



City of Stockbridge
Bringing People
Together

STOCKBRIDGE CITY COUNCIL

Mayor Pro Tem

Anthony S. Ford

Councilman Elton Alexander

Councilman John Blount

Councilwoman LaKeisha Gantt

Councilwoman Neat Robinson

CITY MANAGER

Michael Harris

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
October 10, 2016 6:00 PM**



Council Chamber 2nd Floor

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

MONDAY, OCTOBER 10, 2016 6:00 PM

Mayor & City Council

Vacant, Mayor
Anthony S. Ford, Mayor Pro Tem
Elton Alexander, Councilman
John Blount, Councilman
LaKeisha Gantt, Councilwoman
Neat Robinson, 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
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Mayor Pro Tem Ford	_____	_____
Councilman Alexander	_____	_____
Councilman Blount	_____	_____
Councilwoman Gantt	_____	_____
Councilwoman Robinson	_____	_____

III. Invocation

IV. Pledge of Allegiance

V. Adoption of the Agenda

VI. Approval of Minutes for 8/8/2016 and 8/30/2016

Draft Minutes of 8-8-16

Draft Minutes of 8-30-16

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.

CEREMONIAL

Item # 1 - Swearing In Ceremony- Zoning Advisory Board

Presented by: Judge Matthew McCord

Item # 2 - Proclamation- National Breast Cancer Awareness Month

Presented by: Mayor Pro Tem Ford

Item # 3 - Proclamation- National Domestic Violence Month

Presented by: Mayor Pro Tem Ford

Item # 4 - Proclamation- Red Oak United Methodist Church 150th Anniversary

Presented by: Mayor Pro Tem Ford

Item # 5 - Proclamation- National Retired Educator's Day

Presented by: Mayor Pro Tem Ford

Item # 6 - Dutchtown High School Recreational Activities Partnership

Presented by: Mayor Pro Tem Ford

Item # 7 - Eagle's Landing High School Recreational Activities Partnership

Presented by: Mayor Pro Tem Ford

Item # 8 - Stockbridge High School Recreational Activities Partnership

Presented by: Mayor Pro Tem Ford

Item # 9 - Letter of Commendation- Stockbridge High School College Tour

Presented by: Mayor Pro Tem Ford

OLD BUSINESS

Item # 10 - PUBLIC HEARING- Resolution to approve the Short- Term Work Program and Capital Improvements Element Annual Update and Adoption and Amendment to the Henry County Comprehensive Plan. Public Hearing was held on August 8, 2016

Presented by: Dale Hall, Administration & Community Development Director

Item # 11 - Resolution to approve the City of Stockbridge becoming a Partner with Henry County Schools- Partners in Education Program

Presented by: Councilwoman Gantt

NEW BUSINESS

Item # 12 - Council Consideration to approve Automated Water Meters

Presented by: Michael Harris, City Manager

COUNCIL DISCUSSION

Item # 13 - Code of Conduct

Presented by: Michael Williams, City Attorney

CITY MANAGER'S COMMENTS

Michael Harris

CITY ATTORNEY'S COMMENTS

Michael Williams

COUNCIL'S COMMENTS

Councilman Alexander

Councilman Blount

Councilwoman Gantt

Councilwoman Robinson

MAYOR'S COMMENTS

Mayor Pro Tem Anthony S. Ford

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.

- Food Truck Tasty Tuesdays – 5:30 – 9:00 p.m. EVERY TUESDAY – CITY HALL LAWN
- Finance Committee Meeting – Wednesday, October 12, 2016 at 6:30 p.m. at City Hall in the Levi Meeting Room - Councilwoman Gantt, Chairperson.
- Downtown Development Authority Meeting, Monday, October 17, 2016 at 6:00 p.m. at City Hall in the Levi Meeting Room.
- Early Voting begins Monday, October 17th and continues through Saturday, through November 4, 2016. Visit our website for more information. www.cityofstockbridge.com
- Mayoral Candidate Forum, Thursday, October 20, 2016 at 7:00 p.m. at the Merle Manders Conference Center 111 Davis Rd. Stockbridge, GA 30281
- Council Meeting – Tuesday, October 25, 2016 at 6:00 p.m. at City Hall in the Council Chamber. Citizens Academy Graduation
- Zoning Advisory Board Meeting, Thursday, October 27, 2016 at City Hall in the Council Chamber.
- Community Relations Committee Meeting, Thursday, October 27, 2016 – Councilman John Blount, Chairperson.
- Tuesday, November 8, 2016 – Election Day.

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

- I. 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}.
- II. 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).
- III. 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),
- IV. 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).
- V. 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).
- VI. 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).
- VII. 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).
- VIII. 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.}.
- IX. 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.

Stockbridge

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DRAFT MINUTES COUNCIL MEETING

MONDAY, AUGUST 8, 2016 6:00 p.m.

Mayor & City Council

**Mayor Pro Tem- Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilwoman Neat Robinson**

Administration

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

The Meeting was called to order by Mayor Pro-Tem Ford at 6:00pm. Mayor Pro Tem Ford welcomed Vanessa Holiday, City Clerk and Michael Harris, City Manager back from vacation.

The invocation was provided Pastor Robert Elam.

The Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present with the exception of Councilwoman Gantt; a quorum was confirmed.

Councilwoman Robinson motioned to amend the Agenda to include a Memorandum of Understanding for GDOT Transportation Enhancement (Davis Road) Project #00110731 to become item #5 on the Agenda; second by Councilman Alexander; the motion passed 4-0.

Councilwoman Gantt arrived following the adoption of the Agenda.

Councilman Blount motioned to approve the Minutes for 6/13/16 and 6/28/16; second by Councilwoman Robinson; the motion passed 5-0.

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.

Pastor Cecilia Green noted her work as a minister and her former substitute teaching duties in Rockdale County where she issued extra points to students for visiting the library. Ms. Green praised the City for sponsoring the extended Stockbridge Cochran Library hours on Saturday.

OLD BUSINESS

ITEM #1 – Resolution to approve recommendation of Allsouth Constructors, Inc. (Contract A) and Sol Construction, LLC (Contract B) to complete the Willow Springs & Southwinds Pump Station Rehabilitation. C & S Project No. S9100.004/RFP #201606-08 Engineer: Martin C. Boyd, P.E. Carter & Sloope, Inc. Presented by: Michael Harris, City Manager

Mr. Harris stated the City decided to contract with Carter & Sloope to complete the contract design noting the City went through the bidding process; and initially, the City decided to bid out one of the pump stations; however, based on certain circumstances, the decision was made to re-bid for both pump stations. Mr. Harris then introduced Mr. Boyd, the engineer from Carter & Sloope, Inc.

Mr. Boyd noted there were 9 bidders, with 7 bidding on Contract A, the Rehab of Willow Springs and Southwinds pump station, and Contract B, a replacement of a failing sewer line, man holes and force main on Old Atlanta Rd. Mr. Boyd stated they have evaluated the bids and contracts and recommends Contract A to be awarded to Allsouth, and Contract B to be awarded to Sol Construction, with a total cost for both contracts at \$965,352; 15% below the estimated budget.

Mayor Pro Tem Ford agreed with the recommendation.

Councilman Alexander asked about the time frame and completion of the project. Mr. Boyd noted there should not be any service disruption; however, the contractors are required to do temporary bypass pumping 24/7 throughout the week.

Councilwoman Gantt motioned to approve the Resolution recommending Allsouth Constructors, Inc. and Sol Construction, LLC. to complete the Willow Springs & Southwinds Pump Station Rehabilitation C & S Project No. S9100.004/RFP #201606-08; second by Councilwoman Robinson; the motion passed 5-0.

PUBLIC HEARING

ITEM #2 – Conditional Use – CU-16-05-S

Cobblestock Partners, LP of Dallas, TX requests a conditional use for the property located at 5365 North Henry Blvd, in Land Lot 59 of the 12th District. The property consists of 2.65 +/- acres, and the request is for a church in the C-2 (General Commercial) zoning district.

Presented by: Dale Hall, Administration & Community Development

Mr. Hall stated the applicant is requesting a Conditional Use Permit to allow a church or religious facility to operate in an existing multi-tenant shopping center. Mr. Hall noted the property is currently zoned C-2 (General Commercial) and the City's codes does allow a church or religious facility to be located within a commercial zoning district, subject to approval of a Conditional Use. Mr. Hall further stated the property had a portion that was previously zoned for a church for a 6-month period; however, it's in a different location, in the same strip center and, if approved, there will need to be a development plan included.

The applicant Robert Elam expressed "All About Change" will inspire the youth, and noted that he tries to find out who the youth really are. Councilwoman Robinson asked about the type of activities that will be available to the youth. Mr. Elam stated it will be a worship center, but they will go out into the community to get the youth back into the community by being a positive role model.

PUBLIC HEARING

SPEAKERS IN FAVOR

Pastor Cecilia Green spoke in favor.

SPEAKERS OPPOSED

None.

Councilwoman Gantt motioned to approve the Conditional Use CU-16-05-S; second by Councilman Alexander; the motion passed 5-0.

PUBLIC HEARING

ITEM #3 – Resolution to request approval of the Short-Term Work Program and Capital Improvement Element Annual Update and Adoption and Amendment to the Henry County Comprehensive Plan.

Presented by: Dale Hall, Administration & Community Development

Mr. Hall noted in order to maintain qualified local government status, local governments must approve and adopt a Short-Term Work Program and Capital Improvements Element which is a key implementation tool that reflects the activities and strategies the government has chosen over a five (5) year period. Mr. Hall noted the five-year period being looked at now is 2016-2020 and the STWP consists of major actions to be undertaken by the municipality to implement recommendations such as (e.g. feasibility studies and ordinance updates). Mr. Hall further noted the STWP needs to have a time-frame for implementing major recommendations, a responsible party for implementing each recommendations and estimated cost. Additionally, the Capital Improvements Element is an annual report on the City's impact fees and audit of the processes. Mr. Hall noted, if approved, the report will be sent to the DCA (Department of Community Affairs), and brought back to the Council for a final approve at the October 10, 2016 meeting as the deadline for approval of the report is October 31, 2016.

Councilman Alexander noted concerns with the Jodeco Atlanta South project, and asked Mr. Hall to elaborate. Mr. Hall stated that is a different project all together and is not mentioned in the STWP.

Councilman Alexander also asked if additional projects can be added. Mr. Hall replied, yes; last year's STWP was sent to all of the department heads who went through the budgeting process and placed any projects they foreseen coming forward and other projects that have already been paid for as well as proposed projects. Mr. Hall noted most of the projects are long term Capital Improvement projects.

PUBLIC HEARING

SPEAKERS IN FAVOR

None

SPEAKERS OPPOSED

None

Councilwoman Gantt motioned to approve the Resolution to request approval of the Short-Term Work Program and Capital Improvement Element Annual Update and Adoption and Amendment to the Henry County Comprehensive Plan; second by Councilman Alexander; the motion passed 5-0.

NEW BUSINESS

ITEM #4 – Resolution appointing a Chaplain for the City Council

Presented by: Michael Williams, City Attorney

Attorney Williams stated this is a Resolution that establishes the position of a Chaplain to the City Council. Mr. Williams noted the Supreme Courts has ruled that Legislative Chaplains are permissible in the U.S Constitution and further ruled sectarian prayers before meetings are permissible. Mr. Williams stated he has taken the recommendation of Councilwoman Robinson that the City should have a Chaplain and has prepared a Resolution that will establish the position as a non-paid voluntary position. Mr. Williams further noted, the Resolution provides that the Council can change the person at their discretion. Mr. Williams stated the Chaplain would be responsible for 3 types of duties that includes: The Chaplain shall be available to City Council to provide spiritual guidance to Council on an as needed basis; the Chaplain shall be responsible for coordinating the attendance of appropriate clergy to render invocations for meetings of City Council, unless directed otherwise; the Chaplain shall be responsible for providing comfort to the City and residence on a time of grief within the community. Mr. Williams stated the Resolution initially appoints Pastor Terrance Gattis of Mt. Olive Baptist Church as the City's Official Chaplain.

Councilwoman Robinson stated Pastor Gattis reached out and wants to be involved with Council and can be the mediator amongst each Councilmember and he will have access to the Clergy for meetings.

Councilwoman Robinson motioned to approve Pastor Terrance Gattis of Mt. Olive Baptist Church as the City's Chaplain; second by Councilman Alexander; the motion passed 5-0.

ITEM #5 - Memorandum of Understanding for GDOT Transportation Enhancement (Davis Road) Project #0010731

Presented by: Michael Harris, City Manager

Mr. Harris referenced an updated Memorandum of Understanding regarding the Davis Rd. Sidewalk project done in conjunction with GDOT. Mr. Harris noted the City is eligible for 80% of the funds coming from GDOT, and the City has to do the preliminary engineering up front, which has already been completed. Mr. Harris also noted any in-kind services done can go towards the 20% match the City has to provide.

Mr. Harris further stated the original agreement was signed back in 2012 and GDOT has asked the City to update the MOU with a date specified as the prior MOU stated as a sponsor, the City's responsibility was to have the project ready for bid within 30 months of approval with the Notice to Proceed the preliminary engineering. Mr. Harris noted the newer version states the City would be ready to bid the work by 2019. The City has been working hand in hand with the engineers and the City Attorney to complete the appraisals for 34 parcels that would be impacted. Mr. Harris noted the process has been moving forward and the staff feels comfortable with the 2019 date and asked Council to consider the updated MOU with GDOT.

Councilman Alexander stated making this project wide paths rather than sidewalks would be a great project.

Councilman Alexander motioned to approve the Memorandum of Understanding for GDOT Transportation Enhancement Project #0010731 (Davis Rd.); second by Councilwoman Robinson; the motion passed 5-0.

DISCUSSION

ITEM #6 - Hambrick Cultural Arts & Enrichment Center (aka Multiplex) Building Assessment - Presented by: Michael Harris, City Manager

Mr. Harris noted this item was discussed at the February retreat; the consensus of the Council was to move forward with conducting an assessment of the building. The building was acquired in 2012-2013 and is roughly about 24-25 years old. The Academy Theatre has utilized the facility up to this point noting the City would like to complete an assessment on the building to determine what would be the next best steps, whether it be to rehabilitate the building or demolish it and rebuild. The City has contracted with Nova Engineering Firm and they have completed a full property assessment (interior and exterior) and has provided a cost associated with the estimates and the summarized estimates provide a detailed cost matrix which outlines immediate and long-term concerns. Mr. Harris noted the big ticket item would be the replacement of the roof which is estimated around \$600,000 which includes material work; and, the site work would total roughly \$767,000 - \$770,000 as immediate concerns and approximately \$60,000 would be feasible in the fair category; and the total to rehab the building would cost roughly between \$850,000 - \$900,000 to get the building back to a fully functioning state noting there have been challenges with the HVAC system, electrical system as well as the plumbing system and that would merit higher numbers in the near future.

Mr. Harris also referenced the RS Means Book for estimating different cost structures and noted staff went through the latest book and came up with an estimated cost for a community center where the cost was calculated using basic specifications shown and could be adjusted depending on the design, alterations, owner's requirements and report of completed project costs. Mr. Harris noted it would cost roughly \$2.8 million for a completed structure; \$1.5 million to rehabilitate the interior buildout and around \$2.8-\$3.2 million for a brand new building. Mr. Harris stated if Council decided to go with rehabbing the building, the challenge would be the additional maintenance cost; if Council decides to go with a brand new building, the cost of warranties will be included. Mr. Harris noted when asked, it was his opinion to go with a new building as completing a rehab would be a bit more constraint. Councilwoman Gantt stated she is in favor of a new building and would prefer a State of the Arts building and a design the stake holders would prefer. Councilwoman Robinson also stated she is in favor and believes the citizens and community both need this. Councilman Blount stated he thinks the City should no longer invest in such an old building that has a lot of repairs to complete; and believes the best move would be to invest in a new building. Councilman Alexander expressed he is 100% behind a new building; and inquired on the next step and time frame.

