



Where Community Connects

STOCKBRIDGE CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem Alphonso Thomas

Councilwoman LaKeisha Gantt

Councilman Elton Alexander

Councilwoman Yolanda Barber

Councilman John Blount

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
January 28, 2020 6:00 PM**



Stockbridge City Hall

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

TUESDAY, JANUARY 28, 2020 6:00 PM

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Alphonso Thomas

Councilwoman LaKeisha Gantt
Councilman Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount

Administration

Randy Knighton, City Manager
Camilla Moore, Asst. City
Mgr./Community Dev. Director
Vanessa Holiday, City Clerk
Michael Williams, City Attorney
Randi Rainey, Deputy City Clerk

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

REVIEW OF THE MINUTES FOR THE FOLLOWING MEETINGS: 1/13/2020 and 1/13/2020 at 4:00PM

- 1 Draft SCM Minutes of January 13, 2020 at 4PM
- 2 Draft Minutes of January 13, 2020

PUBLIC COMMENTS

PRESENTATION

- 3 Henry County Schools Update - Presented by: Dr. Elizabeth Davis-Superintendent of HC Schools

OLD BUSINESS

- 4 Council Consideration to Revisit/Earmark certain line items of the FY2020 Operating Budget - Presented by: Mayor Pro Tem Alphonso Thomas

NEW BUSINESS

- 5 Council Consideration to approve the Wastewater Treatment Plant Replacement Project in the amount of \$210,877.29 - Presented by: Decius Aaron, Brad Holtsinger
- 6 Council Consideration to approve the Burke St. Sanitary Sewer Main Evaluation by Cater & Sloope in the amount of \$29,300.00 - Presented by: Decius Aaron, Brad Holtsinger
- 7 Council Consideration to approve the FY2020 LMIG (Local Maintenance & Improvement Grant) list - Presented by: Decius Aaron
- 8 Council Consideration to approve the City's Health & Wellness agreement with Corporate Health Partners in the amount of \$33,000.00 - Presented by: Renee Wheeler
- 9 Council Consideration to approve the City's Worker's Compensation Policy with Key Risk in the amount of \$126,903.00 - Presented by: Renee Wheeler
- 10 Council Consideration to approve the City's Personnel Handbook updates: 1. Information Technology 2. Cell Phone Usage Policy - Presented by: Renee Wheeler
- 11 Council Consideration to appoint members to the Pension Committee consisting of the City Clerk, City Manager, HR Manager, City Treasurer and Mayor - Presented by: Renee Wheeler
- 12 Council Consideration to ratify the Georgia Power Lighting Agreement for the Amphitheater in the amount of \$108,837.00 - Presented by: Randy Knighton
- 13 Council Consideration to ratify the Piedmont Geotechnical Consultants Agreement for Services in the amount of \$25,620.00 - Presented by: Randy Knighton
- 14 Council Consideration to approve City of Stockbridge Surplus list - Presented by: Lindell Miller, John Wiggins
- 15 Council Consideration to approve the City's Contract Renewal or Extension for Printing Marketing Services with Curtis 100 through January 19, 2021 in the amount of \$50,000.00 - Presented by: Lindell Miller, John Wiggins
- 16 Council Consideration to approve the City's Contract Renewal or Extension for Citywide Furniture with Hon Company, LLC through December 31, 2020 in the amount of \$30,000.00 - Presented by: Lindell Miller, John Wiggins

- 17 Council Consideration to approve the City's Contract Renewal or Extension for Tank Maintenance with American Tank Maintenance, LLC through December 31, 2020 in the amount of \$60,419.00 - Presented by: Lindell Miller, John Wiggins
- 18 Council Consideration to approve Resolution for Henry County Partners in Education and the City of Stockbridge - Presented by: Councilwoman LaKeisha Gantt
- 19 Council Consideration to approve use of the Ted Strickland Community Center for a Scouts activity - Presented by: Mayor Pro Tem Alphonso Thomas
- 20 Council Consideration to appoint members to Youth Council Advisory Committee - Presented by: Vanessa Holiday

DISCUSSION

- 21 Towing & Wrecker Services and On-Street Parking Ordinance

CITY MANAGER'S COMMENTS (Randy Knighton)

CITY CLERK'S COMMENTS (Vanessa Holiday)

COMMENTS FROM THE CITY COUNCIL

MAYOR'S COMMENTS (Mayor Anthony Ford)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ADJOURNMENT



SUMMARY MINUTES SPECIAL CALLED COUNCIL MEETING

MONDAY JANUARY 13, 2020 4:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Councilman Elton Alexander
Councilwoman Yolanda Barber
Mayor Pro Tem John Blount
Councilwoman LaKeisha Gantt
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Camilla Moore Asst. City Mgr./
Community Dev. Director
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by Mayor Ford.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present except Councilwoman Gantt.

Mayor Pro Tem Blount motioned to adopt the Agenda; second by Councilman Thomas. The motion passed 4-0.

New Business

1. Executive Session – Personnel

Councilman Alexander motioned to convene Executive Session for Personnel; second by Mayor Pro Tem Blount. The motion passed 4-0.

Councilwoman Gantt joined the meeting during Executive Session at 4:20 p.m.
Councilwoman Gantt exited the meeting at 4:55 p.m.

Mayor Pro Tem Blount motion to adjourn Executive Session; second by Councilman Thomas. The motion passed 3-0. (Alexander was not present for the vote).

Mayor Pro Tem Blount motioned to reconvene the Special Called Meeting: second by Councilman Thomas. The motion passed 3-0. (Councilman Alexander was not present for the vote)

Mayor Pro Tem Blount motioned to adjourn the meeting; second by Councilman Thomas. The motion passed 3-0. (Councilman Alexander was not present for the vote).

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor



Where Community Connects

SUMMARY MINUTES COUNCIL MEETING

MONDAY, JANUARY 13, 2020 6:00 P.M.

Mayor & City Council

**Mayor Anthony S. Ford
Councilman Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilman Alphonso Thomas**

Administration

**Randy Knighton, City Manager
Camilla Moore Asst. City Mgr./
Community Dev. Director
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by the City's Chaplain, Pastor Terrence Gattis.

Pledge of Allegiance was recited in unison.

Judge Matthew McCord administered the Oath of Office to the newly elected officials: Elton Alexander, Yolanda Barber and John Blount.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present.

Mayor Pro Tem Blount motioned to amend the Agenda to add Item #4 – Use of the MMCC; second by Councilwoman Gantt. The motion passed 4-0-1 (Barber abstained).

Councilwoman Gantt motioned to adopt the Minutes for the following meetings: 11/11/2019, 11/12/2019, 11/26/2019, 12/9/2019, 12/12/2019; second by Mayor Pro Tem Blount. The motion passed 4-0-1 (Barber abstained).

Organizational Appointments

Appointment of Municipal Court Judge

Councilwoman Gantt motioned to appoint Matthew McCord as the Municipal Court Judge; second by Councilman Alexander. The motion passed 5-0.

Mayor Ford issued the Oath of Office to Judge Matthew McCord.

Judge Matthew McCord thanked the Mayor & Council and noted the country needs to come together for the betterment of the nation.

Appointment of City Attorney

Councilwoman Gantt motioned to appoint Michael Williams; second by Councilman Thomas. The motion passed 3-2 (Alexander and Barber opposed).

Council Selection of Mayor Pro Tem

Mayor Pro Tem Blount motioned to appoint Alphonso Thomas; second by Councilwoman Gantt. 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.

Mr. Bruce Smith, Sr. stated this is the first time in a long time that a Council is being seated without controversy; noted the fresh start and a new way of getting things done for the City; referenced investors who are interested in doing business in Stockbridge; wants the City to be on one accord and not holding any grudges; wants the City to address policing and districts; thanked the Mayor & Council for their service, hopes all is in the past to allow the City to move forward.

Mayor Ford referenced a proclamation issued to J Lee Coley for Human Trafficking Awareness and a proclamation for Martin Luther King, Jr. Day to Mayor Pro Tem Thomas for his African American Heritage Celebration efforts and also to Councilman Alexander for his *Day On* and not a *Day Off* efforts with beautification efforts over the weekend.

NEW BUSINESS – PUBLIC HEARING

3. Council Consideration to approve the Annual 2019-2024 (STWP) Short-Term Work Program & (CIE) Capital Improvement Element Update for transmission to the (ARC) Atlanta Regional Commission. Presented by Camilla Moore – Community Development Director Ms. Moore noted staff is requesting approval and adoption of a Resolution to transmit the STWP/CIE to the DCA (Department of Community Affairs) and the ARC (Atlanta Regional Commission). Ms. Moore noted there were a couple of changes to pg. 2 Item #5, pg. 3 Item #2 and pg. 5 with the Burke Street Streetscape to be included in the next update.

Public Hearing Opened

No Speakers in Favor No Speakers Opposed

Public Hearing Closed

Councilman Alexander motioned to approve with corrections to pg. 2 Item 5, pg. 3 Item 2 and pg. 5, Burke Street Streetscape to be included in the next update; second by Councilwoman Gantt. The motion passed 4-0-1 (Barber abstained).

4. Council Consideration to approve use of the Merle Manders Conference Center for the 2020 Bingo Bash Initiative.
Presented by Councilman Blount
Councilman Blount noted the monthly Senior Bingo Bash that is held at the Ted Strickland Community Center has outgrown the space and is requesting to move to the Merle Manders Conference Center.

Mayor Pro Tem Thomas recommended amending the policy to allow all Councilmembers to utilize it. Councilwoman Gantt expressed to leave the policy as is and allow Councilmembers to come before Council for exceptions. Mayor Pro Tem Thomas noted he could agree with that suggestion.

Councilmember Blount motioned to approve; second by Councilwoman Gantt. The motion passed 5-0.

COMMENTS FROM THE CITY MANAGER

Mr. Knighton noted the wonderful things to be accomplished in 2020; noted the City's 100 Centennial celebrations throughout the year; asked everyone to be engaged; noted staff is on board to support the Mayor & Council's vision for the City.

COMMENTS FROM THE CITY CLERK

Mrs. Holiday offered congratulations to the Mayor & Council; welcomed Councilwoman Barber to the Council; noted she is looking forward to serving and working with the elected body.

COMMENTS FROM THE CITY COUNCIL

Mayor Pro Tem Thomas referenced Kelsey Bunn who sang the National Anthem earlier noting she performed at the African American Heritage Celebration program at age 11 and has an amazing voice, and that she will also be performing at the 9th Annual African American Heritage Celebration and invited everyone to attend noting Rev. of Red Oak UMC would be the keynote speaker; reference the M L King, Heritage Trail as the footprint of the King family, with Stockbridge being the ancestral home and referenced Daddy King's travels along the trail and to the Quarry.

Councilman Blount offered congratulations to the newly elected officials; referenced the upcoming Bingo Bash on January 29th at the Merle Manders Conference Center from 10am – noon; noted he is an advocate for the veterans community, and referenced the number of suicides of veterans and law enforcement officers, and spoke to the mental illness within those communities and noted Sgt. Scott's recent heroism of intervening a potential victim; noted it is a beautiful day to be a part of the City of Stockbridge.

Councilwoman Gantt welcomed Councilwoman Barber; noted it is an honor to serve and she does not take it lightly; referenced the recent loss of Linda Mitchell who knocked on doors during the fight to keep the City together, would randomly pick up trash, because she loved this City and asked that we not forget their spirit; noted it takes a village, and asked that we all pull together as a community to make Stockbridge the best city in Henry County; referenced the loss of Ola Martin who recently lost her battle to cancer, who was a member of the Stockbridge Youth Council Advisory Committee and would call in from her hospital bed to participate in the meetings because she loved helping children; referenced the Welcoming Stockbridge committee which has spun off from the Welcoming America group, that speaks to the diversity throughout the community and asked that you check the website for updates on those meetings; looks forward to a great year in 2020.

Councilman Alexander thanked everyone for coming out and allowing him to serve, noting he represents all of the citizens of Stockbridge; noted the bar has been set high, and truly believes in a country where you have First Amendment rights; noted the people of Stockbridge have spoken and elected those they want to represent the City; noted the Council's job is to work with everyone together as a team to move forward with projects noting citizens will have an opportunity to partake in the process; noted as elected officials, they work for the citizens; noted Stockbridge was in Henry County to issue a Human Trafficking proclamation to bring awareness to this crisis and referenced J Lee Coley for his efforts to bring awareness to Human Trafficking and asked everyone to attend the meetings and town halls when information is offered noting the first known case was here in Henry County, so when you see something, such as men following young girls to the restroom; say something.

Councilwoman Barber stated she was humbled; noted she had met so many amazing people in this community and knows the expectations are high for her and the entire Council; referenced Linda and Ola, noting these were two people who were instrumental in her running for office; thanked everyone for their support noting she had been a resident for 17+ years, and got involved when it was apparent she had to fight for her city; asked citizens to expect more, and hold each and every one accountable.

COMMENTS FROM THE MAYOR

Mayor Ford congratulated the newly elected officials; noted the upcoming M L King, Jr. Day and asked all to enjoy themselves and to give back; noted the Jodeco South project is coming and you won't have to travel downtown to enjoy great shopping and dining; noted Council is working hard to make some things happen here in the community; noted the upcoming Census and asked that everyone participate, projecting Stockbridge will remain the largest city by population in the county; noted the City's Centennial year and the celebrations throughout the year; asked everyone to remain engaged. God bless.

UPCOMING MEETINGS

Meeting 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.

- Youth Council Meeting, Wednesday, January 15, 2020 at 5:30 p.m. – Levi Meeting Room
- Downtown Development Authority Meeting, Tuesday, January 21, 2019 at 6:00 p.m. in the Levi Meeting Room.
- Youth Council Advisory Committee Meeting, Tuesday, January 21, 2020, 2019 at 6:30 p.m. - Patrick Henry Meeting Room
- Planning Commission Meeting Thursday, January 23, 2020 at 6:30 p.m. at City Hall in the Council Chamber
- Work Session Meeting Tuesday, January 28, 2020 at 6:00 p.m. at City Hall in the Council Chamber

UPCOMING EVENT(S) & ANNOUNCEMENTS

- Keep Stockbridge Beautiful – Saturday, January 18, 2020 10:00 a.m. – noon. Location: North Henry Blvd. & Hwy. 138 (Walmart) – spearheaded by Councilman Alexander
- All City offices closed Monday, January 20, 2020 in observance of M.L. King, Jr. Holiday
- Unity Monument Park Marker Dedication – Wednesday, January 22, 2020 at 10:00 a.m.
- Centennial 100-year celebration kickoff – Tuesday, January 28, 2020 – City Hall 5:00 p.m.
- Monthly Bingo Bash Wednesday, January 29, 2020 from 10:00 a.m. – noon at the Ted Strickland Community Center – spearheaded by Councilman Blount
- Annual African American Heritage Celebration – Saturday, February 1, 2020 from 4 -6 p.m. at the Merle Manders Conference Center – spearheaded by Councilman Thomas

ONGOING INITIATIVES

- Meet & Greet the Mayor Mondays with Mayor Anthony S. Ford from 10:00 a.m. - noon every fourth Monday of the month (appointment required). Please contact LaQuinda Jackson @ 678-833-3348 for more information and scheduling.
- Don't Trash Stockbridge No Litter Campaign – Ongoing – spearheaded by Councilman Thomas. Contact: LaQuinda Jackson @ 678-833-3348 for more information.
- Monthly Bingo Bash from 10:00 a.m. – noon at the Ted Strickland Community Center spearheaded by Councilman Blount. Visit the City's website or Facebook page for dates and information.
- Quarterly Town Hall – Ongoing – spearheaded by Councilman Alexander. Visit the City's website or Facebook page for dates and information.

- Keep Stockbridge Beautiful – Ongoing – spearheaded by Councilman Alexander. Contact LaQuinda Jackson @ 678-833-3348 for more information.
- Welcoming Stockbridge RoundTable every 2nd Tuesday of each month at 6:30 p.m. at City Hall in the Levi Meeting Room – spearheaded by Councilwoman Gantt. Contact LaQuinda Jackson @ 678-833-3348 for more information.
- Quarterly Homeowners and Neighborhood Association RoundTable – spearheaded by Councilman Blount. Contact LaQuinda Jackson @ 678-833-3348 for more information.

Councilwoman Gantt motioned to adjourn the meeting; Second by Councilman Blount. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor



Where Community Connects

CITY OF STOCKBRIDGE

FY2020

ADOPTED

OPERATING BUDGET

REVENUES

Stockbridge



Where Community Connects



The City of Stockbridge

Budget Worksheet



Fund: 100 - GENERAL FUND

Revenue

Division: 00000 - OPENING ENTRIES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	00000	311500		INTANGIBLE RECORDING TAX	54,938.66	54,890.35	48,534.16	55,429.87
100	00000	311600		REAL ESTATE TRANSFER	25,142.39	26,708.25	21,570.74	29,292.17
100	00000	311710		FRANCHISE TAX-ELECTRIC	1,028,850.03	1,094,800.69	1,114,129.77	1,134,909.66
100	00000	311715		FRANCHISE TAX - EMC	49,948.82	28,821.60	16,178.05	27,166.60
100	00000	311720		FRANCHISE TAX-COLLEGE PK.	8,527.95	9,027.82	8,628.29	8,634.33
100	00000	311730		FRANCHISE TAX-GAS	91,023.29	111,177.51	92,214.90	118,657.44
100	00000	311750		FRANCHISE TAX-TELV CABLE	227,593.83	135,414.50	183,351.26	196,729.67
100	00000	311760		FRANCHISE TAX-TELEPHONE	78,288.54	76,673.94	118,639.05	66,353.37
100	00000	311790		FRANCHISE TAX-OTHER	3,484.29	2,022.87	6,039.81	2,276.94
100	00000	313100		LOCAL OPTION SALES/USE TX	3,887,722.07	3,733,165.64	4,075,224.49	4,141,272.87
100	00000	313110		HCTC - AVT TAX	126,814.11	221,333.60	188,743.95	212,646.23
100	00000	314201		BEER TAX	378,747.46	373,515.60	399,058.63	375,236.45
100	00000	314202		LIQUOR TAX-PACKAGE SALES	184,114.92	193,551.95	172,565.89	194,303.02
100	00000	314203		WINE TAX	118,717.64	118,513.56	113,246.37	119,874.96
100	00000	314204		CONSUMPTION TAX - LIQUOR	44,864.59	62,030.95	37,748.79	61,411.36
100	00000	316100		OCCUPATIONAL TAX	575,488.02	628,681.00	614,226.73	859,481.10
100	00000	316112		GA MUNICIPAL LICENSE FEE	51,210.00	53,536.94	26,963.42	50,999.29
100	00000	316113		MISC BUSINESS TAX	4,650.00	1,210.00	5,392.68	3,329.50
100	00000	316150		OCCUPATIONAL TAX ADMIN.	81,232.52	78,385.34	80,890.26	77,891.87
100	00000	316200		INSURANCE PREMIUM TAX	1,751,246.60	1,888,635.17	1,887,439.47	1,898,760.68
100	00000	316300		Financial Institution Taxes	96,757.34	92,812.16	75,497.58	127,769.03
100	00000	319111		FORECLOSED/VACANT-REG FEE	3,600.00	1,500.00	5,392.68	2,400.00

100	00000	321110	OT ALCOHOLIC BEV-BEER	41,985.00	49,287.50	48,534.16	60,349.17
100	00000	321120	OT ALCOHOLIC BEV-WINE	37,950.00	42,287.50	43,141.47	54,045.83
100	00000	321130	OT ALCOHOLIC BEV-LIQUOR	103,500.00	97,860.00	107,853.68	137,120.00
100	00000	321140	ALCOHOLIC BEV-SPEC. EVENT	-	-	-	38.75
100	00000	321150	OT APPLICATION FEE	-	-	2,157.07	-
100	00000	321200	OT REGULATORY FEE	1,411.70	1,708.50	-	12,404.57
100	00000	322200	BSD - BUILDING PERMIT FEES - COMMERCIAL	25,430.92	152,913.09	143,239.41	160,000.00
100	00000	322201	BSD - MECH, ELEC, PLUMBING PERMIT FEES - COMMER	2,170.00	13,626.50	9,531.69	14,000.00
100	00000	322203	BSD - OTHER PERMIT FEES - COMMERCIAL	4,415.75	1,350.00	1,976.19	3,000.00
100	00000	322204	BSD - BUILDING PERMIT FEES RESIDENTIAL	3,974.50	204,852.07	241,632.30	245,000.00
100	00000	322205	BSD - MECH,ELEC,PLUMBING - PERMIT FEES RESIDENT.	-	7,918.50	4,945.08	8,000.00
100	00000	322207	BSD - OTHER PERMIT FEES RESIDENTIAL	-	11,362.00	16,475.02	16,000.00
100	00000	322211	ZONING CONFIRMATION FEE	-	75.00	-	100.00
100	00000	322215	ZONING VERIFICATION FEES	-	7,751.00	5,716.25	7,000.00
100	00000	322990	FILM REVENUE	-	11,627.50	-	13,529.95
100	00000	323100	OCCUPATIONAL TAX PENALTY	9,111.27	7,818.21	5,392.68	14,348.23
100	00000	323101	ENG - PERMITS	-	22,205.00	26,157.44	24,404.67
100	00000	323400	OCCUPATIONAL TAX-INTEREST	10,042.31	7,418.30	539.27	5,820.20
100	00000	323901	ENG - HOURLY	-	2,795.00	4,689.55	1,273.27
100	00000	323902	ENG - PLAN REVIEW	-	15,465.00	17,794.93	17,001.67
100	00000	323903	ESPC - STATE	-	840.00	733.41	800.00
100	00000	323904	ESPC - INSPECTIONS	-	830.00	37.75	3,000.00
100	00000	324210	BSD PENALTY	-	1,022.22	183.83	3,000.00
100	00000	334110	PRODUCT DEVELOPMENT GRANT	-	-	-	5,188.40
100	00000	334311	GRANTS FOR STREETS	239,652.60	265,676.20	286,540.28	357,528.12
100	00000	341300	BSD - PLAN CHECK FEES - COMMERCIAL	-	27,473.03	23,551.22	31,000.00
100	00000	341301	BSD - PLAN CHECK FEES - RESIDENTIAL	-	41,637.87	62,855.00	65,000.00
100	00000	341304	PZ - REZONING APP FEE - COMMERCIAL INDUSTRIAL	-	-	-	-
100	00000	341305	PZ - REZONING APP FEE - DRI	-	-	-	569.45
100	00000	341306	PZ - ZONING CERTIFICATION FEE	-	-	-	210.00
100	00000	341323	DEVELOPMENT IMPACT FEES	-	-	-	50,000.00
100	00000	341400	PRINTING & DUPLICAT SRVCS	2,131.56	848.70	161.78	1,046.55
100	00000	341910	OTHER-ELECTION QUAL FEE	2,736.00	-	-	912.00
100	00000	342201	FIRE - OPERATIONAL PERMITS	-	-	-	262.50
100	00000	342202	FIRE - CONSTRUCTION PERMITS	-	-	-	542.50

100	00000	342203	FIRE - INSPECTION FEES				4,882.50
100	00000	342204	FIRE - OTHER FEES AND CHARGES				280.00
100	00000	343400	RIGHT OF WAY PERMIT FEE	2,265.00	3,150.00	539.27	3,695.00
100	00000	349300	BAD CHECK FEES	725.00	775.00	539.27	902.50
100	00000	349400	OPENEDGE MERCHANT FEE		226.95		838.06
100	00000	351140	FINES & FORFEITURES	57,195.60	27,844.99	59,319.53	60,950.69
100	00000	351145	CODE ENFORCEMENT FINES	11,456.00	11,452.00	21,570.74	8,056.00
100	00000	361000	INTEREST REVENUES	1,919.57	2,760.78	1,078.54	2,494.20
100	00000	361015	PENALTY & INT. ALCOHOL TX	787.90			262.63
100	00000	381100	SPRINT COM - RENT	40,370.32	45,047.33	43,141.47	62,214.57
100	00000	381200	PARK PAVILION RENTAL	31,310.06	36,773.16	36,670.25	45,967.77
100	00000	381300	T-MOBILE TOWER LEASE	35,897.57	37,254.80	37,748.79	44,108.84
100	00000	383000	INS.REIM.DAM./STOLEN PROP	612.42		2,696.34	1,756.04
100	00000	389012	YOUTH COUNCIL FUNDRAISER		7,798.90	8,628.29	6,503.83
100	00000	389013	CITY EVENTS REVENUE	26,544.50	20,605.00		23,557.95
100	00000	389014	BRIDGEFEST		22,275.00		10,680.00
100	00000	389015	TASTY TUESDAY/FOOD TRUCK SPONSORSHIP				6,076.00
100	00000	389018	HOLIDAY FESTIVAL SPONSORSHIP				822.50
100	00000	389019	VETERAN'S DAY SPONSORSHIP				1,050.00
100	00000	389020	PRETTY IN PINK SPONSORSHIP				1,050.00
100	00000	389021	SOUNDS OF SUMMER SPONSORSHIP				3,465.00
100	00000	389022	MEMORIAL MARCH SPONSORSHIP				700.00
100	00000	389023	TEEN ABASSADOR INTITATIVE				175.00
100	00000	389030	MISCELLANEOUS	5,017.16	4,415.00	5,392.68	4,959.85
100	00000	389038	MAIN STREET SPONSORS	600.00	895.00	539.30	498.33
100	00000	389040	FROM RESERVES			159,831.50	141,476.65
100	00000	391100	OPERATING TRANSFER IN	111,000.00	120,000.00	136,629.48	35,177.62
100	00000	392100	SALE OF GEN FIXED ASSETS	58,441.19	19,457.11	20,000.00	44,841.03
100	00000	392200	PROPERTY SALE	489,195.88			

Division: 00000 - OPENING ENTRIES Total:

10,230,812.85

10,343,789.15

10,879,841.88

11,594,764.80

Budget Worksheet



Fund: 275 - HOTEL/MOTEL TAX

				FY 2017	FY 2018	FY 2019	FY 2020
Account Number				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Description						BUDGET	BUDGET
275	00000	314100	HOTEL/MOTEL TAX	445,239.68	454,239.29	375,000.00	375,000.00
275	00000	389040	FROM RESERVES	-	-	-	-
Division: 00000 - OPENING ENTRIES Total:				445,239.68	454,239.29	375,000.00	375,000.00

Budget Worksheet



Fund: 340 - CAPITAL PROJECT GRANT FUND -LCI

				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
Account Number		Account Description					
340	00000	389011	CDBG MISCELLANEOUS	-	-	150,000.00	150,000.00
340	00000	391100	TRANSFER FROM SPLOST III	-	-	-	-
Division: 00000 - OPENING ENTRIES Total:				-	-	150,000.00	150,000.00

Budget Worksheet



Fund: 350 - URBAN REDEVELOPMENT AGENCY

				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
Account Number		Account Description					
350	00000	391100	OPERATING TRANSFERS IN	1,210,858.50	1,206,491.25	1,208,360.00	1,203,848.38
Division: 00000 - OPENING ENTRIES Total:				1,210,858.50	1,206,491.25	1,208,360.00	1,203,848.38

Budget Worksheet



Fund: 353 - CITYWIDE PROJECTS FUND

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
353	00000	391100		OPERATING TRANSFERS IN	-	729,922.44	7,515,000.00	12,049,590.00
Division: 00000 - OPENING ENTRIES Total:					-	729,922.44	7,515,000.00	12,049,590.00

Budget Worksheet



Fund: 355 - DOWNTOWN DEVELOPMENT AUTHORITY

				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
Account Number		Account Description					
355	00000	389030	MISC REVENUE	86.90	-	45,000.00	45,000.00
355	00000	391100	OP TRANSFER IN	-	-	-	-
355	00000	393100	EXTINGUISHMENT OF DEBT	-	-	-	-
Division: 00000 - OPENING ENTRIES Total:				86.90	-	45,000.00	45,000.00

Budget Worksheet



Water

Revenue

Division: 44200 - WATER

				FY 2017	FY 2018	FY 2019	FY 2020
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
505	44200	344210	WATER RESIDENTIAL	643,522.27	698,347.28	552,236.00	660,000.00
505	44200	344211	WATER APTS./MH	348,598.36	346,753.81	330,000.00	345,000.00
505	44200	344212	WATER IRRIGATION			25,000.00	
				28,722.60	31,369.87		20,000.00
505	44200	344215	WATER COMMERCIAL	460,919.31	523,492.60	435,000.00	510,000.00
505	44200	344216	WATER BASE RESIDENTIAL	167,220.61	170,787.86	175,000.00	180,000.00
505	44200	344217	WATER BASE COMMERCIAL	122,227.50	122,265.43	135,000.00	135,000.00
505	44200	344220	WATER CONNECT			55,000.00	
				29,600.00	59,583.00		60,000.00
505	44200	344221	WATER 2ND FIRELINE METERS			2,000.00	
				2,062.80	2,110.25		2,000.00
505	44200	344223	WATER MISCELLANEOUS				
				200.00	1,185.30		100.00
505	44200	344290	LATE FEES			71,765.00	
				84,785.68	83,425.42		80,000.00
505	44200	344295	RECONNECT FEE			10,000.00	
				9,750.00	10,100.00		10,000.00
505	44200	344299	WATER IMPACT FEES			60,000.00	
				52,653.00	123,136.00		40,441.00
505	44200	361000	INTEREST REVENUES				
							100.00
Division: 44200 - WATER Total:				1,950,262.13	2,172,556.82	1,851,001.00	2,042,641.00

Budget Worksheet



Sewer

Revenue

Division: 43300 - SEWER

				FY 2017	FY 2018	FY 2019	FY 2019	FY 2019
Account Number				ACTUAL	ACTUAL	AMENDED	YTD	PROPOSED
Account Description						BUDGET	ACTIVITY	BUDGET
505	43300	389040	FROM RESERVES	-	-	-	-	38,800.00
505	43300	344230	SEWER RESIDENTIAL	554,190.90	608,582.12	515,000.00	249,349.89	575,000.00
505	43300	344231	SEWER HC LEXINGTON SQUARE	48,413.95	48,779.49	45,000.00	16,696.53	40,000.00
505	43300	344232	SEWER COLLECTION FEE HC	4,722.41	4,663.24	3,500.00	1,924.33	3,700.00
505	43300	344233	SEWER APTS/MOBILE HOMES	347,765.27	339,015.12	335,000.00	139,798.72	340,000.00
505	43300	344234	SEWER HC B OF ED,3 CONYER	44,775.88	33,453.49	25,000.00	7,996.09	25,000.00
505	43300	344235	SEWER COMMERCIAL	362,012.16	361,664.81	320,000.00	156,221.74	360,000.00
505	43300	344236	SEWER BASE RESIDENTIAL	157,114.68	160,193.66	160,000.00	69,174.00	165,000.00
505	43300	344237	SEWER BASE COMMERCIAL	22,437.55	22,010.00	22,000.00	9,103.00	23,000.00
505	43300	344239	WILDWIND SEWER	1,737.98	3,680.98	5,000.00	1,004.10	24,000.00
505	43300	344240	SEWER CONNECT	18,500.00	47,848.00	50,000.00	18,000.00	50,000.00
505	43300	344299	SEWER IMPACT FEES	68,376.00	170,516.00	50,000.00	66,528.00	100,000.00
505	43300	361000	INTEREST REVENUES	-	-	300.00	-	300.00
505	43300	391100	OPERATING TRANSFERS IN	-	-	38,704.72	-	30,000.00
Division: 43300 - SEWER								
Total:				1,630,046.78	1,800,406.91	1,569,504.72	735,796.40	1,774,800.00

Budget Worksheet



Fund: 510 - STORMWATER

Revenue

Division: 00000 - OPENING ENTRIES

				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
Account Number		Account Description					
510	00000	319900	PENALTY/INTEREST STRMWTR	675.99	621.74		200.00
510	00000	349700	STORMWATER FEES	489,860.76	498,307.16	795,000.00	795,000.00
510	00000	349800	STORMWATER FEES PRIOR YRS	20,382.94	22,580.92	30,000.00	30,000.00
510	00000	389040	FROM RESERVES			221,100.00	228,500.00
Division: 00000 - OPENING ENTRIES Total:				510,919.69	521,509.82	1,046,100.00	1,053,700.00

Budget Worksheet



Fund: 540 - SANITATION SOLID WASTE COLLECTION

Revenue

Division: 00000 - OPENING ENTRIES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
540	00000	319901		PENALTY/INTEREST SANI	864.11	756.22	1,000.00	1,000.00
540	00000	344110		SAN-REVENUE	568,405.22	585,863.88	1,200,000.00	1,250,000.00
540	00000	344130		SAN-RECYCLED MAT REVENUE	703.35	-	2,000.00	2,000.00
540	00000	349801		SANI-PRIOR YEARS REVENUE	3,431.01	3,013.49	5,000.00	5,000.00
540	00000	381000		RENTS & ROYALTIES	60,464.83	54,703.72	125,000.00	135,000.00
540	00000	389040		FROM RESERVES	-	-	187,050.00	169,900.00

Division: 00000 - OPENING ENTRIES Total:

633,868.52

644,337.31

1,520,050.00

1,562,900.00

Budget Worksheet



Fund: 555 - MERLE MANDERS CONFERENCE CENTER

				FY 2017	FY 2018	FY 2019	FY 2020
Account Number				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Description						BUDGET	BUDGET
555	00000	381000	RENTS & ROYALTIES	193,276.00	160,280.00	155,000.00	155,000.00
555	00000	381201	EQUIPMENT RENTAL			1,000.00	1,000.00
555	00000	381301	DANCE FLOOR RENTAL			5,000.00	5,000.00
555	00000	389001	LINEN RENTAL	20.00			
555	00000	389004	KITCHEN RENTAL \$600	500.00	500.00	1,750.00	1,750.00
555	00000	389007	CANCELLATION FEE	1,975.00	2,375.00	1,250.00	1,250.00
555	00000	389018	CLIENT EVENT ATTENDANT	1,350.00	19,240.00	11,000.00	11,000.00
555	00000	389030	MISCELLANEOUS	1,375.00	1,060.00	1,000.00	1,000.00
555	00000	389040	FROM RESERVES				
555	00000	391100	OPERATING TRANSFERS IN	231,785.00	282,065.00	330,801.22	616,108.54
vision: 00000 - OPENING ENTRIES Total:				430,281.00	465,520.00	506,801.22	792,108.54

Budget Worksheet



Fund: 560 - TED STRICKLAND COMMUNITY CENTER

				FY 2017	FY 2018	FY 2019	FY 2020
Account Number				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Description						BUDGET	BUDGET
560	00000	381000	RENTS & ROYALTIES	43,592.00	31,164.00	24,175.00	26,000.00
560	00000	389007	CANCELLATION FEE	355.00	625.00	575.00	600.00
560	00000	389018	CLIENT EVENT ATTENDANT	2,250.00	15,300.00	12,000.00	12,000.00
560	00000	389030	MISCELLANEOUS	220.00	-	-	-
560	00000	392505	Contributed Capital	-	-	-	-
560	00000	391100	OPERATING TRANSFERS IN	-	-	1,500.00	3,150.00
Division: 00000 - OPENING ENTRIES Total:				46,417.00	47,089.00	36,750.00	41,750.00

EXPENDITURES

Stockbridge



Where Community Connects



The City of Stockbridge

Budget Worksheet



Expense
Division: 11100 - GOVERNING
BODY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	11100	511120		MAYOR	14,400.00	14,400.00	14,400.00	14,400.00
100	11100	511121		COUNCIL	60,000.00	60,000.00	60,000.00	60,000.00
100	11100	512100		GRP INSRNC MEDICAL/DENTAL	57,644.78	70,908.26	65,700.00	101,032.00
100	11100	512110		GROUP INSURANCE LIFE	149.52	131.34	300.00	300.00
100	11100	512111		GROUP INSURANCE VISION	541.32	539.49	500.00	627.00
100	11100	512200		MEDICARE 1.45%	1,025.52	1,025.52	1,200.00	1,200.00
100	11100	512400		PENSION	8,044.95	7,882.18	10,800.00	10,800.00
100	11100	512700		WORKER'S COMPENSATION	3,207.38	3,664.92	2,300.00	2,300.00
100	11100	512851		HRA DEDUCTIBLE	-	-	12,000.00	12,000.00
100	11100	521101		OFFICIAL/ADMINISTRATIVE	7,087.81	15,238.31	12,000.00	12,000.00
100	11100	521210		ACCOUNTING, ANNUAL AUDIT	3,254.38	11,667.15	-	-
100	11100	521301		CODIFICATION	-	-	15,000.00	15,000.00
100	11100	523231		CELL PHONES	6,038.46	5,398.51	-	-
100	11100	523242		CELL PHONES MAYOR	-	-	500.00	600.00
100	11100	523243		CELL PHONES COUNCIL 1	-	-	500.00	600.00
100	11100	523244		CELL PHONES COUNCIL 2	-	-	500.00	600.00
100	11100	523247		CELL PHONES COUNCIL 3	-	-	500.00	600.00
100	11100	523248		CELL PHONES COUNCIL 4	-	-	500.00	600.00
100	11100	523249		CELL PHONES COUNCIL 5	-	-	500.00	600.00
100	11100	523310		PUBLIC NOTICES	1,834.80	1,331.60	3,500.00	3,500.00
100	11100	523400		PRINTING & BINDING	778.00	1,328.32	4,000.00	4,000.00
100	11100	523500		TRAVEL	16,168.29	21,172.13	-	-
100	11100	523502		TRAVEL MAYOR	-	-	3,500.00	5,000.00
100	11100	523503		TRAVEL COUNCIL 1	-	-	2,500.00	5,000.00
100	11100	523504		TRAVEL COUNCIL 2	-	-	3,500.00	5,000.00
100	11100	523505		TRAVEL COUNCIL 3	-	-	3,500.00	5,000.00

100	11100	523506	TRAVEL COUNCIL 4				
				-	-	3,500.00	5,000.00
100	11100	523507	TRAVEL COUNCIL 5				
				-	-	3,500.00	5,000.00
100	11100	523600	DUES & FEES				
				46.00	192.00	-	-
100	11100	523601	DUES & FEES MAYOR				
				-	-	100.00	100.00
100	11100	523602	DUES & FEES COUNCIL 1				
				-	-	100.00	100.00
100	11100	523603	DUES & FEES COUNCIL 2				
				-	-	100.00	100.00
100	11100	523604	DUES & FEES COUNCIL 3				
				-	-	100.00	100.00
100	11100	523605	DUES & FEES COUNCIL 4				
				-	-	100.00	100.00
100	11100	523606	DUES & FEES COUNCIL 5				
				-	-	100.00	100.00
100	11100	523700	EDUCATION & TRAINING				
				18,945.37	23,523.46	-	-
100	11100	523702	EDUCATION & TRAINING MAYOR				
				-	-	4,200.00	5,000.00
100	11100	523703	EDUCATION & TRAINING COUNCIL 1				
				-	-	3,200.00	5,000.00
100	11100	523704	EDUCATION & TRAINING COUNCIL 2				
				-	-	4,200.00	5,000.00
100	11100	523705	EDUCATION & TRAINING COUNCIL 3				
				-	-	4,200.00	5,000.00
100	11100	523706	EDUCATION & TRAINING COUNCIL 4				
				-	-	4,200.00	5,000.00
100	11100	523707	EDUCATION & TRAINING COUNCIL 5				
				-	-	4,200.00	5,000.00
100	11100	523850	PERSONNEL SERVICE				
				-	-	-	-
100	11100	523910	Council Initiatives				
				10,927.21	24,117.51	-	-
100	11100	523911	COUNCIL INITIATIVES MAYOR				
				-	-	3,200.00	4,000.00
100	11100	523912	COUNCIL INITIATIVES COUNCIL 1				
				-	-	5,200.00	4,000.00
100	11100	523913	COUNCIL INITIATIVES COUNCIL 2				
				-	-	3,200.00	4,000.00
100	11100	523914	COUNCIL INITIATIVES COUNCIL 3				
				-	-	3,200.00	4,000.00
100	11100	523915	COUNCIL INITIATIVES COUNCIL 4				
				-	-	3,200.00	4,000.00
100	11100	523916	COUNCIL INITIATIVES COUNCIL 5				
				-	-	3,200.00	4,000.00
100	11100	531110	COMPUTER EXPENSE				
				227.73	10,401.30	-	-
100	11100	531111	COMPUTER EXPENSE MAYOR				
				-	-	917.00	917.00
100	11100	531113	COMPUTER EXPENSE COUNCIL 1				
				-	-	917.00	917.00
100	11100	531115	COMPUTER EXPENSE COUNCIL 2				
				-	-	917.00	917.00
100	11100	531116	COMPUTER EXPENSE COUNCIL 3				
				-	-	917.00	917.00
100	11100	531117	COMPUTER EXPENSE COUNCIL 4				
				-	-	917.00	917.00
100	11100	531118	COMPUTER EXPENSE COUNCIL 5				
				-	-	917.00	917.00
100	11100	531130	OFFICE SUPPLIES				
				1,217.31	1,422.53	1,500.00	2,000.00
100	11100	531132	COMMITTEE SUPPLIES				
				43.55	23.34	2,000.00	2,000.00
100	11100	531700	MISCELLANEOUS EXPENSE				
				1,516.30	2,550.67	3,500.00	3,500.00
100	11100	531701	HOSPITALITY/FOOD/BEVERAGE				
				126.70	7,366.83	6,000.00	6,000.00

100	11100	531747	CIVIC EVENTS				
				5,110.54	4,562.83	7,800.00	8,000.00
100	11100	531748	YOUTH ADVISORY COUNCIL				
				9,631.15	21,342.01	18,275.00	21,500.00
100	11100	531750	UNIFORMS				
				825.00	1,935.21	-	-
100	11100	531751	UNIFORMS MAYOR				
				-	-	300.00	300.00
100	11100	531752	UNIFORMS COUNCIL 1				
				-	-	300.00	300.00
100	11100	531753	UNIFORMS COUNCIL 2				
				-	-	300.00	300.00
100	11100	531754	UNIFORMS COUNCIL 3				
				-	-	300.00	300.00
100	11100	531755	UNIFORMS COUNCIL 4				
				-	-	300.00	300.00
100	11100	531756	UNIFORMS COUNCIL 5				
				-	-	300.00	300.00

Division: 11100 - GOVERNING BODY Total:

228,792.07 312,125.42 317,077.00 375,661.00

Budget Worksheet



Expense

Division: 11300 - CITY CLERK

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	11300	511100		REGULAR EMPL. SALARIES	-	-	268,185.94	314,513.2
100	11300	511300		OVERTIME	-	-	-	200.0
100	11300	512100		GRP INSRNC MEDICAL/DENTAL	-	-	65,000.00	84,200.0
100	11300	512101		FEES GRP INS	-	-	1,500.00	1,500.0
100	11300	512110		GROUP INSURANCE LIFE	-	-	900.00	900.0
100	11300	512111		GROUP INSURANCE VISION	-	-	450.00	514.0
100	11300	512200		MEDICARE 1.45%	-	-	3,500.00	3,500.0
100	11300	512400		PENSION	-	-	32,690.00	33,000.0
100	11300	512600		UNEMPLOYMENT INSURANCE	-	-	3,000.00	3,000.0
100	11300	512700		WORKER'S COMPENSATION	-	-	2,500.00	2,500.0
100	11300	512800		EMPLOYEE ASSISTANCE PROG.	-	-	750.00	750.0
100	11300	512851		HRA DEDUCTIBLE	-	-	4,000.00	4,000.0
100	11300	523231		CELL PHONES	-	-	3,000.00	3,000.0
100	11300	523400		PRINTING & BINDING	-	-	5,000.00	5,000.0
100	11300	523500		TRAVEL	-	-	7,000.00	8,000.0
100	11300	523600		DUES & FEES	-	-	500.00	500.0
100	11300	523700		EDUCATION & TRAINING	-	-	7,000.00	8,000.0
100	11300	523850		PERSONNEL SERVICE	-	-	-	-
100	11300	523940		POSTAGE	-	-	500.00	500.0
100	11300	531110		COMPUTER EXPENSE	-	-	1,000.00	5,000.0
100	11300	531120		ELECTION EXPENSE	-	-	20,000.00	20,000.0
100	11300	531130		OFFICE SUPPLIES	-	-	2,500.00	3,000.0
100	11300	531140		SUPPLIES & MATERIALS	-	-	3,000.00	3,000.0
100	11300	531600		SMALL EQUIPMENT - NON-CAPITAL	-	-	1,000.00	3,000.0
100	11300	531725		PROMOTIONAL ITEMS	-	-	5,000.00	5,000.0
100	11300	531750		UNIFORMS	-	-	600.00	1,200.0

Division: 11300 - CITY CLERK Total:

438,575.94

513,777.23

Budget Worksheet



Expense

Division: 13000 - EXECUTIVE

				FY 2017	FY 2018	FY 2019	FY 2020
Account Number				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
100	13000	511100	REGULAR EMPL. SALARIES	393,774.85	448,505.66	395,537.90	409,997.49
100	13000	512100	GRP INSRNC MEDICAL/DENTAL	31,576.56	37,601.26	52,000.00	71,812.00
100	13000	512110	GROUP INSURANCE LIFE	1,324.71	1,300.54	1,200.00	1,200.00
100	13000	512111	GROUP INSURANCE VISION	449.65	382.20	720.00	448.00
100	13000	512200	MEDICARE 1.45%	5,677.75	6,574.72	360.00	3,000.00
100	13000	512400	PENSION	48,418.91	51,818.32	2,800.00	2,800.00
100	13000	512401	RETIREMENT CONTRIBUTION	4,942.08	18,966.35	26,152.00	26,200.00
100	13000	512600	UNEMPLOYMENT INSURANCE	-	-	2,400.00	2,400.00
100	13000	512700	WORKER'S COMPENSATION	3,458.27	3,549.37	2,000.00	2,000.00
100	13000	512800	EMPLOYEE ASSISTANCE PROG.	-	-	600.00	400.00
100	13000	512850	HRA REIMBURSEMENT	-	2,000.00	3,000.00	2,000.00
100	13000	522000	ROW LANDSCAPING	-	-	50,000.00	-
100	13000	522320	RENTAL OF EQUIP & VEHICLE	1,859.05	1,994.14	2,500.00	2,500.00
100	13000	523231	CELL PHONES	3,123.67	6,022.86	2,500.00	2,500.00
100	13000	523400	PRINTING & BINDING	98.00	466.00	1,200.00	1,083.00
100	13000	523500	TRAVEL	6,517.77	12,435.00	10,000.00	13,000.00
100	13000	523600	DUES & FEES	2,438.92	3,907.67	4,000.00	4,512.50
100	13000	523700	EDUCATION & TRAINING	4,749.00	7,872.37	9,000.00	10,000.00
100	13000	531110	COMPUTER EXPENSE	8,614.17	8,659.66	2,000.00	1,805.00
100	13000	531130	OFFICE SUPPLIES	6,742.45	5,761.92	4,000.00	3,610.00
100	13000	531700	MISCELLANEOUS EXPENSE	276.19	78,713.59	2,000.00	1,805.00
100	13000	531701	HOSPITALITY/FOOD/BEVERAGE	571.38	439.06	1,500.00	2,707.50
100	13000	531750	UNIFORMS	-	763.51	500.00	902.50
100	13000	542300	FURNITURE & FIXTURES	-	548.75	-	-
100	13000	571000	ABATEMENT PROGRAM	-	-	50,000.00	-

100	13000	579000	CONTINGENCIES	-	-	150,000.00	75,000.00
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Division: 13000 - EXECUTIVE Total:

524,613.38

698,382.95

775,969.90

641,682.99

Budget Worksheet



Expense

Division: 15100 - FINANCIAL ADMINISTRATION

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15100	511100		REGULAR EMPL. SALARIES	415,338.20	467,342.89	354,704.00	474,479.00
100	15100	511300		OVERTIME	1,666.66	2,360.14	1,000.00	1,000.00
100	15100	512100		GRP INSRNC MEDICAL/DENTAL	94,035.38	114,891.30	78,000.00	100,865.00
100	15100	512101		FEES GRP INS	964.25	1,011.75	1,800.00	2,100.00
100	15100	512110		GROUP INSURANCE LIFE	1,643.51	1,885.01	1,080.00	1,260.00
100	15100	512111		GROUP INSURANCE VISION	703.50	810.30	540.00	635.00
100	15100	512200		MEDICARE 1.45%	5,981.42	6,791.45	4,200.00	4,900.00
100	15100	512400		PENSION	47,301.50	47,716.59	39,228.00	45,766.00
100	15100	512600		UNEMPLOYMENT INSURANCE		2,828.00	3,600.00	4,200.00
100	15100	512700		WORKER'S COMPENSATION	4,258.05	5,845.06	3,000.00	3,500.00
100	15100	512800		EMPLOYEE ASSISTANCE PROG.	1,318.40	1,337.60	900.00	1,050.00
100	15100	512851		HRA DEDUCTIBLE	8,199.69	3,141.05	5,000.00	7,000.00
100	15100	521100		CONSULTANT FEES	130,149.79	68,527.87	30,000.00	25,000.00
100	15100	521210		ACCOUNTING, ANNUAL AUDIT	47,708.00	51,116.00	50,000.00	50,000.00
100	15100	521217		LEGAL	202,739.37	156,440.98	200,000.00	
100	15100	521218		LEGAL, OTHER	20,549.50			
100	15100	521219		LEGAL, SMITH WELCH WHITE	1,147.13	651.00		
100	15100	521223		PAYROLL FEES	10,362.22	11,036.51	15,000.00	15,000.00
100	15100	521335		SHREDING	1,147.41	867.48	2,000.00	
100	15100	522210		MAINTENANCE AGREEMENTS	40,471.82	44,584.11	55,000.00	45,000.00
100	15100	522230		EQUIPMENT REPAIRS	305.70	802.36	500.00	
100	15100	522250		AUTO & TRUCK REPAIR	629.74	810.42	1,000.00	
100	15100	522320		RENTAL OF EQUIP & VEHICLE	4,573.70	5,681.37	5,000.00	5,000.00
100	15100	523110		INSURANCE GEN. LIABILITY	155,494.15	166,819.46		
100	15100	523231		CELL PHONES	1,861.91	6,054.89	2,000.00	2,000.00

