



Mayor □ City Council
Regular Session Meeting

City of College Park
3667 Main Street
College Park, GA 30337

<http://www.collegeparkga.com>
404-669-3756 (Main) □

Experience College Park
Georgia's Global City

□ **Agenda** □

Monday, February 17, 2020

7:30 PM

Council Chambers

1. Opening Ceremonies

A. Pledge Of Allegiance

B. Invocation

2. Additions, Deletions, Amendments, or Changes to the Agenda

3. Presentation of Minutes of City Council

A. Approval of Regular Session Minutes dated February 3, 2020

ACTION:

B. Approval of Workshop Session Minutes dated February 3, 2020.

ACTION:

4. Proclamations, Resolutions, Plaques, and Announcements

A. Presentation of a plaque to Mr. Daniel Summers, Jr. in recognition of his service to the City and time served as a Board Member for the College Park Destination Marketing Organization (DMO). Mr. Summers served as a DMO Board Member for seven years (2012-2019).

B. Presentation of a plaque to Ms. Beulah Lindsay in recognition of her service to the City and time served as a member of the College Park Board of Zoning & Appeals (BZA). Ms. Lindsay served as a BZA Board Member for fifteen years (2004-2019).

5. Remarks of Citizens

6. Other Business

A. Discussion and update on recently adopted ordinances and resolutions. See memorandum dated February 13, 2020 from City Clerk Shavala Moore. Also, see attached supporting documentation.

7. Public Hearings

- A. Consideration of a request to set a Public Hearing to consider a Conditional Use Permit at 3891 Main Street, College Park, Georgia 30337 to allow for a car rental facility in the TOD - Transit Oriented District. The Planning Commission heard this case at the January 27, 2020 meeting and recommended approval with conditions. A Public Hearing date of March 2, 2020 is recommended. See memorandum dated February 12, 2020 from City Planner Michelle Alexander. Also, see attached supporting documentation. Ward 1.

ACTION:

- B. Public Hearing to consider a Conditional Use Permit at 3950 Conley Street, College Park, Georgia 30337 to allow for a car sharing operation in the C2 - Community Business District. The Planning Commission heard this case at the January 27, 2020 meeting and recommended approval with conditions. See memorandum dated February 12, 2020 from City Planner Michelle Alexander. Also, see attached supporting documentation. Ward 2.

ACTION:

8. Bids, Change Order Requests and Contracts

- A. Consideration of and action on a request for approval to purchase one replacement Life PAK Cardiac Monitor used on medical scenes for the Fire Department. See memorandum dated February 10, 2020 from Fire Chief Wade Elmore recommending Stryker (Sole Source Vendor) at a total approximate cost to the City of \$28,000.00. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

- B. Consideration of and action on a request for approval to purchase replacement fire protective gear. See memorandum dated February 10, 2020 from Fire Chief Wade Elmore recommending approval of NAFECO at a total cost of \$35,175.00. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

- C. Consideration of and action on a request for approval of the annual renewal of the ESRI/GIS software license utilized for GIS city-wide mapping operations. See memorandum dated February 10, 2020 from Chief Information Officer Michael Hicks

recommending approval at a cost of \$15,000 annually. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

D. Consideration of and action on a request for approval of the renewal of performance management software utilized to monitor major projects (Quantum Workplace). See memorandum dated February 7, 2020 from Chief Information Officer Michael Hicks recommending approval at a cost of \$10,000 annually. Also, see attached supporting documentation.

ACTION:

E. Consideration of and action on a request for approval of the renewal of the Fortigate Fire Wall software that provides advance threat protection for our environment. See memorandum dated February 11, 2020 from Chief Information Officer Michael Hicks recommending approval at a cost of \$12,850.00 annually. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

9. Unfinished (Old) Business

A. Consideration of external public relations contractual services. See memorandum dated February 12, 2020 from Director of Communications Gerald Walker. Also, see attached supporting documentation.

ACTION:

B. Consideration of ancillary banking institution services. See memorandum dated February 12, 2020 from Purchasing/Fleet Administrator Willis Moody. Also, see attached supporting documentation.

ACTION:

10. New Business

- A. Consideration of a Discretionary Funds Policy governing the use of individual elected official discretionary budgets. See memorandum dated February 12, 2020 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached supporting documentation.

ACTION:

- B. Consideration of a Travel Policy governing the use of elected official and City employee travel budgets. See memorandum dated February 12, 2020 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached supporting documentation.

ACTION:

- C. Consideration of and action on a request to adopt a Resolution authorizing the renaming of portions of Roosevelt Hwy (Hwy 29) located within the corporate city limits of the City of College Park to Main Street. See memorandum dated February 12, 2020 from Special Projects Administrator Jackson Myers. Also, see attached supporting documentation. Ward 4.

ACTION:

- D. Consideration of and action on a request to impose a 120-day moratorium on tire shops. See memorandum dated February 12, 2020 from Director of Inspection Oscar Hudson requesting approval. Also, see attached supporting documentation.

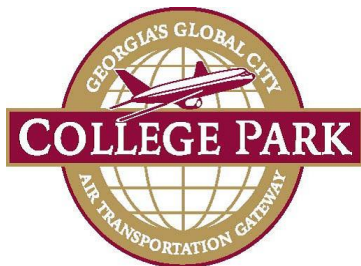
ACTION:

11. City Attorney's Report

12. City Manager's Report

- A. Discussion and update on top ten delinquent property tax payers. See memorandum dated February 12, 2020 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached background information. **NO ACTION REQUIRED.**
- B. Discussion and update on top ten delinquent utility customer accounts. See memorandum dated February 12, from Customer Service Manager Kimberly Rollins. Also, see attached background information. **NO ACTION REQUIRED.**

13. Report of Mayor and Council
14. Executive Session
15. Approval of Executive Session Minutes
16. Adjournment



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7941

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Shavala Moore, City Clerk

RE: Regular Session Minutes dated February 3, 2020

See attached Regular Session Minutes dated February 3, 2020.

Thank you.

ATTACHMENTS:

- RS020320 (DOC)

Review:

- Shavala Moore Completed 02/13/2020 9:15 AM
- Rosylina Robinson Completed 02/13/2020 10:52 AM
- Terrence R. Moore Completed 02/13/2020 10:55 AM
- Mayor & City Council Pending 02/17/2020 7:30 PM

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CITY OF COLLEGE PARK
MAYOR AND CITY COUNCIL
REGULAR SESSION
FEBRUARY 3, 2020

MINUTES

Present: Mayor Bianca Motley Broom; Councilmen Ambrose Clay, Derrick Taylor, Ken Allen, and Roderick Gay; City Manager Terrence Moore; City Clerk Shavala Moore; City Attorney Winston Denmark.

Absent: None.

1. Opening Ceremonies

A. Pledge of allegiance to the flag.

B. Invocation by Chaplain Walker.

2. Additions, Deletions, Amendments, Or Changes To The Agenda.

ACTION: Councilman Clay moved to approve to add to the agenda 9b, Reconsideration of the appointment and process associated with the At-large BIDA Appointment, seconded by Councilman Taylor. Councilman Clay voted yes. Councilman Taylor voted yes. Councilman Allen voted yes. Councilman Gay abstained. Motion carried.

3. Presentation Of Minutes Of City Council

A. Approval of Regular Session Minutes dated January 6, 2020.

ACTION: Councilman Clay moved to approve Regular Session Minutes dated January 6, 2020, with an amendment on the motion, seconded by Councilman Allen and motion carried. (All Voted Yes).

B. Approval of Regular Session Minutes dated January 21, 2020.

ACTION: Councilman Allen moved to approve Regular Session Minutes dated January 21, 2020, with corrections, seconded by Councilman Clay and motion carried as follows: (All Voted Yes).

Packet Page 31, Line 112 - s/b "...Ellington..." not "...Ellenton..."

C. Approval of Workshop Session Minutes dated January 21, 2020.

46 **ACTION:** Councilman Clay moved to approve Workshop Session Minutes dated January 21,
47 2020, with corrections, seconded by Councilman Gay and motion carried as
48 follows: (All Voted Yes).

49
50 Packet Page 39, Line 66 - s/b "...there are association meetings in Ward 1 and 4..." not "...talk
51 to Wards 1 and 4..."

52 Packet Page 41, Line 152 - s/b "... current contract..." not "...current growth..."

53 Packet Page 41, Line 165 - s/b "...wanted to include..." not "...want to include..."

54 Packet Page 40, Line 115 - s/b "...if I'm going to spend time marking it up, then I'm
55 not going to send a heads up..." not "...if I don't get a document in OCR form that
56 makes it easier for me to markup, then I am going to spend the extra time marking it
57 up..."

58 Packet Page 40, Line 128 - s/b "...to see an actual contract that clarifies this issue?..."
59 not "...to see an actual contract that that can be clarified on?"

60
61 There was a lengthy discussion on a summarized version of minutes not being transparent
62 enough for clarity, possible council direction and research, so a motion was made to return
63 back to the prior format (not verbatim, but more details).

64
65 **ACTION:** Councilman Clay moved to approve that Mayor & Council Meeting Minutes not be
66 in a summarized form, seconded by Councilman Allen and motion carried. (All
67 Voted Yes).

68
69 4. Proclamations, Resolutions, Plaques, And Announcements.

70
71 A. Presentation of Employee Service Awards & Pins for employees with the City of College
72 Park.

73
74 Director of Human Resources & Risk Management Chris Cook came forward and presented
75 the Employee Service Pins for November 2019 – January 2020 as follows:

76			
77	Michael Sturkey	Power	25 years
78	Timothy Lewis	Water & Sewer	20 years
79	Monroe T. Tolbert	Water & Sewer	20 years
80	Dierdre Dorsey	Communications	20 years
81	Carla Lewis-Keith	Communications	20 years
82	Justin Holland	Recreation Program	10 years
83	Detyrit R. Young	Recreation Facilities	10 years
84	Kenneth Riley	Recreation Program	10 years
85	Raymond Cotton	Highways & Streets	5 years
86	Gregory S. Piccione	Highways & Streets	5 years
87	Morris Cook	Recreation Facilities	5 years
88			

89 B. Introduction of New Employees by Director of Human Resources & Risk Management
90 Chris Cook.

91

92 Director of Human Resources & Risk Management Chris Cook came forward and
93 introduced the New Employees as follows:

94		
95	Justin B. Blackmon	Arena
96	Jasmine L. Hemp	Arena
97	Kellie H. Holland	Police Patrol
98	Barry D. Hudgins	Arena
99	Terrell D. Pearson	Arena
100	Robin S. Polk	Corrections
101	Gabrielle Rocker	Convention Center

102
103 Commissioner Joe Carn came forward and wished everyone a Happy New Year.

104
105 Commissioner Carn asked for Mayor & Council to partner with him and split the cost in his
106 endeavor for a Census Fair to be held on February 29, 2020 at the GICC.

107
108 Councilman Clay asked, are you aware that our IT has developed a special application that
109 identifies the undercounted areas and makes it available to anybody that wants to access it?

110
111 Commissioner Carn said that sounds great. I have been working with Ms. Sheffield. We
112 are missing out on a lot of money. Through the CDBG Funds, we have managed to get
113 some money for College Park directly from the county. I think it is almost \$200,000.00 that
114 is going to come in, and these are for people that have already applied. So, we are
115 recovering that money. We are not sending it out to D.C. Good to see you all. Thank you
116 so much.

117
118 Mayor Motley Broom said to add to Commissioner Carn’s comment, I attended a GMA
119 conference, and there was a Census workshop I attended. And one of the people from the
120 Census said that because of the uncounted numbers of less than 100, we are unable to apply
121 for certain funding. So, it is vitally important that we get counted. It means so much for the
122 community, in terms of how we can build and grow together.

123
124 5. Remarks Of Citizens.

125
126 a. Jamelle McKenzie, 2447 Odell Way, College Park, Ga., came forward and thanked
127 Mayor & Council for increasing the transparency and the availability. Councilman
128 Allen went over and beyond in donations he made to assist families.

129
130 Ms. McKenzie said Ignite is doing its first free Financial Literacy Workshop on
131 February 29, 2020.

132
133 b. Merri Sheffield, 3366 College Street, College Park, Ga., came forward and discussed
134 the Census and the partnership with the Fulton County Library System. Every child
135 will get a free book to take home.

136

137 Ms. Sheffield said on Friday I was offered a grant, and today that grant was increased.
 138 I decided to put that grant towards our Census efforts. The funding is \$6,000.00.
 139

140 c. Lyn Pagano, CEO of Safe American Foundation, came forward to discuss College Park
 141 becoming American's First Safety Zone.
 142

143 Mayor Motley Broom said thank you so much.
 144

145 Councilman Clay said thank you.
 146

147 City Manager Terrence Moore said thank you.
 148

149 d. Ms. Jamelle McKenzie came forward to invite everyone to the Black History Program
 150 on Saturday, February 8, 2020 at 3:00 p.m. The theme is Stand Up and Stand Out. We
 151 will be honoring Jack Longino, Barbara McGee, Subrenia Willis, and Tracey Wyatt.
 152

153 e. Mr. George Andrews, 2088 West Cedar Lane on behalf of Unity National Bank, came
 154 forward to discuss minority bank institutions. We are small but very progressive. We
 155 have the life line for empowering small entrepreneurs. We would like for you to
 156 consider small institutions like ours. Thank you.
 157

158 Mayor Motley Broom said thank you, sir.
 159

160 f. Ms. Shanice Lewis, Favor House, 3524 Victoria, College Park, Ga., came forward to
 161 discuss Mayor & Council's decision on Mrs. Willis' At-large position on the BIDA
 162 Board. Documentation from the House Bill and the BIDA Attorney both state that Mrs.
 163 Willis can remain on the BIDA Board.
 164

165 Mayor Motley Broom asked if anyone else would like to speak.
 166

167 g. Rex Willis, 1927 John Calvin Avenue, College Park, Ga., came forward to discuss the
 168 removal of Subrenia Willis from the BIDA Board. Why do we want to spend citizen's
 169 money to defend something that you already know what the fact is? I will take you to
 170 the limit on this, and I know I am right 100 percent. The vote is for Mayor & Council,
 171 not just the Mayor. Read the Charter for yourselves. Thank you.
 172

173 6. Other Business

174 A. Consideration of Board appointments for Mayor Bianca Motley Broom

175 Mayor Motley Broom said I would like to appoint Grace Phillips Lunsford to the Main
 176 Street Association; Nicole Adams to the DMO; and Abdur-Rahim Muhammad to BZA. I
 177 will give my appointee to the Planning Commission at the February 17, 2020 meeting.
 178
 179

180 **ACTION:** Councilman Allen moved to approve Mayor Motley Broom Board appointments,
 181 Main Street Grace McPhillips Lunsford, DMO- Nicole Adams, and BZA - Abdur-
 182

183 Rahim Muhammad, seconded by Councilman Clay and motion carried. (All Voted
184 Yes).

185
186 B. Fulton County Community Development Block Grant (CDBG) Urban Community
187 Entitlement Program transition. Briefing concerning Fulton County Community
188 Development Block Grant (CDBG) Urban Community Entitlement Program transition.
189 NO ACTION TAKEN.

190
191 City Manager Terrence Moore said Commissioner Carn did a great job in terms of where we
192 are. We thought it would be appropriate to offer a meaningful update and how it will impact
193 the City of College Park and other municipalities in Fulton County.

194
195 Special Projects Administrator Jackson Myers came forward and said the Housing Authority
196 is what has pushed us over the edge, and that is why we get all this money that we get.

197
198 Mayor Motley Broom said this advisory board is trying to develop a methodology by which
199 it is the south side cities that are looking at these block grants primarily at this point.

200
201 Special Projects Administrator Jackson Myers said it is first-time buyers, renting
202 residential property, and people who own property that live in a house upgrading their
203 bathrooms, kitchens, and/or air-conditioners.

204
205 C. Update on the Advanced Metering Infrastructure (AMI), billing interface, and other
206 related software. NO ACTION TAKEN.

207
208 Director of Power Hugh Richardson came forward and gave an update on the AMI System.

209
210 **(Councilman Taylor briefly stepped out of council chambers)**

211
212 Councilman Clay said we made excellent progress of getting the manual reads down, City
213 Manager. Now it is down to 196.

214
215 **(Councilman Taylor returned to council chambers)**

216
217 Councilman Clay said I will approve the logistics. We are wasting a lot of effort. We are
218 irritating a couple hundred citizens with the manual reads, and that could be fixed.

219
220 City Manager Terrence Moore said I will provide a report February 14, 2019 relative to
221 strategies to reduce the remaining manual reads.

222
223 Councilman Clay said send a truck out there.

224
225 Director of Power Hugh Richardson said we need to work through GE on the water, and I
226 am already doing that.

227 Councilman Clay asked, do we have any legal recourse?
228

229 Director of Power Hugh Richardson said I guess.

230
231 Councilman Clay asked, can you distinguish the water meters from the electric meters? Is it
232 the elimination of things, or is it the total number of things, or can you do it by category?
233 My neighbor had a stuck flush valve with a bill of \$600.00. He fixed it, and the bill went to
234 around \$1,600.00. It's a painful hit for him. We have a lot of people out there who are
235 living month to month on retirement or what have you.

236
237 Director of Power Hugh Richardson said they go by bill requests.

238
239 Councilman Clay said I would like to look at what it would cost to put an early warning in
240 the system. Why can't we put in an exception report on a daily basis, and if we have an
241 issue like that, you could get an alert, and we would call the customer. And say customer,
242 you have a problem. I would like us to agree that we look into that, and if it is not too much
243 more expensive, then we do it.

244
245 Director of Power Hugh Richardson said the answer will be our Badger Leaky Report.

246
247 *Mayor Motley Broom directed staff to provide a report on an early warning water system*
248 *at the next meeting, after putting something in place.*

249
250 D. Discussion and update on recently adopted ordinances and resolutions.

251
252 There was no discussion on recently adopted ordinances and resolutions.

253
254 7. Public Hearings

255
256 A. Consideration of a request to set a Public Hearing to consider a Conditional Use Permit
257 At 3950 Conley Street, College Park, Georgia 30337 to allow for a car sharing
258 operation in the C2- Community Business District.

259
260 City Planner Michelle Alexander came forward to explain the request.

261
262 Councilman Clay said I think we are having someone looking into the revenue on how it
263 impacts City revenue.

264
265 **ACTION:** Councilman Clay moved to approve a request from City Planner Michelle
266 Alexander to set a Public Hearing to consider a Conditional Use Permit at 3950
267 Conley Street, College Park, Georgia 30337 to allow for a car sharing operation in
268 the C2-Community Business District, seconded by Councilman Taylor and motion
269 carried. (All Voted Yes).

270
271 B. Public Hearing to consider a Conditional Use Permit at 5134 Old National Highway to
272 allow for a place of worship in the BP Zoning District.

273 This item was administratively removed from the agenda.
274

- 275 8. Bids, Change Order Requests And Contracts
276
277 A. Consideration of and action on a request for approval of the replacement of 1,040 linear
278 feet of existing 4-inch waterline with 8-inch ductile iron pipe on Roosevelt Highway.
279
280 Director of Public Works Mike Mason came forward to explain the request.
281
282 Mayor Motley Broom said when we are looking at repaving, are we looking at the mix of
283 material, in terms of recycle versus new?
284
285 Director of Public Works Mike Mason said what gets put down is new aggregate.
286
287 Councilman Gay said there were 6 responses to the bid. The difference between
288 Construction 57 and everybody else is so much different.
289
290 Director of Public Works Mike Mason said they are quite familiar with the scope of work.
291
292 Councilman Gay said they are already active in our city. I just wonder if they are On-
293 Demand Contractors. Should they even be bidding? They already do an enormous amount
294 of work for us.
295
296 Director of Public Works Mike Mason said the dollar amount of a particular project
297 requires us to bid it out.
298
299 Councilman Gay asked, should they even be participating?
300
301 Director of Public Works Mike Mason said yes.
302
303 Councilman Gay said I wasn't talking about the money, I was talking about the process.
304
305 Councilman Clay said you are concerned about stagnant water in the 4 lines; is that correct?
306
307 Director of Public Works Mike Mason said correct.
308
309 Councilman Clay asked, is there a need for a line between the two 8-inch lines?
310
311 Director of Public Works Mike Mason said yes.
312
313 Councilman Clay asked, do you know how close the fiber optic line is?
314
315 Director of Public Works Mike Mason said not at this time.
316
317 Councilman Gay said I noticed this is a budgeted item. Why wasn't this done before they
318 built the hotel?
319 Director of Public Works Mike Mason said I think it transitioned in management in Water &
320 Sewer now. I am bringing the opportunity forward under my direction, as far as being

321 involved in major projects in the Water & Sewer Division going forward. There was a little
 322 lag time between the processes here. I am trying to speed it up to get the project done.

323
 324 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike
 325 Mason on the replacement of 1,040 linear feet of existing 4-inch waterline with 8-
 326 inch ductile iron pipe on Roosevelt Highway, seconded by Councilman Taylor and
 327 motion carried. (All Voted Yes).

328
 329 B. Consideration of and action on a request for approval to mill and resurface Virginia
 330 Avenue from Lee Street to Jackson Street to complete the entire water line project that
 331 was approved October 21, 2019.

332
 333 *Councilman Allen directed staff to be in touch with Woodward Academy because the*
 334 *buses come out here.*

335
 336 Director of Public Works Mike Mason said we will get the project completed before school
 337 opens up. We will give Woodward Academy a call and work with them in that regard.

338
 339 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike
 340 Mason to mill and resurface Virginia Avenue from Lee Street to Jackson Street to
 341 complete the entire water line project that was approved October 21, 2019,
 342 seconded by Councilman Taylor and motion carried. (All Voted Yes).

343
 344 **(Councilman Gay briefly stepped out of council chambers)**

345
 346 C. Consideration of and action on a request for approval to mill and resurface Riverdale
 347 Road from Global Gateway Connector to Herschel Road near Charles E. Phillips Park.

348
 349 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike
 350 Mason to mill and resurface Riverdale Road from Global Gateway Connector to
 351 Herschel Road near Charles E. Phillips Park, seconded by Councilman Taylor and
 352 motion carried. (All Voted Yes).

353
 354 D. Consideration of and action on a request to purchase a replacement vehicle for Unit 533
 355 in the Power Department.

356
 357 Director of Power Hugh Richardson came forward to explain the request.

358
 359 Mayor Motley Broom said the vehicle isn't going to be made any more.

360
 361 Director of Power Hugh Richardson said that's right. February 28, 2020 is the deadline for
 362 Ford to make any cars.

363
 364 **ACTION:** Councilman Clay moved to approve a request from Power Director Hugh
 365 Richardson to purchase a replacement vehicle for Unit 533 in the Power
 366 Department, seconded by Councilman Taylor and motion carried. (All Voted Yes).

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(Councilman Gay returned to council chambers)

- E. Consideration of and action on a request for approval of revisions to the existing Power Sales Contract with Virtual Citadel, Inc. to satisfy the purchase by Block Data Processing Corporation.

Director of Power Hugh Richardson came forward to explain the request. This is the last year they will be under the Marketplace. All we are doing is making some changes to the existing contract.

Councilman Clay asked, how soon do we expect this contract to be executed?

Director of Power Hugh Richardson said they are ready to sign quickly.

Councilman Clay said we need to get it done very quickly.

ACTION: Councilman Clay moved to approve a request from Power Director Hugh Richardson of revisions to the existing Power Sales Contract with Virtual Citadel, Inc. to satisfy the purchase by Block Data Processing Corporation, seconded by Councilman Allen and motion carried. (All Voted Yes).

9. Unfinished (Old) Business

- A. Selection process to support banking institution deposit consideration.

City Manager Terrence Moore said included in your packet is a memorandum from legal counsel that outlines our abilities. We are open to work with other banks, with the proviso that the interest rates are taken into consideration.

Councilman Clay said I don't have a problem with the Director of Finance & Accounting Althea Philord-Bradley making that decision, as long as rates are comfortable to what we are getting elsewhere.

Councilman Gay asked, will this be a consideration that Director of Finance & Accounting Althea Philord-Bradley will make now? This discussion started when we agreed to continue with SunTrust.

City Manager Terrence Moore said we will have the ability administratively to identify interest rate deals. We will welcome whatever consideration along those lines with that criteria in mind.

Councilman Clay said and I would make sure that they meet all the safety requirements.
City Manager Terrence Moore said absolutely.

412 Councilman Gay said the original thought was 1 percent of our City's deposit, which is \$5
 413 million. We can't use minority as a criteria. And secondly, will they participate in Micro
 414 Lending where people can have an opportunity to borrow money without current lending
 415 practices?

416
 417 Director of Finance & Accounting Althea Philord-Bradley came forward and said there is a
 418 term of Micro Lending.

419
 420 Mayor Motley Broom said it might be helpful for us to have a discussion in a workshop
 421 session, or Mayor & Council work with Ms. Bradley to get the criteria and have us examine
 422 it.

423
 424 Councilman Gay said Micro Lending is the bank that selects the nonprofit that you partner
 425 with to give loans to the community. It can even be to Ignite.

426
 427 Mayor Motley Broom said I don't have a problem with the concept, but let's formalize it.

428
 429 Councilman Gay asked, can the motion stand that we come back with a defined program?

430
 431 Councilman Clay said I don't see anything in our packet that says we can't make a minority
 432 bank a requirement.

433
 434 Mayor Motley Broom said the communication from (not clear) discusses minority
 435 participation and the challenges we have legally.

436
 437 Councilman Clay said I don't have that in my packet.

438
 439 Mayor Motley Broom said it is an attached email.

440
 441 City Attorney Winston Denmark said we were engaging on a much larger discussion. We
 442 need a disparity study, and it is costly.

443
 444 City Manager Terrence Moore said this is a discussion for regular session and not
 445 workshop, since the workshop runs a little tight.

446
 447 **ACTION:** Councilman Gay moved to defer selection process to support banking institution
 448 deposit considerations, seconded by Councilman Clay and motion carried. (All
 449 Voted Yes).

450
 451 B. Reconsideration of the Appointment and Process associated with the At-large BIDA
 452 Appointment. NO ACTION TAKEN.

453
 454 Councilman Clay said I received a lot of complaints and emails from citizens. It wasn't an
 455 issue of the person, it was an issue of the process. The Mayor was trying to do what I had
 456 tried to do on a couple of occasions, obtain resumes. The Mayor in this case asked for the
 457 resumes. The BIDA policy does indeed say that for the At-large position, the Mayor &

458 Council will do the selection. It's a group process, which, to me, means that it is up to the
459 group to decide how they do it.

460
461 And in the past, I, as a member of the group, went out and got some resumes on a couple of
462 occasions for things. And in this case the Mayor had done so. The Mayor was going
463 through the trouble of getting the resumes, and I thought that I had preempted her in the
464 process, and that was probably not the right thing to do. The Mayor found out that there is a
465 2-year term limit on all the boards, except BIDA. We can pass that regulation on ourselves.
466 I wanted to reconsider the process. And I would offer that we should let the Mayor or any
467 of us collect the resumes and let the Mayor review them. She offered to do it, and then she
468 can make recommendations. She can say, these are the skill sets that we need on BIDA.

469
470 We received new information from Rex Willis tonight. We reconsidered the church on the
471 corner of Godby and Old National. In the past, we have reconsidered at the next council
472 meeting. And I am not saying that the outcome will be any different.

473
474 Councilman Allen asked, can we legally reconsider it according to State Law?

475
476 City Attorney Winston Denmark said if this individual has already been appointed to the
477 BIDA Board, the State Supreme Court has said that, once that person is appointed, they can
478 only be removed for cause. You may not remove an individual, unless it is for cause. And
479 if they think it is for cause, then they have certain due process.

480
481 Councilman Clay said then I apologize to Subrenia and Rex. It has nothing to do with the
482 person.

483
484 Councilman Gay asked, can you give this Body examples of "cause"?

485
486 City Attorney Winston Denmark said "cause" could be if someone was convicted of a crime
487 of moral turpitude, bad checks, violent crime, murder; those things would constitute
488 "cause", or if they continuously failed to attend meetings. That would be considered
489 "cause".

490
491 10. New Business.

492
493 A. Consideration to support Senate Bill 309 - Local Government Infrastructure Finance
494 Authority & Broadband Funding Options.

495
496 Mayor Motley Broom said I tried to reach out to GMA, and I did not get an answer back.

497
498 **ACTION:** Councilman Clay moved to table consideration to support Senate Bill 309,
499 seconded by Councilman Allen and motion carried. (All Voted Yes).

500
501 B. Consideration of and action on the adoption of a Resolution and Incumbency & Signatory
502 Certificate authorizing the Mayor and Mayor Pro Tem to communicate City decisions

503 with respect to execution of the MEAG Power Municipal Competitive Trust (MCT)
504 Fund.

505
506 **ACTION:** Councilman Gay moved to approve request from Power Director Hugh Richardson
507 on the adoption of a Resolution and Incumbency & Signatory Certificate
508 authorizing the Mayor and Mayor Pro Term to communicate City decisions with
509 respect to execution of the MEAG Power Municipal Competitive Trust (MCT)
510 Fund, seconded by Councilman Taylor and motion carried. (All Voted Yes).

511
512 C. Consideration of and action on a request to appoint a primary and alternate voting
513 delegate on the Municipal Electric Authority of Georgia Election Committee.

514
515 Councilman Clay said I move to appoint the Mayor, if she can make it. Hugh Richardson is
516 the alternate.

517
518 **ACTION:** Councilman Clay moved to approve a request from Director of Power Hugh
519 Richardson to appoint Mayor Bianca Motley Broom and Director of Power Hugh
520 Richardson as primary and alternate voting delegates on the Municipal Electric
521 Authority of Georgia Election Committee, seconded by Councilman Taylor and
522 motion carried. (All Voted Yes).

523
524 D. Consideration of and action on a request for approval of the proposed Mayor & Council
525 Department Budget Meeting Schedule for Fiscal Year 2020-2021 as well as an
526 opportunity for general policy direction by elected leadership.

527
528 Councilman Clay said I have a conflict for the 31st.

529
530 **ACTION:** Councilman Clay moved to approve a request from City Manager Terrence R.
531 Moore of the proposed Mayor and Council Departmental Budget Meeting
532 Schedule for Fiscal Year 2020-2021 as well as an opportunity for general policy
533 direction by elected leadership, with an amended first meeting date March 26,
534 2020, seconded by Councilman Taylor and motion carried. (All Voted Yes).

535
536 E. Considerations regarding a mural display grant proposal submission to benefit the Main
537 Street side of the College Park Auditorium and the wall at the entrance of Main Street
538 and next to Enterprise Rental Car located at 3907 Main Street prepared by Muralist/Fine
539 Artist John W. Christian utilizing grant funds and additional funding to enhance art
540 within the city.

541
542 Ms. Renee Coakley, Main Street Manager, came forward to explain the request.

543
544 Councilman Clay asked, are we talking about the actual wall of the building?

545
546 Ms. Coakley said it is the wall facing the auditorium between the 2 stairways.

547 Councilman Clay said the auditorium is considered a historic building. Do we change the
548 categorization of the building? Do we run the risk of someone complaining about the
549 mural?

550
551 Ms. Coakley said from my research outdoor art has become a big thing all over the State of
552 Georgia. The art will enhance the building.

553
554 Mr. Christian came forward and said the National Main Street Association focuses on
555 historic preservation and public art as a whole package.

556
557 Councilman Clay asked, for clarity, what is on the other side of the wall? Is it dirt, or the
558 inside of the building?

559
560 Ms. Coakley said it is the inside of the building.

561
562 Mr. Christian said the whole idea would be representing different things you would do in the
563 facility.

564
565 Councilman Gay asked, what style of art to do you?

566
567 Mr. Christian said it is very traditional, very detailed.

568
569 Councilman Gay said 2 or 3 years ago, I proposed a tribute to the bike cyclists on 29.
570 Could that be a consideration as to what you draw there?

571
572 Mr. Christian said you have the final decision.

573
574 Councilman Gay asked, is that private property?

575
576 Ms. Coakley said I reached out to the owner, and he gave his approval, but he decided to be
577 a part of the process to whatever goes on the wall.

578
579 Councilman Allen asked, how much of the wall would that identify? Would it take the
580 whole wall?

581
582 Mr. Christian said it is over 300 feet long. You have an opportunity to do a great statement.

583
584 **ACTION:** Councilman Allen moved to approve a request from Main Street Manager Renee
585 Coakley regarding a mural display grant proposal submission to benefit the Main
586 Street side of the College Park Auditorium and the wall at the entrance of Main
587 Street and next to Enterprise Rental Car located at 3907 Main Street prepared by
588 Muralist/Fine Artist John W. Christian utilizing grant funds and additional funding
589 to enhance art within the city, seconded by Councilman Taylor and motion carried.
590 (All Voted Yes).

