

# CITY OF LOCUST GROVE

## WORKSHOP MEETING AGENDA

JANUARY 21, 2014

7:00 P.M.

3644 HIGHWAY 42

LOCUST GROVE, GEORGIA 30248

CALLED TO ORDER ..... MAYOR ROBERT PRICE

INVOCATION ..... COUNCILMAN JAMES ROSSER

PLEDGE OF ALLEGIANCE ..... COUNCILMAN SAMMY BROWN

PUBLIC COMMENTS

PUBLIC HEARING ITEMS

- NO ITEMS

ACTION ITEMS

1. RESOLUTION TO APPROVE RFP FOR WEST POND CLOSURE
2. RESOLUTION TO REVISE RFP FOR MASTER PLAN OF JOINT PUBLIC SAFETY FACILITY
3. RESOLUTION FOR ENGINEERING SERVICES - TRANSPORTATION PROJECTS
4. ORDINANCE TO AMEND FY 2013 BUDGET 4<sup>TH</sup> QUARTER (REVISED)

CITY OPERATIONS REPORTS

MAIN STREET PROGRAM ..... MALLORY RICH

- CERTIFIED LOCAL GOVERNMENT PROGRAM

ADMINISTRATION DEPARTMENT ..... MR. TIM YOUNG

- EL FOGON
- FINANCIAL UPDATES

PUBLIC SAFETY OPERATIONS ..... CHIEF JESSE PATTON

PUBLIC WORKS OPERATIONS ..... MR. JACK ROSE

CITY MANAGER'S COMMENTS - MR. TIM YOUNG

MAYOR'S COMMENTS - MAYOR ROBERT PRICE

EXECUTIVE SESSION - (IF NEEDED)

ADJOURN

POSTED AT CITY HALL - January 15, 2014 @ 10:00 AM

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY OF LOCUST GROVE ("CITY") TO AUTHORIZE THE COMMUNITY DEVELOPMENT DIRECTOR TO SEEK PROPOSALS FROM QUALIFIED APPLICANTS FOR GRADING AND OTHER LAND DISTURBANCE ACTIVITIES; AUTHORIZING MAYOR TO SIGN ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; AUTHORIZING CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Locust Grove ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City is authorized pursuant to Charter Section 1.12 to enter into contracts and agreements with other governments and entities and with persons, firms, and corporations; and

WHEREAS, the City finds it necessary to retain a qualified contractor for grading and other land disturbing activities; and

WHEREAS the City desires to have the City Manager release a Request for Proposal (RFP) as evidenced in Exhibit "A" for advertising to seek the qualified firms for final selection by the Mayor and Council; and

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Authorization.** The Council does hereby authorize the Community Development Director to release a RFP document as attached hereto and incorporated herein as Exhibit "A" for advertisement and for the Council to select a qualified contractor for grading and other work associated with land disturbance.
2. **Approval of Execution.** The Mayor is further authorized and directed to execute all necessary documentation to effectuate this resolution.
3. **Documents.** The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this resolution, subject to approval as to form by the City Attorney.
4. **Compliance.** The RFP will reference that firms chosen for final selection shall ensure that its performance for the City complies with House Bill 87 enacted in 2011 by the Georgia General Assembly.
5. **Severability.** To the extent any portion of this resolution is declared to be invalid unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
6. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent

they are inconsistent with this resolution.

7. **Effective Date.** This resolution shall take effect immediately.

RESOLUTION adopted this 21<sup>st</sup> day of January, 2014.

**THE CITY OF LOCUST GROVE, GEORGIA**

**BY:** \_\_\_\_\_  
ROBERT PRICE, Mayor

Attest:

\_\_\_\_\_  
TRACEY SULLIVAN, City Clerk

[SEAL]

**EXHIBIT "A"**  
**RFP TO BE ADVERTISED FOR SELECTION**  
**OF QUALIFIED SOLID WASTE COLLECTION AND DISPOSAL FIRMS**

**EXHIBIT "A"**  
**RFP TO BE ADVERTISED FOR SELECTION OF QUALIFIED GRADING  
CONTRACTORS TO PERFORM WORK AT THE OXIDATION POND SITE**

January 17, 2014

**REQUEST FOR PROPOSALS  
For GRADING CONTRACTORS FOR GRADING WORK  
For CITY OF LOCUST GROVE OXIDATION POND**

**PURPOSE**

This Request for Proposal (RFP) is to procure the services of a qualified Licensed Grading Contractor to perform grading work at the City of Locust Grove's Oxidation Pond along Stanley K. Tanger Boulevard.

**SCOPE OF WORK**

Work generally consists of filling in the lower oxidation pond, as depicted in the plans entitled *Erosion and Sediment Control Plans for City of Locust Grove Oxidation Pond Removal Phase 2*, dated March 1, 2013, prepared by Sean Paul Hayes of Falcon Design Consultants. Work may include the following:

- Grading
- Supplying fill dirt
- Installation and Maintenance of Erosion and Sedimentation Control Best Management Practices ("BMPs")
- Stabilize and grade upper pond (Phase 1)
- Remove all rock and other debris from final grade of all disturbed areas.
- Hydroseed all disturbed areas with a seasonally-appropriate grass

**PROPOSAL SUBMISSION**

Submit four (4) copies of your sealed proposal, including the Bid Form to the following:

Mail	-OR-	Delivery
City of Locust Grove Community Development Dept. ATTN: Bert Foster, Director PO Box 900 Locust Grove, Georgia 30248		City of Locust Grove Community Development Dept. ATTN: Bert Foster, Director 3644 Georgia 42 Locust Grove, Georgia 30248

Proposals must be received by February 21, 2014 at 11:00 AM, when they will be opened in the Mayor's office in City Hall. Proposals received after the submission deadline, as determined by the clock in the Mayor's office, will not be accepted.

**PROPOSAL SCOPE**

Proposals shall include, at a minimum, the following information:

1. Statement of Qualification, including company history, financial information, and a list of customers. Reference list of customers shall include contact information. Financial information shall include letters of reference from banking institution, bonding capability, and credit references.

2. A lump sum price to perform the scope of work.
3. Bid bond guarantee equal to 5% of the bid price; performance and payment bonds equal to 100% of the contract price.
4. Proposed schedule to complete the scope of work. The work must be complete by August 31, 2014.
5. Acknowledgement of receipt and examination of the Bidding Documents and any Addenda.

Proposals shall be signed by an authorized Corporate Officer and shall include corporate seal. All detailed and backup documentation shall be included as a part of the proposal in a single envelope, and shall be identified by the City of Locust Grove's project number: **COLG14-PROJ-1**.

#### PRE-BID CONFERENCE

A mandatory pre-bid conference will be held at Locust Grove City Hall 3644 Georgia 42, Locust Grove, Georgia 30248, on February 7, 2014, 10:00am.

#### LABOR STANDARDS

The selected Contractor shall comply with the Georgia Security and Immigration Compliance Act (GSICA), by registering with, and participating in, a federal work authorization program (currently "E-Verify") to verify work eligibility of all new employees.

The selected Contractor shall be required to execute an affidavit attesting of its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the contractor will continue to use the federal work authorization program throughout the contract period and the contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

#### EQUAL EMPLOYMENT OPPORTUNITY

The selected Contractor shall comply with the Equal Employment Opportunity, Executive Order 11246, as amended, prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin.

#### BASIS OF AWARD

A committee will review the proposals and evaluate them based on the following criteria, with a weighting factor as indicated. The Contractor with the highest final score shall then be recommended to the City Council for award:

- Firm reputation, experience, financial stability: 45%
- Lump Sum Price to perform the Work: 45%
- Schedule to complete the Work: 10%

Incomplete proposals, inaccurate or misleading information, unsupported claims, or the inability to provide the required bonding shall be basis for disqualification. The City of Locust Grove reserves the right to reject any or all proposals, and to waive technicalities and informalities.

#### **BIDDING DOCUMENTS**

To obtain copies of the Construction Drawings and any issued Addenda, and be added to the list of General Contractors, contact the following. Fees for documents are non-refundable:

LDI Repro Printing Center  
456 Industrial Blvd, Suite A  
McDonough, GA 30253  
770.954.1805

Any questions regarding the Proposal and the Construction Drawings shall be directed to Bert Foster, Locust Grove Community Development Director, [bfoster@locustgrove-ga.gov](mailto:bfoster@locustgrove-ga.gov) or call 770.652.2321.

Questions shall be accepted until February 13, 2014, 10:00am. Responses to questions, in the form of Addenda, shall be made available to the list of General Contractors by February 14, 2014, 12noon.

**END OF REQUEST**

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY OF LOCUST GROVE (“CITY”) TO AUTHORIZE THE CITY MANAGER TO SEEK PROPOSALS FROM QUALIFIED APPLICANTS FOR MASTER PLANNING AND PRELIMINARY CONCEPT DESIGN OF THE JOINT PUBLIC SAFETY FACILITY LOCATED ON THE LOCUST GROVE MUNICIPAL COMPLEX; AUTHORIZING MAYOR TO SIGN ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; AUTHORIZING CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City is authorized pursuant to Charter Section 1.12 to enter into contracts and agreements with other governments and entities and with persons, firms, and corporations; and

WHEREAS, the City finds it necessary to retain a qualified architectural-land planning-engineering firm for the development of a master plan and preliminary architectural and engineering concept documents for the Joint Public Safety Facility located on the historic City’s Municipal Complex at 3644 Highway 42, Locust Grove, Georgia; and

WHEREAS the City desires to have the Interim City Manager produce a Request for Proposal (RFP) meeting requirements of a historically-sensitive master planning process as evidenced in Exhibit “A” for advertising to seek the qualified firms for final selection by the Mayor and Council; and

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Authorization.** The Council does hereby authorize the City Manager to produce a RFP document meeting requirements of a historically-sensitive master planning process as attached hereto and incorporated herein as Exhibit “A” for advertisement and for the Council to select qualified firms.
2. **Approval of Execution.** The Mayor is further authorized and directed to execute all necessary documentation to effectuate this resolution.
3. **Documents.** The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this resolution, subject to approval as to form by the City Attorney.
4. **Compliance.** The RFP will reference that firms chosen for final selection shall ensure that its performance for the City complies with House Bill 87 enacted in 2011 by the Georgia General Assembly.
5. **Severability.** To the extent any portion of this resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this

Resolution.

6. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this resolution.
7. **Effective Date.** This resolution shall take effect immediately.

RESOLUTION adopted this 21<sup>st</sup> day of January, 2014.

**THE CITY OF LOCUST GROVE, GEORGIA**

**BY:** \_\_\_\_\_  
Robert Price, Mayor

Attest:

\_\_\_\_\_  
Tracey Sullivan, City Clerk

[SEAL]

**EXHIBIT "A"**  
**DRAFT RFP TO BE ADVERTISED FOR SELECTION**  
**OF QUALIFIED CONSULTANTS**

# REQUEST FOR PROPOSALS

## MASTER PLANNING, PROGRAMMING AND ARCHITECTURAL AND ENGINEERING SERVICES

JOINT PUBLIC SAFETY FACILITY  
HENRY COUNTY FIRE STATION #2 REPLACEMENT  
CITY OF LOCUST GROVE POLICE AND COURTS FACILITY

PROPOSAL DUE DATE: February 21, 2014 BY 3:00PM, LOCAL TIME

<b>City of Locust Grove Contact</b>	
Tim Young, City Manager	
City of Locust Grove PO Box 900 3644 Highway 42 Locust Grove, GA 30248	
Telephone:	(770) 957-5043
Facsimile:	(770) 954-1223
E-Mail:	<a href="mailto:tyoung@locustgrove-ga.gov">tyoung@locustgrove-ga.gov</a>

## INTRODUCTION:

**PURPOSE:** The City of Locust Grove invites interested and qualified consulting firms to submit a proposal responsive to the issues and requirements outlined in this Request for Proposals (RFP) to provide master planning, programming, conceptual architectural and engineering design and construction document development services for a proposed new Joint Public Safety Complex housing a relocated Henry County Fire Station #2 and the city's Police and Courts facility, located adjacent to the LGI City Hall historic building at the intersection of Frances Ward Drive, Bill Gardner Parkway and Highway 42 at the southern end of Henry County. The Master Plan will also incorporate future uses anticipated on the municipal campus, including relocation of facilities demolished for the construction of the Public Safety Facility as well as areas for mass gatherings routinely held on the municipal grounds as well as likely construction of a Veterans' Memorial Garden.

The City seeks to retain a consultant team comprised of a firm with broad experience and qualifications in the successful planning, programming and design of joint public safety facilities similar in scope, size and scale to the center planned by Henry County Fire and Emergency Services and the City of Locust Grove Police Department. It is the further desire of the City that such experienced and qualified firm be associated with an architectural or engineering firm with local ties to the Henry County community and its citizens, including the master planning of most of the City's municipal campus due to relocated facilities to incorporate the proposed facility and for future growth of the 20+ acre property in the city's historic central business district.

Definition of such experience and qualifications begins with the completion, and currently in operation, of not less than six (6) similar-scale projects within the past ten (10) years. While location in the Southeast United States of the similar facility consultant would be preferable, the desire is for the selected consultant, or consultant team member, to have the needed experience and track record of similar projects anywhere across the county. Respondents are directed to draft their proposals in such a manner as to purposely present this prior similar project information and descriptions as the lead discussion and presentation in their proposals, and to provide current contact information for both the governmental agency responsible for the project's administration and management, and the operators of the fire stations and/or police stations within the governmental agencies for the fire department and the police department for public safety agencies. Respondents are advised that such project references will be contacted, and that such contacts may be broadened beyond those named, based upon information provided from these contacted references or other listed example projects. In describing each project reference, each respondent shall clearly, completely and accurately describe their specific roles and responsibilities for that project. Respondents are further encouraged to add or address information as to what or how their role or involvement in the referenced example projects benefited the success of the project, in terms of planning, design, operations, etc.

As indicated by the selection criteria contained in this RFP great weight will be given by the City for experience and benefits provided by the respondents for similar projects. Selection and award of a contract by the City will be made on the basis of the criteria as outlined in the proposal document. The City reserves the right to reject any or all proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the City.

**MANDATORY PRE-PROPOSAL CONFERENCE:** A **Mandatory** Pre-Proposal Conference will be conducted on **Thursday, February 11, 2014 at 2:00 P.M.** local time, at the project site, located at the address noted above. **Attendance at the Pre-Proposal Conference is Mandatory** for consultants,

planners, architects, engineers and all other parties interested in submitting a responsive proposal for this project. Interested consultants, planners, architects, and engineers arriving more than thirty (30) minutes after the published starting time for the Mandatory Pre-Proposal Conference will not be allowed to submit a proposal for this project. Interested consultants, planners, architects, and engineers must be present for the entire Pre-Proposal Conference. Confirmation of attendance at the Mandatory Pre-Proposal Conference by the time set forth and required must be documented by signature to the Formal Attendance Form controlled by the City. All interested consultants, planners, architects, and engineers are encouraged to arrive early to better assure proper signature to the Formal Attendance Form. Only one person from each interested consultant's, planner's, architect's, and engineer's organization is required to sign the Formal Attendance Form. Representatives that are required to attend the Mandatory Pre-Proposal Conference and have visited the site are defined as the prime or lead firm that would execute the Professional Services Agreement with the City; the consultant that would be considered the Public Safety Facility expert for programming and master planning, the lead architectural design firm, and the civil engineer consultant. All other interested parties, including members of the general public are also invited to attend. Other parties attending for "Information Purposes ONLY" will be asked to sign a separate Attendance Form. Interested consultants, planners, architects, and engineers, attending the Mandatory Pre-Proposal Conference to become eligible to obtain and submit a proposal are solely responsible for signing the correct attendance form.

**BACKGROUND:** Henry County, Georgia, is a rural/suburban county of 207,000+/- population located along I-75 approximately 25 miles southeast of downtown Atlanta, and for many years during the 1990s and 2000s was one of the top 10 fastest growing counties in the nation. The City of Locust Grove lies at the southernmost portion of the county and grew by over 400% in land area and by more than 132% in population in the previous decade. This recent growth places tremendous pressure on the needs for fire protection and for police and municipal courts, especially with outdated facilities and need for more equipment or apparatus for greater security.

The project will be funded primarily from the Special Purpose Local Option Sales Tax (SPLOST) programs (primarily SPLOST III) approved by the voters of Henry County and the City of Locust Grove in 2007, with additional funds for final engineering and construction programmed in SPLOST IV. Those funds are scheduled to be collected beginning April 2014 through April 2020, although anticipation notes will most likely be used to speed up delivery of the facilities. In addition, for the purpose of financing public safety facilities, other revenue sources identified and approved by the City of Locust Grove may be used, including impact fees and general fund balance.

The planned joint Public Safety Facility will be located adjacent to our City Hall, which was placed on the National Historic Register in 1986 as the Locust Grove Institute (LGI) Building. The proposal is to site the facility in the similar location as the former Dormitory for Boys was located on the north side of the LGI Building on the Municipal Campus consisting of approximately 20 acres in several parcels that currently house the city's administrative offices and courtroom, the police department in various buildings located on the campus, two pavilions for public use, and open space with adjoining cemetery. The site is bounded on the north by Bill Gardner Parkway, on the east by the Norfolk-Southern Railway and Georgia Highway 42, to the south by Henry County Board of Commissioners (Recreation Center). The property is further described by the Boundary Survey on file and will be available at the Pre-Proposal Meeting. The selected consultant shall work with the city regarding any needs for updating any property boundary and topographic survey due to any age or lack of data. The parcel is characterized by relatively flat topography, although there is a considerable amount of drainage from the remainder of the site in this vicinity. A preliminary geotechnical investigation has NOT been

conducted at the site. The selected consultant shall work with the City to determine the scope of geotechnical data to be collected, and the consultant will be required to have geotechnical work to be performed based on those agreed upon parameters.

