



City of Cartersville

P.O Box 1390 – 10 Public Square – Cartersville, Georgia 30120
Telephone: 770-387-5616 – Fax 770-386-5841 – www.cityofcartersville.org

COUNCIL PERSONS:

Matt Santini – Mayor
Dianne Tate – Mayor Pro Tem
Kari Hodge
Lindsey McDaniel, Jr.
Lori Pruitt
Jayce Stepp
Louis Tonsmeire, Sr.

AGENDA

Council Chamber, Third Floor of City Hall – 7:00
PM – 11/6/2014
Work Session – 6:00 P.M.

CITY MANAGER:

Sam Grove

CITY ATTORNEY:

David Archer

CITY CLERK:

Connie Keeling

I. Opening of Meeting

- Invocation
- Pledge of Allegiance
- Roll Call

II. Regular Agenda**A. Council Meeting Minutes**

1. October 16, 2014 (Pages 1-9)

[Attachments](#)

B. Resolutions

1. Approval of Capital Improvements Element Annual Update and Corresponding Transmittal Resolution (Pages 10-11)

[Attachments](#)

C. Contracts/Agreements

1. Health Insurance Renewal for 2015 (Pages 12-19)

[Attachments](#)

2. Asset Management Software Renewal and Training (Pages 20-21)

[Attachments](#)

3. Inter-Governmental Agreement - Etowah Area Consolidated Housing Authority (Pages 22-30)

[Attachments](#)

D. Bid Award/Purchases

1. Fountain at Dellinger Park Lake (Pages 31-34)

[Attachments](#)

2. Senior Aquatics Center - Pool Re-Plastering (Pages 35-40)

[Attachments](#)

3. Transformer Repair for Electric Department (Pages 41-44)

[Attachments](#)

4. 2015 City of Cartersville Calendar - Printing Job (Page 45)

[Attachments](#)

5. Delta Municipal Water Meters (Pages 46-47)

[Attachments](#)

6. Matthews Garage Vehicle Repair (Page 48)

[Attachments](#)

7. Vehicles for Electric, Stormwater, Public Works, Finance and Parks and Recreation Departments (Pages 49-71)

[Attachments](#)

E. Other

1. Auditor's Management Letter (Pages 72-78)

[Attachments](#)

2. Request for Little Free Library (Pages 79-80)

[Attachments](#)

3. Stormwater Managment Program Documents (Pages 81-83)

[Attachments](#)

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES OFFICE, ADA COORDINATOR, 48 HOURS IN ADVANCE OF THE MEETING AT 770-387-5616.



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
October 16, 2014

SubCategory:	Council Meeting Minutes
Department Name:	Clerk
Department Summary Recommendation:	Attached are the minutes for your review and approval.
City Manager's Remarks:	Your approval of the Oct. 16th Council meeting minutes is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

City Council Meeting
 10 N. Public Square
 October 16, 2014
 6:00 P.M. – Work Session 7:00 P.M.

I. Opening Meeting

Invocation by Council Member McDaniel

Pledge of Allegiance led by Council Member Stepp

The City Council met in Regular Session with Dianne Tate, Mayor ProTem; Council Member Ward Five; presiding and the following present: Kari Hodge, Council Member Ward One; Jayce Stepp, Council Member Ward Two; Louis Tonsmeire, Sr., Council Member Ward Three; Lindsey McDaniel Council Member Ward Four; Sam Grove, City Manager; Connie Keeling, City Clerk and Keith Lovell, Assistant City Attorney. Matt Santini, Mayor; Lori Pruitt, Council Member Ward Six; and David Archer, City Attorney were absent.

II. Regular Agenda

A. Council Meeting Minutes

1. October 2, 2014

A motion to approve the October 2, 2014 City Council Meeting Minutes as presented was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

B. Second Reading of Ordinances

1. Amendment to Budget Ordinance for Fiscal Year 2013-14

Tom Rhinehart, Finance Director stated that after completion of the Fiscal Year 2013-14 close, the general fund and special revenue fund budgets need to be amended. By amending these budgets, the city general fund and special revenue funds will be in compliance with Generally Accepted Accounting Principles. Mr. Rhinehart stated that the adjustments reflect the necessary changes needed to bring the budgets back to a zero based level for the fiscal year. Mr. Rhinehart stated that there have been no changes or corrections since the first reading and recommended approval.

A motion to approve Ordinance No. 34-14 was made by Council Member Tonsmeire and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

Ordinance

of the

City of Cartersville, Georgia

Ordinance No. 34-14

NOW BE IT HEREBY ORDAINED by the Mayor and City Council that pursuant to the City of Cartersville Charter; the City of Cartersville Fiscal Year 2013 - 2014 budget.

2013 - 2014 Budget Summary

<u>General Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
Revenues	\$39,182,570	
Expenditures:		
Legislative		\$19,029,440
Administration		\$ 876,415
Finance Dept.		\$ 1,094,715
Customer Service Dept.		\$ 651,755
Police		\$ 5,082,120
Fire		\$ 5,978,130
Municipal Court		\$ 233,985
Public Works		\$ 2,341,630
Recreation		\$ 3,029,585
Planning & Development		\$ 722,455
Downtown Development Authority		\$ 142,340
 <u>Special Revenue Funds</u>		
SPLOST – 2003	\$ 612,920	\$ 612,920
SPLOST – 2007	\$ 2,702,390	\$ 2,702,390
SPLOST – 2014	\$ 1,576,465	\$ 1,576,465
DEA	\$ 262,900	\$ 262,900
State Forfeiture	\$ 3,000	\$ 3,000
CDBG Supplemental Dis Rec	\$ 24,510	\$ 24,510
Hotel/Motel Tax	\$ 521,660	\$ 521,660
Motor Vehicle Rental Tax	\$ 59,700	\$ 59,700
Grant Funds	\$ 42,415	\$ 42,415
Impact Fees	\$ 0	\$ 0
Business Improve Dist Tax	\$ 27,830	\$ 27,830
Development Fees	\$ 5,000	\$ 5,000
Cartersville Building Auth	\$ 1,837,800	\$ 1,837,800
<u>Enterprise Funds</u>		
Fiber Optics	\$ 1,665,775	\$ 1,665,775
Electric	\$46,939,100	\$46,939,100
Gas	\$25,438,015	\$25,438,015

Solid Waste	\$ 2,219,575	\$ 2,219,575
Stormwater	\$ 1,402,065	\$ 1,402,065
Water & Sewer	\$20,443,865	\$15,588,035
Water Pollution Control Plant		\$ 2,024,365
Water Treatment Plant		\$ 2,831,465

Internal Service Fund

Garage	\$ 1,486,155	\$ 1,486,155
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BE IT AND IT IS HEREBY ORDAINED.

ADOPTED, this 2nd day of October 2014. First Reading.
ADOPTED this 16th day of October 2014. Second Reading.

/s/ Matthew J. Santini
Matthew J. Santini
Mayor

ATTEST:

/s/ Connie Keeling
Connie Keeling
City Clerk

2. Amendment to Capacity Fees Ordinance

Bob Jones, Water and Sewer Superintendent stated that this proposed amendment clarifies the existing ordinance by listing in greater detail how water and sewer capacity fees are calculated for multiple unit services. The amendment corresponds to the way capacity fees have been calculated by Water Department policy. Mr. Jones stated that there have been no changes or corrections since the first reading and recommended approval.

A motion to approve Ordinance No. 35-14 was made by Council Member Stepp and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 4-0

Ordinance

of the

City of Cartersville, Georgia

Ordinance No. 35-14

Now be it and it is hereby ORDAINED by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 24. Utilities. Article IV. Water Service 24-64. Water and Sewage Utility Rates (d) Other Provisions is hereby amended by deleting Section 24-64 (d) Other Provisions in its entirety and replacing it with the following:

I. OTHER PROVISIONS

1. Apartments and hotels per unit calculations.

All hotel and apartment units with refrigerator and stove are to be calculated as a single (1) unit (W' water meter equivalent) for capacity fees.

All hotel and apartment units without refrigerator and stove are to be calculated as one-half unit (W' water meter equivalent) for capacity fees. The following, if part of an apartment or hotel and served by a single meter are to be considered a separate unit for capacity fees. The capacity fee will be calculated as a single (1) unit based on meter size. If the following are served by a master meter, they are considered to be a separate unit to be calculated as a single (1) unit (W' water meter equivalent):

- (a) Restaurant;
- (b) Lounge;
- (c) Car wash;
- (d) Lobby;
- (e) Full kitchen (not part of restaurant).
- (f) Linen Laundry
- (g) Guest Laundry
- (h) Swimming Pool

2. Assisted Living Facility, Nursing Home and Hospital per unit calculations:

All resident/patient rooms with refrigerator and stove are to be calculated as a single (1) unit (W' water meter equivalent) for capacity fees.

All patient rooms without refrigerator and stove are to be calculated as one-half unit (W' water meter equivalent) for capacity fees. The following, if part of a nursing home, assisted living facility or hospital and served by a single meter are to be considered a separate unit for capacity fees. The capacity fee will be calculated as a single (1) unit based on meter size. If the following are served by a master meter, they are considered to be a separate unit to be calculated as a single (1) unit (W' water meter equivalent):

- (a) Restaurant
- (b) Lounge;
- (c) Car wash;
- (d) Lobby/Waiting Room;
- (e) Full kitchen (not part of restaurant).
- (f) Linen Laundry
- (g) Guest Laundry

(h) Swimming Pool

It is the intention of the City Council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED.

First Reading this the 2nd day of October 2014.

ADOPTED this the 16th day of October 2014. Second Reading.

**/s/ Matthew J. Santini
Matthew J. Santini
Mayor**

ATTEST:

**/s/ Connie Keeling
Connie Keeling
City Clerk**

C. Change Order

1. Final Change Order – Tennessee Street 12” Water Main

Bob Jones, Water and Sewer Superintendent stated that City Council approved the Tennessee Street 12” Water Main Replacement with Site Engineering, Inc. on September 5, 2013. All construction work for this project has been completed. This final change order is for a reduction of \$122,392.99 for a final amount of \$2,811,837.01 and recommended approval.

A motion to approve Final Change Order for the Tennessee Street 12” Water Main was made by Council Member Stepp and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

2. Douthit Ferry Road Widening Project

Dan Porta, Assistant City Manager stated that staff has been working with the engineering consultant Southland Engineering on the Douthit Ferry Road Widening Project. Mr. Porta stated that in August a conference call with various agencies and Indian Tribal Representatives discussed a West Alternate with Design Variance as the proposed route. Based on this proposed route Southland Engineering has provided the city with a Change Order for a total amount of \$83,166.00 which will be funded from the 2003 SPLOST. Mr. Porta recommended approval of the Change Order.

A motion to approve the Change Order was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

D. Contracts/Agreements

1. Traffic Signal Documents for Main Street at Kohl's Driveway

Tommy Sanders, Public Works Director stated that this is a request for a traffic signal at the intersection of Main Street/SR 113 and Kohl's driveway. Mr. Sanders stated that these are standard signal documents that GDOT requires from all local governments to show support for the proposed signal installation. These documents only obligate the city for cost associated with the power and communications. Mr. Sanders recommended approval for the Mayor to sign any and all related GDOT documents for this signal.

A motion to approve the Mayor to sign any and all related GDOT documents for this signal was made by Council Member McDaniel and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 4-0

2. Crime View Dashboard, Annual Subscription

Sam Grove, City Manager stated that this is an annual renewal for the Crime Mapping Software used by the Police Department in the amount of \$7,200.00 and recommended approval.

A motion to approve the renewal for the Crime Mapping Software was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 4-0

3. Development Agreement – Ledbetter Properties

Bob Jones, Water and Sewer Superintendent stated that the proposed Kroger development on Main Street will require significant grading and fill. In certain locations the fill will result in more than 20 feet of cover over the City's existing 36" water main. Because of the weight of that fill and accessibility for maintenance, development of the site as designed will require protective measures for the existing facilities during construction and relocation for project completion. Mr. Jones stated that this agreement would place responsibility for the cost of design and relocation for these facilities (and any needed easements related to this project) on the developer. Mr. Jones recommended approval and execution of this agreement.

A motion to approve the development agreement with Ledbetter Properties was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 4-0

E. Bid Award

1. Switzer Engineering – Kroger Line Relocation

Bob Jones, Water and Sewer Superintendent stated that the proposed Kroger at East Main Street will require the protection and relocation of the existing 36" water main which runs

through the site. Site grading plans will place 20 feet or more of fill over the existing facilities. The weight of this fill will require design of protective measures to the pipe during grading and installation of a new main at a depth that will allow access for maintenance if needed. Mr. Jones stated that based on their experience with similar type projects with Bartow County Water and their work on the current projects, Switzer Engineering, Inc. was asked to provide a cost estimate for the scope of the work. Mr. Jones stated that the total amount for these services is \$37,500.00 will be reimbursed to the City by the developer and recommended approval.

A motion to approve the agreement with Sweitzer Engineering was made by Council Member Tonsmeire and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

2. Senior Aquatic Center ADA Aquatic Lift

Greg Anderson, Parks and Recreation Director stated that bids were requested to replace the portable aquatic chair lift for the Senior Aquatic Center. Mr. Anderson recommended approval of the best bid from Lincoln Aquatics in the amount of \$6,567.90, which includes shipping/handling and an extra battery.

A motion to approve the bid from Lincoln Aquatics was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 4-0

3. Erwin Chase Culvert Replacement Project

Tommy Sanders, Public Works Director stated that bids were opened for the Erwin Chase Culvert Replacement Project. Mr. Sanders recommended approval of the low bid from C.H. Kirkpatrick & Sons Welding Services, Inc. in the amount of \$347,192.89 and approval for the Mayor to sign any and all documents related to this contract.