591
592 11. City Attorney's Report. None.

593 12. City Manager's Report.

594

595 A. Discussion and update on top ten delinquent property tax payers. NO ACTION
596 REQUIRED.

597

598 Councilman Clay asked, did we receive the money at 1:00 p.m. today?

599

600 Director of Finance & Accounting Althea Philord-Bradley came forward and said no, sir.

601

602 Councilman Clay asked, are they stringing us along?

603

604 Director of Finance & Accounting Althea Philord-Bradley said pretty much.

605

606 Ms. Smith came forward and said I talked to the owner on Friday, and the agreement was to
607 come in today by 1:00 p.m. to make a payment, and they did not make that commitment. I
608 sent an email to the proper parties to start making notifications tomorrow.

609

610 Councilman Clay asked, can we cut them off?

611

612 Ms. Smith said I don't know.

613

614 Councilman Clay asked, how much do they owe now?

615

616 Ms. Smith said upwards of \$30,000.00 on utilities.

617

618 City Manager Terrence Moore said my process would be a 7-day notice. We can disconnect
619 on February 7, 2020 based on delinquency.

620

621 Ms. Smith said keep in mind that is water, so we would have to notify residents on the
622 property.

623

624 Councilman Gay asked, have you seen that we have a lien on all these delinquent property
625 taxes? A lot of the owners are selling these properties, and we missed the money.

626

627 Ms. Smith said yes, on deeds.

628

629 Mayor Motley Broom asked, what is the threshold for going through the process of getting a
630 lien?

631

632 Ms. Smith said we are tightening up on the process.

633

634 City Attorney Winston Denmark said we place the lien when we are asked to place a lien.
635 There is not a legal threshold that we have to get to a certain number.

636

637 Mayor Motley Broom said perhaps we need to look at a trigger number, and Ms. Bradley
638 can report back to us.

639 B. Discussion and update on top ten delinquent utility customer accounts. NO ACTION
640 REQUIRED.

641
642 This item was also discussed in 12A.

643
644 13. Report of Mayor and Council.

645
646 Councilman Gay – said I met with Ward 4 board appointees. It was a nice meeting. One
647 thing that came out of our discussion was looking at renaming a portion of Roosevelt
648 Highway from where Main Street ends down to State Highway Herschel Road. The benefits
649 would be a better connotation for Roosevelt Highway, particularly towards Fairburn Road.
650 They are not keeping those areas up. There are no residential properties in this strip that we
651 are talking about. Maybe Main Street South would be a good name. I talked with the Main
652 Street Manager about it. I thought it would be a good way to change the direction in that
653 corridor.

654
655 Mayor Motley Broom asked, because it is a state highway, would we need additional
656 authority beyond our own?

657
658 Special Projects Administrator Jackson Myers came forward and said I talked to GDOT,
659 District 7 Office. And they said if we wanted to change the name of the DOT highway, we
660 would have to pay for any street signs that would have to be taken down and put up.

661
662 Councilman Gay said thank you, sir.

663
664 Councilman Clay said I would like to see that documented in the minutes. If you want to
665 call it Main Street, I don't think you have to say Main Street South.

666
667 Mayor Motley Broom said why don't we put it on an agenda for the next meeting and that
668 way everyone has notice of it, and they can comment.

669
670 Councilman Gay said on Sunday when I was coming from church, I noticed on Washington
671 Road that there is litter everywhere. We need to reach out to our elected official partners
672 and learn who their code enforcement people are. It is Washington Road and Roosevelt
673 Highway, from Greensprings Road down to Wayfield's. It is bad. I would like to have a
674 conversation with the other city officials that are affected.

675
676 Councilman Gay said in the last Body, we changed the ward boundaries. And I was told to
677 wait until the 2020 Census is completed. We need to look at those boundaries. There are
678 some wards where 60 percent of the land in the city is in one ward. At that time, we based it
679 on apartments.

680
681 Councilman Clay said we used to have a look at the boundaries every centennial as I
682 understand it.

683
684 Councilman Gay said because of the Home Rule, we get to do it.

685 Ms. Sheffield, 3366 College Street, College Park, Ga., spoke from the audience and said this
686 year the counts will be quicker. You will get the final counts right afterwards. It is a lot
687 sooner than the national report.

688
689 Councilman Gay said Mike Mason, Main Street Academy called me today. They want to
690 know if they can be reconsidered for speed humps and not radar detectors.

691
692 Police Chief Ferman Williford came forward and said you can't have both. The speed
693 humps would take away the ability to enforce the speed limit in that area. It is up to you
694 guys what you want to do.

695
696 Councilman Gay asked, do we want to avoid it?

697
698 Councilman Clay said you probably want to think about that.

699
700 Councilman Allen – said Mr. Hicks, thank you for your technology meeting. Everybody
701 participated, and it was well planned. I appreciate all you did and your staff. It was very,
702 very nice. Thanks.

703
704 Councilman Taylor – said I have nothing to report.

705
706 Councilman Clay – said I had a discussion with the City Solicitor the other day, and he says
707 that it is difficult for us to get service on apartment checks when they are in violation
708 because often times they will go to court and by the time they come up for decision, we will
709 end up with the apartment manager that has gone somewhere else or what have you. He
710 recommended that we be able to get in the contract with the City that they appoint
711 somebody at the corporate office that we can do registered mail service to.

712
713 Police Chief Ferman Williford said the problem is the physical address where we can serve
714 the notice to the proper people.

715
716 Councilman Clay asked, is it a consensus of the Council to implement the City Manager
717 through the Business License Department?

718
719 City Manager Terrence Moore said that would be a function of the Business License
720 Department.

721
722 Police Chief Ferman Williford said I suggest we include the Judge.

723
724 Councilman Clay discussed the discontinuance of Code Red. Mine was still working 3 or 4
725 weeks ago. I asked the Fire Chief if they had seen it with theirs. He said theirs wasn't
726 working either, and they went out and replaced it. Did you get a test warning?

727
728 Fire Chief Wade Elmore came forward and said no, I did not. Communications downstairs
729 did get a warning.

730

731 Councilman Clay said that makes me feel better. We received a warning that Code Red has
732 been discontinued beginning February 1, 2020.

733
734 Fire Chief Wade Elmore said I received that from Fulton County.

735
736 Councilman Clay said and they were going to replace it with somebody else.

737
738 Fire Chief Wade Elmore said they did.

739
740 Councilman Clay asked, are the people going to have to sign up again or transfer it?

741
742 Fire Chief Wade Elmore said the contract with Code Red is separate for Fulton County. It is
743 freestanding.

744
745 Councilman Clay said somebody should put a word out to the citizens.

746
747 Councilman Clay asked for an update on the sidewalk on Washington Road. Do we know
748 when East Point will commit?

749
750 Director of Public Works Mike Mason said no, sir.

751
752 Councilman Clay asked, can we light a fire under them?

753
754 Mayor Motley Broom asked, can you send me an email where we are with it, and I am
755 happy to reach out.

756
757 Councilman Clay said on Fairway there is a small cul-de-sc, a private road not owned by the
758 City. From time to time, they talk about dedicating the roads. There are only a handful of
759 people there. They don't have any street lighting there. Hugh and I think we can work to
760 put yard lights by using a dedicated pole, rather than an old wooden telephone pole. The
761 bill is \$15.00 to \$20.00 a month.

762
763 Director of Power Hugh Richardson said the cost is \$18.00 a month.

764
765 Councilman Clay asked, would Council be willing to go in halves with that group of
766 homeowners like we did for Oxford walk?

767
768 Director of Power Hugh Richardson said the cost is around \$800.00 or \$900.00 each.

769
770 Councilman Clay said so that is \$2,400.00. Would Council be willing to pay half of that for
771 the decorative lighting?

772
773 Councilman Gay said I'm okay with it.

774
775 Councilman Allen said I'm okay.

776

777 Councilman Clay said good enough. Will you talk to him Hugh?

778

779 Director of Power Hugh Richardson said okay.

780

781 It was the consensus of Mayor & Council to agree to pay half of the cost, \$1,200.00, for the
782 cost of the pole for yard lighting for residents on Fairway Drive.

783

784 Mayor Motley Broom declared the Regular Session recessed at 9:47 p.m.

785

786 14. Executive Session

787

788 **ACTION:** Councilman Clay moved to recess Regular Session to take up Executive Session to
789 discuss personnel, pending litigation, and the potential purchase of real estate,
790 seconded by Councilman Taylor and motion carried. (All Voted Yes).

791

792 Executive Session adjourned at 10:59 p.m. and Regular Session reconvened at 11:00 p.m.

793

794 15. Approval of Executive Session Minutes.

795

796 **ACTION:** Councilman Clay moved to approve Executive Session Minutes dated February 3,
797 2020, as presented, seconded by Councilman Taylor and motion carried. (All
798 Voted Yes).

799

800 Mayor Motley Broom declared the Regular Session adjourned at 11:00 p.m.

801

802

803

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810

CITY OF COLLEGE PARK

811

812

813

814

Bianca Motley Broom, Mayor

815

816

817 **ATTEST:**

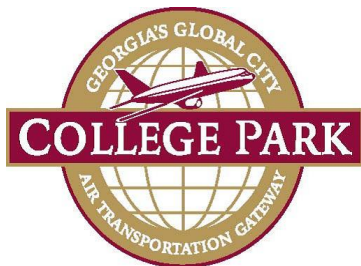
818

819

820

Shavala Moore, City Clerk

821



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7940

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Shavala Moore, City Clerk

RE: Workshop Session Minutes dated February 3, 2020

See attached Workshop Session Minutes dated February 3, 2020.

Thank you.

ATTACHMENTS:

- WSS020320 (DOC)

Review:

- Shavala Moore Completed 02/13/2020 8:37 AM
- Rosylne Robinson Completed 02/13/2020 10:52 AM
- Terrence R. Moore Completed 02/13/2020 10:55 AM
- Mayor & City Council Pending 02/17/2020 7:30 PM

1 CITY OF COLLEGE PARK
 2 MAYOR AND CITY COUNCIL
 3 WORKSHOP SESSION
 4 FEBRUARY 3, 2020
 5

6 **MINUTES**
 7

8 Present: Mayor Bianca Motley Broom; Councilmen Ambrose Clay, Derrick
 9 Taylor, Ken Allen, and Roderick Gay; City Manager Terrence Moore;
 10 City Clerk Shavala Moore; City Attorney Winston Denmark.
 11

12 Absent: None.
 13

14 Mayor Motley Broom called the workshop session to order at 5:00 p.m.
 15

16 **ACTION:** Councilman Clay moved to take up executive session to discuss personnel,
 17 pending litigation, and the potential purchase of real estate, seconded by
 18 Councilman Allen and motion carried. (All Voted Yes).
 19

20 Mayor & Council entered into executive session at 5:02 p.m.
 21

22 The workshop session reconvened at 6:00 p.m.
 23

24 **1. Presentation of the Comprehensive Annual Financial Report (CAFR) for**
 25 **Fiscal Year Ended June 30, 2019 by external auditors Mauldin & Jenkins,**
 26 **LLC.**
 27

28 Mr. Doug Moses, Mauldin & Jenkins, came forward to give a power point presentation of
 29 the Comprehensive Annual Financial Report (CAFR) ending June 30, 2019, to include an
 30 update on Mauldin & Jenkins' governmental practice and engagement team members.
 31

32 Mr. Moses said Joe Black is the new Government Accounting Standards Board Chair.
 33 Mr. Black will serve a 7-year term effective July 1, 2020.
 34

35 Mr. Moses discussed the different point results of the 2019 Audit (packet pages 7-11), to
 36 exclude the Destination Marketing Organization (DMO).
 37

38 Mr. Moses discussed the Community Development Block Grant Report that received a
 39 clean opinion.
 40

41 Mr. Moses discussed Significant Accounting Policies, to include direct borrowing and
 42 direct placements.
 43

44 Mr. Moses said there were no disagreements with management staff. There was one
 45 passed adjustment related to unreconciled cash of approximately \$236,806.00 that was
 46 not recorded in the General Fund.

(Councilman Clay entered council chambers)

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91

Mr. Moses discussed Financial Trends and changes in Net Position in the Electric Fund and other Proprietary Funds (10-year comparison). There is a due to BIDA for \$7 million of an advance.

City Manager Terrence Moore said in addition there was some rebate arrangement involving MEAG.

Mr. Moses said if that is recognized each year, this past year is about \$800,000.00.

City Manager Terrence Moore said power cost adjustments have been executed but not to raise rates.

Councilman Clay said so while we are not raising our rates specifically, the rate to the customer is going to go up.

City Manager Terrence Moore said and that is the result of a power cost adjustment.

Councilman Clay said I understand. The negative that is showing on the graph, which has gotten a little bit better for 2019, I was having trouble understanding. Is our position in that fund getting worse by that amount every year, or is that the amount every year that it is in the hole, so to speak?

Mr. Moses said for 2019, you had an operating loss of \$2.6 million in the Electric Fund. Then you had some other non operating of \$4,000.00, income loss transfers of \$2.4 million, and then you transferred out \$1.3 million, so that contributed to your net equity decreasing by \$3.8 million.

Councilman Clay said the delta, the yellow bar is the loss in that fund.

Mr. Moses said yes, \$2.6 million.

Councilman Clay said the overall fund balance from year to year should be getting smaller.

Mr. Moses said yes.

Councilman Clay said and it is getting smaller by that yellow bar in each of the last 3 years, and that yellow bar is about \$4 million.

Mr. Moses said correct.

Councilman Clay said so that says that our Electric Fund is going in the hole more every year. We have an item on the agenda tonight where we are reworking a contract for a

92 heavy power customer, Virtual Citadel. There are some risks in that contract in that
93 process of reworking.

94

95 Mr. Moses said that is due from the BIDA Fund of \$7 million. You are showing a due to
96 to the General Fund, so that is a wash.

97

98 Councilman Clay said there was a time when the City was paying into the Electric Fund
99 from the General Fund because we could not sell all the electricity that we had to buy.
100 That is why it is important that we approve our electric sales. For the record, I am very
101 concerned about that.

102

103 Mr. Moses discussed bad debt reserves, and recommended that the City re-implement a
104 Collection Agency.

105

106 Councilman Clay said I would argue to a great degree that it is our own fault due to the
107 system and customers taking advantage of us. In 2016, that could be the year when we
108 first started having problems.

109

110 City Manager Terrence Moore said correct.

111

112 Councilman Gay asked, are we acquiring the bad debt over, or are we writing it off?

113

114 Mr. Moses said you are carrying it over.

115

116 Councilman Gay asked, don't we write off in 7 years?

117

118 Mr. Moses said that is up to you all.

119

120 Councilman Gay asked, can't you sell it and get some money out of it?

121

122 Mr. Moses said yes, if you have a potential buyer. But from our perspective, we look at
123 your receivables and the age.

124

125 Councilman Allen asked, are you saying we are not writing any bad debt off at all?

126

127 Mr. Moses said if you are, it is minimal.

128

129 Councilman Gay asked, so how would you know what the incremental losses are? What
130 percent is in that year?

131

132 Mr. Moses said you had an increase of additional reserves of \$400,000.00 in 2019, and
133 reserves in 2018 of \$7 million, for a total of bad debt reserve of \$7.4 million against your
134 receivables. The net utility charges receivable came out to be \$3.8 million. So you had
135 \$11 million in receivables that you have about \$7.4 million of reserves against that
136 receivable to come to a net amount of \$3.8 million at year-end. So, that is how that
137 works.

138 Mr. Moses discussed the fund balance for Governmental Funds.
139
140 Councilman Clay said so we would be 96 percent liquid if we did not have those, but we
141 are at 55 percent liquid now. If we just take the liquid assets, how many weeks does that
142 count for that we can run the city on?
143
144 Mr. Moses said about 3 months.
145
146 Councilman Clay said so we can keep operating for 7 months. What do most cities have
147 in the way of liquidity?
148
149 Mr. Moses said much less.
150
151 Mayor Motley Broom said we also have a portfolio that is more complex, so we need a
152 bigger cushion.
153
154 Mr. Moses discussed the 3 findings, to include the Reconciliation of Bank Accounts;
155 Fiscal Year-End Financial Close and Reporting Controls; and Restatements of Prior
156 Period Balances.
157
158 Councilman Gay said we created a GICC Fund, and you said we failed to bring over the
159 bond debt.
160
161 Mr. Moses said that was still sitting in the BIDA Fund.
162
163 Councilman Gay asked, what did we bring over initially?
164
165 Mr. Moses said at year-end the project wasn't completed.
166
167 Councilman Gay asked, so at the time you finished the report, was the debt completed?
168
169 Mr. Moses said the project wasn't completed until November of 2019.
170
171 Councilman Gay asked, is the GICC debt also moved into that GICC Fund?
172
173 Mr. Moses said no. It is still in the GICC Fund.
174
175 Director of Power Hugh Richardson came forward and said during the early 2000's, we
176 were getting credits from MEAG from the Municipal Trust Fund, and it started declining
177 around 2016, and went out completely in 2018. So, that is why you see this change here.
178
179 City Manager Terrence Moore asked, how much?
180
181 Director of Power Hugh Richardson said it is \$6 million, to \$4 million, to \$2 million and
182 on down. We have added some power cost adjustments to get us through 3 fiscal years,
183 and after that, the power costs are going to start going back down from MEAG.

184 Councilman Clay said I thought, Hugh, several years ago, about the time you are talking
185 about, we knew the Municipal Trust Fund was coming down. And we figured at the time
186 that we would have 1 bad year where we would be in the hole, so to speak, and then it
187 would come back. But, it's not coming back.

188

189 Director of Power Hugh Richardson said with cost adjustments and moving the funds out
190 of the flexible account to put in our budget helps to get through these years. That's why
191 we laid it aside. I think we pulled some out the last calendar year.

192

193 Councilman Clay asked, how much do we have in there now?

194

195 Director of Power Hugh Richardson said there is \$3.5 million in there now.

196

197 Councilman Clay said but when that is gone, it is gone.

198

199 Director of Power Hugh Richardson said it will get us through those peak periods.

200

201 Councilman Clay asked, how many millions do you expect in the power adjustments?

202

203 Director of Power Hugh Richardson said it is close to \$1 million a year.

204

205 Councilman Clay said so that is still \$3 million.

206

207 Director of Power Hugh Richardson said this annual budget we are in now doesn't look
208 bad, at least through 7 months, and our proposed budget coming up looks good. I don't
209 know about transfers out.

210

211 Councilman Clay asked, what do we expect the transfers out to be?

212

213 Mr. Moses said this past year was \$1.3 million.

214

215 City Manager Terrence Moore said we will make recommendations to resolve it.

216

217 Councilman Clay said so instead of a \$4 million deficit, we may have only a \$2 million
218 deficit.

219

220 Mr. Moses said that is what it sounds like to me.

221

222 Mr. Moses discussed the Restatements of Prior Period Balances. The City failed to pre-
223 record an asset of \$789,401.00. Then in the Car Rental Tax, the City received \$3.5
224 million from the City of Atlanta by June 30, 2018, and it was recognized as
225 Intergovernmental Revenue. Subsequent to then, the debt of the APM was on the City of
226 Atlanta's books. It should have been recognized as revenue because that money was paid
227 back over to the City of Atlanta. Now the debt is on your books.

228

229 Mr. Moses discussed the 9 management recommendations for improvement.

230 Councilman Gay said you recommended in your discussion that we cover our debt with
231 land sales, but not on increasing revenue to pay for those bonds.

232

233 Mr. Moses said typically you want to generate revenues from the Arena to cover your
234 operating costs. The land sale is for BIDA. You will use a portion of that to pay down
235 the advance.

236

237 Councilman Gay said you are saying to pay the GICC and the Arena with land sales.
238 That is what you are saying.

239

240 Mr. Moses said the Arena Fund just got started. The revenues will be coming in. The
241 operating costs are to pay down this \$2.9 million of principle and interest, then you will
242 have to rely on transfers in.

243

244 Councilman Gay asked, do we have new money coming in to take on new projects?

245

246 Mr. Moses said that is a management response.

247

248 Mr. Moses discussed the New GASB Statements, to include No.'s 88, 83, 84, 87, 89, 90,
249 and 91.

250

251 Mr. Moses discussed free education that is offered to clients.

252

253 Mr. Moses said hats off to management. They worked very hard for meeting the
254 deadline.

255

256 Councilman Clay said on packet page 56, you saw this year \$150,000.00. That is a big
257 jump. That anomaly in our activities and/or our budget occurred because of the cost of
258 the Arena. The budget statement for 2019 is much higher than the budget statement for
259 2017, due to the costs of the Arena.

260

261 Mr. Moses said if you look at your net position, you have your asset and the related debt,
262 so that relates to zero.

263

264 Councilman Clay said the other thing is we didn't have an exception this year on the
265 AMI, the bill collection for power and water.

266

267 Mr. Moses said correct.

268

269 Councilman Clay said last year you dinged us for that, and that is a good compliment to
270 staff that we have gotten the AMI System cleaned up. That is all I wanted to say.

271

272 Mr. Moses asked, are there any other questions or comments?

273

274 There were no further questions or comments made.

275

276 Mr. Moses said thank you all.

277

278 City Manager Terrence Moore said thank you Doug.

279

280 **2. Considerations Regarding Additional Playground Opportunities.**

281

282 City Manager Terrence Moore said this is a brief update to advise City Council of
283 respective options and opportunities.

284

285 Councilman Clay asked, what triggered this discussion?

286

287 City Manager Terrence Moore said community volunteers have expressed an interest in
288 expanding the KaBOOM! opportunity.

289

290 Ms. Lewis, Favor House, came forward and said I talked to Emmanuel in October, and he
291 had some feedback about the playground equipment that KaBOOM! offers. Upon
292 Emmanuel Rainey's feedback, we reached out to Playworld which used to be the
293 preferred vendor for KaBOOM!. We need to have the work order signed and completed
294 to get the maintenance done. KaBOOM! is doing it free of charge.

295

296 Councilman Clay said that's a no brainer.

297

298 City Manager Terrence Moore said I can take care of this administratively.

299

300 Ms. Lewis said KaBOOM! is now partnering with Landscape Structures that will offer us
301 additional offerings that Playworld did not offer.

302

303 Mayor Motley Broom asked, do we have the opportunity to examine getting one
304 playground that might be ADA accessible?

305

306 Ms. Lewis said absolutely. All playgrounds will be ADA accessible.

307

308 Councilman Gay asked, did you say you are looking to put a new playground at Brady, or
309 just a consensus to get the repairs done?

310

311 Ms. Lewis said Playworld is open and willing to do repairs on all the playgrounds that
312 they have previously done in the city limits. The one at Brady is no longer there. I know
313 there are some plans in the works for that. We are on hold with moving forward with
314 KaBOOM!, but they are ready to connect us with a community partner that is willing to
315 put over \$90,000.00 worth of playground equipment in for us.

316

317 Councilman Gay asked, has Philips Park been considered?

318

319 Ms. Lewis said if it is something that would be useful to that community, in terms of
320 what you would consider, that is why we are looking for your direction on where that
321 next phase would be used.

322 Councilman Clay said the Brady Center was in really sad shape, and we got it fixed up a
323 bit. When we were going through the resection, I was being petitioned for people over
324 another park in Ward 1 on Rugby. And at that time we couldn't afford to do that, and we
325 have not upgraded that park. We repaved the facility. So that is something you may take
326 a look at.

327

328 Mr. Terry, Recreation Department, came forward and said they were partnering with
329 Playworld, and once the project was completed, the product wasn't very durable. Trying
330 to get Playworld to fix the repairs took a long time. That was our concern as a
331 department.

332

333 City Manager Terrence Moore said I will execute that document administratively.

334

335 Mayor Motley Broom said we need some guidance from the Rec Department.

336

337 **3. Considerations Regarding Electronic Citizen Request Application and**
338 **Program Implementation (i.e., See Something/Say Something).**

339

340 Chief Information Officer Michael Hicks came forward to present the item.

341

342 Councilman Clay asked, does this substitute an additional bid solicitation?

343

344 Chief Information Officer Michael Hicks said we have to give it to Moody to get
345 approval

346

347 Councilman Clay said I dug through the background on all 3 of these, and the report on
348 **.gov** is the only one that is offered by Ascent, the one you are recommending. They
349 received very poor reviews. The important part is also what is in the background, the
350 flow management of the request through the system, the tracking of the system, et cetera,
351 et cetera. Have you looked into that?

352

353 Chief Information Officer Michael Hicks said the report analytics on the first two were
354 really, really good.

355

356 Councilman Clay asked, so with Qsend, if we close their system, and I put in a report,
357 can you go in the next day and find out what is happening on that report?

358

359 Chief Information Officer Michael Hicks said yes, sir.

360

361 Councilman Clay said I have a suggestion. You have this IT advisory group. It would be
362 important for them to do a test environment and see what the response would be. Could
363 we also start doing this as a normal process for things like the Customer Service website
364 and even our main City website and users group?

365

366 Chief Information Officer Michael Hicks said I think the testing should be set up as a
367 pilot.

368 Councilman Gay asked, would this replace all of our reporting from each department?
369 For example, See Something/Say Something, Delta, Police Department, Council, will all
370 these be abolished?

371
372 Chief Information Officer Michael Hicks said they can do work orders.

373
374 Councilman Gay said we are not in sync.

375
376 Chief Information Officer Michael Hicks said I asked about Square Rigging that we use
377 for Moody's, and they said we can use that too.

378
379 Mayor Motley Broom asked, are there any more questions for Mr. Hicks?

380
381 There were no further questions for Mr. Hicks.

382
383 **ACTION:** Councilman Clay moved to take up executive session to discuss personnel,
384 pending litigation, and the potential purchase of real estate, seconded by
385 Councilman Allen and motion carried. (All Voted Yes).

386
387 Mayor Motley Broom declared the Workshop Session adjourned at 7:16 p.m.

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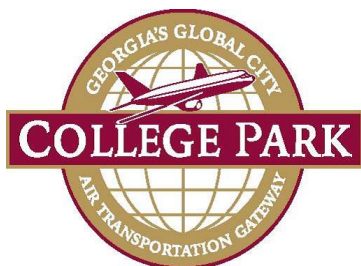
CITY OF COLLEGE PARK

Bianca Motley Broom, Mayor

396
397
398
399

400
401
402
403
404
405 **ATTEST:**

406
407
408
409 _____
410 **Shavala Moore, City Clerk**



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA 30337 • 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7938

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence R. Moore, City Manager

RE: Presentation of Plaque to Mr. Daniel Summers, Jr.

Plaques and Announcements

Council Meeting Date: February 17, 2020

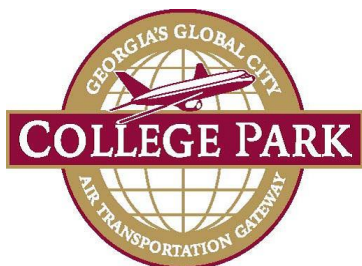
Presented by: College Park Mayor and City Council

Summary: Presentation of a plaque to Mr. Daniel Summers, Jr. in recognition of his service to the City and time served as a Board Member for the College Park Destination Marketing Organization (DMO). Mr. Summers served as a DMO Board Member for seven years (2012-2019).

Supporting Documents: None.

Review:

- Terrence R. Moore Completed 02/12/2020 5:12 PM
- Rosyline Robinson Completed 02/12/2020 5:14 PM
- Terrence R. Moore Completed 02/12/2020 5:13 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



CITY OF COLLEGE PARK

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REG SESSION AGENDA REQUEST

DOC ID: 7939

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence R. Moore, City Manager

RE: Presentation of Plaque to Ms. Beulah Lindsay

Plaques and Announcements

Council Meeting Date: February 17, 2020

Presented by: College Park Mayor and City Council

Summary: Presentation of a Ms. Beulah Lindsay in recognition of her service to the City and time served as a member of the College Park Board of Zoning & Appeals (BZA). Ms. Lindsay served as a BZA Board Member for fifteen years (2004-2019).

Supporting Documents: None.

Review:

- Terrence R. Moore Completed 02/12/2020 5:13 PM
- Rosyline Robinson Completed 02/12/2020 5:14 PM
- Terrence R. Moore Completed 02/12/2020 5:13 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



CITY OF COLLEGE PARK

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REG SESSION AGENDA REQUEST

DOC ID: 7942

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Shavala Moore, City Clerk

RE: Ordinances and Resolutions Update

PURPOSE: To provide Mayor and Council with updates on recently adopted ordinances and resolutions.

REASON: To provide Mayor and Council names of the adopted ordinances & resolutions on a monthly basis.

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: None

AFFECTED AGENCIES: None

STAFF: Office of the City Clerk

ATTACHMENTS:

- 2020 Resolutions (DOCX)
- 2020 ORDINANCES (DOC)

Review:

- Shavala Moore Completed 02/13/2020 9:40 AM
- Rosyline Robinson Completed 02/13/2020 10:52 AM
- Terrence R. Moore Completed 02/13/2020 10:55 AM
- Mayor & City Council Pending 02/17/2020 7:30 PM

2020 Resolutions

<u>Number</u>	<u>Name</u>	<u>Adopted</u>
2020-01	Mayor Longino – Years of Service Resolution	1/6/2020
2020-02	NLC Service Line Warranty Agreement Resolution	1/6/2020
2020-03	Execution of the MEAG Power Municipal Competitive Trust Fund	2/3/2020
2020-04	MEAG Voting Delegate	2/3/2020
2020-05	HB 309 - GA Local Gov't Infrastructure Finance Authority Act	PENDING

2020 ORDINANCES

<u>Ord. No.</u>	<u>Ordinance</u>	<u>Adopted</u>
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CITY OF COLLEGE PARK

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REG SESSION AGENDA REQUEST

DOC ID: 7862

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michelle Alexander, City Planner

RE: Request to Set a Public Hearing for Conditional Use Permit at 3891 Main Street

PURPOSE: To set a Public Hearing for consideration of an amendment to a Conditional Use Permit to remove conditions and allow for a traditional car rental facility in the TOD zoning district at 3891 Main Street, College Park, GA 30337.

REASON: The applicant would like to move the current Enterprise Rental Car Facility from its current location at 3907 Main Street to the subject property across the street at 3891 Main Street. The subject property is currently restricted by the conditions from Ordinance 2017-07, which only allow for the property to rent to the entertainment industry. The applicant would like to condense all operations to the subject location. Therefore, the applicant is applying for an amendment to a Conditional Use Permit from Mayor and Council to allow this use in the TOD - Transit Oriented Zoning District.

RECOMMENDATION: Staff recommends setting the Mayor and Council Public Hearing for March 2nd, 2020 . The Planning Commission heard this item at its regular meeting on January 27th, 2020 and recommended approval with Staff's recommended conditions.

BACKGROUND: The applicant has been operating at the traditional car rental facility across the street at 3907 Main Street for many years and would like to concentrate their business at the subject location. The subject property is currently zoned TOD - Transit Oriented District, which does not allow for car rental as a permitted use. However, Ordinance 2017-07 allows for car rental at this location, but it is restricted to rental to the entertainment industry only. The applicant is asking that these conditions be removed to operate a traditional car rental.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: February 17th, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Approval of this request would result in a public hearing being set for March 2nd, 2020

REQUIRED CHANGES TO WORK PROGRAMS: N/A

STAFF: Michelle Alexander

ATTACHMENTS:

- 3891MainStreet_StaffReport(1) (PDF)

Review:

- | | | |
|------------------------|-----------|--------------------|
| • Michelle Alexander | Completed | 02/05/2020 4:50 PM |
| • Rosyline Robinson | Completed | 02/10/2020 8:50 AM |
| • Terrence R. Moore | Completed | 02/12/2020 3:56 PM |
| • Mayor & City Council | Pending | 02/17/2020 7:30 PM |



College Park Planning Commission
City of College Park

Evaluation Prepared by: Michelle M. Alexander, City Planner
Planning Commission Meeting: January 27th, 2020
Council Meeting (Request date): February 17th, 2020
Council Meeting Public Hearing: March 2nd, 2020

Applicant: Enterprise Leasing Company of Georgia, LLC

Subject Property: 3891 Main Street, College Park, GA 30337 **Parcel:** 14016100140083

Request: Application Enterprise Leasing Company of Georgia, LLC for an amendment to a Conditional Use Permit to remove conditions and allow for a traditional car rental facility in the TOD zoning district at 3891 Main Street, College Park, GA 30337.

Current Land Use: Car rental facility with restrictions due to Ordinance 2017-07.