Mr. Harris stated some of the work could be done concurrent if it is the Council's desire. Staff could start soliciting bids for the demo work which could be completed by the end of this year. Mr. Harris also stated staff can start the process of selecting a designing firm to begin the design and thinks this project will take time and may can take up to 6 months to select a design process. Mr. Harris further noted there are enough funds in SPLOST III and IV to complete the demolition and start the design process and the project could be completed in phases, with someone starting the grading process next year; or, wait until the next SPLOST or bonding the work to move forward. Mayor Pro Tem Ford asked if the funds from the STWP (Short-Term Work Program) can go towards this project, and Mr. Harris confirmed. Councilman Alexander noted he understands there is enough money to demo and design, and that Council would have to wait for the next SPLOST. Mr. Harris clarified that if the Council has the desire they could also bond the work at roughly \$3.2 million. Councilman Alexander stated he does not want Council to vote on the demo the building only to have an empty lot for the next few years and asked about the next SPLOST vote. Mr. Harris replied the next vote would be in 2019, with the first collections in April, 2020.

After some discussion, the consensus of the Council was to direct staff to move forward with obtaining quotes for building demolition.

CITY MANAGER'S COMMENTS

Michael Harris addressed security concerns at Reeves Creek Trail and made note that the City was aware and was working with the Henry County Police Dept. to increase vehicle patrol, foot patrol and code enforcement including weekends to enhance visibility. Also meeting with surveillance firm and taking recommendations from HCPD in order to prosecute. Mr. Harris also noted lights have been installed by Georgia Power where statistics shows a 30% drop in crime where lighting is prevalent. Mr. Harris noted the trail has been a great asset to the City and noted crime was unfortunate and wanted to assure the public the safety concerns are being addressed. Additionally, the City is considering adding work-out equipment stations to the grassy area of the trail.

Mr. Harris also addressed concerns regarding the Zika Mosquito and noted he has obtained information from the Center for Disease Control (CDC) that cautions residents to remove all standing water. Mr. Harris also noted the City would issue Mosquito Dunks (non-toxic tablets) to City residents as a preventive measure.

COUNCIL'S COMMENTS

Councilman Alexander thanked everyone for coming out and praised the Main Street Program, Executive Asst. to Mayor & Council and all who came out to the opening on the library on Saturday; thanked Pastor Green for her words and library learning experience; and noted the importance of keeping the mind of the youth from being idle.

Councilman Blount noted the success of the 2nd Annual Back to School giveaway; noted 1300 people attended with 650 supply-filled backpacks were given away along with supplies for teachers as well; and thanked those who continue to come out and support the City.

Councilwoman Gantt thanked everyone for coming out and asked for continued prayer.

Councilwoman Robinson referenced the great library event on Saturday and noted there was more work to do and asked everyone to reach out to the Commissioners to provide extended hours from January to December 2017 as the facility is needed; thanked Greater New Hope for the supply-filled backpacks that were distributed; thanked Pastor Gattis for volunteering his services of pastoring; and thanked Executive Assistant and members of City Staff for their efforts and assisting where needed.

MAYOR PRO TEM'S COMMENTS

Anthony S. Ford noted First Responders Month and asked everyone to thank the Local Police, and Sheriff of Henry County and they do a great job to protect and serve; asked everyone to continue to be engaged as the City continues to move forward. Mayor Pro Tem Ford asked Councilman Blount to lead with a special prayer of bereavement for the family of Councilwoman Gantt.

Mayor Pro Tem Ford read the following News & Announcements:

ANNOUNCEMENT OF UPCOMING MEETINGS & EVENTS

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- Food Truck Tasty Tuesdays – 5:30 – 9:00 p.m. EVERY TUESDAY – CITY HALL
- Ethics Board Meeting – August 11th at 6:30 p.m. in the Patrick Henry Meeting Room – City Hall.
- Main Street "Date Night" Movie (for age 18 and older) any children present must be accompanied by an adult – August 13th on the City Hall lawn. Seating starts at 8 p.m. showing the movie X-Men Apocalypse. Bring your lawn chairs and blankets.

Food vendors will be on site.

- Downtown Development Authority Board Meeting August 15th at 6:00 p.m. in the Levi Meeting Room – City Hall.
- Women's Health Talk w/Northside Radiology Associates spearheaded by Councilwoman Robinson - August 16th at 6:30 p.m. at the Merle Manders Conference Ctr. 111 Davis Rd. Stockbridge, GA
- Housing Forum spearheaded by Councilwoman Robinson - August 18th at 6:00 p.m. at the Hambrick Cultural Arts Ctr. 146 Burke St. Stockbridge, GA
- Free Sounds of Summer Concert Series – August 20th on lawn across from City Hall from 6:00 p.m. to 9:30 p.m. featuring 85 South & the Soul Cartel Band. Bring your lawn chairs and blankets. Food vendors will be on site.
- City Council Retreat – August 25-26, 2016 9:00 a.m. – 5:00 p.m. at 110 Meeting Place – Lafayette Room – Fayetteville, GA
- Work Session Meeting, Tuesday, August 30, 2016 at 6:00 p. m. City Hall Chamber

EXECUTIVE SESSION (A-F &H)

Councilman Blount motioned to convene into Executive Session for items A-f &H; Councilwoman Robinson provided the second. The motion passed 5-0.

Councilwoman Gantt exited the meeting during Executive Session at 8:05pm.

Councilwoman Robinson motioned to adjourn Executive Session; Councilman Blount provided the second. The motion passed 4-0.

Councilwoman Robinson motioned to reconvene back into the Council Meeting; Councilman Alexander provided the second. The motion passed 4-0.

Councilman Blount motioned to adjourn the meeting; Councilman Alexander provided the second. The motion passed 4-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor Pro Tem

Stockbridge

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DRAFT MINUTES WORK SESSION

TUESDAY, AUGUST 30, 2016 6:00 p.m.

Mayor & City Council

**Mayor Pro Tem- Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilwoman Neat Robinson**

Administration

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

Call to Order by Mayor Pro Tem Ford.

Invocation by Pastor Terrance Gattis.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present and a quorum was confirmed.

Councilman Alexander motioned to amend the Agenda to add a discussion Item #10- Council Discussion- Proposed Bed and Breakfast, presented by City Manager, Michael Harris; and to delete Item #10-Boys and Girls Club Item; second by Councilwoman Robinson; the motion passed unanimously 5-0.

Review of Minutes for 7/11/2016, 7/26/2016.

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.

There were no Public Comments.

CEREMONIAL

Proclamation for Rev. Dr. Terrance J. Gattis of Mount Olive Baptist Church, Stockbridge, Georgia as the Official City Chaplain
This item was rescheduled for the September 12, 2016 City Council Meeting.

PRESENTATION

ITEM #1 – Experience Works

Presenter Wanda Walker did not appear; this item was not heard.

NEW BUSINESS

ITEM #2 – Council Consideration - Façade Grant Application

Presented by: Raoul Clarke, DDA Chairman and Kira Harris-Braggs, Main Street Mgr.

Mrs. Harris-Braggs noted the proposed façade grant would provide assistance to business and property owners within the Downtown District who would like to improve the face of their building and increase curb appeal. Mrs. Harris- Braggs noted this is a matching funds grant and once the application is submitted to the DDA, a façade grant committee will review the application to determine what improvements would be made, what type of materials will be utilized, and the applicant must provide at least two (2) estimates for the work that needs to be completed. The applicant would pay for the improvements and will be reimbursed 50% of the total cost approved by the DDA Façade grant committee.

Councilwoman Gantt stated the DDA Board plans to propose to the City Council for an upcoming budget estimated around \$30,000 for matching funds for the other businesses located in the Main Street and Downtown district and the DDA Board would consider the design of the small businesses to have a more cohesive look in the Downtown area.

Councilman Alexander referenced two new businesses who have expressed interest in the Downtown area and asked what their intentions were. Mrs. Harris-Braggs responded she will visit the new businesses to see if they are interested in the program. Mrs. Harris-Braggs noted the one thing that is necessary for the program to move forward is funding. Mrs. Harris-Braggs stated the DDA currently has about \$10,000 in their account, and are willing to work with Council to set up matching funds they have in their treasury, by taking \$4,000 to \$5,000 and having the City match the funds as this will allow them to have a total of \$10,000 to work with on the first initial grants for Fiscal Year 2016.

Councilman Blount asked how this program would work for property owners with multiple businesses/tenants within the downtown area. Mrs. Harris-Braggs stated each business owner would be required to complete an application for a façade grant rehab with written consent from the property owner and must have been a tenant in that location for at least two (2) years, as well as have a lease for two additional years at that property.

Mayor Pro Tem Ford asked the Attorney Williams if there should be a contract in place; and also asked where funding for the City would come from Attorney Williams recommends having an agreement in place with the Downtown Development Authority.

Councilwoman Gantt motioned to approve the matching funds for the Façade Grant in

the amount of \$5,000 for the DDA; second by Councilman Alexander; the motion passed 5-0.

ITEM #3 – Council Consideration – Branding Recommendations

Presented by: Kira Harris-Braggs, Main Street Manager

Mrs. Harris-Braggs referenced the Main Street program event in August where they invited a branding professional to come and provide an overview of municipal branding, and what would be involved to take the City through the process. Mrs. Harris-Braggs noted if Council decides to move forward with the project, they must decide to move forward this FY16 or wait until next year FY17. Mrs. Harris-Braggs recommends moving forward this fiscal year so an RFP can be drafted, published and responded to before the end of the year. Mrs. Harris-Braggs noted if Council decides to move forward, this project would have to be phased out over the next few years, and a budget amendment would be required to provide funds needed in FY16.

Mayor Pro Tem Ford asked about what would be the estimated cost and whether it would come out of fund balance. Mr. Harris noted funds would come out of the tourism fund; not to exceed \$25,000 and this item has been discussed with the City Treasurer.

This item will be presented for Council Consideration at the September 12, 2016 City Council Meeting.

ITEM #4 – Council Consideration – City Historic Preservation Recommendations

Presented by: Kira Harris-Braggs, Main Street Manager

Mrs. Harris-Braggs noted Historic Preservation is required by the State and National Main Street Oversight Agency where every Main Street City is graded on historic ethics. Cities lose about 10 points on its accreditation applications each year due to its lack of proper historic preservation infrastructure. Mrs. Harris-Braggs recommend the City to adopt a Historic Preservation Ordinance. Mrs. Harris-Braggs also noted the City has an informal district that is not registered with the State or nationally as the historic district for the City of Stockbridge. Mrs. Harris-Braggs explained the advantages of having a historic preservation makes the City eligible for a Certified Local Government status, and once the City is eligible, the City could apply for historic preservation fund grants, federal grants and state grants. Mrs. Harris-Braggs noted once an ordinance has been drafted, there has to be a historic preservation commission put in place, which would need to be considered for FY2017.

Mayor Pro Tem Ford asked how many people will be needed for the commission and if there is training. Mrs. Harris-Braggs noted (5) five people; with mandatory historic preservation training for all members to be completed within (2) two years.

This item will be presented for Council Consideration at the September 12, 2016 City Council Meeting.

ITEM #5 – Council Consideration - Proposed 2017 Fee Schedule.

Presented by: City Manager, Michael Harris and Vanessa Holiday, Clerk's Office

Mr. Harris noted had met several times to review the fees associated with the Occupational Tax Department and Park Pavilion fees along with other fees and that the overall goal is to amend the fee schedule once the zoning codes have been amended. Mr. Harris also noted staff had gathered information and has proposed new rates for the Occupational Tax Department as well as the Park Pavilion and Gazebo rental rates noting some of the rates have not changed in over ten (10) years, although the parks are constantly changing with new equipment and has received accolades on how well the

parks are maintained.

Councilman Alexander expressed concerns that the proposed fees are a little low compared to other jurisdictions. Mrs. Holiday noted staff did not want to dramatically increase the rates and proposed incremental annual increases instead.

Councilman Blount asked if the fees were for the entire park or pavilions. Mrs. Holiday confirmed the fees related to the pavilion and gazebo rental.

Mrs. Holiday informed Council the schedule presented represented a 10% increase, and proposed annual increases.

Councilwoman Robinson stated she is in favor of the recommendation, that way the citizens will receive notice about the increase in fees for 2017.

Councilman Blount motioned to approve the 2017 Occupational Tax Fee Schedule and Park/Pavilion Reservations; second by Councilwoman Robinson; the motion passed 4-1 with Councilwoman Gantt opposed.

ITEM #6 – Council Consideration – City of Stockbridge becoming a Partner with Henry County Schools – Partners in Education Program

Presented by: Councilwoman Gantt

Councilwoman Gantt noted she has provided to Council information on how the City can become a Partner in Education who helps schools, businesses and municipalities develop relationships and partnerships with students. Councilwoman Gantt stated each party commits to particular activities intended to benefit students as well as to improve achievement of school goals, where the partnership can be initiated in two ways: a school can recruit a partner for a business community, or to have a perspective partner contact Partners in Education, an individual school, businesses and government agencies. Councilwoman Gantt further noted Partners in Education has been programed with the Board of Education and the Henry County Chamber; and asks that the City partner with the schools that have City of Stockbridge residents as partnering with Partners in Education will make this City the first City in Henry County as a Partner in Education.

Councilman Alexander asked what would be required by Council. Councilwoman Gantt noted the City would draft a Resolution of support and activities would include: reading to the kids, and supporting school programs.

Councilman Blount expressed his support of the Resolution and thinks the partnership would be viable to the community. Mr. Harris noted once partnered, the City would be formalizing the position and support on what the City is already doing (reading in the classrooms, honoring Gate Scholars, certificates of awards, etc.)

This item will be presented for Council Consideration at the September 12, 2016 City Council Meeting.

ITEM #7 – Council Consideration – Use of the Merle Manders Conference Center for a Seasonal Holiday Job Fair, Thursday, October 6, 2016.

Presented by: Councilman Alexander

Councilman Alexander requested use of the Merle Manders Conference Center for a seasonal holiday job fair to be held on October 6, 2016 from 10am – 2pm, and noted the unemployment rate had dropped from 7.5% to 6.2%.

Mr. Harris asked if funding will be required. Councilman Alexander noted the only funding that would be needed is for meals, approximately \$300.

Councilman Alexander motioned to approve use of the MMCC for the Seasonal Holiday Job Fair in Partnership with Goodwill Industries to be held on October 6, 2016 from 10am – 2pm to include funds up to \$300; second by Councilwoman Robinson; the motion passed 5-0.

ITEM #8 - Council Consideration – City of Stockbridge to establish a Youth Council.
Presented by: Councilwoman Robinson

Councilwoman Robinson noted her desire to form a youth council consisting of city residents. The youth council would include 9-12th graders; and would also reach out to school counselors and administrators for support. Councilwoman Robinson stated she had reached out to Rodney Bowler, School Superintendent who explained school staff would have to be very careful when taking the students out of school. Councilwoman Robinson further stated that after speaking with Mr. Bowler, she was then directed to the Youth Leadership of Henry County who trains youth on government and in their County. Parents are required to pay for the Youth Leadership program. Additionally, Councilwoman Robinson reached out to the H C Chamber, who also referred her to Don Dunlap of Youth Leadership of Henry County who explained high sophomores complete the program and there is no further interaction as high school juniors and seniors.

Councilwoman Robinson stated it would be a great idea to collaborate with sister cities, and create by-laws with all the cities coming together under Georgia Municipal Association (GMA) and possibly be recognized by the National League of Cities as one body in Henry County.

Councilwoman Gantt asked for elaboration on the goals and purpose of the youth council. Councilwoman Robinson responded the goal is to have them involved with their community and would like for them to have a voice in their community noted this would teach the youth how to govern within their cities.

Councilwoman Robinson noted there will be a training workshop held in Macon on establishing a Youth Council on October 6th & 7th, and asks the Executive to Mayor and Council attend the training as well.

Mayor Pro Tem Ford asked if there would be any youth attending the training workshop. Councilwoman Robinson stated after conversing with Mr. Dunlap, she would like for him to coordinate with the Executive Assistant to Mayor and Council to see who has already completed the Youth Leadership in Henry program; that will determine who will become the President and Vice-President of the Youth Council.