**As noted on Appendix C, each respondent is required to have visited the site.** The respondent's representative to have visited the site shall hold a senior management or design or engineering position within the respondent's proposed project team. Documented attendance at the Mandatory Pre-Proposal Conference by such a representative of interested consultants, planners, architects, and engineers shall meet this requirement for having visited the site. In addition to topographic and boundary considerations, the site was a former boy's dormitory for the Locust Grove Institute and currently has current Fire Station #2 as well as a community pavilion with restrooms on the project site. It is preferred to protect the existing fire station as long as possible to avoid temporary relocation, if at all feasible. The selected consultant will work closely with our utilities staff and engineering consultant to confirm utility information to determine and confirm that adequate capacity is available at or reasonably near the site to support the needs of the joint Public Safety Facility. If additional site survey data or information is needed by the consultant, the consultant shall clearly and fully define and describe such needed additional information and the County shall obtain such needed additional data at additional cost. Access to the property off Bill Gardner Parkway currently exists via Frances Ward Drive, and may require certain upgrades such as some curb and gutter improvements, sidewalks, and turning lanes and/or emergency signal installation.. Unless otherwise determined by the consultant, based upon the preparation of the master plan and programming efforts to be performed under this proposed project, it is the desire of the City to keep and maintain these currently existing access points into and out of the site. In addition, the selected consultant shall work with the City of Locust Grove and Henry County, and if required the Georgia Department of Transportation, to determine and review and future improvements for Bill Gardner Parkway or Highway 42 that might or could affect the development of the site for parking and circulation. As a minimum, installation of curb and gutter with sidewalk along Frances Ward Drive along the western property lines is included within the scope of services to be provided under the professional services for this project.

The **preliminary** concept plan to be developed for the proposed Joint Public Safety Facility and subject to revision by the selected consultant based on stakeholder input, including projected costs, will be comprised of a two (2)-story police and courts administration building (including elevator access, locker rooms, fitness facilities with showers) at approximately 18,000 Gross Square Feet (GSF) with an additional 15,000 Gross Square Feet (GSF) for Fire Station #2 relocation, including dormitory facilities and three (3) drive-through bays for firefighting and EMS apparatus (including provision for an eventual ladder truck). The Fire Station #2 portion of the structure is currently anticipated to hold administrative offices and support areas, teaching and instruction classrooms, a physical fitness facility, and locker rooms and shower facilities for male and female personnel. The Police and Courts Facility section shall contain enough space for up to 50 personnel, court room on the second level with controlled access for the delivery of incarcerated persons (Sally Port) from the ground level to the court area for disposition of the respective case. The consultant shall also work with Henry County Fire and Emergency Services and the Police Department for efficiencies with shared-use areas, including training/meeting space as well as fitness facilities and showers, if possible. The overall facility façade along the frontage of Bill Gardner and Highway 42 shall incorporate the look of the old Boys Dormitory for the LGI, with more freedom along the Frances Ward street frontage for the relocated Fire Station #2. Additionally the master plan shall incorporate areas for displaced structures and possible locations for a Veterans' Memorial Garden as well as continued provisions of areas for mass gatherings which happen on the campus during the spring and fall.

The City has determined a total project budget in the range of \$3.8 to \$4.8 Million would be necessary for all elements of the project, including, but not limited to: master planning & programming services, architectural & engineering design services, site development for roadways, parking and utilities, construction and equipping the Public Safety Facility, contingencies, and other testing, support and administration services or systems. The selected consultant shall evaluate this budget against the conceptual site and architectural plans and master planning document and offer suggestions and recommendations for reconciliation of the desired project against an estimated cost to establish a more realistic budget for the full build-out of the project and how that might affect the scope of the Phase I project that goes forward.

The selected consultant will be required to work with the Fire and Emergency Services staff, the Police Chief, City Manager, Mayor, Commissioners, and other stakeholders to develop recommendations for the project's scope, design, construction, and budget, and to help guide the overall development of the proposed Public Safety Facility. Administration and management of the consultant and the project as it moves forward will be under the City, working in close association with and support of the Henry County SPLOST Management Office and the various stakeholders. At this time, funding of the project is believed to be sufficient to allow the master plan and the preliminary concept engineering and architectural plan documents to move directly to development of scope for Design-Build of the proposed facility. Accordingly, the selected consultant will work with the City to develop a master plan phasing plan that will allow an organized and orderly implementation of construction.

**SCHEDULE:** For purposes of assisting the consultants in their preparation of a responsive proposal, the respondents should anticipate that the selected consultant will begin work no later than sixty (60) calendar days of submitting their proposal. This will allow time for the City's review of all written proposals, the interview of shortlisted firms, approval by the City Council and execution of the Professional Services Agreement by the parties. Thereafter, the City anticipates the following schedule: 2 Months: Programming and Master Planning. 2 Months: Schematic Design; to include all elements of the approved program and master plan, and preliminary concept engineering and architectural plans (30%).. 2 Month: Development of a detailed cost estimate based upon the approved Conceptual Design. While the above description indicates a six (6) month schedule, it is anticipated that some of the activities may overlap, so that the above work can be completed in less time, maybe in the range of 4 to 6 months.

The project process will include the following phases:

- Programming and Master Planning;
- Preliminary Design;
- Phasing Development, including budgeting and cost estimating;

Consultant shall not proceed with a subsequent phase until receiving written notice from the City. Coordination of final plans and specifications with the City Community Development, and coordination with Henry County Fire Department, is required. The consultant shall be responsible for obtaining all review department approval signatures needed for obtaining development and building permits before the project is bid. The City will pay the required water and sewer fees to obtain the building and development permits (the Consultant is not responsible for paying any fees associated with project construction). The consultant shall assist City staff in the bidding process. The Consultant shall work with the selected contractor, ensuring the designs are implemented properly, arranged in logical

sequence and in accord with local practices. The following facilities are anticipated to be included in Phase I of the project, but shall be considered only a guide to and for the selected consultant, as it is likely to change based on review and approval by the City, including:

1. Development of the Public Safety facility site, including, but not limited, to access to and from Frances Ward Drive, extension and connection of all needed and necessary utilities, at the required capacities; site grading and storm water management and detention, parking for the public and staff, landscaping, and preparations for new buildings and other structures, as maybe determined necessary upon review and evaluation of the use of existing building structures such as the pavilion and duplex units on the campus site.
2. Construction of the Public Safety Complex (Fire Station #2 and the Police/Courts facility), in whole or in part as maybe determined or limited by the project's budget, and cost estimates of the many elements of the total project.
3. Provision of all future project amenities and elements not designed or constructed under Phase I of the proposed full project scope and operations.

Work **NOT** to be included in this project or anticipated to be in the master planning and preliminary architectural and engineering services would be any architectural and engineering design work beyond the master planning or programming services to scope the entire project or complete design work beyond the agreed upon scope of the project. Anticipated buildings and structures designs include, but are not limited to, architectural and all engineering design of all approved and authorized buildings. Anticipated site design includes, but is not limited to, the design of all required storm water management and detention facilities and if possible, design of vehicular access and parking and pedestrian walkways and circulation systems; grading and erosion control plans; design and engineering for extension of and connection to all utilities for gravity sanitary, water, telephone, electric and gas services to buildings and structures, with consideration given for those future-to-be-built elements of the total build-out of the project; design of landscape planting and irrigation; design for the provision of all site fixtures, signage and other project amenities; design of all outdoor hardscaped spaces or structures associated with buildings; design of exterior security and pedestrian system lightings; and the design and engineering of the relevant provision of parking lot and access road lighting, and lighting of all areas..

During the course of providing design and engineering services, the selected consultant shall prepare four (4) detailed cost estimates of the work and submit to the City for review and approval at the conclusion of and with the program and master planning document, at the time of the evaluation of the existing structure to determine its use in the project, and at the conclusion of and with the submittal of the preliminary design and the scoping document. These estimates shall be at a level of detail that includes specific materials, systems and quantities derived from the drawings, and quality and performance standards contained in the specifications. The consultant is expected to develop the detailed design to incorporate the elements of the programming study and master plan within the budget established for this project. It may be necessary, however, to use these estimates to redefine the elements of the project to remain within the established budget or to bid certain portions of the project as alternates to remain within budget. Any revisions to the plans and specifications that may be required due to inaccurate cost estimates by the consultant resulting in the project having to be re-designed and/or re-bid, will be the responsibility of the consultant at no additional costs to the City. The consultant shall make presentations to City staff at each phase of design as outlined above and shall receive and incorporate comments into the documents as directed by staff. In its discussion and description of its project approach, the Consultant shall indicate the number of meetings,

presentations, and site inspections (particularly with regard to the Consultant's and Sub-consultants' participation in site inspections during the construction administration phase) included in the base fee. The consultant shall prepare and distribute minutes of all design and pre-construction phase meetings. City will expect a package of deliverables above and beyond the deliverables required by any other State or City agency; for example the Community Development, Public Works, Public Safety, and Henry County, etc. All labor and materials provided by the consultant to satisfy the requirements of any such reviewing or permitting agency are to be included in the base fee and will not be considered for further reimbursement.

**DELIVERABLES by and from the selected consultant for this project will include:**

***Programming and Master Planning:*** Presentation to City staff and the Board of Commissioners, seven (7) complete sets of documents and reports, and cost estimates and determination and recommendation of relocated and new facilities, for review. Again, the purpose of the "programming and master planning" phase is to assist the City in determining the scope and phasing of the project that will best meet the needs of the City's Police and Courts operations and Henry City and Fire and Emergency Services, within the stated construction budget, and that will minimize the required tax subsidy of operation and maintenance costs.

***Preliminary Design:*** Presentation to City staff and the Board of Commissioners, seven (7) complete sets of preliminary plans for the project's entire and full build-out, and recommendations for Phase I of the project to go forward, for review; preliminary cost estimate that identifies all major components and elements of the project by unit cost and total for design items, with allowances for all other costs; a preliminary list of all drawings and specification sections anticipated for the final package, and standard consultant specifications for all items anticipated in the design; and conceptual utility routing.

***Design Development:*** Presentation to City staff and the Board of Commissioners, seven (7) complete sets of plans for review, including among others: building elevations, drainage and grading, clearing limits, erosion control measures, preliminary planting plan; updated cost estimate that identifies all major components and elements of the project by unit cost and total for design items; materials list, samples and descriptions, if necessary; drainage study calculations; special plans and details for unique elements; 30% complete specifications to be used for this project; updated schedule.

***Digital Documents Preparation:*** The consultant shall also be responsible for providing digital information based on the following performance criteria:

1. Provide all plot files associated with each of the hard copy sheets, which shall include a boundary survey with topographic sheet and a site plan of the entire park site. The Consultant must confer with the City to ascertain the plotter type and pen table for which the plot files will be defaulted.
2. Provide digitally all data and elements present on all hard copies (i.e. plans, sections, elevations, details, illustrative graphics, etc.) in a form fully editable in AutoCAD. The loss of any data through conversion from any other digital format is unacceptable. Consultants are warned against the use of software or software features which are not fully compatible with AutoCAD.
3. The Consultant shall provide font files for any fonts used which are not standard in AutoCAD. All licensing or fee issues associated with the delivery of said font files shall be the responsibility of the Consultant to resolve.
4. All site design layers must present their associated data (ex. sanitary sewer, signage plan, vehicular roads and parking, etc.) in a format which covers the entire park acreage, and must include the same

information as shown on all other views (enlargements, reductions, match-lined plans, etc.) included in the hard copy set.

5. Provide two sets of CD's containing all the information described above.

6. Submit with the proposal, proposed layer naming standards for site and building design. The City must approve the final file and layer naming standards used by the selected Consultant for this project. The City shall withhold Two Thousand and 00/100 Dollars (\$2,000.00) of the consultant's fee until the integrity and completeness of the digital deliverable can be demonstrated. The Consultant shall include the provision of the above described deliverables package in the fee for the work and shall not be further reimbursed for these services.

**III. PROPOSAL SUBMISSION INSTRUCTIONS:** Consultants are requested to submit one (1) original unbound and seven (7) copies of the proposal package to meet the requirements below.

1. Provide a description of the experience of the firm or team in the design and construction administration of Joint Public Safety Facilities of a similar size and scope over the past ten (10) years. Specific experience of the proposed team members who will actually be working on this project is required and should be highlighted. Specific experience of the lead consultant and its managers or designers who will directly manage or prepare the elements of the Joint Public Safety Facility elements of the project shall be included; as set forth and described in the opening section and paragraphs of this RFP. Explain how the team of a national Joint Public Safety Facility expert is associated with and will work and coordinate with a locally based other team member.

2. Provide a Project Organization Chart describing all key personnel including, the point of contact with the City's agents; personnel responsible for quality control; personnel responsible for coordination of all sub-consultants; personnel responsible for performance of the project manager. Describe any special skills or experience which key personnel might contribute to the successful completion of this particular project and the elements within that will make the project a "best of class" Joint Public Safety Facility. Clearly describe which firm will be the lead firm and if the proposed lead firm is not the Joint Public Safety Facility expert consultant, the organization chart and proposal will describe how the lead firm will allow direct access by the City to present and explain, and discuss facility needs and concepts for operations and training.

3. Provide a written Project Approach to identify how the consultant will proceed with all aspects of the process to develop the programming and master planning document and the preliminary engineering and architectural concept plan documents within the timeframe desired by the City. Because the City desires a phased approach for determining the program, the master plan, and for phasing of the project, respondents are advised to give great weight and specific details to their discussion of this section of their proposal

4. Provide a master project schedule indicating the time necessary for all programming, master planning, evaluation and preliminary engineering and architectural concept design.. This schedule will be evaluated in terms of the Consultant's estimation of the total time frame for project design and construction and the Consultant's organization of programming and planning, design development and construction as it relates to the City's goal of beginning construction as soon as possible, and completing the construction by the end of 2015. Provide references of any similar project where a similar schedule was accomplished.

5. For the consultant that will lead the project, and will execute the professional services agreement with the City, provide a list of at least five (5) references for work similar to this project complete with names, addresses, phone and fax numbers, email addresses, and type of work completed within the last five years. For all other sub-consultant firms that will support the work of the project and the lead consultant, each such supporting firms shall also provide at least two (2) references for work similar to this project complete with names, addresses, phone and fax numbers, email addresses, and type of work completed within the last five years.

6. In a **separate sealed envelope identified with the proposal name and number, date of opening, company name, and indicate "Fee Proposal"**, provide a fee proposal on the attached form to cover ALL consulting fees needed to complete the work identified to be performed and completed by the consultant for each phase or portion of the project, including all reimbursable expenses deemed necessary or needed by the consultant. Within the original copy of the proposal, include and insert only a single copy of the separate sealed Fee Proposal envelope. Each fee proposed shall be considered to be inclusive of all costs that will be incurred by the Prime or Lead Consultant and all Sub-Consultants whose consulting services are required to complete the work described above, and each such phase or portion of the project shall become a "capped" Not to Exceed (NTE) lump sum or percentage fee amounts. Proposed fees shall be identified for each portion of work to be provided. If the Consultant anticipates that services will be required to complete the work that will require consulting services not outlined in the Scope of Work, the Fee Proposal shall describe these services in a distinct separate line item.

7. **Proposals must be received by City of Locust Grove – City Clerk, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248 Not Later Than (NLT) 3:00 PM, Thursday, March 3, 2011. Late proposals will not be accepted.**

**IV. SELECTION PROCEDURE AND EVALUATION CRITERIA** Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria's values weighted as shown (**MAXIMUM 200 POINTS**):

- 30 POINTS: The experiences of the prime, lead firm, its sub-consultants and the individuals proposed to work on this project as they relate to projects of a similar nature and scope. Consultant must provide detailed examples of projects of a similar nature and scope, and include contact information for individuals who worked on each project (name, title, and address).
- 20 POINTS: References of the prime, lead firm, its sub-consultants and the individuals proposed to work on this project.
- 30 POINTS: The experience of the firm specifically retained to lead and manage the planning, programming and design effort of the project for the Public Safety Facility master plan and preliminary architectural and engineering concept plans
- 10 POINTS: Acceptance and willingness to promptly execute the proposed Professional Services Agreement.
- 40 POINTS: Project Approach: The Consultant's understanding of the variety and progression of work tasks from programming and master planning and existing site and structures evaluation, to preliminary design for estimating and budgeting scope of work to allow the project to proceed
- 40 POINTS: Proposed Fee for professional services.

- **170 POINTS TOTAL POINTS based upon review of submitted written proposal only.**
- 30 points Interview; if needed.

**200 POINTS GRAND TOTAL POINTS: Written Proposals and Interview.** The Proposals will be evaluated in order to select the firms or teams which rate highest according to the criteria above. The selection committee will then short-list the highest scoring firms. The committee may then invite a number of the highest scoring firms to interviews, if necessary. The number of firms shortlisted and interviewed will be at the discretion of the selection committee. The City reserves the right to make a selection based solely upon review of the submitted written proposals, and may elect NOT to conduct interviews with any other firms. Based upon the results of the proposals, and the first round interviews, if conducted, the City may short list firms a second time.

**V. RESERVATIONS** The City reserves the right to reject all proposals, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

#### **VI. PROFESSIONAL SERVICES AGREEMENT AND INSURANCE REQUIREMENTS**

Each consultant in preparing and submitting a Proposal for this Project shall certify by completing the attached document (Appendix C) that the consultant and its legal advisor and insurance carrier representatives have each and collectively read the referenced Professional Services Agreement Between Henry City and the Consultant, and all required other exhibits, attachments and supporting documents. See attached Appendix A (Professional Services Agreement.) The successful consultant also agrees to and shall provide insurance coverage for the entire term of the contract in the amounts and in the manner described therein.

#### **VII. ADDITIONAL INFORMATION**

All questions or requests for additional information shall be addressed to Tim Young, City Manager, City of Locust Grove (770) 957-5043 and [tyoung@locustgrove-ga.gov](mailto:tyoung@locustgrove-ga.gov) ..

#### **VIII. GENERAL INFORMATION/REQUIREMENTS**

No organization is to discuss any aspect of this Request for Proposal (RFP) with any City or Henry County employee without approval of the City Manager. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as insuring the additional data is made available to all proposers.

All questions or requests for additional information shall be addressed to Tim Young, City Manager, City of Locust Grove at (770) 957-5043 or email [tyoung@locustgrove-ga.gov](mailto:tyoung@locustgrove-ga.gov) Submit copies of proposals in the number and manner described above.

All copies of the proposal must be identical. The full cost for proposal preparation is to be borne by the proposing firm.