Future Land Use Plan: Walkable Commercial

Surrounding Zonings:

Current Zoning		Current Land Use
North	TOD – Transit Oriented Development	Office Space
East	TOD – Transit Oriented Development	Main Street, Marta Operations
South	DC – Downtown Commercial	Rental Car Facility
West	TOD – Transit Oriented Development	Car Storage (Owned by Applicant)

Background: The subject property is currently being used as a car rental facility with restrictions to only rent to the entertainment industry and for the largest vehicle to be a fifteen-passenger van. These conditions were set by Ordinance 2017-07 as a result of a Rezoning Application. The 2017 application request was to change the zoning of the property to be a part of the T – Transportation Overlay. The request was denied on the basis that the current zoning was appropriate for the property, and the Council instead decided a Conditional Use Permit with conditions would be more appropriate. The current applicant is now asking that the conditions placed on the property be removed and allow the property to be used as a traditional car rental facility. The conditions are as follows:

1. Vehicles may only be rented to the film and entertainment industry. Property may not be used as a location for a traditional retail-based car rental facility.
2. The largest vehicle to be rented shall be a fifteen-passenger van.



College Park Planning Commission

City of College Park

It is the intent of the applicant to move the current Enterprise Car Rental Facility located across the street at 3907 Main Street to this location. The applicant believes that the subject property is a better location for their operation due to accessibility and increased efficiency because they own the property located directly behind the subject property. In addition, the applicant has made a significant investment in the property, including complete parking lot repair, reseal, and restripe; cleaning, repairing, and repainting of the building's exterior and bringing the interior up to current Building Code requirements. They have also updated the landscaping and have expressed that they are planning additional improvements to the property including a remodel of the interior space, updates to the front façade, and additional parking lot repairs.

Findings: The applicant expressed that this property is an appropriate place for this type of operation due to the current use of the property being car rental with restrictions. The intent of this application is to relocate all operations from the 3907 Main Street location across the street to the subject property. The applicant believes that using just this property would increase the efficiency of their operation while also reducing the physical area used for car rental. Due to consolidating of two locations into one, the granting of this use is unlikely to increase traffic in the area. The applicant has expressed that this location will make it easier for cars to enter and exit the property safely.

Additionally, the applicant feels this location is appropriate due to the property's proximity to other similar uses. Based on the application submitted, it does not appear that this use would create a significant negative impact to the surrounding properties or the district. The subject property is a corner lot and therefore does not have immediately adjacent neighbors on the south or east sides. This lot also provides two access points which will help to maintain a steady flow of traffic. Additionally, the applicant owns the property to the west (rear) of the building and will be maintaining the current use of car storage. The property to the north appears to be currently vacant, but also has ample screening by landscaping and trees from the operations of the subject property. Other nearby properties include a Dog Boarding Facility, Limo Service, and Airport Parking.

It is also important to note that the subject property is in close proximity to the area designated for the Airport City Development. The map attached below shows that although this area is not included in the development plan, the overall streetscape plan extends to include this property. Granting approval for this application would keep this site occupied during the transition years prior to Airport City investment and can provide the aesthetics for the pedestrian and public realm if improved in accordance with recommended conditions.

Conclusion: Considering the impact of this type of use and the uses surrounding this property, the proposed use will not adversely impact the surrounding properties. Additionally, the concentrating of operations to one location should not increase traffic in the area.

Recommendation: City Planner recommends approval of the conditional use permit with the following conditions:

1. The granting of this CUP results in the closure of the rental car facility at 3907 Main Street with all operations moving to the subject property location.

**College Park Planning Commission**

City of College Park

2. Current screening along property lines is maintained and the chain link fence facing Main Street is replaced with a solid, decorative fence or gates, which visually shield car storage and operations on rear property from Main Street.
3. The applicant provides a “gateway sign” for entrance to College Park. The size and location will be mutually agreed upon but is not to constitute an excessive imposition in the yard.
4. Street trees are provided along the Main Street property line according to Design Standards for Downtown College Park.
5. Decorative pavers similar to others in the Downtown Commercial area are added along the border of the Main Street sidewalk.
6. The site is updated prior to operations and maintained in accordance with the TOD District Design Standards Section 3.52 E. Screening and D. Landscaping on Off-Street Parking Lots.
7. A landscape plan integrating all conditions must be submitted for approval by the City Engineer.

Attachments:

- Applicable Code Section 3.52
- Maps of the property
- Photos of the property
- Application package



TOD – Design Standards Section 3.52

D. Screening. Screening shall be as follows:

1. Parking areas that are adjacent to a public street shall be screened from the public right-of-way with a minimum screen height of three (3) feet above the finished grade of the parking area. The screen may be achieved through utilizing berms, hedges, vegetative buffers, low walls or decorative fences. Chain link fences are prohibited.

E. Landscaping on Off-Street Parking Lots. Off-street parking lots shall be landscaped as follows:

1. Off-street parking lots shall be designed to maximize coverage by shade trees. Shade trees in parking lots shall be a minimum of three and one-half-inch caliper.
2. Off-street parking areas shall provide landscape islands and perimeter landscape strips that provide a cumulative total of at least one shade tree per twelve (12) parking spaces. Each shade tree shall be planted in a planting area at least eight (8) feet wide.
3. There shall be a minimum curb radius of three (3) feet required on all the corners of all landscape islands and medians to allow for free movement of motor vehicles around planting materials. All islands and medians shall be constructed with raised curbs.
4. All landscaped islands within parking lots shall be one hundred (100) percent landscaped with deciduous trees (minimum three and one-half-inch caliper size), evergreen shrubs (not to exceed three (3) feet in height at maturity), ground cover (which does not require mowing) and/or flowers in mulched beds.
 - a. There shall be a minimum eight (8) feet wide (back of curb to back of curb) curbed landscaped island at the end of every row of parking, equal in length to the adjoining parking spaces. A parking island must be located no farther apart than every twelfth (12th) parking space; creating parking bays of no greater than eleven (11) parking spaces in a row. Each island or strip shall contain a minimum of two hundred (200) square feet.
 - b. Shade trees shall be planted at a minimum of three (3) feet from any curb, so as to prevent injury to trees by vehicle bumpers. The remaining area of the landscaping strip shall be sodded or planted with groundcover species.
 - c. The planting area for a tree shall consist of permeable and well-drained soils with suitable ground cover.
 - d. Dead trees and shrubs shall be replaced by the property owner within one (1) month, with three (3) months of waiting time allowed for avoiding planting in peak heat of summer.
 - e. Landscape strips at the perimeter of off-street parking lots shall be a minimum width of six (6) feet and shall provide for safe and convenient crossings by vehicles and pedestrians.
 - f. Pedestrian pathways in parking lots and pedestrian ways that cross vehicular aisles in parking lots shall be appropriately demarcated with paint or use of pavers.
 - g. Parking space dimensions shall be in accordance with the standards set forth in these Ordinances.

Maps

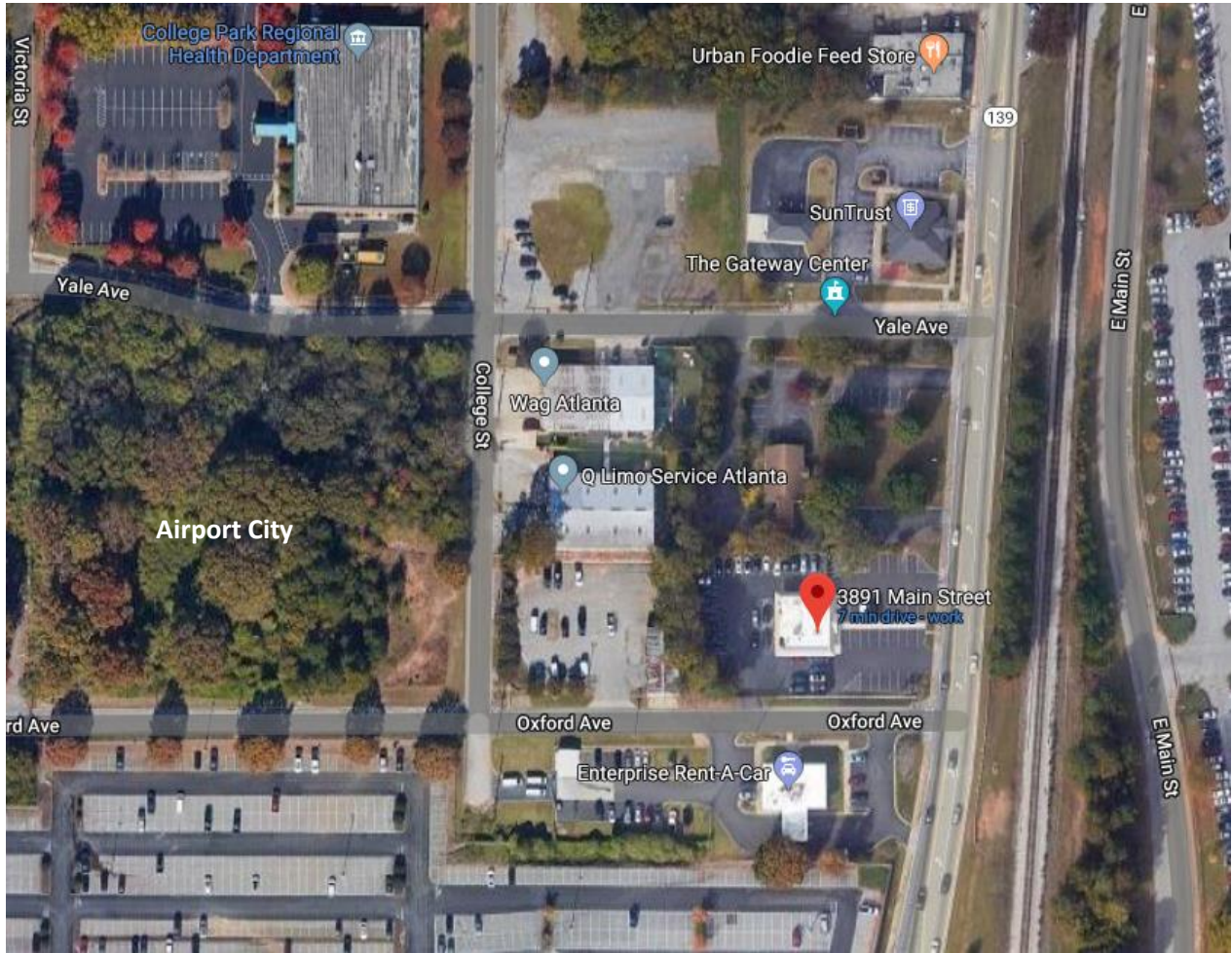
Zoning Map



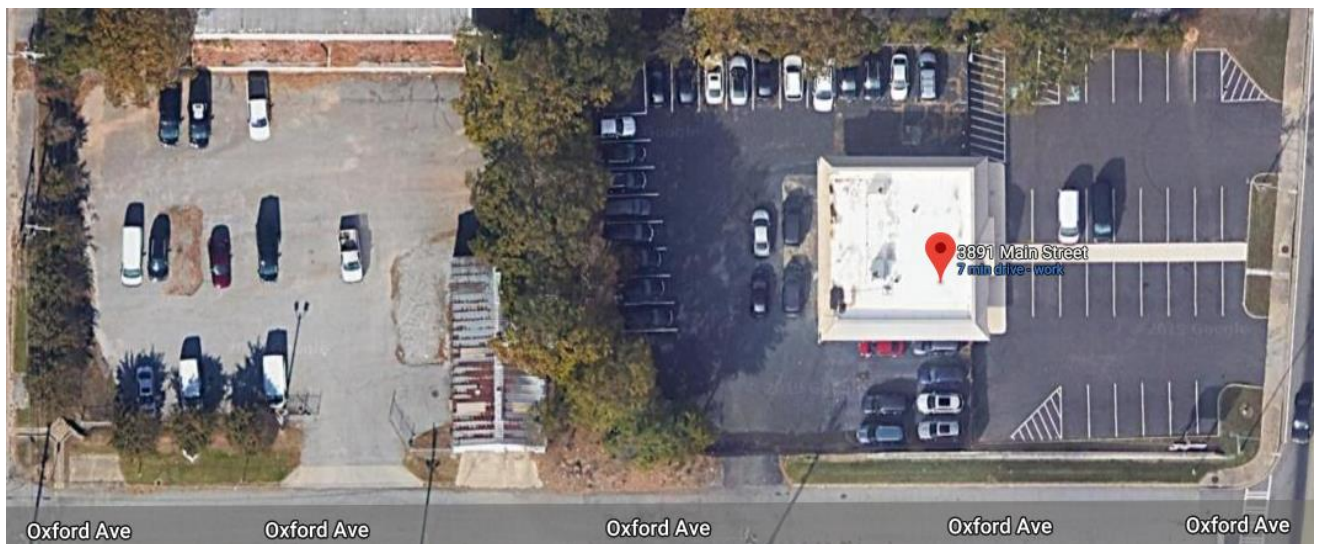
Airport City Master Plan Map



Satellite Ariel View of Surrounding Properties



Satellite Ariel View of Subject Property



Photos

View from Main Street





CITY OF COLLEGE PARK

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REG SESSION AGENDA REQUEST

DOC ID: 7861

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michelle Alexander, City Planner

RE: Public Hearing for Conditional Use Permit at 3950 Conley Street

PURPOSE: Public Hearing for consideration of a Conditional Use Permit at 3950 Conley Street, College Park, GA 30337 to allow for a car sharing operation in the C2 - Community Business District.

REASON: The applicant would like open a car sharing operation in addition to the current use of airport parking. The applicant is applying for a Conditional Use Permit from Mayor and Council to allow this use in the C2 - Community Business Zoning District.

RECOMMENDATION:

Staff recommends approval with the condition that no additional shuttle rides shall be conducted between the property and the airport as a result of the Avail program. The Planning Commission heard

this item at its regular meeting on January 27th, 2020. **Planning Commission**

Recommendation: The

Commission recommended approval of the application with a condition that research on the potential

for collecting Car Rental Tax be conducted prior to final approval.

BACKGROUND: The subject property is currently zoned C2 - Community Business, which does not allow for car sharing as a permitted use. The applicant plans to construct a small building and operate a car sharing business.

The operation will consist of customers dropping off their vehicles and using the already operating Park N Fly shuttle to get to the airport. These vehicles are then advertised and possibly rented by other travelers for the course of their stay. The vehicle is then returned to the lot and the

owner retrieves their car where they left it. Even if the vehicle is not rented, parking is free. The entire process is done through the Avail App and covered by Allstate Insurance. The business is expected to add approximately 30 new jobs to the College Park area.

The proposed location for the car sharing operation is surrounded by properties used for airport parking. There are no additional parking spaces being added on the lot, and the proposed building will eliminate several parking spaces. There is a designated path for traffic flow, and a reduction in spaces should also mean a reduction in cars on the lot. Additionally, the proposed use should reduce the amount of time cars are being stored on the lot.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: potential future tax on "car-sharing"

CITY COUNCIL HEARING DATE: February 17th, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Approval of this request would result in a Conditional Use Permit for this specific use on this parcel.

REQUIRED CHANGES TO WORK PROGRAMS: N/A

STAFF: Michelle Alexander

ATTACHMENTS:

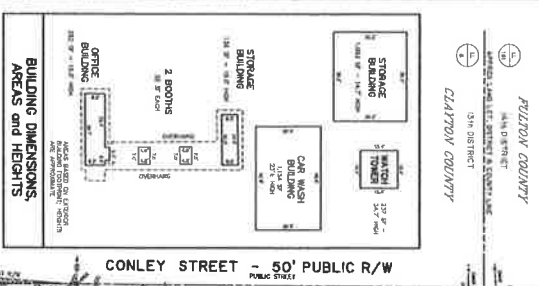
- Public - 3950 ConleyStreet_Application(Avail) (PDF)
- 3950ConleyStreet_StaffReport (PDF)

Review:

- Michelle Alexander Completed 02/06/2020 9:53 AM
- Rosyline Robinson Completed 02/10/2020 8:50 AM
- Ferman Williford Completed 02/12/2020 1:02 PM

- Terrence R. Moore Completed 02/12/2020 3:56 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

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BUILDING DIMENSIONS, AREAS AND HEIGHTS

CONLEY STREET - 50' PUBLIC R/W

GENERAL NOTES:
 01. The project is located in the City of Atlanta, Georgia, and is subject to the zoning regulations of the City of Atlanta. The project is located in the 13th District, Fulton County, Georgia.
 02. The project is located on the east side of Conley Street, between Camp Creek Parkway and Main Street.
 03. The project is located on a 1.5-acre site.
 04. The project is located on a 1.5-acre site.
 05. The project is located on a 1.5-acre site.
 06. The project is located on a 1.5-acre site.
 07. The project is located on a 1.5-acre site.
 08. The project is located on a 1.5-acre site.
 09. The project is located on a 1.5-acre site.
 10. The project is located on a 1.5-acre site.

ALTA CERTIFICATION NOTES:

ALTA/ACSM CERTIFICATION:

NOTE RE: ELECTRIC FENCES:

TITLE DOCUMENTATION NOTES: (1 of 2)

ALTA/ACSM CERTIFICATION:

NOTE RE: ELECTRIC FENCES:

TITLE DOCUMENTATION NOTES: (1 of 2)

ALTA/ACSM CERTIFICATION:

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TITLE DOCUMENTATION NOTES: (1 of 2)

ZONING DATA:

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TITLE DOCUMENTATION NOTES: (1 of 2)

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ALTA/ACSM CERTIFICATION:

NOTE RE: ELECTRIC FENCES:

TITLE DOCUMENTATION NOTES: (1 of 2)

ALTA/ACSM CERTIFICATION:

NOTE RE: ELECTRIC FENCES:

ALTA/ACSM LAND TITLE SURVEY
PARK N FLY GROUP ONE, INC. & PNF-ATLANTA, LLC
 3060 CONLEY STREET, COLLEGE PARK, GA
 LAND LOT 8, 13TH DISTRICT, CLAYTON COUNTY, GEORGIA
 LAND LOT 6, 13TH DISTRICT, FULTON COUNTY, GEORGIA



BOUTWELL ENGINEERING, INC.
 CIVIL ENGINEERING CONSULTING - LAND SURVEYING
 1054 HUNTERS RIDGE, ASPEN, GEORGIA 30613 (770) 652-3449
 clava@bouteengineering.com info@bouteengineering.com

REV.	DATE	DESCRIPTION
1	11/15/23	ISSUE FOR PERMIT
2	11/15/23	REVISION: PERMIT COMMENTS
3	11/15/23	REVISION: PERMIT COMMENTS
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9	11/15/23	REVISION: PERMIT COMMENTS
10	11/15/23	REVISION: PERMIT COMMENTS

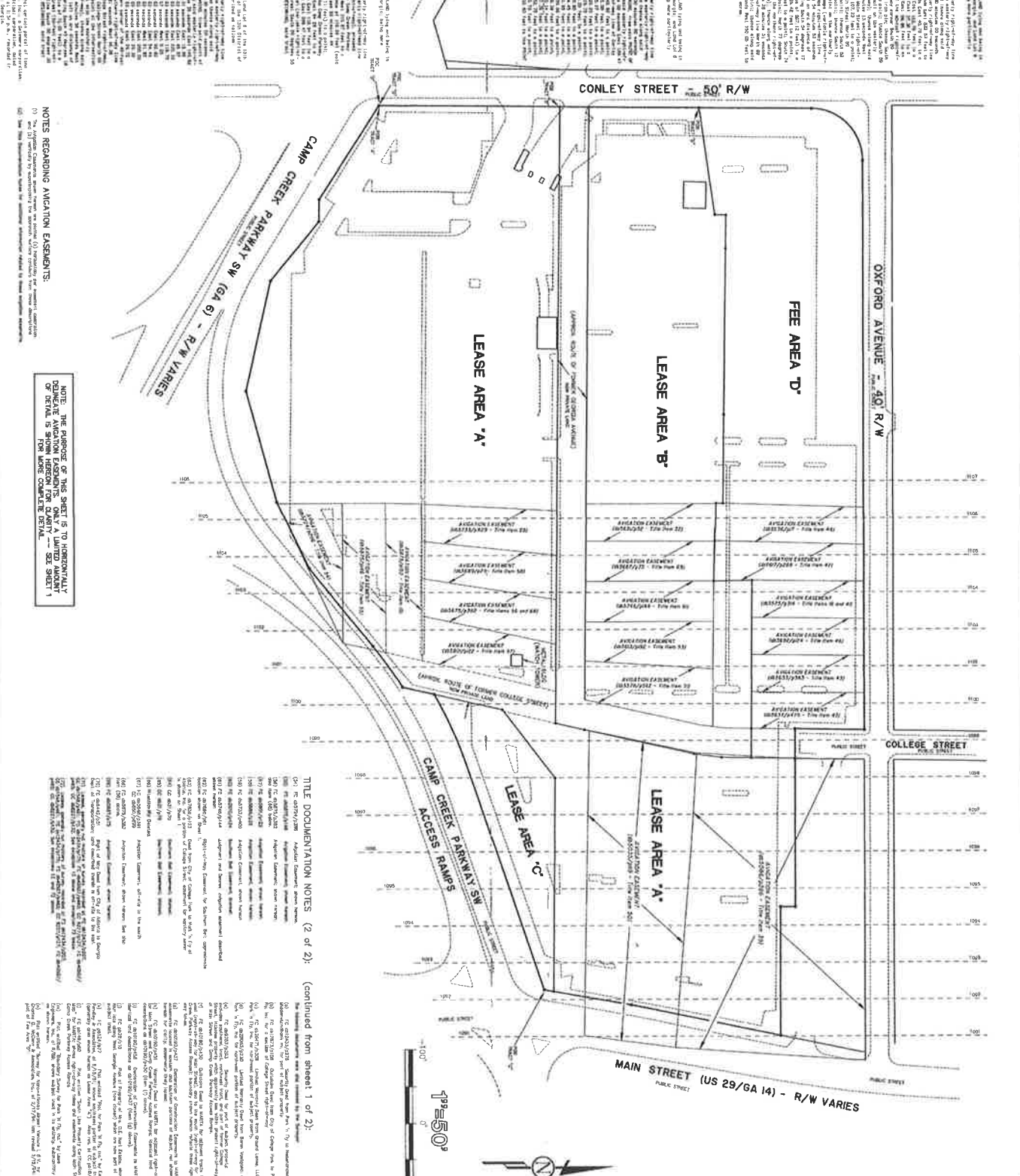
LAND DESCRIPTION - LEASE AREA A
 (Detailed description of Lease Area A, including boundaries, easements, and references to other documents.)

LAND DESCRIPTION - LEASE AREA B
 (Detailed description of Lease Area B, including boundaries, easements, and references to other documents.)

LAND DESCRIPTION - LEASE AREA C
 (Detailed description of Lease Area C, including boundaries, easements, and references to other documents.)

LAND DESCRIPTION - FEE AREA D
 (Detailed description of Fee Area D, including boundaries and easements.)

NOTES REGARDING AUCTION EASEMENTS
 (Legal notes regarding the auction easements on the property.)



NOTE: THE PURPOSE OF THIS SHEET IS TO HORIZONTALLY DEMONSTRATE AUCTION EASEMENTS ON A LIMITED AMOUNT OF SPACES. IT IS NOT INTENDED TO BE COMPLETE DETAIL.

NOTES REGARDING AUCTION EASEMENTS
 (Additional notes regarding the auction easements.)

NOTE: THE PURPOSE OF THIS SHEET IS TO HORIZONTALLY DEMONSTRATE AUCTION EASEMENTS ON A LIMITED AMOUNT OF SPACES. IT IS NOT INTENDED TO BE COMPLETE DETAIL.

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TITLE DOCUMENTATION NOTES (2 of 2):

- (01) PL 312821/288 - [Description]
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(continued from sheet 1 of 2):
 [Detailed notes regarding title documentation, including references to other sheets and legal descriptions.]

ALTA/ACSM LAND TITLE SURVEY
PARK N FLY GROUP ONE, INC. & PNF-ATLANTA, LLC
 3950 CONLEY STREET, COLLEGE PARK, GA
 LAND LOT 8, 13TH DISTRICT, CLAYTON COUNTY, GEORGIA
 LAND LOT 8, 13TH DISTRICT, FULTON COUNTY, GEORGIA



BOUTWELL ENGINEERING, INC.
 CIVIL ENGINEERING CONSULTING - LAND SURVEYING
 1094 HUNTERS RIDGE, JASPER, GEORGIA 30645 (708) 692-3148
 cleve@bouteengineerinc.com mlo@bouteengineerinc.com

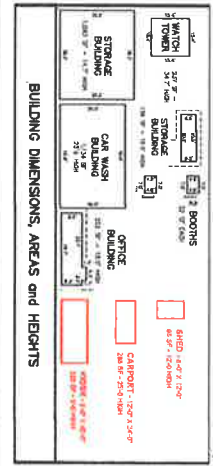
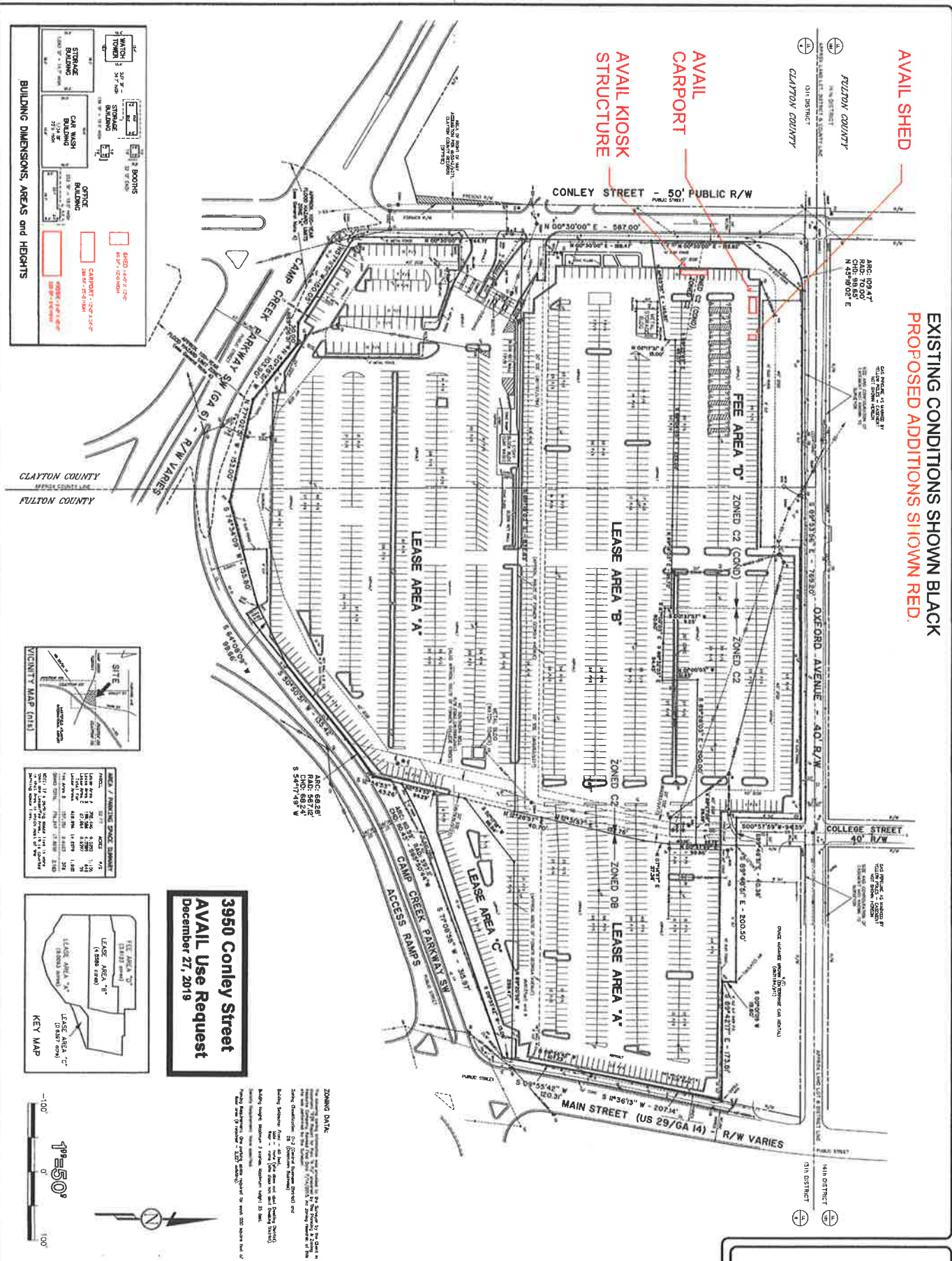
REV	DATE	DESCRIPTION
A	2/21/21	SHOW FEE AREAS AND W/RS. NO FIELD UPDATE
B	3/18/21	RENAME SUBPARCELS, NO FIELD UPDATE
C	3/18/21	REMOVE SHELVE DOCS. NO FIELD UPDATE
D	4/1/21	REMOVE CURBS TO FEE AREA D. NO FIELD UPDATE
E	7/1/21	SURVEY UPDATE
F	8/11/21	REVISIONS PER CLIENT (NO FIELD UPDATE)
G	8/17/21	REVISIONS PER CLIENT (NO FIELD UPDATE)
H	7/27/22	OVERLAY SURVEY UPDATE
I	8/17/22	SURVEY UPDATE - BRIDGE FOR CLIENT REVIEW
J	8/17/22	REVISIONS PER CLIENT

AVAIL SHED

AVAIL CARPORT

AVAIL KIOSK STRUCTURE

EXISTING CONDITIONS SHOWN BLACK
PROPOSED ADDITIONS SHOWN RED.

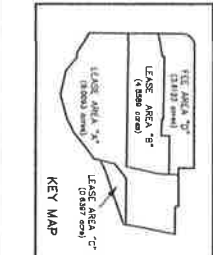


CLAYTON COUNTY
FULTON COUNTY

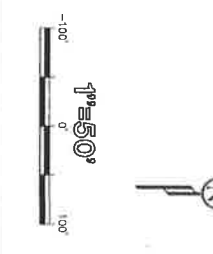


AREA / MATERIAL TAKE QUANTITIES

NO.	DESCRIPTION	QTY
1	Asphalt	1,200
2	Concrete	500
3	Rebar	10,000
4	Gravel	2,000
5	Earthwork	1,500
6	Drainage	500
7	Lighting	100
8	Signage	50
9	Site Preparation	1,000
10	Final Grading	1,000



3950 Conley Street
AVAIL Use Request
December 27, 2019





AVAIL is a new company started in 2018 year by **Allstate** that operates in the peer-to-peer car sharing world.

Like Airbnb, **AVAIL** is a platform/marketplace that matches vehicle owners with consumers in need of a car. In return for facilitating that match and exchange at an offsite airport parking lot, **AVAIL** charges a commission.

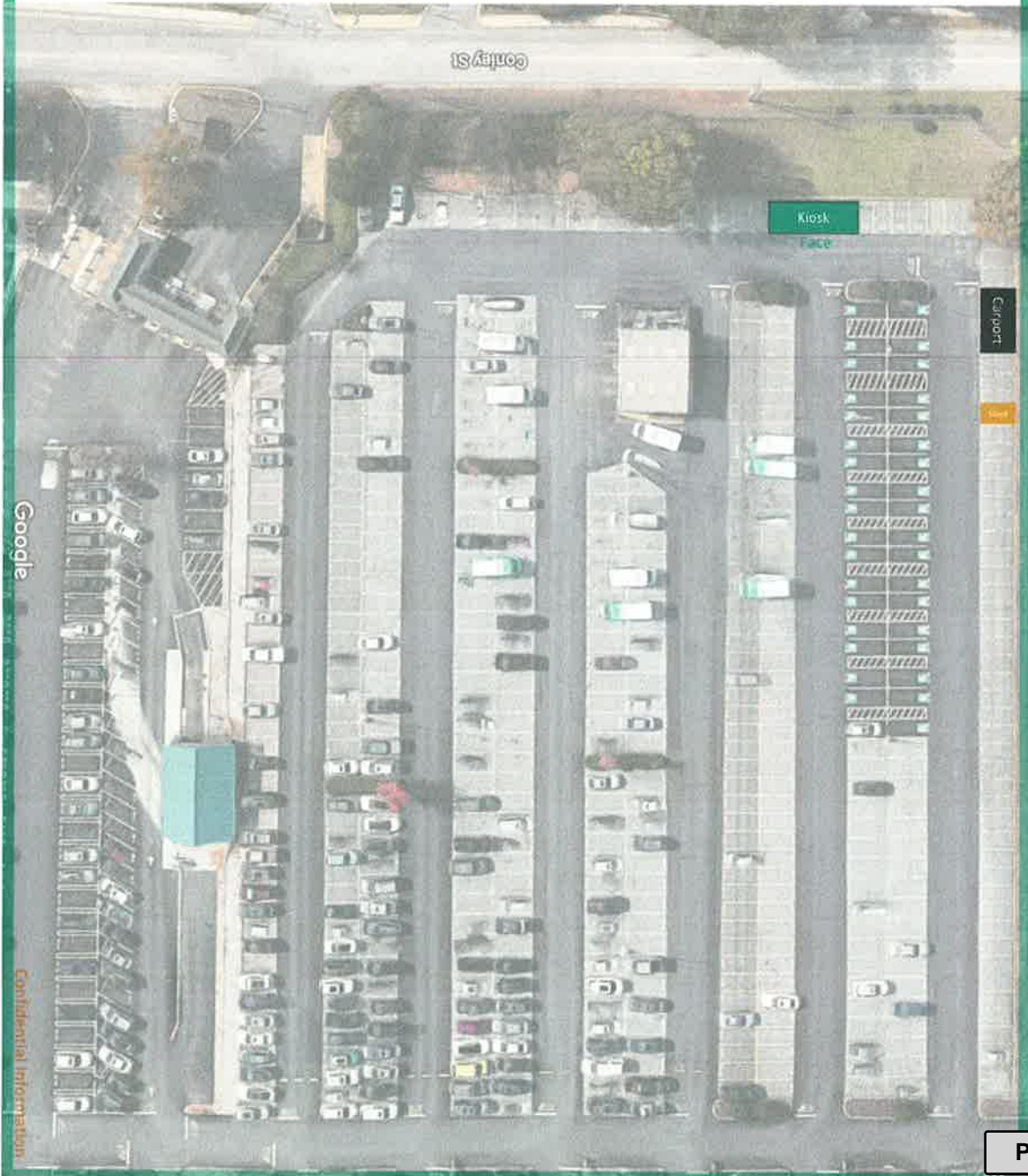
AVAIL will allow local residents to earn income by listing their personal vehicles on an online platform that connects them with people who want to use a car for a period of time. Unlike rental car companies, **AVAIL** does not own a fleet of vehicles but instead lists on its platform vehicles owned by local residents.

