Ward 2	-	-	1,500	2,000	-	2,000	0%	
1001110523703 Educ and training - Ward 3	-	-	1,500	2,000	1,035	2,000	0%	
1001110523704 Educ and training - Ward 4	-	-	1,500	2,000	1,520	2,000	0%	
1001110523705 Educ and training - Ward 5	-	-	1,500	2,000	-	2,000	0%	
TOTAL - Services	179,356	128,238	161,575	215,379	120,351	180,344	-16%	

SUPPLIES

1001110531100 Supplies	1,165	1,100	800	1,066	604	1,000	-6%
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Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
GOVERNING BODY		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1001110531300	Food	2,492	1,337	1,250	1,666	245	2,000	20%	
1001110531600	Small Equipment	8,660	10,960	-	-	-	-		2017 expense was for tablets
1001110531700	Uniforms	54	310	200	267	-	1,200	350%	
TOTAL - Supplies		12,371	13,707	2,250	2,999	849	4,200	40%	
					-				
OTHER COSTS					-				
1001110572100	PAYMENTS TO OTHER AGENCIES	1,000	-	1,600	2,133	1,600	2,500	17%	Keep Carroll Beautiful
1001110573050	Community Grant	-	14,247	15,000	19,995	15,000	20,000	0%	
1001110573080	Dorsey Foundation	4,000	-	-	-	-	-		
1001110579100	CONTINGENCY	196,595	-	-	-	-	217,206		
TOTAL - Other Costs		201,595	14,247	16,600	22,128	16,600	239,706	983%	
					-				
TOTAL GOVERNING BODY		438,153	206,900	215,458	287,206	162,550	500,400	74%	
					180,425	240,507	137,800	424,250	76.4%
									Total change without personnel

Departmental Budget Requests
Budget Year 2019

CITY MANAGER

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1001320511100	Regular employees	139,218	160,504	86,305	115,045	55,289	159,079	38%	1 FT employee
1001320511120	Vacation Pay	919	12,346	-	-	-			
1001320511130	Sick Leave Pay	960	-	-	-	-			
1001320512100	Group Insurance	25,483	17,377	14,759	19,674	9,409	24,907	27%	Based on current insurance selections
1001320512200	Social Security FICA Contrib	10,637	11,930	6,602	8,800	3,956	12,170	38%	Based on actual payroll
1001320512400	Retirement Contribution	7,213	5,835	4,315	5,752	1,026	7,159	24%	
1001320512500	50% Match for 457 Contrib	5,566	2,704	2,600	3,466	1,659	4,772	38%	Based on current deductions
1001320512700	Worker's compensation	349	115	200	267	59	342	28%	Based on risk allocation
1001320512910	Car Allowance	7,230	5,250	-	-	-	-		Not in current CM contract
TOTAL - Personnel		197,574	216,061	114,781	153,003	71,397	208,429	36%	

SERVICES

1001320521200	Professional	-	4,725	-	-	1,650	-		
1001320521300	Technical Services	1,233	-	-	-	-	-		
1001320522100	Cleaning Service	9,017	8,227	-	-	170	-		
1001320522210	m/r buildings	8,389	6,714	3,000	3,999	3,018	6,000	50%	
1001320522220	m/r equipment	1,002	57	100	133	388	100	-25%	
1001320522230	m/r vehicles	16	595	600	800	147	600	-25%	Administration car
1001320522320	Rental of equipment and veh	-	-	-	-	100			
1001320523100	Liability Insurance	932	1,005	1,065	1,420	716	1,500	6%	GMA
1001320523210	Phone/Internet	5,524	3,240	2,300	3,066	1,512	3,500	14%	Syncglobal + Verizon
1001320523215	postage	439	300	200	267	66	300	13%	
1001320523300	Advertising	1,623	446	400	533	-	500	-6%	
1001320523400	Printing and binding	3,946	543	600	800	-	600	-25%	
1001320523500	Travel	5,831	80	2,500	3,333	2,386	2,500	-25%	
1001320523600	Dues and fees	7,920	6,218	6,200	8,265	-	-	-100%	
1001320523700	Education and training	4,054	707	1,500	2,000	1,311	21,500	975%	Training for all managers
1001320523850	Contract labor	-	-	-	-	-	-		
1001320523910	Drug Testing	-	100	-	-	-	-		
1001320523930	Document Shredding	61	44	50	67	23	50	-25%	
TOTAL - Services		49,986	33,001	18,515	24,680	11,489	37,150	51%	

SUPPLIES

1001320531100	Supplies	6,073	1,234	1,200	1,600	649	1,500	-6%	
1001320531210	Water/Sewerage	-	-	900	1,200	328	1,000	-17%	
1001320531220	Natural Gas	355	523	100	133	471	1,000	650%	

Departmental Budget Requests
 Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
CITY MANAGER		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1001320531230	Electricity	2,980	579	650	866	1,705	4,000	362%	
1001320531270	Gasoline/diesel	147	449	900	1,200	325	1,000	-17%	
1001320531300	Food	1,352	3,723	1,200	1,600	1,140	7,500	369%	Spring , fall and Christmas employee luncheons
1001320531400	Books and periodicals	409	-	-	-	-	-		
1001320531600	Small Equipment	839	5,327	500	667	4,252	5,000	650%	
1001320531700	UNIFORMS	311	-	-	-	-	200		
TOTAL - Supplies		12,467	11,835	5,450	7,265	8,870	21,200	192%	
						-			
INTERFUND						-			
1001320552200	SELF FUNDED CLAIMS	3,648	-	3,750	4,999	-	5,000	0%	
TOTAL - Interfund		3,648	-	3,750	4,999	-	5,000	0%	
TOTAL CITY MANAGER		263,675	260,898	142,496	189,947	91,755	271,779	43%	
				27,715	36,944	20,358	63,350	71.5%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
CITY CLERK		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1001330511100	Regular employees	-	36,820	31,441	41,912	19,340	51,756	23%	1 FT employee
1001330511120	Vacation Pay	-	1,612	-	-	500			
1001330511130	Sick Leave Pay	-	149	-	-	160			
1001330512100	Group Insurance	-	20,229	14,589	19,447	9,386	18,813	-3%	Based on current insurance selections
1001330512200	Social Security FICA Contrib	-	2,569	2,406	3,207	1,279	3,959	23%	Based on actual payroll
1001330512400	Retirement Contribution	-	550	1,528	2,037	1,026	2,329	14%	
1001330512500	50% Match for 457 Contrib	-	807	700	933	398	1,553	66%	Based on current deductions
1001330512700	Worker's compensation	-	23	100	133	30	57	-57%	Based on risk allocation
TOTAL - Personnel		-	62,759	50,764	67,668	32,119	78,467	16%	
SERVICES									
1001330521200	Professional	-	-	-	-	-			\$550 Municode, \$3,588 Agenda, \$2,400 Boards & Comm, \$2,500 Laserfiche; \$365 OrdBank
1001330521300	Technical	-	5,138	3,588	4,783	550	9,403	97%	
1001330523100	Liability Insurance	-	-	-	-	-	-		
1001330523210	Phone/Internet	-	1,863	1,400	1,866	947	2,000	7%	Syncglobal
1001330523215	postage	-	48	100	133	25	100	-25%	
1001330523300	Advertising	-	55	-	-	354	1,200		
1001330523400	Printing and binding	-	2,867	1,050	1,400	1,194	1,800	29%	
1001330523500	Travel	-	2,541	1,750	2,333	1,512	1,850	-21%	
1001330523600	Dues and fees	-	330	500	667	241	500	-25%	
1001330523700	Education and training	-	1,746	1,250	1,666	1,109	2,250	35%	GMA Convention, Fall Clerks Conf
1001330523850	Contract labor	5,605	2,968	5,000	6,665	-	8,000	20%	Elections
1001330523930	Document Shredding	-	35	40	53	23	1,000	1775%	Going paperless
TOTAL - Services		5,605	17,589	14,678	19,566	5,955	28,103	44%	
SUPPLIES									
1001330531100	Office Supplies	-	2,004	1,000	1,333	1,288	1,500	13%	
1001330531220	Natural Gas	-	-	-	-	42			
1001330531230	Electricity	-	614	650	866	153	650	-25%	
1001330531400	Books and Periodicals	-	2,124	2,750	3,666	863	3,000	-18%	Municode
TOTAL - Supplies		-	4,741	4,400	5,865	2,346	5,150	-12%	
TOTAL CITY CLERK		5,605	85,089	69,842	93,099	40,419	111,720	20%	

Departmental Budget Requests
Budget Year 2019

CITY CLERK

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
		19,078	25,431	8,300	33,253	30.8%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

FINANCE

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1001510511100	Regular employees	152,863	187,512	176,327	235,044	98,098	259,737	11%	4 FT employees + 2 PT employees
1001510511120	Vacation Pay	9,322	5,285	-	-	1,809			
1001510511130	Sick Leave Pay	3,045	6,791	-	-	2,078			
1001510511300	Overtime	165	134	50	67	99	100	50%	
1001510512100	Group Insurance	39,108	61,271	49,830	66,423	28,861	58,903	-11%	Based on current insurance selections
1001510512200	Social Security FICA Contrib	11,371	14,079	13,489	17,981	7,019	19,870	11%	Based on actual payroll
1001510512400	Retirement Contribution	6,972	7,308	8,785	11,710	4,105	10,372	-11%	
1001510512500	50% Match for 457 Contrib	1,420	3,580	3,610	4,812	2,469	4,646	-3%	Based on current deductions
1001510512700	Worker's compensation	195	147	400	533	121	383	-28%	Based on risk allocation
1001510512900	other employee expenditures	-	-	-	-	-			
TOTAL - Personnel		224,462	286,107	252,491	336,571	144,659	354,011	5%	

SERVICES

1001510521200	Professional	2,500	-	27,840	37,111	-		-100%	
1001510521211	Douglas Co Tax Commissioner	3,190	3,072	2,500	3,333	1,586	3,500	5%	Tax Commisioner Collection fees
1001510521212	Carroll Co Tax Commissioner	4,797	6,949	5,000	6,665	3,202	7,000	5%	Tax Commisioner Collection fees
1001510521220	Professional - Auditors	35,500	29,000	-	-	-	-		
1001510521300	Technical	-	525	-	-	-	-		
1001510522110	Disposal	-	-	-	-	-	-		
1001510522330	Other Rentals	-	45	-	-	-	45		Safe Deposit rental due July
1001510523100	Liability Insurance	932	1,005	1,065	1,420	716	1,100	-23%	GMA
1001510523210	Phone/Internet	13,770	7,450	5,750	7,665	3,986	8,320	9%	Syncglobal + Verizon
1001510523215	postage	2,039	2,098	1,700	2,266	667	2,200	-3%	Postage for mailing AP checks
1001510523300	Advertising	3,310	1,306	1,500	2,000	945	2,200	10%	Newspaper ads for budget, millage
1001510523400	Printing and binding	3,522	4,392	2,600	3,466	1,256	3,400	-2%	Copier expense
1001510523500	Travel	1,934	1,328	2,000	2,666	43	3,000	13%	Travel to GGFOA, Caselle user trainings,
1001510523600	Dues and fees	1,048	952	900	1,200	500	1,200	0%	Carl Vinson Classes
1001510523700	Education and training	2,870	1,009	2,000	2,666	605	3,000	13%	GASB, GGFOA, GSCPA, CPA
1001510523900	Other	-	-	-	-	-	-		Continuing education for CPA license
1001510523930	Document Shredding	93	352	110	147	92	345	135%	and Carl Vinson classes for staff
1001510523970	BANK/CC FEES & ANALYSIS CHGES	904	175	100	133	15	130	-2%	
1001510523980	Late Tax Deposits	969	561	-	-	-	-		Includes annual purge of old documents
TOTAL - Services		77,378	60,220	53,065	70,736	13,614	35,440	-50%	

**Departmental Budget Requests
Budget Year 2019**

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
FINANCE		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SUPPLIES									
1001510531100	Office Supplies	3,031	4,480	3,500	4,666	2,943	5,000	7%	
1001510531220	Natural Gas	299	148	110	147	177	660	350%	
1001510531230	Electricity	2,631	2,550	2,600	3,466	601	3,600	4%	
1001510531300	Food	-	62	-	-	-	100		Staff lunch for audit and year end prep
1001510531400	Books and periodicals	-	-	-	-	-	-		
1001510531600	Small Equipment	56	2,748	500	667	2,255	2,000	200%	Replace computer
1001510531700	Uniforms	-	-	-	-	-	-		
TOTAL - Supplies		6,018	9,987	6,710	8,944	5,976	11,360	27%	
OTHER COSTS									
1001510571005	Tax Commissioner	37,820	53,471	-	-	-	58,800		
1001510574000	Bad Debt - Property Taxes	-	3,335	5,000	6,665	-	5,000	-25%	
TOTAL - Other Costs		37,820	56,806	5,000	6,665	-	63,800	857%	
TOTAL FINANCE		345,678	413,120	317,266	422,916	164,248	464,611	10%	
				64,775	86,345	19,590	110,600	28.1%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

LEGAL

SERVICES

1001530521230 Attorney Fees

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1001530521230 Attorney Fees	96,284	109,640	95,000	126,635	36,556	100,000	-21%	
TOTAL - Services	96,284	109,640	95,000	126,635	36,556	100,000	-21%	
TOTAL LEGAL	96,284	109,640	95,000	126,635	36,556	100,000	-21%	

**Departmental Budget Requests
Budget Year 2019**

MANAGEMENT INFO. SYSTEMS

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1001535511100	Regular employees	-	5,115	54,110	72,129	33,654	83,007	15%	1 full-time employee
1001535511120	Vacation Pay	-	-	-	-	-			
1001535511130	Sick Leave Pay	-	-	-	-	-			
1001535512100	Group Insurance	-	255	4,923	6,562	5,970	12,884	96%	
1001535512200	Social Security FICA Contrib	-	387	4,139	5,517	2,429	6,350	15%	
1001535512400	Retirement Contribution	-	-	2,705	3,606	1,026	3,735	4%	
1001535512500	50% Match for 457 Contrib	-	-	1,615	2,153	889	2,490	16%	
1001535512700	WORKER'S COMPENSATION	-	-	100	133	30	178	34%	
TOTAL - Personnel		-	5,757	67,592	90,100	43,998	108,645	21%	
SERVICES									
1001535521200	Professional	-	-	-	-	-	9,000		Software Effect Enterprises (\$9k)
1001535521300	Technical	35,858	67,691	10,000	13,330	8,375	50,300	277%	Email Archiver (5k), TeamViewer (1k), Patch Mgt (5k), AntiVirus (5k), Microsoft (5k), Domain Reg (1k), AppRiver (3.5k), Security Cameras (\$20k)
1001535521310	CASELLE	33,377	29,445	31,000	41,323	14,924	31,000	-25%	Monthly support agreement
1001535521320	OFF-SITE SERVER	7,074	7,491	5,850	7,798	4,590	5,400	-31%	Co-Lo
1001535522230	m/r vehicles	-	-	-	-	-	200		
1001535523210	Phone/Internet	-	114	1,400	1,866	300	1,400	-25%	Syncglobal + Verizon
1001535523240	WEBSITE PROVIDER	8,055	7,608	8,000	10,664	-	8,000	-25%	MunicipalCMS
1001535523500	Travel	-	-	-	-	-	1,500		
1001535523600	Dues and fees	-	-	-	-	100	100		
1001535523700	Education and training	-	-	-	-	-	3,500		
TOTAL - Services		84,363	112,349	56,250	74,981	28,289	110,400	47%	
SUPPLIES									
1001535531100	Office Supplies	-	-	1,000	1,333	111	1,000	-25%	
1001535531220	Natural Gas	-	-	40	53	-	40	-25%	
1001535531230	Electricity	-	-	650	866	-	650	-25%	
1001535531270	Gasoline/diesel	-	-	-	-	53	300		
1001535531600	Small Equipment	-	135	3,500	4,666	2,929	6,000	29%	
1001535531700	Uniforms	-	-	-	-	-	200		
TOTAL - Supplies		-	135	5,190	6,918	3,093	8,190	18%	
TOTAL MANAGEMENT INFO SYS		84,363	118,241	129,032	172,000	75,380	227,235	32%	