Mayor Pro Tem Ford asked Attorney Williams if Council Initiative Funds can be used for students to stay overnight and what would they have to do for liability purposes. Attorney Williams responded you would have to get a parental waiver signed; and, when dealing with programs such as this, funds can be allocated towards it.

Councilman Blount stated he was concerned as he feels this item should have come

through the Community Relations Committee first, and believes there should be a meeting held to discuss all components.

Councilman Alexander likewise expressed his concerns and agreed with Councilman Blount on receiving more information.

Mayor Pro Tem Ford agreed the Community Relations Committee needs to meet for a more in depth discussion and also received a consensus for the Executive Assistant to Mayor and Council to attend the training workshop in October along with Councilwoman Robinson to start the process of establishing a Youth Council.

COUNCIL DISCUSSION

ITEM #9 – Council Discussion – Marketing Program Funding utilizing the Hotel/Motel Tax/Henry Convention and Visitors Bureau (CVB)

Presented by: Councilman Alexander

Councilman Alexander stated he would like the public to understand the City collects a hotel/motel tax revenue dedicated to tourism products in which the Convention and Visitors Bureau (CVB) collects a big portion, and challenges anyone to drive around the county and identify anything pertaining to the City of Stockbridge, and let him know if they find anything. Councilman Alexander noted the City has collected so far, \$116,000, and could take a portion of those funds to create a marketing plan for the City. Councilman Alexander stated his view that the City of Stockbridge is a donor city and provides marketing for the County, but does not see anything pertaining to the City of Stockbridge.

Mayor Pro Tem Ford suggested perhaps a few members of Council could have a meeting with the CVB to discuss the issues and lay out what the City should have.

Mr. Harris noted there have been conversations about revamping the 15-year-old contract.

Attorney Williams noted the City has three options to explore: 1. The City could renegotiate the contract with the Henry County Chamber; 2. Find another organization that has a destination marketing organization; 3. the creation of the City's own destination marketing organization. Attorney Williams noted the main thing to do is remain compliant with State Law governing hotel/motel tax.

Mr. Harris noted only 3.75% of the funds collected are going toward the H C Chamber.

ITEM #10 – Council Discussion – Proposed Bed and Breakfast

Presented by: City Manager, Michael Harris

Mr. Harris noted there is request for a potential Bed & Breakfast with a few zoning issues to handle first where there are three (3) parcels involved that would need to be reverted back to RA, changed to C-3 along with a few variance request. The proposed location is near the Publix supermarket on Old Conyers Rd.

Councilman Blount expressed his excitement of having a Bed & Breakfast in the City and asked how it would work in an existing community.

Mr. Harris stated each parcel would be zoned separately as commercial zoning.

Councilman Alexander asked how large the property was and how many rooms would there be. Mr. Harris responded the property is about 3.7 acres and does not believe all information had been given, but will research and provide Council with that information. Mr. Harris further noted, the facility would host other activities including weddings with a small wedding chapel inside.

Councilwoman Robinson asked if that would put the Merle Manders Conference Center in competition. Mr. Harris noted that is a good point; he thinks it will be a Bed & Breakfast with the option of hosting other things there.

Anita Johnson, the applicant spoke and stated she has been a resident of Henry County for 18 years and would like to boost the tourism industry and referenced the location of the property in question that is located behind the Publix shopping center along with two (2) other properties that will need to be rezoned. Ms. Johnson stated both properties will be rezoned to RA, while the other one being zoned as C-3 to accommodate the Bed & Breakfast. Ms. Johnson stated there are three (3) rooms currently and she would like to add an additional room as a separate cottage.

Ms. Johnson further noted they are also planning special events in a recreational and social environment with about 20,000 sq. feet of meeting space. Ms. Johnson noted she currently has a facility in the City of Morrow and believes this would be an expansion on a whole different level. Ms. Johnson stated they only plan to do weddings on the grounds with no receptions.

Councilman Alexander inquired on how many guest will be allowed to stay at its capacity. Ms. Johnson replied (6) total. Councilman Alexander again expressed his enthusiasm for a Bed & Breakfast being in the area and would be an asset for tourism.

No Action was taken on this item.

CITY MANAGER'S COMMENTS

Michael Harris introduced newly hired Procurement Specialist, Donald Riley and was welcomed by the City Council.

COUNCIL'S COMMENTS

Councilman Alexander stated things are evolving in the City rather just talking; Council is working together as a team; Downtown Development is no just a dream; referenced DDA members Raoul Clark, Aneta Thomas Lee and Mildred in attendance; and that the Team is solid and looking to make Stockbridge a world-class city and wants to make you proud; looking for new businesses to come to the City of Stockbridge, we welcome you!

Councilman Blount noted that he knows everyone on the Council is passionate about the City, which is an awèsome thing; even through the clashes and disagreements, he can see an explosion of success for the City as passion and resources come together; asked citizens to stick with the Council and as they continue to work, and you continue to

volunteer as that's what is going to provide the collaborative effort as it is a beautiful thing that will make this City great.

Councilwoman Gantt thank everyone for coming out; God Bless.

Councilwoman Robinson noted this is a good team; and as Council sits on the panel and has discussions, she is excited and looking forward to executing something for the youth; also thanked staff and DDA members for coming out; and is excited about the new Bed and Breakfast; and thanked everyone.

MAYOR PRO TEM'S COMMENTS

Anthony S. Ford thanked citizens for coming out and asked everyone to remain engaged as we continue to move the City forward; keep a listening ear so the Council can take action on those items; and wished everyone a safe Labor Day holiday, the traditional end of summer. God Bless.

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 visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770.389-7900 for updates and detailed information.

- Food Truck Tasty Tuesdays – 5:30 – 9:00 p.m. EVERY TUESDAY – CITY HALL
- City Council Meeting – Monday, September 12, 2016 at 6:00 p.m. Council Chamber
- Public Safety Committee Meeting/Town Hall – Thursday, September 15, 2016 at 6:00 p.m. at Red Oak UMC 3894 Walt Stephens Rd. Stockbridge, GA 30281- Councilman Alexander, Chairperson.
- Free Movie – Saturday, September 17, 2016 sponsored by Kiss 104.1 Location: lawn across from City Hall. Bring your lawn chairs and blankets. Food vendors will be on site.
- Henry County Elections Office Voter's Registration, Monday, September 19, 2016 from 9 a.m. to 2:00 p.m. at City Hall – Patrick Henry Meeting Room
- Downtown Development Authority Meeting, Monday, September 19, 2016 at 6:00 p.m. in the Levi Meeting Room
- Building Committee Meeting, Tuesday, September 20, 2016 at 6:00 p.m. in the Patrick Henry Meeting Room – Mayor Pro Tem Ford, Chairperson
- Henry County Elections Office Voter's Registration, Monday, September 21, 2016 from 12 p.m. to 4:00 p.m. at City Hall – Patrick Henry Meeting Room
- Bridgefest – Saturday, September 24, 2016 on the Lawn Across from City Hall from Noon to 8pm.
- City Council Work Session Meeting – Tuesday, September 27, 2016 at 6:00 p.m.

- Finance Committee Meeting – Wednesday, September 28, 2016 at 5:30 p.m. at City Hall in the Levi Meeting Room - Councilwoman Gantt, Chairperson.
- Public Works Committee Meeting – Thursday, September 29, 2016 at 5:00 p.m. at City Hall in the Patrick Henry Meeting Room - Councilwoman Robinson, Chairperson.
- Main Street/DDA Meet & Greet – Thursday, September 29, 2016 at the Merle Manders Conference Center at 6:00 p.m. 111 Davis Rd. Stockbridge, GA

EXECUTIVE SESSION (Personnel, Real Estate and Litigation)

Councilwoman Gantt motioned to convene Executive Session for Personnel, Litigation and Real Estate; second by Councilman Blount; the motion passed 5-0.

Councilwoman Gantt motioned to adjourn Executive Session; second by Councilman Alexander; the motion passed 5-0.

Councilwoman Gantt motioned to reconvene the Work Session meeting; second by Councilman Blount; the motion passed 5-0.

Councilwoman Robinson motioned to approve the Resolution to approve a budgeted increase on the anniversary hire date for the City Manager, City Treasurer and City Clerk; second by Councilman Blount; the motion passed 5-0.

Councilwoman Robinson motioned to adjourn the meeting; second by Councilman Alexander; the motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor Pro Tem

Swearing-In Ceremony

Zoning Advisory Board

Presented by: Judge
Matthew McCord

Proclamation

Excerpts of the Presidential Proclamation for

National Breast Cancer Awareness Month 2016

Whereas, every year, too many Americans are touched by the pain and hardship caused by breast cancer -- a disease that, among women, is not only one of the most common cancers, but also one of the leading causes of cancer-related death; and

Whereas, during National Breast Cancer Awareness Month, we honor all those who lost their lives to breast cancer, and we recognize the courageous survivors who are still fighting it; and

Whereas, for these individuals, and for their loved ones who give their unwavering support during the most trying times, we recommit ourselves to the essential and necessary work of forging a future free from cancer in all its forms; and



Whereas, Hundreds of thousands of Americans will be diagnosed with breast cancer this year, and tens of thousands will lose their battle with this disease. Although both women and men can have breast cancer, women are at higher risk; and

Whereas, we encourage all women to find out if they are at increased risk and to learn more about recommended screenings by speaking with their health care providers and by visiting www.Cancer.gov/Breast. Early detection and treatment can save lives.

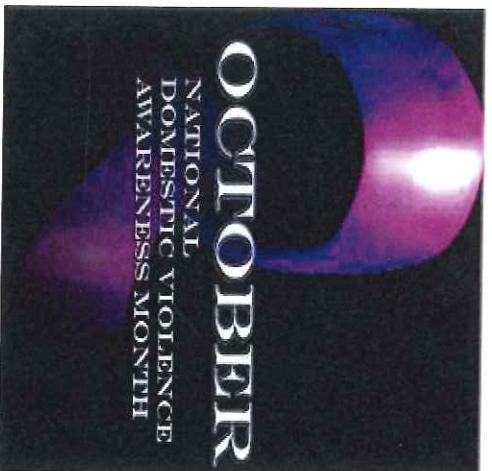
Now, Therefore, I, Anthony S. Ford, by virtue of authority vested in me as Mayor Pro Tem of the City of Stockbridge, Georgia, and on behalf of Council Members Elton Alexander, John Blount, Lakeisha Gantt, and Neat Robinson do hereby proclaim October 2016 as National Breast Cancer Awareness Month.

We encourage citizens, government agencies, private businesses, nonprofit organizations, and all other interested groups to join in activities that will increase awareness of what Americans can do to prevent breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand this tenth day of October in the year of our Lord two thousand sixteen.

Anthony S. Ford, Mayor Pro Tem

Vanessa Holiday, City Clerk



Proclamation

Excerpts from the Presidential Proclamation National Domestic Violence Awareness Month 2016

Whereas, the physical and emotional scars of domestic violence can cast a long shadow. Too many individuals, regardless of age, ability, sex, sexual orientation, gender identity, circumstance, or race, face the pain and fear of domestic violence; and

Whereas, during National Domestic Violence Awareness Month, we shine a light on this violation of the basic human right to be free from violence and abuse, pledge to ensure every victim of domestic violence knows they are not alone, and foster supportive communities that help survivors seek justice and enjoy full and healthy lives; and

Whereas, over the past two decades, rates of domestic violence against females have dropped by nearly three-quarters -- but there is still much work to do to build on the progress we have made. Nearly 1 in 4 women and 1 in 7 men have suffered from domestic violence by an intimate partner; and

Whereas, We must continue to recognize survivors who experience disproportionate rates of domestic violence, and who have been placed at the margins for generations, including women of color, Native Americans, individuals with disabilities, members of the LGBT community, immigrants, and older adults; and

Whereas, Our Nation's character is tested whenever this injustice is tolerated. When anyone is targeted by someone they place their trust in, we have a responsibility to speak up. We all have a role to play in building a bright and safe future for each other and for future generations.

Whereas, this month, we recommit to standing with survivors of domestic violence and to doing our utmost to extend hope and healing to all who need it. If you or someone you know needs assistance, I encourage you to reach out to the National Domestic Violence Hotline, which recently engaged in its 4 millionth conversation with victims and survivors of domestic violence, by calling 1-800-799-SAFE, or visiting www.TheHotline.org.

Now, Therefore, I, Anthony S. Ford, by virtue of authority vested in me as Mayor Pro Tem of the City of Stockbridge, Georgia, and on behalf of Council Members Elton Alexander, John Blount, LaKeisha Gantt, and Neat Robinson do hereby proclaim October 2016 as National Domestic Violence Awareness Month. We call on all Americans to speak out against domestic violence and support local efforts to assist victims of these crimes in finding the help and healing they need.

IN WITNESS WHEREOF, I have hereunto set my hand this tenth day of October in the year of our Lord two thousand sixteen.

Anthony S. Ford, Mayor Pro Tem

Vanessa Holiday, City Clerk

Proclamation

Celebrating Red Oak UMC 150th Anniversary

Whereas, In early 1866, a small group of Christians banned together in Henry County, Georgia to share a mutual love for God and to worship our Redeemer like so many other black people searching for direction and a meaning to freedom; and

Whereas, In the spring of that same year, those beloved Christians received two acres of land donated by Mr. Jim Lee. Among the founders of Red Oak Methodist Church were Joe Jordan Hinsman and Simon Steward. To conduct worship services, these Christians built a bush arbor, a tent-like structure made from logs and free branches, to shelter them while listening to an arousing sermon; and

Whereas, Led by Rev. W. H. Lovelace, the congregation first sat on an area of land that was formerly a part of the Jim Walden Plantation. The congregation, which consisted of only a few faithful saints, purchased two additional acres of land from the Lee Estates. As the congregation grew, it became necessary to establish a more permanent building for worship services. Shortly thereafter, a wooden structure was built.

Whereas, As the Methodist Church became aware of a shortage of preachers, Red Oak became a part of a four-point charge. The churches in that charge were Red Oak, Andrews Chapel, Bentley Hill and Trinity. In 1930, the charge was re-arranged into a three-point circuit. This charge under the leadership of Rev. A.C. Cobb, consisted of Red Oak, Bentley Hill and Trinity; and

Whereas, Under the leadership of Rev. Simmons, a building committee was established and the dream of building a church parsonage became a reality. In 1984, the parsonage was completed. Dedication services were held and the parsonage became a beautiful addition to the Red Oak family; and

Whereas, In 1985, Red Oak was awarded the North Georgia Conference Evangelism Certificate. Under Rev. Owens' leadership, Red Oak embarked on a mission to construct the new sanctuary. A building committee was formed in late 1986 and planning and fundraising began; and

Whereas, In June 1989, Rev. Dr. John W. Pace began his service as pastor of Red Oak. He rekindled a fire under the building committee, which resulted in a renewed sense of urgency to build a new sanctuary. The church was built and completed under his leadership. On Palm Sunday 1994, the old sanctuary burned to the ground (Many came to our aide, and services were held each Sunday with our sister church Jonesboro First United Methodist Church in downtown Jonesboro. After completing renovations, Red Oak returned home by walking all the way from Jonesboro First UMC; and

Whereas, In May 1995, under Dr. Pace, Red Oak began building a multi-purpose building to extend our commitment to God and the community, thus birthing the Family Life Center; and

Whereas, One hundred and fifty years later, Red Oak is still standing and under the outstanding leadership of Rev. Dr. Jacqueline D. Rose-Tucker, the first African-American female to serve on the cabinet in the North Georgia Conference.

Now, Therefore, I, Anthony S. Ford, by virtue of authority vested in me as Mayor Pro Tem of the City of Stockbridge, Georgia, and on behalf of Council Members Elton Alexander, John Blount, Lakeisha Gantt, and Neat Robinson do hereby congratulate Red Oak UMC on your 150th Anniversary. May God continue to bless this wonderful congregation for many more years to come.

In Witness Whereof, I have hereunto set my hand and caused the great Seal of the City of Stockbridge to be affixed this 10th day of October 2016.