100	15100	523240	AT&T CLUB SERVICE	3,536.35	7,302.45	10,000.00	10,000.00
100	15100	523246	TELECOMMUNICATION	30,599.11	22,520.69	35,000.00	35,000.00
100	15100	523300	ADVERTISING			500.00	475.00
100	15100	523310	PUBLIC NOTICES	190.00	764.00		
100	15100	523400	PRINTING & BINDING	314.00	207.34	500.00	475.00
100	15100	523500	TRAVEL	5,897.14	4,349.17	6,500.00	9,500.00
100	15100	523600	DUES & FEES	9,796.02	9,368.95	17,750.00	3,800.00
100	15100	523700	EDUCATION & TRAINING	4,859.95	2,971.50	6,000.00	9,500.00
100	15100	523850	PERSONNEL SERVICE	47,735.30	21,079.34	15,000.00	15,000.00
100	15100	523851	INTERN HELP	5,535.50	4,910.84		
100	15100	523855	CONTRACT SERVICES	4,722.53	114,113.53	15,000.00	17,000.00
100	15100	523901	BANK CHARGES	3,723.94	255.14	5,000.00	5,000.00
100	15100	523909	CREDIT CARD EXPENSES	7,557.74	11,736.06	5,000.00	5,000.00
100	15100	523930	DRUG TESTING, VACCINES	2,638.86	2,747.13		
100	15100	523932	HEALTH/WELLNESS GRANT EXP		506.30		
100	15100	523936	HR EXPENSES	2,740.72	3,907.00		
100	15100	523937	HEALTH & WELLNESS	23,776.33	33,757.55		
100	15100	523940	POSTAGE	5,604.80	6,680.47	10,000.00	10,000.00
100	15100	523945	WEB SITE	4,046.00	2,880.00	5,000.00	
100	15100	531110	COMPUTER EXPENSE	27,154.49	21,005.59	5,000.00	4,750.00
100	15100	531120	ELECTION EXPENSE	17,428.34	26.00		
100	15100	531130	OFFICE SUPPLIES	20,307.82	22,462.58	2,500.00	2,375.00
100	15100	531140	SUPPLIES & MATERIALS			2,500.00	2,375.00
100	15100	531142	HAND TOOLS & SMALL EQUIP.			500.00	
100	15100	531700	MISCELLANEOUS EXPENSE	10,466.11	2,737.54	2,000.00	4,750.00
100	15100	531701	HOSPITALITY/FOOD/BEVERAGE	5,093.97	4,747.42		950.00
100	15100	531710	CHRISTMAS DECORATIONS	86.88	10,370.08		
100	15100	531720	SIGNS	10,611.02			
100	15100	531750	UNIFORMS		1,405.96	200.00	285.00
100	15100	541406	STORM WATER/PROPERTY TAX	10,287.21	9,732.89	10,000.00	10,000.00
100	15100	542300	FURNITURE & FIXTURES	9,171.40	7,368.30	600.00	950.00
100	15100	542500	EQUIPMENT	7,070.01		2,000.00	950.00
100	15100	573200	LIABILITY INSURANCE DEDUCT	995.00	5,000.00		
100	15100	573500	SETTLEMENT-LEGAL FEES	3,700.00			
Division: 15100 - FINANCIAL ADMINISTRATION Total:				1,480,497.54	1,504,267.41	1,010,102.00	936,890.00

Budget Worksheet



City-Wide Expense

Division: 15110 - NON-DEPARTMENTAL

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15110	521217		LEGAL	-	-	-	200,000.00
100	15110	521218		LEGAL, OTHER	-	-	-	30,000.00
100	15110	521335		SHREDING	-	-	-	2,000.00
100	15110	522250		AUTO & TRUCK REPAIR (ADMINISTRATION VEHICLES)	-	-	-	1,000.00
100	15110	523600		DUES & FEES (GMA DUES)	-	-	-	12,000.00
100	15110	523945		WEB SITE	-	-	-	5,000.00
100	15110	531140		SUPPLIES & MATERIALS (CITY HALL)	-	-	-	10,000.00
100	15110	542402		AGENDA SOFTWARE	-	-	-	7,500.00
100	15110	542403		CITY-WIDE DIGITAL SOFTWARE CONVERSION - GOING PAPERLESS	-	-	-	25,000.00
100	15110	542404		APP SOFTWARE	-	-	-	10,000.00
100	15110	531710		CHRISTMAS DECORATIONS	-	-	-	20,000.00
100	15110	571000		ABATEMENT PROGRAM	-	-	-	75,000.00
100	15110	521100		CONSULTANT FEES	-	-	-	30,000.00

Division: 15110 - NON-DEPARTMENTAL Total:

427,500.00

Budget Worksheet



Expense

Division: 15160 - BUSINESS SERVICES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15160	511100		REGULAR SALARIES	-	72,207.25	85,052.22	107,762.00
100	15160	511300		OVERTIME	-	733.02	-	-
100	15160	512200		GRP INSRNC MEDICAL/DENTAL	-	17,618.40	35,000.00	29,974.00
100	15160	512110		GROUP INSURANCE LIFE	-	274.50	550.00	550.00
100	15160	512111		GROUP INSURANCE VISION	-	151.47	180.00	192.00
100	15160	512200		MEDICARE 1.45%	-	1,028.64	1,200.00	1,200.00
100	15160	512400		PENSION	-	9,122.95	12,500.00	12,500.00
100	15160	512600		UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	15160	512700		WORKER'S COMPENSATION	-	1,692.81	2,000.00	2,000.00
100	15160	512851		HRA DEDUCTIBLE	-	1,718.02	2,000.00	2,000.00
100	15160	521201		PROFESSIONAL FEES	-	-	1,000.00	1,000.00
100	15160	521300		TECHNICAL SERVICES	-	-	1,000.00	1,000.00
100	15160	521310		SOFTWARE	-	-	1,000.00	4,000.00
100	15160	522210		MAINTENANCE AGREEMENT	-	-	1,500.00	1,500.00
100	15160	523231		CELL PHONES	-	1,010.27	2,000.00	2,000.00
100	15160	523245		TELECOMMUNICATIONS	-	-	1,000.00	1,000.00
100	15160	523300		ADVERTISEMENT	-	83.20	1,000.00	1,805.00
100	15160	523400		PRINTING & BINDING	-	1,467.03	2,000.00	1,805.00
100	15160	523500		TRAVEL	-	2,563.31	3,000.00	4,512.50
100	15160	523600		DUES & FEES	-	120.00	3,000.00	2,707.50
100	15160	523700		EDUCATION & TRAINING	-	609.00	2,000.00	3,158.75
100	15160	523721		BUSINESS RETENTION	-	-	-	6,650.00
100	15160	523850		PERSONNEL SERVICES	-	5,189.31	-	-
100	15160	523940		POSTAGE	-	4,768.02	6,000.00	6,000.00
100	15160	531110		COMPUTER EXPENSE	-	2,387.00	1,000.00	902.50

100	15160	531132	S BUSINESS ASSOCIATION SUPPLIES	-	8,722.51	30,000.00	-
100	15160	531140	SUPPLIES & MATERIALS	-	5,517.18	3,000.00	2,707.50
100	15160	531600	SMALL EQUIPMENT - NON CAPITAL	-		2,500.00	2,256.25
100	15160	531701	HOSPITALITY/FOOD/BEVERAGE	-	2,393.87	-	902.50
100	15160	531725	PROMOTIONAL ITEMS	-	-	1,000.00	2,707.50
100	15160	531750	UNIFORMS	-	501.00	100.00	451.25

Division: 15160 - BUSINESS SERVICES Total:

- 139,878.76

202,582.22

205,244.25

Budget Worksheet



Expense

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15650	511100		REGULAR EMPL. SALARIES	85,528.44	87,411.02	147,251.62	152,000.00
100	15650	511300		OVERTIME	423.14	8,394.33	5,000.00	10,000.00
100	15650	512100		GRP INSRNC MEDICAL/DENTAL	23,358.59	26,446.37	57,000.00	51,072.00
100	15650	512110		GROUP INSURANCE LIFE	352.43	362.16	1,500.00	1,500.00
100	15650	512111		GROUP INSURANCE VISION	216.96	216.96	1,400.00	312.12
100	15650	512200		MEDICARE 1.45%	1,283.05	1,402.23	2,200.00	2,200.00
100	15650	512400		PENSION	14,451.21	15,873.94	22,000.00	22,000.00
100	15650	512700		WORKER'S COMPENSATION	2,108.04	2,020.42	2,500.00	2,500.00
100	15650	512851		HRA, DEDUCTIBLE	-	-	3,000.00	3,000.00
100	15650	521200		PROFESSIONAL FEES	-	-	5,000.00	5,000.00
100	15650	521222		IT TOTAL TECH	-	-	3,000.00	-
100	15650	521230		ENGINEERING FEES	7,883.20	16,878.63	3,000.00	25,000.00
100	15650	522210		MAINTENANCE AGREEMENTS	20,552.42	18,172.58	30,000.00	30,000.00
100	15650	522214		FACILITY CLEANING, 4640	20,350.00	39,966.00	-	-
100	15650	522216		LANDSCAPING/PLANTS NEW CH	12,318.50	19,151.00	25,000.00	-
100	15650	522218		CLEANING - COURT	8,550.00	1,629.51	15,000.00	-
100	15650	522219		LANDSCAPING	72,696.76	67,800.10	150,000.00	175,000.00
100	15650	522220		MAINTENANCE & CLEANING	47,684.65	34,066.89	-	-
100	15650	522224		FOUNTAIN MAINTENANCE	863.23	32,672.77	15,000.00	15,000.00
100	15650	522230		EQUIPMENT REPAIRS	7,354.13	44,725.70	-	-
100	15650	522310		RENTAL OF LAND AND BUILDING	618.08	578.10	1,000.00	-
100	15650	522320		RENTAL OF EQUIP & VEHICLE	2,498.24	-	1,000.00	-
100	15650	522321		FACILITY CLEANING CITY HALL	-	-	36,202.00	45,000.00
100	15650	522322		FACILITY CLEANING MMCC	-	-	30,000.00	30,000.00
100	15650	522323		FACILITY CLEANING TSCC	-	-	8,000.00	8,000.00

100	15650	522324	FACILITY CLEANING MUNICIPAL COURT	-	-	14,000.00	14,000.00
100	15650	522325	FACILITY CLEANING MAINTENANCE SHOP	-	-	8,300.00	8,300.00
100	15650	522326	FACILITY CLEANING WWTP	-	-	3,500.00	3,500.00
100	15650	522327	MAINTENANCE & CLEANING CITY HALL	-	-	5,833.00	-
100	15650	522328	MAINTENANCE & CLEANING MMCC	-	-	5,833.00	-
100	15650	522329	MAINTENANCE & CLEANING TSCC	-	-	5,833.00	-
100	15650	522330	MAINTENANCE & CLEANING MUNICIPAL COURT	-	-	5,833.00	-
100	15650	522331	MAINTENANCE & CLEANING MAINTENANCE SHOP	-	-	10,833.00	-
100	15650	522332	MAINTENANCE & CLEANING WWTP	-	-	5,833.00	-
100	15650	522333	EQUIPMENT REPAIRS CITY HALL	-	-	6,667.00	5,000.00
100	15650	522334	EQUIPMENT REPAIRS MMCC	-	-	1,667.00	5,000.00
100	15650	522335	EQUIPMENT REPAIRS TSCC	-	-	1,667.00	5,000.00
100	15650	522336	EQUIPMENT REPAIRS MUNICIPAL COURT	-	-	1,667.00	5,000.00
100	15650	522337	EQUIPMENT REPAIRS MAINTENANCE SHOP	-	-	1,667.00	5,000.00
100	15650	522338	EQUIPMENT REPAIRS WWTP	-	-	1,667.00	5,000.00
100	15650	523231	CELL PHONES	-	358.14	1,000.00	1,000.00
100	15650	531110	COMPUTER EXPENSE	5,500.00	-	3,000.00	2,256.25
100	15650	531140	SUPPLIES & MATERIALS	1,446.44	7,068.34	10,000.00	9,025.00
100	15650	531142	HAND TOOLS & SMALL EQUIP.	11,187.09	2,724.71	8,500.00	13,537.50
100	15650	531143	SECURITY UPGRADE	-	19,221.37	55,000.00	10,000.00
100	15650	531222	GA POWER ELECTRICITY	3,030.87	-	18,000.00	18,000.00
100	15650	531224	GA PWR, LIGHTS, TAG OFFICE	2,310.00	2,175.72	3,000.00	3,000.00
100	15650	531225	GA PWR, 4640 CITY HALL	63,041.99	75,750.83	65,000.00	60,000.00
100	15650	531271	ADMIN VEHICLES	1,755.21	2,276.01	6,500.00	-
100	15650	531280	CABLE	862.72	892.59	1,700.00	1,700.00
100	15650	531700	MISCELLANEOUS EXPENSE	269.47	403.48	1,000.00	1,805.00
100	15650	531720	SIGNS	114.79	6,158.00	2,500.00	2,256.25
100	15650	531750	UNIFORMS	755.71	1,041.52	2,000.00	1,805.00
100	15650	541103	CITY HALL LIGHTING	26,708.00	-	-	-
100	15650	542200	VEHICLE	-	-	-	30,000.00
100	15650	542400	COMPUTER SOFTWARE	-	1,679.72	7,500.00	902.50
100	15650	542500	EQUIPMENT	-	268,154.87	32,193.00	10,000.00

ision: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:

446,073.36

805,674.01

861,746.62

798,671.62

Budget Worksheet



Expense

Division: 15350 - INFORMATION TECHNOLOGY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15350	521211		IT Services for Governing Body	18,914.40	26,959.62	22,000.00	29,655.00
100	15350	521212		IT Services for Executive	12,878.88	14,154.21	20,000.00	26,957.00
100	15350	521213		IT Services for Administration	33,510.48	34,327.62	45,000.00	60,656.00
100	15350	521214		IT Services for Government Buildings	4,803.00	5,160.83	5,000.00	6,740.00
100	15350	521215		IT Services for Courts	8,586.00	7,687.71	10,000.00	13,478.00
100	15350	521216		IT Services for Public Works	11,591.04	12,718.63	15,000.00	20,219.00
100	15350	521217		IT Services for Code Enforcement	2,575.80	4,565.85	3,000.00	4,044.00
100	15350	521218		IT Services for Main Street	6,868.80	6,392.26	8,000.00	10,783.00
100	15350	521219		IT Services for Planning	-	6,940.02	5,000.00	6,740.00
100	15350	521220		IT Services for Business Services	-	3,470.01	5,000.00	6,740.00
100	15350	531110		COMPUTER EXPENSE	59,205.44	61,024.36	77,000.00	50,000.00
100	15350	541400		Computer NETWORK INFRASTRUCTURE	147,862.68	-	50,000.00	60,000.00
Division: 15350 - INFORMATION TECHNOLOGY Total:					306,796.52	183,401.12	265,000.00	296,012.00

Budget Worksheet



Expense

Division: 15400 - HUMAN RESOURCES

Account Number			Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	15400	511100	REGULAR EMPL. SALARIES			78,718.42	82,500.00
100	15400	512100	GRP INSRNC MEDICAL/DENTAL			13,000.00	10,370.00
100	15400	512101	FEES GRP INS			300.00	
100	15400	512110	GROUP INSURANCE LIFE			180.00	320.00
100	15400	512111	GROUP INSURANCE VISION			90.00	68.00
100	15400	512200	MEDICARE 1.45%			700.00	700.00
100	15400	512400	PENSION			6,538.00	6,538.00
100	15400	512600	UNEMPLOYMENT INSURANCE			600.00	600.00
100	15400	512700	WORKER'S COMPENSATION			500.00	500.00
100	15400	512800	EMPLOYEE ASSISTANCE PROG.			150.00	150.00
100	15400	512851	HRA			2,000.00	2,000.00
100	15400	521100	CONSULTANT FEES			10,000.00	16,000.00
100	15400	522210	MAINTENANCE AGEEMENTS			1,000.00	6,000.00
100	15400	522230	EQUIPMENT REPAIRS			500.00	500.00
100	15400	523110	INSURANCE GEN. LIABILITY			185,000.00	190,000.00
100	15400	523231	CELL PHONES				200.00
100	15400	523300	ADVERTISING			500.00	270.75
100	15400	523400	PRINTING & BINDING			500.00	451.25
100	15400	523500	TRAVEL			3,275.00	3,610.00
100	15400	523600	DUES & FEES			500.00	451.25
100	15400	523700	EDUCATION & TRAINING			19,800.00	9,025.00
100	15400	523708	TRAINING & DEVELOPMENT				24,000.00
100	15400	523850	PERSONNEL SERVICE			30,000.00	23,800.00
100	15400	523851	INTERN HELP			9,100.00	10,000.00
100	15400	523855	CONTRACT SERVICES			10,000.00	5,000.00

100	15400	523909	CREDIT CARD EXPENSES				4,000.00	4,000.00
100	15400	523930	DRUG TESTING, VACCINES				5,000.00	5,000.00
100	15400	523936	HR EXPENSES				8,000.00	8,000.00
100	15400	523937	HEALTH & WELLNESS				35,000.00	38,000.00
100	15400	523940	POSTAGE				10,000.00	4,512.50
100	15400	531110	COMPUTER EXPENSE				1,000.00	902.50
100	15400	531130	OFFICE SUPPLIES				1,500.00	451.25
100	15400	531700	MISCELLANEOUS EXPENSE				500.00	451.25
100	15400	531701	HOSPITALITY/FOOD/BEVERAGE				5,000.00	6,768.75
100	15400	531710	CHRISTMAS DECORATIONS				5,000.00	5,000.00
100	15400	531750	UNIFORM				200.00	180.50
100	15400	542300	FURNITURE & FIXTURE				1,000.00	902.50
100	15400	542500	EQUIPMENT				1,000.00	902.50
100	15400	573200	LIABILITY INSURANCE DEDUCT				7,000.00	7,000.00
Division: 15400 - HUMAN RESOURCES Total:							457,151.42	475,126.00

Budget Worksheet



Expense

Division: 25000 - MUNICIPAL COURT

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	25000	511140		JUDGE	4,400.00	4,800.00	4,800.00	4,800.00
100	25000	511141		SOLICITOR	4,200.00	6,475.00	4,200.00	4,200.00
100	25000	511142		COURT CLERK & ASSISTANTS	86,810.96	46,295.97	80,339.92	90,400.00
100	25000	511300		OVERTIME	-	-	-	-
100	25000	512100		GRP INSRNC MEDICAL/DENTAL	4,385.97	20,200.64	13,000.00	51,073.00
100	25000	512110		GROUP INSURANCE LIFE	242.23	-	2,040.00	2,040.00
100	25000	512111		GROUP INSURANCE VISION	64.26	161.88	720.00	313.00
100	25000	512200		MEDICARE 1.45%	1,382.40	827.96	4,090.00	4,090.00
100	25000	512400		PENSION	14,749.15	5,765.69	15,800.00	15,800.00
100	25000	512600		UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	25000	512700		WORKER'S COMPENSATION	3,508.08	3,813.49	6,000.00	6,000.00
100	25000	512851		HRA, DEDUCTIBLE	-	-	3,000.00	3,000.00
100	25000	521221		LEGAL - INDIGENT	1,750.00	1,470.00	5,000.00	500.00
100	25000	521225		INTERPRETER	5.95	7.65	100.00	100.00
100	25000	521226		JAG PROBATION	1,605.00	1,361.00	5,000.00	500.00
100	25000	521301		CODIFICATION	620.74	-	800.00	-
100	25000	521310		COURT SOFTWARE	888.00	596.44	1,500.00	3,000.00
100	25000	521335		SHREDING	548.40	236.00	700.00	100.00
100	25000	522210		MAINTENANCE AGREEMENTS	2,079.40	897.12	5,000.00	1,000.00
100	25000	522230		EQUIPMENT REPAIRS	-	-	1,500.00	500.00
100	25000	522320		RENTAL OF EQUIP & VEHICLE	750.72	1,326.72	2,000.00	1,500.00
100	25000	523220		GEORGIA TECHNOLOGY AUTH.	76.70	53.88	150.00	150.00
100	25000	523231		CELL PHONES	-	4.15	-	100.00
100	25000	523245		TELECOMMUNICATIONS	5,122.21	-	10,000.00	10,000.00
100	25000	523310		PUBLIC NOTICES	-	123.20	-	-

100	25000	523400	PRINTING & BINDING	-	-	100.00	150.00
100	25000	523500	TRAVEL	-	420.00	1,000.00	950.00
100	25000	523600	DUES & FEES	44.10	425.00	800.00	760.00
100	25000	523700	EDUCATION & TRAINING	550.00	225.00	500.00	475.00
100	25000	523860	P O SALARIES - EXTRA DUTY	3,960.00	3,150.00	5,000.00	5,000.00
100	25000	523902	CREDIT CARD EXPENSES	208.05	-	1,500.00	200.00
100	25000	523940	POSTAGE	83.30	-	250.00	225.00
100	25000	531110	COMPUTER EXPENSE	2,109.22	500.00	1,000.00	1,500.00
100	25000	531130	OFFICE SUPPLIES	237.16	144.05	1,000.00	1,000.00
100	25000	531140	SUPPLIES & MATERIALS	-	-	-	1,500.00
100	25000	531211	NTRL GAS,4545 MUNI COURT	2,133.09	2,004.04	2,000.00	1,000.00
100	25000	531227	GA PWR,4602 MUNICIPAL CRT	11,135.08	11,567.57	10,500.00	5,550.00
100	25000	531280	CABLE COURTS	526.08	-	1,000.00	-
100	25000	531700	MISCELLANEOUS EXPENSE	437.50	-	3,000.00	1,300.00
100	25000	531710	CHRISTMAS DECORATIONS	-	-	250.00	250.00
100	25000	531720	SIGNS	-	-	250.00	225.00
100	25000	531750	UNIFORMS	-	10.00	350.00	350.00
100	25000	542300	FURNITURE & FIXTURES	-	-	1,000.00	800.00
100	25000	542400	COMPUTER SOFTWARE	-	-	2,000.00	1,800.00
100	25000	573001	BRAIN & SPINAL INJURY	41.96	30.99	30.99	40.00
100	25000	573002	STATE PROBATION SYS FUND	125.00	50.00	50.00	50.00
100	25000	573003	FINES 10% JAIL	4,293.58	2,726.74	1,176.45	1,860.00
100	25000	573004	VICTIMS ASSIST. FUND	2,135.25	1,342.77	567.59	1,404.00
100	25000	573005	BOND REFUND	9,011.00	-	-	360.00
100	25000	573006	GA CRIME VICTIM'S FUND	26.00	-	-	-
100	25000	573007	CTY DRUG ABUSE TR AND EDU	505.09	-	-	-
100	25000	573008	P. O. A&B FUND	2,275.23	1,497.58	633.64	1,300.00
100	25000	573009	P. O. TRAINING FUND	3,262.75	2,341.26	858.05	2,000.00
100	25000	573010	INDIGENT DEFENSE FUND	4,437.25	2,938.37	1,128.45	2,300.00
100	25000	573011	DRIVERS ED/TRAINING FUND	244.13	75.43	63.00	225.00
100	25000	573020	WITNESS FEES	-	-	500.00	250.00
100	25000	573100	RESTITUTION	-	-	-	-

ision: 25000 - MUNICIPAL COURT Total:

98,532.30

58,968.74

204,248.09

233,990.00

Budget Worksheet



Expense

Division: 32100 - POLICE ADMINISTRATION

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	32100	521201		PROFESSIONAL FEES	19,950.00	2,625.00		
100	32100	523860		P O SALARIES - EXTRA DUTY	72,030.00	72,210.00	300,000.00	300,000.00
100	32100	523862		P O Salaries Parks	69,300.00	73,845.00	50,000.00	45,000.00
100	32100	523864		P O Salaries Film				5,000.00
Division: 32100 - POLICE ADMINISTRATION Total:					161,280.00	148,680.00	350,000.00	350,000.00

Budget Worksheet



Where Community Connects

Expense

Division: 42200 - PUBLIC
WORKS

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	42200	511100		REGULAR EMPL. SALARIES	673,007.75	640,179.93	735,416.62	775,000.00
100	42200	511300		OVERTIME	2,225.17	5,850.44	25,000.00	35,000.00
100	42200	512100		GRP INSRNC MEDICAL/DENTAL	150,021.01	159,405.67	160,000.00	297,420.00
100	42200	512110		GROUP INSURANCE LIFE	2,693.94	2,467.62	3,800.00	3,800.00
100	42200	512111		GROUP INSURANCE VISION	1,195.22	1,151.16	2,000.00	1,715.00
100	42200	512200		MEDICARE 1.45%	9,744.14	9,248.83	10,400.00	10,400.00
100	42200	512400		PENSION	74,341.54	73,260.82	105,000.00	105,000.00
100	42200	512600		UNEMPLOYMENT INSURANCE	1,372.00		5,000.00	5,000.00
100	42200	512700		WORKER'S COMPENSATION	42,471.61	32,202.89	50,000.00	50,000.00
100	42200	512851		HRA, DEDUCTIBLE	2,434.91	2,601.00	10,000.00	10,000.00
100	42200	521201		PROFESSIONAL	1,826.42		10,000.00	10,000.00
100	42200	521230		ENGINEERING FEES	216.00	4,834.75	25,000.00	25,000.00
100	42200	522000		ROW LANDSCAPING				200,000.00
100	42200	522150		SURVEILLANCE CAMERAS				12,200.00
100	42200	522210		MAINTENANCE AGREEMENTS	738.58	171.49	6,000.00	6,000.00
100	42200	522220		MAINTENANCE & CLEANING	3,282.84	4,148.08	5,000.00	5,000.00
100	42200	522230		EQUIPMENT REPAIRS	14,537.09	11,274.15	25,000.00	25,000.00
100	42200	522241		LMIG S013642-PRC,3 STRTS	249,226.00	432,226.86	271,000.00	
100	42200	522242		STREET/TRACK MAIN. & REP.	11,838.23	9,142.80	20,000.00	20,000.00
100	42200	522250		AUTO & TRUCK REPAIR	28,060.24	10,133.91	30,000.00	30,000.00
100	42200	522253		DAMAGE TO CITIZEN VEHICLE	440.61	402.25	2,500.00	2,500.00
100	42200	522320		RENTAL OF EQUIP & VEHICLE	5,506.55	2,325.54	5,000.00	5,000.00
100	42200	523231		CELL PHONES	2,953.76	3,574.25	8,000.00	8,000.00
100	42200	523245		TELECOMMUNICATIONS	14,446.08	12,791.84	13,000.00	13,000.00

100	42200	523310	PUBLIC NOTICES	71.60	-	-	-
100	42200	523400	PRINTING & BINDING	49.00	40.00	-	-
100	42200	523500	TRAVEL	1,743.00	1,718.64	3,000.00	2,707.50
100	42200	523600	DUES & FEES	470.00	484.00	1,000.00	902.50
100	42200	523700	EDUCATION & TRAINING	2,727.50	4,845.00	5,000.00	4,512.50
100	42200	523850	PERSONNEL SERVICE	63,715.89	128,455.88	100,000.00	50,000.00
100	42200	523851	UTILITY PROTECTION SERV.	1,710.45	2,032.75	-	5,000.00
100	42200	523930	DRUG TESTING, VACCINES	2,244.25	2,023.32	3,500.00	3,500.00
100	42200	523935	DRIVERS LICENSES	-	-	1,000.00	1,000.00
100	42200	523960	REIMBURSEMENT/REPAIRS	1,871.55	156.04	2,500.00	2,256.25
100	42200	531110	COMPUTER EXPENSE	1,000.13	800.89	1,000.00	4,512.50
100	42200	531130	OFFICE SUPPLIES	9,405.10	20,908.42	500.00	451.25
100	42200	531140	SUPPLIES & MATERIALS	13,535.12	11,928.59	20,000.00	31,587.50
100	42200	531142	HAND TOOLS & SMALL EQUIP.	440.00	660.00	20,000.00	22,562.50
100	42200	531145	MOSQUITO SPRAYING	9,003.75	7,403.93	1,000.00	1,000.00
100	42200	531211	NTRL GAS,4545 MUNI COURT	13,328.87	14,726.69	15,000.00	-
100	42200	531222	GA POWER ELECTRICITY	388,148.46	390,501.12	18,000.00	18,000.00
100	42200	531233	STREET LIGHTS, OUTSIDE	-	-	340,000.00	350,000.00
100	42200	531240	ENERGY-BOTTLED GAS	27,500.08	30,143.44	1,000.00	-
100	42200	531270	ENERGY-GASOLINE/DIESEL	9,820.36	137.24	40,000.00	40,000.00
100	42200	531700	MISCELLANEOUS EXPENSE	500.00	13,517.02	2,500.00	2,375.00
100	42200	531710	CHRISTMAS DECORATIONS	2,507.59	1,548.78	15,000.00	15,000.00
100	42200	531720	SIGNS	5,911.67	6,610.02	2,500.00	30,000.00
100	42200	531740	TIRE EXPENSE	6,270.20	10,708.99	15,000.00	15,000.00
100	42200	531750	UNIFORMS	-	-	30,000.00	35,000.00
100	42200	541403	PAVING	77,413.00	147,358.46	15,000.00	40,000.00
100	42200	542200	VEHICLES	-	1,237.75	50,000.00	100,000.00
100	42200	542400	COMPUTER SOFTWARE	112,749.03	48,050.00	8,000.00	7,125.00
100	42200	542500	EQUIPMENT	-	-	77,000.00	100,000.00

Division: 42200 - PUBLIC WORKS Total:

2,044,716.29

2,263,391.25

2,314,616.62

2,537,527.50

Budget Worksheet



Expense

Division: 61900 - CITY

EVENTS

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	61900	511100		REGULAR EMPL. SALARIES	42,710.91	42,839.26	45,726.30	-
100	61900	511300		OVERTIME	-	-	-	-
100	61900	512100		GRP INSRNC MEDICAL/DENTAL	5,358.95	6,595.77	6,500.00	-
100	61900	512110		GROUP INSURANCE LIFE	143.00	171.60	1,155.00	-
100	61900	512111		GROUP INSURANCE VISION	55.08	55.08	715.00	-
100	61900	512200		MEDICARE 1.45%	619.32	638.35	645.00	-
100	61900	512400		PENSION	4,569.73	4,546.83	6,230.00	-
100	61900	512401		RETIREMENT CONTRIBUTIONS	-	-	-	-
100	61900	512600		UNEMPLOYMENT INSURANCE	-	-	1,735.00	-
100	61900	512700		WORKER'S COMPENSATION	641.01	1,002.99	1,155.00	-
100	61900	512851		HRA REIMBURSEMENT	-	-	1,000.00	-
100	61900	523231		CELL PHONES	883.89	150.04	500.00	-
100	61900	523300		ADVERTISING	330.00	913.75	5,000.00	5,000.00
100	61900	523500		TRAVEL	-	-	-	-
100	61900	523600		DUES & FEES	-	-	-	-
100	61900	523700		EDUCATION & TRAINING	-	-	-	-
100	61900	523933		LINEN	-	-	-	-
100	61900	531701		HOSPITALITY	-	-	1,500.00	1,500.00
100	61900	531705		HOLIDAY FESTIVAL /TREE LIGHTING	17,038.18	23,673.38	20,000.00	25,000.00
100	61900	531710		CHRISTMAS DECORATIONS	-	9,972.86	10,000.00	10,000.00
100	61900	531720		SIGNS	-	-	5,000.00	5,000.00
100	61900	531727		MEMORIAL DAY MARCH	2,611.34	3,352.86	6,000.00	6,000.00
100	61900	531729		SUMMER EVENTS	33,675.85	34,472.70	35,000.00	50,000.00
100	61900	531731		PRETTY IN PINK	5,341.11	5,480.09	7,000.00	10,000.00
100	61900	531732		CAREER FAIRS	732.66	498.70	1,500.00	1,500.00

100	61900	531733	9/11 CEREMONY	-	394.22	500.00	500.00
100	61900	531734	BRIDGEFEST	31,325.85	65,964.30	55,000.00	60,000.00
100	61900	531736	FOOD TRUCKS	16,903.98	8,134.82	15,000.00	20,000.00
100	61900	531737	VETERAN'S DAY PARADE	7,009.35	10,272.51	10,000.00	10,000.00
100	61900	531748	AMPHITHEATER EVENT	-	-	50,000.00	10,000.00
100	61900	531749	CENTENTIAL CELEBRATION	-	-	-	50,000.00
100	61900	531750	UNIFORMS	-	-	-	1,000.00
100	61900	542200	VEHICLES	-	-	-	45,000.00

Division: 61900 - CITY EVENTS Total:

169,950.21

219,130.11

286,861.30

310,500.00

Budget Worksheet



Expense

Division: 62200 - PARKS

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	62200	522151		SURVEILLANCE CAMERAS - REEVES CREEK TRAIL	-	-	-	5,100.00
100	62200	522152		SURVEILLANCE CAMERAS - MEMORIAL PARK	-	-	-	35,000.00
100	62200	522153		SURVEILLANCE CAMERAS - CLARK PARK	-	-	-	35,000.00
100	62200	522154		SURVEILLANCE CAMERAS - GARDNER PARK	-	-	-	25,000.00
100	62200	522224		FOUNTAIN MAINTENANCE	-	-	30,000.00	15,000.00
100	62200	522225		BRIDGE MAINTENANCE	51.06	-	20,000.00	10,000.00
100	62200	522230		EQUIPMENT REPAIRS	2,494.95	67.30	3,000.00	3,000.00
100	62200	522250		AUTO & TRUCK REPAIR	-	-	2,500.00	2,500.00
100	62200	523220		GEORGIA TECHNOLOGY AUTH.	278.04	288.78	1,000.00	1,000.00
100	62200	523240		AT&T CLUB SERVICE	2,011.74	3,866.97	3,500.00	3,500.00
100	62200	531110		COMPUTER EXPENSE	-	-	-	1,900.00
100	62200	531140		SUPPLIES & MATERIALS	20,634.03	16,589.21	15,000.00	15,000.00
100	62200	531142		HAND TOOLS & SMALL EQUIP.	-	150.95	-	-
100	62200	531143		SECURITY UPGRADES	-	-	50,000.00	25,000.00
100	62200	531222		GA POWER ELECTRICITY	22,099.56	40,310.15	21,000.00	21,000.00
100	62200	531270		ENERGY-GASOLINE/DIESEL	-	-	3,500.00	3,500.00
100	62200	541209		IMPROVEMENTS	-	25,231.00	55,000.00	35,000.00
100	62200	542200		VEHICLES	799.24	11,381.00	-	-
100	62200	542300		FURNITURE & FIXTURES	1,666.67	-	25,000.00	25,000.00
100	62200	542400		COMPUTER SOFTWARE	27,625.02	-	2,000.00	-
100	62200	542500		EQUIPMENT	-	-	42,606.00	42,600.00
Division: 62200 - PARKS								
Total:					77,660.31	97,885.36	274,106.00	304,100.00

Budget Worksheet



Expense

Division: 72000 - PERMITTING DEVELOPMENT

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	72000	511100		REGULAR EMPL. SALARIES	-	-	120,369.75	132,928.00
100	72000	512100		GRP INSRNC MEDICAL/DENTAL	-	-	20,000.00	41,647.00
100	72000	512110		GROUP INSURANCE LIFE	-	-	550.00	550.00
100	72000	512111		GROUP INSURANCE VISION	-	-	200.00	257.00
100	72000	512200		MEDICARE 1.45%	-	-	1,000.00	1,000.00
100	72000	512400		PENSION	-	-	10,400.00	10,400.00
100	72000	512600		UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	72000	512700		WORKER'S COMPENSATION	-	-	2,000.00	2,000.00
100	72000	512851		HRA DEDUCTIBLE	-	-	3,000.00	3,000.00
100	72000	521200		PROFESSIONAL FEES	-	-	-	25,000.00
100	72000	521202		CONSULTING SERVICES - BSD	-	286,046.31	300,000.00	300,000.00
100	72000	521203		CONSULTING SERVICES - ENGINEERING	-	27,182.50	90,200.00	100,000.00
100	72000	521300		TECHNICAL SERVICES	-	-	-	1,000.00
100	72000	521310		SOFTWARE	-	-	-	4,000.00
100	72000	522210		MAINTENANCE AGREEMENT	-	-	-	3,000.00
100	72000	531211		NTRL GAS,4545 MUNI COURT	-	-	-	1,000.00
100	72000	531227		GA PWR,4602 MUNICIPAL CRT	-	-	-	5,550.00
100	72000	522250		AUTO & TRUCK REPAIR	-	-	-	3,000.00
100	72000	523231		CELL PHONES	-	-	-	2,000.00
100	72000	523245		TELECOMMUNICATIONS	-	-	-	3,000.00
100	72000	523300		ADVERTISEMENT	-	-	-	5,415.00
100	72000	523400		PRINTING & BINDING	-	-	-	5,415.00
100	72000	523500		TRAVEL	-	-	1,000.00	4,512.50
100	72000	523600		DUES & FEES	-	-	1,000.00	1,353.75
100	72000	523700		EDUCATION & TRAINING	-	-	2,000.00	2,707.50

100	72000	523940	POSTAGE	-	-	-	3,610.00
100	72000	531100	GEN SUPPLIES & MAT	-	10,668.23	3,000.00	3,610.00
100	72000	531110	COMPUTER EXPENSE	-	671.99	1,000.00	902.50
100	72000	531140	SUPPLIES AND MATERIALS	-	-	-	-
100	72000	531600	SMALL EQUIPMENT - NON-CAPITAL	-	-	-	2,707.50
100	72000	531701	HOSPITALITY/FOOD/BEVERAGE	-	-	-	1,805.00
100	72000	531750	UNIFORMS	-	-	100.00	1,353.75
100	72000	542300	FURNITURE & FIXTURES	-	-	-	902.50

Division: 72000 - PERMITTING DEVELOPMENT Total:

324,569.03

557,819.75

675,627.00

Budget Worksheet



Expense

Division: 74100 - PLANNING & ZONING

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	74100	511100		REGULAR SALARIES	-	277.00	72,751.30	142,366.00
100	74100	512100		GRP INSRNC MEDICAL/DENTAL	-	-	19,000.00	20,740.00
100	74100	512110		GROUP INSURANCE LIFE	-	-	550.00	1,100.00
100	74100	512111		GROUP INSURANCE VISION	-	-	200.00	68.00
100	74100	512200		MEDICARE 1.45%	-	-	1,100.00	1,210.00
100	74100	512400		PENSION	-	7,517.26	10,300.00	20,600.00
100	74100	512600		UNEMPLOYMENT INSURANCE	-	-	2,000.00	4,000.00
100	74100	512700		WORKER'S COMPENSATION	-	1,692.81	2,000.00	4,000.00
100	74100	512851		HRA DEDUCTIBLE	-	-	2,000.00	4,000.00
100	74100	521150		ZONING BOARD STIPEND	-	2,450.00	5,000.00	5,000.00
100	74100	521200		PROFESSIONAL FEES	-	-	100,000.00	100,000.00
100	74100	521300		TECHNICAL SERVICES	-	-	1,000.00	1,000.00
100	74100	521310		SOFTWARE	-	75.33	4,000.00	4,000.00
100	74100	522210		MAINTENANCE AGREEMENTS	-	-	2,000.00	2,000.00
100	74100	531211		NTRL GAS,4545 MUNI COURT	-	-	-	-
100	74100	531227		GA PWR,4602 MUNICIPAL CRT	-	-	-	-
100	74100	522250		AUTO & TRUCK REPAIR	-	-	3,000.00	3,000.00
100	74100	523231		CELL PHONES	-	11.98	2,000.00	2,000.00
100	74100	523245		TELECOMMUNICATIONS	-	-	3,000.00	3,000.00
100	74100	523300		ADVERTISEMENT	-	150.00	6,000.00	5,415.00
100	74100	523400		PRINTING & BINDING	-	576.33	6,000.00	5,415.00
100	74100	523500		TRAVEL	-	-	3,000.00	7,000.00
100	74100	523501		ZONING ADVISORY BOARD TRAVEL	-	-	2,750.00	5,000.00
100	74100	523600		DUES & FEES	-	-	1,500.00	2,500.00
100	74100	523700		EDUCATION & TRAINING	-	160.00	5,000.00	5,000.00

100	74100	523701	ZONING ADVISORY BD ED & TRAINING	-	(73.00)	3,000.00	3,000.00
100	74100	523940	POSTAGE	-	-	4,000.00	3,610.00
100	74100	531100	SUPPLIES & MATERIALS	-	2,554.82	7,500.00	6,768.75
100	74100	531110	COMPUTER EXPENSE	-	3,709.00	1,000.00	902.50
100	74100	531270	ENERGY-GASOLINE/DIESEL	-	-	2,500.00	2,500.00
100	74100	531600	SMALL EQUIPMENT - NON-CAPITAL	-	-	3,000.00	2,707.50
100	74100	531701	HOSPITALITY/FOOD/BEVERAGE	-	-	2,000.00	1,805.00
100	74100	531702	HISTORIC PRESERVATION COMMITTEE	-	-	7,000.00	7,000.00
100	74100	531750	UNIFORMS	-	-	1,000.00	902.50
100	74100	542200	VEHICLES	-	88,294.00	-	-
100	74100	542300	FURNITURE & FIXTURES	-	-	-	2,000.00

Division: 74100 - PLANNING & ZONING Total:

107,395.53

285,151.30

379,610.25

Budget Worksheet



Expense

Division: 74500 - CODE ENFORCEMENT

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	74500	511100		REGULAR EMPL. SALARIES	86,287.11	86,709.54	91,171.54	85,997.01
100	74500	511300		OVERTIME	613.60	565.02		
100	74500	512100		GRP INSRNC MEDICAL/DENTAL	11,187.64	13,623.12	13,905.00	30,165.00
100	74500	512110		GROUP INSURANCE LIFE	342.35	329.16	550.00	550.00
100	74500	512111		GROUP INSURANCE VISION	150.54	159.72	180.00	192.00
100	74500	512200		MEDICARE 1.45%	1,245.18	1,264.90	1,250.00	1,250.00
100	74500	512400		PENSION	11,471.54	9,049.91	12,400.00	12,400.00
100	74500	512700		WORKER'S COMPENSATION	2,596.92	2,815.07	2,100.00	2,100.00
100	74500	512850		HRA REIMBURSEMENT	-	-	2,000.00	2,000.00
100	74500	521201		PROFESSIONAL FEES	-	-	500.00	500.00
100	74500	521300		TECHNICAL SERVICES	-	-	500.00	500.00
100	74500	521310		SOFTWARE	-	-	2,000.00	2,000.00
100	74500	522210		MAINTENANCE AGREEMENT	-	-	3,500.00	3,500.00
100	74500	522250		AUTO & TRUCK REPAIR	-	130.00	1,000.00	1,000.00
100	74500	523231		Cell Phones	1,247.49	1,580.04	2,000.00	3,000.00
100	74500	523245		TELECOMMUNICATIONS	-	-	3,500.00	3,500.00
100	74500	523400		PRINTING & BINDING	49.00	510.46	-	-
100	74500	523500		TRAVEL	1,058.00	1,609.44	2,000.00	2,700.00
100	74500	523600		DUES & FEES	652.00	700.00	200.00	250.00
100	74500	523700		EDUCATION & TRAINING	868.00	1,200.00	2,500.00	3,300.00
100	74500	523722		FORCE CLEAN UP	-	-	-	-
100	74500	531110		COMPUTER EXPENSE	7,802.40	2,235.96	2,000.00	1,500.00
100	74500	531140		SUPPLIES & MATERIALS	1,271.34	1,923.54	2,000.00	1,500.00
100	74500	531270		ENERGY-GASOLINE/DIESEL	2,474.61	4,210.37	2,700.00	
100	74500	531600		SMALL EQUIPMENT - NON CAPITAL	-	-	1,000.00	800.00

100	74500	531740	TIRE EXPENSE	-	-	500.00	1,000.00
100	74500	531750	UNIFORMS	1,764.30	459.65	1,000.00	1,000.00
100	74500	542200	VEHICLES	28,438.00	285.00	-	-
100	74500	542300	FURNITURE & FIXTURES	377.00	-	1,000.00	-
100	74500	542500	EQUIPMENT	-	-	3,000.00	3,000.00

Division: 74500 - CODE ENFORCEMENT Total:

159,897.02

129,360.90

154,456.54

163,704.01

Budget Worksheet



Expense

Division: 75100 - ECONOMIC DEVELOPMENT

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	75100	511100		REGULAR SALARIES	-	-	79,515.96	81,901.32
100	75100	512100		GRP INSRNC MEDICAL/DENTAL	-	-	20,000.00	11,490.00
100	75100	512110		GROUP INSURANCE LIFE	-	-	550.00	550.00
100	75100	512111		GROUP INSURANCE VISION	-	-	200.00	-
100	75100	512200		MEDICARE 1.45%	-	-	1,100.00	1,100.00
100	75100	512400		PENSION	-	-	10,300.00	10,300.00
100	75100	512600		UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	75100	512700		WORKER'S COMPENSATION	-	-	2,000.00	2,000.00
100	75100	512851		HRA DEDUCTIBLE	-	-	2,000.00	1,000.00
100	75100	521200		PROFESSIONAL SERVICES	-	-	6,000.00	18,000.00
100	75100	523231		CELL PHONES	-	-	1,000.00	1,000.00
100	75100	523245		TELECOMMUNICATIONS	-	-	3,000.00	-
100	75100	523400		PRINTING & BINDING	-	-	3,000.00	5,000.00
100	75100	523500		TRAVEL	-	-	3,700.00	4,500.00
100	75100	523600		DUES & FEES	-	-	1,500.00	1,000.00
100	75100	523700		EDUCATION & TRAINING	-	-	3,300.00	4,000.00
100	75100	523940		POSTAGE	-	-	1,000.00	700.00
100	75100	531110		COMPUTER EXPENSE	-	-	1,500.00	300.00
100	75100	531140		SUPPLIES & MATERIALS	-	-	4,000.00	2,000.00
100	75100	531701		HOSPITALITY/FOOD/BEVERAGE	-	-	4,000.00	3,600.00
100	75100	531750		UNIFORMS	-	-	200.00	40.00
100	75100	542300		FURNITURE & FIXTURES	-	-	-	-
Division: 75100 - ECONOMIC DEVELOPMENT Total:					-	-	149,865.96	150,481.32

Budget Worksheet



Expense

Division: 75500 - Main Street Program

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	75500	511100		REGULAR SALARIES	100,604.53	102,359.70	109,725.00	118,352.00
100	75500	512100		GRP INSRNC MEDICAL/DENTAL	23,367.09	22,826.53	24,000.00	30,734.00
100	75500	512110		GROUP INSURANCE LIFE	417.90	415.26	620.00	620.00
100	75500	512111		GROUP INSURANCE VISION	216.96	216.96	350.00	257.00
100	75500	512200		MEDICARE 1.45%	1,388.09	1,433.91	1,500.00	1,500.00
100	75500	512400		PENSION	10,652.19	10,071.67	13,800.00	13,800.00
100	75500	512600		UNEMPLOYMENT INSURANCE	-	-	600.00	600.00
100	75500	512700		WORKER'S COMPENSATION	771.22	1,139.05	1,155.00	1,155.00
100	75500	512851		HRA, DEDUCTIBLE	-	1,485.09	2,000.00	2,000.00
100	75500	521200		PROFESSIONAL FEES	4,191.90	1,228.50	5,000.00	5,000.00
100	75500	523231		Cell Phones	155.08	164.37	1,000.00	1,000.00
100	75500	523245		TELECOMMUNICATIONS	-	-	3,000.00	3,000.00
100	75500	523400		PRINTING & BINDING	88.83	601.60	3,000.00	2,707.50
100	75500	523500		TRAVEL	1,984.57	3,491.76	4,000.00	9,115.25
100	75500	523520		MAIN STREET BOARD TRAVEL	-	-	-	4,200.00
100	75500	523600		DUES & FEES	401.67	985.00	1,200.00	1,083.00
100	75500	523700		EDUCATION & TRAINING	2,015.00	3,305.00	3,300.00	4,241.75
100	75500	523720		MAIN STREET BOARD EDUCATION & TRAVEL	-	-	-	4,200.00
100	75500	523851		INTERN HELP	2,038.00	-	-	1,895.25
100	75500	523940		POSTAGE	125.15	121.83	500.00	451.25
100	75500	523945		WEB SITE	1,470.29	2,450.00	3,000.00	3,000.00
100	75500	531110		COMPUTER EXPENSE	1,237.18	105.00	1,500.00	1,425.00
100	75500	531140		SUPPLIES & MATERIALS	3,876.45	5,699.54	6,000.00	3,800.00
100	75500	531700		PRODUCT DEV GRANT EXPENSES	-	-	-	-
100	75500	531701		HOSPITALITY/FOOD/BEVERAGE	4,777.71	3,332.95	5,900.00	4,693.00

100	75500	531707	ENTERTAINMENT	-	-	7,000.00	6,317.50
100	75500	531725	PROMOTIONAL SUPPLIES	16,492.23	17,287.61	3,000.00	2,707.50
100	75500	531750	Uniforms	125.00	146.00	500.00	451.25
100	75500	542300	FURNITURE & FIXTURES	-	1,687.91	-	-

Division: 75500 - Main Street Program Total:

176,397.04

180,555.24

201,650.00

228,306.25

Budget Worksheet



Expense

Division: 75700 -
GIS/PLANNING

				FY 2017	FY 2018	FY 2019	FY 2020
Account Number				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
100	75700	511100	REGULAR EMPLOYEE SALARIES	51,793.70	58,386.28	60,500.00	63,433.00
100	75700	512100	GRP INSUR MEDICAL / DENTAL	5,371.41	6,595.77	5,000.00	10,370.00
100	75700	512110	GROUP INSURANCE LIFE	178.17	231.12	150.00	150.00
100	75700	512111	GROUP INSURANCE VISION	50.49	55.08	150.00	68.00
100	75700	512200	MEDICARE 1.45%	750.99	866.38	900.00	900.00
100	75700	512400	PENSION	3,947.99	6,203.60	8,500.00	8,500.00
100	75700	512600	UNEMPLOYMENT INSURANCE	-	-	700.00	700.00
100	75700	512700	WORKERS' COMPENSATION	350.55	414.49	500.00	500.00
100	75700	512851	HRA DEDUCTABLE	-	-	1,000.00	1,000.00
100	75700	521200	PROFESSIONAL SERVICES	41,196.90	94,055.76	58,000.00	58,000.00
100	75700	521202	CONSULTING SERVICES - BSD	28,178.80	-	-	-
100	75700	521300	Technical Services	-	-	6,000.00	6,000.00
100	75700	521310	SOFTWARE	-	-	5,000.00	5,000.00
100	75700	522210	MAINTENANCE AGREEMENTS	363.20	3,466.00	3,400.00	3,400.00
100	75700	523231	CELL PHONES	282.52	1,166.36	1,500.00	1,500.00
100	75700	523400	PRINTING & BINDING	-	-	5,000.00	4,000.00
100	75700	523500	TRAVEL	2,300.69	773.32	2,000.00	4,000.00
100	75700	523600	DUES & FEES	444.40	392.40	700.00	600.00
100	75700	523700	EDUCATION & TRAINING	-	569.00	1,000.00	800.00
100	75700	523850	PERSONNEL SERVICES	-	41,453.42	-	-
100	75700	531110	COMPUTER EXPENSE	43,070.24	1,898.94	1,000.00	800.00
100	75700	531140	SUPPLIES & MATERIALS	16,543.40	3,643.11	6,000.00	5,400.00
100	75700	531701	Historic Preservation Committee	-	-	-	-
100	75700	531702	Zoning Advisory Board	372.09	-	-	-

