



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)

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~ Agenda ~

Monday, April 20, 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 April 6, 2020

ACTION:

B. Approval of Workshop Session Minutes dated April 6, 2020.

ACTION:

4. Proclamations, Resolutions, Plaques, and Announcements
5. Remarks of Citizens
6. Other Business

A. Consideration of and action on a request to hold a City of College Park resident only "Community Shred-It Day" on Saturday, May 16, 2020 from 9:00am to 2:00pm at the Public Works Maintenance Facility located at 2233 Harvard Avenue. See memorandum dated April 14, 2020 from Director of Public Works Mike Mason requesting approval. Also, see attached "Community Shredder Day" event flyer. Ward 2.

ACTION:

B. Consideration of and action on a request from Director of Public Works Mike Mason for authorization to hold a "Household Hazardous Waste Day" drop off event in conjunction with "May Clean Up Month 2020". The one-day event will be held Saturday, May 16, 2020 from 9:00am to 2:00pm at the Public Works Maintenance Facility located at 2233 Harvard Avenue and Jamestown Plaza Parking lot located behind Charles E. Phillips Park.

See memorandum dated April 14, 2020 from Mr. Mason requesting approval. Also, see attached "Household Hazardous Waste Day" event flyer. Ward 2.

ACTION:

- C. Discussion and update on recently adopted ordinances and resolutions. See memorandum dated April 15, 2020 from City Clerk Shavala Moore. Also, see attached supporting documentation.

7. Public Hearings

- A. Public Hearing to consider an annexation of property located at 5391 West Fayetteville Road from unincorporated Clayton County to the City of College Park. The Planning Commission recommended approval of the annexation at their February 24, 2020 meeting. See memorandum dated April 15, 2020 from City Planner Michelle Alexander. Also, see attached supporting documentation. Ward 3.

ACTION:

- B. Decision on the rezoning of an annexed property located at 5391 West Fayetteville Road from unincorporated Clayton County to the City of College Park. The Planning Commission recommended approval of the annexation at their February 24, 2020 meeting with conditions. See memorandum dated April 16, 2020 from City Planner Michelle Alexander. Also, see attached supporting documentation. Ward 3.

ACTION:

8. Bids, Change Order Requests and Contracts

- A. Consideration of and action on a request for Mayor and City Council to ratify the emergency approval of a second funding request for the Day Care Center grease trap replacement at the Federal Aviation Administration (FAA) Regional Headquarters located at 1701 Columbia Avenue. See memorandum dated April 9, 2020 from City Manager Terrence R. Moore and Project Management Approval & Cost Detail from Colliers International Commercial Property Manager Ron Wilkerson recommending Leapley Construction to replace 25 feet of sewer lines in the amount of \$91,815.00. This is not a budgeted item. Ward 3.

ACTION:

- B. Consideration of and action on a request for Mayor and City Council to ratify the approval of COVID-19 disinfecting services as a preventative measure for College Park City Hall. See memorandum dated April 10, 2020 from City Manager Terrence R. Moore recommending Parker Young Construction, LLC to disinfect and sanitize the facility in the amount of \$15,200.00. Also, see attached Statement of Completion and additional supporting documentation. This is not a budgeted item.

ACTION:

- C. Consideration of and action on a request for approval to continue the Sanitary Sewer Evaluation Study (SSES) of the City's sanitary sewer/waste water collection system. See memorandum dated April 15, 2020 from Director of Public Works Mike Mason requesting approval of Prime Engineering, Inc. and Metals/Materials and Engineering in the amount of \$140,800. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

- D. Consideration of and action on a request for approval to purchase software enabling citizens and staff to report concerns anywhere within the City of College Park. See memorandum dated April 15, 2020 from Chief Information Officer Michael Hicks recommending approval of Citizen Response Software from QScend Technologies, Inc. at a total cost of \$27,100. Also, see attached supporting documentation. This is a budgeted item

ACTION:

- E. Consideration of and action on a request for approval of a maintenance lease agreement to provide hardware support for Dell Servers. See memorandum dated April 13, 2020 from Chief Information Officer Michael Hicks requesting approval of the maintenance lease agreement with Dell Financial Services in an amount of \$26,712.35. Also, see attached supporting documentation. This is a budgeted item.

ACTION:

9. Unfinished (Old) Business

- A. Consideration of and action on a request to approve Resolution and Ordinance to earn a Certified City of Ethics designation with Georgia Municipal Association (GMA). See memorandum dated April 15, 2020 from City Clerk Shavala Moore. Also, see attached Resolution, Ordinance and supporting documentation.

ACTION:

10. New Business

- A. Consideration of and action on a request to adopt a resolution authorizing the Aerotropolis CID to apply for a Roadside Enhancement and Beautification Council (REBC) Grant from the Georgia Department of Transportation for Riverdale Road landscaping and design funding. See memorandum dated April 16, 2020 from City Manager Terrence R. Moore. Also, see attached proposed resolution and supporting documentation. There is no financial obligation for the City. The Aerotropolis CID will cover any cost over the grant 100%.

ACTION:

11. City Attorney's Report

12. City Manager's Report

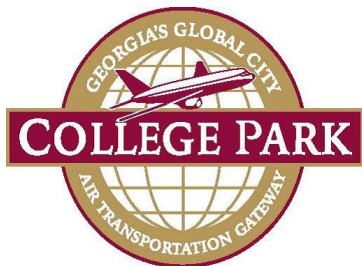
- A. Discussion and update on top ten delinquent property tax payers. See memorandum dated April 14, 2020 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached background information. NO ACTION REQUIRED.
- B. Discussion and update on top ten delinquent utility customer accounts. See memorandum dated April 16, 2020 from the Director of Finance & Accounting, Althea Philord-Bradley. 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: 8068

DATE: April 16, 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 April 6, 2020

See attached Regular Session Minutes dated April 6, 2020.

Thank you.

ATTACHMENTS:

- RS040620 (DOC)

Review:

- Shavala Moore Completed 04/16/2020 6:57 PM
- Rosyline Robinson Completed 04/16/2020 7:00 PM
- Terrence R. Moore Completed 04/16/2020 7:02 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

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CITY OF COLLEGE PARK
MAYOR AND CITY COUNCIL
REGULAR SESSION
APRIL 6, 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 Pastor Marjorie Dent.

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

City Manager Terrence Moore said I would like to add Item 10c, Considerations of a Hazardous Pay Program for essential workers of Police, Fire, and Public Works.

ACTION: Councilman Clay moved to approve to add to the agenda Item 10c, Considerations of a Hazardous Pay Program for essential workers of Police, Fire and Public Works, seconded by Councilman Taylor and motion carried. (All Voted Yes).

3. Presentation Of Minutes Of City Council.

A. Regular Session held March 16, 2020.

ACTION: Councilman Clay moved to approve Regular Session Minutes dated March 16, 2020, with changes, seconded by Councilman Allen and motion carried as follows: (All Voted Yes).

Packet Page 10, Line 109 - s/b "... Roger Bruce..."

Packet Page 13, Line 260 and 261 - s/b "...Rezoning of Annexed Property..."

B. Workshop Session held March 16, 2020.

ACTION: Councilman Clay moved to approve Workshop Session Minutes dated March 16, 2020, with changes, seconded by Councilman Taylor and motion carried as follows: (All Voted Yes).

Packet Page 30, Line 104 - s/b "...30349..."

Packet Page 30, Line 131 s/b “council”

47
48
49 4. Proclamations, Resolutions, Plaques, And Announcements.

- 50
51 A. Presentation of a proclamation designating May 2020 as “Clean Up Month” in the City
52 of College Park. See attached proclamation.

53
54 City Manager Terrence Moore said this is an opportunity for Mayor & Council to
55 acknowledge May 2020 as Clean Up Month in the City of College Park.

56
57 Councilman Clay said it’s a great way to get rid of a lot of things in a safe way.

58
59 5. Remarks Of Citizens.

60
61 Mayor Motley Broom said we have so little Public Comments up until 7:00 p.m. Ms.
62 Moore will be reading off the Public Comments she has received up until that time.

63
64 City Clerk Shavala Moore said I have 3 that I received. The first one is from Nicole
65 Pickett. There is no address. I am starting my timer now.

- 66
67 a. City Clerk Shavala Moore read Ms. Pickett’s comments into the record. (Paraphrasing)
68 Why are the City of College Park essential employees not receiving hazardous pay like
69 the other cities and counties in Georgia? Is it something that would be considered to
70 spite any budget issues the City may be having?

- 71
72 b. City Clerk Shavala Moore read Mr. Bob Van Orden’s comments into the record. What
73 is the City doing to ensure public safety and make sure there is not an increase in crime,
74 either violent crime or property theft, during the Covid-19 crisis. I am an advocate that
75 the No. 1 strategy of the City should be creating a major reduction in crime rate.
76 College Park should implement a plan to create a rate lower than the City of Atlanta. It
77 is time for the City to stop underfunding public safety, and I am confident after this
78 pandemic the City and our new Mayor can make this happen.

- 79
80 c. City Clerk Shavala Moore read Dr. Ingrid Van Orden’s comments into the record. The
81 allegations against the BIDA Board Member has substantial merit. The Mayor &
82 Council and BIDA Board should ensure that the Board Member no longer has access to
83 any confidential information that the Board handles, and that sharing of such
84 confidential information with the member be punished appropriately. Second, regarding
85 the Strategic Plan Meetings, marketing of College Park and any permanent logos, I
86 spoke with Mr. Jones several weeks ago. I hope that the marketing firm will be
87 changed, as I feel that the presenter at the first Town Hall Meeting was not able to
88 assimilate any community feedback, nor was he interested in community feedback. If
89 The Collaborative Firm is the firm represented during the first Town Hall meeting, I
90 hope you use a new firm.

91
92 6. Other Business.

- 93 A. Consideration of and action on a request to hold a City of College Park resident only
 94 "Community Shred-It Day" on Saturday, May 16, 2020 from 9:00 a.m. to 2:00 p.m. at the
 95 Public Works Maintenance Facility located at 2233 Harvard Avenue. Ward 2.
 96

97 Mayor Motley Broom said we need to defer Items 6a and 6b until the next meeting.
 98

99 **ACTION:** Councilman Clay moved to defer a request from Public Works Director Mike
 100 Mason to hold a City of College Park resident only "Community Shred-It Day" on
 101 Saturday, May 16, 2020 from 9:00 a.m. to 2:00 p.m. at the Public Works
 102 Maintenance Facility located at 2233 Harvard Avenue, seconded by Councilman
 103 Allen and motion carried. (All Voted Yes).
 104

- 105 B. Consideration of and action on a request from Director of Public Works Mike Mason for
 106 authorization to hold a "Household Hazardous Waste Day" drop off event in conjunction
 107 with "May Clean Up Month 2020". Ward 2.
 108

109 **ACTION:** Councilman Clay moved to defer a request from Public Works Director Mike
 110 Mason hold a "Household Hazardous Waste Day" drop off event in conjunction
 111 with "May Clean Up Month 2020", seconded by Councilman Allen and motion
 112 carried. (All Voted Yes).
 113

- 114 C. Update on the Advanced Metering Infrastructure (AMI), billing interface, and other
 115 related software. NO ACTION TAKEN.
 116

117 Director of Power Hugh Richardson gave a brief power point update on the AMI System.
 118 Any questions?
 119

120 Councilman Clay said no. You answered mine. I'm a happy camper. Keep up the good
 121 work.
 122

123 Director of Power Hugh Richardson said thanks.
 124

- 125 D. Discussion and update on recently adopted ordinances and resolutions. NO ACTION
 126 TAKEN.
 127

128 There were no comments made on this item.
 129

130 7. Public Hearings.
 131

- 132 A. Public Hearing to consider rezoning of an annexed property located at 5391 West
 133 Fayetteville Road from unincorporated Clayton County to the City of College Park.
 134 Ward 3.
 135

136 Mayor Motley Broom said if you wish to be heard on this, you had to have logged into the
 137 Zoom call.
 138

139 City Attorney Michelle Alexander explained the rezoning for 5391 West Fayetteville Road.
140 The first public hearing for the rezoning is a little bit different tonight because it is
141 associated with an annexation. There is not a discussion made under Item 7a. This follows
142 what the State has dictated our procedures for an annexation and associated zoning. Then
143 we will have the public hearing and your consideration of a vote on the annexation itself.
144 Item 7c is a third item which is the actual decision of the zoning. The recommendation is
145 for approval with a set of 10 conditions. The New City Engineer Loretta Washington and
146 Rob MacPherson is on the line, if you have any questions about traffic or other impacts that
147 you need to hear from Engineering. Otherwise, that is my report. Thank you.
148

149
150 Councilman Clay said I had several issues Michelle. One of them was traffic. There was a
151 traffic study done, but it was on how many cars we expected. When we did the logistic
152 center on Roosevelt Road, we did an extensive traffic study, and we looked at the backup at
153 rush hour at an intersection down there and found that it was a mile long. It was approved.
154 We don't have any information like that. There is a traffic light at Norman Drive. I don't
155 know what the backup is there during rush hour. And I don't know how the additional
156 traffic in and out would impact the residents that would be at this development. So, while
157 there has been some kind of an auto traffic study done, it's not enough for me to say whether
158 I think it would not be causing a traffic problem there.
159

160 Mr. Josh Marx said I did reach out to my traffic engineer. They stated that in order to
161 complete this level of traffic study, they need to get information from the Clayton County
162 Department of Transportation. They reached out to the department and did not hear back.
163 They did say, however, that because the peak hours for this development will be adding
164 around 3 cars per minute at peak hours; that the traffic impacts from this development
165 would be pretty negligible considering the traffic that is ongoing along West Fayetteville
166 Road.
167

168 Mr. Marx said I looked at the Google Maps Transportation History about how traffic tends
169 to move during peak hours in the mornings and afternoons at this location. It looks like it
170 was maybe a minute to 2 wait time period at the light at Norman Drive. I do understand that
171 that is not sufficient. Our traffic engineer did say that any sort of traffic impact would be
172 able to be mitigated very easily. Creating a deceleration lane is something we would be
173 amenable to working with you all on.
174

175 Councilman Clay asked, would you pay for the deceleration lane if it were necessary?
176

177 Mr. Marx said yes.
178

179 Councilman Allen asked, have you made this pitch at all to Clayton County?
180

181 Mr. Marx said we decided to consider annexation and rezoning with you all alone. We did
182 not go to Clayton County first. This plan that we came up with, along with your staff, is in
183 line with the Comprehensive Plan of both Clayton County and the City of College Park.
184

185 Councilman Allen said there are an awful lot of apartments out there. And I have heard
186 from several people since Friday expressing their concern of more apartments. One of these
187 people is Commissioner Gail Hambrick from Clayton County. She expressed that she had
188 not heard about it. I told her that we had passed the information along. But have you talked
189 to any of the commissioners at all in Clayton County?
190

191 Mr. Marx said we have not discussed this property itself with any of the commissioners.
192

193 Mayor Motley Broom asked, does anyone else have any other questions?
194

195 Councilman Gay said correct me if I'm wrong. In order to reannex, doesn't it take
196 approval from Clayton County?
197

198 City Attorney Winston Denmark said I believe we went through that process, but, I mean,
199 Michelle is probably better to speak on where we are in the process with Clayton County.
200

201 Councilman Gay said I thought they said we have to get the other municipalities or counties
202 to agree.
203

204 City Attorney Winston Denmark said it depends on the method that we are using. I believe
205 that we are fine. But I haven't been involved from the beginning, so that is why I deferred
206 to Michelle (City Planner).
207

208 City Planner Nicolette Washington said Clayton County did have the opportunity to
209 comment on it. I worked with Danielle from Winston's office on this extensively. We do
210 not need their permission. It's up to you guys to decide if this is a property that we want.
211 We did follow the annexation guidelines as the State outlines them. We should be good, as
212 far as legal goes.
213

214 Councilman Allen said I think we need to be good neighbors and talk with some of the
215 commissioners that have problems with it. I don't know if we crossed all the T's and dotted
216 all the I's. It concerns me that the middle school is at a maximum of 900, there are 917 right
217 now, and the elementary school is 650, and they now have 680 students. And we will have
218 400 apartments. You are going to have some kids come into that school. I guess that
219 bothers me a little bit. We already have so many apartments in that area.
220

221 Councilman Clay said it sound to me like we are about 50 people away from hitting the high
222 school maximum capacity as well.
223

224 Councilman Gay said I agree with you guys. Does this change our Clayton County
225 SPLOST, if you add more people, on how much we get or don't get?
226

227 Special Projects Administrator Jackson Myers said it increases it because it goes off the
228 Census.
229

230 Mayor Motley Broom said we are ½ of 1 percent. I don't know if it would move the needle
231 in a demonstrative way at this point.

232
233 Mayor Motley Broom declared the public hearing open.

234
235 Mayor Motley Broom asked if there was anyone from the public who would like to speak
236 for or against rezoning of the annexed property at 5391 West Fayetteville Road. Raise your
237 hand function to speak.

238
239 Mr. Marx said Ms. Alexander and Ms. Washington have been incredible assets to this
240 process making sure that the City of College Park is getting something that is in line with the
241 Comprehensive Plan. I do understand the concern about overcrowding in the schools. We
242 will be owning this property for 30 years. We are willing to have on-site security.

243
244 Mr. Marx discussed the amenities that will be added to the property. The income range is
245 from \$30,000.00 to \$60,000.00. People will have to pass credit and criminal background
246 checks. Any more questions?

247
248 Ms. Katyline (sp) McQueen connected to the meeting via Facebook. Artie talked with
249 me about this project. I feel there is a need for more affordable housing in the area. With
250 this development in close proximity to the schools, it seems like a good match. It will
251 increase maybe new homes being developed on the southside of town. Why isn't this
252 product more affordable? What is the record of the developer with long-term commitment?

253
254 Mayor Motley Broom asked Mr. Marx to go over the rates of the apartments again.

255
256 Mr. Marx complied. There are 15 townhomes to be sold at a market rate of \$280,000.00 to
257 \$325,000.00. We intend to pay our share of taxes on this property. We also have a portion
258 of property that we anticipate that would be either donated to the school system, or sold at a
259 discounted price to the school system.

260
261 Councilman Gay asked, how long has this project been in development for the 400 units?

262
263 Mr. Marx said we approached Ms. Alexander and Ms. Washington at the beginning of this
264 year in January. We formally filed our applications to them in January.

265
266 City Planner Nicolette Washington said yes. The submittal was the end of January.

267
268 Mayor Motley Broom asked, anything else?

269
270 Dr. Ingrid Van Orden asked, do we have an idea of what number of apartments we should
271 have?

272
273 City Planner Nicolette Washington asked, do you mean bedrooms?

274

275 Dr. Van Orden asked, do we have an idea of what kind of housing units we need, in order to
 276 get a better performing elementary school? I am hoping that this development can get us to
 277 a good level. And, will the City with Clayton County be making plans so we don't have
 278 overcrowded schools?
 279

280 City Planner Nicolette Washington said we have extensively reviewed the portfolio of this
 281 developer, and we understand the history of some of the previous apartment units. And
 282 maybe people didn't get exactly what they thought they were getting. That also has to do
 283 with the conditions (10) that we will be placing on this property.
 284

285 Mr. Marx said we are from Atlanta, and we have many communities within the local area.
 286 We are proud to show anybody any of these communities. We are long-term owners. We
 287 also have 9 months of operating expenses and debt service.
 288

289 Councilman Allen said I just wonder if we have heard from everybody. These are unusual
 290 times.
 291

292 Councilman Gay said I would like for him to have a conversation with the Clayton County
 293 School Board and the Commissioners.
 294

295 Mayor Motley Broom said the law requires with an annexation like this, that the owners
 296 notify and the city notify all the impacted parties. Clayton County was notified back in
 297 January. I received a call from Commissioner Hambrick, and Councilman Allen too. I
 298 extended an invitation to Commissioner Hambrick to attend this meeting. I don't think it is
 299 entirely accurate to say that Clayton County didn't know about it.
 300

301 Mr. Tracey Wyatt said I talked with Commissioner Hambrick, and they turned the project
 302 down. They talked to Wade Starr.
 303

304 Mayor Motley Broom declared the public hearing closed.
 305

306 **ACTION:** Councilman Clay moved to defer a request from City Planner Michelle Alexander
 307 on the rezoning of an annexed property located at 5391 West Fayetteville Road
 308 from unincorporated Clayton County to the City of College Park, seconded by
 309 Councilman Allen and motion carried. (All Voted Yes).
 310

311 B. Public Hearing to consider an annexation of property located at 5391 West Fayetteville
 312 Road from unincorporated Clayton County to the City of College Park. Ward 3.
 313

314 Mayor Motley Broom declared the public hearing open.
 315

316 Councilman Clay said I have a question for Winston when it is appropriate.
 317

318 Mayor Motley Broom asked if there was anyone from the public who would like to speak
 319 for or against the annexation for 5391 West Fayetteville Road.
 320

321 There were no comments made from the public.

322 Mayor Motley Broom declared the public hearing closed.

323

324 Councilman Allen said I would like to have until the next meeting to consider this.

325

326 Councilman Clay said I have a question as to what impacts, if any, deferring it to the next
327 meeting will have on the project.

328

329 Mr. Marx said we have been working with the State agency to get financing in place, so we
330 will need to request an extension on our application. We will also need to amend our
331 contract with the current land owner.

332

333 **ACTION:** Councilman Allen moved to defer a request from City Planner Michelle Alexander
334 to consider an annexation of property located at 5391 West Fayetteville Road from
335 unincorporated Clayton County to the City of College Park, seconded by
336 Councilman Taylor. Councilman Allen voted yes. Councilman Taylor voted yes.
337 Councilman Gay voted yes. Councilman Clay opposed. Motion carried.

338

339 C. Decision on the rezoning of an annexed property located at 5391 West Fayetteville Road
340 from unincorporated Clayton County to the City of College Park. Ward 3.

341

342 **ACTION:** Councilman Clay moved to defer a request from City Planner Michelle Alexander
343 to consider rezoning of an annexed property located at 5391 West Fayetteville Road
344 from unincorporated Clayton County to the City of College Park, seconded by
345 Councilman Allen and motion carried. (All Voted Yes).

346

347 8. Bids, Change Order Requests And Contracts.

348

349 A. Consideration of and action on a request for approval of the renewal of the software that
350 supports all virtual servers (VMware Software).

351

352 **ACTION:** Councilman Gay moved to approve a request from Chief Information Officer
353 Michael Hicks on the renewal of the software that supports all virtual servers
354 (VMware Software), seconded by Councilman Clay and motion carried. (All Voted
355 Yes).

356

357 B. Consideration of and action on a request for approval of the repair of the air purification
358 exhaust system at Fire Station #1.

359

360 **ACTION:** Councilman Clay moved to approve a request from Fire Chief Wade Elmore on the
361 repair of the air purification exhaust system at Fire Station #1, seconded by
362 Councilman Taylor and motion carried. (All Voted Yes).

363

364 C. Consideration of and action on a request for approval to authorize the completion of a
365 task order between the City of College Park and The Collaborative Firm, LLC to provide
366 Public Outreach Services for Airport City District Planning meetings at a cost of
367 \$18,396.00.

368 Councilman Clay said Artie, on packet page 181, was The Collaborative Firm part of the
369 original plan for the outreach for Airport City?

370
371 Director of Economic Development Artie Jones said no, sir.

372
373 Councilman Clay asked, who was?

374
375 Director of Economic Development Artie Jones said there was no one in the plan.

376
377 Councilman Clay asked, on packet page 185, what is the “developer’s round table”?

378
379 Director of Economic Development Artie Jones said it is where we would invite various
380 developers. There are 6 different distinct districts in the Airport City District. We would
381 have retail experts and office experts sit around the table. We would say, from a developer
382 like you, what would you need to be able to take this project forward?

383
384 Councilman Clay said that would be a part of this outreach.

385
386 Director of Economic Development Artie Jones said yes, sir.

387
388 Councilman Clay said what strikes me is that that makes a lot of sense.

389
390 **ACTION:** Councilman Gay moved to approve a request from Director of Economic
391 Development Artie Jones to authorize the completion of a task order between the
392 City of College Park and The Collaborative Firm, LLC to provide Public Outreach
393 Services for Airport City District Planning meetings at a cost of \$18,396.00,
394 seconded by Councilman Clay and motion carried. (All Voted Yes).

395
396 D. Consideration of and action on a request for approval of the acceptance of a Community
397 Development Block Grant (CDBG) award from the Fulton County Department of
398 Community Development for a space clearance project and Phase II renovations at
399 Wayman & Bessie Brady Recreation Center located at 3571 Breningham Drive.

400
401 **ACTION:** Councilman Clay moved to reconsider a request from Interim Director of
402 Recreation and Cultural Arts Michelle Johnson on the acceptance of a Community
403 Development Block Grant (CDBG) award from the Fulton County Department of
404 Community Development for a space clearance project and Phase II renovations at
405 Wayman & Bessie Brady Recreation Center located at 3571 Breningham Drive,
406 seconded by Councilman Gay and motion carried. (All Voted Yes).

407
408 E. Consideration of and action on a request for approval to receive grant funds from Fulton
409 County Community Development Block Grant (CDBG) for clearing area around
410 Wayman and Bessie Recreation Center.

411
412 **ACTION:** Councilman Clay moved to approve a request from Interim Director of Recreation
413 and Cultural Arts Michelle Johnson to receive grant funds from Fulton County
414 Community Development Block Grant (CDBG) for clearing area around Wayman

415 and Bessie Recreation Center, seconded by Councilman Allen and motion carried.
416 (All Voted Yes).

417
418 F. Consideration of and action on a request for approval of bids received for improvements
419 of the playground equipment at the Brady Recreation Center (Phase II improvements).

420
421 **ACTION:** Councilman Clay moved to approve a request from Interim Director of Recreation
422 and Cultural Arts Michelle Johnson bids received for improvements of the
423 playground equipment at the Brady Recreation Center (Phase II improvements),
424 seconded by Councilman Taylor and motion carried. (All Voted Yes).

425
426 G. Consideration of and action on a request for approval of a change order for Bouttee
427 Tree and Landscaping Service to provide additional Services at the Wayman and Bessie
428 Brady Recreation Center.

429
430 Councilman Gay said the tree service, I can't get the backup with this. What is the amount
431 Michelle?

432
433 City Planner Michelle Alexander said it is \$100,000.00. Our portion is \$59,000.00.

434
435 Councilman Gay said the cost for the tree landscape fee, \$100,000.00.

436
437 City Planner Michelle Alexander said the grant is \$100,000.00. It is more than just the
438 matching funds for that CDBG.

439
440 Councilman Gay asked, are we bidding out this landscaping service?

441
442 City Planner Michelle Alexander said it was in the change orders. They have already done
443 some clearing for Phase I.

444
445 Councilman Clay said they are already engaged.

446
447 *Councilman Gay directed staff to include the change orders in the notes.*

448
449 City Planner Michelle Alexander said absolutely.

450
451 **ACTION:** Councilman Clay moved to approve a request from Interim Director of Recreation
452 and Cultural Arts Michelle Johnson on a change order for Bouttee Tree and
453 Landscaping Service to provide additional Services at the Wayman and Bessie
454 Brady Recreation Center, seconded by Councilman Allen and motion carried. (All
455 Voted Yes).

456
457 H. Consideration of and action on a request for approval to move forward with receiving
458 grant funds from Fulton County Community Development Block Grant (CDBG).

459
460 Councilman Clay said we have 4 items listed there, and we have a demolition project, water
461 feature, maintenance improvements in Phillips Park, and improvements to the golf course.

462 First off, on the golf course Michelle Johnson, is this work that is proposed here going to be
463 compatible with what we are potentially going to do? I don't want to fix the golf course and
464 then tear it up again for something else. That's my first question.

465
466 Special Projects Administrator Jackson Myers said I'm not familiar with it being interfered
467 with any of the Airport City projects.

468
469 Councilman Clay said okay.

470
471 Councilman Clay said on the water feature, this is the only project that doesn't have a going
472 forward operational cost So, what is the initial cost if we add this capability for the year in
473 total? Staff? Equipment? Whatever?

474
475 Special Projects Administrator Jackson Myers said the splash pad, we felt that what it is
476 going to cost for electric, chemicals and security, we felt that the best guess is \$10,000.00 a
477 month for every month that it is open or operational.

478
479 Interim Director of Recreation & Cultural Arts Michelle Johnson said and that would
480 depend on the time it is open. The splash pad is \$18,000.00 a year for chemicals and water,
481 and then we have to look at staffing of the facility.

482
483 Councilman Clay said it would make sense that we would keep it open the same time we
484 keep the pools open.

485
486 Interim Director of Recreation & Cultural Arts Michelle Johnson said yes, sir.

487
488 Councilman Clay said you are talking about \$30,000.00 or \$40,000.00 a year.

489
490 Interim Director of Recreation & Cultural Arts Michelle Johnson said yes, sir.

491
492 Councilman Taylor asked about the demolition of the Kathleen Mitchell School on Herschel
493 Road.

494
495 Special Projects Administrator Jackson Myers said I have been trying to come up with a
496 grant, and I finally got Fulton County to give us a grant for that so it didn't have to come out
497 of our General Fund to do it.

498
499 Councilman Taylor asked, what would the cost be to the City? Nothing?

500
501 Special Projects Administrator Jackson Myers said the cost would be 25 percent. Oscar has
502 it in his budget now. Now we have demolition money.

503
504 Councilman Taylor said once we sold that property, we were just going to let whoever we
505 sold it to to remove the school. We had discussed it once before.

506 Mayor Motley Broom asked, these are in order of priority; is that correct?

507

508 Special Projects Administrator Jackson Myers said yes, ma'am.
509
510 Mayor Motley Broom said our first priority, if we were to get half a million dollars of
511 CDBG funding, is to make that demolition happen, and then we would work down the list.
512
513 Councilman Gay asked, is this a priority list, or are they all getting equal standing?
514
515 Special Projects Administrator Jackson Myers said Fulton County was asking us to come up
516 with a priority. Kathleen Mitchell is a long-standing issue.
517
518 Councilman Gay said I think that the school has been there, and we haven't sold the land. I
519 don't know why it is a priority. Why is it a priority?
520
521 Special Projects Administrator Jackson Myers said it has been there for 30 years. It has
522 been an eyesore and a place for people to congregate. It has asbestos in it. It is a health
523 issue, too.
524
525 Councilman Gay said so we might get enough money to do more than 1 project.
526
527 Special Projects Administrator Jackson Myers said the Commissioner has approved all 4
528 projects.
529
530 Councilman Gay said okay.
531
532 Councilman Clay said if all these projects added together, what is the cost to the City for our
533 matching?
534
535 Mayor Motley Broom said that figure is in the column next to it.
536
537 Councilman Clay said about a little under a half a million dollars.
538
539 Mayor Motley Broom said right.
540
541 Councilman Clay said I love the idea of getting \$1.2 million for \$.5 million of our
542 investment, but I'm considering the financial situation that we are in. And do we want to be
543 committing to \$.5 million at this point? I just throw that out as a question.
544
545 Councilman Gay said I think with all the other cuts that are being considered, I don't think it
546 is that big of a cost based on our total budget.
547
548 Mayor Motley Broom asked, would the funds be returned, if we found ourselves in a
549 situation?
550
551 Special Projects Administrator Jackson Myers said that's correct.
552
553 Mayor Motley Broom said if we can't match it, it doesn't happen.

554 Special Projects Administrator Jackson Myers said that's correct.

555

556 Councilman Taylor asked, do we have to match them all?

557

558 Special Projects Administrator Jackson Myers said we never talked about cherry-picking a
559 project.

560

561 **ACTION:** Councilman Gay moved to approve a request from Interim Director of Recreation
562 and Cultural Arts Michelle Johnson to move forward with receiving grant funds
563 from Fulton County Community Development Block Grant (CDBG), seconded by
564 Councilman Taylor. Councilman Gay voted yes. Councilman Taylor voted yes.
565 Councilmen Clay and Allen abstained. Mayor Motley Broom voted yes. Motion
566 carried.

567

568 I. Consideration of and action on a request for approval to move forward with the purchase
569 and installation of decorative lighting on Main Street from Harvard Avenue to John
570 Wesley Avenue. Ward 1.

571

572 **ACTION:** Councilman Clay moved to approve a request from Director of Economic
573 Development Artie Jones, III to move forward with the purchase and installation of
574 decorative lighting on Main Street from Harvard Avenue to John Wesley Avenue,
575 seconded by Councilman Allen and motion carried. (All Voted Yes).

576

577 9. Unfinished (Old) Business.

578

579 A. Consideration of and action on a request to approve a Resolution and Ordinance to earn a
580 Certified City of Ethics designation with the Georgia Municipal Association (GMA).

581

582 Mayor Motley Broom said I don't think we can put ourselves forward as a city of ethics if
583 behavior has not changed the method by which anyone who is bringing a complaint to the
584 Body by which they are judged for lack of a better term. I think it was clear to the
585 presentation we had a couple of months ago that Mayor & Council shouldn't be the ultimate
586 arbiters, if we are to become a city of ethics. That was the big thing that I saw in it. I
587 am happy to open it up to everyone else.

588

589 Councilman Clay said I got my objection answered. I had 3 or 4 things that I had brought
590 up that I got answers to. Winston, the changes were made that were relevant to the
591 questions I asked; is that correct?

592

593 City Attorney Winston Denmark said yes, sir, you're correct. We resolved your concerns.
594 But Madam Mayor, your concerns are certainly very valid. I'm not certain that we created a
595 separate ethics board that would adjudicate ethics complaints. So, if that is the hold of it, I
596 will take a look at it. It would not make sense to pass it, if we are not going to get the
597 certification.