Proposals must be signed in ink by a company official who has authorization to commit company resources.

The full assembly of proposals shall be submitted by respondents in a sealed envelope/package.

The sealed envelope/package shall be addressed to City of Locust Grove – RFP for Public Safety Facility, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248 and shall be identified with the proposal name and number, date and time of opening and the submitting consultant's company name on the outside. No proposal submitted shall become publicly available to any requesting party until after award by the City of Locust Grove.

All proposals and supporting materials as well as any correspondence relating to this RFP become property of the City when received, and as stated above will become publicly available. Any information contained in any proposal that is deemed proprietary by the submitting party or parties shall be so specifically and clearly indicated in the proposal. However, a general indication that the entire contents or major portions of the proposal are proprietary will not be honored.

The City of Locust Grove reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and to waive any technicalities as deemed in its best interest.

Within ten (10) calendar days of receipt of the City's written the Notice of Award, the successful consultant shall provide to the City the following:

- i. Four (4) properly executed standard Professional Services Agreement and all required other exhibits, attachments and supporting documents.
- ii. Certificate of Insurance as specified in the proposal documents.

Failure by the selected successful consultant to provide the above documents within the time period specified may be just cause by the City for the annulment of the award. At the discretion of the City, an award may then be made to the next highest scoring responsible proposer, or the project re-advertised for new proposals in its entirety.

Each respondent shall complete and submit in a separate sealed envelope one (1) originally signed copy of the following

**Appendix D: PROPOSAL FEE SCHEDULE AND CERTIFICATION OF FEE PREPARATION**, which outlines the respondent's proposed cost of professional services in full accordance with the requirements of this RFP and the attached Professional Services Agreement. Each respondent shall provide a proposed fee, in the manner described below, for the following items of work to be performed:

**FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming and Master Planning** of the buildings and structures and fire training props, and the entire site, including site utilities and storm water management and detention, and drives, entrances and parking and overall site access for pedestrian and public and staff, including the evaluation of the existing former Pike's Nursery building. Include also a cost estimate.

**FEE AMOUNT B: LUMP SUM FEE AMOUNT: Preliminary Engineering and Architectural Concept Design** of the Joint Public Safety Building and the entire, site, including site utilities and storm water management and detention, and drives, entrances and parking and overall site access for pedestrian and public and staff..

**FEE AMOUNT C: LUMP SUM FEE AMOUNT: Preliminary Cost Estimates with Planning and Programming Documents.** For this phase of the project and services to be provided, the consultant shall also clearly and fully delineate the scope of the Phase I scope of work recommended to move forward. Include also a cost estimate

**END OF REQUEST FOR PROPOSALS**

**Appendix C**

**CERTIFICATION OF REVIEW AND ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT**

**PROJECT NAME: Joint Public Safety Facility - City of Locust Grove, Georgia**

**CONSULTANT'S NAME:** \_\_\_\_\_

**THE UNDERSIGNED CERTIFIES**, in preparing my Proposal for this Project, that I have read the referenced Professional Services Agreement Between the City and the Consultant and all required other exhibits, attachments and supporting documents, and that my legal advisor and insurance carrier representatives have also read the Professional Services Agreement. Therefore, I hereby make the following sworn statement:

**CHECK AND INITIAL ONE OF THE FOLLOWING STATEMENTS:**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read, understand and accept all the terms and conditions of the Professional Services Agreement, and if and upon award of the Contract for this Project will promptly execute and furnish all required statements, Exhibits and insurance.

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read and understand all the terms and conditions of the Professional Services Agreement, **BUT HAVE NOTED THE FOLLOWING EXCEPTIONS AND/OR QUALIFICATIONS** to the execution and the furnishing of all required statements, Exhibits and insurance, if and upon award of the Contract for this Project, as listed, noted or described below, or on other supporting documentation as identified below:

\_\_\_\_\_  
\_\_\_\_\_

**THE UNDERSIGNED FURTHER UNDERSTANDS AND ACCEPTS** that such submitted exceptions and/or qualifications may cause the City to determine the Proposal to be non-responsive and the Consultant to be non-responsible, and that the City may fully reject the Proposal and select another Consultant based upon the noted or described exceptions and/or qualifications hereto. Such a determination by City shall not be a cause of action by the Consultant against the City of Locust Grove.

I CERTIFY that the above information is true and correct and is applicable to the Proposal for this Project. Signed: \_\_\_\_\_ (SEAL, REQUIRED IF CORPORATION)  
This \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_. **NOTARY AND WITNESS:** City of Locust Grove State of Georgia Notary Public: \_\_\_\_\_ (SEAL, REQUIRED) Witness: \_\_\_\_\_

**Appendix D**

**FEE PROPOSAL SCHEDULE and CERTIFICATION OF FEE PREPARATION**

The respondent has visited the site of the Project and has carefully examined and fully understands the Professional Services Agreement, Scope of Professional Services and Work of the Project, and other supporting information and documents hereto attached or referenced, and has satisfied himself as to the requirements of the Work, and hereby agrees that if his proposal is accepted, he will promptly contract with the CITY OF LOCUST GROVE according to this Request for Proposals (RFP) entitled REQUEST FOR PROPOSALS FOR MASTER PLANNING, PRELIMINARY ENGINEERING AND ARCHITECTURAL CONCEPT DESIGN SERVICES for THE JOINT PUBLIC SAFETY FACILITY, and Addenda, if any as listed and noted below. Therefore, the Undersigned proposes to furnish all professional services required by them in accord with said documents, for the Lump Sum or Percentage amounts as follows:

**FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming and Master Planning:** \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT A" Not To Exceed (NTE) Lump Sum Fee Amount.

**FEE AMOUNT B: LUMP SUM FEE AMOUNT: Preliminary Engineering and Architectural Concept Design:** \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

**FEE AMOUNT C: LUMP SUM FEE AMOUNT: Preliminary Cost Estimates with Planning and Programming Documents:** \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each: \_\_\_\_\_

*The Undersigned further agrees to commence services of the project within ten (10) calendar days from receipt of the written Notice of Award issued by Henry City, and to assign and commit adequate staff throughout the project to substantially complete all Work within the proposed or negotiated schedule. In compliance with the requirements of the Request for Proposals, as described and dated above, the Undersigned offers and agrees, if this proposal is accepted by the Henry City Board of Commissioners within Ninety (90) calendar days of the date of proposal opening, to furnish any or all of the services upon which the above fees are stated.*

Printed Name: \_\_\_\_\_ (Signature) \_\_\_\_\_

Company: \_\_\_\_\_ (Date)

**Appendix D  
NON-INFLUENCE AND NON-COLLUSION AFFIDAVIT  
STATE OF GEORGIA COUNTY OF HENRY**

\_\_\_\_\_, being first duly sworn, deposes and says that: (1) He is \_\_\_\_\_ (Owner, Partner, Officer, Representative, or Agent) of the Proposer that has submitted the attached Proposal; (2) He is fully informed respecting their preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal, including the proposed Fee for services to be performed; (3) Such Proposal and proposed Fee for services to be performed is genuine and is not a collusive or sham Proposal; (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, Respondent and/or Bidder, firm or person to submit a collusive or sham Proposal in connection with the Project for which the attached Proposal and proposed Fee for services to be performed, has been submitted to or refrain from proposing and/or bidding in connection with such Project, or has in any collusion or communication or conference with any other Proposer, Respondent and/or Bidder, firm or person to fix the price or prices, fee or fees, in the attached Proposal or of any other Proposer, Respondent and/or Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Henry City or any person interested in the proposed Project; and, (5) The price or prices, fee or fees, quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer, Respondent and/or Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit. (6) Respondent has not directly or indirectly violated O.C.G.A. § 36-91-21(d).+

(Signed) \_\_\_\_\_

Subscribed and Sworn to before me: (Name) \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_. Title: \_\_\_\_\_  
\_\_\_\_\_  
(SEAL) My Commission Expires \_\_\_\_\_.

**REQUEST FOR PROPOSALS (RFP) No. 14-350-01002S  
FOR**

**Engineering and Design Services for  
Transportation Projects**

**CITY OF LOCUST GROVE, GEORGIA**

City of Locust Grove, Georgia (the "City") requests qualified individuals and firms with experience in engineering and design services to submit proposals to provide Professional Engineering Services for various transportation infrastructure improvements. By means of the requirements described herein, the selected Contractor(s) shall assist the City by providing Professional Engineering services for the design and construction of various projects including, but not limited to: intersection improvements, sidewalks improvements, roadway improvements, streetscapes, traffic signalization projects, and related project meetings.

**I. INTRODUCTION**

A. The City is seeking proposals for engineering services in order to initiate design of selected transportation infrastructure improvement projects. All Capital Improvement Projects, land acquisition and construction will be approved by the City of Locust Grove Board of Commissioners for the design phases of the projects. Several of the projects are currently or will be in the Atlanta Regional Commission Transportation Improvement Plan (TIP). Some of the projects may involve Federal/State funding in addition to solely City funded projects.

B. In an effort to expedite the projects and select the most qualified contractors, the City intends to utilize a "work authorization" type approach. See Sample Work Authorization Form attached as Exhibit 1.

C. The initial term of the contract resulting from this RFP shall be for three hundred sixtyfive (365) days, and may be renewed annually by the City for two (2) additional one (1) year renewal terms, upon the terms set forth therein. The services shall commence within twenty (20) calendar days after receipt of written notice to proceed. Separate costs shall be submitted for the initial twelve (12) month term and the renewal terms.

D. Work authorizations shall be assigned only during the contract period. Any work assigned during the contract period shall continue to completion of the assignment per the terms of this contract even though the expiration date has passed. All rates in Exhibit 3, Cost Proposal/Fee Schedule, will apply for the duration of the Contract resulting from this RFP.

E. The City requires the services of a Contractor(s) to design or evaluate projects on very short notice, on an as-needed basis, as determined by the City. The Contract, resulting from this RFP, will provide the method by which the City can assign projects on a "work authorization" basis.

F. The City reserves the right to make multiple awards.

**II. STATEMENT OF WORK**

Responders shall submit proposals for work in accordance with section II-A 1 through 7 - Required Services Categories. Responders also have the option to submit proposals for work in accordance with Section II-B - Optional Services.

**A. REQUIRED SERVICES CATEGORIES** – Selected Contractor(s) shall perform services in accordance with the specifications of Section II of the RFP. Services in each category listed below shall include, but not be limited to, the following:

1. Transportation and Infrastructure Design

a. Perform all design as needed to produce construction and right-of-way plans on a variety of transportation related projects such as road improvements, streetscapes, sidewalks, intersections, multi-use trails, and bridge replacement projects. Develop concept plans, produce base mapping/surveying data, construction plans, quantities, right-of-way plans, legal descriptions, cost estimates, etc. All plans are to be prepared per the requirements described in Section II-E of the RFP unless specified otherwise by the City.

b. Perform all necessary design work for streetscape, Transportation Enhancement, and Livable Center Initiative (LCI) projects. Provide a combination of landscape architecture and transportation design services as required to successfully complete construction plans in the State and Federal process.

c. Estimate quantities and develop cost estimates. Develop designs, specifications, and plan formats to meet City and Georgia Department of Transportation and other requirements as necessary.

## 2. Land Surveying

a. Perform all land surveying services as needed to produce base mapping for the various projects. Produce base mapping, legal descriptions, boundary surveys, topographic surveys, right-of-way surveys, research land records, deeds, etc., necessary for various projects per the specifications described in Section II-E of the RFP. All surveying performed shall be compatible with the City's Geographic Information System (G.I.S.) database. On certain projects, the City may allow aerial mapping to be used in lieu of some surveyed data.

b. The selected Contractor(s) will ensure any information provided, including but not limited to: G.I.S. maps, aerial photographs, etc. are up to date and accurate. The City shall not be held responsible for any data or information provided to the selected Contractor(s) that is deemed to be incorrect or inaccurate.

3. Traffic Engineering - Perform all necessary studies to produce traffic engineering plans, and specifications in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), and Local, State, and Federal regulations. Develop re-route traffic plans for construction in accordance with Local, State, and Federal guidelines. Produce intersection and roadway capacity analysis as well as traffic forecasts, if required. Collect turning movement data in the field, perform traffic projections, produce signal timing plans, traffic signal and signal system plans, traffic models, and all related traffic studies and recommendations necessary for approval of the design of the various Local, State, and Federal projects.

## 4. Environmental and Geotechnical

a. Perform all environmental services as needed for local and regional planning, and for meeting State and Federal preliminary engineering requirements (including National Pollution Discharge Elimination System (NPDES) requirements) on the various projects. Prepare assessments, site investigations, categorical exclusions, archeological assessments, historic preservation analysis, various reports, and assist the City in a review capacity, if necessary, on environmental work for various projects as required by applicable City, State, and Federal requirements.

b. Assist the City in environmental land acquisition issues.

c. Assist the City by making recommendations regarding the environmental impacts of conceptual designs. Perform all geotechnical related work required for the projects.

d. Produce geotechnical reports and perform all work required for concept development, construction plans, and construction management.

## 5. Bridge/Structural

- a. Perform bridge/structural services as needed including design, inspection, and recommendations in support of bridge replacement design projects and other infrastructure projects. The City may also request structural services to include inspections and reports of existing infrastructure with related design/repair options and corresponding cost estimates.
- b. Assist the City by providing recommendations to the City Bridge Replacement and Bridge Maintenance Programs as required by the City.
- c. Perform value engineering as required for all structural improvements on transportation and drainage projects.
- d. Assist the City by providing drainage analysis as needed for bridge and culvert replacements. Perform all work necessary for Federal Emergency Management Agency (FEMA), Corps of Engineers, City, State, and Federal agency permits related to structural improvements.

#### 6. Land Acquisition Services

- a. Perform all services necessary for land acquisition, including, but not limited to: title searches, cost estimates, appraisals, negotiations, and preparation of closing and condemnation documents. Also perform environmental studies, asbestos removal, and demolition work on newly acquired properties. Work shall be performed on an as needed basis as determined by the City. Coordinate and monitor right-of-way acquisition activities on select projects through all phases of development. Conduct right-of-way impact studies, and right-of-way and land acquisition coordination with all State. All acquisitions shall comply with applicable local, state, and Federal regulations.
- b. Develop and implement a cost effective approach to property acquisition to be submitted to the City for approval. Review right-of-way drawings and perform environmental assessment of lands to be purchased or when obtaining easements. Assist the City in determining which properties to acquire based on the right-of-way plans. Prepare estimates of the cost of easements and right-of-way (property) necessary for program funding as identified by the City. Attend and/or conduct public meetings as requested by the City. Contact owners to verify ownership and property lines shown on the plans and advise owners of their rights and acquisition procedures under applicable Local, State, and Federal guidelines.
- c. Provide technical assistance during appraisals. Submit quarterly progress reports of land acquisition activities in support of the City's cost and schedule systems. Plan and implement relocation of obstruction plans for affected parcels.
- d. Conduct appraisals in accordance with City, State, and Federal guidelines, as applicable. Obtain additional appraisals when required. Review appraisals when required. The City normally utilizes independent appraisers per requirements of Georgia Department of Transportation (GDOT) on State and Federal funded projects.
- e. Submit final appraisals to the City for review. Perform negotiations with property owners in accordance with City, State, and Federal guidelines, as applicable. Notify all affected property owners in writing as required by the City. Assist owners to expedite the acquisition of property, i.e paperwork, eligibility for relocation payments, etc.
- f. Conduct land acquisition negotiations in accordance with City procedures for approval and execution by the City. Maintain organized project records of land acquisition/condemnation process sufficient for auditing by

outside agencies if required. Provide appraisal support for court related land acquisition/condemnation cases. Perform all coordination with the GDOT on State or Federal funded projects.

**7. Construction Management/Inspection Services**

- a. Provide construction management and/or inspection services as required by the City on an as needed basis.
- b. Provide inspection services for transportation projects in accordance with GDOT specifications.
- c. Perform field plan reviews, review bid documents, review and prepare cost estimates. Provide status reports and cost to complete updates.
- d. Manage contractors hired by the City on various Local, State and Federally funded projects. Review contractor invoices for approval by the City.

6

- e. Provide inspection services that follow all GDOT specifications for road and bridge projects. Perform any required coordination necessary with GDOT on State or Federal funded projects or on projects permitted by the State.

**B. OPTIONAL SERVICES**

1. Program Management Services – The selected Contractor(s) for Program Management Services shall submit a proposal on Sections II-A items 6 and 7. The selected Contractor(s) for Program Management will not be allowed to perform work from Sections II-A items 1 through 5. Selected Contractor(s) shall act as an extension of the City by assisting on an as need basis, as determined by the City in project management and coordination, programming, scheduling, plan review, and all other related services, including the following:

- a. Written summarization of all meetings with the City shall be prepared by the selected Contractor(s) and submitted to the City within three (3) working days for their review to ensure compliance with the scope of work and project schedules.
- b. Provide proposed budget estimates for each specified project through and including City acceptance of the completed project, including all Program Management Services. Submit proposed program budget estimates the City within thirty (30) days of receipt of notice to proceed. Make revisions to the proposed program budget estimates as directed by the City.
- c. Implement a cost/budget and schedule controls database to monitor and, maintain the cost effective and timely completion of program projects. Provide bi-monthly and quarterly status update cost and schedule.
- d. Develop program progress reporting formats for City and public information needs. Prepare financial and accounting reports in support of project program development. Assist the City with preparing, selecting, and administering Professional Engineering Services contracts, RFPs, and work authorizations. Prepare progress reports, status reports, and attend scheduled progress meetings as required by the City.
- e. Coordinate, monitor, and report on all phases of project development with all project participants including State, regional, and Federal agencies.
- f. Assist City staff in the construction contract bidding process by analyzing

and reviewing bids.

g. Implement a cost and schedule trend reporting system to alert the City of potential cost overruns and schedule delays.