A motion to approve the low bid from C.H. Kirkpatrick & Sons Welding Services, Inc and the Mayor to sign any and all documents related to this contract was made by Council Member Tonsmeire and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

4. Purchase of Chevrolet Impalas & Malibu

Dan Porta, Assistant City Manager stated that the Police Department has two Chevrolet Impalas and one Chevrolet Malibu that were seized vehicles and are no longer being used. The City Garage would like to purchase these three vehicles at a cost of \$1,000.00 each to be used for spare vehicles and sell three Ford Crown Victoria's to offset some of the cost. Mr. Porta recommended approval.

A motion to approve the purchase of these three vehicles was made by Council Member Tonsmeire and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

F. Monthly Financial Statement

1. August 2014

Mr. Tom Rhinehart, Finance Director, presented the August 2014 monthly financial statement with comparisons from the previous year of August 2013 by fund, along with supplemental financial information comparing the year to date revenues and expenses for each fund and a report of cash position through August 2014.

After announcements a motion to adjourn the meeting was made by Council Member Stepp and needing no second. Motion carried unanimously. Vote 4-0

Meeting Adjourned

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Connie Keeling
City Clerk



City of Cartersville

City Council Meeting

11/6/2014 7:00:00 PM

Approval of Capital Improvements Element Annual Update and Corresponding Transmittal Resolution

SubCategory:	Resolutions
Department Name:	Planning and Development
Department Summary Recommendation:	As you are aware, Cartersville adopted Impact Fees in the last quarter of 2006. Said fees became effective starting in January of 2007. In accordance with the Development Impact Fee Regulations as outlined by the State, we are required to file an annual update to the Capital Improvements Element (CIE) of the Comprehensive Plan. The update gives the impact fee receipts and expenditures for fiscal year 2014 (July 1, 2013 through June 30, 2014). We are required to hold a public hearing regarding the update and forward it with a transmittal resolution to the Northwest Georgia Regional Commission (RC) and the Department of Community Affairs (DCA). After review from the RC and DCA, the document then needs to be adopted by the Council, and a copy sent to the RC (just like the Comp Plan process). At this time, the document is in "Draft" form and the final version will be distributed for review and comment prior to adoption. RECOMMENDATION: Staff recommends that Council approve this resolution to allow us to forward the update to the RC and DCA for their review.
City Manager's Remarks:	The public hearing and resolution are required by law. Holding the public hearing and approval of the resolution are recommended by staff.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Resolution No.

**TRANSMITTAL RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF CARTERSVILLE, GEORGIA.**

Capital Improvements Element

WHEREAS, The City of Cartersville adopted a Capital Improvements Element as an amendment to the *Cartersville Comprehensive Plan*; and

WHEREAS, The City of Cartersville has prepared an Annual Update to the adopted Capital Improvements Element; and

WHEREAS, the Capital Improvements Element Annual Update was prepared in accordance with the “Development Impact Fee Compliance Requirements” and the “Minimum Planning Standards and Procedures for Local Comprehensive Planning” adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on November 6, 2014, at 7:00 P.M. in the City Council meeting room at Cartersville City Hall;

BE IT THEREFORE RESOLVED, that the City Council of the City of Cartersville does hereby submit the draft Capital Improvements Element Annual Update to the Northwest Georgia Regional Commission for Regional and State review, as per the requirements of the Development Impact Fee Compliance Requirements.

ADOPTED this the 6th day of November 2014.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Connie Keeling
City Clerk



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Health Insurance Renewal for 2015

SubCategory:	Contracts/Agreements
Department Name:	Administration
Department Summary Recommendation:	The city has received the health insurance renewal from our insurance provider Cigna for calendar year 2015 and there will be a 13.8% rate increase. Our insurance claims have been higher than expected and this is one of the reasons for the rate increase. Our insurance broker, ShawHankins went to the insurance market to see if there were any other carriers with better insurance rates, however, several companies either declined to quote or did not provide a quote because they were uncompetitive. Only Aetna Insurance provided a quote and their rates were higher than Cigna's. In 2011 due to higher insurance premiums, the city had to increase the insurance deductible but to help offset these additional costs to employees, we began to offer a Health Reimbursement Account (HRA) where the city would reimburse \$1,500 of the employee or family members \$3,000 deductible. The HRA has been helpful to employees but has cost the city on average \$180,000 per year under its current format. The current year's budget estimated a 15% increase in insurance premiums and with this increase being used to cover the Cigna rate increase, sufficient funds are not in the current budget to help fund the HRA. Therefore, based on the current available options, it is recommended to approval the insurance renewal with Cigna Insurance but to no longer offer the HRA to city employees.
City Manager's Remarks:	Your approval of this bid is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

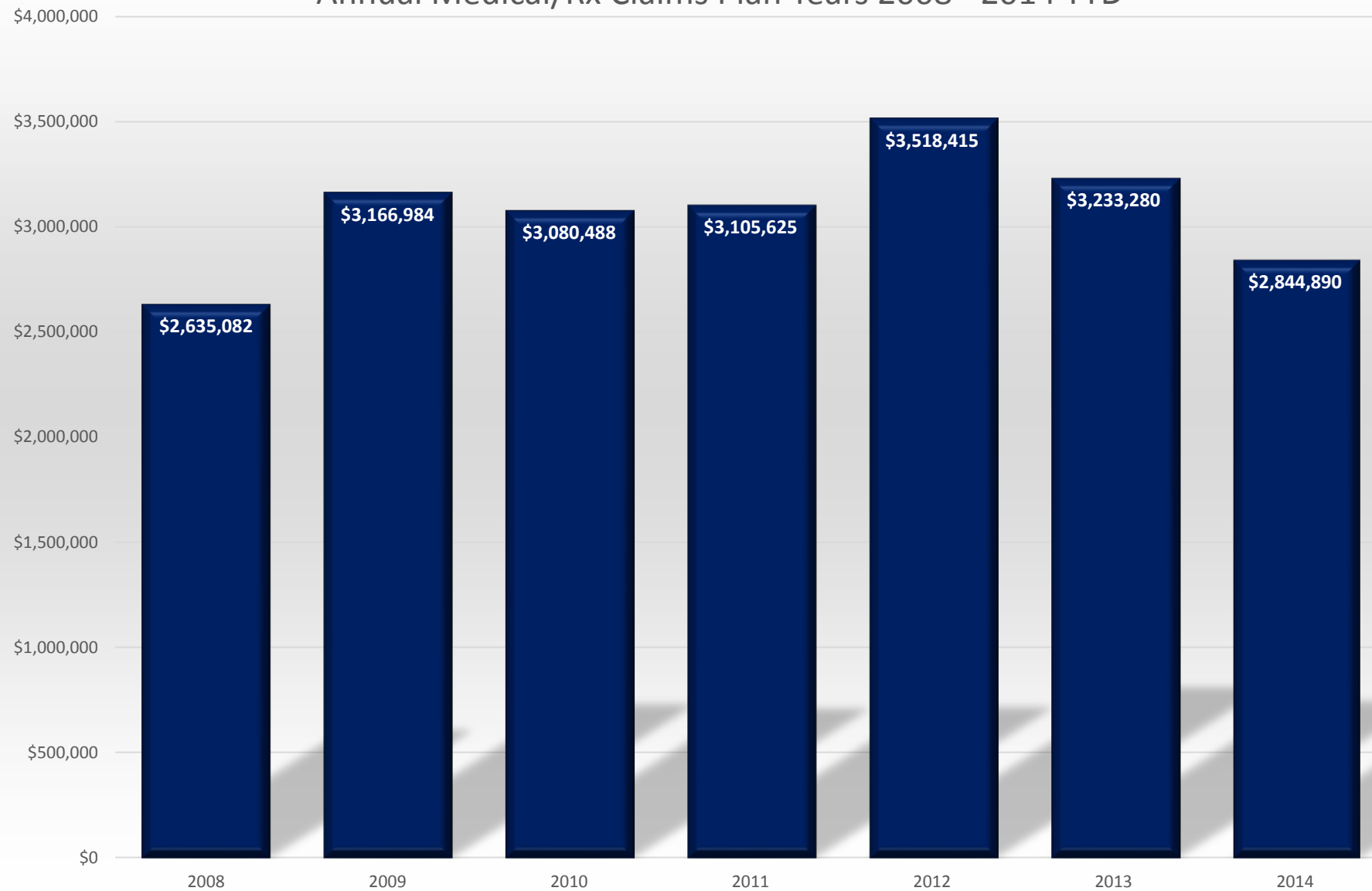
City of Cartersville 2014 Financial Review