100	75700	531708	HOSPITALITY/FOOD/BEVERAGE	1,528.21	-	-	-
100	75700	531725	PROMOTIONAL ITEMS	-	80.00	-	-
100	75700	531750	UNIFORMS	22.45	-	200.00	150.00

Division: 75700 - GIS/PLANNING Total:

196,746.20

220,251.03

167,200.00

175,271.00

Budget Worksheet



Expense

Division: 90000 - OTHER FINANCING USES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
100	90000	611200		TRANSFER GF AND MMCC	231,785.00	282,065.00	332,301.22	146,234.00
100	90000	611276		TRANSFER GF AND CEMETERY	-	-	20,000.00	20,000.00
100	90000	611300		TRANSFER GF AND SDDA	-	-	45,000.00	45,000.00
100	90000	611650		TRANSFER TO/FROM URA	-	-	-	-
100	90000	612000		TRANSFER TO URA	1,210,858.50	1,206,491.25	1,208,360.00	1,203,848.38
100	90000	612015		TRANSFER GF TO CITYWIDE PROJECTS	-	729,922.44	-	-

Division: 90000 - OTHER FINANCING USES Total:

1,442,643.50 2,218,478.69 1,605,661.22 1,415,082.38

Budget Worksheet



Fund: 275 - HOTEL/MOTEL
TAX

Expense

Division: 15100 - FINANCIAL ADMINISTRATION

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
275	15100	523310		PUBLIC NOTICES	-	-	825.00	825.00
275	15100	523600		DUES & FEES	-	-	2,800.00	2,800.00
275	15100	531709		CITY REBRANDING INITIATIVE	60,783.93	6,000.00	62,000.00	22,000.00
275	15100			PROMOTIONAL SUPPLIES - MAIN STREET	-	-	-	7,000.00
275	15100			PROMOTIONAL SUPPLIES - ECO DELVP	-	-	-	3,000.00
275	15100			PROMOTIONAL SUPPLIES - MERLE	-	-	-	5,000.00
275	15100			ADVERTISEMENT - MERLE	-	-	-	20,000.00
275	15100			ADVERTISEMENT - TED	-	-	-	5,000.00
275	15100	531710		RSVP Program for Main Street	5,675.00	41,774.87	28,375.00	28,375.00
275	15100	531720		CITY QUARTERLY NEWSLETTER	17,634.03	13,697.68	25,000.00	25,000.00
275	15100	531730		TOURISM	18,921.32	24,710.07	41,000.00	41,000.00
275	15100	542500		OTHER - WAYFINDING SIGNAGE	-	-	25,000.00	25,000.00
275	15100	572000		H.C. CHAMBER 2% / 3.5% 8/1/2015	192,750.65	198,734.38	190,000.00	190,000.00
Division: 15100 - FINANCIAL ADMINISTRATION Total:					295,764.93	284,917.00	375,000.00	375,000.00

Budget Worksheet



CAPITAL PROJECT GRANT FUND

Division: 42312 - TE

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
340	42312	541402		ADMINISTRATIVE ASSIST.	6,250.00	5,350.00	2,000.00	2,000.00
340	42312	541403		LAND APPRAISAL	-	400.00	400.00	400.00
340	42312	541411		DESIGN DEVELOPMENT	600.00	-	10,000.00	10,000.00
340	42312	541415		ENGINEERING	6,857.40	11,012.60	45,000.00	45,000.00
340	42312	541416		CONSTRUCTION COSTS	-	-	92,600.00	92,600.00
340	42312	541428		EASEMENTS-DAVIS RD SIDEWALKS	8,500.00	7,800.00	-	-
Division: 42312 - TE - ROAD/STREET SIDEWALKS Total:					22,207.40	24,562.60	150,000.00	150,000.00

Budget Worksheet



URBAN REDEVELOPMENT AGENCY

Division: 80000 - DEBT

SERVICES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
350	80000	581300		PRINCIPAL-OTHER DEBT	625,000.00	650,000.00	650,000.00	710,000.00
350	80000	582300		INTEREST-OTHER DEBT	585,858.50	556,491.25	556,500.00	493,848.38

Division: 80000 - DEBT SERVICES Total:

1,210,858.50

1,206,491.25

1,206,500.00

1,203,848.38

Budget Worksheet



Fund: 353 - CITYWIDE PROJECTS FUND

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Description				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
353	15650	541000	CIP IMPROVEMENTS	-	67,041.24	4,100,000.00	6,780,921.00
353	15650	541100	LAND PURCHASE	-	662,881.20	-	-
353	15650	541326	AMPHITHEATER	-	-	2,300,000.00	3,188,849.00
353	15650	541327	MONUMENT SIGN	-	-	115,000.00	79,820.00
353	15650	541328	CULTURAL ART CENTER	-	-	1,000,000.00	2,000,000.00

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:

729,922.44

7,515,000.00

12,049,590.00

Budget Worksheet



Fund: 355 - DOWNTOWN DEVELOPMENT AUTHORITY

Expense

Division: 15100 - FINANCIAL ADMINISTRATION

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
355	15100	511100		Salaries	827.35	-	-	-
355	15100	521201		PROFESSIONAL FEES	600.00	-	1,500.00	1,500.00
355	15100	521220		LEGAL	2,760.60	-	15,000.00	11,600.00
355	15100	522219		LANDSCAPING	5,517.50	-	-	-
355	15100	523110		LIABILITY INSURANCE	1,455.00	1,529.00	1,500.00	1,500.00
355	15100	523310		PUBLIC NOTICES	-	-	2,000.00	1,000.00
355	15100	523400		PRINTING & BINDING	-	-	1,000.00	500.00
355	15100	523500		Travel	-	-	2,500.00	6,000.00
355	15100	523600		DUES AND FEES	-	-	500.00	500.00
355	15100	523700		Education and Training	-	265.00	2,500.00	2,500.00
355	15100	531140		SUPPLIES & MATERIALS	-	970.70	1,000.00	1,000.00
355	15100	531210		Water / sewerage	1,784.21	-	-	-
355	15100	531230		Electricity	20,972.81	-	-	-
355	15100	531700		MISCELLANEOUS EXPENSE	5,276.79	3,154.50	-	1,400.00
355	15100	531703		HOSPITALITY	-	161.51	2,500.00	2,500.00
355	15100	541101		FACADE GRANT	5,000.00	-	15,000.00	15,000.00
Division: 15100 - FINANCIAL ADMINISTRATION Total:					44,194.26	6,080.71	45,000.00	45,000.00

Budget Worksheet



Fund: 495 - CEMETERY FUND

Expense

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
495	15650	522220		MAINTENANCE & CLEANING	-	-	20,000.00	5,000.00
495	15650	531600		SMALL EQUIPMENT - NON-CAPITAL	-	334.47	-	2,000.00
495	15650	541200		SITE IMPROVEMENTS	-	-	-	13,000.00

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total: - 334.47 20,000.00 20,000.00

Budget Worksheet



Water

Expense

Division: 44200 - WATER

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
505	44200	511100		REGULAR EMPL. SALARIES	321,556.80	299,801.86	366,000.00	370,000.00
505	44200	511300		OVERTIME	19,265.97	20,696.85	28,000.00	30,000.00
505	44200	512100		GRP INSRNC MEDICAL/DENTAL	83,070.39	95,195.42	105,000.00	105,000.00
505	44200	512110		GROUP INSURANCE LIFE	1,296.88	1,300.46	2,000.00	2,000.00
505	44200	512111		GROUP INSURANCE VISION	811.53	799.16	1,200.00	1,200.00
505	44200	512200		MEDICARE 1.45%	4,837.16	4,585.81	5,000.00	5,000.00
505	44200	512401		RETIREMENT CONTRIBUTIONS	136,520.95	(28,632.73)	45,000.00	45,000.00
505	44200	512600		UNEMPLOYMENT INSURANCE			5,000.00	5,000.00
505	44200	512700		WORKER'S COMPENSATION	21,121.55	25,463.25	20,000.00	20,000.00
505	44200	512850		HRA REIMBURSEMENT	2,000.00	2,000.00	7,000.00	7,000.00
505	44200	521201		PROFESSIONAL	1,826.42			2,000.00
505	44200	521222		IT Services for Water	10,732.44	11,748.11	12,000.00	12,000.00
505	44200	521230		ENGINEERING FEES	1,320.00	4,896.87	9,500.00	10,000.00
505	44200	521305		WATER TEST	7,610.00	2,477.46	10,000.00	10,000.00
505	44200	522210		MAINTENANCE AGREEMENTS	60,064.23	69,529.93	105,000.00	100,000.00
505	44200	522220		MAINTENANCE & CLEANING	3,020.74	1,644.60	10,000.00	10,000.00
505	44200	522231		EQPMNT REPAIR PUMP STATIO	29,437.58	16,121.08	15,000.00	17,200.00
505	44200	522240		STREET REPAIRS/MAINTENANC	4,034.33	2,549.24	20,000.00	15,500.00
505	44200	522250		AUTO & TRUCK REPAIR	4,823.31	1,422.25	7,500.00	7,500.00
505	44200	522255		DAMAGE TO PROPERTY	2,031.03		1,500.00	1,500.00
505	44200	522320		RENTAL OF EQUIP & VEHICLE	1,525.45	861.60	2,500.00	15,000.00
505	44200	523110		LIABILITY INSURANCE	71,060.16	54,592.89	70,000.00	70,000.00
505	44200	523231		CELL PHONES	1,098.54	3,118.20	4,000.00	5,000.00

505	44200	523245	CBeyond COMMUNICATIONS	9,133.29	6,117.50	8,300.00	8,000.00
505	44200	523310	PUBLIC NOTICES	1,043.40	1,163.20	2,000.00	2,000.00
505	44200	523400	PRINTING & BINDING	4,398.91	4,153.39	5,500.00	5,500.00
505	44200	523500	TRAVEL	4,957.62	2,629.93	4,000.00	5,500.00
505	44200	523600	DUES & FEES	1,501.50	194.14	2,000.00	3,500.00
505	44200	523700	EDUCATION & TRAINING	5,091.25	4,474.56	5,500.00	7,500.00
505	44200	523840	COLLECTION AGENCY SRVCS	366.24	110.46	1,000.00	1,000.00
505	44200	523849	CONTRACT LABOR	-	-	1,500.00	1,500.00
505	44200	523902	MERCHANT FEES CREDIT CARD	8,677.68	11,822.17	10,500.00	10,500.00
505	44200	523930	DRUG TESTING, VACCINES	1,181.43	819.08	2,000.00	2,000.00
505	44200	523940	POSTAGE	6,687.26	6,743.58	10,500.00	8,500.00
505	44200	531110	COMPUTER EXPENSE	9,952.55	2,141.40	5,500.00	10,000.00
505	44200	531130	OFFICE SUPPLIES	1,942.07	1,624.31	2,500.00	5,000.00
505	44200	531140	SUPPLIES & MATERIALS	52,000.25	27,672.83	30,000.00	50,000.00
505	44200	531142	HAND TOOLS & SMALL EQUIP.	6,592.81	14,070.68	40,000.00	50,000.00
505	44200	531221	SNAPPING SHOALS EMC	31,917.63	32,498.76	33,000.00	33,000.00
505	44200	531229	GA POWER - WTP	3,139.35	2,115.59	3,000.00	3,000.00
505	44200	531270	ENERGY-GASOLINE/DIESEL	11,396.68	15,868.54	17,500.00	18,000.00
505	44200	531510	INV PCH FOR RSALE-WATER	590,380.70	652,365.20	565,000.00	570,000.00
505	44200	531703	LAB SUPPLIES/OTHER	2,406.81	3,491.84	3,500.00	5,000.00
505	44200	531706	CHEMICALS	6,308.50	6,489.80	7,500.00	10,500.00
505	44200	531740	TIRE EXPENSE	4,341.09	634.56	5,500.00	5,500.00
505	44200	531750	UNIFORMS	3,063.19	3,683.26	6,000.00	7,500.00
505	44200	542200	VEHICLES	-	-	-	120,000.00
505	44200	542401	COMPUTERS	-	560.00	5,000.00	6,500.00
505	44200	561000	DEPRECIATION	669,957.43	695,293.28	100,000.00	100,000.00

Division: 44200 - WATER Total:

2,225,503.10 2,086,910.37 1,728,000.00 1,915,400.00

Budget Worksheet



Sewer

Expense

Division: 43300 - SEWER

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
505	43300	511100		REGULAR EMPL. SALARIES	437,381.35	451,623.42	484,054.72	530,000.00
505	43300	511300		OVERTIME	26,573.07	29,981.04	33,000.00	35,000.00
505	43300	512100		GRP INSRNC MEDICAL/DENTAL	94,527.35	111,894.16	123,736.00	130,000.00
505	43300	512110		GROUP INSURANCE LIFE	1,673.59	1,826.49	3,000.00	3,000.00
505	43300	512111		GROUP INSURANCE VISION	965.73	1,002.45	2,000.00	2,000.00
505	43300	512200		MEDICARE 1.45%	6,222.68	6,950.78	7,500.00	7,500.00
505	43300	512401		RETIREMENT CONTRIBUTIONS	11,989.64	(1,238.14)	72,500.00	72,500.00
505	43300	512600		UNEMPLOYEMENT INSURANCE	-	-	5,000.00	5,000.00
505	43300	512700		WORKER'S COMPENSATION	25,506.87	33,984.59	35,000.00	35,000.00
505	43300	512850		HRA REIMBURSEMENT	-	9,293.88	9,000.00	9,000.00
505	43300	521201		PROFESSIONAL	7,920.00	1,900.00	15,000.00	15,000.00
505	43300	521222		IT Services for Sewer	6,439.44	7,065.00	7,500.00	7,500.00
505	43300	521230		ENGINEERING FEES	4,645.00	9,378.13	15,000.00	20,000.00
505	43300	521341		TESTING - ANALYTICAL COST	5,632.13	4,113.50	9,000.00	10,000.00
505	43300	522150		SURVEILLANCE CAMERAS	-	-	-	24,300.00
505	43300	522200		REPAIRS & MAINTENANCE	-	225.00	4,000.00	5,500.00
505	43300	522210		MAINTENANCE AGREEMENTS	1,165.57	676.39	17,500.00	17,500.00
505	43300	522211		DISPOSAL	-	-	1,000.00	1,000.00
505	43300	522220		MAINTENANCE & CLEANING	2,161.63	1,573.40	3,500.00	3,500.00
505	43300	522229		EQUIPMENT REPAIRS - PLANT	-	-	5,000.00	10,000.00
505	43300	522231		EQPMNT REPAIR PUMP STATIO	45,517.25	69,280.74	75,000.00	75,000.00
505	43300	522232		REPAIR, WWTP PLANT	32,782.54	43,176.29	46,500.00	35,000.00
505	43300	522233		PUMP STATION REPAIR(BLDG)	-	-	2,500.00	2,500.00
505	43300	522234		PUMP STATION ROADS REPAIR	-	469.94	2,500.00	2,500.00
505	43300	522235		VACCU CLEAN SEWER LINES	21,558.00	15,856.00	30,000.00	30,000.00
505	43300	522240		STREET REPAIRS/MAINTENANC	360.80	4,385.70	15,000.00	15,000.00

505	43300	522250	AUTO & TRUCK REPAIR	15,963.09	6,363.26	15,000.00	15,000.00
505	43300	522255	DAMAGE TO PROPERTY	-	2,125.00	5,000.00	5,000.00
505	43300	522320	RENTAL OF EQUIP & VEHICLE	898.85	940.60	1,500.00	1,500.00
505	43300	523231	CELL PHONES	2,052.92	6,063.79	6,750.00	5,000.00
505	43300	523240	AT&T CLUB SERVICE	6,790.06	11,717.13	12,500.00	15,000.00
505	43300	523245	CBeyond COMMUNICATIONS	8,145.27	6,117.50	6,000.00	6,500.00
505	43300	523310	PUBLIC NOTICES	221.40	415.60	1,000.00	2,500.00
505	43300	523400	PRINTING & BINDING	4,263.89	4,168.41	7,500.00	7,500.00
505	43300	523500	TRAVEL	4,534.44	4,424.87	5,500.00	5,500.00
505	43300	523600	DUES & FEES	2,121.00	745.32	3,500.00	3,500.00
505	43300	523700	EDUCATION & TRAINING	3,644.39	6,588.30	8,000.00	8,000.00
505	43300	523849	CONTRACT LABOR	2,659.23	-	7,000.00	7,500.00
505	43300	523900	OTHER (PURCHASED SRVCS)	615.42	-	-	-
505	43300	523902	MERCHANT FEES CREDIT CARD	8,680.42	11,874.25	10,500.00	11,000.00
505	43300	523905	COLL. FEE HENRY COUNTY	9,318.99	8,223.31	7,500.00	8,500.00
505	43300	523930	DRUG TESTING, VACCINES	858.91	1,906.87	2,000.00	1,500.00
505	43300	523940	POSTAGE	6,839.05	6,989.48	10,000.00	7,500.00
505	43300	523990	LANDFILL FEES	4,710.41	10,949.73	30,000.00	35,000.00
505	43300	531110	COMPUTER EXPENSE	6,041.03	6,327.57	3,500.00	15,000.00
505	43300	531130	OFFICE SUPPLIES	1,484.94	1,945.09	2,200.00	2,500.00
505	43300	531140	SUPPLIES & MATERIALS	8,762.49	9,690.77	9,000.00	20,000.00
505	43300	531142	HAND TOOLS & SMALL EQUIP.	16,089.37	10,818.38	10,000.00	10,000.00
505	43300	531214	ENERGY - NATURAL GAS	1,521.13	1,320.57	2,000.00	2,000.00
505	43300	531221	SNAPPING SHOALS EMC	5,493.46	5,535.71	6,000.00	6,000.00
505	43300	531223	GA POWER LIFT STATIONS	36,035.65	39,743.95	40,000.00	40,000.00
505	43300	531229	GA POWER - WWTP	138,890.33	145,333.32	140,000.00	145,000.00
505	43300	531240	ENERGY-BOTTLED GAS	-	-	-	-
505	43300	531270	ENERGY-GASOLINE/DIESEL	19,450.74	18,598.61	25,000.00	25,000.00
505	43300	531700	MISC EXPENSE	627.15	48.56	2,000.00	2,000.00
505	43300	531703	LAB SUPPLIES/OTHER	9,848.71	9,052.75	12,500.00	15,000.00
505	43300	531706	CHEMICALS	46,077.38	40,872.37	50,000.00	50,000.00
505	43300	531720	SIGNS	107.40	-	1,000.00	1,000.00
505	43300	531740	TIRE EXPENSE	2,370.75	3,815.96	5,000.00	8,500.00
505	43300	531750	UNIFORMS	4,729.52	6,191.14	13,000.00	7,500.00
505	43300	541462	S2180730 WWTP FCLTY IMP	-	-	-	25,000.00

505	43300	542200	VEHICLES	-	-	-	30,000.00
505	43300	542400	COMPUTERS	-	1,797.75	5,000.00	15,000.00
505	43300	542500	EQUIPMENT	7,606.87	19,125.99	29,264.00	50,000.00
505	43300	542517	WATERSHED MONITORING, I&II	17,304.50	1,775.00	25,000.00	30,000.00
505	43300	573105	CONSENT ORDER - FINE	-	-	3,000.00	3,000.00
505	43300	573110	BAD DEBT EXP. W/S	22,409.41	16,931.26	23,000.00	23,000.00

Division: 43300 - SEWER Total:

1,160,191.21 1,231,956.93 1,569,504.72 1,774,800.00

Budget Worksheet



Water & Sewer

Expense

Division: 80000 - DEBT SERVICES

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
505	80000	581300		PRINCIPAL-OTHER DEBT			127,240.20	90,721.00
505	80000	582300		INTEREST-OTHER DEBT	22,469.73	21,218.10	48,760.80	36,520.00

Division: 80000 - DEBT SERVICES Total:

22,469.73

21,218.10

176,001.00

127,241.00

Budget Worksheet



Where Community Connects

Fund: 510 - STORMWATER

Expense

Division: 42500 - STORMWATER

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
510	42500	511100		REGULAR EMPL. SALARIES	289,451.04	259,007.27	279,488.66	285,000.00
510	42500	511300		OVERTIME	2,044.90	3,502.71	5,000.00	5,000.00
510	42500	512100		GRP INSRNC MEDICAL/DENTAL	70,829.25	74,877.59	85,000.00	85,000.00
510	42500	512110		GROUP INSURANCE LIFE	1,186.45	1,083.72	1,600.00	1,600.00
510	42500	512111		GROUP INSURANCE VISION	631.74	653.16	1,000.00	1,000.00
510	42500	512200		MEDICARE 1.45%	4,091.04	3,814.73	4,000.00	4,000.00
510	42500	512400		PENSION	55,900.14	(19,546.11)	44,000.00	44,000.00
510	42500	512600		UNEMPLOYMENT INSURANCE	-	-	7,500.00	7,500.00
510	42500	512700		WORKER'S COMPENSATION	26,749.98	28,361.57	25,000.00	25,000.00
510	42500	512850		HRA REIMBURSEMENT	2,000.00	2,545.97	7,000.00	7,000.00
510	42500	521201		PROFESSIONAL FEES	8,045.71	-	2,000.00	2,000.00
510	42500	521222		IT Services for Stormwater	6,439.43	7,944.61	7,000.00	7,000.00
510	42500	521230		ENGINEERING FEES	34,362.50	23,047.25	100,000.00	100,000.00
510	42500	522210		MAINTENANCE AGREEMENTS	1,300.36	3,432.32	7,000.00	7,000.00
510	42500	522220		STREET SWEEPING	-	-	25,000.00	25,000.00
510	42500	522230		EQUIPMENT REPAIRS	47.88	2,680.66	5,000.00	5,000.00
510	42500	522240		STREET REPAIRS/MAINTENANC	-	270.50	30,000.00	30,000.00
510	42500	522250		AUTO & TRUCK REPAIR	9,460.46	5,823.56	10,000.00	10,000.00
510	42500	523110		LIABILITY INSURANCE	3,500.94	1,973.89	2,500.00	2,500.00
510	42500	523231		CELL PHONES	837.99	1,074.92	3,000.00	3,000.00
510	42500	523304		PERMITS/ANNUAL REPORT	11,242.50	9,252.50	20,000.00	20,000.00
510	42500	523310		PUBLIC NOTICES	-	10.00	3,500.00	3,500.00
510	42500	523400		PRINTING & BINDING	560.78	-	10,000.00	10,000.00
510	42500	523500		TRAVEL	498.04	875.90	3,000.00	3,000.00
510	42500	523600		DUES & FEES	437.60	217.00	1,000.00	1,000.00

510	42500	523700	EDUCATION & TRAINING	2,041.86	1,684.31	5,000.00	5,000.00
510	42500	523852	NOI IMPLEMENTATION	-	-	7,500.00	7,500.00
510	42500	523901	BANK CHARGES	-	-	500.00	500.00
510	42500	523902	CREDIT CARD EXPENSES	2,189.56	2,723.35	500.00	500.00
510	42500	523930	DRUG TESTING, VACCINES	522.55	298.60	500.00	500.00
510	42500	523990	LANDFILL FEES	4,041.85	5,918.93	5,000.00	5,000.00
510	42500	531110	COMPUTER EXPENSE	6,432.80	4,786.05	5,000.00	5,000.00
510	42500	531130	OFFICE SUPPLIES	-	358.82	2,000.00	2,000.00
510	42500	531140	SUPPLIES & MATERIALS	3,458.30	3,869.15	4,000.00	4,000.00
510	42500	531142	HAND TOOLS & SMALL EQUIP.	3,235.50	1,212.04	4,000.00	4,000.00
510	42500	531270	ENERGY-GASOLINE/DIESEL	8,288.47	11,862.69	15,000.00	15,000.00
510	42500	531700	MISCELLANEOUS EXPENSE	984.87	40.00	2,500.00	2,500.00
510	42500	531740	TIRE EXPENSE	1,884.31	1,876.44	5,000.00	5,000.00
510	42500	531750	UNIFORMS	2,905.86	3,894.60	10,000.00	10,000.00
510	42500	541476	EASEMENTS	1,454.00	-	45,000.00	45,000.00
510	42500	542200	VEHICLES	-	-	-	-
510	42500	542400	COMPUTER SOFTWARE	-	1,797.75	5,500.00	7,500.00
510	42500	542500	EQUIPMENT	-	-	10,000.00	10,000.00
510	42500	542515	STORMWATER REPAIR	-	18,500.00	200,000.00	200,000.00
510	42500	542518	WATERSHED ASSES. PHASE II	-	-	5,511.34	5,600.00
510	42500	561000	DEPRECIATION	32,516.06	64,564.22	25,000.00	25,000.00

Division: 42500 - STORMWATER Total:

599,574.72

534,290.67

1,046,100.00

1,053,700.00

Budget Worksheet



Fund: 540 - SANITATION SOLID WASTE COLLECTION

Expense

Division: 45200 - SANITATION SOLID WASTE COLLECTION

				FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
Account Number			Account Description				
540	45200	511100	REGULAR EMPL. SALARIES	34,955.67	36,563.15	82,000.00	82,000.00
540	45200	511300	OVERTIME	6.35	6.54	5,000.00	5,000.00
540	45200	512100	GRP INSRNC MEDICAL/DENTAL	23,072.67	34,843.74	38,000.00	38,000.00
540	45200	512110	GROUP INSURANCE LIFE	155.94	158.04	2,000.00	2,000.00
540	45200	512111	GROUP INSURANCE VISION	161.88	161.88	1,000.00	1,000.00
540	45200	512200	MEDICARE 1.45%	502.67	515.84	1,300.00	1,300.00
540	45200	512401	RETIREMENT CONTRIBUTIONS	(4,874.07)	18,059.79	12,700.00	12,700.00
540	45200	512700	WORKER'S COMPENSATION	1,287.42	1,230.31	1,850.00	2,200.00
540	45200	512850	HRA REIMBURSEMENT	-	-	2,000.00	2,000.00
540	45200	521222	IT TOTAL TECH	-	-	2,500.00	2,500.00
540	45200	521300	Technical Services	3,287.50	-	-	-
540	45200	522210	MAINTENANCE AGREEMENTS	210.36	105.16	700.00	700.00
540	45200	522230	EQUIPMENT REPAIRS	-	-	7,500.00	7,500.00
540	45200	522246	KUBOTA SANI VEHICLES	-	-	5,000.00	5,000.00
540	45200	522250	AUTO & TRUCK REPAIR	2,381.45	1,348.59	5,000.00	5,000.00
540	45200	522252	DAMAGE TO CITIZEN ITEMS	-	-	1,000.00	1,000.00
540	45200	523231	CELL PHONES	-	-	500.00	500.00
540	45200	523310	PUBLIC NOTICES	-	1,522.50	5,000.00	5,000.00
540	45200	523400	PRINTING & BINDING	307.58	-	3,000.00	3,000.00
540	45200	523700	EDUCATION & TRAINING	-	-	1,500.00	1,500.00
540	45200	523902	MERCHANT FEES CREDIT CARD	3,560.04	4,884.83	1,000.00	1,000.00
540	45200	523906	H. C. COLL. FEE	-	-	10,000.00	10,000.00
540	45200	523930	DRUG TESTING, VACCINES	-	-	500.00	500.00
540	45200	523940	POSTAGE	130.00	-	10,000.00	10,000.00

540	45200	523990	LANDFILL FEES	291,601.00	342,356.44	350,000.00	350,000.00
540	45200	523991	Sanitation Collections Outsourcing	859,506.22	913,037.19	952,000.00	990,000.00
540	45200	524000	SWMP COST JT. HC AND CITY	16,590.50	16,889.14	2,000.00	2,000.00
540	45200	531110	COMPUTER EXPENSE	810.00	1,614.96	3,000.00	7,500.00
540	45200	531130	OFFICE SUPPLIES	-	-	500.00	500.00
540	45200	531140	SUPPLIES & MATERIALS	-	-	3,000.00	3,000.00
540	45200	531270	ENERGY-GASOLINE/DIESEL	2,801.07	1,956.72	5,000.00	5,000.00
540	45200	531704	OTHER SUPPLIES	-	-	1,000.00	1,000.00
540	45200	531740	TIRE EXPENSE	126.45	366.31	3,000.00	3,000.00
540	45200	531750	UNIFORMS	-	-	1,500.00	1,500.00
540	45200	542200	VEHICLES	-	-	-	-
540	45200	561000	DEPRECIATION	33,978.46	33,978.42	-	-
540	45200	573111	BAD DEBT EXP. - SAN.	160.00	-	-	-

Division: 45200 - SANITATION SOLID WASTE COLLECTION Total:

1,270,719.16 1,409,599.55 1,520,050.00 1,562,900.00

Budget Worksheet



Fund: 555 - MERLE MANDERS CONFERENCE CENTER

Expense

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
555	15650	511100		REGULAR EMPL. SALARIES	113,563.17	134,507.64	139,417.22	276,610.70
555	15650	511300		OVERTIME	1,181.22	1,474.71	1,000.00	1,000.00
555	15650	512100		GRP INSRNC MEDICAL/DENTAL	36,117.69	53,548.67	60,000.00	150,538.84
555	15650	512110		GROUP INSURANCE LIFE	490.04	533.04	1,200.00	3,420.00
555	15650	512111		GROUP INSURANCE VISION	325.17	428.40	800.00	825.00
555	15650	512200		MEDICARE 1.45%	1,616.63	1,902.81	2,100.00	4,560.00
555	15650	512401		RETIREMENT CONTRIBUTIONS	16,872.92	(12,777.73)	19,500.00	30,500.00
555	15650	512600		UNEMPLOYMENT INSURANCE	-	-	5,000.00	8,400.00
555	15650	512700		WORKER'S COMPENSATION	4,055.93	4,865.30	3,500.00	7,920.00
555	15650	512850		HRA REIMBURSEMENT	-	-	3,000.00	6,000.00
555	15650	521201		PROFESSIONAL FEES	2,651.42	80.00	500.00	500.00
555	15650	521222		IT Services for MMCC	2,575.80	4,565.85	3,000.00	3,000.00
555	15650	521340		WEB-SITE	315.34	45.00	1,000.00	1,000.00
555	15650	522200		REPAIRS & MAINTENANCE	3,167.99	3,876.78	25,000.00	25,000.00
555	15650	522210		MAINTENANCE AGREEMENTS	865.90	831.55	3,500.00	3,500.00
555	15650	522213		CLEANING	72,188.60	20,263.00	22,000.00	22,000.00
555	15650	522219		LANDSCAPING	22,020.00	20,496.40	-	-
555	15650	522220		MAINTENANCE & CLEANING	11,015.16	22,679.97	-	-
555	15650	522230		EQUIPMENT REPAIRS	4,699.18	4,119.68	35,000.00	5,000.00
555	15650	522251		AUTO EXPENSE	-	-	-	-
555	15650	522320		RENTAL OF EQUIP & VEHICLE	187.68	3,321.58	600.00	600.00
555	15650	523231		CELL PHONES	461.11	495.43	1,000.00	1,500.00
555	15650	523245		CBeyond COMMUNICATIONS	6,284.51	10,612.82	7,000.00	7,000.00
555	15650	523310		PUBLIC NOTICES	-	22.96	-	-
555	15650	523400		PRINTING & BINDING	173.98	396.84	500.00	500.00

555	15650	523500	TRAVEL	-	8.00	3,000.00	4,000.00
555	15650	523600	DUES & FEES	665.65	700.45	800.00	600.00
555	15650	523700	EDUCATION & TRAINING	395.00	62.47	4,700.00	5,000.00
555	15650	523850	PERSONNEL SERVICES	49,419.39	42,365.69	60,000.00	35,000.00
555	15650	523851	CLIENT EVENT ATTENDANT	3,435.26	8,332.88	-	-
555	15650	523902	MERCHANT FEES CREDIT CARD	2,560.77	2,075.83	2,550.00	2,550.00
555	15650	523933	LINEN	1,771.17	1,839.80	4,000.00	6,000.00
555	15650	523940	POSTAGE	-	-	500.00	500.00
555	15650	531110	COMPUTER EXPENSE	8,330.90	3,081.63	3,000.00	2,000.00
555	15650	531130	OFFICE SUPPLIES	3,075.11	2,524.44	2,500.00	2,500.00
555	15650	531140	SUPPLIES & MATERIALS	457.95	1,491.54	3,500.00	3,500.00
555	15650	531142	HAND TOOLS & SMALL EQUIP.	-	2,145.88	1,000.00	1,000.00
555	15650	531213	NATURAL GAS	3,246.57	3,651.28	2,500.00	2,500.00
555	15650	531232	GEORGIA POWER	22,173.97	25,775.50	25,000.00	25,000.00
555	15650	531271	FUEL	413.14	680.26	500.00	500.00
555	15650	531400	BOOKS & PERIODICALS	-	-	500.00	500.00
555	15650	531704	OTHER SUPPLIES	150.95	17.88	-	-
555	15650	531708	FOOD AND BEVERAGE	411.30	550.00	2,500.00	2,500.00
555	15650	531710	CHRISTMAS DECORATIONS	4,657.95	4,979.01	5,000.00	5,000.00
555	15650	531720	SIGNS	-	-	1,500.00	1,500.00
555	15650	531725	PROMOTIONAL SUPPLIES	2,254.94	1,903.81	-	-
555	15650	531740	TIRE EXPENSE	-	713.12	-	-
555	15650	531750	UNIFORMS	548.62	553.92	1,500.00	-
555	15650	541200	SITE IMPROVEMENTS	-	-	3,500.00	50,000.00
555	15650	542300	FURNITURE & FIXTURES	-	2,295.88	-	-
555	15650	542400	Computer Software	833.33	-	-	3,480.00
555	15650	542500	EQUIPMENT	-	7,200.24	44,134.00	39,104.00
555	15650	561000	DEPRECIATION	86,499.17	88,178.42	-	40,000.00

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:

492,130.58

477,418.63

506,801.22

792,108.54

Budget Worksheet



Fund: 560 - TED STRICKLAND COMMUNITY CENTER

Expense

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
560	15650	512100		GRP INSRNC MEDICAL/DENTAL	511.07	-	-	-
560	15650	521222		IT Services for TSCC	858.49	946.28	1,000.00	1,000.00
560	15650	522210		MAINTENANCE AGREEMENTS	-	-	2,500.00	2,500.00
560	15650	522219		LANDSCAPING	3,449.00	3,365.00	-	-
560	15650	522220		MAINTENANCE & CLEANING	11,784.10	7,866.90	8,500.00	8,500.00
560	15650	522230		EQUIPMENT REPAIRS	1,374.74	386.83	1,000.00	1,000.00
560	15650	523241		AT&T (BELLSOUTH)	2,010.32	2,779.53	4,000.00	4,000.00
560	15650	523851		CLIENT EVENT ATTENDANT	3,265.01	7,060.78	-	-
560	15650	523902		MERCHANT FEES CREDIT CARD	849.22	956.53	5,000.00	5,000.00
560	15650	523903		DISCOUNT ON ROOM RENTAL	64.00	20.00	750.00	750.00
560	15650	531110		COMPUTER EXPENSE	1,144.90	2,547.32	-	-
560	15650	531140		SUPPLIES & MATERIALS	25.32	72.18	2,500.00	2,500.00
560	15650	531231		GA PWR,130 COMMUNITY CNTR	7,029.15	7,507.78	8,000.00	8,000.00
560	15650	531720		SIGNS	709.12	-	-	-
560	15650	542300		FURNITURE & FIXTURES	50.00	2,923.00	5,000.00	5,000.00
560	15650	542400		Computer Software	400.00	-	-	1,500.00
560	15650	542500		EQUIPMENT	-	1,938.20	-	2,000.00
560	15650	561000		DEPRECIATION	22,652.80	22,161.99	-	-
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:					56,177.24	60,532.32	38,250.00	41,750.00

Capital Improvement Plan

Stockbridge



Where Community Connects



The City of Stockbridge

CIP EXPENDITURES SUMMARY BY PROJECT

FUND - 353

	Amount			Proposed Expenditures For Planning Years						Projected Five Year Total
	Estimated Project Cost	Anticipated To Be Used In	Balance To Be Carried Over To							
				FY2019	FY2019	FY2020	FY2020	FY2021	FY2022	
	<u>Projects:</u>									
Amphitheater	\$ 16,285,000	\$ 340,755	\$ 15,944,245	\$ 3,188,849	\$ 3,188,849	\$ 3,188,849	\$ 3,188,849	\$ 3,188,849	\$ 15,944,245	
Monument Sign	\$ 115,000	\$ 35,180	\$ 79,820	\$ 79,820					\$ 79,820	
Cultural Art Center	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000	
Multi-Purpose Facility	\$ 6,000,000	\$ -	\$ 6,000,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,000,000	
Public Works Facility	\$ 2,120,000	\$ -	\$ 2,120,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 2,120,000	
Alleyway Project	\$ 350,000	\$ -	\$ 350,000	\$ 350,000					\$ 350,000	
Senior/Youth Facility	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000	
Old Fire Station Renovation	\$ 500,000	\$ -	\$ 500,000	\$ 250,000	\$ 250,000				\$ 500,000	
Splash Pad Park	\$ 150,000	\$ -	\$ 150,000	\$ 150,000					\$ 150,000	
Road Improvement	\$ 5,000,000	\$ -	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000	
Infrastructure Improvement	\$ 7,500,000	\$ 465,397	\$ 7,034,603	\$ 1,406,921	\$ 1,406,921	\$ 1,406,921	\$ 1,406,921	\$ 1,406,921	\$ 7,034,603	
Total Proposed Expenditures	\$ 58,020,000	\$ 841,332	\$ 57,178,668	\$ 12,049,590	\$ 11,469,770	\$ 11,219,770	\$ 11,219,770	\$ 11,219,770	\$ 57,178,668	

Funding Type	Amount			Proposed Funding Sources						Projected Five
	Final Adopted	Anticipated	Balance To	FY2020	FY2020	FY2021	FY2022	FY2023	FY2024	Year
		To Be Used	Be Carried							
	FY2019	FY2019	FY2020	FY2020	FY2021	FY2022	FY2023	FY2024	Total	
General Fund	\$ 1,000,000	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	
CIP Bond	\$ 11,285,000	\$ -	\$ -	\$ 2,761,490	\$ 2,257,000	\$ 2,257,000	\$ 2,257,000	\$ 2,257,000	\$ 11,789,488	
Future SPLOST (V)	\$ 15,000,000	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 15,000,000	
SPLOST IV	\$ 3,200,000	\$ -	\$ -	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$ 3,200,000	
Reprogrammed SPLOST IV	\$ 4,000,000	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,000,000	
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund Balance	\$ 21,535,000	\$ -	\$ -	\$ 4,248,100	\$ 4,172,770	\$ 3,922,770	\$ 3,922,770	\$ 3,922,770	\$ 20,189,180	
Sale of Land	\$ 2,000,000	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000	
Total Proposed Funding Sources	\$ 58,020,000	\$ -	\$ -	\$ 12,049,590	\$ 11,469,770	\$ 11,219,770	\$ 11,219,770	\$ 11,219,770	\$ 57,178,668	

Job Title: Administrative Assistant**Events**

Job Summary: The Administrative Assistant will assist with the day-to-day operations of the Merle Manders Conference Center/Ted Strickland Community Center utilizing their valuable experience and understanding of planning and managing, special events and activities involving the community, vendors, staff and elected officials. You will utilize city resources to assist staff with the planning of events and work closely the manager of the Conference Center Manager.

Class Characteristics: This is an exempt classification level.

Major Duties:

- Assist the Conference Center Manager in departments meetings, assist with planning and scheduling of the conference center and Ted Strickland community center; make appointments; assist with travel arrangements, etc.
- Communicates with other departmental staff on a variety of requests.
- Compiles data for daily, monthly and annual reports; responds to information requests and prepares reports for distribution;
- Coordinates services with outside vendors;
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system;
- Maintains maintenance schedule and records on department vehicles and equipment;
- Manages supplies and office equipment use through departmental check-out system; issues supply and equipment (keys) to staff;
- Processes external mail as well as inter-departmental City correspondence;
- Receives and responds to public inquiries on the telephone and in-person; provides information and refers inquiries to other City employees when required;
- Processes requisitions for a variety of purchases thru the purchasing system. Able to track all expenses and maintain detailed files.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Ability to compile data and write clear, concise reports;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to maintain an organized office environment;

- Excellent written and verbal communication skills; Proficient mathematical skills;
- Excellent customer service skills;
- General knowledge of municipal government;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of the operation of a variety of tools and equipment;
- Skilled in using a variety of computer programs Microsoft Word; Excel, PowerPoint, Outlook for administrative functions.

Supervisory Controls: The work of this position is performed under the general supervision of the Conference Center Manager.

Guidelines: Guidelines include City and departmental manuals, policies and procedures.

Complexity: The work consists of administrative and clerical duties.

Personal Contacts: Contacts are typically with co-workers, vendors and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional moderate lifting and occasional use of equipment requiring a high degree of dexterity.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: None.

- **Minimum Qualifications:** High school diploma or equivalent required; Associate's degree or two (2) years of college or technical coursework preferred; one (1) year administrative work experience preferred; Excellent customer service skilled; highly organized; Ability to occasionally work extra hours to support city events; valid State of Georgia Driver's License.

Job Title: Planner 1

Job Summary: The Planner 1 performs current planning and zoning administration functions, to guide the growth and development of the City in accordance with the adopted Comprehensive Plans and regulations, by using sound planning principles and practices for data collection, performing research, and in developing reports, plans, projections and recommendations.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Analyzes planning issues and determines project schedules and priorities;
- Assists City staff in the enforcement of local ordinances and in interpreting city codes, and comprehensive plans;
- Reviews and obtains approval on building and sign permits for compliance with zoning, sign, and subdivision regulations;
- Assists in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs;
- Coordinates city planning activities with other City divisions, departments and outside agencies as needed;
- Attends various hearings and meetings;
- Establishes and maintains effective working relationships with other employees, officials, and all members of the general public;
- Evaluates land use proposals for conformity to established plans and ordinances;
- Evaluates the development impact of proposals as they relate to the adopted codes and plans of the City and prepares reports and makes recommendations;
- Maintains and update official City maps, including the zoning, annexation, and similar maps;
- Performs research studies, conducts analyses and prepares reports/recommendations regarding land use, infrastructure improvement, environmental requirements and other matters;
- Employs resources to achieve project objectives;

Job Title: Planner (continued)

- Performs a variety of routine and complex administrative, technical and professional planning work related to the development and implementation of land use and related municipal plans and policies;
- Responds to inquiries from citizens, developers, and other interested parties concerning zoning and subdivision regulations, policies, and procedures;
- Prepares and makes presentations to decision-makers and the public;
- Assist in the preparation of property site plans, zoning plans and sketches in ArcGIS and planning-related software;
- May assist in the processes of federal, state and local permits for the City's capital improvement plan projects;
- Performs other planning duties as assigned.

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with those encountered in the course of the work;
- Ability to exercise sound independent judgment within established guidelines;
- Ability to effectively use computer technology in the preparation of visual graphics, studies, plans, reports, maps and presentations, including proficiency in GIS analysis, power point, and spreadsheets;
- Ability to interpret and understand engineering and architectural plans, concepts and methodologies;
- Ability to interpret maps, site and building plans and specifications, graphs and statistical data;
- Ability to perform responsible and complex long-term planning, environmental planning and capital improvement assignments;
- Ability to prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to boards/committees;
- Ability to prepare clear visual displays;
- Ability to present ideas persuasively;
- Ability to research, analyze and summarize planning data both manually and with computer programs;
- Ability to understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process;

Job Title: Planner (continued)

- Knowledge of application of land use, physical design, economic, environmental, and/or social concepts to the planning process;
- Knowledge of city, state and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements;
- Knowledge of community trends and market analyses techniques;
- Knowledge of implementation of state, regional and municipal ordinances;
- Knowledge of local government organization and the functions and practices of a municipal planning unit;
- Knowledge of math concepts, including statistical analysis techniques and formulae relevant to the planning process;
- Knowledge of methods used in developing information for advance planning and capital improvement projects;
- Knowledge of objectives, principles, procedures, standards, practices and information sources of City advance planning;
- Knowledge of terminology, symbols, methods, techniques and instruments used in planning.

Supervisory Controls: The work of this position is performed under the general supervision of the Senior Planner.

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative duties.

Personal Contacts: Contacts are typically with public works department, senior management, co-workers, elected officials, vendors, contractors, developers, local and state government agencies, and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts and provide services.

Physical Demands: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light objects.

Job Title: City Planner (continued)

Work Environment: Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, and slippery or uneven surfaces. The work may require use of protective devices such as hard hat, gloves and safety jacket.

Supervisory and Management Responsibility: None

Minimum Qualifications: Bachelor's degree in urban planning, city planning, architecture or a closely related field supplemented by one (1) or two (2) years of experience performing in municipal planning; internship in a Planning department a plus. Master's degree desirable; post-graduate planning education may be substituted for the required experience on a year-for-year basis; experience with Microsoft Office Suite, valid State of Georgia Driver's License.

Job Title: Procurement Clerk

Job Summary: This is an administrative non-exempt position responsible for assisting in the procurement of goods and services needed by the City using competitive bids and to provide clerical, inventory and administrative support for the division. This position will be responsible for the City's excess and surplus property program requiring coordination with departments, contractors, and potential bidders to facilitate the proper transfer, auctioning, or disposal of excess, unwanted, surplus or obsolete property. Other duties may include special assignments in the scope of purchasing activities. This position reports to the Procurement Supervisor.

Major Duties:

- Drafts and sends contract amendments and renewals using provided templates.
- Ensures timely execution to avoid disruption of services.
- Assists with the preparation, organization, and coordination of the purchasing division's surplus activities across the City. Catalogs, photographs, and maintains inventory of surplus property in preparation for public auction; coordinates pickup and post-auction.
- Utilizes computer to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard;
- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually;
- Organizes and maintains inventory and works with staff to ensure the efficient material storage and handling; maintains labeling system on all inventoried items; on occasion may manually stocks inventory shelving with stock items received or returned;
- Compiles and maintains records for fixed assets; maintain inventory list for city assets.
- Updates and prepares lists for proper sale and disposal of items declared surplus by the City Council on GovDeals;
- Assists with purchasing and contracting documentation. Manages electronic database, compiles information and generates various reports.
- Assists during formal and informal bidding, RFI's, RFQ's and RFP's, which may include but not limited to: creating specifications, posting legal advertisements, emailing prospective bidders, answering vendor questions, receiving bids, providing recommendation on bid award, notifying vendors of award recommendation, and developing council communications.
- Performs related duties as required by a supervisor/manager within your department and/or division.

Knowledge Required by the Position:

- Knowledge of inventory control practices;
- Knowledge of computer terminal operation;
- Knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials;
- Skill in operating of assigned equipment;
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications;
- Ability to perform minor equipment maintenance and repair;

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- Ability to follow standard safety practice and procedures common to equipment operation work;
- Ability to follow written and verbal instruction;
- Ability to maintain accurate records with some knowledge of mathematical conversions.

Supervisory Controls: The Purchasing Supervisor assigns work. Work is spot-checked in progress and reviewed when completed for accuracy, nature and propriety of the final results.

Guidelines: Guidelines include departmental and safety policies and procedures and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

Complexity: This is administrative and technical work that consists of related inventory control duties.

Scope and Effect: The purpose of this position is to supervise the receipt and distribution of materials and supplies to City departments and maintain the inventory management system utilizing computer software.

Personal Contacts: Contacts are typically with co-workers and vendors.

Purpose of Contacts: Contacts are typically to exchange information and provide services.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, equipment and materials, climb ladders, and use tools or equipment requiring a moderate degree of dexterity. Must be able to lift 50lbs or more.

Work Environment: The work is typically performed in and outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional hot, cold or inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School degree and/or associate degree in Business Administration, Business Management, or related field; three (3) years of purchasing and inventory control experience; must be proficient in Microsoft Office Suite, equivalent combination of education and experience may be accepted. Must be proficient in Microsoft Office Suite. Must have a valid class C Georgia driver's license.

Job Title: Administrative Clerk (part-time)

Job Summary: Provide general office operations, including electronic correspondence, filing, preparing reports and flyers, maintain calendars and schedules of the elected body. Will assist with the elected body and their initiatives and/or events while supporting the organization.

Class Characteristics: This is a part-time performance classification level.

Major Duties:

- Handle office interactions with outside visitors, this may include greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner;
- Keep track of inventory and work supplies within the department;
- Maintains safe and clean area by complying with procedures, rules, and regulations;
- Provides clerical and data entry assistance to the governing body staff as needed, including typing letters and memoranda, creating reports and other documents;
- Maintain files with confidentiality in an easily accessible format;
- Occasionally travel off-site to deliver files and event material;
- Coordinate communication between various departments, schedules meetings, distributes reports and keep all parties informed of general business operations;
- Operate and maintain office machinery, including copiers, fax machines and printers;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Exceptional customer service skills; time management and organization skills;
- Quick learner and strong computer skills: advanced Microsoft Office skills, especially Microsoft Word and Outlook;
- Experience communicating personnel policies and procedures;
- Excellent verbal and written communication skills required;
- Must be able to interact and communicate with individuals at all levels of the organization;
- Consistently demonstrate the ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary;
- Must have high level of interpersonal skills to handle sensitive and confidential situations;

Job Title: Administrative Clerk (part-time) (continued)

- Ability to take the initiative to make decisions/choices with direct supervision;
- Knowledge of assigned department's operations and functions;
- Knowledge of modern office procedures and equipment;
- Knowledge of City ordinances, policies and procedures;
- Skill in using a variety of computer programs for administrative functions;
- Basic mathematical skills;
- Ability to carry out oral and written instructions;
- Ability to maintain an organized office environment;
- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.