Departmental Budget Requests
Budget Year 2019

MANAGEMENT INFO. SYSTEMS

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
		61,440	81,900	31,382	118,590	93.0%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

HUMAN RESOURCES

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1001540511100	Regular employees	64,539	71,725	55,973	74,612	34,924	101,140	36%	1 FT employee + requested PT clerk
1001540511120	Vacation Pay	750	679	-	-	-			
1001540511130	Sick Leave Pay	494	905	-	-	932			
1001540512100	Group Insurance	14,589	19,982	14,667	19,551	9,453	18,964	-3%	Based on current insurance selections
1001540512200	Social Security FICA Contrib	4,577	4,985	4,282	5,708	2,432	7,737	36%	Based on actual payroll
1001540512400	Retirement Contribution	3,416	3,053	2,799	3,731	1,026	3,990	7%	
1001540512500	50% Match for 457 Contrib	1,800	2,150	1,615	2,153	1,076	2,660	24%	Based on current deductions
1001540512700	WORKER'S COMPENSATION	(14)	37	100	133	30	111	-17%	Based on risk allocation
1001540512900	other employee expenditures	60	-	-	-	-			
TOTAL - Personnel		90,211	103,516	79,436	105,888	49,874	134,602	27%	

SERVICES

1001540521200	Professional Services	17,796	19,956	43,400	57,852	24,518	10,000	-83%	2k Admin America, 3k EAP, 5k smoking cessation
1001540521230	Payroll Processing	21,995	24,016	16,500	21,995	16,103	32,000	45%	Thread Payroll Processing
1001540521300	Technical Services	-	-	-	-	-	3,300		Isolved Hire
1001540523210	Phone/Internet	2,286	1,863	1,400	1,866	947	2,000	7%	Syncglobal
1001540523215	postage	47	184	175	233	6	250	7%	
1001540523300	Advertising	-	-	-	-	-	-		
1001540523400	Printing and binding	404	353	500	667	311	500	-25%	
1001540523500	Travel	1,187	1,070	2,000	2,666	272	2,600	-2%	GLGPA Conferences, Pareto annual meeting
1001540523600	Dues and fees	35	359	500	667	285	400	-40%	GLGPA, SHRM Recertification SHRM and HRCI
1001540523700	Education and training	790	820	800	1,066	1,047	1,500	41%	GLGPA Conferences and Perato Annual Meeting
1001540523910	Drug Testing	-	-	-	-	-	340		New hire + 240 Rendom Drug Screen fees
1001540523930	Document Shredding	28	39	40	53	23	50	-6%	
TOTAL - Services		44,568	48,660	65,315	87,065	43,513	52,940	-39%	

SUPPLIES

1001540531100	Supplies	2,130	1,131	800	1,066	486	1,000	-6%	
1001540531220	Natural Gas	105	39	40	53	42	40	-25%	
1001540531230	Electricity	933	604	650	866	156	650	-25%	
1001540531600	Small Equipment	440	320	-	-	449	1,500		Computer for PT Clerk
TOTAL - Supplies		3,607	2,095	1,490	1,986	1,133	3,190	61%	

Departmental Budget Requests
Budget Year 2019

HUMAN RESOURCES

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
TOTAL HUMAN RESOURCES	138,386	154,271	146,241	194,939	94,521	190,732	-2%	
			66,805	89,051	44,646	56,130	-16.0%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

CUSTOMER SERVICE

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
1001590511100	Regular employees	76,217	85,096	101,830	135,739	46,090	157,410	55%	3 FT employees + 2 PT employees + requested meter technician
1001590511120	Vacation Pay	5,708	1,889	-	-	652			
1001590511130	Sick Leave Pay	13,066	2,129	-	-	408			
1001590511300	Overtime	294	644	200	267	34	100	-50%	
1001590512100	Group Insurance	37,034	28,953	34,983	46,632	9,425	46,694	33%	Based on current insurance selections
1001590512200	Social Security FICA Contrib	6,744	6,368	7,790	10,384	4,630	12,013	54%	Based on actual payroll
1001590512400	Retirement Contribution	5,283	4,971	5,059	6,744	3,079	7,067	40%	
1001590512500	50% Match for 457 Contrib	661	497	400	533	292	2,430	507%	Based on current deductions
1001590512700	WORKER'S COMPENSATION	1,745	441	500	667	907	1,226	145%	Based on risk allocation
1001590512900	other employee expenditures	-	-	-	-	-			
TOTAL - Personnel		146,755	130,989	150,762	200,966	65,517	226,940	51%	

SERVICES

1001590521200	Professional	10,620	8,409	8,450	11,264	4,883	11,000	30%	Douglas County collection of sewer & sanitation
1001590521300	Technical	13,173	14,352	9,600	12,797	6,568	15,000	56%	Third-party biller, automated calls
1001590522110	Disposal	-	-	-	-	-			
1001590522230	m/r vehicles	-	-	-	-	-	1,000		
1001590523100	Liability Insurance	2,797	3,016	3,195	4,259	2,148	3,195	0%	GMA
1001590523210	Phone/Internet	3,059	5,588	4,200	5,599	2,841	7,800	86%	Syncglobal
1001590523215	postage	28,755	35,016	22,000	29,326	12,486	36,000	64%	Postage for utility bills
1001590523400	Printing and binding	475	1,692	-	-	96	360		
1001590523500	Travel	552	596	500	667	292	1,000	100%	Travel to classes
1001590523600	Dues and fees	(15)	-	-	-	-			
1001590523700	Education and training	842	402	750	1,000	1,371	2,500	233%	Various customer service classes
1001590523850	Contract labor	3,460	-	-	-	-	-		
1001590523930	Document Shredding	119	152	110	147	92	200	82%	
1001590523970	BANK/CC FEES & ANALYSIS CHGES	48,987	59,378	45,000	59,985	41,098	65,000	44%	Xpress Bill Pay, Chase Paymentech
TOTAL - Services		112,816	129,535	93,805	125,042	71,874	143,055	53%	

SUPPLIES

1001590531100	Supplies	3,037	2,424	1,500	2,000	1,708	3,000	50%	
1001590531220	Natural Gas	494	393	400	533	177	660	24%	
1001590531230	Electricity	11,753	2,532	2,750	3,666	601	3,700	1%	
1001590531270	Gasoline/diesel	26	-	-	-	-	4,800		

Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
CUSTOMER SERVICE		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1001590531300	Food	76	-	-	-	-	-		
1001590531600	Small Equipment	-	1,962	500	667	1,204	5,000	650%	Laptop and Tools for new employee
1001590531700	Uniforms	-	-	-	-	260	1,000		Uniforms for 2 meter techs
TOTAL - Supplies		15,386	7,311	5,150	6,865	3,950	18,160	165%	
					-				
OTHER COSTS					-				
1001590574000	Bad Debt - Utility Payments	30,480	(3,335)	20,000	26,660	3,281	20,000	-25%	
1001590573100	Toilet Rebate Program	-	100	100	133	100	200	50%	
1001590573980	Collection Agency Fees	-	71	-	-	487	1,600		
TOTAL - Other Costs		30,480	(3,164)	20,100	26,793	3,867	21,800	-19%	
TOTAL CUSTOMER SERVICE		305,437	264,670	269,817	359,666	145,209	409,955	14%	
					119,055	158,700	79,692	183,015	53.7% Total change without personnel

Departmental Budget Requests
Budget Year 2019

BUILDING INSPECTIONS

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
BUILDING INSPECTIONS		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1007220511100	Regular employees	-	1,640	37,464	49,940	18,272	57,453	100%	2 PT employees
1007220511120	Vacation Pay	-	-	-	-	-			
1007220511130	Sick Leave Pay	-	-	-	-	-			
1007220511300	Overtime	-	-	-	-	96	400		
1007220512100	Group Insurance	-	175	9,251	12,332	4,073	8,341	100%	Based on current insurance selections
1007220512200	Social Security FICA Contrib	-	125	2,866	3,820	1,388	4,395	100%	Based on actual payroll
1007220512400	Retirement Contribution	-	-	1,873	2,497	-	1,415	100%	
1007220512500	50% Match for 457 Contrib	-	12	1,500	2,000	274	944	100%	Based on current deductions
1007220512700	Worker's compensation	-	-	1,500	2,000	787	1,649	100%	Based on risk allocation
TOTAL - Personnel		-	1,952	54,454	72,587	24,889	74,597	3%	
SERVICES									
1007220521200	Professional	73,591	218,883	-	-	-	-		
1007220523210	Phones/Internet	-	81	1,400	1,866	146	1,000	100%	Syncglobal + Verizon
1007220523500	Travel	-	-	-	-	-	250	100%	
1007220523700	Education and training	-	-	-	-	-	750	100%	
TOTAL - Services		73,591	218,964	1,400	1,866	146	2,000	7%	
SUPPLIES									
1007220531100	Office Supplies	-	-	500	667	270	1,000	100%	
1007220531220	Natural Gas	-	-	40	53	3	40	100%	
1007220531230	Electricity	-	-	650	866	156	650	100%	
1007220531600	Small Equipment	-	-	1,000	1,333	1,696	1,000	100%	
1007220531700	Uniforms	-	-	-	-	60	500	100%	
1007220531710	Operating Supplies	-	-	500	667	-	500	100%	
TOTAL - Supplies		-	-	2,690	3,586	2,185	3,690	3%	
TOTAL BUILDING INSPECTIONS		73,591	220,915	58,544	78,039	27,219	80,287	3%	

**Departmental Budget Requests
Budget Year 2019**

COMMUNITY DEVELOPMENT

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL								
1007400511100 Regular employees	102,911	104,546	168,768	224,968	104,900	201,591	-10%	4 FT employees + Addition of PT clerk
1007400511120 Vacation Pay	8,350	2,401	-	-	1,312			
1007400511130 Sick Leave Pay	3,320	7,099	-	-	1,922			
1007400511300 Overtime	466	523	500	667	149	500	-25%	
1007400512100 Group Insurance	22,623	31,298	37,706	50,262	24,278	40,956	-19%	Based on current insurance selections
1007400512200 Social Security FICA Contrib	8,145	8,215	12,911	17,210	7,933	15,422	-10%	Based on actual payroll
1007400512400 Retirement Contribution	7,295	6,994	8,438	11,248	4,105	8,545	-24%	
1007400512500 50% Match for 457 Contrib	2,098	930	1,100	1,466	74	1,188	-19%	Based on current deductions
1007400512700 Worker's compensation	70	1,253	1,500	2,000	1,634	300	-85%	Based on risk allocation
TOTAL - Personnel	155,277	163,259	230,923	307,820	146,306	268,503	-13%	

SERVICES

1007400521200 Professional	46,128	67,863	90,000	119,970	15,710		-100%	
1007400521300 Technical	6,365	5,395	5,500	7,332	499	6,000	-18%	Possible Software Upgrades
1007400522220 m/r equipment	-	72	-	-	-	1,000		
1007400522230 m/r vehicles	65	-	-	-	787	1,000		
1007400523100 Liability Insurance	-	-	2,000	2,666	1,344	2,500		GMA
1007400523210 Phone/Internet	5,446	6,092	4,350	5,799	3,434	7,500	29%	Syncglobal
1007400523215 postage	2,530	1,634	1,200	1,600	1,314	1,200	-25%	
1007400523300 Advertising	600	3,030	2,950	3,932	493	3,000	-24%	Newspapers of West Georgia
1007400523400 Printing and binding	4,337	3,359	2,400	3,199	1,730	2,400	-25%	
1007400523500 Travel	939	828	750	1,000	1,175	6,000	500%	Includes Boards
1007400523600 Dues and fees	964	215	500	667	75	500	-25%	
1007400523700 Education and training	945	875	1,000	1,333	575	4,500	238%	Includes Boards
1007400523910 Drug Testing	-	270	150	200	-		-100%	
1007400523930 Document Shredding	166	102	400	533	116	400	-25%	
TOTAL - Services	68,486	89,735	111,200	148,230	27,251	36,000	-76%	

SUPPLIES

1007400531100 Office Supplies	3,712	5,142	3,000	3,999	3,504	5,000	25%	
1007400531220 Natural Gas	195	90	75	100	138	250	150%	
1007400531230 Electricity	1,738	1,946	2,075	2,766	601	2,075	-25%	
1007400531270 Gasoline/diesel	600	-	-	-	440	3,000		
1007400531600 Small Equipment	338	16,781	1,000	1,333	1,398	3,000	125%	
1007400531700 Uniforms	-	-	-	-	-	500		
TOTAL - Supplies	6,582	23,959	6,150	8,198	6,081	13,825	69%	

Departmental Budget Requests
Budget Year 2019

COMMUNITY DEVELOPMENT

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES

TOTAL PLANNING & ZONING	230,345	276,953	348,273	464,248	179,638	318,328	-31%
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117,350	156,428	33,332	49,825	-68.1%	Total change without personnel
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Departmental Budget Requests
Budget Year 2019

CODE ENFORCEMENT

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1007450511100	Regular employees	41,587	69,418	76,015	101,328	25,886	140,524	39%	3 FT employees
1007450511120	Vacation	-	-	-	-	-			
1007450511130	Sick Leave	-	-	-	-	-			
1007450511300	Overtime	-	-	-	-	10	500		
1007450512100	Group Insurance	-	-	9,000	11,997	758	29,422	145%	
1007450512200	Social Security FICA Contrib	3,181	5,310	5,845	7,791	1,977	10,750	38%	Based on actual payroll
1007450512400	Retirement Contribution	-	-	2,300	3,066	-	6,324	106%	Based on actual payroll
1007450512500	50% Match for 457 Contrib	-	-	900	1,200	-	-	-100%	Based on actual payroll
1007450512700	Worker's compensation	134	1,823	2,200	2,933	2,360	4,033	38%	Based on risk allocation
TOTAL - Personnel		44,902	76,551	96,260	128,315	30,992	191,553	49%	
SERVICES									
1007450522230	m/r vehicles	1,020	992	775	1,033	123	1,500	45%	
1007450523100	Liability Insurance	466	503	533	710	358	700	-1%	GMA
1007450523210	Phone/Internet	-	4,001	3,180	4,239	2,335	4,600	9%	Syncglobal + Verizon
1007450523215	postage	170	218	150	200	46	200	0%	
1007450523500	Travel	1,314	3,007	1,500	2,000	-	2,000	0%	
1007450523700	Education and training	435	2,145	2,000	2,666	-	1,500	-44%	
1007450523930	Document Shredding	33	60	45	60	59	250	317%	
TOTAL - Services		3,438	10,926	8,183	10,908	2,921	10,750	-1%	
SUPPLIES									
1007450531100	Supplies	1,066	888	750	1,000	310	1,000	0%	
1007450531220	Natural Gas	105	39	40	53	135	250	369%	
1007450531230	Electricity	2,006	2,038	2,050	2,733	442	2,050	-25%	
1007450531270	Gasoline/diesel	430	1,803	1,600	2,133	606	1,600	-25%	2 shared vehicles
1007450531600	Small Equipment	419	-	-	-	-	500		
1007450531700	Uniforms	588	300	400	533	-	1,500	181%	
TOTAL - Supplies		4,615	5,068	4,840	6,452	1,493	6,900	7%	
TOTAL CODE ENFORCEMENT		52,955	92,545	109,283	145,674	35,405	209,203	44%	
				13,023	17,360	4,414	17,650	1.7%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