Anthony S. Ford, Mayor Pro Tem



Red Oak United Methodist Church

Vanessa Holiday, City Clerk



Rev. Dr. Jacqueline D. Rose-Tucker

Proclamation

Retired Educators Day in Georgia

Whereas, the Governor of the State of Georgia has proclaimed the day of Sunday, November 6, 2016 as Retired Educators Day in Georgia; and

Whereas, there are more than 118,000 retired educators in Georgia, 26,000 plus of whom are members of the Georgia Retired Educators Association; and

Whereas, the retired educators of Georgia donate thousands of hours of volunteer service and make invaluable contributions to the welfare of their respective communities across the state; and

Whereas, it is appropriate that a day be designated for citizens to express their appreciation for the contributions that retired educators have made and continue to make for the betterment of human lives and for society; and

Whereas, local churches will recognize those lasting contributions made by retired educators in this community; and

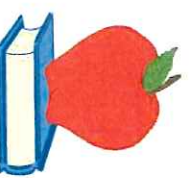
Whereas, the Mayor and City Council of the City of Stockbridge wish to show their support for retired educators in the City of Stockbridge.

NOW THEREFORE, BE IT PROCLAIMED by the City of Stockbridge, Georgia acting through its Mayor Pro Tem Anthony S. Ford, and on behalf of Council Members Elton Alexander, John Blount, LaKeisha Gantt, and Neat Robinson, that the City issue this Proclamation proclaiming the day of October 10, 2016 as “RETIRED EDUCATORS DAY” and call upon the citizens of Stockbridge to observe that day in an appropriate manner honoring retired educators.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City to be affixed this 10th day of October in the year of our Lord two thousand sixteen.

Anthony S. Ford, Mayor Pro Tem

Vanessa Holiday, City Clerk



Dutchtown High School
Recreational Activities
Partnership
Presented by:
Mayor Pro Tem Ford

Eagle's Landing
High School
Recreational Activities
Partnership
Presented by:
Mayor Pro Tem Ford

Stockbridge High School
Recreational Activities
Partnership
Presented by:
Mayor Pro Tem Ford

PUBLIC HEARING

Resolution to approve the
Short-Term Work Program
and

Capital Improvement Element
Annual Update and Adoption and
Amendment to the Henry County
Comprehensive Plan.

Public Hearing was held on
August 8, 2016.

Presented by: Dale Hall,
Administration & Community
Development Director

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING PARTICIPATION IN PARTNERS IN
EDUCATION PROGRAM WITH HENRY COUNTY PUBLIC SCHOOLS**

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;

WHEREAS, Section 1.12(b)(41) of the City Charter, the City is vested with certain broad powers "to exercise and enjoy all other powers, functions, rights, privileges, and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the city and its inhabitants;"

WHEREAS, Section 1.12(b) of the City Charter states that "the powers of this city shall be construed liberally in favor of the city. The specific mention or failure to mention particular powers shall not be construed as limiting in any way the powers of this city;"

WHEREAS, the City desires to officially participate in and encourage voluntary participation of the City in the Partners in Education Program with Henry County Public Schools for the benefit of the students who are residents of the City of Stockbridge;

WHEREAS, the City specifically finds that the Partners in Education Program promotes and protects the safety, health, peace, security, good order, comfort, convenience, and general welfare of the city and its inhabitants;

WHEREAS, the Mayor and Council believe that the Partners in Education Program is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Authorization** – The Mayor and Council of the City of Stockbridge hereby authorizes the City's participation in the Partners in Education Program.

Section 2. **Documents** – 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 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the _____ day of
_____, 2016.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

How can my business become a partner?

It's simple!

First, consider:

- "Are you and your employees interested in helping the schools?"
- "What are the resources your company has to offer - human and material?"
- "How many employees can participate?"
- "How much time can your business invest in partnership activities?"
- "What age group do you prefer - elementary, middle, high school, or systemwide commitment?"
- "What school is most convenient to your business?"

Then, call the Community Development Office at 770-957-6601. We'll be happy to answer questions and talk with you further about the program.

Make your call today!

770-957-6601



Partners in Education



Henry County Schools
33 N. Zack Hinton Parkway
McDonough, Georgia 30253
770-957-6601 • phone
770-898-7912 • fax
<http://www.henry.k12.ga.us>

The Henry County Chamber of Commerce
1709 Highway 20 West
McDonough, Georgia 30253
770-957-5786 • phone
770-957-8030 • fax

A program of the Henry County School System and the Henry County Chamber of Commerce designed to develop partnerships between schools and businesses, industries, and community groups to support student achievement.



What is Partners in Education?

It's an opportunity to share your expertise, your time, your ideas and your experience to enrich the students in your community. Partners agree to specific goals and activities for the benefit of students.

How can my business help students?

Opportunities are virtually unlimited. These are just a few of the ways you can help:

- Assist/support school activities
- Provide tutoring and classroom help of all kinds
- Give certificates/awards for academic achievement, perfect attendance, good citizenship
- Bring your skills into the classroom: Teach employment readiness, make presentations on curriculum-related topics
- Help judge contests, be a career day speaker, help with field trips
- Donate supplies and equipment
- Award mini-grants to teachers
- Provide teacher of the year recognition, host teacher appreciation events

How does it work?

There are two types of partners, designed to fit the needs of the business and the school.

Partner in Education

- Involves an on-going commitment between a business and a school that grows and develops throughout the school year. The school and partner develop a comprehensive plan of action designed to:
- Support and enrich the education of students
 - Encourage and support the school staff
 - Recognize and reciprocate the contributions of the partner

Partner at Large

This type of partnership gives businesses the opportunity to work with a specific program, curriculum, or group across several schools. The relationship between a school and business is limited to the offered program. It can be as simple as donating excess or outdated materials, or being a major contributor to a major project. It is not an ongoing relationship with one school.

Reap the benefits!

Regardless of which partnership you choose, the most important result of your company's participation will be to broaden the learning experience of students by exposing them to your staff, your business, and to actual business situations.

Businesses also gain a heightened public awareness and the personal satisfaction that comes with having a role in the process that molds our future work force.

Direct benefits are:

- A better educated work force
- An opportunity to become known as a community-involved company
- Recognition in school and community publications
- The introduction of your company to the school community

Many businesses report a positive effect on the morale of everyone involved and an increase in the visibility to potential customers.

School Partnership

Partners In Education, Inc. helps schools and businesses develop partnerships that support schools and students. The parties commit to specific activities intended to benefit students, improve student achievement and accomplish school improvement goals. A partnership is initiated in two ways: (1) a school recruits a partner from the business community, or (2) a prospective partner contacts either Partners In Education or an individual school. Businesses, government agencies and community-based organizations are eligible to become partners and do not need district approval. Rather, any restriction on a partnership is based on the appropriateness of the proposed activities. Each partnership shall comply with State and Federal law as well as all policies and guidelines established by both the School Board and the individual school. In addition, all individuals involved in a partnership are required to complete the Volunteer Application prior to working with students.

[Interested in a Partnership?](#)

[View List of Partners](#)

(After clicking link, please allow time for page to load)



[At A Glance](#)[Calendars](#)[Departments](#)[Schools](#)[School Board](#)[Superintendent](#)[Contact Us](#)[Student Registration](#)[What's New](#)[Home](#) pie header.gif (2658 bytes) wpe22.gif (1147 bytes)

The Partners in Education Program, sponsored by the Board of Education and the Henry County Chamber of Commerce, links businesses and schools in an on-going commitment to strengthen and enrich educational opportunities for students. We thank our partners listed below.

School Partners

- A+ Locksmith & Door Service
- ABC Lock and Key
- Affordable Lawncare Services
- Absolute Chiropractic
- Absolutely Flowers
- Alabaster Box
- All Star Trophy
- Always Flowers and Gifts
- American Eagle Awards
- Andrews Excavation Company
- Applebee's-McDonough/Stockbridge
- Apple Realty, Gerald Hudgins
- Atlanta Ear, Nose and Throat Assoc.
- Atlanta Motor Speedway
- Atlanta Signworx
- \$B B & T
- B.C.'s Pizza
- B. J.'s Wholesale Club
- Barber Broadcasting System
- Beasley's Advertising
- Beef 'O' Brady's
- Belk's of McDonough
- Bellamy Brothers Construction
- Black Tie Formal Wear
- Blimpie at Wal-Mart
- Brookwood Animal Clinic
- \$ Bruster's Ice Cream and Yogurt (Hwy. 155, McDonough)
- \$ Bruster's Ice Cream-Jodeco Road, McDonough
- Buck's Pizza
- Buckhead Colorado Steakhouse
- \$ Burger King, Ellenwood
- C & D Electric
- C.J.R. Satellites
- Cafe Chavez
- Cannon-Cleveland Funeral Home
- Car Wash Station
- Carver Tire
- Kroger, McDonough
- Kroger 433, Hwy. 155 at Price Quarters Road
- Kroger, Stockbridge
- Kroger, 493 at Hudson Bridge Rd.
- Legacy Ford-Mercury, Inc.
- Legacy Automotive
- Liliana Mejia, DDS
- Locust Grove Chiropractic
- Locust Grove Florist & Gifts
- Locust Grove Optimist Club
- Logo Matrix
- \$Longhorn Steak House, McDonough
- \$Longhorn Steak House, Mtn. Zion Blvd.
- Lowe's Home Improvement Warehouse
- Maddox Exterminating
- Mail & More
- Market Street Mortgage
- Mayfield Fence & Supply
- \$MK Independent Beauty Consultant (Debbie Towson)
- \$MK Independent Beauty Consultant (Julie Oliver)
- McDonald's/McDonough
- McDonald's Corporation #6374
- McDonald's/Fairview
- McDonough Flower and Gifts
- McDonough-Henry Self Storage
- McDonough Primary Care
- \$McGarity Insurance
- McIntosh State Bank, Locust Grove Branch
- Metalflex Mfg. Company
- Mid-State Plumbing
- Moye's Pharmacy, Hudson Bridge
- Moye's Pharmacy, Hampton
- Moye's Pharmacy, Jodeco Road

- \$ Car Wash Station
- Champion's Choice Award
- Chick-fil-A, Dwarf House Stockbridge
- Chick-fil-A, Eagle's Landing
- Chick-fil-A, Lovejoy
- Chick-fil-A, McDonough
- Chili's of McDonough
- Chuck's Yard Maintenance
- CiCi's Pizza, No.111
- CLM Sanitation
- Clark's Pest Remedy
- Coca Cola Bottling
- Cooke Residential Custom Homes
- Cotton Pickin Chix
- Courtesy Cleaners
- Countryside Land & Homes
- Cracker Barrel
- Cruises, Inc.
- \$ Curves for Women
- Dailey Grind Coffee Co.
- Dairy Queen
- Darity Printers
- Dolphin Graphics
- Donnie's Pizza & Subs
- Doodle's Children's Wear
- Dorsey Nursery and Garden Center
- Drs. Womble and Baker
- Dr. Richard Collins, Orthodontist
- Doug Crumbley/Coldwell Banker & Bullard Realty
- EZ Lawn Maintenance
- Estate & Financial Planning Services
- Eagle's Landing Auto
- Eagle's Landing Pediatrics
- Eagle's Landing Wellness & Chiropractic
- East West Karate
- Edson Homes
- Edward Jones Investments
- Ellenwood Printing Company
- Emily's Attic
- Encompass Group
- English Ivy Floral & Gifts
- Everyday, Inc.
- Expressions Photography
- Fairview Florist Shoppe
- Farmer's Furniture
- Fast Fix Jewelers
- Fazoli's
- First Nation Bank
- First National Bank, Griffin, Hampton Branch
- First State Bank, Fairview
- First State Bank, Hudson Bridge
- First State Bank, Hwy. 155
- First State Bank, Locust Grove
- First State Bank, McDonough
- Moye's Pharmacy, Locust Grove
- Moye's Pharmacy, McDonough
- Moye's Pharmacy, Stockbridge
- Mrs. Winners Restaurant
- Myolistic Massage Therapy
- Nail Heating & Air Conditioning
- New Birth South
- New Horizon Real Estate Group
- OB's Bar-B-Que
- O'Charley's
- Olympia Gymnastics
- \$ Outdoor Power Sports
- PJ's Restaurant
- Pacific Spice
- Paint Your Art Out
- PaPa John's Pizza, Fairview
- PaPa John's Pizza, McDonough
- PaPa John's Pizza, Stockbridge
- Paradise Beach Resort
- Park Avenue Bank
- Pasta Mia III Pizzeria
- Peachtree Music
- Pearl Vision Inc.
- Picadilly Restaurant
- Pizza Hut, McDonough
- Premier Elevator
- Preston Creek Apartments
- Pro Health Nutrition, Inc.
- \$Professional Auto Service
- Publix, Eagle's Landing
- Publix, Ellenwood
- Publix, Jonesboro
- \$Publix, Lake Dow
- Publix, Lovejoy
- Publix, McDonough
- Publix, Stockbridge
- Publix, Stockbridge Lakes
- RBC Centura Bank
- ReMax - Steve Redding
- Results: Speech Therapy
- Robinson, Whaley, Hammonds & Allison, PC
- Ron's Southern Skillet/Culinary
- Ryan's Steak House
- Salem Baptist Church
- Salmon & Associates
- Sam's Warehouse
- Scarlett's Retreat
- Seasonal Colors
- Secret Garden
- \$ Shane's Rib Shack
- \$ Shapers Fitness, Inc.
- Shirt Shack
- Showcase Signs
- Simmons Manufacturing
- Snapper
- Snapping Shoals EMC
- Sonic Drive-In, Stockbridge
- Southern Community Bank

- First State Bank, Stockbridge
- First State Bank, Union Grove
- First Bank of Henry County
- Fogle's Subs and Grille
- Food Depot
- Fortson Public Library
- Fulghum Sales
- Georgia Federal Credit Union
- Georgian Gallery
- Georgia Power Company
- Geranium House
- Glen Haven Baptist Church
- Golden Corral Restaurant, McDonough
- Great Clips
- Griffin Industries, Inc.
- Growing Things
- HVAC Concepts, Inc.
- Hampton Merchant's Assoc.
- Hargrave & Freeman, P.C.
- Henry Co. Scholarship Foundation, Inc.
- Henry County Medical Center
- Henry County Public Library - Hampton Branch
- Henry County YMCA
- Heritage Bank
- Heritage Cadillac
- Home Depot
- Home Interiors by V. O'Garro
- Horizon Pointe Church
- Howell House, Stockbridge
- Howell's Chevron, McDonough
- Hull-Dorsey Landscaping & Nursery
- Hurd-Prince & Associates
- Ingle's Market, Inc. - Ellenwood
- Image Builders
- In a Basket
- Industrial Wholesale
- J.F.S. International, Inc.
- JMI Services
- Jodeco Road Baptist Church
- Johnny's Pizza
- Jonesboro ATA Karate for Kids
- Kelly Adams, Realtor (Metro Brokers/GMAC)
- Key Curbing & Paving, Inc.
- Kickin Chicken, McDonough, Stockbridge, Locust Grove
- Kidz Plus Pamper Parlor
- Kim Mills Realtor
- Knowledge Points
- Kroger, Eagle's Landing
- Kroger, Ellenwood
- Kroger, #369
- Kroger, #405
- Southern Crescent Broadcasting
- Southern Crescent Paralegal Inc.
- Southeast Trophy & Awards
- Spence Art Gallery
- Spirit Catchers Portraits
- Starlite Skate Center
- Stockbridge Dwarf House
- Stockbridge Florist & Gifts
- Stockbridge Masonic Lodge #691
- Stockbridge True Value Hardware
- Subway- Fairview, Henry Town Center, Jonesboro Road
- Super Cuts, Lovejoy
- The American Legion
- The Country Store
- The Perfect Fit
- The UPS Store
- Triple T Contractors
- Tru-Kut
- Truett's Grill, McDonough
- Truman's Restaurant
- U. S. Postal Service, Hampton
- Uncle Sam's American Grill
- Vulcan Materials
- Wachovia Bank
- Waffle House #658
- Walker Nursery Farms, Inc.
- Wal-Mart, Stockbridge
- Wal-Mart, McDonough
- Walnut Creek Nursery
- Washington Mutual
- Waterford Landing Apartments
- Willis Contracting
- Windy Hollow Pet Grooming
- Zaxby's, McDonough and Stockbridge
- Zebra House, Inc.