Supervisory Controls: The work of this position is performed under the general supervision of the Executive Assistant to Mayor and Council.

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and clerical duties.

Personal Contacts: Contacts typically occur with co-workers, elected officials and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: Occasional light lifting.

Work Environment: This work is performed indoors in an office setting and will require evening and weekend work. Must be able to work a flexible schedule if required.

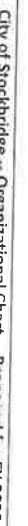
Supervisory and Management Responsibility: None.

Minimum Qualifications: High School diploma or equivalency required supplemented by one (1) to (2) years of experience performing administrative support and clerical duties in an office environment; working knowledge of Microsoft Office; excellent communication skills. This position is a part-time position and will require evening and weekend work, when needed.

City of Stockbridge Pay Plan 2019

DEPARTMENT	REPORTS TO	CLASS TITLE	Pay Grade	Min	Mid	Max
City Clerk	Exec. Assistant to Mayor & Council	Admin Clerk (Part-time)	100	\$16,263.00	\$22,000.00	\$29,854.84
City Clerk	City Clerk	Receptionist	101	\$24,252.80	\$30,922.32	\$37,591.84
MMCC	Conference Center Manager	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Public Works	General Maintenance Supervisor	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Finance	Procurement Supervisor	Inventory Clerk/Procurement	102	\$25,465.44	\$32,468.44	\$39,471.43
Sanitation	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Collections Operator I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Water	Water Systems Superintendent	Water Systems Technician I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Systems Operator I	105	\$29,479.43	\$37,586.27	\$45,693.12
MMCC	Conference Center Manager	Administrative Assistant	105	\$29,479.43	\$37,586.27	\$45,693.12
City Clerk	City Clerk	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	Public Works Administrative Assistant	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	General Maintenance Supervisor	Mechanic	106	\$30,953.40	\$39,465.59	\$47,977.77
	Wastewater Superintendent	Wastewater Technician I	106	\$30,953.40	\$39,465.59	\$47,977.77
Water	Stormwater Supervisor	Stormwater Technician	106	\$30,953.40	\$39,465.59	\$47,977.77
Finance	Senior Accountant	Financial Services Technician	106	\$30,953.40	\$39,465.59	\$47,977.77
Water	Water Superintendent	Water Systems Technician II	106	\$30,953.40	\$39,465.59	\$47,977.77
Business Services	Business Services Supervisor	Occupational Tax Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Finance	Senior Accountant	Accounts Payable Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Public Works	General Maintenance Supervisor	Public Works Crew Leader	107	\$32,501.07	\$41,438.87	\$50,376.66
Sewer	Wastewater Superintendent	Wastewater Systems Operator II	107	\$32,501.07	\$41,438.87	\$50,376.66
Main Street	Main Street Manager	Main Street Coordinator	108	\$34,126.13	\$43,510.81	\$52,895.49
Code Enforcement	Community Development Director	Code Enforcement Officer	108	\$34,126.13	\$43,510.81	\$52,895.49
Water	Water Superintendent	Water Systems Technician III	108	\$34,126.13	\$43,510.81	\$52,895.49
Business Services	Community Development Director	Business Services Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Finance	Treasurer/CFO	Payroll Specialist	109	\$36,173.69	\$46,121.46	\$56,069.22
Municipal Court	Court Clerk	Deputy Court Clerk	109	\$36,173.69	\$46,121.46	\$56,069.22
MMCC	Community Development Director	Conference Center Coordinator	109	\$36,173.69	\$46,121.46	\$56,069.22
Water	Treasurer/CFO	Utility Billing Clerk Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Executive	City Manager	Executive Assistant	110	\$38,344.11	\$48,888.75	\$59,433.38
MMCC	Conference Center Manager	Events Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38
Permitting	Community Development Director	Building Permit Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38

Proposed Pay Plan 2019





City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2020

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☒ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron/Brad Holtsinger

ITEM/PROJECT/EVENT: WWTP Aerator Replacement Project

DESCRIPTION:

Replace eight (8) aerators and one (1) mixer at the wastewater treatment plant. The equipment is over thirty (30) years old and the life expectancy is twenty (20) years and the vendor no longer makes parts for the equipment.

Aerators	\$180,877.29
Installation Costs	\$30,000.00
Total	\$210,877.29

APPROVED BY:

FINANCE DEPT.

John Wiggins

CITY MANAGER

Brad Holtsinger

AMOUNT

\$210,877.29

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE AERATOR REPLACEMENT
PROJECT FOR THE WASTEWATER TREATMENT FACILITY FOR
THE CITY**

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

WHEREAS, the City proposes to authorize the sole source procurement for the aerator replacement project for the wastewater treatment facility;

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

SECTION 1. Approval of Purchase. The sole source procurement for the aerator replacement project for the wastewater treatment facility in the amount of \$ 210,877.29 as presented to the City Council on January 28, 2020 is hereby approved by the City Council.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 38th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2020

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron/Brad Holtsinger

ITEM/PROJECT/EVENT: Burke Street Sanitary Sewer Main Evaluation

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☒ DEPARTMENT BUDGET
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

Carter & Sloope, Inc. will complete an evaluation and condition assessment of the Burke Street gravity sanitary sewer main complete with manholes inspections and sewer main video. Following the evaluation and condition assessment, Carter & Sloope, Inc. will submit a technical memorandum describing the condition of the manholes and sewer main and a recommendation of improvements.

APPROVED BY:

FINANCE DEPT.

John Wynn

CITY MANAGER

Randy Knight

AMOUNT

\$29,300.00



Carter & Sloope
CONSULTING ENGINEERS

December 31, 2019

Mr. Brad Holtsinger
Sewer Superintendent
City of Stockbridge
4640 North Henry Boulevard
Stockbridge, GA 30281

RE: City of Stockbridge, Georgia
Burke Street Sanitary Sewer Main Evaluation
C&S File No.: S9100.031

Dear Mr. Holtsinger:

Carter & Sloope, Inc. (C&S or Engineer) is pleased to submit this Proposal/Scope of Services letter for the referenced project (Project) to provide engineering services as described below to the City of Stockbridge (Client or Owner) under our Task Order Agreement.

C&S will complete an evaluation and condition assessment of the Burke Street Gravity Sanitary Sewer main complete with manholes inspection and sewer main video. Following the evaluation and condition assessment, C&S will submit a Technical Memorandum describing the condition of the manholes and sewer main and a recommendation of improvements. Carter & Sloope, Inc. will provide the Owner with two paper copies of Technical Memorandum (100% complete) plus digital copies in Adobe Acrobat (PDF) format. The scope of services described below is based on our understanding of the project from discussions with the Client's personnel.

Scope of Work (Basic Services)

Task 1: Manhole Inspection

C&S will team with Southeast Pipe to complete a visual condition assessment of thirteen (13) manholes. The condition assessment will include inspection of the cover, ring and frame, cone and riser, barrel, rungs, bench and channel. Southeast Pipe will provide traffic control and bypass pumping as necessary to complete the work.

Task 2: Gravity Sewer Main Inspection

Southeast Pipe will also CCTV approximately 2,500 LF of existing gravity sanitary sewer mains and review the video to confirm the visual condition of the pipe. Southeast Pipe will provide traffic control and bypass pumping as necessary to complete the work.

Task 3: Technical Memorandum

C&S will document the findings from the Manhole and Gravity Sewer Main Inspections and provide a recommendation of improvements to the Owner. Supporting data, including inspection forms, videos, photographs, etc. from Southeast Pipe will be included.

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amount of \$29,300.00.

Additional Services

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

- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project or its requirements including, but not limited to, changes in size, complexity, schedule, and revising previously accepted reports, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
- b. Services required because of Owner providing incomplete or incorrect Project information to Engineer.
- c. Furnishing services of Engineer's Sub-Consultant, if any, for other than Basic Services.
- d. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
- e. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
- f. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner so as to make compensation commensurate with the extent of the Additional Services rendered.
- g. Geotechnical engineering. The Owner should contract directly with a geotechnical engineer for geotechnical and materials testing and consulting services.
- h. Providing topographic and/or linear surveys or any type of property or boundary surveys and providing other special field surveys not specifically detailed in the Basic Services.
- i. Assistance with funding alternatives including, but not limited to, loan/funding applications, grant writing, engineering reports, rate studies, etc. unless specifically included in the Basic Services.
- j. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services.
- k. Smoke testing, mandrel testing, air testing and vacuum testing of manholes are all excluded from the Basic Services.
- l. Hydraulic capacity evaluation of the sewer main is excluded from the Basic Services.
- m. Design, bidding and construction administration services are excluded from the Basic Services.
- n. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.

If you have any questions or need any additional information, please contact us.

Sincerely,

A handwritten signature in blue ink that reads "Martin C. Boyd". The signature is written in a cursive style with a large initial 'M'.

Martin C. Boyd, P.E.

MCB:jcp

Task Release

THIS ___ day of _____, 2020 the undersigned Owner offers and the undersigned Engineer agrees to provide and perform services as identified herein (the "Work") on a project identified herein (the "Project") under the terms and conditions set forth herein and in a certain extension of **Master Agreement** for engineering services, dated January 31, 2017, between the Owner and the Engineer (the "Master Agreement") which is incorporated herein by reference and made a part hereof as if fully restated herein.

1. The Project:

- 1.1 This Task Release is for a Project described as:
Burke Street Sanitary Sewer Main Evaluation
C&S Project No. S9100.031

2. The Work:

Engineer shall provide the following Work on the Project as defined herein and as follows:

- 2.1 **Manhole Inspection** - C&S will team with Southeast Pipe to complete a visual condition assessment of thirteen (13) manholes. The condition assessment will include inspection of the cover, ring and frame, cone and riser, barrel, rungs, bench and channel. Southeast Pipe will provide traffic control and bypass pumping as necessary to complete the work.
- 2.2 **Gravity Sewer Main Inspection** - Southeast Pipe will also CCTV approximately 2,500 LF of existing gravity sanitary sewer mains and review the video to confirm the visual condition of the pipe. Southeast Pipe will provide traffic control and bypass pumping as necessary to complete the work.
- 2.3 **Technical Memorandum** - C&S will document the findings from the Manhole and Gravity Sewer Main Inspections and provide a recommendation of improvements to the Owner. Supporting data, including inspection forms, videos, photographs, etc. from Southeast Pipe will be included.

3. Contract Time:

Upon execution of this Contract and commitment by Owner of funds to complete the Project, Engineer will commence performance of its services hereunder, and will complete same within a time period mutually established between Owner and Engineer to meet Project schedules.

4. **Fee Summary:**

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amount of \$29,300.00.

Fee amounts listed above shall not-exceed the amounts listed without prior written authorization.

- 4.1 The Owner agrees to pay the Engineer for the Work described the amounts up to the not-to-exceed pricing provided herein for the agreed upon scope described herein.
- 4.2 **Reimbursable Expenses/Sub-Consultants**
There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fees.
- 4.3 **Additional Services:** Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services but can be provided on an hourly basis in accordance with Exhibit A in the Master Agreement executed between the Owner and the Engineer. Additional Services include, but are not limited to, the following:
- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project or its requirements including, but not limited to, changes in size, complexity, Owner's schedule, and revising previously accepted reports, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
 - b. Services required because of Owner providing incomplete or incorrect Project information to Engineer.
 - c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
 - d. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
 - e. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner and not specifically provided in the Basic Services.

- f. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner so as to make compensation commensurate with the extent of the Additional Services rendered.
- g. Geotechnical engineering. The Owner should contract directly with a geotechnical engineer for geotechnical and materials testing and consulting services.
- h. Providing topographic and/or linear surveys or any type of property or boundary surveys and providing other special field surveys not specifically detailed in the Basic Services.
- i. Assistance with funding alternative including, but not limited to, loan/funding applications, grant writing, engineering reports, rates studies, etc. unless specifically included in the Basic Services.
- j. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services.
- k. Smoke testing, mandrel testing, air testing and vacuum testing of manholes are all excluded from the Basic Services.
- l. Hydraulic capacity evaluation of the sewer main is excluded from the Basic Services.
- m. Design, bidding and construction administration services are excluded from the Basic Services.
- n. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.

5. The Primary Contacts:

- 5.1 The Engineer designates the following individual as its primary contact for day-to-day communications with the Owner under this Task Release:

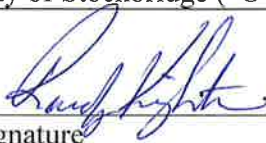
<u>Martin C. Boyd, P.E.</u>	<u>(706) 769-4119</u>
Name	Phone
	<u>mboyd@cartersloope.com</u>
	Email

- 5.2 The Owner designates the following individual as its primary contact for day-to-day communications with the Engineer under this Task Release:

_____	_____
Name	Phone

	Email

WITNESS the signatures of the Owner's and the Engineer's authorized representatives placed on duplicate copies of this Task Release on the day and year first above written.

Carter & Sloope, Inc. ("Engineer")	City of Stockbridge ("Owner")
 _____ Signature	 _____ Signature
By: <u>Martin C. Boyd, PE.</u> Title: <u>Senior Engineer</u> Date: <u>December 31</u> , 2019	By: <u>Randy Knighton</u> Title: <u>City Manager</u> Date: <u>January 2</u> , 2020

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE BURKE STREET SANITARY
SEWER MAIN EVALUATION**

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

WHEREAS, the City proposes to authorize the Burke Street Sanitary Sewer Main evaluation;

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

SECTION 1. Approval of Purchase. The Burke Street Sanitary Sewer Main evaluation proposed by Carter & Sloope in the amount of \$29,300 and as presented to the City Council on January 28, 2020 is hereby approved.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2020

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: Approve FY2020 LMIG List

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

Staff is requesting Council approval of FY2020 LMIG list of streets for resurfacing.

APPROVED BY:

FINANCE DEPT.

CITY MANAGER

John Wiggins
David J. Hester

AMOUNT

N/A

FY2020 LMIG LIST

Location	From Road	To Road	Miles
VICEROY CURVE	MONARCH VILLAGE WAY	CREEK VALLEY CT.	0.03
MONARCH LAKE WAY	MONARCH VILLAGE WAY	Cul-De-Sac	0.02
MONARCH VILLAGE WAY	WALT STEPHENS	MONARCH LAKE WAY	1.60
WINBROOK DRIVE	PEACH DRIVE	Cul-De-Sac	0.50
WINTHROP LN.	WINBROOK DRIVE	Cul-De-Sac	0.50
WINWOOD DR.	MAPLE LEAF DR.	WILSHIRE WAY	0.30
WYNWOOD LANE	WINBROOK DRIVE	WINTHROP LN.	0.10
MAPLE LEAF DR.	WINBROOK DRIVE	Cul-De-Sac	0.50
WINDHAM WAY	WYNWOOD LANE	Cul-De-Sac	0.10
WILSHIRE WAY	WINWOOD DR.	Cul-De-Sac	0.10
WYNCROFT WAY	WYNWOOD LANE	Cul-De-Sac	0.10
WOODBERRY CT.	WINWOOD DR.	WINWOOD DR.	0.10
WILMINGTON WAY	MAPLE LEAF DR.	Cul-De-Sac	0.10
WINDSONG DRIVE	ROCK QUARRY RD (CITY LIMITS)	COUNTRY CLUB DR. N.	0.50
COUNTRY CLUB DR. N.	EAGLE'S LANDING PKWY	Cul-De-Sac	0.80
MAGNOLIA PLACE	COUNTRY CLUB DR. N.	Cul-De-Sac	0.10
HICKORY TRAIL	WILLOW HILL LN.	DEERWOOD DR.	0.20

5.65

5.65 TOTAL MILES

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE ACQUISITION STREET LISTING FOR
RESURFACING UTILIZING LOCAL MAINTENANCE AND
IMPROVEMENT GRANT ("LMIG") FUNDS**

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

WHEREAS, the City proposes to conduct certain street resurfacing as part of its 2012LMIG Program;

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

SECTION 1. Approval of Purchase. The list of streets attached hereto as Exhibit A for street resurfacing utilizing LMIG funds and funds from the General Fund, as presented to the City Council on January 28, 2020 is hereby approved by the City Council.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A
STREET LISTING



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2019

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Renee Wheeler

ITEM/PROJECT/EVENT: Health and Wellness Program

DESCRIPTION: The City has entered into an agreement with Corporate Health Partners to provide health and wellness administrative services to the city's wellness program. The components of the program will an health risk assessment (HRA), health screenings, personal health coaching, challenges & competitions, healthy breaks and a wellness team (team members are employees who help with the planning and implementation of the wellness program).

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER  _____

AMOUNT

\$ 33,000

2020 | City of Stockbridge Employee Wellness Program



<i>The Importance of a Wellness Program</i>	<i>Components of your Wellness Program</i>
YOU! On-X Life Technologies and your family need the healthiest 'you' possible. PREVENTION! 70% of disease is preventable. Stay healthy as you age. SAVINGS! It's cheaper to be healthy. Lowering health risks saves money for you and On-X Life Technologies! PRODUCTIVITY! A healthy 'you' will have more energy for work and your family. MORE \$\$\$ FOR YOU! You can earn wellness points/dollars for participating in the program. Our companywide wellness program has been created in partnership with Corporate Health Partners (CHP), a professional, third party wellness organization. We've designed the program to be a valuable addition to your employee benefits package and an improvement to your quality of life.	HEALTH RISK ASSESSMENT (HRA) <i>Personalized survey to assess risk factors that drive chronic disease</i>
	HEALTH SCREENINGS <i>- Cholesterol & Blood Sugar Tests - Height, Weight, Blood Pressure, BMI, Waist Circumference, and Percent Body Fat measured</i>
	PERSONAL HEALTH COACHING <i>Private sessions with a CHP Wellness Coach to set goals & create a custom plan for a healthier YOU!</i>
	CHALLENGES & COMPETITIONS <i>Organized competitions to motivate and reward participation</i>
	HEALTHY BREAKS <i>Educational sessions covering a variety of topics such as Stress Management, Tobacco Cessation, Fitness, and Nutrition Basics</i>
	WELLNESS TEAM <i>Team members are employees who help with the planning and implementation of the wellness program</i>

<i>Upcoming Events</i>	<i>When & Where</i>
Employee Kick-Off Meetings – Details of the program will be made available.	<insert dates, times & locations>
Complete your online Health Risk Assessment – Online access to HealthyTrax is now available at www.healthy-trax.com to complete your HRA. Remember! Your HRA <i>must</i> be completed prior to your scheduled Health Screening appointment.	HealthyTrax instructions with your employer code (XXXX) and participant ID will be provided at the Employee Kick-Off Meetings (dates listed above).
Health Screenings – appointments may be scheduled using your online access to HealthyTrax at www.healthy-trax.com .	<insert dates, times & locations>

If you have questions or concerns, please reach out to your Program Manager, Holly Stack, holly.stack@chp-inc.com, (770) 605-1671

2020 | City of Stockbridge Program Requirements



Participation in the Wellness Program is voluntary. However, taking part in the program can add up to significant financial rewards for you!

Requirements of your Wellness Program	Deadline to receive incentive	High Risk	Moderate Risk	Low Risk
Online enrollment in Wellness Program and Health Risk Assessment (HealthyTrax)	Prior to Health Screening	✓	✓	✓
Health Screening	February 28, 2020	✓	✓	✓
Results Coaching & Wellness Program Pledge	March 27, 2020	✓	✓	✓
Follow-up Coaching	November 27, 2020	8	4	1
Healthy Credits	December 4, 2020	6	6	6

Incentives:

Employees who complete the Health Risk Assessment, Health Screening and Results Coaching session by the deadlines above will be eligible for the wellness rate in 2020. City of Stockbridge will fully cover the monthly premium for all who meet these qualifications. Those not electing to participate and complete the requirements will be charged the non-wellness rate of approximately \$60/month for 2020. To continue receiving the wellness rate for 2021, employees must participate in 2021 and complete the above requirements in 2020.

Healthy Credits:

Participation in Healthy Breaks/Lunch n' Learns and wellness challenges will earn you Healthy Credits. Your CHP Health Coach will announce any qualifying activities throughout the year!

If you plan on bringing a copy of your blood work provided by your doctor to the Health Screening, it must have the following information:

- Blood work collection date MUST be within 90 days of your screening appointment
- Blood work results MUST include the following:
 - Lipid Panel (Total Cholesterol, LDL, HDL, and Triglycerides)
 - Fasting Glucose
 - A1c if you are a diagnosed diabetic
- You must still attend a Health Screening so that we can complete your biometric measurements (height, weight, waist circumference, % body fat, and blood pressure); however, fasting will not be necessary so, if possible, schedule your appointment later to allow early appointments for those who must fast.

What can I expect from my health coaching sessions?

- Your first session with a CHP Health Coach will be a 30-minute one-on-one meeting to (1) review your individual health report to help you understand any risk factors and (2) review your individual requirements.
- Follow-up coaching sessions will be scheduled at a time when you are onsite and convenient to your work schedule.
- Each follow-up coaching session will last approximately 15 minutes.
- It's all about YOU and what YOU want for your health. The focus of each session will be on the goals YOU set and the behavior changes YOU would like to make to ultimately improve or maintain your health status.
- Your Health Coach will record your weight, blood pressure, and review your goals at each session.
- Health education materials or resources will be provided on a variety of topics.
- All coaching sessions are PRIVATE AND CONFIDENTIAL!

City of Stockbridge is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact your CHP Health Coach, and we will work with you to find a wellness program with the same reward that is right for you considering your health status.

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE A COMPREHENSIVE HEALTH & WELLNESS PROGRAM

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

WHEREAS, the City recognizes the tremendous benefits from utilizing a wellness program, such as health screenings and providing vital information to promote and encourage healthy living; and,

WHEREAS, staff has recommended Corporate Health Partners as the best vendor for this program.

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

SECTION 1. Adoption of Wellness Program. The wellness program provided by Corporate Health Partners as presented to the Council on January 28, 2020 in the amount of \$33,000 is hereby adopted and approved for the employees of the City of Stockbridge.

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

SECTION 3. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2019

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

☒ GENERAL FUND

☐ FUND BALANCE

☐ SPLOST

☐ CDBG

☐ GRANT FUNDING

☐ COUNCIL INITIATIVE

☐ SPONSORSHIP

☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Renee Wheeler

ITEM/PROJECT/EVENT: Renewal for Worker's Compensation

DESCRIPTION: This is the policy installment plan schedule for the renewal of our Worker's Comp thru J. Smith & Lanier & Company. Key Risk is the third party administrator for the program.

APPROVED BY:

FINANCE DEPT.

John Wiggins

CITY MANAGER

Renee Wheeler

AMOUNT

\$126,903.00

POLICY INSTALLMENT PLAN SCHEDULE

Coverage Provided By: Berkley Casualty Company

Insured Name:
City of Stockbridge
4640 N Henry Blvd
Stockbridge, GA 30281

Agent: 00550-550
J Smith Lanier & Company
200 Brookstone Centre Pky Ste 118
Columbus, GA 31904

Type of Coverage: Workers Compensation

Policy Number: KEY0135927

Coverage Period: 01/01/2020 to 01/01/2021

You have elected to pay the total estimated annual premium using an installment plan.

There is a payment plan installment fee of up to \$15.00 for each installment. You may pay the entire balance at any time to avoid future installment charges.

The installment plan schedule presented below is an estimate. An invoice will be sent to you prior to each installment period. The payment schedule will change if there are changes to the total estimated premium due to mid-term policy activity.

If payment is received after the due date, a late fee of up to \$25 may be assessed to your account. In addition, your statutory workers compensation coverage will be subject to cancellation terms. Please note the indicated due date and ensure your policy invoice is paid promptly.

DUE DATE	DESCRIPTION	PREMIUM DUE	+ INSTALLMENT FEE	= TOTAL AMOUNT DUE
01/01/2020	Down Payment	\$25,637.00		\$25,637.00
02/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
03/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
04/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
05/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
06/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
07/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
08/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
09/01/2020	Installment	\$11,252.00	\$12.00	\$11,264.00
10/01/2020	Installment	\$11,250.00	\$12.00	\$11,262.00
Total estimated amount:		\$126,903.00	\$108.00	

Make all checks payable to Key Risk

Include a policy number on all checks and be sure to include the remittance slip with your payment

Remit payments to:

Key Risk
P.O. Box 18746
Greensboro, NC 27419-8746

For assistance, contact your agent or contact our customer service department at 800.366.1511, Ext. 3367598

Email: PremiumBilling@keyrisk.com



PO Box 49129, Greensboro, NC 27419
800.942.0225
www.KeyRisk.com

Expertise is no accident

December 23, 2019

City of Stockbridge
4640 N Henry Blvd
Stockbridge, GA 30281

Re: KEY0135927

We are very pleased that you have chosen to renew your workers compensation policy with Key Risk. Our entire staff continues to be committed to serving you in the most professional manner possible. We are a solutions driven company with a commitment to provide better outcomes for you and your employees. We look forward to this new opportunity to build an even stronger partnership with you.

Your policy has been forwarded to your agent for review and will be shared with you in the near future. The enclosed information packet includes important policy related materials. To access an electronic version of your welcome kit and state specific claims reporting information, please visit our website at www.keyrisk.com.

Your feedback is important to us and we welcome your comments, suggestions, compliments or concerns. Please feel free to contact any member of our team or me directly at 336.605.7335. If you have specific questions regarding your policy, please contact your policy services representative, Janice Peschon, 336.605.7498.

Thank you for allowing Key Risk another opportunity to serve you and your employees.

Sincerely,

President

Enclosures

RESOLUTION

A RESOLUTION APPROVING CITY WORKERS' COMPENSATION POLICY.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, the City finds it necessary and desirable approve the City's Workers' Compensation policy;

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

1. **Approval of Execution.** The City Council hereby approves the workers' compensation policy with Key Risk in the amount of \$126,903.00 as presented to the Council January 28, 2020.

The Mayor or Mayor Pro Tem is hereby authorized to execute said policies with such changes as are recommended by the City Attorney.

2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
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.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

[SIGNATURES ON FOLLOWING PAGE]

SO BE IT RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2019

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Renee Wheeler

ITEM/PROJECT/EVENT: Employee Handbook Update Adoption

DESCRIPTION: Update to employee manual on specific sections: Technology Policy, Cell Phone Policy, changed title from "Pay Increase" to "Merit Increase Policy", clarification to "Work Weeks" (Monday thru Sunday). Added "Smoke-Free" areas in accordance with the Georgia Smoke Free Act.

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$0.00

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION

A RESOLUTION AUTHORIZING CERTAIN AMENDMENTS TO THE PERSONNEL MANUAL; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, the City finds it necessary to amend certain provisions in the Personnel Policy and Procedure of the City.

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

1. **Approval of Execution.** The City hereby approves the amendments to the Personnel Policy and Procedures attached hereto as Exhibit A. All other policies and regulations of the City previously in existence which relate to the Personnel Policy and Procedures shall remain in full force and effect.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
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.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

AMENDMENTS TO PERSONNEL MANUAL

STATE OF GEORGIA
HENRY COUNTY GEORGIA
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION TO ADOPT A POLICY WITH RESPECT TO
INFORMATION TECHNOLOGY**

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

WHEREAS, the City Council desires to establish a policy with respect to Information Technology;

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

SECTION 1. Approval. The policy attached hereto as Exhibit A is hereby approved.

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

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

SO REOLVED this 29th day of October, 2019.

ANTHONY S. FORD, Mayor

ATTEST:

APPROVED AS TO FORM:

(SEAL)
VANESSA HOLIDAY, City Clerk

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

INFORMATION TECHNOLOGY POLICY

City of Stockbridge, General IT Policy

Purpose: The intent of the Technology Usage Policy is to define the acceptable use of technology at the City of Stockbridge and to ensure that the City complies with all legally mandated requirements. It outlines the responsibilities of those who work for and on behalf of the City in contributing to the maintenance and protection of its information resources in a secure, stable and cost-effective manner.

Policy Scope: The City of Stockbridge's Technology Usage Policy defines the oversight, use and protection of the City of Stockbridge's computing equipment, network, voice, electronic communications and data repositories. This includes the acquisition, access and use of all software, hardware and shared resources, whether connected to the network, configured off the network, or while in transit (mobile). It applies to all those who work on behalf of the City of Stockbridge including, but not limited to, employees, contractors, consultants, temporaries, supplementals, intern's, volunteers and other workers including all personnel affiliated with third parties. This policy also applies to all equipment that is owned or leased by the City regardless of project and program funding sources.

Use of computers

- Only the employees of the City of Stockbridge and other designated persons are authorized to use or access the department's computers.
- Employees will only use computer software and related equipment in the direct performance of their assigned duties unless authorized by their department head.
- Employees needing assistance with computer related problems should contact the IT Department either by phone, email or submit a computer work order for all hardware or software problems and installations.
- Use of Company computers, networks, and Internet access is a privilege granted by the administration and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:
 - Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate City purposes;
 - Engaging in private or personal business activities, including instant messaging and chat rooms or listening to the radio
 - Misrepresenting oneself or the City;
 - Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
 - Engaging in unlawful or malicious activities;
 - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;

- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of the City networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Email Communication

- The electronic mail system is intended for business purposes. Electronic mail communications constitute public records and the City has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public. Refrain from using your City email address for anything other than official business.
- Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of electronic mail shall be considered consent to City Officials, managers, and other employees to inspect, use, or disclose any electronic mail or other electronic communications and/or data.
- Use of Non-City Email Accounts-Non-City email accounts (like MSN, Yahoo!, Gmail, Hotmail, etc.) may not be used to conduct City business. Likewise, a non-City email account may not be forwarded to a City email account.
- Transmission of Confidential Information-Confidential material must not be sent via electronic mail. Electronic mail messages may be intercepted, viewed, and used for non-approved purposes, especially when corresponding via the Internet, a medium over which the City has no control.
- E-mail communications will conform to the same professional standards as with written and verbal business correspondence. A professional tone should prevail, and content will be consistent with and representative of the City's policies and practices.

- Any attempt to misrepresent one's identity via e-mail is prohibited.
- E-mail is considered part of the public record and is subject to disclosure under Georgia State law. Managing individual e-mail storage and retention is the responsibility of each department, consistent with document and records-retention guidelines. Effort should be made to restrict unnecessary e-mail traffic, including minimizing the size of attachment files; and using network drives instead of large distribution lists to share file attachments with large groups.
- Any emails sent that have customer identifier information (Address, social security number, le) Must be encrypted internally and externally.

Use of software

- No downloaded application software is to be installed on any City equipment by anyone except the IT department. Downloaded software may create conflicts with existing software and result in a partial or complete PC failure.
- Request for new software will be made through the IT office.
- No unapproved software shall be brought into the department and installed onto the department's computers.
- No software from the department shall be copied for personal use.
- No employees shall use the department's computer to develop software to be used outside the department.
- Any software developed on the department's time is the property of the City of Stockbridge.
- All software must be installed or uninstalled by the IT department and will be subject to review at any time.

Use of the internet

- Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate.
- Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.
- Employees should understand that sites visited, number of times visited, and total time connected to each site are maintained and are subject to review.

Security

- Employees of the City of Stockbridge that need to access the department's computers have an individual password that allows them to access the system.
- An employee may not share or offer the use of his or her password so that anyone else may gain access to the system.
- Unauthorized use of another employee's password is prohibited.
- No internet connection shall be installed in City facilities unless first reported and approved by the IT Department.
- All technology projects that involve internet/intranet usage shall first be reported and approved by the IT Department.

Inappropriate Use of Resources

- Any types of hacking, exploration, invasions of privacy, trespassing or other network compromises are prohibited. Excessive utilization of computer resources is prohibited. No one may deliberately attempt to degrade performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system. Deliberate, unauthorized excessive use of these services will be construed as an attempt to deprive others of resources.

Policy Statement for Internet/Intranet Browser(s)

- The Internet is to be used to further the City's mission, to provide effective service of the highest quality to the City's customers and staff, and to support other direct job-related purposes.
- Department Heads have the discretion to work with employees to determine the appropriateness of using the Internet for professional or personal activities.
- The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.
- Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements.
- All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.
- Employees should not bring personal computers to the workplace or connect them to City electronic systems unless expressly permitted to do so by the City.

- Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the City or from individuals whose rights are harmed by the violation.

RESOLUTION NO. _____

**A RESOLUTION TO ADOPT A POLICY WITH RESPECT TO CITY CELL
PHONE AND USAGE**

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

WHEREAS, the City Council desires to establish a policy with respect to the usage of City-issued cell phones for employees and city officials;

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

SECTION 1. Approval. The policy attached hereto as Exhibit A is hereby approved.

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

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

SO REOLVED this 29th day of October, 2019.

ANTHONY S. FORD, Mayor

ATTEST:

APPROVED AS TO FORM:

(SEAL)
VANESSA HOLIDAY, City Clerk

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

CELL PHONE USAGE POLICY

City of Stockbridge Cell Phone Policy

Purpose

The purpose of this policy is to describe the regulations for cell phone and smartphone device administration, procurement of these devices, business and personal use, department accountability/responsibility, individual responsibilities, and service providers.

SCOPE

No Expectation of Privacy: Employees who are issued City cellular phones and/or wireless devices understand that there is no expectation of privacy when using City provided cellular phones and/or wireless devices. The City has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive. Users should further be aware that all records are subject to discovery under the Public Records Act.

Personal Cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of City of Stockbridge policy.

City of Stockbridge will not be liable for the loss of personal cellphones brought into the workplace.

Eligibility for City Cellular Phone

- A. Senior management staff in an exempt position that must be available to receive and place time sensitive calls and/or considered on a permanent on-call status.
- B. Full-time employees in a highly specialized position that are considered on an on-call status for extended periods and must maintain communication beyond business hours.
- C. Full-time employees whose job duties regularly require them to be in constant contact with the City or public and they work primarily outside of a City office.
- D. Department heads shall recommend which employees within their departments qualify for a cell phone allowance. The City Manager shall give final approval on all cell phone allowances.

Mobile Devices (General)

- A. The need for a standard issued city purchased mobile device and securing all necessary funds will be the responsibility of each Department Head and/or Supervisor. Costs include any cost for the standard issued device approved by the City, protective case/folio, monthly service fees, licensing fees, client access licenses, business applications, and MDM (Mobile Device Management) licensing.

- B. Any mobile device that connects to the City of Stockbridge network shall be managed by MDM (Mobile Device Management) software and licensing, chosen and managed by Technology Services. This includes any device that accesses City Email, City Phone System, or other system or resource located within the City Network or Networks.
- C. Conditions which must be met for any mobile device to be enabled to access City email: 1. All mobile device users must sign a waiver (Mobile Device Security Request Form_ provided by the Information Technology Department acknowledging the employee has read the Mobile Device Policy and agrees to abide by all policy statements within.
- D. All Department Heads and/or equivalent shall be aware of the FLSA provisions regarding compensation of employees for all time worked and ensure that non-exempt employees understand and are complying with the appropriate use of email during non-scheduled work hours.
- E. If at any time any email enabled device is lost or stolen, the employee for whom the device is assigned is responsible for reporting the loss to the Technology Services Department within 24 hours of discovering a lost/stolen device. The Technology Services Department shall then remotely disable, lock, and/or "wipe" the device, therefore rendering the device inoperable.
- F. All email enabled devices shall be required to automatically "Lock" after a reasonable period of inactivity (no longer than 5 minutes) and must be password protected to "unlock" the device. This is to ensure that a device left unattended will not be able to access devices or information by parties not governed by this policy. These policies shall be enforced by the Mobile Device Management Client.
- G. It shall be considered a violation of this policy for any device approved for connection to the City network to be "hacked", "Jail Broken", "rooted", or any changes to the operating system provided by the manufacturer. Any unauthorized changes to the Operating System of any device compromises security and will result in termination of service to the device.
- H. Other "for a fee" downloads such as Music, Videos, Movies, etc.: will be the sole responsibility of the end user / employee to pay for any downloaded media of any type for which a fee is charged. It shall not be the responsibility of the City or Technology Services to backup, maintain, or otherwise protect any personally downloaded application, content, music, video, movie, etc. unless expressly approved and paid for by City of Stockbridge.

Personal Use of City Owned devices

Personal use of City-Owned devices shall only be used in the event of an emergency.

While Operating A Vehicle

A. Employees whose job responsibilities include regular or occasional driving and who have a cellular phone for business use are expected to refrain from using their phone while driving, except with the use

of a hands-free device and in accordance with applicable laws. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating a cellular phone calls which may distract them from the safe operations of the vehicle. Employees must adhere to the hands free policy.

B. Text messaging, reading emails, writing emails, or accessing the internet while driving is not allowable under any circumstance and may result in disciplinary action up to and including termination.

C. If a City vehicle is involved in an accident, the employee's supervisor or city manager may request to see the driver's cell phone to verify that the driver was not distracted at the time of the accident. Refusal to accommodate this request shall be considered an admission that the phone was a factor contributing to the accident and may result in disciplinary action up to and including termination.

D. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions and disciplinary action.

E. Employees in possession of city-issued cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Notification of Damage or Stolen City Cellular Phones/Devices

Employees are responsible for maintaining adequate physical protection for all equipment issued to them by the City. Employees shall promptly notify their direct supervisor if any City-owned cellular phone is damaged the cost for replacement will be the responsibility of the employee and/or elected official. If a City issued cell phone/device is stolen, the employee will be required to file a police report and submit the report to human resources and IT to obtain a replacement.

Access to Cell Phone Statements and Records

A. The City reserves the right to monitor the billing and use of all City-issued devices and has the authority to withhold any improper/unauthorized charges from the employee's wages for reimbursement purposes.

B. By accepting the use of a City cell phone, employees agree to promptly reimburse the City for all personal charges made which are deemed by the City to be excessive in frequency and duration. The reimbursement for unlimited plans or when actual charges cannot be determining other disciplinary actions may be issued.

C. The City reserves the right to monitor all usage of City-issued devices and communications by the employee.

D. Employees who receive a cell phone allowance agree to provide their cell phone number to their supervisor, to accept and make city business calls on their phone when required by their supervisor, not represent the cell phone he/she uses as the property of the city.

Video or audio recording devices

The use of camera or other video or audio recording-capable devices on city premises is prohibited without the express prior permission of management and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

1/28/2019

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Renee Wheeler

ITEM/PROJECT/EVENT: Pension Committee Members

DESCRIPTION: Resolution to appoint pension committee members to review updates provided by the Georgia Municipal Employees Benefit System/Defined Benefit Retirement Plan.

Council Consideration to appoint members to the Pension Committee consisting of the City Clerk, City Manager, HR Manager, City Treasurer and Mayor

APPROVED BY:

FINANCE DEPT.

John Wiggins

CITY MANAGER

Randy Byrd

AMOUNT

\$0.00

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

A RESOLUTION APPOINTING MEMBERS OF THE PENSION COMMITTEE OF THE CITY OF STOCKBRIDGE; AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AUTHORIZING THE CITY CLERK OR DEPUTY CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; PROVIDING FOR SEVERABILITY, REPEALING INCONSISTENT RESOLUTIONS, PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

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 providing public services to residents located within the corporate limits of the City;

WHEREAS, Section 4.11 of the Charter provides for the establishment of certain boards and commissions of the City and Chapter 2.04.210 of the Stockbridge Municipal Code provides for appointment of committee members by the Mayor and Council for any calendar year;

WHEREAS, the City's pension plan documents require the appointment of members of the Pension Committee in order to comply with the Georgia Municipal Employees Benefit System plan adopted by the City;

WHEREAS, the City Council desires to appoint certain persons to serve on the Pension Committee.

NOW THEREFORE, THE COUNCIL, OF THE CITY OF STOCKBRIDGE, GEORGIA HERBY RESOLVES AS FOLLOWS:

Section 1. Appointments – The Mayor and the City Council hereby appoint the following persons as members of the Pension Committee:

1. The City Manager
2. The City Clerk
3. The Treasurer
4. The Human Resources Manager
5. Mayor

Section 2. Terms of Appointments – Membership on the Pension Committee shall continue from year to year unless and until the member resigns from the committee, is removed from the committee, the member's status/eligibility with the City is rendered null or void, or the death of a member, whichever comes first.

Section 3. Approval of Execution – The Mayor is hereby authorized to sign all documents and to perform all other acts necessary to effectuate this Resolution on behalf of the City of Stockbridge. The City Clerk or Deputy 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 4. 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 5. Repeal of Conflicting Provisions – All City Resolutions inconsistent with this Resolution are hereby repealed.

Section 6. Effective Date – This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, THIS THE 28th Day of January, 2020.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM

MICHAEL WILLIAMS, CITY ATTORNEY

Lighting Services Agreement - Illumination



Customer Legal Name STOCKBRIDGE CITY OF DBA _____

Service Address 4640 N HENRY BLVD SE STOCKBRIDGE GA 30281 County Henry - GA

Mailing Address 4640 NORTH HENRY BLVD STOCKBRIDGE GA 30281

Email cmoore@cityofstockbridge-ga.gov Tel # 678-833-3324 Alt Tel # _____

Tax ID# 5620 Business Description _____

Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☐ No ☒ If Yes, which Account Number? _____

Selected Components				
Action	Qty	Wattage	Type	Description
INS	24	60	LED	Post Top
INS	2	330	LED	Area

Service Cost (\$)	Regulated Cost (\$)*	Monthly Cost (\$)*	Term (Months)	1
\$875.18	\$74.82	\$950.00		

* The actual Regulated Cost will be calculated using the tariffs approved by Georgia Public Service Commission at the time of billing. This estimate is based on Summer Rates in effect at the time of this proposal.

** The actual upfront sales tax will be calculated based on the taxes in effect at the time for the premise location.

Project Notes:

Customer agrees to this Lighting Services Agreement with Georgia Power Company under the attached terms and conditions and authorizes all actions noted on this agreement.

Customer also agrees to allow removal of existing lights. Yes ☐ N/A ☐

Type	Customer	Tariff	Content	CIAC (\$)	Pre-Payment (\$)	Estimated Taxes (\$)**	Total (\$)**
NESC	Gov	EOL		\$108,837.00	\$0.00	\$0.00	\$108,837.00

Customer recognizes that the individual signing this Agreement on its behalf has authority to do so.

Customer Authorization		Georgia Power Authorization	
Signature:		Signature:	
Print Name:		Print Name: Ezekiel Roberts	
Print Title:		Print Title: Account Exec	
Date:		Date:	

TERMS AND CONDITIONS (*Illumination - Governmental*)

1. **Lighting Services Agreement.** This Lighting Services Agreement (the "Agreement") establishes the terms and conditions under which Georgia Power Company ("GPC") will provide lighting service and, where GPC deems necessary, related electric service (collectively "Service") to the Customer identified on page 1 of this Agreement ("Customer"). Service will be provided to Customer at the Service Address set forth on page 1 of this Agreement (the "Premises"). GPC may update, modify or replace all poles, bases, wiring, conduit, fixtures, controls and related items (collectively, the "GPC Assets") as necessary or convenient in order to address regulatory requirements or for other reasons related to the provision of Service.
2. **Intent and Title.** This Agreement concerns the provision of Service to Customer by GPC and is not a sale, lease or licensing of goods, equipment, property or assets of any kind. GPC retains the sole and exclusive right, title and interest in and to all of the GPC Assets utilized in connection with the Service. Moreover, GPC may remove the GPC Assets upon termination of this Agreement. GPC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this Agreement under any federal or state tax law. Customer enters into this Agreement in sole reliance upon Customer's own advisors.
3. **Term.** The initial Agreement term is stated on Page 1, calculated from the date of the first monthly bill. After the initial term, this Agreement automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party at least 30 days before the desired termination date. GPC's address for notice is 1790 Montreal Circle, Tucker, GA 30084-6801; Customer's mailing address is noted on Page 1.
4. **Payment.** GPC will invoice Customer per the terms stated on Page 1, subject to any change in the electric service charge dictated by the Georgia Public Service Commission. Customer agrees to pay the amount billed by the due date. If a balance is outstanding past the due date, Customer acknowledges that GPC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue service. If applicable, Customer must provide a copy of its Georgia sales tax exemption certificate. Customer will be required to pay any and all costs associated with Customer initiated changes after the date the Agreement has been signed.
5. **Premises Activity.** Customer grants GPC and its contractors and representatives the right and license to enter the Premises and perform all manner of activities related to the provision of Service, including the right to: (i) access the Premises with vehicles, the GPC Assets and other tools or equipment in order to install and connect the GPC Assets and provide Service; (ii) remove and disconnect pre-existing equipment where it is necessary or convenient to do so for the provision of Service; (iii) inspect, maintain, test, replace, repair, and remove GPC Assets; (iv) provide electric energy in relation to the Service where GPC deems necessary; and (v) conduct any other activities reasonably related to the provision of Service, including surveying, digging and excavation with tools, mechanized equipment and other machinery (activity items (i) - (v) collectively, the "GPC Activity"). Customer represents that it has the right to permit GPC to provide the Service and perform the GPC Activity upon the Premises and, where applicable, has obtained the express authority and any required permissions from all Premises owners (and any other party with rights in the Premises) to enter into this Agreement and to authorize the GPC Activity and Service.
6. **Installation.** Customer recognizes that GPC may be required to install the GPC Assets in order to provide this service. Customer represents that: (i) the Premises' final grade will vary no more than 6 inches from the grade existing at the time of Installation; and (ii) if applicable and required for proper Installation, Premises property lines will be clearly marked before Installation.
 - A. **Customer Work.** If GPC, upon Customer's request, allows Customer to itself or through a third party perform any part of the activities related to the installation of GPC Assets at the premises (including trenching), Customer warrants that the work will meet GPC's installation specifications (which GPC will provide to Customer and are incorporated by this reference). Customer is responsible for all reasonable additional costs arising from Customer's non-compliance with GPC's specifications or lack of timely (i.e., 10 days) notice to GPC that GPC Activity related to the installation and connection of GPC Assets can commence.
 - B. **Underground Facility/Obstruction Not Subject to Dig Law.** Because GPC Activity may require excavation not subject to the Georgia Utility Facility Protection Act (O.C.G.A. §§25-9-1 - 25-9-13) ("Dig Law"), Customer must mark any private utility or facility (e.g., gas/ water/sewer line; irrigation facility; low voltage data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law. If GPC causes or incurs damage due to Customer's failure to mark a private facility or obstruction before GPC commences the GPC Activity, Customer is responsible for all damages and any resulting delay.
 - C. **Unforeseen Condition.** The estimated charges shown on Page 1 include no allowance for any subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, etc. encountered during the GPC Activity ("Unforeseen Condition"). If GPC encounters an Unforeseen Condition, GPC, in its sole discretion, may stop all GPC Activity until Customer either remedies the condition or agrees to reimburse all GPC costs arising from the condition. Customer is responsible for all costs of modification or change to the GPC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside GPC's control.
7. **GPC Asset Protection and Damage.** During the term of this Agreement, in the event of any work or digging near the GPC Assets, Customer (or any person or entity working on Customer's behalf) must: (i) provide notices and locate requests to the Georgia Utilities Protection Center ("UPC") and other utility owners or operators as required by the then current Dig Law; (ii) coordinate with the UPC and all utility facility owners or operators as required by the Dig Law; and (iii) comply with the High-voltage Safety Act (O.C.G.A. §§46-3-30 - 46-3-40). As between Customer and GPC, Customer is responsible for all damages arising from failure to comply with applicable law or for damage to the GPC Assets caused by anyone other than GPC (or a GPC contractor or representative).
8. **Interruption of Service.** Customer understands Service is provided on an "as is" and "as available" basis and may be interrupted. Customer is responsible for notifying GPC if there is a Service interruption. Customer can provide such notice by either calling 1-888- 660-5890 to report the issue or by reporting the issue online at (<http://outdoorlighting.georgiapower.com>).
9. **Pole Attachments.** If Customer desires to attach or affix anything to the GPC Assets, Customer must first obtain GPC's written consent. Customer must call GPC Lighting Services Business Unit at 1-888-660-5890 to obtain such authorization.
10. **Disclaimer: Damages.** GPC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose or of merchantability) regarding the Illumination Service or any GPC Activity. Customer also acknowledges that, due to the unique characteristics of the Premises, Customer's needs, or GPC Assets choice, the Illumination Service may not follow IESNA guidelines. Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the Illumination Service, GPC Assets or this Agreement, or arising from damage, hindrance, or delay involving the Illumination Service or this Agreement, whether or not reasonable, foreseeable, contemplated, or avoidable. Customer is solely responsible for safety of the Premises and agrees that GPC has no obligation to ensure the safety of the Premises.
11. **Georgia Security, Immigration, and Compliance Act.** Customer is a "public employer" as defined by O.C.G.A. § 13-10-91 and this is a contract for physical performance of services within the state of Georgia. Compliance with requirements of O.C.G.A. § 13-10-91 is a condition of this Agreement and is mandatory. GPC will provide to Customer a contractor's affidavit as required by O.C.G.A. § 13-10-91. GPC also agrees that, if it employs or contracts with any subcontractor(s) in connection with this Agreement, GPC will secure from each subcontractor an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91.
12. **Arbitration.** Any disputes which the parties are unable to resolve in good faith within 30 days written notice to the defaulting or breaching party, other than those disputes related to indemnity or for which a claim is filed by Customer or GPC individually in a small claims court or Customer's state's equivalent court so long as the claim remains in such court and advances as an individual (non-class, non-representative) claim for relief, will be submitted to arbitration administered by JAMS in Atlanta, Georgia in accordance with the JAMS Streamlined Arbitration Rules & Procedures before a single arbitrator, and the Federal Arbitration Act, 9 U.S.C. § 1 et seq. The arbitrator will issue an award in a form not to exceed one page and will not include findings of fact, conclusions of law or a reasoned opinion. Customer must pay their share of the arbitration fees, as established by the arbitrator, up to a maximum of \$75. If Customer prevails in the arbitration, GPC will bear all reasonable expenses borne by Customer in connection with the arbitration. Customer will not be permitted to participate as a representative or member of any class arbitration with respect to any claim that is subject to this agreement and Customer irrevocably waives any right they may have had to participate in any such class. The arbitrator has no authority to conduct any consolidated, joint or class arbitration as to any claims and will only address and determine the individual claims of the parties. If any part of this arbitration clause is found to be unenforceable, the entire arbitration clause will be unenforceable.
13. **Default.** Customer is in default if Customer does not pay the entire amount owed within 45 days of billing or terminates this Agreement without proper notice and prior to the end of the then current term. GPC's waiver of any past default will not waive any other default. If default occurs, GPC may elect to immediately terminate this Agreement and remove any or all GPC Assets from the Premises, and shall be entitled to seek any and all available remedies provided by law, including, without limitation, the right to collect all past due amounts (including late fees if applicable) and all amounts due for the Service during the remaining term of the Agreement.
14. **Miscellaneous.** This Agreement contains the parties' entire agreement relating to the Service and GPC Activity and replaces any prior agreement, written or oral. Subject to applicable law, GPC may modify the terms of this Agreement by providing 30 days' prior written notice to Customer of such modification. If Customer uses the Service or makes any payment to use the Service on or after the effective date of the modification, Customer accepts the modification. Either party may update administrative or contact information (e.g., address, phone, website) at any time by written notice to the other party. Customer will not assign, in whole or in part, this Agreement or its Agreement rights or obligations. Any such assignment without GPC's prior written consent will be void and of no effect. In this Agreement, "including" means "including, but not limited to." Georgia law governs this Agreement. If a court rules an Agreement provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.