The airport model for **AVAIL** is based at an offsite airport parking facility that is permitted by the airport. **AVAIL** contracts with an offsite airport parking facility to use parking stalls to park vehicles. In College Park, this partner is Park 'N Fly at their existing facility at 3950 Conley Street. **AVAIL** customers will use Park 'N Fly's existing shuttle to access airport property. In this way, **AVAIL** is not adding new or additional traffic on to the local jurisdiction's roadways.

AVAIL is requesting that a Conditional Use Permit be granted to allow their co-use of the subject property. While the City's zoning code of ordinances does not recognize "car sharing" as a use, the City Planning Staff has determined that "automobile rental" is the closest use by definition. Since "automobile rental" is not an allowed use in the C-2 district, **Avail** is requesting the CUP to facilitate the expansion of the non-conforming use (as determined by City Staff). **Avail** intends to place three small structures on the property (subject to building permit process) – a "kiosk" (not to exceed 320 sf), a "carport" (approximately 288 sf), and a small storage shed (approximately 96 sf). These structures support our check-in and check-out processes only and are represented on the site map.

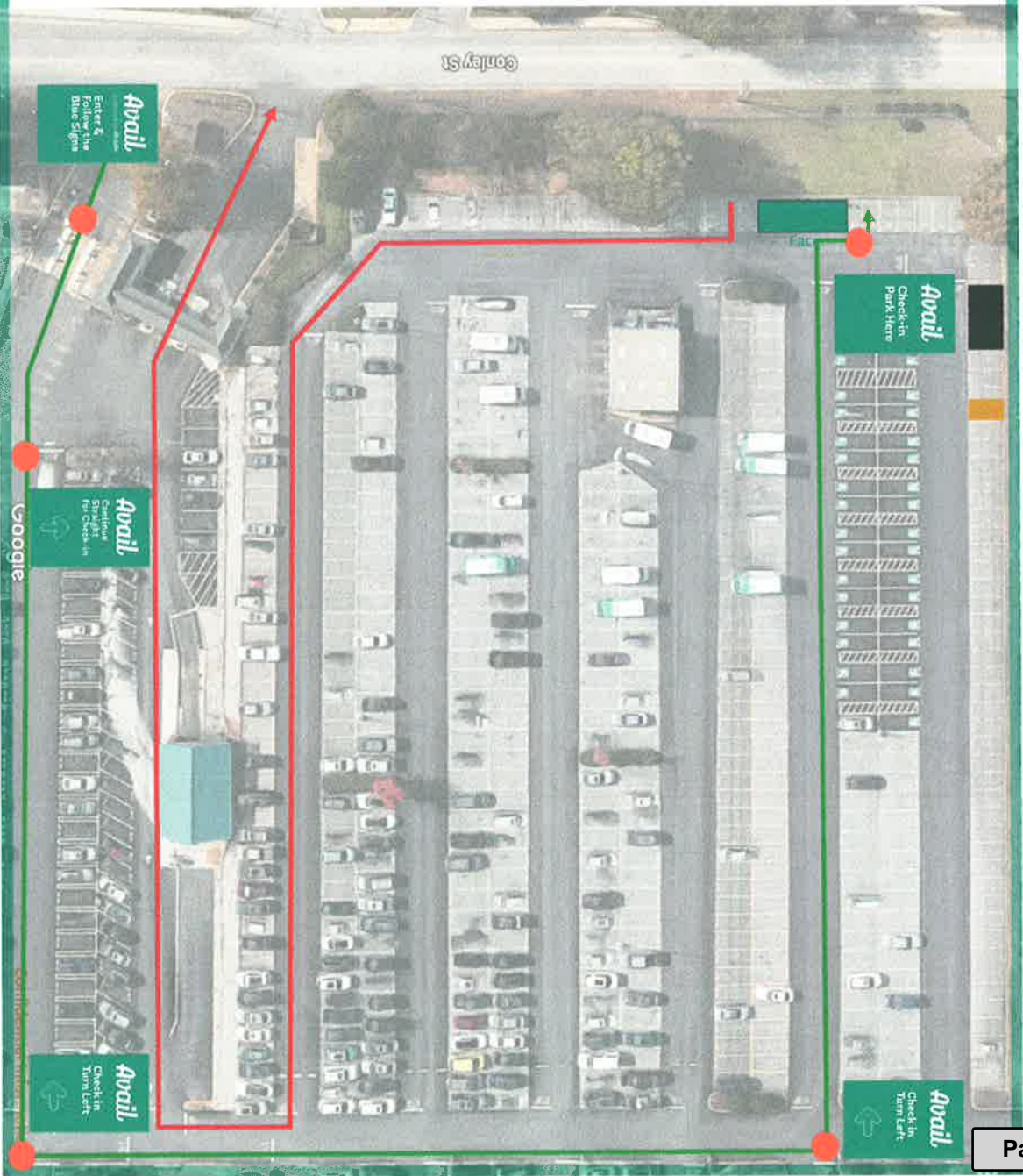
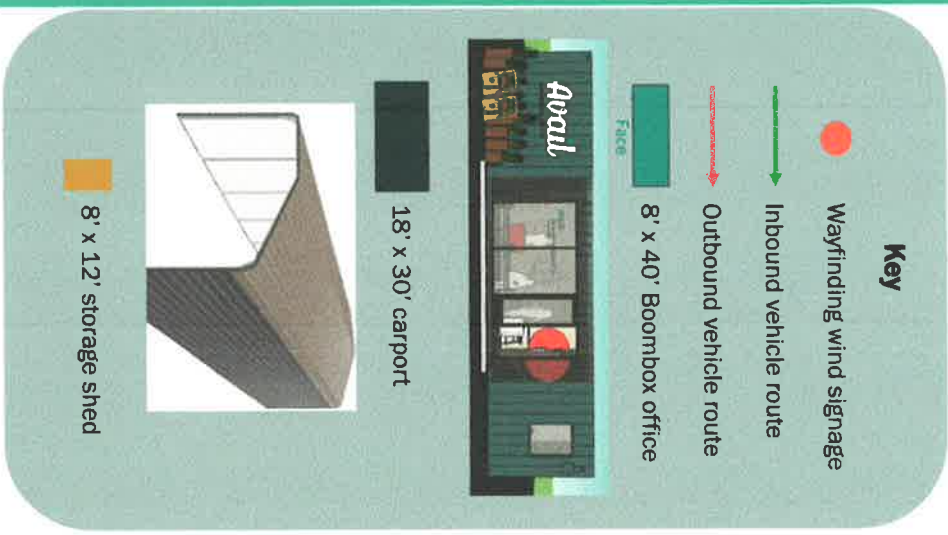
AVAIL and its parent company, **Allstate Insurance Company**, respectfully request the City of College Park's support for this use. Allstate is proud to be bringing this new customer service, the first in the Southeastern U.S., to the City of College Park and looks forward to our continued partnership.

Park-N-Fly
3950 Conley St
College Park, GA



Google

Confidential Information





College Park Planning Commission
City of College Park

Evaluation Prepared by: Michelle M. Alexander, City Planner
Planning Commission Meeting: January 27th, 2020
Council Meeting (Request date): February 3rd, 2020
Council Meeting Public Hearing: February 17th, 2020

Applicant: ANIHI Newco, LLC (dba Avail)

Subject Property: 3950 Conley, College Park, GA 30337 **Parcel:** 13006AD001

Request: Application of ANIHI Newco, LLC (dba Avail) for a Conditional Use Permit to have car sharing operation in addition to the current use of airport parking at 3950 Conley, College Park, GA 30337 in the C2 – Community Business District.

Current Land Use: Airport Parking

Future Land Use Plan: Mixed Use Hospitality

Surrounding Zonings:

	Current Zoning	Current Land Use
North	C2 – Community Business	Airport Parking
East	C2 – Community Business	Airport Parking
South	C2 – Community Business	Airport Parking
West	C2 – Community Business	Airport Parking

Background: The current use of the property is a Park N Fly airport parking lot, which is a non-conforming use in the C2 – Community Business District. Allstate Avail is proposing to build a small structure on the property and lease parking spaces from Park N Fly to operate a car sharing business. Due to the non-conformity of the use, Section 11.5 of the code prevents new structures from being built on the property, and therefore a conditional use permit is required. The current use will remain airport parking and continue to be grandfathered with the only change being that they will have less parking being used for traditional airport parking.

The operation will consist of customers dropping off their vehicles and using the already operating Park N Fly shuttle to get to the airport. These vehicles are then advertised and possibly rented by other travelers for the course of their stay. The vehicle is then returned to the lot and the owner retrieves their car where they left it. Even if the vehicle is not rented, parking is free. The entire process is done through the Avail App and covered by Allstate Insurance. The business is expected to add approximately 30 new jobs to the College Park area.

Car-sharing operations have generally grown in popularity in recent years due to their ability to reduce the number of cars on the road and provide a service to those unable to purchase a vehicle. Due to the availability of



College Park Planning Commission
City of College Park

car-sharing programs, people are choosing to use alternative modes of transportation for their everyday commute. The idea being that they feel secure enough to rely on other modes of transport and not purchase a vehicle, because they have access to a car when they need it. (E. Martin and S. Shaheen, 2016).

The website describes the process in more detail: <https://availcarsharing.com/>

Findings: The proposed location for the car sharing operation is surrounded by properties used for airport parking. There are no additional parking spaces being added on the lot, and the proposed building will eliminate several parking spaces. There is a designated path for traffic flow, and a reduction in spaces should also mean a reduction in cars on the lot. Additionally, the proposed use should reduce the amount of time cars are being stored on the lot.

The service of renting a car is not currently available to non-travelers, however, community members will have the option of renting their personal car through the program and earning income. The applicant expressed that the program does not allow non-travelers to rent because it *“was carefully crafted as to not add vehicles to the local and regional roadways, and our borrowers arrive at the parking lot exclusively through the existing parking lot shuttle from the terminal”*.

The applicant also expressed that they would be interested in expanding the rental side of the program to the local community through *Avail for Communities*. This program was further explained by the applicant: *“Avail for Communities is currently active in Denver, Chicago and Seattle – and Avail will be looking at various communities in Atlanta region in the future. An example of a “community” is an apartment building, but Avail also plans to explore other communities such as military bases, university campuses, senior living centers and others. Avail is happy to continue the conversation to ensure local residents are able to use the service through our Avail Communities business; which typically happens after we get the airport business off the ground.”*

The applicant has submitted a description of the proposed use and a sample site plan which are included as attachments in this report.

Conclusion: Considering the impact of this type of use, it appears appropriate to allow for the use on a property already with a similar impact. Based on the application submitted, it does not appear that this use would create a significant negative impact to the district considering the similar uses and the proximity T – Transportation Overlay. In addition, the overall amount of parking would be reduced by the addition of this business, and limited additional traffic would occur due to the shared use of the current Park N Fly shuttles. Overall, the subject location appears appropriate for the proposed use.

Recommendation: City Planner recommends approval of the conditional use permit with the following conditions:

1. No additional shuttle rides shall be conducted between the property and the airport as a result of the Avail program.



College Park Planning Commission

City of College Park

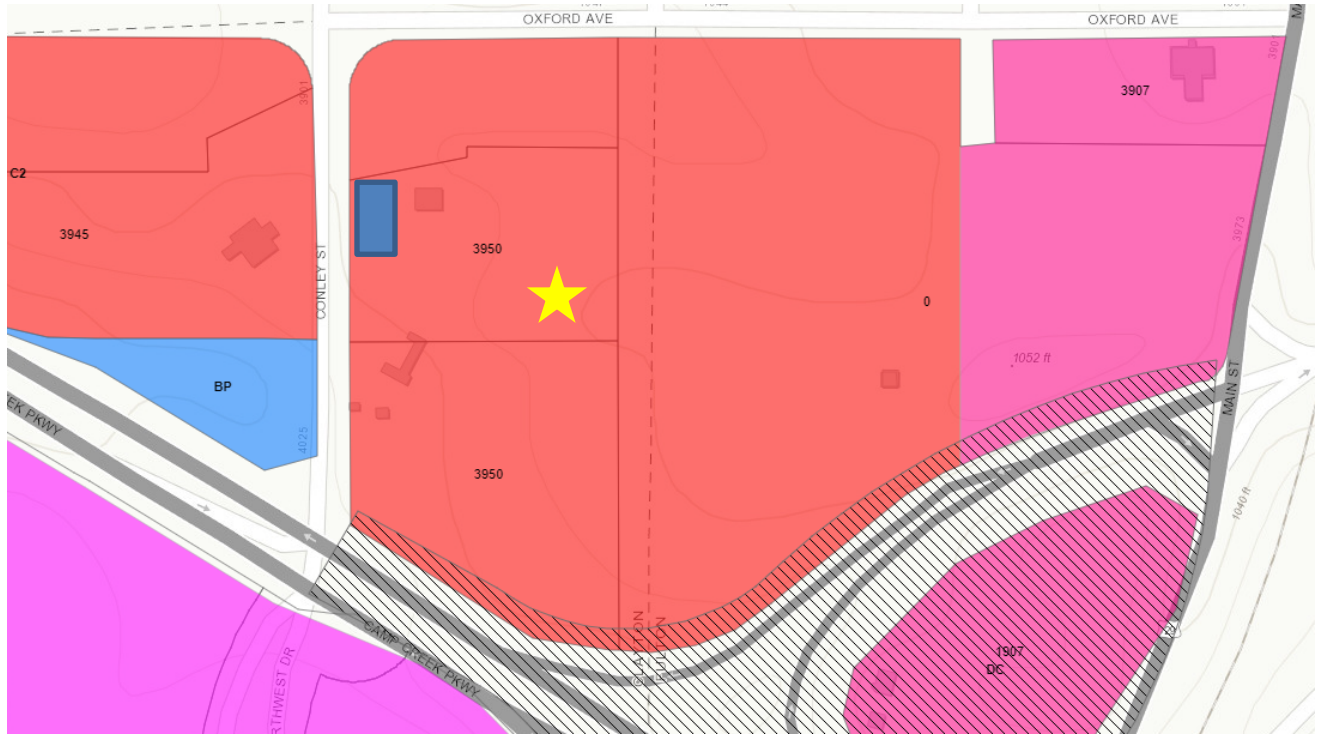
Planning Commission Meeting Update: Several community members spoke on the application and expressed concerns about security of the vehicles and competition for the rental car facilities. There were also comments on the potential revenue for the City and the potential collection of taxes. There was a concern that the jobs generated would not stay in College Park but be located at a “remote” location. A representative from Avail stated that the 30 jobs generated would be located at the Park N Fly lot. These jobs would involve customer service and car inspection. An interest in the opportunity for citizens to rent their cars while traveling and make extra income was expressed. A representative from Park N Fly was present and spoke assuring the security of vehicles and that there have been no recent incidents on the lot.

Planning Commission Recommendation: The Commission recommended approval of the application with a condition that research on the potential for collecting Car Rental Tax be conducted prior to final approval.

Attachments:

- Zoning Map of the Property
- Application package including:
 - Aerial photos of the property
 - A site plan for the proposed use

Maps



- Specified Location
- Subject Property
- T – Transportation Overlay



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7900

DATE: February 10, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Wade Elmore, Fire Chief

RE: Defibrillator Replacement

PURPOSE: Replacement of one (1) Life PAK 12 Cardiac Monitor, Purchase new Life PAK 15.

REASON: The manufacturer recommended replacement period or life expectancy has been exceeded by the current devices on hand.

RECOMMENDATION: Approval by Mayor and Council to replace the current LP12 monitors with LP15 monitors, carrying cases and accessories. CPFR had six units total. To complete the device transitions, we are requesting one (1) replacements in FY 2020 and will request the remaining one (1) under Capital Outlay in FY 2021.

BACKGROUND: Life PAK 15 monitors are used on medical scenes for the following:

- 12 Lead interpretations of cardiac rhythms
- Provide lifesaving defibrillation of patients experiencing heart attacks.
- Pacing, oximetry, capnography and CO monitoring

COST TO CITY: \$28,000.00

BUDGETED ITEM: Yes; 100 3560 54 7630 (EMS- Other Equipment)

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A.

AFFECTED AGENCIES: Fire Department (Emergency Medical Services Division)

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A**STAFF:** EMS Division**ATTACHMENTS:**

- Stryker Quote-CollegePark LP15 2.4.2020 (PDF)
- Stryker Sole-Source Letter (2.6.2020) (PDF)

Review:

- Wade Elmore Completed 02/07/2020 4:39 PM
- Rosyline Robinson Completed 02/10/2020 8:51 AM
- PurchasingCompleted 02/10/2020 9:46 AM
- Finance Completed 02/11/2020 4:27 PM
- Terrence R. Moore Completed 02/12/2020 3:57 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



LP15

Quote Number: 10124617
 Version: 1
 Prepared For: COLLEGE PARK FIRE DEPT
 Attn:

Remit to: P.O. Box 93308
 Chicago, IL 60673-3308
 Rep: Laura Persons
 Email: laura.persons@stryker.com
 Phone Number:

Quote Date: 01/29/2020
 Expiration Date: 04/28/2020

Delivery Address

Name: COLLEGE PARK FIRE DEPT
 Account #: 1188550
 Address: 3737 COLLEGE ST
 COLLEGE PARK
 Georgia 30337-3541

End User - Shipping - Billing

Name: COLLEGE PARK FIRE DEPT
 Account #: 1188550
 Address: 3737 COLLEGE ST
 COLLEGE PARK
 Georgia 30337-3541

Bill To Account

Name: COLLEGE PARK FIRE DEPT
 Account #: 1188550
 Address: 3737 COLLEGE ST
 COLLEGE PARK
 Georgia 30337-3541

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001955	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, NIBP, 12-Lead ECG, EtCO2, BT.	1	\$27,133.80	\$27,133.80
2.0	41577-000284	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	1	\$0.00	\$0.00
3.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	3	\$405.08	\$1,215.24
4.0	11140-000098	LP15 AC Power Adapter (power cord not included)	1	\$1,410.40	\$1,410.40
5.0	11140-000015	AC power cord	1	\$68.06	\$68.06
6.0	11171-000046	Masimo™M-LNCS® DCI, Adult Reusable SpO2 only Sensor. For use with RC Patient Cable.	1	\$246.82	\$246.82
7.0	11171-000042	Masimo™M-LNCS® Neonatal/Adult Single Patient Use Adhesive SpO2 only Sensor. Box of 20. For use with RC Patient Cable.	1	\$361.62	\$361.62
8.0	11160-000013	NIBP Cuff-Reusable, Child	1	\$21.32	\$21.32
9.0	11160-000017	NIBP Cuff -Reusable, Large Adult	1	\$29.52	\$29.52
10.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	1	\$41.82	\$41.82
11.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	1	\$276.34	\$276.34
12.0	11220-000028	LIFEPAK 15 Carry case top pouch	1	\$50.02	\$50.02
13.0	11260-000039	LIFEPAK 15 Carry case back pouch	1	\$71.34	\$71.34
14.0	11996-000471	4G Modem: Verizon Cellular (for use on Stryker data plan; purchased separately)	1	\$988.10	\$988.10



LP15

Quote Number: 10124617
Version: 1
Prepared For: COLLEGE PARK FIRE DEPT
Attn:

Remit to: P.O. Box 93308
Chicago, IL 60673-3308
Rep: Laura Persons
Email: laura.persons@stryker.com
Phone Number:

Quote Date: 01/29/2020
Expiration Date: 04/28/2020

Equipment Total: \$31,914.40

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
50994-000107	Trade in of LIFEPAK 12 Biphasic 3 features towards the purchase of a Stryker device	1	-\$5,000.00	-\$5,000.00

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
15.0	78000168	KORE - Stryker data plan for modem (Verizon)	1	\$299.00	\$299.00
				ProCare Total:	\$299.00

Price Totals:

Grand Total: \$27,213.40

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. and Canada for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® chest compression system
- TrueCPR™ coaching devices
- CODE-STAT™ data review software and service

Stryker is the sole-source provider in all markets for the following products and services:

- RELISM (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- HealthEMS® Software
- HomeSolutions.NET® Software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- Heart Safe SolutionSM Government Campus Solution
- MultiTech 4G and Titan III gateways

Stryker is also the sole-source distributor of the following products for EMS customers in the U.S. and Canadian markets:

- McGRATH™ MAC EMS video laryngoscope
- McGRATH MAC disposable laryngoscope blades
- McGRATH X Blade™

Stryker does not authorize any third-parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,

Matt Van Der Wende, Senior Director, Americas Sales

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GDR 3321967_L

Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | stryker.com



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7901

DATE: February 10, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Wade Elmore, Fire Chief

RE: Protective Clothing Replacements

PURPOSE: This gear is used for Structural Firefighting for all firefighters. Each set of gear consists of a turn-out coat, trousers and suspenders.

REASON: Per N.F.P.A. standard 1851, Fire protective gear must be replaced on a schedule due to wear & tear in regard to usage/life expectancy and fabric integrity; this is a requirement under the standard. The current gear is nearing its expiration date. Manufacturer and national standards state that gear has a usage of 10 years; we phase gear in at a minimal cost annually verses letting it all expire at once.

RECOMMENDATION: Mayor and Council Approval to purchase the gear from NAFECO; Contracted distributor for College Park Fire Rescue under NPPGOV-Public Safety GPO "piggyback" pricing. NPPGOV Member# M-5713654

BACKGROUND: National Fire Protection Association (NFPA) 1851 is a standard that establishes requirements for the selection, care, and maintenance of firefighting protective ensembles to reduce health and safety risks associated with improper maintenance, contamination, or damage. We adopted this standard many years ago. Protective gear is replaced in phases for all members.

COST TO CITY: \$ 35,175.00 (15 sets of gear for \$2,345.00 each)

BUDGETED ITEM: Yes; Account # 100 3520 53 7161 (Protective Clothing)

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Fire Department

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: None

ATTACHMENTS:

STAFF: Fire Department

ATTACHMENTS:

- Turn-out gear (Pricing) 2.5.2020 (PDF)
- NAFECO QUOTE PPE Q101952355 (5.23.19) (PDF)
- NPPGOV Information (Public Safety GPO) 2.5.2020 (PDF)

Review:

- Wade Elmore Completed 02/05/2020 6:03 PM
- Rosyline Robinson Completed 02/07/2020 4:27 PM
- Purchasing Completed 02/10/2020 9:41 AM
- Finance Completed 02/11/2020 4:30 PM
- Terrence R. Moore Completed 02/12/2020 3:57 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

Turn-out gear pricing: (Increased by \$150.00)

From: Brian Goldman <brian.goldman@nafeco.com>
Sent: Wednesday, July 10, 2019 3:03 PM
To: Kevin Harris <kharris@collegeparkga.com>
Cc: Wade Elmore <welmore@collegeparkga.com>
Subject: Re: turnout gear

Kevin.. here is the quote, but per our discussion this price went up from last year.. the change is \$150.00 per set

Regards,

Brian Goldman

NAFECO Fire/Rescue/Public Safety

770-248-0049 Office

706-338-5748 Cell

brian.goldman@nafeco.com

www.nafeco.com

On Tue, Jul 9, 2019 at 4:15 PM Kevin Harris <kharris@collegeparkga.com> wrote:

Can you send the quote for the gear and a letter stating that you are holding the same price we previously paid.

Kevin G. Harris Sr.

Division Chief

College Park Fire Rescue

3737 College St, College Park Ga 30337

404 379-8360 cell

404 766-8248 ext 2900 office



NAFECO
 2601 Beltline Road
 Decatur, AL 35601
 (800) 628-6233
 info@nafeco.com

8.B.b

Quotation
 Q101952355

Date: 5/23/2019
Expires: 6/22/2019
FOB:

Customer Number: COL226
 Customer Information: College Park Fire Rescue
 Address: 3737 College St
 College Park, GA 30337

Attention: Kevin Harris
 Email: kharris@collegeparkga.com
 Prepared By: Brian Goldman

Qty.	Product	Description	Each	Total
20	PSGQ16648-D	Lion Super Deluxe Coat PBI Max Natural	\$1,285.00	\$25,700.00
20	PSGQ16648-D	Lion Super Deluxe Pant PBI Max Natural	\$910.00	\$18,200.00
			Total: \$43,900.00	
			<i>tax & freight to be determined</i>	

Notes:

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: www.nafeco.com



Search this site [magnifying glass icon] [Join Now] [Log In]

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- FOR VENDORS ▾
- ABOUT US ▾

Public Safety GPO

Public Safety GPO is a program of NPPGov providing public safety departments access to publicly solicited contracts from vendors who supply goods and services. Contracts are created through a public RFP process by a Lead Public Agency that allows members to "piggyback" on the contract, eliminating the need to complete their own RFP process. Public Safety GPO staff and legal counsel facilitate this process and provide necessary documentation and support.

Public Safety GPO is here to help meet the increasing challenges public safety organizations encounter on a daily basis. To support those who support us in our most vulnerable and greatest times of need.

By eliminating the need for Public Safety entities to complete their own RFP process, it gives them the time to focus on what's most important. This partnership with Public Safety entities over the last decade has been NPPGov's way of showing appreciation for those who risk the most in any number of dangerous situations, and we pledge to continue this support with our partners for many years to come.

Access to our cooperative contracts is complimentary with no purchasing obligations. Membership is available to organizations chartered to provide public safety, rescue services, and their members including: career, volunteer, districts, and state agencies. Individual discounts are also available.

Current contracts associated with FireRescue GPO will continue to be managed by the Public Procurement Authority through the end of their current term, and new RFPs will be published to ensure a smooth contract transition to Public Safety GPO.

In addition to saving you time and money, public safety GPO is owned in part by non-profit hospitals, the program generates revenue that helps support medical research at the [Benaroya Research Institute at Virginia Mason \(BRI\)](#) in Seattle, WA.



HOW IT WORKS

NPPGov uses a Lead Public Agency to solicit and award contracts through a public Request for Proposal process. "Piggybacking" language is inserted into the RFP and resulting contract, allowing members to utilize these contracts for public procurement purchases.

BENEFITS

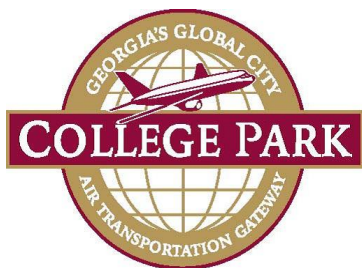
- Access to publicly solicited contracts
- No cost to members
- No purchasing obligations
- Individual discount programs
- In-house customer service department

ADDRESS
 1100 Olive Way
 Suite 1020
 Seattle, WA 98101

CONTACT
 Phone: 877.329.8847
 Fax: 206.515.5445
customerservice@nppgov.com



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CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7917

DATE: February 10, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michael Hicks, Chief Information Officer

RE: ESRI/GIS Software License Renewal

PURPOSE: To renew our yearly ESRI/GIS software license.

REASON: To ensure we have access to assist with Census data, citizens and staff requests.

RECOMMENDATION: To renew license.

BACKGROUND: ESRI/GIS is the new software platform utilized for all GIS city mapping operations.

YEARS OF SERVICE: 2 years.

COST TO CITY: \$15,000.

BUDGETED ITEM: Yes.

REVENUE TO CITY: N/A.

CITY COUNCIL HEARING DATE: February 17, 2020.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A.

AFFECTED AGENCIES: N/A.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: N/A.

STAFF: Chief Information Officer/Michael Hicks

ATTACHMENTS:

- Esri_Quotation_25947284 (PDF)

Review:

- Michael Hicks Completed 02/10/2020 8:58 AM
- Rosyline Robinson Completed 02/10/2020 9:19 AM
- City Attorney's Office Completed 02/07/2020 11:43 AM
- Terrence R. Moore Completed 02/12/2020 3:58 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 02/06/2020
To: Michael Hicks
Organization: City of College Park
Engineering Dept
Fax #: **Phone #:** 404-669-4604

From: Jillian Monson
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2980
Email: JMonson@esri.com

Number of pages transmitted
(including this cover sheet): 4

Quotation #25947284
Document Date: 02/06/2020

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®] 380 New York Street
 Redlands, CA 92373
 Phone: 888-377-45752980
 Fax #: 909-307-3083

Quotation

Date: 02/06/2020

Quotation Number: 25947284

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
 380 New York Street
 Redlands, CA 92373-8100
 Attn: Jillian Monson

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
 P.O. Box 741076
 Los Angeles, CA 90074-1076

City of College Park
 Engineering Dept
 City Hall
 3667 Main St
 College Park GA 30337-2614

Attn: Michael Hicks

Customer Number: 135993

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
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Per the terms and conditions in your Esri Enterprise License Agreement, your organization is required to provide an annual usage report. This report should detail all deployments made under this agreement for your previous term, and should be provided to Esri as an Excel spreadsheet.

The annual usage report must include actual license counts by product, licensee, and location.

Please return your report via email to ela_usage_reports@esri.com.

Thank you in advance for your prompt attention to this matter.

10	1	168362	15,000.00	15,000.00
Population of 0 to 15,000 Small Local Government Cloud-Based Term Enterprise Agreement				
Start Date: 05/07/2020				
End Date: 05/06/2021				

Item Subtotal	15,000.00
Estimated Tax	0.00
Total USD	15,000.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Jillian Monson **Ext:** 2980

[MONSONJ]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752980
Fax #: 909-307-3083

Quotation

Page 2

Date: 02/06/2020

Quotation Number: 25947284

Item	Qty	Material#	Unit Price	Extended Price
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Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.

[MONSONJ]



esri[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-4575/2980
Fax #: 909-307-3083

Quotation

Page 3

Date: 02/06/2020 **Quotation No:** 25947284 **Customer No:** 135993

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD _____ plus sales tax, if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title

[MONSONJ]



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7918

DATE: February 7, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michael Hicks, Chief Information Officer

RE: Performance Management Software

PURPOSE: To renew the performance management software utilized to monitor at least one major project from Department Heads.

REASON: To continue to collaborate with peers and City Manager on Performance management task.

RECOMMENDATION: To renew software.

BACKGROUND: Quantum Workplace is a software that allows you to monitor, collaborate, edit and manage a variety of projects.

YEARS OF SERVICE: 2 years.

COST TO CITY: \$10,000.00.

BUDGETED ITEM: N/A.

REVENUE TO CITY: N/A/

CITY COUNCIL HEARING DATE: February 17, 2020.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A.

AFFECTED AGENCIES: N/A.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: NA

STAFF: Chief Information Officer/Michael Hicks

ATTACHMENTS:

- Quantum Workplace Renewal (PDF)

Review:

- Michael Hicks Completed 02/07/2020 11:33 AM
- City Attorney's Office Completed 02/07/2020 11:49 AM
- Rosyline Robinson Completed 02/10/2020 9:05 AM
- Terrence R. Moore Completed 02/12/2020 3:58 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



Software & Service Order Form

Prepared For City of College Park

Created by:
Shelby Freeman
shelby.freeman@quantumworkplace.com

Prepared for:
Michael Hicks
mhicks@collegetparkga.com

Jan 31, 2020

Software-as-a-Service Order Form

This Software-as-a-Service Order Form ("Order Form") is entered into as of the "Effective Date" below between Quantum Market Research, Inc., a Delaware corporation (DBA "Quantum Workplace"), and the "Customer" identified below (may also be referred to as the "Parties" or a "Party"). This order form is subject to the Quantum Workplace [Terms of Service](#) and [Privacy Policy](#).