September 2014

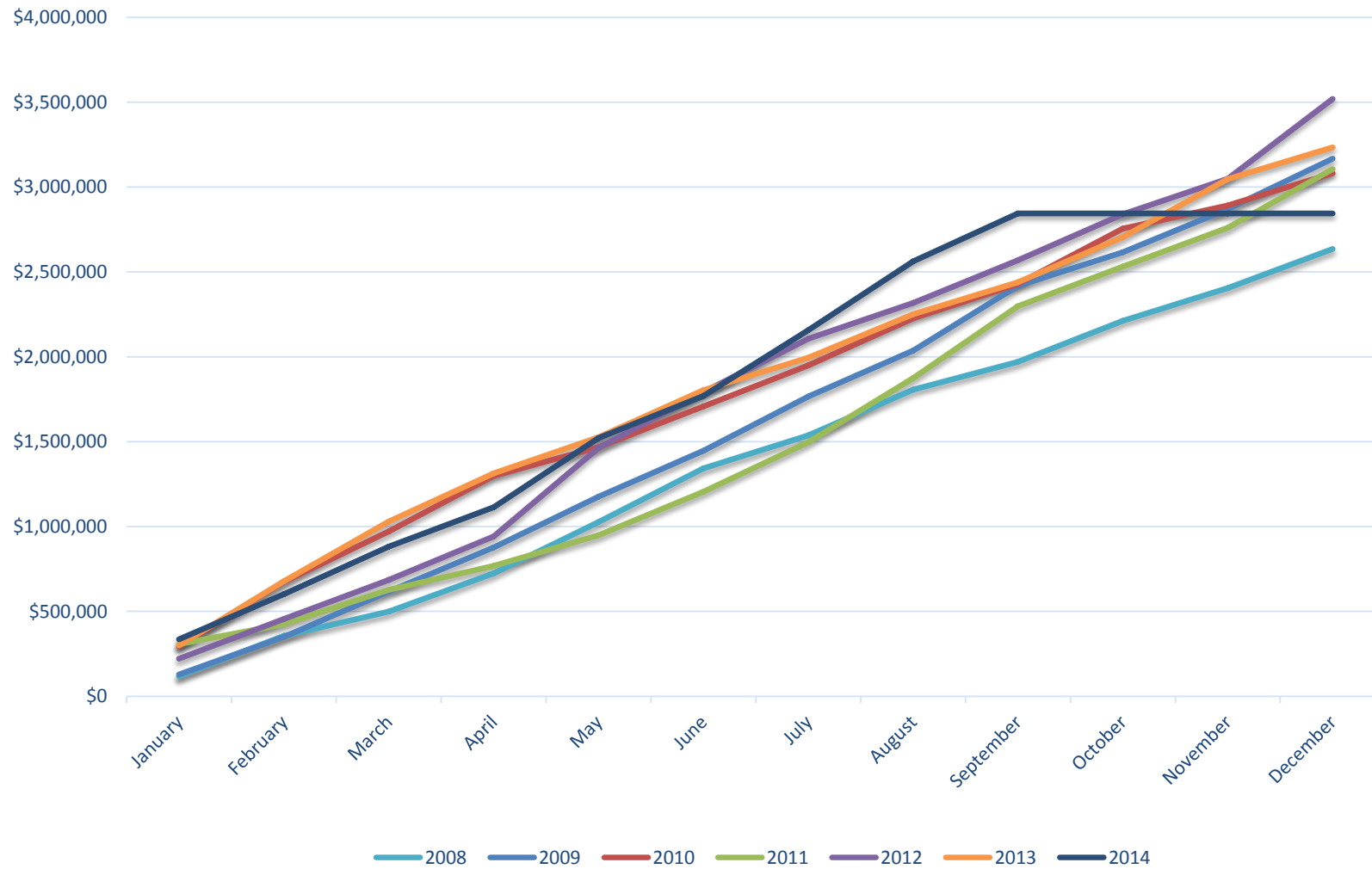


City of Cartersville

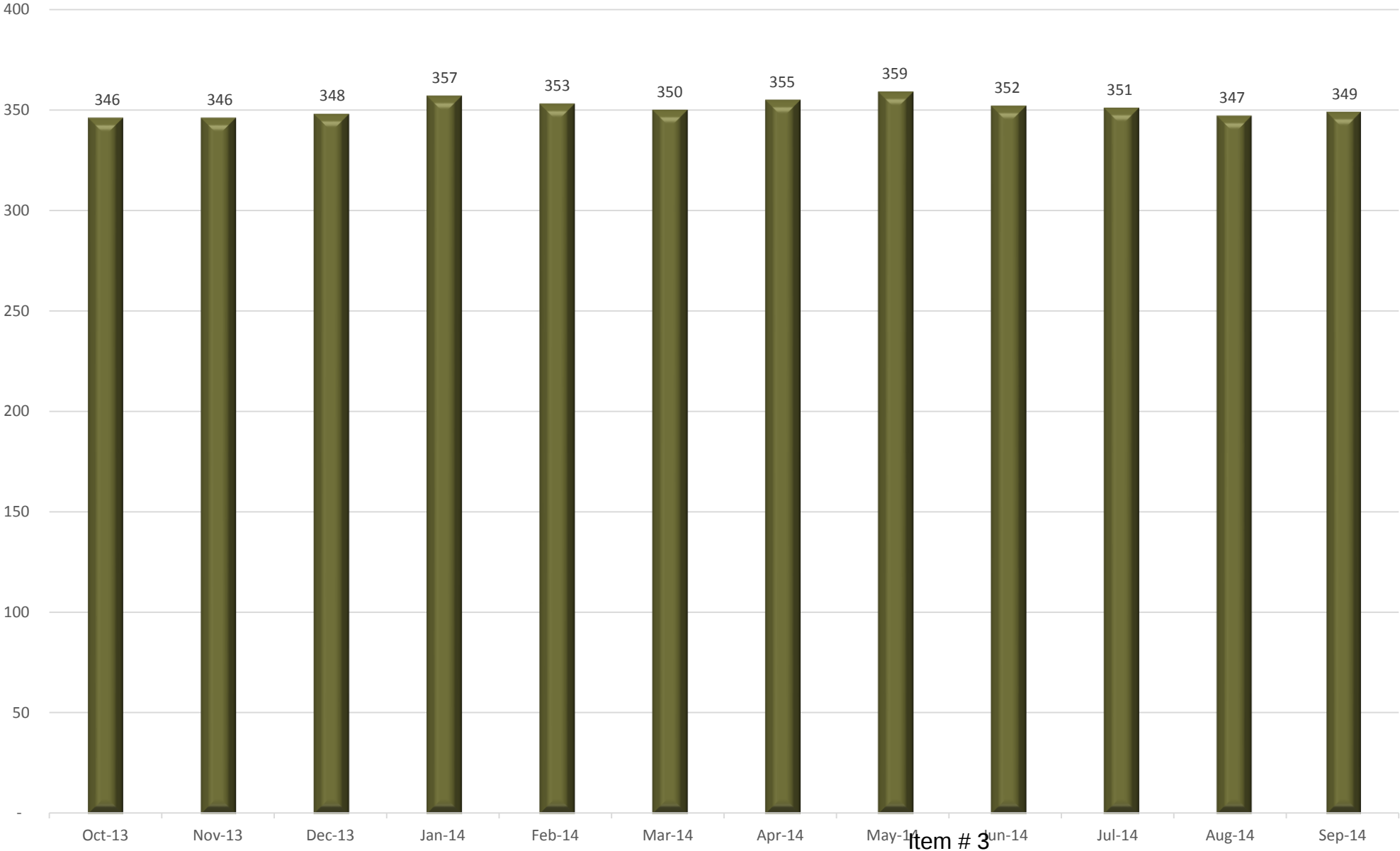
Annual Medical/Rx Claims Plan Years 2008 - 2014 YTD



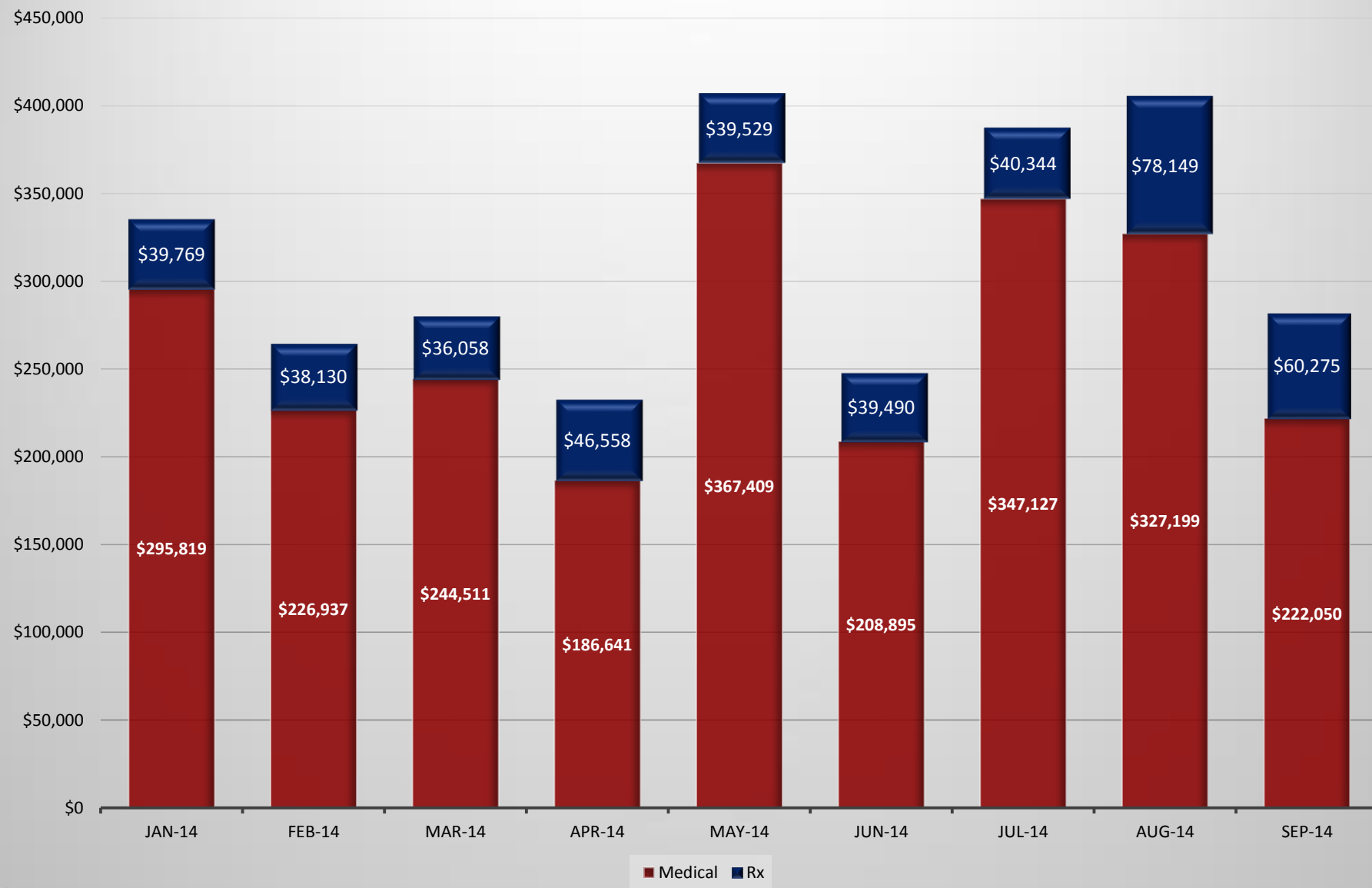
City of Cartersville Cumulative Medical/Rx Claims 2008 - 2014 Plan Years



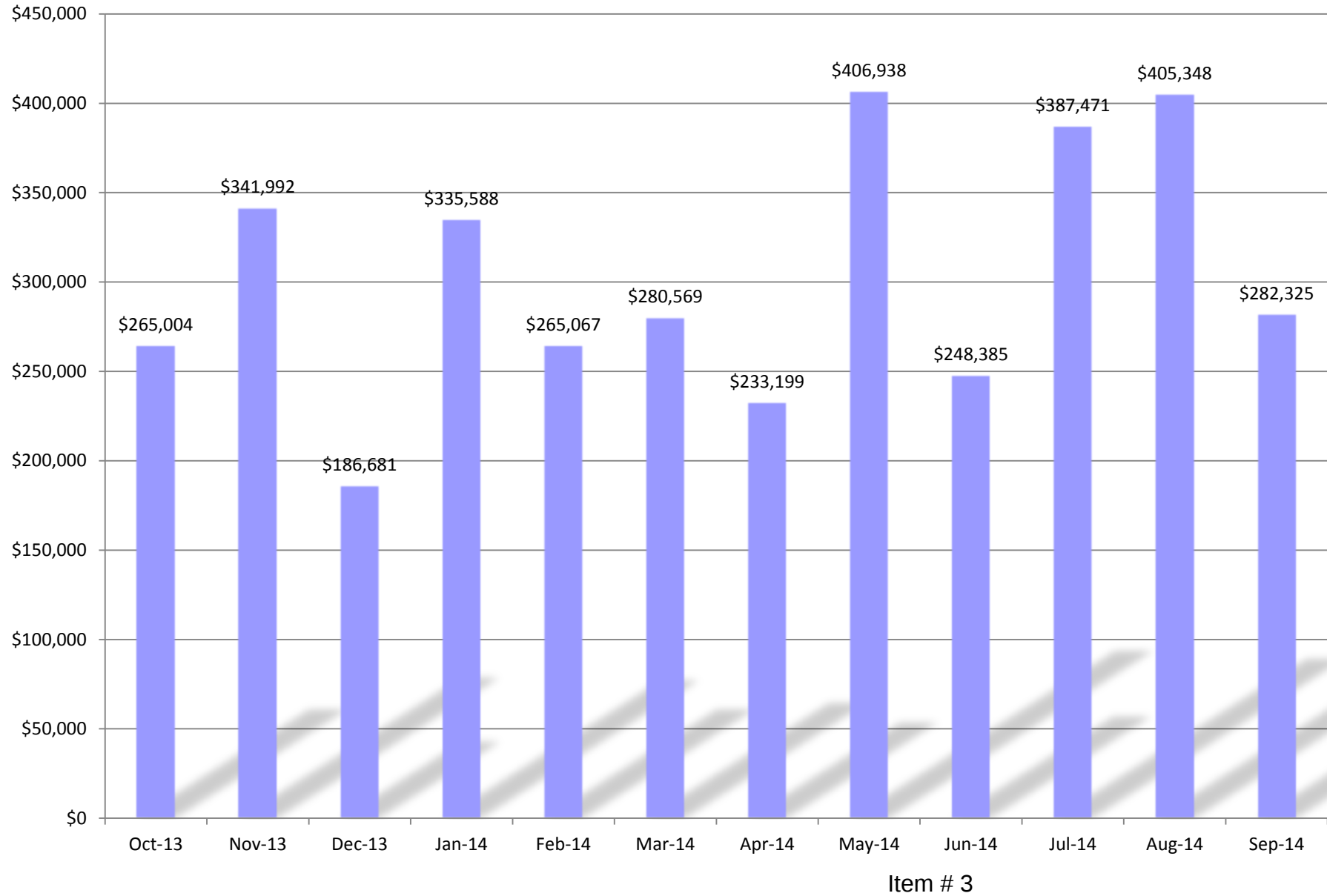
City of Cartersville Covered Employees by Month Rolling 12 Months



City of Cartersville Monthly Medical/Rx Claims 2014 Plan Year to Date



City of Cartersville Rolling 12 Months Medical/Rx Claims





City of Cartersville

Minimum Premium Alternative

Cigna Healthcare

	Cigna Healthcare - 2014	Cigna Healthcare - 2015
Network	Open Access Plus	Open Access Plus
Plan Design	Current	Current
Pooling Level	\$100,000	\$100,000
FIXED COSTS		
Fixed Expenses & Network Access Fee		
Single	\$74.30	\$81.29
Employee + Dependent	\$108.24	\$119.07
Family	\$199.78	\$220.97
Total Monthly	\$40,786	\$44,908
Total Annual	\$489,437	\$538,901
Stop Loss Premium		
Single	\$90.48	\$104.96
Employee + Dependent	\$147.05	\$170.58
Family	\$287.65	\$333.67
Total Monthly	\$55,102	\$63,919
Total Annual	\$661,229	\$767,029
VARIABLE COSTS		
Claims Liability		
Single	\$473.71	\$529.38
Employee + Dependent	\$733.90	\$820.15
Family	\$1,435.57	\$1,604.28
Total Monthly	\$279,297	\$312,121
Total Annual	\$3,351,568	\$3,745,447
TOTAL FIXED AND VARIABLE COSTS		
Medical Administration	\$489,437	\$538,901
Stop Loss Premium	\$661,229	\$767,029
Claims Liability	\$3,351,568	\$3,745,447
Total Fixed & Variable Costs	\$4,502,234	\$5,051,378

Notes:

1) Calculations based on 194 Single, 48 Employee + Dependent, & 106 EE + Family.



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Asset Management Software Renewal and Training

SubCategory:	Contracts/Agreements
Department Name:	Water
Department Summary Recommendation:	The Water Department uses a software system from SEMS Technologies for asset management and work orders. The annual software user license renewal and annual Webinar Training subscription is due. The total annual fee is \$7,545.00. The Water Department recommends approval of the payment of \$7,545.00 to SEMS Technologies. This item will be paid for from the budget.
City Manager's Remarks:	Your approval of payment of this budget item is recommended.
Financial/Budget Certification:	This item will be paid for from the budget.
Legal:	
Associated Information:	

SEMS Technologies, LLC

3325 Paddocks Parkway

Suite 360

Suwanee, GA 30024

(678) 845-0243

bookkeeper@semstechnologies.com



Invoice

Date	Invoice #
9/30/2014	A-5696
RENEWAL	DUE DATE
12/31/2013	10/15/2014

BILL TO

City of Cartersville
148 Walnut Grove Rd.
Cartersville, GA 30120
ATTN: Accounts Payable

AMOUNT ENCLOSED

Please detach top portion and return with your payment.