ECONOMIC DEVELOPMENT

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1007520511100	Regular employees	-	-	53,734	71,627	31,945	81,000	13%	1 FT employee
1007520511120	Vacation Pay	-	-	-	-	1,102			
1007520511130	Sick Leave Pay	-	-	-	-	-			
1007520512100	Group Insurance	-	-	9,301	12,398	5,771	12,876	4%	Based on current insurance selections
1007520512200	Social Security FICA Contrib	-	-	4,111	5,480	2,423	6,197	13%	Based on actual payroll
1007520512400	Retirement Contribution	-	-	2,687	3,582	1,026	3,645	2%	
1007520512500	50% Match for 457 Contrib	-	-	750	1,000	991	2,430	143%	Based on current deductions
1007520512700	WORKER'S COMPENSATION	-	-	750	1,000	787	174	-83%	Based on risk allocation
TOTAL - Personnel		-	-	71,333	95,087	44,044	106,322	12%	

SERVICES

1007520521200	Professional	-	1,772	11,250	14,996	2,850	-	-100%	
1007520522210	m/r buildings	-	-	375	500	-	250	-50%	
1007520522230	m/r vehicles	-	-	350	467	-	250	-46%	
1007520523100	Liability Insurance	-	-	250	333	168	350	5%	GMA
1007520523210	Phone/Internet	-	-	1,200	1,600	249	1,000	-37%	Syncglobal + Verizon
1007520523215	postage	-	-	150	200	27	200	0%	
1007520523300	Advertising	-	-	-	-	2,363	4,000		
1007520523400	Printing and binding	-	-	1,000	1,333	-	1,500	13%	
1007520523500	Travel	-	-	2,500	3,333	60	2,000	-40%	
1007520523600	Dues and fees	-	-	-	-	920	1,500		
1007520523700	Education and training	-	-	2,000	2,666	1,340	3,000	13%	
1007520523910	Drug Testing & Physicals	-	-	-	-	-			
TOTAL - Services		-	1,772	19,075	25,427	7,977	14,050	-45%	

SUPPLIES

1007520531100	Office Supplies	-	-	500	667	185	1,000	50%	
1007520531210	Water/Sewerage	-	-	500	667	-	500	-25%	
1007520531230	Electricity	-	-	2,000	2,666	-	2,500	-6%	
1007520531270	Gasoline/diesel	-	-	120	160	-	200	25%	
1007520531600	Small Equipment	-	-	250	333	-	1,500	350%	
1007520531700	Uniforms	-	-	-	-	-	200		
TOTAL - Supplies		-	-	3,370	4,492	185	5,900	31%	

OTHER COSTS

1007520572001	Carroll Tomorrow	50,000	50,000	37,500	49,988	25,000	50,000	0%	Contribution

Departmental Budget Requests
 Budget Year 2019

ECONOMIC DEVELOPMENT

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1007520572003 Historic Preservation	284	-	1,500	2,000	26	-	-100%	Moved to Community Development
TOTAL - Other Costs	50,284	50,000	39,000	51,987	25,026	50,000	-4%	
TOTAL ECONOMIC DEVELOPMENT	50,284	51,772	132,778	176,993	77,232	176,272	0%	
			61,445	81,906	33,187	69,950	-14.6%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

TOURISM & MAIN STREET

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
TOURISM & MAIN STREET		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1007550511100	Regular employees	65,275	101,143	96,264	128,320	46,277	120,883	-6%	3 FT employees
1007550511120	Vacation Pay	500	2,871	-	-	822			
1007550511130	Sick Leave Pay	413	951	-	-	888			
1007550511300	Overtime	983	1,952	1,100	1,466	841	1,100	-25%	
1007550512100	Group Insurance	11,089	22,078	22,633	30,170	10,171	26,424	-12%	Based on current insurance selections
1007550512200	Social Security FICA Contrib	4,741	7,826	7,364	9,816	3,586	9,228	-6%	Based on actual payroll
1007550512400	Retirement Contribution	2,371	2,837	4,813	6,416	2,052	5,428	-15%	
1007550512500	50% Match for 457 Contrib	1,512	1,822	750	1,000	41	-	-100%	Based on current deductions
1007550512700	Worker's compensation	84	1,235	750	1,000	1,573	259	-74%	Based on risk allocation
TOTAL - Personnel		86,967	142,714	133,674	178,187	66,253	163,323	-8%	

SERVICES

1007550521200	Professional	-	5,940	-	-	-	-		
1007550521300	Technical	2,864	-	-	-	-	-		
1007550522100	Cleaning Service	2,550	2,500	-	-	50	-		
1007550522210	m/r buildings	36	2,639	-	-	433	500		
1007550522230	m/r vehicles	867	200	-	-	-	-		
1007550522240	M/R GROUNDS	-	40	5,250	6,998	1,550	12,000	71%	\$5k improvements to Mill
1007550522310	Rental of Railroad Property	6,216	-	-	-	-	-		
1007550522320	Rental of equipment and veh	-	2,055	1,000	1,333	44	1,500	13%	
1007550523100	Liability Insurance	432	466	250	333	168	333	0%	
1007550523210	Phone/Internet	2,974	2,995	1,200	1,600	1,410	1,600	0%	
1007550523215	postage	1,026	415	150	200	177	300	50%	
1007550523300	Advertising	4,719	2,423	5,500	7,332	2,866	8,333	14%	
1007550523400	Printing and binding	1,696	8,376	3,700	4,932	1,653	5,800	18%	
1007550523500	Travel	1,109	4,168	1,000	1,333	191	1,800	35%	
1007550523600	Dues and fees	-	395	500	667	-	667	0%	
1007550523700	Education and training	2,145	2,378	500	667	545	1,500	125%	
1007550523750	Hospitality	-	-	1,500	2,000	55	2,500	25%	
1007550523850	Contract labor	7,965	-	-	-	-	-		
1007550523880	Contract Labor/Programs	-	5,612	75,950	101,241	41,321	90,000	-11%	
1007550523910	Drug Testing & Physicals	100	-	-	-	-	-		
TOTAL - Services		34,699	40,603	96,500	128,635	50,464	126,833	-1%	

SUPPLIES

1007550531100	Office Supplies	2,296	1,459	500	667	1,483	2,000	200%	

Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
TOURISM & MAIN STREET		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1007550531210	Water/Sewerage	-	-	500	667	339	500	-25%	
1007550531220	Natural Gas	-	-	-	-	-	-		
1007550531230	Electricity	3,722	2,997	3,000	3,999	336	4,000	0%	
1007550531270	Gasoline/diesel	98	242	-	-	217	500		
1007550531600	Small Equipment	2,859	5,202	1,125	1,500	400	1,500	0%	
1007550531700	Uniforms	486	-	250	333	-	400	20%	
1007550531710	Operating Supplies	-	4,091	-	-	4,789	10,000		Events
TOTAL - Supplies		9,630	13,990	5,375	7,165	7,566	18,900	164%	
INTERFUND									
1007550552300	Weather Insurance	-	-	-	-	-	2,500		Rain Insurance
TOTAL - Interfund		-	-	-	-	-	2,500		
OTHER COSTS									
1007550573010	Rise-N-Shine Exp	2,217	1,693	1,000	1,333	653	1,600	20%	
TOTAL - Other Costs		2,217	1,693	1,000	1,333	653	1,600	20%	
TOTAL TOURISM & MAIN STREET		133,513	199,001	236,549	315,320	124,936	313,156	-1%	
		102,875	137,132	58,683	149,833	9.3%	Total change without personnel		

**Departmental Budget Requests
Budget Year 2019**

PINE MOUNTAIN GOLD MUSEUM

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1006172511100	Regular employees	113,729	120,122	100,154	133,505	64,466	156,495	17%	3 FT + 2 PT employees
1006172511120	Vacation Pay	1,263	213	-	-	-			
1006172511130	Sick Leave Pay	803	2,607	-	-	283			
1006172511200	Seasonal Employees	-	-	-	-	-	20,000		
1006172511300	Overtime	2,408	1,135	400	533	652	1,100	106%	
1006172512100	Group Insurance	12,985	23,657	33,080	44,096	8,634	25,083	-43%	Based on current insurance selections
1006172512200	Social Security FICA Contrib	9,437	8,976	7,662	10,213	4,956	11,972	17%	Based on actual payroll
1006172512400	Retirement Contribution	3,134	3,946	3,648	4,863	3,079	5,212	7%	
1006172512500	50% Match for 457 Contrib	-	494	850	1,133	566	1,556	37%	Based on current deductions
1006172512700	Worker's compensation	838	3,150	3,800	5,065	3,933	4,351	-14%	Based on risk allocation
TOTAL - Personnel		144,596	164,300	149,594	199,409	86,568	225,768	13%	
SERVICES									
1006172522210	m/r buildings	2,750	4,963	2,500	3,333	1,416	35,000	950%	
1006172522220	m/r equipment	19,485	19,613	15,000	19,995	15,743	10,000	-50%	
1006172522230	m/r vehicles	4,281	81	500	667	222	500	-25%	
1006172522240	M/R GROUNDS	7,311	18,899	1,500	2,000	2,002	35,000	1650%	
1006172523100	Liability Insurance	1,940	2,010	2,130	2,839	1,432	2,840	0%	
1006172523210	Phone/Internet	9,989	9,188	7,250	9,664	3,276	9,667	0%	
1006172523215	postage	39	-	50	67	-	500	650%	
1006172523300	Advertising	4,272	5,885	3,500	4,666	1,435	10,000	114%	
1006172523400	Printing and binding	404	2,462	1,200	1,600	1,272	5,000	213%	
1006172523500	Travel	273	-	750	1,000	46	750	-25%	
1006172523600	Dues and fees	860	1,160	500	667	-	500	-25%	
1006172523700	Education and training	75	-	500	667	50	2,000	200%	
1006172523850	Contract labor	17,413	-	-	-	-	-		
1006172523880	Contract Labor/Programs	-	19,391	-	-	-	35,000		
1006172523910	Pre-employment physicals	40	155	100	133	-	140	5%	
1006172523970	BANK/CC FEES & ANALYSIS CHGES	2,053	5,713	3,000	3,999	1,548	5,800	45%	
TOTAL - Services		71,185	89,522	38,480	51,294	28,443	152,697	198%	
SUPPLIES									
1006172531100	Office Supplies	12,487	2,097	1,500	2,000	591	2,000	0%	
1006172531210	Water/Sewerage	-	-	4,500	5,999	9,614	6,000	0%	
1006172531230	Electricity	10,410	14,177	10,000	13,330	4,895	10,000	-25%	

Departmental Budget Requests
Budget Year 2019

PINE MOUNTAIN GOLD MUSEUM

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1006172531270	Gasoline/diesel	1,313	1,964	1,400	1,866	985	2,000	7%	
1006172531300	Concession/Gift Shop	12,428	27,067	24,000	31,992	6,989	35,000	9%	
1006172531600	Small Equipment	7,702	1,676	-	-	671	1,600		
1006172531700	UNIFORMS	-	424	-	-	367	1,000		
1006172531710	Operating Supplies	18,100	20,808	14,500	19,329	7,729	15,000	-22%	
TOTAL - Supplies		62,440	68,213	55,900	74,515	31,841	72,600	-3%	
TOTAL PINE MOUNTAIN		278,220	322,036	243,974	325,217	146,852	451,065	39%	
				94,380	125,809	60,284	225,297	79.1%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

JUDICIAL

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1002650511100	Regular employees	31,672	33,833	27,877	37,160	16,116	73,485	98%	1 FT employee + Requested FT Assistant Court Clerk
1002650511120	Vacation Pay	2,189	2,197	-	-	619			
1002650511130	Sick Leave Pay	563	1,131	-	-	1,424			
1002650511300	Overtime	4,228	3,657	2,800	3,732	969	2,000	-46%	
1002650512100	Group Ins	4,726	8,632	6,370	8,491	4,134	21,053	148%	
1002650512200	Social Security FICA Contrib	2,904	3,072	2,133	2,843	1,424	5,622	98%	
1002650512400	Retirement Contribution	1,659	1,765	1,372	1,829	874	3,307	81%	
1002650512500	50% Match for 457 Contrib	-	328	-	-	362	1,206		
1002650512700	Worker's compensation	70	37	100	133	30	1,444	983%	
TOTAL - Personnel		48,011	54,652	40,652	54,189	25,953	108,117	100%	

SERVICES

1002650521200	Professional Services	-	-	-	-	-	-		
1002650521210	PUBLIC DEFENDER	3,120	3,075	2,500	3,333	1,571	3,333	0%	
1002650521221	Judge	34,500	35,000	27,000	35,991	17,000	48,000	33%	Judge - adding 4 court date
1002650521222	Judge - ProTem	3,000	18,000	14,500	19,329	10,000	18,000	-7%	Pro-Tem
1002650521223	Solicitor	13,006	13,600	10,500	13,997	2,550	15,500	11%	Solicitor
1002650521224	SPANISH INTERPRETER	1,206	829	500	667	830	740	11%	
1002650521300	Technical	10,310	-	12,000	15,996	6,336	16,000	0%	Courtware Solutions - fund calculations
1002650522210	m/r buildings	480	53	-	-	-			
1002650522220	m/r equipment	129	72	150	200	-	200	0%	
1002650523100	Liability Insurance	326	352	375	500	252	500	0%	GMA
1002650523210	Phone/Internet	1,011	1,010	800	1,066	502	1,067	0%	Syncglobal
1002650523215	postage	-	-	-	-	-			
1002650523400	Printing and binding	315	504	190	253	89	253	0%	
1002650523500	Travel	1,191	1,065	1,100	1,466	1,003	2,000	36%	Class for Judge
1002650523600	Dues and fees	595	45	50	67	45	600	800%	
1002650523700	Education and training	-	325	500	667	550	850	28%	Class for Judge
1002650523850	Contract labor	4,595	17,294	-	-	1,314			
1002650523970	BANK/CC FEES & ANALYSIS CHGES	2,350	3,537	2,500	3,333	180	3,600	8%	Chase Paymentech, SPS
TOTAL - Services		76,133	94,760	72,665	96,862	42,221	110,643	14%	

SUPPLIES

1002650531100	Supplies	648	585	1,000	1,333	-	1,000	-25%	
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Departmental Budget Requests
Budget Year 2019

JUDICIAL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1002650531220	Natural Gas	-	(193)	-	-	-			
1002650531230	Electricity	301	4,753	3,550	4,732	1,417	4,800	1%	
1002650531600	Small Equipment	585	128	200	267	-	500	88%	
1002650531700	Uniforms	-	-	-	-	-	200		
TOTAL - Supplies		1,535	5,273	4,750	6,332	1,417	6,500	3%	
TOTAL JUDICIAL		125,679	154,686	118,067	157,383	69,592	225,260	43%	
				77,415	103,194	43,639	117,143	13.5%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