598

599 Mayor Motley Broom said I don't necessarily have a strong preference to which one of
600 those we select, but Mayor & Council will not pass mustard for the GMA Certification.

601
602 City Attorney Winston Denmark said my recommendation would be to defer action on this
603 item until the next meeting.

604
605 Councilman Clay said we should give City Attorney some guidance.

606
607 City Attorney Winston Denmark said I would like some guidance so we don't have to do
608 this again.

609
610 **ACTION:** Councilman Clay moved to defer a request to approve a Resolution and Ordinance
611 to earn a Certified City of Ethics designation with Georgia Municipal Association
612 (GMA), seconded by Councilman Taylor and motion carried. (All Voted Yes).

613
614 B. Consideration of and action on a request for approval of a revised Mayor and Council
615 Departmental Budget Meeting Schedule for Fiscal Year 2020-2021 as well as an
616 opportunity for general policy direction by elected leadership.

617
618 City Manager Terrene Moore said given the current state of affairs, the recommended
619 budget dates are April 8, 15, 21, and 29.

620
621 Councilman Clay said we shifted the schedule; is that true City Manager?

622
623 City Manager Terrene Moore said that is correct, sir.

624
625 Councilman Clay said we added one date, April 29, 2020 by City Manager.

626
627 **ACTION:** Councilman Clay moved to approve a request from City Manager Terrence R.
628 Moore on a revised Mayor & Council Departmental Budget Meeting Schedule for
629 Fiscal Year 2020-2021, as well as an opportunity for general policy direction by
630 elected leadership, seconded by Councilman Taylor and motion carried. (All Voted
631 Yes).

632
633 10. New Business.

634
635 A. Consideration of and action on a request from Director of Power Hugh Richardson for
636 approval of his recommendation on the disbursement of the MEAG Power 2019 Year-
637 End Settlement (YES) refund.

638
639 **ACTION:** Councilman Gay moved to approve a request from Director of Power Hugh
640 Richardson for the recommendation on the disbursement of the MEAG Power 2019
641 Year-End Settlement (YES) refund, seconded by Councilman Clay and motion
642 carried. (All Voted Yes).

643
644 B. BIDA Board Membership Conduct.

645 Mr. Dan Lee said the BIDA Board directed me to look into some allegations related to Mrs.
646 Subrenia Willis, one of the board members. It was an allegation that Mrs. Willis had more
647 than one allowed Homestead Exemption that the public records revealed. You have the
648 documents in front of you that Mrs. Willis had 3 of them. The letter from the tax assessor
649 clearly indicates that there were more than 3.
650

651 Mr. Lee further stated that in order to get the tax exemptions, a oath was presented in all 3
652 of these indicating that there was not another tax exception, when, in fact, obviously there
653 was. They thought this should be something that is presented to the Body that appoints the
654 board member; that being the Mayor & City Council.
655

656 Mr. Lee said these facts are of public record, and I bring them to you on behalf of the BIDA
657 Board indicating that the board member had more than 1 tax exemption allowed by law.
658 The board member has gone and paid the back taxes that were expensed inappropriately.
659 The presentation to you is from my direction from the board to determine whether or not
660 this is cause for the board member to remain on the board or be removed.
661

662 Mayor Motley Broom said Mr. Lee, you indicated in a memo that it was a violation of the
663 law for an individual to simultaneously claim more than 1 Homestead Exemption, and the
664 board member was claiming 3 from 2001 to the current tax year. And, therefore, the board
665 member conducted herself in a way not permitted by law, and that conduct was unbecoming
666 of a BIDA Board Member. Did the payment of those back taxes change your opinion?
667

668 Mr. Lee said no.
669

670 Mayor Motley Broom asked, any questions?
671

672 Councilman Gay said I'm speaking on what I believe is right versus my personal feelings.
673 Until this individual is found to have violated the law, I don't think we can judge that
674 individual because they have not been found to be in violation of the law. That is my
675 professional opinion. I think those people who have commented publicly and made their
676 action known, I think we just need to stop attacking this one individual, because there is a lot
677 to go around. There are 20, 30, 40 years of irregularities that we can have a discussion on.
678 We need to wait until that person is found guilty by a court that they violated the law.
679

680 Mayor Motley Broom said part of your information to us included some documents from
681 the Fulton County Tax Assessors Office; is that correct?
682

683 Mr. Lee said yes.
684

685 Mayor Motley Broom asked, were those certified?
686

687 Mr. Lee said yes.
688

689 Mayor Motley Broom asked, what is the impact of a certified letter?
690

691 Mr. Lee said it's just confirmation of the document. These are public records. This is not an
692 accusation or innuendo. The BIDA Board believes that that is something that came to their
693 attention. They gave it to their lawyer. I'm certifying to you that it occurred. The person
694 paid the tax, after it was brought to their attention, which I consider an admission of it. It is
695 up to you to decide who to appoint and who to remove.
696

697 Councilman Clay said this was an ethics violation. Is that the category that it would fall
698 under?
699

700 Mr. Lee said I would not categorize it Councilman Clay. The information came to you, and
701 I would submit to you that if this had been an allegation of some individual and not a
702 presentment of public record, I would not spend any time on it. Everything we bring to you
703 is of public record. That is why we are here.
704

705 Councilman Clay asked, how do you adjudicate this? Does it get adjudicated under the
706 Ethics Policy? There are a number of options under the Ethics Policy, and the Ethics Policy
707 applies to board members.
708

709 Councilman Gay said I don't think it applies to BIDA.
710

711 Mr. Lee said I'm not here on behalf of BIDA to suggest to you what you should do. This
712 At-Large Member is a vote of the Mayor & Council. The statute that created BIDA is
713 weak when it sets out a process for removal. But general law clearly outlines that the entity
714 that appoints a person or member can remove the member. The question before you is to
715 decide whether or not these actions that are presented to you clearly violated by these public
716 records is the "For Cause" that the State Law requires, in order to remove someone. That
717 is the issue before you.
718

719 City Attorney Winston Denmark said that's the issue before Mayor & Council whether or
720 not "Cause" exists to remove a member which is different than the Ethics Ordinance. We
721 are squarely within the framework of the enabling legislation creating BIDA. The statute
722 provides that Mayor & Council can appoint members and remove members. The issue I had
723 in 2007 when Mayor & Council attempted to remove another BIDA Board Member. The
724 Supreme Court ultimately indicated that they do not serve at the pleasure of the Mayor &
725 Council. They can only be removed "For Cause". You have to give the individual certain
726 due process rights to be heard, before you can remove them "For Cause". This is not an
727 ethics matter. It is a matter arising out of the BIDA Statute as the Supreme Court has
728 indicated, is a separate process altogether different from our Ethics Procedure. Secondly,
729 within the framework of BIDA, you can remove "For Cause", but only after a hearing. My
730 advice tonight is to not take any action, until you have heard from the individual. Then you
731 have to determine if this allegation rises to the level of "Cause".
732

733 Councilman Clay asked, what constitutes a hearing? What would be the process to
734 adjudicate this?
735

736 City Attorney Winston Denmark said it's just the minimum requisites of due process. Here
737 are the charges, what do you have to say?
738

739 Councilman Clay asked, would this be like a Special Called Meeting, for example?
740

741 City Attorney Winston Denmark said we could have done it tonight. It could be as simple
742 as, what do you have to say, and we can do it right now.
743

744 Councilman Clay asked, it would require a quorum to do this, correct?
745

746 City Attorney Winston Denmark said yes, sir.
747

748 Mr. Lee agreed.
749

750 Mayor Motley Broom asked Mr. Lee, can you give a little bit of background about the
751 nature of these 3 exemptions at one time? It's my understanding there were some issues
752 with different spellings of names, marital status, and the like; is that correct?
753

754 Mr. Lee said the applications that were made were made in 3 different versions of the name
755 Subrenia, and they were made at different times. The documents are before you. About the
756 subsequent repayment to the county and thus the city for the taxes that were improperly
757 exempted, admits that those should not have been exempted.
758

759 Mayor Motley Broom asked, was the City itself at a loss of tax revenues as a result of these?
760

761 Mr. Lee said yes, it was.
762

763 Councilman Clay asked, do we have an idea of the magnitude of that loss?
764

765 Mr. Lee said we tried to get the number today as it pertains to the City. I was not able to
766 get it from the Tax Assessor because of their Shelter In Place.
767

768 Mayor Motley Broom said so this Body would have to determine if we need a "For Cause"
769 hearing.
770

771 Mr. Lee said you have to decide if a person that is appointed by the BIDA Board has gained
772 more than 1 Homestead Exemption contrary to the State Law as it does declare that it is a
773 crime to do that, if that rises to the level of "Cause"; that it would make a way for removal
774 of a BIDA Board Member.
775

776 Mayor Motley Broom asked City Attorney, what is your opinion? Does this rise to the level
777 of cause for removal?
778

779 City Attorney Winston Denmark said that is ultimately the question for the Mayor &
780 Council to decide. If the Mayor & Council reviewed the documentation and heard from
781 Mrs. Willis, and concluded that she did commit the acts as alleged, and she did that

782 deliberately and knowingly, if you made that determination, in my opinion, that would be
783 defensible as “Cause” within the meaning of the law.

784
785 Mayor Motley Broom said okay.

786
787 City Attorney Winston Denmark said and from the April Wyatt case, we have to have
788 “Cause” and have to allow that person to be heard. If this drives to the level of “Cause”,
789 then we can hear from Mrs. Willis, and then Mayor & Council would be in a position to
790 make the ultimate determination as to whether she should be removed from the BIDA
791 Board.

792
793 Mayor Motley Broom said the floor is open.

794
795 Councilman Clay said I would like to hear from Mrs. Willis, before I make that decision.

796
797 City Attorney Winston Denmark said you will need all the facts to make the determination
798 for a hearing to make the ultimate determination.

799
800 Mayor Motley Broom asked, is it serious and substantially enough for a hearing?

801
802 Councilman Taylor said I feel like we should do whatever it takes to get Mrs. Willis in front
803 of us. It could be a misunderstanding. Whatever it takes for us to do as a Body to be fair to
804 Mrs. Willis, that is what we need to do.

805
806 Councilman Clay said I think that is well said.

807
808 Councilman Allen said I agree.

809
810 Councilman Gay agreed.

811
812 It was the consensus of Mayor & Council to move forward with a hearing on April 20, 2020
813 regarding the BIDA Board Membership Conduct.

814
815 C. Considerations of a Hazardous Pay Program for essential workers of Police, Fire and
816 Public Works.

817
818 City Manager Terrene Moore said this is for Hazardous Pay for our front line Police, Fire,
819 and Public Works. Police and Fire to receive \$500.00 a month for April, May and June of
820 2020, and \$250.00 a month for front line Public Works personnel. The direction is to begin
821 tomorrow to take effect until the close of the Fiscal Year, June 30, 2020. Likewise, the
822 recommendation is to proceed as outlined. I ask for your approval.

823
824 **ACTION:** Councilman Clay moved to approve a request for Hazardous Pay Program for
825 essential workers of Police, Fire and Public Works for the months of April, May
826 and June; Police and Fire to receive \$500.00 a month and Public Works essential to

827 receive \$250.00 a month, seconded by Councilman Gay and motion carried. (All
828 Voted Yes).

829

830 11. City Attorney's Report. None.

831

832 12. City Manager's Report.

833

834 A. Discussion and update on the top ten delinquent property tax payers.

835

836 City Manager Terrene Moore said the property tax payers are pretty straightforward.

837

838 B. Discussion and update on the top ten delinquent utility customer accounts.

839

840 Councilman Gay said I have been called by 2 residents whose power was cut off before the
841 State of Emergency Covid-19. My question is: Is there any discussion where we can cut
842 them on temporarily while we are in the State of Emergency? The people have said to me
843 that they can't work. Can we do this on a case-by-case basis?

844

845 Councilman Clay asked, how many people are in this category, City Manager?

846

847 City Manager Terrene Moore said not too many people. But there are a couple of examples
848 where people's power had been cut off a while back. I am specifically aware of a couple of
849 cases whereby utility balances exceed \$5,000.00. They are asking for reactivation of
850 services with only a 10 percent deposit, and I don't have the authority to just give it away to
851 that effect.

852

853 Councilman Clay asked, how many are there overall in this category?

854

855 City Manager Terrene Moore said there will be more than 2.

856

857 Councilman Gay said they only want their power on during the emergency time. That's my
858 request. These people have kids.

859

860 Councilman Allen said we should spend some money to help the ones that need help in the
861 city. I don't know how we do that.

862

863 Councilman Clay agreed. They can't work at home without the power on, even if they got a
864 job. What do you think, City Manager? These are difficult times. We need to take care of
865 our people. On the other hand, our city is going to see significant reductions in revenues,
866 and we have not even counted what the reduction in power revenue could be, if people don't
867 pay their power bills, and we are not cutting them off. We have to start thinking about
868 cutting back. We need to strike a balance.

869

870 City Manager Terrene Moore said a few weeks ago we directed a program in which to not
871 engage in any comments for a period of 30 days. That was the direction that was offered
872 that is the commitment that city administration made in response to being helpful to

873 individuals who may be in tough circumstances. However, we are dealing with much older
874 accounts going back a number of months. The best remedy was 50 percent of the down
875 payment. A less than 10 percent down payment hardly represents a good faith outcome.
876

877 Councilman Gay said these are people in the dark. I think we can afford to make an
878 exception, and we can talk it on a case-by-case basis.
879

880 City Manager Terrene Moore said when the emergency environment came down, the
881 direction was to not engage in any disconnects, regardless of the delinquency. However, the
882 City of College Park is not at liberty to just give it away. There needs to be some type of
883 better criteria.
884

885 City Manager Terrence Moore said No. 2, direction had been offered by Mayor to not
886 engage in any disconnects at all for a period of time. Mutually exclusive events and
887 arrangements have been made and outstanding delinquencies that go back months prior to
888 this which are \$7,000.00 or more that haven't been satisfied.
889

890 Councilman Taylor said we should not have residents with a \$5,000.00 balance.
891

892 City Manager Terrene Moore said that's correct.
893

894 Councilman Taylor said I talked with a guy myself. I think we are going to have to find a
895 way to help these people out, until the crisis is over.
896

897 Councilman Gay said if you want to make a motion, I will second it.
898

899 Councilman Clay said what if we throw these people getting something from the stimulus
900 into the pod with all the other people that are behind and have not been disconnected
901 because of the moratorium. What are we going to end up doing with those people that we
902 have not disconnected? At the end of the 30-day moratorium we say pay up, or get
903 disconnected. I throw that out as a possibility.
904

905 Mayor Motley Broom said no matter what we decide, we still owe \$2 million to MEAG.
906 We need to find a balance between being humane, but also recognizing that our obligations
907 don't go away either. I have been told in no uncertain terms that MEAG will sue us, if we
908 do not pay our money. For people who are sitting in the dark when this pandemic
909 approaches, tell me what the difference is now.
910

911 Councilman Gay said I would like the same conversations when we spend money on other
912 stuff. I don't know what these people can do tomorrow. I want to make a motion that we,
913 on a case-by-case basis, restore the service of those customers who are out while we are
914 under the State of Emergency.
915

916 Mayor Motley Broom said so we should turn everyone's lights back on.
917

918 Councilman Gay said people should not be sitting in the dark while we are in a State of
 919 Emergency. It is not safe or practical. It is not even about compassion, it's just good
 920 business.

921
 922 Mayor Motley Broom said if we are talking about 2 people, then it is not our place as a
 923 Body to determine what should happen with those 2 people. And conversations can happen
 924 in regard to those people. We need to keep our eye on broader policy things.

925
 926 Councilman Gay said we contacted City Manager, and he couldn't make a decision. The
 927 conversation was brought to Mayor & Council to give him direction.

928
 929 Councilman Clay said this may require looking at the budget cuts, then. We don't know
 930 what our losses will be this year in power.

931
 932 Mayor Motley Broom said I would like to have a better idea from Ms. Bradley and Mr.
 933 Moore as to how many people we are looking at here, and what their arrears are.

934
 935 Director of Finance & Accounting Althea Philord-Bradley is running a report to show the
 936 deficit of power customers.

937
 938 Councilman Clay said that number will grow given that we have made the decision that we
 939 made in a public forum.

940
 941 Mayor Motley Broom said if they are disconnected, they are disconnected.

942
 943 **ACTION:** Councilman Gay moved to approve to restore utility services to all residents
 944 who have been disconnected during the current State of Emergency, seconded
 945 by Councilman Taylor and motion carried. (All Voted Yes).

946
 947 13. Report of Mayor and Council.

948
 949 Councilman Clay – said I appreciate everything that is being done by all the City Staff,
 950 particularly the front-line workers that are out there risking their lives. That is why we
 951 instituted the hazardous duty pay, but everybody is helping out working at home. I think it
 952 is in a way a remarkable time. I have nothing else to bring up.

953
 954 Councilman Taylor – said I want to thank IGNITE. They did a great job helping out in the
 955 community from Woodward Academy. They are doing it 3 times a week in my ward. I just
 956 want to tell everybody to stay safe and do what you have to do with your family and just be
 957 safe.

958
 959 Councilman Clay said we received a note today from Urban Farm that they are ready to start
 960 food distribution again.

961
 962 Councilman Taylor said I received it.

963

964 Councilman Allen –said I want to piggyback on what Derrick said. IGNITE has done a
 965 fantastic job going beyond what they normally do. I want to thank all the citizens and
 966 employees. You are doing a fantastic job.

967
 968 Councilman Allen said I don't know how Officer Landrum is. I hope he is doing much
 969 better. I wish him well.

970
 971 Councilman Allen said to the small businesses, just hang in there. Stay home. Wear your
 972 mask. Stay 6 feet apart. We don't need this to spread anymore.

973
 974 Councilman Gay – said we are also picking up food from Metro Urban Farm and delivering
 975 it by social distancing. We only have the resources for Ward 4. If anyone would like to
 976 call Bobby and add their name, we will bring their groceries to their front door, and they can
 977 come out and get it.

978
 979 Councilman Gay said I want to thank all the city employees for their great work and great
 980 attitudes.

981
 982 Mayor Motley Broom – said the Chief said Sgt. Landrum is at home recovering, and we are
 983 so grateful as a city for his work and the work that the College Park Police Department does
 984 on a daily basis to keep us all safe.

985
 986 Mayor Motley Broom said this weekend's events remind us of how grateful we are that we
 987 have such a brave and dedicated group of people protecting us on a daily basis. All our first
 988 responders and Sgt. Landrum are in our prayers.

989
 990 Mayor Motley Broom said the Chief and I talked about the installation of a stop sign at
 991 Victoria and Cambridge. It is currently a 2-way stop. I have feedback from people who are
 992 interested in that being a 4-way stop. There is no strong opposition from anyone. I would
 993 like to task the Chief and his staff into making a determination as to whether or not that
 994 would be appropriate at that intersection.

995
 996 Councilman Clay said I don't have a problem with that.

997
 998 Mayor Motley Broom asked City Attorney, do we need to take steps to the Governor's
 999 order? I have seen varying information in regard to the Governor's order. Do we need to
 1000 take steps to adopt that so that portion of it is enforceable by our law enforcement?

1001
 1002 City Attorney Winston Denmark said no, ma'am. As I understand it, it takes action by
 1003 the Governor to "deputize" local officials. But certain portions of it as I read, the GMA
 1004 Council, a lot of city attorneys around the state have requested information from the
 1005 Governor's office. We are empowered to do some of that stuff anyway. And the Governor
 1006 is going to consider deputizing local municipal officials, even though the sheriffs already
 1007 are. It is a 3-layered thing that requires a little more study. The City can enforce the
 1008 provisions of the executive order that are consistent with our old ordinance. And for the

1009 rest, I would wait until we can get some clarity on the inconsistencies on the Governor's
1010 orders before we take any action ourselves.

1011
1012 Mayor Motley Broom said I want to note that the City Clerk has extended business license
1013 renewals and mixed drink tax payments until June 1, 2020.

1014
1015 Mayor Motley Broom said as we work together as a community to try to support everyone
1016 in this situation, we will continue to try to think of the best ways that we can work with our
1017 small businesses and with our citizens to try to lessen the impact of this pandemic on
1018 everyone.

1019
1020 City Manager Terrene Moore said Althea has the information on the turned off accounts.

1021
1022 Director of Finance & Accounting Althea Philord-Bradley said Lisa tried to run the report of
1023 citizens without power, and there are about 30. A couple of them have a balance of
1024 \$5,000.00, and the others average about \$300.00. However, we ran a separate report to
1025 show the past due. There are 363 accounts that are currently past due. The total amount
1026 past due is \$215,319.00. It is primarily residential accounts.

1027
1028 Councilman Clay said that's a huge number. There must be some really big bills in there
1029 that aren't being paid. Hopefully, we will be able to get some help in one of these
1030 governmental phases. I have to talk to one of our lobbyists about that. Everybody needs to
1031 contribute. So, if you get money from the government, you need to pay a part of your power
1032 bill. If we have to cut services, everybody is going to be in a world of hurt.

1033
1034 Mayor Motley Broom said there are 30 accounts with an average of \$300.00 that have been
1035 shut off, and a couple of them are in the \$5,000.00 range.

1036
1037 Director of Finance & Accounting Althea Philord-Bradley said yes, ma'am.

1038
1039 Councilman Clay asked, how much is in the 30 accounts?

1040
1041 Director of Finance & Accounting Althea Philord-Bradley said she has to pull that sheet.
1042 She will send me that report tomorrow.

1043
1044 Councilman Allen asked, do you know how many accounts are over \$1,000.00?

1045
1046 Director of Finance & Accounting Althea Philord-Bradley said I don't have that report in
1047 front of me.

1048
1049 Ms. Lisa Keels said there are no accounts over \$1,000.00, besides the 3 that are over
1050 \$5,000.00.

1051
1052 Mayor Motley Broom asked, are there any other questions?

1053
1054 There were no further questions.

1055 Mayor Motley Broom declared the Regular Session adjourned at 10:37 p.m.

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CITY OF COLLEGE PARK

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Bianca Motley Broom, Mayor

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ATTEST:

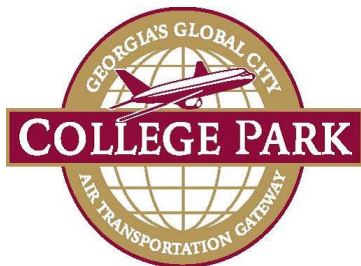
1076

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Shavala Moore, City Clerk

1079



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8069

DATE: April 16, 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 April 6, 2020

See attached Workshop Session Minutes dated April 6, 2020.

Thank you.

ATTACHMENTS:

- WSS040620 (DOC)

Review:

- Shavala Moore Completed 04/16/2020 6:42 PM
- Rosyline Robinson Completed 04/16/2020 6:44 PM
- Terrence R. Moore Completed 04/16/2020 6:46 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

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CITY OF COLLEGE PARK
MAYOR AND CITY COUNCIL
WORKSHOP SESSION
APRIL 6, 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.

Mayor Motley Broom called the workshop session to order at 5:01 p.m.

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

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

The workshop session reconvened at 6:14 p.m.

1. Consideration of Employee Healthcare Options for FY2020-2021.

City Manager Terrence Moore gave a brief introduction of the item. The recommendation is to continue our relationship with Kaiser Permanente. The broker negotiates the absolute best terms on behalf of the City of College Park. Steve Roberts is being made available this evening, along with Chris Cook, to provide an overview of where we are. For the record, the proposed budget process does take into consideration the additional funds going forward as outlined.

Mr. Steve Roberts, RLP Corporation Representing Kaiser Permanente, came forward and said we got Kaiser to come down a little. It is down on the HMO Program 11.46 percent, and the PPO provision is down from 14 percent. The life and dental will remain as before. So this does provide you some relief from their initial request. Once we know the City's contribution formula, we will go through the rates and divide it between employee/employee so you can see what your actual cost is.

Mr. Roberts said we also looked at carving out retirees from your program. I understand that they pay their own premium, but we are able to afford them a better plan with lower premiums by moving them to Kaiser's Advantage. The Kaiser Senior Advantage allows the retirees to opt out and use Medicare accepted physicians which will be in the Kaiser plan. So, there is really no change for them, but it does afford the retirees a lower premium, and it gets their utilization out of the active group utilization which may benefit the City of College Park going forward.

47 Mayor Motley Broom asked, what about the retirees that have not reached Medicare age?
48 How does that work?

49
50 Mr. Roberts said they would not be eligible. In order to have this plan, you must have
51 Medicare A and B and your red, white, and blue card. It would apply to the employees
52 that are retired and their spouses.

53
54 Councilman Clay asked, where do we see that in our budget?

55
56 Mr. Roberts said I don't think you all have that program. We did a small comparison of
57 it just to see.

58
59 Councilman Clay asked, would they be able to have the same health benefits that they
60 would under the regular Kaiser program?

61
62 Mr. Roberts said in some instances those benefits are going to be a little better.

63
64 Councilman Clay said so it's like a Medicare Advantage Program.

65
66 Mr. Roberts said that is correct. It is Kaiser's Medicare Advantage Program.

67
68 Councilman Clay said if it is a reliable organization, it can be a very good deal.

69
70 Mr. Roberts said correct.

71
72 Mayor Motley Broom asked, have those claims come from those areas already, or are we
73 just talking about current employees that have thus far increased our claims?
74

75 Mr. Roberts said no. The high utilization that we are looking at now for this policy
76 period ending May 31, 2020 is coming from active employees. One or two of them may
77 have terminated. You do have some retirees in there with some major claims, but not as
78 high as the 2 that created the problems for us.

79
80 Mayor Motley Broom said okay. Any questions?

81
82 Councilman Allen said I'm looking at the comparison experience in the Rx. What is the
83 reason it is down from 2018? Were there certain drugs that were no longer covered?
84

85 Mr. Roberts said you are looking at the renewal study period that Kaiser uses to develop
86 its renewal rate. We had major claims the previous year and major claims this year. The
87 higher cost drugs showed up the year before, not just in this one.

88
89 Councilman Allen said that's a huge difference.

90
91 Mr. Roberts said a lot of that is part of your retiree drug program. We can help lower that
92 cost even more, if they are out of the active population.

93 City Manager Terrence Moore said the first meeting in April we had this exercise to give
94 Council a sense as to what the financial impact would be in this regard to include in the
95 proposed budget the 12 percent increase which is outlined in the packet. I would like to
96 have the opportunity over the next coming days to work with Kaiser Permanente as
97 outlined with the consensus from Mayor & Council to proceed as outlined. I don't think
98 we have much choice.

99
100 Councilman Clay said we will have to make a decision as to how that increase is going to
101 be split, whether it is absorbed by the City or the employees.

102
103 City Manager Terrence Moore said you have that opportunity, and the budget
104 recommendation for 2020-2021 involves the cost being absorbed by the City of College
105 Park, but that is a consideration to be made by Mayor & Council to get to that place.
106 Open Enrollment will be delayed because of the state of affairs currently. This consensus
107 would involve us coming back with some model to outline considerations in that regard.
108 We will have a follow-up dialogue April 20, 2020.

109
110 Councilman Clay said we are not going to do an RFP.

111
112 City Manager Terrence Moore said we are going to work with Kaiser Permanente.
113 However, at the next meeting, Council will have an opportunity to outline considerations
114 with respect to dividing the cost increase, a portion to the employees, or whatever the
115 case is decided.

116
117 Mayor Motley Broom asked, are there any other questions?

118
119 Councilman Clay said no.

120
121 City Manager Terrence Moore said before we move on from this agenda item, do we
122 have a consensus to continue the relationship with Kaiser Permanente?

123
124 Mayor & Council agreed for staff to continue with Kaiser Permanente for Healthcare
125 Options for FY2020-2021.

126
127 **2. Presentation on the naming and branding of the new mixed-use development**
128 **currently referred to as "Airport City".**

129
130 Director of Economic Development Artie Jones came forward to explain the item.
131 Andria Towne is here to talk about the branding firm, Cookie Smoak on the ATL Airport
132 District, and Mercedes Miller to talk about the importance of branding.

133
134 Director of Economic Development Artie Jones mentioned all the committee members
135 involved in the naming and branding.

136
137 Ms. Andria Towne, Vice President of Marketing & Technology for the ATL Airport
138 District, came forward and said we are working on putting together a brand identity for

139 Airport City. Artie has included in your packet a list of the name concepts. The names
140 are as follows: (Reading from document)

141

142

1. Six West.

143

2. Southside Commons/Southside Union/Southside Walk.

144

3. South City Union/South City Commons/South City Walk.

145

4. Atlas Walk/Atlas Park/Atlas Commons/Atlas Union/The ATLAS.

146

147 Ms. Towne gave a description of each of the concepts mentioned above. The committee's
148 first choice was Six West. The second choice was Atlas Walk. We are hoping to come
149 out of this with a new name, and from here we will develop this into several logo options
150 for you to review. I will turn it back over to Artie.

151

152 Director of Economic Development Artie Jones said I will now turn the time over to
153 Cookie Smoak.

154

155 Ms. Cookie Smoak, President and CEO of the ATL Airport District, came forward and
156 said first of all, this will be a venue that will change the whole dynamic on how to sell the
157 southside. I am a native of the southside and have always loved the southside. This is
158 near and dear to my heart. It is an opportunity for us to change the perception of the
159 southside and to catapult us to the next level.

160

161 Ms. Smoak said we think it is important that we get the name right and the brand right.
162 We want it to be something that is considered a higher level brand of what people's
163 perception is on the southside. It is very exciting to us and something we are looking
164 forward to.

165

166 Director of Economic Development Artie Jones said and last, the notorious Mercedes
167 Miller.

168

169 Executive Director of the GICC Mercedes Miller came forward and said I think the name
170 is very important and needs to be something snazzy, hip, urban; yet historic. I'm in favor
171 for Six West. I think there are many marketing opportunities that we have with that
172 name.

173

174 Director of Economic Development Artie Jones said whenever I think of the name Six
175 West as being recommended for the project, it provides mystery to me. It is catchy, kind
176 of sexy, and a name that is very, very memorable. At the same time, it is different than
177 most of the names around the Metro Atlanta Area; i.e., Avalon, Atlantic Station, and
178 Little Five Points. When I think of Ivy League Schools, I think of College Park. After
179 the branding is actually completed, and we have a logo to go along with it, I think the
180 name Six West has a lot of miles ahead of it. It is a name that I think will outlive the test
181 of time for generations to come. At this time, myself and the rest of the panel are
182 available to address any questions Mayor & Council might have.

183

184 Councilman Gay asked, how is Lottie Miller being incorporated in any of the branding?

185 Director of Economic Development Artie Jones said when we started this process, we
186 started with about 60 different names. I believe that Lottie Miller was one of those
187 names that were thrown out there in the beginning. There are lots of different ways to
188 incorporate a lot of history, like in the street names within Airport City.

189
190 Mayor Motley Broom asked, anyone else?

191
192 Councilman Clay said the name Six West is succinct. At first I didn't like it because it
193 sounded like a hotel address or an apartment address. It is easy to remember. I think it
194 would be a good brand to market with. I like it from the standpoint of marketing. It is
195 important that it be something that be attractive to the people that we are trying to bring
196 into this area.

197
198 Mayor Motley Broom asked, any other comments or questions?

199
200 Councilman Allen said I think it is a very catchy name and a very marketable name. I
201 think it is a name that people will remember. And when they remember it, they will learn
202 what it is named for. And if we can incorporate Lottie into some of the street names and
203 some of the other functions, I think that will work out real good.

204
205 Mayor Motley Broom asked, anyone else have anything to add?

206
207 There were no further comments made.

208
209 Mayor Motley Broom asked, do you seek any additional guidance from us, other than a
210 consensus around Six West?

211
212 Director of Economic Development Artie Jones said we just would like you to give us
213 your blessing with the name so we can go to work and start working on the various
214 brands, and bring a presentation back to City Council on the ideas we have for branding
215 and logos.

216
217 Councilman Clay said yes.

218
219 Councilman Allen said yes.

220
221 Councilman Taylor said yes, I like it.

222
223 Councilman Gay said yes.

224
225 Mayor Motley Broom said there is your consensus.

226
227 Director of Economic Development Artie Jones said thank you.

228

229 Mayor Motley Broom said we will see everybody at 7:30 for the start of the Regular
230 Session Meeting. Until that time, I believe we still have some issues that we need to
231 handle in Executive Session.

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233
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ACTION: Councilman Clay moved to take up executive session to discuss personnel,
pending litigation, and the potential purchase of real estate, seconded by
Councilman Allen and motion carried. (All Voted Yes).

237 Mayor Motley Broom declared the Workshop Session adjourned at 6:48 p.m.

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CITY OF COLLEGE PARK

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Bianca Motley Broom, Mayor

256 **ATTEST:**

257
258
259

Shavala Moore, City Clerk

260



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8082

DATE: April 14, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Mike Mason, Public Works Director

RE: Community Shred-It Day 2020

PURPOSE: Request to hold a College Park resident only "Community Shred-It Day" on May 16, 2020 between the hours of 9:00 am to 2:00 pm, at the Public Works Maintenance Facility located at 2233 Harvard Avenue.

REASON: To provide an opportunity for residents to have their personal papers/documents shredded and recycled at no charge. This event will be held in conjunction with the "College Park Recycles 2020"

RECOMMENDATION: Mayor and City Council approve for the Department of Public Works Sanitation Division to hold a resident only "Community Shred -It Day" on May 16, 2020 between the hours of 9:00 am to 2:00 pm, at the Public Works Maintenance Facility.

BACKGROUND: This event was last held in November 2019, where we collected and shredded 4.2 tons of personal papers and documents. Proof of residency will be required at the drop-off site, and all documents collected will be shredded on site.

