



AGENDA WORK SESSION CITY OF STOCKBRIDGE

TUESDAY, NOVEMBER 24, 2015 6:00 PM

Mayor & City Council

Tim L. Thompson, Mayor
Alphonso Thomas, Mayor Pro Tem
Robin Buschman, Councilwoman
Anthony S. Ford, Councilman
LaKeisha Gantt, Councilwoman
Regina Lewis Ward, Councilwoman

Administration

Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

I. Call to Order

II. Roll Call

Present

Absent

Councilwoman Buschman

Councilwoman Lewis Ward

Mayor Pro Tem Thomas

Mayor Thompson

Councilman Ford

Councilwoman Gantt

III. Invocation

IV. Pledge of Allegiance

V. Adoption of the Agenda

VI. Draft Minutes 9/29/2015, 10/12/2015

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

PRESENTATION

Henry County Animal Control – Animal Control Management Software

Presented by: Vince Farah

OLD BUSINESS

Item #1 - Council Consideration – Ethics Committee Appointments

NEW BUSINESS

Item #2 – Council Consideration – Expansion of Main Street Boundaries

Presented by: Kira Harris-Braggs, Main Street Manager

Item #3 – Council Consideration – Honorarium Proposal Naming the former Hamilton State Bank Operations Center as Hambrick Cultural Arts & Enrichment Center after Carrie Mae Hambrick for her dedication to the Stockbridge community.

Presented by: Alphonso Thomas, Mayor Pro Tem

Item #4 - Council Consideration – Honorarium Proposal Naming one of the State interchanges after MLK Sr.

Presented by: Michael Harris, City Manager

Item #5 – Council Consideration - 2016 Meeting Schedule

Presented by: Vanessa Holiday, City Clerk

Item #6 – Council Consideration – Zoning Advisory Board Appointment to serve remaining two years of a 3-year term.

Item #7 – Council Consideration - 2016 Water Rates

Presented by: Kevin Walter, Public Works Director

Item #8 – Council Consideration – Write-Off of Expired Probation Fines

Presented by: Linda Nabers, Treasurer

Item #9 – Council Consideration – Write-Off of City Bad Debt

Presented by: Linda Nabers, Treasurer

PUBLIC HEARING:

Item #10 – 2nd Budget Hearing – Proposed FY2016 Operating Budget

Presented by: Linda Nabers, Treasurer

DISCUSSION:

Item #11 – Council Discussion – Amendment of Noise Ordinance

Presented by: Dale Hall, Administration and Community Services Director

Item #12 – Council Discussion – Amendment of Street Parking Ordinance

Presented by: Dale Hall, Administration and Community Services Director

Item #13 – Council Discussion – Initial Review of Sanitation Collection Services Proposals and Oral Interviews for Outsourcing of Sanitation Services

Presented by: Kevin Walter, Public Works Director

Item #14 – Council Discussion – Resolution to name Local Agency Security Officer (LASO) for the City of Stockbridge.

Presented by: Michael Williams, City Attorney

CITY MANAGER'S COMMENTS

Michael Harris

COUNCIL'S COMMENTS

Councilwoman Buschman

Councilwoman Lewis Ward

Mayor Pro Tem Thomas

Councilman Ford

Councilwoman Gantt

MAYOR'S COMMENTS

Mayor Thompson

ANNOUNCEMENT OF UPCOMING MEETINGS & EVENTS

All meetings will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please check the city's website www.cityofstockbridge.com or contact City Hall offices at 770.389-7900 for information.

- All City offices will be closed Thursday, November 26th and Friday, November 27th for the Thanksgiving holiday.
- Holiday Festival – Tuesday, December 1, 2015 5 – 9 p.m. at the Merle Manders Conference Center 111 Davis Dr. Stockbridge, GA. Visit our website: cityofstockbridge.com/events.
- City Council Meeting - Monday, December 14, 2015 6pm City Hall Council Chamber 2nd Floor. – FY2016 Budget Adoption.

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Act)

- ❑ A. Meeting to discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege as provided in Georgia Code section 50-14-2(1) and 50-14-3(b)(1)(A). The subject discussed was [identify the case or claim discussed but not the substance of the attorney-client discussion].

- B. Meeting to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1)(B).
- C. Meeting to discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate as provided in Georgia Code section 50-14-3(b)(1)(C).
- D. Meeting to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D).
- E. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).
- F. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).
- G. Meeting to interview one or more applicants for the position of the executive head of an agency as provided in Georgia Code section 50-14-3(b)(2).
- H. Pursuant to the attorney-client privilege and as provided by Georgia Code section 50-14-2(1), a meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was [identify the matter but not the substance of the discussion].
- I. Staff meeting held for investigative purposes under duties or responsibilities imposed by law as provided by Georgia Code section 50-14-3(a) (1).

Motion to Adjourn.

Draft Minutes

9/29/2015

Being
Edited
&
Reviewed

Draft Minutes

10/12/2015

Being
Edited
&
Reviewed

Henry County Animal Control Management Software

Michael Harris

From: Vince Farah <vfarah@co.henry.ga.us>
Sent: Tuesday, October 20, 2015 1:55 PM
To: Michael Harris
Subject: Comcate Computer Program - Henry County Animal Care and Control
Attachments: 20151020134406896.pdf

Dear Mr. Harris,

As you are probably aware, the Henry County Animal Care and Control Department provides animal control services for all of Henry County, including the City of Stockbridge. This is in accordance with Henry County's Service Delivery Strategy (SDS) agreement.

The Animal Care and Control Department is desperately in need of a new records management computer system. Our current system, purchased in 2006, is antiquated and has outlived its life expectancy. Due to changes in technology, neither our current system nor the associated server stored data base can be supported or upgraded. In short, it is a dinosaur and must be replaced.

After much research, we have chosen to go with the proprietary software program, "Animal Control Manager," from Comcate, a leading national provider of municipal software. Attached, is information about the system for your review.

The new program is vastly superior to what we are currently using. Among other features, our Animal Control Officers will have the ability to have access violator histories, etc., in real time, instead of having to radio in to the department and have shelter employees retrieve the needed information. This is especially important after hours, weekends and holidays, when an ACO is in the field and the shelter is closed. The new system also takes advantage of GIS technology, which will greatly assist our ACO's with route selection while also allowing the department to analyze patterns, trends and problem areas. The program will also allow us to easily break down information geographically, so we, and you, will be able to see detailed information that pertains just to the City of Stockbridge.

The initial purchase price of the Animal Control Manager Software package is \$13,100.00. (This includes a \$7,650.00 annual licensing fee which covers on-going support, upgrades and Internet hosting. Starting the second year, the annual licensing fee will be adjusted by a COLA increase not to exceed 5% per year.) The Animal Care and Control Department has funds available in the FY 2015-2016 budget for the purchase of the program and we will be going before the Henry County Board of Commissioners in November, 2015 for final purchase approval. As the Animal Care and Control Department provides services not only to the unincorporated areas of the County but within the city limits of each of our four (4) cities, we wanted to reach out to each city to see if there was an interest in sharing the costs of the program. If so, each city's initial portion would be \$2,620.00 (including first year annual licensing fee.)

We feel that this new program will significantly streamline our processes and make the Department much more effective and efficient. If you have any questions or concerns, please feel free to contact me.

Thank you for time and I look forward to hearing from you,

Vince Farah
Animal Control Supervisor
(770) 288-7402



July 7, 2014

Vince Farah
Henry County, Georgia
527 Hampton Street
McDonough, GA 30253

COPY

Re: Business Agreement to Implement Technology

Dear Vince,

At Comcate, we believe in empowering public agencies.

We do this by creating solutions that are simple to use, easy to implement, configurable, accessible, and affordable. Our philosophy, which guides every action we take, centers on helping public agencies solve problems through technology.

Comcate was founded in 2000 with the help of retired City managers and Silicon Valley technologists. With close access to the customer base, our team developed software exclusively for public agencies.

We have signed over 300 agreements with public agencies and have over 20,000 public agency staff users across 34 states. Comcate has implemented more web CRM software in public agencies than any other software provider of which we are aware. With over 10,000 Code, Permit & Inspection Officers across 32 states, Comcate is the leading provider of Code Enforcement & Permit/Building Safety Inspection software in the nation.

Focus

Comcate is entirely focused on improving the efficiency and effectiveness of public agencies with affordable and easy to use web-based software. We are motivated to meet the specific needs of each of our clients. Our client base will testify to our dedication, motivation and initiative to accommodate each of their individual needs.

No Hardware or Software to Install

Comcate hosts all data at a secure facility with robust network and power redundancies and round-the-clock system monitoring. The Agency does not have to purchase any new hardware or software.

Customer Support

We are prepared to dedicate the full support of our staff into the configuration of the application and the tailoring of its implementation. You will have a dedicated Project Manager assigned to your implementation to guide you through each step of the process, with direct phone and email access and full-time customer support.

Simple to Use, Easy to Implement

We are dedicated to understanding your Agency's workflow, and count the number of steps needed to complete an action and tirelessly work to minimize them. We constantly incorporate user feedback into our applications. As a result, Comcate has been recognized by users for its intuitive and easy to use design.



With our Fee Tracker module, Comcate offers agencies the ability to track all outstanding fees in a digital format that they can import into their financial system. When officers enter or manage a case, they can enter any associated fees related to citations, permit fees, administrative fees, etc. They can add payments, follow-up on unpaid fees, create invoices and report on fees based on a variety of criteria.

Highlights

- Enter fees related to citations, permits, administrative costs, etc. to cases and assign them to the appropriate contact
- Track fee status on individual fees
- Add payments to fees on cases
- Report on fees through a variety of criteria (due date, case status, fee type, amount, etc.)
- Create invoices at the click of a button.



Ongoing Support and Services

We view every client relationship as a long term partnership. During implementation you will be introduced to several members of our experienced and capable in-house customer support staff.

We maintain hours necessary to support our clients. Currently, our customer service technicians operate during normal business hours from 8am to 5:00pm PST Monday through Friday. Our team is available during business hours via email and phone and we are committed to responding to all client issues within 4-6 hours.

Comcate is required to uphold the following performance standards and response times in the Service Level Table in order to be considered in compliance with its contract:

Comcate shall make arrangements for the technology to be accessible by the Agency's staff and public users 99.8% of the time, not counting scheduled maintenance for users of Comcate's ASP service.

Service Level Table

Level	Description	Response Time	Means of Contact
First	Software System Inoperable	Response within 3 hours	Telephone, email, pager/mobile phone
Second	Significant operating issues but application still operating	Response with 6 hours	Telephone, e-mail
Third	Application not functioning as designed but still operating successfully	Response with 18 hours	Telephone, e-mail
Fourth	Non-critical problems for which a solution is	These issues will be addressed as part of the product development cycle	Telephone, e-mail

Support includes the following:

- 1) Trouble-shooting at Comcate's facilities
- 2) Establishment of an FAQ for customers
- 3) On-line help windows

Example of on-line help windows can be provided upon request.



Investment Summary

The year-one investment in Comcate's software is comprised of two components: 1) the one-time **Implementation Fee** which includes initial configurations, customizations and web-based training, and 2) the **Annual License Fee** which includes on-going support, upgrades and hosting. Starting in the second year, the Annual License Fee will be adjusted by a COLA increase not to exceed 5% per year.

Programs	Implementation Fee (One-time)	Annual License Fee	Total Year One Investment
Animal Control Manager	5,000	7,000	12,000
GIS Lite Edition	450	650	1,100
Total	\$5,450	\$7,650	\$13,100

Included With Your Investment

- Animal Control Manager for use by 13 Full Edit Users (6 officers, 2 Supervisors and 5 clerical) and 5 Read-Only User. Additional users can be accommodated by an addendum to the Agreement
- All five agencies will be configured in the application. Additional agencies will require an addendum to the agreement.
- Unlimited use of GIS Lite Edition
- Creation and use of City Specific Enhancements
- Training, implementation and project management as described including eight (8) hours of web-based training
- Maintenance and support during normal business hours
- Hosting of database and SSL-encrypted application on secure server
- Web based embedded help windows
- Annual upgrade and enhancements as provided to all Comcate clients



Acknowledgments.

(a) The Agency expressly acknowledges that the Agency is solely responsible for any use of the Technology, and such use will be entirely at Agency's own risk. Agency agrees that the Technology shall not be used for or in connection with any illegal purpose (including but not limited to intellectual property infringement, fraud or defamation).

(b) Comcate acknowledges that it will "host" the Technology and agrees that it will backup data and take appropriate measures to protect and store Agency's Data.

(c) Comcate acknowledges that it shall maintain access rights to the Agency's Data and shall secure such data.

Term: Right of Cancellation.

The Initial Use Term of the Agreement shall commence on the Effective date hereof and continue for 365 days. Thereafter, unless Agency notifies Comcate in writing at least 30 days in advance of each scheduled expiration date that Agency elects not to renew, the Agreement shall automatically renew for a period of 365 days.