Partners at Large

- Apple Realty, Gerald Hudgins
- Atlanta Sign Worx
- Central Georgia EMC
- Georgia Power Company
- Henry Co. Chamber of Commerce
- Henry Medical Center
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- Peachtree Music
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- Snapping Shoals EMC
- Spot Nor Wrinkle Janitorial Service
- Stantec Consulting Services, Inc.
- Triad Tae Kwon Jutsu
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For more information about the Partners in Education Program, please telephone 770-957-6601, or e-mail the Partnership Coordinator by clicking the mailbox below



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Henry County Schools
33 N. Zack Hinton Parkway
McDonough, GA 30253
USA

Phone 770-957-6601 * Fax 770-898-7912

Revised: June 16, 2005.
These pages maintained by [Sylvia Burch](#),
Community Relations



Questions/Comments:

Council Consideration

To approve

Automated Water Meters

Presented by:
Michael Harris,
City Manager



DEPARTMENT OF FINANCE, PURCHASING DIVISION

REQUEST FOR PROPOSALS TABULATION SHEET

Donald R. Riley, CPPB, Purchasing Specialist

Date: September 6, 2016

RFP # & Title: 201607-22, Automated Water Metering Infrastructure Total Number of Proposals Received: 3

Respondent's Name	
1.	Kendall Supply Inc.
2.	Ferguson Waterworks Meter and Automation Group
3.	Khafra Operations, Inc.
4.	
5.	
6.	

City Of Stockbridge
RFP Automated Water Metering Infrastructure Project

Scope of Work

Scope of Work

Base Scope of Work

The work involved under the terms of the contract with the Respondent shall be full and complete execution of the items noted below, and as described further throughout this RFP. This effort involves furnishing new meters and installation of an MI system, to include but not be limited to the following:

1. Furnish fixed network AMI system data collection units (DCUs) and associated repeaters. This includes installation of the DCUs/repeaters and required support structures and electrical power, capable of capturing signals from radio Transmitter Units (TUs).
2. Mobile radio interrogator units to be used in conjunction with the system in mobile drive-by mode, in the event the DCUs are inoperable.
3. Furnish all meters in sizes and numbers indicated in Estimate Meter Count chart along with TUs capable of receiving information from said meter, and transmitting this and other relevant information to fixed location DCUs installed as part of this contract. Provide, if applicable, required cabling, splice kits, etc. to connect or replace the existing AMI compatible meters if necessary.
4. Furnish and install the communication system capable of transferring data from DCUs to a meter reading system control computer or hosted environment for the City.
5. Furnish and install a meter reading system control computer or supply hosted services for data storage into which the data from the TUs and other information necessary to operate and maintain the AMI system may be input and stored.
6. Furnish the software or programming necessary to operate the system and communicate meter reading data to the City's customer information and billing systems. Vendor shall work directly with the Tyler-Incode Version X system to create an interface and cover any programming costs charged by Tyler-Incode.
7. Obtain all Federal, State and local permits required for the installation and operation of the system.
8. Provide technical and installation support to the City during system deployment of meters and transmitters on meters, and integration for all meters.
9. Provide documentation adequately describing the operation and maintenance of the AMI metering system and its components, for use by City employees or agents.
10. Provide training sufficient to enable City personnel to operate and maintain the system.
11. Provide technical support for the system over its expected life, including on-site and telephone support for City personnel, and patches and upgrades to the

**City Of Stockbridge
RFP Automated Water Metering Infrastructure Project**

Scope of Work

system software and firmware to ensure that the system continues to perform to design criteria.

The contracted Respondent for this project shall comply with all Federal, State, County, and City codes and regulations applicable to such work and perform the work in accordance with the requirements and specifications of the contract documents.

The contracted Respondent will be required to enter in a contract with the City of Stockbridge. The contract will include but not be limited to City standards, bonding, insurance, limits of liability, and other general and specific contractual requirements.

The contracted Respondent shall first furnish and install the equipment necessary to implement the meter replacement program and AMI system within a small portion of the City's service area so that the City may confirm that the installed system functions appropriately. Once accepted, the Respondent will be given notice to proceed with the remainder of the Base Scope of Work. The Respondent must address how they will guarantee access to replacement and warranty parts inventory within a 48 hour window.

The City's goal is to have AMI system fully installed and operational by March 2017.

Additional Background Information

1. Demographics of Utility. The City maintains approximately 3,100 metered water service connections. The majority of service meters are 5/8-inch by 3/4-inch in diameter. The majority of existing water meters are installed in shallow pits.
2. Meter Count Estimate. The following table provides an estimate of the number of existing water service meters, based on City records as of May 1, 2016.

Estimated Number of Replacement Meters

Meter Size	Numbers of Meters
1"	73
1.5"	5
2"	69
3"	6
4"	3
6"	13
8"	1
3/4"	2872

The majority of meters are Sensus meters not equipped for connection to AMI TUs. All meters are proposed to be changed during this exchange unless the current Sensus "Smart Meters" are able to be utilized.

**City Of Stockbridge
RFP Automated Water Metering Infrastructure Project**

Scope of Work

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3. Current Reading System. All meters are currently touch read. Export/import text files are created to connect to Tyler-Incode Version X utility billing software.
 4. Current Billing and Customer Information Systems.
 - a. Name of System/Vendor – Tyler-Incode Version X
 - b. Platform – presently Windows 7
 - c. Bill Processing – Customers are billed monthly. The bills are calculated by the Tyler-Incode Version X system monthly and a third party vendor produces and mails the bills.
 - d. Payment Processing – All customers are given approximately 15 days to pay. Payments are made by various methods including phone, drop-box, mail, over-the counter, and web site.
 5. Current Work Order System. Currently work orders are generated through the utility billing system and the work order system.
 6. Current Service Order System. Currently service orders are processed through the Tyler- Incode Version X system. Specific codes generated by the handheld meter reading units generate service orders.

City Of Stockbridge
RFP Automated Water Metering Infrastructure Project

Technical Specifications

Technical Specifications

The following describes the technical requirements for meters and the AMI system. The City of Stockbridge (City) intends to procure the best-designed and operating AMI system to meet its long-term needs. For some items listed below, the City has identified minimum requirements that must be met. For other items, the City has identified desired end results and is open to various methods for achieving those results. The City is solely responsible for making judgments about the products and services being offered and whether they meet the intent of the Project. Taking exception to the City's requirements will not necessarily adversely affect consideration. In describing any exception, the Respondent shall note how the system achieves the performance and operational requirements specified and any potential benefits of the proposed system to the City.

The following sections of this document constitute a data and bid request to gather technical data cost consideration on the products proposed. Respondents must respond to the technical data request as set forth in the Instructions to Respondents. All Respondents must provide information in response to the Base Scope of Work. Information submitted in response to the Supplemental Scope of Work is optional. All data provided by the respondent to the City will be utilized for consideration.

Base Scope of Work

Meter Exchange / AMI Systems Overview

The City requires that all water service meters supplied in the exchange program be equipped with a fixed network AMI transceiver that will enable it to obtain timely, accurate, and on demand meter information. AMI system features, characteristics, and performance that result from the interaction of components are to be addressed in this section. Component requirements and characteristics specific to individual components are to be addressed in this section. It shall be the Respondent's responsibility to propose any components, ancillary services, etc., not addressed in this Request for Proposal to ensure that the City obtains a complete and fully functional system.

1. System Design – Provide the following information for the meters and AMI system being proposed, include any charts, graphs or illustrations that would help communicate the information requested.
 - a. Mode of operation. Describe the system's normal mode of operation (i.e., for obtaining periodic readings for billing and other purposes). Also describe the ability of the system to operate in mobile drive-by mode, if necessary when data collectors are out of service.
 - b. Frequency of reading. How often are meter readings normally obtained (default setting)? Describe any options for changing the reading frequency at which meter readings may be obtained. Describe how the changes to the reading frequency are made.
 - c. System capacity. Describe the capacity of each system component in terms of meters low flow reading capacity, range of flows and accuracy, meter battery life, internal memory and all applicable dimensional and capacity information for the

City Of Stockbridge
RFP Automated Water Metering Infrastructure Project

Technical Specifications

-
- transmitters and collectors. Describe the number of meter readings stored and/or the number of meter readings that can be transmitted or received in a given time interval.
- d. Read on demand. Describe how the system obtains "off-cycle", special or on-demand readings from a particular meter. Include guaranteed on demand read time from request to confirmation of real time read.
 - e. Demand profiling. Describe the capabilities of the system to obtain short-interval readings (e.g., hourly or several times per day) to monitor and profile water consumption patterns from a particular meter or group of meters.
 - f. Communication channels. Indicate the radio frequencies that are used for communication between the transmitters and data collectors proposed. Describe any licensing requirements and the process of obtaining and maintaining such licenses. Describe transmission power and receiver sensitivity with respect to retransmissions and number of collectors required. Describe the radio communication mode(s) used by the system in terms of radio technology(s) used.
 - g. Data transmission accuracy and security. The system must include provisions to guarantee data transmission accuracy, security and immunity from outside interference as well as signal degeneration, to prevent accidental loss or interception of customer or meter reading data. Describe how the proposed AMI system achieves these requirements.
 - h. Stored data system integrity and security. The system must guarantee data integrity and data security. The system must ensure against loss of data. Describe how the proposed AMI system achieves these requirements.
 - i. Tamper detection. The system must contain tamper detection capability which, when the meter, transmitter or any wiring between components has been tampered with (cut wire, tilting of meter, backflow, etc.), must cause a tamper message to be indicated when the transmitter sends its data. Indicate how quickly tampering with each component will be reported and how it will be reported. Address whether or not the system generates a notification if the register number of the field device changes or there is a mismatch between the register number of the field device and the current register number in the system database.
 - j. Leak detection. The system must monitor water consumption through the meter and indicate when there is a suspected leak. Describe how the system identifies and communicates leak detection information at the time reading information communicated. Note if there are any other leak detection capabilities that the system has (e.g., can leak detection be configured at the individual meter level; or, can distribution leaks be detected via the AMI system using additional sensors?).
 - k. Other detection/status and trend monitoring. Describe what other detection and/or status and trend monitoring capabilities the system has, e.g., backflow detection, register malfunction detection (under registration, over registration, no registration), trend analysis to aid in developing policies to promote water conservation, battery power levels (replacement predictions), signal-to-noise performance of transmissions (system tuning).

City Of Stockbridge
RFP Automated Water Metering Infrastructure Project

Technical Specifications

2. **Environmental tolerances.** All system components (except the meter chamber) must operate over a climate range commensurate with Stockbridge, Ga., and a humidity range of 0% to 100% non-condensing and must operate in conditions subject to water submergence (i.e., meter boxes or vaults) and heat.
3. **FCC Licensed.** All applicable system components must be FCC licensed and approved.
4. **Component firmware.** Vendor must include firmware for all system components, including transmitters, data collectors and portable interrogator/programming/testing units, at no additional cost. Vendor must provide any available upgrades or patches to such firmware to correct problems, add new standard features, and ensure system compatibility and full functionality for life of the system at no additional cost, including installation. Describe how firmware is updated.
5. **Warranty.** Describe all warranties/guarantees applied to all equipment used to operate the AMI system.

Transmitter Device

Transmitter devices, designed to capture meter readings or accumulated consumption and other information from the meters and transmit this information to data collectors, must be installed at all water service meter locations. The information provided by the transmitter must be sufficient to enable the AMI system to replace the routine reading and physical inspection of meters by City staff.

1. **Physical characteristics.** Describe the physical characteristics of the transmitter, including height, length, width and weight.
2. **Transmitter configuration.** Describe the transmitter configuration that you are proposing.
3. **Multiple meters/registers.** Describe how the transmitter handles multiple meter registers and multiple meters in close proximity. Note if there is a price differential for a transmitter that can handle multiple registers.
4. **Batteries.** What type of battery does the transmitter use? [Provide make, model number and spec sheet on those proposed for use in this system] What is the expected battery life? Is the battery removable and replaceable? If so, what is the current cost of replacement batteries? Can the battery be replaced in the field? If so, describe the process. How will the system prevent loss of programming or data if the battery expires? Describe any special transmitter battery disposal provisions, and indicate the current cost of providing battery disposal if special handling is required. Describe the impact additional reading frequency has on battery life and at what frequencies battery life may be affected. Describe the end-of-battery-life indication of the system: a) at the battery level, and b) at the system software level.
5. **ID Number.** Each transmitter must have a unique, permanent ID number that is transmitted with the meter readings. Note the length of the ID number and any other

City Of Stockbridge
RFP Automated Water Metering Infrastructure Project

Technical Specifications

characteristics. Address whether or not the meter register ID is also transmitted with the meter readings and how the situation of one transmitter serving two or more meters is handled. ID numbers cannot be larger than 15 digits.

6. **Programmability.** Describe all transmitter programmability options, features and procedures. Note whether programming of the transmitter is needed due to meter register or other maintenance.
7. **Environmental tolerance.** The transmitter must operate in conditions subject to water submergence (i.e., meter boxes or vaults) and heat. Describe features of the transmitter that prevent corrosion or degradation of mechanical or electrical performance.
8. **Ease of Installation.** Briefly describe installation procedures. Indicate design provisions to avoid installers' mistakes in installation, connection to meters, and programming. Can successful installation be verified in the field to avoid return trip to transmitter radio/meter?
9. **Ease of maintenance.** Briefly describe procedures that need to be followed to replace the transmitter should it fail. Describe procedures for the various transmitter configurations. Note any specialty tools, materials or supplies that are needed to perform this work.
10. **Meter pit installation.** The City's water meters are located in enclosures: plastic boxes with plastic, cast iron or steel plate lids, concrete boxes with cast iron or steel plate lids, concrete vaults with steel plate lids and within mechanical rooms with a variety of exterior walls. Some of the meter pits are in vehicle traffic areas, including parking areas. Describe any issues with the meter pit installation that will affect long-term reading reliability and reading range and suggested solutions. Note: If the transmitter is integrated in the register, supplier **must** provide a through-the-lid external antenna solution. Note any requirements that must be met to avoid voiding or diminishment of system warranties and guarantees.
11. **Connections to meter registers.** Describe the connection between the transmitter and the meter register(s), and provisions to prevent misconnection, corrosion or disruption of any connections.
12. **Warranty.** Attach the transmitter warranty information for transmitter and battery in Attachment A, Section 1. Warranty of transmitters and batteries shall address frequency of reads.

Mobile Interrogator

The City requires vehicle-based mobile interrogators be available for use in the event that fixed network data collectors are out of service for an extended period of time. The mobile interrogators should be designed to be easily installed and removed from City vehicles. The mobile interrogator should safely and efficiently interact with the City employee driving the vehicle to guide him or her in obtaining readings from all the meters on a route and identifying meters that cannot be read. The City will provide the vehicles used for mobile meter reading.

**City Of Stockbridge
RFP Automated Water Metering Infrastructure Project**

Technical Specifications

1. Mounting and power. A mobile interrogator may be either a portable interrogator designed to operate from within a vehicle, or a separate device mounted in a vehicle. Specify the dimensions and weight of the interrogator. There must be a back-up battery to preserve internal memory. If meter readings or critical system data are stored in the mobile interrogator, indicate the life of the back-up battery.
2. Mode of operation. Describe all reading mode(s) using the mobile interrogator (e.g., individual alerting of transmitters, blanket alerting of any transmitters within range, simple reception of any transmitter signals while passing by, etc.). Indicate how the driver will be given meter route information. The mobile interrogator must indicate to the driver/meter reader which meters within the route being read have been missed. The mobile data collector must be capable of reading the transmitters in random order. The system must be capable of merging data collected from the mobile data collector together with data collected from handheld reading units into files to be uploaded to the City's billing system.
3. Capacity. Describe the capacity of the mobile unit in terms of total meter readings that can be captured, and rate of capture.
4. Signals to driver. The mobile interrogator must provide signals to the driver during the reading of a route. The AMI system and mobile interrogator should incorporate or interface with a geo-positioning system to enable the driver to see his/her position in relation to meters to be read.