COST TO CITY: None

BUDGETED ITEM: N/A

REVENUE TO CITY: None

CITY COUNCIL HEARING DATE: April 20, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None

REQUIRED CHANGES TO WORK PROGRAMS: None

STAFF: Sanitation Division

ATTACHMENTS:

- Shred It Day 05-2020 (PPTX)

Review:

- Mike Mason Completed 04/14/2020 9:33 AM
- Rosyline Robinson Completed 04/14/2020 10:57 AM
- Terrence R. Moore Completed 04/15/2020 2:50 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

City of College Park Community Shred-It Day

WHAT IS REQUIRED

- Proof of residency
(ID or Bill)



WHAT TO SHRED:

- Paper, any color
- File folders, any color

No need to remove staples,
paper clips, rubber bands or
small binders.

Saturday, May 16, 2020

9:00AM to 2:00 PM

2233 Harvard Avenue - Department of Public Works Maintenance Facility
"College Park residents only"

Shredding is a quick and convenient way to dispose of your personal information in a manner that provides added security against Identity Theft - and it's great for the environment. This is a drive up service where you can watch your documents get carted to a large state of the art shredding machine for immediate destruction.

If you have any questions please contact the department of public works at (404) 669-3778





CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8081

DATE: April 14, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Mike Mason, Public Works Director

RE: Household Hazardous Waste Day 2020

PURPOSE: To allow College Park residents the opportunity to dispose of stored chemicals, paints, solvents, fertilizers, pesticide products, fluorescent bulbs, batteries and other household toxins as part of “May 2020 Clean-Up Month”.

REASON: To prevent illegal dumping and chemical spills of stored household chemicals and to promote proper disposal of such hazardous materials.

RECOMMENDATION: Mayor and City Council approve the Department of Public Works to hold its annual Household Hazardous Waste Day 2020 drop off event in conjunction with “May Clean Up Month 2020”. Hazardous materials will be collected by a private hauler and properly dispose of to meet state and federal guidelines.

BACKGROUND: This will be the 13th year the City has sponsored the Household Hazardous Waste Day during “Clean-Up Month”. The one-day event will be held Saturday, May 16, 2020 from 9:00 am to 2:00 pm at the Public Works Facility located at 2233 Harvard Avenue and Jamestown Plaza Parking lot located behind Charles E. Phillips Park.

As always, proof of residency will be required to participate in this event. Resident notification for this event will be done through posted signs, flyers, the City's website, and our cable channel.

YEARS OF SERVICE: N/A

COST TO CITY: 9,000.00

BUDGETED ITEM: Yes. Sanitation Landfill Charges Account # 540 4300 52 6120

REVENUE TO CITY: None.

REVENUE TO CITY: None.

CITY COUNCIL HEARING DATE: April 20, 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: Sanitation Division

ATTACHMENTS:

- HHWD Flyer - 2020 City of College Park (DOC)

Review:

- Mike Mason Completed 04/14/2020 9:38 AM
- Rosyline Robinson Completed 04/14/2020 10:58 AM
- Purchasing Completed 04/14/2020 11:49 AM
- Terrence R. Moore Completed 04/15/2020 2:50 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM



HOUSEHOLD HAZARDOUS WASTE DAY IN THE CITY OF COLLEGE PARK



Household Hazardous Waste Day May 16, 2020 from 9:00 am – 2:00 pm

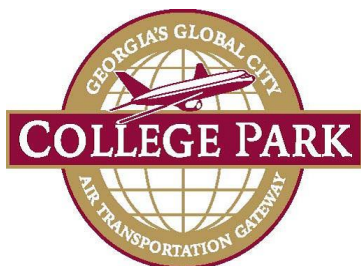
The following items will be collected free of charge at our drop off locations.
(The drop off locations are for College Park residents with proof of residency)

1. 2233 Harvard Avenue Public Works Facility
2. Jamestown Plaza parking area next to the Charles Phillips Park

We **will** collect the following at no charge:

- Paint
- Pesticides
- Herbicides
- Chlorine
- Aerosols
- Drain Cleaner
- Fluorescent Bulbs
- Auto and Household Batteries
- Insect and Rodent Killers
- Motor Oil / Transmission Fluid, etc.
- Electronics

**It is our pleasure to serve the citizens of College Park.
If you have any questions, please call the Department of Public Works at (404) 669-3778.**



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8070

DATE: April 15, 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: April 20, 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 04/15/2020 5:24 PM
- Rosyline Robinson Completed 04/15/2020 6:11 PM
- Terrence R. Moore Completed 04/16/2020 11:28 AM
- Mayor & City Council Pending 04/20/2020 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
2020-06	Roosevelt Hwy Renaming	2/17/2020
2020-07	City of Ethics Resolution	PENDING
2020-08	Authorizing Aerotropolis CID REBC Grant Application	PENDING

2020 ORDINANCES

<u>Ord. No.</u>	<u>Ordinance</u>	<u>Adopted</u>
2020-01	120-Day Moratorium on Tire Shops	2-17-2020
2020-02	State of Emergency Ordinance	3-19-2020
2020-03	Emergency Coronavirus Ordinance – Shelter in Place	3-25-2020
2020-04	Ethics Ordinance	PENDING
2020-05	State of Emergency Ordinance Amendment	4-6-2020



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8084

DATE: April 15, 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 Consideration of an Annexation at 5391 West Fayetteville Road

PURPOSE: Public Hearing for consideration of an annexation of a property located at 5391 West Fayetteville Road from Unincorporated Clayton County to the City of College Park. This item was deferred at the April 6th, 2020 meeting.

REASON: Public Hearing to consider the annexation of 4 parcels of land off of West Fayetteville Road from Unincorporated Clayton County to the City of College Park. Clayton County was notified of the application on January 22nd, 2020. The Planning Department did not receive any comments from Clayton County on the application. Information on the notification is attached.

RECOMMENDATION: Staff recommends approval of the annexation. Planning Commission recommended approval of the annexation at their February 24th, 2020 meeting.

BACKGROUND: The application includes an annexation and a rezoning of the property. The Council will first hold a public hearing for the rezoning and then vote on the annexation. If the annexation passes, the Council will then vote on the rezoning portion of the application.

The property consists of 4 parcels and approximately 43 acres of undeveloped, wooded land. The attached maps include both the City of College Park Zoning Map and the Unincorporated Clayton County Zoning Map in order to provide a full picture of the surrounding land use. The Unincorporated Clayton County Future Land Use Map designates the property as Mixed Use. The applicant is requesting that the property be rezoning to the PD-R: Planned Development-Residential Zoning District.

COST TO CITY: Fiscal Impact Report Attached.

BUDGETED ITEM: N/A

REVENUE TO CITY: Fiscal Impact Report Attached.

CITY COUNCIL HEARING DATE: April 20th, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Clayton County was notified of the annexation and did not respond.

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Approval of this request would result in the annexation of the subject property.

REQUIRED CHANGES TO WORK PROGRAMS: N/A

STAFF: Michelle Alexander

ATTACHMENTS:

- Certified Mail to Clayton County_01-22-2020 (PDF)
- 5391WFayettevilleRd_StaffReportUpdate (PDF)
- 5391W.FayettevilleRoadMaps (PDF)
- 1938- College Park Site Layout 3.11.20 (PDF)
- Examples_Renderings (PDF)
- UpdatedApplication3_25 (PDF)
- 5391 W. Fayetteville Annexation Ordinance (DOCX)
- Examples1stfloorretail (DOCX)
- Preliminary Traffic Summary (PDF)
- Fiscal Impact Report for 5391 West Fayetteville Road Annexation (PDF)
- 2020-04-20_MtgSiteWithBOE_DonationOption (PDF)
- 2020-04-20_Mtg_ApplicantCorr (PDF)

Review:

- Michelle Alexander Completed 04/14/2020 3:41 PM
- Rosyline Robinson Completed 04/15/2020 10:00 AM
- Inspections Pending
- City Attorney's Office Completed 04/16/2020 10:30 AM

- Terrence R. Moore Completed 04/16/2020 11:29 AM
- Mayor & City Council Pending 04/20/2020 7:30 PM

TY OF COLLEGE PARK
P. O. BOX 8737
COLLEGE PARK, GA 30337



Clayton County Board of Commissioners
Attention: Chairman Jeffrey E. Turner
112 Smith Street, Annex 1
Jonesboro, Georgia 30236

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College Park, Georgia 30337

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Return Receipt Fee (Endorsement Required)	2.80
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Total Postage & Fees	\$ 6.85

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City, State, ZIP+4 Jonesboro, GA 30236

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Clayton County C00
112 Smith Street, Annex 1
Jonesboro, Georgia 30236

CITY OF COLLEGE PARK
P.O. BOX 87137
COLLEGE PARK, GA 30337

Tasha Mosley
District Attorney Clayton County
Harold R. Banke Justice Center
9151 Tara Boulevard, 4th Floor
Jonesboro, Georgia 30236



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0000356921 JAN 22 2020

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Nicolette Washington, Planner
City of College Park
3667 Main Street
College Park, Georgia 30337

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.85	

Sent To Tasha Mosley, District Attorney
Street, Apt. No. 9151 Tara Blvd, 4th Floor
or PO Box No. Jonesboro, GA 30236
City, State, ZIP+4



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA. 30337 • 404/767-1537

January 22, 2020

SENT VIA CERTIFIED MAIL

The Clayton County Board of Commissioners
112 Smith Street, Annex 1
Jonesboro, GA 30236

Re: City of College Park's Proposed Annexation of three parcels on W. Fayetteville Rd.

Dear Commissioners:

Please be advised that the City of College Park, Georgia, by the authority vested in the Mayor and the Council of the City of College Park, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property here in after described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of College Park, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9 and after receipt of the application for zoning pursuant to O.C.G.A. §36-36-111.

The property to be annexed consists of three (4) parcels owned by McDonald Southchase I, LLC, located in the 13th District of Clayton County and more specifically described as:

- (1) Parcel ID No. 13071 C B001 (0 W. Fayetteville Rd);
- (2) Parcel ID No. 13071 C B002 (5295 W. Fayetteville Rd);
- (3) Parcel ID No. 13071 C B003 (5335 W. Fayetteville Rd); and
- (4) Parcel ID No. 13090A A002 (0 W. Fayetteville Rd).

The proposed zoning is PD-R – Planned Development Residential District described in Article 4 of the College Park Zoning Code. The applicant has proposed a mixed-use development with multifamily at a density of fourteen units per an acre.

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the Mayor and Council of the City of College Park, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-4 public hearings on zoning of the property to be annexed as PD-R – Planned Development Residential are intended to be held on February 24, 2020 by the College



CITY OF COLLEGE PARK

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Park Planning Commission and on April 6, 2020 by the Mayor and City Council of College Park. If the county has an objection under O.C.G.A. § 36-36-113, in accordance with the objection and resolution process, you must notify the Mayor and Council of the City of College Park within thirty (30) calendar days of the receipt of this notice. Please copy the City Attorney on all related correspondence (Fincher Denmark LLC, 100 Hartsfield Center Pkwy, Suite 400, Atlanta, GA 30354).

Sincerely,

City Manager, City of College Park

CC: County Attorney's Office
Clerk of Board of Commissioners
County CEO/Administrator

Rosylne Robinson

From: Nicolette Washington <nwashington@tcfatl.com>
Sent: Wednesday, January 22, 2020 2:35 PM
To: Rosylne Robinson
Subject: Addresses!

Hey Ros – these are the addresses that the Certified Letter needs to go to!

Clayton County Board of Commissioners
Attention: Chairman Jeffrey E. Turner
112 Smith Street, Annex1
Jonesboro, GA 30236

Detrick Stanford
Clayton County COO
112 Smith Street, Annex 1
Jonesboro, GA 30236

Tasha Mosley
District Attorney Clayton County
Harold R. Banke Justice Center
9151 Tara Boulevard
4th Floor
Jonesboro, GA 30236

Nicolette Washington, Planner
[1514 East Cleveland Avenue Suite 82](#)
| East Point, GA 30344 | ph 404.684.7031 | fax 404.684.7033 |
www.tcfatl.com - Visit our website today!





Evaluation Prepared by: Michelle M. Alexander, City Planner
Planning Commission Meeting: February 24th, 2020
Council Meeting (Request date): March 16th, 2020
Council Meeting Public Hearing: April 6th, 2020

Applicant: Birkdale Land Investments, LLC

Subject Property: 5391 W Fayetteville Road, College Park, GA 30349

Total Lot Size: 43.62 acres **Parcels:** 13071C B001, 13071C B002, 13071C B003, 13090A A002

Request: Application Birkdale Land Investments, LLC for Annexation and Rezoning of a property located at 5391 W. Fayetteville Road, College Park, GA 30349 into the City of College Park with the zoning ***PD-R – Planned Development Residential.***

Current Land Use: Vacant Land **Future Land Use Plan:** Clayton County Indicates Mixed Use

Surrounding Zonings:

	Current Zoning	Current Land Use
North	RM – Residential Multiple Family	Apartment Complex
East	BP – Business Park	Office Buildings
East	Clayton County - Office Institutional	Schools
South	Clayton County - Office Institutional	Schools
West	OP – Office Professional	Mental Health Services

Background: The subject property is located in Unincorporated Clayton County on the west side of West Fayetteville Road. Notifications were sent to the Clayton County Board of Commissioners, the Clayton County COO, and the Clayton County District Attorney concerning this annexation. Letters were sent by certified mail and receipts were received for each letter. There were no responses or comments received from Clayton County concerning this matter. The letter and certified mail receipts are attached for reference.

The attached maps indicate that the subject property is surrounded by mostly office and institutional type uses as well as an apartment complex to the north. The owner would like to annex the property into the City of College Park and rezone to the PD-R – Planned Development Residential District. The applicant is proposing to



build commercial space, townhomes, and multifamily residential units in two phases. The applicant has submitted examples of previous developments around the Atlanta area showing examples of architecture and amenities that they typically provide. They have also offered to provide tours or showings to members of the Council who might be interested in viewing their properties. Additionally, the applicant has provided examples of other properties and preliminary renderings for the subject property. There are also two weblinks provided at the end of this report as examples of properties the applicant owns.

Findings: The applicant has agreed to carve out a parcel for standalone commercial space at the entrance to the development with an **estimated 15,000 square feet of commercial space**. This space will be marketed as commercial space to potential partners for the applicant. The attached site plan indicates the section designated for this parcel. The mixed-use development will be built in Two Phases with the first phase to begin as soon as possible. The total development will include approximately **410 apartment units, 15 townhome units, and a guarantee of 4,000 square feet of commercial space**. The applicant has indicated that they will be marketing up to a total of 12,600 square feet of additional commercial space. This space is indicated as “flexible” space to avoid unoccupied commercial space. The submitted preliminary site plan shows the commercial space to be located on the bottom floor along West Fayetteville road with apartment units on top of these spaces. The spaces will be catered to small scale restaurant and retail space. The apartment units will include one-bedroom units at 650 SF, two-bedroom units at 850 SF, and three-bedroom units at 1,100 SF. The applicant estimated the unit breakdown to be 25% one-bedroom, 50% two-bedroom, and 25% three-bedroom. The townhome units will be for sale at market price. This overall proposal is estimated at **9.6 units/acre**. The proposed **open space for the development is 77%**. The proposed site plan is attached for reference.

The development will have units set aside for affordable housing and be focused on a range of different income levels. As a result, the developer is committed to a 30-year ownership and management of the property. The applicant has indicated they are willing to answer any questions concerning target income levels or affordable housing procedures. A **full-time, on-site management and maintenance team** will also be provided for the duration of the developer’s ownership. This arrangement is also suggested below as a condition of zoning to guarantee the continued on-site management of the property should the current owner sell the property.

A community gathering space will be provided according to the site plan as well as an outdoor amenity space in the open courtyard. These amenities as well as some additional amenities are also suggested as a condition of zoning to increase the livability of the development. It is also suggested that a detailed landscape plan that includes sidewalks, lighting, and plantings be submitted for review by the City Engineer prior to approval of building plans.

A **fiscal impact study** breaking down the expenditures and revenues to the City is attached. The major costs to the City for the residential aspect of the development including fire protection, police services, public works activities, and parks and recreation are included. Revenues to the City include the taxes and fees that will be paid by the applicant if the development is completed. The report also includes the projected revenue to the City if the property is annexed into the City but not developed. Other possible revenues to the City include the



applicant's commitment to using College Park Power for the development, and the potential retail sales from the proposed commercial space.

Some concerns about the development include an abandoned apartment complex, West Cove Apts. (92 units), which abuts this property to the North. These apartments were shut down for health reasons by the City. The building and inspections department is working closely with the owner of this property to resolve any issues and demolition of the buildings. This property is currently zoned RM – Multifamily Residential and could be redeveloped for apartments or other multifamily in the future. There have also been some concerns from the community about traffic on West Fayetteville Road. It is possible that traffic could be impacted by a development of this magnitude. The applicant has agreed to provide a **traffic study** to address these concerns. The results of this study are attached and have been provided to the City Engineer for review. The applicant's summary is below. Another concern was the possible future widening of West Fayetteville Road. A requirement for the applicant to meet the GDOT suggested setbacks is suggested as a condition to mitigate this concern.

Notes on Traffic Study from the Applicant: *Please note that the attached study was based on the original, much larger footprint. For the first phase of development, based on the smaller footprint, we'd expect for there to be about 2.5-3 cars entering/exiting the development per minute at peak hours. At other times of the day, we'd expect there to be around 1 car/minute entering or exiting. The second phase of development projects to add 1.5-1.75 cars entering/exiting the development per minute at peak hours (this is adjusted from the summary, based on 170 multifamily units). Other times of the day, we'd expect there to be 1 car/minute entering or exiting. In all, the property will add around 2 cars/minute to an arterial road and 4-5 cars/minute at peak hours.*

Conclusion: The proposed use for the property is unlikely to affect surrounding properties due to the generally similar or more intense adjacent uses, and the Clayton County's designated future land use for the area is mixed-use, which indicates the desire for this type of property. The area would benefit from the mixed-use development given the proposed commercial space along West Fayetteville Road and the mix of unit sizes in the development. These types of housing options are needed in the area and providing them as part of a mixed-use development is in line with the City's Comprehensive Plan. The potential commercial space this development would provide would enrich the nearby residential developments. Finally, a development of this size and quality has the potential to increase the market value and draw more investment for the area.

Planning Commission Meeting Notes:

- The planning commission brought up concerns about safety and security for the development. The applicant indicated they would be willing to gate the property should it be a concern to the community. This can be added as a condition if the Council finds that appropriate.
- The commission also asked if this many units was necessary – the applicant responded that they would review. The applicant has revised their site plan to reduce the multifamily units from 542 units to 410 units. This revision brings the proposed units per an acre to an estimated 9.6.
- Concerns about traffic were also expressed – the client indicated they were working on a traffic study to be completed before the MCC meeting on April 6th. This has been completed and is attached. It was also provided to the City Engineer for review.



- The commission expressed several concerns about the cost and revenue to the City, the applicant provided some rough numbers but indicated some more clear calculations would be prepared for the MCC Meeting. A fiscal impact report has been conducted and is attached for reference.

Planning Commission Recommendation: The planning commission recommended approval of the application with staff's conditions. The commission also asked that a traffic study be completed, and a fiscal impact study be conducted for the project to show potential revenues and expenses for the City. Both studies were completed and are attached for reference.

Staff Recommendation: The City Planner recommends *approval* of the annexation and rezoning for the proposed development with the following conditions:

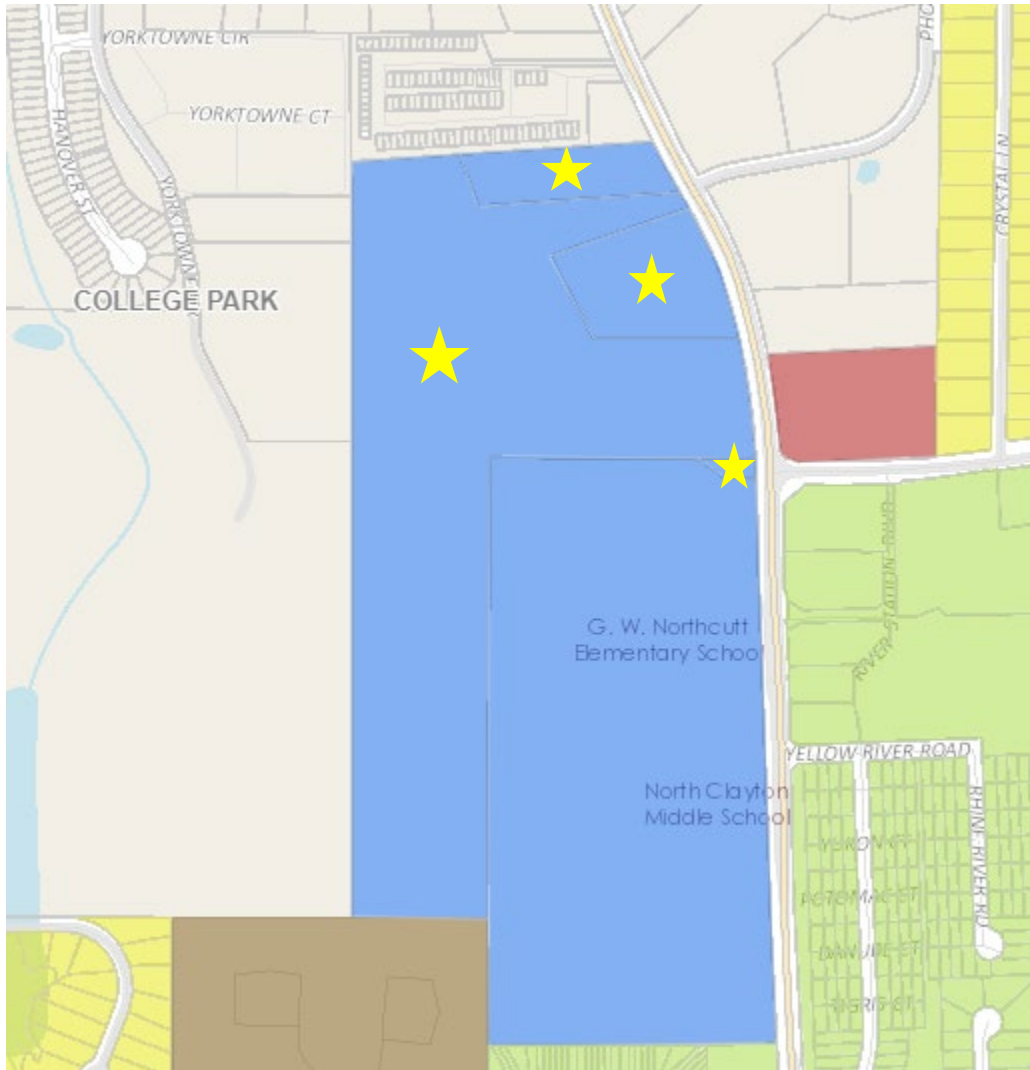
1. The development is appropriately setback from West Fayetteville Road to allow for Georgia Department for Transportation required right of way should the road be widened in the future.
2. The two entrances off West Fayetteville Road will be lined up with existing curb cuts and approved by Georgia Department for Transportation.
3. The applicant provides safe pedestrian access to the adjacent elementary and middle school property via trail or sidewalk with permission of school officials.
4. The applicant provides at least two major amenities in the form of a community clubhouse, enhanced open space, pocket park, dog park, pool facility, walking trail, or another approved amenity by the City Planner.
5. The stormwater management area is beautified with appropriate plantings and maintained as an enhanced open space.
6. The development has a full-time property manager on-site and an on-site maintenance department.
7. The architectural façade materials for both commercial and residential properties are limited to brick, stucco, or fiber cement and specific façade design options are approved during the Planned Development review process.
8. The commercial space will front West Fayetteville with parking provided in the rear.
9. The applicant provides a landscape plan to be reviewed by the City Engineer including specifics on the types of plantings to be approved during the Planned Development review process.
10. The existing sidewalk along West Fayetteville will be included in the overall landscape plan and connected via additional walkways to the ground level commercial spaces.

Attachments:

- Maps of the property
- Photos of the property
- Application package
- Fiscal Impact Report
- Traffic Study
- Examples of other properties:
 - <https://www.park9apts.com/>
 - <https://eddyrvl.com/>

Maps

Subject Property



Clayton County Zoning Map

Photos



Intersection of Norman Drive and West Fayetteville Road – subject property is trees to the right



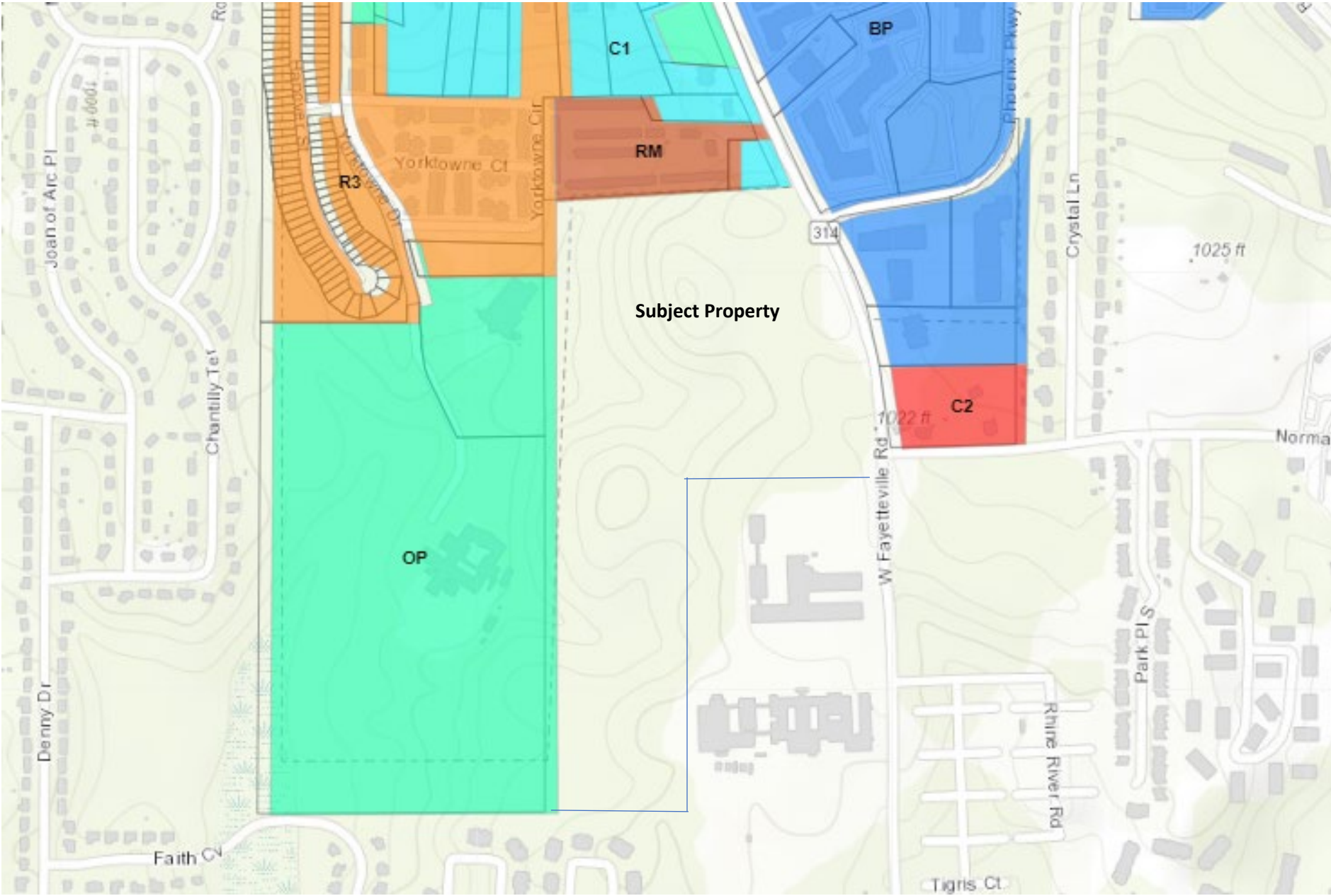
Intersection of Phoenix Parkway and West Fayetteville Road



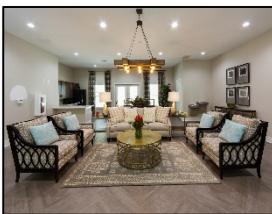
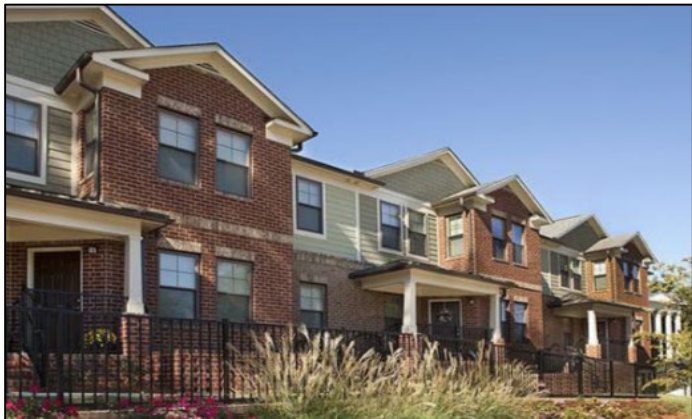
Clayton County Zoning Map



College Park Zoning Map



PROJECT EXAMPLES





RETAIL SIGNAGE

SIGNAGE

Retail Signage



ANNEXATION

CITY OF COLLEGE PARK

Planning Commission



www.collegeparkga.com

DATE SUBMITTED 1/21/2020

APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) Birkdale Land Investments, LLC. Contact: Josh Marx

ADDRESS 1390 Dogwood Circle, Smyrna, GA 30080

PHONE 404-285-0664 CELL [REDACTED] FAX _____

E-MAIL ADDRESS charlesyoung39@hotmail.com
Contact: Jmarx@prestwickcompanies.com
[REDACTED]

OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) McDonald Southchase I, LLC

ADDRESS 3715 Northside Pkwy, NW Bldg 200 Suite 700, Atlanta, GA 30327

PHONE 404-239-0885 CELL _____ FAX _____

E-MAIL ADDRESS amcdonald@mcdco.com

PROPERTY INFORMATION

ADDRESS 5391 West Fayetteville Road, College Park, GA 30349

CURRENT USE vacant residential CURRENT ZONING office institutional

PROPOSED USE mixed use PROPOSED ZONING PD-R

SIZE OF PROPERTY 43.79 acres NET DENSITY (RESIDENTIAL) 14 units/acre

Parcels: 13090A A002, 13071C B001, 13071C B002, 13071C B003

APPLICANT AFFIDAVIT

Personally appeared before me Birkdale Land Investments who on oath deposes and states that the
(Applicant's Name) to Chuck Young
Information contained in this application is true to the best of his/her knowledge and belief:

Megan Bell
Notary Public

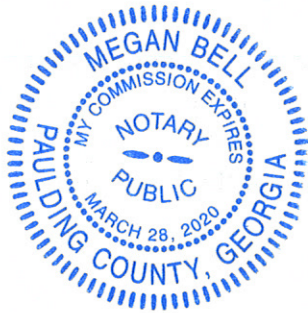
[Signature]
Signature of Applicant

12/16/19
Date

Birkdale Land Investments, LLC
Print Name to Josh Mar

1390 Dogwood Circle
Address

Smyrna, GA 30080
City, State, Zip



OWNER'S AFFIDAVIT

Personally appeared before me John R. McDonald who on oath agrees with
(Property Owner's Name)
the rezoning request and states that the information contained in this application is true to the best of his/her
knowledge and belief:

[Signature]
Notary Public

[Signature]
Signature of Applicant

12/18/19
Date

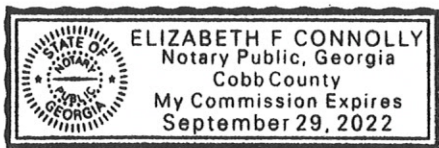
John R. McDonald
Print Name

Signature of City Clerk

3715 Northside Pkwy. NW, Bldg 200, Suite 700
Address

Date

Atlanta GA 30327
City, State, Zip



**Birkdale Land Investments, LLC
1390 Dogwood Circle, Smyrna, GA 30080**

March 12, 2020

City of College Park
Planning and Zoning
3667 Main Street
College Park, GA 30337

RE: 5391 West Fayetteville Road, College Park Annexation and Rezoning Revised Letter of Intent

To Whom It May Concern:

Please let this letter serve as our official letter of intent for the annexation and rezoning of 5391 West Fayetteville Road.

The proposal is to develop a mixed use community which will include 410 multifamily units, 15 townhomes, and one outparcel which projects to have 15,000 SF of dedicated commercial space. The multifamily component will serve residents that earn between 50%, 60%, and 80% of the Area Median Income as defined by HUD in the Atlanta – Sandy Springs – Marietta MSA and will be completed in two phases. Both phases will have 2,000 SF of dedicated commercial space with 7,300 SF of flexible space that will be marketed as commercial space. The total potential commercial space on site will be 33,600 SF. The current zoning is office and institutional with Mixed Use as the future land use. The site is currently located in unincorporated Clayton County.

Based on a competitive quote for services, the team will use College Park Power to provide electricity to the site.

If you have any questions or need further assistance, please don't hesitate to contact me at [REDACTED] or via email at Charlesyoung39@hotmail.com

Sincerely,



Charles M. Young, Jr.

CITY OF COLLEGE PARK

ANNEXATION PETITION

12/16/19
(Date of Submission)

To the Mayor and City Council of College Park, Georgia,

We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the Mayor and City Council of the City of College Park annex this territory to the City of College Park, Georgia, and extend the city boundaries to include the same.

I have been advised that the State Law (Georgia Code 36-36-20) requires a survey of properties to be annexed. Therefore, I agree to provide at my expense, a complete survey of the property conveyed by this petition, including a metes and bounds description, prepared by a competent surveyor.