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Item #1 -
Council
Consideration –
Ethics
Committee
Appointments

Attached are the
Citizen Academy
graduates who you
may want to
consider for Council
Appointments.

Item #2–

Council

Consideration –

Expansion of

Main Street

Boundaries

Stockbridge Main Street

District Boundaries Revision Request

The Stockbridge Main Street Program requests that Mayor and Council approve the proposed revision of the Stockbridge Main Street District boundaries.

It is the mission of the Stockbridge Main Street Program to:

“Design an identifiable downtown historic district that promotes economic development, encourages cultural enrichment, and nurtures community spirit.”

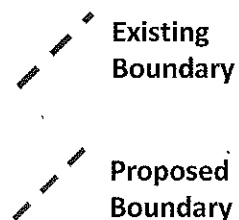
With the recent renaming of S. Berry Street to Martin Luther King, Sr. Heritage Trail, Council approval of the Livable Centers Initiative (LCI) Study Option B, and the recommendations that were made by the Georgia Department of Economic Development’s Tourism Product Development Division’s Resource Team, who conducted a community exploration on June 11, 2015, the members of the Stockbridge Main Street Advisory Board agreed that it is now an opportune time to revise the Main Street District’s current boundaries. (See Exhibit A.)

This revision will increase the overall footprint of the district to engage more small businesses, and highlight important historic sites, cultural assets, recreational venues, and government buildings/properties, including:

- The Martin Luther King, Sr. Heritage Trail (formerly S. Berry Street)
- Affairs By Pinehurst (a.k.a. Pinehurst Tea Room / Lee Family Home)
- Old Patrick Henry High School
- Stockbridge Elementary School
- Floyd Chapel Baptist Church
- Stockbridge Presbyterian Church
- First Baptist Church of Stockbridge
- Food Depot (Flagship Location)
- The Stockbridge Multiplex Building
- The Merle Manders Conference Center
- The Cochran Library
- Cochran Park
- LCI Study – Option B area

The proposed revision responsibly maintains the walkability and overall design of the district by incrementally increasing the area of influence.

Legend



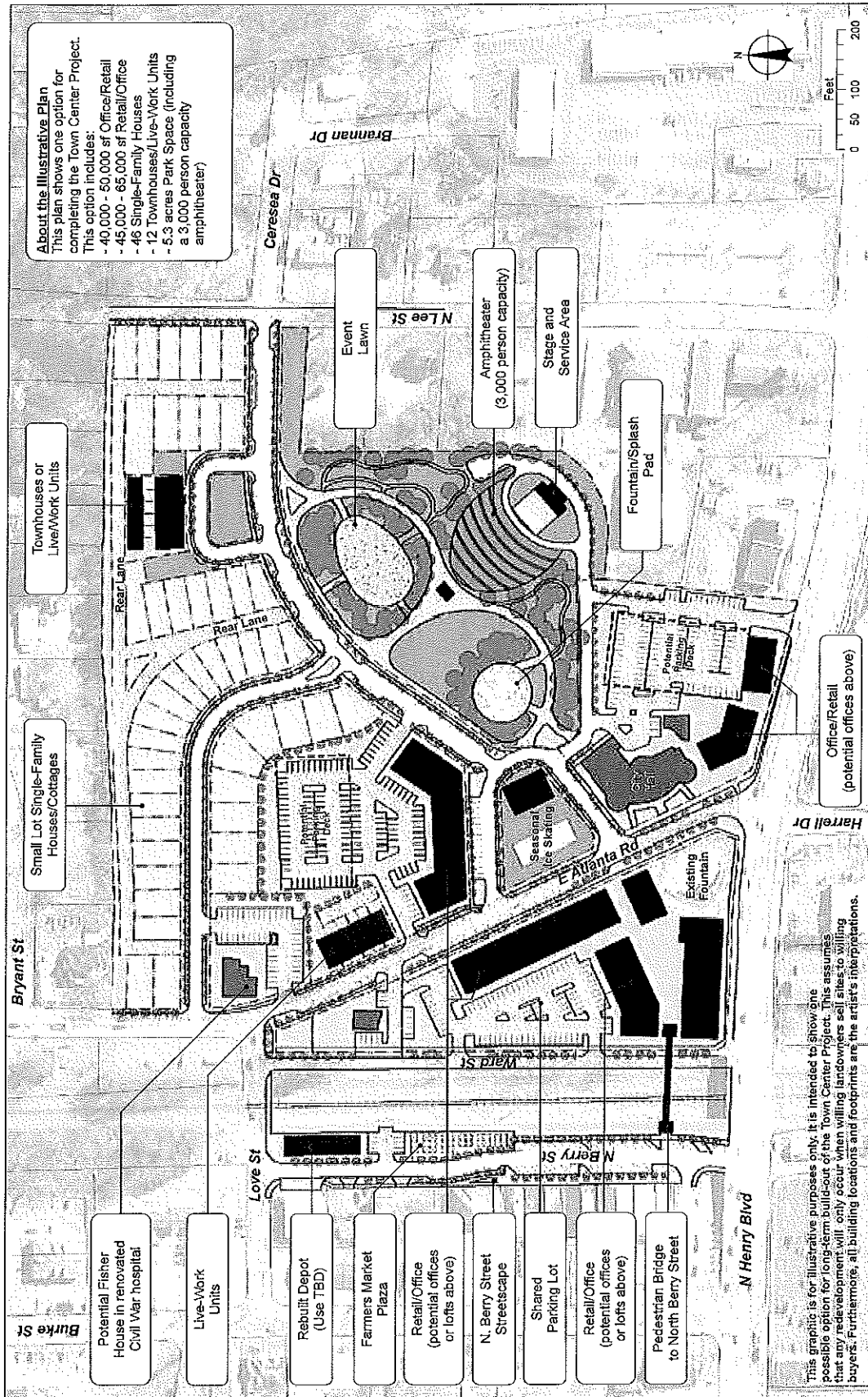
North

Not to Scale



Stockbridge Main Street District

Figure 4.4:
Town Center
Project Illustrative
Plan B



Item #3 – Council

**Consideration – Resolution
to name the building
(formerly Hamilton State
Bank Operations Center)
Hambrick Cultural Arts &
Enrichment Center after
Carrie Mae Hambrick for
her dedication to the
Stockbridge community**

***The Life and Legacy of
Mrs. Carrie Mae Hambrick
"The Community Was Her Life"***

Carrie Mae Slaughter-Hambrick was born March 8, 1919 in Jonesboro, Georgia to Emma Dixon-Slaughter and Jacob "Jim" Slaughter. She was the second of six children; her sisters, Oteele Sewell and Gladys Trimble; and brothers, Roosevelt, Elmer and J.T. Slaughter. In addition to her parents she was preceded in death by her sister Oteele.

Carrie Mae Hambrick received her formal education at the Dixon Grove School in Clayton County. At an early age she joined the Red Oak United Methodist Church, formerly Red Oak ME Church in Stockbridge, GA where she served faithfully as a unit leader until her health failed. Her professional career began as a manager of the lunch room program at the former Red Oak School.

On July 27, 1941 Carrie Mae Hambrick married Hime Hambrick, Sr. This union resulted in five children: three girls, Otha, Brenda and Irene, and two boys, Hime, Jr. and Alvin, five grandchildren; Jerald, Jason, Shundra, Shalum and Ryan; four great-grand children, Jacob, Maya, Cameron and Jahria.

In September of 1949 Mrs. Hambrick became the proud proprietor of the Green Front Café located at 112 Second Street in Stockbridge, Georgia. When it was built in 1947 by her cousin, Augustus Slaughter, it was one of the first restaurants in the city of Stockbridge.

From the beginning Mrs. Hambrick used her restaurant as a platform to carry-out her mission to serve others. Not only was the Green Front Café known throughout Henry County for the best hot dogs, hamburgers and country cooking, but Mrs. Hambrick was also known for her generosity toward others and her willingness to put the needs of her neighbors first.

Carrie Mae Hambrick was a loving and caring person who was always giving and supporting causes. She collected clothes, shoes and household items to give to needy families in the community. She often provided food to families and took homemade soup to the sick and shut-in. Every year Mrs. Hambrick sponsored an indoor Halloween party for neighborhood kids in an effort to provide a safe environment for them.

One of Mrs. Hambrick's greatest enjoyments was watching neighborhood youth play baseball. She organized and sponsored The Stockbridge Pirates baseball team and laid the foundation for a metropolitan adult baseball league in Henry County during the 70's and 80's.

The testimonials documenting her long history of community service are numerous. Her friends and neighbors held her in such high esteem that they petitioned the City of Stockbridge to name a street in her honor. The petition was unanimously approved by the Stockbridge City Council in January of 2009. Additionally, former Stockbridge Mayor Rudy Kelley proclaimed the second Saturday in May each year as "Carrie Mae Hambrick Day" in the City of Stockbridge.

In 2010 The Henry County Branch of the NAACP named a community service award in honor of Carrie Mae Hambrick to recognize "Community Service to Others" by individuals, organizations and businesses. This award is given annually during the Freedom Fund Banquet held in March.

Sadly, Mrs. Hambrick passed away in January of 2010 but her legacy of community service lives on. The Stockbridge Civic Association, Red Oak UMC, Trinity UMC, the Hambrick family and other local organizations have worked closely to celebrate Mrs. Hambrick's legacy of community service by coming together every year not only to acknowledge her contributions but to challenge others to follow her example.

Mrs. Carrie Mae Hambrick received her flowers while she was living.

"The Community Was Her Life."

***Information provided by The Hambrick Family and The Stockbridge Civic Association.*

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"The Community Was Her Life."

***Information provided by The Hambrick Family and The Stockbridge Civic Association.*

Item #4

Honorarium Proposal Naming one of the State interchanges after MLK Sr.

**Presented by:
Representative
Andy Welch**

**Item #5 – Council
Consideration -
2016 Meeting
Schedule**

PROPOSED 2016 MEETING DATES

**NOTICE OF PUBLIC MEETINGS
CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**2016 REGULAR COUNCIL MEETINGS ARE HELD IN THE
COUNCIL CHAMBERS - 2nd FLOOR AT 6:00 P.M.**

**January 11, 2016
February 8, 2016
March 14, 2016
April 11, 2016
May 9, 2016
June 13, 2016**

**July 11, 2016
August 8, 2016
September 12, 2016
October 10, 2016
November 14, 2016
December 12, 2016**

**2016 WORK SESSION MEETINGS ARE HELD IN THE
COUNCIL CHAMBERS - 2nd FLOOR AT 6:00 P.M.**

**January 26, 2016
February 23, 2016
March 29, 2016
April 26, 2016
May 31, 2016
June 28, 2016**

**July 26, 2016
August 30, 2016
September 27, 2016
October 25, 2016
November 29, 2016
December 27, 2016**

Item #6 – Council

**Consideration – Zoning
Advisory Board**

**Appointment to serve
remaining two years of a 3-
year term.**

Zoning Advisory Board (ZAB) – The member representing the City of Stockbridge serves on the countywide ZAB and is responsible for reviewing applications for changes in land use and other items as required by the respective ordinances. The ZAB as a whole makes recommendation on zoning changes to the Mayor and Council who makes the final decision to approve or deny an applicant's request during a public hearing on the proposal. The Board is comprised of six (6) members who represent Henry County; as well as one (1) member representing the City of Stockbridge, and one (1) member representing the City of Hampton.

Meetings are held every other month, although a called meeting may take place in rare circumstance. Meetings include a work session at 6:00 PM followed by a public hearing at 7:30PM. The meetings are televised. The members are appointed by the Mayor and Council and serve a 3-year term. There is a stipend for attendance. The applicant must reside within the city limits of Stockbridge, be a resident of this state and the United States; be at least eighteen (18) years of age; have a high school education or the equivalent; have no felony conviction or be judicially determined to be mentally incompetent (unless the disability has been removed). Appointee can not hold any other public office or position with the City.