RESOLUTION NO. _____

**A RESOLUTION TO RATIFY A LIGHTING AGREEMENT WITH
GEORGIA POWER**

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, the City Staff has previously recommended entering into a contract with Georgia Power for certain lighting in connection with the amphitheater project;

WHEREAS, due to time constraints, the City Staff proposed the City proceed with the acquisition of such lighting immediately and that the City Council ratify their actions at the following meeting; and

WHEREAS, the City Council desires to formally approve and ratify the lighting agreement with Georgia Power;

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

SECTION 1. Approval of Agreement. The execution of certain documents by the Mayor and/or City Manager in connection with the Lighting Agreement with Georgia Power in the amount of \$108,837.00 is hereby ratified and approved by the City Council.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

SO REOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A
COST ESTIMATE
CONSTRUCTION MATERIALS TESTING
STOCKBRIDGE AMPHITHEATER
PGC PROPOSAL NUMBER P19547

Date: September 9, 2019

Prepared By: Jon R. Howard

ACTIVITY	UNIT RATE	COMMENTS	UNITS PROPOSED	COST PROPOSED
EARTHWORK, RETAINING WALLS & UTILITY CONSTRUCTION				
Staff Engineer; Subgrade Evaluation	\$85.00 /HR	Estimate 4 trips @ 4 hours/trip	16	\$1,360.00
Soils Technician; Density Testing of Fill	\$55.00 /HR	Estimate 2 weeks @ 40 hours week	80	\$4,400.00
Soils Technician; Density Testing of Fill Part Time	\$55.00 /HR	Estimate 1 weeks @ 20 hours week	20	\$1,100.00
Standard Proctor Compaction Test ASTM D698	\$90.00 ea		2	\$180.00
Mileage, per trip	\$40.00 /trip		17	\$680.00
			SUBTOTAL	\$7,720.00
FOUNDATION & SUBGRADE EVALUATION				
Staff Engineer; Building Footings	\$85.00 /HR	Estimate 4 trips @ 3 hours/trip	12	\$1,020.00
Staff Engineer; Slab Subgrade Evaluations	\$85.00 /HR	Estimate 2 trips @ 3 hours/trip	6	\$510.00
Mileage, per trip	\$40.00 /trip		6	\$240.00
			SUBTOTAL	\$1,770.00
CONCRETE & REINFORCING STEEL EVALUATION				
Engineering Technician; Concrete Sampling & Testing Footings	\$55.00 /HR	Estimate 8 pours @ 4 hours/pour	32	\$1,760.00
Engineering Technician; Concrete Sampling & Testing Slab on Grade	\$55.00 /HR	Estimate 10 pours @ 4 hours/pour	40	\$2,200.00
Engineering Technician; Rebar Inspection	\$55.00 /HR	12 trips @ 3 hours/trip	36	\$1,300.00
Pick-up Concrete Cylinders	\$65.00 /HR	18 trips @ 2 hours/trip	36	\$1,980.00
Concrete Test Cylinders (4/set, each placement or every 100 CY)	\$10.00 ea	24 sets @ 4 cylinders/set	96	\$960.00
Mileage, per mile	\$40.00 /trip		48	\$1,920.00
			SUBTOTAL	\$10,120.00
STRUCTURAL MASONRY				
Engineering Technician, Grout Sampling & Testing	\$55.00 /HR	Estimate 6 trips @ 3 hours/trip	18	\$990.00
Grout Prisms	\$15.00 /ea	8 sets of 4	24	\$360.00
Pick Up Grout Prisms	\$55.00 /HR	6 trips @ 2 hours/each	12	\$660.00
Mileage, per trip	\$40.00 /trip		12	\$480.00
			SUBTOTAL	\$2,490.00
STRUCTURAL STEEL INSPECTIONS				
Structural Steel Inspector	\$75.00 /HR	Estimate 7 trips @ 4 hours/trip	28	\$2,100.00
Mileage, per trip	\$40.00 /trip		7	\$280.00
			SUBTOTAL	\$2,380.00
PROJECT ENGINEERING AND MANAGEMENT				
Project Engineer	\$95.00 /HR		12	\$1,140.00
			SUBTOTAL	\$1,140.00
TOTAL BUDGET ESTIMATE				\$26,620.00

*No fabrication visits have been included in the budget estimate.

**PIEDMONT
GEOTECHNICAL CONSULTANTS, LLC**

P.O. BOX 1997 * ROSWELL, GA 30077
(770) 752-9205 * FAX (770) 752-0890

January 9, 2020

Ms. Camilla J. Moore
Assistant City Manager
Development Services
4640 North Henry Boulevard
Stockbridge, Georgia 30218

Attention: Ms. Camilla J. Moore
Assistant City Manager

**Subject: Proposal to Provide a Subsurface Exploration
and Geotechnical Engineering Evaluation**
Proposed Stockbridge Amphitheater - Pond Redesign
4545 N Henry Boulevard
Stockbridge, Georgia
PGC Proposal Number P19789

Dear Ms. Moore:

Piedmont Geotechnical Consultants, LLC (PGC) appreciates the opportunity to submit this proposal to provide services for the above referenced project.

Our understanding of the project requirements is based on your e-mails, the information you provided and our past experience with similar projects. The following will present our understanding of the project, a recommended scope of work for all phases of work and a cost for our services.

PROJECT INFORMATION

We understand that you are planning the design and future construction of a new amphitheater on a site located at 4545 N Henry Boulevard in Stockbridge, Georgia.

As part of the design for the facility you are looking for a new location for your proposed retention pond.

Based on our review of Google Maps the new retention pond appears to be in areas that of the site that are undeveloped and heavily wooded, and we anticipate that clearing will be required to access the proposed boring locations.

No other details of the proposed construction were available at the time this proposal was prepared.

PROJECT INFORMATION

We understand that you are planning the construction of a new amphitheater complex in Stockbridge, Georgia. The new facility is planned to be constructed behind city hall at the corner of Hwy 42 and East Atlanta Road. The structure will have conventional shallow foundations with a slab on grade. Concrete will also be utilized for the seating area as well. A minimal amount of cuts and fills for the site will be necessary to achieve finish grade elevations. Other site improvements include out buildings and new underground utilities along with new retaining walls are also planned for the project.

SCOPE OF SERVICES

Based on our understanding of the project, we expect that our scope of work will include the following.

- A. Earthwork and Utility Construction**
 - 1. Evaluate subgrade conditions prior to placement of structural fill materials. Recommend remedial subgrade measures as necessary.
 - 2. Perform compaction testing on fill and backfill material, as required.
 - 3. Laboratory testing to include proctor tests.
- B. Foundation/Slab Construction**
 - 1. Evaluate foundation/slab subgrades and confirm the design bearing pressure is available and that slab subgrades are suitable for concrete placement.
- C. Concrete Placement**
 - 1. Reinforcing steel inspections as required.
 - 2. Perform necessary on-site slump, air and unit weight tests during concrete pours.
 - 3. Monitor concrete temperature and mixing time.
 - 4. Mold one set of four (4) cylinders for each 100 CY or fraction thereof of concrete placed in any one day.
 - 5. Transport cylinders to the lab after 24 hours, store per ASTM requirements, then test 1 specimen at 7 days, 2 specimens at 28 days and 1 specimen at 56 days for compressive strength.
- D. Masonry Construction**
 - 1. Periodic Observation and inspection of masonry construction.
 - 2. Reinforcing steel inspections and grout sampling and testing.
- E. Structural Steel Erection**
 - 1. Visual inspection of welded connections and bolted connections.
 - 2. Nondestructive Testing of field welds as necessary.

SCOPE OF SERVICES

Based on our understanding of the project, we expect that our scope of work will include a Geotechnical Engineering Evaluation and Subsurface Investigation. Our scope of services for this phase of work is presented below.

Geotechnical Evaluation & Subsurface Exploration:

In order to evaluate the subsurface conditions within the area of the proposed new retention pond you have supplied a civil site plan that depicts that two (2) soil test borings (STBs) be drilled. In addition, you have asked that each of the STBs be drilled to a depth of approximately 20 feet below land surface (bls). This would result in a total drilling footage of about 40 feet.

Prior to drilling we will locate our borings in the field and contact the Utility Protection Center to mark their utilities at the site perimeter. PGC will provide our intended drilling locations for your review to ensure proper placement and to gather information you have regarding possible underground utility location. Our firm is not responsible for damage to utilities that are not properly marked. If it is suspected that underground utilities may be present and if a private utility locator needs to be utilized, we have not included costs in our estimate should those services be necessary.

Based on our review of the information you provided we anticipate that access to the proposed borings will require clearing of wooded areas. PGC can provide the necessary clearing equipment and field supervision to accomplish this task. Our clearing will be limited to removal of just enough material to create an approximate 12 feet wide path to each of the proposed boring locations. Any debris generated during the clearing will be left on site and in the proximity of where it was generated. We suspect that a single day of clearing will be sufficient, and we have included these costs in our estimate. If additional days are required, they will be billed in accordance with the provisions of this proposal.

The borings will be located in the field by tape measure from a known or existing feature and are approximate. In addition, due to possible obstructions, fencing, overhead power, etc. the proposed boring locations may need to be adjusted in the field and/or abandoned due to these constraints.

The borings will be advanced by twisting continuous hollow stem auger flights into the ground. At selected intervals, Standard Penetration Resistance testing will be performed, and soil samples recovered for visual classification. The results of the penetration tests, when properly evaluated, provide an indication of the relative consistency of the soil being sampled, the potential for difficult excavation and the soils ability to support loads.

Following completion of the field work, Piedmont Geotechnical Consultants, LLC will issue a report which will describe our understanding of the proposed construction, methods of exploration employed, site and subsurface conditions encountered, and conclusions and recommendations regarding the geotechnical aspects of the project. These conclusions and recommendations will include, but not be limited to, the following:

- Site Preparation
- Suitability of On-Site Soils for Reuse as Fill
- Potential for Difficult Excavation

- Compaction Requirements
- Foundation design, including alternatives, if applicable
- Lateral Earth Pressures, for Wall Design
- Other Geotechnical Aspects of the Proposed Construction

INSURANCE

Piedmont Geotechnical Consultants, LLC insurance is provided by highly rated, national insurance providers.

Policy Type	Insurer	Limit of Liability
Professional Liability	Continental Casualty Company	\$5,000,000.00 \$5,000,000.00
Commercial General Liability Aggregate	Liberty Mutual	\$1,000,000.00 \$2,000,000.00
Workers' Compensation	Liberty Mutual	\$1,000,000.00
Non-Owned and Hired Auto Liability	Liberty Mutual	\$1,000,000.00
Company Owned Vehicles	Liberty Mutual	\$1,000,000.00
Umbrella Liability (excludes Professional Liability)	QBG Insurance Corporation	\$10,000,000.00

ESTIMATE OF COST and SCHEDULE

Based on the scope of work above we have developed a cost for services. Based on this scope, our cost for the Subsurface Investigation and Geotechnical Evaluation will be \$3,000.00 plus one (1) day of clearing at \$1,500.00 for a total of \$4,500.00.

At present we can begin work immediately on this project. Based on the scope of work identified, we anticipate mobilization to the site within about three to five days or so after authorization or notice to proceed (NTP). The field work will take about three days or so to complete. The final report will be complete to your office within about three (3) weeks or so from your NTP.

If a more compressed schedule is required, an executive summary of results and findings will be provided once the field work is complete followed by the written report.

The actual cost for services will be based on the actual amount of work performed and the attached Fee Schedule. Should poor or anomalous conditions be encountered such that additional work would be in the best interest of the project, we would contact you prior to proceeding with work, beyond the approved scope. Therefore, this cost will not be exceeded without your prior approval.

CLOSURE

Piedmont Geotechnical Consultants, LLC sincerely appreciates the opportunity to provide this proposal. If your review of this proposal is acceptable, please execute and return one copy of your Agreement for Services. Should you have any questions regarding this proposal, please do not hesitate to contact the undersigned.

Sincerely,

Piedmont Geotechnical Consultants, LLC



Jesse R. Whittemore
Vice President

GEOTECHNICAL DESIGN SERVICES

Unit Fee Schedule

PROJECT NAME: Proposed Stockbridge Amphitheater - Pond Redesign
4545 N Henry Boulevard

LOCATION: Stockbridge, Georgia

DATE: January 9, 2020

PROPOSAL NUMBER: P19789

ACTIVITY	UNIT RATE
I. ENGINEERING CONSULTING SERVICES	
A. Senior Registered Engineer, per hour	\$140.00
B. Project Engineer, per hour	\$115.00
C. Staff Engineer, per hour	\$ 95.00
D. Word Processing, per hour	No Charge
E. Transportation, per mile	\$ 0.60
F. Other Expenses	actual cost plus 15%
II. FIELD DRILLING SERVICES	
A. Mobilization and Demobilization of All Terrain Drill Rig	\$650.00
B. Soil Test Borings, per foot	\$ 11.00
C. Auger Borings, per foot	\$ 8.10
D. Rock Coring, per foot	\$ 78.00
E. Casing for Rock Coring, per foot	\$ 9.60
F. Rock Coring Set-up, each	\$240.00
G. Undisturbed Samples, each attempt	\$ 90.00
H. Obtain Bulk Samples, each	\$ 40.00
I. Drill Crew time, for difficult moving, stand-by, etc., per hour	\$240.00
J. Drill Crew Per Diem, per day	\$290.00
K. Asphalt Patching/Hole Plug, per location	\$ 50.00
L. Access Clearing, per day	\$1,500.00 - \$2,000.00
M. Expenses	actual cost plus 15%
III. LABORATORY TESTING	
A. Permeability Tests, each	\$450.00
B. Atterberg Limit Tests, each	\$ 50.00
C. Grain Size Analysis, each	\$ 70.00
D. Cation Exchange Capacity, each	\$ 75.00
E. Standard Proctor Compaction Test, each	\$100.00
F. Unit Weight, each	\$ 50.00
G. Moisture Content, each	\$ 10.00

**PIEDMONT GEOTECHNICAL CONSULTANTS, LLC. (PGC)
STANDARD AGREEMENT FOR SERVICES**

This is an agreement made between _____, and PIEDMONT
GEOTECHNICAL CONSULTANTS, LLC, on _____. PIEDMONT
GEOTECHNICAL CONSULTANTS, LLC agrees to provide services as outlined in Proposal
Number P19547, dated September 9, 2019.

Services will be invoiced in accordance with the Unit Rate Fee Schedule attached. The Scope of
Work outlined in the referenced Proposal, the Unit Rate Fee Schedule and Terms and Conditions
attached, and this Standard Agreement for Services will be the basis for all work performed under
this agreement.

Work Authorized By:

Work Accepted By:

(By) 

(By) 

Company: City of Stockbridge

Company: Piedmont Geotechnical
Consultants, LLC

Title: City Manager

Title: Newnan Branch

Date: 1-7-2020

Date: September 9, 2019

GENERAL CONDITIONS

SECTION 1: RIGHT OF ENTRY

1.1 The client will provide for right of entry of the geotechnical engineer and all equipment necessary in order to complete the work.

1.2 While the geotechnical engineer will take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the correction of which is not a part of this Agreement.

SECTION 2: UTILITIES

2.1 In the prosecution of his work, the geotechnical engineer will take all reasonable precautions to avoid damage or injury to subterranean structures or utilities. The owner agrees to hold the geotechnical engineer harmless for any damage to subterranean structures or utilities, which are not called to the geotechnical engineer's attention and correctly shown on the plans furnished.

SECTION 3: SAMPLES

3.1 The geotechnical engineer will retain all soil and rock samples for 30 days. Further storage or transfer of samples can be made at the owner's expense upon written request.

SECTION 4: INVOICES

4.1 The geotechnical engineer will submit invoices to the client monthly and a final bill upon completion of services. Invoices will show charges for different personnel and expense classifications. A more detailed separation of charges and back-up data will be provided at the client's request.

4.2 Payment is due upon presentation of the invoice and is past due thirty (30) days from the invoice date. Client agrees to pay a finance charge of one and one-half percent (1 1/2) per month, or the maximum rate allowed by law, on past due accounts.

SECTION 5: OWNERSHIP OF DOCUMENTS

5.1 All reports, boring logs, field notes, laboratory test data, calculations, estimates, and other documents prepared by the geotechnical engineer, as instruments of service, shall remain the property of the geotechnical engineer.

5.2 Client agrees that all reports and other work furnished to the client or his agents, which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatever.

5.3 The geotechnical engineer will retain all records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to the client at all reasonable times.

SECTION 6: DISPUTES

6.1 In the event that a dispute should arise relating to the performance of the services to be provided under this Agreement, and should that dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of this claim, including staff time, court costs, attorneys' fees, and other claim related expenses.

SECTION 7: STANDARD OF CARE

7.1 Service performed by the geotechnical engineer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, either expressed or implied, is made.

7.2 The client recognizes that subsurface conditions may vary from those encountered at the locations where borings, survey, or explorations are made by the geotechnical engineer and that the data, interpolations and recommendations of the geotechnical engineer are based solely on the information available to him. The geotechnical engineer will be responsible for those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

SECTION 8: LIMITATION OF LIABILITY

8.1 The owner agrees to limit the geotechnical engineer's liability to the owner and all construction contractors and subcontractors on the project arising from the geotechnical engineer's professional acts, errors, or omissions, such that the total aggregate liability of the geotechnical engineer to all those named shall not exceed \$1,000,000.00 or the geotechnical engineer's total fee for the services rendered on this project, whichever is greater. The owner further agrees to require of the contractor and his subcontractors an identical limitation of the geotechnical engineer's liability for damages suffered by the contractor or subcontractor arising from the geotechnical engineer's professional acts, errors or omissions. Neither the contractor nor any subcontractor assumes any liability for damage to others which may arise on account of the geotechnical engineer's professional acts, errors, or omissions.

SECTION 9: INSURANCE

9.1 The geotechnical engineer represents and warrants that it and its agents, staff and consultants employed by it are protected by worker's compensation insurance and that the geotechnical engineer has such coverage under public liability and property damage insurance policies which the geotechnical engineer deems to be adequate. Certificates for all such policies of insurance shall be provided to the client, upon request in writing. Within the limits and conditions of such insurance, the geotechnical engineer agrees to indemnify and save the client harmless from and against any loss, damage, or liability arising from negligent acts by the geotechnical engineer, its agents, staff, and consultants employed by it. The geotechnical engineer shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. The geotechnical engineer shall not be responsible for any loss, damage, or liability arising from any acts by client, its agents, staff, and other consultants employed by it.

SECTION 10: TERMINATION

10.1 This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms thereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, the geotechnical engineer shall be paid for services performed to the termination notice date, plus reasonable expenses.

10.2 In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this Agreement, the geotechnical engineer may complete such analyses and records as are necessary to complete his files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all costs of the geotechnical engineer in completing such analyses, records, and reports.



GEORGIA
CORPORATIONS
DIVISION

GEORGIA SECRETARY OF STATE
**BRAD
RAFFENSPERGER**

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name:	Roswell Geotechnical Consultants, Inc.	Control Number:	K219044
Business Type:	Domestic Profit Corporation	Business Status:	Active/Owes Current Year AR
Business Purpose:	NONE		
Principal Office Address:	P.O. Box 1997, ROSWELL, GA, 30077, USA	Date of Formation / Registration Date:	9/23/1992
State of Formation:	Georgia	Last Annual Registration Year:	2019

REGISTERED AGENT INFORMATION

Registered Agent Name: **W. MICHAEL BALLARD**

Physical Address: **3000 NORTHFIELD PL., STE 1100, ROSWELL, GA, 30076, USA**

County: **Fulton**

OFFICER INFORMATION

Name	Title	Business Address
W MICHAEL BALLARD	CEO	845 ONAGH COURT, ALPHARETTA, GA, 30004, USA
W MICHAEL BALLARD	CFO	845 ONAGH COURT, ALPHARETTA, GA, 30004, USA
W MICHAEL BALLARD	Secretary	845 ONAGH COURT, ALPHARETTA, GA, 30004, USA

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Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>

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RESOLUTION NO. _____

A RESOLUTION TO RATIFY THE PIEDMONT GEOTECHNICAL CONSULTANTS AGREEMENT FOR SERVICES PERTAINING TO THE AMPHITHEATER

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, the City Staff has previously recommended entering into a contract with Piedmont Geotechnical Consultants for services pertaining to the amphitheater;

WHEREAS, due to time constraints, the City Staff proposed the City proceed with the contract immediately and that the City Council ratify their actions at the following meeting; and

WHEREAS, the City Council desires to formally approve and ratify the lighting agreement with Piedmont Geotechnical Consultants;

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

SECTION 1. Approval of Agreement. The execution of certain documents by the Mayor and/or City Manager in connection with the agreement with Piedmont Geotechnical Consultants for services pertaining to the amphitheater in the amount of \$ 25,620.00 is hereby ratified and approved by the City Council.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

SO REOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff Recommendation Form For Council Approval

Meeting Date

January 28, 2020

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Discussion Item
- ☐ Budget Amendment Required
- ☐ Presentation

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Lindell Y. Miller

DEPARTMENT: Procurement Division /Information Technology/Finance

ITEM/PROJECT/EVENT: Surplus Inventory List January, 2020

FUNDING SOURCE

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

The Procurement Division is requesting City Council declare the attached surplus inventory list items unserviceable, since the items can no longer be used advantageously by City staff.

City staff and the Information Technology team have examined and assessed the items on the inventory list and confirmed that the items are unserviceable and impractical. The items will be sold by public sale or any other means deemed most advantageous to the city.

3.30.190 - Disposition of personal property.

- A. Declaration of Unserviceability. The city council shall determine whether a particular item or category of personal property can no longer be used advantageously by the city and has therefore become unserviceable.
- B. Disposition. Unserviceable personal property may be sold by public sale, sealed bidding, spot bidding or any other means deemed most advantageous to the city.

APPROVED BY:

FINANCE

CITY MANAGER

N/A

ATTACHMENT(S:)

☒

INVENTORY SURPLUS LIST 2020

Quantity	Category	Brand Name	Equipment Type	Serial Number	Model Number
1	Information Technology	Apple	Silver iPhone	358751053986325	A1533
1	Information Technology	Apple	Silver iPhone	13970006962426	A1533
1	Information Technology	Apple	Silver iPhone	356964060091912	A1533
1	Information Technology	Apple	Silver iPhone	358355060761596	A1533
1	Information Technology	Apple	iPhone	358355060134836	A1533
1	Information Technology	Apple	Silver iPhone	358751052905698	A1533
1	Information Technology	Apple	White iPhone	358822056596112	A1532
1	Information Technology	Apple	White iPhone	358534059560918	A1532
1	Information Technology	Apple	White iPhone	358821052658652	A1532
1	Information Technology	Apple	White iPhone	358537053806625	A1532
1	Information Technology	Apple	iPhone	BCG-E3091A	A1778
1	Information Technology	Apple	iPhone	BCG-E24228	A1349
1	Information Technology	Apple	iPhone	BCG-E24228	A1349
1	Information Technology	Samsung	Cellphone- Silver	R58H33HB56N	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HB3PA	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HB3KN	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBECF	SM-G530T-UD

1	Information Technology	Samsung	Cellphone- Silver	R58H33HBBCCA	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HB5WA	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBTDF	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBDKB	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HB31X	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBMXP	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBCSE	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBSSE	SM-G530T-UD
1	Information Technology	Samsung	Cellphone- Silver	R58H33HBD2L	SM-G530T-UD
1	Information Technology	Samsung- GS7	Cellphone- Black	R28J73DDDF2M	SM-G930TZKATMB
1	Information Technology	Samsung- GS7	Cellphone- Black	*R28JA21732T	SM-G930TZKATMB
1	Information Technology	Motorola	Cellphone	M676QUC7PT	XT875
1	Information Technology	LG Version	Cellphone	310CYYQ0490970	LG-UN1505
1	Information Technology	Motorola	Cellphone- Droid Max	MSM.8960PRO-BP- 23255.132.81.01R	4.4.4- Android Version
1	Information Technology	Verizon	Hotspot	990000934185333	MIFI4620L
1	Information Technology	Apple	iPad	DMPJC0PEDNVQ	579C-A1403
1	Information Technology	Apple	iPad	DMPJC0FLDNLVQ	579C-A1403
1	Information Technology	Asus	Tablet	G3NPPFP111021GXC	P01M
1	Information Technology	Asus	Tablet	G3NPPFP128946558A	P01M
1	Information Technology	Asus	Tablet	G3NPPFP128838ZAB	P01M
1	Information Technology	Asus	Tablet	G3NPPFP129215NRJ	P01M

1	Information Technology	Asus	Tablet	G3NPPFP129132SNM	P01M
1	Information Technology	Dell	Tablet	398GQT1	C5621
1	Information Technology	Dell	Tablet	298GQTI	C5621
1	Information Technology	Dell	Tablet	498GQTI	C5621
1	Information Technology	Dell	Tablet	J88GQTI	C5621
1	Information Technology	Dell	Tablet	G88GQTI	C5621
1	Information Technology	Dell	Tablet	ML6X35L	T07G
1	Information Technology	Dell	Laptop	JWNV2N1	P09F
1	Information Technology	Dell	Laptop	2XNV2N1	P09F
1	Information Technology	Dell	Laptop	CQPG9W1	P28G
1	Information Technology	Dell	Laptop	CPZ3BW1	P19F
1	Information Technology	Dell	Laptop	DPZ3BW1	P19F
1	Information Technology	Dell	Laptop	2KZ3BW1	P19F
1	Information Technology	Dell	Laptop	2Z04BW1	P19F
1	Information Technology	Dell	Laptop	3K23BW1	P19F
1	Information Technology	Dell Pro	Laptop	H9TGRH1	OJ5VWM
1	Information Technology	Microsoft	Keyboard	0356102298196	X823055-001
1	Information Technology	Dell	Desktops	6N98QW1	DO3S
1	Information Technology	Dell	Desktops	5MPGCHK1	DCCY
1	Information Technology	Dell	Desktops	G34oDK1	DCTR
1	Information Technology	Dell	2 in one computers	JXF8ZV1	WO4C
1	Information Technology	Dell	2 in one computers	JXF9PW1	WO4C

1	Information Technology	Dell	2 in one computers	16K0QW1	WO4C
1	Information Technology	Dell	2 in one computers	16KYPW1	WO4C
1	Information Technology	Dell	2 in one computers	JXFBZV1	WO4C
1	Information Technology	Dell	Computer Monitor	CN-0K3316-1618-32E-ACKK	1704FPVt
	Information Technology	Dell	Computer Monitor	CN-0C730C-71623-1811-4154	AX510
1	Information Technology	Dell	Computer Monitor	CN-0C730C-71623-960-7798	AX510
1	Information Technology	Dell	Computer Monitor	CN-0C730C-71623-2CD-4029	P2213T
1	Information Technology	VeriFone	Credit Card Reader	214-284-443	Omni, 5750
1	Information Technology	VeriFone	Credit Card Reader	214-284-147	Omni, 5750
1	Information Technology	VeriFone	Credit Card Reader	710-231-397	Omni, 3750
1	Information Technology	VeriFone	Credit Card Reader	712-332-448	Omni, 3750
1	Information Technology	Ingenico	Credit Card Reader	2117106620	5100
1	Information Technology	Ingenico	Credit Card Reader	2117106608	5100
1	Information Technology	Hypercom	Credit Card Reader	100006176606	T7Plus
1	Information Technology	Network AV Equipment and Network Rack			
1	Information Technology	Midland	Radio	N/A	18CVP6-REVB
1	Information Technology	Midland	Radio	N/A	18CVP6-REVB
2	Furniture/Building Equipment	N/A	Blue Rolling Arm Chairs	N/A	N/A
2	Furniture/Building Equipment	N/A	Wooden Tables	N/A	N/A
6	Furniture/Building Equipment	N/A	Rocking Chair	N/A	N/A
1	Furniture/Building Equipment	N/A	Desk	N/A	N/A
16	Furniture/Building Equipment	N/A	Tables	N/A	N/A

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION

A RESOLUTION DECLARING CERTAIN PROPERTY TO SURPLUS PROPERTY; AUTHORIZING APPROPRIATE MEASURES FOR DISPOSAL OF SAID PROPERTY; AUTHORIZING APPROPRIATE ENTRY ON THE FINANCIAL RECORDS OF THE CITY WITH RESPECT TO SUCH PROPERTY; AUTHORIZING MAYOR TO SIGN ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; AUTHORIZING CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Section 3.30.190 of the Stockbridge Municipal Code the City Council may determine that certain items are unserviceable and therefore surplus property;

WHEREAS, the City Council has determined that the City has no further use for those items set forth on Exhibit A;

WHEREAS, the City Manager will oversee the sale of these item(s), or other method of disposal as provided under Section 3.30.190 of the Stockbridge Municipal Code; and

WHEREAS, the Treasurer will provide for the appropriate book entries in the City's financial records to reflect the disposition of the property described herein;

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

1. **Determination of Unserviceability.** The City Council hereby determines that the property listed on the attached Exhibit A can no longer be used advantageously by the City and has therefore become unserviceable. The City Manager is hereby authorized to dispose of said property in accordance with Section 3.30.190 of the Stockbridge Municipal Code and applicable State law. The Treasurer is authorized to make the appropriate entries upon the financial records of the City reflecting the disposition of said property.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the Agreement, subject to approval as to form by the City Attorney.

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.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 28th day of January, 2020.

Anthony S. Ford, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

20	Furniture/Building Equipment	N/A	Can lights	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Lamp	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Mahogany hutch with glass doors	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Hot boxes	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Industrial Size Side by Side Cooler	N/A	N/A	N/A
2	Furniture/Building Equipment	N/A	Jumbo Plaid Chairs	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	2- Drawer Metal File Cabinet	N/A	N/A	N/A
3	Furniture/Building Equipment	N/A	Burgundy Arm Chairs	N/A	N/A	N/A
2	Furniture/Building Equipment	N/A	Grey and Blue Printed Arm Chairs	N/A	N/A	N/A
2	Furniture/Building Equipment	N/A	Red Padded Chairs	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Stainless Steel Warmer	N/A	N/A	N/A
1	Furniture/Building Equipment	N/A	Tan File Cabinet with built-in safe	N/A	N/A	N/A
20	Furniture/Building Equipment	N/A	Mauve straight chairs	N/A	N/A	N/A



City of Stockbridge

Staff Recommendation Form For Council Approval

Meeting Date

January 28, 2020

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Discussion Item
- ☐ Budget Amendment Required
- ☐ Presentation

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Lindell Y. Miller/ John Wiggins

DEPARTMENT: Procurement /Finance Department

ITEM/PROJECT/EVENT: Contract Renewal/Extension- Printing Marketing Serv

FUNDING SOURCE

- ☒ General FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION: The Procurement Division is requesting approval of a renewal and term contract extension for Request For Proposal (RFP) number 2019-0008P, for the purchase of Printing, Messaging, and Related Communications Products and Services from Curtis 1000, a subsidiary of Taylor Strategic Relationships, and the City of Stockbridge, authorizing the Mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

On April 8th, 2019, R19-1052, the Council approved the City staff request to piggyback the Printing, Messaging, and Related Communications Products and Services contract under the National Joint Powers Alliance (NJPA) (known as Sourcewell as of June 6, 2018). The initial start date of the contract is January 19, 2016, for four (4) years, with the option to renew for one (1) additional year. City staff is requesting a contract renewal and an extension through January 19, 2021. The Finance Department has determined that Curtis 1000, a subsidiary of Taylor Strategic Relationships, has performed all work in accordance with the contract requirements, and have provided quality service to the City.

Section 3.30.227 - Renewals and extensions; The city council shall approve all renewals or term contract extensions: (A) to afford the city a continuous supply of items or services in the event of the termination or near termination of the award/contract and; (B) where cost is greater than fifty thousand dollars (\$50,000.00); and when the original contract was approved by the city council.

Annual Contract Amount \$50,000.00

APPROVED BY:

FINANCE

CITY MANAGER

ATTACHMENT(S:)

☒



PROCUREMENT DIVISION

4640 North Henry Boulevard, Stockbridge, Georgia, 30281 | Phone: (770) 389-7900

CONTRACT RENEWAL EVALUATION FORM

Department: Finance Department

Contact: John Wiggins, Treasurer

Contract No.: Curtis 1000- Printing and Marketing Services

The above referenced contract is scheduled to expire. Per the terms of the Contract and the City Ordinance this Contract is eligible to be renewed for an additional **12-month term** or term contract extensions.

Please complete the Survey (Section 1, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please provide a brief explanation. Per Section 2, please indicate whether you wish to renew this contract.

Section 1: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	☒	☐	☐
2. Contractor was responsive and professional?	☒	☐	☐
3. Are you satisfied with the quality of the work performed by Contractor?	☒	☐	☐
4. Did Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	☒	☐	☐

Comments: _____

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE EXTENSION OF PRINTING
MARKETING SERVICES CONTRACT WITH CURTIS 1000**

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

WHEREAS, the City proposes to extend its existing contract with Curtis 1000;

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

SECTION 1. Approval of Vendor. Pursuant to Section 3.30.227 of the Stockbridge Municipal Code, the extension of the contract with Curtis 1000 as presented to the Council on January 28, 2020 is hereby approved by the City Council so that the contract shall end on January 19, 2021.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff Recommendation Form For Council Approval

Meeting Date

January 28, 2020

FUNDING SOURCE

☒ X

Action requested by City Council

☐

For informational purposes only

☐

Discussion Item

☐

Budget Amendment Required

☐

Presentation

☒

General FUND

☐

FUND BALANCE

☐

SPLOST

☐

CDBG

☐

GRANT FUNDING

☐

COUNCIL INITIATIVE

☐

SPONSORSHIP

☐

DEPT. FUND BALANCE

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Lindell Y. Miller/ John Wiggins

DEPARTMENT: Procurement /Finance Department

ITEM/PROJECT/EVENT: Contract Renewal/Extension- Citywide Furniture

DESCRIPTION: The Procurement Division is requesting approval of a renewal and term contract extension for Request For Proposal (RFP) No. 2019-0002P, for Furniture, Office Computer and Educational Furniture, between a list of furniture manufacturers, including The Hon Company, and the City of Stockbridge, authorizing the Mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

On February 26th, 2019, R19-1038, the Council approved the City staff's request to piggyback the State of Georgia contract for Furniture, Office Computer and Educational Furniture. The initial contract term is for one (1) year, with three (3), one (1) year renewal options. The State of Georgia has confirmed that the contract for Furniture, Office Computer and Educational Furniture will be extended for one additional year. City staff is requesting a contract renewal and an extension through December 31, 2020. The Finance Department has determined the Hon Company, LLC, has performed all work in accordance with the contract requirements, and have provided quality service to the City.

Section 3.30.227 - Renewals and extensions; The city council shall approve all renewals or term contract extensions: (A) to afford the city a continuous supply of items or services in the event of the termination or near termination of the award/contract and; (B) where cost is greater than fifty thousand dollars (\$50,000.00); and when the original contract was approved by the city council.

APPROVED BY:

FINANCE

CITY MANAGER

John Wiggins

Dan J. Smith

Annual Contract Amount

\$30,000.00

ATTACHMENT(S:)

☒ X



Where Community Connects

PROCUREMENT DIVISION

4640 North Henry Boulevard, Stockbridge, Georgia, 30281 | Phone: (770) 389-7900

CONTRACT RENEWAL EVALUATION FORM

Department: Finance Department

Contact: John Wiggins, Treasurer

Contract No.: RFQ No. 2019-0002, Citywide Furniture -The HON Company, Inc. Various Company's State of Georgia contract

The above referenced contract is scheduled to expire. Per the terms of the Contract and the City Ordinance this Contract is eligible to be renewed for an additional **12-month term** or term contract extensions.

Please complete the Survey (Section 1, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please provide a brief explanation. Per Section 2, please indicate whether you wish to renew this contract.

Section 1: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	☒	☐	☐
2. Contractor was responsive and professional?	☒	☐	☐
3. Are you satisfied with the quality of the work performed by Contractor?	☒	☐	☐
4. Did Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	☒	☐	☐

Comments: _____

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE EXTENSION OF CITYWIDE
FURNITURE CONTRACT**

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

WHEREAS, the City proposes to extend its existing contract with Hon Company, LLC;

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

SECTION 1. Approval of Vendor. Pursuant to Section 3.30.227 of the Stockbridge Municipal Code, the extension of the contract with Hon Company, LLC as presented to the Council on January 28, 2020 is hereby approved by the City Council so that the contract shall end on December 31, 2020.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Staff Recommendation Form For Council Approval

Meeting Date

January 28, 2020

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Discussion Item
- ☐ Budget Amendment Required
- ☐ Presentation

FUNDING SOURCE

- ☒ WATER DEPARTMENT FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Lindell Y. Miller/ Decius Aaron

DEPARTMENT: Procurement /Public Works Department

ITEM/PROJECT/EVENT: Contract Renewal/Extension- American Tank Maint., LLC

DESCRIPTION:

The Procurement Division is requesting approval of renewal and term contract extension for Invitation To Bid (ITB) No. 17ITB082817-DRR, Full Service Tank Maintenance Program between American Tank Maintenance, LLC, and the City of Stockbridge, authorizing the Mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

On April 9th, 2018, R18-925, the Council approved the contract for American Tank Maintenance, LLC, to provide routine maintenance and a full service tank maintenance program. The initial contract term of the Agreement is for one (1) year, with ten (10), one (1) year renewal options. City staff is requesting a contract renewal and an extension through December, 2020. The Public Works Department has determined that American Tank Maintenance, LLC, has performed all work in accordance with the contract requirements, and have provided quality service to the City.

Section 3.30.227 - Renewals and extensions; The city council shall approve all renewals or term contract extensions: (A) to afford the city a continuous supply of items or services in the event of the termination or near termination of the award/contract and; (B) where cost is greater than fifty thousand dollars (\$50,000.00); and when the original contract was approved by the city council.

APPROVED BY:

FINANCE

CITY MANAGER

\$61,419.00

ATTACHMENT(S:)

☒



Where Community Connects

PROCUREMENT DIVISION

4640 North Henry Boulevard, Stockbridge, Georgia, 30281 | Phone: (770) 389-7900

CONTRACT RENEWAL EVALUATION FORM

Department: Public Works Department

Contact: Decius Aaron, Director

Contract No.: ITB No. 17ITB082817-DRR, Full-Service Tank Maintenance Program -American Tank Maintenance

The above referenced contract is scheduled to expire. Per the terms of the Contract and the City Ordinance this Contract is eligible to be renewed for an additional **12-month term** or term contract extensions.

Please complete the Survey (Section 1, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please provide a brief explanation. Per Section 2, please indicate whether you wish to renew this contract.

Section 1: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	☒	☐	☐
2. Contractor was responsive and professional?	☒	☐	☐
3. Are you satisfied with the quality of the work performed by Contractor?	☒	☐	☐
4. Did Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	☐	☐	☒

Comments: _____

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE EXTENSION OF TANK
MAINTENANCE CONTRACT**

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

WHEREAS, the City proposes to extend its existing contract with American Tank Maintenance LLC;

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

SECTION 1. Approval of Vendor. Pursuant to Section 3.30.227 of the Stockbridge Municipal Code, the extension of the contract with American Tank Maintenance, LLC as presented to the Council on January 28, 2020 is hereby approved by the City Council so that the contract shall end on December 31, 2020.

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

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 28th day of January, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

Reap the Benefits!

Through the giving of your time, talents, and resources, your service as a partner in education will broaden the learning experience of students and support the work of teachers.

As a result, businesses and community organizations will discover significant benefits as well. Such benefits include:

- Personal and professional satisfaction in supporting the children and youth of our community.
- Recognition in school and community publications.
- Enhanced relationships with school and community leaders.
- The opportunity to positively affect economic and workforce development in Henry County.

**LET'S BUILD OUR COMMUNITY
TOGETHER!**



Henry County Schools
Office of Communications
33 N. Zack Hinton Parkway
McDonough, GA 30253
770.957.6601 (phone)
770.914.6178 (fax)
www.henry.k12.ga.us



Henry County Chamber of Commerce
1709 Highway 20 West
McDonough, GA 30253
770.957.8030
www.henrycounty.com

A Program of
Henry County Schools
and the
Henry County
Chamber of Commerce



Designed to Support
Student and School
Success through
Partnerships with
Businesses and Community
Organizations

What is Partners in Education?

Partners in Education is an opportunity for representatives of local businesses and community organizations to share their expertise, time, ideas, and experiences for the educational success of students.

How can I support students?

Opportunities are unlimited! These are a few of the ways you can help:

- Tutor or mentor students.
- Give certificates to recognize students for their achievements.
- Sponsor educational field trips.
- Donate books and other supplemental learning resources.
- Sponsor and/or judge student contests such as spelling bees and science fairs.
- Participate in career fairs and mock job interview events.
- Provide work-based learning internships for students.



How can I support teachers?

Teachers and staff appreciate the support of partners, too. Here are some examples of how you can help:

- Assist with special classroom and school activities.
- Bring your talents to the classroom by presenting on curriculum topics related to your business.
- Provide teacher mini-grants to support innovative instructional activities.
- Serve on program advisory committees to help ensure our instructional programs are current and relevant to business and industry needs.
- Support the Teacher Induction Program (TIP) for new teachers.
- Support employee recognition events such as the Teacher-of-the-Year/HERO celebration and the Employee Retirement reception.

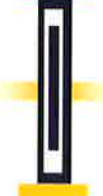
How do I become a Partner in Education?

It's simple! First, consider:

- What are the resources you and your organization have to offer?
- What age group do you prefer - elementary, middle, or high school?
- What schools are conveniently located to your organization?
- Would you prefer to partner with a specific program at one or more schools?

Then, take the following steps:

- Contact the Partner in Education coordinator at the school.
- Meet with the school representative to establish a partnership plan that meets your interests and supports student and school needs.
- If you will be tutoring or mentoring students, coordinate with the school representative to complete a criminal background check.





PARTNERS-IN-EDUCATION Partnership Plan

The Partners-in-Education Program is coordinated by the Henry County School System with support from the Henry County Chamber of Commerce. Our mission is to develop partnerships between schools and local businesses and community organizations to support student and school success.

Partnership Activities (to be completed collaboratively by community partner and school representative)

This plan signifies a commitment to the partnership for a period of **two school years**. The plan highlights the significant activities and contributions planned as a result of the partnership, and is subject to change as conditions, needs, and opportunities arise.

SCHOOL PARTNER INFORMATION			
School Name: Walnut Creek Elementary			
Contact Person: Darlene Minshew		Job Title: PIP / PIE Representative	
Mailing Address: 3535 McDonough Pkwy McDonough, Ga 30253		Website Address: http://schoolwires.henry.k12.ga.us/wc	
Phone: 770-288-8561	Fax: 770-288-8566	Email: darlene.minshew@henry.k12.ga.us	
COMMUNITY PARTNER INFORMATION			
Name of Organization:			
Contact Person:		Job Title:	
Mailing Address:		Website Address:	
Phone:	Fax:	Email:	
Type/Description of Organization:			
PARTNERSHIP PLAN			
Term of Partnership (2-School Years) Beginning:		Plan Type: ☐ New Plan ☐ Renewal Plan	
The school partner will (see page 2 for suggestions):			
The community partner will (see page 2 for suggestions):			

Signature of Community Partner

Date

Signature of School Partner (Principal)

Date

IDEAS AND STRATEGIES TO SUPPORT THE PARTNERSHIP PLAN

SCHOOL PARTNER TYPES OF CONTRIBUTION

- | | | |
|--|--|---|
| ☐ Business name on PIE Sign | ☐ Recognition by PTO | ☐ Student artwork for display |
| ☐ Business name on website as a PIE | ☐ Booth set up at appropriate event | ☐ Thank you notes from students |
| ☐ PIE recognition in news reports | ☐ PIE recognition at school event | ☐ Certificate signed by Superintendent |

COMMUNITY PARTNER TYPES OF CONTRIBUTION

Volunteer Opportunities

- ☐ Campus/School Beautification
- ☐ Judging Competitive Events
- ☐ Mentoring Students
- ☐ Seasonal/Special Events Support
- ☐ Service on a School or Program Committee
- ☐ Tutoring Students

Recognition Opportunities

- ☐ Student Recognition for Academic Achievement
- ☐ Student Recognition for Athletic Achievement
- ☐ Student Recognition for Attendance
- ☐ Student Recognition for Citizenship
- ☐ Student/Teacher Academic Recognition (STAR) Event
- ☐ Student/Teacher of the Week/Month Recognition
- ☐ Teacher Appreciation Week
- ☐ Teacher of the Year/HERO Event
- ☐ Teacher Retirement Event

Career Education Opportunities

- ☐ Career Day/Career Fair Participant or Support
- ☐ Career/Technical Program Advisory Committee Member
- ☐ Field Trips to Workplace
- ☐ Mock Job Interview Participant or Support
- ☐ Work-Based Learning (employment or internships)

Financial Opportunities

- ☐ Academic Event Support (such as science fair)
- ☐ Classroom Mini-Grants
- ☐ Classroom Supplies
- ☐ Field Trip Support
- ☐ General Monetary Donations
- ☐ Instructional Materials or Equipment Donation
- ☐ Newsletter Advertisement
- ☐ Project-Based Learning Activities
- ☐ Refreshments for Meetings and Events
- ☐ Student Awards
- ☐ Student Club/Organization Support
- ☐ Student Scholarships
- ☐ Teacher Awards
- ☐ Technology Donation
- ☐ Yearbook Advertisement

System-Wide Opportunities

- ☐ Academy for Advanced Studies (college/career academy)
- ☐ Governor's Honors Program
- ☐ Henry County Schools *Taste of Tech* Event
- ☐ Henry County Schools *Teacher Induction Program* (TIP)
- ☐ Impact Academy (virtual school program)
- ☐ Partnership for Outdoor Education

Other School-Specific Opportunities

- ☐
- ☐
- ☐
- ☐

IMPORTANT NOTICE

Per Henry County Board of Education Policy KEB, Solicitations, the solicitation of students on the part of a business, industry, organization, or individual for the purpose of selling a product, service, or membership to the students or to their parents through the students shall be prohibited on school grounds. This prohibition includes the distribution of flyers, cards, or any other items that could constitute advertising by naming or promoting the business, industry, organization or individual that would profit from such advertising. School officials are instructed not to sign business contracts.

Thank you for supporting our students, teachers and schools!

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 28th day of January, 2020.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

**Council
Consideration to
approve use of the
Ted Strickland
Community Center
for a Scouts activity.
Presented by Mayor
Pro Tem Thomas**

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE USE OF THE TED STRICKLAND
COMMUNITY CENTER FOR A SCOUTING EVENT**

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 allow the use of the Ted Strickland Community Center for a Scouting event for the benefit of the City's residents;

WHEREAS, the Mayor and Council believe that allowing such use 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 use of the Ted Strickland Community Center on _____ for a Scouting event.

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 28th day of January, 2020.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

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

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

APPLICANT INFORMATION

Applicant Name: Pamela Warner

Occupation: Project Manager

Employer: _____

Home Address: _____

City: Stockbridge

Zip: 30281

Home Phone: (____) _____

Home E-Mail: _____

Work Phone: (____) _____

Work E-Mail: _____

Cell Phone: (____) _____

Preferred E-Mail:

☒ Home

☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Stockbridge Youth Council Advisory Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 13 Years 5 Months

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

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

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

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

No _____

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

No _____

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

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

I would like to serve on the Stockbridge Youth Council Advisory Board to work with youth in our city to become engaged in their community.

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

No

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Pamela Michelle Warner

Signature

Pamela Warner

Printed Name

11/28/2019

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

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

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

APPLICANT INFORMATION

Applicant Name: Rosalynd Rawls

Occupation: Administrative Coordinator I Employer: _____

Home Address: _____ City: Stockbridge Zip: 30281

Home Phone: (____) _____ Home E-Mail: _____

Work Phone: (____) _____ Work E-Mail: _____

Cell Phone: (____) _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Youth Council Advisory Board
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 9 Years 7 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

N/A

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

N/A

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

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

I currently serve on the Stockbridge Youth Council Advisory Board and my 2 year term has expired. However, I would like to continue working with the youth through the Board as we continue to make positive impacts with the youth in the City of Stockbridge.

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

N/A

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.


Rosalynnd Rawls

Signature

Rosalynnd Rawls

Printed Name

11/15/2019

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

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

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

APPLICANT INFORMATION

Applicant Name: Bonita Adams

Occupation: Teacher Employer: Henry County Schools

Home Address: _____ City: McDonough Zip: 30253

Home Phone: () _____ Home E-Mail: _____

Work Phone: () _____ Work E-Mail: bonitaadams@henry.k12.ga.us

Cell Phone: () _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

Stockbridge Youth Council Advisory

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 17 Years 7 Months

Henry County

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

Henry County

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

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

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

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

Henry County School - Cotton Indian Elem. is located in
Stockbridge - currently utilize Stockbridge businesses as
Partners in Ed.

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

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

In order to ensure that services and supports in the community

are truly meeting the needs of young boys and girls.

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

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.


Signature

Bonita VanHook-Adams
Printed Name

01.08.2020
Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR YOUTH ADVISORY BOARD

Citizens provide a great insight and knowledge to City government. The Stockbridge Youth Advisory Board is an avenue to strengthen relationships between the youth and their community by creating programs and encouraging opportunities for youth to give back to the community.