Customer Information

Customer Name: City of College Park	Billing Contact: Michael Hicks
Customer Address: 3667 Main Street College Park, GA 30337	Billing Address: 3667 Main Street College Park, GA 30337
Business Contact: Michael Hicks	Billing Email: mhicks@collegeparkga.com
Business Contact Email: mhicks@collegeparkga.com	Billing Phone: 404-669-4604
Business Contact Phone: 404-669-4604	Billing Fax: NA

- **Success Planning Call:** Let's introduce you to your team of dedicated Quantum Workplace team members. This call helps us confirm what success looks like for you and how we can start making progress.
- **Software Implementation Sessions:** In these working sessions, your CSM will partner with you to help you configure Quantum Workplace's software to achieve your desired outcomes.
- **Success Progress Reviews:** We'll touch base after the launch and adoption of the software to make sure we are still tracking towards your vision for success.

Training & Education

- **Communication Templates:** Guidelines for launching an engagement survey, using the Quantum Workplace platform, and more.
- **Best Practice & Getting Started Guides:** Use-cases for each feature and ideas for cadence, roll-out, and adoption.
- **Help Library of Videos & How-to Guides:** Platform-wide training and education content to help you become an expert at using our software.
- **Admin & Manager Engagement Survey Toolkit:** An overview of engagement, how to understand reports, and what to do with the data.
- **Engagement Survey Report Training for Admins & Managers:** Webinar led by Quantum Workplace on how to navigate your employee voice data.
- **Feature Usage Training for Employees:** Webinar led by Quantum Workplace on how to use our performance features.
- **Feature Usage Training for Admins:** Working sessions with your dedicated CSM to ensure you feel confident using our software.

Integrations/Security/Multi-language

- HRIS Integration
- SSO/SAML Integration
- Slack Integration
- Outlook Integration
- Google Chrome Integration
- GDPR compliant
- SOC 2 Type 1
- **Multi-language experiences:** Available with all features including annual engagement survey question translation. (Translations on 1-on-1, Feedback, & Pulse templates not included.)
- **Non-English survey comments translated back to English:** Default using Google Translate. 3rd party translation services are available for an additional cost if necessary.

Technical Support (Monday - Friday, 8 am - 5 pm CT)

- Email
- Live Chat
- Phone

Order Information

Order Form Effective Following Completed Signatures

Initial Services Terms (No. of Months):	Renewal Term(s):
12 beginning on the Effective Date	Automatic (1) year renewals after the Initial Term, unless either Party provides a notice of non-renewal at least 45 calendar days before the end of the Initial Term or a Renewal Term.
Customer Status:	Quantum Contact: Shelby Freeman
<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Customer	

Services:	Description:
Employee Engagement Platform Subscription Services	Customer's subscription to Quantum Workplace services includes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 50 Employee Count <input checked="" type="checkbox"/> Software Support <input type="checkbox"/> Insights Support (in addition to Software Support)

Quantum Workplace Deliverables

Software Support

Support Roles

- Dedicated Account Manager**
 Your AM will make sure you get the most out of our partnership. They're your go-to Quantum Workplace team member for all things related to your contract, executive business reviews, and new product questions.
- Dedicated Customer Success Manager**
 Your CSM is here to set you up for success in achieving your engagement goals. They'll provide you with resources and guidance on how to best use our software to meet your needs.

Strategic Touchpoints

Annual Service Fee	Service Fees
\$10,000	Service Fees are payable within thirty (30) days of the invoice billing dates. Quantum Workplace's invoice for Services will be issued upon execution of this Order Form by both parties. Any subsequent renewal invoices will be generated on the same annual cycle. Quantum Workplace shall bill all charges and/or costs directly to Customer. Quantum Workplace may increase the Service Fees for any Renewal Term by providing advance written notice to Customer prior to the beginning of the Renewal Term of such intended increase. Such increase shall be no greater than five percent (5%) of the total Service Fees charged in the prior year. Employee Count at Inception of Agreement (future renewal price may be impacted by future employee count changes of >10%).

To the extent the Services provided to Customer hereunder will include Processing (as defined in the "Privacy Policy" found at on Quantum Workplace's website at www.quantumworkplace.com of personal data subject to the laws of the European Union, the European Economic Area and their member states, Switzerland and the United Kingdom, including, without limitation, GDPR (as defined in the Privacy Policy), then the parties agree that the additional terms and conditions set forth in Quantum Workplace's Privacy Policy, which shall be incorporated herein by this reference, and each party agrees to comply with the terms and conditions set forth in the Privacy Policy.

This Order Form, together with the Terms of Service and Privacy Policy, constitutes the complete and exclusive statement of the parties' agreement as to the subject matter hereof and supersedes all proposals, requirements documents, discussions, presentations, responses to questions, or prior agreements, commitments or promises, oral, electronic or written, between the parties or provided by one party to another, relating to the subject matter hereof. In the event of any conflict or inconsistency between the provisions of this Order Form and the Agreement, including any schedules, addenda or attachments thereto, the provisions of this Order Form shall prevail. This Order Form may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall be considered one and the same agreement.

Signatures

Quantum Market Research, Inc. <small>(DBA "Quantum Workplace")</small>	City of College Park
Signature:	Signature: <i>Michael Harts</i>
Name:	Name: <i>Michael Harts</i>
Title:	Title: <i>Chief Information Officer</i>
Date:	Date: 03 / 29 / 2020



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7922

DATE: February 11, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michael Hicks, Chief Information Officer

RE: Fortigate Firewall Renewal

PURPOSE: To renew firewall license and support for our Fortigate 600D appliance.

REASON: To continue to provide protection through our firewall that keeps viruses, intrusion, and other threats out of our environment.

RECOMMENDATION: To renew support.

BACKGROUND: Fortigate is our Firewall appliance that provides Advance Threat protection for our environment.

YEARS OF SERVICE: 2

COST TO CITY: \$12,850.00

BUDGETED ITEM: Yes. Account #: 100-1535-52-5730 (R&M - D/P Equipment)

REVENUE TO CITY: N/A.

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A.

AFFECTED AGENCIES: N/A.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: N/A.

STAFF: Chief Information Officer/Michael Hicks

ATTACHMENTS:

- FortiGate_600D (PDF)
- Fortigate Renewal Price (PDF)
- CDW+Information+Sheet(PDF)

Review:

- Michael Hicks Completed 02/10/2020 9:54 AM
- Purchasing Completed 02/10/2020 10:49 AM
- Rosyline Robinson Completed 02/11/2020 11:34 AM
- Finance Completed 02/11/2020 4:31 PM
- Terrence R. Moore Completed 02/12/2020 3:58 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

FortiGate® 600D

**Next Generation Firewall
Internal Segmentation Firewall**



The FortiGate 600D delivers next generation firewall capabilities for mid-sized to large enterprises, with the flexibility to be deployed at the campus or data center edge and internal segments. Protects against cyber threats with security processor powered high performance, security efficacy and deep visibility.

Security

- Protects against known exploits, malware and malicious websites using continuous threat intelligence provided by FortiGuard Labs security services
- Identify thousands of applications including cloud applications for deep inspection into network traffic
- Protects against unknown attacks using dynamic analysis and provides automated mitigation to stop targeted attacks

Performance

- Delivers industry’s best threat protection performance and ultra-low latency using purpose-built security processor (SPU) technology
- Provides industry-leading performance and protection for SSL encrypted traffic

Certification

- Independently tested and validated best security effectiveness and performance
- Received unparalleled third-party certifications from NSS Labs, ICSA, Virus Bulletin and AV Comparatives

Networking

- Delivers extensive routing, switching, wireless controller and high performance IPsec VPN capabilities to consolidate networking and security functionality
- Enables flexible deployment such as Next Generation Firewall and Internal Segmentation Firewall

Management

- Single Pane of Glass with Network Operations Center (NOC) view provides 360° visibility to identify issues quickly and intuitively
- Predefined compliance checklist analyzes the deployment and highlights best practices to improve overall security posture

Security Fabric

- Enables Fortinet and Fabric-ready partners’ products to collaboratively integrate and provide end-to-end security across the entire attack surface
- Automatically builds Network Topology visualizations which discover IoT devices and provide complete visibility into Fortinet and Fabric-ready partner products



Firewall	IPS	NGFW	Threat Protection	Interfaces
36 Gbps	4 Gbps	3.8 Gbps	3 Gbps	Multiple GE RJ45, GE SFP and 10 GE SFP+ Slots

Refer to specification table for details

DEPLOYMENT



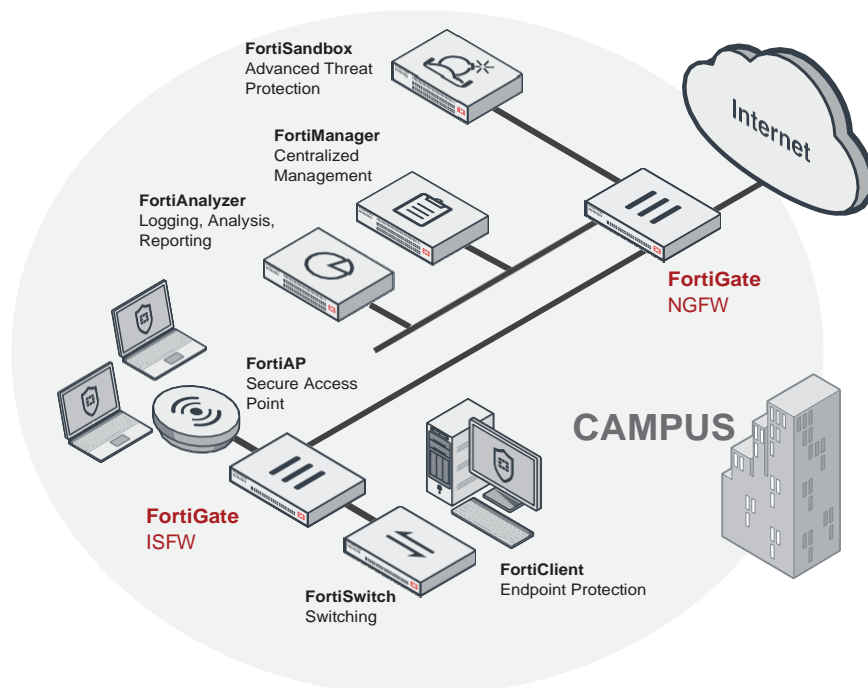
Next Generation Firewall (NGFW)

- Combines threat prevention security capabilities into single high performance network security appliance
- Reduces complexity by creating campus topology view and providing granular visibility of devices, users and threat information
- Identify and stop threats with powerful intrusion prevention beyond port and protocol that examines the actual content of your network traffic
- Delivers industry's highest SSL inspection performance using industry-mandated ciphers
- Proactively detect malicious unknown threats using integrated cloud-based sandbox service



Internal Segmentation Firewall (ISFW)

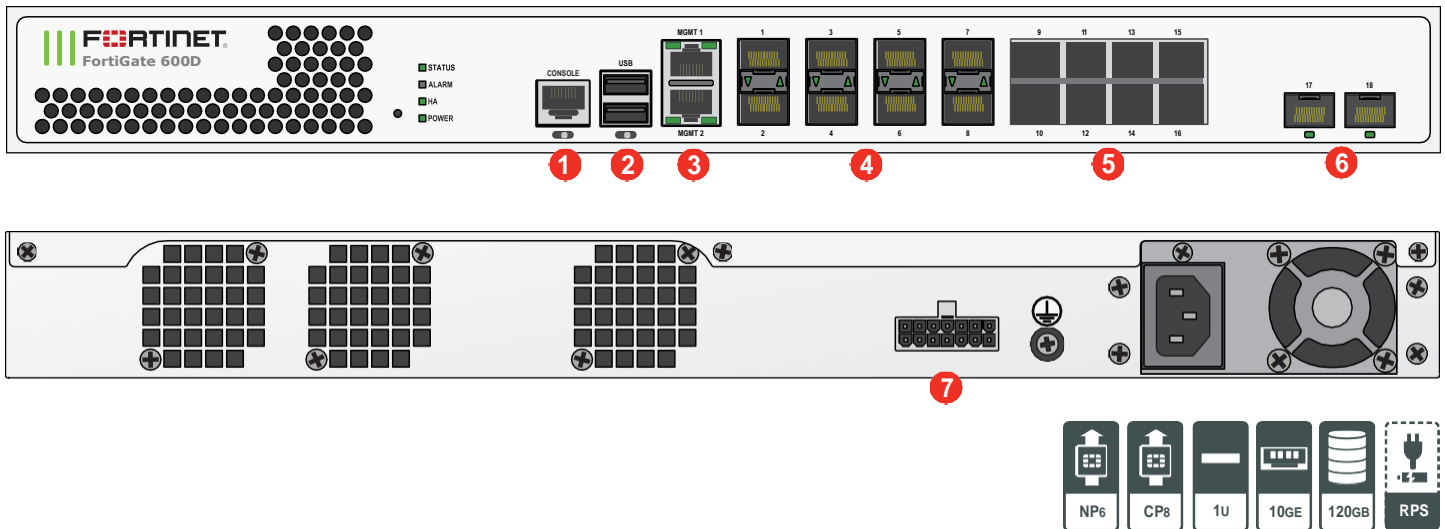
- Segmentation solution for end-to-end protection against threats while meeting compliance requirements
- High port density and accelerated traffic processing capacity, to protect multiple segments without compromising performance.
- Deploy transparently and rapidly into existing environments with minimal disruption



FortiGate 600D deployment in campus
(NGFW, ISFW)

HARDWARE

FortiGate 600D



Interfaces

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Console Port 2. 2x USB Ports 3. 2x GE RJ45 Management Ports 4. 8x GE SFP Slots | <ol style="list-style-type: none"> 5. 8x GE RJ45 Ports 6. 2x 10 GE SFP+ Slots 7. FRPS Connector |
|--|--|

Powered by SPU

- Custom SPU processors deliver the power you need to detect malicious content at multi-Gigabit speeds
- Other security technologies cannot protect against today's wide range of content- and connection-based threats because they rely on general-purpose CPUs, causing a dangerous performance gap
- SPU processors provide the performance needed to block emerging threats, meet rigorous third-party certifications, and ensure that your network security solution does not become a network bottleneck



Network Processor

Fortinet's new, breakthrough SPU NP6 network processor works inline with FortiOS functions delivering:

- Superior firewall performance for IPv4/IPv6, SCTP and multicast traffic with ultra-low latency down to 2 microseconds
- VPN, CAPWAP and IP tunnel acceleration
- Anomaly-based intrusion prevention, checksum offload and packet defragmentation
- Traffic shaping and priority queuing

Content Processor

The SPU CP8 content processor works outside of the direct flow of traffic, providing high-speed cryptography and content inspection services including:

- Signature-based content inspection acceleration
- Encryption and decryption offloading

10 GE Connectivity

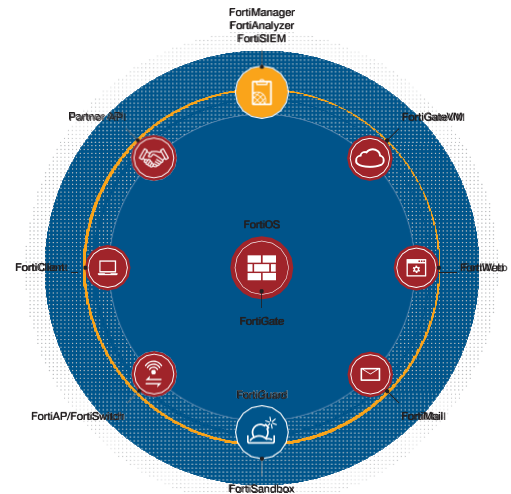
High speed connectivity is essential for network security segmentation. The FortiGate 600D provides 10 GE slots that simplify network designs without relying on additional devices to bridge desired connectivity.

FORTINET SECURITY FABRIC

Security Fabric

The Security Fabric allows security to dynamically expand and adapt as more and more workloads and data are added. Security seamlessly follows and protects data, users, and applications as they move between IoT, devices, and cloud environments throughout the network.

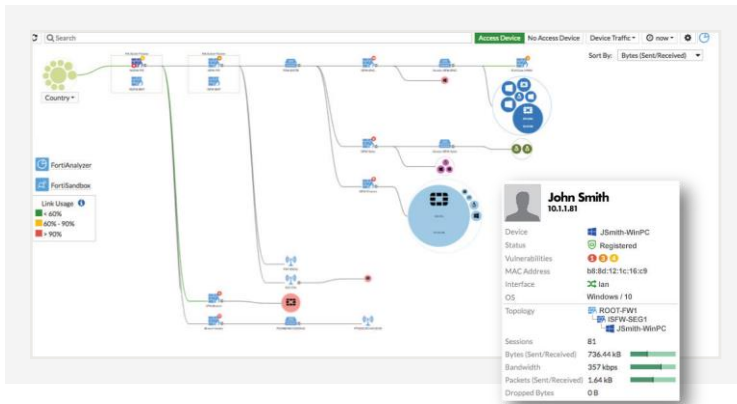
FortiGates are the foundation of Security Fabric, expanding security via visibility and control by tightly integrating with other Fortinet security products and Fabric-Ready Partner solutions.



FortiOS

Control all the security and networking capabilities across the entire FortiGate platform with one intuitive operating system. Reduce operating expenses and save time with a truly consolidated next-generation security platform.

- A truly consolidated platform with one OS for all security and networking services for all FortiGate platforms.
- Industry-leading protection: NSS Labs Recommended, VB100, AV Comparatives, and ICISA validated security and performance.
- Control thousands of applications, block the latest exploits, and filter web traffic based on millions of real-time URL ratings.
- Prevent, detect, and mitigate advanced attacks automatically in minutes with integrated advanced threat protection.
- Fulfill your networking needs with extensive routing, switching, and SD-WAN capabilities.
- Utilize SPU hardware acceleration to boost security capability performance.



For more information, please refer to the FortiOS data sheet available at www.fortinet.com

SERVICES

FortiGuard™ Security Services

FortiGuard Labs offers real-time intelligence on the threat landscape, delivering comprehensive security updates across the full range of Fortinet's solutions. Comprised of security threat researchers, engineers, and forensic specialists, the team collaborates with the world's leading threat monitoring organizations and other network and security vendors, as well as law enforcement agencies.

FortiCare™ Support Services

Our FortiCare customer support team provides global technical support for all Fortinet products. With support staff in the Americas, Europe, Middle East, and Asia, FortiCare offers services to meet the needs of enterprises of all sizes.

For more information, please refer to forti.net/fortiguard and forti.net/forticare

SPECIFICATIONS

FORTIGATE 600D	
Interfaces and Modules	
Hardware Accelerated 10GE SFP+ Slots	2
Hardware Accelerated GE SFP Slots	8
Hardware Accelerated GE RJ45 Ports	8
GE RJ45 Management	2
USB Ports (Client / Server)	1 / 2
Console Port	1
Onboard Storage	1x 120 GB SSD
Included Transceivers	2 SFP SX
System Performance and Capacity	
IPv4 Firewall Throughput (1518/512/64 byte, UDP)	36/36/24 Gbps
IPv6 Firewall Throughput (1518/512/86 byte, UDP)	36/36/24 Gbps
Firewall Latency (64 byte, UDP)	3 µs
Firewall Throughput (Packet per Second)	36 Mpps
Concurrent Sessions (TCP)	5.5 Million
New Sessions/Second (TCP)	270,000
Firewall Policies	10,000
IPsec VPN Throughput (512 byte) ¹	20 Gbps
Gateway-to-Gateway IPsec VPN Tunnels	2,000
Client-to-Gateway IPsec VPN Tunnels	50,000
SSL-VPN Throughput	2.2 Gbps
Concurrent SSL-VPN Users (Recommended Maximum, Tunnel Mode)	5,000
SSL Inspection Throughput (IPS, HTTP) ³	3.5 Gbps
Application Control Throughput (HTTP 64K) ²	9 Gbps
CAPWAP Throughput (1444 byte, UDP)	10 Gbps
Virtual Domains (Default/ Maximum)	10 / 10
Maximum Number of Switches Supported	64
Maximum Number of FortiAPs (Total / Tunnel)	1024 / 512
Maximum Number of FortiTokens	1,000
Maximum Number of Registered Endpoints	2,000
High Availability Configurations	Active-Active, Active-Passive, Clustering
System Performance—Optimal Traffic Mix	
IPS Throughput ²	7 Gbps
System Performance—Enterprise Traffic Mix	
IPS Throughput ²	4 Gbps
NGFW Throughput ^{2,4}	3.8 Gbps
Threat Protection Throughput ^{2,5}	3 Gbps

FORTIGATE 600D	
Dimensions and Power	
Height x Width x Length (inches)	1.75 x 17 x 12.68
Height x Width x Length (mm)	44.45 x 432 x 322
Weight	11.46 lbs (5.2 kg)
Form Factor	1 RU
AC Power Supply	100–240V AC, 60–50 Hz
Power Consumption (Average / Maximum)	126 W / 191 W
Current (Maximum)	110V/4A, 220V/2A
Heat Dissipation	650 BTU/h
Redundant Power Supplies	Supports FRPS-100
Operating Environment and Certifications	
Operating Temperature	32–104°F (0–40°C)
Storage Temperature	-31–158°F (-35–70°C)
Humidity	10–90% non-condensing
Noise Level	45 dBA
Operating Altitude	Up to 9,843 ft (3,000 m)
Compliance	FCC Part 15 Class A, C-Tick, VCCI, CE, UL/cUL, CB
Certifications	ICSA Labs: Firewall, IPsec, IPS, Antivirus, SSL-VPN; USGv6/IPv6

Note: All performance values are “up to” and vary depending on system configuration.

1. IPsec VPN performance test uses AES256-SHA256.
2. IPS (Enterprise Mix), Application Control, NGFW and Threat Protection are measured with Logging enabled.
3. SSL Inspection performance test uses TLS v1.2 with AES128-SHA256.

4. NGFW performance is measured with Firewall, IPS and Application Control enabled.
5. Threat Protection performance is measured with Firewall, IPS, Application Control and Malware Protection enabled.

ORDER INFORMATION

Product	SKU	Description
FortiGate 600D	FG-600D	2x10 GE SFP+ slots, 10x GE RJ45 ports, 8x GE SFP slots, SPUNP6 and CP8 hardware accelerated, 120 GB onboard SSD storage.
Optional Accessories/Spares	SKU	Description
1 GE SFP LX Transceiver Module	FG-TRAN-LX	1 GE SFP LX transceiver module for all systems with SFP and SFP/SFP+ slots
1 GE SFP RJ45 Transceiver Module	FG-TRAN-GC	1 GE SFP RJ45 transceiver module for all systems with SFP and SFP/SFP+ slots
1 GE SFP SX Transceiver Module	FG-TRAN-SX	1 GE SFP SX transceiver module for all systems with SFP and SFP/SFP+ slots
10 GE SFP+ Transceiver Module, Short Range	FG-TRAN-SFP+SR	10 GE SFP+ transceiver module, short range for all systems with SFP+ and SFP/SFP+ slots
10 GE SFP+ Transceiver Module, Long Range	FG-TRAN-SFP+LR	10 GE SFP+ transceiver module, long range for all systems with SFP+ and SFP/SFP+ slots
10 GE SFP+ Active Direct Attach Cable, 10m / 32.8 ft	SP-CABLE-ADASFP+	10 GE SFP+ active direct attach cable, 10m / 32.8 ft for all systems with SFP+ and SFP/SFP+ slots
External Redundant AC Power Supply	FRPS-100	External redundant AC power supply for up to 4 units: FG-300C, FG-310B, FS-348B and FS-448B. Up to 2 units: FG-200B, FG-200D, FG-240D and FG-300D, FG-400D, FG-500D, FG-600D, FHV-500D, FDD-200B, FDD-400B, FDD-600B and FDD-800B



FortiGuard Bundle

FortiGuard Labs delivers a number of security intelligence services to augment the FortiGate firewall platform. You can easily optimize the protection capabilities of your FortiGate with one of these FortiGuard Bundles.

Bundles	Threat Protection	UTM	Enterprise Protection
FortiCASB SaaS-only Service ^			•
FortiGuard Industrial Service ^			•
FortiGuard Security Rating Service* ^			•
FortiGuard Antispam		•	•
FortiGuard Web Filtering		•	•
FortiGuard Advanced Malware Protection (AMP) — Antivirus, Mobile Malware, Botnet, CDR*, Virus Outbreak Protection* and FortiSandbox Cloud Service*	•	•	•
FortiGuard IPS Service	•	•	•
FortiCare + FortiGuard App Control Service	•	•	•

* Available when running FortiOS 6.0.1 and above ^ With new Q3-2018 SKUs

QUOTE CONFIRMATION



DEAR MICHAEL SUBLETT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



ACCOUNT MANAGER NOTES: Quote is valid for 30 days.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LFLL661	1/30/2020	600DS AND FAZ LICENSE	6212698	\$12,850.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
FORTINET COTERM RENEWAL SKU	1	4817408	\$12,850.00	\$12,850.00
Mfg. Part#: FC-COTERM-500000				
Electronic distribution - NO MEDIA				
Contract: National IPA Technology Solutions (2018011-01)				

PURCHASER BILLING INFO		SUBTOTAL	\$12,850.00
Billing Address: CITY OF COLLEGE PARK ACCTS PAYABLE PO BOX 87137 COLLEGE PARK, GA 30337-0137 Phone: (404) 669-3756 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$12,850.00
DELIVER TO		Please remit payments to:	
Shipping Address: CITY OF COLLEGE PARK MICHAEL SUBLETT 3667 MAIN ST COLLEGE PARK, GA 30337-2699 Shipping Method: ELECTRONIC DISTRIBUTION		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Trenton Kirchmeier

(877) 325-8220

trenkir@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-SPD0000060	NIGP Code	See page 5
Name of Contract	Statewide Contracts for Software and Ancillary Services		
Effective Date	August 2012	Expiration Date	April 30, 2020
Contract Table of Contents			
Suppliers Awarded	6	Contract Information:	Categories 1, 2 & 3 are Mandatory ; Category 4 is Convenience
Contract Information for Supplier			Page Number
CDW Government, LLC (Categories 1, 2 and 3)			2, 3
Additional Contract Information			
General Contract Information			3
Category Description			4
DOAS Contact Information			5

Supplier Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000060-0004
Contract Name	Statewide Contracts for Software and Ancillary Services
PeopleSoft Supplier Number	0000008436
Supplier Name & Address	
CDW Government, LLC 230 N. Milwaukee Ave. Vernon Hills, IL 60061	(Categories 1, 2 and 3)
Contract Administrator	
Pam Janutolo Deputy Program Manager pam@cdwg.com 203-851-7177	
Contact Details	

<p>Ordering Information</p>	<p>To place an order: 1. Obtain a new quote from: Mike Zorica Executive Account Manager Mikezor@cdwg.com 866-339-3535 (DOAS recommends obtaining quotes from more than one supplier.) 2. Verify %age discount matches contract 3. Submit order to vendor per instructions provided on vendor quote according to your preferred payment method (PO, Pcard or other).</p>
<p>Remitting Information</p>	<p>CDW Government, LLC 75 Remittance Dr., Suite 1515 Chicago, IL 60675</p>
<p>Delivery Days</p>	<p>Purchase Order must be placed prior to download or installation of each copy of software and prior to each subsequent renewal term</p>
<p>Discounts</p>	<p>See minimum discounts on cost sheet.</p>
<p>Payment Terms</p>	<p>Net 30 Days</p>
<p>Bid Offer includes</p>	<p>State and Local Government</p>
<p>Acceptable payment method</p>	<p>Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.</p>

Changes/ Renewals/ Extensions

Extension #1



Contract has been extended through November 30, 2012.

Extension #2

Contract has been extended through October 30, 2013.

Extension #3

Contract has been extended through September 30, 2014.

Extension #4

Contract has been extended through March 31, 2015.

Extension #5

Contract has been extended through June 30, 2016

Extension #6

Contract has been extended through June 30, 2017

Extension #7

Contract has been extended through June 30, 2018

Current Extension Period: July 1, 2018 - May 30, 2019

General Contract Information

DOAS competed and awarded the Statewide Contracts for Software by Category. The Categories of Software that each supplier's contract award includes are identified on the Information Sheet for the Supplier.

Suppliers submitted proposals to provide software from specific publishers at certain discounts from publisher's standard price (equivalent to an MSRP) as shown on the cost sheet for the relevant supplier and category.

All discounts shown are minimum discounts, and suppliers may provide additional or deeper discounts to state and local agencies under the Statewide Contracts for Software.

Agencies should ask for “Academic pricing” if they are obtaining quotes for schools, colleges or administrative offices of educational organizations. The discounts available may differ depending on the type of academic organization; academic organizations receive significantly lower prices or significantly deeper discounts from many software publishers.

Agencies must place purchase orders prior to downloading or using software. Unless the agency acquires a perpetual license and does not incur charges for maintenance, the agency must also place a purchase order each year prior to incurring software renewal fees or maintenance or other charges.

For Category 3, Microsoft Reseller Services, the State has three (3) authorized resellers: CDWG, Dell and SHI. Each reseller may deliver software under any of the State of Georgia master agreements with Microsoft. These include the Enterprise Agreement, the Select Plus Agreement for State and Local Government, the Select Plus Academic Agreement, and an EES Agreement. Each supplier that holds a contract that includes Category 3 has certified Microsoft licensing specialists who are trained to provide assistance on the various Microsoft licensing programs.

The Statewide Contracts for Software include training, assessment and installation services. The contracts do not include implementation services or project work. Please see the Exhibit A to each supplier’s contract for details of the services permitted to be provided through that contract.

The RFP for Statewide Contracts for Software included cloud-based software and Software-as-a-Service in scope, but those products are subject to additional approvals in accordance with Georgia Technology Authority Standards and Specifications. Please contact the Issuing Officer for additional information on the process for obtaining cloud based software or software-as-a-service through these contracts.

CATEGORY DESCRIPTION

Category 1: End User Software. Generally, these are desktop software products.

Category 2: Enterprise Software. These are server-based systems.

Category 3: Microsoft Reseller Services. See above for more detail about State’s Agreements for Microsoft software.

Category 4: Oracle Software and Databases (including PeopleSoft). Category 4 contracts are Convenience contracts.

**NIGP CODES FOR SOFTWARE:**

20429, 20447, 20529, 20547, 20655, 20800, 20811, 20812, 20815, 20818, 20819, 20820, 20830, 20832, 20836, 20841, 20842, 20844, 20845, 20846, 20851, 20853, 20854, 20856, 20857, 20858, 20859, 20860, 20861, 20864, 20865, 20867, 20870, 20872, 20877, 20880, 20881, 20882, 20883, 20885, 20886, 20888, 20900, 20912, 20913, 20914, 20922, 20924, 20937, 20942, 20943, 20945, 20946, 20947, 20949, 20952, 20954, 20958, 20959, 20960, 20962, 20966, 20970, 20973, 20978, 20982, 20984, 20986, 20987, 91829, 92000, 92004, 92007, 92014, 92015, 92016, 92027, 92032, 92044, 92045, 92046, 92049, 92056, 92063, 92091, 92094, 92095, 92096, 96728, 98574

DOAS CONTACT INFORMATION:

See Team Georgia Marketplace (click open Summary) for current Contract Management Specialist contact information.



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7926

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Gerald Walker, Director of Communications

RE: Consideration of External Public Relations Contractual Services

Public Relations Services - City of College Park, Georgia

Enclosed is a summary of bids for Public Relations Services for the City of College Park, submitted by deadline of October 29, 2019. The official bid included typical industry standards - **press releases, print advertisements, radio spots, television commercials, transit advertisements, internet, web, social media** and additional collateral coverages. College Park Communications currently performs some of these requests/tasks in-house.

The Communications Department wishes to assist Mayor and Council as it seeks to effectively execute a binding agreement. Please see the summary notes for the three finalists identified below. I suggest that Mayor and Council identify a finalist based on these recommendations; staff will then engage with potential contractor to eliminate redundancies and summarize final cost terms.

Proposal - Phase 3 Media Contact: Bianca.Beran@phase3mc.com
<<mailto:Bianca.Beran@phase3mc.com>>

Web: www.phase3mc.com <<http://www.phase3mc.com>> Bid range total: \$140,700 - \$181,200

Summary: Phase 3's public relations services are broad and creative; after an examination of their specifics, I would rate them as a finalist to serve the City of College Park, GA in the capacity of public relations. Over the past few years, they've familiarized themselves with the City of College Park via work with the DMO, the Arena at the Gateway Center and as the City of College Park's public relations contractor.