**Item #7 - Council
Consideration - 2016 Water
Rates**

CITY OF STOCKBRIDGE 2016 Proposed Water Rates

City/County	Residential Base Rate	Residential Rate Per Thousand	
Henry County	\$ 12.39	\$ 4.68	0 - 6,000 gal
City of Stockbridge	\$ 6.00	\$ 5.27	0 - 4,000 gal
City of McDonough	\$ 12.39	\$ 4.68	0 - 6,000 gal
Clayton County	\$ 9.85	\$ 2.32	0 - 3,000 gal
Rockdale County	\$ 14.63	\$ 3.25	0 - 3,000 gal
Fayette County	\$ -	\$ 18.48	first 2,000 gal
City of Fayetteville	\$ 15.55	\$ 3.11	0 - 2,000 gal
Newton County	\$ 11.72	\$ 2.78	0 - 3,000 gal
City of Covington	\$ -	\$ 16.60	first 3,000 gal

Residential Rate Per Thousand	
\$ 6.37	6,001 - 10,000 gal
\$ 8.10	4,001 - 9,000 gal
\$ 6.37	6,001 - 10,000 gal
\$ 5.57	4,000 - 7,000 gal
\$ 4.07	4,000 - 7,000 gal
\$ 3.23	2,000 - 17,999 gal
\$ 3.89	2,001 - 10,000 gal
\$ 6.39	4,000 - 8,000 gal
\$ 5.45	3,001 - 50,000 gal

Monthly Cost (\$) for Typical Household Using 4,000 gal/month
\$ 31.11
\$ 27.08
\$ 31.11
\$ 22.38
\$ 28.45
\$ 24.94
\$ 29.55
\$ 22.84
\$ 22.05

Item # 8

2015

WRITE-OFF

OF

EXPIRED

PROBATION

FEEs

\$82,968

**Item #9 – Council
Consideration –
Write-Off of City
Bad Debt \$ 18,088.33**

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE THE WRITING OFF OF
CERTAIN UNCOLLECTABLE DEBT**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds, and

WHEREAS, the City Treasurer has reported to the Mayor and Council that certain uncollectable debt has accrued to the City during calendar year 2014 in the estimated amount of \$18,088.33;

WHEREAS, the City Treasurer has advised that the Mayor and Council that said debt cannot be collected despite the best efforts of the staff to collect said debt;

WHEREAS, the City Council finds it necessary and prudent to write off said debt;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The City Council of the City of Stockbridge hereby approves the writing off of certain uncollectable debt accruing during calendar year 2014 in the amount of \$18,088.33 and authorizes the City Clerk and the City Treasurer to write off such debt.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Approval of Execution. The Mayor, City Clerk and City Treasurer are hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this resolution, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO RESOLVED this _____ day of December, 2015.

TIMOTHY L. THOMPSON, Mayor

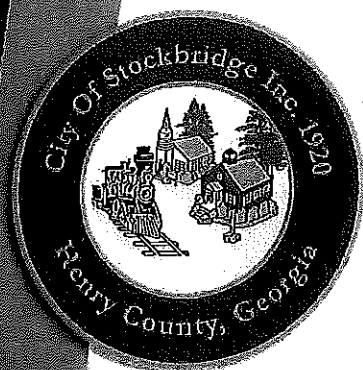
ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

**Item #10– 2nd Budget
Hearing – Proposed
FY2016 Operating
Budget**



From the Office of
Mayor Tim L. Thompson

City of Stockbridge

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October 30, 2015

Mayor Tim Thompson's 2016 Budget Message:

Attached you will find my proposed budget for Fiscal Year 2016. This proposed budget is representative of the continued effort to strengthen the City's financial health through thoughtful and reasonable austerity measures. As the City continues to rebound from the reckless spending of previous administrations, we must focus our attention on rebuilding our fund balance through measured expenditure reductions, while striving to enhance our current service. My proposed budget contemplates adding personnel in certain key areas to help accentuate our service levels, while reducing expenditures in a manner which will be both fair and equitable to all Stockbridge citizens.

Some of the key amendments in each of our general fund divisions are delineated below:

Revenue Projections

As the economy continues to improve, we anticipate moderate increases from our franchise fees, licensing fees, and rental incomes. On our LOST revenue we have taken a conservative approach, as we will continue to explore opportunities to add to our fund balance.

Governing Expenditures

Reductions in training and travel expenses will be used to offset the recent increase to salaries to mayor and council.

Executive Division

Substantial reductions in our budgeted health insurance costs help to reduce the expenditures in this division by 2%.

Administration Division

Substantial reductions in our general liability insurance rates, as well as our legal fees help to reduce expenditure in this division by over 17%.

Government Buildings & Services

The creation of a Facilities management division will ultimately allow the City greater control over our repair costs at our facilities. Bringing in certified staff to handle more of our day-to-day facility issues will alleviate the need for additional outsourced contracted services. The 14% increase in this division is offset by shifting staff members from other divisions.

Municipal Court

Several line items, which are solely dependent upon the amount of fines collected through the court system, were shifted into this division this year thereby increasing the overall expenditure by 16%.

Other key changes include the restructuring of the Public Works department, in anticipation of the privatization of our sanitation services. These proposed changes will allow for a greater emphasis to be placed on grass cutting, litter pickup, and storm water maintenance.

Two new vehicles are proposed for our Code Enforcement division, as well a new Public Works vehicle. We will look to continue to build upon the success of our Main Street program by adding personnel to assist with the current slate of programs, as well as new initiatives.

As development in the city continues to grow, we will look to add personnel to assist with our plan review and GIS needs, in order to ensure a continued higher level of service to new businesses looking to invest in our community.

Through conscientious line item reductions, this year's proposed budget represents less than a 2% increase over last year's budget.

CITY OF STOCKBRIDGE
GENERAL FUND
MULTI-YEAR COMPARISON

		Adopted Budget 2015	2016 Proposed Budget	2016 Proposed Budget vs 2015 Adopted Budget
General Fund Departments				
Governing Body	11100	\$229,720	\$222,192	\$7,528
Executive	13000	\$627,055	\$614,500	\$12,555
Financial Administration	15100	\$1,783,738	\$1,471,845	\$311,893
IT Services	15350	\$73,000	\$93,000	(\$20,000)
General Government Buildings & Services	15650	\$488,751	\$572,500	(\$83,749)
Municipal Court	25000	\$657,903	\$782,878	(\$124,975)
Police	32100	\$755,000	\$755,000	\$0
Public Works	42200	\$2,334,262	\$2,311,192	\$23,070
City Events	61900	\$112,000	\$77,000	\$35,000
Parks	62200	\$95,000	\$56,000	\$39,000
Code Enforcement	74500	\$173,260	\$209,435	(\$36,175)
Main Street Program	75500	\$144,510	\$181,580	(\$37,070)
GIS Planning and Development	75700		\$89,900	(\$89,900)
Other Financing Uses (Debt Service & Transfers)	90000	\$1,256,293	\$1,379,686	(\$123,393)
		<u>\$8,730,492</u>	<u>\$8,816,708</u>	<u>(\$86,216)</u>

CITY OF STOCKBRIDGE
GENERAL FUND

		2016 Proposed
Account	Account Name	Budget
100-00000-311500	INTANGIBLE RECORDING TAX	-\$35,000
100-00000-311600	REAL ESTATE TRANSFER	-\$9,500
100-00000-311710	FRANCHISE TAX-ELECTRIC	-\$1,010,000
100-00000-311715	FRANCHISE TAX-EMC	-\$5,000
100-00000-311720	FRANCHISE TAX-COLLEGE PK.	-\$8,000
100-00000-311730	FRANCHISE TAX-GAS	-\$62,200
100-00000-311750	FRANCHISE TAX-TEL V CABLE	-\$145,000
100-00000-311760	FRANCHISE TAX-TELEPHONE	-\$99,000
100-00000-311790	FRANCHISE TAX-OTHER	-\$2,097
100-00000-313100	LOCAL OPTION SALES/USE TX.	-\$3,053,480
100-00000-313110	HCTC - AVT TAX	-\$225,000
100-00000-314201	BEER TAX	-\$300,000
100-00000-314202	LIQUOR TAX-PACKAGE SALES	-\$133,100
100-00000-314203	WINE TAX	-\$94,000
100-00000-314204	CONSUMPTION TAX - LIQUOR	-\$32,000
100-00000-316100	OCCUPATIONAL TAX	-\$475,000
100-00000-316112	GA MUNICIPAL LICENSE FEE	-\$20,000
100-00000-316113	MISC BUSINESS TAX	-\$5,000
100-00000-316150	OCCUPATIONAL TAX ADMIN.	-\$68,000
100-00000-316200	INSURANCE PREMIUM TAX	-\$1,409,150
100-00000-316300	FINANCIAL INSTITUTION TAX	-\$60,000
100-00000-319111	FORECLOSED/VACANT-REG FEE	-\$5,000
100-00000-321110	OT ALCOHOLIC BEV-BEER	-\$43,100
100-00000-321120	OT ALCOHOLIC BEV-WINE	-\$38,000
100-00000-321130	OT ALCOHOLIC BEV-LIQUOR	-\$95,000
100-00000-321141	OT HOTEL LOUNGE POURING	
100-00000-321150	OT APPLICATION FEE	-\$2,100
100-00000-321200	OT REGULATORY FEE	
100-00000-321300	OT INSPECTION FEE	
100-00000-321400	PERMITS-MEDIA	
100-00000-323100	OCCUPATIONAL TAX PENALTY	-\$1,800
100-00000-323400	OCCUPATIONAL TAX-INTEREST	-\$1,000
100-00000-334311	GRANTS FOR STREETS	-\$125,000
100-00000-343400	RIGHT OF WAY PERMIT FEE	
100-00000-349300	BAD CHECK FEE	-\$500
100-00000-351140	FINES & FORFEITURES	-\$1,080,835
100-00000-361000	INTEREST REVENUES	-\$1,000
100-00000-361010	INTEREST ON CHECKING	
100-00000-381003	RENT - Tower Lease	
100-00000-381100	SPRINT COM - RENT	-\$37,950
100-00000-381200	PARK PAVILION RENTAL	-\$19,100
100-00000-381300	T-MOBILE TOWER LEASE	-\$32,000
100-00000-383000	INS.REIM.DAM./STOLEN PROP	-\$2,500
100-00000-389013	CITY EVENTS REVENUES	-\$6,500
100-00000-389030	MISCELLANEOUS	-\$5,000
100-00000-389038	MAIN STREET SPONSORS	-\$500
100-00000-389040	FROM RESERVES	
100-00000-392100	SALE OF FIXED ASSETS	
100-00000-391100	OPERATING TRANSFER IN	-\$69,295
		-\$8,816,708

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	
	GOVERNING BODY	
100-11100-511100	REGULAR EMPL. SALARIES	
100-11100-511120	MAYOR	\$16,800
100-11100-511121	COUNCIL	\$60,000
100-11100-512100	GRP INSRNC MEDICAL/DENTAL	\$52,600
100-11100-512110	GROUP INSURANCE LIFE	\$300
100-11100-512111	GROUP INSURANCE VISION	\$477
100-11100-512200	MEDICARE 1.45%	\$1,115
100-11100-512400	PENSION	\$8,500
100-11100-512700	WORKER'S COMPENSATION	\$2,000
100-11100-512851	HRA, \$1,000 DEDUCTIBLE	\$6,000
100-11100-521101	OFFICIAL/ADMINISTRATIVE	\$10,800
100-11100-521210	ACCOUNTING, ANNUAL AUDIT	\$5,000
100-11100-521217	LEGAL	
100-11100-521222	IT TOTAL TECH	
100-11100-521301	CODIFICATION	\$10,000
100-11100-522210	MAINTENANCE AGREEMENTS	
100-11100-523231	CELL PHONES	\$7,000
100-11100-523310	PUBLIC NOTICES	\$5,000
100-11100-523400	PRINTING & BINDING	\$4,000
100-11100-523500	TRAVEL	\$10,000
100-11100-523600	DUES & FEES	\$1,500
100-11100-523700	EDUCATION & TRAINING	\$6,000
100-11100-523860	P O SALARIES - EXTRA DUTY	
100-11100-523910	COUNCIL INITIATIVE	\$0
100-11100-531110	COMPUTER EXPENSE	\$5,000
100-11100-531130	OFFICE SUPPLIES	\$1,500
100-11100-531132	ETHICS BOARD SUPPLIES	\$0
100-11100-531270	ENERGY-GASOLINE/DIESEL	
100-11100-531700	MISCELLANEOUS EXPENSE	\$3,500
100-11100-531701	HOSPITALITY/FOOD/BEVERAGE	\$2,000
100-11100-531747	CIRCUS	\$2,500
100-11100-531750	UNIFORMS	\$800
		\$222,192

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	Budget
	EXECUTIVE DIVISION	
100-13000-511100	REGULAR EMPL. SALARIES	\$431,500
100-13000-511110	CLERK & ASSISTANTS	\$0
100-13000-512100	GRP INSRNC MEDICAL/DENTAL	\$50,000
100-13000-512110	GROUP INSURANCE LIFE	\$1,600
100-13000-512111	GROUP INSURANCE VISION	\$600
100-13000-512200	MEDICARE 1.45%	\$6,300
100-13000-512400	PENSION	\$60,200
100-13000-512401	RETIREMENT CONTRIBUTION	\$12,400
100-13000-512600	UNEMPLOYMENT INSURANCE	\$3,000
100-13000-512700	WORKER'S COMPENSATION	\$3,900
100-13000-512850	HRA REIMBURSEMENT	\$3,000
100-13000-521222	IT TOTAL TECH	
100-13000-522210	MAINTENANCE AGREEMENTS	\$500
100-13000-522250	AUTO & TRUCK REPAIR	\$500
100-13000-522320	RENTAL OF EQUIP & VEHICLE	\$2,500
100-13000-523231	CELL PHONES	\$3,400
100-13000-523400	PRINTING & BINDING	\$300
100-13000-523500	TRAVEL	\$6,000
100-13000-523600	DUES & FEES	\$2,500
100-13000-523700	EDUCATION & TRAINING	\$8,000
100-13000-531110	COMPUTER EXPENSE	\$10,000
100-13000-531130	OFFICE SUPPLIES	\$4,000
100-13000-531270	ENERGY-GASOLINE/DIESEL	
100-13000-531700	MISCELLANEOUS EXPENSE	\$2,500
100-13000-531701	HOSPITALITY/FOOD/BEVERAGE	\$1,500
100-13000-531750	UNIFORMS	\$300
		\$614,500