REQUIREMENTS FOR PARTICIPATION:

- Must be a resident of City Limits of Stockbridge.
- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Canton CaJo Jones

Occupation: Youth Minister - Artist

Home Address: _____

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: _____

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail:



Home



Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

To expand my reach of service in the city of which I reside. To show the essence of leadership and unity.

b.) What pertinent skills/experiences and contributions can you bring to this program?

Youth Minister and Lead Pastor of FreeLife Experience Miniseries.


www.cityofstockbridgega.gov

Canton Jones

12/21/2019

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

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

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

APPLICANT INFORMATION

Applicant Name: Jonathan Lee-Coley
Occupation: Anti-Trafficking Advocate Employer: J. Lee-Coley, Inc.
Home Address: _____ City: Stockbridge Zip: 30281
Home Phone: (____) _____ Home E-Mail: _____
Work Phone: (404) 751-7139 Work E-Mail: jleecoley@outlook.com
Cell Phone: (____) _____ Preferred E-Mail: ☐ Home ☒ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

Stockbridge City Youth Council

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 19 Years 3 Months

Henry County

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

Henry County

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

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

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

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

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

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

To assist the board further guide the Stockbridge

Youth Council achieve social and professional growth.

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

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

Jonathan L. Lee-Coley

Printed Name

1-9-2020

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

Jonathan "Jazz" Lee-Coley

jleecoley@outlook.com

EDUCATION

Master of Public Policy, Aug 2017 – May 2019

Loyola University Chicago

~ Concentration on Human Trafficking Law, Research Methods & Analysis, and Evaluation

Bachelor of Science, Political Science, Aug 2013 - May 2017

University of West Georgia

~ Emphasis on coursework in Non-Profit Organizations and Grant Writing

- Phi Sigma Pi National Honor Fraternity, 2016.
- Multicultural Academic Achievement Award Recipient, Spring 2016 & 2017
- Presidential Student Council Founding Member, Spring & Fall 2016

PROFESSIONAL EXPERIENCE

Barack Obama Foundation – Chicago, IL, May 2018 – Aug 2018

Development Intern

- Strategized short- and long-term projects to increase individual contributions, and establish an annual fund
- Prepared development communications materials including: presentations, newsletters, emails, and donor collateral
- Researched and produced prospect research reports for grant applications and donor briefing materials
- Assisted with event preparation and execution as well as data entry and database management

American Library Association – Chicago, IL, Oct 2017 - May 2018

ALCTS Continuing Education Officer's Assistant

- Co-coordinated weekly international online webinars, e-forums, and conferences
- Regularly distribute several surveys weekly, and present analyzed results for committee members
- Maintain online platforms that serve ALA members with online courses and educational resources

Illinois Senate State Democratic Victory Fund – Chicago, IL, Aug 2017 - Dec 2017

Campaign Management & Research Intern

- Demonstrated effective research assistance in building campaign portfolios
- Interdependently compiled, analyzed, and tabulated number of petition signatures
- Developed advanced Microsoft Excel skills to better record petition sheets
- Oversaw transporting highly sensitive documents between tasks

Ingram Library - University of West Georgia - Carrollton Ga, Aug 2014 - May 2017

Student Research Assistant

- Demonstrated effective research assistance to university library patrons
- Developed advanced Microsoft Suite skills to better assist patrons/faculty alike
- Led routine minor technology assessments - PC & Macintosh computers
- Interdependently compiled, analyzed, and tabulated GIL data in Excel for superiors' archives
- Oversaw customer service welcome desk between tasks

COMMUNITY & VOLUNTEER EXPERIENCE

Atlanta March for Social Justice and Women – Atlanta, Ga, Nov 2016 - Jan 2017

March Celebrity Outreach & Logistics Volunteer

- Utilized personal network toward outreach to invite targeted celebrities of color and distinguished women
- Assisted in March route design and logistics

LAMBDA, Diverse Genders & Sexualities Student Organization – Carrollton Ga, Aug - Oct 2016

Volunteer Event Coordinator, "SpeakOut!"

- Designed event schedules; organized local community support with limited time with other talented student volunteers
- Produced promotional graphic designs and social media outreach material

Special Collections – University of West Georgia, Carrollton Ga, Oct 2015 - Nov 2016

Special Events Coordinator Intern, "#BlackLivesMatter Poetry Jam"

- Conceptualized exhibit focused events with personal team



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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

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

APPLICANT INFORMATION

Applicant Name: Joc'Quelyn Carter

Occupation: Pastor/AOC II Employer: Fulton County Government

Home Address: _____ City: Stockbridge Zip: 30281

Home Phone: (____) _____ Home E-Mail: _____

Work Phone: (____) _____ Work E-Mail: _____

Cell Phone: (____) _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Youth Advisory Board
If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 19 Years 10 Months

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

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

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

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

n/a

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

n/a

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

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

I currently serve on the Board and desire to continue to serve.

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

n/a

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

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Joc'Quelyn E. Carter

Signature

Joc'Quelyn E. Carter

Printed Name

11/08/2019

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

**STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE**

RESOLUTION NO. _____

A RESOLUTION NAMING PERSONS TO SERVE ON A YOUTH COUNCIL ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the City Council desires to establish a Youth Council to provide an opportunity for the youth of Stockbridge to build leadership skills, learn about civic responsibility, gain a better understanding of municipal government, prepare for a lifetime of public and community service and acquire a greater knowledge of and appreciation for the American political system;

WHEREAS, the City Council finds it necessary and desirable to appoint certain persons to serve on the Youth Council Advisory Committee;

NOW THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVE AS FOLLOWS;

Section 1. **Committee** – The Mayor and City Council of the City of Stockbridge resolve that there is hereby named and appointed as members of the Youth Council Advisory Committee the following named persons, which appointments are contingent upon the successful passage of a background check:

Name

Such persons shall serve without compensation and may be removed at any time by a majority vote of the City Council in its sole discretion.

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.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

SO RESOLVED, this the 28th day of January, 2020.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY



INTEROFFICE MEMEORANDUM

TO: MAYOR/COUNCIL
THROUGH: Randy Knighton, City Manager
FROM: Camilla J. Moore, Asst. City Manager, Development Services
RE: Selection of Towing Service Vendor & Approval of Associated Costs.

The RFP for Towing Services was released for public solicitation with the following Scope of Services in which three (3) Vendors responded:

1. New Image Towing & Recovery (248) (Morrow/Henry County)
2. Swanson Towing & Recovery (242): (Stockbridge – North Henry Blvd.)
3. Bernal's Towing-Jose' Bernal's Inc. (224): (Stockbridge – Rock Quarry Rd.)

Each of the vendors have committed to having a storage yard facility within five (0-5) miles of the city limits of Stockbridge.

SCOPE OF SERVICES (PROCESS)

- A. Work will include, but is not limited to, towing and wrecker services within the boundaries of the City of Stockbridge located in Stockbridge, Georgia's Towing and Wrecker Services Area. Work shall include removal, towing, recovery and wrecker services.
1. The successful Contractor shall pick up and transport vehicles from within the City of Stockbridge, which fail to have the appropriate parking permits, are parked in restricted parking areas, or as requested to do so by the City of Stockbridge.
 2. The Contractor shall keep a written record of all vehicles towed and for those moved for a period of not less than 120 days. The record shall consist of the following information:
 - a) Date and Time
 - b) License, Make, & Model of vehicle being towed
 - c) Physical address of location towed from
 - d) Physical address of location vehicle is towed to
 3. Damage to vehicles caused by the Contractor in the process of hooking, unhooking, and transporting the vehicles shall be the responsibility of the Contractor. The owning contractor must be licensed, insured, and bonded. The Contractor shall not subcontract any portion of the tasks noted herein without express written approval of the City Manager or his designee.

ASSOCIATED COSTS:

1. Public Works

According to the street assessment provided by the Public Works Director, the City has approximately **450,000** linear feet of paved roads. Signage could be installed per the following criteria:

- a. **1,000' Intervals** – would require **450 ± 25** signs at a cost of **\$60** each for a total of **\$27,000**.
- b. **750' Intervals** - would require **600 ± 25** signs at a cost of **\$60** each for a total of **\$36,000**.
- c. **500' Intervals** - would require **900 ± 25** signs at a cost of **\$60** each for a total of **\$54,000**.

The **\$60** cost is for the normal “No Parking” sign. There may be additional costs to include the tow truck design on the sign while there may also be an opportunity for a price discount based on the size of the order.

2. Community Development

Post Cards Notifications (2) to 10,000 households - \$2,500

Postage – (twice) to 10,000 households - \$8,000

Permit Software – online service - \$6,250

3. Estimated Implementation Cost = Between \$44,000 - \$50,000

PROPOSED IMPLEMENTATION SCHEDULE:

1. *Public Works and Community Development identification of the number of signs needed, location, and a determination if paint and/or stripe curbs to further designate parking restrictions as provided is needed as well. (Early February 2020).*
2. *Mailing of first informational postcard to residents and HOA's (Early February).*
3. *Public Works will begin purchasing signage (Late February 2020).*
4. *Purchase of permitting software (Early February 2020).*
5. *Mailing of second informational postcard to residents and HOA's (Early March 2020).*
6. *Public Works will begin posting the appropriate signage on all residential roads restricting parking in compliance as provided for above once the streets have been identified. (Late March 2020).*
7. *Permitting system ready for operation (Mid-April 2020).*
8. *Code Enforcement issuance of “Warning Citations” for on-street parking during the day (April – May 2020).*
9. *Towing of vehicles (June 2020).*

10. Full implementation of Ordinance (June 2020 – based on the ability to have all signage up).

PARKING RESTRICTIONS:

Based on the recommendations of the City's Fire Marshall and the U.S. Postal Service, parking restrictions shall be based on as follows:

The original street numbering system follows the pattern of odd numbers on one side and even numbers on the other side of the street, with lower numbers towards the center of town and higher numbers further away from the center. Parking of "All" vehicles will be restricted to the odd side of the street in the direction of travel, 20 feet from an intersection to alleviate any obstruction to the turning radius of an emergency vehicles i.e. Fire Trucks.

ORDIANANCE – See attached Ordinance

Bernal's Towing
800 Rock Quarry Rd
Stockbridge, GA 30281
T. 404 557 7892
F. Stockbridge, GA 30281

Towing and Wrecker Services
RFP: 2019-0004
City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, GA 30281

Evaluation Criteria	Tab Number
Section 1 - Company Information a. Company's local name, address, and telephone number Commercial Name: Bernal's Towing Jose Bernal Inc DBA Bernal's Towing Address: 800 Rock Quarry Rd Stockbridge, GA 30281 Telephone number: 404 557 7892 Fax number : 844 270 0429 b. Primary local contact person(s) and telephone number(s) NAME: JOSE LUIS ESCALERA BERNAL TEL.: 404 557 7892 c. Total number of company's local full-time employees 2 d. Year company was established 2005 e. Description of the company's background and size. We are an expert 24 hour towing service with an expanding fleet of tow trucks established since 2005 offering our service to South Atlanta area. This allows us to reach you exceptionally quickly to help with all of your towing and roadside assistance needs. With response times averaging under 20 minutes. We are the fastest growing towing company in Stockbridge. Our tow trucks are equipped with the latest towing technology and our certified tow truck operators are some of the area's best and most experienced. We offer solutions for all towing and roadside situations including flatbed towing, heavy duty towing, flat tire changes, battery jump starts and more. We understand the importance of resident satisfaction as well as being an effective tool of enforcement when needed. Our drivers, trucks, and service staff all fit our customer service standards as well as image. We have newest state of the art equipment, clean dress uniform employees, as well as educated employees. We are very involved with the apartment association, as well as Towing and Recovery Georgia associations. We pride ourselves on understanding customers need and routinely go above and beyond to get them quickly and safely back on the road.	TAB 1

 **COPY**

Bernal's Towing
800 Rock Quarry Rd
Stockbridge, GA 30281
T. 404 557 7892
F. Stockbridge, GA 30281

Towing and Wrecker Services
RFP: 2019-0004
City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, GA 30281

f. Description of the company's corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization. Legal Status: JOSE BERNAL INC DBA BERNAL'S TOWING Sole proprietor José Luis Escalera Bernal	
Section 2 - Organizational Qualifications/ Personnel a. Describe Responder's experience, capabilities and other qualifications for this project; After 14 years of experience we are proud to offer the following towing services: a. ROADSIDE & ACCIDENT TOWING ▪ Car Accident Towing: In addition to carefully towing and protecting your vehicle, we store it at our secure towing facility. ▪ Accident Recovery Towing Service: Bernal's towing specializes in providing professionally managed accident recovery since 2005. As the exclusive towing service for countless Property Owners and Management Companies, Many Dealerships and Body Repair Shops, multiple major Insurance providers , and many private companies. Bernal's Towing is the company to call when an accident occurs. Trusted by companies, and local residents for over 14 years. ▪ The Local Towing Expert: As a premier towing company, we are responsible for the safe and efficient removal of wrecked or disabled vehicles and debris from the accident scene. As the leading towing company we are often called upon for difficult towing situations. This is where our knowledge and expertise is put to best use. ▪ Safety is First Priority: Our top priority, once we arrive on scene, (after concern for the personal safety and security of the victims) is to open the roadway by clearing vehicles and debris so traffic can begin moving normally. We always consider potential secondary incidents that can occur and take steps to remedy any issues. The faster we can clear the scene, the faster the officers investigating the accident can go to their next call. This translates into reduced traffic, increased safety and resumption of normal activities. ▪ MEDIUM AND HEAVY DUTY TOWING AND RECOVERY: We have the capability to tow and recover	TAB 2

Bernal's Towing
800 Rock Quarry Rd
Stockbridge, GA 30281
T. 404 557 7892
F. Stockbridge, GA 30281

Towing and Wrecker Services
RFP: 2019-0004
City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, GA 30281

- Medium and heavy duty vehicles with precision and care. Our drivers are experienced with using heavy equipment and can be trusted with your vehicles.
- **DEALERSHIP & REPAIR SHOP TOWING:** Our fleet from light to heavy duty trucks are available 24/7 to safely transport any vehicle up to 30,000 lbs. With state-of-the-art towing equipment and professionally trained operators, we have all the right tools and experience to handle your vehicles, including motorcycles, with the utmost care. We have extensive experience in safely transporting all types of vehicles from exotic to fleet. Whether you need your vehicle delivered to a Dealership or a private repair shop, we can assure you that it will arrive safely and on time.
- **FLEET TOWING:** We understand that having your vehicle off the road is a real cost to the business, we work to get you back on the road as quickly as possible. Breakdowns or Accidents can happen at any time
- **VEHICLE STORAGE:** Choosing Bernal's Towing as your vehicle storage space, you will guarantee that your car is kept in mint condition until you need it again.
- **SPECIALTY TOWING**
 - **Motorcycle Towing:** Motorcycle towing has always been one of Bernal's Towing service offerings. Our record is impeccable, with not one damage blemishing our service history. This is due to our attention to detail and nearly two decades of expertise.
 - **Forklift Towing:** Towing forklifts can be a tricky job to undertake. Bernal's Towing has extensive experience in providing specialized towing services for forklifts all the way up to 8,000 pounds.
 - **Shipping Container Towing:** Bernal's Towing provides fast and efficient towing for shipping containers weighing up to 8,000 pounds. We are very adept at unloading shipping containers exactly where you need them.

- b. How many years has proposer operated under current company name? **14 Years.**
- c. Has proposer ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with a Federal, State, or local government agency? **NO**

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800 Rock Quarry Rd
Stockbridge, GA 30281
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F: Stockbridge, GA 30281

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- d. Statement of qualifications - including any experience with government agencies.

**We are authorized as tow company for Georgia State:
DEPARTMENT OF TRANSPORTATION : DOT # 01151037 and
MS 537546-C**

**WE ARE REGISTERED AS UNIFIED CARRIER IN GEORGIA
DEPARTMENT OF PUBLIC SAFETY**

- e. Professional credentials and experience in providing the services enumerated in this Request For Proposals, i.e. mechanic certifications, awards, etc.

**At Bernal's Towing our drivers are qualify for and authorized
by Georgia Department of Driver license and also have
completed the training for truck driving.**

Non-consensual towing permit

**Bernal's towing is a Georgia Corporation authorized by the
Secretary of the State**

- f. Description of the competitive advantage that your company possesses versus other potential providers.

PROFESSIONAL REPUTATION

Bernal's Towing has a satisfactory record of performance.

https://www.google.com/search?q=bernal+towing+google+reviewa&rlz=1C1CHBF_enUS776US777&oq=bernal+towing+google+reviewa&aqs=chrome..69i57.13838j0j7&sourceid=chrome&ie=UTF-8#lrd=0x88f456c1ae583e97:0xe661d38b50e5ebac,1

**Our customer satisfaction is reflected in our high leading rate
of repeat and referral business.**

**Our trucks are clean and well maintained so we can represent
our customers to the fullest extent. We understand that we
are the first image and impression of our customers.**

**Bernal's Towing employs only professional, ethical, drug-free
employees to enforce regulations. All employees undergo
criminal background checks and drug and alcohol tests. All
employees receive thorough training in customer relations,
tactical communication, and understand the importance of
maintaining a professional demeanor at all times.**

**All Bernal's Towing's staff are required to wear clean
uniforms, with their employee name displayed. We
understand that we are an extension of your business, and
your company will be professionally represented at all times.**

**Bernal's towing has adequate financial means to meet
obligations incidental to the work.**

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- g. Please provide details about key staff that will be associated with the City of Stockbridge.
- **Jose L Escalera Bernal**
 - **Maria E Escalera Bernal**
 - Provide résumés or a summary of skills, abilities and experience for each person who will represent your company as related to this proposal. **See attachment #1**
 - Key management personnel proposed shall not be changed without written City approval in advance of the change. **Agree**
 - Provide skill requirements for personnel who drive tow truck and provide services as outlined your proposal.
-
- **Dispatch Drivers to tow locations**
 - **Drive Tow Truck to pick up Vehicles**
 - **Acting Office Manager**
 - **Class B or A Driver License**
 - **Drive tow truck to move motor vehicles damaged by accidents, stalled or ticketed by police for traffic violations.**
 - **Drive tow truck pick up cars from shops and dealerships and drop them off at car auction.**
 - **Manage and drive tow truck for the company to tow vehicles that were repossessions for impounding vehicles.**
 - **Respond to dispatched emergency / accident towing calls as well as insurance road side assistance calls.**
 - **Drive Tow truck, Provide excellent customer service,**
 - **Provide jump start services.**
 - **Provided good customer service through communication and great personal service.**
 - **Demonstrate exceptional customer service skills resulting in regular assignments to provide service to members or other customers with unique needs.**
 - **Fast learners picked up on things pretty quickly Skills**
 - **Used Towing skills as well as good customer service**
 - **Contributed to repeat and referral business by using strong customer service and problem solving skills.**
 - **Utilize well developed customer service skills to respond to phone calls and inquiries.**

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Section 3 - Technical Approach

Tab 3

- a. Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified herein.
- Bernal's towing we is capable to assist the City of Stockbridge and the City of Stockbridge City Manager or its authorized designee , of responding to all calls for service made by the City of Stockbridge within twenty (20) minutes on at least ninety percent (90%) of the calls for service made by the City.
 - Bernal's Towing has the capability of moving all types of motor vehicles including, minibikes, motorcycles, automobiles, trucks, equipment, loaded and unloaded tractor trailers and buses, by such method and manner as approved by the City of Stockbridge.
 - Bernal's Towing will maintain a physical location presence of stored vehicles within a 15-mile radius of the City of Stockbridge.
 - Bernal Towing has the appropriate and adequate technical experience required with 14 years of experience in the towing company.
 - Bernal's Towing has adequate personnel and equipment to perform the work expeditiously.
 - Bernal's Towing is able to comply with the required or proposed delivery and installation schedule.
 - Bernal's Towing has the ability of proposer to provide future maintenance and service for the use of the contract under consideration.
 - Bernal's Towing will keep a written record of all vehicles moved for a period of not less than 120 days using its private software. The record shall consist of the following information:
 - Date and Time
 - License, Make, & Model of vehicle being towed
 - Physical address of location towed from
 - Physical address of location vehicle is towed to
 - Bernal towing is licensed, insured, and bonded company.
 - Our impoundment will be maintained in the following manner:
 - An attendant will be on duty twenty-four (24) hours a day, seven (7) days a week.

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- The impoundment area shall be enclosed by a fence not less than six (6) feet high with a gate which can be securely fastened and locked, said fence shall be subject to the approval of the City of Stockbridge City Manager or his authorized designee. Such
- Our impound lot is lighted, graveled, and capable of storing 150 vehicles.
- The gate to the impound area remains locked during the hours of darkness except to provide reasonable ingress and egress in connection with wrecker service operation

b. Responders shall provide a detailed description of the process utilized to dispatch and respond to towing and wrecker calls.

Action	Description
Dispatching wreckers and recovery calls	Dispatcher gets the call from the City of Stockbridge Coed Enforcement for needed service about the vehicle to be towed and the exact location
	Dispatcher assigned driver and appropriate and adequate equipment to complete towing and recovery services expeditiously
Towing and recovering	Driver will get to the place and secure and mark with cones the area where the work will be performed.
Inventory procedure:	Whenever any vehicle is removed by Bernal's Towing at the direction of a police officer, the City of Stockbridge City Manager or his authorized designee, after making a thorough inventory of all equipment, accessories, personal articles and other items attached to or located within the vehicle, shall complete the inventory on a form supplied by the City of Stockbridge City Manager or his authorized designee and signed by the officer in charge of the removal. Upon acceptance of the vehicle and prior to its removal, the agent or employee of the contractor performing the removal shall verify said inventory and shall sign the inventory form.

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Towing and cleaning debris	Investigating officer to check inventory at site and approve it by signature.		
	Inventory to be made on site by contractor and copy mailed to owner of vehicle within three days.		
	The driver will perform the work to tow indicated the motor vehicle (including minibikes, motorcycles, automobiles, trucks, equipment, loaded and unloaded tractor trailers and buses)		
	The driver should cleanup of debris from the accident site, as required by State law. This should include the pickup and removal of broken glass, bent material and other road hazards. This only be required when vehicle is actually towed.		
	The vehicle should be towed to Bernal's lot located at: 800 Rock Quarry Rd, Stockbridge GA 30281		

- c. Identify the location of the company's and the location of storage provided for vehicles towed: **800 Rock Quarry Rd, Stockbridge GA, 30281**

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Section 4 - Project Management

Tab 4

a. Describe how the project will be organized and managed

- Bernal's towing will receive calls from City of Stockbridge Code Enforcement for needed wrecker service in that area.
- Bernal's towing will dispatch the equipment necessary to complete the work
- Whenever any vehicle is removed by Bernal's Towing at the direction of a police officer, the City of Stockbridge City Manager or his authorized designee, after making a thorough inventory of all equipment, accessories, personal articles and other items attached to or located within the vehicle, shall complete the inventory on a form supplied by the City of Stockbridge City Manager or his authorized designee and signed by the officer in charge of the removal. Upon acceptance of the vehicle and prior to its removal, the agent or employee of the contractor performing the removal shall verify said inventory and shall sign the inventory form.
- Bernal's will tow the vehicle to the its impound lot located at 800 Rock Quarry Rd. Stockbridge GA
- All information about the impounded vehicles will be will be setup on the company's system that will be designed with the internet as the primary means of electronic communications between responsible entities across the full towing lifecycle. Internet browser must be the only software needed for any end user to access the system via the internet or intranet.
- Vehicles/equipment removed, towed and/or stored as a result of police directed action, shall not be released to the owner except upon writing authorization of City of Stockbridge; or upon authority of court action.
- One copy of the inventory to be made on site by Bernal's towing and check by investigating officer at site and approve it by signature, will be mailed to the owner of the vehicle within three days with the letter about where the vehicle is impounded and the due balance.
- Towing rates will be posted in easy legible form at the point of payment for the customer.
- If the vehicle get release by writing authorization of City of Stockbridge; or upon authority of court action the owner pay the towing services.
- Reporting: Bernal's Towing shall submit to Accounts Payable, with a copy to the Procurement Division of Finance Department at Lmiller@CityofStockbridge-ga.gov. By the 15th of each month for the previous month the following reports. The Contractor shall furnish to the City a monthly report containing information regarding vehicles that were subject to a City Tow and stored during the previous month that have not been claimed at the end of that month. The Contractor shall transmit the monthly reports to the City on the first business day of each

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month. Reports should be electronic in nature. A Microsoft Excel spreadsheet that can be sent via e-mail is preferred. Forms may be determined by the Contractor but are subject to the approval of the City.

A. Towing Activity Report, to include for each tow:

1. Date of tow.
2. Service call number assigned by Henry County Police.
3. Type of tow such as accident, parking, abandoned City vehicle, etc.
4. Total cost / generated income of tow.
5. License plate number

B. Vehicle Release Report, to include:

1. All information contained in the Towing Activity Report.
2. Date vehicle released or disposed of.
3. Method of disposition such as: release to owner, release to City, auction.
4. A complete breakdown of all towing charges with a total including sales taxes.

b. Describe the process for entering and tracking impounded vehicles.

Bernal's towing will designed a software that will be able to have internet access to the database and be available to City of Stockbridge Code Enforcement personnel, vehicle storage lot operators, and citizens based on user assigned security rights and operational needs that will be determined by Code Enforcement. The system should detect common errors (e.g. VIN validation) in data submission, allow for change tracking of corrected towing information and facilitate releases to the vehicle owner by storage lot personnel across the full towing lifecycle.

The information that will be on the system is:

- Date and Time of dispatch.
- City of Stockbridge Department that dispatched.
- License, Make, & Model, tag, color and VIN of vehicle being towed
- Arrival time to Physical address of location towed from.
- Arrival time to Physical address of location vehicle is towed to
- Total response time.
- Release vehicle authorization prior releasing the vehicle.
- Owner and address
- Billing
- Number of vehicles impounded.
- Stockbridge Police Case Number

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b. Describe the resources necessary to accomplish the Statement of Work.

- **Georgia Department of Public Safety MCD, Regulations**
Compliance, INSTRUCTION SHEET: APPLICATION FOR NON-
CONSENSUAL TOWING PERMIT.
- **Rules and regulation of State of Georgia**
Subject 515-16-15 NON-CONSENSUAL TOWING
Rule 515-16-15-.01 Definitions
- **Georgia Corporation authorized by the Secretary of the State**

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Section 5 - Proposer Financial Information	Tab 5
a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. See Attachment #2 b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report. See Attachment #3 c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution. d. Provide a sworn statement that your firm has not filed petition(s) for Federal bankruptcy or state insolvency. The statement must be notarized Attachment #4	

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Section 6 – Litigation	Tab 6
The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization. Bernal's Towing does not have any case filed, pending or resolved during the last three year prior the solicitation response due date. If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. N/A Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	

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Section 7 - Business Licenses, Licenses, and Insurance	Tab 7
Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none	

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Section 8 - References

Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of three (3) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT II, REFERENCE VERIFICATION FORM

Tab 8

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Section 9 – Documents and forms required by the City Please provide all other documents and forms not included in the above: ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Contractor; ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions; ☐ Form 4: Ineligibility Certificate; ☐ Form 5: Certification of a Drug-Free Workplace; ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification; ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying; ☐ Form 9: Bid Submittal Letter; ☐ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement; ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit; ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements	Tab 9
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Bernal's Towing Service

800 Rock Quarry Rd, Stockbridge, GA 30281 | 404 557 7892 | bernalowingservice@gmail.com

Attachment #1

June 24th. 2019

City of Stockbridge
Purchasing Division
4640 North Henry Boulevard
Stockbridge, GA 30281

ABOUT OUR BERNAL'S TOWING,

We are a customer service first base company established on 2005 in Stockbridge GA. We take great pride in our customer service and placing ourselves in the manager shoes.

We understand the importance of resident satisfaction as well as being an effective tool of enforcement when needed.

We know all parties are human there is errors and mistakes, and we are always there to help you in those situations.

Our business is based on quality and not quantity. We also try to use all the most current and updated technology to make our job more efficient and transparent.

Our drivers, trucks, and service staff all fit our customer service standards as well as image. We have newest state of the art equipment, clean dress uniform employees, as well as educated employees.

We are very involved with Towing and Recovery Georgia Association. We are leaders in our industry and are very involved in legislative matters of improving our industry.

I guess the most valuable thing about us is we are not just a vendor, we are part of your team.

Bernal's towing averages more experience and more advanced industry education compared to competing companies. This is why Bernal's Towing is truly the "Towing Leader" in quality and customer satisfaction. Our customer satisfaction is reflected in our high leading rate of repeat and referral business by our customer's reviews.

Our trucks are clean and well maintained so we can represent our customers to the fullest extent. We understand that we are the first image and impression of our customers..

We began our business with the hope of restoring integrity and value to the towing industry. Whether you need a tow across town or across the state, give us a call and we'll provide a competitive bid and get your vehicle where it needs to be safely and on time.

Jose Escalera

JOSE LUIS ESCALERA BERNAL



JOSE31BERNALTOWING@GMAIL.COM



404-557-7892



[HTTPS://WWW.LINKEDIN.COM/IN/JOSE-L-BERNAL-A91845173/](https://www.linkedin.com/in/JOSE-L-BERNAL-A91845173/)

SKILLS

- Material handling and transport
 - Preventative maintenance
 - Relationship building
 - Business development
 - Customer assistance
-

Attachment #1

PROFESSIONAL SUMMARY

Determined and responsible entrepreneur with more than 15 years of success in towing industry. Effectively balance targets with resources and optimize long-term success.

WORK HISTORY

BERNAL'S TOWING

Owner/Manager

- Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
 - Completed basic maintenance and minor repairs to keep vehicle neat and running properly.
 - Invoiced, with shippers each day.
 - Spoke professionally with customers regarding complaints, gathering all necessary information to make educated decisions and address issues.
 - Reported driving hours and services made data into shift logs for controls, maintaining high level of accuracy and detail.
 - Operated tow trucks equipment safely and efficiently on team of 2 employees.
 - Demonstrated safe driving by following all regulations and safety procedures, resulting in zero accidents over 18 years.
-

EDUCATION

Forest Park High School

Forest Park GA

High School Diploma 2001

Georgia Motor Trucking, Forest Park, GA

Safety Education Seminar For Georgia Motor Carriers 2009

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

USA

Georgia

COMMERCIAL DRIVER'S
LICENSE



DL NO. 052841508

CLASS A

DOB 03/26/1981
EXP 03/26/2026

JOSE LUIS
ESCALERA BERNAL

208 BROWN RD
STOCKBRIDGE, GA 30281-3818

HENRY

Restrictions A

End NONE

Iss 03/17/2018

Sex M Eyes GRN

Hgt 5'-08" Wgt 175 lb

DDI 338805502580040955

DONOR

9:05 AM

07/02/19

Accrual Basis

Jose Bernal Incorporation
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	115.00
Cash Operating Account	3,935.06
Total Checking/Savings	4,050.06
Total Current Assets	4,050.06
Fixed Assets	
Property & Equipment	
Accumulated Depreciation	-250,520.00
Revenue Equipment	316,182.08
Total Property & Equipment	65,662.08
Total Fixed Assets	65,662.08
TOTAL ASSETS	69,712.14
LIABILITIES & EQUITY	
Equity	
Capital Stock	100.00
Retained Earnings	77,192.80
Shareholder Draw	-29,530.00
Net Income	21,949.34
Total Equity	69,712.14
TOTAL LIABILITIES & EQUITY	69,712.14

WHEELS

* Scores, ratings, data, and recommendation as of 06/17/2019. The values are not up to date. To see updated values, click here.

Supplier Evaluation Risk Rating

1

Employees ④

Age (Year Started)

Named Principal

Line of Business

OD 494 (1997) 113-120

July 8, 2019

City of Stockbridge

4640 N Henry Blvd.

Stockbridge, GA 30281

RFP: #2019-0004

Purchasing Division

Attn: Purchasing Manager

The proposer, Jose Escalera Inc, DBA Bernal's Towing sworn that your my firm has not filed petition(s) for federal bankruptcy or state insolvency.

By Jose Escalera/ Owner

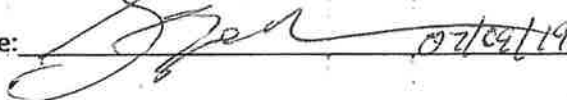

Signature

Date: 07/09/19

Sworn and subscribed before me the 9 day of JULY 2019.

My commission Expires: 06/01/2021

Date:


07/09/19



FleetNet America
Vendor Application

April 26, 2019

To whom may concern:

I, Jose Luis Escalera, I am a sole proprietor with no more than four employees that is why I am exempt from workers' compensation insurance in Georgia State and in Henry County.

Please if you have any question let me know.

Sincerely,

Jose Luis Escalera



BERNA-2

OP ID: CM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pacific General Ins. Agcy Inc. 210 Quail Ridge Lane Westmont, IL 60559- EUGENE W. NELSON	630-515-0090	CONTACT NAME: CUSTOMER SERVICE DEPARTMENT	
		PHONE (A/C, No, Ext): 630-515-0090	FAX (A/C, No): 630-515-0096
		E-MAIL ADDRESS: SERVICE@PACIFICGENERALINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: AMGUARD INSURANCE COMPANY	42390
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED Bernal Towing Jose Bernal, Inc. DBA: 208 Brown Road Stockbridge, GA 30281	
--	--

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
1 TR		INSR	WVD		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			K2GP005591	03/29/2019	03/29/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			K2GP005591	03/29/2019	03/29/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	☐ OED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
A	GARAGEKEEPER LEGAL			K2GP005591	03/29/2019	03/29/2020	125,000
A	ON-HOOK / CARGO			K2GP005591	03/29/2019	03/29/2020	125,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2009 KENWORTH, VIN# 1NKDL49X19J247419, ON-HOOK \$125,000

CERTIFICATE HOLDER

CANCELLATION

GASOSSS

GEORGIA DEPT OF PUBLIC SAFETY
REGULATIONS COMPLIANCE SECTION
P.O. BOX 1456
ATLANTA, GA 30371-1456

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



BERNA-2

OP ID: CM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/27/2019

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PRODUCER Pacific General Ins. Agency Inc. 210 Quail Ridge Lane Westmont, IL 60559- EUGENE W. NELSON		630-515-0090	CONTACT NAME: CUSTOMER SERVICE DEPARTMENT PHONE (A/C, No, Ext): 630-515-0090 FAX (A/C, No): 630-515-0096 E-MAIL: SERVICE@PACIFICGENERALINSURANCE.COM ADDRESS:	
INSURED Bernal Towing Jose Bernal, Inc. DBA: 208 Brown Road Stockbridge, GA 30281		INSURER(S) AFFORDING COVERAGE INSURER A: AMGUARD INSURANCE COMPANY		NAIC # 42390
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	UMBRELLA LIAB ☐ EXCESS LIAB ☐ RETENTION \$ DED ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - FA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
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A	ON-HOOK / CARGO			K2GP005591	03/29/2019	03/29/2020	125,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2014 KENWORTH, VIN# 2NKHMM7X4EM414929, ON-HOOK \$50,000

CERTIFICATE HOLDER

CANCELLATION

GASOSSS

GEORGIA DEPT OF PUBLIC SAFETY
REGULATIONS COMPLIANCE SECTION
P.O. BOX 1456
ATLANTA, GA 30371-1456

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AUTHORIZED REPRESENTATIVE



BERNA-2

OP ID: CM

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PRODUCER Pacific General Ins. Agcy Inc. 210 Quail Ridge Lane Westmont, IL 60559- EUGENE W. NELSON		630-515-0090		CONTACT NAME: CUSTOMER SERVICE DEPARTMENT	
				PHONE (A/C, No, Ext): 630-515-0090	FAX (A/C, No): 630-515-0096
				E-MAIL ADDRESS: SERVICE@PACIFICGENERALINSURANCE.COM	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: AMGUARD INSURANCE COMPANY	
				NAIC # 42390	
				INSURER B:	
				INSURER C:	
				INSURER D:	
				INSURER E:	
				INSURER F:	

INSURED
Bernal Towing
Jose Bernal, Inc. DBA:
208 Brown Road
Stockbridge, GA 30281

COVERAGES

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2007 KENWORTH, VIN# 1XKDD9X97J190259, ON-HOOK \$125,000

CERTIFICATE HOLDER

CANCELLATION

GASOSSS

GEORGIA DEPT OF PUBLIC SAFETY
MCCD, REGULATIONS COMPLIANCE
SECTION
P.O. BOX 1456
ATLANTA, GA 30371-1456

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AUTHORIZED REPRESENTATIVE



BERNA-2

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		PHONE (A/C, No, Ext): 630-515-0090	FAX (A/C, No): 630-515-0096
		E-MAIL ADDRESS: SERVICE@PACIFICGENERALINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: AMGUARD INSURANCE COMPANY	42390
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2009 NISSAN, VIN# JNAMB81H59AH75051, ON-HOOK \$50,000

CERTIFICATE HOLDER

GASOSSS

GEORGIA DEPT OF PUBLIC SAFETY
MCCD, REGULATIONS COMPLIANCE
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AUTHORIZED REPRESENTATIVE



Henry County Tax Commissioner

140 Henry Parkway McDonough, GA 30253

(770) 288-8180 option 5 - Fax (770) 288-8190

Website: www.henrytc.org

Email: edahlke@co.henry.ga.us

2019 OCCUPATIONAL TAX CERTIFICATE

Business Name: **Bernal's Towing Service** Account: **44037**
Business Type: **Wrecker Services**
Business Location: **800 ROCK QUARRY ROAD, STOCKBRIDGE, GA 30281**

BERNAL'S TOWING SERVICE
208 BROWN ROAD
STOCKBRIDGE, GA 30281

Jose L Escalera

Unincorporated Henry County, Georgia for the period of **01/01/2019 to 12/31/2019**

David Curry
Henry County Tax Commissioner

This certificate is *not transferable* and must be posted in a conspicuous place.

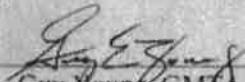
Jose L. Escalera

of

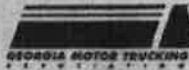
Jose Bernal Inc. dba Bernal's Towing

has completed the

***Safety Education Seminar for
Georgia Motor Carriers***


Guy Young, GMC

June 29, 2009



Permit Number: 884
RENEWAL

Date Issued: 06/11/2019
Expires: 06/14/2020



NON-CONSENSUAL TOWING PERMIT

Upon consideration of the record in the above numbered application, it is therefore ORDERED:
that authority be and is hereby granted to:

Business Address:
800 ROCK QUARRY
STOCKBRIDGE, GA 30281

JOSE BERNAL, INC.
D/B/A BERNAL TOWING

Mailing Address:
800 ROCK QUARRY
STOCKBRIDGE, GA 30281

To remove trespassing vehicles from private property and transport such vehicles to a secure impoundment facility as specified in O.C.G.A. 44-1-13 and the GDPS Transportation Rules.

In accordance with the rules and regulations of the Georgia Department of Public Safety and of Georgia Motor Carrier Laws.

This permit shall remain in effect until the expiration date and so long as said carrier complies with the Georgia Department of Public Safety Rules and Regulations. This permit is non-transferable.

By Order of the Georgia Department of Public Safety

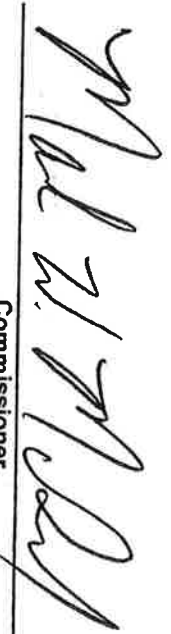

Commissioner,
Department of Public Safety

EXHIBIT II REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2019-0004

SOLICITATION TITLE: Wrecker and Towing Services

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

7/8/19

Reference Organization:

Bernal Towing

Project Verified (Include the Project Name / Title and a brief description of the Project):

Fleet Towing Provider

Person Contacted:

Aureliano Garcia (Garcia Produce & Trucking)

Title of Contact:

Owner

Telephone Number including extension:

(404) 366-3031

Email Address:

N/A

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the response time requirement?
3. Were payments by this company submitted to you on time?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT II REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2019-0004

SOLICITATION TITLE: Wrecker and Towing Services

PROPOSING FIRM (List name exactly as provided in proposal):

Bernal's Towing Service

Date of Verification:

Reference Organization:

TTN Fleet Solutions

Project Verified (Include the Project Name / Title and a brief description of the Project):

Towing Service Provider

Person Contacted:

Title of Contact:

Providers Relationship Manager

Telephone Number including extension:

1888 986 9638

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the response time requirement?
3. Were payments by this company submitted to you on time?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFP NO. 2019-0004
SOLICITATION TITLE: Wrecker and Towing Services
PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification: 7/09/19

Reference Organization: Bernal Towing

Project Verified (Include the Project Name / Title and a brief description of the Project):

Dealer Towing Provider

Person Contacted: Gloria Nolasco (J&T Truck and Auto)

Title of Contact: Owner

Telephone Number including extension: (678) 993-4408

Email Address: Ngloria1@outlook.com

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? Yes
2. Did the firm adhere to the response time requirement? Yes
3. Were payments by this company submitted to you on time? N/A
4. Would you engage this firm again? Yes

Additional comments provided by Proposer's contact:

[Signature]

8/6/19

Signature Date

**EXHIBIT I – DETAILED SCOPE OF SERVICES
WRECKER and TOWING SERVICES
REQUEST FOR PROPOSAL 2019-0004**

Minimum Requirements

- I. The Minimum Requirements for this solicitation are listed below.
 - a. Providers shall exhibit considerable relevant experience with this type of work, and should demonstrate experience, capability to meet a required schedule, and the professional ability of the personnel who will perform the work.
 - b. All Prospective Providers must attend the Mandatory Pre-Bid Conference prior to submitting a bid and being considered for Contract award.
 - c. The Selected Provider must provide any and all licenses, insurance, permits, memberships, accreditations, affidavits, certifications, endorsements, references, etc., required or stipulated by the Federal Government, the State and / or the City in this solicitation package.
 - d. Maintains a physical location presence of stored vehicles within a 15-mile radius of the City of Stockbridge.
 - e. Has the appropriate and adequate technical experience required?
 - f. Has adequate personnel and equipment to perform the work expeditiously
 - g. Able to comply with the required or proposed delivery and installation schedule.
 - h. Has a satisfactory record of performance.
 - i. The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
 - j. Has adequate financial means to meet obligations incidental to the work.
 - k. Such other factors as appear to be pertinent to either the proposal or the contract.

II. SCOPE OF WORK

Work will include, but is not limited to, towing and wrecker services within the boundaries of the City of Stockbridge located in Stockbridge, Georgia as shown on the City of Stockbridge – Towing and Wrecker Services Area (Attachment 4). Work shall include removal, towing, recovery and wrecker services. The City of Stockbridge is seeking proposals from qualified vendors for Wrecker related services on an "as-needed" basis, which will include the following:

- a. The Contractor shall keep a written record of all vehicles moved for a period of not less than 120 days. The record shall consist of the following information:
 - a) Date and Time
 - b) License, Make, & Model of vehicle being towed
 - c) Physical address of location towed from
 - d) Physical address of location vehicle is towed to

- b. Damage to vehicles caused by the Contractor in the process of hooking, unhooking, and transporting the vehicles shall be the responsibility of the Contractor. The owning contractor must be licensed, insured, and bonded. The Contractor shall not subcontract any portion of the tasks noted herein without express written approval of the City Manager or his designee.

1. Contract Period

The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for four (4) additional one (1) year periods. Renewal of the contract, if applicable, into the second, third or fourth year will be made thirty (30) days prior to the expiration date. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford the City a continuous supply of the item(s). Should the bidder or the City not desire to renew the contract, new bids will be solicited for the purpose of establishing a new contract.

2. Enforcement; Official Agent

The provisions outlined in this Contract shall be supervised and enforced by an officially authorized representative of the City of Stockbridge.

3. Calls for Service:

Service under this contract is to be rendered only upon request of the City of Stockbridge. Service is to be rendered immediately upon request. Service under this contract is only to be rendered from locations within the *incorporated areas of City of Stockbridge*. Services rendered in response to requests from others or under others or under other conditions shall not be applicable under this contract. Contractor shall not respond to the scene of an accident unless called to the scene by Henry County Police, City of Stockbridge or the President of a Homeowners Association.

4. Answering Calls:

The contractor for a designated area will be called by the City of Stockbridge Code Enforcement for needed wrecker service in that area; however, if in the judgment of the Henry County Police Department additional towing service is needed then the contractor will be required to call in an additional wrecker/towing truck to provide service.

Contractor shall conform to all federal, state and local and/or rules and regulations now in effect or as any new ones become applicable. It shall be the duty of the contractor to adhere to all applicable laws and changes.



5. Contract Requirements

- a. The Contractor must maintain a twenty-four (24) hour wrecker and tow truck service capable of responding to all calls for service made by the City of Stockbridge within twenty (20) minutes on at least ninety percent (90%) of the calls for service made by the City.
- b. The City of Stockbridge contract wrecker tow is a wrecker service call generally initiated by the City of Stockbridge. The basic fee will be charged based on the vehicle class, for the impound to the contractor's impound lot. Contractor(s) will not be entitled to any payment of fees for cancellation of a response to a scene. "Relay Fees" or the transferring of vehicles from the impound lot, shall correspond to the same charges for the basic service. This includes furnishing of wrecker and car- carrier (skid truck), and all work necessary to properly hook up a vehicle and tow it to the Contractor's storage, or to any designated area.
- c. The City of Stockbridge (impound hold) wrecker call generally in conjunction with an arrest, a criminal investigation, and/or abandoned vehicles will require release from the City of Stockbridge City Manager or his authorized designee, prior to Contractor releasing the vehicle to the victim/owner. No charges shall accrue during the time the vehicle is on "impound hold" by the City of Stockbridge. If a request is made to tow the vehicle to another location, a per mile fee can be assessed after fifteen (15) miles.
- d. The Contractor (s) agrees to either share revenue or provide the City with administration fees collected from all person or entities receiving service under this contract, or per tow, which would then be remitted to City of Stockbridge. The City of Stockbridge reserves the right to increase the negotiated revenue or administration fees, whichever is negotiated, annually, upon renewal, dependent upon the cost to the City for monitoring and administering this contract and providing services related to the impound and disposal of vehicles. The revenue shares/fees collected shall be remitted to the City on a quarterly basis made payable to the City of Stockbridge on the fifteenth (15th) day of the calendar month following the end of each fiscal quarter (March, June, September, December). The check should be mailed or delivered to:

City of Stockbridge
Attn: Accounts Payable
4640 North Henry Boulevard
Stockbridge, Georgia 30281

- c. When a wrecked, disabled or abandoned vehicle is removed from public right-of-way or public property without the request, direction, or participation of the City of Stockbridge.
- d. the Contractor shall, within twenty-four (24) hours of such removal, furnish the City of Stockbridge City Manager or his authorized designee, on a form supplied by the City of Stockbridge, the following information with respect to such vehicle, tag number and vehicle description (including year, model, make, color, identification number and location towed from and location towed from.

- e. Nothing in this article shall relieve contractor of any requirements imposed by the laws of the State of Georgia or any regulatory agency thereof, or by virtue of any other law with respect to the duties, among others, to make diligent inquiries as to the ownership of vehicles and notification of owners.
- f. Contractor shall assist the City of Stockbridge and the City of Stockbridge City Manager or his authorized designee in the following inventory procedure: Whenever any vehicle is removed by the contractor at the direction of a police officer, the City of Stockbridge City Manager or his authorized designee, after making a thorough inventory of all equipment, accessories, personal articles and other items attached to or located within the vehicle, shall complete the inventory on a form supplied by the City of Stockbridge City Manager or his authorized designee and signed by the officer in charge of the removal. Upon acceptance of the vehicle and prior to its removal, the agent or employee of the contractor performing the removal shall verify said inventory and shall sign the inventory form.
- g. Contractor shall exercise due care in removal operations and shall follow the direction of the traffic officer directing the removal so as to not impede traffic or endanger the general public and property.
- h. Contractor shall have the capability of moving all types of motor vehicles including, mini-bikes, motorcycles, automobiles, trucks, equipment, loaded and unloaded tractor trailers and buses, by such method and manner as approved by the City. A descriptive listing of current equipment shall be provided to the City prior to the initiation of this agreement, and any subsequent change of such equipment capability shall be reported immediately to the City of Stockbridge City Manager or his authorized designee.
- i. Contractor shall provide for the cleanup of debris from the accident site, as required by State law. This shall include the pickup and removal of any broken glass, bent material and other road hazards. This will only be required when vehicle is actually towed.
- j. Contractor shall hold vehicles when specifically directed to do so by the City of Stockbridge City Manager or his authorized designee for evidence, confiscation or any other purposes permitted by law. Upon the written and signed authorization of the City of Stockbridge City Manager or his authorized designee or a court, the Contractor shall release any vehicle held as so, directed.
- k. Contractor must maintain a separate fenced off, paved impound area within fifteen (15) miles of the City limits of Stockbridge and for vehicles towed at the request of the City Manager or his authorized designee.
- l. This impoundment area shall be maintained in the following manner:
 - An attendant will be on duty twenty-four (24) hours a day, seven (7) days a week;
 - The impoundment area shall be enclosed by a fence not less than six (6) feet high with a gate which can be securely fastened and locked, said fence shall be subject to the approval of the City of Stockbridge City Manager or his authorized designee. Such impound lot must be lighted, paved, and capable of storing 125 vehicles;

- The gate to the impound area shall be and remain locked during the hours of darkness except to provide reasonable ingress and egress in connection with wrecker service operations;
 - The impound area shall be lighted during the hours of darkness in such a manner as to prevent, discourage, and detect attempts at theft or vandalism. Such lighting shall be in accordance with rules and regulations to be prescribed by the City of Stockbridge;
 - The impound area shall be paved entirely with asphalt, cement, gravel, or an equivalent surface;
- m. The Contractor shall submit an inventory every two (2) weeks of all vehicles remaining in its possession and unclaimed by the owner to the City of Stockbridge. The inventory shall be completed on a form supplied by the City of Stockbridge City Manager or his authorized designee, and emailed to the City Manager; (2)
- n. The Contractor (s) shall maintain a business/dispatch office at the impound area inside the City limits where all associates with the contract will take place. Any business associated with the contract shall be conducted at this location to include dispatch, releasing vehicles, billing, records maintenance, etc.; and
- o. Nothing contained in this agreement shall be construed to prohibit the City of Stockbridge City Manager or his authorized designee from providing for its own impoundment area for the purpose of storing or holding vehicles for evidence, confiscation or any other purpose permitted by law.
- p. Contractor hereby agrees that all work will be done with Contractor's equipment (or equipment may be leased) and Contractor's employees. Contractor further agrees that no work on behalf of the City of Stockbridge will be done by any other company or non-employees of the Contractor, that is, Contractor will not contract out any work received from the City of Stockbridge. Exceptions: When special equipment is required for the towing of Heavy-Duty Trucks or other vehicles requiring special handling equipment, the contractor may utilize a subcontractor to satisfy the conditions.
- q. The Contractor shall maintain a list of all employees, their current address, date of birth and social security number and keep on file with the City of Stockbridge City Manager or his authorized designee. All employed drivers and operators of wreckers shall have a valid State of Georgia driver's license of the class required for the size truck operating and have in his possession all medical and exam cards required by the State of Georgia.
- r. The Contractor must maintain a valid occupational license issued by an entity from within the State of Georgia
- s. The Contractor must maintain registration with the Georgia Public Service Commission and all State required permits.