Positives: Phase 3 appears to be well equipped to perform a list of services; organizational structure appears to be top notch...their bid describes highly specified tasks, such as (1) an Immersion Session - where stakeholders are briefed/vetted to ascertain the basic needs, goals and

the criteria to measure a successful campaign. (2) Event planning, (3) media buying and reporting.

Phase 3's bid indicates they will not farm out any services to a subcontractor.

Proposal - Pineapple Public Relations Contact: Deborah Stone dstone@pineapple-pr.com [<mailto:dstone@pineapple-pr.com>](mailto:dstone@pineapple-pr.com) Web: www.pineapple-pr.com [<http://www.phase3mc.com>](http://www.phase3mc.com)
Bid range total: \$94,700 - \$127,000

Summary: Pineapple PR's bid contains a vast array of services rendered to city governments, vacation destinations, DMOs and tourism boards. They also specialize in working with local-city-state economic development outfits. Additionally, their work has a more millennial feel and outcome; concentrating on "target pitching" as opposed to press releases. Within this concept, they launch pitch campaigns to connect with "influencers" (spokespersons who dominate social media/web with "viral" campaigns).

Positives: In our discussion, Pineapple PR disclosed some of the economic impacts on their clients, including nearly \$11 million in earned media value in advertising during a recent campaign. Pineapple PR enjoys 10-11 year relationship with multiple clients. Some of their current clients include, The Georgia Department of Economic Development, the Augusta Convention and Visitor's Bureau, Brunswick (NC) County Tourism Development Authority. They have also had the following cities among their clientele: Sandy Springs, Dunwoody and Alpharetta. Pineapple PR has disclosed that it will not seek contract vendors as part of their services for this bid.

Proposal - M320 Consulting Contact: Monica Coleman info@m320consultinggroup.com [<mailto:dstone@pineapple-pr.com>](mailto:dstone@pineapple-pr.com) Web: www.M320ConsultingGroup.com [<http://www.phase3mc.com>](http://www.phase3mc.com) Bid range/total: \$102,000

Summary: M320 Consulting features a traditional public relations approach that includes market research, campaigns, public relations, digital advertising and social media. The bid also clarifies the timeline for execution/launch of campaigns, as well as some analytic support. Their operational approach to crisis communications appears organized and structured. While their web hosting of live events appears progressive, I look forward to a more comprehensive, increased emphasis on creative communications - more electronic, cloud, web influencers.

Positives: M320 included case studies in its bid package. From this information, I concluded that M320 has requisite expertise in working directly with and for city governments. The bidder has robust experience working with other top-notch clients: PepsiCo, Home Depot, to name a few. Their standard level of media scope and delivery is outstanding, including structure, organization and mission objectives.

ATTACHMENTS:

- Tabulation - RFP PUBLIC RELATIONS SERVICES - 102919 (PDF)

Review:

- Gerald Walker Completed 02/11/2020 2:32 PM
- Rosyline Robinson Completed 02/12/2020 4:28 PM
- Terrence R. Moore Completed 02/12/2020 5:12 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM



City of College Park

PO Box 87137 - College Park, GA 30337
(404)-767-1537

Tabulation Matrix

RFP – PUBLIC RELATIONS SERVICES - 102919

	Company Name	Bid Amount	Minority Y/N Class	Is your company located in CP	Previous Work w/CP?
1	Nicole Ford & Co (Yukon, OK)	\$74,670.00	Y (FBE)	N	N
2	Pineapple Public Relations (Chamblee, GA)	\$94,000.00 - \$127,000.00	N	N	N
3	M320 Consulting (Austell, GA)	\$102,000.00	Y (AABE)	N	N
4	K & L Consulting, LLC (College Park, GA)	\$113,000.00	Y (AABE)	Y	Y
5	Blueprint Creative Group (McDonough, GA)	\$137,000.00	Y (FBE)	N	N
6	Phase 3 Marketing & Communications (Atlanta, GA)	\$140,710.00 - \$181,200.00	N	N	Y
7	KDR Consulting (Atlanta, GA)	\$150,000.00	Y (AABE)	N	Y
8	Infiniti Global Media (Atlanta, GA)	\$567,576.00	Y (AABE)	N	N
9	Octane, LLC (Washington, DC)	\$0.00 (no cost proposal in packet)	Y (AABE & FBE)	N	N

See the Bid Tabulation Sheet for results of opening. The original proposals are available for review in the Purchasing Department, schedule a time in advance.

Minority Status Legend:

African American Business Enterprise (AABE)

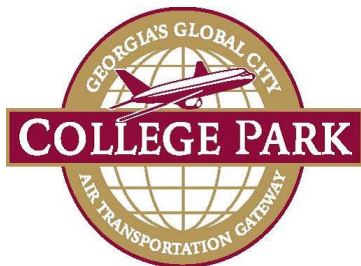
Hispanic Business Enterprise (HBE)

Female Business Enterprise (FBE)

Asian Business Enterprise (ABE)

Native American Business Enterprise (NABE)

City of College Park
Willis Moody
Purchasing/Fleet Administrator
College Park, GA



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA 30337 • 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7927

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Willis Moody, Purchasing & Fleet Administrator

RE: Consideration of Ancillary Banking Institution Services

PURPOSE: Additional banking and financial institution relationships to help enable the City of College Park to enjoy ancillary outcomes beneficial to both the organization and the community. Potential outcomes to this effect may likewise include higher yielding interest rate, investments, as well as opportunity for residents and stakeholders of College Park such as responsive lending and financing opportunities that may otherwise not become available.

ATTACHMENTS:

- Banking Services (draft) (PDF)

Review:

- Willis Moody Completed 02/12/2020 11:46 AM
- Purchasing Completed 02/12/2020 11:46 AM
- Finance Completed 02/12/2020 3:35 PM
- Rosylene Robinson Completed 02/12/2020 4:37 PM
- Terrence R. Moore Completed 02/12/2020 5:12 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

DISCLOSURE FORM MUST BE RETURNED WITH PROPOSAL

This form is for disclosure of campaign contributions and family member relations with City officials/employees.

Please complete this form and return as part of your RFP package when it is submitted.

Name of Offeror _____

Name and the official position of the City official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named City official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last 12 months) by the City and your relationship:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSAL LETTER MUST BE RETURNED WITH PROPOSAL

We propose to furnish and deliver any and all of the deliverables, services and fees named in the Request for Proposal (RFP) for the City of College Park Banking Services.

It is understood and agreed that we have read the City’s specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

PROPOSAL SIGNATURE AND CERTIFICATION

I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. has not been violated and will not be violated in any respect.

Print/Type information:

Banking Institution Name:	
Authorized Contact Name:	

Authorized Contact Signature: _____

Date: _____

SECTION 1: OVERVIEW AND INSTRUCTIONS

1.0 BACKGROUND AND STATEMENT OF INTENT

The City of College Park (City) is currently seeking proposals from qualified financial institutions interested in providing ancillary banking services. The City intends to establish relationships with other banking and financial institutions to achieve additional opportunities to help maximize its cash flow, as well as to foster relationships throughout the community. Potential outcomes to this effect may likewise include higher yielding interest rates, investments, as well as opportunities for residents and stakeholders of College Park, such as responsive lending and financing capabilities that may otherwise not become available (e.g., small business and micro-lending opportunities, as well as such to help support home ownership opportunities).

The primary objective of requesting proposals is for the City to determine which bank can offer the highest quality of service at the most reasonable cost. This process also provides the City the opportunity to explore alternative procedural methods that could improve its banking, cash management and customer service capabilities.

We encourage you to be creative and educational in your responses. While your format must be consistent with the requirements of the RFP, if you believe that your proposed solution or services would be beneficial to the City, we invite you to offer them. Please provide options that create efficiencies, make improvements, and take advantage of new, applicable technologies.

The City intends to establish an annual contract. The conditions of the proposal must remain valid for a minimum contract term of 1 year. As a matter of policy, the City may issue an RFP for banking services at the end of the term.

The City of College Park operates under a Council-Manager form of government, whereby the City Manager is appointed by Mayor and Council. The City provides a full range of services, including police and fire protection; sanitation, the construction and maintenance of streets and other infrastructure; and parks and recreation programs and activities.

1.1 POINT OF CONTACT

From the date this Request for Proposals (RFP) is issued until a banking institution is selected, banking institutions are not allowed to communicate with any City staff or elected officials regarding this procurement, except at the direction of Willis Moody, Procurement/Fleet Administrator. Any unauthorized contact may disqualify the banking institution from further consideration.

Contact information for the single point of contact is as follows:

Purchasing Administrator: Willis Moody

Telephone Number: 404-305-1340

E-mail Address: wmoody@collegeparkga.com

1.2 REQUIRED REVIEW

A. Review RFP

Banking institutions should carefully review the instructions, minimum criteria and specifications in this RFP and promptly notify the Willis Moody via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP.

B. Form of Questions

Banking institutions with questions or requiring clarification or interpretation of any section within this RFP must submit their questions in writing via email to the Single Point of Contact referenced above on or before **4 PM (EST) on TBD**. Each question must provide clear reference to the section, page and item in question. Questions received after the deadline may not be considered.

C. City's Answers

The City will provide an official written answer to all questions on or about **TBD**. The City's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City. Any formal written addendum will be posted alongside the posting of the RFP on the City website. Banking institutions must sign and return any addendum with their RFP response.

D. Minimum Criteria

To be eligible for consideration, a banking institution must meet the intent of all minimum criteria. The City will determine whether a banking institution's RFP response complies with the intent of the requirements. RFP responses that do not meet the full intent of all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive.

1.3 SUBMITTING PROPOSALS

Banking institutions must organize their proposal into sections that follow the following format. This RFP is for one proposal that includes all potential phases of this project.

A. Submittal Requirements

Proposals shall include the following:

1. City of College Park request for proposal cover page (information entered and signed: first page of this document)
2. City of College Park Disclosure form (signed)
3. City of College Park Proposal letter (information entered)
4. Contractor Affidavit and Agreement (e-Verify)

Technical Proposal:

1. Minimum of 11-point font

2. Stapled or spiral-bound. No binders
3. Responses to questions under Scope of Services (Section 3)
4. Maximum Page number: 50 single-sided or 25 double-sided excluding samples and requested plans. Additionally, cover page(s), table of contents, tabs, and required forms do not count toward the page limit
5. Applicable Addenda Acknowledgement Forms (if necessary)

Banking institutions must organize their proposal into sections that follow the format of Section 1.3 and Section 5.0.

B. Failure to Comply with Instructions

Banking institutions failing to comply with these instructions may be subject to point deductions. The City may also choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any qualifications that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

C. Copies Required and Deadline for Receipt of Proposals

One original and five (5) copies of each submittal (plus one flash drive) should be provided to the City. Proposals must be received at City Hall attn.: Purchasing Department prior to the deadline, local time. Emailed responses to requests for proposals are not acceptable.

Use caution in creating the electronic files. If the City is unable to open files due to data-corruption, password or encryption error, etc., the banking institution's proposal may be considered incomplete.

NOTE: All digital copies must include exactly the same information as provided in the hard copy "Original".

D. Late Proposals

- E. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the banking institution's sole risk to assure delivery to the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Banking institution at the expense of the Banking institution or destroyed if requested.

1.4 BANKING INSTITUTION'S CERTIFICATION

A. Understanding of Specifications and Requirements

By submitting a response to this RFP, banking institutions agree to an understanding of and compliance with the specifications and requirements described in this RFP.

1.5 COST OF PREPARING PROPOSALS

A. City Not Responsible for Preparation Costs

- B. The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the banking institution. The City is not liable for any expense incurred by the banking institution in the preparation and presentation of their proposals.
- C. All Timely Submitted Materials Become City Property.
- D. All materials submitted in response to this RFP become the property of the City of College Park and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and banking institution resulting from this RFP process.

SECTION 2: RFP STANDARD INFORMATION

2.0 AUTHORITY

This RFP is issued under the authority of the City of College Park. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

2.1 OFFEROR COMPETITION

The City encourages free and open competition among banking institutions. Whenever possible, the City will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the City's need to procure technically sound, cost-effective services and supplies.

2.2 RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

A. Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying after the time for receipt of qualifications has passed, and the award has been made, with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of College Park; (3) any company financial information requested by the City of College Park to determine banking institution responsibility, unless prior written consent has been given by the banking institution; and (4) other constitutional protections.

B. Purchasing Administrator Review of Proposals

Upon opening the submittals received in response to this RFP, the Purchasing Office will review the proposals and separate out any information that meets the referenced exceptions in the Public Information Section above, providing the following conditions have been met:

1. Confidential information is clearly marked and separated from the rest of the submittal.

2. An affidavit from a banking institution's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each submittal containing trade secrets. Please contact Althea P. Bradley, Director of Finance & Accounting, for additional information.

Information separated out under this process will be available for review only by the Purchasing Office, the evaluation committee members, and limited other designees. Consultants must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.3 CLASSIFICATION AND EVALUATION OF PROPOSALS

A. Initial Classification of Proposals as Responsive or Nonresponsive

Proposals may be found nonresponsive at any time during the evaluation process or contract negotiation, if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the qualification is not within the specifications described and required in the RFP. If a qualification is found to be nonresponsive, it will not be considered further.

B. Determination of Responsibility

The Procurement Office will determine if a banking institution has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of nonresponsive.

C. Evaluation of Proposals

The evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring banking institution or, if necessary, to seek discussion/negotiation in order to determine the highest scoring banking institution.

The selection process used for determining the most responsible proposal will review pricing, or net cost, which is one of the most important criteria but not the only criteria. Other factors in the evaluation process include the qualifications of the relationship team, past performance, approach, expertise, availability and financial stability. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses. These scores will be used to determine the most advantageous offering to the City.

D. Completeness of Proposals

Selection and award will be based on the banking institution's proposals and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by banking institutions outside the formal response

or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the banking institution being disqualified from further consideration.

E. Opportunity for Discussion/Negotiation and/or Oral Presentation/Product Demonstration

After receipt of all proposals and prior to the determination of the award, the City may initiate discussions with one or more banking institutions should clarification or negotiation be necessary. Banking institutions may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, banking institutions should be prepared to send qualified personnel to College Park, Georgia to discuss technical and contractual aspects of the submittal. Oral presentations and product demonstrations, if requested, shall be at the banking institution's expense.

F. Evaluation Committee Recommendation for Contract Award

The evaluation committee will provide a written recommendation for contract award.

G. Request for Documents Notice

Upon concurrence with the evaluation committee's recommendation for contract award, the procurement officer may issue a "Request for Documents Notice" to the highest scoring banking institution to obtain the required insurance documents, contract performance security, and any other necessary documents. Receipt of the "Request for documents Notice" does not constitute a contract and no work may begin until a contract signed by all parties is in place.

H. Contract Negotiation

The procurement officer and/or city department representatives may begin contract negotiation with the responsive and responsible banking institution whose submittal achieves the highest score and is, therefore, the most advantageous to the City.

If contract negotiation is unsuccessful or the highest scoring banking institution fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest scoring banking institution.

I. Contract Award

Contract award, if any, will be made to the highest scoring banking institution who provides all required documents and successfully completes contract negotiation.

2.4 RIGHTS RESERVED

While the City has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of College Park to award and execute a contract.

Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- A. Modify, cancel or terminate this RFP
- B. Reject any or all proposals received in response to this RFP
- C. Select a Banking institution without holding interviews
- D. Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any submittal
- E. To request further documentation or information, and to discuss a RFP submittal for any purpose in order to answer questions or to provide clarification,
- F. Award a portion of this RFP or not award any portion of this RFP if it is in the best interest of the City not to proceed with contract execution; or
- G. If awarded, terminate any contract in accordance with the terms and conditions of the contract if the City determines adequate funds are not available.

SECTION 3: SCOPE OF SERVICES

3.0 DESCRIPTION AND OBJECTIVES

The City of College Park is seeking proposals from financial institutions to provide Banking Services to the City of College Park. The objectives are to obtain the required services at the most favorable cost consistent with efficient operation and to optimize return on available cash flows for the benefit of the City of College Park.

3.1 MINIMUM CRITERIA

Offeror must be able to demonstrate their ability to meet the following minimum criteria:

- A. The financial institution must maintain a full-service branch network with depository facilities physically located within Fulton County. The financial institution must have a branch located within ten miles of driving distance from College Park City Hall located at 3667 Main Street, College Park, GA 30337.
- B. Must be federally or state-chartered bank qualified to do business and accept public deposits in the State of Georgia. Must not operate through an intermediary bank for any of its services.
- C. Funds collected daily by the various City departments and agencies will be deposited into the appropriate accounts. Returned checks are to be re-deposited a second time before charging back to the City. All US obligation security maturities and coupon flow, on-us checks, and wires will be made to the accounts for immediate credit. All credits will be posted before debits and checks. There shall be no charge to the receiving account for incoming wires, book transfers, or ACH-originated credits. All checks, warrants and drafts drawn on the awarded bank and government checks (U.S., State and Local) will be deposited into the appropriate account for same-day availability.

Proposing financial institution should provide bank's policy on receiving same day credit on deposits, state whether availability policies differ from Federal Reserve Bank

availability schedule and describe how availability of deposited items is determined and calculated. Provide copy of availability schedule.

- D. Ability to provide collateral in accordance with O.C.G.A. 45-8-12. Collateralization at 100% is required on both demand deposits and investments. At a minimum, monthly reporting of collateral holdings must be available and available upon request.

The proposing financial institution is asked to submit a copy of its standard agreement for public funds collateral security, provide name of custodian to be used and any information on pooled services being utilized.

- E. The proposing financial institution must be able to provide all account information via a secure website that will allow the City to make daily inquiries into the bank's computer system as well as provide the City with transaction capabilities.
- F. The proposing financial institution is asked to provide detailed description of their on-line banking services, including:

1. Reporting

- a. Daily balance reporting – summary and detail, with check detail and images
- b. Daily ACH and wire with full addenda information
- c. Current day reporting
- d. Detailed monthly analysis statement for each individual account and a consolidated statement showing charges for all account services
- e. Intra-day reporting (real time or delayed),
- f. All reports can be converted to Excel or comma-separated values (CSV) format

2. Execution of Transactions

- a. Transfers between accounts
- b. Initiation of wire transfers
- c. Initiation of stop payment orders
- d. Positive pay actions including time requirements
- e. Stale-dating of checks
- f. Confirmations availability and format

3. Internal Controls

- a. Online cleared check information/images

- b. Multi-level security administration requirements (self- administration preferred)
 - c. Positive pay reports (including imaging of exception items)
 - d. Training of government's system administrator for managing access
- 4. Training
 - 5. Software
 - 6. Interface with City's Financial Software
- G. The proposing financial institution must be able to provide fraud prevention services including positive pay capabilities for all the City's accounts.

The proposing financial institution is asked to provide detailed description of their positive pay services, including:

- 1. Positive pay services and verification items
 - 2. Teller data update schedules
 - 3. Reporting
 - 4. Internal control features
 - 5. Data transmission methods and time windows
 - 6. Control options – notification default
 - 7. Internet/online access (including technical capabilities, system requirements and file format)
- H. The proposing financial institution must be able to provide bank statements within five (5) business days following the cut-off date of statement purposes. The cut-off date for statement purposes will be the last day of each calendar month. These statements must be available on-line for download in Microsoft Excel format and/or other compatible comma-separated values (CSV) format.

The proposing financial institution is asked to provide a sample copy of the bank's monthly statement and account analysis and include information on account reconciliation service such as:

- 1. Describe its full, partial, deposit and serial sort reconciliation services
- 2. File transmission deadlines
- 3. File layout requirements
- 4. Imaging capabilities and availability

5. Reporting capabilities
 6. System requirements for interface
- I. The City's expectations are that the proposing financial institution will provide all deposit slips, coin wrappers and at least three locking deposit bags at no cost to the City.

The proposing financial institution should describe its service, including:

1. Cutoff times and requirements by location
 2. Bank policy on strapped/rolled and pricing basis
 3. Type of deposit bag used/required
 4. Change order processing
 5. Standard return and re-clear processing
 6. Deposit locations
 7. Deposit reconciliation services availability
- J. The City currently remote deposits its daily receipts for various revenue streams. Property tax payments are usually billed and processed from October through December on an annual basis. An increase in deposit activity is experienced during these peak months. The City requires remote deposit capture including edit capability. A minimum of two (2) machines shall be provided at no expense to the City. Replacement of malfunctioning machines will be expected at no charge to the City.

The proposing financial institution should describe their remote deposit services including check truncation and check conversion, including:

1. Software, transfer procedures, batching and security
 2. Portal entry or stand-alone service
 3. Deadlines for same day credit for deposits
 4. Document retention policy for checks converted to ACH or processed via remote deposit capture
 5. Liability for fraudulent deposit items
- K. The City will require the bank to pay interest on the total average collected balance per month.
- L. The bank must be a member of an automated clearinghouse association and be in compliance with all rules and regulations set by the National Automated Clearing House Association (NACHA), local ACH associations, and ACH operators. Preferred that the

proposing banking institute be both a sending and receiving bank for the NACHA.

The proposing bank institution should describe its service for ACH, including:

1. Method by which the government can submit ACH files and initiate ACH via bank software
2. Pre-notification policy and cost
3. Re-presentment of checks through ACH on a targeted date
4. Security measures for ACH initiation/origination and ACH reception (ACH filters and blocks)
5. Compatibility with the City's software file format
6. Ways that the City may use ACH for banking institution payments and other possible efficiency options to the City

Internal transfers between the City's accounts will be charged to the City only as transfers, not as items deposited and checks paid.

- M. It is the City's desire to enter into a separate "Wire Transfer Agreement" with the awarded bank. The terms of this agreement will be mutually negotiated and agreed upon. Wire transfers may be repetitive, non-repetitive, internal, Automated Clearinghouse (ACH) or Electronic Funds Transfer (EFT). The bank must be a member of the Federal Reserve System and have direct wire capabilities. The City shall have the ability to initiate all types and amounts of wire transfers through electronic banking, via telephone or written consent. The awarded bank agrees to execute any orders for outgoing wire transfers in accordance with the specifications of the Wire Transfer Agreement. All incoming wire transfers shall be made to the account for immediate credit. There shall be no charge to the receiving account for incoming wires, book transfers, or ACH-originated credits.

The proposing financial institution is asked to describe its services including:

1. Policy on daylight overdrafts, including aggregation of accounts and wire deadlines
2. Ability of government to initiate and monitor wire transfers online
3. Ability to create and store recurring/repetitive wire instructions/templates
4. Ability to create and store future-date wire instructions
5. Security measures for wire initiation and approval

The proposing financial institution should provide information on:

6. Electronic document storage options (e.g., archiving by CD or online and retention periods)

7. How bank identifies and adjusts discrepancies
 8. Describe standard procedure for reporting deposit adjustments
- N. Describe security measures when bank employees open deposit bags

3.2 DESIRABLE SERVICES

The following services are desirable, but not mandatory:

- A. The City is interested in learning about the merchant services offered by the proposing bank. The proposing financial institution should describe its service, including:
 1. A description of the process
 2. Rate and fee structure with breakdown of all fees (bank and association)
 3. Time-period that pricing is guaranteed for and how customers are notified of a price change
 4. Type of point-of-sale terminals required and the cost or lease options per terminal
 5. Software that is provided and the support and training that are available
 6. Charges for multiple merchant accounts
 7. Percentage of downtime and notification of down periods
 8. Guarantees against “down time” with service
 9. Reporting and availability of reports
 10. Clearing time lag between deposit and posting
 11. Security features – including account number encryption and purging policy
 12. Payment Card Industry (PCI) data security standard compliance and liability
 13. Chargeback policy (including bank’s role in this process)
 14. Customer service procedures
- B. Account Incentives for Employees – The City prides itself on being very employee benefit oriented. If your bank is awarded the contract and is willing to offer our employees any incentives (e.g., reduced consumer loan rates) or service charge reductions (e.g., free checking with direct deposit) to bank at your institution, please include a list of those fee reductions or service enhancements that you are willing to make available to our employees.
- C. Sweep Account – As an alternative to the interest payment on the average collected balance, the City might consider a sweep account provision. If this option is available and

is chosen, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (e.g., repurchase agreement).

- D. The City is interested in any service that offers increase efficiency for the City. Proposed financial institution is encouraged to include detailed information on any service that is offered that could provide improvement to City services. Pricing for these proposed improvements should be included.

3.3 FINANCIAL INSTITUTION'S QUALIFICATIONS AND EXPERIENCE

- A. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and number of employees.
- B. Provide the address of the office location(s) that will service the City's account.
- C. Describe the experience of the financial institution in providing similar banking and cash management services for governmental entities. Identify a minimum of three references that are comparable to the City. Include the name of the organization, contact name and contact information. References may be contacted.
- D. Provide a list of the bank's holidays.
- E. Provide the "Disaster Recovery Policy" which identifies, at minimum, procedures to be followed to assure the City that there will be no lapse in payment issuance (i.e. Bank will issue payments based on communication from the City). Disaster Recovery Policy will also address "Cash Available and on Hand" that will be benchmarked for "Disaster Recovery" purposes only and immediately accessible by the City in the event of a Natural Disaster or Act of War.
- F. Provide the name, title, address, phone number, fax number and email address of the primary contact and other key personnel that will be assigned to the City's account.
- G. Provide biographical information on these individuals and what, if any, experience they have in working with local governments and other public agencies. Describe the proposed role of each with regard to the City's account.
- H. For each key person, show the number of years of experience in this field and the number of years with your bank.
- I. Submit the following:
1. Community Reinvestment Act (CRA) Rating
 2. Rating Agency Rating (Veribanc, Highline, etc.)
 3. Call Report for Prior Period

3.4 CITY INFORMATION

Proposals are requested for banking services for the City's operating accounts within the scope of the following descriptions. The City proposes to operate utilizing the following:

A. Investment Account

During the term of this contract, it may be necessary to add and/or delete accounts due to changes in the City's operating structure. The awarded financial institution will incorporate these new accounts into this system as if they were a part of the original RFP and will not penalize the City for adding or deleting accounts which are a part of the original proposal. The City may divide services among qualifying financial institutions at its discretion. The City Manager and/or Director of Finance and Accounting are solely responsible for initiating the opening and closing of all bank accounts.

B. Depository Account

This investment account will be established to receive funds from several different sources. The average annual balance will be \$1.4 million.

SECTION 4: BANKING INSTITUTION PROPOSALS

4.1 CITY'S RIGHT TO INVESTIGATE

The City may make such investigations as deemed necessary to determine the ability of the Banking institution to provide the supplies and/or perform the services specified.

4.2 BANKING INSTITUTION INFORMATIONAL REQUIREMENTS

Firms interested in providing the services described in this RFP should be able to demonstrate experience in the areas described in Section 3.

SECTION 5: FEE SCHEDULE

SECTION 6: EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria:

- A. A selection team for the City will initially evaluate and score all submittals received.
- B. Proposals not meeting the minimum requirements and those who are non-responsive will not be considered.

6.1 Proposal Evaluation Criteria

The award of the contract will be based on certain objective and subjective considerations listed below:

<i>Evaluating Factors:</i>	<i>Points Possible:</i>
<i>Project Understanding & Methodology</i> – Indicates an acceptable methodology with an approach relevant to the City’s intent and needs. Well defined implementation plan with dedicated technical expertise willing to assist City staff. Wide range of products and options.	40
<i>Past Performance/Experience on Relevant Projects/Capability</i> – Demonstrates considerable experience, established reputation, and unblemished record of quality performance in providing services, the same as the one proposed under this RFP.	10
<i>Quality of Team:</i> Presents a well-defined organizational chart. Demonstrates commitment to the project by indicating the quantity and quality of personnel needed to perform services, in particular the Project Manager. Demonstrates commitment to the project by designing a lead project manager with experience in providing Banking Services to local governments.	15
<i>Business Organization/Financial Strength-</i> Appropriateness of the business organization for this project. Financially stable.	5
<i>Fee Proposal</i>	30
<i>Total Points</i>	100

6.2 Fee Structure

Fee structure will only be considered for the shortlisted firms from the technical evaluation. Prices of optional products or services offered beyond those specified in this RFP will not be used in the price comparisons and scoring, so that additional offerings will not work against you. **(30 pts)**

Total Possible Points Available are 100 points.

6.3 Interviews and Product Demonstration

If applicable, short-listed Banking institutions will be invited to make a presentation to the City of College Park. At this time, they can provide live demonstrations and discuss the benefits with the City. A question and answer will follow the presentation.

6.4 Final Ranking

Upon completion of the interviews and demonstrations, the evaluation committee will rank the short-listed proposals based on a combination of the evaluation scores and presentation scores. The top-ranked proposal will be recommended for contract award, pending successful negotiations.

SECTION 7: STANDARD CONTRACT INFORMATION

7.0 STANDARD CONTRACT

The City's standard contract is attached to this document as Appendix A. Banking institution should notify the City of any terms within the standard contract that preclude them from responding to the RFP. This notification must be made by the deadline for receipt of written/e-mailed questions or with the Banking institution's RFP response. Any requests for material, substantive, important exceptions to the standard contract will be addressed in any formal written addendum issued by the procurement officer in charge of the solicitation. The City reserves the right to address any non-material, minor, insubstantial exceptions to the standard contract with the highest scoring Banking institution at the time of contract negotiation.

7.1 ADDITIONAL CONTRACT PROVISIONS AND TERMS

This RFP and any addenda, the Banking institution's RFP response, including any amendments, a best and final offer, any clarification question responses, and any negotiations shall be included in any resulting contract. The City's standard contract, attached as Appendix A, contains the contract terms and conditions which will form the basis of any contract negotiated between the City and the highest scoring Banking institution. The contract language contained in Appendix A does not define the total extent of the contract language that may be negotiated. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by the City, will govern in the same order of precedence as listed in the contract.

7.2 SUBCONTRACTOR

The highest scoring banking institution will be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposals. The City reserves the right to approve all subcontractor. The Banking institution/Contractor shall be responsible to the City for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Banking institution/Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any subcontractor and the City.

7.3 GENERAL INSURANCE REQUIREMENTS See sample contract.

7.4 COMPLIANCE WITH WORKERS' COMPENSATION ACT

The Banking institution is required to supply the City of College Park with proof of compliance with the Workers' Compensation Act while performing work for the City. Neither the Banking institution nor its employees are employees of the City. The proof of insurance/exemption must be received by the City of College Park within ten (10) working days of the Request for Documents Notice and must be kept current for the entire term of the contract.

CONTRACTS WILL NOT BE ISSUED TO BANKING INSTITUTIONS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

7.5 COMPLIANCE WITH LAWS

The Banking institution must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or sub-consulting by the Banking institution subjects' sub-consultants to the same provision. The Banking institution agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

7.6 CONTRACT TERMINATION See sample contract.

DRAFT

Exhibit A

FEE PROPOSAL

(MUST RETURN WITH PROPOSAL)

Annual contract for Banking Services for City of College Park, Georgia

PRICING SHEET – COST OF SERVICES

		PROPOSAL	
BALANCE & COMPENSATION INFORMATION	MONTHLY AVERAGE	UNIT CHARGE (PER ITEM)	TOTAL ANNUAL COST
Monthly Charge for Bank's Deposit Insurance, based on average balance			

		PROPOSAL	
GENERAL ACCOUNT SERVICES	MONTHLY AVERAGE	UNIT CHARGE (PER ITEM)	TOTAL ANNUAL COST
Monthly Maintenance Fee			
Other:			
Other:			
Other:			
Other:			

		PROPOSAL	
Deposits	MONTHLY AVERAGE	UNIT CHARGE (PER ITEM)	TOTAL ANNUAL COST
Deposits (including ACH)			
Return Deposited Item			
Redeposited Return Item			
Remote Express Deposit Monthly Fee			
Other:			
Other:			

** The City's current banking fees are covered by an investment agreement with the existing financial institution.

SAMPLE CONTRACT ONLY

(DO NOT RETURN WITH PROPOSAL)

BANKING INSTITUTION SERVICES AGREEMENT

DRAFT



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA 30337 • 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7934

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Althea Philord-Bradley, Director of Finance & Accounting

RE: Consideration of Discretionary Policy

PURPOSE: Consideration of a Discretionary Funds Policy governing the use of individual elected official discretionary budgets.

Attached are sample policies provided by the City's legal representation firm, Fincher & Denmark. Fincher & Denmark have compiled multiple samples to review in order to assist with the creation of the Discretionary Funds Policy.

Management is requesting direction and guidance regarding formalizing a new policy.

ATTACHMENTS:

- Discretionary Fund Policy Research (DOCX)

Review:

- Althea Philord-Bradley Completed 02/12/2020 2:34 PM
- Rosyline Robinson Completed 02/12/2020 2:40 PM
- Terrence R. Moore Completed 02/12/2020 3:57 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

City of Atlanta

Sec. 2-39. - Councilmember expense accounts; council district appropriations; funding.