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	
	ADMINISTRATION DIVISION	
100-15100-511100	REGULAR EMPL. SALARIES	\$301,100
100-15100-511110	CLERK & ASSISTANTS	\$119,300
100-15100-511300	OVERTIME	\$3,000
100-15100-512100	GRP INSRNC MEDICAL/DENTAL	\$115,000
100-15100-512101	FEES GRP INS	\$4,000
100-15100-512110	GROUP INSURANCE LIFE	\$1,700
100-15100-512111	GROUP INSURANCE VISION	\$855
100-15100-512200	MEDICARE 1.45%	\$6,100
100-15100-512400	PENSION	\$75,600
100-15100-512600	UNEMPLOYMENT INSURANCE	\$12,490
100-15100-512700	WORKER'S COMPENSATION	\$4,900
100-15100-512800	EMPLOYEE ASSISTANCE PROG.	\$1,300
100-15100-512851	HRA, \$1,000 DEDUCTIBLE	\$11,000
100-15100-521100	CONSULTANT FEES	\$25,000
100-15100-521210	ACCOUNTING, ANNUAL AUDIT	\$65,000
100-15100-521217	LEGAL	\$100,000
100-15100-521218	LEGAL - OTHER	\$50,000
100-15100-521222	IT TOTAL TECH	
100-15100-521223	PAYROLL FEES	\$10,000
100-15100-521230	ENGINEERING FEES	
100-15100-521240	APPRAISALS	
100-15100-521335	SHREDING	\$2,000
100-15100-522210	MAINTENANCE AGREEMENTS	\$65,000
100-15100-522214	FACILITY CLEANING, 4640	
100-15100-522220	MAINTENANCE & CLEANING	
100-15100-522230	EQUIPMENT REPAIRS	\$500
100-15100-522250	AUTO & TRUCK REPAIR	\$1,500
100-15100-522320	RENTAL OF EQUIP & VEHICLE	\$10,000
100-15100-523110	INSURANCE GEN. LIABILITY	\$175,000
100-15100-523111	INS. POLLUTION CONTROL	\$0
100-15100-523231	CELL PHONES	\$1,000
100-15100-523240	AT&T CLUB SERVICE	\$5,800
100-15100-523246	TELECOMMUNICATION	\$30,000
100-15100-523246	TELECOMM - SPYGLASS SAVINGS	
100-15100-523300	ADVERTISING	\$1,500
100-15100-523305	NEWSLETTER	
100-15100-523310	PUBLIC NOTICES	\$100
100-15100-523400	PRINTING & BINDING	\$2,500
100-15100-523500	TRAVEL	\$4,000
100-15100-523600	DUES & FEES	\$19,500
100-15100-523700	EDUCATION & TRAINING	
100-15100-523850	PERSONNEL SERVICE	\$50,000
100-15100-523851	INTERN HELP	\$10,000
100-15100-523855	CONTRACT SERVICES	
100-15100-523901	BANK CHARGES	\$5,000
100-15100-523909	CREDIT CARD EXPENSES	\$15,000
100-15100-523910	CONTINGENCY	
100-15100-523930	DRUG TESTING, VACCINES	\$8,000
100-15100-523936	HR EXPENSES	\$8,000
100-15100-523937	HEALTH & WELLNESS	\$35,000
100-15100-523940	POSTAGE	\$10,000
100-15100-523946	WEB SITE	\$5,000
100-15100-531110	COMPUTER EXPENSE	\$35,000
100-15100-531120	ELECTION EXPENSE	
100-15100-531130	OFFICE SUPPLIES	\$15,000
100-15100-531270	ENERGY-GASOLINE/DIESEL	
100-15100-531290	CABLE	\$100
100-15100-531700	MISCELLANEOUS EXPENSE	\$10,000
100-15100-531701	HOSPITALITY/FOOD/BEVERAGE	\$5,000
100-15100-531709	CITY REBRANDING INITIATIVE	\$0
100-15100-531710	CHRISTMAS DECORATIONS	\$5,000
100-15100-531720	SIGNS	\$1,000
100-15100-531750	UNIFORMS	\$1,000

CITY OF STOCKBRIDGE GENERAL FUND		
		2016 Proposed
Account	Account Name	Budget
100-15100-542300	FURNITURE & FIXTURES	\$5,000
100-15100-542400	COMPUTER SOFTWARE	
100-15100-542500	EQUIPMENT	\$10,000
100-15100-573200	LIABILITY INSURANCE DEDUCT	\$7,000
		\$1,471,845

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	
	IT SERVICES DIVISION	
100-15350-521211	IT TOTAL TECH GOVERNING	\$20,000
100-15350-521212	IT TOTAL TECH EXECUTIVE	\$10,000
100-15350-521213	IT TOTAL TECH ADMINISTRATION	\$30,000
100-15350-521214	IT TOTAL TECH GOVT BUILDINGS	\$4,000
100-15350-521215	IT TOTAL TECH COURTS	\$10,000
100-15350-521216	IT TOTAL TECH PUBLIC WORKS	\$10,000
100-15350-521217	IT TOTAL TECH CODE ENFORCE	\$2,000
100-15350-521218	IT TOTAL TECH MAIN STREET	\$7,000
		\$93,000
	GOVT. BLDG./FACILITY MAINT. DIVISION	
100-15650-511100	REGULAR EMPL. SALARIES	\$82,700
100-15650-512100	GRP INSRNC MEDICAL/DENTAL	\$28,000
100-15650-512110	GROUP INSURANCE LIFE	\$500
100-15650-512111	GROUP INSURANCE VISION	\$1,000
100-15650-512200	MEDICARE 1.45%	\$1,200
100-15650-512400	PENSION	\$14,900
100-15650-512700	WORKER'S COMPENSATION	\$200
100-15650-512851	HRA, \$1,000 DEDUCTIBLE	\$2,000
100-15650-521222	IT TOTAL TECH	
100-15650-521230	ENGINEERING FEES	\$50,000
100-15650-522210	MAINTENANCE AGREEMENTS	\$25,000
100-15650-522214	FACILITY CLEANING, 4640	\$50,000
100-15650-522216	LANDSCAPING/PLANTS NEW CH	\$17,000
100-15650-522218	CLEANING COURT	\$21,000
100-15650-522219	LANDSCAPING	\$27,000
100-15650-522220	MAINTENANCE & CLEANING	\$25,000
100-15650-522222	STREETSCAPE - LANDSCAPING	\$6,000
100-15650-522224	FOUNTAIN MAINTENANCE	\$4,000
100-15650-522230	EQUIPMENT REPAIRS	\$10,000
100-15650-522310	RENTAL OF LAND & BUILDING	\$1,000
100-15650-522320	RENTAL OF EQUIP & VEHICLE	\$1,000
100-15650-531110	COMPUTER EXPENSE	\$5,000
100-15650-531140	SUPPLIES & MATERIALS	\$10,000
100-15650-531142	HAND TOOLS & SMALL EQUIP.	\$7,500
100-15650-531143	SECURITY UPGRADE	\$65,000
100-15650-531222	GA POWER ELECTRICITY	\$18,000
100-15650-531224	GA PWR,LIGHTS,TAG OFFICE	\$3,000
100-15650-531225	GA PWR,4640 CITY HALL	\$65,000
100-15650-531271	ADMIN VEHICLES	\$6,500
100-15650-531280	DIRECT TV	\$1,500
100-15650-541100	SITES	
100-15650-531700	MISCELLANEOUS EXPENSE	\$3,000
100-15650-531720	SIGNS	\$2,500
100-15650-541100	SITES	
100-15650-541302	ADMIN BUILDING REPAIRS	
100-15650-542500	EQUIPMENT	\$20,000
		\$572,500

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed
Account	Account Name	Budget
	COURT DIVISION	
100-25000-511140	JUDGE	\$44,100
100-25000-511141	SOLICITOR	\$33,600
100-25000-511142	COURT CLERK & ASSISTANTS	\$144,600
100-25000-512100	GRP INSRNG MEDICAL/DENTAL	\$20,000
100-25000-512110	GROUP INSURANCE LIFE	\$1,020
100-25000-512111	GROUP INSURANCE VISION	\$737
100-25000-512200	MEDICARE 1.45%	\$3,120
100-25000-512400	PENSION	\$26,100
100-25000-512600	UNEMPLOYMENT INSURANCE	\$1,001
100-25000-512700	WORKER'S COMPENSATION	\$3,000
100-25000-512851	HRA, \$1,000 DEDUCTIBLE	\$3,000
100-25000-521221	LEGAL - INDIGENT	\$50,000
100-25000-521222	IT TOTAL TECH	
100-25000-521225	INTERPRETER	\$500
100-25000-521226	ZSI PROBATION	\$10,000
100-25000-521301	CODIFICATION	\$800
100-25000-521310	COURT SOFTWARE	\$30,000
100-25000-521335	SHREDING	\$700
100-25000-522210	MAINTENANCE AGREEMENTS	\$6,000
100-25000-522218	CLEANING - COURT	
100-25000-522219	LANDSCAPING	
100-25000-522220	MAINTENANCE & CLEANING	
100-25000-522230	EQUIPMENT REPAIRS	\$1,500
100-25000-522320	RENTAL OF EQUIP & VEHICLE	\$2,000
100-25000-523220	GEORGIA TECHNOLOGY AUTH.	\$150
100-25000-523245	TELECOMMUNICATIONS	\$10,000
100-25000-523400	PRINTING & BINDING	\$1,200
100-25000-523500	TRAVEL	\$2,000
100-25000-523600	DUES & FEES	\$800
100-25000-523700	EDUCATION & TRAINING	\$3,000
100-25000-523860	P O SALARIES - EXTRA DUTY	
100-25000-523902	CREDIT CARD EXPENSES	\$3,000
100-25000-523940	POSTAGE	\$1,000
100-25000-531110	COMPUTER EXPENSE	\$2,500
100-25000-531130	OFFICE SUPPLIES	\$2,000
100-25000-531211	NTRL GAS,4545 MUNI COURT	\$2,000
100-25000-531227	GA PWR,4602 MUNICIPAL CRT	\$10,500
100-25000-531280	CABLE COURTS	\$750
100-25000-531290	CABLE	
100-25000-531700	MISCELLANEOUS EXPENSE	\$5,000
100-25000-531710	CHRISTMAS DECORATIONS	\$250
100-25000-531720	SIGNS	\$250
100-25000-531750	UNIFORMS	\$700
100-25000-542300	FURNITURE & FIXTURES	\$2,000
100-25000-542301	FIBER OPTIC CABLE	
100-25000-542400	COMPUTER SOFTWARE	\$2,000
100-25000-573001	BRAIN & SPINAL INJURY	\$3,800
100-25000-573002	STATE PROBATION SYS FUND	\$1,600
100-25000-573003	FINES 10% JAIL	\$70,000
100-25000-573004	VICTIMS ASSIST FUND	\$35,000
100-25000-573005	BOND REFUND	\$40,000
100-25000-573006	GA CRIME VICTIM'S FUND	\$1,100
100-25000-573007	CTY DRUG ABUSE TR AND EDU	\$13,000
100-25000-573008	P. O. A&B FUND	\$42,000
100-25000-573009	P. O. TRAINING FUND	\$60,000
100-25000-573010	INDIGENT DEFENSE FUND	\$70,000
100-25000-573011	DRIVERS ED/TRAINING FUND	\$15,000
100-25000-573020	WITNESS FEES	\$500
100-25000-573100	RESTITUTION	
		\$762,878

CITY OF STOCKBRIDGE GENERAL FUND		
		2016 Proposed Budget
Account	Account Name	
	POLICE DIVISION	
100-32100-523215	PAYMENT TO HENRY COUNTY	\$755,000
100-32100-523860	P O SALARIES - EXTRA DUTY	
100-32100-523861	P O SALARIES - COURTS	
100-32100-523862	P O SALARIES - PARKS	
100-32100-531600	SMALL EQUIPMENT	
100-32100-542200	VEHICLES	
100-32100-573003	FINES 10% JAIL	
100-32100-573004	VICTIMS ASSIST. FUND	
		\$755,000