7

h. Perform comprehensive design reviews to confirm the accuracy and completeness of conceptual, preliminary, and final design studies, reports, and contract documents performed by Professional Engineering Contractors.

i. Review Professional Engineering Contractor's construction cost estimates to verify accuracy and review against planned budgets.

j. Perform value engineering reviews to improve designs reduce costs, and meet applicable design standards.

k. Coordinate all design review work with applicable State and Federal agencies.

l. Perform constructability plan reviews of the projects as directed by the City.

m. Review Professional Engineering Contractor's invoices to verify that project progress justifies billed amounts.

n. Provide oversight of construction management by the Project Engineer Contractors, and provide reports upon request by the City.

o. Assist the City in the regional planning and coordination process with the GDOT, the Atlanta Regional Commission (ARC), and the Georgia Regional Transportation Authority (GRTA) on an as need basis.

p. Perform any additional consulting services related to transportation as required by the City.

### **C. PROJECT ADMINISTRATION**

1. The selected Contractor(s) shall meet with the City to review specific assignments, concepts, and the overall planning of projects to be assigned by the City, within ten (10) calendar days after receipt of written notice to proceed.

The City will identify the project(s). The selected Contractor(s) will be assigned projects based on confirmation of pre-qualified status by category, and for the type of services listed in Section II.A.

2. The City and selected Contractor(s) shall identify concepts and scope of work for each project which will be approved in writing, by the City. The selected Contractor(s) shall develop a "Not to Exceed" cost proposal for each project based on the approved scope of work. The City may request cost proposals from more than one consultant on any particular project.

3. The scope of work for each project assigned, as a result of this RFP shall be specifically defined on the Work Authorization Form – Exhibit 8, which shall be approved by the City. The compensation for each such project shall be presented as a lump sum "Not to Exceed" amount, based on the unit prices submitted by the selected Contractor(s) in response to this RFP. The selected Contractor(s) shall provide technical assistance to the City to specifically define the scope of work for each assigned project. The selected Contractor(s) shall provide estimated calendar days to completion, personnel man hours needed, and not to exceed compensation for each assigned project.

4. Written summaries of all meetings with the City shall be prepared by the selected Contractor(s) and submitted to the City within three (3) working days,

for their review to ensure compliance with scope of work and contract progress.

5. The selected Contractor(s) shall provide budget estimated for City review and approval, showing cost basis for each assigned project.

6. The selected Contractor(s) shall develop proposed design and construction schedules as necessary for each assigned project.

7. The completion schedule, for each assigned project scope of work, shall be mutually agreed upon by the City and the selected Contractor(s) prior to the issuance of written authorization to proceed by the City.

8. The City and selected Contractor(s) shall agree on milestones for each assigned project. The City shall review each milestone upon completion. No remuneration will be made for additional design effects resulting from this review.

9. The selected Contractor(s) shall prepare bid documents, special provisions administer the bidding process, and shall be responsible for the sale of Plans and Specifications to potential bidders, upon request by the City.

10. The selected Contractor(s) shall prepare and submit all required and necessary documents to obtain all State and Federal permits and approval of the Plans and Specifications for the project, if needed.

11. The selected Contractor(s) shall prepare conceptual, preliminary, final construction estimates of design projects, and any other interim estimate as required by the City in the project scope of work.

12. The selected Contractor(s) shall be required to submit "as-built" drawings to the City at the completion of all projects in digital format for inclusion into the City GIS.

13. Upon request by the City, the selected Contractor(s) shall be present at all related public hearings, City Council meetings, meeting with outside agencies, etc.

14. The selected Contractor(s) is responsible for obtaining any land disturbance permit and meeting as-built requirements for each design.

#### **D. ADMINISTRATIVE DATA/INFORMATION**

Copies of topographical maps, existing drainage systems, land use maps, floodway/floodplain charts, wetlands maps, tax parcels, and City road maps will be made accessible to the selected Contractor(s) by various City departments. All copies shall be made by the selected Contractor(s), at no expense to the City. The selected Contractor(s) shall coordinate with the City for use of the above materials. The City does not warrant the accuracy of the available data, and the selected Contractor(s) shall conduct applicable field testing where the work so requires. Data available to the Consultant is as follows:

1. Existing drainage system - The City is in the process of developing an inventory of the infrastructure Citywide. This information will be provided electronically by the City GIS Department.

2. Land use mapping information will be provided on City GIS.

3. Floodplain information is available on City FEMA Flood.

4. City road and right-of-way information and certain Georgia Department of Transportation plans are available.

5. Tax parcel owner and property information will be made available to, the selected Contractor(s) in hard copy format or digital format.

6. A GIS data dictionary, which documents data availability and data context, will be made available to the selected Contractor(s). The base mapping will be 1" = 100' with 2' contour intervals. Site specific planimetric and topographic data available at the time of the start of each project will be made available to the consultant. The selected Contractor(s) shall be required to agree to the terms for use of GIS data as set forth in the attached Standard City Contract attached herein.

7. The selected Contractor(s) shall check the data and information furnished by the City listed above for accuracy and to ensure that the data and information meet appropriate standards and is formatted to be compatible with City GIS and mapping programs described previously. Any survey monument information, horizontal or vertical, will be approved by the City and eventually turned over to the City. The selected Contractor(s) shall provide ASCH data format to be specified by the City. All survey control will be provided in feet and will be formatted for inclusion into the City GIS.

8. The selected Contractor(s) shall have access to all existing materials, maps, plans, etc. relating to drainage, sewer and related systems currently maintained by the City or private entities bound by ordinance.

9. The selected Contractor(s) shall notify all property owners or occupants of the intent to enter properties for the purpose of accomplishing survey or other field investigations in accordance with the practices of the City. The selected Contractor(s) shall transmit a copy of "intent to enter" letter to the City for the City's approval prior to sending it to property, owners. Upon request by the selected Contractor(s), the City will provide the necessary documents identifying the selected Contractor(s) as a Contractor of the City for the purposed described in the Agreement. If the property owners or occupants deny the selected Contractor(s) permission to enter, such incident will be reported to the City and the City will initiate such action as it dictates by current policy and procedure.

#### **E. PROFESSIONAL SERVICES SPECIFICATIONS:**

1. All surveying and design services are to be in accordance with the Georgia Department of Transportation's "Consultant Services Specifications", current requirements, in order to comply with State and Federal review and approval procedures, unless specifically excluded and directed by the City.

2. All plan preparation for all projects shall be in accordance with the Georgia Department of Transportation's "Plan Development Process", Manual of Guidance, current edition, unless specifically excluded and directed by the City.

#### **III. PROPOSAL FORMAT**

The Technical Proposal shall be submitted on single side 8½" x 11" paper. It shall be no more than 40 pages, including covers, an 11" x 17" folded organizational chart, and section dividers, but excluding mandatory exhibits and attachments. Responders are required to submit their proposals in the following format:

#### **A. TECHNICAL PROPOSAL (NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION.)**

1. **Technical Approach:** Responders are required to describe the procedures and methods that will achieve the required outcome of the project. Describe the

resources necessary to accomplish the purpose of the project.

**2. Qualification of Staff/Management** - The proposal shall address the following criteria and include necessary information of any other professional firm to be involved through subcontract, joint ventures, etc.:

11

- a. Describe the experience and qualifications on similar projects of the project manager and document the on-site time commitment on comparable projects.
- b. Proposals shall include a description of the qualifications, experience of the specific staff members of the project team to be involved in the projects.
- c. Proposals should demonstrate the ability to retain project managers and key project personnel throughout the project.
- d. Include names and brief resumes of key personnel on the project team (identified as to technical and/or management) to be assigned to proposed work, stating the capability of proposed key personnel as demonstrated in past and recent similar projects. In addition, Responders shall include current workload and commitments of proposed key personnel, as related to their capacity to perform work satisfactorily.
- e. The proposal shall include an 11" x 17" folded organizational chart of all personnel, including joint venture firms, of the project team.
- f. Include the anticipated use of subcontractors.

**3. Project Management:** Describe how the project will be organized and managed. Include the anticipated use of subcontractors. Describe the resources necessary to accomplish the purpose of the project. Describe internal quality control and quality assurance practices and how those will apply to those services. Demonstrate familiarity with applicable Federal, State and local regulations, required criteria, standards and procedures with respect to planning, environmental, design, acquisition, construction, construction supervision, and approval of road projects.

**4. Experience of Contractor:** The proposal shall address the following criteria and include necessary information of any other professional firm to be involved through subcontract, joint venture, etc.:

- a. The proposal is to include the qualifications of the Contractor and the staff to successfully perform the services listed in Section II of the RFP.
- b. The selected Contractor(s) shall demonstrate experience in the design of similar facilities, and confirm listing by the GDOT as a prequalified consultant for projects eligible for State and Federal Transportation funding. Confirmation of listing by Consultant or any other firm involved through joint venture by each pre-qualified category is, required. Responders shall demonstrate the firm's extensive, knowledge of the GDOT's Plan Development Process. Describe the past experience of the firm and of the staff on similar projects as well as other relevant experiences.

12

- c. Responders shall provide statements and three (3) references over the last ten years, attesting to successful compliance with schedules and budgets as well as the scope, location, design cost, construction cost, and duration of similar projects. References shall be provided on the Reference and

Release Form included as Exhibit 5 to this RFP.

d. List the systems and methods successfully used to perform the work described in the categories listed in Section II of the RFP and on similar projects. This information will be used to assure the reliability and quality of proposed work.

e. List the equipment, hardware, software, etc., to be used to perform the work in the categories listed in Section II of the RFP.

f. Demonstrate the extent of in-house capabilities to perform specialized services that may be required by a specific project.

g. Demonstrate the ability to absorb anticipated workload described above under the two year contract time frame.

h. Demonstrate familiarity with applicable Federal, State, and Local regulations, required criteria, standards and procedures with respect to planning, environmental, design, acquisition, construction supervision, and approval of road projects.

**5. Location and Availability** - The selected Contractor(s) must have an office in the Atlanta metropolitan area or establish an office within thirty (30) days of notice of award. Responder shall indicate whether or not it is a City of Locust Grove Firm.

#### **B. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance**

All qualifying contractors and subcontractors performing work with the City must register and participate in the Federal Work Authorization Program to verify the work eligibility information of new employees. Selected Contractor(s) shall be required to register and participate in the Federal Work Authorization Program which is a part of Exhibit 2, Sample City Contract. In order for a Proposal to be considered, it is **mandatory** that the Responder Affidavit, Exhibit 4, be completed and submitted with the Responder's proposal.

#### **D. Cost Proposal**

The cost proposal must be submitted in a separate, sealed envelope with the responder's name, the request for proposals number, and title of the request for proposals clearly identified on the outside of the envelope.

***DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL.***

Responders are required to submit their costs on the Cost Proposal Form included as Exhibit 3.

#### **IV. CRITERIA FOR EVALUATION**

The following evaluation criteria will be used as the basis for the evaluation of proposals.

The criteria are listed in order of importance.

- A. Technical Approach to the Project
- B. Qualifications of Staff/Management
- C. Project Management
- D. Experience of Contractor
- E. Local Small Business Enterprise Participation
- F. Location and Availability
- G. Interview (*If Granted*)

14

#### **V. CONTRACT ADMINISTRATION**

#### **A. Standard City Contract**

The attached sample contract is the City's standard contract document (see Exhibit 2), which specifically outlines the contractual responsibilities. All Responders should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the Responder's response to the request for proposals. Since proposed revisions may result in a proposal being rejected if the revisions are unacceptable to the City, Responders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award by the City Council.

#### **B. Submittal Instructions**

**One (1) original stamped "original" and eight (8) identical copies of the Technical Proposal; and one (1) copy of the Cost Proposal** must be submitted to the following address no later than 3:00 p.m. on **February 24, 2014**.

**City of Locust Grove, City Manger, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248** Proposals must be clearly identified on the outside of the envelope with the Responder's name, RFP No. 14-350-01002S, Engineering and Design Services for Transportation and Infrastructure Projects.

#### **C. Pre-Proposal Conference and Site Visit**

A pre-proposal conference and site visit will be held at 3 p.m. on the 28<sup>th</sup> day of August, 2013 at 330 W. Ponce de Leon Ave., Conference Room A, Decatur, GA 30030. Interested responders are strongly encouraged to attend and participate in the pre-proposal conference and site visit. For information regarding the pre-proposal conference, please contact Tim Young at (770) 957-5043 or [tyoung@locustgrove-ga.gov](mailto:tyoung@locustgrove-ga.gov).

#### **D. Questions**

All questions regarding this RFP should be addressed to the Director of the Department of Purchasing and Contracting at the address indicated above. All questions are to be in writing and are to allow sufficient time for distribution to all interested parties. The City will be the sole determiner of sufficient time.

All questions concerning the project shall be submitted to the Director of the Department of Purchasing and Contracting, The Maloof Center, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030, in writing no later than 5:00 pm on September 5, 2013. Questions received by the Director of the Department of Purchasing and Contracting after this date will not receive a response.

#### **E. Acknowledgment of Addenda**

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged either in a cover letter or by signing and returning the Addendum form. Acknowledgments must be received no later than the proposal due date. If Acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness by the City Administration. All addenda issued for this project may be found on City of Locust Grove's website at <http://www.dekalbCityga.gov/purchasing/index.htm>.

#### **F. Proposal Duration**

Proposals submitted in response to this RFP must be valid for a period of One

Hundred Twenty (120) days from proposal submission deadline, and must be so marked.

**G. Project Director**

The City will designate a Project Director to coordinate this project for the City. The selected Contractor(s) will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director.

**H. Expenses of Preparing Responses to this RFP**

The City accepts no responsibility for any expenses incurred by the Responders to this RFP. Such expenses are to be borne exclusively by the Responders.

**I. Georgia Open Records Act**

Without regard to any designation made by the person or entity making a submission, the City considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

16

**L. Business License**

Responders shall submit with their proposal, a copy of their valid company business license. If the Responder is a Georgia corporation, Responder shall submit a valid City or city business license. If the Responder is not a Georgia corporation, Responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If Responder holds a professional certification which is licensed by the state of Georgia, then Responder shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the Responder for the duration of the contract.

**VI. AWARD OF CONTRACT**

An evaluation committee will review and rate all proposals and may determine an interview list of the firms whose proposals are highest rated based on qualifications and information provided in Section III Proposal Format, and Section IV Evaluation Criteria. Interview listed firms will be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, in which they will respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will then re-score all interview listed firms based on the information submitted and oral interview, and will compile a new list ranking those firms. After all rating is completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation for award to the City of Locust Grove City Council, who will make the final decision as to award of the Contract(s).

**THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.**

ORDINANCE NO. \_\_\_\_\_

**TO REVISE THE OPERATING AND CAPITAL IMPROVEMENTS BUDGET OF THE CITY OF LOCUST GROVE FOR THE 4<sup>TH</sup> QUARTER OF THE 2013 FISCAL YEAR PURSUANT TO SECTIONS 6.35 AND 6.36 OF THE CITY CHARTER; TO PROVIDE FOR ADDITIONAL UNAPPROPRIATED FUNDS FOR CERTAIN OPERATING EXPENDITURES; TO AUTHORIZE THE CITY MANAGER AND CITY CLERK TO CARRY OUT ALL NECESSARY PROCEDURES TO INSTALL THE AMENDED BUDGET AND OPERATE FINANCIAL OPERATIONS IN ACCORDANCE WITH THE CODE OF ORDINANCES OF THE CITY OF LOCUST GROVE; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of Appropriations of General Funds, Water and Sewer, and Hotel/Motel Budget.** That certain General Fund appropriation accounts are increased a net of \$34,320.00; that Water and Sewer Fund appropriation accounts are decreased a net of \$191,500.00; and that Hotel/Motel Fund appropriation accounts are increased a net of \$46,000.00 as shown in Exhibit "A".

**SECTION 2. Amendment of the Fiscal Year 2013 Budget.** Pursuant to Section 6.35 and 6.36 of the City Charter, the Mayor and Council hereby amends the Operating and Capital Improvements Budget of the City of Locust Grove, Georgia for the 2013 Fiscal Year, which begins January 1, 2013 and ends on December 31, 2013 as attached hereto and incorporated herein at Exhibit "A".

**SECTION 3. Statement of Legal Level of Control.** That the "legal level of control" as defined in OCGA 36-81-3 is set at the departmental level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further Budget amendment approved by the Mayor and City Council.

**SECTION 4. Statement of Lapse on All Appropriations.** That all appropriations shall lapse at the end of the fiscal year.

**SECTION 5. Authorization to City Manager and City Clerk.** The City Manager as Budget Officer and City Clerk are hereby authorized to install the Budget and carry out all necessary procedures to operate financial operations of the City in accordance with the Code of Ordinances of the City of Locust Grove.

**SECTION 6. Severability.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the 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 this Ordinance. It is hereby further declared to be the intention of the 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 this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase 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 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 sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 7. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 8. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 21<sup>st</sup> day of January, 2014.