Field Programming and Testing Devices

Field programming units may be required to program transmitters or meter registers. Portable field test units may be required to diagnose problems with meter registers, transmitters or the system. Some or all of these functions may be incorporated into the handheld data collectors, or combined into one unit; e.g., programmer/tester.

1. Number of units. Respondent shall supply all units required for Respondent's sub-contractor. Indicate how many units are required for maintenance by City employees after installation. Pricing and totals for these units shall be included as part of the proposal bid.
2. Functions/modes of operation. Describe all of the functions of each unit.

The field programmer must be capable of programming the transmitter with any information required for operation. The portable field programmer must be capable of providing instructions to the transmitter concerning the make, model and data protocol of the meter being connected, should the transmitter not be able to determine this itself.

The field tester must be able to locate and diagnose problems with a system component (meter register, transmitter or DCU) unless the system incorporates an alternate way to make such diagnoses. The field tester should be able to ascertain the condition of the battery in a transmitter. Can the field test unit simulate the functions of a transmitter?

**City Of Stockbridge
RFP Automated Water Metering Infrastructure Project**

Technical Specifications

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3. Interface to control computer. Describe the mechanism and procedure for downloading data from and uploading data to the AMI control computer.
 4. Capacity. Describe the capacity of each unit. If the unit stores work order information, how much data, or how many work orders, can it accommodate?
 5. Physical Characteristics. Indicate unit weight and dimensions. Describe any features, such as shoulder or belt strap, to facilitate carrying and preventing it from being dropped.
 6. Accessories. What connecting hardware and software, including cables, modem, cradle, battery, charger, etc. are required for the unit to be fully functional?
 7. Batteries. Does the unit use rechargeable batteries? If so, what type? If not, what does it use? How long does it take to fully recharge a battery after a full day of normal use? The unit must ensure against accidental data loss in case of a dead battery.
 8. User interface. Indicate the display's overall dimensions, the number of characters displayed, and the height and width of the characters. Does the display allow alphanumeric characters? Include an illustration of the display screen and keypad. How does the unit enable the display to be easily readable in bright or dim light? Indicate the angular range readability. Describe any audible tones used by the unit, and their function (e.g., confirming a reading or successful programming, warning of an out-of-limits condition, low battery, etc.)?
 9. Manual entry. Does the unit permit manual entry of meter readings and other information (for example, the information necessary to complete a meter or transmitter investigation or repair work order)? If so, what other information? Describe its capability to record notes or comments.

Fixed Network Radio Data Collector

The City owns a number of facilities that are preferred to be used for locating fixed network data collectors. Location information is available from the City upon request. The City prefers that, to the extent practical, these existing sites be used for the mounting of fixed radio data collector units per specifications set by Utility Service Co. Fixed radio data collection units must be mounted on roofs, utility poles, towers, etc., at sufficient height and density to enable the City to collect readings from all meters in that portion of its service territory designed for use by this system. The Respondent is responsible for estimating and guaranteeing the number and location of fixed data collectors required in the City's service territory. The proposals will be accompanied by 3rd party propagation study. Propagation studies will be funded by the respondent. The City intends to avoid locations where leasing arrangements must be made.

1. Modes of operation. Indicate the mode of operation and schedule by which the data collector captures, stores and re-transmits data received from transmitters back to the AMI control computer.
2. Communication to control computer. The Respondent must be responsible for a communication network or provisions to deliver meter readings and other AMI system

**City Of Stockbridge
RFP Automated Water Metering Infrastructure Project**

Technical Specifications

data to the AMI control computer. Indicate available options, reoccurring costs (if any), and proposed method for transmitting data.

3. Number of units. Indicate the estimated number of data collectors. The Respondent is responsible for providing a sufficient number of data collectors/repeaters so that all expected reads are obtained. Note in your design if meters might be read by more than one data collector. Describe the typical operating range of the data collector and conditions that might affect that range.
4. Mounting. Indicate options for mounting data collectors/repeaters, and recommended configuration. Indicate minimum required height.
5. Power supply. How is the data collector/repeater powered? What are the estimated one- time and continuing costs for powering data collector/repeaters? How does the system preserve data, and for how long, should power to a data collector/repeater be lost?
6. Programming. Describe any programmable features, such as reporting schedules, for data collectors/repeaters, and procedures for programming or configuring.
7. Electrical isolation. Indicate how the data collector/repeater is protected against electrical surges such as lightning. No grounding directly to water tanks will be allowed.
8. System installation schedule. The contracted Respondent will first furnish and install the necessary components of the AMI system within a small portion of the City's service area, so that the City may confirm that the installed system functions appropriately. Once accepted, the Respondent will be given notice to proceed with the remainder of the Scope of Work. The entire AMI system will be fully deployed by the end of 2017. However, the data collection system must be installed and tested for territory-wide usage within the first 60 days of the contract. It is acceptable to complete this installation sooner than indicated. Describe the proposed plan for achieving this schedule. Identify significant milestones in the system installation process. Identify any assistance that might be required from the City. Describe the plan for testing the design and operation of the AMI communication system prior to its submission to the City for acceptance.

AMI System Radio Licenses

The City requires the Respondent to secure on behalf of the City all radio licenses necessary to operate the AMI system on frequencies that will be sufficiently free of noise and interference so as to provide all proposed capabilities over the life of this system. The City will only accept systems that operate with primary or secondary radio licensing technology.

1. FCC licenses. Indicate what FCC or other regulatory agency licenses, if any, the system will require. Indicate the expected length of time to acquire such licenses. Indicate what problems can occur in the process of obtaining such licenses. Note if licenses must be acquired prior to the installation of the AMI system equipment. Note if licenses have a renewal period.
2. Obtaining licenses. Respondent must obtain all necessary licenses on behalf of the City. Licenses must be obtained and assigned radio frequencies verified as suitable for

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use with the AMI system before any AMI equipment may be installed. If the Respondent is unable to obtain the necessary licenses in a timely manner, the City reserves the right to cancel the contract and orders for all or part of the system, and receive a full refund from the Respondent of all amounts paid. The Respondent will be required to remove all installed AMI system equipment solely at their cost, including any AMI system equipment installed by the Vendor that cannot be operated due to the lack of a proper license.

AMI Control Unit

The AMI system will be operated from a Hosted or control unit(s), which will be a server(s). This unit(s) may be the same one used to manage all reading collection devices. It may be the same one used to control the AMI system installation. The unit(s) must have sufficient capacity to handle all of the City's meter readings, including future expansion capability as the City grows.

The Respondent must design, furnish, and install the configuration (including control computer/server, operating system, and any other components necessary to interface with the City's network) most suitable for its system and the City's application. The City's technology standards include Microsoft Windows operating system, Microsoft Office, Tyler Incode Version X, 3-5 year warranty and replacement. The system shall be upgradable as the City migrates to newer operating systems.

The combination of hardware and software needs to be robust, fault tolerant and with applications and data easily restored from back-up files.

The specifications for the unit(s) should include the following:

1. Operating system, memory, processor speed and hard drive requirements.
2. Indicate the estimated number of units of the various hardware items (computers, servers, printers, etc.) and software (operating system, communications, etc.) that will be furnished for the City to properly operate the AMI system. Number purchased will be dependent upon final system design, and must provide for full system hardware backup. Hosted options will be considered and pricing for hosting should be included.
3. The control unit(s) must be capable of residing as a node on the existing City data communications network.
4. The control computer(s) must be capable of operating in a normal office environment and be easily moveable. The system software and functions must be quickly and easily transferable to another computer/server in the event of failure on the primary control unit.
5. Warranty. Attach control computer warranty in Attachment A, Section 3.

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AMI System Software

Respondent must provide all software, including third party software such as data compression software, operating system, relational database management system, and database report generator, necessary for City staff to operate and manage the AMI system. This software must include interfaces to the City's customer information system (C I S) to enable transfer of meter readings, synchronization of databases, customer service functions, measures to protect data security, etc. Software must be provided with all licenses, and must be maintained by the AMI Respondent over the life of the system. The City will provide the record layout for its CIS and expects the Respondent to tailor an interface from its AMI system software to the CIS. The City IT staff will work closely with the Respondent to ensure that this is accomplished efficiently. However, the Respondent is solely responsible for ensuring that data from its system is being transferred properly to the City's CIS system. The software must be able to manage a minimum of 10,000 accounts and be expandable.

1. Modes of operation. Respondent to provide information on their system operating modes, including batch processing and single meter reading query processing. Describe the steps a system operator must perform to obtain meter readings for the meters at customers' premises. AMI software shall provide the user with reports of the current status and reading history of individual accounts and selectable groups of accounts. The software shall be able to sort and list accounts. The software shall be able to create user-defined account groups.
2. Interface to billing system – Tyler Incode Version X. The AMI system shall automatically provide data, corresponding to all the accounts in a billing cycle, meter reading route or other grouping presented to it, to the CIS, in a standard, nonproprietary format (e.g., comma separated value ASCII). Each record provided to the CIS shall contain at a minimum: account number, transmitter ID number and/or port number, billing cycle or route number, meter number, meter readings, error codes or flags, date and time for each meter reading, unable-to read code, and tamper indications. Indicate what information is required by the AMI system from the CIS so that the former may respond; indicate what information is provided to the meter reading database; describe record layout, including field length and format. Describe any steps an operator must perform to initiate or schedule this process.
3. Updating account data. Indicate arrangements for synchronizing data between the meter reading database and CIS.
4. Recovery/restart. Describe procedures to recover/restart the system in the event of an interruption or software freeze.
5. Multiple users. How many concurrent users can the system accommodate? What is the licensing arrangement for concurrent users?
6. User interface. Respondent must include menus, navigators and major screen shots in its proposals. Describe provisions and guidelines for customizing screens, menus and

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navigators. Indicate whether the user interface is a client that must be installed on each work station or is browser based.

7. User access. What provisions exist for data entry and editing by users? What restrictions are placed on such functions to ensure security and data integrity? The software shall include a security system, incorporating multiple levels of authorization and access to limit specific data, users, modules and/or specific tasks. The System Administrator must be able to modify the levels of security. Describe security features, logging and levels.
8. Meter reading database. The AMI system database shall contain at a minimum: account number, transmitter ID number and/or port number, billing cycle or route number, meter number, register number, customer number, meter readings, date and time for each meter reading. The meter reading database may contain additional fields. The interface between the two databases must work during the transition period where some of the reads will be coming from the AMI and the remainder from existing meter reading methods. The plan is to implement the AMI reads into the utility billing system based upon existing routes – one route at a time. The ability to run parallel billing is required. The Respondent shall provide a data dictionary for the underlying AMI data base so that the City can query the data via ODBC and generate data extractions and reports. The ability to create data views using tools built into the AMI software is a plus.
9. Capacity. Describe any capacity limitations on the number of accounts, number of readings per account, etc. for the configuration proposed. Describe any provisions for archiving additional data.
10. Back-up. Describe data back-up capabilities and procedures to ensure that system and consumption data is not corrupted or lost.
11. Client/user interface. The preferred solution for the user interface is browser based. However, if client software is required, then it shall run on Windows 7 (or latest service pack). Indicate the minimum hardware and software requirements for the client/user interface [RAM, CPU speed, OS, browser types and versions, etc.]. See discussion above regarding the City's preferences regarding the server side OS, etc.
12. Reports. Provide a list, with brief descriptions and screen shots or sample pages, of the standard reports provided for system and component performance; missing or late data; errors, anomalies and alarm conditions; data transfer, management and administration; analysis of consumption for individual customers or groups of customers; and other major report categories.
13. Traps for questionable readings. Describe any system capabilities to validate meter readings for reasonableness, unusually high or low readings, and potential meter rollovers.
14. Meter reading system performance assessment and diagnostic tools. Describe any tools available to assess the performance of the system and to diagnose problems; e.g., radio transmission strength/problems, battery life status, etc.
15. Support. Provide normal hours of operation and level of support on major US holidays.

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16. Software documentation. Documentation shall be provided with the software and shall include at a minimum: system overview, flow charts, file descriptions and record layouts, database structure diagrams, description of program function and logic, back-up and recovery procedures, operating procedures, screen layouts, data entry procedures, report descriptions, descriptions of all user options, and descriptions of all error messages.
17. Software license and warranty. All Respondent supplied software must be supplied with a license indicating the software's designer, owner and licensor, and detailing the terms and conditions, including annual cost of maintenance by the Respondent. Software license and warranty shall cover all patches and upgrades, including new versions, for the life of the system at no additional cost. Indicate how many workstations the software license will cover and the cost, if any, of additional workstation licenses. Indicate the length of the software license warranty.
18. Third-party software. Indicate third party software (operating system, database, report writer, etc.) specifically required to support Respondent's application. Indicate the warranty, licensing and support provisions for any such packages.
19. Interface with GIS. Indicate any provisions in the database for integration with the City's current version of GIS data related to meter or premises location.
20. The system software should provide statistical reports on the usage of the product. The system must incorporate detailed incident reporting and logging feature. Methods of monitoring system performance shall be included.
21. The software should provide a test environment for testing prior to placing changes into production. The software should enable simulation of operating with sample data before permanent changes are incorporated into the code or processes.
22. The System must be capable of complete on-line, real-time record creation, maintenance, reporting, and retention.
23. Data hosting. If data hosting is proposed, describe how this service will operate, what support is needed from the City, and the general benefits of such service. Computer and software components or hosted option must be able to readily provide at least the most recent 13 months of consumption data for analysis and customer service purposes. In addition, the system must be capable of storing/archiving up to 10 years of historical data, retrievable for data analysis purposes.
24. Warranties. Attached software warranties in Attachment A, Section 4.

Documentation

The City must be provided with all documentation needed to install, operate, and maintain the AMI system and all of its components. Documentation must serve both for training and reference, and must be kept up to date with any system or software upgrades or corrections.

1. System manuals. Respondent must provide manuals and customized written procedures sufficient for complete operation and maintenance – including installation, configuration, diagnostics and repair – of the system. Respondent must supply three

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- (3) complete hard- copy sets as well as three (3) copies on CD-ROM or portable drive in Word format prior to the start of the Project, which will be defined at the Pre-Deployment meeting.
 2. Third party software manuals. Respondent must provide at least two (2) sets of manuals for any third-party software or components incorporated in its system, both in hard copy and electronic copy on CD or DVD.
 3. Updates and revisions. Respondent must promptly inform the City of updates and revisions and provide replacement pages and digital copies whenever there are any revisions or additions to the manuals.
 4. Hosting Updates. If hosting is utilized, updates must be carried out by the host at no addition cost to the City. Notification to the City must occur no less than 10 days prior to its deployment. Any software patches needed shall be included in the notification.

Training

The City requires training of all appropriate staff sufficient to enable them to effectively operate and maintain the system. To be effective, the City requires that training curriculum be provided in advance, that training be accompanied by course workbooks and materials, that training be provided by experienced instructors, and that all training be accompanied by tests or hands-on evaluation to ensure City employees or agents have absorbed the content of the training. The City will designate one or more City employees that the Respondent will train on all aspects of the AML system and will become the lead trainer(s) for the City.

1. Prerequisite for training. Training must be sufficient to prepare the City staff to fully and completely administer and maintain the system without further reliance on Respondent staff beyond normal assistance covered by maintenance agreement. The City requires that training occur once the system is fully operational, with the exception of TU installation training, which is to occur prior to system installation.
2. Training on the AML system equipment. The Respondent must provide training to City staff on any and all AML system equipment, whether provided by the Respondent or purchased by the City (including the control computer and database) after it is installed, tested and accepted by the City. Training must use real data from the City's own system.
3. Location. All training shall be done at the City's offices and facilities in Stockbridge, Georgia, or in the field, at City specified hours.
4. Training curriculum. Respondent must provide thorough training in each of the following areas for the designated number of people:
 - a. All aspects of the AML system's operation, including obtaining reads and consumption data from the system, transferring reads and other information between the AML system and the CIS, creating performance reports, diagnosing potential problems with system components, changing or adding customer accounts/transmitters/meter registers/meters to the system; for a minimum of 10 City employees or agents for a minimum of 16 hours.