I understand that my execution of this petition, as evidenced by my signature below does not guarantee the annexation of my property into College Park. I further understand that as a condition of my property being annexed into the City of College Park, the property must be contiguous to the present or future legal corporate limits of the City of College Park. The City will inform me of the date of the public hearing at which my property will be considered and voted on for annexation.

I further understand that I may withdraw this annexation petition at any time prior to the time the Annexation Petition is acted upon by the Mayor and Council of the City of College Park.

The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-20) to the existing corporate limits of College Park, Georgia, and the description of such territory is as follows:

[Insert or attach complete description(s) of land to be annexed.]


Name	Address	Signature	Date
Birkdale Land Investments, LLC % Chuck Young	1390 Dogwood Circle Smyrna, GA 30080		12/16/19

EXHIBIT "A"

LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 70, 71 and 91 of the 13th District of Clayton County, Georgia, and being more particularly described as follows:

BEGINNING at the intersection of the westerly right-of-way line of State Route #314, also known as West Fayetteville Road (80 foot right-of-way) and the line common to Land Lots 71 and 90 of said district; proceeding thence along said westerly right-of-way line of State Route #314, southerly a distance of 64.75 feet along a curve to the right, said curve having a radius of 1706.791 feet and being subtended by a chord having a bearing a distance of South 01 degree 29 minutes 01 second East a distance of 64.75 feet to a point; leaving said westerly right-of-way line of State Route #314 and proceeding thence South 88 degrees 37 minutes 47 seconds West a distance of 102.66 feet to a point; proceeding thence North 54 degrees 09 minutes 51 seconds West a distance of 109.81 feet to a point on said line common to Land Lots 71 and 90; proceeding thence along said common Land Lot line and along the line common to said Land Lots 70 and 91 South 89 degrees 07 minutes 39 seconds West a distance of 702.93 feet to a concrete monument found; leaving said line common to Land Lots 70 and 91 and proceeding thence South 00 degrees 51 minutes 21 seconds East a distance of 1518.42 feet to a 1/2 inch rebar set; proceeding thence North 86 degrees 28 minutes 39 seconds West a distance of 458.90 feet to an etched hole in the top of stone found; proceeding thence North 00 degrees 06 minutes 57 seconds East a distance of 1502.70 feet to an etched hole in the top of stone found on said line common to Land Lots 70 and 91; proceeding thence North 00 degrees 04 minutes 00 seconds East a distance of 856.02 feet to a 1/2 inch rebar found; proceeding thence North 00 degrees 27 minutes 05 seconds West a distance of 108.05 feet to a 1/2 inch rebar set proceeding thence North 84 degrees 40 minutes 12 seconds East a distance of 967.36 feet to a 1/2 inch rebar set on said westerly right-of-way of State Route #314; proceeding thence along said westerly right-of-way line of State Route #314 the following courses: South 26 degrees 43 minutes 56 seconds East a distance of 73.06 feet to a point, South 27 degrees 55 minutes 05 seconds East a distance of 59.50 feet to a point, South 29 degrees 59 minutes 15 seconds East a distance of 61.97 feet to a point, South 30 degrees 44 minutes 05 seconds East a distance of 58.28 feet to a point, South 30 degrees 44 minutes 15 seconds East a distance of 57.49 feet to a point, South 30 degrees 27 minutes 07 seconds East a distance of 57.82 feet to a point, South 28 degrees 32 minutes 23 seconds East a distance of 60.14 feet to a point, South 24 degrees 43 minutes 40 seconds East a distance of 52.98 feet to a point, South 20 degrees 06 minutes 46 seconds East a distance of 57.38 feet to a point, South 17 degrees 51 minutes 05 seconds East a distance of 58.96 feet to a point, South 15 degrees 52 minutes 58 seconds East a distance of 53.09 feet to a point, South 13 degrees 56 minutes 33 seconds East a distance of 55.49 feet to a point, South 12 degrees 42 minutes 33 seconds East a distance of 58.55 feet to a point, South 12 degrees 22 minutes 08 seconds East a distance of 53.18 feet to a point, South 10 degrees 35 minutes 43 seconds East a distance of 54.86 feet to a point, South 10 degrees 03 minutes 34 seconds East a distance of 58.23 feet to a point, South 09 degrees 02 minutes 51 seconds East a distance of 51.18 feet to a point, South 06 degrees 17 minutes 18 seconds East a distance of 58.22 feet to a point, and South 03 degrees 59 minutes 34 seconds East a distance of 87.75 feet to The Point of Beginning; said tract or parcel of land contains 43.7897 acres.

ALL AS MORE particularly set forth and depicted on that certain Property Survey dated November 21, 1986, and being last revised on September 24, 2001, prepared by Travis Pruitt & Associates, Inc., bearing the seal and certification of Travis N. Pruitt, Georgia Registered Land Surveyor No 1729, for McDonald Southchase I, LLC, Chicago Title Insurance Company and First Capital Bank.

Exhibit A to Seller's Affidavit

13925539v6

STATE OF GEORGIA**CITY OF COLLEGE PARK****ORDINANCE 2020-_____**

AN ORDINANCE TO ANNEX CERTAIN PROPERTY LOCATED AT 5391 W. FAYETTEVILLE ROAD INTO THE CORPORATE LIMITS OF THE THE CITY OF COLLEGE PARK, GEORGIA PURSUANT TO THE 100% METHOD; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of College Park (“City”) is the Mayor and Council thereof; and

WHEREAS, the owner of real property (the “Applicant”) has applied to the City for Annexation (the “Application”), to annex certain property located at 5391 W. Fayetteville Road (Parcel Identification No. 13071C B001, 13071C B002, 13071C B003, 13090A A002) (“Property”); and

WHEREAS, said Property is further described on Exhibit “A” attached hereto and incorporated herein; and

WHEREAS, the City has determined that the Property is contiguous to the existing corporate limits of the City and will not create an unincorporated island in accordance with O.C.G.A. §§ 36-36-4; 36-36-20; and

WHEREAS, the City has determined that the Applicant is the titleholder of record of 100% of the privately-owned land within the Property, as evidenced by the records of the Clerk of the Superior Court in Clayton County, Georgia; and

WHEREAS, the City has lawfully provided notice to Clayton County, Georgia of all required information pursuant to O.C.G.A. §§ 36-36-6; 36-36-111 and no objection was raised; and

WHEREAS, the City has determined that the Application meets the requirements of law pursuant to O.C.G.A. § 36-36-1 *et seq.*; and

WHEREAS, the requirements in O.C.G.A. § 36-66-4(d) governing procedures for the zoning of land to be annexed into a municipality have been satisfied; and

WHEREAS, the City has authority pursuant to O.C.G.A. § 36-36-1 *et seq.* to annex certain property into the corporate limits of the City, and the governing authority has determined that the annexation of the Property would be in the best interest of the residents and property owner of the area to be annexed and of the citizens of the City of College Park; and

BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA, and by the authority thereof:

Section 1: The Property located at 5391 W. Fayetteville Road (Parcel Identification No. 13071C B001, 13071C B002, 13071C B003, 13090A A002) and further described on Exhibit “A” attached hereto and incorporated herein, is hereby annexed into the existing corporate limits of the City of College Park, Georgia pursuant to O.C.G.A. § 36-36-1 *et seq.*

Section 2. The City held a public hearing on the Proposed Zoning on the Property prior to its final vote to approve this annexation on April 6, 2020, and determined that the proper zoning classification for the Property shall be PD-R- Planned Development Residential.

Section 3. This Ordinance shall become effective on the 1st day of May, 2020, pursuant to O.C.G.A. § 36-36-2(a).

Section 4. The City Clerk of the City of College Park is instructed to send a report that includes certified copies of this ordinance, the name of the county in which the property being annexed is located and a letter from the City stating the intent to add the annexed area to Census maps during the next survey and stating that the survey map will be completed and returned to the Census Bureau, Department of Community Affairs, and to the governing authority of Clayton County within thirty (30) days after the effective date of the annexation as set forth above in Section 3.

Section 5. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 6. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

Section 7. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 8. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

ORDAINED this _____ day of _____, 2020.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED BY:

City Attorney

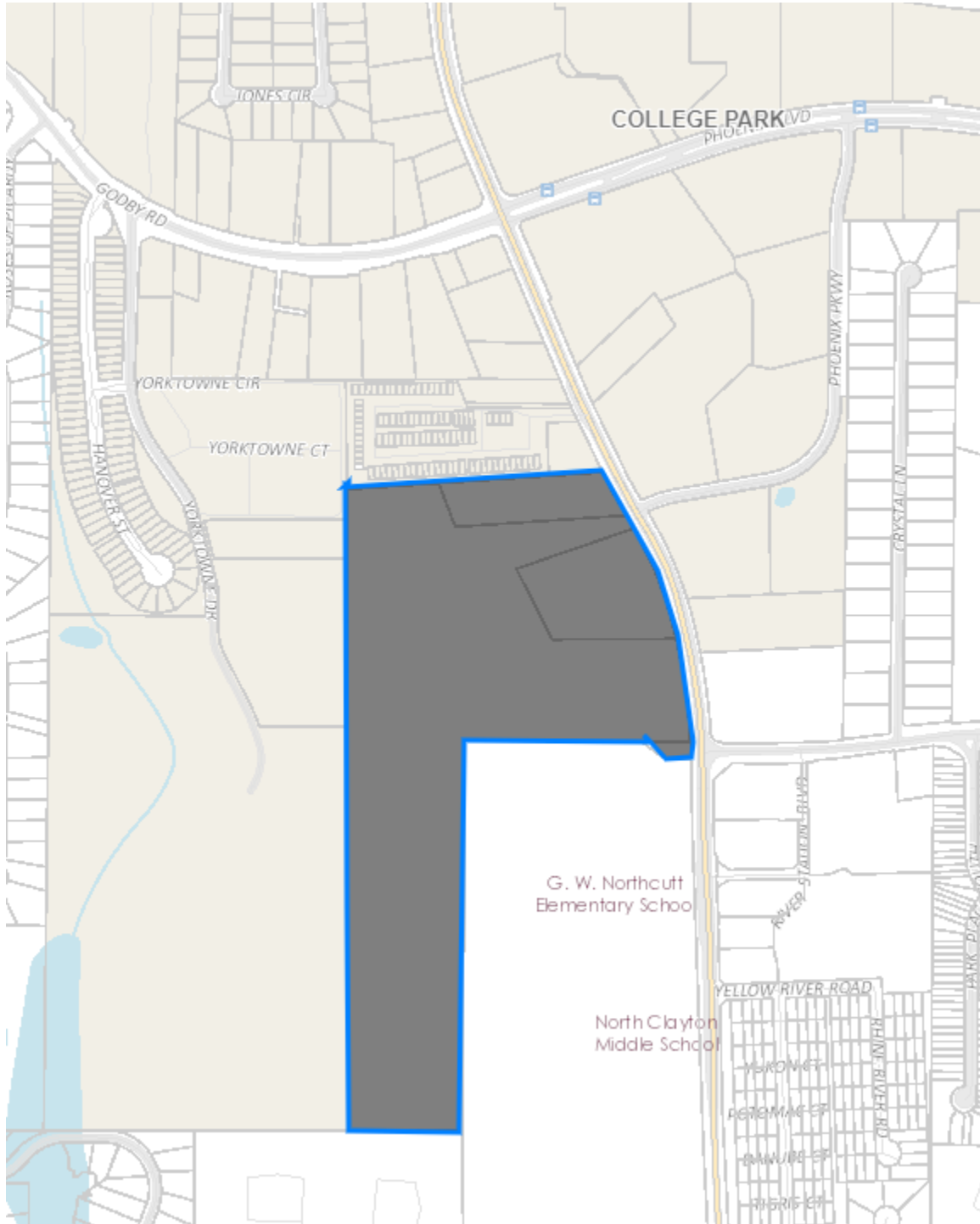
EXHIBIT "A"

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 70, 71 and 91 of the 13th District of Clayton County, Georgia, and being more particularly described as follows:

Beginning at the intersection of the westerly right-of-way line of State Route #314, also known as West Fayetteville Road (80 ft. right-of-way) and the line common to Land Lots 71 and 90 of said district; proceeding thence along said westerly right-of-way line of State Route #314, southerly a distance of 64.75 feet along a curve to the right, said curve having a radius of 1,706.791 feet and being subtended by a chord having a bearing a distance of South 01 degree 29 minutes 01 second East 64.75 feet to a point; leaving said westerly right-of-way line of State Route #314 and proceeding thence South 88 degrees 37 minutes 47 seconds West a distance of 102.66 feet to a point; proceeding thence North 54 degrees 09 minutes 51 seconds West a distance of 109.81 feet to a point on said line common to Land Lots 71 and 90; proceeding thence along said common Land Lot line and along the line common to said Land Lots 70 and 91 South 89 degrees 07 minutes 39 seconds West a distance of 702.93 feet to a concrete monument found; leaving said line common to Land Lots 70 and 91 and proceeding thence South 00 degrees 51 minutes 21 seconds East a distance of 1518.42 feet to a 1/2 inch rebar set; proceeding thence North 86 degrees 28 minutes 39 seconds West a distance of 458.90 feet to an etched hole in the top of stone found; proceeding thence North 00 degrees 06 minutes 57 seconds East a distance of 1502.70 feet to an etched hole in the top of stone found on said line common to Land Lots 70 and 91; proceeding thence North 00 degrees 04 minutes 00 seconds East a distance of 856.02 feet to a 1/2 inch rebar found; proceeding thence North 00 degrees 27 minutes 05 seconds West a distance of 108.05 feet to a 1/2 inch rebar set proceeding thence North 84 degrees 40 minutes 12 seconds East a distance of 967.36 feet to a 1/2 inch rebar set on said westerly right-of-way of State Route #314; proceeding thence along said westerly right-of-way line of State Route #314 the following courses: South 26 degrees 43 minutes 56 seconds East a distance of 73.06 feet to a point, South 27 degrees 55 minutes 05 seconds East a distance of 59.50 feet to a point, South 29 degrees 59 minutes 15 seconds East a distance of 61.97 feet to a point, South 30 degrees 44 minutes 05 seconds East a distance of 58.28 feet to a point, South 30 degrees 44 minutes 15 seconds East a distance of 57.49 feet to a point, South 30 degrees 27 minutes 07 seconds East a distance of 57.82 feet to a point, South 28 degrees 32 minutes 23 seconds East a distance of 60.14 feet to a point, South 24 degrees 43 minutes 40 seconds East a distance of 52.98 feet to a point, South 20 degrees 06 minutes 46 seconds East a distance of 57.38 feet to a point, South 17 degrees 51 minutes 05 seconds East a distance of 58.96 feet to a point, South 15 degrees 52 minutes 58 seconds East a distance of 53.09 feet to a point, South 13 degrees 56 minutes 33 seconds East a distance of 55.49 feet to a point, South 12 degrees 42 minutes 33 seconds East a distance of 58.55 feet to a point, South 12 degrees 22 minutes 08 seconds East a distance of 53.18 feet to a point, South 10 degrees 35 minutes 43 seconds East a distance of 54.86 feet to a point, South 10 degrees 03 minutes 34 seconds East a distance of 58.23 feet to a point, South 09 degrees 02 minutes 51 seconds East a distance of 51.18 feet to a point, South 06 degrees 17 minutes 18 seconds East a distance of 58.22 feet to a point and South 03 degrees 59 minutes 34 seconds East a distance of 87.75 feet to The Point of Beginning.

Said tract or parcel of land contains 43.7897 acres.

EXHIBT "A" CONTINUED



Examples of Multifamily with First Floor Commercial for 5391 West Fayetteville Road





EXECUTIVE SUMMARY

Traffic Solutions, LLC was contracted by Prestwick Companies to prepare a preliminary traffic study for the proposed mixed-use development on West Fayetteville Road (State Route 314) and the intersection with Norman Drive in College Park, Clayton County Georgia.

The purpose of this study is to project how much traffic will be generated by the proposed mixed-use development. The proposed development will consist of 542 multi-family units and 26,080 square feet of commercial space. The project will be developed in two phases. The first phase will consist of 250 low rise apartment units, 36 townhouses and 9,290 square feet of commercial retail and office space. Phase two will consist of 256 low rise apartment units and 16,790 square feet of commercial retail and office space.

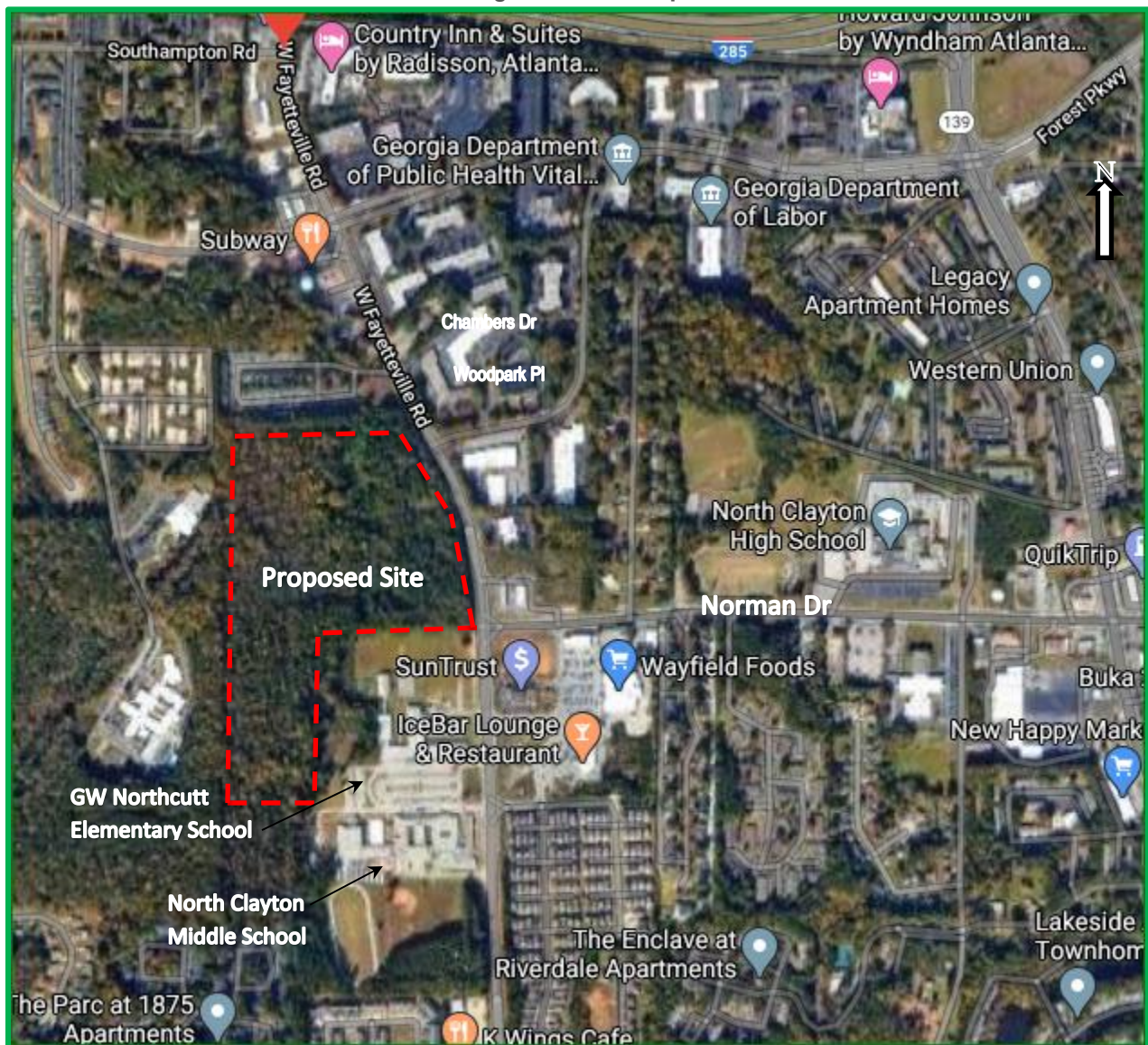
As requested, the traffic study will provide information regarding the following:

- The projected trips that will be generated by the proposed development during the AM / PM peak hour
- Based on GA Department of Transportation traffic data, the estimated distribution and assignment of generated trips entering and exiting the site

Study Area

The study area in which the development is proposed is surrounded by various commercial retail, service, office and institutional land uses, as well as, multi-family residential dwelling places as shown in **Figure 1**. The main roadway that the development is addressed is West Fayetteville Road. West Fayetteville Road is State Route 314, a two-lane undivided roadway that expands to a three-lane section in the vicinity of the proposed site. West Fayetteville Road travels in a north/south direction and is functionally classified as a minor arterial roadway, with a posted speed limit of 40 mph. Norman Drive is a three-lane section roadway, functionally classified as a local roadway with a posted speed limit of 35 mph. Norman Drive travels in an east/west direction between SR 314 and SR 139 for approximately 1.20 miles. The main driveway into the development will be aligned with Norman Drive, providing direct access to the site.

Figure 1. Area Map



Traffic Data

Traffic Solutions extracted traffic data from GDOT's Traffic Analysis and Data Application (TADA). The purpose of this information is to establish the directional distribution of the trips generated by the housing developments in this study. The data is from Traffic Count Station 063-1163 located on SR 314 approximately 1,500 feet from the Norman Drive. The data revealed the Annual Average Daily Traffic (AADT) on SR 314 in is 22,700 vpd taken from the Average Hourly Volumes captured in March 2019. Traffic Solutions installed an automatic traffic counter on Norman Drive to capture 24-hours of westbound traffic on Tuesday, February 18, 2020. **Table 1** shows the hourly volume of traffic that transitions in the area of the project site along W. Fayetteville Road and Norman Drive. The highlighted areas are the peak hours along with the directional percentages. The traffic data is included.



Table 1. Daily Hourly Volume

West Fayetteville Road

Direction	12AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	%	8 AM	9 AM	10 AM	11AM	Total
NB	103	80	64	98	210	826	830	1173	71	1010	620	544	509	6067
SB	234	113	98	68	72	106	170	262	16	306	341	374	450	2594
Total	337	193	162	166	282	932	1000	1435		1316	961	918	959	8661

Direction	12PM	1 PM	2 PM	3 PM	4 PM	5 PM	%	6 PM	7 PM	8 PM	9 PM	10 PM	11PM	Total
NB	560	638	635	566	533	586	29	542	486	433	334	259	164	5736
SB	488	574	714	837	992	1072	54	991	780	591	488	416	360	8303
Total	1048	1212	1349	1403	1525	1658		1533	1266	1024	822	675	524	14039

Norman Drive

Direction	12:00	1:00	2:00	3:00	4:00	5:00	%	6:00	7:00	%	8:00	9:00	10:00	11:00	Total
WB - AM	66	37	38	33	41	74		138	207	13	182	212	223	245	1496
WB - PM	238	283	298	289	324	347	17	298	262		235	168	139	108	2989
															4485

Trip Generation

Trip generation projections were prepared for the proposed developments using Trafficware TripGen 10 software. The software projects traffic trips for land uses in accordance with the Institute of Transportation Engineers (ITE) Trip Generation, 10th Edition manual. Traffic Solutions analyzed the AM and PM peak hour trips that the proposed development's land uses will generate. As shown in **Table 2 – Phase I and Phase II**, the generated trips for this development consist of primary trips, pass-by trips and internal capture trips. *Primary trips* are new trips on the existing roadway network. Primary trips typically enter the site and exit in the direction from which it entered. *Pass-by trips* are trips that are already on the roadway network where the site is an intermediate stop to the motorist intended destination. Pass-by trips enter the site and exit in the same direction they were initially travelling. *Internal capture trips* are the portion of trips generated by the mixed-use development that both begin and end within the development. The importance of internal capture trips is that those trips satisfy a portion of the total development's trip generation and they do so without using the external roadway system. Therefore, reducing the number of trips on the roadway.



Table 2. Mixed Use Development – Peak Hour Trips Phase I

Land Use	AM PEAK HOUR					PM PEAK HOUR				
	Total	Internal	External	Pass-by	Net-New / Primary	Total	Internal	External	Pass-by	Net-New / Primary
Apartments – Low Rise LUC 220 (250 units)										
Enter	25	1	26	0	26	84	4	88	0	88
Exit	88	1	89	0	89	50	2	52	0	52
Apartments – Low Rise LUC 220 (Townhouses – 36 units)										
Enter	4	0	4	0	4	13	0	13	0	13
Exit	13	0	13	0	13	7	0	7	0	7
Office – Small LUC 712 (8,000 Sq. Ft.)										
Enter	7	0	7	0	7	2	1	3	0	3
Exit	1	0	1	0	1	6	1	7	0	7
Shopping Center LUC 820 (4,000 Sq. Ft.)										
Enter	3	0	3	0	3	5	2	7	2	9
Exit	2	0	2	0	2	4	4	8	2	10
Total										
Enter	39	1	40	0	40	104	7	111	2	113
Exit	104	1	105	0	105	67	7	74	2	76

Mixed Use Development – Peak Hour Trips Phase II

Land Use	AM PEAK HOUR					PM PEAK HOUR				
	Total	Internal	External	Pass-by	Net-New / Primary	Total	Internal	External	Pass-by	Net-New / Primary
Apartments – Low Rise LUC 220 (250 units)										
Enter	26	1	27	0	27	86	4	90	0	90
Exit	90	1	91	0	91	51	2	53	0	53
Office – Small LUC 712 (8,790 Sq. Ft.)										
Enter	8	0	8	0	8	0	1	1	0	1
Exit	1	0	1	0	1	7	1	8	0	8
Shopping Center LUC 820 (5,290 Sq. Ft.)										
Enter	5	0	5	0	5	8	2	10	4	14
Exit	3	0	3	0	3	8	4	12	4	16
Total										
Enter	39	1	40	0	40	94	7	101	4	105
Exit	94	1	95	0	95	66	7	73	4	77

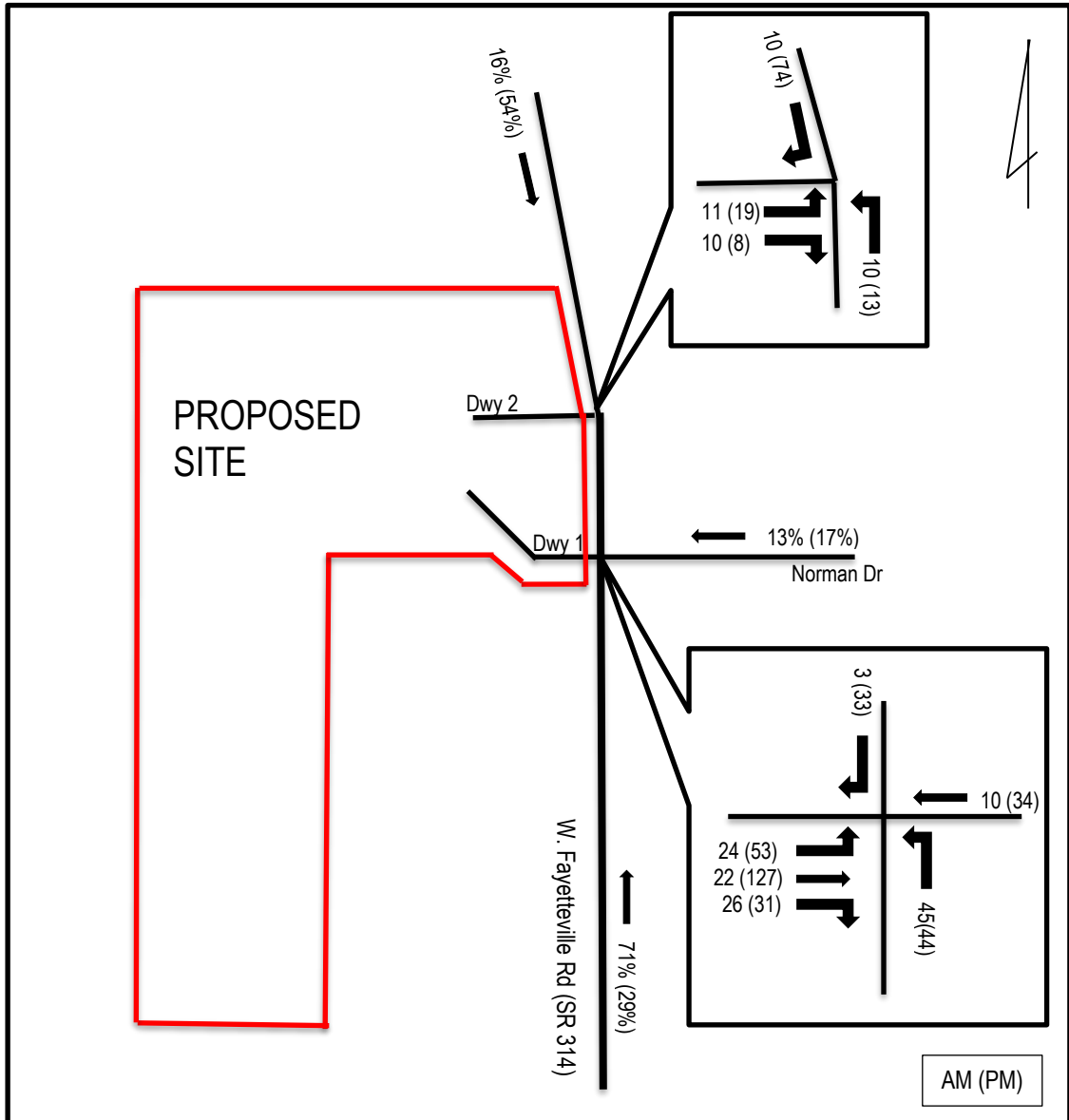
Phase I + Phase II Total										
Enter	78	2	80	0	80	198	14	212	6	218
Exit	198	2	200	0	200	133	14	147	6	153

The detailed work sheets are attached.



Figure 2 shown the total distributed and assigned AM and PM peak hour trips for the proposed mixed-use development. For this study, we used the adjacent street peak hour to show the impact to traffic during normal AM/PM peak periods – shown between the hours of 7:00 and 8:00 in the morning and 5:00 and 6:00 in the evening.

Figure 2. Mixed-Use Development AM and PM Peak Hour Trips – Phase I + II



Fiscal Impact Report for 5391 West Fayetteville Road Annexation

The subject property proposed for annexation is currently in Unincorporated Clayton County and consists only of vacant, wooded land. The 4 parcels that make up an estimated 43 acres have an aggregate Assessed Value of \$441,200. Using College Park's 2019 Millage rate, the tax revenue for the property to College Park would be \$5,567.50. This is providing millage rate and assessments don't change significantly and no development takes place. Although this is a minimal revenue, the cost to the city would also be minimal considering it is vacant, wooded land. If the property is annexed into the City, the applicant receives the request PD-R zoning, and the project is completed, then the costs and benefits to the City would be greatly altered.

The project proposal includes the following:

- One parcel will be carved out which will have 15,000 SF of dedicated commercial space.
- Mixed Use Development
 - **Committed** 4,000 SF of commercial space (2,000SF/phase)
 - **Potential** 14,600 SF of flexible space that will be marketed as commercial space
 - 410 multifamily units (1, 2, and 3 bedrooms)
 - 15 townhomes – for sale
- The total potential commercial space on site will be 33,600 SF with a guarantee of 19,000 SF

Expenditures for police services, fire protection, public works, and parks and recreation were estimated for the residential units using data from the Georgia Department of Community Affairs 2018 Report of Local Government Finances annual survey. Per capita cost was calculated using the expenditures data for 2018 and the estimated 2018 population numbers from the US Census. Finally, the estimated cost of approximately 425 units was calculated using per capita cost and the Atlanta Regional Commission's average household for the region of 2.11 persons per a household. The table below provides estimates of the potential service costs for the proposed residential.

Estimated Service Costs for West Fayetteville Annexation: Residential			
Classification	2018 Total Estimated Cost*	2018 Per Capita Cost**	Estimated West Fayetteville Project Cost***
Fire Protection	\$ 5,759,923.00	\$ 378.64	\$ 339,548.45
Public Works	\$ 727,633.00	\$ 47.83	\$ 42,894.09
Police	\$ 11,412,925.00	\$ 750.26	\$ 672,793.88
Parks and Rec	\$ 2,931,886.00	\$ 192.74	\$ 172,835.18
Total			\$ 1,228,071.60
*DCA 2018 Report of Local Government Finances - City of College Park			
**Based on 2018 Estimated Census Population of 15,212			
***Based on ARC Average Household of 2.11 persons and projected 425 units			

Next, the revenue for the project was estimated using the applicants projected building costs and estimated value of the project. The applicant estimates constructions to **total \$51 million**. Below is a table estimating the taxes and fees that the City will receive as a result of the development. The applicant estimated that the first **ten years** of total taxes and fees for the City of College park totals **\$8.6 million**. This includes the initial one-time taxes and fees plus the ongoing annual fees with an estimated growth of 3%.

Annual and Year One City Revenues Estimate

Revenue	One Time	Annual	Total Year 1
Property Taxes		525,880	525,880
Personal Property Taxes		7,500	7,500
Intangible Tax	50,000		50,000
Real Estate Transfer Tax	31,000		31,000
Projected Sales Taxes		150,000	150,000
Insurance Premium Taxes		6,150	6,150
Business License		8,000	8,000
Building Permit/Inspection Fees	565,585		565,585
Total City Revenue	646,585	697,530	1,344,115

It is also necessary to consider the increase in residents the project will provide. The increase in residents will help to support existing and growing commercial in the area. Although difficult to assess, it is reasonable to assume that an increase in residents will provide an increase in sales for local businesses and in turn increase revenue to the City. According to the US Census Bureau, retail sales per capita in 2012 for College Park were an estimated \$7,002. With a population increase of about 900 residents, College Park would have the opportunity to capture upwards of an estimated \$6,000,000 in spending. This revenue is likely to stay within the South Metro Region. Although it is not possible to estimate how much of this revenue is likely to stay within College Park, this increase in potential spending still appears to be a benefit to the area.