Activity	Qty	Rate	Amount												
12 Month Renewal of SEMS Software Suite Professional Version Special Customer Loyalty Rate Applied	1	7,600.00	7,600.00 (550.00)												
APPROVED WATER DEPARTMENT DATE APPROVED 10 / 6 / 14 DEPT HEAD: CITY MGR <table><tr><th>CHARGE ACCOUNT(S)</th><th>AMOUNT</th></tr><tr><td>505-3320 - 52 - 2330</td><td>7,545.00</td></tr><tr><td>- - -</td><td></td></tr><tr><td>- - -</td><td></td></tr><tr><td>- - -</td><td></td></tr><tr><td>TOTAL</td><td>7,545.00</td></tr></table>				CHARGE ACCOUNT(S)	AMOUNT	505-3320 - 52 - 2330	7,545.00	- - -		- - -		- - -		TOTAL	7,545.00
CHARGE ACCOUNT(S)	AMOUNT														
505-3320 - 52 - 2330	7,545.00														
- - -															
- - -															
- - -															
TOTAL	7,545.00														
Total Subscription Renewal		7,050.00													
Optional Annual Webinar Training Subscription (60% Savings off Monthly Rate of \$99/Session)		495.00													
Total Due With Webinar Training Subscription		\$ 7,545.00													

Federal ID: 20-8276558

MC, Visa, Amex, Discover Accepted

Thank you for your business!

Federal ID: 20-8276558

MC, Visa, Amex, Discover Accepted

Thank you for your business!



City of Cartersville

City Council Meeting

11/6/2014 7:00:00 PM

Inter-Governmental Agreement - Etowah Area Consolidated Housing Authority

SubCategory:	Contracts/Agreements
Department Name:	Parks and Recreation
Department Summary Recommendation:	Cartersville Parks and Recreation Department wishes to enter into the attached Inter-Governmental Agreement with the Etowah Area Consolidated Housing Authority for the purpose of getting power to the outdoor tennis and basketball lights and updating the electrical system for Matthew Hill Park. The proposed amount by the Housing Authority is \$6750.00, of which \$3,375.00 would be the responsibility of the Parks and Recreation Department that will be funded from maintenance - outdoor facilities. I recommend approval of this agreement.
City Manager's Remarks:	Your approval of this agreement is recommended.
Financial/Budget Certification:	This will be paid from the maintenance of outdoor facilities line item.
Legal:	
Associated Information:	

INTERGOVERNMENTAL AGREEMENT

BETWEEN

ETOWAH AREA CONSOLIDATED HOUSING AUTHORITY and
CITY OF CARTERSVILLE

THIS AGREEMENT, made and entered into this _____ day of _____, 2014, by and between Etowah Area Consolidated Authority, a political subdivision of the State of Georgia (sometimes hereinafter referred to as “Etowah”) and City of Cartersville, a municipal corporation chartered under the laws of the State of Georgia (sometimes hereinafter referred to as “City”).

WITNESSETH

WHEREAS, Etowah and the City desire to provide for jointly for tennis court lighting at the Matthew Hill Complex by new installation and repairing and replacing the existing lighting; and

WHEREAS, both the City and Etowah have determined that it is in the best interests of their respective agencies for said facility to be repaired for both economic and public safety, and recreational reasons; and

WHEREAS, Etowah and the City desire jointly to fund the repair of said tennis court lighting at the Matthew Hill Complex; and

WHEREAS, Etowah shall bid the project and manage same and the City will agree to pay half the final cost of said project; and

WHEREAS, Article IX, Section III, Paragraph I, of the Constitution of the State of Georgia provides that public corporations or authorities and municipalities of the State of Georgia may contract with on another for any period not exceeding fifty (50) years; and

WHEREAS, Etowah and City deem it to be in the best interest of the citizens of their respective jurisdictions that this Agreement be entered into to, *inter alia*, pay for, and repair the JH Morgan Gym; and

WHEREAS, Etowah has reviewed this Agreement and did, at the regular meeting of its Board held on _____ authorize its Chairman to sign this Agreement; and

WHEREAS, the Mayor and City Council of Cartersville has reviewed this Agreement and did, at the regular meeting of the City Council held on _____ authorize its Mayor and City Clerk to sign this Agreement.

NOW, THEREFORE, for and in consideration of the mutual benefits flowing from one party to the other, the adequacy and sufficiency of which is acknowledged, it is hereby agreed as follows:

1.

Etowah has bid the project for the Matthew Hill Complex tennis court lighting as indicated by the attached proposal attached hereto as Exhibit "A" and incorporated herein by reference.

2.

The City and Etowah shall be jointly responsible for the cost of said repairs and all costs incurred as a result of any contract, actions, or claims relating to the project described on Exhibit "A".

3.

Etowah shall bill the City for any and all invoices and or costs received, which shall be paid by City within thirty (30) days of receipt thereof.

4.

The City and Etowah shall be responsible equally for the cost of the construction of said project, as provided for in the Final Contract executed by Etowah with the successful bidder based on the proposal referenced as Exhibit "A" hereto.

5.

The City and Etowah shall jointly select and/or approve the contractor and/or suppliers for the project and jointly approve the plans for construction and any change orders related thereto.

Additionally, Etowah shall enter into a contract with the contractor for the construction of said facility and the City agrees to be responsible for half of the total cost related thereto.

6.

Etowah agrees to indemnify and hold harmless the City from and all claims, actions, injuries, damages and lawsuits resulting from the City's or Etowah's performance of their obligations under this agreement, to the extent allowed by law.

7.

Official notices, payments and correspondence to Etowah shall be delivered in person or transmitted via U. S. Mail, postage prepaid addressed to _____ and Official notices and correspondence to Cartersville shall be delivered in person or transmitted via U.S. Mail postage prepaid, addressed to the City Manager of Cartersville, at Post Office Box 1390, Cartersville, Georgia 30120.

8.

This Agreement shall be effective upon execution by the parties and the project shall be completed within thirty(30) days, however the contract shall remain in full force and effect until the proposed project has been built and completed..

9.

This Agreement contains all the terms and conditions and represents the entire Agreement between the parties and supersedes any pre-existing Agreement related to the Facility. Any alteration of this Agreement shall be invalid unless made by an amendment in writing, duly executed by the parties. There are no understandings, representations, or agreements, written or oral other than those contained in this Agreement.

10.

Time is of the essence in this Agreement.

IN WITNESS WHEREOF, Etowah and City have caused this Agreement to be duly executed by their proper officers and attested with their corporate seals affixed hereto as set forth in duplicate originals.

Attest:

**ETOWAH VALLEY CONSOLIDATED
HOUSING AUTHORITY**

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Date: _____

Attest:

CITY OF CARTERSVILLE

Connie Keeling, City Clerk

Matthew Santini, Mayor

Date: _____

EXHIBIT A

JDH ELECTRIC, LLC
475 E. MAIN ST. PMB 131
CARTERSVILLE, GA 30121
PHONE: 770-607-6900 FAX: 770-607-6955
JAMES@JDHELECTRIC.COM

PROPOSAL

Date: June 2, 2014

To: Etowah Housing Authority

Project: Matthew Hill Complex
75 Aubrey St
Tennis Court Lighting

In accordance with work requested by EHA, we submit the following proposal to furnish labor and materials with the qualifications listed.

1. JDH to provide and install new power to each existing pole mounted light fixture via underground wiring. Each pole assumed powered at 110v
2. JDH to provide one new 20amp 120v circuit to each pole with a duplex gfci surface mounted receptacle on pole.
3. JDH to provide and install new overhead meter base on existing light pole to be connected by local utility.
4. Existing overhead wiring to light poles to be removed and demolished.
5. JDH to perform all trenching to install new wiring and conduit, JDH to replace dirt and compact as best possible, all final landscaping to be responsibility of others.
6. JDH not responsible for operation of existing pole lighting and will only get power to fixtures, all bulbs and/or ballast are not included but can be repaired at additional charge.
7. Permits and fees included.
8. Bonds not included.

TOTAL CONTRACT PRICE

\$6,750.00

- Proposal -

Page No. One of One Pages



**All South Electrical
Constructors Inc.**

150 Kelli Clark Court, Cartersville, GA 30121-7005

770-445-1443 - Fax 770-445-3860

ATTENTION: Brett Dooley

CK

Proposal Submitted To: Etowah Housing Authority		Phone Number: N/A	Date of Proposal: 10/17/14
Street Address: N/A		Job/Project Name: Tennis Court Lighting	
City, State and ZIP CODE: Cartersville, GA 30120		Job/Project Location: Cartersville, GA	
Architect: N/A	Date of Plans: N/A	Email address: Brett@Etowahha.org	Job Phone Number: N/A

We hereby submit specifications and estimates for:

This Proposal To Include The Following, and is subject to and predicated and conditioned upon the usage of the ConsensusDOCS750-2007 or the AIA Document A410-2007, or other mutually acceptable form of subcontract agreement, as the form of agreement between contractor and subcontractor on this project.

To furnish and install:

- (1) 100A 120/240 volt electrical service for the tennis court lights
- Re-feed (4) tennis court lights underground from new electrical service. All Light poles will be controlled from a
- time clock with (1) override switch at the tennis court entry gate.
- We will also install (1) GFCI receptacle at the base of each light pole.

Material:

\$4,550.00

Labor:

\$5,720.00

***Note:** This price does not include the electrical secondary wiring or conduit from Georgia Power transformer to new service

***Note:** This proposal is priced per 2011 NEC

***Note:** This proposal is subject to increase after 30 days, due to the rising cost in raw materials such as copper, metal and petroleum. This increase will be at the discretion of All South Electric

This proposal does not include the following:

Landscape repair
After hours work or night work
Road boring
Rock excavation or removal
Repairs to the existing light poles or electrical service
Electrical secondaries conductors or conduits
Transformers
Light fixture, lamps, pole, or pole bases

We Propose hereby to furnish material and labor --- complete in accordance with the above specifications, for the sum of:

Ten thousand two hundred seventy dollars no/100**\$10,270.00**

Payment to be made as follows:

Monthly Draws

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized

Signature:

Frank Spruck

Note:

This proposal may be withdrawn by us if not accepted within

Thirty

days

Acceptance of Proposal ----- The above prices, specifications

and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment shall be made as outlined above.

Signature:

Signature:

Date of Acceptance:

Original

ASEPro2002

Item # 5

Croft Electric
P.O. Box 200565
Cartersville, Georgia 30120
Ph 770-606-0610
Fax 770-606-0609

PROPOSAL

Date: October 2, 2014

To: Etowah Housing Authority
Attn: Brett Dooley
Job: Aubrey Street Tennis Courts
Cartersville, Ga. 30120

Job Description:

Re-wire and re-pair (4) Light Poles
Add 110V Weather Proof Receptacle on each pole
Add Sub Feed From transformer to Panel
(1)100 Amp Sgl Pole Panel
(1) Cir. Contactor
(1) Photo Cell for Lighting
(1) Timmer for Lighting

Total \$9,300.00

*Any alteration or deviation from the above specifications involving extra cost to the electrical contractor will be charged over and above the proposal on the final trim bill

ACCEPTANCE OF PROPOSAL: The above prices and specifications are satisfactory and are
Hereby accepted. You are authorized to do the work specified

DATE _____ SIGNATURE _____
SIGNATURE _____



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Fountain at Dellinger Park Lake

SubCategory:	Bid Award/Purchases
Department Name:	Parks and Recreation
Department Summary Recommendation:	The 2004 lake fountain stopped working in August and is not able to be repaired. Quotes were received from 3-vendors on the same type or similar unit. I recommend the low bid from Atlantic Fountains \$7,038.88 which includes control-panel, installation and 5-year warranty. This unit is necessary to keep a healthy lake.
City Manager's Remarks:	Your approval of the fountain purchase is recommended.
Financial/Budget Certification:	This will be paid from maintenance of outdoor facilities line item.
Legal:	
Associated Information:	

Total	\$7,038.88
--------------	-------------------

10/29/14 06:20 AM CDT Jerry Pate Turf and Irrigation, Inc. Page 2 of 2 #46287 E

Jerry Pate Turf and Irr. 01 PN
 301 Schubert Dr
 Pensacola, FL 32504-6958
 Phone: 1-800-700-7001
 Fax : 1-800-793-1220

Quotation# 01036993
 Location# 01
 Date 10/29/14
 Page 1 OF 1

** Quotation **

206970
 CITY OF CARTERSVILLE
 PO BOX 1390
 CARTERSVILLE, GA 30120

Ship To:
 CITY OF CARTERSVILLE
 100 PINE GROVE RD
 CARTERSVILLE, GA 30120

Cust P/O:OTTERBINE Terms :NET 60 DAYS Reps:056/
 Ship Via:FEDEX GROUND FL/GA Ord-Date:10/28/14 Expires:11/27/14 Written:MWI

Product/Description	Quantity	Price U/M	Extension
01-0015-436 AF UNIT, 5HP, 460V/3PH/60HZ OTTERBINE AERATING FOUNTAIN	1	5575.7100 EA	5,575.71
18-0041 PHOENIX PATTERN OTTERBINE FOUNTAIN PATTERNS	1	1070.1700 EA	1,070.17
08-0021-124 12/4 cable OTTERBINE FOUNTAIN CABLES	250	3.0800 FT	770.00
18-0007 LG PCC W/ EPD OTTERBINE PANEL EQUIPMENT PROTECTION DEVICE & GROUND FAULT SAFETY RECOMMENDED FOR 460V UNITS NOTE GRAND TOTAL INCLUDES CUSTOMER LOYALTY DISCOUNT FOR EXISTING OTTERBINE OWNERS. WILL NEED SERIAL # OFF EXISTING UNIT AT TIME OF ORDER.	1	963.1100 EA	963.11
OTTERBINE AERATOR			8,378.99
EXP-70125 SYSTEM INSTALL AND SETUP IRRIGATION SERVICE INSTALLATION DOES NOT INCLUDE ANCHORING THE FLOAT IN PLACE AND BRINGING WATERPROOF CABLE BACK TO SHORE.	1	675.0000 EA	675.00
INSTALLATION			675.00