POLICE

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1003210511100	Regular employees	1,920,357	2,075,322	1,642,195	2,189,046	1,012,138	2,750,187	26%	2 Additional Officers + Addition of Lieutenant for Patrol
1003210511120	Vacation Pay	100,521	88,045	-	-	41,153			
1003210511130	Sick Leave Pay	49,048	45,990	-	-	20,042			
1003210511300	Overtime	48,203	36,649	25,000	33,325	34,384	70,000	110%	
1003210512100	Group Insurance	415,432	539,754	414,827	552,964	268,692	659,811	19%	
1003210512200	Social Security FICA Contrib	154,873	164,946	126,011	167,973	80,233	212,412	26%	
1003210512400	Retirement Contribution	105,482	103,695	80,680	107,546	50,284	120,942	12%	
1003210512500	50% Match for 457 Contrib	12,149	19,560	18,000	23,994	12,003	29,707	24%	
1003210512700	Worker's compensation	38,074	35,040	35,000	46,655	29,809	54,561	17%	
TOTAL - Personnel		2,844,607	3,109,469	2,341,713	3,121,503	1,548,739	3,897,619	25%	

SERVICES

1003210521200	Professional	5,191	2,391	2,750	3,666	757	5,000	36%	GBI, Psychological Resources
1003210521300	Technical	230	4,920	-	-	1,426	5,000		Cloud backup for video storage
1003210522100	Cleaning Service	8,880	8,340	-	-	142	-		
1003210522210	m/r buildings	16,581	14,883	10,500	13,997	10,105	19,000	36%	Includes Remodel Assistant Court clerk Office
1003210522220	m/r equipment	30,330	23,722	18,500	24,661	13,900	25,000	1%	
1003210522230	m/r vehicles	68,576	52,005	37,000	49,321	28,818	55,000	12%	
1003210523100	Liability Insurance	42,882	46,241	43,990	58,639	32,933	50,000	-15%	GMA
1003210523210	Phone/Internet	58,049	62,822	51,890	69,169	22,477	72,500	5%	SyncGlobal + Verizon + WARRS
1003210523215	postage	1,427	1,790	1,350	1,800	600	1,800	0%	
1003210523400	Printing and binding	1,549	2,373	1,250	1,666	740	1,667	0%	
1003210523500	Travel	5,593	4,253	3,375	4,499	2,025	5,000	11%	
1003210523600	Dues and fees	7,165	6,704	5,500	7,332	2,754	7,333	0%	
1003210523700	Education and training	3,650	2,402	3,750	4,999	3,223	5,000	0%	
1003210523850	Contract labor	2,668	-	-	-	-	-		
1003210523910	DRUG TESTING & PHYSICALS	350	525	1,650	2,199	1,090	2,200	0%	
1003210523920	PREEMPLOYMENT PHYSICALS	1,200	1,115	-	-	-	-		
1003210523930	Document Shredding	1,080	1,260	1,050	1,400	450	1,400	0%	
1003210523970	BANK/CC FEES & ANALYSIS CHGES	-	-	-	-	-	-		
TOTAL - Services		255,402	235,746	182,555	243,346	121,441	255,900	5%	

SUPPLIES

1003210531100	Office Supplies	16,243	19,332	12,000	15,996	9,648	20,000	25%	
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Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
POLICE		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1003210531210	Water/Sewerage	-	-	2,000	2,666	939	2,667	0%	
1003210531220	Natural Gas	2,051	2,482	2,000	2,666	1,267	2,500	-6%	
1003210531230	Electricity	17,682	24,989	17,000	22,661	8,155	22,667	0%	
1003210531240	Bottled Gas/Propane	8,866	1,356	1,500	2,000	-	-	-100%	
1003210531270	Gasoline/diesel	50,922	84,046	55,000	73,315	39,199	80,000	9%	
1003210531300	Food	694	482	200	267	561	1,000	275%	
1003210531400	Books and periodicals	809	318	400	533	82	400	-25%	
1003210531600	Small Equipment	41,966	42,625	20,000	26,660	10,858	27,000	1%	
1003210531700	UNIFORMS	16,897	17,114	13,500	17,996	6,318	27,100	51%	
1003210531710	Police Supplies	13,214	15,654	13,500	17,996	5,426	18,000	0%	
1003210531715	Awards	1,558	-	-	-	-	-		
1003210531720	Shop with a Cop	17,253	16,446	-	-	-	18,000		Offset with Revenue
1003210531725	Police Explorers	-	-	-	-	-	5,000		Moved from separate budget
TOTAL - Supplies		188,153	224,842	137,100	182,754	82,453	224,334	23%	
									-
INTERFUND									-
1003210552200	SELF FUNDED CLAIMS	2,137	7,812	3,750	4,999	4,396	35,000	600%	Offset with Revenue
TOTAL - Interfund		2,137	7,812	3,750	4,999	4,396	35,000	600%	
TOTAL POLICE		3,290,366	3,577,937	2,665,118	3,552,602	1,757,028	4,412,853	24%	
				323,405	431,099	208,289	515,234	19.5%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

POLICE EXPLORERS

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
1003290523500	Travel	1,548	1,254	1,500	2,000	842	-	-100%	
1003290523650	Dues and fees	2,344	50	500	667	-	-	-100%	
1003290523700	Education and training	430	700	1,000	1,333	-	-	-100%	
TOTAL - Services		4,322	2,004	3,000	3,999	842	-	-100%	
					-				
SUPPLIES									
1003290531100	Supplies	2,908	2,996	500	667	-	-	-100%	
1003290531300	Food	-	-	-	-	414	-	-100%	
1003290531700	UNIFORMS	(31)	-	500	667	-	-	-100%	
TOTAL - Supplies		2,878	2,996	1,000	1,333	414	-	-100%	
TOTAL POLICE EXPLORERS		7,200	5,000	4,000	5,332	1,256	-	-100%	

**Departmental Budget Requests
Budget Year 2019**

COMMUNITY SERVICE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
COMMUNITY SERVICE		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1003295511100	Regular employees	217	217	33,284	44,368	5,566	26,042	-41%	1 PT employee
1003295511300	Overtime	-	-	-	-	-			
1003295512200	Social Security FICA Contrib	17	17	3,082	4,108	-	1,992	-52%	Based on actual payroll
1003295512700	WORKER'S COMPENSATION	-	-	2,000	2,666	1,959	512	-81%	Based on risk allocation
TOTAL - Personnel		234	234	38,366	51,142	7,525	28,546	-44%	
SERVICES									
1003295522220	m/r equipment	-	-	1,250	1,666	-	1,250	-25%	
1003295522230	m/r vehicles	-	-	1,250	1,666	243	1,250	-25%	
1003295523210	Phone/Internet	-	-	600	800	-	600	-25%	
1003295523910	Pre-employment physicals	-	-	50	67	-	50	-25%	
TOTAL - Services		-	-	3,150	4,199	243	3,150	-25%	
SUPPLIES									
1003295531100	Office Supplies	-	-	1,000	1,333	-	500	-62%	
1003295531230	Electricity	-	-	2,500	3,333	-	-	-100%	
1003295531270	Gasoline/diesel	-	-	1,300	1,733	-	2,000	15%	
1003295531700	Uniforms	-	-	-	-	-	500		
1003295531710	Operating Supplies	-	-	1,000	1,333	108	1,000	-25%	
TOTAL - Supplies		-	-	5,800	7,731	108	4,000	-48%	
INTERFUND									
1003295552200	CLAIMS	-	-	-	-	-			
TOTAL - Interfund		-	-	-	-	-	-		
TOTAL COMMUNITY SERVICE		234	234	47,316	63,072	7,877	35,696	-43%	
				8,950	11,930	351	7,150	-40.1%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

PUBLIC WORKS

PERSONNEL

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1004110511100 Regular employees	97,102	192,324	146,488	195,269	49,678	165,382	-15%	2 FT employees
1004110511300 Overtime	52	6	-	-	-			
1004110512100 Group Insurance	465	20,603	23,142	30,848	8,135	28,060	-9%	Based on current insurance selections
1004110512200 Social Security FICA Contrib	7,428	14,634	11,206	14,938	6,334	12,652	-15%	Based on actual payroll
1004110512400 Retirement Contribution	5,824	5,917	7,324	9,763	3,079	7,442	-24%	
1004110512500 50% Match for 457 Contrib	464	1,877	2,300	3,066	1,112	2,169	-29%	Based on current deductions
1004110512700 Workers Comp	628	2,084	2,500	3,333	2,472	7,368	121%	Based on risk allocation
TOTAL - Personnel	111,963	237,445	192,960	257,216	70,810	223,072	-13%	

SERVICES

1004110521200 Professional	-	-	-	-	-	-		
1004110521300 Technical	400	680	750	1,000	-	1,000	0%	
1004110522230 m/r vehicles	-	-	-	-	-	1,000		
1004110523100 Liability Insurance	-	1,388	1,643	2,190	1,104	2,191	0%	
1004110523210 Phone/Internet	2,294	3,769	2,450	3,266	2,414	3,267	0%	
1004110523400 Printing and binding	18	-	-	-	-			
1004110523500 Travel	1,078	2,502	2,500	3,333	192	3,333	0%	
1004110523600 Dues and fees	983	1,185	1,100	1,466	564	1,467	0%	
1004110523700 Education and training	340	4,158	4,200	5,599	1,105	4,500	-20%	
TOTAL - Services	5,113	13,682	12,643	16,853	5,379	16,758	-1%	

SUPPLIES

1004110531100 Supplies	1,303	4,221	2,200	2,933	1,569	3,000	2%	
1004110531270 Gasoline/diesel	145	1,004	850	1,133	999	1,133	0%	
1004110531600 Small Equipment	4,447	-	-	-	-			
1004110531700 Uniforms	271	964	1,000	1,333	624	1,000	-25%	
TOTAL - Supplies	6,166	6,189	4,050	5,399	3,192	5,133	-5%	

TOTAL PUBLIC WORKS	123,242	257,316	209,653	279,467	79,381	244,963	-12%	
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16,693	22,252	8,571	21,891	-1.6%	Total change without personnel
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Departmental Budget Requests
Budget Year 2019

STREETS

PERSONNEL

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from	
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	133% of 2018 Budget	NOTES
1004210511100 Regular employees	147,454	205,180	175,695	234,201	73,094	245,427	5%	5 full-time + 4 seasonal employees
1004210511120 Vacation Pay	7,677	6,390	-	-	2,546			
1004210511130 Sick Leave Pay	6,637	1,229	-	-	142			
1004210511300 Overtime	4,141	12,331	4,050	5,399	4,554	5,000	-7%	
1004210512100 Group Insurance	41,605	53,248	30,152	40,193	15,302	54,226	35%	Based on current insurance selections
1004210512200 Social Security FICA Contrib	11,743	16,592	13,153	17,533	5,867	18,297	4%	Based on actual payroll
1004210512400 Retirement Contribution	8,976	9,876	6,827	9,100	4,105	8,315	-9%	
1004210512500 50% Match for 457 Contrib	711	1,467	1,330	1,773	462	1,918	8%	Based on current deductions
1004210512700 Worker's compensation	9,679	13,286	12,000	15,996	6,105	10,655	-33%	Based on risk allocation
TOTAL - Personnel	238,623	319,599	243,207	324,195	112,176	343,839	6%	

SERVICES

1004210521200 Professional	-	-	10,000	13,330	4,875	-	-100%	
1004210522200 Repairs and maintenance	-	-	-	-	-	-		
1004210522210 m/r buildings	-	25	-	-	10	300		
1004210522220 m/r equipment	21,124	20,791	10,000	13,330	7,002	13,000	-2%	
1004210522230 m/r vehicles	15,948	15,563	10,000	13,330	10,023	13,000	-2%	
1004210522240 M/R ROAD R/W	47,678	35,660	41,250	54,986	1,486	55,000	0%	Includes Tree Removal
1004210522250 M/R GROUNDS	58	-	-	-	-	-		
1004210522320 Rental of equipment and veh	271	635	-	-	879	-		
1004210523100 Liability Insurance	6,059	6,534	6,923	9,228	4,654	6,923	-25%	
1004210523210 Phone/Internet	2,278	2,803	2,500	3,333	1,325	2,800	-16%	
1004210523215 postage	-	-	-	-	-	-		
1004210523400 Printing and binding	-	174	200	267	-	200	-25%	
1004210523500 Travel	-	-	-	-	-	500		
1004210523700 Education and training	1,255	-	2,000	2,666	-	2,000	-25%	
1004210523910 Drug Testing & Physicals	40	75	545	726	880	550	-24%	
1004210523920 PREEMPLOYMENT PHYSICALS	315	695	-	-	-	-		
TOTAL - Services	95,026	82,954	83,418	111,196	31,133	94,273	-15%	

SUPPLIES

1004210531100 Office Supplies	56	1,432	1,250	1,666	26	1,650	-1%	
1004210531210 Water/Sewerage	-	-	4,000	5,332	201	1,000	-81%	
1004210531230 Electricity	97,074	18,826	6,000	7,998	17,187	6,000	-25%	
1004210531231 Street Lighting	186,885	340,071	230,000	306,590	141,175	285,000	-7%	
1004210531270 Gasoline/diesel	11,192	20,256	13,000	17,329	8,145	20,000	15%	

TOTAL STREETS	650,135	825,678	604,925	806,365	337,672	805,662	0%
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**Departmental Budget Requests
Budget Year 2019**

BUILDING & FLEET MAINTENANCE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1004900511100	Regular employees	94,379	71,786	98,874	131,799	78,026	189,402	44%	4 FT employees + 2 PT employees
1004900511120	Vacation Pay	3,742	1,511	-	-	1,594			
1004900511130	Sick Leave Pay	1,111	2,189	-	-	1,509			
1004900511300	Overtime	1,565	3,287	1,500	2,000	1,810	2,000	0%	
1004900512100	Group Insurance	24,967	27,055	30,093	40,114	16,986	48,212	20%	Based on current insurance selections
1004900512200	Social Security FICA Contrib	7,008	4,494	7,564	10,083	4,187	13,992	39%	Based on actual payroll
1004900512400	Retirement Contribution	4,271	4,229	4,927	6,568	4,105	7,036	7%	
1004900512500	50% Match for 457 Contrib	-	-	-	-	-	-		Based on current deductions
1004900512700	Worker's compensation	2,443	1,396	1,600	2,133	1,195	4,733	122%	Based on risk allocation
TOTAL - Personnel		139,485	115,945	144,558	192,696	109,412	265,376	38%	

SERVICES

1004900521300	Technical	-	-	5,699	7,597	-	11,399	50%	
1004900522210	m/r buildings	19,105	21,554	5,000	6,665	2,046	30,000	350%	Building Maintenance
1004900522220	m/r equipment	6,465	12,742	2,000	2,666	1,802	3,000	13%	
1004900522230	m/r vehicles	1,478	2,313	2,500	3,333	1,782	4,000	20%	
1004900522240	M/R GROUNDS	12,013	454	750	1,000	927	10,000	900%	Gateway Maintenance
1004900522320	Rental of equipment and veh	35	3,068	-	-	231	500		
1004900523100	Liability Insurance	6,526	7,037	7,455	9,938	5,012	9,940	0%	
1004900523210	Phone/Internet	3,929	2,706	2,100	2,799	1,325	2,800	0%	
1004900523215	postage	5	-	-	-	-	-		
1004900523500	Travel	-	-	1,000	1,333	32	1,500	13%	
1004900523600	Dues and fees	-	-	-	-	24			
1004900523700	Education and training	129	1,102	2,000	2,666	752	3,000	13%	
1004900523901	Gov Deals Sevice Charges	-	-	-	-	-			
1004900523910	DRUG TESTING	-	-	90	120	245	120	0%	
1004900523920	preplacement physicals	-	-	50	67	-	75	13%	
TOTAL - Services		49,684	50,976	28,644	38,182	14,178	76,334	100%	