- (a) The chief financial officer is authorized and directed to establish within the city's standard chart of accounts, within the category of other current operating expenses, an expense account entitled "councilmember expense." The account shall be charged for expenses relating to official city business of the councilmember, to include but not be limited to business travel; convention and training; newsletter and other publication or correspondence production and distribution; office and operating supplies; service, maintenance or repair contracts; and subscriptions to publications. Should councilmembers desire to utilize a portion of their expense accounts to fund projects for the public good within their districts or city wide ~~or to donate funds for charitable purposes~~, they may transfer funds within the other operating expense category from the councilmember expense account to the distribution account from which to fund such projects ~~and charitable donations~~, which are outside the scope of regular office expenses. At-large councilmembers may utilize funds from said account for projects ~~and donations~~ in any district within the city.
- (b) For appropriations to each council district and post, the respective councilmember representing the district or post shall be deemed to be the equivalent of a department head within the context of authority over the funds appropriated to the center designated for the district or post and shall have authority to draw against and transfer among accounts within such center in conformity with this Code and administrative provisions, with the exception of the salaries permanent part-time and benefits accounts. During any fiscal year appropriations for salaries permanent part-time and benefits shall only be expended as compensation and benefits for council assistants and are restricted from transfer to any other account. All other expenditures within the center shall be charged against the appropriate expense account in the city's chart of accounts. Notwithstanding the foregoing, the prohibition against transferring allocations from a councilmember's cost center shall not apply to transfers from any line item in that councilmember's cost center to an operating department.
- (c) Subsections (a) and (b) of this section notwithstanding, the chief financial officer is authorized to ensure that funds required for salary and benefit costs shall be encumbered in such accounts and that no encumbered funds so required shall be spent for any other purpose, except that at the end of the fiscal year at which time any salary and benefit surplus or any other unexpended budget category shall be transferred to the councilmember's budget carry-forward account.
- (d) If any councilmember incurs expenses or obligations in excess of the sums appropriated for the member's use in any calendar year, the overage will be covered by amounts held in that councilmember's carry-forward balance. The overage in the expense account will be covered by ordinance with a transfer of appropriations from the carry-forward to the council member expense account. In the event the carry-forward balance is not sufficient to cover the overage, the appropriations for such councilmember for the succeeding year shall be reduced by the amount of any such overage. If such councilmember shall not be serving in office in the succeeding year, such excess expenses or obligations shall be immediately reimbursable to the city.

- (e) During election year council members shall not incur expenses and obligations for the first half of the fiscal year in excess of the sum of 50 percent of the budget appropriations. Councilmembers shall be authorized the use of 100 percent of funds in the individual council member carry forward account during this period. The restriction shall not apply to returning council members after election date or run-off date.
- (f) The mayor and chief financial officer are authorized to carry forward, as appropriations payable, from one fiscal year to the next, and from one term to the next term, unexpended funds in appropriations to the cost centers established for individual councilmembers who serve continuous uninterrupted terms. If such councilmember shall not be serving in office from one term to the next, any unexpended funds shall be returned to the general fund.

Sec. 2-924 Contingency funds, Mayor and council president.

The chief financial officer shall be authorized to establish the following accounts:

- (a) An account within the budget of the mayor and the president of the council for an unrestricted contingency fund, to be spent for any lawful expenditure at the discretion of the mayor and the president respectively, for amenities of their respective offices. Specifically, the purposes for which it is contemplated the funds will be expended include ~~gifts, entertainment, flowers,~~ telegrams, luncheons, dinners, receptions and other expenses deemed proper by the mayor and the council president respectively. Such expenditures are declared to be for a public purpose.

~~(b) An account within the budget of the mayor to which any portion of his or her City of Atlanta salary which the mayor declines to receive may be transferred, and from which disbursements may be made to any 501(c)(3) corporation duly registered as a charitable organization with the State of Georgia whose activities promote the public good within the City of Atlanta.~~

Sec. 2-925 Same, Department heads.

The chief financial officer shall be authorized to establish an account within the budget of each individual department head for a restricted contingency fund, to be spent for lawful expenditures at the discretion of the department head for expenses related to official duties which are not budgeted elsewhere. Such expenses may include refreshments for receptions and meetings, employee recognition programs, employee recognition awards and departmental publicity. Such expenditures by any department head shall not exceed \$2,000.00 in any fiscal year.

City of Doraville

Sec. 2-37 Council salaries; expenses; benefits.

[...]

- (b) Each member of the City Council shall be afforded two hundred fifty dollars (\$250.00) in expenses per year, reimbursed pursuant to the established policy and ordinances of the City. Qualified expenditures shall be categorized as follows:

- (1) General office supplies necessary for the performance of Council duties;

- (2) Travel expenses to educational seminars and conferences as provided by the yearly budget appropriation, including per diem meal expenses in accordance with the City's policies and mileage reimbursement;
- (3) Professional memberships necessary for the performances of their duties as Councilmembers;
- (4) Educational materials, as well as copying and printing costs, necessary for the performance of their duties;
- (5) Business meals;
- (6) Customary mileage reimbursement while performing their duties as Councilmembers, excluding travel to and from the City Council regular meeting location;
- (7) Use of cellular phone for performance of Council duties; and
- (8) Other expenses as specifically provided in the yearly budget.

City of Stonecrest

881
882

SECTION 2.07.
Compensation and expenses.

883 The annual salary of the mayor shall be \$20,000.00 and the annual salary for each
884 councilmember shall be \$15,000.00. Such salaries shall be paid from municipal funds in
885 monthly installments. The mayor shall be provided an annual expense allowance of
886 \$5,000.00 and each councilmember shall be provided an annual expense allowance of
887 \$3,000.00 for the reimbursement of reasonable expenses actually and necessarily incurred
888 by the mayor and councilmembers in carrying out their duties as elected officials of the city.

City of Brookhaven

Section 2.07. - Compensation and expenses.

The annual salary of the mayor shall be \$16,000.00 and the annual salary for each councilmember shall be \$12,000.00. Such salaries shall be paid from municipal funds in monthly installments. The mayor shall be provided an annual expense allowance of \$7,000.00 and each councilmember shall be provided an annual expense allowance of \$5,000.00 for the reimbursement of expenses actually and necessarily incurred by the mayor and councilmembers in carrying out their duties as elected officials of the city.

(Ord. No. 2019-04-03 , § 1, 5-14-2019)

Sandy Springs (travel only)

Sec. 2-19. - Reimbursement and travel.

(a)

Reasonable expenses. The mayor and councilmembers shall be reimbursed for their own reasonable travel expenses incurred in connection with city business related to travel outside the city and those cities that share borders with the city.

(b)

Overnight travel. The city shall reimburse the mayor or councilmembers for actual expenses of meals incurred in connection with overnight travel, lodging, ground transportation, and incidental expenses incurred in connection with city business.

(c)

Expense reports. Within 60 days after incurring the aforementioned expenditures, the mayor or councilmembers shall file with the city manager a signed travel expense form setting forth the reasonable expenses incurred for which city payment is sought. Original receipts documenting each expense must accompany the form, except for reasonable and customary out-of-pocket expenses such as tolls, valet services, gratuities, and mileage. If a travel expense form has not been filed within 60 days after incurring an expenditure, the city shall not reimburse such expenses.

(Ord. No. 2006-12-94, § 1(ch. 2, art. 1, § 6), 12-19-2006)

Valdosta (travel reimbursement only)

§ Sec. 2-191 Governing body and appointed officials.

All members of the mayor and council and appointed officials of the city will be advanced or reimbursed travel expenses for travel in connection with city business on the following basis:

(1) Advances.

- a. All requests for advances against expenses must be signed by the person requesting the advance and approved by the mayor or the mayor pro tem in his absence. No advances against expenses, including prepayment of lodging, registration or travel expenses, shall be made until approved by the mayor in writing.
- b. All advance request forms shall be completed in full detail by each person making an advance request on the form provided by the city manager.

(2) Expense form.

- a. Upon return from any trip, an expense form shall be completed in full by the person making the trip. This form shall be returned no later than 14 days following the trip to be reimbursed.
- b. The expense form shall be signed by the person filing the request, the mayor or mayor pro tem, and by the city manager attesting to its compliance with the established procedure and approved by the city manager.
- c. Moneys reimbursed to the city must be shown on an attached receipt to any expense request.
- d. Documentation must accompany all expense forms in the form of motel-hotel bills, plane tickets, and beginning and ending mileage for mileage reimbursement.
- e. The city manager's expense form shall be reviewed and approved by the mayor or the mayor pro tem.

- f. The mayor or mayor pro tem's expense form will be reviewed and signed by either (but not their own approval) and a member of the governing body and the city manager.
- (3) Travel policy.
- a. It is the policy of mayor and council that all travel and business expenses incurred by mayor and council must meet the following criteria in order to be reimbursable:
 1. The purpose for which the expense was incurred must be of benefit to the city.
 2. The amount of the expenses must be reasonable under the circumstances and in relation to the event or activity involved and the benefit to which it relates. On behalf of the mayor and council members, staff must seek the lowest possible prices or government rates at hosting facilities or nearby facilities.
 3. The city will pay all reasonable travel expenses for members of the governing body for attending all Georgia Municipal Association meetings, including those committees and subcommittees to which members belong and the board of directors where they are members, National League of Cities Annual Conference, the annual Lowndes County Bird Supper, the annual Washington, D.C. trip, the annual Legislative Black Caucus, the Community Planning Institute sponsored by the Georgia Planning Association, GMA's Newly Elected Officials Training, and the U.S. Conference of Mayors annual meeting without being specifically authorized by a majority of mayor and council for expense reimbursement. Any member of the governing authority may travel to any approved event provided such travel is within the approved budgeted amount provided however such travel is not in conflict with subsection (3)a.2. Travel expenses to attend other meetings will be paid only for those meetings and members specifically authorized by a majority vote of mayor and council to attend.
 4. Except as otherwise provided herein, in every case where the payment of travel expenses is authorized, the city will pay registration fees, the actual reasonable costs of transportation and lodging, and a maximum food allowance of \$50.00 per day, not including gratuities, unless the food expenses occurred in a metropolitan statistical area as defined by the U.S. Census Bureau with a population of over 400,000, the maximum reimbursement of \$75.00 per day, not including gratuities. Costs for less than a whole day shall be prorated. No expenditures in excess of the maximum here stated will be reimbursable except when deemed by a majority of mayor and council to have been warranted under the circumstances. In order to be considered for reimbursement, such expenses must be fully documented. Reimbursement will not be granted when

the cost of any meal is free or included in the registration fee of the event.

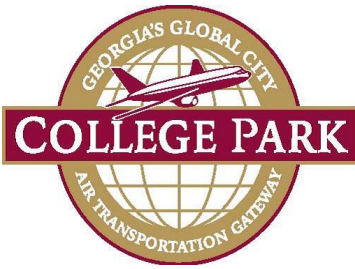
5. City credit cards will be issued to members of council for out-of-town travel. Council shall have the discretion to store these city cards in the city manager's office or may retain physical possession of the card. Non-city business charges are not allowed.
6. Transportation costs will be paid by the city only for the most reasonable and economical means. The use of city-owned vehicles for travel is permissible provided prior approval by the city manager or mayor is obtained, which approval shall be withheld only in the event a vehicle is not available. Where travel by a personal vehicle is authorized, the city will reimburse to and from the destination based upon the prevailing travel rate established by the internal revenue service (IRS). For elected officials who receive a car allowance, half of this travel rate will be eligible for reimbursement. The costs associated with any changes or deviations from the approved method of travel will be the responsibility of the traveler. Mileage to destination shall be determined by MapQuest or other recognized map site and shall be used as a base mileage for the trip including return. No more than a five percent deviation from that mileage shall be paid unless explanation is provided and approved by mayor and city manager. The rate will be determined each year in accordance with the rate allowed by the internal revenue service and will remain in effect for the full calendar year.
7. The clerk or assistant clerk of council may provide travel assistance to members of mayor and council as may be needed or requested. This includes the arrangement of itinerary, registration, reservations for travel and lodging, transportation tickets, advances, and other assistance that may be applicable.
8. The actual cost of meals, not to exceed \$50.00 per day, will be paid for spouses of council members attending official functions of the Georgia Municipal Association. Spouses may travel to official functions of GMA. However, no lodging, transportation, or other travel expenses of spouses will be paid, other than meals as outlined above. In no event will the city pay travel expenses for children or other persons who may accompany members of mayor and council.
9. Alcoholic beverages shall not be considered for reimbursement to individual members of the governing authority; however alcoholic beverages are eligible when it is an official dinner or function hosted by the city. The number of guests and names city officials must be attached to the reimbursement form(s).

10. Any unused portion of any advances, overpayments, and any amounts due the city which are not reimbursed at the time of filing of the travel expense report, or within 14 calendar days as required hereunder, shall be deducted from the compensation of the member or appointed official.
11. City council members travel expense forms shall be filed with the finance director giving complete details, including a travel expense report with supporting itemized receipts and documentation, and certified by the member to be true and correct. The member's expense form shall be reviewed and signed by the mayor and the city manager provided it meets the requirements of this policy.
12. Any decision made by the mayor disallowing travel expenses must be based upon a specific violation of this policy and may be appealed to the mayor and council to be heard at its next regularly scheduled meeting.
13. The mayor and council shall have an individual travel budget for out of town travel as follows: The mayor shall have a fiscal year budget of \$12,000.00 and each member of council shall have a fiscal year budget of \$6,000.00. In addition, the city will budget a specific amount for the event costs of the Bird Supper, the Washington D.C. trip and for any other such budgeted trip that might be necessary in the future, for expenses unique to those trips. Each member's expenses for those trips shall be included on the individual members travel expense statement. In addition, the city will budget an amount for miscellaneous trips that can be used by any of the member's upon the vote and approval of the governing authority when determined necessary and in the best interest of the city.
14. The mayor shall have authority to make any trip or travel which, in his judgment, he deems necessary and in the city's best interest for economic development or any other purpose related to city business and deemed by the mayor to be in the best interest of the city's welfare. The mayor shall be allowed to take with him such person or persons as he considers essential to the success of the trip and the expenses of said trip shall be paid by the city with the approval of the mayor pro tem and the councilman at large. The mayor's travel expense form shall be filed with the finance director giving complete details, including a travel expense statement with supporting itemized receipt(s) and documentation, and certified by the mayor to be true and correct. The mayor's expense form shall be reviewed and signed by the mayor, the mayor pro tem, and the city manager within ten days of receipt provided it meets the requirements of this policy and may be posted to the city's website in accordance with subsection a.19 of this section. The

finance department will provide reimbursement to the mayor no later than ten business days after stamped received by the senior accounting clerk responsible for travel. Travel expenses shall not exceed the annual budgeted amount.

15. Council members travel expenses shall not exceed the annual budgeted amount. Council members' travel expense forms shall be filed with the finance director giving complete details, including a travel expense report with supporting itemized receipt(s) and documentation, and certified by the council member to be true and correct. Council members' expense forms shall be reviewed and signed by the mayor and the city manager within ten days of receipt provided it meets the requirements of this policy and may be posted to the city's website in accordance with subsection a.19 of this section. The finance department will provide reimbursement to council members no later than ten business days after stamped received by the senior accounting clerk responsible for travel. In order for an expense form to be stamped received, it must have the city manager's and mayor's approval signature affixed.
16. At next available mayor/council meeting upon return from a trip, mayor/council may report any travel and the purpose of the travel during council comments. In the event there were numerous members of mayor/council traveling, one member can report for all.
17. When a member of mayor/council, or their representative, serves on a board or organization related to their position with the city and that board/organization provides travel, meals, and/or lodging reimbursement or per diem for such, said member will file all travel costs associated with that organization and not the City of Valdosta. If, during this travel, said member performs any separate functions directly related to their role with the City of Valdosta, travel expenses above and beyond those covered by the board/organization will be eligible for reimbursement as allowed within the city travel policy. In such cases, copies of all reimbursement forms submitted to the board/organization must be included in the city travel reimbursement form for verification purposes.
18. The reimbursement for tips at meals will be included when the tip is automatically added into the bill, or when added to the bill by mayor/council up to 18 percent of the total bill. All tips must be paid on the city's charge card. No cash tips for meals will be reimbursed. Additional tip included by mayor/council will not be reimbursed.
19. Within ten days of filing a travel expense statement, members of mayor and council may have posted on the city's website the following: (a) a copy of the individual member's travel

statement including: (1) number of officials/guests, (2) event name, (3) location, (4) purpose, (5) benefit to the city, and (6) reimbursement forms with receipts.



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7933

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Althea Philord-Bradley, Director of Finance & Accounting

RE: Consideration of a Travel Policy

PURPOSE: Consideration of a Travel Policy governing the use of elected official and City employee travel budgets.

The purpose of the policy is to ensure travel expenditures are reasonable, customary, and necessary to conduct official City business or training purposes off-site. This policy applies to the travel of the Mayor and Council members, all employees and board members in the performance of their official duties.

The policy will serve as a guideline, it defines what are allowable reimbursable travel expenses, it provides consistency and it helps to protect against misrepresentation.

ATTACHMENTS:

- CP_travel_policy (PDF)
- Travel Request Form (PDF)
- Travel Reimbursement (PDF)

Review:

- | | | |
|--------------------------|-----------|--------------------|
| • Althea Philord-Bradley | Completed | 02/12/2020 2:26 PM |
| • Rosyline Robinson | Completed | 02/12/2020 2:37 PM |
| • Terrence R. Moore | Completed | 02/12/2020 3:57 PM |
| • Mayor & City Council | Pending | 02/17/2020 7:30 PM |



The City of College Park Department of Finance & Accounting

Travel and Training Relocation Expenses Policies and Procedures

Prepared by the Finance Department

02/10/2020

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PROCEDURES FOR TRAVEL AND TRAINING EXPENSES

Travel Policy

The purpose of this Policy is to provide guidelines to City employees for payment of travel expenses in an efficient, cost effective manner, and to enable City travelers to successfully execute their travel requirements at the lowest reasonable costs, resulting in the best value for the City.

Travel and training expenses procedures described in this section pertains to the standardization of procedures, which involves all elected officials and City employees who attend conventions and training conferences representing the City of College Park.

There are two types of travel. Overnight travel is defined as being away from the general area of the employee's tax home for more than 12 hours (as defined by GSA Regulation 301-11.1). Same day travel is within the local area and does not require an overnight stay. Travel and training includes attending meetings, training or seminars, etc. Travel can be by personal vehicle or common carrier.

Authorization for Travel and Training

Authorization for travel and training begins with the budgetary process. Resources to meet travel needs must be planned and approved in the budget each year.

Approval of Authorization for Advance of Business, Training or Convention Expense request for travel advances and expense reimbursements must be approved as follows:

	Level I	Level II	Level III
Requesting Party	Authorizing Party for Travel within the State	Additional Authorization Needed for Travel Outside the State	Additional Authorization Needed for Travel Outside the United States
Mayor & Council Members	Self	None	Mayor & Council Members
City Manager	Mayor & Council Members	None	Mayor & Council Members
Department Directors	City Manager	None	Mayor & Council Members
All Other Employees	City Manager	City Manager	Mayor & Council Members
Board Members	Mayor & Council Members	Mayor & Council Members	Mayor & Council Members

Responsibilities of the Authorizing Party

The authorizing party should ensure that factual and sufficient travel justification is provided and sufficient funds are available. Approved travel forms should be forwarded to the Department of Finance.

The following form(s) are required for authorization:

- The City of College Park Travel Request Form
- The City of College Park Expense Reimbursement Request Form

Travel Advance Request Forms

A travel advance is any payment given to an employee prior to the actual scheduled date of an official business trip covering certain expenses resulting from that travel

Travel Advance and reimbursement requests should be submitted using the "City of College Park Travel Request" form when an overnight stay is required. Before filling out the form, please carefully read over the guidelines for what qualifies for a travel advance. "Travel Cash Advance Authorization" form can be obtained from the Department of Finance, Accounts Payable Division.

Submitting Travel and Training Expenses

City employees may choose one of the following options for payment of their business travel and training related expenses or reimbursement when and overnight stay is required:

Travel Advance □ An advance of City funds prior to departure for estimated authorized travel expenses.

Travel Reimbursement □ Reimbursement upon return from travel of funds used by the employee for authorized business expenses.

The "City of College Park Travel Request" form with authorizing signatures should be submitted to Accounts Payable at least seven calendar days prior to travel date. All travel advance requests are time and date stamped by the Accounts Payable Division.

Issuance of Checks

Advances for registration, airfare and a one night hotel deposit may be issued within 60 days of the travel date.

Mileage allowance, per diem, hotel cost less hotel deposit will be issued within seven days of the travel date.

In order to obtain reimbursement for personal funds used for authorized expenses, the employee must submit a revised "Expense Reimbursement Request" form with required receipts attached within seven days of returning from authorized travel

Cancellation of Travel Advance Request

Employees who receive a Travel Advance and the event is cancelled, are required to return the "City of College Park Travel Request" form along with the unexpended funds to Accounts Payable immediately upon cancellation.

Same Day Travel Expenses

City employees should submit a Expense Reimbursement Request form with supporting documentation for reimbursements when traveling in the local area on official business. This should include attending meetings, seminars or training classes, etc. Travel may be by personal vehicle or local common carrier (e.g. train, bus, etc.)

Reporting Travel Expenses

Employees are required to file an itemized expense account within seven (7) days of returning from authorized travel.

Statement of actual travel expenditures should be submitted using the following form:

City of College Park Expense Reimbursement Request form. Travel expenses must be itemized with the required receipts attached. Form that are not itemized will be returned.

Employees that have not cleared Travel Advances that are thirty (30) days past due will be contacted by Accounts Payable and advised of the delinquency and requested to file the form with required receipts.

In the Event that a reconciliation is outstanding more than 30 days and is outstanding at December 31st of any year, the full amount of the Travel Advance will be included as taxable wages on the -2 for that year for that employee.

Reconciling Advance versus Actual Expense Differences.

If the employee's expenses are less than the travel advance received, a reimbursement to the City must be submitted with the Expense Reimbursement form. A check or money order should be made payable to the City of College Park.

If the employee's allowable expenses are greater than the travel advance received, reimbursement of the additional expenses requires the authorization of the authorizing party. The Accounts Payable Division will make payment within seven (7) days after receipt of the authorized Expense Reimbursement Request form.

Any outstanding advance over thirty 30 days of returning from trip will be treated as income and will result in additional taxes.

TRAVEL COSTS

Registration Fees

Employees may request prepayment of registration fees directly to the organization by submitting a "Check Request" form with supporting documentation to the Accounts Payable Division. Registration fees for authorized training or conferences are reimbursable when supported by receipts.

Lodging

Hotel accommodations are limited to the federal lodging or convention rate, plus taxes. The current federal lodging rate for the city you are traveling to can be located at <http://www.gsa.gov/perdiem>. The government rate must be requested when making hotel reservations.

Reimbursement for lodging is authorized for Overnight Travel only.

Hotel expenses are not allowable within the Atlanta Metropolitan area. Receipts are required for all lodging costs.

When two employees share a room, one employee will pay and receive reimbursement for the full lodging charge. The second will not be entitled to any reimbursement since he/she did not incur any expenses.

Meals, telephone charges, beverages, laundry cost, movies, etc. shall not be considered lodging or hotel cost.

Transportation

Employees may choose the following travel options below:

Common Carrier

Air, rail or bus receipts are required for reimbursement of common carrier transportation costs. Transportation tickets shall be obtained at the most economical rate available.

City Vehicle

City vehicles may be driven only by City employees or elected officials exclusively for City purposes and subject to appropriate code provisions.

The use of a City vehicle may be authorized, where practical, and is the preferred transportation mode for destinations within the state. The operation of a City vehicle outside the Atlanta Metropolitan area requires the prior approval of the department director.

Use outside the state of Georgia requires prior approval of the Mayor or designee.

Receipts must be obtained for all reimbursable vehicle expenses.

Personal Vehicles

The reimbursement mileage rate for personal vehicle shall be consistent with the Internal Revenue Service current mileage rate. The current mileage rate can be located at www.irs.gov (keyword search Standard Mileage Rate). Request for mileage reimbursement shall be supported by odometer reading.

Use of a personal vehicle may be authorized when the use of the vehicle results in a total cost to the city equal to or less than the cost of the trip taken by the most economical conventional means. In calculating the cost of the trip taken by the most economical conventional means, both the costs of mileage and increase in costs due to an increase in the duration of the trip must be considered.

Calculating mileage

Mileage should be calculated using the mileage distance from the actual departure point to destinations, or the distance from the normal work place to the destination whichever is less. A

Rental Vehicles

A rental car may be used for transportation at a travel destination when it is determined that no other mode of transportation is as economical or practical. The use of a rental car must be authorized in writing by the Department Director before the trip. Receipts are required for reimbursement of rental car costs including gasoline and oil.

Notification of mileage rate change

Normally, the Internal Revenue Service announces a mileage rate change effective January 1st of each year. The effective mileage rate will be posted on the Cityweb www.atlanta.web.

Per Diem

Per Diem is the allowance for meals and incidental expenses (M&IE) in conjunction with an overnight trip. The current rate for the city that you are traveling to can be obtained from www.qsa.gov/perdiem.

Per Diem rate begins when the employee is in a travel status. As set by the General Services Administration, the per diem rate for the first and last day of travel will be set at 75% of the per diem rate.

Per Diem rates include:

- Meals, including taxes and tips.
- Transportation to where meals are taken.
- Tips to baggage handlers and taxi drivers.
- Mailing costs.
- Etc.

Receipts are required for reimbursable expenses such as, taxi, ground transportation, airport parking, laundry, business telephone calls, etc.

The total number of days submitted for reimbursement shall not exceed the total number of days the employee is away from home on official City business.

Unallowable Expenses:

The following is a list of common expenses that are not reimbursable. It is all not inclusive:

- 1. Alcoholic beverages.
- 2. Expenses for family members.
- 3. Excessive meal and lodging charges.
- 4. Personal items.
- 5. Movies charged to hotel/motel bills

Receipts

Receipts are required for all expenses except meals and incidental expenses (M&IE) reimbursed on a per diem basis.

Contact

For information pertaining to the Travel and Training Expenses Policies and Procedures contact the Department of Finance Accounting.

Travel and Training Expenses for hotel, transportation and per diem are not allowable for counties within the Metropolitan Atlanta area.

Listed below are counties within the Metropolitan Atlanta area:

- | | |
|-----------------|---------------------------------------|
| Bartow County | Gwinnett County |
| Butts County | Haralson County |
| Carroll County | Heard County |
| Cherokee County | Henry County |
| Clayton County | Jasper County |
| Cobb County | Lamar County |
| Coweta County | Meriwether County |
| Dawson County | Newton County |
| DeKalb County | Paulding County |
| Douglas County | Pike County |
| Fayette County | Rockdale County |
| Forsyth County | Spading County |
| Fulton County | <input type="checkbox"/> alton County |

CITY OF COLLEGE PARK

TRAVEL REQUEST FORM

(to be filled out prior to any trip)

TO: City Manager DATE: _____

FROM: _____

Position: _____

Department: _____

I hereby request authorization to travel at City expense to the following destination for the purpose(s) indicated:

1. Destination: _____

2. Est. date and time leaving: _____

3. Est. date and time returning: _____

4. Transportation Mode:

a. City Vehicle	<input type="checkbox"/>	d. Airplane (scheduled)	<input type="checkbox"/>
b. Private Vehicle	<input type="checkbox"/>	e. Airplane (chartered)	<input type="checkbox"/>
c. Train	<input type="checkbox"/>	f. No Transportation Cost	<input type="checkbox"/>

Purpose of trip: _____

Estimated Cost to City:

A. Transportation \$ _____

B. Meals \$ _____

C. Lodging \$ _____

D. Registration Fees \$ _____

E. Materials, Supplies \$ _____

F. Other \$ _____

I hereby request an advance of \$ _____ for the above purpose.

Signed: _____

Recommended by Dept. Head: _____

This request is hereby: Approved Disapproved The Accounting Department is instructed to issue a check in the amount of \$ _____ as advance expense allowance.

ACCOUNT NO: _____ /S/ _____
Department Head

ACCOUNT NO: _____ /S/ _____
City Manager

cc: Personnel File

Revised 10/94

OBJECTIVES OF TRAVEL

Department: _____

Objectives, expectations (include specific seminars and meetings you expect to attend):

How does this relate to your current position?: _____

Approved City Manager: _____

Date of Approval: _____

CITY OF COLLEGE PARK EXPENSE REIMBURSEMENT REQUEST

(to be filled out within 5 days of return of any trip)

NAME: _____ DATE: _____

DEPARTMENT: _____ POSITION: _____

1. Does this reimbursement request involve travel expense? Yes No

A. If yes, please enter the following information:

1. Type and Purpose of trip: _____

2. Destination: _____
3. Departure and Return Date: _____
4. Transportation Mode:

a. City Vehicle	<input type="checkbox"/>	d. Airplane (scheduled)	<input type="checkbox"/>
b. Private Vehicle	<input type="checkbox"/>	e. Airplane (chartered)	<input type="checkbox"/>
c. Train	<input type="checkbox"/>	f. None (at other's expense)	<input type="checkbox"/>

2. Expense Details: _____ Month: _____ 20__

DATE: (Check Proper Date)	1	2	3	4	5	6	7	8	9	10	TOTAL	
	11	12	13	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	28	29	30		31
Lodging												
Daily Meal Total: Breakfast												
Lunch												
Dinner												
Tips												
Taxi or Limousine												
Registration Fee												
Telephone												
Parking												
Materials/Supplies												
Other: (1), (2)												
DAILY TOTAL												

Explanation of Other: (1) _____
(2) _____

Transportation Expenses: Private Auto: _____ miles at _____ per mile
Common Carrier: _____

TOTAL EXPENSES _____
LESS ADVANCE _____
NET DUE EMPLOYEE OR CITY _____

I hereby certify or affirm that this travel expense report is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary expenses in the performance of my office duties, that all expenses were of an official nature and that no expenses shown were for personal use. Signature: _____ Date: _____

Approved as requested Approved for lesser amount Not Approved

ACCOUNT NO. _____ /S/ _____ Department Head
ACCOUNT NO. _____ /S/ _____ City Manager

TRAVEL OBJECTIVES ACCOMPLISHED
(Use added pages to make a complete report when necessary)

Objectives Accomplished (Were they the same as expected- Explain): _____

Highlights: _____

Assessment of Your Own Participation: _____

Evaluation of Trip Worth (Include recommendation for next year): _____

APPROVED CITY MANAGER'S OFFICE: _____



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7930

DATE: February 13, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Jackson Myers, Special Projects Administrator

RE: Roosevelt Highway/US 29

PURPOSE: Requested by Councilman Roderick Gay Ward 4 to bring this matter before our City Mayor and City Council for Renaming Roosevelt Highway to Main Street.

REASON: The changing of long established road names is generally not preferred, except where necessary to avoid ambiguity, duplication or due to a road extension, realignment or subdivision that changes the contiguous nature of the road. Renaming and renumbering of roads will therefore only occur in extraordinary circumstances and meet the following conditions:

- If requested by Emergency Services or
- At Council's discretion.

RECOMMENDATION: Before approval is granted by Mayor and City Council all business locate along the area to be renamed should be notified by a form letter of the proposed name change.

BACKGROUND: Street names can usually be changed relatively easily by municipal authorities for various reasons. Sometimes streets are renamed to reflect a changing or previously unrecognized ethnic community or to honors politicians or local heroes. Sometimes street renaming can be controversial, because of antipathy toward the new name, the overturning of a respected traditional name, or confusion from the altering of a familiar name useful in navigation. It is also controversial because it is seen by many as a way to rewrite history, even if the original name is not well-liked but nevertheless traditional or convenient. It can be used to erase the presence of a cultural group or previous political regime, whether positive or negative, and to show the supremacy of a new cultural group or political regime. Where practical, renumbering should be avoided. However, under some circumstances Council at its discretion may, in consultation with residents, renumber sections of or an entire length of road.

COST TO CITY: Yes,

BUDGETED ITEM: None

REVENUE TO CITY: No

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Georgia Department of Transportation

AFFECTED AGENCIES: None

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Yes

REQUIRED CHANGES TO WORK PROGRAMS: No

STAFF:

ATTACHMENTS:

- RooseveltRename_resoultion (DOCX)
- Roosevelt Hwy Addresses_02102020 (PDF)

Review:

- Jackson Myers Completed 02/12/2020 9:43 AM
- Rosyline Robinson Completed 02/12/2020 9:49 AM
- Police Completed 02/12/2020 12:58 PM
- Fire Completed 02/13/2020 8:26 AM
- City Planner's Office Pending
- Terrence R. Moore Completed 02/13/2020 10:54 AM
- Mayor & City Council Pending 02/17/2020 7:30 PM

City of College Park Resolution 2020-

WHEREAS: Roosevelt Highway/US 29 is a public street within the City of College Park, Georgia, and is under the jurisdiction and control of the Mayor and Council of the City of College Park; and

WHEREAS: the Mayor and Council have determined it to be in the best interest of the City to rename part of the street between Camp Creek Parkway and Herschel Road/GA 279 as ‘**Main Street**’; and

NOW, THEREFORE, BE IT RESOLVED that Main Street shall be so designated on City maps.