Merchandise	Handling	Misc. Charges	Sales Tax	Freight	Invoice Total
9,053.99	0.00	-900.00	0.00	0.00	8,153.99

Item # 6

Accepted By

Date

Coastal Pond

Coastal Pond Supply
2110 Tucker Industrial Road
Tucker, GA 30084

Estimate

Date	Estimate #
10/7/2014	20315

Name / Address
TAX EXEMPT =, GA Parks and Recreation 100 Pine Grove Rd. Cartersville, GA 30120 gordy@cityofcartersville.org

Ship To
TAX EXEMPT =, GA

Terms	Rep	Account #	FOB	Project
?		TAX_GAGOVT		

Item	Description	Qty	Retail Price	Your Cost	Total
AQUA-CONT...	5 HP 230 VOLT 3 PHASE FLOATING FOUNTAIN WITH 275 FEET OF CABLE FLEUR DE LIS PATTERN 35 FEET X 48 FEET 5 YEAR WARRANTY FREIGHT IS NOT INCLUDED DELIVERY 7-10 BUSINESS DAYS ARO Sales Tax	1		7,818.25	7,818.25
				0.00%	0.00

Phone #	770-496-5740
---------	--------------

Fax #	770-270-1959
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Total	\$7,818.25
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Item # 6



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Senior Aquatics Center - Pool Re-Plastering

SubCategory:	Bid Award/Purchases
Department Name:	Parks and Recreation
Department Summary Recommendation:	Bids were sent out and advertised for the Senior Aquatic Center Pool Replastering. Seven bids were returned. The pool was officially opened in December 2006 and is in need of the re-plastering. Repairs will also be made on the cracks in tile along the deck and leak repair in the pool fill line. I am recommending the low bid from Aquatic Consulting and Equipment. I also recommend a price not to exceed \$13,240.00 which includes the re-plastering, replace existing lane tiles/targets, repairing deck tile and pressure testing skimmers for leaks. If the lane tiles/targets don't need replacing the amount would be \$11,300.00. All E-verify/SAVE documents are on file for this budgeted item and entire bid package is available for viewing at the Parks and Recreation office at 100 Pine Grove Road. I request that the Mayor be authorized to sign the agreement and any other related documents for the Senior Aquatic Center Pool Re-Plastering.
City Manager's Remarks:	A cost not exceeding \$13,240 is being requested relative to the low bid of aquatic consulting for this work. Your approval is recommended.
Financial/Budget Certification:	This is a budgeted maintenance item.
Legal:	
Associated Information:	

Contractor	Bid Amount A	Bid Amount B
Wilson Pool	\$15,700.00	No Bid
Pool Management Inc.	\$15,950.00	No Bid
Aquatic Consulting & Equipment	\$11,490.00	\$9,550.00
Aquatic Design Systems	\$20,465.00	\$19,413.00
Mayan Pools & Sports Const., LLC	\$11,270.00	No Bid
Aquatic Management Inc.	Incomplete	Incomplete
USA Pool Construction	\$18,900.00	\$15,150.00

Bid Amount C

\$2,250.00

\$4,000.00

\$1,750.00

\$2,447.00

\$750.00

Incomplete

\$2,170.00

**AFFIDAVIT VERIFYING STATUS FOR
CITY OF CARTERSVILLE BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits 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 Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

Brad Bachman

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

Agoria Consulting & Equipment Inc

[Name of business, corporation, partnership]

1) ☒ I am a United States citizen

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 Code Section 16-10-20 of the Official Code of Georgia.

Med Buel 10-16-14
Signature of Applicant: Date

Brad Bachman 10-16-14
Printed Name: Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
16 DAY OF Oct, 2014

[Signature]
Notary Public
My Commission Expires: April 10, 2015



Alien Registration number for non-citizens

*Note: O.C.G.A. § 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:

CONTRACTOR/VENDOR 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 contracting with City of Cartersville has registered with and is participating in a federal work authorization program* [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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Muel Bas
Authorized Officer or Agent
(Contractor Name)

10/16/14
Date

Aquatic Consulting & Equipment, Inc owner
Contractor/Entity Name Title of Authorized Officer or Agent of Contractor

905 Nightingale Walk Suite B, Alpharetta, GA 30022
Contractor Address

Bruce Bachman
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS, THE
16 DAY OF October, 20 14
[Signature]

Notary Public

My Commission Expires: April 10, 2015



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with Aquatic Consulting & Equipment (name of contractor) on behalf of City of Cartersville has registered with and is participating in federal work authorization program being* [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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

E verify ID # 684554
EEV/Basic Pilot Program* User Identification Number

Michael Todd Mc Cabe
BY: Authorized Officer or Agent
(Subcontractor Name)

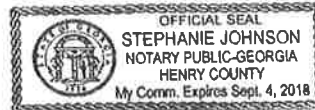
10-16-14
Date

President Owner
Title of Authorized Officer or Agent of Subcontractor

Michael Todd Mc Cabe
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

16 DAY OF October, 2014
Stephanie Johnson
Notary Public
My Commission Expires: Sept. 4, 2018



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Transformer Repair for Electric Department

SubCategory:	Bid Award/Purchases
Department Name:	
Department Summary Recommendation:	The Electric Department is in need of a spare 2500 kVA transformer for our system. We recently had to use our spare to replace a leaking transformer at a customer's site. The leaking transformer was shipped to Florida Transformer who does our transformer repair to see if the unit was worth salvaging. The cost estimate to repair the transformer is \$9,718.80 as compared to the cost of a new transformer which is approximately \$33,000.00. Florida Transformer has been doing our repair work for over 15 years and is only one of a couple of companies in the south-east that does repairs on transformers this size. The repaired unit will come with a three year warranty. Electric Department budgeted for a new 2500 kVA transformer. Electric Department is recommending that council approve the \$9,718.80 for the repair of the 2500 kVA transformer by Florida Transformer.
City Manager's Remarks:	Your approval of the work by Florida Transformer is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	Cost Estimate attached. E-verify and Save Documents are also attached.

FLORIDA TRANSFORMER, INC.
P.O. BOX 507
4509 STATE HWY 83
DEFUNIAK SPRGS, FL 32435
(850)892-2711 Fax (850)892-6428

Mail Repair Estimate To:
EMAIL: DILLARD FRAZIER

R E P A I R E S T I M A T E

Job: A56163 Department: TL Job Desc: 08AC21081|2500|12470Y/720
TRANSFORMER,LARGE Type: 71 3 PHASE PAD XFMR
Cust #: 000674 Ship To #: 000099 Job Rcvd
CITY OF CARTERSVILLE CITY OF CARTERSVILLE 06/17/14
320 SOUTH ERWIN STREET 320 SOUTH ERWIN STREET
PO BOX 1390 PO BOX 1390
CARTERSVILLE, GA 30120 CARTERSVILLE, GA 30120

Cust P.O.# P.O. Rel# Scrn Test Terms Cd Salesperson
ID# 9289 NPD NET 30 DAYS Georgia,

Nameplate Data:

SERIAL NO:08AC21081, KVA:2500, PRI VOLTS:12470Y/7200, SEC VOLTS:480Y/277,
MFGR:FTI, TAPS:C, LOOP/RAD?:LOOP, IMPEDANCE:6.08, WEIGHT:13700, CUST ID#:9289,
PK-UP SITE:CARTERSVILLE

Special Instructions:

Description Price

577 GALLONS OF NEW TRANSFORMER OIL
GASKET KIT FOR 3 PHASE PAD TRANSFORMER
2 GROUND LUGS
OIL LEVEL GAUGE LONG SHAFT
1 GLOBE OIL SAMPLE VALVE NIP./PLUG INCL.
PRESSURE RELIEF VALVE, NEW
KARL FISCHER WATER/MOISTURE ANALYSIS
SHEET METAL REPAIR TO FINS
BAKE CORE AND COIL, COMPLETE TEST AND
EVALUATION, PREP AND PAINT

Total: 9,718.80

PLEASE ADVISE WITH YOUR DECISION AS TO
HOW TO PROCEED WITH THIS UNIT.

Plus Sales Taxes,
If Applicable.

REPAIR ESTIMATES ARE GOOD FOR 90 DAYS,
HOWEVER, EXTENSIONS WILL BE GRANTED UPON
REQUEST. IF NO RESPONSE IS RECEIVED IN
90 DAYS, IT WILL BE ASSUMED THAT THE
UNIT IS NOT TO BE REPAIRED AND WILL BE
PROCESSED FOR SCRAP/DECOMMISSION.

By: Alice Kaye Green

Date: 10-10-14

Based Upon Our Standard Terms And Conditions.

Item # 8

10/10/2014 FRI 12:31 FAX

002/003

**AFFIDAVIT VERIFYING STATUS FOR
CITY OF CARTERSVILLE BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits 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 Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

Ron Shaw

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

Florida Transformer, Inc.

[Name of business, corporation, partnership]

- 1) ☒ I am a United States citizen
- 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 Code Section 16-10-20 of the Official Code of Georgia.



Ron Shaw
Signature of Applicant:

10-10-14
Date

Ron Shaw
Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

10 DAY OF Oct, 2014

* Alien Registration number for non-citizens

Linda Marcella Spiers

Notary Public

My Commission Expires:

*Note: O.C.G.A. § 50-36-1(c)(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:

VENDOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is selling goods or services to the City of Cartersville has registered with and is participating in a federal work authorization program* [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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this sale with the City of Cartersville, Vendor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or substantially similar form. Vendor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Vendor is using the federal work authorization program.

299958

EEV/Basic Pilot Program* User Identification Number

Vendor Ron Shaw - Florida Transformer 10-10-2014

BY: Authorized Officer or Agent
(Vendor Name)

Date

President

Title of Authorized Officer or Agent of Vendor

Ron Shaw

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

10 DAY OF Oct, 20 14

Linda Marcella Spiers

Notary Public

My Commission Expires:

4-25-18



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
2015 Calendar - Printing

SubCategory:	Bid Award/Purchases																
Department Name:	Administration																
Department Summary Recommendation:	Bids were requested from local printers; two responded. Cost has been broken down by printing cost and postage cost. New Dimension Graphic Design & Printing had the lowest total cost of \$9,325.01 (printing cost of \$7,524.16; estimated postage cost of \$1,800.85). Therefore I recommend we go with New Dimension. 2015 Calendar Printing Quotes <table><thead><tr><th>Printer</th><th>Printing</th><th>Postage</th><th>TOTAL</th></tr></thead><tbody><tr><td>New Dimension</td><td>\$ 7,524.16</td><td>\$ 1,800.85</td><td>\$ 9,325.01</td></tr><tr><td>McStatts</td><td>\$ 8,184.00</td><td>\$ 1,876.75</td><td>\$ 10,060.75</td></tr><tr><td>Arco</td><td>No Response</td><td>No Response</td><td>No Response</td></tr></tbody></table>	Printer	Printing	Postage	TOTAL	New Dimension	\$ 7,524.16	\$ 1,800.85	\$ 9,325.01	McStatts	\$ 8,184.00	\$ 1,876.75	\$ 10,060.75	Arco	No Response	No Response	No Response
Printer	Printing	Postage	TOTAL														
New Dimension	\$ 7,524.16	\$ 1,800.85	\$ 9,325.01														
McStatts	\$ 8,184.00	\$ 1,876.75	\$ 10,060.75														
Arco	No Response	No Response	No Response														
City Manager's Remarks:	Your approval of low bid is recommended.																
Financial/Budget Certification:	This is a budgeted item.																
Legal:																	
Associated Information:																	



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Delta Municipal Water Meters

SubCategory:	Bid Award/Purchases
Department Name:	Water
Department Summary Recommendation:	We need to restock various sizes and types of meters prior to cold weather returning. Typically meter failures increase dramatically during cold weather due to damaged or missing meter lids which allow the meters to freeze. Delta Municipal Supply Company is the sole source provider for Neptune meters in Georgia. Restock cost: is \$16,507.00 These items will be paid for the operating budget.
City Manager's Remarks:	This is a budgeted restock item. Your approval of it is recommended.
Financial/Budget Certification:	These items will be paid from the operating budget.
Legal:	
Associated Information:	



www.deltamunicipal.com

Quote

Delta Municipal Supply Company, Inc.

855 Marathon Parkway, Suite 3

Lawrenceville, GA 30046

Date	Quote #
10/13/2014	5057

Bill To
City of Cartersville Water Department P.O. Box 1390 Cartersville, GA 30120

Ship To
City of Cartersville - Water Dept. 148 Walnut Grove Rd. Cartersville, GA 30120

Your No.	Terms	Rep	FOB	Ship Via
Pending	Net 30 Days	SS	Destination	Best Way

Quantity	Description	Unit Price	Total
20	5/8" Neptune T-10 Water Meter D/R CF	48.00	960.00
2	3/4" Neptune T-10 Water Meter D/R CF	105.00	210.00
100	5/8" x 3/4" Neptune T-10 Water Meter D/R CF	48.00	4,800.00
20	1" Neptune T-10 Water Meter D/R CF	155.00	3,100.00
2	1 1/2 Neptune T-10 Water Meter OF D/R CF	325.00	650.00
4	2" Neptune HP Turbine Water Meter Proread CF	595.00	2,380.00
5	2 HP Turbine UME Assy Proread CF	336.00	1,680.00
2	4 HP Turbine UME Assy Proread CF	672.00	1,344.00
1	6 HP Turbine UME Assy Proread CF	1,008.00	1,008.00
1	1 1/2" T-10 Direct Read Register CF	25.00	25.00
1	4" TT Proread Pit Reg. CF	70.00	70.00
4	2" HPT Proread Pit Reg. CF	70.00	280.00

		Subtotal	\$16,507.00
		Sales Tax (0.00)	\$0.00
		Total	\$16,507.00

WE APPRECIATE YOUR BUSINESS! Please contact our office with any questions regarding this quote.