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
TRACEY SULLIVAN, City Clerk  
(Seal)

**EXHIBIT "A"**

**AMENDED FINAL OPERATING AND CAPITAL IMPROVEMENTS BUDGET  
FOR THE CITY OF LOCUST GROVE, GEORGIA  
FOR THE FISCAL YEAR 2013 – General Fund, Hotel/Motel Fund, Sanitation Fund  
Water/Sewer Fund, SPLOST Fund, Development Impact Fee Fund, Cemetery Fund,  
Stormwater Fund**

FUND	ACCOUNT	DESCRIPTION	BUDGET	RevBudget3	ACTUAL	EndOct	Over/Under	Current%	Adjustment	RevBudget
100	3-0000-31.1340	INTANGIBLE TAX	(11,000.00)	(11,000.00)	(8,629.55)	\$ (9,166.67)	\$ 537.12	78.5%		(11,000.00)
100	3-0000-31.1350	RAILROAD EQUIPMENT TAX	(500.00)	(500.00)	0.00	(416.67)	416.67	0.0%		(500.00)
100	3-0000-31.1600	REAL ESTATE TRANSFERS	(2,800.00)	(2,800.00)	(2,561.19)	(2,333.33)	(227.86)	91.5%		(2,800.00)
100	3-0000-31.1710	FRANCHISE TAX - ELECTRIC	(265,000.00)	(265,000.00)	(263,719.48)	(220,833.33)	(42,886.15)	99.5%		(265,000.00)
100	3-0000-31.1711	CAPITAL CREDIT REFUND	0.00	0.00	0.00	0.00		0.0%		0.00
100	3-0000-31.1730	FRANCHISE TAX - TELECOMMUNICAT	(5,000.00)	(5,000.00)	(3,422.26)	(4,166.67)	744.41	68.4%		(5,000.00)
100	3-0000-31.1750	FRANCHISE TAX - CABLE TV	(45,000.00)	(45,000.00)	(51,447.11)	(37,500.00)	(13,947.11)	114.3%	(6,000.00)	(51,000.00)
100	3-0000-31.1760	FRANCHISE TAX - TELEPHONE	(19,000.00)	(19,000.00)	(17,023.37)	(15,833.33)	(1,190.04)	89.6%		(19,000.00)
100	3-0000-31.1790	FRANCHISE TAX - NATURAL GAS	(11,000.00)	(11,000.00)	(9,920.72)	(9,166.67)	2,245.95	62.9%		(11,000.00)
100	3-0000-31.3100	LOCAL OPTION SALES /USE TAX	(1,700,000.00)	(1,700,000.00)	(1,377,790.06)	(1,416,666.67)	38,876.61	81.0%	63,000.00	(1,637,000.00)
100	3-0000-31.3150	LOST TAVT	0	0.00	(59,844.36)	0.00	(59,844.36)	0.0%	(75,000.00)	(75,000.00)
100	3-0000-31.4200	LIQUOR TAX	0.00	0.00	0.00	0.00		0.0%		0.00
100	3-0000-31.4201	LIQUOR TAX	(280,000.00)	(280,000.00)	(278,510.78)	(233,333.33)	(45,177.45)	99.5%	(56,000.00)	(336,000.00)
100	3-0000-31.6100	OCCUPATION TAXES	(150,000.00)	(150,000.00)	(143,863.59)	(125,000.00)	(153,510.78)	95.9%		(150,000.00)
100	3-0000-31.6120	REGULATORY FEES	(23,000.00)	(23,000.00)	(22,711.98)	(19,166.67)	(124,696.92)	98.7%		(23,000.00)
100	3-0000-31.6150	COIN OPERATED MACHINES	0.00	0.00	0.00	0.00	(22,711.98)	0.0%		0.00
100	3-0000-31.6200	INSURANCE PREMIUM TAX	(270,000.00)	(270,000.00)	(278,657.00)	(225,000.00)	225,000.00	103.2%	(8,500.00)	(278,500.00)
100	3-0000-32.1110	ALCOHOL BEV-BEER LICENSE	(19,000.00)	(19,000.00)	(14,500.00)	(15,833.33)	(262,823.67)	76.3%		(19,000.00)
100	3-0000-32.1120	ALCOHOL BEV WINE LICENSE	(10,500.00)	(10,500.00)	(11,600.00)	(8,750.00)	(5,750.00)	92.8%		(10,500.00)
100	3-0000-32.1130	ALCOHOL BEV - LIQUOR LICENSE	(40,500.00)	(40,500.00)	(40,500.00)	(33,750.00)	22,150.00	100.0%	0.00	(40,500.00)
100	3-0000-32.1220	GENERAL BUS LIC - INSURANCE	(15,500.00)	(15,500.00)	(15,140.00)	(12,916.67)	(27,583.33)	97.7%	(2,500.00)	(18,000.00)
100	3-0000-32.2120	BLDG PERMITS /INSPECTIONS -RES	(3,200.00)	(11,700.00)	(12,130.83)	(2,666.67)	(12,473.33)	103.7%	(3,300.00)	(15,000.00)
100	3-0000-32.2130	BLDG PERMIT/INSPECTIONS -COMM	(20,000.00)	(19,100.00)	(18,150.00)	(16,666.67)	4,535.84	95.0%	0.00	(19,100.00)
100	3-0000-32.3100	BUSINESS LICENSE PENALTY	0.00	0.00	0.00	0.00	(18,150.00)	0.0%		0.00
100	3-0000-33.4450	GRANT BULLET PROOF VEST	(1,000.00)	(1,000.00)	0.00	(833.33)	833.33	0.0%		(1,000.00)
100	3-0000-33.4500	GRANT / DONATIONS -COPS	(500.00)	(500.00)	0.00	(416.67)	416.67	0.0%		(500.00)
100	3-0000-33.5000	DONATION-PLAYGROUND EQUIP	0	0.00	(1,400.00)	0.00		0.0%	(1,400.00)	(1,400.00)
100	3-0000-33.6100	DONATIONS	(1,000.00)	(1,000.00)	0.00	(833.33)	833.33	0.0%	500.00	(500.00)
100	3-0000-34.1310	ZONING INSPECTION FEES	(1,000.00)	(1,000.00)	(12,600.00)	(833.33)	#REF!	504.0%	(11,000.00)	(13,500.00)
100	3-0000-34.1311	LAND DEVELOPMENT FEES	(800.00)	(800.00)	0.00	(666.67)	666.67	0.0%	300.00	(500.00)
100	3-0000-34.1312	SITE PLAN REVIEW FEES	(1,050.00)	(1,050.00)	(450.00)	(875.00)	(11,725.00)	42.9%		(1,050.00)
100	3-0000-34.1321	SOIL EROSION FEES	(200.00)	(200.00)	0.00	(166.67)	166.67	0.0%	100.00	(100.00)
100	3-0000-34.1325	TREE REPLACEMENT REVENUE	0.00	0.00	0.00	0.00		0.0%		0.00
100	3-0000-34.1910	QUALIFYING FEE FOR ELECTION	(1,500.00)	(1,500.00)	(1,260.00)	0.00	(450.00)	0.0%		0.00
100	3-0000-34.1950	ACCIDENT REPORTS	(2,000.00)	(2,000.00)	(2,264.93)	(1,666.67)	1,250.00	84.0%	240.00	(1,260.00)
100	3-0000-34.1960	ADM CHARGE ON FINES	(7,000.00)	(7,000.00)	(7,730.23)	(5,833.33)	4,573.33	113.2%	(350.00)	(2,350.00)
100	3-0000-34.1990	ADM CHARGE FOR COURTMARE	(7,500.00)	(10,000.00)	(10,808.15)	(6,250.00)	3,985.07	110.4%	(1,000.00)	(8,000.00)
100	3-0000-34.6100	BACKGROUND CHECK FEES	(3,500.00)	(3,500.00)	(2,600.00)	(2,916.67)	(4,813.56)	108.1%	(2,500.00)	(12,500.00)
100	3-0000-34.9300	BAD CHECK FEES	(100.00)	(100.00)	(30.00)	(83.33)	(4,813.56)	74.3%	500.00	(3,000.00)
100	3-0000-35.1170	FINES & FORFEITURES	(300,000.00)	(300,000.00)	(292,931.50)	(250,000.00)	247,400.00	30.0%	(50,000.00)	(100.00)
100	3-0000-35.1175	BOND ACCOUNT	0.00	0.00	0.00	0.00		97.6%		(350,000.00)
100	3-0000-36.1000	INTEREST REVENUES	(5,000.00)	(5,000.00)	(3,997.34)	(4,166.67)	(30.00)	0.0%		0.00
100	3-0000-38.1000	RENTALS & ROYALTIES	0.00	0.00	0.00	0.00		114.2%	0.00	(3,500.00)
100	3-0000-38.1010	SPECIAL EVENT PERMIT	0.00	0.00	0.00	0.00		0.0%	0.00	0.00
100	3-0000-38.1025	PAVILLION RENTAL	(500.00)	(500.00)	(440.00)	(416.67)	(3,997.34)	0.0%	0.00	0.00
							416.67	88.0%		(500.00)

FUND	ACCOUNT	DESCRIPTION	BUDGET	RevBudget3	ACTUAL	EndOct	Over/Under	Current%	Adjustment	RevBudget
100	3-0000-38.1050	HOUSE RENTAL - LOCUST ROAD	(9,900.00)	(9,900.00)	(8,617.00)	\$ 8,250.00	87.0%	0.00	(9,900.00)	
100	3-0000-38.3000	INS REIMBURSE DAMAGE PROPERTY	(2,600.00)	(19,000.00)	(23,953.72)	\$ 1,726.67	126.1%	(7,500.00)	(26,500.00)	
100	3-0000-38.3100	INS REIMBURSE WKS COMP	0.00	0.00	0.00	\$ (8,617.00)	0.0%	0.00	0.00	
100	3-0000-38.3400	INS REIMBURSE FOR OVERPAYMENT	0.00	0.00	0.00	\$ (23,953.72)	0.0%	(8,500.00)	(8,500.00)	
100	3-0000-38.5000	LMIG PROGRAM	(57,000.00)	(57,000.00)	(56,968.86)	\$ 47,500.00	99.9%	0.00	(57,000.00)	
100	3-0000-38.9000	OTHER MISCELLANEOUS REVENUE	(101,000.00)	(101,000.00)	(89,983.64)	\$ 84,166.67	89.1%	10,000.00	(91,000.00)	
100	3-0000-38.9010	RETURN CHECK FEES	0.00	0.00	0.00	\$ (56,968.86)	0.0%	0.00	0.00	
100	3-0000-38.9100	REFUNDS POLICE DEPT	0.00	0.00	0.00	\$ (89,983.64)	0.0%	0.00	0.00	
100	3-0000-38.9200	REFUNDS PUBLIC WORKS	0.00	0.00	0.00	\$ -	0.0%	0.00	0.00	
100	3-0000-38.9300	REFUNDS ADMINISTRATIONS	0.00	0.00	0.00	\$ -	0.0%	0.00	0.00	
100	3-0000-38.9900	REVENUE FROM PRIOR YEAR	(253,400.00)	(253,400.00)	0.00	\$ 211,166.67	0.0%	123,290.00	(130,110.00)	
100	3-0000-39.1100	OPERATING TRANSFERS	0.00	0.00	0.00	\$ -	0.0%	0.00	0.00	
		<b>TOTAL REVENUES - GENERAL FUND</b>	<b>(3,647,550.00)</b>	<b>(3,676,050.00)</b>	<b>(3,143,157.65)</b>	<b>\$ 2,127,737.50</b>	<b>86.2%</b>	<b>(34,320.00)</b>	<b>(3,710,370.00)</b>	

FUND	ACCOUNT	DESCRIPTION	RevBudget3	ACTUAL	EndNov	Over/Under	Current%	Adjustment	RevBudget
100	5-1110-51.1150	Public Officials							
100	5-1110-51.1155	MAYOR SALARY	10,800.00	9,000.00	\$ 9,000.00		83.3%		10,800.00
100	5-1110-51.2200	COUNCIL SALARY	50,400.00	42,000.00	\$ 42,000.00		83.3%		50,400.00
100	5-1110-51.2400	FICA (SOCIAL SECURITY)	900.00	739.50	\$ 739.50	(10.50)	82.2%		900.00
100	5-1110-52.1200	RETIREMENT	20,000.00	0.00	\$ 16,666.67	(16,666.67)	0.0%		20,000.00
100	5-1110-52.1230	PROFESSIONAL SERVICES	2,500.00	0.00	\$ 2,083.33	(2,083.33)	0.0%		2,500.00
100	5-1110-52.3100	LEGAL	5,000.00	0.00	\$ 4,166.67	(4,166.67)	0.0%		5,000.00
100	5-1110-52.3200	RISK MANAGEMENT INSURANCE	500.00	8,707.00	\$ 8,707.00	8,207.00	0.0%		500.00
100	5-1110-52.3310	COMMUNICATIONS-CELL PHONES	100.00	144.22	\$ 144.22	44.22	28.8%		100.00
100	5-1110-52.3500	PUBLIC NOTICES	3,000.00	0.00	\$ 83.33	(83.33)	0.0%		3,000.00
100	5-1110-52.3510	TRAVEL MILEAGE REIMBURSEMENT	3,600.00	3,651.52	\$ 3,651.52	51.52	121.7%	3,000.00	6,000.00
100	5-1110-52.3600	CAR ALLOWANCE FOR MAYOR	0.00	600.00	\$ 600.00	600.00	16.7%	(3,000.00)	600.00
100	5-1110-52.3700	DUES & FEES	20,000.00	320.25	\$ 320.25	320.25	0.0%		20,000.00
100	5-1110-52.3750	EDUCATION & TRAINING	20,000.00	10,925.05	\$ 16,666.67	(9,074.95)	54.6%		20,000.00
100	5-1110-53.1105	MTGS & CONF (RETREATS /HCMA)	20,000.00	8,635.31	\$ 16,666.67	(8,364.69)	43.2%		20,000.00
100	5-1110-53.1785	OFFICE SUPPLIES	250.00	48.00	\$ 208.33	(75.00)	19.2%		250.00
100	5-1110-54.2450	UNIFORMS	700.00	275.97	\$ 583.33	(124.03)	39.4%		700.00
100	5-1110-54.2450	COMPUTER MAINTENANCE	300.00	0.00	\$ 250.00	(250.00)	0.0%		300.00
			<b>138,050.00</b>	<b>85,046.82</b>	<b>115,041.67</b>	<b>(13,648.43)</b>	<b>5.72</b>	<b>0.00</b>	<b>138,050.00</b>
		Administration							
100	5-1510-51.1100	REGULAR EMPLOYEES	280,000.00	211,803.49	\$ 233,333.33	(21,529.84)	75.6%		280,000.00
100	5-1510-51.1300	OVERTIME	100.00	395.27	\$ 83.33	(166.67)	395.3%	400.00	500.00
100	5-1510-51.2100	GROUP INSURANCE	18,000.00	13,390.74	\$ 15,000.00	(1,609.26)	74.4%		18,000.00
100	5-1510-51.2200	FICA (SOCIAL SECURITY)	4,000.00	2,961.46	\$ 3,333.33	(371.87)	74.0%		4,000.00
100	5-1510-51.2400	RETIREMENT	18,000.00	17,278.84	\$ 15,000.00	(2,278.84)	96.0%		18,000.00
100	5-1510-51.2700	WORKER'S COMPENSATION	5,200.00	5,137.46	\$ 4,333.33	(804.13)	98.8%		5,200.00
100	5-1510-52.1200	PROFESSIONAL	6,500.00	5,500.00	\$ 5,416.67	(83.33)	84.6%	6,500.00	13,000.00
100	5-1510-52.1220	AUDITING	16,000.00	14,500.00	\$ 13,333.33	(1,166.67)	90.6%	(1,000.00)	15,000.00
100	5-1510-52.1230	LEGAL	50,000.00	28,082.87	\$ 41,666.67	(13,583.80)	56.2%	0.00	50,000.00
100	5-1510-52.1400	DRUG & MEDICAL	500.00	291.25	\$ 416.67	(125.42)	58.3%		500.00
100	5-1510-52.2210	AUTO/TRUCK EXP	0.00	0.00	\$ 0.00	0.00	0.0%		0.00
100	5-1510-52.2211	AUTO GAS & FUEL	500.00	539.04	\$ 416.67	(122.37)	107.8%	300.00	800.00
100	5-1510-52.2212	CAR ALLOWANCE	3,000.00	2,500.00	\$ 2,500.00	0.00	83.3%		3,000.00
100	5-1510-52.2240	BUILDING & GROUNDS	71,530.00	72,642.26	\$ 59,608.33	(13,033.93)	101.6%	25,000.00	96,530.00
100	5-1510-52.2250	OTHER EQUIP. REPAIRS/MAINT	2,800.00	5,087.75	\$ 2,333.33	(2,754.42)	181.7%	4,200.00	7,000.00
100	5-1510-52.2320	RENTAL OF EQUIPMENT & VEHICLE	5,000.00	0.00	\$ 4,166.67	(4,166.67)	0.0%	(1,000.00)	4,000.00
100	5-1510-52.3100	RISK MANAGEMENT INSURANCE	20,000.00	6,017.54	\$ 16,666.67	(10,649.13)	30.1%	(11,500.00)	8,500.00
100	5-1510-52.3200	COMMUNICATIONS-CELL PHONES	1,000.00	925.14	\$ 833.33	(91.81)	92.5%		1,250.00
100	5-1510-52.3201	TELEPHONE	5,000.00	4,678.98	\$ 4,166.67	(512.31)	93.6%	750.00	5,750.00
100	5-1510-52.3205	INTERNET	500.00	242.49	\$ 416.67	(174.18)	48.5%		500.00
100	5-1510-52.3300	ADVERTISING	1,250.00	1,019.60	\$ 1,041.67	(22.07)	81.6%	250.00	1,000.00
100	5-1510-52.3310	PUBLIC NOTICES	1,000.00	1,139.20	\$ 833.33	(305.87)	113.9%	450.00	1,500.00
100	5-1510-52.3500	TRAVEL MILEAGE REIMBURSEMENT	0.00	488.73	\$ 0.00	488.73	0.0%	600.00	600.00
100	5-1510-52.3600	DUES & FEES	2,000.00	2,541.25	\$ 1,666.67	(874.58)	127.1%	1,000.00	3,000.00
100	5-1510-52.3700	EDUCATION & TRAINING	10,000.00	770.00	\$ 8,333.33	(7,563.33)	7.7%	(7,500.00)	2,500.00
100	5-1510-52.3750	MEETINGS & CONFERENCE	3,500.00	2,914.99	\$ 2,916.67	(1.68)	83.3%	0.00	3,500.00
100	5-1510-52.3855	CONTRACTS & SPONSORSHIPS	4,000.00	2,750.00	\$ 3,333.33	(583.33)	68.8%		4,000.00