SUPPLIES

1004900531100	Office Supplies	3,556	1,781	1,000	1,333	893	1,500	13%	
1004900531210	Water/Sewerage	-	-	1,600	2,133	1,069	6,133	188%	includes gateway
1004900531220	Natural Gas	-	-	200	267	-	267	0%	
1004900531230	Electricity	6,318	10,745	4,500	5,999	1,420	6,000	0%	
1004900531270	Gasoline/diesel	4,545	6,903	5,500	7,332	1,942	7,333	0%	
1004900531600	Small Equipment	8,996	24,829	15,000	19,995	14,787	20,000	0%	

Departmental Budget Requests
Budget Year 2019

BUILDING & FLEET MAINTENANCE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
1004900531700	UNIFORMS	1,107	1,919	1,500	2,000	1,245	1,500	-25%	
1004900531710	Operating Supplies	916	5,770	3,500	4,666	2,360	10,000	114%	
TOTAL - Supplies		25,438	51,945	32,800	43,722	23,715	52,733	21%	
OTHER COSTS					-				
1004900571001	Tag & Title Fees	621	148	200	267	46	300	13%	
TOTAL - Other Costs		621	148	200	267	46	300	13%	
TOTAL BUILDING AND FLEET MAINT		215,229	219,015	206,202	274,867	147,351	394,743	44%	
				61,644	82,171	37,939	129,367	57.4%	Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

GROUNDS MAINTENANCE

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
1004910511100	Regular employees	217	11,538	-	-	364	164,870		4 FT employees + addition of 1 FT maint tech
1004910511120	Vacation Pay	-	-	-	-	-			
1004910511130	Sick Leave Pay	-	-	-	-	-			
1004910511300	Overtime	-	-	-	-	-	5,000		Events
1004910512100	Group Insurance	-	-	-	-	-	43,528		Based on current insurance selections
1004910512200	Social Security FICA Contrib	17	421	-	-	28	12,593		Based on actual payroll
1004910512400	Retirement Contribution	-	-	-	-	-	7,408		
1004910512500	50% Match for 457 Contrib	-	-	-	-	-	1,003		Based on current deductions
1004910512700	Worker's compensation	-	1,634	-	-	-	7,334		Based on risk allocation
TOTAL - Personnel		234	13,592	-	-	391	241,736		

SERVICES

1004910522110	Disposal	-	-	-	-	-	3,000		Clean up of grounds
1004910522210	m/r buildings	6	548	-	-	580	1,000		
1004910522220	m/r equipment	21,738	4,989	1,250	1,666	697	9,000	440%	
1004910522230	m/r vehicles	13,125	2,594	4,500	5,999	1,911	6,000	0%	
1004910522240	M/R GROUNDS	-	-	-	-	-	20,000		new department to handle grounds
1004910523100	Liability Insurance	-	-	-	-	-			
1004910523210	Phones & Internet	365	76	-	-	-	7,000		
1004910523910	DRUG TESTING	-	-	-	-	-	800		
1004910523960	Bootcamp	143,513	140,984	89,400	119,170	57,685	100,000	-16%	2 Carroll Co crews
TOTAL - Services		178,747	149,191	95,150	126,835	60,873	146,800	16%	

SUPPLIES

1004910531230	Electricity	1,981	4,203	2,000	2,666	1,558	2,667	0%	
1004910531270	Gasoline/diesel	2,002	4,050	1,300	1,733	2,620	8,000	362%	
1004910531600	Small Equipment	6,229	1,754	2,000	2,666	2,240	10,000	275%	
1004910531710	Operating Supplies	573	6,876	5,000	6,665	4,029	15,000	125%	
TOTAL - Supplies		10,785	16,883	10,300	13,730	10,448	35,667	160%	

TOTAL GROUNDS MAINTENANCE		191,614	179,666	105,450	140,565	71,712	424,203	202%	
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105,450	140,565	71,321	182,467	29.8%	Total change without personnel
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PARKS & RECREATION

1006120521200	PROFESSIONAL	3,380	4,940	55,000	73,315	32,810	110,000	50%	\$110k Two Site Plans (Gold Dust and Vplex)
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493,758	658,179	294,734	610,700	-7.2%	Total change without personnel
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Departmental Budget Requests
Budget Year 2019

RECREATION EVENTS

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
1006130521200	Professional	-	-	-	-	-			
1006130522320	Rental of equipment and veh	-	5,895	5,500	7,332	3,400	5,800	-21%	
1006130523300	Advertising	-	7,723	3,000	3,999	-	2,500	-37%	
1006130523400	Printing and binding	-	660	400	533	652	600	13%	
1006130523500	Travel	-	-	-	-	-			
1006130523750	Hospitality	-	3,604	1,000	1,333	-	2,500	88%	
1006130523880	Contract Labor/Programs/Events	-	114,408	41,050	54,720	39,765	45,000	-18%	
TOTAL - Services		-	132,289	50,950	67,916	43,817	56,400	-17%	
SUPPLIES									
1006130531100	Office Supplies	-	3,143	-	-	-	-		
1006130531230	Electricity	-	-	-	-	-	-		
1006130531300	Food	-	363	500	667	-		-100%	
1006130531600	Small Equipment	-	3,141	750	1,000	-		-100%	
1006130531710	Operating Supplies	-	2,255	4,000	5,332	3,212	5,000	-6%	
TOTAL - Supplies		-	8,901	5,250	6,998	3,212	5,000	-29%	
INTERFUND									
1006130552300	Weather Insurance	-	1,690	5,500	7,332	5,835	6,000	-18%	Rain Insurance
TOTAL - Interfund		-	1,690	5,500	7,332	5,835	6,000	-18%	
TOTAL RECREATION EVENTS		-	142,880	61,700	82,246	52,864	67,400	-18%	

Departmental Budget Requests
Budget Year 2019

SENIOR CENTER

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
1005500511100	Regular employees	94,734	100,191	63,545	63,545	51,314	124,634	96%	2 FT + 3 PT employees
1005500511120	Vacation Pay	932	1,183	-	-	1,309			
1005500511130	Sick Leave Pay	3,257	3,480	-	-	1,498			
1005500511300	Overtime	2	-	-	-	-	-		
1005500512100	Group Insurance	6,838	9,441	6,386	8,513	4,329	8,415	-1%	Based on current insurance selections
1005500512200	Social Security FICA Contrib	7,550	8,006	5,127	5,127	4,121	9,534	86%	Based on actual payroll
1005500512400	Retirement Contribution	3,425	3,609	2,703	3,603	2,052	3,522	-2%	
1005500512500	50% Match for 457 Contrib	-	-	-	-	-	-		
1005500512700	Worker's compensation	1,215	5,940	4,050	5,399	3,933	3,863	-28%	Based on risk allocation
TOTAL - Personnel		118,022	131,919	81,811	109,054	68,556	149,969	38%	
SERVICES									
1005500522220	M/R Equipment	2,350	1,450	2,000	2,666	212	2,600	-2%	
1005500522230	m/r vehicles	707	412	650	866	554	1,000	15%	
1005500523100	Liability Insurance	932	1,005	1,065	1,420	716	1,400	-1%	
1005500523210	Phone/Internet	3,935	3,822	3,400	4,532	1,702	4,500	-1%	
1005500523215	postage	192	167	120	160	33	170	6%	
1005500523250	Cable TV	842	1,183	1,100	1,466	467	1,300	-11%	
1005500523500	Travel	-	36	-	-	-			
1005500523600	Dues and fees	-	-	-	-	-			
1005500523700	Education and training	-	-	-	-	-			
1005500523850	Contract labor	2,193	1,737	1,800	2,399	663	2,000	-17%	
1005500523910	Pre-employment physicals	-	-	-	-	-			
TOTAL - Services		11,151	9,812	10,135	13,510	4,346	12,970	-4%	
SUPPLIES									
1005500531100	Supplies	3,446	2,977	1,750	2,333	2,001	3,000	29%	
1005500531230	Electricity	-	6,467	10,000	13,330	6,238	13,000	-2%	
1005500531270	Gasoline/diesel	1,465	1,556	1,500	2,000	684	2,000	0%	
1005500531300	Food	64,812	70,624	54,000	71,982	32,932	72,000	0%	
1005500531600	Small Equipment	1,000	897	500	667	-	900	35%	
1005500531700	Uniforms	-	558	650	866	-	1,200	38%	
1005500531710	Operating Supplies	144	33	50	67	-	50	-25%	
TOTAL - Supplies		70,867	83,111	68,450	91,244	41,855	92,150	1%	

Departmental Budget Requests
Budget Year 2019

SENIOR CENTER

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
TOTAL SENIOR CENTER	200,040	224,842	160,396	213,807	114,757	255,089	19%	
			78,585	104,754	46,201	105,120	0.3%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

LIBRARY

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1006510511100	Regular employees	186,530	176,989	170,724	227,575	99,690	277,990	22%	7 FT and 2 PT employees
1006510511120	Vacation Pay	6,721	7,034	-	-	3,280			
1006510511130	Sick Leave Pay	7,009	7,779	-	-	4,106			
1006510511300	Overtime	1,156	3,173	2,500	3,333	359	1,500	-55%	
1006510512100	Group Insurance	42,308	53,914	51,890	69,169	23,917	64,911	-6%	Based on current insurance selections
1006510512200	Social Security FICA Contrib	14,861	14,455	13,061	17,410	7,937	21,266	22%	
1006510512400	Retirement Contribution	9,360	10,157	7,693	10,255	7,184	11,320	10%	Based on actual payroll
1006510512500	50% Match for 457 Contrib	391	784	500	667	1,448	4,544	582%	Based on current deductions
1006510512700	Worker's compensation	660	619	500	667	211	369	-45%	Based on risk allocation
TOTAL - Personnel		268,995	274,904	246,868	329,075	148,131	381,899	16%	

SERVICES

1006510521200	PROFESSIONAL	7,125	300	-	-	-	-		
1006510521300	Technical	-	131	-	-	-	-		
1006510522100	Cleaning Service	8,205	6,291	-	-	-	900		Windows
1006510522200	Repairs and maintenance	-	-	-	-	-	-		
1006510522210	m/r buildings	2,015	2,609	2,500	3,333	2,868	3,000	-10%	
1006510522220	m/r equipment	718	2,414	2,500	3,333	-	3,000	-10%	
1006510522230	m/r vehicles	-	-	-	-	-	-		
1006510522240	M/R GROUNDS	-	2,217	750	1,000	10,463	2,000	100%	Landscape Treatment
1006510523100	Liability Insurance	3,020	778	615	820	413	800	-2%	
1006510523210	Phone/Internet	8,080	13,593	11,000	14,663	6,594	14,500	-1%	
1006510523215	postage	(361)	307	350	467	2	350	-25%	
1006510523300	Advertising	-	558	1,000	1,333	-	1,000	-25%	
1006510523400	Printing and binding	422	2,647	1,500	2,000	960	2,600	30%	Summer Reading printing
1006510523500	Travel	2,994	496	1,875	2,499	490	2,500	0%	
1006510523600	Dues and fees	-	240	1,000	1,333	270	1,100	-17%	
1006510523700	Education and training	945	-	2,625	3,499	175	2,600	-26%	
1006510523850	Contract labor	1,085	4,812	4,875	6,498	3,183	10,500	62%	Conference Room Wiring
1006510523910	DRUG TESTING	-	130	200	267	100	100	-62%	
1006510523920	PREPLACEMENT PHYSICAL	-	100	-	-	-	-		
TOTAL - Services		34,249	37,623	30,790	41,043	25,519	44,950	10%	

SUPPLIES

1006510531100	Office Supplies	23,300	6,800	5,000	6,665	2,127	5,000	-25%	
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Departmental Budget Requests
 Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
LIBRARY		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
1006510531210	Water/Sewerage	-	-	2,000	2,666	1,034	2,500	-6%	
1006510531220	Natural Gas	812	2,505	3,000	3,999	1,597	3,000	-25%	
1006510531230	Electricity	12,183	31,523	25,000	33,325	11,140	33,300	0%	
1006510531300	Food	(2,000)	578	300	400	130	500	25%	
1006510531400	Books and periodicals	-	28,615	30,000	39,990	11,187	30,000	-25%	
1006510531600	Small Equipment	11,564	2,129	1,500	2,000	-	2,000	0%	
1006510531700	UNIFORMS	350	-	1,000	1,333	-	1,200	-10%	
1006510531710	Operating Supplies	-	23,368	7,000	9,331	4,418	10,000	7%	
TOTAL - Supplies		46,209	95,517	74,800	99,708	31,631	87,500	-12%	
TOTAL LIBRARY		349,453	408,045	352,458	469,827	221,519	514,349	9%	
				105,590	140,751	73,387	132,450	-5.9%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

FUND 210: FEDERAL SEIZURES

CAPITAL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
2103210541201	Firing Range	-	-	-	-	-			
2103210542200	Vehicles	98,761	-	-	-	-			
2103210542500	Equipment	-	-	-	-	-			
TOTAL - Capital		98,761	-	-	-	-	-	-	
TOTAL FEDERAL SEIZURES		98,761	-	-	-	-	-	-	

Departmental Budget Requests
Budget Year 2019

FUND 212: STATE SEIZURES

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
2123210523700	Education and training	-	-	-	-	-			
TOTAL - Services		-	-	-	-	-	-		
					-				
SUPPLIES									
2123210531100	Supplies	-	-	-	-	-			
2123210531600	Small Equipment	-	-	-	-	-			
TOTAL - Supplies		-	-	-	-	-	-		
					-				
CAPITAL									
2123210542500	Equipment	-	-	-	-	-			
TOTAL - Capital		-	-	-	-	-	-		
					-				
OTHER COSTS									
2123210571000	Intergovernmental	-	-	-	-	525	-		
TOTAL - Other Costs		-	-	-	-	525	-		
TOTAL STATE SEIZURES		-	-	-	-	525	-		

Departmental Budget Requests
Budget Year 2019

FUND 255: DRUG TASK FORCE

SUPPLIES

2553210531600 Small Equipment

TOTAL - Other Costs

TOTAL DRUG TASK FORCE

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES

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Departmental Budget Requests
Budget Year 2019

FUND 275: HOTEL/MOTEL TAX

OTHER COSTS

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from	
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	133% of 2018 Budget	NOTES
2757540572004 Board of Tourism	-	-	-	-	-	-		
2757540572005 Villa Rica CVB (3.5%)	52,202	75,103	75,250	100,308	41,795	131,250	31%	3.5% of 8% hotel/motel tax
2757540572010 Product Development (1.5%)	-	-	32,250	42,989	-	56,250	31%	
TOTAL - Other Costs	52,202	75,103	107,500	143,298	41,795	187,500	31%	

TRANSFERS

2759000611030 Transfer to Gen Fund (3%)	78,303	86,481	64,500	85,979	35,824	112,500	31%	3% of 8% hotel/motel tax
TOTAL - Other Costs	78,303	86,481	64,500	85,979	35,824	112,500	31%	

TOTAL HOTEL/MOTEL TAX	130,506	161,583	172,000	229,276	77,619	300,000	31%	
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**Departmental Budget Requests
Budget Year 2019**