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- b. Meter reading database management, for a minimum of 5 City employees or agents for a minimum of 8 hours.
 - c. Field installation, for a minimum of 5 the employees or agents for a minimum of 4 hours.
 - d. Field diagnostics and maintenance, for a minimum of 5 City employees or agents for a minimum of 8 hours.
 - e. Application software administration, for a minimum of 5 City employees or agents for a minimum of 12 hours.
 - f. The City may add additional personnel to the initial training sessions noted above without incurring any additional training costs from the Respondent.

The Respondent must specify duration for each of these training sessions if different than what is noted above.

- 5. Training aids. User training will include detailed documentation and reference materials for each end-user. Respondent must provide trainees' workbooks, training aids (including software and video), and system technical manuals prior to or during the training session.
- 6. Supplemental training. Respondent must provide a schedule of costs for additional training beyond the initial training proposed contained in the Cost Proposal.
- 7. Restore equipment. Respondent must restore, repair or replace any City equipment damaged in training, and restore any hardware or software modified during training sessions.
- 8. Instructors. The Respondent must provide trained and experienced instructor(s), and ensure that they do not perform other duties during the training period that will interrupt instruction.
- 9. Testing. The Respondent must document subject proficiency for all City personnel that has been trained.
- 10. Evaluation. The Respondent must provide evaluation forms for each training session conducted to solicit feedback from participants regarding the training. At the City's sole discretion, training sessions that appear to be inadequate will be repeated at no additional cost to the City.

Support

The Respondent must provide on-site and telephone support as needed by the City over the estimated life of the system to ensure its proposed performance. As this support will be requested when software or equipment malfunctions, response must be rapid, accurate and efficient. Local, hands-on support for necessary repairs on warranty items is to be provided with a response time of 24 hours.

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1. Initial support period. Respondent must provide telephone and on-site support, as needed from the effective date of the AMI System contract until the date of final system acceptance at no additional cost to the City.
 2. Preventive maintenance provisions. Describe the Respondent's recommendations and requirements for AMI system preventative maintenance, back up, archiving, etc.
 3. Loaner equipment. The City intends to procure additional AMI system equipment, based on the recommendations of the Respondent to account for product failures or repairs. Given the critical nature of utility operations, the Respondent must make available loaner equipment in a timely manner to ensure continued, seamless utility operations of the meter reading, maintenance and billing functions affected by the AMI system. In the chart below, list the AMI system equipment that will be loaned to the City and the response time in which the City will receive the equipment. The costs of any loaner equipment may be included in the annual maintenance agreement. If loaner equipment is at additional cost to the City, indicate the estimated cost over the life of the system

Project Staffing

The success of this Project is critical to the operation of the City. Describe the organization structure that the Respondent will provide to support this project. Name the personnel that are planned to be assigned to the Project, their roles and responsibilities. Provide a list of project staff's experience in delivering projects of similar size and scope.

Deployment Plan

Prior to the Pre-Deployment meeting, the City in conjunction with the Respondent will develop a detailed deployment plan. Describe in general terms the process that the Respondent takes in deploying a project similar to the City's Project.

The City intends to conduct an initial deployment phase of approximately 50 accounts in a concentrated area of the City to test the AMI system and installation services policies, procedures and control systems. The Respondent must be an integral part of this initial phase of work. The entire cost of the Respondent for participating in the initial phase shall be included in the Cost Proposal developed for this RFP.

Quality Control

The City is expecting the Respondent to design and furnish an AMI system that has an estimated operating life of 20 years requiring some repair, maintenance and replacement due to design, materials, and workmanship failures. Describe the quality control policies and procedures that the Respondent has adopted to ensure quality system design, manufacturing, component sourcing, installation and any other aspect that affect the serviceability and useful life of the equipment and software that will be furnished for the Project.

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Project Administration

The Respondent will be required to participate in various on-site meetings from time to time, issue reports, establish and amend delivery schedules and other routine items to administer the Project. Please describe the general plan that the Respondent will follow regarding project administration issues.

System Performance Warranty

The City expects the Respondent to design and provide an AMI and metering system that reliably and accurately transmits the reading on the water meter along with other information contained in that transmission. The Respondent must warrant that the system will achieve a minimum 98.5% reading rate in a three (3) day window, by comparing the number of actual reads received versus the number of reading attempts made at any time reading activity is performed, when the transmitter is installed and the reading equipment is operated and maintained according to the Respondent's instructions. Propose the Respondent's plan for addressing equipment failures that result in a reading rate of less than 98.5%. Describe the support that is expected from the City to assist the Respondent in addressing such failures.

1. Product failure. List the types of failures that the Respondent considers beyond their reasonable control.

Installation Process and Data Management

The City requires a clear and detailed process for managing equipment inventory data (e.g., account information, old register information, new register information, etc.) during system deployment. Describe the step-by-step process used for meter register and transmitter installations at existing meter locations, and all equipment (e.g., handheld devices) required to complete such installations, including the importing of this information into the City's billing system. Note if equipment used for installation is different than (i.e., additional to) that used during ongoing operation of the system.

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Installation

This includes installation of the meters, registers and AMI transmitter unit equipment, project management and control by the Successful Respondent's Subcontractor to ensure that all equipment is installed properly and all information about the system is correct, and field inspection of installers' work to ensure that it is performed properly. Contractor will follow the City's Standard Operating Procedure on meter change outs for each service.

1. Project duration. Project duration shall be nine (9) months from the date of Notice to Proceed.
2. Installation sequence. Successful Respondent's Subcontractor shall conduct installations in sequence to be determined by the City in discussion with Successful Respondent's Subcontractor. The City and Successful Respondent's Subcontractor shall establish an overall schedule for installation of the entire project. On the first workday of each week, Successful Respondent's Subcontractor will provide the City an updated schedule of where work is planned for the next 3 weeks.
3. Work hours. No work shall be done between 6:00 pm and 7:00 am except where required or authorized by the City. No work shall be done on Sundays and legal holidays. Legal holidays shall be defined as those holidays annually observed by the City. Exceptions may only be authorized by the City.
4. 24-hour customer access. Successful Respondent's Subcontractor must respond to calls from customers or the City concerning leaks, loss of service and other problems associated with installations on a 24-hour per day basis. Successful Respondent's Subcontractor must respond within one (1) hour of receiving the call and mobilize to correct any problems within three (3) hours of receiving the call.
5. City Project Manager. The City will designate an employee or agent who will manage the project on behalf of the City. The function of this Project Manager is to coordinate with the Successful Respondent's Subcontractor and ensure compliance by the Successful Respondent's Subcontractor with the specifications. The designation of a Project Manager shall not relieve the Successful Respondent's Subcontractor of its full responsibility to comply with the terms of the Contract and/or all plans and specifications.
6. Installation acceptance. Each Installation will be accepted by the City conditioned upon (1) electronic submission of a list of completed installations containing for that installation the premise identification number, address, old and new meter ID numbers, old (ending) and new (beginning) meter readings, transmitter ID number, location of meter and transmitter, Successful Respondent's Subcontractor's name, Successful Respondent's Subcontractor's inspector's name, and all other information relevant to the installation; (2) satisfactory inspection by the City; and (3) successful capture of a confirming meter reading or sequence of meter readings from that meter and

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transmitter by the City operating the AMI system in a normal way. Electronic submissions shall be in a format such (example: Excel or CSV file type) that is acceptable by the City.

7. Automated project control system. The Successful Respondent's Subcontractor shall utilize an automated installation information management process, so that little or no information has to be captured or entered manually. The system shall have a redundant backup process, so that all information is preserved in the event of a breakdown in the primary system. The system should enable the correction of any incorrect information pertaining to meter or service size, meter type, meter location, address, etc. Respondent shall describe in detail its project control system in the proposal.
8. No solicitation. The Successful Respondent and its Subcontractor and agents shall not solicit business from the City's water customers while engaged on any contract associated with this project.
9. Successful Respondent's Subcontractor staff requirements.

Contract Manager. Each contractor shall designate a Contract Manager who is a direct employee of the selected firm for the duration of the contract, and who shall have the authority to handle and resolve any disputes or contract issues with the City. The City is seeking a sole point of contact for the entire project that will have direct oversight over all elements to include installation. Please indicate the percentage of the Contract Manager's time that will be dedicated to this project on site.

 - a. Installation manager. Successful Respondent's Subcontractor shall designate an Installation Manager, who shall be responsible for managing the entire installation project on a day-to-day basis on behalf of the Successful Respondent's Subcontractor and for seeing that all installations are carried out in a professional manner and in compliance with the procedures required by the Respondent/manufacture, the City, and all other applicable local, state and federal regulations. The Installation Manager shall be on site continuously throughout the duration of the project, except for holidays and vacations, during which the Successful Respondent's Subcontractor shall provide a qualified substitute. The Installation Manager shall be experienced in supervising meter installation contracts, and familiar with applicable regulations and safe and proper installation procedures. The City shall approve the Installation Manager or a change in the Installation Manager.
 - b. Installers. All AMI installations, retrofitting AMI-compatible registers on meters of any size, and meter change-outs must be performed by Successful Respondent's Subcontractor's employees or subcontractors who are properly trained and experienced.
 - c. Uniforms and identification. Successful Respondent's Subcontractor's field personnel shall wear easily recognizable uniforms containing the Successful Respondent's Subcontractor's name, as well as prominently displayed picture identification badges containing Successful Respondent's Subcontractor's name, employee name, and employee picture.

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10. Items to be supplied by Successful Respondent's Subcontractor

- a. General. Successful Respondent's Subcontractor shall supply the following components and aspects of installation: overall project management; training and direct supervision of installers; appointment scheduling; large meter vault refurbishment/replacement; problem solving and complaint handling; inspection, testing and quality control.
- b. Tools and materials. The Successful Respondent's Subcontractor shall furnish all supplies, materials, tools and equipment necessary for the successful and timely completion of all meter and AMI installations under this contract as specified herein.
- c. Meter box lids. The AMI system shall be configured to obtain the maximum signal strength from transmitters installed in meter pits or vaults. Under no circumstance will a meter pit or vault be left uncovered and unsupervised. Lids currently have touch read pit lid adapters and radio transmitters limited retrofitting is anticipated.
 - i. The City Lids may be replaced, drilled or left alone, depending on Respondent's determination of what is required to ensure maximum signal output from transmitters installed in meter pits.
 - ii. Should a meter box lid need to be replaced, Respondent must ensure that the new lid/box matches for a secure fit. Notification of the City project manager is required prior to replacement, and a per each price established for this work.
 - iii. Vehicles. Successful Respondent's Subcontractor shall be responsible for all vehicles it uses on the project. Successful Respondent's Subcontractor shall provide service vehicles on site stocked with common fittings and supplies needed for normal service restoration and/or replacement. Successful Respondent's Subcontractor's vehicles, including private vehicles used for the work, shall have the company logo displayed on both sides of the vehicle. Any employee of the Successful Respondent's Subcontractor or its subcontractors that drives a vehicle in connection with this project must have a valid driver's license for the class of vehicle being driven.
- d. Parking. The City desires that Successful Respondent's Subcontractor deploy vehicles to minimize parking problems and avoid blocking any streets. Successful Respondent's Subcontractor shall be responsible for all parking violations.
- e. Traffic Control. Respondent is responsible for all traffic control and traffic control devices such as signage, barricades, cones, etc. Traffic control and devices shall conform to the current MUTCD standard for work zones.
- f. Safety. Respondent is responsible for providing a safe work environment to its employees and sub-contractors preferably in accordance with OSHA standards.

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- g. Utility Locates. Respondent is responsible for obtaining utility locates to identify utilities in the area of any excavation. Utilities shall be treated as required by the Georgia Safe Dig Laws. Utility locates may be obtained by calling 811.
 - h. Landscaping. Respondent is responsible, at the respondents cost, for replacing or repair of any grass or landscaping that it may have removed or caused damage to. Respondent shall ensure that grass and/or landscaping is established and healthy.
 - i. Field communications. The City requires that the Successful Respondent's Subcontractor's installers, plumbers, inspectors and supervisory personnel be equipped with cellular phones or radios so that problems or questions can be addressed immediately and that the Installation Manager can be contacted if needed.
 - j. Meter salvage. The Successful Respondent will be responsible for delivering used meters to the City. The City will designate a reasonable location on its premises for the used meters. The contractor may submit a reimbursement bid for the used meters. The City reserves the decision
11. Account data and installation scheduling
- a. Account data file. Prior to the start of the installations, the Project Manager will provide the Successful Respondent's Subcontractor with an electronic file containing the information necessary for meter/AMI installation. For each meter, the data file will indicate the account number, meter reading route number, meter size, identification number, and the meter location address that may be listed on the account. Additional information may be available upon written request to the City.
 - b. Customer notification. At least two weeks prior to the commencement of installations on a particular route, the Respondent shall send written notices (letters, post cards, door hangers, etc.) to the customers on that route indicating the approximate time when installations will occur and requesting that customers call the Successful Respondent's Subcontractor for appointments if the meter is not readily accessible or if the customer has special needs regarding the momentary disruption of water service. The City will be responsible for mass media publicity and general notices to customers (e.g. bill stuffers)
 - c. Appointment scheduling. Successful Respondent's Subcontractor shall be responsible for scheduling and handling all installation appointments. Whenever possible, Successful Respondent's Subcontractor shall notify customers of any changes in schedule at least one day in advance of the original appointment.
 - d. Non-accessible meter. In the event a meter is obstructed or is not accessible, the Successful Respondent's Subcontractor will make no less than two attempts at any reasonable time to contact the customer to gain access to the meter. These attempts must be documented. After two documented attempts to change the meter, Installation Manager may request the City's Project Manager to

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schedule the meter change-out. The Successful Respondent's Subcontractor shall only be paid for completed installations and is expected to provide all reasonable support in resolving installs that are difficult to schedule. Successful Respondent's Subcontractor will be responsible for installation if the City secures an appointment within 2-weeks of receiving written or electronic notice from Successful Respondent's Subcontractor

12. Installation Procedures

- a. Procedures approval. The Successful Respondent's Subcontractor shall propose detailed scheduling and installation procedures to the City for approval prior to scheduling or commencing installations. The procedures shall be designed to optimize the work of the Installers, the City inspectors and all other staff working on the project.
- b. Acceptance testing. Prior to the commencement of full-scale installation, but after Vendor shall have installed the AMI system control computer and a sufficient quantity of data collection units, Successful Respondent's Subcontractor shall install the meters and meter reading equipment on a mutually agreed upon number of meter reading routes, following the Successful Respondent's Subcontractor proposed procedures. During this test and a period not longer than seven (7) business days following it, the City and the Successful Respondent's Subcontractor shall evaluate the procedures for meter and transmitter installation, data transfer to the City's billing system, meter reading over the system, installation data management and project control, and problem resolution, to ensure they are working and effective. The City may require Successful Respondent to modify any procedures that it deems are deficient or ineffective. No work will be started on other routes until the AMI system equipment is determined to be working to performance requirements on the test routes, the project control procedures and systems are determined to be performing accurate, and the installation procedures have been approved by the City.

The City's IT staff will be available to provide assistance in the development and testing of data transfer procedures during installation and to establish operational transfers.