FUND	ACCOUNT	DESCRIPTION	RevBudgets		ACTUAL	EndNov	Over/Under	Current% Adjustment	RevBudget
			3,500.00	20,000.00					
100	5-1510-52.3970	POSTAGE		2,774.27	2,916.67	2,916.67	(142.40)	79.3%	4,000.00
100	5-1510-53.1105	OFFICE SUPPLIES		8,124.86	16,666.67	16,666.67	(8,541.81)	40.6%	20,000.00
100	5-1510-53.1107	BANK & CREDIT CARD CHARGES		50.18	833.33	833.33	(783.15)	5.0%	1,000.00
100	5-1510-53.1160	OPERATING EQUIPMENT		1,860.49	2,083.33	2,083.33	(222.84)	74.4%	2,500.00
100	5-1510-53.1161	GIFTS & FLOWERS		1,043.87	1,666.67	1,666.67	(622.80)	52.2%	2,000.00
100	5-1510-53.1205	UTILITIES		21,207.36	23,750.00	23,750.00	(2,542.64)	74.4%	28,500.00
100	5-1510-53.1210	STORMWATER FEES		1,484.84	1,250.00	1,250.00	234.84	99.0%	2,000.00
100	5-1510-53.1700	OTHER SUPPLIES		100.06	416.67	416.67	(316.61)	20.0%	1,500.00
100	5-1510-53.1728	MAYORS MOTORCADE		0.00	833.33	833.33	(833.33)	0.0%	250.00
100	5-1510-53.1729	CITY EVENTS		184.65	4,166.67	4,166.67	(3,982.02)	3.7%	1,000.00
100	5-1510-53.1785	UNIFORMS		1,169.41	1,250.00	1,250.00	(80.59)	78.0%	5,000.00
100	5-1510-53.1790	ELECTION EXPENSE		124.80	8,333.33	8,333.33	(8,208.53)	1.2%	1,500.00
100	5-1510-53.1795	MISCELLANEOUS		0.00	416.67	416.67	(416.67)	0.0%	6,500.00
100	5-1510-54.1310	RENOVATIONS TO CITY HALL		499.20	64,541.67	64,541.67	(64,042.47)	0.6%	100.00
100	5-1510-54.2200	VEHICLES		0.00	0.00	0.00	-	0.0%	107,450.00
100	5-1510-54.2300	FURNITURE & FIXTURES		4,192.14	3,750.00	3,750.00	442.14	93.2%	0.00
100	5-1510-54.2400	COMPUTERS		3,753.89	3,750.00	3,750.00	3.89	83.4%	13,500.00
100	5-1510-54.2450	COMPUTER MAINTENANCE		10,338.54	11,666.67	11,666.67	(1,328.13)	73.8%	6,500.00
100	5-1510-54.2500	EQUIPMENT		0.00	833.33	833.33	(833.33)	0.0%	19,000.00
100	5-1510-56.1000	DEPRECIATION		0.00	0.00	0.00	-	0.0%	1,000.00
100	5-1510-57.9000	CONTINGENCIES		20,000.00	25,000.00	25,000.00	(5,000.00)	66.7%	1,000.00
				480,506.91	615,275.00	615,275.00	(134,593.91)	31.71	20,000.00
		Municipal Court							789,880.00
100	5-2650-51.1100	REGULAR EMPLOYEES		56,819.24	60,833.33	60,833.33	(4,014.09)	0.0%	0.00
100	5-2650-51.1158	JUDGE SALARY		10,000.00	12,083.33	12,083.33	(2,083.33)	77.8%	73,000.00
100	5-2650-51.1300	OVERTIME		1,183.32	0.00	0.00	1,183.32	69.0%	14,500.00
100	5-2650-51.2100	GROUP INSURANCE		3,825.28	10,000.00	10,000.00	(6,174.72)	31.9%	0.00
100	5-2650-51.2200	FICA (SOCIAL SECURITY)		807.03	666.67	666.67	140.36	100.9%	7,500.00
100	5-2650-51.2400	RETIREMENT		6,590.33	5,000.00	5,000.00	1,590.33	109.8%	800.00
100	5-2650-51.2500	TUITION REIMBURSEMENTS		0.00	0.00	0.00	-	0.0%	7,600.00
100	5-2650-51.2700	WORKER'S COMPENSATION		2,568.74	2,166.67	2,166.67	402.07	98.8%	0.00
100	5-2650-52.1230	LEGAL		7,885.00	10,000.00	10,000.00	(2,115.00)	65.7%	2,600.00
100	5-2650-52.1260	SOLICITOR		0.00	0.00	0.00	-	0.0%	13,860.00
100	5-2650-52.1261	PUBLIC DEFENDER		4,200.00	5,583.33	5,583.33	(1,383.33)	62.7%	0.00
100	5-2650-52.1400	DRUG & MEDICAL		186.00	250.00	250.00	(64.00)	62.0%	6,700.00
100	5-2650-52.2210	AUTO / TRUCK EXPENSE		212.40	416.67	416.67	(204.27)	42.5%	200.00
100	5-2650-52.2211	AUTO / TRUCK FUEL		262.70	3,750.00	3,750.00	(3,487.30)	5.8%	500.00
100	5-2650-52.2250	OTHER EQUIP. REPAIRS/MAINT		0.00	416.67	416.67	(416.67)	0.0%	8,000.00
100	5-2650-52.3100	RISK MANAGEMENT INSURANCE		2,265.08	0.00	0.00	2,265.08	0.0%	500.00
100	5-2650-52.3200	COMMUNICATIONS-CELL PHONES		609.05	833.33	833.33	(224.28)	60.9%	1,000.00
100	5-2650-52.3205	INTERNET		0.00	208.33	208.33	-	0.0%	0.00
100	5-2650-52.3310	PUBLIC NOTICES		75.00	83.33	83.33	(8.33)	0.0%	1,000.00
100	5-2650-52.3500	TRAVEL-MILEAGE REIMBURSEMENT		0.00	0.00	0.00	-	75.0%	500.00
100	5-2650-52.3600	DUES & FEES		266.50	250.00	250.00	16.50	88.8%	100.00
100	5-2650-52.3700	EDUCATION & TRAINING		375.00	833.33	833.33	(458.33)	37.5%	400.00
100	5-2650-52.3970	POSTAGE		424.46	666.67	666.67	(242.21)	53.1%	1,000.00
100	5-2650-52.3995	COURT COST-SUBPEONAS		0.00	83.33	83.33	(83.33)	0.0%	800.00

FUND	ACCOUNT	DESCRIPTION	RevBudget3	ACTUAL	EndNov	Over/Under	Current%	Adjustment	RevBudget
100	5-2650-53.1105	OFFICE SUPPLIES	600.00		125.50	500.00	20.9%	(374.50)	600.00
100	5-2650-53.1107	BANK & CREDIT CARD CHARGES	0.00		0.00	0.00	0.0%		0.00
100	5-2650-53.1160	OPERATING EQUIPMENT COM SVC	2,000.00		569.98	1,666.67	28.5%	(1,096.69)	2,000.00
100	5-2650-53.1700	OTHER SUPPLIES	500.00		0.00	416.67	0.0%	(416.67)	500.00
100	5-2650-53.1785	UNIFORMS	600.00		0.00	500.00	0.0%	(500.00)	600.00
100	5-2650-53.1786	BOOT ALLOWANCE	150.00		120.00	125.00	80.0%	(5.00)	150.00
100	5-2650-53.1795	MISCELLANEOUS	0.00		0.00	0.00	0.0%		0.00
100	5-2650-54.2200	VEHICLES	0.00		0.00	0.00	0.0%		0.00
100	5-2650-54.2300	FURNITURE & FIXTURES	700.00		0.00	583.33	0.0%	(583.33)	700.00
100	5-2650-54.2400	COMPUTERS	0.00		0.00	0.00	0.0%		0.00
100	5-2650-54.2450	COMPUTER MAINTENANCE	5,000.00		4,197.06	4,166.67	83.9%	30.39	5,000.00
100	5-2650-54.2500	EQUIPMENT COMMUNITY SERV	2,000.00		0.00	1,666.67	0.0%	(1,666.67)	2,000.00
100	5-2650-54.2550	EQUIPMENT - COURT	0.00		0.00	0.00	0.0%		0.00
100	5-2650-56.1000	DEPRECIATION	0.00		0.00	0.00	0.0%		0.00
100	5-2650-57.2000	JAIL CONSTRUCTION	24,000.00		18,896.36	20,000.00	0.0%		24,000.00
100	5-2650-57.2100	GEORGIA CRIME VICTIMS	500.00		253.14	416.67	78.7%	(1,103.64)	500.00
100	5-2650-57.2110	VICTIMS ASSISTANCE FUND	12,500.00		9,447.90	10,416.67	50.6%	(163.53)	12,500.00
100	5-2650-57.2120	POLICE OFFICERS A & B FUND	15,000.00		11,761.16	12,500.00	75.6%	(968.77)	15,000.00
100	5-2650-57.2130	POLICE /PROSCUTOR TRAINING	20,000.00		16,480.37	16,666.67	82.4%	(186.30)	20,000.00
100	5-2650-57.2150	SPINAL INJURY TRUST FUND	1,000.00		646.44	833.33	64.6%	(186.89)	1,000.00
100	5-2650-57.2160	GBI CRIME LAB	500.00		306.27	416.67	61.3%	(110.40)	500.00
100	5-2650-57.2170	INDIGENT DEFENSE -POTHO	25,000.00		18,895.94	20,833.33	75.6%	(1,937.39)	25,000.00
100	5-2650-57.2180	DRUG TREATMENT & EDUCATION	8,000.00		6,088.39	6,666.67	76.1%	(578.28)	8,000.00
100	5-2650-57.2190	DRIVERS ED & TRAINING FUND	9,000.00		6,695.21	7,500.00	74.4%	(804.79)	9,000.00
100	5-2650-57.9000	CONTINGENCIES	2,500.00		0.00	2,083.33	0.0%		2,500.00
		Police Department	266,500.00		193,038.85	222,083.33	19.7%	(26,752.82)	274,920.00
100	5-3230-51.1100	REGULAR EMPLOYEES	960,000.00		786,758.32	800,000.00	82.0%	(13,241.68)	890,000.00
100	5-3230-51.1300	OVERTIME	7,500.00		9,915.92	6,250.00	132.2%	3,665.92	10,000.00
100	5-3230-51.2100	GROUP INSURANCE	110,000.00		83,217.92	91,666.67	75.7%	(8,448.75)	105,000.00
100	5-3230-51.2200	FICA (SOCIAL SECURITY)	75,000.00		10,401.18	11,666.67	74.3%	(1,265.49)	14,000.00
100	5-3230-51.2400	RETIREMENT	0.00		65,295.88	62,500.00	87.1%	2,795.88	75,000.00
100	5-3230-51.2500	TUITION REIMBURSEMENTS	26,000.00		25,687.40	0.00	0.0%		26,000.00
100	5-3230-51.2700	WORKER'S COMPENSATION	2,000.00		734.83	1,666.67	98.8%	4,020.73	2,000.00
100	5-3230-52.1230	LEGAL	5,000.00		4,695.82	4,166.67	36.7%	(931.84)	7,000.00
100	5-3230-52.1400	DRUG & MEDICAL	37,000.00		37,483.97	30,833.33	93.9%	6,650.64	43,500.00
100	5-3230-52.2210	AUTO/TRUCK EXPENSES	85,000.00		53,725.61	70,833.33	63.2%	(17,107.72)	85,000.00
100	5-3230-52.2240	AUTO GAS & FUEL	40,000.00		19,603.90	33,333.33	49.0%	(13,729.43)	70,000.00
100	5-3230-52.2250	BUILDING & GROUNDS	8,000.00		5,261.98	6,666.67	65.8%	(1,404.69)	11,000.00
100	5-3230-52.3100	OTHER EQUIP. REPAIRS/MAINT	26,000.00		44,438.65	21,666.67	170.9%	22,771.98	45,000.00
100	5-3230-52.3200	RISK MANAGEMENT INSURANCE	10,000.00		8,182.27	8,333.33	81.8%	(151.06)	10,000.00
100	5-3230-52.3201	COMMUNICATIONS-CELL PHONES	8,000.00		5,159.29	6,666.67	64.5%	(1,507.38)	8,000.00
100	5-3230-52.3205	TELEPHONE	500.00		127.49	416.67	25.5%		500.00
100	5-3230-52.3300	INTERNET	500.00		756.00	416.67	151.2%	350.00	850.00
100	5-3230-52.3500	ADVERTISING	0.00		0.00	0.00	0.0%		0.00
100	5-3230-52.3600	TRAVEL MILEAGE REIMBURSEMENT	1,750.00		1,662.95	1,458.33	95.0%	(250.00)	2,000.00
		DUES & FEES							



FUND	ACCOUNT	DESCRIPTION	RevBudget3	ACTUAL	EndNov	Over/Under	Current%	Adjustment	RevBudget
100	5-4210-52.3200	COMMUNICATIONS-CELL PHONES	1,250.00		1,507.24	1,041.67	465.57	120.6%	1,250.00
100	5-4210-52.3201	TELEPHONE	1,000.00		664.58	833.33	(168.75)	66.5%	1,000.00
100	5-4210-52.3205	INTERNET	800.00		755.49	666.67		94.4%	800.00
100	5-4210-52.3310	PUBLIC NOTICES	0.00		0.00			0.0%	0.00
100	5-4210-52.3600	DUES & FEES	500.00		358.00	416.67	(58.67)	71.6%	800.00
100	5-4210-52.3700	EDUCATION & TRAINING	1,000.00		0.00	833.33	(833.33)	0.0%	1,000.00
100	5-4210-52.3750	MEETINGS & CONFERENCE	500.00		0.00	416.67	(416.67)	0.0%	500.00
100	5-4210-52.3940	TREE MAINTENANCE	10,000.00		9,884.66	8,333.33	1,551.33	98.8%	10,000.00
100	5-4210-53.1105	OFFICE SUPPLIES	300.00		0.00	250.00	(250.00)	0.0%	300.00
100	5-4210-53.1160	OPERATING EQUIPMENT	12,000.00		8,562.82	10,000.00	(1,437.18)	71.4%	12,000.00
100	5-4210-53.1205	UTILITIES	7,000.00		3,744.44	5,833.33	(2,088.89)	53.5%	7,000.00
100	5-4210-53.1210	STORMWATER FEES	2,600.00		1,154.21	2,166.67	(1,012.46)	44.4%	2,600.00
100	5-4210-53.1225	STREET LIGHTS	85,000.00		72,739.57	70,833.33	1,906.24	85.6%	85,000.00
100	5-4210-53.1700	OTHER SUPPLIES	2,500.00		2,471.13	2,083.33	387.80	98.8%	2,500.00
100	5-4210-53.1720	CHRISTMAS DECORATIONS	2,100.00		3,927.10	1,750.00	2,177.10	187.0%	4,600.00
100	5-4210-53.1725	STREET SIGNS & MARKINGS	6,500.00		4,150.01	5,416.67	(1,266.66)	63.8%	10,000.00
100	5-4210-53.1775	REPAIR DAMAGE PROPERTY	1,500.00		5,571.10	1,250.00	4,321.10	371.4%	9,000.00
100	5-4210-53.1785	UNIFORMS	3,000.00		2,900.19	2,500.00	400.19	96.7%	3,000.00
100	5-4210-53.1786	BOOT ALLOWANCE	600.00		480.00	500.00	(20.00)	80.0%	600.00
100	5-4210-53.1795	MISCELLANEOUS	250.00		0.00	208.33	(208.33)	0.0%	250.00
100	5-4210-54.2200	VEHICLES	0.00		0.00	0.00		0.0%	0.00
100	5-4210-54.2300	FURNITURE & FIXTURES	0.00		0.00	0.00		0.0%	0.00
100	5-4210-54.2400	COMPUTER	0.00		0.00	0.00		0.0%	0.00
100	5-4210-54.2450	COMPUTER MAINTENANCE	0.00		0.00	0.00		0.0%	0.00
100	5-4210-54.2500	EQUIPMENT	1,750.00		899.63	1,458.33	(558.70)	51.4%	1,750.00
100	5-4210-54.2700	SECURITY SYSTEM	25,000.00		16,836.76	20,833.33	(3,996.57)	67.3%	25,000.00
100	5-4210-56.1000	DEPRECIATION	5,500.00		0.00	4,583.33	(4,583.33)	0.0%	7,000.00
100	5-4210-57.3100	CLAIMS	0.00		0.00	0.00		0.0%	0.00
100	5-4210-57.9000	CONTINGENCIES	0.00		0.00	0.00		0.0%	0.00
			451,950.00	281,440.45	376,625.00	(95,273.37)	28.97	(36,050.00)	415,900.00
100	5-4220-51.1100	Fleet Maintenance			0.00	0.00		0.0%	0.00
100	5-4220-51.1300	REGULAR EMPLOYEES	42,500.00		34,185.21	35,416.67	(1,231.46)	80.4%	42,500.00
100	5-4220-51.2100	OVERTIME	500.00		368.58	416.67	(48.09)	73.7%	500.00
100	5-4220-51.2200	GROUP INSURANCE	5,000.00		4,138.02	4,166.67	(28.65)	82.8%	5,000.00
100	5-4220-51.2400	FICA (SOCIAL SECURITY)	600.00		493.76	500.00	(6.24)	82.3%	600.00
100	5-4220-51.2500	RETIREMENT	2,800.00		3,341.41	2,333.33	1,008.08	119.3%	3,550.00
100	5-4220-51.2700	TUITION REIMBURSEMENTS	0.00		0.00	0.00		0.0%	0.00
100	5-4220-52.1400	WORKER'S COMPENSATION	1,300.00		1,284.37	1,083.33	201.04	98.8%	1,300.00
100	5-4220-52.2210	DRUG & MEDICAL	250.00		96.00	208.33	(112.33)	38.4%	250.00
100	5-4220-52.2211	AUTO/TRUCK EXPENSES	500.00		65.26	416.67	(351.41)	13.1%	500.00
100	5-4220-52.2240	AUTO GAS & FUEL	1,000.00		100.56	833.33	(732.77)	10.1%	1,000.00
100	5-4220-52.2240	BUILDING & GROUNDS	200.00		0.00	166.67	(166.67)	0.0%	200.00
100	5-4220-52.2250	OTHER EQUIP. REPAIRS/MAINT	1,000.00		148.50	833.33	(684.83)	14.9%	250.00
100	5-4220-52.3100	RISK MANAGEMENT INSURANCE	0.00		1,404.41	0.00	1,404.41	0.0%	0.00
100	5-4220-52.3200	COMMUNICATIONS-CELL PHONES	400.00		300.64	333.33	(32.69)	75.2%	400.00
100	5-4220-52.3205	INTERNET	0.00		0.00	0.00		0.0%	0.00
100	5-4220-52.3600	DUES & FEES	300.00		220.75	250.00	(29.25)	73.6%	300.00

