



Addendum IV – General Questions continued

City of Morrow
Integrated Municipal Finance Software System RFP

Questions and Answers

Vendor Question:

1. Estimated # of customers you bill for sanitation.

City of Morrow Response

Number of residential sanitation customers (billed quarterly) = 950

Number of commercial sanitation customers (billed monthly)

185 front end customers with flat bills

40 open top customers with flexible bills

Vendor Question:

2. When is a permit issued? What items require a city permit?

City of Morrow Response

A permit is issued to an applicant after the City has reviewed and approved the proposed permit application and/or plans, if applicable.

The City ordinance specifically states when a permit is required, according to *Title 8: Planning and Development, Chapter 2: Building and Code Enforcement, Article B: Permit Procedures and Enforcement, Section 8-2-4. - Permits.* below:

(a)*Required.* No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure within the city, or cause the same to be done, without first obtaining a permit for such building or structure from the building official. Separate permits are required for grading, electrical, plumbing, mechanical, and low-voltage. However, a homeowner is exempted from obtaining a building permit for remodeling and/or improving his or her dwelling or property as long as the cost of the construction materials does not exceed \$1,000.00, and the work is

begun and completed solely by the homeowner. This exemption applies only to nonstructural changes (refer to the definition of "Structure" in the city zoning ordinance) and does not apply to any activity which changes the square footage of a structure.

(e)*State licensing required.* No person shall engage in electrical, plumbing, mechanical, or low-voltage contracting on any work within the city unless licensed by the State of Georgia. Where a state license is required, every applicant for a permit shall furnish proof, at time of application, that he or the person contracted to do the work holds a valid state license in good standing. Failure to meet this requirement may be grounds for revocation of the permit. (Ord. No. 98-02, § 1, 6-23- 98; Ord. No. 2000-13, § 1(B), 10-10-00)

Below is an overall list of items which require a permit:

- Building (commercial and residential -demolition, new structures, and structural renovations for primary and accessory structures)
- Land Disturbance - clearing and grading (new development)
- Utility (power, gas replacement, under and above ground storage tanks)
- Trades (electrical, mechanical/HVAC, low voltage, plumbing)
- Signs (wall, ground, temporary banners, billboards)
- Tree Removal (commercial and residential)
- Tenant Occupancy (all non-residential existing spaces)

Vendor Question:

3. Are you looking for a solution to assist with managing City Ordinances?

City of Morrow Response

While this is not specifically required in the RFP, if the functionality exists with a vendors product, it should be outlined in the submittal.

Vendor Question:

4. Custom Payroll for Public Safety – Police and Fire: Could you provide as much detail as possible regarding this item please?

City of Morrow Response

207K exemption explanation:

Under FLSA, Public Safety (Firefighters and Police officers) are allowed to work longer hours before earning overtime (207K exemption). Regular employees must be paid overtime for any hours over 40 hours per week. FLSA allows for Firefighter and Police officers to elect a longer work period in overtime calculations. The City of Morrow has opted for a 28 day period for Fire and Police. FLSA allows for Police to work 171 hours

in a 28 day period prior to earning overtime. Fire is allowed to work 212 hours in a 28 day period prior to earning overtime.

Vendor Question:

5. **Permitting (Alcohol, Precious Metals, and Other Permits): This seems like it may fall under the Business License program. We have customers now that issue license for alcohol sales, but I do not know if this is the same. Could you please provide as much information as possible regarding this item?**

An alcohol permit is a license for alcohol sales. The alcohol and precious metal and permits like them include an application and a printed certificate.

City of Morrow Response

Vendor Question:

6. **Other Taxes (Alcohol, Excise, Rental Car Excise): This could potentially be covered under Accounts Receivable. Could you please provide as much information as possible regarding this item?**

City of Morrow Response

These taxes are filed and paid based on specific tax return forms that are submitted with monthly payments; therefore, they are not necessarily receivables. We want the capability to track data included on tax return forms to verify accuracy of tax returns, payments, and for reporting purposes.

Vendor Question:

7. **Please address the following issues:**

Copy of sample tax bill (attached as the last page of addendum)

Where is assessment data coming from (Clayton County, GA Tax Assessor)

How many core users – 5 to 25

How many tax bills – 2,700 bills in 2012

Do they want internet payments – Yes, we want an option for Internet payments.

Numbers of Customers for sanitation

Number of residential sanitation customers (billed quarterly) = 950

Number of commercial sanitation customers (billed monthly)

185 front end customers with flat bills

40 open top customers with flexible bills

Vendor Question:

8. **Work Orders and Tracking: We only have Work Orders in utility billing. We do not offer a stand-alone Work Orders program. Is that what you all are looking for here? If not, could you provide details to what your expectations are?**

City of Morrow Response

If possible, we want a work order tracking process for Public Works projects, tasks, municipal building management, and maintenance, as well as tracking of our residential and commercial property parcels.