Be it further resolved that all property owners with address numbers of 1911, 1931, 2129, 2175, 2201, 2383, 2413, 2429, 2437, 2455, 2459, 2465, 2511, 2523, and 2541 fronting on Roosevelt Hwy/US 29 shall be notified of the street name in writing by first class mail at their best known address and that notice of this naming shall be published once in the legal organ of the City of College Park.

SO RESOLVED THIS 17th DAY OF FEBRUARY, 2020.

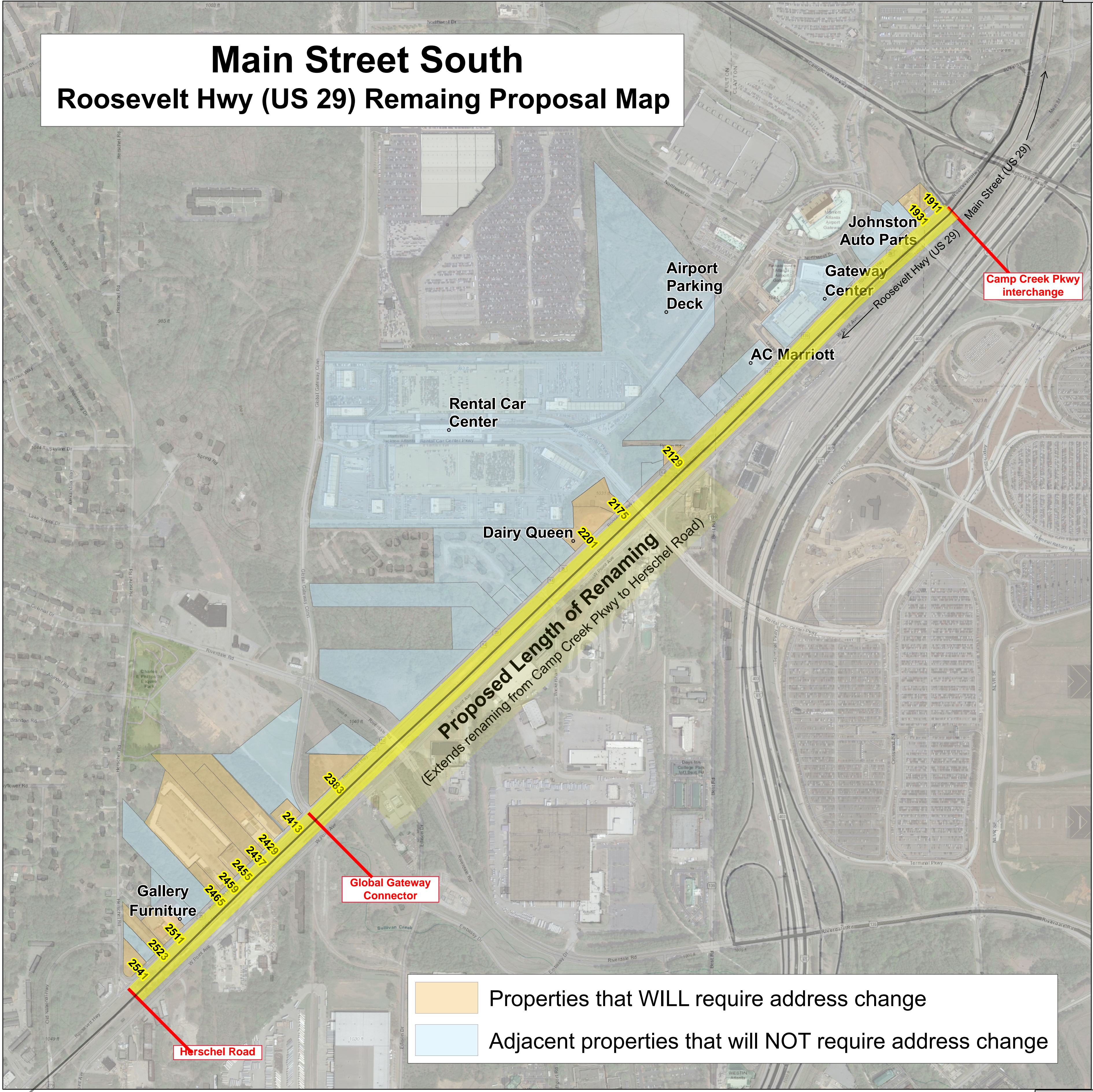
CITY OF COLLEGE PARK

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, Interim City Clerk

Main Street South Roosevelt Hwy (US 29) Remaining Proposal Map



Proposed Length of Renaming
 (Extends renaming from Camp Creek Pkwy to Herschel Road)

- Properties that WILL require address change
- Adjacent properties that will NOT require address change

Gallery Furniture

Global Gateway Connector

Herschel Road

Airport Parking Deck

Rental Car Center

Dairy Queen

AC Marriott

Gateway Center

Johnston Auto Parts

Camp Creek Pkwy interchange



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7924

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Oscar Hudson, Director of Inspections

RE: Moratorium on Tire Shops

PURPOSE: For the Honorable Mayor and Council to consider on a Moratorium on Tire Shops for 120 days. Staff need to discuss on how the city can manage this type of business better.

REASON: There have been a number of tire shops (used tire shops) that have submitted for a occupation license and have violated the city codes since being open.

RECOMMENDATION: The Director of Inspections is recommending a 120 day moratorium.

BACKGROUND: The tire shop businesses are working outside in the parking lots and storing tires in the open air.

YEARS OF SERVICE: NA

COST TO CITY: NA

BUDGETED ITEM: NA

REVENUE TO CITY: NA

CITY COUNCIL HEARING DATE: February 17, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: NA

AFFECTED AGENCIES: NA

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: NA

REQUIRED CHANGES TO WORK PROGRAMS: NA

STAFF:

ATTACHMENTS:

- Moratorium- Tire Shops (DOCX)

Review:

- Oscar Hudson Completed 02/11/2020 11:17 AM
- Rosyline Robinson Completed 02/11/2020 11:19 AM
- City Attorney's Office Completed 02/12/2020 5:39 PM
- Terrence R. Moore Completed 02/13/2020 10:53 AM
- Mayor & City Council Pending 02/17/2020 7:30 PM

STATE OF GEORGIA

CITY OF COLLEGE PARK

ORDINANCE NO. _____

1 AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE
 2 PARK, GEORGIA IMPOSING A ONE-HUNDRED AND TWENTY (120) DAY
 3 MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR OCCUPATION TAX
 4 CERTIFICATES, LICENSES, AND PERMITS RELATED TO RETAIL TIRE SHOPS AND
 5 TIRE STORES IN THE CITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE
 6 FOR SEVERABILITY; TO PROVIDE FOR AN ADOPTION DATE AND EFFECTIVE
 7 DATE; TO PROVIDE A PENALTY; AND FOR OTHER PURPOSES.

8 **WHEREAS**, the City of College Park, Georgia (the “City”) has been vested with
 9 substantial powers, rights and functions to generally regulate the practice, conduct or use of
 10 property for the purposes of maintaining health, morals, safety, security, peace, and the general
 11 welfare of the City; and

12 **WHEREAS**, Georgia law recognizes that local governments may impose moratoria
 13 where exigent circumstances warrant the same, pursuant to case law found at *City of Roswell et*
 14 *al v. Outdoor Systems, Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001); *Lawson v. Macon*, 214 Ga. 278,
 15 104 S.E.2d 425 (1958); *Taylor v. Shetzen*, 212 Ga. 101, 90 S.E.2d 572 (1955); and

16 **WHEREAS**, the Courts take judicial notice of a local government's inherent ability to
 17 impose moratoria on an emergency basis; and

18 **WHEREAS**, the Georgia Supreme Court, in the case of *DeKalb County v. Townsend*,
 19 243 Ga. 80 (1979), held that, "To justify a moratorium, it must appear first, that the interests of
 20 the public generally, as distinguished from those of a particular class, require such interference;

21 and second, that the means are reasonably necessary for the accomplishment of the purpose, and
22 not unduly oppressive upon individuals." The City has found that the interests of the public
23 necessitate the enactment of a moratorium for health, safety, morals and general welfare
24 purposes by means which are reasonable and not unduly oppressive; and

25 **WHEREAS**, the Mayor and Council have found that the interests of the public
26 necessitate the enactment of a moratorium on applications for occupation tax certificates,
27 licenses, and permits related to retail tire shops and stores within the City, by means which are
28 reasonable and not unduly oppressive; and

29 **WHEREAS**, the health, safety, welfare, aesthetics and morals of the citizens of the City
30 of College Park, Georgia shall be improved and protected by adoption and implementation of
31 this Ordinance.

32 **THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND**
33 **COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA** and by the authority of the
34 same:

35 **SECTION I.**

36 **FINDINGS OF FACT**

37 The Mayor and Council of the City of College Park, Georgia (the "City") Mayor and
38 Council of the City find, as a part of its duty to maintain the health, safety and welfare of the
39 citizens of the City, it is necessary to review the City's ordinances governing the use of buildings,
40 land areas, accessory structures, or other premises used for the retail dispensing or sale of tires in
41 the City in order to best preserve public safety and comply with the requirements of state law and
42 related regulations. Therefore, it is necessary and in the public interest to delay, for a reasonable

43 period of time, applications for occupation tax certificates, licenses, and permits related to retail
44 tire shops and tire stores within the City that would be affected by said ordinances under review.

45 SECTION II.

46 IMPOSITION OF MORATORIUM

47 (a) There is hereby imposed a moratorium of approximately one-hundred and twenty
48 (120) days on the acceptance of applications for occupation tax certificates, licenses, and
49 permits related to retail tire shops and tire stores, including any building, land area, accessory
50 structure, premise, or any portion thereof used for the retail dispensing or sale of tires.

51 (b) This moratorium shall be effective upon adoption of same by Mayor and City
52 Council.

53 (c) This moratorium shall have no effect on applications or permits previously issued
54 or approved by the City. Further, this moratorium shall not affect the issuance of licenses or
55 applications that have received preliminary or final approval by the City on or before the
56 effective date of this Ordinance.

57 (d) As of the effective date of this Ordinance, and for its duration, no applications
58 specified in subsection (a) above within the City will be accepted by any agent, employee, or
59 officer of the City. Any application so accepted for filing will be deemed in error, null and
60 void, and of no effect whatsoever and shall constitute no assurance of any right to engage in
61 any act, and any action in reliance thereof shall be unreasonable.

62 (e) The following procedures shall be put in place immediately. Under *Cannon v.*
63 *Clayton County*, 255 Ga. 63, 335 S.E.2d 294 (1985); *Meeks v. City of Buford*, 275 Ga. 585,
64 571 S.E.2d 369 (2002); *City of Duluth v. Riverbroke Props.*, 233 Ga. App. 46, 502 S.E.2d
65 806 (1998), the Supreme Court stated, "Where a landowner makes a substantial change in

66 position by expenditures and reliance on the probability of the issuance of a building permit,
67 based upon an existing zoning ordinance and the assurances of zoning officials, he acquires
68 vested rights and is entitled to have the permit issued despite a change in the zoning
69 ordinance which would otherwise preclude the issuance of a permit." Pursuant to this case,
70 the City of College Park recognizes that, unknown to the City, de facto vesting may have
71 occurred. The following procedures are established to provide exemptions from the
72 moratorium where vesting has occurred:

73 (1) A written application, including verified supporting data, documents and
74 facts, may be made requesting a review by the Mayor and Council at a scheduled
75 meeting of any facts or circumstances which the applicant feels substantiates a claim
76 for vesting and the grant of an exemption.

77 SECTION III.

78 (a) It is hereby declared to be the intention of the Mayor and Council that all sections,
79 paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment,
80 believed by the Mayor and Council to be fully valid, enforceable and constitutional.

81 (b) It is hereby declared to be the intention of the Mayor and Council that, to the
82 greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of
83 this Chapter is severable from every other section, paragraph, sentence, clause or phrase of this
84 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the
85 greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this
86 Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase
87 of this Ordinance.

88 (c) In the event that any phrase, clause, sentence, paragraph or section of this
 89 Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise
 90 unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the
 91 express intent of the Mayor and Council that such invalidity, unconstitutionality or
 92 unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional
 93 or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or
 94 sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases,
 95 clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional,
 96 enforceable, and of full force and effect.

SECTION IV.

98 All Ordinances or parts of Ordinances in conflict with this Ordinance are, to the extent of
 99 such conflict, hereby repealed.

SECTION V.

101 The preamble of this Ordinance shall be considered to be and is hereby incorporated by
 102 reference, as if fully set out herein.

[SIGNATURES ON FOLLOWING PAGE]

ORDAINED this _____ day of _____, 2020.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED BY:

City Attorney



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7911

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Althea Philord-Bradley, Director of Finance & Accounting

RE: Delinquent Property Tax Payers Update

PURPOSE: To provide Mayor and Council with the most recent status of the top ten delinquent property tax payers.

REASON: To provide Mayor and Council with the names, addresses, and outstanding balances of the top ten delinquent property tax payers as well as a brief update on collection efforts.

RECOMMENDATION: To proceed with established policies and procedures to ensure collection of these accounts. To escalate the collection process as appropriate to minimize the loss of revenue.

BACKGROUND: The City of College Park contracts with GTS (Government Tax Services) to facilitate the collection of delinquent accounts to the extent necessary. Past collection efforts have included GTS providing assistance with filing liens and assisting with tax sales.

COST TO CITY: Varies with each situation.

BUDGETED ITEM: None.

REVENUE TO CITY: Varies with each situation.

CITY COUNCIL HEARING: February 17, 2020

OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: Aggressive collection efforts to full extent of the law.

STAFF: Philip Latona, Property Tax Accountant

ATTACHMENTS:

- Top Ten Delinq Property Tax Accounts 02062020 (PDF)
- Top Ten Delinq Property Tax Accounts 01272020-2018(PDF)

Review:

- Althea Philord-Bradley Completed 02/11/2020 4:13 PM
- Rosyline Robinson Completed 02/12/2020 4:09 PM
- Terrence R. Moore Completed 02/12/2020 5:11 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

**City of College Park
Department of Finance & Accounting
Top Ten Delinquent Property Tax Accounts
As of February 6, 2020**

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
	Yeasmin Enterprises	5010 Old National Hwy	Ramada Plaza	\$ 100,504.79	Fulton - Real	1/10/20 Emailed GM - informed me property is being sold - in due diligence phase. 1/27/20 following up email sent - No responses	2019
	BK & J Hotel Group	1551 Phoenix Blvd	Howard Johnson	\$ 75,888.55	Clayton - Real & Personal	1/10/20 - Emailed Property GM - working relationship to get payment status. 1/27/20 Follow -up email sent.	2019
	Kelco/RG Atlanta LLC	4601 Best Rd	Holiday Inn Express	\$ 75,747.03	Fulton - Real	50% payment already made - this is remaining balance . 1/10/20 Faxed owners statement balances	2019
	RK College Park LLC	4505 Best Rd	Days Inn by Wyndham	\$ 31,418.59	Fulton - Real & Personal	Paid \$27,342.85 by credit card 1/28/2020. Balance is Hotel Special District Statement	2019
	Krishna Q Investments	2451 Old National Pkwy	Days Inn & Suites	\$ 25,288.98	Fulton - Real	Owner owns 2480 Old National Pkwy too. 1/27/20 Follow - up email sent regarding both properties.	2019
	Bhagat Ramesh C	2480 Old National Pkwy	Quality Inn & Suites	\$ 21,004.81	Fulton - Real	See above-owner of 2451 Pld National Pkwy. 1/27/20 Follow-up email sent	2019
	Virtual Citadel	2380 Godby Rd		\$ 9,862.98	Fulton - Real	Previously emailed Controller - will follow up - 3 parcels of property involved	2019
	Crystal Equities LLC	2601 Roosevelt Hwy	Crystal Equities	\$ 9,150.03	Fulton - Real	2/3/20 Emailed and mailed statement to Property Mgrs - different address than Tax Digest	2019
	Piccadilly Holdings LLC	2449 Godby Rd		\$ 8,387.53	Fulton - Real	2/3/20 Re-sent statement to an old address of ownership	2019
	Martinez Miguel & Elvira Garcia	5058 Old National Hwy	Cozumel Mexican Cantina	\$ 8,159.54	Fulton - Real & Personal	2/5/20 spoke with Lender - they will step in that satisfy if taxes aren't paid before lien filing.	2019

Intent to FiFa (Tax Lien) Notices mailed out on/about March 23, 2020. Owners have 30 days to pay prior to Lien filing.

- Y Represents Lien filed against account.
- NA Signifies account has not met statutory requirement for lien to be filed

Inactive Account - off active list - candidates to write-off

Level Concrete Co.	2560 West Point Avenue	Proximity of Metro Mustang	\$ 24,134.18	Fulton - Personal Property	Corporation dissolved 5/16/2008	2000-2003
Western Pacific	Airline		39,223.87	13K Base Ad Valorem	Chapter 11 - February 1998	
Vanguard Airlines	Airline		9,233.76	Public Utility Digest - Clayton	Ceased Operations July 29, 2002	
PSINet Inc			11,590.14	Fulton - Personal Property		
Larry Jones	0 Camp Creek Pkwy		9,967.49	Fulton - Real	Parcel Mapping indicates plat is a public roadway/right of	1992-2014
F H Kilgore	0 Camp Creek Pkwy		5,580.00	Fulton - Real	Parcel Mapping discrepancy	1992-2014

**City of College Park
 Department of Finance & Accounting
 Top Ten Delinquent Property Tax Accounts
 As of January 27, 2020**

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
Y	Cudsik Guy	1666 Vesta Ave	Right Sales & Service	\$ 5,988.56	Fulton - Real & Personal	1/27/20 Sopke with client today. Waiting on a client to pay by wire, will have funds to pay 2018-19 balances.	2018-2019
Y	Lexicon Hospitality	2471 Old National Pkwy	Travelodge	\$ 20,354.47	Fulton - Personal	2018/19 Personal Prop Balance Payment oversight by client \$2.2K - 2019 \$18,131 Tax Check was returned NSF 1/23/20. Calling client today.(1/27/20)	2018-2019
Y	Zenga Store	Hartsfield/Concourse A		\$ 1,143.07	Clayton - Personal	Working with Merchant/County Assessors - claims location was closed but County taxes were paid	2018
Y	InMotion Entertainment	Hartsfield/Concourse A		\$ 971.11	Clayton - Personal	Paid 12/24/2019	2018
	Hayes Philip Lee	3262 Dogwood St		\$ 895.59	Fulton - Real	Property was sold by Mr. Hayes, but was chargedback for Homestead Tax Credits after the sale that he was not entitled to receive. I'm having difficult time locating him	2018
Y	Amirj LLC	5209 W Fayetteville Rd	Subway	\$ 1,271.73	Clayton - Personal	Promised to pay Oct. 22-23rd. Left a voicemail message today 1/27/20.	2018-2019
Y	Smart Moves Investments LLC	2879 Windsor Forrest Ct		\$ 1,049.89	Fulton - Real	Owner is First Transferee Foreclosure - no contact telephone but found mailing address of principal owner to resend statement. Address turns out be be a mailbox dropbox, not a physical residence. Still looking/working	2018-2019
	Lindsay Beulah	3568 Herschel Rd		\$ 590.19	Fulton - Real	Paid 1/3/2020	2018
	Ellis Robert	3732 Herschel Rd		\$ 541.56	Fulton - Real	2018 Balance due is from Appeal settlement. 1/27/20 Left message at home address	2018
	Gerard Gary Et AL	2238 West Lyle Rd		\$ 469.22	Fulton - Real	Paid 12/26/19	2018

Intent to FiFa (Tax Lien) Notices mailed out on March 25, 2020 for 2019 Balances. Owners have 30 days to pay prior to Lien filing.

Y Represents Lien filed against account.
 NA Signifies account has not met statutory requirement for lien to be filed

Inactive Account - off active list - candidates to write-off

Level Concrete Co.	2560 West Point Avenue	Proximity of Metro Mustang	\$ 24,079.94	Fulton - Personal Property	Corporation dissolved 5/16/2008	2000-2003
Western Pacific	Airline		39,223.87	13K Base Ad Valorem	Chapter 11 - February 1998	
Vanguard Airlines	Airline		9,233.55	Public Utility Digest - Claytor	Ceased Operations July 29, 2002	
PSINet Inc			11,565.34	Fulton - Personal Property		
Larry Jones	0 Camp Creek Pkwy		9,932.16	Fulton - Real	Parcel Mapping indicates plat is a public roadway/right of	1992-2014
F H Kilgore	0 Camp Creek Pkwy		5,570.07	Fulton - Real	Parcel Mapping discrepancy	1992-2014



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 7912

DATE: February 12, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Althea Philord-Bradley, Director of Finance & Accounting

RE: Top 10 Delinquent Customers

PURPOSE: To update Mayor/Council regarding Top 10 delinquent customers, commercial and residential.

REASON: To keep updated on Top 10 commercial and residential accounts to ensure the accounts balances are current.

RECOMMENDATION: To deliver information to Mayor/Council by Customer Service team.

BACKGROUND: Each council meeting we deliver data that indicates who the Top 10 customers are based on balances owed, length of time unpaid.

COST TO CITY: N/A.

BUDGETED ITEM: N/A.

REVENUE TO CITY: N/A.

CITY COUNCIL HEARING DATE: February 17, 2020.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A.

AFFECTED AGENCIES: N/A.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: N/A.

STAFF: Kimberly Rollins/ Customer Service Manager

ATTACHMENTS:

- Top Ten 021120 (XLSX)
- Commerical Clayton 021120 (DOCX)
- Commerical Fulton 021120 (DOCX)
- Residential Clayton 021120 (DOCX)
- Residential Fulton 021120 (DOCX)
- February 12 2020 cut-ons (XLSX)

Review:

- Althea Philord-Bradley Completed 02/12/2020 3:31 PM
- Rosyline Robinson Completed 02/12/2020 4:27 PM
- Terrence R. Moore Completed 02/12/2020 5:12 PM
- Mayor & City Council Pending 02/17/2020 7:30 PM

City of College Park											
TOP TEN UTILITY CUSTOMER OUTSTANDING BALANCES											
2/11/2020											
Prepared By Tammy Smith											
Business											
Prior Adjustments	Payment Plan	Liens	BUSINESS NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
n/a	No	No	Virtual Citadel, Inc	2380 Godby Rd	\$281,472.90	\$1,834.78	\$1,620.00	\$284,927.68	Yes	120 days	Reminder Letter on 02/07/20
n/a	No	No	Synergy ISP	4828 Old National Hwy	\$11,790.00			\$11,790.00	Yes	120 days	Disconnection Pending
n/a	No	No	JBR1, LLC	3568 Jefferson St Wtr	\$1,126.75	\$1,405.31	\$841.68	\$3,373.74	No	210 days	Final Pending
n/a	No	No	TMC Grassing INC	1800 Sullivan RD		\$1,390.89		\$1,390.89	No	180 days	Disconnection Pending
n/a	No	No	ATL Fresh Cans	Temporary Water Meter		\$1,194.20		\$1,194.20	No	180 days	Disconnection Pending
n/a	No	No	Gene's Plumbing	Temporary Water Meter		\$2,623.40		\$2,623.40	No	120 days	Disconnection Pending
Apartments											
Prior Adjustment	Payment Plan	Liens	APARTMENT NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
n/a	No	No	Elite/Trustee	2301 Godby Rd (24) SL	\$1,558.63			\$1,558.63	No	120 days	Reminder Notice sent on 02/07/19 Disconnection Pending
n/a	No	No	Elite/Trustee	2301 Godby Rd (23) SL	\$3,404.77			\$3,404.77	No	120 days	Reminder Notice sent on 02/07/19 Disconnection Pending
n/a	No	No	Elite/Trustee	2301 Godby Rd	\$173.19		\$1,731.88	\$1,905.07	No	30 days	Disconnection Pending
n/a	No	Yes	Crystal Equities LLC	2601 Roosevelt Wtr		\$20,926.78		\$20,926.78	No	180 days	Customer paid \$10,000 on 02/04/20 Disconnect Pending for \$20,926.78
Residential											
	Payment Plan		CUSTOMER NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
NO	NO	NO	Hyacininth Martin	2611 Brandon Rd	\$810.20	\$2,428.04	\$163.28	\$3,401.52	Yes	180 days	Disconnected 01/30/20
TOTALS					\$300,336.44	\$31,803.40	\$4,356.84	\$336,496.68			
		NUL	Signifies that Lien has not been filed due to legal statue (not property owner)								
		*	Represents Lien filed against account								
		N/A	Signifies account Lien has not been filed								
yes			Signifies account received prior billing adjustment								
N/A			Signifies account that has not received prior billing adjustment								

*****Category: Commercial Clayton***** Council Meeting February 17, 2020

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Account	Name	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
Cycle: 15								
00000000-00	JETEHA E. TAYLOR	283.59	273.39	279.64	391.84	1228.46	01/24/2020	30.00
00000000-00	FULL COURT PRESS	539.49	547.32	410.56		1497.37	12/03/2019	500.00 T
<u>2 Subtotals for Cycle 015</u>		823.08	820.71	690.20	391.84	2725.83		
2 Grand Totals		823.08	820.71	690.20	391.84	2725.83		

SELECT CRITERIA

Minimum Balance: 1000.00
A/R Block 1: 30
A/R Block 2: 60
A/R Block 3: 90

SERVICE STATUS:

- DISCONNECTED:** Services have been turned OFF
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*****Category: Commercial Fulton*****

Council Meeting February 17, 2020

City of College Park

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Account	Name	0 to	30	31 to	60	61 to	90	Over	91	Total	--- Last Payment --- Date	Amount	
=====													
Cycle:	15												
00000000-00	ELITE / TRUSTEE O	Disconnection Pending	558.69	507.90	492.04					1558.63	12/13/2019	500.00	O
00000000-00	ELITE / TRUSTEE O	Disconnection Pending	929.08	844.61	858.74			772.34		3404.77	12/13/2019	900.31	O
00000000-00	VIRTUAL CITADEL I	Disconnection Pending	146330.96	111700.52	26896.20					284927.68	01/17/2020	30000.00	O
00000000-00	SYNERGY ISP	Disconnection Pending	5887.50	5887.50	15.00					11790.00			O

<u>4 Subtotals for Cycle 015</u>			153706.23	118940.53	28261.98			772.34		301681.08			
Cycle:	21												
00000000-00	TMC GRASSING INC.	Disconnection Pending	59.73	59.73	59.73			1211.70		1390.89	06/10/2019	119.46	T
00000000-00	ATL FRESH CANS	Disconnection Pending	32.38	27.56	27.41			1106.85		1194.20	01/28/2020	65.00	O
00000000-00	GENE'S PLUMBING	Disconnection Pending	524.68	524.68	524.68			1049.36		2623.40	09/17/2019	26.91	

<u>3 Subtotals for Cycle 021</u>			616.79	611.97	611.82			3367.91		5208.49			
=====													
7 Grand Totals			154323.02	119552.50	28873.80			4140.25		306889.57			

*******Category: Commercial Fulton******* Council Meeting February 17, 2020**SELECT CRITERIA**

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*****Category: Residential Clayton*****

Council Meeting February 17, 2020

City of College Park

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Account	Name	0 to	30	31 to	60	61 to	90	Over	91	Total	--- Last Payment --- Date	Amount
=====												
Cycle:	15											
0000000-00	KOREEN GIBBS	Final	Pending	556.97	494.19	462.59	279.12	1792.87	01/14/2020	300.00	O	

<u>1 Subtotals for Cycle 015</u>		556.97	494.19	462.59	279.12	1792.87						
=====												
<u>1 Grand Totals</u>		556.97	494.19	462.59	279.12	1792.87						

SELECT CRITERIA

Minimum Balance: 1000.00
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*****Category: Residential Fulton*****

Council Meeting February 17, 2020

City of College Park

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Page: 1

Account	Name	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: 1									
00000000-00	RONALD S FOSTER	205.04	202.42	229.65	755.06	1392.17	02/04/2019	47.81	
00000000-00	DAVID WILLINGHAM	987.23	531.75	178.35		1697.33	02/07/2020	50.00	
00000000-00	JBR1, LLC	306.72	613.40	543.80	1909.82	3373.74			O
<u>3 Subtotals for Cycle 001</u>		1498.99	1347.57	951.80	2664.88	6463.24			
Cycle: 8									
00000000-00	HYACINTH MARTIN R	1476.54	828.99	710.55	954.54	3970.62	01/28/2020	150.00	
00000000-00	HOLLAND J. RAMSEY	328.99	192.84	245.11	317.14	1084.08	01/03/2020	50.00	T
00000000-00	STEPHANIE D COX	419.23	178.25	307.77	261.09	1166.34	12/27/2019	150.00	T
00000000-00	NIENA S SANDERS	609.72	266.96	377.39	231.83	1485.90	01/03/2020	250.00	T
00000000-00	CRYSTAL EQUITIES	5129.64	5132.79	5073.01	9008.78	24344.22	02/04/2020	10000.00	O
<u>5 Subtotals for Cycle 008</u>		7964.12	6599.83	6713.83	10773.38	32051.16			
Cycle: 15									
00000000-00	ALEXANDRIA LANDIN WTR	27864.11	28616.54	15944.50		72425.15	12/18/2019	31015.03	O
<u>1 Subtotals for Cycle 015</u>		27864.11	28616.54	15944.50	0.00	72425.15			
Cycle: 22									
00000000-00	KOKOU DJOKOE	489.96	255.42	257.60	362.79	1365.77	01/27/2020	200.00	T
<u>1 Subtotals for Cycle 022</u>		489.96	255.42	257.60	362.79	1365.77			
10 Grand Totals									
		37817.18	36819.36	23867.73	13801.05	112305.32			

*****Category: Residential Fulton***** Council Meeting February 17, 2020

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February's 2020 Reconnects							page*1
Customer's Account #	Occupant code	Customer's Name	Date Work-orders were created	Balance Due @ Cut-Off	Amount paid @ Cut-on	Remaining Balance	
	Prepared by Tammy Smith		Grand Totals	\$ 7,414.51	\$ 7,410.54	\$ 3.97	

0	19	VONSHARI C HOARDES	2/11/2020	\$ 431.09	\$ 432.00	\$ (0.91)
0	9	SHERRY RUSH	2/10/2020	\$ 362.00	\$ 362.00	\$ -
0	15	CHARNA L. MORRIS	2/7/2020	\$ 405.46	\$ 400.00	\$ 5.46
0	9	CASTIDELL GULLETT	2/7/2020	\$ 932.33	\$ 932.33	\$ -
0	5	AIRBORNE GYMNASTICS CL	2/7/2020	\$ 686.79	\$ 686.79	\$ -
0	22	DASEANTUS Q BARKLEY	2/6/2020	\$ 305.59	\$ 305.59	\$ -
0	9	TANEKA ALLEN	2/6/2020	\$ 450.58	\$ 450.58	\$ -
0	23	PAULA A BURROWES	2/6/2020	\$ 399.76	\$ 399.76	\$ -
0	19	SHUNTA BIVINS	2/5/2020	\$ 354.68	\$ 354.68	\$ -
0	0	TEADORSEY/ RONALD DOR	2/4/2020	\$ 399.78	\$ 399.78	\$ -
0	2	MAHTAB M SIMON	2/3/2020	\$ 226.55	\$ 226.55	\$ -
0	9	SAMUEL A BROWN	2/3/2020	\$ 308.40	\$ 308.40	\$ -
0	4	RONALD G. BURNSTINE	2/3/2020	\$ 214.08	\$ 214.08	\$ -
0	22	ZION M POLLNITZ	2/3/2020	\$ 669.39	\$ 669.39	\$ -
0	10	EZRA M ALLEYNE	2/3/2020	\$ 314.20	\$ 314.20	\$ -
0	9	AMLIHTF LLC	2/3/2020	\$ 344.04	\$ 344.04	\$ -
0	11	LASHELL ANDREWS	2/3/2020	\$ 274.42	\$ 275.00	\$ (0.58)
0	21	TEAIRA HOOD	2/3/2020	\$ 335.37	\$ 335.37	\$ -

Grand Totals \$ 7,414.51 \$ 7,410.54 \$ 3.97