FUND 290: CEMETERY

SERVICES

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
2904950521200	Professional	-	100	4,000	5,332	406	6,000	13%	Landscape Master Plan for Garden Of Cemetery & Survey S. Candler Side of Hillcrest For Additional Grave sites
2904950521300	Technical	1,385	935	935	1,246	935	935	-25%	Pontem Software Annual Fee
2904950522240	M/R GROUNDS	4,009	912	7,500	9,998	830	10,000	0%	Guard Rails @ Hillcrest, Repair Falling Brick Work @ Hillcrest
2904950523500	Travel	-	-	-	-	-	1,000		Georgia Municipal Cemetery Association Annual Convention 3-4 Members
2904950523650	Dues and fees	50	-	100	133	25	150	13%	New Membership Fee For Georgia Municipal Cemetery Association
2904950523700	Education and training	300	-	1,500	2,000	-	1,000	-50%	Georgia Municipal Cemetery Association Annual Convention 3-4 Members
TOTAL - Services		5,744	1,947	14,035	18,709	2,196	19,085	2%	

SUPPLIES

2904950531210	Water/Sewerage	-	-	350	467	77	288	-38%	Annual Water Meter Fee For Both Cemeteries
2904950531230	Electricity	-	-	-	-	90	288		Hillcrest Sign Lights
2904950531600	Small Equipment	1,180	-	-	-	-	-		
2904950531710	Operating Supplies	-	350	1,000	1,333	91	2,000	50%	Supplies For Both Cemeteries (Water Hoses, Plants Insect Spray, Spectracide Ant Protection, Shovels, light bulbs)
TOTAL - Supplies		1,180	350	1,350	1,800	258	2,576	43%	

CAPITAL

2904950541200	Site Improvements	7,272	-	-	-	-	-		
TOTAL - Capital		7,272	-	-	-	-	-		

TOTAL CEMETERY		14,197	2,297	15,385	20,508	2,454	21,661	6%	
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Departmental Budget Requests
Budget Year 2019

FUND 320: CARROLL CO SPLOST

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
CAPITAL									
3201320541300	Buildings and Building Improve	-	-	150,000	199,950	-		-100%	
3201320542500	Other Equipment	-	-	50,000	66,650	-		-100%	
3204210541403	Sidewalks	-	-	-	-	-			
3204210541404	North Loop	-	-	-	-	-			
3204210541405	Infrastructure - Road Improvem	-	-	-	-	-			
3204210541409	Eng/Design Mirror LK Connectio	-	-	-	-	-			
3204210541410	STREET IMPROVEMENTS	-	-	111,000	147,963	20,500		-100%	
3204420541200	Site Improvements	-	1,000	-	-	-			
3204440541430	Water Improvements	249,209	4,656	-	-	-			
3206120541206	Fence @ the Mill	19,410	-	-	-	-			
3206120541207	Splash Park	-	-	-	-	-			
3206120541303	VR Elementary Gym	20,740	-	-	-	-			
3206510521230	Profess Serv/Engineering	3,225	-	-	-	-			
3206510541300	Buildings - Library	80,109	-	25,000	33,325	24,500		-100%	
TOTAL - Capital		372,693	5,656	336,000	447,888	45,000	-	-100%	
TRANSFERS									
3209000611350	Operating Transfer W&S	-	-	-	-	-	-		
TOTAL - Other Costs		-	-	-	-	-	-		
TOTAL CARROLL CO SPLOST		372,724	5,656	336,000	447,888	45,000	-	-100%	

**Departmental Budget Requests
Budget Year 2019**

FUND 321: 2015 CARROLL CO SPLOST

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
3211510523970	BANK/CC FEES & ANALYSIS CHGES	-	-	-	-	(35)			
TOTAL - Services		-	-	-	-	(35)	-		
CAPITAL									
3211535542200	Vehicles	-	21,272	25,000	33,325	-		-100%	
3211535542500	Other Equipment	-	-	-	-	-	150,000		
3211590541410	Meter Replacements	-	-	-	-	-	75,000		
3213210542200	Vehicles	26,502	-	-	-	-	-		
3213210542500	Other Equipment	-	-	-	-	-	28,275		
3214110542500	Other Equipment	-	8,508	-	-	-			
3214210541410	Street Improvements	-	66,260	432,642	576,712	237,901	275,000	-52%	
3214210541411	Mirror Lake Connector	-	4,000	59,500	79,314	16,666	-	-100%	
3214210542200	Vehicles	-	-	44,000	58,652	42,798	40,435	-31%	
3214210542500	Other Equipment	-	55,880	122,345	163,086	267,282		-100%	
3214500542500	Other Equipment	-	77,049	-	-	-			
3214320541420	Stormwater Improvements	-	19,313	25,000	33,325	9,430		-100%	
3214320542200	Vehicles	-	21,572	-	-	-			
3214440541480	Hydrant Replacements	-	-	-	-	-	50,000		
3214440542500	Other Equipment	-	-	-	-	-	-		
3216120541200	Site Improvements	-	78,980	-	-	-	186,739		
3216120541201	Spring Lake Remediation	-	-	-	-	-			
3216120541204	Playground Equipment	-	-	-	-	-	100,000		
3216120541300	Buildings and Building Improve	-	300,560	306,000	407,898	228,675	150,000	-63%	
3216120542200	Vehicles	-	19,696	-	-	-			
3216510541300	Building	1,178,999	-	-	-	-			
	Land						75,000		Land acquisition
	Streets and Sidewalks						125,000		
3217550541300	Buildings and Building Improve	-	-	-	-	-	-		
3217550541410	STREET IMPROVEMENTS	-	-	-	-	-			
TOTAL - Capital		1,205,501	673,091	1,014,487	1,352,311	802,751	1,255,449	-7%	
TRANSFERS									
3219000611350	Transfer to Water/Sewer Fund	-	-	-	-	-			
3219000611410	Transfer for Debt Service	-	644,000	-	-	-			
TOTAL - Other Costs		-	644,000	-	-	-	-		

Departmental Budget Requests
Budget Year 2019

FUND 321: 2015 CARROLL CO SPLOST

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES

TOTAL 2015 CARROLL CO SPLOST	1,205,501	1,317,091	1,014,487	1,352,311	802,716	1,255,449	-7%
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**Departmental Budget Requests
Budget Year 2019**

FUND 322: 2016 DOUGLAS CO SPLOST

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
3221510523970	BANK/CC FEES & ANALYSIS CHGES	-	80	-	-	133			
TOTAL - Services		-	80	-	-	133	-		
CAPITAL									
3221590541410	Meter Replacements	-	-	-	-	-	50,000		
3223210541100	Sites	-	-	-	-	-			
3223210541300	Buildings and Building Improve	-	-	-	-	-			
3223210542200	Vehicles	-	132,858	190,745	254,263	158,855	201,203	-21%	
3223210542500	Other Equipment	-	-	-	-	-			
3223520571000	Douglas Co Fire/EMS Capital Pr	-	-	157,364	209,766	95,173	157,364	-25%	
3224210541410	Street Improvements	-	-	200,000	266,600	200,000	360,000	35%	
3224210541411	Joint Proj - Mirror Lake Pkwy	-	-	-	-	-			
3224210542200	Vehicles	-	-	-	-	-			
3224210542500	Other Equipment	-	-	-	-	-			
3224320541420	Stormwater Improvements	-	-	15,000	19,995	-		-100%	
3224330541440	Wastewater Plant	-	39,754	85,000	113,305	-	160,000	41%	
3224330542200	Vehicles	-	21,572	-	-	-			
3224440541450	Water & Sewer Pipeline	-	-	110,000	146,630	-	-	-100%	
3224440541455	Lift Stations	-	-	-	-	-			
3224440541480	Hydrant Replacements	-	-	-	-	-	50,000		
3224440542500	Equipment	-	-	-	-	26,690			
3224900542200	Vehicles	-	-	-	-	-			
3226120541201	Connors Road Passive Park	-	10,014	19,000	25,327	18,386		-100%	
3226120541202	Pine Mountain	-	-	-	-	-			
3226120541300	Buildings and Building Improve	-	-	-	-	-			
TOTAL - Capital		-	204,198	777,109	1,035,886	499,104	978,567	-6%	
TRANSFERS									
3229000611300	Transfer to GF Fixed Assets	-	-	-	-	-			
3229000611350	Transfer to Water/Sewer Fund	-	-	-	-	-			
TOTAL - Other Costs		-	-	-	-	-	-		
TOTAL 2016 DOUGLAS CO SPLOST		-	204,278	777,109	1,035,886	499,237	978,567	-6%	

Departmental Budget Requests
Budget Year 2019

FUND 325: TSPLOST

CAPITAL

3254210541410 Street Improvements

TOTAL - Capital

TOTAL TSPLOST

12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES

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Departmental Budget Requests
Budget Year 2019

FUND 335: CAPITAL PROJECTS - ROADS

CAPITAL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
3354210541405	Roads - LMIG	180,452	230,693	175,472	233,904	468,838	180,800	-23%	LMIG projects
TOTAL - Capital		180,452	230,693	175,472	233,904	468,838	180,800	-23%	
TOTAL CAPITAL PROJECTS - ROADS		180,452	230,693	175,472	233,904	468,838	180,800	-23%	

**Departmental Budget Requests
Budget Year 2019**

FUND 350: CAPITAL PROJECTS - GEN FUND

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
CAPITAL									
3501110541100	Sites	144,979	3,897	-	-	-			
3501590542200	Vehicles	-	-	-	-	-	26,000		
3503210541300	Buildings and Building Improve	-	-	-	-	-	12,590		
3503210542200	Vehicles	44,157	93,422	-	-	-	40,198		
3503210542400	Computers	-	-	-	-	-			
3503210542500	Equipment	36,382	-	-	-	-			
3504110542200	Vehicles	-	-	-	-	-	34,500		
3504210541400	Traffic Calming	-	5,000	-	-	-	14,000		
3504210541404	North Loop	94,461	430,791	-	-	134,359			
3504210541405	Fullerville Trailhead	11,902	630,270	-	-	-			
3504210541406	Gateway	60,200	-	-	-	-			
3504210541411	Roads	10,894	-	-	-	-			
3504210541412	Douglas County Shared Paving	30,326	-	-	-	-			
3504320541212	Drainage Improvements	56,049	-	-	-	-			
3504900541300	Avanti Bldg	-	5,660	-	-	-	12,880		
3504900542500	Equipment	-	-	-	-	-	27,599		
3504910542200	Vehicles	-	5,391	-	-	-	-		
3504910542500	Equipment	-	-	-	-	-	107,164		
3506120541202	V-Plex Capital	-	-	-	-	-			
3506120541205	Connors Road Passive park	5,600	-	-	-	-			
3506120541300	Building Roof	32,322	-	-	-	-			
3506120542200	Vehicles	-	-	-	-	-			
3506120542500	Equipment	9,919	8,640	-	-	-	13,162		
3506510541300	Buildings	1,312	45	-	-	-			
3507550542500	Other Equipment	-	-	-	-	-			
TOTAL - Capital		538,504	1,183,116	-	-	134,359	288,093		
TOTAL CAPITAL PROJECTS - GF		538,504	1,183,116	-	-	134,359	288,093		

Departmental Budget Requests
Budget Year 2019

FUND 285: VRPFA SPECIAL REVENUE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
DEBT SERVICE									
					-				
2858000581100	Bond Principal Payments	240,000	245,000	250,000	333,250	-	260,000	-22%	2018 budget was full year's payment - no need to increase to 133%
2858000582100	Interest - Bonds	1,953,850	1,461,138	1,454,938	1,939,432	979,344	1,447,288	-25%	2018 budget was full year's payment - no need to increase to 133%
2858000584000	ISSUANCE COSTS	7,400	-	-	-	-	-		
TOTAL - Debt Service		2,201,250	1,706,138	1,704,938	2,272,682	979,344	1,707,288	-25%	
					-				
TRANSFERS									
					-				
2859000613000	Pay- refunded bd escrow agent	-	-	-	-	-	-		
TOTAL - Other Costs		-	-	-	-	-	-		
TOTAL VRPFA SPECIAL REVENUE		2,201,250	1,706,138	1,704,938	2,272,682	979,344	1,707,288	-25%	

Departmental Budget Requests
Budget Year 2019

FUND 610: SELF-FUNDED INSURANCE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
6101540523970	BANK/CC FEES & ANALYSIS CHGES	-	-	-	-	-			
TOTAL - Services		-	-	-	-	-	-		
OTHER COSTS									
6101540571010	Claims	-	123,807	878,050	1,170,441	325,451	1,367,066	17%	
6101540571040	Wellness	-	-	35,000	46,655	-	20,000	-57%	20k for Screenings
6101540571050	Administrative Fees	-	74,918	297,000	395,901	199,371	473,722	20%	
6101540571060	Premiums	-	49,485	-	-	-	25,000		
TOTAL - Other Costs		-	248,211	1,210,050	1,612,997	524,822	1,885,787	17%	
TOTAL SELF-FUNDED INSURANCE		-	248,211	1,210,050	1,612,997	524,822	1,885,787	17%	

Departmental Budget Requests
Budget Year 2019

FUND 746: TECHNOLOGY FEE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget
								NOTES
CAPITAL								
7463210542500	Other Equipment	-	-	-	-	-	75,000	
TOTAL - Capital		-	-	-	-	-	75,000	
TOTAL TECHNOLOGY FEE		-	-	-	-	-	75,000	

**Departmental Budget Requests
Budget Year 2019**

UTILITY DIRECTOR

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL								
5054115511100 Regular employees						133,742		2 FT employees
5054115511300 Overtime								
5054115512100 Group Insurance						8,389		Based on current insurance selections
5054115512200 Social Security FICA Contrib						10,212		Based on actual payroll
5054115512400 Retirement Contribution						6,007		
5054115512500 50% Match for 457 Contrib						-		Based on current deductions
5054115512700 Worker's compensation						4,070		Based on risk allocation
TOTAL - Personnel	-	-	-	-	-	162,420		
SERVICES								
5054115521200 Professional						150,000		Engineering
5054115521300 Technical						1,000		
5054115522230 m/r vehicles						1,000		
5054115523100 Liability Insurance						2,000		
5054115523210 Phone/Internet						1,500		
5054115523500 Travel						2,000		
5054115523600 Dues and fees						1,500		
5054115523700 Education and training						4,500		
TOTAL - Services	-	-	-	-	-	163,500		
SUPPLIES								
5054115531100 Office Supplies						3,000		
5054115531270 Gasoline/diesel						4,000		
5054115531600 Small Equipment						2,000		Computer for new employee
5054115531700 UNIFORMS						1,000		\$500 per employee
TOTAL - Supplies	-	-	-	-	-	10,000		
TOTAL UTILITY DIRECTOR	-	-	-	-	-	335,920		
	-	-	-	-	-	173,500		Total change without personnel

**Departmental Budget Requests
Budget Year 2019**

WASTEWATER TREATMENT PLANT

PERSONNEL

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5054330511100 Regular employees	273,504	298,598	291,773	388,933	153,845	421,029	8%	9 FT employees
5054330511120 Vacation Pay	10,917	10,447	-	-	3,297			
5054330511130 Sick Leave Pay	7,494	7,320	-	-	4,706			
5054330511300 Overtime	16,290	12,842	8,500	11,331	8,282	16,000	41%	
5054330512100 Group Insurance	55,281	73,402	77,230	102,948	38,860	95,446	-7%	Based on current insurance selections
5054330512200 Social Security FICA Contrib	23,421	25,217	21,451	28,594	12,439	31,281	9%	Based on actual payroll
5054330512400 Retirement Contribution	15,457	22,587	13,929	18,567	9,236	18,401	-1%	
5054330512500 50% Match for 457 Contrib	2,418	3,117	3,000	3,999	1,800	4,421	11%	Based on current deductions
5054330512600 Unemployment Insurance	4,620	-	-	-	-			
5054330512700 Worker's compensation	4,343	5,846	6,700	8,931	5,205	8,628	-3%	Based on risk allocation
TOTAL - Personnel	413,746	459,375	422,583	563,303	237,668	595,206	6%	