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	
	PUBLIC WORKS DIVISION	
100-42200-511100	REGULAR EMPL. SALARIES	\$798,400
100-42200-511300	OVERTIME	\$20,000
100-42200-512100	GRP INSRNC MEDICAL/DENTAL	\$275,700
100-42200-512110	GROUP INSURANCE LIFE	\$4,807
100-42200-512111	GROUP INSURANCE VISION	\$2,280
100-42200-512200	MEDICARE 1.45%	\$11,600
100-42200-512400	PENSION	\$145,000
100-42200-512600	UNEMPLOYMENT INSURANCE	
100-42200-512700	WORKER'S COMPENSATION	\$50,105
100-42200-512851	HRA, \$1,000 DEDUCTIBLE	\$15,000
100-42200-521201	PROFESSIONAL	\$10,000
100-42200-521222	IT TOTAL TECH	
100-42200-521230	ENGINEERING FEES	\$25,000
100-42200-522210	MAINTENANCE AGREEMENTS	\$6,000
100-42200-522220	MAINTENANCE & CLEANING	\$5,000
100-42200-522230	EQUIPMENT REPAIRS	\$15,000
100-42200-522241	LMIG S013642-PRC,3 STRTS	\$85,000
100-42200-522242	STREET/TRACK MAIN. & REP.	\$5,000
100-42200-522250	AUTO & TRUCK REPAIR	\$50,000
100-42200-522253	DAMAGE TO CITIZEN VEHICLE	\$2,500
100-42200-522320	RENTAL OF EQUIP & VEHICLE	\$4,000
100-42200-523231	CELL PHONES	\$10,000
100-42200-523245	TELECOMMUNICATIONS	\$15,000
100-42200-523400	PRINTING & BINDING	\$1,000
100-42200-523500	TRAVEL	\$4,000
100-42200-523600	DUES & FEES	\$2,000
100-42200-523700	EDUCATION & TRAINING	\$10,000
100-42200-523848	SEASONAL/SUMMER EMPLOY	
100-42200-523800	LICENSES	\$2,500
100-42200-523850	PERSONNEL SERVICE	\$115,000
100-42200-523851	UTILITY PROTECTION SERV.	\$4,000
100-42200-523930	DRUG TESTING, VACCINES	\$3,000
100-42200-523935	DRIVERS LICENSES	\$1,000
100-42200-523940	POSTAGE	\$3,000
100-42200-523960	REIMBURSEMENT/REPAIRS	\$5,000
100-42200-531110	COMPUTER EXPENSE	\$3,000
100-42200-531114	PIN POINT	\$1,000
100-42200-531130	OFFICE SUPPLIES	\$5,000
100-42200-531140	SUPPLIES & MATERIALS	\$20,000
100-42200-531142	HAND TOOLS & SMALL EQUIP.	\$15,000
100-42200-531145	MOSQUITO SPRAYING	\$2,000
100-42200-531211	NTRL GAS,4545 MUNI COURT	\$10,000
100-42200-531222	GA POWER ELECTRICITY	\$18,000
100-42200-531233	STREET LIGHTS, OUTSIDE	\$325,000
100-42200-531240	ENERGY-BOTTLED GAS	\$1,000
100-42200-531270	ENERGY-GASOLINE/DIESEL	\$40,000
100-42200-531700	MISCELLANEOUS EXPENSE	\$5,000
100-42200-531710	CHRISTMAS DECORATIONS	\$15,000
100-42200-531720	SIGNS	\$2,500
100-42200-531740	TIRE EXPENSE	\$8,000
100-42200-531750	UNIFORMS	\$20,000
100-42200-541403	PAVING	\$25,000
100-42200-542200	VEHICLES	\$75,000
100-42200-542400	COMPUTER SOFTWARE	\$5,000
100-42200-542500	EQUIPMENT	\$10,000
100-42200-542502	MISCELLANEOUS EXPENSE	
		\$2,311,192

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed
Account	Account Name	Budget
	CITY EVENTS	
100-61900-523300	ADVERTISING	\$4,000
100-61900-531705	HOLIDAY GALA	\$15,000
100-61900-531710	CHRISTMAS DECORATIONS	\$10,000
100-61900-531712	MAIN STREET PROGRAM	
100-61900-531727	MEMORIAL DAY MARCH	\$5,000
100-61900-531729	SOUNDS OF SUMMER	\$10,000
100-61900-531734	BRIDGEFEST	\$25,000
100-61900-531737	VETERAN'S DAY PARADE	\$5,000
100-61900-531746	CITY/COUNTY ANNUAL DINNER	\$3,000
		\$77,000
	PARKS DIVISION	
100-62200-522225	BRIDGE MAINTENANCE	\$2,500
100-62200-522230	EQUIPMENT REPAIRS	\$3,000
100-62200-522250	AUTO & TRUCK REPAIR	\$2,500
100-62200-523220	GEORGIA TECHNOLOGY AUTH.	\$1,000
100-62200-523240	AT&T CLUB SERVICE	\$2,500
100-62200-523850	P O SALARIES - EXTRA DUTY	
100-62200-523902	CREDIT CARD EXPENSES	
100-62200-523935	DRIVERS LICENSES	\$500
100-62200-531140	SUPPLIES & MATERIALS	\$15,000
100-62200-531222	GA POWER ELECTRICITY	\$15,000
100-62200-531270	ENERGY-GASOLINE/DIESEL	\$4,000
100-62200-531720	SIGNS	
100-62200-542300	FURNITURE & FIXTURES	\$5,000
100-62200-542400	COMPUTER SOFTWARE	
100-62200-542500	EQUIPMENT	\$5,000
		\$56,000

**CITY OF STOCKBRIDGE
GENERAL FUND**

		2016 Proposed Budget
Account	Account Name	
MAIN STREET PROGRAM		
100-74500-511100	REGULAR EMPLOYEE SALARIES	\$104,500
100-74500-511300	OVERTIME	
100-74500-512100	GRP INSRNC MEDICAL/DENTAL	\$35,000
100-74500-512110	GROUP INSURANCE LIFE	\$500
100-74500-512111	GROUP INSURANCE VISION	\$1,000
100-74500-512200	MEDICARE 1.45%	\$1,535
100-74500-512400	PENSION	\$17,500
100-74500-521700	WORKER'S COMPENSATION	\$2,000
100-74500-523231	CELL PHONES	\$1,800
100-74500-523245	TELECOMMUNICATIONS	\$3,500
100-74500-523500	TRAVEL	\$1,000
100-74500-523600	DUES & FEES	\$500
100-74500-523700	EDUCATION & TRAINING	\$2,000
100-74500-531110	COMPUTER EXPENSE	\$2,000
100-74500-531140	SUPPLIES & MATERIALS	\$2,500
100-74500-531270	GASOLINE	\$2,700
100-74500-531740	TIRE EXPENSE	\$100
100-75400-531750	UNIFORMS	\$1,300
100-74500-542200	VEHICLES	\$30,000
		\$209,435
CODE ENFORCEMENT		
100-75500-511100	REGULAR EMPLOYEE SALARIES	\$71,800
100-75500-512100	GRP INSRNC MEDICAL/DENTAL	\$18,200
100-75500-512110	GROUP INSURANCE LIFE	\$1,100
100-75500-512111	GROUP INSURANCE VISION	\$680
100-75500-512200	MEDICARE 1.45%	\$1,100
100-75500-512400	PENSION	\$12,950
100-75500-512600	UNEMPLOYMENT INSURANCE	\$1,650
100-75500-521700	WORKER'S COMPENSATION	\$1,100
100-75500-512851	HRA, \$1,000 DEDUCTIBLE	\$1,000
100-75500-521200	PROFESSIONAL FEES	\$8,000
100-75500-523231	CELL PHONES	\$1,000
100-75500-523245	TELECOMMUNICATIONS	\$3,500
100-75500-523400	PRINTING & BINDING	\$5,000
100-75500-523500	TRAVEL	\$2,000
100-75500-523600	DUES & FEES	\$3,000
100-75500-523700	EDUCATION & TRAINING	\$5,000
100-75500-523940	POSTAGE	\$2,000
100-75500-531110	COMPUTER EXPENSE	\$2,500
100-75500-531140	SUPPLIES & MATERIALS	\$10,000
100-75500-531701	HOSPITALITY/FOOD	\$7,500
100-75500-531725	PROMOTIONAL SUPPLIES	\$15,000
100-75500-542300	FURNITURE & FIXTURES	\$7,500
		\$181,580
PLANNING & GIS		
100-75700-511100	REGULAR EMPLOYEE SALARIES	\$35,000
100-75700-512100	GRP INSRNC MEDICAL/DENTAL	\$18,200
100-75700-512110	GROUP INSURANCE LIFE	\$500
100-75700-512111	GROUP INSURANCE VISION	\$1,000
100-75700-512200	MEDICARE 1.45%	\$600
100-75700-512400	PENSION	\$6,300
100-75700-512600	UNEMPLOYMENT INSURANCE	\$1,000
100-75700-521700	WORKER'S COMPENSATION	\$200
100-75700-512851	HRA, \$1,000 DEDUCTIBLE	\$1,000
100-75700-523231	CELL PHONES	\$1,000
100-75700-523245	TELECOMMUNICATIONS	\$3,500
100-75700-523500	TRAVEL	\$1,000
100-75700-523600	DUES & FEES	\$500
100-75700-523700	EDUCATION & TRAINING	\$2,000
100-75700-531110	COMPUTER EXPENSE	\$10,000
100-75700-531140	SUPPLIES & MATERIALS	\$8,000
100-75700-531750	UNIFORMS	\$100
		\$89,900

s/b Code Enforcement

s/b Main Street

CITY OF STOCKBRIDGE GENERAL FUND		
		2016 Proposed Budget
Account	Account Name	
100-75700	Planning and Development	\$0
	MERLE MANDERS CONF. CENTER	
100-90000-611200	TRANSFER TO MMCC	\$168,235
	DEBT SERVICE ON CITY HALL BLDG.	
100-90000-612000	TRANSFER TO URA	\$1,211,461
Totals		\$8,816,708

-\$407,350

**Item #11 – Council
Discussion –
Amendment of
Noise Ordinance**

7.08.010 - General park regulations.

- A. Generally. The following regulations shall govern activities ("specified activities") in the parks and recreational areas, exclusive of streets, roads, and public rights of way, owned or maintained by the city:
1. No alcoholic beverages except during and at events officially sponsored by the city;
 2. No pets except as permitted in Title 7, Chapter 7.09 of this Code;
 3. No vehicles;
 4. No motor bikes;
 5. No bicycles or tricycles;
 6. No skateboards;
 7. No go carts;
 8. No scooters;
 9. No loitering in parked cars;
 10. No fundraising;
 11. No soliciting;
 12. No battery, electrical, or gas-powered flying objects;
 13. Park closed between nine-thirty (9:30) p.m. to daybreak; violators will be prosecuted;
 14. Vandals of city property will be prosecuted; see city code Section 11.04.020;
 15. Please keep park clean;
 16. Warning: area monitored by undercover security.
 17. No music shall be audible one hundred-fifty feet (150') from any park pavilion.
 18. Amplified Music is expressly prohibited, unless permitted through the Special Event permitting process.
- B. Posting of Signs. The signs identifying regulations set forth in this section shall be displayed conspicuously in all city parks and recreational areas by the city manager.
- C. Penalty. Any person, firm or corporation violating any provision of this section shall be guilty of a misdemeanor and punished as provided in Section 1.04.080 of this code.

**Item #12 – Council
Discussion –
Amendment of
Street Parking
Ordinance**



City of Stockbridge

To: Mayor and City Council

Meeting Date:

November 24, 2015

Staff Discussion

Attachments/Exhibits for Agenda Item:

Draft Survey questionnaire

☐

Action requested by City Council

☒

For informational purposes only

ITEM: Discussion on Street Parking Ordinance

Presenter:

Dale Hall, Administration & Community Service Director

Staff has been working for several months now on addressing the issue related to Street Parking. In discussions with the Henry County Police Dept., and our legal counsel, we have explored numerous ways to address this issue. One recommendation from staff was that we conduct a brief survey of City residents, to get a better understanding of the real issue concerning the street parking.

A draft of the proposed survey has been included in your books.



CITY OF STOCKBRIDGE
770-389-7900
4640 North Henry Blvd. Stockbridge, GA 30281

2015 Subdivision Parking Questionnaire

1. What subdivision do you live in or live closest to: _____
2. How many vehicles are at your house? (Please circle one.)
☐ One ☐ Two ☐ Three ☐ Four ☐ Five ☐ Six+
3. Most parking issues occur in your neighborhood during which part of the week? (Please circle one.)
☐ Weekdays ☐ Weekends ☐ Both
4. What time of the day/night do most parking issues occur?
(Please circle one or more.)
☐ 12pm-2am ☐ 2-5am ☐ 5-7am ☐ 7-10am ☐ 10am-2pm
☐ 2-5pm ☐ 5-7pm ☐ 7-9pm ☐ 9-12pm
5. What is the speed limit in your subdivision? (Please circle one.)
☐ 25mph ☐ 35mph ☐ 45mph ☐ 55mph ☐ Not sure
6. What are your greatest concerns about street parking in your subdivision?
(Please circle one or more.)

☐ Inability to get the mail	☐ Speed of traffic
☐ Access for emergency vehicles	☐ Issues of child safety
☐ Inability to get trash picked-up	☐ Inability to get out of driveway
☐ Access for school buses	☐ Other: _____
7. How many cars do you park in your garage? (Please circle one.)