Phone: 770-277-0211 Fax: 770-277-2412 Toll Free: 1-800-273-0574 E-mail: delcos@bellsouth.net

"We Supply Service"

Item # 10



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Matthews Garage Vehicle Repair

SubCategory:	Bid Award/Purchases
Department Name:	Administration
Department Summary Recommendation:	A city vehicle was involved in an automobile accident in September and the repair cost totaled \$5,195.87. Our insurance company was notified and has processed a payment for this claim. Since the other party was at fault in this accident, our insurance company will be seeking reimbursement from the other insurance company. I recommend approval of this vehicle repair work.
City Manager's Remarks:	Your approval of this item is recommended.
Financial/Budget Certification:	This will be paid from the water budget but will seek reimbursement from the other insurance involved.
Legal:	
Associated Information:	



City of Cartersville

City Council Meeting

11/6/2014 7:00:00 PM

Vehicles for Electric, Stormwater, Public Works, Finance and Parks and Recreation Departments

SubCategory:	Bid Award/Purchases
Department Name:	Finance
Department Summary Recommendation:	Several departments are in need of new vehicles. Bid packages were placed on the city's website along with GMA's website for a total of nine trucks to be purchased for five departments. A total of nine vendors submitted bids for the trucks. The bid summary is attached for your review. Pioneer Ford, the lowest bidder for seven of the nine trucks, did not complete the E-Verify form by leaving the space for the E-Verify number blank. The bid package that was posted explicitly said that all forms had to be completed, and that if all forms were not completed, it was cause for rejection. I talked to the salesman and was told that it was an over site on their behalf and that they had no idea what the E-Verify number was. I explained the E-Verify process to him and gave him the website so he could register his company for the next time the city issued bids. As a result, Pioneer Ford was rejected. I looked at awarding the lowest bid for each department to the lowest bidder and found that this would have resulted in three vendors being awarded purchases. I then looked at the overall low bidder on all of the vehicles and found that Alan Vigil Ford, located in Morrow, Georgia, had the lowest overall bid of \$249,865.00. The difference in price of awarding to the overall lowest bidder versus to the lowest bidder on each vehicle resulted in an additional cost of \$854.32. Upon discussing the results with the garage, it was noted that the city has dealt with Alan Vigil Ford several years ago and has had no issues with them. The garage also pointed out that it made more sense from a logistic standpoint to award the purchase to the overall low bidder. After weighing the added cost and taking the advice of the garage, I am recommending that Alan Vigil Ford be awarded the purchase of the nine vehicles for a total overall price for all nine vehicles of \$249,865.00. All E-Verify documents are on file.
City Manager's Remarks:	Your approval of this bid award is recommended.
Financial/Budget Certification:	All vehicle purchases are budgeted items. The electric department's will be purchased through the budget, the remaining departments will be purchased using the GMA leasepool. All E-Verify documents are on file.

Cover Memo

Item # 11

Legal:
Associated Information:

CITY OF CARTERSVILLE

21 # wa1 SUMMARY OF VEHICLE BIDS - October 7, 2014

TOTAL PER UNIT COST OF VEHICLE

Vendor Name	Finance Half Ton 4x2 Pick-Up Truck (1)	Recreation Half Ton 4x2 Extended Cab Pickup (1)	Electric Half Ton 4x4 Extended Cab Pickup (3)	Public Works Half Ton 4x4 Extended Cab Pick Up (2)	Public Works One Ton Diesel Cab, Chassis, & Dump Bed (1)	Stormwater One Ton Diesel Cab, Chassis, & Dump Bed (1)	Vendor Total
Allan Vigil Ford - cost per each unit	19,268.00	23,132.00	26,667.00	26,667.00	37,962.00	36,168.00	
Allan Vigil Ford - cumulative cost	19,268.00	23,132.00	80,001.00	53,334.00	37,962.00	36,168.00	249,865.00
Wade Ford, Inc - cost per each unit	no bid	no bid	26,529.00	26,529.00	38,039.00	37,237.00	
Wade Ford, Inc - cumulative cost	0.00	0.00	79,587.00	53,058.00	38,039.00	37,237.00	207,921.00
Auto Nation - cost per each unit	no bid	23,698.00	no bid	no bid	no bid	no bid	
Auto Nation - cumulative cost	0.00	23,698.00	0.00	0.00	0.00	0.00	23,698.00
NimNicht Chevrolet - cost per each unit	19,932.91	24,783.85	27,900.25	27,900.25	42,914.30	42,763.17	
NimNicht Chevrolet - cumulative cost	19,932.91	24,783.85	83,700.75	55,800.50	42,914.30	42,763.17	269,895.48
Prater Ford - cost per each unit	19,103.68	23,598.00	26,822.00	26,822.00	38,366.53	37,513.00	
Prater Ford - cumulative cost	19,103.68	23,598.00	80,466.00	53,644.00	38,366.53	37,513.00	252,691.21
Langdale Chevrolet - cost per each unit	19,245.00	23,999.00	27,280.00	27,280.00	no bid	no bid	
Langdale Chevrolet - cumulative cost	19,245.00	23,999.00	81,840.00	54,560.00	0.00	0.00	179,644.00
Hardy Chevrolet, Inc - cost per each unit	19,419.00	24,031.00	27,147.00	27,147.00	no bid	no bid	
Hardy Chevrolet, Inc - cumulative cost	19,419.00	24,031.00	81,441.00	54,294.00	0.00	0.00	179,185.00
Family Ford, Inc - cost per each unit	no bid	no bid	no bid	no bid	38,653.53	37,847.75	
Family Ford, Inc - cumulative cost	0.00	0.00	0.00	0.00	38,653.53	37,847.75	76,501.28
Pioneer Ford - cost per each unit	18,999.00	22,903.00	26,368.00	26,368.00	no bid	no bid	
Pioneer Ford - cumulative cost	18,999.00	22,903.00	79,104.00	52,736.00	0.00	0.00	173,742.00
Pioneer has no E-Verify Number							

Vehicle Specifications
City of Cartersville
Electric Department
Contact: Don Hassebrock 770-387-7400

Vehicle to be delivered to City of Cartersville Garage located at
500 S. Tennessee St, Cartersville, GA 30120
Contact Bill Trott 770-387-5786 at the Garage to arrange delivery

1/2 Ton 4WD Extended Cab Pickup Truck

Model Year: 2014 or 2015

Quantity: 3

Specify Year: 2015

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted).

Bidders are to indicate in the "**Meets or Exceeds Specifications**" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

Water Dept. - 1/2 Ton 4 Wheel Drive Extended Cab Pickup Truck	Meets Specifications		COMMENTS
	YES	NO	
1/2 Ton- 4X4 Pickup Extended Cab Fleetside	X		
Flex Fuel Engine	X		
Wheelbase less than 155"	X		
Minimum 6 foot bed	X		
Minimum 8 cylinder Flex Fuel engine	X		
Automatic Transmission with 6 speed/overdrive	X		
Power Steering	X		
Power Disc Brakes	X		
Rear Step Bumper	X		
Factory Air Conditioning	X		
Power Windows / Locks / Gauge Package	X		
Cig. Lighter w/add. 12v ports	X		

Item # 12

AM/FM/CD Radio w/ AUX input jack	X		
HD Cloth Seats with Center Console	X		
Intermittent Wipers	X		
Electric Dual Side Mirrors	X		
Interior Color - Grey	X		
Exterior Color - White	X		
Full Coverage Rubber Floor Mat	X		
All Terrain BSW Tires	X		
Tire Jack and tools	X		
Full size spare tire	X		
Towing Package with receiver hitch and 4/7 pin connection	X		
Limited Slip Axle	X		
Tow Hooks	X		
Skid Plates	X		
Spray on bedliner	X		
Blue Tooth Hands Free Phone System	X		
Cargo Light	X		
3 sets Keys w/remotes	X		

Total Per Unit Price

\$26,667.60 Each

Anticipated number of weeks until delivery (after approval): 12-14 weeks

List additional options or other pertinent information.

includes Cruise control (required for bluetooth-sync)

Bid Submitted By: Vendor

Contact Person

Telephone Number

Alan Kip Ford Lincoln
Bob Burton
678-364-3986

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 14:38:07

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Dealer: F21122

2015 F-150

Page: 1 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520
 Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

	RETAIL				RETAIL
X1E	F150 4X4 S/C	\$32905	413	SKID PLATES	\$160
	145" WHEELBASE		425	50 STATE EMISS	NC
YZ	OXFORD WHITE		50S	CRUISE CONTROL	225
W	CLTH BUCKT SEAT	125	52B	SYNC	420
G	GRAY INTERIOR		53A	TRAILER TOW PKG	495
100A	EQUIP GRP		58B	AM/FM CD	290
	.XL SERIES			23 GAL TANK	
	.SELECTSHIFT				
	.17"SILVER STEEL				
99F	5.0L V8 FFV ENG	1595		TOTAL BASE AND OPTIONS	39050
446	ELEC 6-SPD AUTO			XL BASE DISCT PEG & TT	(500)
	.265/70R-17 A/T			TOTAL	38550
XL9	3.55 ELEC LOCK	470		*THIS IS NOT AN INVOICE*	
	7050# GVWR			* MORE ORDER INFO NEXT PAGE *	
	FRT LICENSE BKT	NC		F8=Next	
F1=Help		F2=Return to Order		F3/F12=Veh Ord Menu	

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 14:38:12

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Dealer: F21122

2015 F-150

Page: 2 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520
 Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

	RETAIL			RETAIL
85A	POWER EQUIP GRP	\$1170		
	SP DLR ACCT ADJ			
	SP FLT ACCT CR			
	FUEL CHARGE			
B4A	NET INV FLT OPT	NC		
	PRICED DORA	NC		
	DEST AND DELIV	1195		

TOTAL BASE AND OPTIONS 39050
 XL BASE DISCT PEG & TT (500)
 TOTAL 38550
 THIS IS NOT AN INVOICE

F1=Help F2=Return to Order F7=Prev
 F4=Submit F5=Add to Library F3/F12=Veh Ord Menu
 S099 - PRESS F4 TO SUBMIT QD00509

2015 F150 S/cab 4x4
 \$26,667.00 Each

Vehicle Specifications
City of Cartersville
Parks & Recreation Department
Contact: Greg Anderson - 770-607-6173

Vehicle to be delivered to City of Cartersville Garage located at
500 S. Tennessee St, Cartersville, GA 30120
Contact Bill Trott 770-387-5786 at the Garage to arrange delivery

1/2 Ton 2WD Extended Cab Pickup Truck

Model Year: 2014 or 2015

Quantity: 1

Specify Year: 2015

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted).

Bidders are to indicate in the "**Meets or Exceeds Specifications**" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

Item # 12

Parks Dept. - 1/2 Ton 2-Wheel Drive Extended Cab Pickup Truck	<u>Meets Specifications</u>		COMMENTS
	<u>YES</u>	<u>NO</u>	
1/2 Ton- 2X4 Pickup Extended Cab Fleetside	X		
Wheelbase less than 155"	X		
Minimum 6 foot bed	X		
Minimum 8 cylinder Flex Fuel engine	X		
Automatic Transmission with 6 speed/overdrive	X		
Power Steering	X		
Power Disc Brakes	X		
Rear Step Bumper	X		
Factory Air Conditioning	X		
Power Windows / Locks / Gauge Package	X		
Cig. Lighter w/add. 12v ports	X		
AM/FM/CD Radio w/ AUX input jack	X		

Bench Seat w/ HD Cloth & Fold-up Center Console	X		
Intermittent Wipers	X		
Electric Dual Side Mirrors	X		
Interior Color - Grey	X		
Exterior Color - White	X		
Full Coverage Rubber Floor Mat	X		
Tire Jack and tools	X		
Full size spare tire	X		
Towing Package with receiver hitch and 4/7 pin connection	X		
Blue Tooth Hands Free Phone System	X		
Limited Slip Axle	X		
Tow Hooks		X	4x4 only
Spray on bedliner	X		
Cargo Light	X		
Steel Alloy Wheels	X		
3 sets Keys	X		with remotes

Item # 12

Total Per Unit Price \$23,132.00

Anticipated number of weeks until delivery (after approval): 12-14 weeks

List additional options or other pertinent information.