From: Josh Marx <jmarx@prestwickcompanies.com>
Sent: Thursday, April 16, 2020 2:26 PM
To: Michelle Alexander <malexander@tcfatl.com>
Subject: RE: April 6th Meeting

Correct.

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) (b) (c)

From: Michelle Alexander <malexander@tcfatl.com>
Sent: Thursday, April 16, 2020 2:10 PM
To: Josh Marx <jmarx@prestwickcompanies.com>
Subject: Fw: April 6th Meeting

Josh,

Thank you for the responses to matters brought up at the public hearing as well as to the meetings we held with the School Board. One final clarification - Prestwick never pursued the project through Clayton Planning or BOC, but your firm had preliminary discussions with Clayton Housing Authority about the project, correct? I think that was a source of confusion.

But because the Housing Authority indicated they were only interested in supporting senior housing product, you did not pursue bonding since this project is for family residential. Did I capture that correctly?

Appreciate your time,
Michelle

From: Josh Marx <jmarx@prestwickcompanies.com>
Sent: Tuesday, April 14, 2020 3:46 PM
Michelle,

Please see my responses below. We are also willing to discuss preserving a portion of these five acres for potential single family development, if the market is there.

We are willing to be flexible and continue to work with the city on getting a site plan that works for everyone after the annexation and rezoning is completed.

Along with working with local non-profits, we provide programming on-site. We provide a furnished business center, wellness room where doctors can come on-site to examine residents, community gardens. We also provide financial literacy classes, preventative health care classes, and more.

Please reach out with any more questions.

Thanks,
Josh

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) (b) (6) (c)

From: Josh Marx
Sent: Tuesday, April 14, 2020 1:35 PM

Nikki,

As mentioned before we did not propose this development to Clayton County. We are having our revised traffic study completed right now.

We are willing to discuss a plan to donate 5 acres of land behind the elementary and middle school to support the school system. Please see the diagram above which shows what we can potentially donate. We will also try to work with local non-profits to come into our community to provide educational services.

As mentioned prior, this is not Section 8 housing. The apartments themselves will serve people earning between 30,000-65,000 or so.

Please let me know if you have any questions.

Thanks,
Josh

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) | 214-695-5656 (c)



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8085

DATE: April 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michelle Alexander, City Planner

RE: Decision on the Rezoning of 5391 West Fayetteville Road

PURPOSE: Decision on the rezoning for a annexed property located at 5391 West Fayetteville Road from Unincorporated Clayton County to the City of College Park. This item was deferred at the April 6th, 2020 meeting.

REASON: If the annexation passes, the Council will then vote on the rezoning portion of the application.

RECOMMENDATION: Staff recommends approval of the rezoning with the conditions listed in the staff report. The Planning Commission heard this case at their February 24th, 2020 meeting and recommended approval with staff's conditions in addition to the condition that a fiscal impact report and traffic study be completed before the April 6th, 2020 meeting.

BACKGROUND: Decision only on the rezoning case. Only necessary if the annexation is approved. If the rezoning is approved, then the applicant will be required to return to Planning Commission and Mayor and Council with a detailed plan for the development as required by the PD-R Zoning District. This plan will be reviewed by the City Planner, City Engineer, and other city personnel to ensure compliance with all requirements of the PD-R District as well as any conditions placed on the rezoning by Council.

COST TO CITY: Fiscal Impact Report Attached

BUDGETED ITEM: N/A

REVENUE TO CITY: Fiscal Impact Report Attached

CITY COUNCIL HEARING DATE: April 20th, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Clayton County was notified

of the annexation and did not respond.

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Approval of this request would result in the rezoning of 5391 West Fayetteville Road to PD-R.

REQUIRED CHANGES TO WORK PROGRAMS: N/A

STAFF: Michelle Alexander

ATTACHMENTS:

- Certified Mail to Clayton County_01-22-2020 (PDF)
- 5391WFayettevilleRd_StaffReportUpdate (PDF)
- 5391W.FayettevilleRoadMaps (PDF)
- 1938- College Park Site Layout 3.11.20 (PDF)
- Examples_Renderings (PDF)
- Fiscal Impact Report for 5391 West Fayetteville Road Annexation (PDF)
- Preliminary Traffic Summary (PDF)
- 5391 W. Fayetteville Zoning Ordinance (DOCX)
- UpdatedApplication3_25 (PDF)
- 2020-04-20_MtgSiteWithBOE_DonationOption (PDF)
- 2020-04-20_Mtg_ApplicantCorr (PDF)

Review:

- Michelle Alexander Completed 04/14/2020 3:44 PM
- Rosyline Robinson Completed 04/15/2020 10:08 AM
- Inspections Pending
- City Attorney's Office Completed 04/16/2020 10:29 AM
- Terrence R. Moore Completed 04/16/2020 11:29 AM
- Mayor & City Council Pending 04/20/2020 7:30 PM

TY OF COLLEGE PARK
P. O. BOX 8737
COLLEGE PARK, GA 30337



Clayton County Board of Commissioners
Attention: Chairman Jeffrey E. Turner
112 Smith Street, Annex 1
Jonesboro, Georgia 30236

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City, State, ZIP+4: Jonesboro, GA 30236

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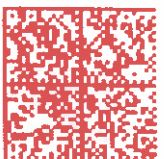
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Tasha Mosley
District Attorney Clayton County
Harold R. Banke Justice Center
9151 Tara Boulevard, 4th Floor
Jonesboro, Georgia 30236



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Nicolette Washington, Planner
City of College Park
3667 Main Street
College Park, Georgia 30337

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Total Postage & Fees	\$ 6.85	

Sent To Tasha Mosley, District Attorney
Street, Apt. No. 9151 Tara Blvd, 4th Floor
or PO Box No. Jonesboro, GA 30236
City, State, ZIP+4



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA. 30337 • 404/767-1537

January 22, 2020

SENT VIA CERTIFIED MAIL

The Clayton County Board of Commissioners
112 Smith Street, Annex 1
Jonesboro, GA 30236

Re: City of College Park's Proposed Annexation of three parcels on W. Fayetteville Rd.

Dear Commissioners:

Please be advised that the City of College Park, Georgia, by the authority vested in the Mayor and the Council of the City of College Park, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property here in after described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of College Park, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9 and after receipt of the application for zoning pursuant to O.C.G.A. §36-36-111.

The property to be annexed consists of three (4) parcels owned by McDonald Southchase I, LLC, located in the 13th District of Clayton County and more specifically described as:

- (1) Parcel ID No. 13071 C B001 (0 W. Fayetteville Rd);
- (2) Parcel ID No. 13071 C B002 (5295 W. Fayetteville Rd);
- (3) Parcel ID No. 13071 C B003 (5335 W. Fayetteville Rd); and
- (4) Parcel ID No. 13090A A002 (0 W. Fayetteville Rd).

The proposed zoning is PD-R – Planned Development Residential District described in Article 4 of the College Park Zoning Code. The applicant has proposed a mixed-use development with multifamily at a density of fourteen units per an acre.

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the Mayor and Council of the City of College Park, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-4 public hearings on zoning of the property to be annexed as PD-R – Planned Development Residential are intended to be held on February 24, 2020 by the College



CITY OF COLLEGE PARK

P.O. BOX 87137 • COLLEGE PARK, GA. 30337 • 404/767-1537

Park Planning Commission and on April 6, 2020 by the Mayor and City Council of College Park. If the county has an objection under O.C.G.A. § 36-36-113, in accordance with the objection and resolution process, you must notify the Mayor and Council of the City of College Park within thirty (30) calendar days of the receipt of this notice. Please copy the City Attorney on all related correspondence (Fincher Denmark LLC, 100 Hartsfield Center Pkwy, Suite 400, Atlanta, GA 30354).

Sincerely,

City Manager, City of College Park

CC: County Attorney's Office
Clerk of Board of Commissioners
County CEO/Administrator

Rosylne Robinson

From: Nicolette Washington <nwashington@tcfatl.com>
Sent: Wednesday, January 22, 2020 2:35 PM
To: Rosylne Robinson
Subject: Addresses!

Hey Ros – these are the addresses that the Certified Letter needs to go to!

Clayton County Board of Commissioners
Attention: Chairman Jeffrey E. Turner
112 Smith Street, Annex1
Jonesboro, GA 30236

Detrick Stanford
Clayton County COO
112 Smith Street, Annex 1
Jonesboro, GA 30236

Tasha Mosley
District Attorney Clayton County
Harold R. Banke Justice Center
9151 Tara Boulevard
4th Floor
Jonesboro, GA 30236

Nicolette Washington, Planner
[1514 East Cleveland Avenue Suite 82](#)
| East Point, GA 30344 | ph 404.684.7031 | fax 404.684.7033 |
www.tcfatl.com - Visit our website today!





Evaluation Prepared by: Michelle M. Alexander, City Planner
Planning Commission Meeting: February 24th, 2020
Council Meeting (Request date): March 16th, 2020
Council Meeting Public Hearing: April 6th, 2020

Applicant: Birkdale Land Investments, LLC

Subject Property: 5391 W Fayetteville Road, College Park, GA 30349

Total Lot Size: 43.62 acres **Parcels:** 13071C B001, 13071C B002, 13071C B003, 13090A A002

Request: Application Birkdale Land Investments, LLC for Annexation and Rezoning of a property located at 5391 W. Fayetteville Road, College Park, GA 30349 into the City of College Park with the zoning **PD-R – Planned Development Residential**.

Current Land Use: Vacant Land **Future Land Use Plan:** Clayton County Indicates Mixed Use

Surrounding Zonings:

	Current Zoning	Current Land Use
North	RM – Residential Multiple Family	Apartment Complex
East	BP – Business Park	Office Buildings
East	Clayton County - Office Institutional	Schools
South	Clayton County - Office Institutional	Schools
West	OP – Office Professional	Mental Health Services

Background: The subject property is located in Unincorporated Clayton County on the west side of West Fayetteville Road. Notifications were sent to the Clayton County Board of Commissioners, the Clayton County COO, and the Clayton County District Attorney concerning this annexation. Letters were sent by certified mail and receipts were received for each letter. There were no responses or comments received from Clayton County concerning this matter. The letter and certified mail receipts are attached for reference.

The attached maps indicate that the subject property is surrounded by mostly office and institutional type uses as well as an apartment complex to the north. The owner would like to annex the property into the City of College Park and rezone to the PD-R – Planned Development Residential District. The applicant is proposing to



build commercial space, townhomes, and multifamily residential units in two phases. The applicant has submitted examples of previous developments around the Atlanta area showing examples of architecture and amenities that they typically provide. They have also offered to provide tours or showings to members of the Council who might be interested in viewing their properties. Additionally, the applicant has provided examples of other properties and preliminary renderings for the subject property. There are also two weblinks provided at the end of this report as examples of properties the applicant owns.

Findings: The applicant has agreed to carve out a parcel for standalone commercial space at the entrance to the development with an **estimated 15,000 square feet of commercial space**. This space will be marketed as commercial space to potential partners for the applicant. The attached site plan indicates the section designated for this parcel. The mixed-use development will be built in Two Phases with the first phase to begin as soon as possible. The total development will include approximately **410 apartment units, 15 townhome units, and a guarantee of 4,000 square feet of commercial space**. The applicant has indicated that they will be marketing up to a total of 12,600 square feet of additional commercial space. This space is indicated as “flexible” space to avoid unoccupied commercial space. The submitted preliminary site plan shows the commercial space to be located on the bottom floor along West Fayetteville road with apartment units on top of these spaces. The spaces will be catered to small scale restaurant and retail space. The apartment units will include one-bedroom units at 650 SF, two-bedroom units at 850 SF, and three-bedroom units at 1,100 SF. The applicant estimated the unit breakdown to be 25% one-bedroom, 50% two-bedroom, and 25% three-bedroom. The townhome units will be for sale at market price. This overall proposal is estimated at **9.6 units/acre**. The proposed **open space for the development is 77%**. The proposed site plan is attached for reference.

The development will have units set aside for affordable housing and be focused on a range of different income levels. As a result, the developer is committed to a 30-year ownership and management of the property. The applicant has indicated they are willing to answer any questions concerning target income levels or affordable housing procedures. A **full-time, on-site management and maintenance team** will also be provided for the duration of the developer’s ownership. This arrangement is also suggested below as a condition of zoning to guarantee the continued on-site management of the property should the current owner sell the property.

A community gathering space will be provided according to the site plan as well as an outdoor amenity space in the open courtyard. These amenities as well as some additional amenities are also suggested as a condition of zoning to increase the livability of the development. It is also suggested that a detailed landscape plan that includes sidewalks, lighting, and plantings be submitted for review by the City Engineer prior to approval of building plans.

A **fiscal impact study** breaking down the expenditures and revenues to the City is attached. The major costs to the City for the residential aspect of the development including fire protection, police services, public works activities, and parks and recreation are included. Revenues to the City include the taxes and fees that will be paid by the applicant if the development is completed. The report also includes the projected revenue to the City if the property is annexed into the City but not developed. Other possible revenues to the City include the



applicant's commitment to using College Park Power for the development, and the potential retail sales from the proposed commercial space.

Some concerns about the development include an abandoned apartment complex, West Cove Apts. (92 units), which abuts this property to the North. These apartments were shut down for health reasons by the City. The building and inspections department is working closely with the owner of this property to resolve any issues and demolition of the buildings. This property is currently zoned RM – Multifamily Residential and could be redeveloped for apartments or other multifamily in the future. There have also been some concerns from the community about traffic on West Fayetteville Road. It is possible that traffic could be impacted by a development of this magnitude. The applicant has agreed to provide a **traffic study** to address these concerns. The results of this study are attached and have been provided to the City Engineer for review. The applicant's summary is below. Another concern was the possible future widening of West Fayetteville Road. A requirement for the applicant to meet the GDOT suggested setbacks is suggested as a condition to mitigate this concern.

Notes on Traffic Study from the Applicant: *Please note that the attached study was based on the original, much larger footprint. For the first phase of development, based on the smaller footprint, we'd expect for there to be about 2.5-3 cars entering/exiting the development per minute at peak hours. At other times of the day, we'd expect there to be around 1 car/minute entering or exiting. The second phase of development projects to add 1.5-1.75 cars entering/exiting the development per minute at peak hours (this is adjusted from the summary, based on 170 multifamily units). Other times of the day, we'd expect there to be 1 car/minute entering or exiting. In all, the property will add around 2 cars/minute to an arterial road and 4-5 cars/minute at peak hours.*

Conclusion: The proposed use for the property is unlikely to affect surrounding properties due to the generally similar or more intense adjacent uses, and the Clayton County's designated future land use for the area is mixed-use, which indicates the desire for this type of property. The area would benefit from the mixed-use development given the proposed commercial space along West Fayetteville Road and the mix of unit sizes in the development. These types of housing options are needed in the area and providing them as part of a mixed-use development is in line with the City's Comprehensive Plan. The potential commercial space this development would provide would enrich the nearby residential developments. Finally, a development of this size and quality has the potential to increase the market value and draw more investment for the area.

Planning Commission Meeting Notes:

- The planning commission brought up concerns about safety and security for the development. The applicant indicated they would be willing to gate the property should it be a concern to the community. This can be added as a condition if the Council finds that appropriate.
- The commission also asked if this many units was necessary – the applicant responded that they would review. The applicant has revised their site plan to reduce the multifamily units from 542 units to 410 units. This revision brings the proposed units per an acre to an estimated 9.6.
- Concerns about traffic were also expressed – the client indicated they were working on a traffic study to be completed before the MCC meeting on April 6th. This has been completed and is attached. It was also provided to the City Engineer for review.



- The commission expressed several concerns about the cost and revenue to the City, the applicant provided some rough numbers but indicated some more clear calculations would be prepared for the MCC Meeting. A fiscal impact report has been conducted and is attached for reference.

Planning Commission Recommendation: The planning commission recommended approval of the application with staff's conditions. The commission also asked that a traffic study be completed, and a fiscal impact study be conducted for the project to show potential revenues and expenses for the City. Both studies were completed and are attached for reference.

Staff Recommendation: The City Planner recommends *approval* of the annexation and rezoning for the proposed development with the following conditions:

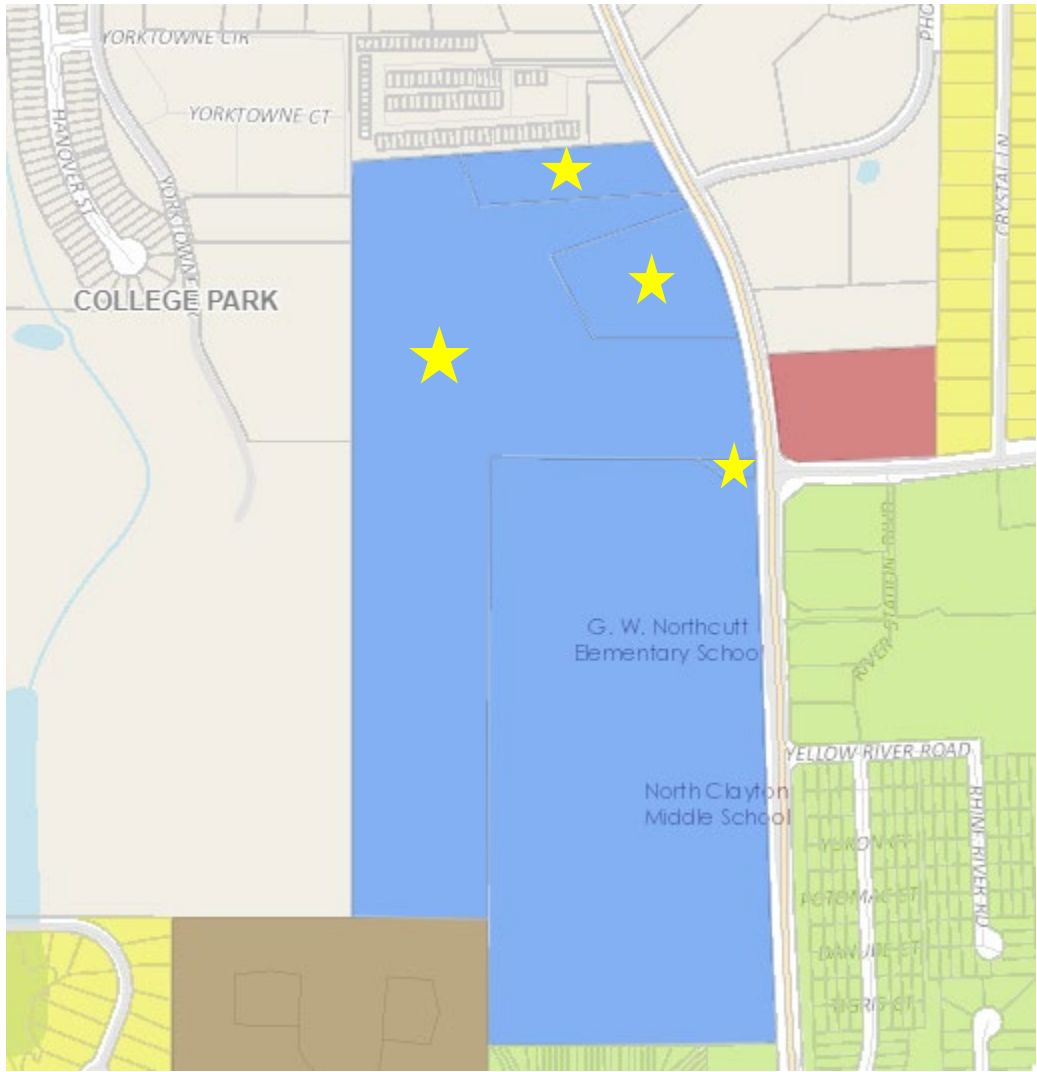
1. The development is appropriately setback from West Fayetteville Road to allow for Georgia Department for Transportation required right of way should the road be widened in the future.
2. The two entrances off West Fayetteville Road will be lined up with existing curb cuts and approved by Georgia Department for Transportation.
3. The applicant provides safe pedestrian access to the adjacent elementary and middle school property via trail or sidewalk with permission of school officials.
4. The applicant provides at least two major amenities in the form of a community clubhouse, enhanced open space, pocket park, dog park, pool facility, walking trail, or another approved amenity by the City Planner.
5. The stormwater management area is beautified with appropriate plantings and maintained as an enhanced open space.
6. The development has a full-time property manager on-site and an on-site maintenance department.
7. The architectural façade materials for both commercial and residential properties are limited to brick, stucco, or fiber cement and specific façade design options are approved during the Planned Development review process.
8. The commercial space will front West Fayetteville with parking provided in the rear.
9. The applicant provides a landscape plan to be reviewed by the City Engineer including specifics on the types of plantings to be approved during the Planned Development review process.
10. The existing sidewalk along West Fayetteville will be included in the overall landscape plan and connected via additional walkways to the ground level commercial spaces.

Attachments:

- Maps of the property
- Photos of the property
- Application package
- Fiscal Impact Report
- Traffic Study
- Examples of other properties:
 - <https://www.park9apts.com/>
 - <https://eddyrvl.com/>

Maps

Subject Property



Clayton County Zoning Map

Photos



Intersection of Norman Drive and West Fayetteville Road – subject property is trees to the right



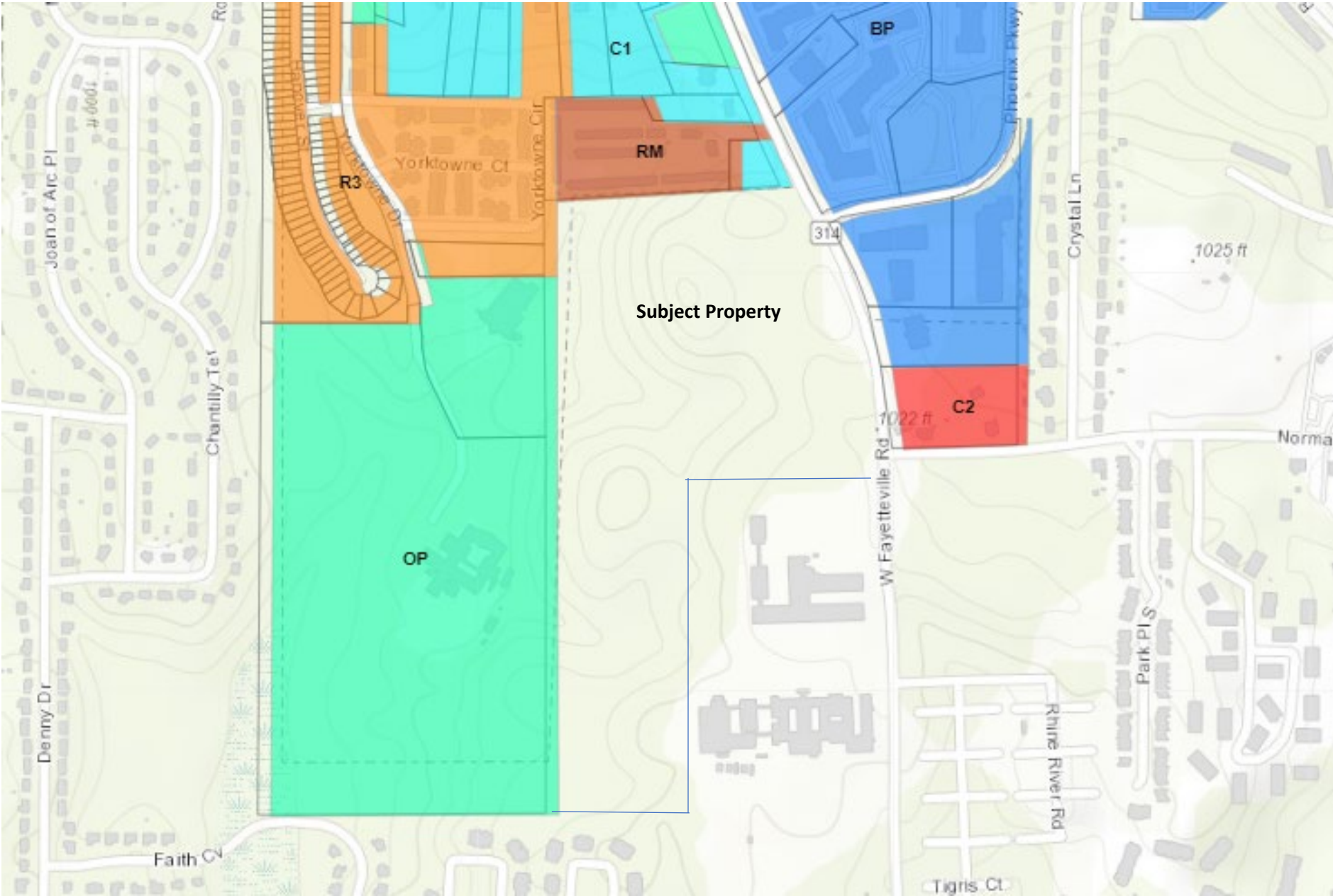
Intersection of Phoenix Parkway and West Fayetteville Road



Clayton County Zoning Map



College Park Zoning Map



PROJECT EXAMPLES





RETAIL SIGNAGE

SIGNAGE

Retail Signage



Fiscal Impact Report for 5391 West Fayetteville Road Annexation

The subject property proposed for annexation is currently in Unincorporated Clayton County and consists only of vacant, wooded land. The 4 parcels that make up an estimated 43 acres have an aggregate Assessed Value of \$441,200. Using College Park’s 2019 Millage rate, the tax revenue for the property to College Park would be \$5,567.50. This is providing millage rate and assessments don’t change significantly and no development takes place. Although this is a minimal revenue, the cost to the city would also be minimal considering it is vacant, wooded land. If the property is annexed into the City, the applicant receives the request PD-R zoning, and the project is completed, then the costs and benefits to the City would be greatly altered.

The project proposal includes the following:

- One parcel will be carved out which will have 15,000 SF of dedicated commercial space.
- Mixed Use Development
 - **Committed** 4,000 SF of commercial space (2,000SF/phase)
 - **Potential** 14,600 SF of flexible space that will be marketed as commercial space
 - 410 multifamily units (1, 2, and 3 bedrooms)
 - 15 townhomes – for sale
- The total potential commercial space on site will be 33,600 SF with a guarantee of 19,000 SF

Expenditures for police services, fire protection, public works, and parks and recreation were estimated for the residential units using data from the Georgia Department of Community Affairs 2018 Report of Local Government Finances annual survey. Per capita cost was calculated using the expenditures data for 2018 and the estimated 2018 population numbers from the US Census. Finally, the estimated cost of approximately 425 units was calculated using per capita cost and the Atlanta Regional Commission’s average household for the region of 2.11 persons per a household. The table below provides estimates of the potential service costs for the proposed residential.

Estimated Service Costs for West Fayetteville Annexation: Residential			
Classification	2018 Total Estimated Cost*	2018 Per Capita Cost**	Estimated West Fayetteville Project Cost***
Fire Protection	\$ 5,759,923.00	\$ 378.64	\$ 339,548.45
Public Works	\$ 727,633.00	\$ 47.83	\$ 42,894.09
Police	\$ 11,412,925.00	\$ 750.26	\$ 672,793.88
Parks and Rec	\$ 2,931,886.00	\$ 192.74	\$ 172,835.18
Total			\$ 1,228,071.60
*DCA 2018 Report of Local Government Finances - City of College Park			
**Based on 2018 Estimated Census Population of 15,212			
***Based on ARC Average Houshold of 2.11 persons and projected 425 units			

Next, the revenue for the project was estimated using the applicants projected building costs and estimated value of the project. The applicant estimates constructions to **total \$51 million**. Below is a table estimating the taxes and fees that the City will receive as a result of the development. The applicant estimated that the first **ten years** of total taxes and fees for the City of College park totals **\$8.6 million**. This includes the initial one-time taxes and fees plus the ongoing annual fees with an estimated growth of 3%.

Annual and Year One City Revenues Estimate

Revenue	One Time	Annual	Total Year 1
Property Taxes		525,880	525,880
Personal Property Taxes		7,500	7,500
Intangible Tax	50,000		50,000
Real Estate Transfer Tax	31,000		31,000
Projected Sales Taxes		150,000	150,000
Insurance Premium Taxes		6,150	6,150
Business License		8,000	8,000
Building Permit/Inspection Fees	565,585		565,585
Total City Revenue	646,585	697,530	1,344,115

It is also necessary to consider the increase in residents the project will provide. The increase in residents will help to support existing and growing commercial in the area. Although difficult to assess, it is reasonable to assume that an increase in residents will provide an increase in sales for local businesses and in turn increase revenue to the City. According to the US Census Bureau, retail sales per capita in 2012 for College Park were an estimated \$7,002. With a population increase of about 900 residents, College Park would have the opportunity to capture upwards of an estimated \$6,000,000 in spending. This revenue is likely to stay within the South Metro Region. Although it is not possible to estimate how much of this revenue is likely to stay within College Park, this increase in potential spending still appears to be a benefit to the area.



EXECUTIVE SUMMARY

Traffic Solutions, LLC was contracted by Prestwick Companies to prepare a preliminary traffic study for the proposed mixed-use development on West Fayetteville Road (State Route 314) and the intersection with Norman Drive in College Park, Clayton County Georgia.

The purpose of this study is to project how much traffic will be generated by the proposed mixed-use development. The proposed development will consist of 542 multi-family units and 26,080 square feet of commercial space. The project will be developed in two phases. The first phase will consist of 250 low rise apartment units, 36 townhouses and 9,290 square feet of commercial retail and office space. Phase two will consist of 256 low rise apartment units and 16,790 square feet of commercial retail and office space.

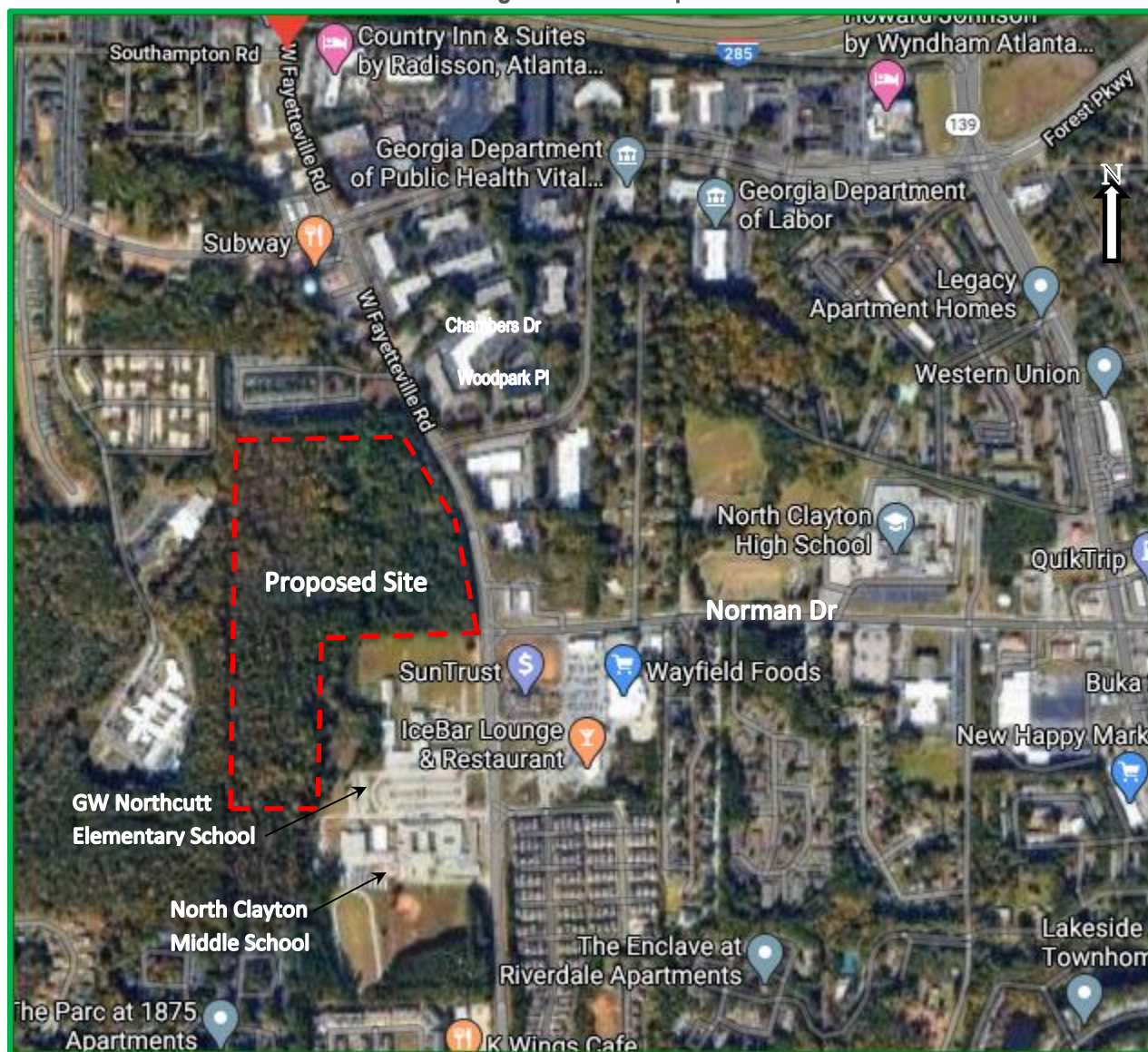
As requested, the traffic study will provide information regarding the following:

- The projected trips that will be generated by the proposed development during the AM / PM peak hour
- Based on GA Department of Transportation traffic data, the estimated distribution and assignment of generated trips entering and exiting the site

Study Area

The study area in which the development is proposed is surrounded by various commercial retail, service, office and institutional land uses, as well as, multi-family residential dwelling places as shown in **Figure 1**. The main roadway that the development is addressed is West Fayetteville Road. West Fayetteville Road is State Route 314, a two-lane undivided roadway that expands to a three-lane section in the vicinity of the proposed site. West Fayetteville Road travels in a north/south direction and is functionally classified as a minor arterial roadway, with a posted speed limit of 40 mph. Norman Drive is a three-lane section roadway, functionally classified as a local roadway with a posted speed limit of 35 mph. Norman Drive travels in an east/west direction between SR 314 and SR 139 for approximately 1.20 miles. The main driveway into the development will be aligned with Norman Drive, providing direct access to the site.