SERVICES

5054330521200 Professional	9,642	6,115	10,000	13,330	-	-	-100%	
5054330521300 Technical	3,900	-	-	-	-			
5054330521800 Lab Services	20,809	17,846	15,000	19,995	9,637	20,000	0%	Based on current and prior acutal
5054330522110 Disposal	34,754	59,761	45,000	59,985	24,109	60,000	0%	Based on current and prior acutal
5054330522200 Repairs and maintenance	-	3,093	-	-	-			
5054330522210 m/r buildings	14,618	13,366	10,000	13,330	6,778	14,000	5%	Based on current and prior acutal
5054330522220 m/r equipment	178,421	64,289	145,000	193,285	39,523	100,000	-48%	
5054330522230 m/r vehicles	9,553	12,991	6,000	7,998	2,125	9,000	13%	
5054330522240 M/R GROUNDS	5,629	1,370	1,500	2,000	1,061	2,500	25%	Based on current and prior acutal
5054330522320 Rental of equipment and veh	-	1,527	2,000	2,666	179	1,500	-44%	
5054330523100 Liability Insurance	16,780	18,094	19,170	25,554	12,887	22,000	-14%	
5054330523210 Phone/Internet	20,277	17,787	14,000	18,662	7,098	18,000	-4%	Based on current and prior acutal
5054330523215 postage	250	31	75	100	-	100	0%	
5054330523300 Advertising	-	-	-	-	10			
5054330523400 Printing and binding	-	57	80	107	67	100	-6%	
5054330523500 Travel	175	-	500	667	224	1,500	125%	Training/Conference
5054330523600 Dues and fees	74	58	500	667	-	750	13%	
5054330523700 Education and training	795	3,130	2,000	2,666	1,355	3,500	31%	Training/Conference
5054330523850 CONTRACT LABOR/SLUDGE PICKUP	2,615	-	-	-	-	-		
5054330523910 DRUG TESTING	60	180	400	533	300	500	-6%	
5054330523911 Land Fill Fees	11,006	-	-	-	-	-		
5054330523920 PREEMPLOYMENT PHYSICALS	210	190	-	-	-	-		

WASTEWATER TREATMENT PLANT

101

**Departmental Budget Requests
Budget Year 2019**

WATER TREATMENT PLANT

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5054420511100	Regular employees	129,746	193,855	165,369	220,437	101,846	274,446	25%	5 FT employees + requested FT Lead Operator
5054420511120	Vacation Pay	8,300	6,547	-	-	3,087			
5054420511130	Sick Leave Pay	664	2,627	-	-	696			
5054420511300	Overtime	54,394	31,142	13,000	17,329	14,027	17,000	-2%	
5054420512100	Group Insurance	31,273	57,220	45,838	61,102	28,072	73,944	21%	Based on current insurance selections
5054420512200	Social Security FICA Contrib	13,783	17,115	12,651	16,864	8,808	20,995	24%	Based on actual payroll
5054420512400	Retirement Contribution	12,503	16,529	8,140	10,851	5,131	12,350	14%	
5054420512500	50% Match for 457 Contrib	-	1,637	2,800	3,732	1,970	4,482	20%	Based on current deductions
5054420512700	Worker's compensation	6,913	3,311	4,000	5,332	9,542	5,791	9%	Based on risk allocation
TOTAL - Personnel		257,699	330,107	251,798	335,647	173,178	409,008	22%	

SERVICES

5054420521200	Professional	3,515	73,838	10,000	13,330	6,936	-	-100%	
5054420521800	Lab Services	21,740	20,762	20,000	26,660	3,375	28,300	6%	includes UCMR4 testing
5054420522200	Repairs and maintenance	5,236	-	-	-	-	-		
5054420522210	m/r buildings	32,249	10,099	10,000	13,330	9,547	20,000	50%	
5054420522220	m/r equipment	96,725	82,962	10,000	13,330	16,643	47,720	258%	includes preventative maintenance that was not budgeted for last year
5054420522230	m/r vehicles	2,008	2,832	2,400	3,199	1,326	2,800	-12%	Based on prior year
5054420522240	M/R GROUNDS	396	22	500	667	48	500	-25%	
5054420523100	Liability Insurance	-	2,082	2,460	3,279	1,654	2,460	-25%	
5054420523210	Phone/Internet	2,560	5,978	4,800	6,398	2,447	6,400	0%	
5054420523215	postage	558	294	300	400	258	1,894	374%	includes sending UCMR4 samples to lab: estimated, along with algae samples
5054420523400	Printing and binding	-	420	-	-	-	420		annual CCR
5054420523500	Travel	-	-	1,000	1,333	-	660	-50%	
5054420523600	Dues and fees	710	635	1,000	1,333	1,249	1,505	13%	includes license testing and conference attendance
5054420523700	Education and training	564	1,641	2,000	2,666	-	3,500	31%	2019 is license renewal year
5054420523820	WATER TANK MAINTENANCE	24,914	24,914	25,000	33,325	24,914	33,000	-1%	Annual contract
5054420523910	tipping fees/landfill	-	-	250	333	-	-	-100%	
5054420523920	PREEMPLOYMENT PHYSICALS	360	200	-	-	-	150		
TOTAL - Services		191,534	226,679	89,710	119,583	68,396	149,309	25%	

SUPPLIES

**Departmental Budget Requests
Budget Year 2019**

WATER TREATMENT PLANT

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED	% Change from 133% of 2018 Budget	NOTES
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget		
5054420531100	Office Supplies	10,473	1,437	1,000	1,333	1,018	3,000	125%	includes coffee services as well as office supplies
5054420531110	Chemicals	19,849	91,767	60,000	79,980	42,770	149,377	87%	includes earthtec: chem use estimated high to cover possible cost or use increase
5054420531210	Water/Sewerage	-	-	-	-	56	-		
5054420531230	Electricity	69,046	64,354	40,000	53,320	30,329	65,000	22%	Based on prior and current year
5054420531240	Bottled Gas	936	221	100	133	86	250	88%	
5054420531270	Gasoline/diesel	698	941	1,000	1,333	348	1,330	0%	
5054420531510	water purchases	994,576	446,584	432,000	575,856	104,468	405,000	-30%	
5054420531600	Small Equipment	4,326	8,683	10,000	13,330	2,438	9,400	-29%	
5054420531700	Uniforms	599	1,703	750	1,000	107	3,000	200%	\$500 per employee
5054420531710	Operating Supplies	14,461	20,345	17,500	23,328	1,938	12,000	-49%	
TOTAL - Supplies		1,114,965	636,037	562,350	749,613	183,559	648,357	-14%	

CAPITAL

5054420541300	Buildings	20,400	-	-	-	-			
5054420541303	Water Plant Roof	-	-	-	-	-			
5054420542200	Wtr Plt Vehicles	-	-	22,000	29,326	21,399		-100%	
5054420542500	Water Plant Equipment	54,245	48,166	1,000,000	1,333,000	-		-100%	
5054420549999	Capital Outlay Distributed	(73,514)	(55,816)	(1,022,000)	(1,362,326)	-		-100%	
TOTAL - Capital		1,131	(7,650)	-	-	21,399	-		

INTERFUND

5054420552200	CLAIMS	-	-	3,750	4,999	-	5,000	0%	
TOTAL - Interfund		-	-	3,750	4,999	-	5,000	0%	

OTHER COSTS

5054420561000	Depreciation	51,466	54,056	40,170	53,547	26,780	61,000	14%	
TOTAL - Other Costs		51,566	54,156	40,170	53,547	26,780	61,000	14%	

TOTAL WATER TREATMENT		1,616,895	1,239,329	947,778	1,263,388	473,312	1,272,674	1%	
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695,980	927,741	300,134	863,666	-6.9%	Total change without personnel
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**Departmental Budget Requests
Budget Year 2019**

DISTRIBUTION & COLLECTION

PERSONNEL

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5054440511100	Regular employees	307,253	356,920	282,005	375,913	187,956	477,626	27%	12 full-time employees (including one requested) + 2 seasonal employees
5054440511120	Vacation Pay	12,015	12,379	-	-	2,478			
5054440511130	Sick Leave Pay	6,908	6,526	-	-	6,087			
5054440511300	Overtime	18,640	25,634	13,000	17,329	24,216	40,000	131%	
5054440512100	Group Insurance	57,529	98,361	94,057	125,378	49,130	116,990	-7%	Based on current insurance selections
5054440512200	Social Security FICA Contrib	22,573	26,959	19,833	26,437	13,812	35,295	34%	Based on actual payroll
5054440512400	Retirement Contribution	12,314	20,156	12,846	17,124	11,288	19,538	14%	
5054440512500	50% Match for 457 Contrib	1,623	934	2,200	2,933	493	2,236	-24%	Based on current deductions
5054440512700	Worker's compensation	15,805	6,958	8,400	11,197	-	20,554	84%	Based on risk allocation
TOTAL - Personnel		454,791	554,958	432,341	576,311	295,461	712,240	24%	

SERVICES

5054440521200	Professional	12,646	18,636	181,251	241,608	23,006	-	-100%	
5054440521300	Technical	2,128	1,231	1,500	2,000	840	2,000	0%	
5054440522200	m/r infrastructure	-	23,636	23,250	30,992	9,711	81,000	161%	Line repairs
5054440522210	m/r buildings	1,189	324	-	-	25			
5054440522220	m/r equipment	7,814	10,733	1,500	2,000	5,027	12,000	500%	Based on prior and current actuals
5054440522230	m/r vehicles	37,712	18,926	9,750	12,997	7,992	16,000	23%	Based on prior and current actuals
5054440522320	Rental of equipment and veh	-	75	-	-	93	200		
5054440523100	Liability Insurance	5,830	5,257	5,513	7,349	3,706	7,351	0%	
5054440523210	Phone/Internet	5,681	6,189	4,000	5,332	2,701	5,333	0%	
5054440523215	postage	541	579	500	667	120	600	-10%	
5054440523400	Printing and binding	110	315	300	400	755	1,000	150%	
5054440523500	Travel	-	577	500	667	238	2,000	200%	Increased for training/classes
5054440523600	Dues and fees	3,147	2,903	3,500	4,666	2,861	4,667	0%	
5054440523700	Education and training	7,752	3,058	3,000	3,999	2,205	4,000	0%	
5054440523850	Contract labor	-	2,000	2,000	2,666	4,255	4,000	50%	Contractor helps with line locates
5054440523910	DRUG TESTING	140	55	600	800	300	800	0%	
5054440523920	PREEMPLOYMENT PHYSICALS	60	190	-	-	-			
TOTAL - Services		84,751	94,684	237,164	316,140	63,835	140,951	-55%	

SUPPLIES

5054440531100	Office Supplies	4,345	4,127	3,000	3,999	2,486	4,500	13%	Based on prior and current actuals
5054440531210	Water/Sewerage	-	-	-	-	-			

795,519	1,060,427	556,700	945,451	-10.8%	Total change without personnel
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Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
CDBG		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
SERVICES									
5054441521200	Professional	34,405	9,385	-	-	-	-		
5054441523300	Advertising	420	170	-	-	-	-		
TOTAL - Services		34,825	9,555	-	-	-	-		
						-			
CAPITAL						-			
5054441541420	CDBG Waterline	-	-	-	-	-	-		
TOTAL - Capital		-	-	-	-	-	-		
TOTAL CDBG		34,825	9,555	-	-	-	-		

Departmental Budget Requests
Budget Year 2019

STORMWATER

PERSONNEL

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5064320511100 Regular employees	75,063	84,546	66,887	89,160	39,776	98,030	10%	2 FT employees
5064320511120 Vacation Pay	1,853	4,205	-	-	2,134			
5064320511130 Sick Leave Pay	472	1,202	-	-	1,017			
5064320511300 Overtime	-	-	100	133	-	133	0%	
5064320512100 Group Insurance	17,273	24,826	23,836	31,773	15,357	31,547	-1%	Based on current insurance selections
5064320512200 Social Security FICA Contrib	5,655	5,758	5,117	6,821	2,997	7,499	10%	Based on actual payroll
5064320512400 Retirement Contribution	4,391	4,317	3,344	4,458	2,052	4,411	-1%	
5064320512500 50% Match for 457 Contrib	513	63	-	-	-	-		Based on current deductions
5064320512700 Worker's compensation	600	1,964	2,400	3,199	2,442	4,367	37%	Based on risk allocation
TOTAL - Personnel	105,819	126,880	101,684	135,545	65,776	145,988	8%	

SERVICES

5064320521200 Professional	4,900	5,900	7,500	9,998	4,900	10,000	0%	For State and Federal mandates issued by the Environmental Protection Division (10k).
5064320522210 m/r buildings	-	12	-	-	-			
5064320522220 m/r equipment	5,329	-	-	-	-	-		
5064320522230 m/r vehicles	2,602	1,222	1,500	2,000	332	2,000	0%	Maintenance on two (2) 4x4 trucks
5064320523100 Liability Insurance	559	603	645	860	434	860	0%	
5064320523210 Phone/Internet	2,593	2,158	1,600	2,133	1,134	2,133	0%	
								Educational mailouts as outlined in the stormwatermanagement plan. Mailout questionnaires to industries.
5064320523215 postage	283	231	350	467	52	500	7%	
5064320523300 Advertising	-	-	-	-	-			
								Mandated in the Phase II MS4 Stormwater Management Plan to print educational brochures/Flyers and submit in with water bills in Spring and Fall.
5064320523400 Printing and binding	366	1,706	1,800	2,399	-	2,400	0%	
5064320523500 Travel	5	-	300	400	-	400	0%	
								Stormwater Technician to obtain State GSWCC Red Card Certification, Flagging Certification, Trenching and Excavation, Various MS4 training for staff.
5064320523700 Education and training	305	90	1,250	1,666	150	1,667	0%	

Departmental Budget Requests
Budget Year 2019

STORMWATER

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5064320523850 Contract labor	31,286	14,956	30,000	39,990	10,121	23,330	-42%	Required Long- Term Water Quality Monitoring and Biological Assessments of streams per the West Wastewater Reclamation Facility permit. CCR Environmental. Inc.
5064320523930 Document Shredding	30	44	60	80	46	80	0%	
TOTAL - Services	48,259	26,923	45,005	59,992	17,168	43,370	-28%	

SUPPLIES

5064320531100 Office Supplies	783	779	750	1,000	324	1,000	0%	General office supplies
5064320531220 Natural Gas	105	49	170	227	93	227	0%	
5064320531230 Electricity	933	1,340	1,400	1,866	315	1,500	-20%	Two (2) Ford F150 4x4 trucks Back pack blower, New light bar for 2004 Ford F150, new computer
5064320531270 Gasoline/diesel	2,492	4,761	3,000	3,999	2,219	4,000	0%	
5064320531600 Small Equipment	619	1,859	2,000	2,666	459	3,500	31%	\$500 per employee Loads of rip-rap rock, culvert pipe, steel manhole lids, concrete, etc.
5064320531700 UNIFORMS	983	1,119	750	1,000	548	1,000	0%	
5064320531710 Operating Supplies	3,874	3,061	3,750	4,999	186	5,000	0%	
TOTAL - Supplies	9,789	12,968	11,820	15,756	4,143	16,227	3%	
TOTAL STORMWATER	163,867	166,771	158,509	211,292	87,086	205,585	-3%	

56,825	75,748	21,310	59,597	-21.3%	Total change without personnel
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**Departmental Budget Requests
Budget Year 2019**