- c. Work order processing. Successful Respondent shall be responsible for ensuring that all data transferred to and from the City's information systems is properly working before commencing any installations.
- d. Work order data. The Installation Manager will provide work orders to Successful Respondent's Subcontractor. Each work order will include at a minimum, the customer's address and meter identification number. Additional information may be available upon written request to the City. The City desires that all work orders be electronic.
- e. Site conditions. Before, or at the time of installation, the Successful Respondent's Subcontractor shall inspect the existing water meter setting,

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including piping and shut-off valves. If the Successful Respondent's Subcontractor determines that conditions are such that damage to the existing piping would result, the Installation Manager shall so inform the City, shall not attempt the installation until the site is inspected by an authorized City representative, and shall postpone installation at that site until the Project Manager authorizes the Successful Respondent's Subcontractor to proceed with the work

- f. Location of meters. The City personnel will be available to assist in locating meters in the field.
- g. Geo-positioning coordinates. For each meter installed in an outdoor pit, box or vault, Successful Respondent or his Subcontractor shall capture GPS positioning of all meters using a positioning device. GPS data shall be to an accuracy of + - 3 meters. Describe how Respondent intends to provide GPS data for each meter.
- h. Digital photographs. The City requires that digital photographs be taken before and after installation to provide documentation of problematic pre-existing site conditions. Problematic site conditions are defined as any condition that the Contractor believes requires some repair or City investigation before installation should proceed. Examples of problematic conditions are described in j. (Repairs), m. (Old Piping), q. (Plumbing Irregularities), and s. (Service Line Damage). The photo should have an accurate date and time stamp and the file name of the photo shall include the applicable register number. Digital photographs should be available to the City in a database searchable by address, premises identification number, and meter number or account number.
- i. Old meter reading disputes. Successful Respondent's Subcontractor shall provide procedures for ensuring that any dial meter is read properly and for providing evidence of the reading in the case of any customer disputes. Evidence of the reading is required at a minimum for any meter that fails a high/low audit check, or for any meter that shows any signs of a defect. The City suggests that evidence be in the form of a digital photo clearly showing the register face.
- j. Repairs. At its option, the City may authorize the Successful Respondent's Subcontractor to make any necessary repairs to service lines or piping at City's expense, order the customer to make such repairs, or undertake such repairs itself. If the City elects to assume responsibility for repairs, it will make the repairs within 30 days of notification by the Successful Respondent. Successful Respondent shall not anticipate returning to any site requiring a repair in less time. The City will notify the Successful Respondent when repairs are complete.
- k. Old piping. Only when old piping is leaking or deteriorated to a point that damage to it could reasonably be expected by changing the meter will poor piping be accepted as a reason for not replacing the meter during the installation period. Unless the City's Project Manager permanently remands the particular installation to the City, Successful Respondent's Subcontractor is still required to

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install the meter and AMI equipment after the piping has been repaired or replaced at any time during the installation period.

- l. Meter replacement. Successful Respondent's Subcontractor shall ensure he is at the correct location and meter, and check for running water prior to commencing meter change-out. If water is running, Installer must notify the customer before commencing meter change-out. Successful Respondent's Subcontractor shall then replace the meter, using new rubber gaskets or washers. Any other gaskets or washers will not be allowed unless authorized by the City's Project Manager. Successful Respondent's Subcontractor shall put plastic caps on the inlet and outlet of the old meter and handle meter with care in the event of post-removal testing. All conversion bushings or other hardware necessary to install the new water meter in the customer's existing meter setup must be furnished by the Successful Respondent or Subcontractor.
- m. Strainers. If the meter to be replaced has a strainer, Successful Respondent's Subcontractor shall be responsible for replacing the strainer along with the meter, unless conditions prevent such replacement. Successful Respondent's Subcontractor shall otherwise be responsible for repairing or cleaning the strainer to ensure that is in good working order and will not adversely affect meter performance.
- n. Verifying service working. Successful Respondent's Subcontractor shall flush water line after installing a new meter to ensure air, debris, and turbid water is removed, that the meter is registering properly and verify service restoration to the entire premise.
- o. Valves. If Successful Respondent's Subcontractor cannot shut off water using the valve at the meter (details must be documented on a work order), Successful Respondent's Subcontractor shall have the option of closing the corporation stop, however, it must notify City's on-site inspector immediately before doing this. If the shut-off valve at the meter is inoperable, Successful Respondent's Subcontractor shall immediately notify the City's on-site inspector to arrange for repair. Successful Respondent's Subcontractor may not use a crimping tool to stop the flow of water. Successful Respondent's Subcontractor may use a non-Freon freezing tool.
- p. Plumbing irregularities. The Successful Respondent's Subcontractor shall report to the Project Manager, prior to the installation of a meter, any meter and/or plumbing irregularities including but not limited to meters installed backwards, registers are disconnected from meters, taps are located before a meter, there are unmetered connections of a customer's plumbing to a service lateral, fire pipe or water main or any other violations of the City's Regulations. The Successful Respondent's Subcontractor shall not proceed with the installation of a meter until the City's Project Manager has authorized such installation.
- q. Dirt or water around meter. Successful Respondent's Subcontractor shall be responsible for removing and properly disposing of any reasonable amount of dirt needed to access a meter in a meter pit or vault. Dirt shall be removed only

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as necessary to prevent dirt from entering the line during the installation. If a water meter box or vault is flooded so that the meter is fully or partially submerged, the Installer must pump out the box before changing the meter. The Installer must ensure that the water service is not in any way contaminated, even intermittently, by standing water in the meter vault or box. All waste resulting from cleaning the meter pit as well as replacing the ring and lid must be cleaned up and hauled off by the Successful Respondent's Subcontractor and disposed of in a legal manner. The existing ring and lid, if replaced, shall be disposed of by the Successful Respondent's Subcontractor.

- r. City's Service line damage. The Successful Respondent's Subcontractor shall be responsible for the repair of any service lines it damages at its sole cost and expense, unless Installation Manager has reported (prior to commencement of installation) a condition of antiquated or inferior plumbing to the Project Manager and the Project Manager has authorized the Successful Respondent's Subcontractor to proceed with the work. In the event a service line fails during the installation procedure, the Successful Respondent's Subcontractor will notify the City's on-site inspector, who shall arrange for the repair by City. Reasonable direct labor and material costs for such repair will be deducted from Subcontractor's invoices for repair of service lines unless City's Project Manager authorized Subcontractor to proceed with the work.
- s. Returned work orders. Returned work orders shall include: meter size and meter type, verification or correction of existing meter and account information, old meter serial number, final reading on old meter, new meter number, new meter register number, premises identification number, Transmitter ID number, reading on new meter register, date and time of installation, name of installer, notice of any problems encountered or repairs made. All information requested on the work order must be completely filled out for the installation to be considered complete and eligible for payment. An electronic copy of all the work order information must be provided to the City's Project Manager on a daily basis.

13. Quality Control

- a. The Successful Respondent shall describe its quality control program for its installation crews, including the parameters and the numbers or percentages of installations to be inspected, minimum acceptable performance and provisions for dealing with unacceptable performance.
- b. Response to complaints. Should the Installation Contractor receive a call or complaint from a customer or the City regarding installation, the Installation Contractor shall immediately log the call, including caller's name, address, account number if available, date and time of call, nature of problem and the action taken. Copies of all call logs shall be forwarded to the City's manager.
- c. Improper installations. The Installation Contractor shall be responsible for replacing any meter, transmitter or appurtenances improperly set by its Installer. The Installation Contractor shall correct any damage to couplings, threads, unions or meters by use of improper tools or cross threading by an Installer.

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- d. Leaks after installation. Installation Contractor shall be responsible for correcting any leaks at the valves, couplings or service lines that could reasonably be attributed to the meter installation if reported by the City or customers within 45 days of installation.
- e. Regular meetings with the City. Contract Manager shall meet with City personnel periodically and not less than monthly to update them on progress against the installation schedule.

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Attachment A

**Attachment A – Warranties (Respondents to supply the following
warranties with the section headers)**

Section 1 – Transmitters (including batteries)

Section 2 – Mobile Radio Interrogators and Data Collectors (Fixed Network)

Section 3 – Control Computer

Section 4 – AMI System

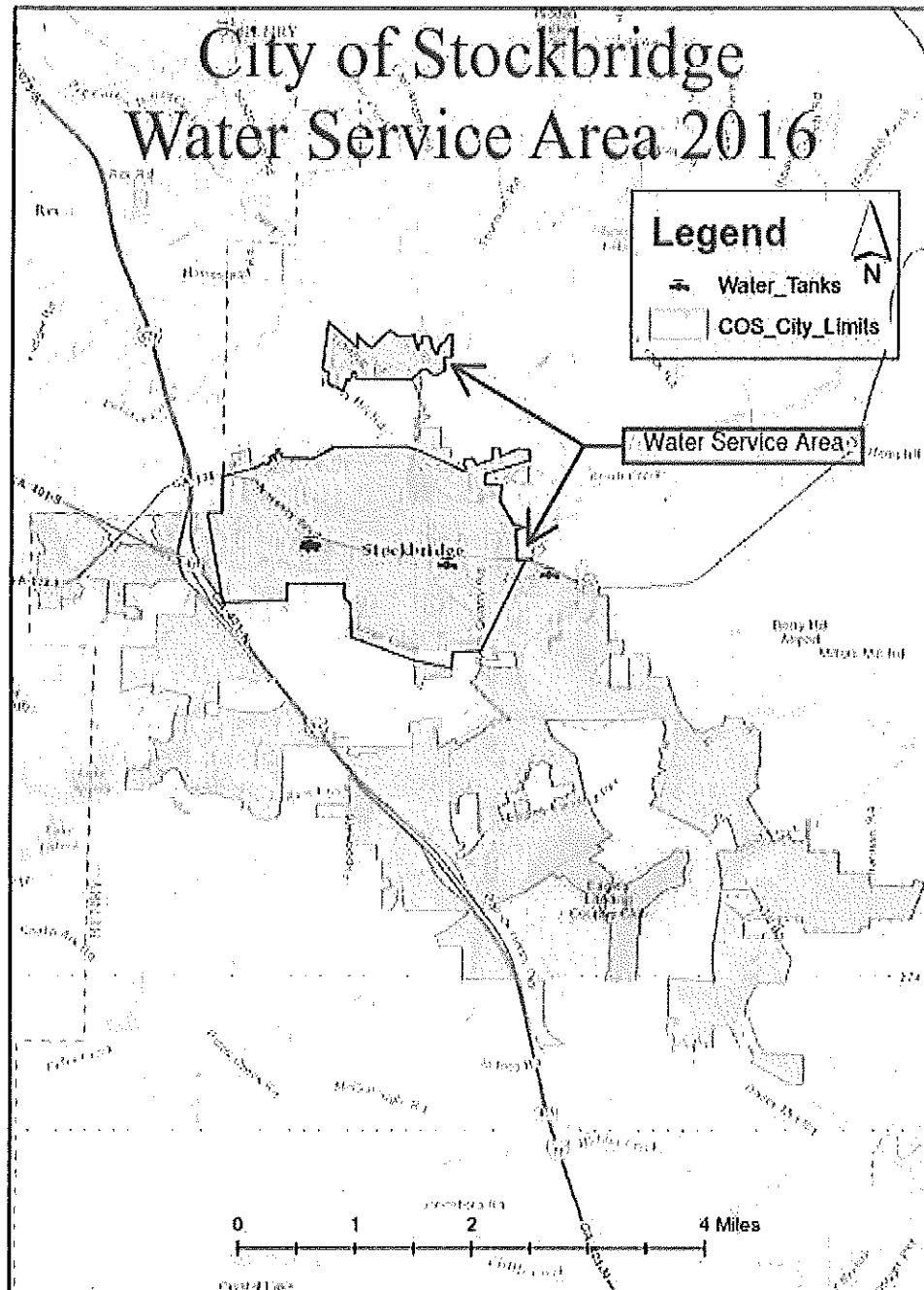
Software Section 5 – Overall

System Section 6 – Other

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Attachment B

Attachment B – City Service Area Map



CITY OF STOCKBRIDGE CODE OF CONDUCT

Council Member Conduct with One Another

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the city of Stockbridge. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

In Public Meetings

1. Practice Civility and Decorum in Discussions and Debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council members shall preserve order and decorum during council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or this Code of Conduct. Council members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

2. Honor the Role of the Mayor in Maintaining Order. It is the responsibility of the Mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Presiding Officer to focus discussion on current agenda items. If there is a disagreement about the agenda or the Presiding Officer's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.

3. Avoid Personal Comments that Could Offend other Council Members. If a council member is personally offended by remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used. The right of a council member to address the council on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned or impugned. The Mayor will maintain control of this discussion.

4. Demonstrate Effective Problem Solving Approaches. Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

5. **Code of Ethics.** In addition to the requirements of the City's Ethics Ordinance, Council members shall conduct themselves so as to bring credit upon the city as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the city as a whole. Council members should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen without regard to race, national origin, sex, social station, or economic position.

In Private Encounters

1. **Continue Respectful Behavior in Private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

2. **Be Aware of the Insecurity (Non Confidentiality) of Written Notes, Voicemail, and Email.** Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others? Written notes, voicemail messages and Email should be treated as potentially "public" communication!

3. **Even Private Conversations can have Public Presence.** Elected officials are always on display — their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.

4. Quick Tips:

- a. Preserve dignity and self-respect.
- b. Listen for the message even if you don't agree with it.
- c. Respect others as they are.
- d. Express your independent perspective.
- e. Participate intelligently.
- f. Be willing to delegate and let others make decisions.
- g. Lead from the front of the parade.
- h. Control all you should not all you can.
- i. Use few words after much thought rather than many words after little thought.
- j. Seek to create change and overcome the influence of conventional wisdom.
- k. Recognize when you need outside experts.
- l. Recognize the efforts of others.
- m. Continuously pursue excellence.

Council Member Conduct with City Staff

Governance of the city of Stockbridge relies on the cooperative efforts of all council members, who set policy, and city staff who implement and administer the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. Treat all Staff as Professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

2. Direct Administrative and Operational Questions to City Management. Questions of city staff and/or requests for additional information that would be of interest to all councilors should be directed to the City Manager or designee. The City Manager should be copied on any request. Materials supplied to a council member in response to a request will be made available to all members of the council so that all have equal access to information.

3. When Possible, Keep Communication with City Staff Short, to the Point and at the Best Possible Time. Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff who are in meetings, on the phone, or engrossed in performing their job functions.

4. Never Publicly Criticize an Individual Employee. Council members should refrain from expressing concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

5. Do Not Get Involved in Administrative Functions. Council members shall not attempt to unethically influence or coerce the City Manager or department heads concerning either their actions or recommendations to council about personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of city licenses and permits.

6. Check with City Staff on Correspondence Before Taking Action. Before sending correspondence, council members should check with the City Manager to see if an official city response has already been sent or is in progress.

7. Do not Attend City Staff Meetings Unless Requested by Staff. Even if the council member does not say anything, the council member's presence implies support, or may show partiality, intimidate staff, and hamper staffs ability to do their job objectively.

8. Legal Advice. Before requesting research or other action by the City Attorney, Council members are encouraged to consider consulting with the City Manager or obtain the concurrence

of Council to ascertain whether the request or action can be accomplished more cost-effectively by alternative means.

Council Member Conduct with the Public

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

In Public Meetings

1. Be Welcoming to Speakers and Treat Them with Care and Gentleness. Because personal concerns are often the issue of those who come to present to the council, council members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.

2. Give the Appearance of Active Listening. It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

3. Ask for Clarification, But Avoid Debate and Argument With the Public. Only the Chair (and not individual council members) may interrupt a speaker during a presentation. However, a council member may ask the Mayor for a "point of order" if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing. If speakers become flustered or defensive by council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council member's personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing.

4. No Personal Attacks of any Kind, Under any Circumstances. Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

In Unofficial Meetings

1. Make no Promises on Behalf of the Council or Staff. It is inappropriate to overtly or implicitly promise council action, or to promise city staff will do something specific (i.e. fix a pothole, replace flowers, fix a leak, etc.) When approached by the public to correct a situation, council members should refer them to the City Manager.

2. Speak with One Voice. Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to council action. Objectively present the council's collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the council wanted "y" so that's what we will be doing." Explaining council decisions, without giving your personal criticism of the council's actions, will serve to strengthen the community's image of the city council.

3. Make no Personal Comments About Other Council Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other council members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members. It is a serious and continuous responsibility.

The Stockbridge Council Principles of Proper Conduct:

- Keep promises
- Be dependable
- Build a solid reputation
- Participate and be available
- Demonstrate patience
- Show empathy
- Hold onto ethical principles under stress
- Listen attentively
- Study thoroughly
- Keep integrity intact
- Overcome discouragement
- Go above and beyond, time and time again
- Model a professional manner
- Respect one another as individuals
- Respect validity of different opinions
- Respect the democratic process
- Respect the community we serve.