Figure 1. Area Map



Traffic Data

Traffic Solutions extracted traffic data from GDOT's Traffic Analysis and Data Application (TADA). The purpose of this information is to establish the directional distribution of the trips generated by the housing developments in this study. The data is from Traffic Count Station 063-1163 located on SR 314 approximately 1,500 feet from the Norman Drive. The data revealed the Annual Average Daily Traffic (AADT) on SR 314 in is 22,700 vpd taken from the Average Hourly Volumes captured in March 2019. Traffic Solutions installed an automatic traffic counter on Norman Drive to capture 24-hours of westbound traffic on Tuesday, February 18, 2020. **Table 1** shows the hourly volume of traffic that transitions in the area of the project site along W. Fayetteville Road and Norman Drive. The highlighted areas are the peak hours along with the directional percentages. The traffic data is included.



Table 1. Daily Hourly Volume

West Fayetteville Road

Direction	12AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	%	8 AM	9 AM	10 AM	11AM	Total
NB	103	80	64	98	210	826	830	1173	71	1010	620	544	509	6067
SB	234	113	98	68	72	106	170	262	16	306	341	374	450	2594
Total	337	193	162	166	282	932	1000	1435		1316	961	918	959	8661

Direction	12PM	1 PM	2 PM	3 PM	4 PM	5 PM	%	6 PM	7 PM	8 PM	9 PM	10 PM	11PM	Total
NB	560	638	635	566	533	586	29	542	486	433	334	259	164	5736
SB	488	574	714	837	992	1072	54	991	780	591	488	416	360	8303
Total	1048	1212	1349	1403	1525	1658		1533	1266	1024	822	675	524	14039

Norman Drive

Direction	12:00	1:00	2:00	3:00	4:00	5:00	%	6:00	7:00	%	8:00	9:00	10:00	11:00	Total
WB - AM	66	37	38	33	41	74		138	207	13	182	212	223	245	1496
WB - PM	238	283	298	289	324	347	17	298	262		235	168	139	108	2989
															4485

Trip Generation

Trip generation projections were prepared for the proposed developments using Trafficware TripGen 10 software. The software projects traffic trips for land uses in accordance with the Institute of Transportation Engineers (ITE) Trip Generation, 10th Edition manual. Traffic Solutions analyzed the AM and PM peak hour trips that the proposed development's land uses will generate. As shown in **Table 2 – Phase I and Phase II**, the generated trips for this development consist of primary trips, pass-by trips and internal capture trips. *Primary trips* are new trips on the existing roadway network. Primary trips typically enter the site and exit in the direction from which it entered. *Pass-by trips* are trips that are already on the roadway network where the site is an intermediate stop to the motorist intended destination. Pass-by trips enter the site and exit in the same direction they were initially travelling. *Internal capture trips* are the portion of trips generated by the mixed-use development that both begin and end within the development. The importance of internal capture trips is that those trips satisfy a portion of the total development's trip generation and they do so without using the external roadway system. Therefore, reducing the number of trips on the roadway.



Table 2. Mixed Use Development – Peak Hour Trips Phase I

Land Use	AM PEAK HOUR					PM PEAK HOUR				
	Total	Internal	External	Pass-by	Net-New / Primary	Total	Internal	External	Pass-by	Net-New / Primary
Apartments – Low Rise LUC 220 (250 units)										
Enter	25	1	26	0	26	84	4	88	0	88
Exit	88	1	89	0	89	50	2	52	0	52
Apartments – Low Rise LUC 220 (Townhouses – 36 units)										
Enter	4	0	4	0	4	13	0	13	0	13
Exit	13	0	13	0	13	7	0	7	0	7
Office – Small LUC 712 (8,000 Sq. Ft.)										
Enter	7	0	7	0	7	2	1	3	0	3
Exit	1	0	1	0	1	6	1	7	0	7
Shopping Center LUC 820 (4,000 Sq. Ft.)										
Enter	3	0	3	0	3	5	2	7	2	9
Exit	2	0	2	0	2	4	4	8	2	10
Total										
Enter	39	1	40	0	40	104	7	111	2	113
Exit	104	1	105	0	105	67	7	74	2	76

Mixed Use Development – Peak Hour Trips Phase II

Land Use	AM PEAK HOUR					PM PEAK HOUR				
	Total	Internal	External	Pass-by	Net-New / Primary	Total	Internal	External	Pass-by	Net-New / Primary
Apartments – Low Rise LUC 220 (250 units)										
Enter	26	1	27	0	27	86	4	90	0	90
Exit	90	1	91	0	91	51	2	53	0	53
Office – Small LUC 712 (8,790 Sq. Ft.)										
Enter	8	0	8	0	8	0	1	1	0	1
Exit	1	0	1	0	1	7	1	8	0	8
Shopping Center LUC 820 (5,290 Sq. Ft.)										
Enter	5	0	5	0	5	8	2	10	4	14
Exit	3	0	3	0	3	8	4	12	4	16
Total										
Enter	39	1	40	0	40	94	7	101	4	105
Exit	94	1	95	0	95	66	7	73	4	77

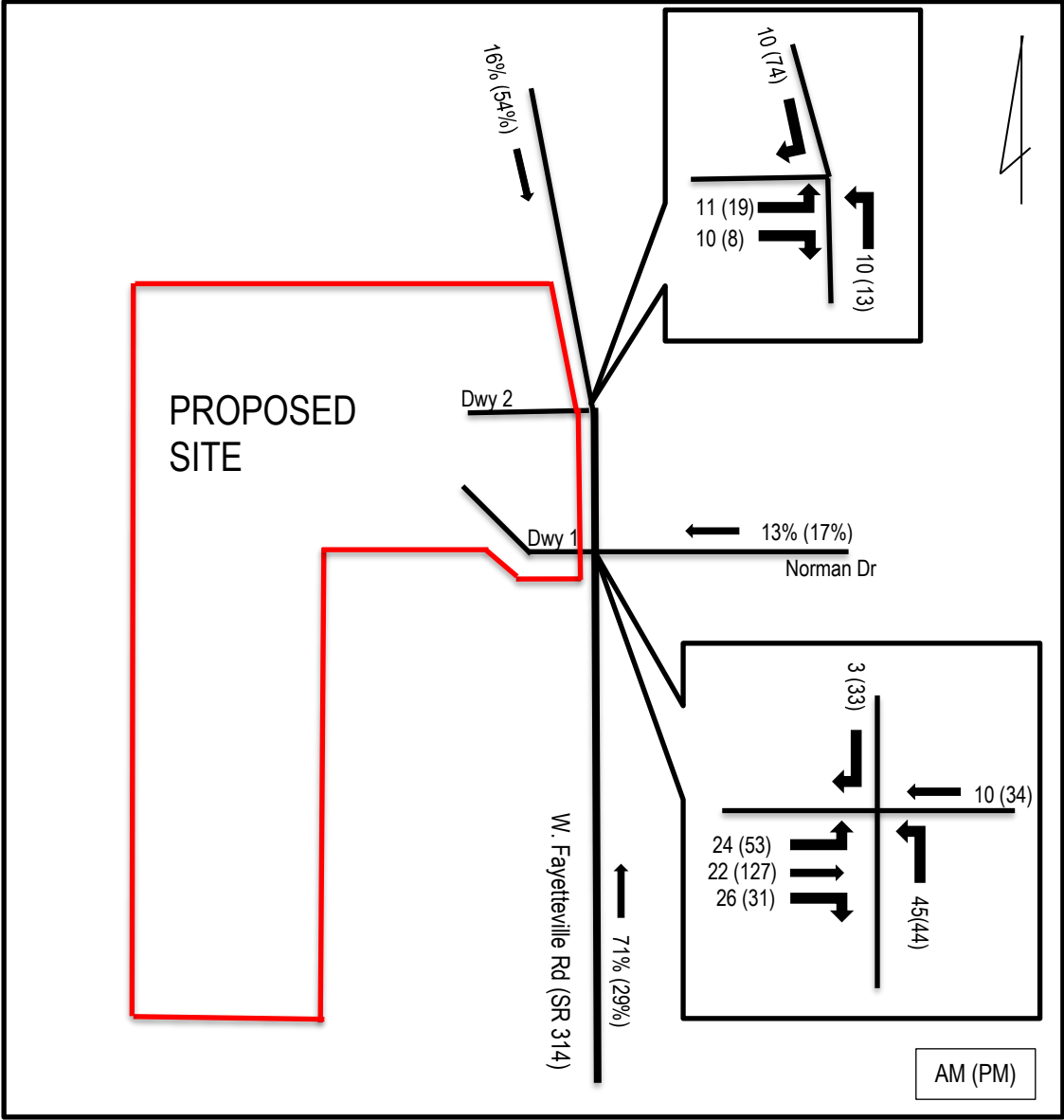
Phase I + Phase II Total										
Enter	78	2	80	0	80	198	14	212	6	218
Exit	198	2	200	0	200	133	14	147	6	153

The detailed work sheets are attached.



Figure 2 shown the total distributed and assigned AM and PM peak hour trips for the proposed mixed-use development. For this study, we used the adjacent street peak hour to show the impact to traffic during normal AM/PM peak periods – shown between the hours of 7:00 and 8:00 in the morning and 5:00 and 6:00 in the evening.

Figure 2. Mixed-Use Development AM and PM Peak Hour Trips – Phase I + II



STATE OF GEORGIA

CITY OF COLLEGE PARK

ORDINANCE 2020-_____

AN ORDINANCE TO ZONE CERTAIN PROPERTY LOCATED AT 5391 W. FAYETTEVILLE ROAD INTO THE CORPORATE LIMITS TO PD-R (PLANNED DEVELOPMENT RESIDENTIAL) ZONING DISTRICT; TO AMEND THE OFFICIAL CITY OF COLLEGE PARK ZONING MAP; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of College Park (“City”) is the Mayor and Council thereof; and

WHEREAS, the property owner of that certain property located at 5391 W. Fayetteville Road (Parcel Identification No. 13071C B001, 13071C B002, 13071C B003, 13090A A002) (“Property”) has requested the Property to be annexed from Clayton County unincorporated to the corporate boundaries of the City; and

WHEREAS, the Planning Commission recommends the Property to be zoned to the PD-R (Planned Development Residential) zoning district upon annexation and recommends certain conditions apply to the Property; and

WHEREAS, the governing authority finds that the PD-R (Planned Development Residential) zoning district is the appropriate designation for the Property.

BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA, and by the authority thereof:

Section 1: The Zoning Ordinance and the Official Zoning Map of the City of College Park Property is hereby amended so the Property located at 5391 W. Fayetteville Road (Parcel Identification No. 13071C B001, 13071C B002, 13071C B003, 13090A A002) and further described on Exhibit “A” attached hereto and incorporated herein, is zoned to the PD-R (Planned Development Residential) zoning district.

Section 2: The following conditions recommended by the Planning Commission and hereby adopted by the Mayor and City Council shall apply to the Property:

- 1) The development is appropriately setback from West Fayetteville Road to allow for Georgia Department for Transportation required right of way should the road be widened in the future.
- 2) The two entrances off West Fayetteville Road will be lined up with existing curb cuts and approved by Georgia Department for Transportation.
- 3) The applicant provides safe pedestrian access to the adjacent elementary and middle school property via trail or sidewalk with permission of school officials.
- 4) The applicant provides at least two major amenities in the form of a community clubhouse, enhanced open space, pocket park, dog park, pool facility, walking trail, or another approved amenity by the City Planner.
- 5) The stormwater management area is beautified with appropriate plantings and maintained as an enhanced open space.
- 6) The development has a full-time property manager on-site and an on-site maintenance department.
- 7) The architectural façade materials for both commercial and residential properties are limited to brick, stucco, or fiber cement and specific façade design options are approved during the Planned Development review process.
- 8) The commercial space will front West Fayetteville with parking provided in the rear.
- 9) The applicant provides a landscape plan to be reviewed by the City Engineer including specifics on the types of plantings to be approved during the Planned Development review process.
- 10) The existing sidewalk along West Fayetteville will be included in the overall landscape plan and connected via additional walkways to the ground level commercial spaces.

Section 3: The zoning of the Property shall be noted on the Official Zoning Map of the City of College Park, Georgia as soon as reasonably practicable after the effective date of this Ordinance.

Section 4: The effective date of this Ordinance and the zoning classification of PD-R-Planned Development Residential approved by the governing authority for the Property subject to annexation shall be the later of (1) the date that the zoning is approved by the City or (2) the date that the annexation becomes effective as required by O.C.G.A. §§ 36-36-2 and 36-66-4.

Section 5. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 6. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

Section 7. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable

by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 8. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

ORDAINED this _____ day of _____, 2020.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED BY:

City Attorney

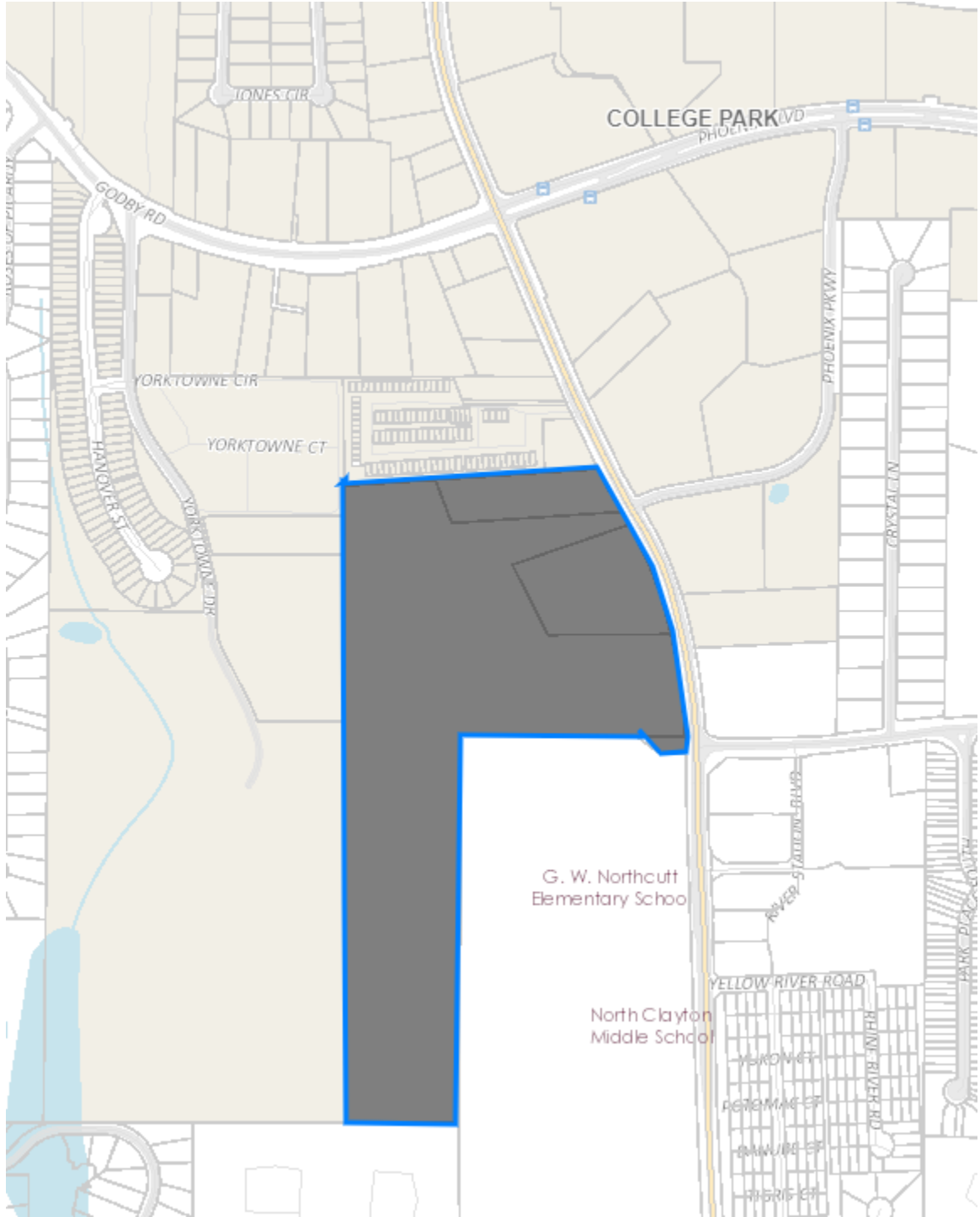
EXHIBIT "A"

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 70, 71 and 91 of the 13th District of Clayton County, Georgia, and being more particularly described as follows:

Beginning at the intersection of the westerly right-of-way line of State Route #314, also known as West Fayetteville Road (80 ft. right-of-way) and the line common to Land Lots 71 and 90 of said district; proceeding thence along said westerly right-of-way line of State Route #314, southerly a distance of 64.75 feet along a curve to the right, said curve having a radius of 1,706.791 feet and being subtended by a chord having a bearing a distance of South 01 degree 29 minutes 01 second East 64.75 feet to a point; leaving said westerly right-of-way line of State Route #314 and proceeding thence South 88 degrees 37 minutes 47 seconds West a distance of 102.66 feet to a point; proceeding thence North 54 degrees 09 minutes 51 seconds West a distance of 109.81 feet to a point on said line common to Land Lots 71 and 90; proceeding thence along said common Land Lot line and along the line common to said Land Lots 70 and 91 South 89 degrees 07 minutes 39 seconds West a distance of 702.93 feet to a concrete monument found; leaving said line common to Land Lots 70 and 91 and proceeding thence South 00 degrees 51 minutes 21 seconds East a distance of 1518.42 feet to a 1/2 inch rebar set; proceeding thence North 86 degrees 28 minutes 39 seconds West a distance of 458.90 feet to an etched hole in the top of stone found; proceeding thence North 00 degrees 06 minutes 57 seconds East a distance of 1502.70 feet to an etched hole in the top of stone found on said line common to Land Lots 70 and 91; proceeding thence North 00 degrees 04 minutes 00 seconds East a distance of 856.02 feet to a 1/2 inch rebar found; proceeding thence North 00 degrees 27 minutes 05 seconds West a distance of 108.05 feet to a 1/2 inch rebar set proceeding thence North 84 degrees 40 minutes 12 seconds East a distance of 967.36 feet to a 1/2 inch rebar set on said westerly right-of-way of State Route #314; proceeding thence along said westerly right-of-way line of State Route #314 the following courses: South 26 degrees 43 minutes 56 seconds East a distance of 73.06 feet to a point, South 27 degrees 55 minutes 05 seconds East a distance of 59.50 feet to a point, South 29 degrees 59 minutes 15 seconds East a distance of 61.97 feet to a point, South 30 degrees 44 minutes 05 seconds East a distance of 58.28 feet to a point, South 30 degrees 44 minutes 15 seconds East a distance of 57.49 feet to a point, South 30 degrees 27 minutes 07 seconds East a distance of 57.82 feet to a point, South 28 degrees 32 minutes 23 seconds East a distance of 60.14 feet to a point, South 24 degrees 43 minutes 40 seconds East a distance of 52.98 feet to a point, South 20 degrees 06 minutes 46 seconds East a distance of 57.38 feet to a point, South 17 degrees 51 minutes 05 seconds East a distance of 58.96 feet to a point, South 15 degrees 52 minutes 58 seconds East a distance of 53.09 feet to a point, South 13 degrees 56 minutes 33 seconds East a distance of 55.49 feet to a point, South 12 degrees 42 minutes 33 seconds East a distance of 58.55 feet to a point, South 12 degrees 22 minutes 08 seconds East a distance of 53.18 feet to a point, South 10 degrees 35 minutes 43 seconds East a distance of 54.86 feet to a point, South 10 degrees 03 minutes 34 seconds East a distance of 58.23 feet to a point, South 09 degrees 02 minutes 51 seconds East a distance of 51.18 feet to a point, South 06 degrees 17 minutes 18 seconds East a distance of 58.22 feet to a point and South 03 degrees 59 minutes 34 seconds East a distance of 87.75 feet to The Point of Beginning.

Said tract or parcel of land contains 43.7897 acres.

EXHIBIT "A" CONTINUED



ANNEXATION

CITY OF COLLEGE PARK

Planning Commission



www.collegeparkga.com

DATE SUBMITTED 1/21/2020

APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) Birkdale Land Investments, LLC. Contact: Josh Marx

ADDRESS 1390 Dogwood Circle, Smyrna, GA 30080

PHONE 404-285-0664 CELL 404-285-0664 FAX _____

E-MAIL ADDRESS charlesyoung39@hotmail.com
Contact: Jmarx@prestwickcompanies.com
[REDACTED]

OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) McDonald Southchase I, LLC

ADDRESS 3715 Northside Pkwy, NW Bldg 200 Suite 700, Atlanta, GA 30327

PHONE 404-239-0885 CELL _____ FAX _____

E-MAIL ADDRESS amcdonald@mcdco.com

PROPERTY INFORMATION

ADDRESS 5391 West Fayetteville Road, College Park, GA 30349

CURRENT USE vacant residential CURRENT ZONING office institutional

PROPOSED USE mixed use PROPOSED ZONING PD-R

SIZE OF PROPERTY 43.79 acres NET DENSITY (RESIDENTIAL) 14 units/acre

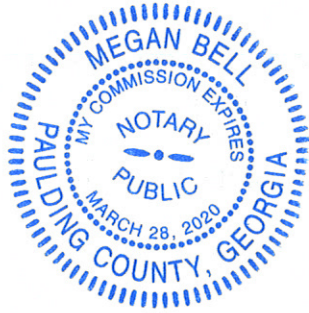
Parcels: 13090A A002, 13071C B001, 13071C B002, 13071C B003

APPLICANT AFFIDAVIT

Personally appeared before me Birkdale Land Investments who on oath deposes and states that the
(Applicant's Name) to Chuck Young
Information contained in this application is true to the best of his/her knowledge and belief:

Megan Bell
Notary Public

12/16/19
Date



[Signature]
Signature of Applicant

Birkdale Land Investments, LLC
Print Name to Josh Mar

1390 Dogwood Circle
Address

Smyrna, GA 30080
City, State, Zip

OWNER'S AFFIDAVIT

Personally appeared before me John R. McDonald who on oath agrees with
(Property Owner's Name)
the rezoning request and states that the information contained in this application is true to the best of his/her
knowledge and belief:

[Signature]
Notary Public

12/18/19
Date

Signature of City Clerk

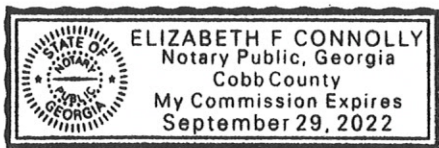
Date

[Signature]
Signature of Applicant

John R. McDonald
Print Name

3715 Northside Pkwy. NW, Bldg 200, Suite 700
Address

Atlanta GA 30327
City, State, Zip



Birkdale Land Investments, LLC
1390 Dogwood Circle, Smyrna, GA 30080

March 12, 2020

City of College Park
Planning and Zoning
3667 Main Street
College Park, GA 30337

RE: 5391 West Fayetteville Road, College Park Annexation and Rezoning Revised Letter of Intent

To Whom It May Concern:

Please let this letter serve as our official letter of intent for the annexation and rezoning of 5391 West Fayetteville Road.

The proposal is to develop a mixed use community which will include 410 multifamily units, 15 townhomes, and one outparcel which projects to have 15,000 SF of dedicated commercial space. The multifamily component will serve residents that earn between 50%, 60%, and 80% of the Area Median Income as defined by HUD in the Atlanta – Sandy Springs – Marietta MSA and will be completed in two phases. Both phases will have 2,000 SF of dedicated commercial space with 7,300 SF of flexible space that will be marketed as commercial space. The total potential commercial space on site will be 33,600 SF. The current zoning is office and institutional with Mixed Use as the future land use. The site is currently located in unincorporated Clayton County.

Based on a competitive quote for services, the team will use College Park Power to provide electricity to the site.

If you have any questions or need further assistance, please don't hesitate to contact me at [REDACTED] or via email at Charlesyoung39@hotmail.com

Sincerely,



Charles M. Young, Jr.

CITY OF COLLEGE PARK

ANNEXATION PETITION

12/16/19
(Date of Submission)

To the Mayor and City Council of College Park, Georgia,

We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the Mayor and City Council of the City of College Park annex this territory to the City of College Park, Georgia, and extend the city boundaries to include the same.

I have been advised that the State Law (Georgia Code 36-36-20) requires a survey of properties to be annexed. Therefore, I agree to provide at my expense, a complete survey of the property conveyed by this petition, including a metes and bounds description, prepared by a competent surveyor.

I understand that my execution of this petition, as evidenced by my signature below does not guarantee the annexation of my property into College Park. I further understand that as a condition of my property being annexed into the City of College Park, the property must be contiguous to the present or future legal corporate limits of the City of College Park. The City will inform me of the date of the public hearing at which my property will be considered and voted on for annexation.

I further understand that I may withdraw this annexation petition at any time prior to the time the Annexation Petition is acted upon by the Mayor and Council of the City of College Park.

The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. § 36-36-20) to the existing corporate limits of College Park, Georgia, and the description of such territory is as follows:

[Insert or attach complete description(s) of land to be annexed.]


Name	Address	Signature	Date
Birkdale Land Investments, LLC % Chuck Young	1390 Dogwood Circle Smyrna, GA 30080		12/16/19

EXHIBIT "A"

LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 70, 71 and 91 of the 13th District of Clayton County, Georgia, and being more particularly described as follows:

BEGINNING at the intersection of the westerly right-of-way line of State Route #314, also known as West Fayetteville Road (80 foot right-of-way) and the line common to Land Lots 71 and 90 of said district; proceeding thence along said westerly right-of-way line of State Route #314, southerly a distance of 64.75 feet along a curve to the right, said curve having a radius of 1706.791 feet and being subtended by a chord having a bearing a distance of South 01 degree 29 minutes 01 second East a distance of 64.75 feet to a point; leaving said westerly right-of-way line of State Route #314 and proceeding thence South 88 degrees 37 minutes 47 seconds West a distance of 102.66 feet to a point; proceeding thence North 54 degrees 09 minutes 51 seconds West a distance of 109.81 feet to a point on said line common to Land Lots 71 and 90; proceeding thence along said common Land Lot line and along the line common to said Land Lots 70 and 91 South 89 degrees 07 minutes 39 seconds West a distance of 702.93 feet to a concrete monument found; leaving said line common to Land Lots 70 and 91 and proceeding thence South 00 degrees 51 minutes 21 seconds East a distance of 1518.42 feet to a 1/2 inch rebar set; proceeding thence North 86 degrees 28 minutes 39 seconds West a distance of 458.90 feet to an etched hole in the top of stone found; proceeding thence North 00 degrees 06 minutes 57 seconds East a distance of 1502.70 feet to an etched hole in the top of stone found on said line common to Land Lots 70 and 91; proceeding thence North 00 degrees 04 minutes 00 seconds East a distance of 856.02 feet to a 1/2 inch rebar found; proceeding thence North 00 degrees 27 minutes 05 seconds West a distance of 108.05 feet to a 1/2 inch rebar set proceeding thence North 84 degrees 40 minutes 12 seconds East a distance of 967.36 feet to a 1/2 inch rebar set on said westerly right-of-way of State Route #314; proceeding thence along said westerly right-of-way line of State Route #314 the following courses: South 26 degrees 43 minutes 56 seconds East a distance of 73.06 feet to a point, South 27 degrees 55 minutes 05 seconds East a distance of 59.50 feet to a point, South 29 degrees 59 minutes 15 seconds East a distance of 61.97 feet to a point, South 30 degrees 44 minutes 05 seconds East a distance of 58.28 feet to a point, South 30 degrees 44 minutes 15 seconds East a distance of 57.49 feet to a point, South 30 degrees 27 minutes 07 seconds East a distance of 57.82 feet to a point, South 28 degrees 32 minutes 23 seconds East a distance of 60.14 feet to a point, South 24 degrees 43 minutes 40 seconds East a distance of 52.98 feet to a point, South 20 degrees 06 minutes 46 seconds East a distance of 57.38 feet to a point, South 17 degrees 51 minutes 05 seconds East a distance of 58.96 feet to a point, South 15 degrees 52 minutes 58 seconds East a distance of 53.09 feet to a point, South 13 degrees 56 minutes 33 seconds East a distance of 55.49 feet to a point, South 12 degrees 42 minutes 33 seconds East a distance of 58.55 feet to a point, South 12 degrees 22 minutes 08 seconds East a distance of 53.18 feet to a point, South 10 degrees 35 minutes 43 seconds East a distance of 54.86 feet to a point, South 10 degrees 03 minutes 34 seconds East a distance of 58.23 feet to a point, South 09 degrees 02 minutes 51 seconds East a distance of 51.18 feet to a point, South 06 degrees 17 minutes 18 seconds East a distance of 58.22 feet to a point, and South 03 degrees 59 minutes 34 seconds East a distance of 87.75 feet to The Point of Beginning; said tract or parcel of land contains 43.7897 acres.

ALL AS MORE particularly set forth and depicted on that certain Property Survey dated November 21, 1986, and being last revised on September 24, 2001, prepared by Travis Pruitt & Associates, Inc., bearing the seal and certification of Travis N. Pruitt, Georgia Registered Land Surveyor No 1729, for McDonald Southchase I, LLC, Chicago Title Insurance Company and First Capital Bank.

Exhibit A to Seller's Affidavit

13925539v6

From: Josh Marx <jmarx@prestwickcompanies.com>
Sent: Thursday, April 16, 2020 2:26 PM
To: Michelle Alexander <malexander@tcfatl.com>
Subject: RE: April 6th Meeting

Correct.

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) (b) (c)

From: Michelle Alexander <malexander@tcfatl.com>
Sent: Thursday, April 16, 2020 2:10 PM
To: Josh Marx <jmarx@prestwickcompanies.com>
Subject: Fw: April 6th Meeting

Josh,

Thank you for the responses to matters brought up at the public hearing as well as to the meetings we held with the School Board. One final clarification - Prestwick never pursued the project through Clayton Planning or BOC, but your firm had preliminary discussions with Clayton Housing Authority about the project, correct? I think that was a source of confusion.

But because the Housing Authority indicated they were only interested in supporting senior housing product, you did not pursue bonding since this project is for family residential. Did I capture that correctly?

Appreciate your time,
Michelle

From: Josh Marx <jmarx@prestwickcompanies.com>
Sent: Tuesday, April 14, 2020 3:46 PM
Michelle,

Please see my responses below. We are also willing to discuss preserving a portion of these five acres for potential single family development, if the market is there.

We are willing to be flexible and continue to work with the city on getting a site plan that works for everyone after the annexation and rezoning is completed.

Along with working with local non-profits, we provide programming on-site. We provide a furnished business center, wellness room where doctors can come on-site to examine residents, community gardens. We also provide financial literacy classes, preventative health care classes, and more.

Please reach out with any more questions.

Thanks,
Josh

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) (b) (6) (c)

From: Josh Marx
Sent: Tuesday, April 14, 2020 1:35 PM

Nikki,

As mentioned before we did not propose this development to Clayton County. We are having our revised traffic study completed right now.

We are willing to discuss a plan to donate 5 acres of land behind the elementary and middle school to support the school system. Please see the diagram above which shows what we can potentially donate. We will also try to work with local non-profits to come into our community to provide educational services.

As mentioned prior, this is not Section 8 housing. The apartments themselves will serve people earning between 30,000-65,000 or so.

Please let me know if you have any questions.

Thanks,
Josh

Josh Marx | Senior Development Associate | Prestwick Companies
3715 Northside Parkway, NW | Building 200, Suite 175 | Atlanta, GA 30327
404-693-8992 (o) (b) (6) (c)



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8064

DATE: April 9, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence R. Moore, City Manager

RE: FAA Grease Trap Replacement-2nd Funding Request

PURPOSE: City Council ratification of the emergency approval of a second funding request for the Day Care Center grease trap replacement at the Federal Aviation Administration (FAA) Regional Headquarters located at 1701 Columbia Avenue.

REASON: During the November 4, 2019 Regular Meeting City Council approved the replacement of the grease trap and all rusted piping in the kitchen of the day care center due to age and moisture exposure. At this time, a second funding request is being made to replace 25 feet of sewer lines for this project.

RECOMMENDATION: City Council approval of Leapley Construction to replace 25 feet of sewer lines in the day care center at the Federal Aviation Administration (FAA) Regional Headquarters as requested by from Colliers International Commercial Property Manager Ron Wilkerson.

BACKGROUND: The grease trap in the kitchen of the day care center failed. Pipes that are rusting out due to age and moisture exposure caused the failure. The grease trap is being replaced to avoid service interruptions and regulatory compliance issues.

YEARS OF SERVICE: Not applicable.

COST TO CITY: \$91,815.00.

BUDGETED ITEM: This is not a budgeted item. A budget amendment will take place in order to allocate the required funds. 557-4990-54-7640.

REVENUE TO CITY: Not applicable.

CITY COUNCIL HEARING DATE: April 20, 2020.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Aviation

Administration

AFFECTED AGENCIES: None.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None.