FUND	ACCOUNT	DESCRIPTION	RevBudget3	ACTUAL	EndNov	Over/Under	Current%	Adjustment	RevBudget
100	5-4220-52.3700	EDUCATION & TRAINING	300.00	0.00	250.00	\$ (250.00)	0.0%		300.00
100	5-4220-53.1160	OPERATING EQUIPMENT	1,000.00	492.77	833.33	\$ (340.56)	49.3%		1,000.00
100	5-4220-53.1205	UTILITIES	5,000.00	3,100.01	4,166.67	\$ (1,066.66)	62.0%		5,000.00
100	5-4220-53.1700	OTHER SUPPLIES	1,000.00	584.76	833.33	\$ (248.57)	58.5%		1,000.00
100	5-4220-53.1785	UNIFORMS	1,000.00	619.81	833.33	\$ (213.52)	62.0%		1,000.00
100	5-4220-53.1786	BOOT ALLOWANCE	150.00	120.00	125.00	\$ (5.00)	80.0%		150.00
100	5-4220-53.1795	MISCELLANEOUS	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2100	MACHINERY	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2200	VEHICLES	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2300	FURNITURE & FIXTURES	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2400	COMPUTER	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00	\$ -	0.0%		0.00
100	5-4220-54.2500	EQUIPMENT	1,000.00	608.67	833.33	\$ (224.66)	60.9%		1,000.00
100	5-4220-56.1000	DEPRECIATION	2,000.00	0.00	1,666.67	\$ (1,666.67)	0.0%		2,000.00
100	5-4220-57.9000	CONTINGENCIES	1,000.00	0.00	0.00	\$ -	0.0%		1,000.00
			68,800.00	51,673.49	57,333.33	\$ (5,659.84)	11.35		68,800.00
		Parts and Recreation							
100	5-6220-52.2240	BUILDING & GROUNDS	600.00	264.39	0.00	\$ -	0.0%		600.00
100	5-6220-52.3100	RISK MANAGEMENT INSURANCE	0.00	0.00	4,583.33	\$ (4,583.33)	93.0%		0.00
100	5-6220-53.1205	UTILITIES	0.00	0.00	333.33	\$ 5,089.93	11.2%		400.00
100	5-6220-53.1210	STORMWATER FEES	5,500.00	5,114.21	5,416.67	\$ -	83.4%		6,900.00
100	5-6220-53.1700	OTHER SUPPLIES	400.00	44.66	0.00	\$ -	0.0%		400.00
100	5-6220-54.1300	BUILDINGS	0.00	0.00	10,333.33	\$ 551.25	1.88		0.00
			6,500.00	5,423.26	20,666.67	\$ 1,102.51	3.75		12,800.00
		Community Development							
100	5-7220-51.1100	REGULAR EMPLOYEES	140,000.00	79,169.89	116,666.67	\$ (37,496.78)	56.5%	(25,750.00)	114,250.00
100	5-7220-51.1300	OVERTIME	0.00	29.54	0.00	\$ -	0.0%		0.00
100	5-7220-51.2100	GROUP INSURANCE	6,600.00	3,117.56	5,500.00	\$ (2,382.44)	47.2%		6,600.00
100	5-7220-51.2200	FICA (SOCIAL SECURITY)	1,500.00	786.36	1,250.00	\$ (463.64)	52.4%		1,500.00
100	5-7220-51.2400	RETIREMENT	8,000.00	9,405.18	6,666.67	\$ 2,738.51	117.6%		10,500.00
100	5-7220-51.2700	WORKER'S COMPENSATION	4,000.00	3,853.11	3,333.33	\$ 519.78	96.3%		4,000.00
100	5-7220-52.1200	PROFESSIONAL	8,000.00	1,401.25	6,666.67	\$ (5,265.42)	17.5%		8,000.00
100	5-7220-52.1230	LEGAL	8,000.00	998.50	6,666.67	\$ (5,668.17)	12.5%		8,000.00
100	5-7220-52.1250	ENGINEERING	2,500.00	917.30	2,083.33	\$ (1,166.03)	36.7%		2,500.00
100	5-7220-52.1400	DRUG & MEDICAL	1,000.00	846.35	833.33	\$ 13.02	84.6%		1,000.00
100	5-7220-52.2210	AUTO/TRUCK EXPENSES	4,500.00	3,172.10	3,750.00	\$ (577.90)	70.5%		4,500.00
100	5-7220-52.2211	AUTO GAS & FUEL	2,500.00	1,193.22	2,083.33	\$ (890.11)	47.7%		2,500.00
100	5-7220-52.2250	OTHER EQUIP. REPAIRS/MAINT	0.00	1,293.19	0.00	\$ -	0.0%		0.00
100	5-7220-52.3100	RISK MANAGEMENT INSURANCE	1,000.00	3,125.66	833.33	\$ 2,292.33	312.6%		3,250.00
100	5-7220-52.3200	COMMUNICATIONS-CELL PHONES	500.00	627.22	416.67	\$ 210.55	125.4%		1,000.00
100	5-7220-52.3201	TELEPHONE	4,000.00	3,329.71	3,333.33	\$ (3.62)	83.2%		4,000.00
100	5-7220-52.3205	INTERNET	0.00	127.49	0.00	\$ -	0.0%		0.00
100	5-7220-52.3310	PUBLIC NOTICES	1,000.00	1,321.80	833.33	\$ 488.47	132.2%		1,500.00
100	5-7220-52.3600	DUES & FEES	1,000.00	368.08	833.33	\$ (465.25)	36.8%		1,500.00
100	5-7220-52.3700	EDUCATION & TRAINING	2,300.00	785.40	1,916.67	\$ (1,131.27)	34.1%		2,300.00
100	5-7220-52.3850	CONTRACT LABOR	45,000.00	25,437.25	37,500.00	\$ (12,062.75)	56.5%		45,000.00



FUND	ACCOUNT	DESCRIPTION	BUDGET		ACTUAL		EofAct	Over/Under	Current%	Adjustment	RevBudget
275	3-0000-31.4100	HOTEL / MOTEL TAX			(200,000.00)	(173,578.82)					(200,000.00)
275	3-0000-36.1000	INTEREST INCOME			(1,000.00)	(535.30)					(1,000.00)
275	3-0000-38.9050	PRIOR YR REVENUE						298.03	53.5%		
275	3-0000-38.9080	MISC DONATIONS			(180,000.00)	0.00		150,000.00	0.0%	-46000	(1,000.00)
275	3-0000-38.9090	MISC INCOME			0.00	0.00			0.0%		(226,000.00)
275	3-7560-34.7400	MARDI-GROWL ADM FEES			0.00	0.00			0.0%		0.00
275	3-7560-34.7500	CHRISTMAS FOOD SALES			0.00	(365.00)			0.0%		0.00
275	3-7560-34.9300	RTN CHECK FEES			0.00	0.00		(365.00)	0.0%		0.00
275	3-7560-38.9030	DDA DONATIONS			0.00	0.00			0.0%		0.00
275	5-7520-52.1200	PROFESSIONAL SVCS			0.00	0.00			0.0%		0.00
275	5-7520-52.1230	LEGAL			2,300.00	0.00			0.0%		2,300.00
275	5-7520-52.3250	I-75 LIGHTING			0.00	0.00		1,916.67	0.0%		0.00
275	5-7520-52.3300	ADVERTISING			2,500.00	2,205.00		0.00	0.0%		0.00
275	5-7520-52.3700	EDUCATION & TRAINING DDA			2,800.00	0.00		2,083.33	88.2%		2,500.00
275	5-7520-52.3710	EDUCATION & TRAINING HPC			3,000.00	0.00		2,333.33	0.0%		2,800.00
275	5-7520-52.3970	POSTAGE			1,000.00	62.09		2,500.00	2.1%	-2200	800.00
275	5-7520-52.3971	POSTAGE HPC			350.00	481.31		833.33	48.1%	-500	500.00
275	5-7520-53.1105	OFFICE SUPPLIES			400.00	0.00		291.67	0.0%	-200	150.00
275	5-7520-53.1700	OTHER SUPPLIES			250.00	0.00		333.33	0.0%	-350	50.00
275	5-7520-53.1750	PROMOTIONS			0.00	0.00		208.33	0.0%	-150	100.00
275	5-7520-54.1300	LAND ACQUISITIONS			1,000.00	0.00		0.00	0.0%		0.00
275	5-7520-54.1400	TRAIN PLATFORM			0.00	0.00		833.33	0.0%		1,000.00
		BANNER PROGRAM			194,350.00	94,369.76		0.00	0.0%		0.00
		WAYFARING SIGNS			10,000.00	0.00		161,988.57	48.6%	53000	247,350.00
		FURNITURE & FIXTURES			0.00	0.00		8,333.33	0.0%		10,000.00
		PARKING LOT LEASE PARHAM LOT			0.00	0.00		0.00	0.0%		0.00
		REGULAR EMPLOYEES			2,000.00	7,956.64		0.00	0.0%		0.00
		GROUP INSURANCE			700.00	360.33		1,666.67	397.8%	6500	8,500.00
		FICA (SOCIAL SECURITY)			28,000.00	15,178.57		583.33	51.5%	-300	400.00
		RETIREMENT			2,500.00	618.57		23,333.33	54.2%	-8000	20,000.00
		WORKER'S COMPENSATION			600.00	210.81		2,083.33	24.7%	100	2,600.00
		LEGAL			3,000.00	657.30		500.00	35.1%	-1500	600.00
		DRUG & MEDICAL			1,300.00	1,284.37		2,500.00	21.9%		1,500.00
		OTHER EQUIP REPAIRS/MAINT			0.00	40.50		1,083.33	98.8%		1,300.00
		RENTAL EQUIPMENT			100.00	135.00		0.00	0.0%		0.00
		RISK MANAGEMENT			3,000.00	136.78		83.33	135.0%	50	150.00
		COMMUNICATIONS-CELL PHONE			3,000.00	160.00		2,500.00	4.6%	-1000	3,000.00
		INTERNET			500.00	860.64		0.00	5.3%	900	900.00
		ADVERTISING			10,000.00	428.84		416.67	85.8%	100	600.00
		PUBLIC NOTICES			1,000.00	5,499.04		0.00	0.0%	0	0.00
		TRAVEL-MILE REIMBURSEMENT			500.00	481.84		8,333.33	55.0%		10,000.00
		DUES & FEES			750.00	78.74		833.33	48.2%		1,000.00
		EDUCATION & TRAINING			3,000.00	615.75		416.67	15.7%	-200	300.00
		MEETINGS & CONFERENCE			1,200.00	62.09		625.00	82.1%	-1500	750.00
		CONTRACTED SERVICES			0.00	23.27		2,500.00	2.1%	-500	1,500.00
		EVENT ENTERTAINMENT CONTRACT			1,000.00	5,600.00		1,000.00	1.9%	5600	700.00
		POSTAGE			500.00	0.00		0.00	0.0%		5,000.00
		MISCELLANEOUS			0.00	118.32		833.33	0.0%		1,000.00
					0.00	94.40		416.67	23.7%		500.00
								0.00	0.0%	100	100.00

FUND	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	EofOct	Over/Under	Current%	Adjustment	RevBudget
275	5-7540-53.1105	OFFICE SUPPLIES	500.00	45.92	416.67	\$ (370.75)	9.2%	-250	250.00
275	5-7540-53.1107	BANK CHARGES	100.00	100.52	83.33	\$ 17.19	100.5%		100.00
275	5-7540-53.1160	OPERATING EQUIPMENT	2,000.00	0.00	1,666.67	\$ (1,666.67)	0.0%	0	2,000.00
275	5-7540-53.1700	OTHER SUPPLIES	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7540-53.1720	CHRISTMAS DECORATIONS	5,000.00	0.00	4,166.67	\$ (4,166.67)	0.0%		5,000.00
275	5-7540-53.1729	CITY/ EVENTS	5,000.00	2,094.76	4,166.67	\$ (2,071.91)	41.9%		5,000.00
275	5-7540-53.1750	PROMOTIONS	3,000.00	0.00	2,500.00	\$ (2,500.00)	0.0%		3,000.00
275	5-7540-53.1785	UNIFORMS	300.00	33.00	250.00	\$ (217.00)	11.0%	0	300.00
275	5-7540-53.1795	MISCELLANEOUS	500.00	0.00	416.67	\$ (416.67)	0.0%	-500	0.00
275	5-7540-54.2300	FURNITURE & FIXTURES	2,000.00	99.99	1,666.67	\$ (1,566.68)	5.0%	-1200	800.00
275	5-7540-54.2400	COMPUTERS	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7540-54.2450	COMPUTER MAINTENANCE	2,000.00	1,710.07	1,666.67	\$ 43.40	85.5%		2,000.00
275	5-7540-54.2500	EQUIPMENT	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7540-57.3200	PYMT TO CHAMBER	80,000.00	66,216.39	66,666.67	\$ (450.28)	82.8%		80,000.00
275	5-7560-52.3970	POSTAGE	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7560-53.1100	MARDI GROWL EXPENSE	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7560-53.1107	BANK CHARGES/RTN CK CHARGE	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7560-53.1150	CHRISTMAS FOOD EXPENSE	0.00	0.00	0.00	\$ -	0.0%		0.00
275	5-7560-53.1700	OTHER SUPPLIES	0.00	0.00	0.00	\$ -	0.0%		0.00

FUND	ACCOUNT	DESCRIPTION	BUDGET		ACTUAL		EofAprtl	Over/Under	Current%	Adjustment	RevBudget
	350 3-0000-36.1000	INTEREST PD	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		0.00
	350 3-0000-36.1100	INTEREST PAID TO CDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		0.00
	350 3-0000-38.9900	PRIOR YEAR REVENUE	(35,600.00)	(1,866.65)	(1,866.65)	(1,866.65)	11,866.65	0.0%	0.0%	10500	(25,100.00)
	350 3-1510-34.6950	ADMINISTRATIVE FEE	(400.00)	(133.33)	(133.33)	(133.33)	(43.63)	44.2%			(400.00)
	350 3-1510-36.1000	ADMINISTRATIVE INTEREST	0.00	0.00	0.00	0.00	(0.95)	0.0%			0.00
	350 3-2500-34.6954	CIE PREP FUND	(100.00)	(33.33)	(33.33)	(33.33)	(10.51)	43.8%			(100.00)
	350 3-2500-36.1000	CIE INTEREST	0.00	0.00	0.00	0.00	(0.49)	0.0%			0.00
	350 3-3230-34.6951	POLICE DEPARTMENT FUND	(1,000.00)	(333.33)	(333.33)	(333.33)	187.67	14.6%		500	(500.00)
	350 3-3230-36.1000	POLICE DEPARTMENT INTEREST	0.00	0.00	0.00	0.00	(1.91)	0.0%			0.00
	350 3-4210-34.6953	STREET/ROAD DEPT FUND	(1,500.00)	(7,188.00)	(7,188.00)	(7,188.00)	(1,91)	479.2%		-6000	(7,500.00)
	350 3-4210-36.1000	STREET/ROAD DEPT INTEREST	0.00	(7.62)	(7.62)	(7.62)	(7.62)	0.0%			0.00
	350 3-6220-34.6952	PARK/RECREATION FUND	(2,300.00)	(4,864.00)	(4,864.00)	(4,864.00)	(4,097.33)	211.5%		-5000	(7,300.00)
	350 3-6220-36.1000	PARK/RECREATION INTEREST	(100.00)	(36.58)	(36.58)	(36.58)	(3.25)	36.6%			(100.00)
	350 5-1510-52.1200	ADMIN PROFESSIONAL SERVICES	15,000.00	0.00	0.00	0.00	(5,000.00)	0.0%			15,000.00
	350 5-1510-53.1107	ADMIN BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.0%			0.00
	350 5-2500-52.1200	CIE PROFESSIONAL SERVICES	6,000.00	0.00	0.00	0.00	(2,000.00)	0.0%			6,000.00
	350 5-3230-54.1302	POLICE DEPT BUILDING	0.00	0.00	0.00	0.00	0.00	0.0%			0.00
	350 5-4210-52.2260	STREET/ROAD PAVING & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.0%			0.00
	350 5-6220-52.1200	PARK/RECREATION PROF SVC	0.00	0.00	0.00	0.00	0.00	0.0%			0.00
	350 5-6220-54.1300	BUILDINGS/COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00	0.0%			0.00
	350 5-6220-54.1302	PARK/RECREATION EQUIPMENT	20,000.00	0.00	0.00	0.00	(6,666.66)	0.0%			20,000.00
		<b>IN Balance if = 0.00</b>	<b>0.00</b>							<b>0.00</b>	<b>0.00</b>