Bid Submitted By: Vendor

Contact Person

Telephone Number

Allan Vignol Ford Lincoln Inc
Bob Burtner
678-364-3986

CNGP530

VEHICLE ORDER CONFIRMATION

10/03/14 09:34:34

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Dealer: F21122

2015 F-150

Page: 1 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520
 Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

	RETAIL		RETAIL
X1C	F150 4X2 S/C	\$29480	
	145" WHEELBASE		425 50 STATE EMISS NC
YZ	OXFORD WHITE		50S CRUISE CONTROL 225
C	CLOTH 40/20/40		52B SYNC 420
G	GRAY INTERIOR		53A TRAILER TOW PKG 495
100A	EQUIP GRP		58B AM/FM CD 290
	.XL SERIES		23 GAL TANK
	.SELECTSHIFT		85A POWER EQUIP GRP 1170
	.17"SILVER STEEL		
99F	5.0L V8 FFV ENG	1595	TOTAL BASE AND OPTIONS 35340
446	ELEC 6-SPD AUTO		XL BASE DISCT PEG & TT (500)
	.245/70R-17 A/S		TOTAL 34840
XL9	3.55 ELEC LOCK	470	*THIS IS NOT AN INVOICE*
	6900# GVWR		
	FRT LICENSE BKT	NC	* MORE ORDER INFO NEXT PAGE *
F1=Help		F2=Return to Order	F8=Next
F4=Submit		F5=Add to Library	F3/F12=Veh Ord Menu

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/03/14 09:34:39

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Dealer: F21122

2015 F-150

Page: 2 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520
 Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

	RETAIL		RETAIL
	SP DLR ACCT ADJ		
	SP FLT ACCT CR		
	FUEL CHARGE		
B4A	NET INV FLT OPT	NC	
	PRICED DORA	NC	
	DEST AND DELIV	1195	
	TOTAL BASE AND OPTIONS	35340	
	XL BASE DISCT PEG & TT	(500)	
	TOTAL	34840	
	THIS IS NOT AN INVOICE		

F1=Help
 F4=Submit

F2=Return to Order
 F5=Add to Library

F7=Prev
 F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QD005091

2015 F150

\$ 23,132.00

Vehicle Specifications

City of Cartersville
Finance Department
Contact: Tom Rhinehart 770-387-5615

Vehicle to be delivered to City of Cartersville Garage located at
500 S. Tennessee St, Cartersville, GA 30120
Contact Bill Trott 770-387-5786 at the Garage to arrange delivery

City of Cartersville reserves the right to reject any or all bids.

Half-Ton 2 Wheel Drive Pickup Truck

Model Year: 2014 or 2015 2015
Specify what year model: 2015

Quantity: 1
Item # 12

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted). Bidders are to indicate in the "Meets or Exceeds Specifications" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.** (specifications on this sheet are a minimum specification)

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

Finance Dept. – Half-Ton 2 Wheel Drive Pick-up Truck	Meets Specifications		COMMENTS
	YES	NO	
Half-Ton 2 Wheel Drive Regular Cab /Fleetside Pick-up Truck	X		
Minimum 6 foot bed	X		
6 cylinder engine	X		
Automatic Transmission with 4/5 speed	X		
Power Steering	X		
Power Disc Brakes	X		
Rear Step Bumper	X		
Factory Air Conditioning	X		
AM/FM Radio	X		
HD Cloth Seats	X		
Intermittent Wipers	X		
Dual Side Mirrors	X		

Interior Color - Grey	X		
Exterior Color - Grey	X		
Spray on Bedliner	X		
Full Coverage Rubber Floor Mat	X		
Air Bags- Driver and Passenger	X		
Full size spare tire	X		
3 sets of keys	X		

Total Per Unit Price \$19,268.00

Anticipated number of weeks until delivery (after approval): 14-16 weeks

List additional options or other pertinent information:

Item # 12

Bid Submitted By: Vendor Allan Vigil Ford Lincoln
Contact Person Bob Burtner
Telephone Number 678-364-3986

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 14:49:05

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Dealer: F21122

2015 F-150

Page: 1 of 1

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520

Ord PEP: 100A Cust/Flt Name: CARTERSVILLE

PO Number:

RETAIL

RETAIL

F1C F150 4X2 R/C \$25420

SP DLR ACCT ADJ

122" WHEELBASE

SP FLT ACCT CR

YZ OXFORD WHITE

FUEL CHARGE

C CLOTH 40/20/40

B4A NET INV FLT OPT NC

G GRAY INTERIOR

PRICED DORA NC

100A EQUIP GRP

DEST AND DELIV 1195

.XL SERIES

TOTAL BASE AND OPTIONS 26615

.17"SILVER STEEL

TOTAL 26615

998 3.5LV6 TIVCTFFV

THIS IS NOT AN INVOICE

446 ELEC 6-SPD AUTO

.245/70R-17 A/S

X19 3.55 REG AXLE NC

6010# GVWR

425 50 STATE EMISS NC

23 GAL TANK

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD00509

Item # 12

2015 F150 Regular cab 4X2

\$19,268.00

Vehicle Specifications
City of Cartersville
Public Works
Contact: Tommy Sanders 678-855-1734

Vehicle to be delivered to City of Cartersville Garage located at
500 S. Tennessee St, Cartersville, GA 30120
Contact Bill Trott 770-387-5786 at the Garage to arrange delivery

1/2 Ton 4WD Extended Cab Pickup Truck

Model Year: 2014 or 2015

Quantity: 2

Specify Year: 2015

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted).

Bidders are to indicate in the "**Meets or Exceeds Specifications**" column if bid specifications are met And can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection.

New 1/2 Ton 4 Wheel Drive Extended Cab Pickup Truck	Meets Specifications		COMMENTS
	YES	NO	
1/2 Ton- 4X4 Pickup Extended Cab Fleetside	X		
Flex Fuel Engine	X		
Wheelbase less than 155"	X		
Minimum 6 foot bed	X		
Minimum 8 cylinder Flex Fuel engine	X		
Automatic Transmission with 6 speed/overdrive	X		
Power Steering	X		
Power Disc Brakes	X		
Rear Step Bumper	X		
Factory Air Conditioning	X		
Power Windows / Locks / Gauge Package	X		
Cig. Lighter w/add. 12v ports	X		

Item # 12

AM/FM/CD Radio w/ AUX input jack	X		
HD Cloth Seats with Center Console	X		
Intermittent Wipers	X		
Electric Dual Side Mirrors	X		
Interior Color - Grey	X		
Exterior Color - White	X		
Full Coverage Rubber Floor Mat	X		
All Terrain BSW Tires	X		
Tire Jack and tools	X		
Full size spare tire	X		
Towing Package with receiver hitch and 4/7 pin connection	X		
Limited Slip Axle	X		
Tow Hooks	X		
Blue Tooth Hands Free Phone System	X		
Skid Plates	X		
Spray on bedliner	X		
Cargo Light	X		
3 sets Keys	X		

Total Per Unit Price

\$26,667.00 Each

Anticipated number of weeks until delivery (after approval): 12-14

List additional options or other pertinent information.

cruise control
is added & required with bluetooth/sync

Bid Submitted By: Vendor

Contact Person

Telephone Number

Allan Vigil/Ford Lincoln
Bob Burton
678-3643986

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 14:38:07

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Dealer: F21122

2015 F-150

Page: 1 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520

Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

		RETAIL			RETAIL
X1E	F150 4X4 S/C	\$32905	413	SKID PLATES	\$160
	145" WHEELBASE		425	50 STATE EMISS	NC
YZ	OXFORD WHITE		50S	CRUISE CONTROL	225
W	CLTH BUCKT SEAT	125	52B	SYNC	420
G	GRAY INTERIOR		53A	TRAILER TOW PKG	495
100A	EQUIP GRP		58B	AM/FM CD	290
	.XL SERIES			23 GAL TANK	
	.SELECTSHIFT				
	.17"SILVER STEEL				
99F	5.0L V8 FFV ENG	1595		TOTAL BASE AND OPTIONS	39050
446	ELEC 6-SPD AUTO			XL BASE DISCT PEG & TT	(500)
	.265/70R-17 A/T			TOTAL	38550
XL9	3.55 ELEC LOCK	470		*THIS IS NOT AN INVOICE*	
	7050# GVWR				
	FRT LICENSE BKT	NC		* MORE ORDER INFO NEXT PAGE *	
F1=Help		F2=Return to Order		F8=Next	
				F3/F12=Veh Ord Menu	

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 14:38:12

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Dealer: F21122

2015 F-150

Page: 2 of 2

Order No: 0001 Priority: A1 Ord FIN: QS060 Order Type: 5B Price Level: 520

Ord PEP: 100A Cust/Flt Name: CARTERSVILLE PO Number:

		RETAIL			RETAIL
85A	POWER EQUIP GRP	\$1170			
	SP DLR ACCT ADJ				
	SP FLT ACCT CR				
	FUEL CHARGE				
B4A	NET INV FLT OPT	NC			
	PRICED DORA	NC			
	DEST AND DELIV	1195			

TOTAL BASE AND OPTIONS 39050
 XL BASE DISCT PEG & TT (500)
 TOTAL 38550
 THIS IS NOT AN INVOICE

F1=Help
 F4=Submit

F2=Return to Order
 F5=Add to Library

F7=Prev
 F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QD00509

2015 F150 S/Cab 4x4

\$26,667.00 Each

Vehicle Specifications
City of Cartersville
Public Works Department
1-Ton Dual Rear Wheel Diesel Dump Truck
Contact: Tommy Sanders 770-606-6993

Vehicle to be delivered to City of Cartersville Garage located at
500 S. Tennessee St, Cartersville, GA 30120
Contact Bill Trott 770-387-5786 at the Garage to arrange delivery
City of Cartersville reserves the right to reject any or all bids.

Model Year: 2014-15

Quantity: 1

Specify Year: 2015

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted). Bidders are to indicate in the "**Meets or Exceeds Specifications**" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

TRUCK SPECIFICATIONS			
Recreation Dept. - One-Ton Dual Rear Wheel Diesel Work Truck Chassis	Meets Specifications		COMMENTS
	YES	NO	
Engine - Heavy Duty Diesel	X		
Cab - Crew Cab	X		
Model Type - Work-Standard (list package)	X		
Long Wheel Base - specify length from cab (min 60")	X		60" CA
Automatic Transmission, w/ 2-wheel drive	X		
Heavy-Duty Handling/Trailer Suspension Package	X		
Towing Package (meet or exceed 14,000 lbs.)	X		
Integrated Trailer Brake Control System	X		
Towing Mirrors - telescope out/in	X		
Air Conditioning & Heat	X		
Vinyl Bench Seat	X		
Power Steering	X		
Rubber Flooring w/ Rubber Floor Mats	X		
Exterior Color - White	X		

Item # 12

Interior Color - Grey	X		
Tires/Wheels - 6-Heavy Duty Rims-Steel or Aluminum (specify), Tires - Heavy-Duty (specify)	X		Steel/HD
Blue Tooth Hands Free Phone System	X		
Full size spare tire	X		
Warranty - Specify - Miles/Years 3yrs/36,000 mi 4	X		
3 sets Keys	X		

5yrs/100,000 mi Diesel engine

Total Unit Price for Truck

\$31,997.00

Please complete the following info on the vehicle you are submitting a bid for:

2014 or 2015 Make - Model Type:	2015 Ford F350
Engine Model/Type/HP:	6.7L V8 DSL 400 HP
Towing Capacity:	15000 lbs
Payload Capacity:	7872 lbs

Item # 12

BED SPECIFICATIONS			
10 Foot Dump Bed	Meets Specifications		COMMENTS
	YES	NO	
10' Steel Dump with VC516 Electric Hoist	X		615 Hoist
42" Solid Headboard w/ Peep Hole and Cab Protector	X		
3/16" Smooth Floor	X		
Heavy Duty Receiver Hitch and 7 Pin Plug	X		
Lights	X		
Mud Flaps	X		
Roll Up Tarp	X		
Painted Black	X		
Installed on Truck Cab and Chassis Referred to Above	X		

Total Unit Price for Bed

\$ 5,965.00

Combined Total Price for Truck and Bed

\$37,962.00

Anticipated number of weeks until delivery (after approval): 12-14 weeks

Bid Submitted By: Vendor

Contact Person

Telephone Number

Allan Vail Ford Lincoln
Bob Burkner
671-364-3986

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 15:43:09

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Dealer: F21122

2015 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: L3 Ord FIN: QS060 Order Type: 5B Price Level: 515
 Ord PEP: 640A Cust/Flt Name: CARTERSVILLE PO Number:

RETAIL

RETAIL

W3G	F350 4X2 CRW CC	\$35150	JOB #1 BUILD	
	176" WHEELBASE		SPARE TIRE/WHL3	350
Z1	OXFORD WHITE		52B BRAKE CONTROLLER	270
A	VNYL 40/20/40		585 AMFM/CD/CLK	275
S	STEEL		61J JACK	NC
640A	PREF EQUIP PKG		62D STRG WHL CNTLS	70
	.XL TRIM		65Z AFT AXLE TANK	NC
572	.AIR CONDITIONER	NC		
99T	6.7L V8 DIESEL	8480	TOTAL BASE AND OPTIONS	46085
44W	6-SPEED AUTO	NC	TOTAL	46085
TBK	.LT245 BSW AS 17	NC	*THIS IS NOT AN INVOICE*	
X37	3.73 REG AXLE	NC	*TOTAL PRICE EXCLUDES COMP PR	
	LESS TPMS		* MORE ORDER INFO NEXT PAGE *	
	14000# GVWR PKG		F8=Next	
425	50 STATE EMISS	NC	F3/F12=Veh Ord Menu	
F1=Help		F2=Return to Order		

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 15:43:15

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Dealer: F21122

2015 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: L3 Ord FIN: QS060 Order Type: 5B Price Level: 515
 Ord PEP: 640A Cust/Flt Name: CARTERSVILLE PO Number:

RETAIL

RETAIL

67D	XTR HVY DTY ALT	NC	*TOTAL PRICE EXCLUDES COMP PR
794	PRICE CONCESSION		
	REMARKS TRAILER		
	AUX AUDIO INPUT		
91M	SYNC SYSTEM	295	
	SP DLR ACCT ADJ		
	SP FLT ACCT CR		
	FUEL CHARGE		
B4A	NET INV FLT OPT	NC	
	PRICED DORA	NC	
	DEST AND DELIV	1195	

TOTAL BASE AND OPTIONS 46085

TOTAL 46085

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QD00509

2015 F350 crew cab 1/2 chassis

\$31,997.00

Vehicle Specifications
City of Cartersville
 Stormwater Department
1-Ton Dual Rear Wheel Diesel Dump Truck
 Contact: Tommy Sanders 770-606-6993

Vehicle to be delivered to City of Cartersville Garage located at
 500 S. Tennessee St, Cartersville, GA 30120
 Contact Bill Trott 770-387-5786 at the Garage to arrange delivery
 City of Cartersville reserves the right to reject any or all bids.