☐ One car	☐ Don't park in our garage
☐ Two cars	☐ Don't have a garage

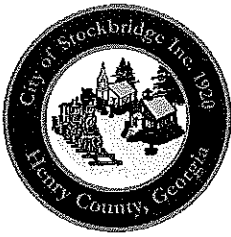
Please return to City Hall - Thank you for your participation.

**Item #11 – Council
Discussion –
Amendment of
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**Item #12 – Council
Discussion –
Amendment of
Street Parking
Ordinance**



City of Stockbridge

To: Mayor and City Council

Meeting Date:

November 24, 2015

Staff Discussion

Attachments/Exhibits for Agenda Item:

Draft Survey questionnaire

☐

Action requested by City Council

☒

For informational purposes only

ITEM: Discussion on Street Parking Ordinance

Presenter:

Dale Hall, Administration & Community Service Director

Staff has been working for several months now on addressing the issue related to Street Parking. In discussions with the Henry County Police Dept., and our legal counsel, we have explored numerous ways to address this issue. One recommendation from staff was that we conduct a brief survey of City residents, to get a better understanding of the real issue concerning the street parking.

A draft of the proposed survey has been included in your books.



CITY OF STOCKBRIDGE
770-389-7900
4640 North Henry Blvd. Stockbridge, GA 30281

2015 Subdivision Parking Questionnaire

1. What subdivision do you live in or live closest to: _____
2. How many vehicles are at your house? (Please circle one.)
☐ One ☐ Two ☐ Three ☐ Four ☐ Five ☐ Six+
3. Most parking issues occur in your neighborhood during which part of the week? (Please circle one.)
☐ Weekdays ☐ Weekends ☐ Both
4. What time of the day/night do most parking issues occur?
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5. What is the speed limit in your subdivision? (Please circle one.)
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6. What are your greatest concerns about street parking in your subdivision?
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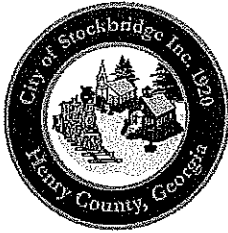
☐ Inability to get the mail	☐ Speed of traffic
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☐ Inability to get trash picked-up	☐ Inability to get out of driveway
☐ Access for school buses	☐ Other: _____
7. How many cars do you park in your garage? (Please circle one.)

☐ One car	☐ Don't park in our garage
☐ Two cars	☐ Don't have a garage

Please return to City Hall - Thank you for your participation.

Item #13

**Council Discussion
Initial Review of Sanitation
Collection Services
Proposals and Oral
Interviews for Outsourcing
of Sanitation Services
Presented by: Kevin Walter
Public Works Director**



City of Stockbridge

To: Mayor and City Council

Meeting Date:

November 24, 2015

Staff Recommendation

Attachments/Exhibits for Agenda Item:

Grading Sheet
Power Point presentation: May 21st

☐ *Action requested by City Council*

☒ *For informational purposes only*

ITEM: Initial Review of Sanitation Collection services Proposals and Oral Interviews for Outsourcing of Sanitation Services

Presenters: Kevin Walter, Public Works Director

Background:

Staff has been working for several months on the solicitation of proposals for the purpose of providing sanitation services to all Stockbridge residents. The City currently uses in-house staff, along with some temporary staff to handle our sanitation services. Due to the age and condition of several of our trash collection trucks, we are at a point where we must decide on either making a substantial capital investment in new trucks, or consider the option of privatizing this service.

After several discussions with Mayor and Council, staff was directed to proceed with the Request for Proposal (RFP) process. A Town Hall meeting was held on May 21st, to notify the public of our intentions. The process was thoroughly researched, as staff consulted with several jurisdictions that had recently gone through this same process.

The RFP's were drafted in August and issued on September 2nd. The proposals were submitted to the City on October 20th, and we received five proposal packages. The proposals were reviewed by the staff, and that the top three firms were identified. On November 19th, staff conducted interviews with the top three.

Based on the proposals, interviews, and final pricing proposals, staff will be prepared to make a recommendation for the Council's vote on December 10th.



Town Hall Meeting Sanitation Services

Thursday, May 21, 2015
City Hall Council Chambers



Town Hall Meeting – Sanitation Services

Agenda:

- Pros and Cons of Privatization of Sanitation Service
- The Need for Recycling
- The City's aging Sanitation Equipment
- Concerns/Recommendations
- Q&A



Town Hall Meeting – Sanitation Services

Pros & Cons of Privatization

Pros:

- Improved Service to our Citizens
- Option for Recycling
- New Containers provided free (90 gallon trash cart, & 60 gallon recycling cart)
- No mandatory requirement for plastic bagging waste
- Fewer holiday days
- Citizen contact still to Stockbridge Public Works Department
- No layoffs of City employees

Cons:

- Costs may increase slightly



Town Hall Meeting – Sanitation Services

The Need for Recycling

- The City's existing waste contract prohibits recycling
- Recycling will include Cardboard, Mixed Paper, Aluminum and metal cans
Shredded paper, Plastic and aluminum beverage containers, Glass, etc.
- There are options for citizens award programs
- Citizens do not have to segregate recyclable materials, all goes in same cart



Town Hall Meeting – Sanitation Services

The City's Aging Sanitation Equipment

- City now has 4 very old garbage trucks
- Will need to replace at least 2 trucks at cost of over \$300,000 which could increase yearly sanitation costs 30% or more



Town Hall Meeting – Sanitation Services

Concerns and Recommendations

- No layoffs of City Sanitation Staff, they will be assigned to other maintenance duties
- Costs will go up less with outsourcing
- Citizen contact will still be with City Public Works Staff

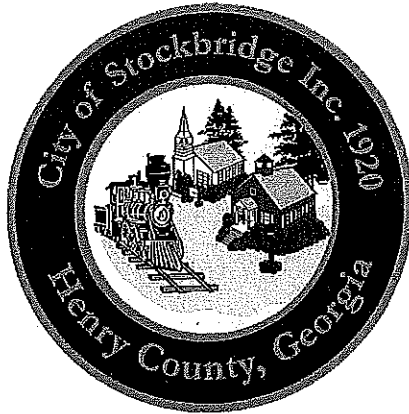


Town Hall Meeting – Sanitation Services

Questions and Answers

City of Stockbridge Finance Department
4640 North Henry Boulevard
Stockbridge, GA 30281
770-389-7900

RFP # 201508-02
SANITATION COLLECTION SERVICES



Important notice- please read carefully!
All RFP's must be received at the City of Stockbridge Finance Department before 12:00 PM (noon) on the due date. Any received after that time will not be accepted. The City accepts no responsibility for delays in the mail. Mail or deliver to:

City of Stockbridge Finance Department
Attn: Purchasing Clerk
4640 North Henry Boulevard
Stockbridge, GA 30281

Any revisions made on the outside of the envelope WILL NOT be considered. All vendors are required to submit the original and at least five (5) duplicated copies of any RFP submitted to City of Stockbridge. Non-submission of duplicate copies may disqualify your bid/proposal.

A label has been enclosed to affix to your RFP. This label must be affixed to the outside of the envelope or package, even if it is a "No Bid" response. Failure to attach the label may result in it being opened in error or not routed to the proper location for consideration.

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City Of Stockbridge
RFP For Sanitation Collection Services

Invitation to Propose and Schedule of Events

1. Invitation to Propose

The City of Stockbridge is soliciting proposals from qualified contractors for the provision of residential and small commercial solid waste, yard waste, and comingled recyclable material collections. Proposals received after the deadline will not be considered.

The contractor shall provide, in a good workmanlike manner, the services called for and described herein which consists of all supervision, equipment, labor, and all other items necessary to provide the City with complete refuse, recycling, yard waste collection, removal and disposal and to complete said work in accordance with the provision. Collection of bulk waste, scrap metal, and tree limb debris removal may also be considered as part of the work.

The City of Stockbridge has approximately 7,432 solid waste accounts consisting of 7,320 residential and 112 small commercial businesses. The work also includes collections at City Hall, Public Works, Municipal Courts, Waste Water Treatment Plant, Merle Manders Conference Center, Ted Strickland Community Center and the Community Arts Center.

No proposer may withdraw his/her proposal within ninety (90) days after the actual date of the opening thereof.

The successful proposer will be notified by the City of acceptance of the proposal. The successful proposer must submit an executed Contract and Certificate of Insurance before a Notice to Commence can be issued. Upon receipt of the Notice to Commence, the successful proposer shall begin work with the requisite workforce and equipment on the date specified.

2. Schedule of Events

SCHEDULE OF EVENTS FOR RFP # 201508-02 Sanitation Collection Services - Stockbridge, Georgia	
RFP Issued	September 2, 2015
Mandatory Pre-Proposal Meeting	September 29, 2015 10:00 AM
Deadline for requests for clarifications and questions. These requests will be answered in an addendum and must be emailed to: hmills@cityofstockbridge-ga.gov	October 6, 2015 10:00 AM
*Deadline for first addendum, if required, posted on the City of Stockbridge website: www.cityofstockbridge.com	October 13, 2015 10:00AM
RFP Due	October 20, 2015 12:00 Noon
Oral Presentation For Short Listed Firms	Date TBD

**City Of Stockbridge
RFP For Sanitation Collection Services**

Instructions to Proposers

1.0 PROPOSAL SUBMITTAL

1.1 The proposal submittal package shall consist of those documents identified below. All documents must be completed and included as part of the proposal submittal package. No interlineations, additions, or deletions shall be made to the documents submitted. All information on the documents must be completed in ink or typewritten and executed by an officer or employee of the company or firm having authority to bind the company or firm, when submitted. Erasures or other changes to responses of the proposers must be noted and signed by the proposer on the page where they occur. Failure to follow instructions in completing any part of the proposal submittal package may cause the proposal to be deemed non-responsive and be rejected.

- a. A comprehensive and detailed technical and business prospectus not longer than One Hundred (100) pages including all resumes of assigned personnel and supporting information for the below bulleted information, descriptively outlining:
 - Vendor's ability to adequately and satisfactorily perform services outlined in this RFP.
 - Identification of any sub-contractors
 - Evidence, in form and substance satisfactory to the City that the proposer has not less than five (5) years actual operating experience in refuse collection and disposal, and recyclables collection and processing.
 - Provide at least three (3) references of cities similar in size and scope, which are or have been under contract with the proposer (include contact name, position, phone number, and email address).
 - Describe any Notices of Violation (NOVs) issued within the last five (5) years at any of your disposal sites.
 - List the designated disposal site(s) available to your company and expected closure dates.
 - Describe your truck fleet and type of carts/ bins and major equipment that will be utilized in performance of the work.
- b. Price Sheet - Costs and rates must include all fees, charges, surcharges, and extra pick-ups.
- c. E-Verify Form
- d. W9 Form
- e. Business License
- f. Certificate of Insurance – Attachment 7
- g. Non-Collusion Bidding Certificate – Attachment 1
- h. Non-Collusion Affidavit of Sub-Contractor – Attachment 2
- i. Certification regarding debarment, suspension, and other responsibility Matters Primary Covered Transactions – Attachment 3
- j. Ineligibility Certificate – Attachment 4
- k. Certification of Drug-Free Workplace – Attachment 5
- l. Conflict of Interest and Prohibition Against Contingent Fees Certification – Attachment 6
- m. Affidavit Verifying Status of City Public Benefit Application - Attachment 8
- n. Certification Regarding Lobbying – Attachment 9
- o. Proposal Submittal Letter – Attachment 10

**City Of Stockbridge
RFP For Sanitation Collection Services**

Instructions to Proposers

-
- p. Contractor Affidavit under O.C.G.A. 13-10-91(b)(1) – Attachment 11
 - q. Contractor Affidavit under O.C.G.A. 13-10-91(b)(3) – Attachment 12

- 1.2 Five (5) copies of the proposal submittal package shall be submitted in a sealed envelope using label provided in Attachment 13 and delivered to the City's Purchasing Clerk's Office, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281 before 12:00 Noon October 20, 2015. Proposals received after the deadline will not be considered.

2.0 NOTICE OF OTHER REGULATIONS AND REQUIREMENTS

- 2.1 Proposers are required to examine the Specifications carefully and to make such examinations of the site of the project as necessary to familiarize themselves with the nature and extent of the tasks to be completed and with all local conditions and/or laws and regulations which may affect the work. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, or general laws and regulations.
- 2.2 Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

3. AUTHORITY TO SIGN

- 3.1 If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- 3.2 The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

4. PROPOSAL SECURITY AND PERFORMANCE BONDS

- 4.1 No bond is required

5. RIGHTS RESERVED

- 5.1 The City of Stockbridge reserves the right to reject any or all proposals, to waive informalities and to re-advertise. The City of Stockbridge also reserves the right to reject proposals which are non-confirming or to reopen the proposal if all proposals exceed funds available for the project.
- 5.2 The City of Stockbridge reserves the right to reject any or all proposals from proposers who are declared non-responsive. A proposer who cannot demonstrate

**City Of Stockbridge
RFP For Sanitation Collection Services**

Instructions to Proposers

sufficient financial resources to perform the contract within the time specified or who has failed to successfully perform previous contracts, or whose lack of character, integrity, reputation, judgment, and experience raise questions about the successful completion of the work may be declared non-responsive. Any proposer whose lack of compliance with laws, ordinances and regulations relating to similar projects of similar character may also be declared non-responsive.