REQUIRED CHANGES TO WORK PROGRAMS: None.

STAFF: Office of the City Manager
Ron Wilkerson, Commercial Property Manager/Colliers International

ATTACHMENTS:

- Colliers Project Management Approval & Cost Detail (April 8, 2020) (PDF)
- Project Management Approval & Cost Detail-Grease Trap Replacement_11-06-2019 (PDF)
- Regular Session Meeting Minutes_Nov. 4, 2019 (PDF)

Review:

- Terrence R. Moore Completed 04/09/2020 11:08 AM
- Rosyline Robinson Completed 04/09/2020 11:11 AM
- Purchasing Completed 04/09/2020 3:07 PM
- Finance Completed 04/14/2020 8:01 AM
- Terrence R. Moore Completed 04/15/2020 2:49 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM



PROJECT MANAGEMENT APPROVAL & COST DETAIL

PROJECT MANAGEMENT

CONSULTING SERVICES

OTHER: _____

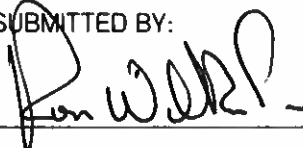

PROJECT INFORMATION

CLIENT LEGAL: College Park / Business and Industrial Development Authority, Georgia (BIDA)
 CLIENT CONTACT: Terrance Moore TENANT NAME: FAA Regional Facility
 PROJECT ADDRESS:
 FAA Phase I: 1701 Columbia Avenue, College Park GA FAA Phase II: 1701 Columbia Avenue, College Park GA
 CAPITAL IMPROVEMENT TENANT UPFIT MAJOR REPAIR OTHER: _____
 EST. PROJECT START DATE: 5-10-2020 EST. PROJECT COMPLETION 5-16-2020
 PROJECT SUMMARY: 2nd Funding Request for Daycare Center Grease Trap. We discovered 25ft of sewer line needs to be replaced. Please see attached scope of work.

COST INFORMATION

PROJECT TOTAL COST:	\$	84,590.00	<i>All costs associated with the Project</i>						
% OF PROJECT MANAGEMENT FEE PER THE MANAGEMENT AGREEMENT:		7,225.00%	<table border="1"> <thead> <tr> <th>Project Cost</th> <th>Fee %</th> </tr> </thead> <tbody> <tr> <td>Up to \$100,000</td> <td>10%</td> </tr> <tr> <td>\$100,001 +</td> <td>8.5%</td> </tr> </tbody> </table>	Project Cost	Fee %	Up to \$100,000	10%	\$100,001 +	8.5%
Project Cost	Fee %								
Up to \$100,000	10%								
\$100,001 +	8.5%								
BILLABLE PROJECT MANAGEMENT FEE:	\$	-0-							
GRAND TOTAL COST:	\$	91,815.00	<i>Add Project Cost and Billable Project Management Fee</i>						

APPROVAL

SUBMITTED BY:	APPROVED BY:
	
5-7-2020	4/8/2020
PROPERTY MANAGER	CITY MANAGER
DATE	DATE
Colliers International South Carolina, Inc., as Agent for College Park / Business and Industrial Development Authority, Georgia (BIDA)	City of College Park, Georgia

COLLIERS INTERNATIONAL INTERNAL USE ONLY

PROJECT COMPLETION DATE: _____ PROJECT MANAGEMENT FEE: \$ _____

Property Manager to email completed form in PDF format to Terri Varn for invoicing.

Monday, April 6, 2020



Mr Ron Wilkerson
Facilities Manager
Colliers Keenan
Address
College Park GA

RE: FAA Grease Trap Repair
Additional Pipe Replacement
0
College Park, GA
PCO#: 1

Mr. Wilkerson

In accordance with your request, we present our proposal to perform the following scope of work:

- o We will remove, relocate and reinstall existing dishwasher and cabinets at kitchen area.
- o We will sawcut and remove slab as needed to uncover underground piping.
- o We will remove existing damaged piping as required.
- o We will furnish and install new PVC sanitary piping to replace existing and reconnect to existing approx 25' in each direction.
- o We back fill trench and install vapor barrier, repair in cut with wire mesh and pour new concrete
- o We will furnish and install temp dust barriers at corridor and adjacent classroom.
- o We will install new floor protection and remove at end of project.
- o We will furnish and install new sheet vinyl flooring in kitchen and classroom area. This will not be a matching material. We will match as close as possible.
- o We will paint walls in kitchen, corridor and classroom as needed in construction area. Paint color to match existing.
- o All work to take place during normal business hours.
- o We do not include obtaining permits or inspections.

The work as outlined above will be performed for **\$71,452.**

If you would like us to proceed with this work, please indicate your acceptance of this proposal by signing below and returning one copy to us for our files. Upon receipt of an executed proposal we will proceed with the work.

Sincerely,
Leapley Construction Group of Atlanta, LLC

Charlie Carter LEED AP ID+C
Senior Project Manager Field Operations

Accepted By : _____ Date _____

Monday, April 6, 2020

9:58:43 AM

Leapley Construction Group of Atlanta, LLC
 Requested Change Order Summary for FAA Grease Trap Repair

PCO#: 1

Change Code: 17001

Job Name: FAA Grease Trap Repair
 Address 1: 0
 Address 2: 0
 City/State: College Park, GA

Job #: 221031
 Project Manager: Carter
 Change Order Type: Owner CO

Division 1a - General Conditions

01-049	Pre-Construction Manager	-
01-050	Project Manager	2,624
01-051	Assistant Project Manager	-
01-052	Superintendent	5,760
01-053	Assistant Superintendent	-
01-058	Administrative Assistant	-
01-062	P&P Bond (Extension)	-
01-510	Phone	-
01-602	Small Tools	-
01-606	Temp. Protection	-
01-608	Vehicle	-
01-610	Public Area Cleaning	-
01-612	Cleaning Other	-
Division Total		8,384

Division 1b - Permissible / Reimbursable Expenses

01-060	Permit (Resubmittal)	-
01-064	General Liability Insurance	0
01-066	Builders Risk Insurance	0
01-070	Blueprinting/Reproduction	-
01-076	Parking	-
---		-
---		-
Division Total		0

Division 2a - Demolition/Clean-Up

02-212	Job Site Debris Container	-
02-214	Debris Removal/Dump Fees	-
02-200	Demolition	-
Division Total		-

Leapley Construction Group of Atlanta, LLC
 Requested Change Order Summary for FAA Grease Trap Repair

	<u>Division 2b - Sitework</u>		
02-300	Sitework	-	
		Division Total	-
	<u>Division 3 - Concrete</u>		
03-100	Concrete	4,740	
		Division Total	4,740
	<u>Division 4 - Masonry/Marble</u>		
04-100	Masonry	-	
		Division Total	-
	<u>Division 5 - Metals</u>		
05-100	Metals	-	
		Division Total	-
	<u>Division 6 - Wood & Plastics</u>		
06-100	Blocking	-	
06-300	Millwork	-	
		Division Total	-
	<u>Division 7 - Roofing & Insulation</u>		
07-100	Roofing	-	
07-219	Spray Insulation	-	
		Division Total	-

Leapley Construction Group of Atlanta, LLC
Requested Change Order Summary for FAA Grease Trap Repair

<u>Division 8 - Doors & Windows</u>			
08-300	Doors Frames HW Package	-	
08-810	Glass / Glazing	-	
	Division Total	-	
<u>Division 9 - Finishes</u>			
09-200	Gyp Partitions / Ceilings	8,749	
09-400	Acoustical Ceilings	-	
09-600	Flooring Tile	-	
09-700	Flooring - Specialty	16,020	
09-900	Paint	2,340	
09-990	Final Clean	-	
	Division Total	27,109	
<u>Division 10 - Specialties</u>			
10-100	Accessories	-	
	Division Total	-	
<u>Division 11 - Equipment</u>			
11-500	Kitchen Appliances	-	
	Division Total	-	
<u>Division 12 - Furnishings</u>			
12-100	Blinds Shades	-	
12-500	Furnishings	-	
	Division Total	-	
<u>Division 13 - Special Construction</u>			
13-100	Special Construction A	-	
	Division Total	-	

Leapley Construction Group of Atlanta, LLC
Requested Change Order Summary for FAA Grease Trap Repair

Division 14 - Conveying Systems
 14-100 Conveying Systems

	-
Division Total	-

Division 15 - Mechanical
 15-300 Fire Protection
 15-100 Plumbing
 15-600 HVAC
 15-200 HVAC / Plumbing

	-
	24,576
	-
	-
Division Total	24,576

Division 16 - Electrical
 16-100 Electrical
 16-800 Fire Alarm

	-
	-
Division Total	-

	Construction Subtotal	64,809
Overhead	5.00%	3,240
Fee	5.00%	3,402
Misc.	0.00%	-
	PCO Total	\$ 71,452

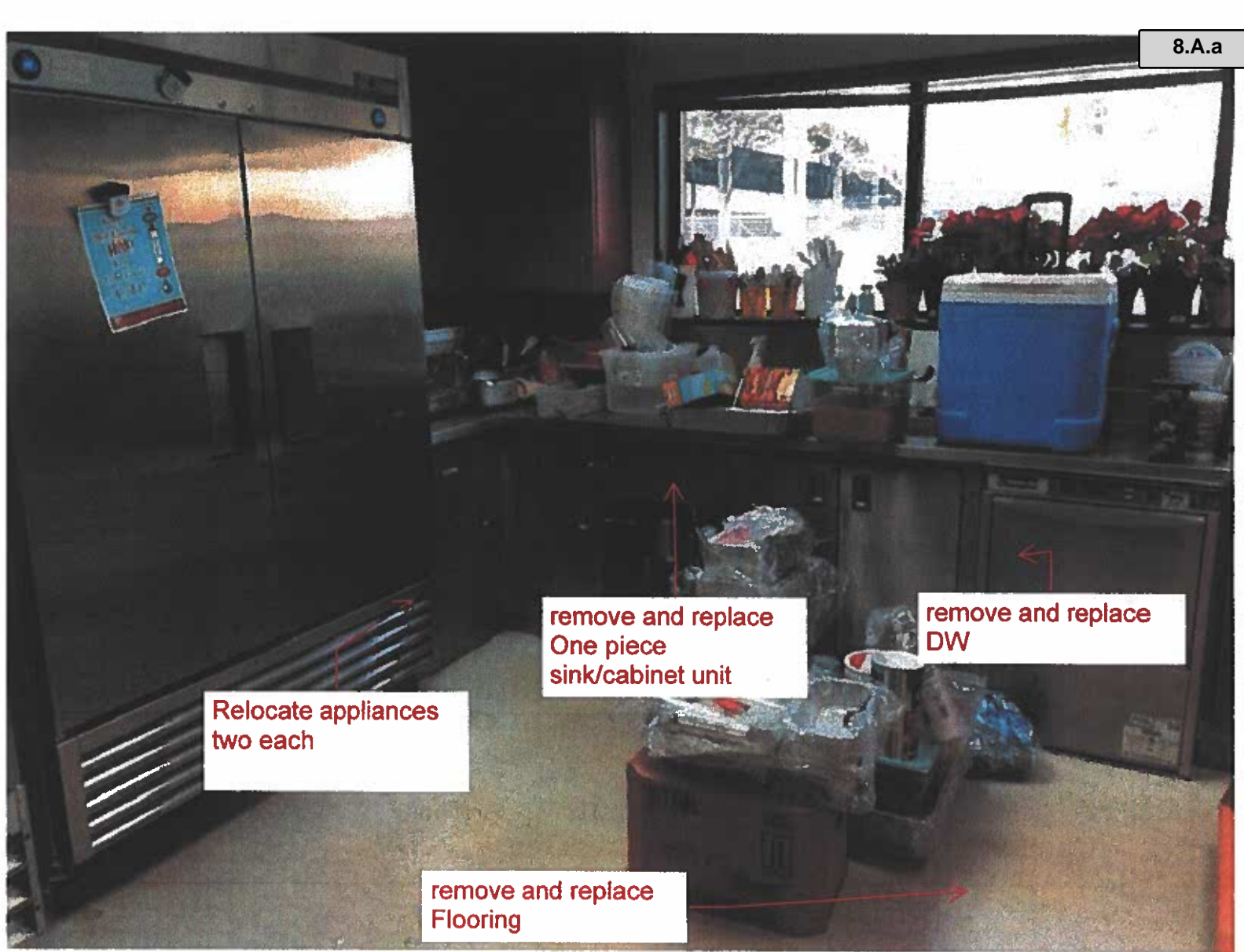


Budget Projection	
FAA Grease Trap Replacement	
1643 & 1701 Columbia Avenue College Park, Ga 30337	
Rentable SF:	312,713
Description	Cost Projection
Hard Costs	
Replace Rotted Interior Piping in Kitchen, closet, corridor and office	71,452
Permit (TBD)	800
Total Hard Costs	\$ 72,252
Soft Costs	
Project Mangement - per Property Management Agreement	\$ 7,225
Reimbursable Expenses	1,500
Total Soft Costs	\$ 8,725
Contingency	
Contingency (15%)	\$ 10,838
Total Contingency Costs	\$ 10,838
Project Totals	
Project Total	\$ 91,815
<i>Prepared by: Don Record</i>	

NOTE:

LCK

All information furnished with respect to the subject matter has been obtained from resources deemed reliable. No representation or warranty as to the accuracy thereof is made and such information is submitted subject to change in price, omissions, errors, prior sale, or withdrawal without notice.



Relocate appliances
two each

remove and replace
One piece
sink/cabinet unit

remove and replace
DW

remove and replace
Flooring



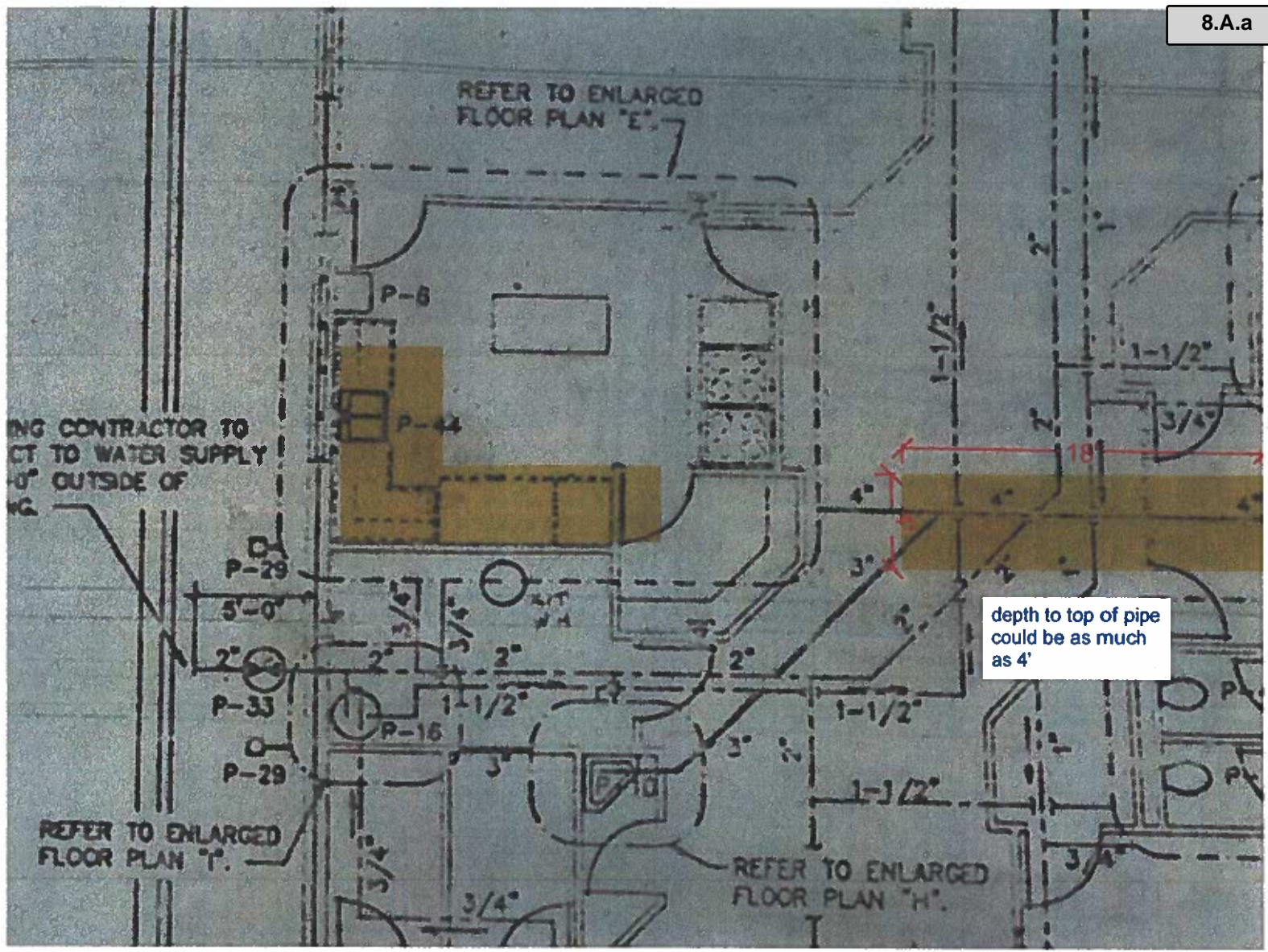


Continue slab cut and excavating



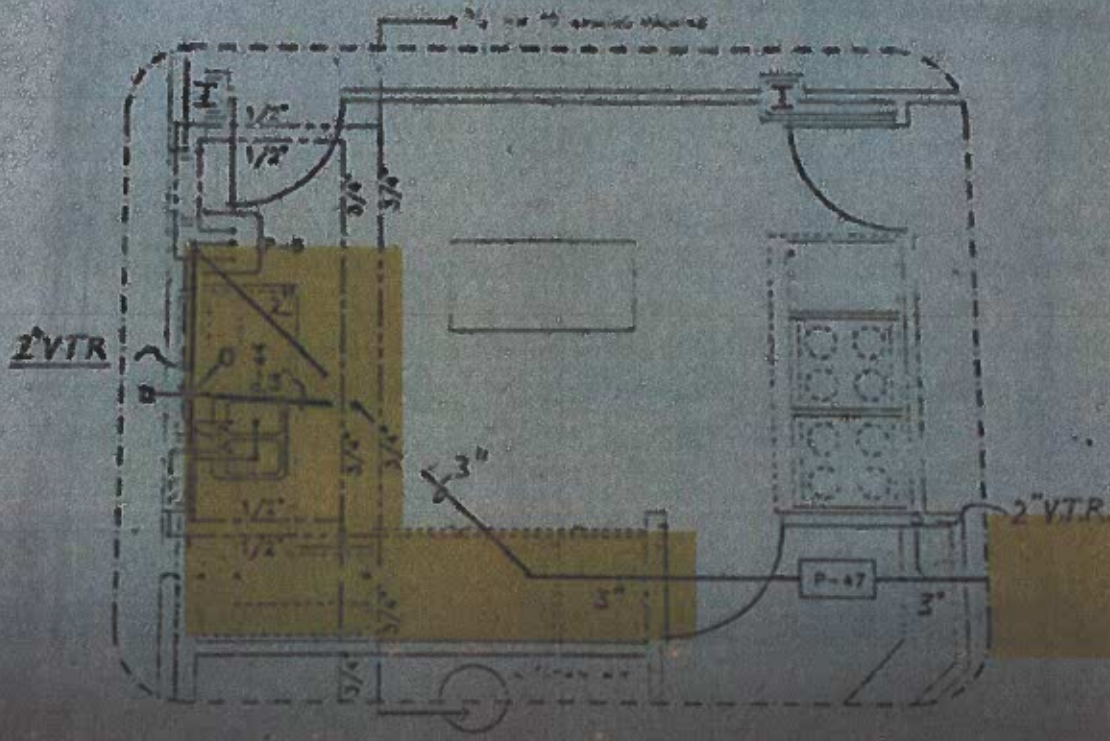
continue slab cut
into classroom

see dimension on
plans



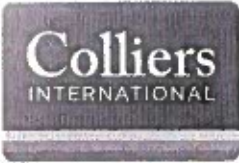
ENLARGED FLOOR PLAN "A"

SCALE: 1/4"=1'-0"



ENLARGED FLOOR PLAN "E"

SCALE: 1/4"=1'-0"



PROJECT MANAGEMENT APPROVAL & COST DETAIL

PROJECT MANAGEMENT
 CONSULTING SERVICES
 OTHER: _____

PROJECT INFORMATION

CLIENT LEGAL NAME: College Park / Business and Industrial Development Authority, Georgia (BIDA)
CLIENT CONTACT: Terrance Moore **TENANT NAME:** FAA Regional Facility
PROJECT ADDRESS:
 FAA Phase I: 1701 Columbia Avenue, College Park GA
 FAA Phase II: 1701 Columbia Avenue, College Park GA
 CAPITAL IMPROVEMENT
 TENANT UPFIT
 MAJOR REPAIR
 OTHER: _____
EST. PROJECT START DATE: 11-19-2019 **EST. PROJECT COMPLETION DATE:** 11-29-2019
PROJECT SUMMARY: Replace grease trap and all rusted piping. Current trap and rusted piping to be removed and replaced. Concrete slab, floor, and some interior walls to be demolished and replaced. All work to be performed during non-operating hours.

COST INFORMATION

PROJECT TOTAL COST:	\$ <u>42,437.00</u>	<i>All costs associated with the Project</i>						
		<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: left;"><i>Project Cost</i></td> <td style="text-align: left;"><i>Fee %</i></td> </tr> <tr> <td style="text-align: left;"><i>Up to \$100,000</i></td> <td style="text-align: left;"><i>10%</i></td> </tr> <tr> <td style="text-align: left;"><i>\$100,001 +</i></td> <td style="text-align: left;"><i>8.5%</i></td> </tr> </table>	<i>Project Cost</i>	<i>Fee %</i>	<i>Up to \$100,000</i>	<i>10%</i>	<i>\$100,001 +</i>	<i>8.5%</i>
<i>Project Cost</i>	<i>Fee %</i>							
<i>Up to \$100,000</i>	<i>10%</i>							
<i>\$100,001 +</i>	<i>8.5%</i>							
% OF PROJECT MANAGEMENT FEE PER THE MANAGEMENT AGREEMENT:	<u>3,042.00%</u>							
BILLABLE PROJECT MANAGEMENT FEE:	\$ _____							
GRAND TOTAL COST:	\$ <u>45,479.00</u>	<i>Add Project Cost and Billable Project Management Fee</i>						

APPROVAL

SUBMITTED BY: _____ PROPERTY MANAGER	DATE <u>11-05-2019</u>	APPROVED BY: _____ CITY MANAGER	DATE <u>11/6/19</u>
Colliers International South Carolina, Inc., as Agent for College Park / Business and Industrial Development Authority, Georgia (BIDA)		City of College Park, Georgia	

COLLIERS INTERNATIONAL INTERNAL USE ONLY

PROJECT COMPLETION DATE: _____ **PROJECT MANAGEMENT FEE:** \$ _____
 Property Manager to email completed form in PDF format to Terri Varn for invoicing.

366 Director of Economic Development Artie Jones came forward to explain the item. We are
 367 seeking an intergovernmental agreement to proceed forward and provide all permits for this
 368 particular building.

369 Councilman Wyatt asked, how many acres are in their city?
 370

371
 372 Director of Economic Development Artie Jones said 31 acres is in our city, and 1.18 is in
 373 theirs.

374
 375 Councilman Wyatt said I still have an issue, but, okay. Does staff recommend approval?
 376

377 Director of Economic Development Artie Jones said yes, sir.
 378

379 Mayor Longino said I don't think we allow people to work on Sunday.
 380

381 Director of Inspections Oscar Hudson said yes, sir.
 382

383 **ACTION:** Councilman Wyatt moved to approve a request from Director of Economic
 384 Development Artie Jones III on an Intergovernmental Agreement between the City
 385 of College Park and the City of South Fulton for inspection and permitting services
 386 for 2929 Roosevelt Highway, seconded by Councilman Clay and motion carried.
 387 (All Voted Yes). Councilman Gay absent.
 388

389 B. Consideration of and action on a request for approval of the replacement of the grease
 390 trap at the Federal Aviation Administration (FAA) Regional Headquarters (day care
 391 center) located at 1701 Columbia Avenue.
 392

393 Mr. Ron Wilkerson, FAA, came forward to explain the item.
 394

395 **ACTION:** Councilman Wyatt moved to approve a request from City Manager Terrence R.
 396 Moore on the replacement of the grease trap at the Federal Aviation Administration
 397 (FAA) Regional Headquarters (day care center) located at 1701 Columbia Avenue
 398 seconded by Councilman Clay and motion carried. (All Voted Yes). Councilman
 399 Gay absent.
 400

401 C. Consideration of and action on a request for approval of an engineering study for the
 402 replacement of two main chillers at the Federal Aviation Administration (FAA) Regional
 403 Headquarters located at 1701 Columbia Avenue.
 404

405 Councilman Clay said we are hoping that the other expenses will be treated as capital.
 406

407 City Manager Terrence Moore said based on our discussions and the fact that a study is
 408 being accomplished, it is an opportunity for a supplemental lease agreement to negotiate
 409 with the FAA to finance what will be a major capital improvement.
 410

411 Councilman Clay said those chillers will cost a bundle of money.



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8071

DATE: April 10, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence R. Moore, City Manager

RE: COVID-19 Disinfecting Services (Preventative Treatment)

PURPOSE: Mayor and City Council ratification of the approval of COVID-19 disinfecting services as a preventative measure for College Park City Hall.

REASON: Proactive efforts to disinfect and sterilize College Park City Hall as a preventative treatment.

RECOMMENDATION: Mayor and City Council approval of the payment of \$15,200.00 to Parker Young Construction, LLC for disinfecting services of College Park City Hall.

BACKGROUND: See attached e-mailed dated March 31, 2020 referencing Direction to Sterilize College Park City Hall from City Manager Terrence R. Moore.

YEARS OF SERVICE: N/A.

COST TO CITY: \$15,200.00.

BUDGETED ITEM: This is not a budgeted item. A budget amendment will take place in order to allocate the required funds.

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: April 20, 2020.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: None.

AFFECTED AGENCIES: None.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: None.

STAFF: Office of the City Manager

ATTACHMENTS:

- Direction to Sterilize College Park City Hall (PDF)
- Statement_of_Completion_-_FS20-0236I (PDF)
- INVOICE #20-0286 (PDF)
- FS20-0236I_FINAL_DRAFT_CON (PDF)
- Parker Young Recon (PDF)

Review:

- Terrence R. Moore Completed 04/10/2020 11:44 AM
- Rosyline Robinson Completed 04/10/2020 11:47 AM
- Purchasing Completed 04/10/2020 12:37 PM
- Finance Completed 04/14/2020 8:02 AM
- Terrence R. Moore Completed 04/15/2020 2:49 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

From: [Terrence Moore](#)
To: [City Hall Contact Group](#); [Mayor and Council](#)
Cc: [Wade Elmore](#); [Ron Taylor](#); tgrier@parkeryoung.com; dbaldree@parkeryoung.com
Subject: Direction to Sterilize College Park City Hall
Date: Tuesday, March 31, 2020 12:39:36 PM

Good Afternoon Ladies and Gentlemen:

In an effort to be both proactive and cautious to help further ensure the well-being of staff that operate from College Park City Hall, please be advised that direction is current underway to engage contractual services to sterilize the facility beginning tomorrow evening.

With the help of Fire Chief Wade Elmore, the Office of the City Manager was able to host a site visit earlier today with representatives of Metropolitan Atlanta based restoration company Parker Young.

The contract for services specifically involves the application of a disinfectant via electro static spraying (the spraying of a disinfectant via a liquid and air compression system that draws to light and surfaces).

A work authorization to proceed as noted will therefore be executed this afternoon. City Hall custodians will likewise be directed to work with Parker Young technicians to enable access to the building accordingly.

Thanks and stay well.

Terrence R. Moore, ICMA-CM
City Manager
College Park, Georgia



INVOICE #20-0286

April 9, 2020

College Park City Hall
 % Terrence R. Moore, City Manager
 3667 Main Street
 College Park, GA 30337
 Via E-mail: tmoore@collegeparkga.com

Re: Ref. #FS20-0236I

Dear Mr. Moore:

The following is our invoice for emergency services rendered to the above-referenced property on 4/01/2020.

INVOICE

COVID-19 Disinfecting Services (Preventative Treatment)	<u>\$ 15,200.00</u>
AMOUNT NOW DUE	\$ 15,200.00

(Due Upon Receipt)
Please Pay FireStar, Inc. Using ID #35-2602161

Thank you for allowing FireStar, Inc., to be of service to you. If you have any questions, or if we can be of further assistance, please feel free to contact our office at (770) 368-1000.

Sincerely,

FIRESTAR, INC.

Tony Grier
 Estimator

TG: hcf

Corporate Office
 6815 Crescent Drive NW
 Norcross, GA 30071-2902
 (770) 368-1000
 Fax (770) 242-3879

4039 475 Industrial Boulevard
 Macon, GA 31210
 (478) 757-9032
 Fax (478) 757-9713



Parker Young Construction LLC

6815 Crescent Dr., N.W.
Norcross, Ga. 30071-2902
770-368-1000

Client: College Park City Hall
Property: 3667 Main Street
College Park, GA 30337

Home: (404) 669-375

Operator: TGRIER

Estimator: TONY GRIER

Type of Estimate: Healthcare Related Loss

Date Entered: 4/1/2020

Date Assigned: 3/31/2020

Price List: GAAT8X_ASB_TRAVELERS

Labor Efficiency: Restoration/Service/Remodel

Estimate: FS20-0236I



Parker Young Construction LLC

6815 Crescent Dr., N.W.
Norcross, Ga. 30071-2902
770-368-1000

FS20-0236I

FS20-0236I

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Bioesque Botanical ESS application Bioesque Botanical ESS application and wipe down.	40,000. EA 00	0.00	0.38	0.00	15,200.00
This is a square foot price for areas treated on 04/01/2020. This unit price is for preventive treatment of COVID-19. This rate includes all materials, labor (including PPE), and equipment used to treat the areas of concern per the work authorization.					
Total: FS20-0236I				0.00	15,200.00
Line Item Totals: FS20-0236I				0.00	15,200.00

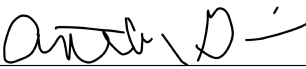


Parker Young Construction LLC

6815 Crescent Dr., N.W.
Norcross, Ga. 30071-2902
770-368-1000

Summary

Line Item Total	15,200.00
Replacement Cost Value	\$15,200.00
Net Claim	\$15,200.00



TONY GRIER



Parker Young Construction LLC

6815 Crescent Dr., N.W.
Norcross, Ga. 30071-2902
770-368-1000

Recap of Taxes

	Material Sales Tax (0%)	Storage Rental Tax (7.75%)	Local Food Tax (3.75%)
Line Items	0.00	0.00	0.00
Total	0.00	0.00	0.00



Parker Young Construction LLC

6815 Crescent Dr., N.W.
Norcross, Ga. 30071-2902
770-368-1000

Recap by Category

Items	Total	%
HAZARDOUS MATERIAL REMEDIATION	15,200.00	100.00%
Subtotal	15,200.00	100.00%



AUTHORIZATION FOR SANITIZE & DISINFECT SERVICE

I, Terrance R. Moore / City Manager of College Park City Hall
Name Address

3667 Main Street, College Park GA 30337 authorize **Parker**

Young Construction to proceed with the **Sanitize & Disinfect Service** at this jobsite.

Parker Young Construction will use a sanitization product approved by EPA to disinfect Norovirus and Emerging Pathogens to spray the premises as requested by me. **Bioesque Botanical Disinfect Solution** is on the EPA approved list for Norovirus and Emerging Pathogens with a kill time of 4 minutes with 99.9% probability. There is no implicit or explicit warranty of 100% efficacy offered by Parker Young Construction. Also, this service is good only to a point in time. The virus can still be backtracked after the Sanitation and Disinfection Service has been carried out. Multiple and continued treatments may be needed.

The charge for this service will be computed from the square footage of the area treated at the end at the following rate: Preventative _____ Confirmed Case / Suspect Virus

1. Spray only: \$0.38 per sqft

2. Spray & Hand Wipe: _____ per sqft

(Minimum Charge \$2,500)

Parker Young Construction will NOT be responsible for documents, office contents, any electronic equipment (including laptops, printers), jewelry, money, precious metals, financial instruments, firearms, live ammunition, prescription medication, collectibles (i.e., coins or stamps) or alcoholic beverages. I agree to remove, store or protect such items before work commences.

Terrance Moore
Customer Printed Name

[Signature]
Customer Signature

March 31, 2020
Date

[Signature]
Parker Young Construction Representative Signature



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8039

DATE: April 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Mike Mason, Public Works Director

RE: Sanitary Sewer Evaluation Study (SSES)

PURPOSE: The continuation of Sanitary Sewer Evaluation Study (SSES) of City's sanitary sewer/waste water collection system. The purpose of this phase is to locate buried and unaccessible manholes, uncover, and perform inspections of these structures.

REASON: During the initial mapping of all sanitary sewer manholes there were a significant amount that could not be located due to being buried and/or located in an unaccessible area.

RECOMMENDATION: Mayor and City Council approve for Prime Engineering Inc., and Metals/Materials and Engineering to continue work on the City's Sanitary Sewer Evaluation Study in the amount of \$140,800,00.

BUDGETED ITEM: Yes. Water and Sewer Account # 505-4400-52-6150-Engineering Services. There was \$289,000 budgeted for this project in this fiscal year. However, due the remaining time left in this fiscal year along with reducing expenditures in anticipation of revenue loss due to the COVID-19 pandemic the full budgeted amount is not being requested at this time. Funding to complete this ongoing project will be requested over the next two fiscal years.