- t. The Contractor must provide monthly usage reports for the following information:
 - a. Date of Dispatch
 - b. City of Stockbridge Department that dispatched
 - c. Time of Dispatch
 - d. Arrival time
 - e. Total response time
 - f. Number of Vehicles impounded.
 - g. Stockbridge Police Case Number
6. **Charges for Services**
The Contractor shall be authorized to charge the general public certain fees at rates not greater than those provided for in the Schedule of Fees for all services rendered pursuant to the provisions of this Contract. The term "services" shall include all notices to the vehicle owners, other paperwork, procedures, tools, equipment, and manpower necessary or incidental to the removal of a vehicle, equipment, cargo, or debris to the Contractor's storage facility, Police Department impound lot, City Impound Lot, or other location designated by the City.
7. **Responsibility for Charges for Service:**
The City shall not be responsible to the contractor for any sum whatsoever, but that all monies paid the contractor, pursuant to the terms of this agreement, shall be paid by the owner of vehicles/dead animals removed and stored or by sums derived from a legal sale of such vehicles to cover costs.
8. **Release of Vehicles:**
Vehicles/equipment removed, towed and/or stored as a result of police directed action, shall not be released to the owner except upon written authorization of the City of Stockbridge; or upon authority of court action.
9. **Inventory at scene and contractor's responsibility for personal property:**
 - a. The contractor shall be responsible and liable for all vehicles and property hauled, towed or stored under this contract, including all equipment and contents thereof and indemnifies and hold harmless the City against all claims for damages to any vehicle and/or property hauled, towed or stored under this contract.
 - b. Inventory to be made on site by contractor and copy mailed to owner of vehicle within three (3) days.
 - c. Investigating officer to check inventory at site and approve it, by signature.
10. **Hours of Service:**
The contractor shall maintain an open facility with equipment and sufficient labor force, adequate to supply demand, on a full twenty-four (24) hour per day basis every day of the year. Stand-by crews and equipment are to be arranged so as to meet emergency situations under abnormal conditions.

11. Communication Facilities:

Contractor shall lease, at no cost to the City, a direct telephone line (ring down line) to the City's code enforcement office. Two-way radio communications are required between wrecker equipment and the contractor's main office (s). Such radio communications must be licensed to the contractor under certificate of the federal communications commission. The contractor will not be allowed to receive calls on the radio communications system.

12. Office and Storage Facilities:

Office and storage facilities shall be located within City of Stockbridge, either in the incorporated area of the City or in any municipality.

- a. The contractor will be required to maintain a suitable headquarters facility to transact business and to accommodate the public. It shall be staffed on a twenty-four (24) hour basis every day of the year. Such facility must be maintained properly, clean and presentable at all times and shall be subject to inspection by the City of Stockbridge Code Enforcement. Failure to properly maintain facilities shall be cause for termination of the contract at the option of the City.

b. Inside Storage:

1. Paved floor, i.e. concrete or asphalt, free of dirt, standing water and vegetation.
2. Working area of 9' x 20' per vehicle with at least an 8' ceiling.
3. Electrical lighting source sufficient to permit processing of vehicle.
4. One (1) outside window or ventilation system.
5. Hydraulic lift to permit inspection of underside of vehicle.
6. May not be located on the physical plant (grounds) of another business, i.e., inside storage must be located inside the physical plant of the Contractor's business.
7. Contains a minimum of ten (10) inside storage spaces.
8. Minimum of one outside window or ventilation system.

c. Outside Storage:

1. To be kept and maintained to include: the removal of junk tires and auto parts, the trimming of all shrubbery, trees and lawns (fence line and grounds), adequate drainage to prevent standing water after rainstorm.
2. Must contain a minimum space and housed so that a person may reasonably walk around each vehicle or trailer in an unobstructed manner.
3. Must be protected with an alarm system, guard dog, or approved equal and enclosed with a solid wall or a substantial wire fence no less than six (6) feet in height.
4. The fence shall screen the enclosed area from public view, storage shall be fully illuminated, and barriers shall be affixed to the top of the fence or wall to discourage access over the top. The fence or wall shall be kept in good repair throughout the contract term. Damage to the fence or wall shall be repaired within twenty-four (24) hours.
5. Contractor must provide outside storage, at outside storage rates, unless he/she receives written instruction from the city or vehicle
6. Owner to provide inside storage for that vehicle. Owner is to be notified what the rates are for inside and outside storage.

Stockbridge

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Vendor: provide address of office facility in the space provided

800 Rock Quarry Rd, Stockbridge GA 30228

- a. The contractor shall have an area for storage of towed vehicles or equipment within the area of service contracted for or other approved location. Such storage area must be secured against free entry and in such a way as to give security to the property entrusted to his/her care. If the storage site is an open area, it must be enclosed with chain-link fencing of sufficient height with barbed wire topping to discourage theft, damage or malicious mischief and shall be adequately lighted. The determination of proper lighting will be by the City of Stockbridge Code Enforcement, whose decision shall be binding. Such storage area must have security with reasonable human attendance. Such open area must be paved or have sufficient packed gravel surface to prevent problems in entry or exit during inclement weather.

Vendor: provide address of storage facility in the space provided

800 Rock Quarry Rd Stockbridge GA 30281

13. **Wrecker and Towing equipment:**

These are the minimum requirement for one area:

A. Each area contractor shall have, in operating condition at all times, a minimum of:

- Two (2) light wreckers (8,500 lb. minimum G.V.W. with a 5,000 lb. power winch, may be crane & boom or flatbed style)

Comply: yes ☒ no ☐

- One (1) heavy wrecker (10,000 lbs. minimum G.V.W. with 10,000 power winches, crane & boom)

Comply: yes ☒ no ☐

- One (1) extra heavy wrecker (30,000 lb. minimum G.V.W. with 30,000 lb. power winch, crane and boom) and shall have a portable crane in his/her wrecker fleet.

Comply: yes ☒ no ☐

Vendor will provide the: Year, Make, Model and Vehicle Identification Number (VIN) of wreckers in the space provided:

Light Wrecker #1

Year: 2009
Make: NISSAN
Model: UD
VIN: JNAMB81H59AH15051

Light Wrecker #2

Year: 2014
Make: Kenworth 7370
Model: 7370
VIN: _____

Heavy Wrecker

Year: 2000
Make: Kenworth Petrol
Model: T800 379
VIN: 1XP5D69X6YN490728

Extra Heavy Wrecker

Year: 2009
Make: Kenworth
Model: T800
VIN: 1NFKDL49X19J247419

- B. Each wrecker will be required to carry a full complement of service items such as: fire Extinguishers, DOT approved, chains, ropes, blocks, skid chain, dollies, stop lights, flares, trash container, flashers, flood, FCC approved two-way radio cable for communicating with wrecker services, Emergency amber beacons with proper permits, white working lights adjusted to the rear of the wrecker lights, canned water for flushing gas off street, hand tools, lock-out tools, shovels, axes, wrecking bars, brooms, major first aid kit, snatched block per cable rated for winch and truck, other tools needed for lifting and extricating, relighting of wrecked vehicle/equipment and removal from thoroughfare by towing or carting.

Comply: yes ☒ no ☐

- C. Removal of debris (as required by Georgia law): O.C.G.A. 40-6-276.

D. The contractor shall submit to the Code Enforcement Officer the following information:

Name:

Address:

Date of Birth:

} See attachments #4

Driver's License Number of all persons employed in the towing or storage operation.

Notice in writing to the police chief must be made of any material change in the above information.

Comply: yes ☒ no ☐

E. Records:

Contractor shall use pre-printed and pre-numbered tickets for the service under this contract.

In addition to any other information required by law, the following shall be indicated on ticket:

- (a) Time call came from police department.
- (b) Arrival time of wrecker at place of accident (or where directed).
- (c) Departure time from scene in (B).
- (d) Arrival time at storage place.
- (e) Mileage from point of pickup to storage point or destination.

Examination of Records: The contractor agrees that the City of Stockbridge Code Enforcement, or his duly authorized representative, shall have access to and the right to examine any books, documents, papers, and records of the contractor involving transactions related to this contract. Such records will be maintained for one year after the end of this contract.

Comply: yes ☒ no ☐

14. In addition to any other terms, conditions, etc., spelled out in this invitation, the contractor will comply with any federal, state or local laws or ordinances applicable to this operation. Attention is specifically directed to O.C.G.A. title 40, chapters 3, 4 and 11. The contractor shall obtain and pay for all permits, licenses, certificates, inspection, and other legal fees required, both permanent and temporary.

Comply: yes ☒ no ☐

In addition to the requirement of law, the wrecker company will provide the Code Enforcement Officer, in writing, at least one week before each sale, a list of all vehicles to be sold to include the following:

- Make:
- Year:
- Model of Vehicle:
- Tag Number:
- Vehicle Identification Number:

Comply: yes ☒ no ☐

15. Electronic Repository

- A. The system should be designed with the internet as the primary means of electronic communications between responsible entities across the full towing lifecycle. Internet browser must be the only software needed for any end user to access the system via the internet or intranet. This is a web-based solution and should be hosted by the selected vendor. *will be designed*

Comply: yes ☒ no ☐

- B. The service must be available 24/7, with the exception of scheduled downtime for backup or similar database maintenance. Vendor will be responsible for data retention and backup.

Comply: yes ☒ no ☐

- C. Internet access to the database must be available to City of Stockbridge Code Enforcement personnel, vehicle storage lot operators, and citizens based on user assigned security rights and operational needs that will be determined by Code Enforcement. The system should detect common errors (e.g. VIN validation) in data submission, allow for change tracking of corrected towing information and facilitate releases to the vehicle owner by storage lot personnel.

Comply: yes ☒ no ☐

- D. The system must provide real-time electronic notification to Code Enforcement of a towed vehicle's entry and release by a storage lot operator. The tow records shall contain all of the information required by CODE ENFORCEMENT to provide oversight across the entire towing and recovery process. The system should allow CODE ENFORCEMENT to <set/release> vehicle holds and <restrict/enable> vehicle releases accordingly.

Comply: yes ☒ no ☐

- E. The service must enable a citizen to inquire on the location of a vehicle by VIN (vehicle identification number) or license plate number, at a minimum on a public website. The service must provide data-sharing with other Atlanta, Georgia and national towing repository to facilitate vehicle recovery.

Comply: yes ☒ no ☐

16. Wrecker Service Contract Rates

The rates contained herein apply to the towing and storage of vehicles improperly parked or trespassing on private property and removed at the request of the property owner or authorized agent, without the prior consent of the vehicle's owner or operator.

Towing rates set forth in this RFP/Agreement shall be posted in easily legible form at the point of payment for the customer. The applicable rates shall depend upon the requirement of the towed vehicle, including the actual tow class utilized. Rates covering services not indicated are prohibited without advance written approval of the City, in accordance to County Ordinance.

A. TOWING RATES AND CHARGES

- | | |
|--|------------------------|
| 1. Removal fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or less | Not to exceed \$175.00 |
| 2. Removal fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,001 pounds to 20,000 | Not to exceed \$300.00 |
| 3. Removal fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 20,001 pounds or greater – per unit charge | Not to exceed \$450.00 |
| 4. Removal fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 20,001 pounds or greater – combination unit | Not to exceed \$850.00 |

B. STORAGE RATES AND CHARGES

- | | |
|--|-----------------------|
| 1. Storage for the first 24 hours, beginning at the time the vehicle is removed from the property | No charge |
| 2. Storage for any day or days the impoundment facility is closed and the vehicle's owner is unable to claim the vehicle | No charge |
| 3. Daily storage fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or less | Not to exceed \$25.00 |
| 4. Daily Storage fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,001 pounds to 20,000 pounds | Not to exceed \$30.00 |
| 5. Daily Storage fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 20,001 pounds or greater – per unit charge | Not to exceed \$40.00 |
| 6. Daily Storage fee for vehicles with a Gross Vehicle Weight Rating (GVWR) of 20,001 pounds or greater – combination unit | Not to exceed \$75.00 |

C. OTHER RATES AND CHARGES

Operator Fee

1. If vehicle has been hooked with hoisting apparatus or loaded by the wrecker service and the vehicle has not left the premises and the owner or operator produces ignition key and removes vehicle immediately.

(a) Operator Fee for vehicles with a GVWR of 19,999 or less	Not to exceed \$ 100.00
(b) Operator Fee for vehicles with a GVWR of 20,000 or more	Not to exceed \$150.00

Notification Fee

2. Notification fee may be charged within the first 24 hours where local law enforcement is notified in writing, by facsimile or other electronic means, in a manner acceptable to local law enforcement Not to exceed \$ 20.00
3. Notification fee may be charged after the first 72 hours Not to exceed \$ 50.00
4. The Notification Fees provided for herein SHALL NOT EXCEED a maximum total Notification Fee of \$70.00, cumulatively
5. After 30 days, the process outlined in Chapter 11 of Title 40 of the Official Code of Georgia, related to abandoned motor vehicles, applies.

After Hours Fee

6. After hours fee may be charged if the vehicle's owner wishes to claim an impounded vehicle after the carrier's posted business hours Not to exceed \$ 50.00
17. Contractor Performance Reviews and Ratings
- The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:
- Excellent Far exceeds requirements.
 - Good Exceeds requirements Fair Just meets requirements.
 - Poor Does not meet all requirements and contractor is subject to penalty provisions under the contract.
 - Non-compliance Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements.

This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report and may respond in writing if he takes exception to

the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

18. Reporting

Contractor shall submit to Accounts Payable, with a copy to the Procurement Division of Finance Department at Lmiller@CityofStockbridge-ga.gov, by the 15th of each month for the previous month the following reports. The Contractor shall furnish to the City a monthly report containing information regarding vehicles that were subject to a City Tow and stored during the previous month that have not been claimed at the end of that month. The Contractor shall transmit the monthly reports to the City on the first business day of each month. Reports should be electronic in nature. A Microsoft Excel spreadsheet that can be sent via e-mail is preferred. Forms may be determined by the Contractor but are subject to the approval of the City. A Towing Activity Report, to include for each tow:

1. Date of tow.
2. Service call number assigned by Henry County Police.
3. Type of tow such as accident, parking, abandoned City vehicle, etc.
4. Total cost / generated income of tow.
5. License plate number

B. Vehicle Release Report, to include:

1. All information contained in the Towing Activity Report.
2. Date vehicle released or disposed of.
3. Method of disposition such as: release to owner, release to City, auction.
4. A complete breakdown of all towing charges with a total including sales taxes.

19. Hours of Operation

The hours of operations shall be twenty-four (24) hours per day, seven (7) days a week. During these hours of operations, the Successful Proposer shall have a telephone system operated by a person not machines, and necessary employees to perform Cashier, retrieval, and release services.

20. City Events

Prior to City events held, the Successful Proposer shall coordinate with the City Contract Administrator and provide towing services of the residential areas surrounding the event.

21. Inspection of Facilities and/or equipment

Inspection of facilities and/or equipment may be made by members of the City of Stockbridge.

22. Complaints and Disputes

At all times, Proposer shall conduct its business in an orderly, ethical and business-like manner and use every means to obtain and keep the confidence of the motoring public. All public contact shall be in a courteous and orderly manner.

All complaints concerning misconduct on the part of the Proposer or disputes between City staff and the Proposer will be referred to the City Manager or his designee, who shall conduct investigations and inquiries, including discussions with the Proposer and involved staff. The determinations of the City Manager or designee shall be binding upon the parties, and failure of the Proposer to follow any such determination could be considered a material breach and subject the proposer to termination for cause.

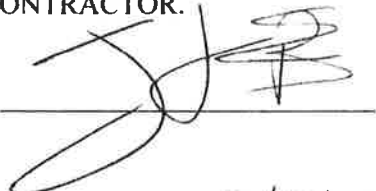
23. Payment

Contractor will accept the following methods of payment, subject to proper identification and verification of available credit funds through appropriate agencies:

1. U.S. Currency
2. Visa or Master Card credit or debit cards

24. Wrecker service must be insured and bonded for all vehicles impounded by City of Stockbridge Department.
25. Wrecker service should have a designated area for vehicles seized by the City of Stockbridge.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: Bemal's Towing SIGNATURE: 
NAME: Jose Escalera TITLE: Owner DATE: 07/08/2019

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of Georgia City of Stockbridge, being first
duly sworn, deposes and says that:

(1) He/She is Maria Elena Escalera (owner, partner officer, representative, or
agent) of Bernal's Towing, the sub-contractor that has submitted the attached
solicitation:

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation;

(3) Such solicitation is genuine and is not a collusive or sham solicitation;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract: and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by
any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any
of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

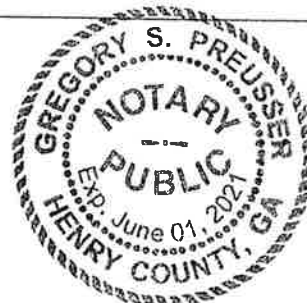
Jose Escalera Bernal
(Signed)
Owner / Bernal's Towing
(Title)

Subscribed and Sworn to before me this 9 day of July, 20 19.

Name Coderre S. Maussa

Title Notary

My commission expires (Date) 06/01/2021



FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

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

Jose Bernat Inc DBA Bernat's Towing
 Name of Applicant

1) ☒ I am a United States citizen

OR

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

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

Signature of Applicant:

Date: 07/09/19

Printed Name: Jose L. Escalera

*Alien Registration number for non-citizens:

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

Subscribed and Sworn Before Me on this the 9 Day of July, 2018.

Notary Public: [Signature]

My Commission Expires: 06/01/2021



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

FORM 9

BID SUBMITTAL LETTER

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

The undersigned, Bernal's Towing, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

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

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this 08 day of July, 2019

By Jose Escalera
Owner
Title

Sworn to and subscribed before me the 9 day of July, 2018.
Notary Public

06/01/2021
My Commission Expires:

07/02/2019
Date



City of Stockbridge, Georgia
1000 North Highway 16
Stockbridge, GA 30281

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with [insert name of prime contractor] Bernal's Towing on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program*.2 in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge Government at the time the Sub-Contractor(s) is retained to perform such service.

Pending

EEV/Basic Pilot Program* User Identification Number

Bernal's Towing

BY: Authorized Officer of Agent

(Insert Contractor Name)

Owner

Title of Authorized Officer or Agent of Contractor

Jose Escalera

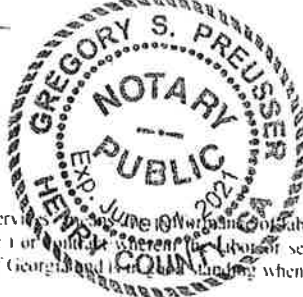
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 9 day of July, 2019.

Notary Public: Coleman S. Preusser

City: Stockbridge

Commission Expires: 06/01/2021



O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RIF, etc.) or under a contract for services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is a condition when such contract is for service to be rendered by such individual.

*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603]

ADDENDUM NO. 1

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

- ☒ **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- ☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- ☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on **Tuesday, July 9, 2019.**

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. Please note that section, Exhibit I – Detailed Scope of Services, Minimum Requirements, (b) has been revised.
 - a. All Prospective Providers ~~must~~ **should** attend the **Non**-Mandatory Pre-Bid Conference prior to submitting a bid and being considered for Contract award.

II. Please note that attached is a copy of the roads located in the City of Stockbridge, GA.

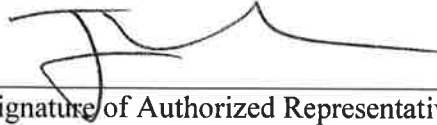
The City of Stockbridge's website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>

Bernal Towing

Name of Company / Firm / Organization

Jose Escalera

Printed Name of Authorized Rep. / Title



Signature of Authorized Representative / Date

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8	City of Stockbridge
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8	City of Stockbridge
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8	City of Stockbridge
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2	City of Stockbridge
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6	City of Stockbridge
West Burke St	Burke St	Center St	0.2	2	0.4	City of Stockbridge
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
TOTAL MILES=			7.86		17.12	

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6	City of Stockbridge
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6	City of Stockbridge
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32	City of Stockbridge
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8	City of Stockbridge
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8	City of Stockbridge
Love St	East Atlanta Rd	Burke St	0.1	2	0.2	City of Stockbridge
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2	City of Stockbridge
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2	City of Stockbridge
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4	City of Stockbridge
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4	City of Stockbridge

COUNTY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippen Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippen Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippen Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County

TOTAL MILES=

16.7

40.2

STATE ROUTES	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route

TOTAL MILES=

6

24

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2	City of Stockbridge
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2	City of Stockbridge
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8	City of Stockbridge
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8	City of Stockbridge
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8	City of Stockbridge
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6	City of Stockbridge
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8	City of Stockbridge
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4	City of Stockbridge
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6	City of Stockbridge
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4	City of Stockbridge
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge

TOTAL MILES=

30.56

81.32

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENGTH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippin Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippin Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippin Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8	City of Stockbridge
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32	City of Stockbridge
West Burke St	Burke St	Center St	0.2	2	0.4	City of Stockbridge
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6	City of Stockbridge
Love St	East Atlanta Rd	Burke St	0.1	2	0.2	City of Stockbridge
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2	City of Stockbridge



Where Community Connects

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

ADDENDUM NO. 2

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

- ☒ **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- ☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- ☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on Tuesday, July 9, 2019.

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. Please note that the following requirements and section, Exhibit I – Detailed Scope of Services, Minimum Requirements, have been revised.
 - a. The selected individual, firm or corporation ~~shall~~ should have an impound yard within ~~ten~~ (15) miles **minimum** of the City, as defined in Exhibit I herein.
 - b. Contractor ~~must~~ **should** maintain a separate fenced off, paved impound area within fifteen (15) miles of the City limits of Stockbridge and for vehicles towed at the request of the City Manager or his authorized designee.
 - c. Maintains a physical location presence of stored vehicles within a 15-mile **minimum** radius of the City of Stockbridge.



Where Community Connects

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

The City of Stockbridge's website and the State of Georgia Registry is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>

All other terms, conditions, and specifications of the solicitation remain unchanged.

Bernal Towing

Name of Company / Firm / Organization

Jose Escalera

Printed Name of Authorized Rep. / Title

[Signature]

Signature of Authorized Representative / Date

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

ADDENDUM NO. 3

Solicitation No: Request For Purchase (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

- ☒ This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- ☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- ☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The ITB Due Date has changed. The ITB Due Date is 12:00 noon EDT p.m. on Friday ~~July 9, 2019~~ **August 2, 2019.**

The City of Stockbridge's website and the State of Georgia Registry is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at

All other terms, conditions, and specifications of the solicitation remain unchanged.

Bernal Towing

Name of Company / Firm / Organization

Jose Escalera/owner

Printed Name of Authorized Rep. / Title

[Signature]

Signature of Authorized Representative / Date

Stockbridge

Where Community Connects

2019

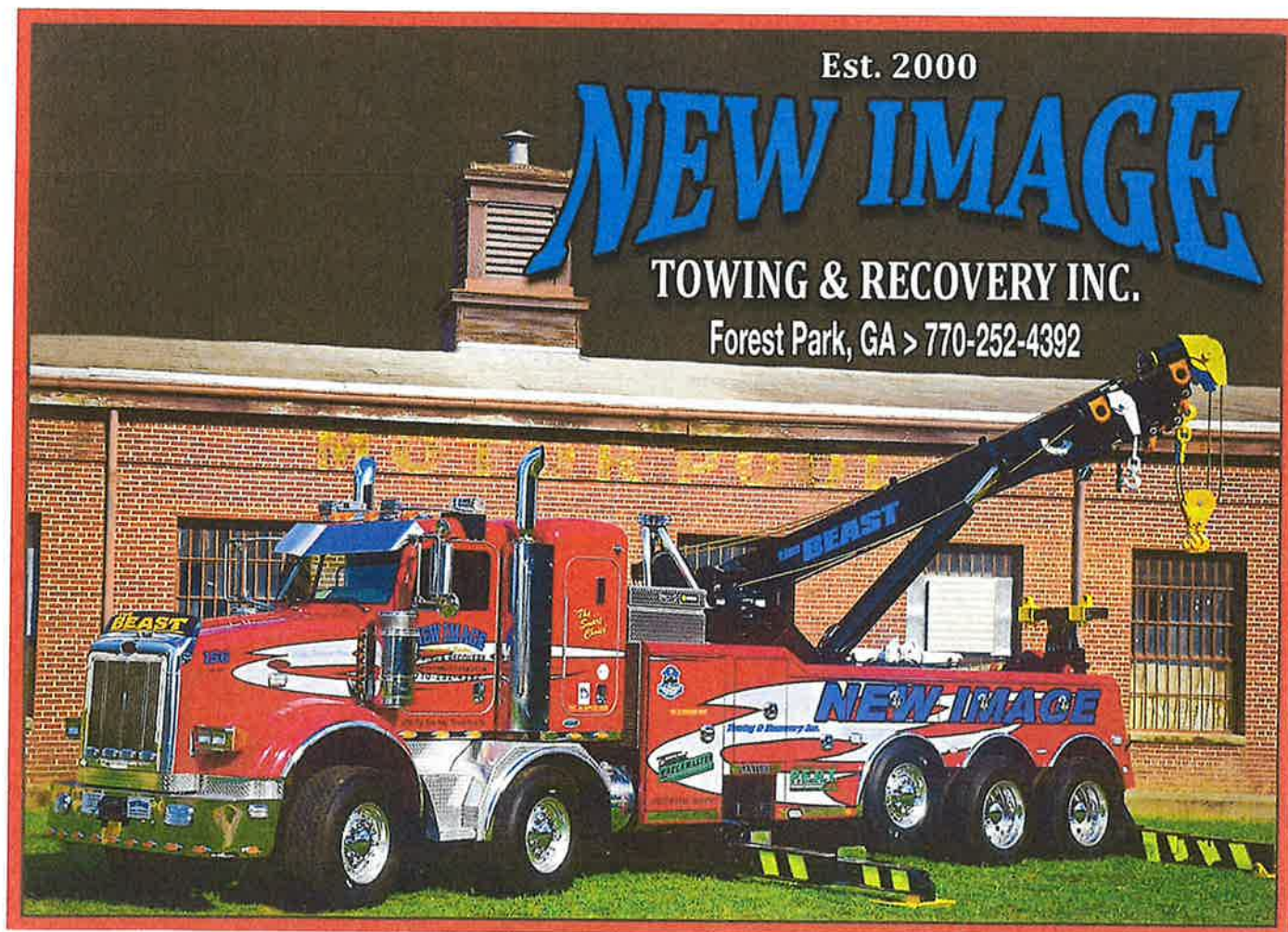


EXHIBIT III
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSAL NO. 2019-0004
Wrecker Services
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☒
3. Acknowledgement of each Addendum	☒
4. Financial and Litigation Requirements	☒
5. Reference Verification Form	☒
6. Required Certifications and Attachments ☒ Form 1: Non-Collusion Bidding Certificate ☒ Form 2: Non-Collusion Affidavit of Sub-Contractor; ☒ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions; ☒ Form 4: Ineligibility Certificate; ☒ Form 5: Certification of a Drug-Free Workplace; ☒ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification; ☒ Form 7: Affidavit Verifying Status for City Public Benefit Application ☒ Form 8: Certification Regarding Lobbying; ☒ Form 9: Bid Submittal Letter; ☒ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement; ☒ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit; ☒ Form 12: Certificate of Acceptance of a Solicitation Requirements	☐

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TAB 1

Company Information

Section 1: Company Information

New Image Towing and Recovery, Inc (New Image) was founded and established in 2000 as New Imaging Towing and Recovery, Inc. by Lawton Howard and Sylvia Millirons who still serve as CEO and CFO respectively are also the principal owners. New Image currently employs 55 full time employees of which 48 are fully capable and WreckMaster certified to drive and operate various towing and recovery equipment, including both principal owners.

Primary Local Contact:

Lawton A. Howard

Office # 770-252-4392

Cell # 770-328-1880

Company/Business Address:

4780 Old Dixie Highway

Forest Park GA 30297

Home Address:

6066 Navaho Trail

Morrow, GA 30260

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TAB 2

**Organizational Qualifications
Personal**

Section 2: Organizational Qualifications/Personnel

New Image's tow truck operators have been in the Wrecker Industry for about 5 or more years and that counts for about 90% of our employees. New Image staff currently support multiple city and county municipal contracts including Clayton County, City of Morrow, State of Georgia Time Task Force (T.R.I.P. Program). We do our own IN-HOUSE training of all types of recoveries (Wrecks, Impounds, Fuel Spills, Underwater, Aircraft, and Big Truck Rollovers.)

New Image Towing has been involved with Time Task Force on the importance of Quick Clearance and Georgia's open road policies from the Governor's Office of Highway Safety for 12 years. We all have had extensive training on getting the roadway opened and cleaned up. With this training we at New Image Towing & Recovery can clean up an accident scene safely and quickly to be able to release the officer and traffic.

New Image has consistently maintained all state and federal licenses since inception and has not as a company or its key staff ever been disbarred, proposed for disbarment, excluded, declared ineligible, or suspended from doing business with any Federal, State, or Local Government entity.

Experience Matrix of Key Staff That Will Support City of Stockbridge

 President/CEO	Vice President/CFO	Executive Administrative Assistant/Dispatcher	General Manager/Dispatcher
Lawton Howard	Sylvia Millirons	Ginger Porter	Tom W. Hackler
• 36yrs in the towing and recovery business of Light, Medium, and Heavy Duty operator, • 18yrs New Image Towing & Recovery Inc. Recovery, Management and Owner. • Receiver of 2 Clayton County Fire Dept. Chiefs Awards • Receiver of TIME Task Force, TIME Achievement Award for the Georgia TRIP Highway Quick Clearance Program • WreckMaster Certified #95020 Wreckmaster Towing Level 6, Recovery Level 7, and Air Cushion Recovery, TRAA Nationally Certified Master Tow Operator • GA. TRIP Level 2 Supervisor • Haz-Mat Certified Materials Technician • GA TRIP Program - Quick Clearance Certification • Nims 700 and 100 Certified • Certified Flagger National Safety Council • Managing Traffic Incidents and Roadway Emergencies/National Highway Institute	• 41yrs in Accounting/Bookkeeping • 18yrs New Image Towing & Recovery • WreckMaster Certified • American Towman Academy 2003 & 2007	• 16yrs Customer Service & Administrative Office Employment • 7yrs New Image Towing & Recovery Inc.	• Lifelong resident of Clayton County • Graduate of Morrow High School & Clayton State University • 34yrs in the Towing and Recovery business. Light, Medium, Heavy Duty Operator, Recovery, • 12yrs with New Image Towing & Recovery Inc. • Dispatch and Management. • WreckMaster Certified #070200 • TRAA Nationally Certified Tow Operator #9617 • GA TRIP level 2 Supervisor • Haz-Mat Certified/GA TRIP Program • Quick Clearance Certification • Nims 700 and 100 Certified • Certified Flagger National Safety Council • Managing Traffic Incidents and Roadway Emergencies/National Highway Institute

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TAB 3

Technical Approach

Section 3: Technical Approach

How Proponent will accomplish the Services as described in the SOW

New Image will accomplish the scope of services through our continued utilization of well-trained employees, well maintained modern equipment, and modern operation processes and procedures.

Implementation Plan

With our extensive experience with other municipalities, we will be able to implement the scope of services and support the overall stand up of the service based on best practices and experience for the City of Stockbridge. Should the scale of the scope of services change due to needs, New Image can scale up by adding operators and equipment if deemed necessary.

Facilities, Storage and Business offices

New Image has 7 acres with 3 garage bays for inside storage when needed. New Image is in the process of buying more property in the county.

Facility Security

New Image is situated on 7 acres and is fenced in with barbwire at the top with an electric gate. The yard is equipped with lights, security cameras and 24-hour personnel on duty.

Equipment Fleet

New Image has 12 rollbacks (light duty), 4 medium wreckers, 9 heavy wreckers, 1-40 ton rotator, 1 – 65 ton rotator, 4 tractors, 4 trailers (landoll, detach trailer, 2 van trailers), 2 bobcats with broom attachments, 4 rolloff containers, 1 crash truck, 1 service truck with welder and cutting torch, air cushions and dedicated hazmat trailer.

Radio Equipment

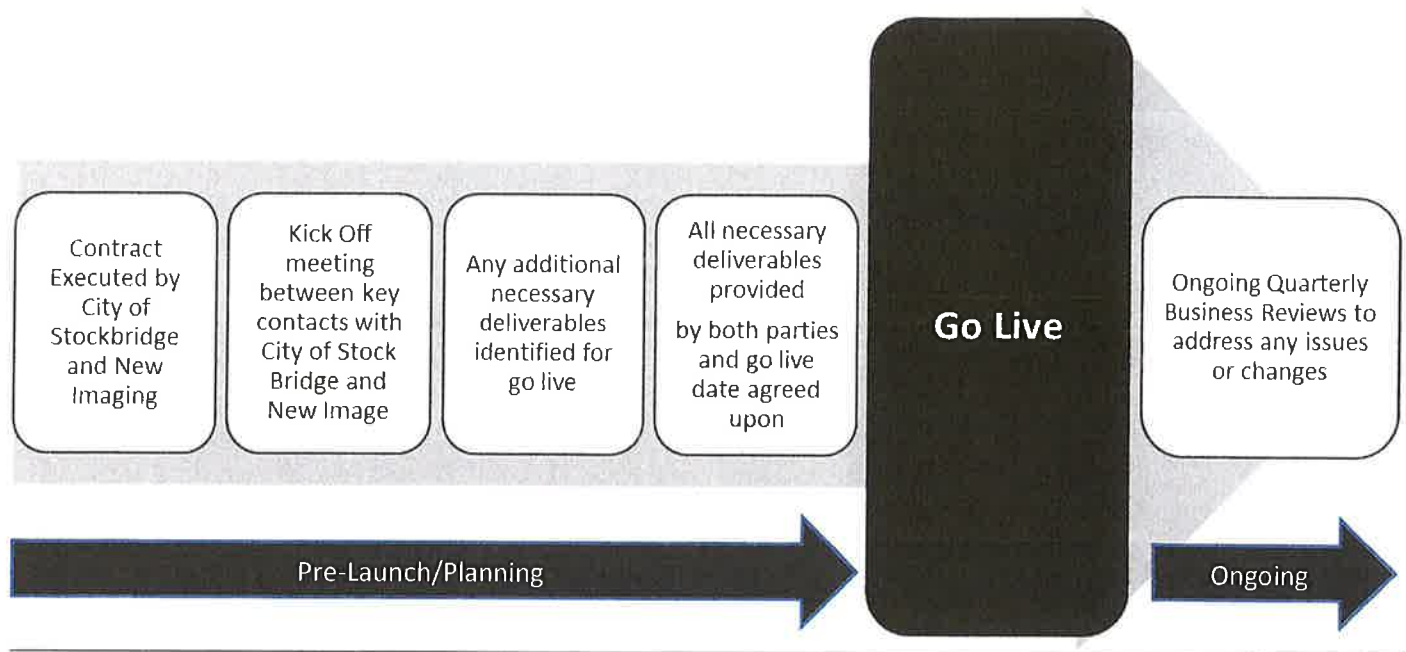
New Image uses Sprint 2-way radios and cell phones for communication. In addition, all new Image vehicles are equipped with GPS tracking systems.

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TAB 4

Project Management

Section 4: Project Management



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TAB 5

Proposers Financial Information

Section 5: Proposer Financial Information

New Image is a privately held company and financial reports, credit rating, and other similar financial information not publicly available is considered Restricted-Confidential under company policy and cannot be disclosed as part of a response, bid, or to any person not currently under a non-disclosure/confidentiality agreement.

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Sworn Statement

We, **New Image Towing Recovery**, Inc are not bankrupt or being wound up, we are not having affairs administered by the courts, we have not entered into an arrangement with creditors, we have not suspended business activities and we are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

We have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata;

We have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify;

We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

We have not been involved in corrupt, fraudulent collusive and/or coercive practices, we reject such behavior and we have not been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;

Following another procurement procedure, grant award procedure, or any other contractual agency, we have not been declared to be in serious breach of contract for failure to comply with their contractual obligations;

We do not engage in the employment of children. We respect basic social rights of our employees and provide them with proper working conditions

We are not in any situation which could give raise to a conflict of interest in what concerns the implementation of the contract. In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

Lawton Howard
Authorized Representative of New Image

Owner/President
Title

6-24-19
Date

Justin A. Howard

(TYPE, PRINT, OR STAMP NAME OF NOTARY PUBLIC IN THE SPACE BELOW)

Ginger Porter
06.24.19

Ginger Porter
Notary Public, Paulding County, GA
My Commission Expires March 17, 2023

TAB 6

Litigation

Section 6: Litigation

Legal filing and cases are a normal business process due to the nature of operating towing service and impound lot. Because of this, the current and disposed cases in the past 36 months are too numerous to list. All cases originated by or brought against New Image, New Image Towing, or New Image Towing and Recovery, Inc are all handled within the Magistrate and State Court of Clayton County, GA. All current and past cases information can be found in the online court filing repository located at

<https://www.claytoncountyga.gov/government/courts/court-case-inquiry>

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TAB 7

**Business License and Insurance
Regulatory or License Agency
Sanctions**

Section 7 – Business Licenses, Licenses and Insurance

Please include all necessary documents relevant to  proposal



City of Forest Park, Georgia

745 FOREST PARKWAY
FOREST PARK, GA 30297
404-608-2300

BUSINESS LICENSE CERTIFICATE

THIS A PRIVILEGE LICENSE AND MAY
THEREFORE BE REVOKED AT ANY TIME WITH
CAUSE AFTER A HEARING

Business Name: NEW IMAGE TOWING AND RECOVERY

Business Type(s): 488999 All Other Support Activities for
Transportation

Business Location: 4780 OLD DIXIE HWY
FOREST PARK, GA 30297

Mailing Address: 4780 OLD DIXIE HIGHWAY
FOREST PARK, GA

Owner: LAWTON HOWARD (PRESIDENT)

License Number: 1993-2018

License Type: Transportation and Warehousing

Issued Date: 10/10/2018

Classification: In Jurisdiction

Expiration Date: 12/31/2019


SIGNATURE OF OWNER

NON TRANSFERABLE

TO BE POSTED IN A CONSPICUOUS PLACE



NEWIMAG-01

WALEI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Interline Risk Services, Inc. P.O. Box 536 Pooler, GA 31322		CONTACT NAME: PHONE (A/C, No, Ext): (912) 330-5250 FAX (A/C, No): (912) 335-5741 E-MAIL ADDRESS: info@interlinrisk.com		
INSURED New Image Towing and Recovery Inc 4780 Old Dixie Highway Forest Park, GA 30297		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: United Specialty Insurance Company		12537
		INSURER B: Lloyd's of London		15792
		INSURER C: Lexington Insurance Company		19437
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☒ LOC ☐ OTHER			UXQ0010703	1/31/2019	1/31/2020	EACH OCCURRENCE \$ 1,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100.00 MED EXP (Any one person) \$ 5.00 PERSONAL & ADV INJURY \$ 1,000.00 GENERAL AGGREGATE \$ 2,000.00 PRODUCTS - COM/OP AGG \$ 2,000.00
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			UXQ0010703	1/31/2019	1/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			SCT1003419	1/31/2019	1/31/2020	EACH OCCURRENCE \$ 4,000.00 AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Motor Truck Cargo			011144708	1/31/2019	1/31/2020	deductible 5,000 500.00
C	Garage Keepers			011144708	1/31/2019	1/31/2020	See Locations 500.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Gargae Keepers Legal Liability Locations
4750-4780 Old Dixie Hwy Forest Park, GA 30297
312 Cash Memorial Blvd Forest Park, GA 30297
5001 Old Dixie Hwy Forest Park, GA 30297
Deductibles \$5,000 deductible each location

Crime Coverage - Cypress Insurance policy # 03PRM015400-05 Effective 1/31/2019 - 01/31/2020
Crime Coverage Limit \$100,000

CERTIFICATE HOLDER

CANCELLATION

Swift Transportation
2200 S. 75 Ave
Phoenix, AZ 85043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ATTACHMENT 3
RFP 2019-0004 TOWING AND WRECKER SERVICES
GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: New Image Towing and Recovery INC.

Performing work as: Prime Contractor ☒ Sub-Contractor ☐

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: Leola A. Howard

Date: 6-24-19

(ATTACH COPY OF LICENSE)

Regulatory or License Agency Sanctions

None

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TAB 8

References

Section 8 – References

Contract Name	Expected/Actual Completion Date	Contact Information	Narrative / Description of Services Rendered
Clayton County Towing and Storage Contract	31 December 2019	Theodis R. Locke Director of Central Services 7994 North McDonough Street Jonesboro, GA 30236 770-477-3587	Towing, Recovery and Storage Services
City of Morrow Towing and Storage Contract	31 December 2019	Sylvia Redic City Manager 1500 Morrow Rd Morrow, GA 30260 678-902-0937	Towing, Recovery and Storage Services
State of Georgia TRIP (Towing and Recovery Incentive Program) Administered by Parsons	31 December 2019	Jeff Corbin 3577 Parkway Ln Bldg V Ste 100 Peachtree Corners, GA 30092 678-730-7417	Towing, Recovery and Storage Services
Griffin Industries	31 December 2019	Dee Thompson 4413 Tanner Church Rd Ellenwood, GA 30294 770-231-3022	Towing, Recovery and Storage Services

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EXHIBIT II
REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2019-0004

SOLICITATION TITLE: Wrecker and Towing Services

PROPOSING FIRM (List name exactly as provided in proposal):

New Image Towing and Recovery IWC.

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the response time requirement?
3. Were payments by this company submitted to you on time?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

TAB 9

**Other Documents and Form
Required By The City**

Section 9 – Other Documents and Form Required By The City

Please see the following documents immediately following this page

- ☒ **Form 1: Non-Collusion Bidding Certificate**
- ☒ **Form 2: Non-Collusion Affidavit of Sub-Contractor**
- ☒ **Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions**
- ☒ **Form 4: Ineligibility Certificate**
- ☒ **Form 5: Certification of a Drug-Free Workplace;**
- ☒ **Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification**
- ☒ **Form 7: Affidavit Verifying Status for City Public Benefit Application**
- ☒ **Form 8: Certification Regarding Lobbying**
- ☒ **Form 9: Bid Submittal Letter**
- ☒ **Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement**
- ☒ **Form 11: Georgia Security and Immigration Sub-Contractor Affidavit**
- ☒ **Form 12: Certificate of Acceptance of a Solicitation Requirements**

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FORM 1

NON-COLLUSION BIDDING CERTIFICATE

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

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

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


Signature of Authorized Agent

Lawton Howard/President
Name/Title of Authorized Agent

6-24-19
Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of Georgia City of Stockbridge, being first duly sworn, deposes and says that:

(1) He/She is Owner/President (owner, partner officer, representative, or agent) of New Image Towing and Recovery, Inc. the sub-contractor that has submitted the attached solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation;

(3) Such solicitation is genuine and is not a collusive or sham solicitation;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham solicitation in connection with the Contract for which the attached solicitation has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Lew A. Howard
(Signed)

Owner/President
(Title)

Subscribed and Sworn to before me this 21 day of June, 2019.

Name Ginger Porter

Title Executive Admin. Asst.

My commission expires (Date) 3-17-23

Ginger Porter
Notary Public, Paulding County, GA
My Commission Expires March 17, 2023

FORM 3

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

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

The Proposer, New Image Towing Recovery, INC., certifies to the best of its knowledge and that it and its principals: belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

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

Lawton Howard
Signature of Authorized Agent

Lawton Howard Owner/President
Name/Title of Authorized Agent

06.24.19
Date

Anger Porter
Witness

FORM 4

INELIGIBILITY CERTIFICATE

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

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

New Image Towing Recovery Inc., and it is also whose address is

4780 Old Dixie Hwy, Forest Park GA, 30297, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.



Signature of Authorized Agent

Lawton Howard / Owner / President

Name/Title of Authorized Agent

6-24-19

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

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

I hereby certify that I am a principal and duly authorized agent of New Image Towing Recovery INC., and it is also whose address is 4780 Old Dixie Hwy Forest Park GA 30297, certifies that:

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

Lawton A. Howard

Signature of Authorized Agent

Lawton Howard/Owner/President

Name/Title of Authorized Agent

6-24-19

Date

DRUG-FREE

Certification

NEW IMAGE TOWING & RECOVERY, INC

Has Been Certified As A

DRUG-FREE WORK PLACE

And Is Awarded this Certificate By The State Board of Workers' Compensation

This Day of

April 22, 2019

And Expires

April 22, 2020



CHAIRMAN

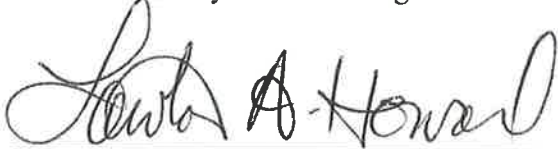
Theresa Kay

FORM 6

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

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

I hereby certify that I am a principal and duly authorized agent of New Image Tanning Recovery INC., and, it is
also, whose address is 4780 Old Dixie Hwy Forest Park GA 30297, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.



Signature of Authorized Agent

Lewton Howard / Owner / President

Name/Title of Authorized Agent

6-24-19

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

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

Lawton Howard

Name of Applicant

1) X I am a United States citizen

OR

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

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

Signature of Applicant:

Lawton Howard

Date: 06.24.19

Printed Name: Lawton Howard

*Alien Registration number for non-citizens:

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

Subscribed and Sworn Before Me on this the 24 Day of June, 2019 ²⁰¹⁹ ~~2018~~ MP

Notary Public:

Ginger Porter

My Commission Expires:

03-17-23

Ginger Porter

Notary Public, Paulding County, GA
My Commission Expires March 17, 2023

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

FORM 8
CERTIFICATION REGARDING LOBBYING

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

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

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

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

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

Signature of Contractor's Authorized Agent:

Lewton A. Howard

Name and Title of Contractor Authorized Agent:

Lewton Howard/owner/President

Date:

6-24-19

Telephone No:

770-252-4392

Firm or Company Name:

New Image Towing and Recovery INC

Address:

4780 Old Dixie Hwy Forest Park GA 30297

FORM 9

BID SUBMITTAL LETTER

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

The undersigned, Lawton Howard, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

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

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this 24 day of June, ~~2018~~ 2019.

Lawton Howard
By

Owner/President
Title

Sworn to and subscribed before me the 24 day of June, ~~2018~~ 2019
Notary Public Ginger Porter

03-17-23
My Commission Expires:

06-24-19
Date

Ginger Porter
Notary Public, Paulding County, GA
My Commission Expires March 17, 2023

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime contractor] on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge Government at the time the Sub-Contractor(s) is retained to perform such service.

284 360
EEV/Basic Pilot Program* User Identification Number
Lawton Howard
BY: Authorized Officer of Agent
(Insert Contractor Name)

Owner/President
Title of Authorized Officer or Agent of Contractor
Lawton Howard
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 24 day of June, 2019

Notary Public: Ginger Porter

City: Forest Park

Commission Expires: 03.17.23

Ginger Porter
Notary Public, Paulding County, GA
My Commission Expires March 17, 2023

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

STATE OF GEORGIA
CITY OF STOCKBRIDGE

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services³ under a contract with [insert name of prime contractor] behalf of The City of Stockbridge **Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

284-360
EEV/Basic Pilot Program* User Identification Number

[Signature]
BY: Authorized Officer of Agent
(Insert Sub-Contractor Name)

Owner/President
Title of Authorized Officer or Agent of Sub-Contractor

Lawton Howard
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 24 day of June, 2019

Notary Public: [Signature]

City: Forest Park

Ginger Porter
Notary Public, Paulding County, GA
My Commission Expires March 17, 2021

Commission Expires: 03-17-23

3O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

4*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # 2 to # 70 inclusive, including any addenda # 1 to # 2 exhibit(s) # ~~1~~ 1 to # ~~1~~ 1, attachment(s) # 1 to # 3, and/or appendices # — to # —, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: Wey Image Towing and Recovery INC.

Signature: Lawton A. Howard

Name: Lawton Howard

Title: Date: 6-24-19

(Affix Corporate Seal)

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: New Image Towing and Recovery ^{INC.}

SIGNATURE: Lewton A. Howard

NAME: Lewton Howard TITLE: President DATE: 6-24-19

Vendor: provide address of office facility in the space provided

4780 Old Dixie Hwy, Forest Park, GA 30297

- a. The contractor shall have an area for storage of towed vehicles or equipment within the area of service contracted for or other approved location. Such storage area must be secured against free entry and in such a way as to give security to the property entrusted to his/her care. If the storage site is an open area, it must be enclosed with chain-link fencing of sufficient height with barbed wire topping to discourage theft, damage or malicious mischief and shall be adequately lighted. The determination of proper lighting will be by the City of Stockbridge Code Enforcement, whose decision shall be binding. Such storage area must have security with reasonable human attendance. Such open area must be paved or have sufficient packed gravel surface to prevent problems in entry or exit during inclement weather.