- 5.3 Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.
- 5.4 The City of Stockbridge reserves the right to reject any proposal which contains unauthorized additions, conditions, limitations, or provisions to the terms of the proposal, including such changes which result from interlineations, additions, or deletions made to the documents in the proposal package.

6. PROPOSAL EVALUATION

- 6.1 The contract for the work, if awarded, will be awarded based on the following evaluation criteria:
- *Customer Service:* The Contractors ability to provide both internal and external customer service
 - *Experience with Similar Entities:* Experience with other governments and organizations.
 - *Implementation and Timeline:* Ability of the Contractor to implement services and amount of time involved in the implementation process.
 - *Experience of Assigned Personnel:* The credentials and experience of the person(s) assigned.
 - *Financial Stability:* Ability of the Contractor to demonstrate their financial strength.

Proposal will be evaluated and scored based upon the following categories:

A.	Technical Requirements	
a.	Customer Service	20 points
b.	Experience with Similar Entities	15 points
c.	Implementation and Timeline	10 points
d.	Experience of Assigned Personnel	5 points
e.	<u>Financial Stability</u>	<u>5 points</u>
	Subtotal	55 points
C.	Oral Presentation	20 points
B.	<u>Price</u>	<u>25 points</u>
	TOTAL	100 points

- 6.2 The City reserves the right to request oral interviews from the top ranking firms which will be assembled into a short list of three (3) to five (5) firms. If oral interviews are conducted, it will be in accordance to the anticipated schedule.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Instructions to Proposers

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- 6.3 The City reserves the right to request additional written information or clarification of the proposal from top ranking firms.

7. Oral Presentation

- 7.1 Short-listed Contractors will be required to give an oral presentation to the evaluation staff to demonstrate their understanding of the project and their ability to meet the specifications of the proposal. The dates for the presentation are to be determined.

8. AWARD OF CONTRACT

- 8.1 Bidders shall be asked to bid on multiple initial terms of service including two (2) years, Three (3) years, and five (5) years. Each term of service shall also include five (5), one (1) year renewal options pending the agreement of both parties. Should either the City or contractor elect not to renew and extend the contract for any of the additional five (5) one-year periods, notice must be given, by certified mail (return receipt requested) to the other party in writing not less than ninety (90) days prior to the expiration of the Contract term.
- 8.2 The contract shall be executed on the form provided by the City of Stockbridge to the successful proposer (hereinafter, the "Contractor"). The contract shall form a binding contract between the contracting parties.

9. FAILURE TO EXECUTE CONTRACT

- 9.1 Failure to execute contract or to furnish satisfactory proof of insurance coverage as required within ten (10) days after the date of Notice of Award of the contract shall be just cause for the annulment of the award and for the forfeiture of the proposal bond, not as a penalty, but as liquidation of damages sustained. At the discretion of the City of Stockbridge, the award may then be made to the next lowest responsible and responsive proposer, or project may be re-advertised.

10. INSURANCE, PROOF OF COVERAGE

- 10.1 The contractor shall be required to furnish the City of Stockbridge with satisfactory proof of insurance coverage consistent with the policies and requirements of O.C.G.A. §50-21-37 and as specified in the contract agreement. The insurance requirements are shown in Attachment 7 of this document.

11. TIME

- 11.1 The contractor shall commence work with requisite workforce and equipment on a date specified in a written "Notice to Commence" order from the City of Stockbridge. Anticipated date for commencement of work is first quarter of 2016.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Instructions to Proposers

12. CONDITIONS

- 12.1 Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the contractor will obtain information concerning the conditions at locations that may affect its work.
- 12.2 Except with respect to events or conditions, which are not discoverable, the contractor shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.
- 12.3 The contract and proposal documents contain the provisions required for completion of the work to be performed. Information obtained from an office, agent, or employee of the City of Stockbridge or any other person shall not affect the risks or obligations assumed by the contractor or relieve him/her from fulfilling any of the conditions of the contract. Each proposer is responsible for inspecting the site and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

13. ADDENDA AND INTERPRETATION

- 13.1 No interpretation of the meaning of the contract documents will be made orally to any Proposer. Any request for such interpretation should be in writing, via email, to the Purchasing Clerk no later than October 6, 2015 by 10:00AM. Clarifications and questions will be answered in an addendum and posted to the City of Stockbridge website.

14. PUBLIC RECORDS DISCLOSURE:

- 14.1 All RFP's submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

City Of Stockbridge
RFP For Sanitation Collection Services

Specifications

1. GENERAL

It is the intention of this specification to establish and define the work to be performed and, in addition, to determine the capability and experience of the company desiring to provide such services.

2. SCOPE OF WORK

- 2.1 The entire geographic area within the corporate limits of the City of Stockbridge shall constitute the service area. The successful bidder shall have exclusive right to service residential sanitation within the service area. Commercial sanitation shall be at the option of the commercial user. Currently only a portion of the commercial businesses in the City limits utilize City Sanitation Services. Services to be provided include residential solid waste, recycling, yard waste collection and disposal services. Recycling shall be single-stream and not require residents to sort the recycling. All solid waste shall be disposed of in a designated, fully permitted landfill. The contractor shall be responsible for any additional disposal cost associated with the processing of yard waste and recycling. Bulk waste, white goods collection and tree limb removal may also be considered as part of the work. The City of Stockbridge currently has an a transfer station located on Railroad Street and a service agreement with the Lamar County Regional Solid Waste Authority to operate that transfer station and to dispose of the City's sanitation waste and recycling materials. This service agreement will remain in force until August 1, 2019 and may be extended. The successful bidder will have the option of utilizing this transfer station as a place of final disposal at the cost under the agreement without markup, or the successful bidder may utilize its own landfill. A copy of this agreement will be provided to all bidders as an attachment to this RFP. Note that the transfer station currently operates Monday to Friday only, 0700 – 1530.
- 2.2 The current quantities for the number of residential and small commercial establishments are strictly estimates. For the purpose of the proposal, proposers shall use 7,320 residential (of which 114 are door services), 112 small commercial businesses and collection at City-owned facilities (hereinafter, "Unit") in determining their proposed fee structure. The contractor and the City shall reach a mutual agreement upon the initial quantity of customers based on a customer count to be conducted jointly by the contractor and the City within the first sixty (60) days of the contract. The quantities will be reviewed jointly by the contractor and City annually to determine the number of customers. Residential sanitation waste shall be picked up once weekly and recycled materials shall also be picked up once weekly. Pick up of these two services may be on the same day or on separate days, however the proposer must specify. Also the entire City may be picked up in divided zones over a 4-5 day period, as is currently done by the City, or it may be picked up in one or a lesser number of days. Again the proposer must specify..

City Of Stockbridge
RFP For Sanitation Collection Services

Specifications

- 2.3 Service shall include, at no additional charge to the City, once a week collection for solid waste and recyclable materials at the following City owned facilities: City Hall, Public Works, Municipal Courts, Waste Water Treatment Plant, Merle Manders Conference Center, Ted Strickland Community Center and the Community Arts Center.
- 2.4 Door service shall be provided to disabled or incapacitated residents meeting medical exemption requirements, as determined by the City, at no additional charge to the City or customer.
- 2.5 The contractor shall perform all services in accordance with articles of the City Of Stockbridge Solid Waste Ordinance, all requirements of the State of Georgia, and the Federal Government
- 2.6 Contractor may offer City other offerings or service enhancements as part of the proposal.
- 2.7 Contractor shall provide to each residential customer one 65 gallon rolling lidded recycling container and one 95 gallon rolling lidded sanitation container as a part of the cost of their proposal. Both containers shall have the seal of the City of Stockbridge. Recycling containers shall be marked with a list of acceptable materials and sanitation containers shall be marked with a list of commonly prohibited materials; e.g.no paint containers, used motor oil, or hazardous materials.

3. COLLECTION OPERATION

- 3.1 Hours of Operation: Collection of solid waste shall begin no earlier than 7:00 A.M. and shall generally not extend beyond 7:00 P.M unless approved by the City. The Contractor may provide the agreed upon services on any day of the week except that no collection shall be made on Sunday. Note however that the hours of operation of the City's transfer station are Monday to Friday 0700- 1530.
- 3.2 Routes of Collection: Collection routes shall be established by the Contractor as approved by the City. Any change in routes must be provided at least thirty (30) days prior to the change being made unless otherwise authorized by the City.
- 3.3 Reports: The Contractor shall provide a monthly report to the Public Works Director, or designee, detailing the amount of Solid Waste, in tons, removed from the City; the amount of Yard Waste, in cubic yards, removed from the City; the amount of Special Waste, in tons, removed from the City; the number of stops to collect Bulky Items/White Goods/Tree Limbs and the amount of Recyclable Material, in tons, removed from the City. The monthly reports shall be submitted by the Contractor to the City along with each monthly invoice for the service. The Contractor shall also furnish all information necessary to complete the required annual waste audit report. Additionally, the Contractor shall provide a weekly complaint and resolution log as defined below under Complaints in this section.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Specifications

- 3.4 Holidays: Contractor may decide to observe any or all federal, state, or city holidays by suspension of collection service on the holiday. However, the contractor shall meet the obligation for once a week collection. NOTE: Contractor shall be responsible for providing make-up collection for all routes either the business day before or after the scheduled holidays. A holiday schedule and make-up days shall be furnished to the City and customers at least thirty (30) days prior to the scheduled holiday.
- 3.5 Complaints: A customer complaint procedure shall be established by the Contractor so that complaint(s) shall be addressed and promptly resolved within 24 hours of receipt. The contractor shall be responsible for maintaining a log of complaints and provide the City on a weekly basis, with copies of all complaints indicating the date and hour of the complaint, nature of the complaint, location of the complaint and the manner and timing of its resolution. Any missed pickups of residential refuse will be collected the same business day if notification to the contractor is provided by 4:00 p.m. but not later than 12:00 p.m. the next business day if notification is provided after 4:00 p.m. The contractor shall maintain local telephone service between the hours of 8:00 a.m. and 5:00 p.m., an after-hours phone number, and 24 hour email service necessary to receive and handle complaints. Phone calls and email messages submitted by customers shall be directly connected to a local or regional office that oversees the Stockbridge area. The office shall be staffed with customer service-oriented individuals familiar with the Stockbridge area, including the level of service, collection protocol and geographical features. Complaints shall not be routed through a call center or automated answering service.
- 3.6 Manager: The Contractor shall provide a competent Manager within the City service area while the work is being conducted, accessible to the City with authority to act for the Contractor in monitoring the work required. Communications shall be handled between the Manager and the Director of Public Works or his designee(s) before escalation, if necessary.
- 3.7 Collection-Equipment: Contractor, at its sole cost and expense, agrees to furnish, all trucks, equipment, carts, and labor necessary to adequately, safely, efficiently, and properly collect and transport garbage from accounts serviced. Carts damaged through normal wear and tear will be replaced by Contractor. If the resident loses or damages the cart, the resident shall be responsible for replacement of same. Collection of garbage shall be made using sealed packer-type trucks, and such equipment shall not be allowed to leak nor scatter any waste within the limits of the City nor while in route to the disposal site, where such accumulation shall be dumped.

Due to street size variations in the City, the Contractor will need to provide equipment that will accommodate such public streets and gated communities. Special collections shall be made using appropriate equipment. Contractor shall, if necessary, hand-clean all spillage resulting from its collection activities.

All vehicles used in performance of the obligations herein created shall be clearly marked with the Contractor's name, telephone number and unit number legible from

**City Of Stockbridge
RFP For Sanitation Collection Services**

Specifications

150 feet. In addition, the City of Stockbridge should also be labeled on the vehicles and can be magnetically attached. No advertising shall be permitted on vehicles. All collection equipment shall be maintained in a first class, safe, and efficient working condition throughout the term of the Contract. Such vehicles shall be maintained and painted as often as necessary to preserve and present a well-kept appearance, and a regular preventative maintenance program. The City may inspect Contractors vehicles at any time to insure compliance of equipment with Contract, or require an equipment replacement schedule to be submitted to City. Vehicles are to be washed on the inside and sanitized with a suitable disinfectant and deodorant a minimum of once a month. Such vehicles shall be washed and painted or repainted as often as necessary to keep them in a neat and sanitary condition.

The Contractor shall at all times maintain scheduled, uninterrupted service, including the availability of sufficient personnel and equipment to complete the collection service requirements in the event of work stoppage due to equipment failure, employee actions or otherwise.