Model Year: 2014-15

Quantity: 1

Specify Year: 2015

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted).

Bidders are to indicate in the "Meets or Exceeds Specifications" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

Recreation Dept. - One-Ton Dual Rear Wheel Diesel Work Truck Chassis	Meets Specifications		COMMENTS
	YES	NO	
Engine - Heavy Duty Diesel	X		
Cab - regular Cab	X		
Model Type - Work-Standard (list package) <u>640A</u>	X		
Long Wheel Base - specify length from cab (min 60")	X		
Automatic Transmission, w/ 2-wheel drive	X		
Heavy-Duty Handling/Trailer Suspension Package	X		
Towing Package (meet or exceed 14,000 lbs.)	X		
Integrated Trailer Brake Control System <u>52B</u>	X		
Towing Mirrors - telescope out/in	X		
Air Conditioning & Heat	X		
Vinyl Bench Seat	X		
Power Steering	X		
Rubber Flooring w/ Rubber Floor Mats	X		

Item # 12

Exterior Color - White	X		
Interior Color - Grey	X		
Tires/Wheels - 6-Heavy Duty Rims-Steel or Aluminum (specify), Tires - Heavy-Duty (specify)	X		Steel/HO
Blue Tooth Hands Free Phone System	X		
Full size spare tire	X		
Warranty - Specify - Miles/Years 36mo/36,000 mi	X		
3 sets Keys	X		

545/100,000 mi Diesel engine
Total Unit Price for Truck

\$29,273.00

Item # 12

Please complete the following info on the vehicle you are submitting a bid for:

2014 or 2015 Make - Model Type:	2015 Ford F350
Engine Model/Type/HP:	6.7L V8 400 HP
Towing Capacity:	15,000 lbs
Payload Capacity:	7,872 lbs

BED SPECIFICATIONS			
10 Foot Dump Bed	Meets Specifications		COMMENTS
	YES	NO	
10' Steel Dump with VC516 Electric Hoist	X		615 Hoist
42" Solid Headboard w/ Peep Hole and Cab Protector	X		
3/16" Smooth Floor	X		
Stake Board Holes on Sides	X		
7' Wide Dump Bed	X		92" wide
24" 2 Piece 11 Gauge Steel Fold Down Sides	X		
2 Piece Set-In Tailgate	X		
1 - 2' Tool Box Installed	X		
1 - 3' Tool Box Installed	X		
Heavy Duty Receiver Hitch and 7 Pin Plug	X		
Lights	X		
Mud Flaps	X		

Roll Up Tarp	X		
Painted Black	X		
Installed on Truck Cab and Chassis Referred to Above	X		

Total Unit Price for Bed

\$6895.00

Combined Total Price for Truck and Bed

\$36,168.00

Anticipated number of weeks until delivery (after approval): 12-14 weeks

Bid Submitted By: Vendor

Contact Person

Telephone Number

Allan Viquez Ford Lincoln
Bob Buntner
678-364-3986

Item #12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 15:54:27

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Dealer: F21122

2015 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: L3 Ord FIN: QS060 Order Type: 5B Price Level: 515

Ord PEP: 640A Cust/Flt Name: CARTERSVILLE

PO Number:

		RETAIL			RETAIL
F3G	F350 4X2 CHAS/C	\$32005		JOB #1 BUILD	
	141" WHEELBASE			SPARE TIRE/WHL3	350
Z1	OXFORD WHITE		52B	BRAKE CONTROLLR	270
A	VNYL 40/20/40		585	AMFM/CD/CLK	275
S	STEEL		61J	JACK	NC
640A	PREF EQUIP PKG		62D	STRG WHL CNTLS	70
	.XL TRIM		65Z	AFT AXLE TANK	NC
572	.AIR CONDITIONER	NC			
99T	6.7L V8 DIESEL	8480		TOTAL BASE AND OPTIONS	42940
44W	6-SPEED AUTO	NC		TOTAL	42940
TBK	.LT245 BSW AS 17	NC		*THIS IS NOT AN INVOICE*	
X37	3.73 REG AXLE	NC		*TOTAL PRICE EXCLUDES COMP PR	
	LESS TPMS				
	14000# GVWR PKG			* MORE ORDER INFO NEXT PAGE *	
425	50 STATE EMISS	NC		F8=Next	
F1=Help			F2=Return to Order	F3/F12=Veh Ord Menu	

Item # 12

CNGP530

VEHICLE ORDER CONFIRMATION

10/06/14 15:54:35

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Dealer: F21122

2015 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: L3 Ord FIN: QS060 Order Type: 5B Price Level: 515

Ord PEP: 640A Cust/Flt Name: CARTERSVILLE

PO Number:

		RETAIL			RETAIL
67D	XTR HVY DTY ALT	NC		*TOTAL PRICE EXCLUDES COMP PR	
794	PRICE CONCESSN				
	REMARKS TRAILER				
	AUX AUDIO INPUT				
91M	SYNC SYSTEM	295			
	SP DLR ACCT ADJ				
	SP FLT ACCT CR				
	FUEL CHARGE				
B4A	NET INV FLT OPT	NC			
	PRICED DORA	NC			
	DEST AND DELIV	1195			
	TOTAL BASE AND OPTIONS	42940			
	TOTAL	42940			
	THIS IS NOT AN INVOICE				
F1=Help			F2=Return to Order	F7=Prev	
F4=Submit			F5=Add to Library	F3/F12=Veh Ord Menu	
S099 - PRESS F4 TO SUBMIT				F9=View Trailers	

QD00509

2015 F350 Regular Cab 4x2 Chassis
\$29,273.00



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Auditor's Management Letter

SubCategory:	Other
Department Name:	Finance
Department Summary Recommendation:	The auditor's engagement letter is attached for your review. The city attorney has reviewed the letter and asked that the mayor be authorized to sign it along with the city manager and finance director. The engagement letter spells out the understanding of the services to be provided by Carr, Riggs, and Ingram, the city's auditor. It also lists the responsibilities of the city's management with respect to the documents that the city will be provided to the audit firm and completed for the audit firm. It further spells out the procedures that will be used to audit the city's accounting information, the city's internal controls, and any dispute resolutions. It also references the use of third party service providers by Carr, Riggs, and Ingram to help in the audit process while keeping the city information secure and confidential. Finally it mentions the agreed upon price of \$41,500 to complete the city's FY 2014 audit. This amount was approved during the June 19, 2014 council meeting. I recommend the authorization for the mayor, city manager, and finance director to sign the engagement letter for Carr, Riggs, and Ingram as submitted.
City Manager's Remarks:	Legal is of the opinion that the Mayor needs your authorization to sign this letter. Your approval is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

September 26, 2014

To the Management of
The City of Cartersville, Georgia
One North Erwin Street
Cartersville, Georgia 30120

We are pleased to confirm our understanding of the services we are to provide the City of Cartersville for the year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Cartersville as of and for the year ended June 30, 2014. We will not audit the financial statements of the City of Cartersville Board of Education, a discretely presented component unit. These financial statements will be audited by other auditors whose report will be furnished to us, and our opinion on the basic financial statements, insofar as it relates to the amounts included for the City of Cartersville Board of Education will be based on the report of the other auditors.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Cartersville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Cartersville's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Cartersville's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and individual fund financial statements and schedules
- 2) Schedule of Special Purpose Local Option Sales Tax expenditures

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory section
- 2) Statistical data included in the Comprehensive Annual Financial Report

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Cartersville and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Cartersville is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by

management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Cartersville's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Dispute Resolution

In the event of a dispute between the parties which arises out of or relates to this contract or engagement letter, the breach thereof or the services provided or to be provided hereunder, and, if the dispute cannot be settled through negotiation, the parties agree that before initiating arbitration, litigation or some other dispute resolution procedure, they will first try in good faith to resolve the dispute through non-binding mediation. The mediation will be administered by the American Arbitration Association under its *Dispute Resolution Rules for Professional Accounting and Related Services Disputes*. The costs of any mediation proceedings shall be shared equally by all parties.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we

maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Carr, Riggs & Ingram, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State of Georgia Department of Audits and Accounts or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carr, Riggs & Ingram, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Georgia Department of Audits and Accounts. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 29, 2014 and to issue our reports no later than December 15, 2014. Tom Carmichael, Jr., CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$41,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to the City of Cartersville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Carr, Riggs & Ingram, LLC

Carr, Riggs & Ingram, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of City of Cartersville, Georgia.

City Mayor

Finance Director

City Manager

Item # 13



City of Cartersville

City Council Meeting
11/6/2014 7:00:00 PM
Request for Little Free Library

SubCategory:	Other
Department Name:	DDA
Department Summary Recommendation:	Donna McCue-Carlson approached the DDA several weeks ago about her desire to place a Little Free Library in Founder's Oak Park - near the water fountain. Mrs. Carlson and her family are committed to taking full responsibility for the structure including installation (after checking with all pertinent City utility departments), upkeep, and maintenance. DDA board supports the action of allowing Mrs. Carlson to install the Little Free Library, but did recommend an agreement be drawn up with the City stating that should the Little Free Library ever be found in neglect, the City has the right to remove the structure. DDA Manager presented this to the Historic Preservation Commission at their recent meeting, who also had no objections and supported the installation. City Council's approval of the installation of the Little Free Library is recommended.
City Manager's Remarks:	This item is supported by the DDA.
Financial/Budget Certification:	
Legal:	
Associated Information:	



Donna McCue-Carlson

Little Free Libraries are usually small enclosed wooden structures about the size of a doll house with acrylic doors (so books are visible) and are built to be weatherproof that have books inside. Any person visiting the Little Free Library may take, borrow, return, or place a book at any time at the Little Free Library. Owners register their Little Free Library and receive a small sign to attach to their Library that usually says "Little Free Library" "Take a Book. Leave a Book". Little Free Libraries can be found through their registered GPS coordinates. As of January 2014 there are over 15,000 Little Free Libraries worldwide and counting. An estimated 1,650,000 books were donated and borrowed from 2010-2013. A Little Free Library Index is used to find locations and detailed information about the site. There are Little Free Libraries in neighboring cities such as Kennesaw, Marietta, Adairsville, etc however there are none to date in Cartersville. Little Free Libraries have been seen on NBC Nightly News with Brian Williams, 11 Alive Atlanta Ga., Huffington Post, AARP Bulletin (May 2014), Coffee House Press, & Saturday Evening Post to name a few.

I am fully aware and understand that there is a responsibility that comes with placing a Little Free Library such as keeping it stocked with books, monitoring the Library to assure the reading materials are appropriate for all ages, cleanliness in and around the Library, upkeep from possible vandalism. It is recommended that your Little Free Library is visited/checked on weekly however with all the immediate family we have throughout Cartersville we see no problem with visits even more frequent than recommended. I hope you would kindly consider my proposal to place a Little Free Library in our city. I believe it would be nice to have for our own residents having lunch break to be able to quickly pick up a book, for visitors coming to the information Train Depot, for others actively seeking our cities Little Free Library as well. I would love to place this Little Free Library in Honor of my Mother who is always available to lend a helping hand when needed. I am sure she would feel Blessed to be able to share such an exciting tool for Literacy with others throughout our community. We are awaiting our Charter Member wooden sign via mail to be placed on the Little Free Library as soon as the manufacture is finished building it and will be sending pictures to you soon. If any further information is needed Please feel free to contact me.

We are just putting the finishing touches on the Little Free Library we have the sign with the charter member number yet to put on, the weather stripping on the inside of the door, as well as deciding to put the Library on a 4x4 post and into a half whiskey barrel with some flowers inside the barrel. I will be picking the Library up tomorrow. I emailed the gentleman that is making it for the dimensions and here is what he wrote; the length is 25 inches across, 23 inches at the tallest part of the roof, and 17 3/4 inches wide.



City of Cartersville

**City Council Meeting
11/6/2014 7:00:00 PM
Stormwater Managment Program Documents**

SubCategory:	Other
Department Name:	Public Works
Department Summary Recommendation:	Cartersville is now required to file under NPDES permit for all existing point source discharges of storm water from the small MS4 Phase II. We are requesting permission for the Mayor to sign these documents and any related documents that lay out our storm water program for submittal to EPD. There are two documents that are included 1) our storm water plan and 2) a Notice of Intent, both of which are on file, available for viewing at the City of Cartersville Public Works Dept., 330 South Erwin Street. We recommend your approval of this item.
City Manager's Remarks:	Your authorization and approval of the information included within is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION**

GEORGIA NOTICE OF INTENT (GaNOI)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: City of Cartersville
- B. Name of responsible official: Matt Santini
 Title: Mayor
 Mailing Address: P.O. Box 1390
 City: Cartersville State: GA Zip Code: 30120
 Telephone Number: (770) 387-5617
 Email Address: msantini@cityofcartersville.org
- C. Designated stormwater management program
 contact: Name: Wade Wilson, PE, CFM
 Title: City Engineer
 Mailing Address: P.O. Box 1390
 City: Cartersville State: GA Zip Code: 30120
 Telephone Number: (770) 387-5602
 Email Address: wwilson@cityofcartersville.org

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure or BMP on your behalf? Yes _____ No X (If No, skip to Part 3)

Control Measure #1:

1. Name of entity _____

2. Control measure or component of control measure to be implemented by entity on your behalf:

- B. Attach an additional page if necessary to list additional shared responsibilities. **It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.**

3. Population

Provide the population of your municipality based on the U.S. Census Bureau 2010 Census: 19,773

4. Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: _____ Date: _____

Signature: _____ Title: _____