FUND	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	EndOct	Over/Under	Current%	Adjustment	RevBudget
505	3-0000-38.9050	PRIOR YEAR REVENUE	(295,500.00)		(10.50)	\$ 246,239.50	0.0%	230125	(65,375.00)
505	3-4330-34.4255	SEWER CHARGES	(844,000.00)	(783,196.17)		\$ (79,862.84)	92.8%	-19000	(863,000.00)
505	3-4330-34.4256	SEWER LINE INSPECTIONS	(100.00)	0.00		\$ 83.33	0.0%	0	(100.00)
505	3-4330-34.6902	SEWER TAP FEES	(1,000.00)	(1,125.00)		\$ (291.67)	112.5%	-125	(1,125.00)
505	3-4330-34.6904	SEWER IMPACT FEES	(15,000.00)	(8,442.35)		\$ 4,057.65	56.3%	0	(15,000.00)
505	3-4330-34.6950	PENALTIES	(17,000.00)	(15,779.50)		\$ (1,612.83)	92.8%	0	(17,000.00)
505	3-4330-34.6995	MISCELLANEOUS REV	0.00	0.00		\$ 0.00	0.0%	0	0.00
505	3-4330-36.1000	INTEREST REVENUE	(2,500.00)	(1,190.85)		\$ 892.48	47.6%	0	(2,500.00)
505	3-4420-34.4210	WATER CHARGES	(932,800.00)	(870,015.82)		\$ (92,682.49)	93.3%	-19000	(951,800.00)
505	3-4420-34.4215	WATER LINE INSP	(100.00)	0.00		\$ 83.33	0.0%	0	(100.00)
505	3-4420-34.4220	WATER METER REINSPECTIONS	(100.00)	0.00		\$ 83.33	0.0%	0	(100.00)
505	3-4420-34.4425	METER MAINTENANCE FEE	(60,000.00)	(60,285.00)		\$ (10,285.00)	100.5%	-2500	(62,500.00)
505	3-4420-34.6901	TAP FEES	(2,000.00)	(4,530.00)		\$ (2,863.33)	226.5%	-3500	(5,500.00)
505	3-4420-34.6903	WATER IMPACT FEES	(20,000.00)	(11,801.41)		\$ 4,865.26	59.0%	0	(20,000.00)
505	3-4420-34.6950	PENALTIES	(25,000.00)	(19,182.97)		\$ 1,650.36	76.7%	2000	(23,000.00)
505	3-4420-34.6963	RECONNECT FEES	(25,000.00)	(20,200.00)		\$ 633.33	80.8%	2000	(23,000.00)
505	3-4420-34.6964	ONE TIME CHARGE	(100.00)	0.00		\$ 83.33	0.0%	0	(100.00)
505	3-4420-34.6995	MISCELLANEOUS	(500.00)	(975.00)		\$ (558.33)	195.0%	-500	(1,000.00)
505	3-4420-34.9300	BAD CHECK FEES	(3,500.00)	(2,340.00)		\$ 576.67	66.9%	0	(3,500.00)
505	3-4420-36.1000	INTEREST REVENUES	(5,000.00)	(1,109.92)		\$ 3,056.75	22.2%	2000	(3,000.00)
505	5-4330-51.1100	REGULAR EMPLOYEES	190,000.00	108,410.37		\$ (2,422.96)	57.1%	-30000	160,000.00
505	5-4330-51.1300	OVERTIME	5,000.00	4,956.35		\$ 2,039.68	99.1%	2500	7,500.00
505	5-4330-51.2100	GROUP INSURANCE	23,500.00	13,534.03		\$ (174.30)	57.6%	-3000	20,500.00
505	5-4330-51.2200	FICA	3,500.00	1,552.80		\$ (488.87)	44.4%		3,500.00
505	5-4330-51.2400	RETIREMENT	17,000.00	14,232.04		\$ (488.87)	83.7%		17,000.00
505	5-4330-51.2700	WORKER'S COMPENSATION	6,500.00	6,421.85		\$ 2,630.18	98.8%	0	6,500.00
505	5-4330-52.1205	PROFESSIONAL SERVICES	7,000.00	729.55		\$ (3,353.78)	10.4%	0	7,000.00
505	5-4330-52.1230	LEGAL	500.00	233.50		\$ (58.17)	46.7%		500.00
505	5-4330-52.1250	ENGINEERING	5,000.00	7,628.04		\$ 4,711.37	152.6%		5,000.00
505	5-4330-52.1400	DRUG & MEDICAL	1,000.00	354.00		\$ 583.33	35.4%		1,000.00
505	5-4330-52.2210	AUTO / TRUCK EXPENSES	2,500.00	1,991.71		\$ (229.33)	79.7%		2,500.00
505	5-4330-52.2211	AUTO GAS & FUEL	10,000.00	3,454.99		\$ 533.38	34.5%	-4500	5,500.00
505	5-4330-52.2240	BUILDING & GROUNDS	2,500.00	7,436.32		\$ (2,378.34)	297.5%	21000	23,500.00
505	5-4330-52.2250	PLANT EQUIP REPAIRS/MAINT	25,000.00	36,051.63		\$ 5,977.99	144.2%	18250	43,250.00
505	5-4330-52.2255	SEW COLLECTION EQUIP REPAIRS/M	13,000.00	3,333.60		\$ (4,249.73)	25.6%	-5000	8,000.00
505	5-4330-52.2256	REPAIRS TO SEWER LINES	0.00	2,775.00		\$ 2,775.00	0.0%		0.00
505	5-4330-52.2330	EQUIPMENT LEASING	7,500.00	7,221.14		\$ 2,846.14	96.3%	1500	9,000.00
505	5-4330-52.3100	RISK MANAGEMENT INSURANCE	10,000.00	4,962.10		\$ (871.23)	49.6%	-5000	5,000.00
505	5-4330-52.3200	COMMUNICATION CELL PHONES	1,000.00	436.03		\$ (147.30)	43.6%	500	1,000.00
505	5-4330-52.3201	TELEPHONE	5,000.00	4,073.25		\$ 1,156.58	81.5%		5,500.00
505	5-4330-52.3205	INTERNET	0.00	0.00		\$ 0.00	0.0%		0.00
505	5-4330-52.3310	PUBLIC NOTICES	200.00	0.00		\$ 116.67	0.0%		200.00
505	5-4330-52.3600	DUES & FEES	1,200.00	1,117.12		\$ (700.00)	93.1%		1,200.00
505	5-4330-52.3700	EDUCATION & TRAINING	2,500.00	2,316.04		\$ (341.21)	92.6%		2,500.00



FUND	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	EndOct	Over/Under	Current%	Adjustment	RevBudget
505	5-4420-52.2211	AUTO GAS & FUEL	8,000.00	13,034.29	4,666.67	\$	309.54	162.9%	14,000.00
505	5-4420-52.2240	BUILDING & GROUNDS	750.00	511.48	437.50	\$	12,596.79	68.2%	750.00
505	5-4420-52.2250	TREATMENT - REPAIRS & MAINT.	65,000.00	37,909.03	37,916.67	\$	(37,405.19)	58.3%	65,000.00
505	5-4420-52.2256	DISTRIBUTION REPAIR WATER LIN	17,000.00	24,613.19	9,916.67	\$	27,992.36	144.8%	26,000.00
505	5-4420-52.2257	REPAIR / MAINTENANCE TANKS	45,500.00	45,076.52	26,541.67	\$	(1,928.48)	99.1%	45,500.00
505	5-4420-52.2258	WELL REPAIRS	29,250.00	15,059.22	17,062.50	\$	28,014.02	51.5%	22,750.00
505	5-4420-52.2320	RENTAL EQUIP / VEHICLE	2,500.00	67.00	1,458.33	\$	13,600.89	2.7%	2,500.00
505	5-4420-52.3100	RISK MANAGEMENT INSURANCE	10,000.00	6,049.64	5,833.33	\$	(5,766.33)	60.5%	7,000.00
505	5-4420-52.3200	COMMUNICATION CELL PHONES	1,000.00	596.08	583.33	\$	5,466.31	59.6%	1,000.00
505	5-4420-52.3201	TELEPHONE	4,000.00	2,714.75	2,333.33	\$	(1,737.25)	67.9%	4,000.00
505	5-4420-52.3205	INTERNET	0.00	127.55	0.00	\$	0.00	0.0%	0.00
505	5-4420-52.3310	PUBLIC NOTICES	1,200.00	1,092.00	700.00	\$	2,014.75	91.0%	2,200.00
505	5-4420-52.3600	DUES & FEES	1,500.00	1,592.13	875.00	\$	#REF!	106.1%	1,750.00
505	5-4420-52.3700	EDUCATION & TRAINING	2,500.00	1,147.30	1,458.33	\$	(366.33)	45.9%	2,500.00
505	5-4420-52.3750	MEETINGS & CONFERENCES	0.00	0.00	0.00	\$	1,592.13	0.0%	0.00
505	5-4420-52.3855	DRINKING WATER FEES CONTRACT	5,000.00	0.00	2,916.67	\$	(1,769.37)	0.0%	5,000.00
505	5-4420-52.3856	WATER TESTING	500.00	78.50	291.67	\$	(291.67)	15.7%	500.00
505	5-4420-52.3859	CHEMICALS FOR WATER	10,500.00	2,326.33	6,125.00	\$	(6,125.00)	22.2%	8,000.00
505	5-4420-52.3970	POSTAGE	5,000.00	3,028.28	2,916.67	\$	(2,838.17)	60.6%	5,000.00
505	5-4420-53.1105	OFFICE SUPPLIES	1,000.00	575.32	583.33	\$	1,743.00	57.5%	1,000.00
505	5-4420-53.1107	BANK & CREDIT CARD CHARGES	3,000.00	2,692.20	1,750.00	\$	1,278.28	89.7%	3,000.00
505	5-4420-53.1160	OPERATING SUPPLIES	22,000.00	18,491.44	12,833.33	\$	(12,258.01)	84.1%	26,000.00
505	5-4420-53.1205	UTILITIES	28,000.00	24,310.47	16,333.33	\$	(13,641.13)	86.8%	28,000.00
505	5-4420-53.1210	STORM WATER FEES	1,500.00	222.63	875.00	\$	17,616.44	14.8%	1,500.00
505	5-4420-53.1510	INV PCH WATER FOR RESALE	175,000.00	155,887.39	102,083.33	\$	(77,772.86)	89.1%	197,500.00
505	5-4420-53.1785	UNIFORMS	1,500.00	674.78	875.00	\$	(652.37)	45.0%	1,500.00
505	5-4420-53.1786	BOOT ALLOWANCE	250.00	240.00	145.83	\$	155,741.56	96.0%	250.00
505	5-4420-53.1795	MISCELLANEOUS	0.00	0.00	0.00	\$	674.78	0.0%	0.00
505	5-4420-54.1430	TEST WELLS	0.00	0.00	0.00	\$	240.00	0.0%	0.00
505	5-4420-54.1440	WATER TANK DEVELOPMENT	0.00	0.00	0.00	\$	0.00	0.0%	0.00
505	5-4420-54.1442	WELL DEVELOPMENT	0.00	0.00	0.00	\$	0.00	0.0%	0.00
505	5-4420-54.1445	WATER SYSTEM IMPROVEMENTS	200,000.00	4,594.95	116,666.67	\$	(116,666.67)	2.3%	15,000.00
505	5-4420-54.2110	NEW METER INSTALLATIONS	0.00	0.00	0.00	\$	-	0.0%	0.00
505	5-4420-54.2120	RADIO READ SYSTEM	30,000.00	14,906.00	17,500.00	\$	(12,905.05)	49.7%	32,500.00
505	5-4420-54.2130	SCADA SYSTEM	0.00	0.00	0.00	\$	-	0.0%	0.00
505	5-4420-54.2200	VEHICLES	2,000.00	1,857.00	1,166.67	\$	13,739.33	92.9%	3,000.00
505	5-4420-54.2400	COMPUTERS	25,000.00	0.00	14,583.33	\$	(14,583.33)	0.0%	0.00
505	5-4420-54.2450	COMPUTER MAINTENANCE	1,000.00	0.00	583.33	\$	1,273.67	0.0%	1,000.00
505	5-4420-54.2500	EQUIPMENT	4,500.00	3,132.54	2,625.00	\$	(2,625.00)	69.6%	4,500.00
505	5-4420-56.1000	DEPRECIATION	10,000.00	6,367.87	5,833.33	\$	(5,833.33)	63.7%	10,000.00
505	5-4420-56.1100	AMORTIZATION EXPENSE	0.00	0.00	0.00	\$	3,132.54	0.0%	0.00
505	5-4420-57.4000	BAD DEBTS	0.00	0.00	0.00	\$	0.00	0.0%	0.00
505	5-4420-57.900	CONTINGENCIES	0.00	0.00	0.00	\$	6,367.87	0.0%	0.00
505	5-4420-58.1204	GEFA LOAN 98-L31WS PRINCIPAL	20,000.00	0.00	11,666.67	\$	(11,666.67)	0.0%	0.00
			26,800.00	26,751.61	15,633.33	\$	(15,633.33)	99.8%	26,800.00

FUND	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	EndOct	Over/Under	Current%	Adjustment	RevBudget
505	5-4420-58.1205	GEFA LOAN 2000-E96WS PRINCIPAL	30,000.00	22,166.36	17,500.00	\$ (17,500.00)	73.9%		30,000.00
505	5-4420-58.1206	GEFA LOAN 2005-L16WS PRINCIPAL	105,500.00	87,673.76	61,541.67	\$ (61,541.67)	83.1%		105,500.00
505	5-4420-58.2204	GEFA LOAN 98-L31WQ INTEREST	700.00	639.19	408.33	\$ 26,343.28	91.3%		700.00
505	5-4420-58.2205	GEFA LOAN 2000-E96WS INTEREST	13,000.00	9,901.87	7,583.33	\$ 14,583.03	76.2%		13,000.00
505	5-4420-58.2206	GEFA LOAN 2005 L16WS INTEREST	99,000.00	82,501.14	57,750.00	\$ 29,923.76	83.3%		99,000.00
<b>IN Balance if = 0.00</b>			<b>0.00</b>	<b>(188,771.87)</b>				<b>250.00</b>	<b>0.00</b>

FUND	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	EofJuly	Over/Under	Current%	Adjustment	RevBudget
540	3-0000-34.4101	RESIDENTIAL SANITATION	(276,000.00)	(250,785.50)	(161,000.00)	90.9%	2000	(274,000.00)	
540	3-0000-34.4102	COMMERCIAL SANITATION	(9,700.00)	(6,463.00)	(5,658.33)	66.6%	1400	(8,300.00)	
540	3-0000-34.4103	CHIPPING FEES	(100.00)	0.00	(58.33)	0.0%		(100.00)	
540	3-0000-34.4150	COLLECTION SITE FEES	(3,700.00)	(3,140.00)	(2,158.33)	84.9%	0	(3,700.00)	
540	3-0000-34.4160	RECYCLE PROCEEDS	(1,000.00)	(1,140.70)	(583.33)	114.1%	-250	(1,250.00)	
540	3-0000-34.4190	SANITATION OTHER CHARGES	0.00	0.00	0.00	0.0%		0.00	
540	3-0000-39.1100	OPERATING TRANSFER	0.00	0.00	0.00	0.0%		0.00	
540	3-0000-64.6950	SANITATION PENALTIES	0.00	(5,439.76)	0.00	0.0%	-6500	(6,500.00)	
540	5-0000-51.1100	REGULAR EMPLOYEES	46,500.00	36,116.00	27,125.00	77.7%	700	46,500.00	
540	5-0000-51.1300	OVERTIME	500.00	819.42	291.67	163.9%		1,200.00	
540	5-0000-51.2100	GROUP INSURANCE	5,000.00	3,621.15	2,916.67	72.4%		5,000.00	
540	5-0000-51.2200	FICA (SOCIAL SECURITY)	600.00	510.60	350.00	85.1%		600.00	
540	5-0000-51.2400	RETIREMENT	3,500.00	3,483.44	2,041.67	99.5%		3,750.00	
540	5-0000-51.2700	WORKER'S COMPENSATION	1,500.00	1,284.37	875.00	85.6%	250	1,500.00	
540	5-0000-52.1400	DRUG & MEDICAL	200.00	93.73	116.67	46.9%		200.00	
540	5-0000-52.2210	AUTO/TRUCK EXPENSES	2,000.00	579.81	1,166.67	29.0%		2,000.00	
540	5-0000-52.2211	AUTO GAS & FUEL	4,000.00	4,038.79	2,333.33	101.0%	750	4,750.00	
540	5-0000-52.2240	BUILDING & GROUNDS	1,000.00	0.00	583.33	0.0%		1,000.00	
540	5-0000-52.2250	OTHER EQUIP. REPAIRS/MAIN	1,500.00	0.00	875.00	0.0%		1,500.00	
540	5-0000-52.3100	RISK MANAGEMENT INSURA	0.00	3,240.84	0.00	0.0%	3500	3,500.00	
540	5-0000-52.3200	COMMUNICATION CELL PHON	400.00	298.04	233.33	74.5%		400.00	
540	5-0000-52.3205	INTERNET	0.00	49.66	0.00	0.0%		0.00	
540	5-0000-52.3310	PUBLIC NOTICES	100.00	0.00	58.33	0.0%		0.00	
540	5-0000-52.3600	DUES & FEES	0.00	45.75	0.00	0.0%	-50	50.00	
540	5-0000-52.3700	EDUCATION & TRAINING	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-52.3860	SANITATION CONTRACT	186,450.00	187,538.31	108,762.50	100.6%	20000	206,450.00	
540	5-0000-52.3861	TIPPING FEE FOR LANDFILL	700.00	428.47	408.33	61.2%		700.00	
540	5-0000-52.3862	ROLLOFF COLLECTIONS	6,000.00	5,638.40	3,500.00	94.0%	1000	7,000.00	
540	5-0000-52.3863	TIRE DISPOSAL FEE	5,000.00	0.00	2,916.67	0.0%	-3000	2,000.00	
540	5-0000-52.3970	POSTAGE	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-53.1160	OPERATING EQUIPMENT	300.00	240.00	175.00	80.0%	200	500.00	
540	5-0000-53.1205	UTILITIES	600.00	460.89	350.00	76.8%		600.00	
540	5-0000-53.1700	OTHER SUPPLIES	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-53.1785	UNIFORMS	1,500.00	995.08	875.00	66.3%		1,500.00	
540	5-0000-53.1786	BOOT ALLOWANCE	150.00	120.00	87.50	80.0%		150.00	
540	5-0000-53.1795	MISCELLANEOUS	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-54.2200	VEHICLES	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-54.2500	EQUIPMENT	0.00	0.00	0.00	0.0%		0.00	
540	5-0000-56.1000	DEPRECIATION EXPENSE	23,000.00	0.00	13,416.67	0.0%	-20000	3,000.00	
IN Balance if = 0.00			0.00	0.00	0.00	0.0%	0.00	0.00	





# United States Department of the Interior

NATIONAL PARK SERVICE  
1849 C Street, N.W.  
Washington, DC 20240

H36(2256)

January 6, 2014

Ms. Leigh Burns, CLG Coordinator  
Georgia Department of Natural Resources  
Historic Preservation Division  
254 Washington Street, SW  
Atlanta, GA 30334

Dear Ms. Burns:

Thank you for forwarding the necessary documentation concerning the City of Locust Grove's application for participation in the Certified Local Government (CLG) Program. I have reviewed your submission and am pleased to concur in your recommendation that Locust Grove be certified under the provision of Section 101(c) of the National Historic Preservation Act. The date of certification will be recorded as the date of this letter. We are also providing a copy of this letter to the City of Locust Grove.

If you have any questions about this letter, please feel free to contact me by phone at 202-354-2062, or by email at [megan\\_brown@nps.gov](mailto:megan_brown@nps.gov).

Sincerely,

Megan J. Brown  
Certified Local Government Program Coordinator

cc: Hon. Robert Price, City of Locust Grove