SANITATION & SOLID WASTE

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
PERSONNEL									
5404500511100	Regular employees	88,231	94,343	158,140	210,801	89,190	188,351	-11%	6 FT employees
5404500511120	Vacation Pay	1,937	3,110	-	-	2,613			
5404500511130	Sick Leave Pay	3,424	4,575	-	-	1,755			
5404500511300	Overtime	1,137	4,209	800	1,066	2,754	6,000	463%	
5404500512100	Group Ins	23,674	32,159	48,318	64,408	24,641	64,185	0%	Based on current insurance selections
5404500512200	Social Security FICA Contrib	7,006	8,092	11,906	15,871	7,095	14,294	-10%	Based on actual payroll
5404500512400	Retirement Contribution	8,676	9,989	7,782	10,373	7,183	8,408	-19%	
5404500512500	50% Match for 457 Contrib	968	1,394	1,100	1,466	796	895	-39%	Based on current deductions
5404500512700	Worker's compensation	9,354	6,792	8,000	10,664	12,125	11,809	11%	Based on risk allocation
TOTAL - Personnel		144,407	164,662	236,046	314,649	148,153	293,942	-7%	

SERVICES

5404500522110	Disposal (garbage pickup)	582,608	623,048	486,992	649,160	277,030	650,595	0%	3% CPI increase for 1/2 of year
5404500522220	m/r equipment	12,374	11,862	5,000	6,665	5,143	12,000	80%	
5404500522230	m/r vehicles	24,657	36,516	15,000	19,995	19,919	20,000	0%	
5404500522320	Rental of equipment and veh	-	-	-	-	-	-		
5404500523100	Liability Insurance	5,922	6,031	6,390	8,518	4,296	8,000	-6%	
5404500523210	Phone/Internet	1,681	1,816	1,800	2,399	939	1,800	-25%	
5404500523215	postage	-	-	-	-	-	-		
5404500523400	Printing and binding	-	-	-	-	-	-		
5404500523700	Education and training	-	-	2,000	2,666	-	2,000	-25%	
5404500523910	DRUG TESTING	-	40	250	333	-	250	-25%	
5404500523940	Tipping Fees	44,038	75,650	80,000	106,640	41,406	105,000	-2%	Increases began in late 2017
TOTAL - Services		671,281	754,962	597,432	796,377	348,733	799,645	0%	

SUPPLIES

5404500531100	Office Supplies	448	358	300	400	342	1,000	150%	
5404500531230	Electricity	7,324	3,808	4,500	5,999	505	2,500	-58%	
5404500531270	Gasoline/diesel	9,591	11,074	13,250	17,662	8,683	15,000	-15%	
5404500531600	Small Equipment	-	-	500	667	-	500	-25%	
5404500531700	Uniforms	2,061	2,356	1,800	2,399	1,118	3,000	25%	\$500 per employee
5404500531710	Operating Supplies	63	625	8,000	10,664	771	4,000	-62%	
TOTAL - Supplies		19,488	18,221	28,350	37,791	11,418	26,000	-31%	

CAPITAL

Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
SANITATION & SOLID WASTE		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
5404500542500	Other Equipment	-	-	-	-	-	-		
5404500549999	Capital Outlay	-	-	-	-	-	-		
TOTAL - Capital		-	-	-	-	-	-		
					-				
OTHER COSTS					-				
5404500561000	Depreciation	4,667	9,232	58,100	77,447	38,733	64,714	-16%	
5404500574010	BAD DEBTS WRITTEN OFF	5,859	-	-	-	-	-		
TOTAL - Other Costs		10,526	9,232	58,100	77,447	38,733	64,714	-16%	
TOTAL SOLID WASTE		845,703	947,077	919,928	1,226,264	547,037	1,184,301	-3%	
				683,882	911,615	398,885	890,359	-2.3%	Total change without personnel

Departmental Budget Requests
Budget Year 2019

		12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
OTHER		2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
CUSTODY OF PRISONERS					-				
1003226571000	Intergovernmental	26,110	9,170	8,500	11,331	3,080	11,500	1%	Jail fees
1003226552200	CLAIMS	-	5,644	-	-	2,600	8,000		Medical bills for inmates
TOTAL - Custody of Prisoners		26,110	14,814	8,500	11,331	5,680	19,500	72%	
					-				
FIRE					-				
1003520571000	Intergovernmental	348,856	373,791	374,000	498,542	-	392,000	-21%	Douglas County - Fire
TOTAL - Fire		348,856	373,791	374,000	498,542	-	392,000	-21%	
					-				
ANIMAL CONTROL					-				
1003910572000	Payment to other agencies	64,275	51,666	53,200	70,916	35,452	70,000	-1%	Douglas County - Animal
TOTAL - Animal Control		64,275	51,666	53,200	70,916	35,452	70,000	-1%	
					-				
OPERATING TRANSFERS - GENERAL FUND					-				
1009000611020	OPERATING TRANSFER	563,000	-	-	-	-	-		
1009000611021	Transfer to GF Capital Project	598,302	743,053	-	-	-	288,093		
1009000611031	Transfer to Capital - Roads	199,227	48,748	-	-	-	-		
1009000611140	Transfer to Public Fac. Auth.	857,886	597,148	-	-	-	-		
1009000611506	Operating Transf to Stormwater	-	-	-	-	-	205,585		
1009000611540	Operating Trans to Solid Waste	-	-	77,500	103,308	-	-	-100%	
TOTAL - Operating Transfers - GF		2,218,415	1,388,949	77,500	103,308	-	493,678	378%	
					-				
DEBT SERVICE - WATER/SEWER FUND					-				
5058000582301	GEFA Interest	5,688	5,029	81,000	107,973	2,261	108,000	0%	Includes new loan of \$5m
5058000583000	Fiscal agent fees	7,500	6,000	7,500	9,998	2,000	7,500	-25%	Bond agent
TOTAL - Debt Service - W/S		13,188	11,029	88,500	117,971	4,261	115,500	-2%	
					-				
OPERATING TRANSFERS - WATER/SEWER FUND					-				
5059000611035	Transfer Out - VRPFA	852,994	1,109,130	1,704,938	2,272,682	1,463,294	1,707,388	-25%	Debt Service
5059000611110	Operating Trans to General FD	574,990	656,637	755,763	1,007,432	485,282	1,064,216	6%	Shared Allocation Calculation
TOTAL - Operating Transfers - W/S		1,427,984	1,765,767	2,460,701	3,280,114	1,948,576	2,771,604	-16%	
					-				
OPERATING TRANSFERS - SANITATION & SOLID WASTE FUND					-				
5409000611020	OPERATING TRANSFER	11,000	-	-	-	-	-		
5409000611110	Operating Tran to General FD	98,530	110,878	93,401	124,504	62,267	108,115	-13%	Shared Allocation Calculation

Departmental Budget Requests
Budget Year 2019

OTHER

	12/31/2016	12/31/2017	12/31/2018	9/30/2018	6/30/2018	PROPOSED		
	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	133% of 2018 BUDGET	2018 YTD (6 months)	2019 Requested Budget	% Change from 133% of 2018 Budget	NOTES
TOTAL - Operating Transfers - S/SW	109,530	110,878	93,401	124,504	62,267	108,115	-13%	

City of Villa Rica
 Requested Positions
 October 1, 2018 - September 30, 2019

The following requested positions have been tentatively added to the 2019 budget.

ADDITIONS

Title	Department	Full or Part-Time	Delay?	Total Cost for FY 2019
General Fund				
Assistant to City Manager	City Manager	Full	6 months	\$ 26,797.42
Meter Technician	Customer Service	Full	6 months	\$ 22,986.06
Human Resources Clerk	Human Resources	Part	3 months	\$ 13,688.36
Assistant Clerk of Court	Court	Full	---	\$ 48,017.42
Lieutenant - Patrol	Police	Full	---	\$ 86,256.64
Police Officer	Police	Full	3 months	\$ 44,150.01
Police Officer	Police	Full	6 months	\$ 29,433.34
School Resource Officer	Police	Full	---	\$ 29,433.34
Maintenance Technician	Grounds	Full	6 months	\$ 24,008.71
Planning & Zoning Specialist	Community Dev.	Full	6 months	\$ 40,891.81
Licensing & Permitting Clerk	Community Dev.	Part	3 months	\$ 13,688.36
Total General Fund				\$ 379,351.48

Water and Sewer Fund				
Superintendent	Utility Director	Full	6 months	\$ 42,283.50
Lead Operator	Water	Full	---	\$ 64,460.74
Total Water and Sewer Fund				\$ 106,744.24

GRAND TOTAL OF ADDED POSITIONS				\$ 486,095.71
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City of Villa Rica
Upgraded Positions
October 1, 2018 - September 30, 2019

The following positions have been tentatively upgraded in the 2019 budget.

UPGRADES

Current Title	Requested Title Change	Department	Estimated Cost
General Fund			
School Resource Corporal	School Resource Sergeant	Police	\$ 6,639.36
Senior Library Assistant	Assistant Library Manager	Library	\$ 7,721.60
Total General Fund			\$ 14,360.96

Water and Sewer Fund			
Equipment Operator	Crew Leader	Dist & Collection	\$ 3,256.50
Equipment Operator	Crew Leader	Dist & Collection	\$ 3,256.50
Backflow Coordinator	Administrative Assist/ Backflow Coordinator	Dist & Collection	\$ 2,812.00
Total Water and Sewer Fund			\$ 9,325.00

GRAND TOTAL OF UPGRADED POSITIONS			\$ 23,685.96
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Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Administration			
City Manger	1.0	-	1.0
Assistant to City Manager	-	1.0	1.0
City Clerk	1.0	-	1.0
Human Resources Director	1.0	-	1.0
Human Resources Clerk	-	0.5	0.5
IT Director	1.0	-	1.0
Total Administration	4.0	1.5	5.5
Finance			
Chief Financial Officer	1.0	-	1.0
Assistant Finance Director	1.0	-	1.0
Accounts Payable Clerk	1.0	-	1.0
Finance Clerk	1.0	-	1.0
Receptionist	1.0	-	1.0
Customer Service			
Customer Service Manager	1.0	-	1.0
Meter Technician	1.0	1.0	2.0
Customer Service Rep	2.0	-	2.0
Total Finance	9.0	1.0	10.0
Community Development			
Community Development Director	1.0	-	1.0
Planning & Zoning Specialist	1.0	-	1.0
Permitting & Licensing Specialist	1.0	-	1.0
Permitting & Licensing Clerk	-	0.5	0.5
Administrative Assistant	1.0	-	1.0
Building Insepctor	1.2	-	1.2
Code Enforcement			
Code Compliance Specialist	3.2	-	3.2
Total Community Development	8.4	0.5	8.9
Economic Development			

Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Director of Economic Development	1.0	-	1.0
Tourism & Main Street			
Main Street Manager	1.0	-	1.0
Tourism Manager	1.0	-	1.0
Tourism & Main Street Coordinator	1.0	-	1.0
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	1.5	-	1.5
Total Economic Development	8.5	-	8.5
Judicial			
Clerk of Court	1.0	-	1.0
Assistant Clerk of Court	-	1.0	1.0
Total Judicial	1.0	1.0	2.0
Public Safety			
Police Chief	1.0	-	1.0
Captain - CID	1.0	-	1.0
Captain - Patrol	1.0	-	1.0
Lietenant	-	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	3.0	-	3.0
Corporal/SRO	1.0	(1.0)	-
Sergeant	5.0	-	5.0
Sergeant/SRO	-	1.0	1.0
Detective /Sergeant	1.0	-	1.0
Detective	4.0	-	4.0

Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Drug Task Officer	1.0	-	1.0
Police Officer	20.0	2.0	22.0
Police Officer/K-9	1.0	-	1.0
Police Officer/SRO	4.0	1.0	5.0
Police Officer/Court Specialist	2.0	-	2.0
Training Officer	1.0	-	1.0
Community Service			
Guard	0.7	-	0.7
Total Public Safety	53.7	4.0	57.7
Public Works			
Public Works Director	1.0	-	1.0
Deputy Public Works Director	1.0	-	1.0
Streets			
Streets/Solid Waste Manager	1.0	-	1.0
Equipment Operator	2.0	-	2.0
Technician	4.0	-	4.0
Building & Fleet Maintenance			
Maintenance Manager	1.0	-	1.0
Maintenance Technician	1.0	-	1.0
Mechanic	1.0	-	1.0
Custodian	2.0	-	2.0
Grounds Maintenance			
Maintenance Manager	1.0	-	1.0
Maintenance Technician	3.0	1.0	4.0
Total Public Works	18.0	1.0	19.0
Parks, Recreation & Leisure Services			
Director of Parks and Recreation	1.0	-	1.0
Athletic Manager	1.0	-	1.0
Administrative Manager	1.0	-	1.0
Receptionist/Gold Dust	1.0	-	1.0

Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Programs Manager	1.0	-	1.0
Recreation Leader	1.0	-	1.0
Soccer Coordinator	0.5	-	0.5
Program Leader	0.5	-	0.5
Program Assist	0.7	-	0.7
Field Maintenance	0.5	-	0.5
Athletic Assistant	0.5	-	0.5
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
Library			
Library Manager	1.0	-	1.0
Assistant Library Manager	-	1.0	1.0
Sr. Library Assistant	1.0	(1.0)	-
Library Assistant	6.0	-	6.0
Total Parks, Recreation & Leisure Services	20.3	-	20.3
TOTAL GENERAL FUND	122.9	9.0	131.9
WATER AND SEWER FUND			
Utility Director			
Utility Director	1.0	-	1.0
Administrative Assistant	1.0	-	1.0
Total Utility Director	2.0	-	2.0
Wastewater Treatment Plant			
Wastewater Plant Mgr	1.0	-	1.0
Lead Operator	1.0	-	1.0
Lead Mechanic Wastewater	1.0	-	1.0
Lab Analyst	1.0	-	1.0

Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Class III Operator	1.0	-	1.0
FOG/Pretreatment	1.0	-	1.0
Operator in Training	2.0	-	2.0
Mechanic	1.0	-	1.0
Total Wastewater Treatment Plant	9.0	-	9.0
Water Treatment Plant			
Water Plant Manager	1.0	-	1.0
Lead Operator	-	1.0	1.0
Operator I	1.0	-	1.0
Class II Operator	2.0	-	2.0
Class III Operator	1.0	-	1.0
Total Water Treatment Plant	5.0	1.0	6.0
Distribution & Collection			
Utility Superintendent	-	1.0	1.0
Distribution & Collection Manager	1.0	-	1.0
Crew Leader	-	2.0	2.0
Equipment Operator	4.0	(2.0)	2.0
Backflow Coordinator	1.0	(1.0)	-
Administrative Assistant	-	1.0	1.0
Utility Locator	1.0	-	1.0
Technician	5.0	-	5.0
Total Distribution & Collection	12.0	1.0	13.0
Total Water & Sewer Fund	28.0	2.0	30.0
STORMWATER FUND			
Stormwater			
Stormwater Supervisor	1.0	-	1.0
Stormwater Technician	1.0	-	1.0
Total Stormwater	2.0	-	2.0
Total Stormwater Fund	2.0	-	2.0
SANITATION & SOLID WASTE FUND			

Position No.	Full-Time Equivalents (FTEs)		
	2018 Current Positions	2019 Requested Positions	2019 Total Positions
Solid Waste			
Technician	6.0	-	6.0
Total Sanitation	6.0	-	6.0
Total Sanitation & Solid Waste Fund	6.0	-	6.0
TOTAL UTILITY FUNDS	36.0	2.0	38.0
GRAND TOTAL	158.9	11.0	169.9