Vendor: provide address of storage facility in the space provided

4780 Old Dixie Hwy, Forest Park GA 30297

13. **Wrecker and Towing equipment:**

These are the minimum requirement for one area:

A. Each area contractor shall have, in operating condition at all times, a minimum of:

- Two (2) light wreckers (8,500 lb. minimum G.V.W. with a 5,000 lb. power winch, may be crane & boom or flatbed style)

Comply: yes X no _____

- One (1) heavy wrecker (10,000 lbs. minimum G.V.W. with 10,000 power winches, crane & boom)

Comply: yes X no _____

- One (1) extra heavy wrecker (30,000 lb. minimum G.V.W. with 30,000 lb. power winch, crane and boom) and shall have a portable crane in his/her wrecker fleet.

Comply: yes X no _____

Vendor will provide the: Year, Make, Model and Vehicle Identification Number (VIN) of wreckers in the space provided:

Light Wrecker #1

Year: 2019
Make: Freightliner
Model: M-2 Rollback
VIN: 1FVACWFC1KHKL8965

Light Wrecker #2

Year: 2018
Make: Freightliner
Model: M2 X Cab
VIN: 1FVACWFC8JHTU1583

Heavy Wrecker

Year: 1996
Make: Peterbilt
Model: 379
VIN: 1XP5DB9X8TN397310

Extra Heavy Wrecker

Year: 2015
Make: Peterbilt
Model: 378
VIN: 1NPWX4EX7FD254303

- B. Each wrecker will be required to carry a full complement of service items such as: fire Extinguishers, DOT approved, chains, ropes, blocks, skid chain, dollies, stop lights, flares, trash container, flashers, flood, FCC approved two-way radio cable for communicating with wrecker services, Emergency amber beacons with proper permits, white working lights adjusted to the rear of the wrecker lights, canned water for flushing gas off street, hand tools, lock-out tools, shovels, axes, wrecking bars, brooms, major first aid kit, snatched block per cable rated for winch and truck, other tools needed for lifting and extricating, relighting of wrecked vehicle/equipment and removal from thoroughfare by towing or carting.

Comply: yes X no _____
Please see exhibit A

- C. Removal of debris (as required by Georgia law): O.C.G.A. 40-6-276.

D. The contractor shall submit to the Code Enforcement Officer the following information:

Name:

Address:

Date of Birth:

Driver's License Number of all persons employed in the towing or storage operation.

Notice in writing to the police chief must be made of any material change in the above information.

Comply: yes X no

Please See exhibit 

Full List will be provided once New Image is Awarded Contract.

E. Records:

Contractor shall use pre-printed and pre-numbered tickets for the service under this contract.

In addition to any other information required by law, the following shall be indicated on ticket:

- (a) Time call came from police department.
- (b) Arrival time of wrecker at place of accident (or where directed).
- (c) Departure time from scene in (B).
- (d) Arrival time at storage place.
- (e) Mileage from point of pickup to storage point or destination.

Examination of Records: The contractor agrees that the City of Stockbridge Code Enforcement, or his duly authorized representative, shall have access to and the right to examine any books, documents, papers, and records of the contractor involving transactions related to this contract. Such records will be maintained for one year after the end of this contract.

Comply: yes X no

14. In addition to any other terms, conditions, etc., spelled out in this invitation, the contractor will comply with any federal, state or local laws or ordinances applicable to this operation. Attention is specifically directed to O.C.G.A. title 40, chapters 3, 4 and 11. The contractor shall obtain and pay for all permits, licenses, certificates, inspection, and other legal fees required, both permanent and temporary.

Comply: yes X no _____

In addition to the requirement of law, the wrecker company will provide the Code Enforcement Officer, in writing, at least one week before each sale, a list of all vehicles to be sold to include the following:

- Make:
- Year:
- Model of Vehicle:
- Tag Number:
- Vehicle Identification Number:

Comply: yes _____ no X _____

15. Electronic Repository

- A. The system should be designed with the internet as the primary means of electronic communications between responsible entities across the full towing lifecycle. Internet browser must be the only software needed for any end user to access the system via the internet or intranet. This is a web-based solution and should be hosted by the selected vendor.

Comply: yes _____ no X
Please See exhibit D15A

- B. The service must be available 24/7, with the exception of scheduled downtime for backup or similar database maintenance. Vendor will be responsible for data retention and backup.

Comply: yes _____ no X N/A
Please see exhibit 15A

- C. Internet access to the database must be available to City of Stockbridge Code Enforcement personnel, vehicle storage lot operators, and citizens based on user assigned security rights and operational needs that will be determined by Code Enforcement. The system should detect common errors (e.g. VIN validation) in data submission, allow for change tracking of corrected towing information and facilitate releases to the vehicle owner by storage lot personnel.

Comply: yes _____ no X N/A
Please see exhibit 15A

- D. The system must provide real-time electronic notification to Code Enforcement of a towed vehicle's entry and release by a storage lot operator. The tow records shall contain all of the information required by CODE ENFORCEMENT to provide oversight across the entire towing and recovery process. The system should allow CODE ENFORCEMENT to <set/release> vehicle holds and <restrict/enable> vehicle releases accordingly.

Comply: yes _____ no X N/A
Please see exhibit 15A

- E. The service must enable a citizen to inquire on the location of a vehicle by VIN (vehicle identification number) or license plate number, at a minimum on a public website. The service must provide data-sharing with other Atlanta, Georgia and national towing repository to facilitate vehicle recovery.

Comply: yes _____ no X N/A

Exhibit A.

Truck List Sorted By Truck Type

Truck #	Year	Make	Model	VIN	Zone
---------	------	------	-------	-----	------

Truck Type: BT

T12	1991	TRAILMOBILE	48' BOX	1PT01JAH9M9009563	
-----	------	-------------	---------	-------------------	--

of Trucks for Type: 1

Truck Type: HD

115	1996	PETERBILT	379	1XP5DB9X8TN397310	
131	2005	PETERBILT	379	1XP5DB9 X35N839185	
147	2007	PETERBILT	378	1xpfdy9x47d858501	
150	15	PETERBILT	378	1NPWX4EX7FD254303	
156	2007	PETERBILT	378	1XPFDU9X47D858501	
163	2009	FREIGHTLINER	CORONADO	1FVHCRCK69DAD3489	
172	2017	PETERBILT	389	1NPXL49X3HD421138	

of Trucks for Type: 7

Truck Type: LD

124	1999	FREIGHTLINER	FL70	1FV3GFAC4XHB29950	
133	2009	HINO	258ALP	5PVNJT894S52367	
140	12	FORD	F550	1FDUF5GY7CEC46989	
143	2006	FREIGHTLINER	M2 ROLLBACK	1FVACWDCX5HV01221	
146	14	FORD	F 5-50	1FDUF5GYXEEB30060	
151	15	HINO	258	5PVNJ8JN0F4S51825	
157	2016	HINO	HIN 268	5PVNJ8JN2G4S52394	
160	2018	FREIGHTLINER	M2 X CAB	1FVACWFC8JHJU1583	
170	2019	FREIGHTLINER	M-2 ROLLBACK	1FVACWFC1KHKL8965	
171	2015	FREIGHTLINER	M-2 ROLLBACK	1FVACVDU7FHGL3179	

of Trucks for Type: 10

Truck Type: MD

159	1991	INTERNATIONAL	4900	1htsdnrxn7mh389970	
-----	------	---------------	------	--------------------	--

of Trucks for Type: 1

Truck Type: NT

111	1983	INTERNATIONAL	2375	1HTDA2277DHA15774	
166	1999	MACK	TRACTOR	1M1AA18YXXW115956	
167	2001	MACK	TRACTOR	1M1AA18Y81W138711	

of Trucks for Type: 3

Truck Type: PU

145	13	FORD	F150	1FTEX1CM0DFD62628	
155	15	FORD	F250	1FT7W2B60FEB87634	
165	2018	DODGE	RAM3500	3C63RRJL9JG201240	

of Trucks for Type: 3

TRACKER

Management Systems

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<u>Truck #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>	<u>Zone</u>
Truck Type: RGN					
T14	2002	TRAIL KING	STRETCH RGN	1TKB051212M029906	
# of Trucks for Type:					1
Truck Type: RO					
161	2000	MACK	RD688	1M2P267C3YM050192	
# of Trucks for Type:					1
Truck Type: RT					
102	1995	PETERBILT	379	1XP5D69X1SD384328	
106	1995	PETERBILT	379	1XP5DB8X7SN387240	
109	1994	PETERBILT	379	1XP5DB9X4RN347318	
110	2003	CHEVROLET	6500	1GBJ6J1C23F508607	
117	1995	PETERBILT	377	1XPCD69XXSN381039	
118	2005	FORD	650	3FRWX65F15V192133	
119	2004	CHEVROLET	6500 ROLLBACK	1GDJ6C1C44F501257	
120	1995	KENWORTH	T600	1XKADR9X2SS611172	
121	1996	CHEVROLET	G30 VAN	1GCGG35K5TF111182	
123	1996	PETERBILT	385	1XPGCE9X1TD409770	
125	1993	PETERBILT	379	1XP5DR9X4PN332842	
126	1994	PETERBILT	377	1XPCDR9X4RN357427	
127	1996	PETERBILT	357	1XPALA9X7TN403223	
128	1997	KENWORTH	W900	1XKWDB9X2VR744765	
129	2008	FORD	F-350 PICK UP	1FTWW32Y78EA97399	
130	1997	CHEVROLET	T-6500	1GBG6C1P6VJ108896	
132	2002	FORD	F-150	1FTRX08L62KA60017	
134	2004	KENWORTH	W900	1XKWDB9X14J063655	
135	1997	CHEVROLET	3500 SERVICE TK	1GBHC34R9VF054006	
136	2006	HINO		5PVNJ8JT362S11023	
138	2007	KENWORTH	W-900	1XKWD49X37J182887	
144	2003	INTERNATIONAL	8600	1HSHXAXR24J080787	
# of Trucks for Type:					22
Truck Type: SD					
T13	2000	FONTAINE	STEP DECK	13N24820381546740	
# of Trucks for Type:					1
Truck Type: ST					
122	1995	INTERNATIONAL	4700 CRASH TRUC	1HTSCAAN7SH652573	
148	1992	FORD	VAN	1FTFE24H2NHA77260	
153	16	FORD	F550	1FDUF5GY1GEA75484	
# of Trucks for Type:					3
Truck Type: TAR					
142	2003	INTERNATIONAL	7600	1HTWXATR13J059551	

TRACKER

Management Systems

Printed 06/24/2010 11:22:58AM

<u>Truck #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>	<u>Zone</u>
164	0	INTERNATIONAL	7600	3HTWYHR17N499603	
# of Trucks for Type:				2	
Truck Type: TL					
T-1	1999	ULTA TRAILER	16'BOX	1C9CE1426XF127319	
T10	2007	HOME6X8	TRAILER	T745468	
T11	2005	KAYLYN SIEBERT	KSHRG53	5DDKE253251001513	
T-2	1998	TRAILEAZE	TILT TRAILER	1DA72T700WPO13377	
T-3	1994	EAGER BEAVER	50 TON DETACH	112SD2489RL0436636	
T-4	1999	OLVEBILT	35TON LOWBOY	1Z9LB4226XP030162	
T-5	1995	GREAT DANE	45' FLATBED	1GRDM9020SM019001	
T6	1991	FONTAINE	FLATBED	13N148301M1552511	
T-7	2000	LANDOLL	660	1LH660WH1Y1A10534	
T-8	1993	LOAD KING	50TON DV TAIL	1B4L46354P1118226	
# of Trucks for Type:				10	
Truck Type: TR					
114	1995	PETERBILT	379	1XP5DB8XXSN378631	
116	1994	MACK	CH613	1M2AA13Y6RW033583	
137	1996	PETERBILT	379 TRACTOR	1XP5D69X9TN419550	
139	1995	PETERBILT	TRI AXLE	1XP5PB0X1SN385664	
141	2000	KENWORTH	TRACTOR	1XKWDB9X6YR852665	
149	2000	GMC	TOPKICK TRACTOR	1GDM7H1C2Y3518004	
152	2003	KENWORTH	T800	1XKDD49X43J390746	
154	15	KENWORTH	W900	1NKWGGGG00R473781	
158	96	KENWORTH	W900	1XKWDB9X1TR728957	
162	2007	KENWORTH	T800	1XKDD89X07R195836	
169	2013	KENWORTH	W900	1XKWDP9X4DR340796	
# of Trucks for Type:				11	
Total # of Trucks:				76	

Exhibit 15a Electronic Repository Requirements

New Image utilizes state of the art lot management and electronic records. However, this platform currently does not support web-based or any access from outside of the New Image Private LAN Network Infrastructure due to privacy and security concerns. Of all the municipalities we support, we have not been asked for this requirement. We always continue to evaluate the needs of our customers and are happy to look at this for the future, but our need analysis with our existing customer base has not warranted an investment into this at this time. We are available 24/7 and can provide any necessary information upon request from the public or from code enforcement.

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: 1 Dated: 6/24/19
 Addendum #: 2 Dated: 6/24/19
 Addendum #: _____ Dated: _____
 Addendum #: _____ Dated: _____
 Addendum #: _____ Dated: _____

Respondent (Company): New Image Towing and Recovery INC.

Signature (in ink): Lawton A. Howard

Name (Typed/printed): Lawton Howard

Title: Owner/President Date: 6-24-19

ADDENDUM NO. 1

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

- ☒ **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- ☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- ☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strike through~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on **Tuesday, July 9, 2019.**

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. Please note that section, Exhibit I – Detailed Scope of Services, Minimum Requirements, (b) has been revised.
 - a. All Prospective Providers ~~must~~ **should** attend the **Non**-Mandatory Pre-Bid Conference prior to submitting a bid and being considered for Contract award.

II. Please note that attached is a copy of the roads located in the City of Stockbridge, GA.

The City of Stockbridge's website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>



Where Community Connects

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

New Image Towing and Recovery INC.
Name of Company / Firm / Organization

Lawton Howard Owner/President Lawton A. Howard
Printed Name of Authorized Rep. / Title Signature of Authorized Representative / Date

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8	City of Stockbridge
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8	City of Stockbridge
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8	City of Stockbridge
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2	City of Stockbridge
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6	City of Stockbridge
West Burke St	Burke St	Center St	0.2	2	0.4	City of Stockbridge
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
TOTAL MILES=			7.86		17.12	

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6	City of Stockbridge
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6	City of Stockbridge
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32	City of Stockbridge
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8	City of Stockbridge
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8	City of Stockbridge
Love St	East Atlanta Rd	Burke St	0.1	2	0.2	City of Stockbridge
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2	City of Stockbridge
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2	City of Stockbridge
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4	City of Stockbridge
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4	City of Stockbridge

COUNTY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippen Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippen Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippen Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County

TOTAL MILES=

16.7

40.2

STATE ROUTES	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route

TOTAL MILES=

6

24

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2	City of Stockbridge
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2	City of Stockbridge
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8	City of Stockbridge
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8	City of Stockbridge
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8	City of Stockbridge
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6	City of Stockbridge
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8	City of Stockbridge
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4	City of Stockbridge
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6	City of Stockbridge
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4	City of Stockbridge
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge

TOTAL MILES=

30.56

81.32

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENGTH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippen Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippen Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippen Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8	City of Stockbridge
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32	City of Stockbridge
West Burke St	Burke St	Center St	0.2	2	0.4	City of Stockbridge
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6	City of Stockbridge
Love St	East Atlanta Rd	Burke St	0.1	2	0.2	City of Stockbridge
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2	City of Stockbridge

ADDENDUM NO. 2

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

- ☒ **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- ☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- ☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strike through~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on Tuesday, July 9, 2019.

ADDITIONS / CLARIFICATIONS / CORRECTIONS

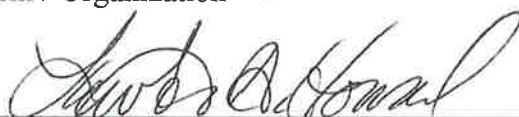
1. Please note that the following requirements and section, Exhibit I – Detailed Scope of Services, Minimum Requirements, have been revised.
 - a. The selected individual, firm or corporation ~~shall~~ should have an impound yard within ~~ten~~ (15) miles **minimum** of the City, as defined in Exhibit I herein.
 - b. Contractor ~~must~~ **should** maintain a separate fenced off, paved impound area within fifteen (15) miles of the City limits of Stockbridge and for vehicles towed at the request of the City Manager or his authorized designee.
 - c. Maintains a physical location presence of stored vehicles within a 15-mile **minimum** radius of the City of Stockbridge.

The City of Stockbridge's website and the State of Georgia Registry is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>

All other terms, conditions, and specifications of the solicitation remain unchanged.

New Image Towing and Recovery INC.
Name of Company / Firm / Organization

Lawton Howard Owner/President
Printed Name of Authorized Rep. / Title

 6-24-19
Signature of Authorized Representative / Date

**SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

RFP # 2019-0004

DATE: July 9, 2019

RFP MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION:

TOWING and WRECKER SERVICES

**REQUEST FOR PROPOSAL NO. 2019-0004
TOWING AND WRECKER SERVICE**

SWANSON TOWING & RECOVERY

COPY

SECTION 1 - COMPANY INFORMATION

SECTION 1 - COMPANY INFORMATION

a. **Swanson Towing & Recovery**
3329 N. Henry Blvd
Stockbridge, GA 30281

b. **PHONE: 770-474-7955 / 770-474-7218**
FAX: 770-474-7518

EMAIL: swansontowing@hotmail.com

Primary contact: Belinda Reece, Office Manager

c. Total number of employees: 9

d. Year company was established - Est. 1980's - Current Owner, February, 2018

e. Swanson Towing & Recovery has been in business approximately 40 years. We are situated on 6+ acres. Our office and storage lots are at the same address.

f. Supreme Trio, LLC D/B/A Swanson Towing & Recovery - Owner: Steve Chong

We are not under the control of any other corporation or organization.

EXHIBIT III
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSAL NO. 2019-0004
Wrecker Services
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☒
2. Technical Proposal	☒
3. Acknowledgement of each Addendum	☒
4. Financial and Litigation Requirements	☒
5. Reference Verification Form	☒
6. Required Certifications and Attachments ☒ Form 1: Non-Collusion Bidding Certificate ☒ Form 2: Non-Collusion Affidavit of Sub-Contractor; ☒ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions; ☒ Form 4: Ineligibility Certificate; ☒ Form 5: Certification of a Drug-Free Workplace; ☒ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification; ☒ Form 7: Affidavit Verifying Status for City Public Benefit Application ☒ Form 8: Certification Regarding Lobbying; ☒ Form 9: Bid Submittal Letter; ☒ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement; ☒ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit; ☒ Form 12: Certificate of Acceptance of a Solicitation Requirements	☐

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY:

Wanston Group, Inc.

SIGNATURE:

Delinda Reese

NAME:

Delinda Reese

TITLE:

Office Manager

DATE:

SECTION 2 - ORGANIZATIONAL QUALIFICATIONS/PERSONNEL

SECTION 2 - ORGANIZATIONAL QUALIFICATIONS/PERSONNEL

- a. Swanson Towing has many years of experience. Our capabilities range from heavy duty towing and recovery down to light duty towing and recovery.
Other Qualifications - WreckMaster Training.
- b. Steve Chong has been owner/operator since February, 2018 - 18 months
- c. No
- d. We have towed for FBI, GBI, GSP, HCPD, MPD.
- e. N/A
- f. Over 100 years of combined experience and competitive and reasonable pricing
- g. Thomas Bartlett, Driver Manager - has 24 years experience in towing and recovery and manages 5 experienced drivers.

Belinda Reece, Office Manager - has 25+ years executive administrative experience.
Belinda manages 2 office employees and will handle any questions or concerns you may have.

Thomas Bartlett - 24 years of towing and recovery experience
Terry Keasler - 24 years of towing and recovery experience
Mike Marks - 13 years of towing and recovery experience
Will Saccone - 5 years of towing and recovery experience
Jerry Cobb - 20+ years of towing and recovery experience
Austin Williams - 2 years of towing and recovery experience

SECTION 3 - TECHNICAL APPROACH

SECTION 3 - TECHNICAL APPROACH

- a.** Situational - will describe as needed.
- b.** Receive call from COS - Dispatch call for driver - execute call for driver - finalize call for driver.
- c.** 3329 N. Henry Blvd, Stockbridge, GA 30281 - corporate office location and all vehicles stored on premises.

SECTION 4 - PROJECT MANAGEMENT

SECTION 4 - PROJECT MANAGEMENT

- a.** Situational - will describe as needed.
- b.** We use Tow Track which was designed and implemented just for Swanson Towing & Recovery. All requests for service will be handled differently depending on whether the call is regarding a car, trailer, tool, etc.
- b.** Resources necessary to accomplish the Statement of Work will be all of our tow trucks.

**SECTION 5 - PROPOSER FINANCIAL
INFORMATION**

SECTION 5 - PROPOSER FINANCIAL INFORMATION

- a.** Swanson does not feel it is a necessity to share financials to conduct the service here of..
- b.** See a. above - this is true for a-d

SECTION 6 - LITIGATION

SECTION 6 - LITIGATION

No cases have been brought against Swanson Towing & Recovery. This is not a joint venture.

SECTION 7 - BUSINESS LICENSES AND INSURANCE

SECTION 7 - BUSINESS LICENSES, AND INSURANCE

Current business license # 43950 - ATTACHED

There are no regulatory or license agency sanctions.

SECTION 8 - REFERENCES

SECTION 8 - REFERENCES

Reference Verification Forms - (3) ATTACHED

MPD, ELITE AND CARMAX REFERENCE



Henry County Tax Commissioner

140 Henry Parkway McDonough, GA 30253
(770) 288-8180 option 5 - Fax (770) 288-8190
Website: www.henrytc.org
Email: edahlke@co.henry.ga.us

2019 OCCUPATIONAL TAX CERTIFICATE

Business Name: **SWANSON'S TOWING & RECOVERY** Account: **43950**
Business Type: **Towing And Recovery**
Business Location: **3329 NORTH HENRY BLVD /HWY 42 N, STOCKBRIDGE, GA 30281**

SWANSON'S TOWING & RECOVERY
3329 NORTH HENRY BLVD
STOCKBRIDGE, GA 30281

Steve Chong

Unincorporated Henry County, Georgia for the period of **01/01/2019** to **12/31/2019**

David Curry
Henry County Tax Commissioner

This certificate is *not transferable* and must be posted in a conspicuous place.

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

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

I hereby certify that I am a principal and duly authorized agent of N/A, and it is also whose address is N/A, certifies that:

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

Bekida Reed
Signature of Authorized Agent

Office Manager
Name/Title of Authorized Agent

7.3.19
Date

FORM 4

INELIGIBILITY CERTIFICATE

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

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

Shannon LeWing, Recovery and it is also whose address is

3339 N. Henry Blvd. Stockbridge, Ga. 30281, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Delinda P. Rice

Signature of Authorized Agent

Delinda P. Rice, Office Manager

Name/Title of Authorized Agent

7.2.19

Date

FORM 3

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

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

The Proposer, Belinda Reese, certifies to the best of its knowledge and that it and its principals: belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

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

Belinda Reese
Signature of Authorized Agent

Belinda Reese, Office Manager
Name/Title of Authorized Agent

7/2/19
Date

Rui Gilman
Witness

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of Georgia City of Stockbridge, being first duly sworn, deposes and says that:

(1) He/She is Belinda Reece (owner, partner officer, representative, or agent) of Dunson Towing & Recovery the sub-contractor that has submitted the attached solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation;

(3) Such solicitation is genuine and is not a collusive or sham solicitation;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham solicitation in connection with the Contract for which the attached solicitation has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Belinda Reece
(Signed)

Office Manager
(Title)

Subscribed and Sworn to before me this 2nd day of July, 2019.

Name Kevin Thompson

Title Officer

My commission expires (Date) May 8, 2022



FORM 1

NON-COLLUSION BIDDING CERTIFICATE

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

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

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


Signature of Authorized Agent


Name/Title of Authorized Agent

7.2.19
Date

FORMS

2019-07-01 12:13

1 1 >> 7705064437

P 2/2

Stockbridge

City of Stockbridge

City of Stockbridge Procurement Division

City of Stockbridge City Hall
1610 North Henry Boulevard
Stockbridge, Ga 30281EXHIBIT II
REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2019-0004

SOLICITATION TITLE: Wrecker and Towing Services

PROPOSING FIRM (List name exactly as provided in proposal):

7-1-2019

Date of Verification:

CARMAX, INC

Reference Organization:

Impound of Abandoned Vehicles

Project Verified (Include the Project Name / Title and a brief description of the Project):

Rob Gilbert / Jeffery Horn

Person Contacted:

PARTS/ LGM

Title of Contact:

770-306-8484 x4020

Telephone Number including extension:

Rob - R Gilbert@CARMAX.COM

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? *yes*
2. Did the firm adhere to the response time requirement? *Absolutely - yes*
3. Were payments by this company submitted to you on time? *yes*
4. Would you engage this firm again? *Absolutely - yes*

Additional comments provided by Proposer's contact:

~~=====~~

we have never had any issues dealing with Susan Toney they are a pleasure to deal with & deliver on their service

[Signature] - 7-1-19

Signature Date

StockbridgeWhere Community Counts
City of Stockbridge Procurement Division

To: 770-957-8921

From: Belinda 7-474-7518 FAX:

City of Stockbridge City Hall
1640 North Henry Boulevard
Stockbridge, Ga 30281**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFP NO. 2019-0004

SOLICITATION TITLE: Wrecker and Towing Services

PROPOSING FIRM (List name exactly as provided in proposal):

6-24-2019

Date of Verification:

Elite Collision

Reference Organization:

Responsible for repairs of cars towed in by Swansons

Project Verified (Include the Project Name / Title and a brief description of the Project):

Russell Hall

Person Contacted:

Owner/Manager

Title of Contact:

770 957 8920

Telephone Number including extension:

Missell@elite-collision.net

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? **yes**
2. Did the firm adhere to the response time requirement? **yes**
3. Were payments by this company submitted to you on time? **yes**
4. Would you engage this firm again? **yes**

Additional comments provided by Proposer's contact:



6-24-19

Signature Date:

EXHIBIT II
REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2019-0004
SOLICITATION TITLE: Wrecker and Towing Services
PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification: 6/24/19

Reference Organization: McDONOUGH POLICE DEPT.

Project Verified (Include the Project Name / Title and a brief description of the Project): MAJOR

Person Contacted: KENNETH NOBLE

Title of Contact: MAJOR / UNIFORM PATROL DIVISION

Telephone Number including extension: (678) 782-6313

Email Address: KNOBLE@MCDONOUGHGA.ORG

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? YES
2. Did the firm adhere to the response time requirement? YES
3. Were payments by this company submitted to you on time? YES
4. Would you engage this firm again? YES

Additional comments provided by Proposer's contact:

SUNSON TOWING SERVICE IS A PROMPT AND
FAST ORGANIZATION. WHEN THEY ARE CALLED
UPONED. YOU BECOME THEIR NUMBER ONE PRIORITY.

Signature Date

CONTRACT REQUIREMENTS



SUPRTRI-01

BWILSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Travis Barlow Company 1002 West Hwy 80 Pooler, GA 31322	CONTACT NAME: Patrick Kelly	
	PHONE (A/C, No, Ext): (912) 748-6046	FAX (A/C, No): (770) 406-2798
INSURED SUPREME TRIO, LLC DBA: SWANSON'S TOWING & RECOVERY 3329 N Henry Blvd Stockbridge, GA 30281	E-MAIL ADDRESS: info@travisbarlow.biz	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: AmGuard Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		
42390		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			K2GP004905	1/31/2019	1/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			K2GP004905	1/31/2019	1/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIA ☐ OCCUR EXCESS LIA ☐ CLAIMS-MADE DED \$ RETENTION \$						PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				
A	Garagekeepers			K2GP004905	1/31/2019	1/31/2020	\$500 Ded / 300,000
A	On Hook/Cargo			K2GP004905	1/31/2019	1/31/2020	\$1000 Ded / 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Scheduled Units:

1993 Peterbilt 378 1XF FD69X3PN334004
2017 Ford F750 Wtk 11DX7DX3HDB02810
2006 Ford F650 RB 3F3N65F56V314895
2008 Ford F650 RB 3F3W65F28V640805
2000 Mack Rotator 1M2AD62C3YVW010674
2015 Ford F650 RB 3F3N65F6C2FV670755
2019 Ford F650 RB 1FJWX6DC9KDF01733

CERTIFICATE HOLDER

Georgia Department of Public Safety MCD Regulations
Compliance
PO Box 1456
Atlanta, GA 30371

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



SUPREME

OP ID: SW

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUIBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Piedmont Insurance Associates P O Box 1558 Covington, GA 30015 Phillip Walker Boswell	770-788-9000	CONTACT NAME: Sharon Watkins PHONE (A/C, No, Ext): 770-788-9000 E-MAIL ADDRESS: swatkins@piedmontins.com FAX (A/C, No): 770-787-1779
INSURED Supreme Trio LLC dba Swanson Towing 3329 N. Henry Blvd Stockbridge, GA 30281		INSURER(S) AFFORDING COVERAGE INSURER A: American Interstate Ins Co Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 31895

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	AVWCGA2768722019	02/01/2019	02/01/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CITYOST

City of Stockbridge
City Hall
4640 North Henry Blvd.
Stockbridge, GA 30281

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

INSURANCE AND RISK MANAGEMENT PROVISIONS

- **WORKER'S COMPENSATION - ATTACHED**
- **COMMERCIAL GENERAL LIABILITY INSURANCE - ATTACHED**

INSURANCE AND RISK MANAGEMENT PROVISIONS

Form MCSA-5876, dated 8/31/2018, titled 'Medical Examiner's Certificate'. The form is for a person named Terry, with a date of birth of 06/27/2020. It includes sections for the Medical Examiner's Name (Sonia Brown, MD), Medical Examiner's State License, Certificate, or Registration Number (57439 GA), Driver's Address (561 Knollwood Dr), and Driver's License Number (043845380). The form also includes a section for the Medical Examiner's Signature and a section for the Driver's Signature. The form is signed by Sonia Brown, MD, on 06/27/2020. The form is for a person named Terry, with a date of birth of 06/27/2020. The form includes a section for the Medical Examiner's Name (Sonia Brown, MD), Medical Examiner's State License, Certificate, or Registration Number (57439 GA), Driver's Address (561 Knollwood Dr), and Driver's License Number (043845380). The form also includes a section for the Medical Examiner's Signature and a section for the Driver's Signature. The form is signed by Sonia Brown, MD, on 06/27/2020.

COMMERCIAL DRIVER'S
LICENSE

GOVERNOR Nathan Deal 1766

COMMISSIONER Joseph E. Rine



DL NO. 048845380
CLASS A
TERRY LAMAR
KEASLER

DOB 02/17/1966
EXP 02/17/2025

561 KNOLLWOOD DR
STOCKBRIDGE, GA 30281-2017
HENRY

Restrictions A
Iss 02/16/2017

End NONE

Sex M Eyes BLU
Hgt 5'-08" Wgt 133 lb

DD# 299240118790047591

Terry Keasler

ATTACHMENT 3
RFP 2019-0004 TOWING AND WRECKER SERVICES
GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: Terry KEASLER

Performing work as: Prime Contractor ☐ Sub-Contractor ☒ Employee of Swanson Towing

Professional License Type: Class A

Professional License Number: 048845380

Expiration Date of License: 2.17.25

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: Betha Rice

Date: 7.2.19

(ATTACH COPY OF LICENSE)

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # 1 to # 70 inclusive, including any addenda #1-9 pages to # addenda #2-2 pages, attachment(s) # _____ to # _____, and/or appendices # _____ to # _____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: Swanson Towing & Recovery
Signature: Delinda Reece
Name: Delinda REECE
Title: Date: 7.2.19

(Affix Corporate Seal)

**STATE OF GEORGIA
CITY OF STOCKBRIDGE**

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services³ under a contract with **[insert name of prime contractor]** behalf of **The City of Stockbridge** **Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Sub-Contractor Name)

N/A

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime contractor] on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge Government at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number _____

N/A

BY: Authorized Officer of Agent
(Insert Contractor Name) _____

Title of Authorized Officer or Agent of Contractor _____

Printed Name of Authorized Officer or Agent _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM 9

BID SUBMITTAL LETTER

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

The undersigned, Brenda Deere, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

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

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this 2nd day of July, 2018

By [Signature]

DAVE THOMPSON
Title

Sworn to and subscribed before me the 2nd day of July, 2018
Notary Public

[Signature]
My Commission Expires:

7/2/19
Date

FORM 8

CERTIFICATION REGARDING LOBBYING

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

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

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

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

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

Signature of Contractor's Authorized Agent:

Belinda Beece

Name and Title of Contractor Authorized Agent:

Belinda Beece, Office Manager

Date:

7.3.19

Telephone No:

770-474-7955

Firm or Company Name:

Swanson Towing & Recovery

Address:

3329 N. Henry Blvd, Stockbridge, Ga. 30281

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

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

Brenda Reece
Name of Applicant

1) ☒ I am a United States citizen

OR

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

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

Signature of Applicant: Brenda Reece

Date: _____
Printed Name: Brenda Reece

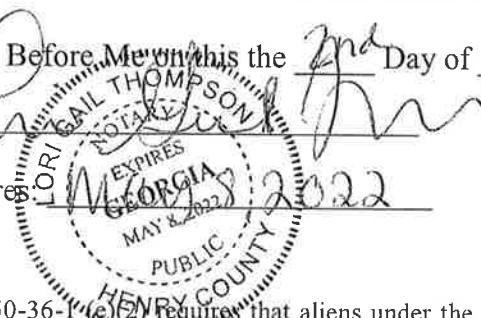
*Alien Registration number for non-citizens:

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

Subscribed and Sworn Before Me on this the 2nd Day of July, 2018.

Notary Public: Lori Gail Thompson

My Commission Expires: May 8, 2022



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

FORM 6

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

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

I hereby certify that I am a principal and duly authorized agent of Danxw Wings Recovery, and, it is
also, whose address is 3329 N. Henry Blvd. Stockbridge, Ga 30281, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Brinda Reece
Signature of Authorized Agent

Brinda Reece, Office Manager
Name/Title of Authorized Agent

7.2.19
Date

14. In addition to any other terms, conditions, etc., spelled out in this invitation, the contractor will comply with any federal, state or local laws or ordinances applicable to this operation. Attention is specifically directed to O.C.G.A. title 40, chapters 3, 4 and 11. The contractor shall obtain and pay for all permits, licenses, certificates, inspection, and other legal fees required, both permanent and temporary.

Comply: yes X no _____

In addition to the requirement of law, the wrecker company will provide the Code Enforcement Officer, in writing, at least one week before each sale, a list of all vehicles to be sold to include the following:

- Make:
- Year:
- Model of Vehicle:
- Tag Number:
- Vehicle Identification Number:

Comply: yes X no _____

only pertains to
City of Stockbridge
Code Enforcement.

15. Electronic Repository

- A. The system should be designed with the internet as the primary means of electronic communications between responsible entities across the full towing lifecycle. Internet browser must be the only software needed for any end user to access the system via the internet or intranet. This is a web-based solution and should be hosted by the selected vendor.

Comply: yes _____ no X

- B. The service must be available 24/7, with the exception of scheduled downtime for backup or similar database maintenance. Vendor will be responsible for data retention and backup.

DRIVER NAME	DRIVER ADDRESS	DOR	D/L NUMBER
THOMAS BARTLETT	3329 N. HENRY BLVD, STK, GA 30281	10-21-69	GA 029441519
MICHAEL MARKS	3329 N. HENRY BLVD, STK, GA 30281	05-07-73	GA 053740706
WILLIAM SACCONE	3329 N. HENRY BLVD, STK, GA 30281	10-11-75	GA 054736166
TERRY KEASLER	3329 N. HENRY BLVD, STK, GA 30281	02-17-66	GA 048845380
AUSTIN WILLIAMS	3329 N. HENRY BLVD, STK, GA 30281	01-13-96	GA 057403615
JERRY COBB	3329 N. HENRY BLVD, STK, GA 30281	08-13-58	GA 058344378
LORI THOMPSON	3329 N. HENRY BLVD, STK, GA 30281	09/16/77	GA 042458560
KRISTY BROOKS	3329 N. HENRY BLVD, STK, GA 30281	12/27/77	GA 049019752
BELINDA REECE	3329 N. HENRY BLVD, STK, GA 30281	09/07/59	GA 007060664

D. The contractor shall submit to the Code Enforcement Officer the following information:

Name:

Address:

Date of Birth:

ATTACHED

Driver's License Number of all persons employed in the towing or storage operation.

Notice in writing to the police chief must be made of any material change in the above information.

Comply: yes

X

no

ATTACHED

E. Records:

Contractor shall use pre-printed and pre-numbered tickets for the service under this contract.

In addition to any other information required by law, the following shall be indicated on ticket:

- (a) Time call came from police department.
- (b) Arrival time of wrecker at place of accident (or where directed).
- (c) Departure time from scene in (B).
- (d) Arrival time at storage place.
- (e) Mileage from point of pickup to storage point or destination.

Examination of Records: The contractor agrees that the City of Stockbridge Code Enforcement, or his duly authorized representative, shall have access to and the right to examine any books, documents, papers, and records of the contractor involving transactions related to this contract. Such records will be maintained for one year after the end of this contract.

Comply: yes

X

no

Light Wrecker #1

Year: 2019
Make: FORD
Model: Rollback
VIN: 1FDNXLDCLXKDF02028

Light Wrecker #2

Year: 2019
Make: FORD
Model: Rollback
VIN: 1FDWXLDCLXKDF01733

Heavy Wrecker

Year: 1993
Make: PETERBILT
Model: 379
VIN: 1XPFD69X3PN334004

Extra Heavy Wrecker

Year: 2000
Make: FORD
Model: ROTATER
VIN: 1M2ADL62C3YW010674

- B. Each wrecker will be required to carry a full complement of service items such as: fire Extinguishers, DOT approved, chains, ropes, blocks, skid chain, dollies, stop lights, flares, trash container, flashers, flood, FCC approved two-way radio cable for communicating with wrecker services, Emergency amber beacons with proper permits, white working lights adjusted to the rear of the wrecker lights, canned water for flushing gas off street, hand tools, lock-out tools, shovels, axes, wrecking bars, brooms, major first aid kit, snatched block per cable rated for winch and truck, other tools needed for lifting and extricating, relighting of wrecked vehicle/equipment and removal from thoroughfare by towing or carting.

Comply: yes X no

- C. Removal of debris (as required by Georgia law): O.C.G.A. 40-6-276.

Vendor: provide address of office facility in the space provided

3329 N. Henry Blvd., Stockbridge, Ga. 30281

- a. The contractor shall have an area for storage of towed vehicles or equipment within the area of service contracted for or other approved location. Such storage area must be secured against free entry and in such a way as to give security to the property entrusted to his/her care. If the storage site is an open area, it must be enclosed with chain-link fencing of sufficient height with barbed wire topping to discourage theft, damage or malicious mischief and shall be adequately lighted. The determination of proper lighting will be by the City of Stockbridge Code Enforcement, whose decision shall be binding. Such storage area must have security with reasonable human attendance. Such open area must be paved or have sufficient packed gravel surface to prevent problems in entry or exit during inclement weather.

Vendor: provide address of storage facility in the space provided

3329 N. Henry Blvd. Stockbridge, Ga. 30281

13. **Wrecker and Towing equipment:**

These are the minimum requirement for one area:

A. Each area contractor shall have, in operating condition at all times, a minimum of:

- Two (2) light wreckers (8,500 lb. minimum G.V.W. with a 5,000 lb. power winch, may be crane & boom or flatbed style)

Comply: yes X no _____

- One (1) heavy wrecker (10,000 lbs. minimum G.V.W. with 10,000 power winches, crane & boom)

Comply: yes X no _____

- One (1) extra heavy wrecker (30,000 lb. minimum G.V.W. with 30,000 lb. power winch, crane and boom) and shall have a portable crane in his/her wrecker fleet.

Comply: yes X no _____

Vendor will provide the: Year, Make, Model and Vehicle Identification Number (VIN) of wreckers in the space provided:

OFFICE & STORAGE FACILITIES

PRICING

UNDER 10,000 LBS

Anything under 10,000 lbs WITHIN CITY LIMITS = flat rate \$115

Anything under 10,000 lbs OUTSIDE CITY LIMITS = \$95 hook and \$3.00 mile

OVER 10,000 LBS

Anything over 10,000 lbs WITHIN CITY LIMITS = flat rate \$275

Anything over 10,000 lbs OUTSIDE CITY LIMITS = \$175 hook and \$4.00 mile

PRICING

OUR TRUCK VIN # LIST

DRIVER	TRUCK #	MAKE	MODEL	YEAR	VIN #
TK	#77	FORD-MACK	ROTATER	2000	1M2AD62C3YW010674
TK	#1		PETERBILT	1993	1XPFD69X3PN334004
TK	#17	FORD	M.DUTY	2017	1FDXX7DX3HDB02810
WS / JC	#8	FORD	ROLLBACK	2006	3FRNX65F56V344895
MM / AW	#15	FORD	ROLLBACK	2015	3FRNX6FC2FV670755
TK	#19	FORD	ROLLBACK	2019	1FDWX6DC9KDF01733
TB	#20	FORD	ROLLBACK	2019	1FDNX6DCXKDF02028

CONTRACT REQUIREMENTS

SWANSON TOWING & RECOVERY EMPLOYEE INFORMATION

DRIVER NAME	DRIVER ADDRESS	DOB	D/L NUMBER	LAST 4 SS #
THOMAS BARTLETT	3329 N. HENRY BLVD, STK, GA 30281	10-21-69	GA 029441519	2801
MICHAEL MARKS	3329 N. HENRY BLVD, STK, GA 30281	05-07-73	GA 053740706	1210
WILLIAM SACCONE	3329 N. HENRY BLVD, STK, GA 30281	10-11-75	GA 054736166	3048
TERRY KEASLER	3329 N. HENRY BLVD, STK, GA 30281	02-17-66	GA 048845380	5405
AUSTIN WILLIAMS	3329 N. HENRY BLVD, STK, GA 30281	01-13-96	GA 057403615	0594
JERRY COBB	3329 N. HENRY BLVD, STK, GA 30281	08-13-58	GA 058344378	7817
LORI THOMPSON	3329 N. HENRY BLVD, STK, GA 30281	09/16/77	GA 042458560	6317
KRISTY BROOKS	3329 N. HENRY BLVD, STK, GA 30281	12/27/77	GA 049019752	8756
BELINDA REECE	3329 N. HENRY BLVD, STK, GA 30281	09/07/59	GA 007060664	8243

DRIVER VIN #'S - ATTACHED

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8
Love St	East Atlanta Rd	Burke St	0.1	2	0.2
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4

CITY ROADS	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6
West Burke St	Burke St	Center St	0.2	2	0.4
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2

TOTAL MILES=

7.86

17.12

City of Stockbridge

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Swanson Towing & Recovery

Name of Company / Firm / Organization

Befinda Reece

Printed Name of Authorized Rep. Title

Officer for

Befinda Reece

Signature of Authorized Representative / Date

ADDENDUM NO. 1

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

☒ **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

☐ Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

☐ Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on **Tuesday, July 9, 2019.**

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. Please note that section, Exhibit I – Detailed Scope of Services, Minimum Requirements, (b) has been revised.
 - a. All Prospective Providers ~~must~~ **should** attend the **Non**-Mandatory Pre-Bid Conference prior to submitting a bid and being considered for Contract award.

II. Please note that attached is a copy of the roads located in the City of Stockbridge, GA.

The City of Stockbridge's website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: 1 - Located-Roads Dated: _____

Addendum #: 2 - Scope of Services Dated: _____

ATTACHED

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Respondent (Company): Swanson Towing & Recovery

Signature (in ink): Belinda Reece

Name (Typed/printed): Belinda Reece

Title: Office Manager Date: 7.2.19

ADDENDUM ACKNOWLEDGEMENT

REVENUE & ADMINISTRATIVE FEES

We do not share fees of any kind. Revenue or Administrative. You are more than welcome to come by for further discussion.

REVENUE & ADMINISTRATIVE FEES

COMMUNICATIONS FACILITIES

Dedicated line for City's Code Enforcement office: 770-506-9070

COMMUNICATIONS FACILITIES

Comply: yes _____ no X

- C. Internet access to the database must be available to City of Stockbridge Code Enforcement personnel, vehicle storage lot operators, and citizens based on user assigned security rights and operational needs that will be determined by Code Enforcement. The system should detect common errors (e.g. VIN validation) in data submission, allow for change tracking of corrected towing information and facilitate releases to the vehicle owner by storage lot personnel.

Comply: yes _____ no X

- D. The system must provide real-time electronic notification to Code Enforcement of a towed vehicle's entry and release by a storage lot operator. The tow records shall contain all of the information required by CODE ENFORCEMENT to provide oversight across the entire towing and recovery process. The system should allow CODE ENFORCEMENT to <set/release> vehicle holds and <restrict/enable> vehicle releases accordingly.

Comply: yes _____ no X

- E. The service must enable a citizen to inquire on the location of a vehicle by VIN (vehicle identification number) or license plate number, at a minimum on a public website. The service must provide data-sharing with other Atlanta, Georgia and national towing repository to facilitate vehicle recovery.

Comply: yes _____ no X

Swanson's Towing & Recovery uses a Custom Towing Software that is not capable of locking fields to avoid data loss or manipulation. However, we are available during normal business hours for any City of Stockbridge personnel or Customer that info pertains to may come by our office or call for any available information.



Where Community Connects

City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

The City of Stockbridge's website and the State of Georgia Registry is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx>

All other terms, conditions, and specifications of the solicitation remain unchanged.

Swanson Towing & Recovery

Name of Company / Firm / Organization

Delinda Beece
Printed Name of Authorized Rep. / Title

Delinda Beece
Signature of Authorized Representative / Date

ADDENDUM NO. 2

Solicitation No.: Request For Proposal (RFP) No. 2019-0004

Solicitation Title: Towing and Wrecker Services

ATTENTION ALL POTENTIAL BIDDERS:

☒

MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

☐

Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

☐

Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strike through~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date has not changed. The RFP Due Date is 12:00 noon on Tuesday, July 9, 2019.

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. Please note that the following requirements and section, Exhibit I – Detailed Scope of Services, Minimum Requirements, have been revised.
 - a. The selected individual, firm or corporation ~~shall~~ should have an impound yard within ~~ten~~ (15) miles **minimum** of the City, as defined in Exhibit I herein.
 - b. Contractor ~~must~~ **should** maintain a separate fenced off, paved impound area within fifteen (15) miles of the City limits of Stockbridge and for vehicles towed at the request of the City Manager or his authorized designee.
 - c. Maintains a physical location presence of stored vehicles within a 15-mile **minimum** radius of the City of Stockbridge.

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippen Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippen Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippen Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County
Shields Rd	Davis Rd	N. Henry Blvd	0.9	2	1.8	City of Stockbridge
Center Street	N. Henry Blvd	West Burke St	0.16	2	0.32	City of Stockbridge
West Burke St	Burke St	Center St	0.2	2	0.4	City of Stockbridge
Burke St	N. Henry Blvd	Davis Rd	0.3	2	0.6	City of Stockbridge
Love St	East Atlanta Rd	Burke St	0.1	2	0.2	City of Stockbridge
MLK Sr. Heritage Trl	Love St	Rock Quarry Rd	1	2	2	City of Stockbridge

ROADS LOCATED IN THE CITY OF STOCKBRIDGE	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Tye Street	N. Henry Blvd	Red Oak Rd	1.1	2	2.2	City of Stockbridge
Nolan St	MLK Sr. Heritage Trl	Tye St	0.1	2	0.2	City of Stockbridge
Country Club Dr	Patrick Henry Pkwy	E.L. Parkway	0.7	4	2.8	City of Stockbridge
Old Atlanta Rd	Flippen Rd	Davidson Pkwy	0.9	2	1.8	City of Stockbridge
Davidson Pkwy	N. Henry Blvd	Walter Way	0.4	2	0.8	City of Stockbridge
Walter Way	Hwy 138	Davidson Pkwy	0.3	2	0.6	City of Stockbridge
Woodhaven Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
Shepherd Dr	N. Henry Blvd	Old Atlanta Rd	0.1	2	0.2	City of Stockbridge
South Lee St	N. Henry Blvd	Rock Quarry Rd	0.4	2	0.8	City of Stockbridge
North Lee St	N. Henry Blvd	Bryant St	0.2	2	0.4	City of Stockbridge
Bryant St	East Atlanta Rd	North Lee St	0.3	2	0.6	City of Stockbridge
Mann Blvd	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge
Oakland Blvd	Mann Blvd	Neal Avenue	0.2	2	0.4	City of Stockbridge
Neal Avenue	N. Henry Blvd	Oakland Blvd	0.2	2	0.4	City of Stockbridge

TOTAL MILES=

30.56

81.32

STATE ROUTES	START	STOP	LENTGH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
N. Henry Blvd	Hwy 42 South	Valley Hill Rd	4.4	4	17.6	State Route
Hwy 138	N. Henry Blvd	Speer Road	1.6	4	6.4	State Route

TOTAL MILES=

6

24

COUNTY ROADS	START	STOP	LENGTH (Miles)	LANES	TOTAL AREA (Miles)	OWNERSHIP
Valley Hill Rd	Hwy 42	East Atlanta Rd	1.8	2	3.6	Henry County
Davis Rd	Hwy 42	Burke St	1.9	2	3.8	Henry County
N. Davis Dr	Davis Rd	Valley Hill Rd	0.2	2	0.4	Henry County
East Atlanta Rd	N. Henry Blvd	Stage Coach Rd	1.7	2	3.4	Henry County
Old Conyers Rd	East Atlanta Rd	Mays Rd	0.8	2	1.6	Henry County
Rock Quarry Rd	N. Henry Blvd	E.L. Parkway	2.6	2	5.2	Henry County
Banks Rd	Rock Quarry Rd	Tye Rd	0.3	2	0.6	Henry County
E.L. Parkway	Hwy 42 South	Rock Quarry Rd	2.3	4	9.2	Henry County
Hudson Bridge Rd	Rock Quarry Rd	Flippen Rd	1	4	4	Henry County
Patrick Henry Pkwy	E.L. Parkway	County Club Dr	0.1	4	0.4	Henry County
Flippen Rd	N. Henry Blvd	Walt Stephens Rd	1.1	2	2.2	Henry County
Walt Stephens Rd	Flippen Rd	Speer Rd	1.7	2	3.4	Henry County
Speer Rd	Walt Stephens Rd	Hwy 138	1.2	2	2.4	Henry County

TOTAL MILES=

16.7

40.2