Vendor Question:

- 9. Does the City of Morrow have an expectation of including Source Code Escrow and Verification Testing in the current RFP for an Integrated Finance System? Software Escrow means that should the vendor go out of business or fail support, that City of Morrow will be able to continue business operations. Verification Testing is a process, which allows an escrow agent access to a developer's site to re-build the code from scratch and document that process. This is followed by a report which is stored along with the code in Escrow, therefore should there be a release; City of Morrow will have a business continuity plan.**

City of Morrow Response

Source Code Escrow and Verification Testing is not a requirement of this RFP. Our evaluation criteria will, however, include the vendor's capacity, services, performance history and references.

City of Morrow
 1500 Morrow Road
 Morrow, GA 30260-1654
 (770) 961-4002

SAMPLE TAX BILL

2012 Ad Valorem Tax Notice

2012

2012 City of Morrow, Georgia Ad Valorem Tax Notice

Bill Number	Account Number	Fair Market Value	Assessed Value	Tax District	Acreeage	Homestead Code
Map Number / Property Description / Street Address		Tax Entity	Exemptions	Net Taxable	Tax Rate	Tax Amount
		CITY TAX				
Local Option Sales Tax Credit Information						
Mills required to produce city budget	13.109					
Mill reduction due to sales tax roll back	5.609					
Actual mill rate set by city	7.500					
Tax savings due to roll back	24.85					
Important Messages – Please Read					Total Taxes	
For property sold during 2012, the tax bill will remain in the name of the owner as of January 1, 2012 until paid. If the sales contract provided for the buyer to pay the taxes, the seller should forward that person the tax information on the bill.					Interest 1%	
					Assess Fee	
					10% Penalty	
					Back Taxes	
					Payments Rcvd	
					TOTAL DUE	
					DATE DUE	

PLEASE DETACH HERE AND RETURN THIS PORTION. MAKING SURE THAT OUR RETURN ADDRESS APPEARS THROUGH THE WINDOW IN THE ENVELOPE PRIOR TO SEALING

PAYMENT INSTRUCTIONS

- Please Make Check or Money Order Payable to: **City of Morrow**
- Please write the bill number(s) on your check
- If a receipt is desired, please include a stamped, self-addressed envelope.
- If taxes are to be paid by a mortgage company, send them this portion only.
- If you are paying after the due date, please call our office for the full amount due.
- Interest at a rate of 1% per month begins the day after the due date.
- 30 days after the due date, a Fi-Fa charge of up to \$10.00 will be imposed.
- A 10% penalty is imposed on all unpaid bills the day after the due date.



City of Morrow
 1500 Morrow Road
 Morrow, Georgia 30260-1654



Account Number	Bill Number
Map Number/Property Description/Street Address	
DATE DUE	TOTAL DUE

CONSOLIDATION & EVALUATION OF DIGEST 2012
CITY OF MORROW

DATE RUN TIME RUN
9/28/12 15:23:35

COUNTY-WIDE

PROPERTY CLASSES & VALUES

CLASS AND STRATA CODE/DESCRIPTION	COUNT	ACRES	40% VALUE
R1 RESIDENTIAL IMPROVEMENTS	1,707		42,476,142
R3 RESIDENTIAL LOTS	1,822	69.41	13,247,500
R4 RESIDENTIAL SMALL TRACTS	5	34.40	167,627
RB RESIDENTIAL BOATS	5		19,626
	3,539	103.81	55,910,895
C1 COMMERCIAL IMPROVEMENTS	135		84,753,592
C3 COMMERCIAL LOTS	105	85.93	8,180,163
C4 COMMERCIAL SMALL TRACTS	53	218.53	16,999,841
C5 COMMERCIAL LARGE TRACTS	13	215.62	16,778,200
CF COMMERCIAL FURN/FIXT/EQPT	627		23,587,237
CI COMMERCIAL INVENTORY	465		24,596,707
CP COMMERCIAL FREEPORT INV	5		8,572,100
	1,403	520.08	183,467,840
I1 INDUSTRIAL IMPROVEMENTS	29		20,104,249
I3 INDUSTRIAL LOTS	28	60.41	4,404,000
I4 INDUSTRIAL SMALL TRACTS	10	102.99	5,149,200
IF INDUSTRIAL FURN/FIXT/EQPT	2		5,845,246
IP INDUSTRIAL FREEPORT INV	2		1,951,175
	71	163.40	37,453,870
U2 UTILITY OPERATING UTIL	11		7,843,262
	11		7,843,262
E1 PUBLIC PROPERTY	98		30,545,810
E2 PLACES OF RELIGIOUS WORSHIP	16		6,423,807
E4 PLACES OF RELIGIOUS BURIAL	3		305,400
E6 EDUCATIONAL INSTITUTIONS	3		4,840,200
E9 OTHER EXEMPT	1		3,004
	121		42,118,221
GROSS PROPERTY REAL			220,103,776
GROSS PROPERTY PERSONAL			64,572,091
GROSS PROPERTY PARCELS>	2,047	787.29	284,675,867
MOTOR VEHICLE			
MOBILE HOMES			
TIMBER 100%			
HEAVY TRUCK EQUIPMENT			
GROSS DIGEST TOTAL COUNTY-WIDE			284,675,867
TAX TYPE 01 CITY TAX	COUNT		EXEMPTION AMT
M1 CITY HOMESTEAD NO HTRG	1,221		41,813,349
TOTAL EXEMPTIONS			41,813,349
NET DIGEST			242,862,518