- 3.8 Hazardous Waste: Contractor shall not be obligated to pick up hazardous wastes.
- 3.9 Protection from Scattering: Each vehicle shall be equipped with a cover which may be net with mesh not greater than one and one-half (1-1/2) inches, or tarpaulin, or fully enclosed metal top to prevent leakage, blowing or scattering of refuse onto public or private property. Such cover shall be kept in good order and used to cover the load going to and from the landfill, during loading operations, or when parked if contents are likely to be scattered. Vehicles shall not be overloaded so as to scatter refuse; however, if refuse is scattered from Contractors' vehicle for any reason, it shall be picked up immediately. Each vehicle shall be equipped with a fork, broom and shovel for this purpose.
- 3.10 Roadways and Access: The Contractor shall interfere as little as possible with the public use of roads, walks and driveway access to houses and businesses; and shall make such temporary provisions as are required to maintain at least one open lane of traffic.

The Contractor shall handle rollout carts and/or bins in a careful manner to avoid spillage and unreasonable damage. All rollout carts and/or bins shall be returned to the proper curbside or backdoor position, upright, with the lids closed. No rollout cart and/or bin shall be left in front of mailboxes or in a manner that would block a driveway. If access to a rollout cart and/or bin is blocked, the Contractor shall notify customer by providing a door knob hanger to explain why service was not provided. The Contractor will subsequently notify the City. The owners of private properties or private access will maintain in a passable and usable condition adequate access for removal of service of rollout carts.

- 3.11 Employees: Contractor's employees shall interact and respond to customers and citizens courteously and shall avoid abusive or obscene language or behavior. Personnel shall wear clean and appropriate uniforms.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Specifications

- 3.12 Compliance with Laws: The Contractor shall comply at all times with applicable federal, state and City laws and regulations.
- 3.13 Notice to Customers, Education and Public Information Announcements: Door hangers, approved by the City, shall be utilized by the Contractor to relay information to customers in the event that service cannot be provided at a location. The door hanger shall identify the reason why service has been denied.

4. BILLING

- 4.1 City shall provide billing and bill collection services during the term of the contract unless otherwise agreed upon.
- 4.2 The City will pay the Contractor on a monthly basis for active accounts only, prorated, based on the timely invoice with details regarding each residence within thirty (30) days of the end of each month during which collection services are provided.
- 4.3 The City shall notify contractor in writing of any customer that has failed to pay the City for collection services; contractor shall cease servicing such delinquent account until notified by the City. The contractor shall have the right to cease servicing any unit if they are performing the billing service.

5. ADJUSTMENTS

- 5.1 The contractor and the City shall reach a mutual agreement prior to any unit cost increases are approved.
- 5.2 Adjustments of unit quantities by reason of change in the number of customers to be served shall be an annual adjustment in the number of units as of the first day of September immediately preceding the beginning of the new contract year. These unit quantities are not subject to increase for any reason other than annexation at any time other than the beginning of a contract year. In the case(s) of annexation, the Contractor shall be entitled to additional compensation beginning with the first day services are required in any newly annexed area in accordance with the per unit cost scheduled hereinafter set forth.

6. BOOKS AND RECORDS

The City and Contractor shall maintain at their respective places of business adequate books and records relating to the performance of their respective duties under the provisions of this Contract and such books and records shall be made available at any time during business hours for inspection by the other party, at the inspecting party's expense, upon reasonable advance notice.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Specifications

7. DAMAGES FOR FAILURE TO PERFORM AND TERMINATION FOR CAUSE

- 7.1 The City expects high levels of customer service and collection efficiency. Performance failures will be discouraged, to the extent as possible, through penalties for certain infractions and thru default and termination under more serious performance failures as described below.
- 7.2 Penalties may be levied for reported failures of service by the contractor if the deficiency is not addressed and corrected within 24 hours.
- Failure to deliver rollout cart and/or recycle bin (48 hour response) - \$25.00 each occurrence.
 - Failure to collect properly placed solid waste, yard waste or recyclable material within 24 hours of the customer complaint - \$50.00 each occurrence.
 - Failure to provide required reports to the City as described above - \$50.00 each occurrence.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Proposal Price Sheet

Proposal Option 1 - Curbside Collection Services utilizing the Cities existing contract with the local City transfer station/Lamar County Regional Solid Waste Management Authority waste disposal site – City Bills Customers (costs and rates must include all fees, charges, and surcharges.)

Rate per month, per Unit, for curbside garbage collection \$ _____

Rate per month, per Unit, for curbside recycling collection \$ _____

Rate per month, per Unit, for curbside yard waste collection \$ _____

Total Combined Monthly Rate \$ _____

Rate per cubic yard dumpster service

Dumpster Pricing		Weekly Collection Frequency		
Cubic Yds.	Total	1x	2x	3x
2	Rate/Mo.			
4	Rate/Mo.			
6	Rate/Mo.			
8	Rate/Mo.			

Contractor to provide curbside bulk collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for bulk collection.

Contractor to provide curbside tree limb collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for tree limb collection.

Contractor to provide curbside white goods collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for white goods collection.

Note: Provide a separate price sheet each for the three options of initial contract term: Two (2) years, Three (3) years, and five (5) years.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Proposal Price Sheet

Proposal Option 2 - Curbside Collection Services without utilizing the Cities existing contract with the local waste disposal site – City Bills Customers (costs and rates must include all fees, charges, and surcharges.)

Rate per month, per Unit, for curbside garbage collection \$ _____

Rate per month, per Unit, for curbside recycling collection \$ _____

Rate per month, per Unit, for curbside yard waste collection \$ _____

Total Combined Monthly Rate \$ _____

Rate per cubic yard dumpster service

Dumpster Pricing		Weekly Collection Frequency		
Cubic Yds.	Total	1x	2x	3x
2	Rate/Mo.			
4	Rate/Mo.			
6	Rate/Mo.			
8	Rate/Mo.			

Contractor to provide curbside bulk collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for bulk collection.

Contractor to provide curbside tree limb collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for tree limb collection.

Contractor to provide curbside white goods collection _____ Yes _____ No
If yes, provide rate per month, per home or price sheet for white goods collection.

Note: Provide a separate price sheet each for the three options of initial contract term: Two (2) years, Three (3) years, and five (5) years.

**City Of Stockbridge
RFP For Sanitation Collection Services**

Current Operations

CURRENT OPERATIONS

Customers

- 7,432 customers
 - 7,320 residential units (includes 2 Mobile Home Parks & 2 "gated" community) of which
 - 114 are door service residential collections
 - 112 small commercial accounts

Collections

- Solid Waste collection is done 4 days a week (Monday - Friday)
- Yard Debris, tree trimmings, white goods and bulk are collected on Monday
- Containers – Resident provides trash receptacle

Tonnage Averages for Year 2014

- Household Trash – 6,000 tons (Year 2014)
- Commercial Trash – 110 tons (Year 2014)
- Yard Debris - 500 tons (Year 2014)
- Tree Limb Chipping - 360 tons (Year 2014)
- Bulk Materials – 25 tons collected

			Yard	
Month	Residential	Commercial	Debris	Chipping
January	501.99	11.42	41.32	12.30
February	372.73	5.63	14.65	29.64
March	432.81	10.77	37.17	26.58
April	538.02	10.78	57.86	37.02
May	496.01	7.80	54.80	57.51
June	487.64	10.25	44.24	38.78
July	584.58	9.88	47.92	36.57
August	489.79	9.33	34.68	29.59
September	464.12	7.09	40.41	36.26
October	556.03	9.33	25.07	26.83
November	441.50	7.79	16.75	12.25
December	468.50	6.84	44.16	9.58
Total				
Tonnage	5833.72	106.91	459.03	352.91

Waste Disposal Site Rates:

Municipal Solid Waste

0 to 100 Tons (per month) - No Charge

101 Tons to 600 Tons - \$20.50/Per Ton

601 Tons and Above – Usual and Customary Rates

The tonnage is computed on a monthly basis



CITY OF STOCKBRIDGE FINANCE DEPARTMENT

4640 North Henry Boulevard

Stockbridge, Georgia 30281

(770) 770-389-7900

Email to: hmills@cityofstockbridge-ga.gov

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the City of Stockbridge Finance Department.

REQUIRED CERTIFICATIONS/ATTACHMENTS

The following certificates/attachments must show that they have been acknowledged (completely filled out, signed, stated N/A with reasons) and returned with bid. Any forms not returned will cause bid to be nonresponsive and thus not considered.

ATTACHMENT 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____
County of _____

_____, being first duly sworn, deposes and says that:

- (1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached RFP;
- (2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;
- (3) Such RFP is genuine and is not a collusive or sham RFP;
- (4) Neither the said sub-contractor 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 Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____,

that it and its principals:

certifies to the best of its knowledge and belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;

2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

ATTACHMENT 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____,
and it is also whose address is _____,
certifies that the Contractor, nor any of its subcontractors to be used in performing this Contract, are
listed on the list of Ineligible Contractors maintained by the Comptroller General of the United
States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____,
and it is also whose address is _____, certifies
that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each subcontractor hired by the consultant shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The Consultant shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 6

CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____,
and, it is also whose address is _____,
certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict
of Interest in performing services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 7

INSURANCE REQUIREMENTS

Within ten days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering:

1. Workers' Compensation and Employer's Liability Insurance. Worker's Compensation Insurance in compliance with the applicable Worker's Compensation Act(s) of the State of Georgia wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury.
2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.
3. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven into the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.
4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.
5. Professional (Errors and Omissions) Insurance – for Professional Services and for all Design/Build Projects with limits of liability of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability and Media Liability), whether combined with Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six months after completion of services.

6. Fidelity Bond (Employee Dishonesty) in the sum of not less than \$50,000.

All such insurance shall remain in effect until final payment is made and the Project is accepted by the City. If the Contractor receives notice of non-renewal or material adverse change of any of the required coverages, the Contractor shall promptly advise the City in writing. Failure of the Contractor to promptly notify the City on non-renewal or material adverse change of any of the required coverages terminates the Agreement as of the date that the Contractor should have given notification to the City. The insurance policies shall contain or be endorsed to contain, the following provisions:

- (a) A provision that coverage afforded under such policies shall not expire, be cancelled or altered without at least thirty days prior written notice to the City.
- (b) Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.
- (c) Commercial General Liability, Automobile Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers, additional insureds under such policies.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

Certificate Holder should read: The City of Stockbridge, 4640 North Henry Blvd., Stockbridge, Georgia 30281.

ATTACHMENT 8

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____ Date: _____

Printed Name: _____

*Alien Registration number for non-citizens: _____

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2015.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

ATTACHMENT 9

CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the contractor understands and agrees that the provisions of 31 U.S.C 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone #: _____

Firm or Company Name: _____

Address: _____

ATTACHMENT 10

PROPOSAL SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The undersigned, _____, hereby submits its bid proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Proposal, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this _____ day of _____, 2015

By

Title

Sworn to and subscribed before me the ____ day of _____, 2015.

Notary Public

My Commission Expires:

Date

ATTACHMENT 11

CONTRACTOR AFFIDAVIT under O.C.G.A. 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned 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). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, __, 2015 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____, 2015.

My Commission Expires: _____
NOTARY PUBLIC

ATTACHMENT 12

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of Name of public employer _____ has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, __, 2015 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____, 2015.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT 14

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Finance Department
Attn: Purchasing Clerk
4640 North Henry Boulevard
Stockbridge, Georgia 30281

RFP # 201508-02

DATE: October 20, 2015

RFP MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION:

RFP FOR SANITATION COLLECTION SERVICES

Item #14 –
Council Discussion –
Resolution to name
Local Agency Security
Officer (LASO)
for the
City of Stockbridge.

Presented by:
Michael Williams
City Attorney

4. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.

3.2.9 Local Agency Security Officer (LASO)

Each LASO shall:

1. Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in this Policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA ISO is promptly informed of security incidents.

3.2.10 FBI CJIS Division Information Security Officer (FBI CJIS ISO)

The FBI CJIS ISO shall:

1. Maintain the CJIS Security Policy.
2. Disseminate the FBI Director approved CJIS Security Policy.
3. Serve as a liaison with the CSA's ISO and with other personnel across the CJIS community and in this regard provide technical guidance as to the intent and implementation of operational and technical policy issues.
4. Serve as a point-of-contact (POC) for computer incident notification and distribution of security alerts to the CSOs and ISOs.
5. Assist with developing audit compliance guidelines as well as identifying and reconciling security-related issues.
6. Develop and participate in information security training programs for the CSOs and ISOs, and provide a means by which to acquire feedback to measure the effectiveness and success of such training.
7. Maintain a security policy resource center (SPRC) on FBI.gov and keep the CSOs and ISOs updated on pertinent information.

3.2.11 Repository Manager

The State Identification Bureau (SIB) Chief, i.e. Repository Manager or Chief Administrator, is the designated manager of the agency having oversight responsibility for a state's fingerprint identification services. If both state fingerprint identification services and CJIS systems control are managed within the same state agency, the SIB Chief and CSO may be the same person.