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: April 20, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None

REQUIRED CHANGES TO WORK PROGRAMS: None

STAFF: Water and Sewer**ATTACHMENTS:**

- Work Order CCTV Phase 11 for \$140,800 (PDF)
- Work Order Cost Estimate 2020-04-01 (PDF)
- EXHIBIT A - CNA MHS List (PDF)
- EXHIBIT B - Map of CNL MHs (PDF)

Review:

- Mike Mason Completed 04/14/2020 3:12 PM
- Rosyline Robinson Completed 04/15/2020 10:25 AM
- City Attorney's Office Pending
- Finance Pending
- Terrence R. Moore Pending
- Mayor & City Council Pending 04/20/2020 7:30 PM

PRIME ENGINEERING

INCORPORATED

WORK ORDER

CLIENT: City of College Park

PROJECT NO.: 2025-0013.010

PROJECT: Sanitary Sewer Evaluation Study (SSES)

- CCTV Inspection, Review, and Evaluation
- Manhole Mapping and Inspections

DATE: March 31, 2020

PROJECT DESCRIPTION:

This work order is in response to a request for assistance from the City of College Park to continue and complete the evaluation of its sanitary sewer collection system. The work order is in association with the agreement between the City of College Park and Prime Engineering dated April 28, 2006 for engineering services related to the sanitary sewer evaluation and study (SSES). The purpose of this project is to assess and provide the necessary information needed to reduce the Infiltration and Inflow (I/I) in the City of College Park's sanitary sewer collection system. This project will also identify maintenance issues and improve the overall performance of the collection system.

In accordance with Prime Engineering's contract with College Park, the next phase of this project will assist the City in locating manholes which have not yet been located, mapped and inspected. The manholes may have been paved over, buried, or in heavily vegetated areas. The manholes need to be located and made accessible to complete the CCTV inspection of sanitary sewers, sanitary sewer manhole mapping and inspection inventory for the remaining sewer segments in the three Camp Creek basins and the two Flint River basins. The completion is contingent on the access to the sewer lines being provided for the segments identified on the attached exhibits. This work shall be funded with money appropriated by the City Council for continued work on the City's SSES program for FY 2019/2020. This Work Order shall provide the funding to uncover missing manholes so that the investigation and evaluation of the sanitary sewer system can be completed. To-date approximately 54% of this contract has been subcontracted to minority business enterprises with no mark-up.

SCOPE OF WORK:

Prime Engineering will assist College Park personnel to find manholes that have not been mapped/inspected in the five basins consisting of Camp Creek Basin 1, 2 and 3, Flint River Basin 1 and 2. See the attached table, "EXHIBIT A - CNA MHS List" showing a list of CNL/CNA manholes. See the attached map, "EXHIBIT B - Map of CNL MHs" showing a map of the manholes. Utilizing Utility Locate equipment such as Ground Penetrating Radar, Sanitary sewer manhole mapping and inspection in all basins is the sole scope of this Work Order. There are some items that need to be addressed by the City of College Park in order to complete this work. Please refer to section 5.0 below for a description of these items.

PRIME
ENGINEERING

INCORPORATED

1.0 Scope

- 1.1 Prime Engineering shall furnish labor, equipment, supplies, and supervision to perform the Utility Location and Mapping/Inspecting required in accordance with the technical procedures described in subsequent sections unless noted otherwise to be performed by the City of College Park.
- 1.2 Prime Engineering will utilize Utility Locate equipment such as Ground Penetrating Radar and metal detectors, supplemented by utilizing the CCTV lengths of completed pipe segments where available to attempt to locate buried manholes.
- 1.3 Prime Engineering shall perform the manhole mapping and inspections on sanitary structures remaining in all basins. This is contingent upon those manholes which could not be found or accessed being located and/or uncovered and, if necessary, raised to grade by the City to provide access for the cleaning and CCTV equipment.

2.0 Coordination with Others

- 2.1 Prime Engineering shall notify local Fire, Police, and other authorities on an “as needed” basis. The work shall be coordinated with authorities when safety issues are apparent to minimize potential safety and hazard related issues.

3.0 Methods and Procedures

3.1 Manhole Utility Locating

Prime Engineering will review and utilize CCTV lengths from existing manholes where available, supplemented by taped distances, Magnetic Locators and Ground Penetrating Radar to trace the sewer lines to locate the manholes. If the approximate location of a buried manhole is determined, Prime Engineering will mark the location with a stake or, if in pavement, painting the location on the pavement, College Park is then responsible for raising the manhole to grade or uncovering the manhole. Prime Engineering will then map the exact location of the manhole and inspect the manhole utilizing our standard College Park inspection forms. The cost for this effort will be based on hours expended using our current 2020 standard hourly rates.

3.2 Manhole Mapping and Inspections

Prime survey crews will map and inspect accessible manholes in all basins. The City is responsible for assisting in the locating, raising, and making accessible previously unmapped and uninspected manholes, assisted by Prime Engineering (See item 1.2, above). See table “**EXHIBIT A - CNA MHS List**” for a list of manholes that have not been inspected and “**EXHIBIT B - Map of CNL MHs**” for a map of the approximate locations of the manholes. Please be advised that the cost for this task is based on estimates of the number of manholes requiring inspection. As a result, the costs provided in this proposal should be used for budgetary purposes and the actual costs will be based on the number of structures mapped and inspected according to the unit prices below.

4.0 Deliverables

PRIME
ENGINEERING
INCORPORATED

4.1 Manhole Mapping and Inspection

Inspection forms of all structures will be submitted. The City’s GIS database will be updated and delivered via electronic disc. The City will be informed when structures cannot be located (CNLs) and when structures are inaccessible (CNAs). The City of College Park is responsible for locating and/or uncovering the CNL and CNA manholes listed in Exhibit B in order for the inspections to be accomplished.

5.0 **College Park Requirements**

- 5.1 Provide access to SSMH’s. This may require easement clearing, point repairs, road building and/or manhole locating/raising/access.

ESTIMATED ENGINEERING COST AND SCHEDULE:

Based on the estimated number of structures located in these basins and the lengths of sanitary sewer, and the unit prices for mapping the manholes outlined in Prime Engineering’s contract with the City, the engineering fee associated with this portion of the project is **\$140,800**. This cost is based on the amount of effort to complete the current work identified in this Work Order. Please refer to the itemized cost summary below. Please note that the fee for the Underground Utility Locating of the manholes will be billed on an hourly basis using our 2020 standard hourly rates as stated in the attached table. The City will be advised if additional structures or sewer lengths are located within the project area.

This project is expected to require approximately five (3) months to complete once access has been made available. The project start date will be upon receipt of an executed Work Order (either by mail or by fax) in the offices of Prime Engineering. Completion of this work is solely dependent upon College Park providing access to the manholes as stated in item 5.1 above.

Signed
Robert MacPherson, Prime Engineering, Inc.

Date: March 31, 2020

Accepted: _____
City of College Park

Date: _____



Work Order Cost Estimate March 31, 2020

Based on Estimated Quantities					
<u>PHASE NO</u>	<u>TITLE</u>	<u>Vendor</u>	<u>UNIT COST</u>	<u>EST QUANTITY</u>	<u>COST TO COMPLETE</u>
20	MANHOLE MAPPING		\$100	130	\$13,000
91	ACCESS/LOCATE MH using SUE*		\$115,000	1	\$115,000
	SUB TOTAL FOR PHASES 20 AND 91				\$128,000
92	CONTINGENCY (approx. 10%)				\$12,800
	TOTAL FOR ITEMS 20, 91 AND CONTINGENCY				\$140,800

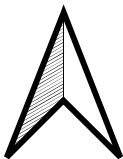
* Work under this line item will be billed on an hourly basis per our 2020 standard hourly rates. This is only an estimate and actual time may vary. We will keep the City aware of our efforts and cost on a monthly basis and will not exceed the estimate fee without prior authorization.

EXHIBIT A - TASK 20 MANHOLE INSPECTIONS CNA-CNL MANHOLES

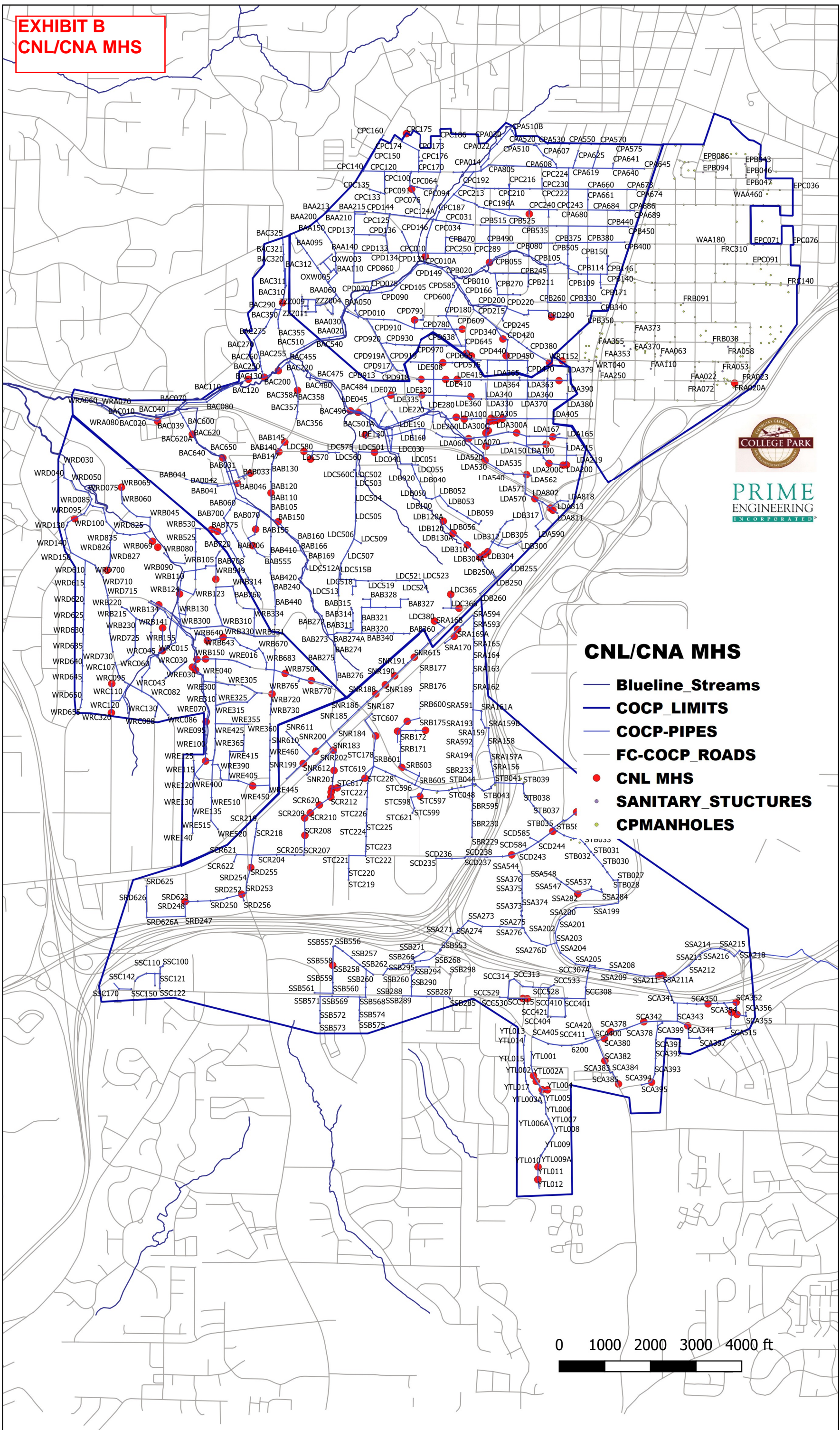
Previously Unmapped/Uninspected Manholes 01/20/2020			
BASIN	MH ID	ADDRESS	COMMENT
CC2	BAB030A	OUTFALL LINE	BURIED, NOT MAPPED/INSPECTED
CC2	BAB035	CHARLESTOWN DRIVE	BURIED, NOT MAPPED/INSPECTED
CC2	BAB046A		BURIED, NOT MAPPED/INSPECTED
CC2	BAB110	OXFORD WALK S/D	BURIED, NOT MAPPED/INSPECTED
CC2	BAB145	HERSCHEL ROAD	BURIED, NOT MAPPED/INSPECTED
CC2	BAB150	4060 HERSCHEL ROAD	NOT MAPPED/INSPECTED
CC2	BAB770	4084 WILLIAMSBURG DR	NOT INSPECTED/MAPPED - NEEDS RAISED
CC2	BAB775	4076 WILLIAMSBURG DR	NOT INSPECTED/MAPPED
CC2	BAC039	2800 CAMP CREEK PARKWAY	NOT INSPECTED/MAPPED, AKA E.PT. CF-016
CC2	BAC125	OUTFALL LINE	NOT MAPPED/INSPECTED
CC2	BAC200	OUTFALL LINE	NOT MAPPED/INSPECTED
CC2	BAC210	OUTFALL LINE	NOT MAPPED/INSPECTED
CC2	BAC305	3575 MILNER DR	NOT MAPPED/INSPECTED
CC2	BAC358A	3756 HERSCHEL RD	BURIED, NOT MAPPED/INSPECTED
CC2	BAC620A	2700 CAMP CREEK PKWY	PREVIOUSLY UNIDENTIFIED, NOT MAPPED/INSPECTED
CC1	CPB055A	3483 NAPOLEAN ST	NEED TO MAP
CC1	CPC010A	2206 HARRIS DR	CNL
CC1	CPC062	3365 HARRIS DRIVE	CNL
CC1	CPC091A	PALMOUR CT?	CNL/CNA - UNDER SHED
CC1	CPC175	3198 WASHINGTON RD	CNL
CC1	CPC197		CNL
CC1	CPC241	1982 CONLEY ST	need to map
CC1	CPD295	VICTORIA ST / COLLEGE ST	under track 2nd lane at 'v'
	CPD390	PRINCETON DR	
CC1	CPD430	PRINCETON DR	CNL
CC1	CPD637	REDWINE AV / MCDONALD AV	
CC1	CPD655	3681 PRINCETON AV	
CC1	CPD660	3681 PRINCETON AV	BURIED, NOT MAPPED/INSPECTED
CC1	CPD760	REAR OF 2229 REDWINE AV	
F1	EPA020A	EAST VESTA AV	WO-29 FOUND - NEEDS MAPPED/INSPECTED
F1	EPA025	JACKSON ST	PAVED STILL CNL 12/18/14
F1	EPC038	1467 WALKER AV	BURIED STILL CNL 12/8/14
F1	EPC080A	1476 CAMBRIDGE AV	BURIED STILL CNL 12/8/14
F1	FAA120A	HARVARD / JEFFERSON	NEEDS MAPPING STILL CNL 12/8/14
F1	FAA122A	1774 HARVARD AV	STANDING WATER
F1	FRA020A	MADISON / HARVARD	NOT MAPPED OR INSPECTED 7-6-10 WO-35 NO ACCESS - AIRP
F1	FRB200A	JACKSON ST / VIRGINIA AV	NEED TO MAP/INSPECT WO-36
F1	FRB200B		PAVED NEED MAP/INSPECT
CC2	LDA040	JOHN WESLEY AVE	NOT MAPPED/INSPECTED
CC2	LDA043	JOHN WESLEY WEST OF N	NOT MAPPED/INSPECTED
CC2	LDA065A	YALE AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDA120	S NAPOLEAN ST	NOT INSPECTED/MAPPED
CC2	LDA141	YALE AV	BURIED, NOT INSPECTED/MAPPED 10-4-10
CC2	LDA150A	2021 OGLETHORPE AV	NOT MAPPED/INSPECTED
CC2	LDA165A	1945 YALE AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDA200	COLLEGE ST S. OF OXFORD AV	NOT INSPECTED/MAPPED
CC2	LDA200A		NOT INSPECTED/MAPPED, BURIED?
CC2	LDA200C		NOT INSPECTED/MAPPED, BURIED?
CC2	LDA377A	215 W. HARVARD AV	BURIED, NOT INSPECTED/MAPPED

Previously Unmapped/Uninspected Manholes 01/20/2020			
BASIN	MH ID	ADDRESS	COMMENT
CC2	LDA515	YALE AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDA530A	OXFORD AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDA561	CONLEY ST @ PARK'N FL	NOT INSPECTED/MAPPED
CC2	LDA801	INT CAMP CK & CONVENT	NOT MAPPED/INSPECTED
CC2	LDA810	AIRPORT RENT A CAR	NOT INSPECTED/MAPPED
CC2	LDA811A	AIRPORT RENT A CAR	BURIED, NOT INSPECTED/MAPPED
CC2	LDA815	4003 MAIN ST	CNL 12/01/14
CC2	LDB120A	GICC	CNL, BURIED, NOT MAPPED/INSPECTED
CC2	LDB130A	CONVENTION CNTR	CNL, BURIED, NOT MAPPED/INSPECTED
CC2	LDB300A	GATEWAY BLVD	CNL 12/1/14
CC2	LDB304	GICC	NOT MAPPED/INSPECTED
CC2	LDB304A	GICC	BURIED, NOT MAPPED/INSPECTED
CC2	LDB307	GICC	BURIED, NOT MAPPED/INSPECTED
CC2	LDB310	GICC	BURIED, NOT MAPPED/INSPECTED
CC2	LDC500	S SIDE OF CAMP CREEK PKWAY	BURIED, NOT INSPECTED/MAPPED
CC2	LDC560C	PAUL D WEST EAST OF H	BURIED, NOT INSPECTED/MAPPED
CC2	LDC581	S OF PAUL D WEST DR	NOT MAPPED/INSPECTED
CC2	LDC582	PAUL D WEST DRIVE	NOT MAPPED/INSPECTED
CC2	LDE070A	LAKE DR E. OF ABBOTT ST	BURIED, NOT INSPECTED/MAPPED
CC2	LDE083A	BANKS CT	BURIED, NOT INSPECTED/MAPPED
CC2	LDE335A	LAKE DR AT MCREE DR	BURIED, NOT MAPPED/INSPECTED
CC2	LDE340	2105 WEST COLUMBIA AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDE410	2153 WEST HARVARD AV +/-	BURIED, NOT MAPPED/INSPECTED
CC2	LDE415	2132 WEST HARVARD AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDE430A	2213 WEST HARVARD AV	BURIED, NOT MAPPED/INSPECTED
CC2	LDE508	2166 PRINCETON AV	BURIED, NOT MAPPED/INSPECTED
F2	SCA394	500 PHOENIX PKWAY	BURIED, NOT MAPPED/INSPECTED
F2	SCA349	1551 PHOENIX BLVD	CNL
F2	SCA354		CNL
F2	SCA377		CNL
F2	SCA379		CNL
F2	SCA380		CNL
F2	SCA385		CNL
F2	SCA394		CNL
F2	SCA512	PHOENIX BLVD	
F2	SCC307		CNA-PAVED
F2	SCC308		
F2	SCD242	1890 +/- SULLIVAN RD	CNL-NOT MAPPED/INSPECTED STILL CNL 11/21/14
F2	SCR622		CNA-PAVED
F2	SNR178	SPRING LAKE DR	CNL-NOT MAPPED/INSPECTED
F2	SNR608	2455 ROOSEVELT HWY	CNL, NOT MAPPED/INSPECTED STILL CNL 11/21/14
F2	SNR612	2465 ROOSEVELT HWY	CNL, NOT MAPPED/INSPECTED STILL CNL 11/21/14
F2	SRA169A	4287 WEST POINT AV	BURIED
F2	SRA170A	WEST POINT AV	BURIED
F2	SRB175B		CNL, NOT MAPPED/INSPECTED
F2	SRB175C		CNL, NOT MAPPED/INSPECTED
F2	SRB602A	RIVERDALE RD	BURIED
F2	SRD248		CNL
F2	SRD252	OLD NATL	

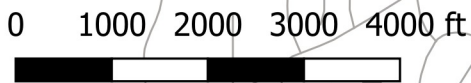
Previously Unmapped/Uninspected Manholes 01/20/2020			
BASIN	MH ID	ADDRESS	COMMENT
F2	SRD255	OLD NATL /SULLIVAN	CNL
F2	SSB558	GODBY ROAD	CNL
F2	SSB559	2385 GODBY RD	CNL
F2	STC179A	4571 EDISON DR	BURIED
F2	STC214	SPRING LAKE DR	CNL, NOT MAPPED/INSPECTED
F2	STC597	S OF RIVERDALE RD, E OF EMBASSY DR	CNL, NOT MAPPED/INSPECTED
F2	STC617	SPRING LAKE DR	CNL, NOT MAPPED/INSPECTED
F2	SWC148	SULLIVAN	CNL, UNDER ASPHALT WO-48
CC3	WRB069	HARRIET TUBMAN ELEMEN	CNL, BURIED
CC3	WRB070	HARRIET TUBMAN ELEMEN	CNL, BURIED
CC3	WRB124	W. OF 4235 GLENDA DR	BURIED, NOT MAPPED/INSPECTED
CC3	WRB134	2801 LAKESHORE DR	CNL, BURIED YARD DEBRIS
CC3	WRB555	4185 FREDERICKSBURG DR	CNA, PAVED?
CC3	WRB620	2700 LAKESHORE DR	CNL, NOT MAPPED/INSPECTED
CC3	WRB640	2642 LAKESHORE DR	CNL, NOT MAPPED/INSPECTED
CC3	WRB715	HERSCHEL AT ARUNDEL	VISIBLE ON GOOGLE 10/2019 - NEEDS MAPPED / INSPECTED
CC3	WRB750A	2585 RIVERDALE RD	CNL, BURIED
CC3	WRB763	2459 RIVERDALE RD	CNL, NOT MAPPED/INSPECTED
F1	WRC005	4300 YORK RD	CNL, BURIED?
F1	WRC010	4344 YORK RD +/-	CNL, BURIED
F1	WRC300	4439 WHITE CITY RD	CNL, PAVED?
F1	WRD800	4001 LAKEMONT DR	NOT MAPPED/INSPECTED
F1	WRD810	4001 LAKEMONT DR	NOT MAPPED/INSPECTED
F1	WRD815	4001 LAKEMONT DR	NOT MAPPED/INSPECTED
F1	WRD820	4001 LAKEMONT DR	NOT MAPPED/INSPECTED
F1	WRD826A	KAREN RD	CNL, PAVED?
F1	WRD828	KAREN RD	CNL, PAVED?
F1	WRE010	2705 COLONIAL DR	CNL, NOT MAPPED/INSPECTED
F1	WRE011	2705 COLONIAL DR	CNL, NOT MAPPED/INSPECTED, GATE BUILT ON EASEMENT
F1	WRE090	4515 GREENSPRING RD	CNL, NOT MAPPED/INSPECTED
F1	WRE365	4555 GREENSPRING RD	CNL, PAVED?
F1	WRE440	4640 OLD NATL HWY	BURIED, NOT MAPPED/INSPECTED
F1	WRT061		CNA- PAVED?
F2	YTLO02A	YORKTOWN DR	BURIED
F2	YTLO02B	YORKTOWN DR	BURIED
F2	YTLO11		CNA NOT MAPPED/INSPECTED FENCED AREA
F2	YTLO12		CNA NOT MAPPED/INSPECTED FENCED AREA



**EXHIBIT B
CNL/CNA MHS**



- CNL/CNA MHS**
- **Blueline Streams**
 - **COCP LIMITS**
 - **COCP-PIPES**
 - **FC-COCP ROADS**
 - **CNL MHS**
 - **SANITARY STRUCTURES**
 - **CPMANHOLES**





CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8073

DATE: April 15, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michael Hicks, Chief Information Officer

RE: QSend - See Something Say Something Software

PURPOSE: To approve Citizen Response Software "QScend Technologies, Inc.".

REASON: To provide a way for citizens and staff to request service(s), receive City calendar events contact departments or report a concern anywhere within City of College Park.

RECOMMENDATION: To approve Citizen Response Software.

BACKGROUND: I was asked to evaluate 3 software packages to determine the best fit for our environment. One that is scalable, feature rich, and price conscious. The list is attached.

QScend Technologies, Inc cost breakdown:

QAlert Software Licensing Fees - \$10,800/year + One-time Implementation Fee - \$4,900 = \$15,700.00

+ **Add-on optional Services** (2 Days on-site training \$4,200 + 2-day on-site kick-off meeting \$4,200 + Custom branded mobile app \$3,000) - **\$11,400.00**

YEARS OF SERVICE: N/A.

COST TO CITY: \$27,100

BUDGETED ITEM: This item will require a budget adjustment to fund the expense.

REVENUE TO CITY: N/A.

CITY COUNCIL HEARING DATE: April 20, 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:

- Citizen Response Quote Comparison Sheet (DOCX)
- Qsend Pricing 2020 Contract (PDF)
- ITB – CITIZEN RESPONSE SOFTWARE - Specs (PDF)
- Agenda Memo ID #2020-8073 - ITB - CITIZEN RESPONSE SOFTWARE - 030320 (PDF)

Review:

- Michael Hicks Completed 04/13/2020 11:39 AM
- Rosyline Robinson Completed 04/13/2020 4:23 PM
- Purchasing Completed 04/13/2020 4:59 PM
- Finance Completed 04/15/2020 9:30 PM
- Terrence R. Moore Completed 04/16/2020 11:29 AM
- Mayor & City Council Pending 04/20/2020 7:30 PM

<h2>SeeClickFix</h2>	<p>SeeClickFix gives your organization a complete suite of web, iOS and Android applications to efficiently manage your services and communications.</p> <ul style="list-style-type: none"> • SeeClickFix-branded iOS and Android Apps for Citizens and Officials • Embeddable Web App • Request Workflows and Communication Tools • Powerful Mapping & Analytics • Alerts and Notices with Email and Push Notifications • Work Orders and Budgeting Templates • Resources for Tracking Time and Materials • User Permissions and Roles
<h2>QSend</h2>	<p><u>QAlert SaaS Licensing Fees - \$900/month</u></p> <ul style="list-style-type: none"> • All components – Call center, service request (workflows), mapping, and reporting • Unlimited users • Resident Portal • Knowledgebase • 24/7 support • Maintenance, hosting, and upgrades <p><u>One-time Implementation Fee – \$4,900</u></p> <ul style="list-style-type: none"> • Dedicated Project Manager until launch • Software installation • Business intelligence gathering/ Configuration of service request types • Setup routes and escalations for service requests configuration onboard mapping • Configuration citizen data • Conference calls with project management and design team • GIS integration • Migration of existing data (citizen, request types, etc.) • Admin. Training via webinar • 1-year subscription to QSend Academy online training portal

CivicLive

Creative, Technical, and Professionals Services

- Professional Project Management
- Web Design Services with a 100% Satisfaction Guarantee
- Mobile-Optimization with Responsive Design and Smartphone App
- Training Sessions

Leading-Edge EGovernment Software

- Intuitive Content Management Tools
- Citizen Engagement Solution
- Government Productivity and Transparency Modules

Software-As-A-Service Long-Term Support



April 7, 2020

QAlert Software Licensing Fees - \$10,800/year

- All components – Call center, service request (workflows), mapping, and reporting
- Unlimited users
- Resident Portal
- Knowledgebase
- 24/7 support
- Maintenance, hosting, and upgrades

One-time Implementation Fee – \$4,900

- Dedicated Project Manager until launch
- Software installation
- Business intelligence gathering/ Configuration of service request types
- Setup routes and escalations for service requests configuration onboard mapping
- Configuration citizen data
- Conference calls with project management and design team
- GIS integration
- Migration of existing data (citizen, request types)
- Admin. Training via webinar
- 1-year subscription to QScend Academy online training portal

Add-on Services

- 2 Days on-site training \$4,200
- 2-day on-site kick-off meeting \$4,200
- Custom branded app \$3,000

General Terms

The licenses set forth above shall continue for a term of 12 months from the Effective Date (the "Term") and shall automatically renew upon the expiration of the Term unless Subscriber provides 90 days prior written notice. BY SIGNING BELOW, SUBSCRIBER AGREES TO THE QSCEND TERMS OF USE LOCATED AT www.QScend.com/terms AND ANY OTHER APPLICABLE TERMS, CONDITIONS AND POLICIES GOVERNING THE USE OF THE QSCEND SERVICES.

Subscriber Signature

Print Name

Print Title

Date

QScend Signature

Keith LeBeau

Print Name

President

Print Title

Date



QScend Technologies, Inc.
College Park, Georgia
Subscriber Order

April 7, 2020



PURPOSE

SPECIFICATION(s)/S.O.W.

GENERAL PURPOSE

The City of College Park (City), Department of Information Technology is soliciting proposals from software companies to complete purchase software for the citizens of College Park to complete responses to within various departments of the City.

The purpose of this Invitation to Bid (ITB) is to solicit proposals from organizations then conduct a fair and extensive evaluation based on criteria and who can best meet the needs of the City.

SCOPE of WORK

The City is looking for the software to include the following configuration(s):

1. Custom app in Apple App Store and Android Play store
2. Mobile-Optimization with Responsive Design and Smartphone App
3. Training Sessions
4. Intuitive Content Management Tools
5. Citizen Request System(s)
6. Government Productivity & Transparency Modules
7. Unlimited user(s) Permissions and Roles
8. 24/7 support, Maintenance, hosting, and upgrades
9. Setup routes and escalations for service requests configuration onboard mapping
10. GIS integration, Mapping and Analytics
11. Alerts and Notices with Email and Push Notifications

Include the following in your proposal:

1. Implementation / Set-up fee(s)
2. Licensing fee(s)
3. Optional add-on service(s)
4. Annual fee cost



CITY OF COLLEGE PARK

PO BOX 87137 • COLLEGE PARK, GA 30337 • (404) 767-1537

AGENDA MEMORANDUM NO. 2020-8073

DATE: APRIL 13, 2020

TO: OFFICE OF THE CITY MANAGER

FROM: WILLIS MOODY, PURCHASING/FLEET ADMINISTRATOR

SUBJECT: ITB - CITIZEN RESPONSE SOFTWARE - 030320
SEALED BID OPENING/

The purpose of this communication is to secure the approval to purchase the following item(s). Please include the following item(s) on the upcoming Mayor/Council agenda.

Item Description: Citizen Response Software

Budgeted item(s): This project was budgeted for the current fiscal

Recommendations: QScend Technologies, Inc is recommended at \$15,700.00 for this project

Explanation of recommendation in full:

This RFP was advertised in the South Fulton Neighbor for two (2) weeks beginning February 17, 2020. The bid was published on the City of College Park website under the Bids/RFPs location, Vendor Registry.com, DOAS GPR (Georgia Procurement Registry) and the National Association of Minority Contractors - Georgia Chapter. The advertisement publish from February 17, 2020 thru the close on March 3, 2020.

There was an official bid opening scheduled for Tuesday, March 3, 2020 at 10:00 am held at City Hall in the Executive Conference Room.



CITY OF COLLEGE PARK

PO BOX 87137 • COLLEGE PARK, GA 30337 • (404) 767-1537

Tabulation Matrix

ITB – CITIZEN RESPONSE SOFTWARE – 030320

	Company Name	Bid Amount	Minority Y/N Class	Is your company located in CP	Previous Work w/CP?
1	QScend Technologies	\$15,700.00	N	N	N
2	ITsimple	\$19,488.00	N	N	N
3	SeeClick Fix, Inc	\$19,600.00	N	N	N
4					
5					

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:

- (1) African American Business Enterprise (**AABE**) (2) Hispanic Business Enterprise (**HBE**)
 (3) Female Business Enterprise (**FBE**) (4) Asian Business Enterprise (**ABE**)
 (5) Native American Business Enterprise (**NABE**)

City of College Park
 Willis Moody
 Purchasing/Fleet Administrator
 College Park, GA 30337



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8074

DATE: April 13, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Michael Hicks, Chief Information Officer

RE: Dell Maintenance Agreement

PURPOSE: To approve a yearly MLA (Maintenance Lease Agreement) fee for Dell servers.

REASON: To pay yearly lease agreement for Dell Servers.

RECOMMENDATION: To approve yearly maintenance agreement.

BACKGROUND: This is a five (5) year lease agreement from Dell. We are nearing the end of the lease agreement. We have one additional year to pay the lease and we own the equipment. At that time we need to evaluate the environment for an upgrade. Please see attached supporting documents.

YEARS OF SERVICE: 5

COST TO CITY: \$26,712.35.

BUDGETED ITEM: Yes. Account No. 100-1535-52-5730

REVENUE TO CITY: N/A.

CITY COUNCIL HEARING DATE: April 20, 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:

- Dell Financial Services (PDF)
- Dell Financial explanation (PDF)

Review:

- Michael Hicks Completed 04/13/2020 12:13 PM
- Rosyline Robinson Completed 04/13/2020 4:18 PM
- City Attorney's Office Completed 04/14/2020 10:51 AM
- Terrence R. Moore Completed 04/15/2020 2:49 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

Dell Financial Services™

See reverse side for important contact information.

Special Messages for COLLEGE PARK, GEORGIA Invoice Number: 80358347

Finance the total solution At Dell Financial Services (DFS), we provide financing for Dell and non-Dell hardware, software, services and peripherals. To learn more, contact your Dell or DFS Account Manager.

Contract Summary Contract: 810-6720992-001

Table with contract details: Contract Number 810-6720992-001, Due Date 05/01/20, Current Charges \$26,712.35, Past Due \$0.00, Total Due \$26,712.35. Includes Invoice Date, Invoice Number, and Contract Number.

Credits/Payments Since Last Invoice

Table with 4 columns: Contract Number, Invoice #, Description, Amount. Shows a credit of \$26,712.35.

Summary of Current Charges

Table with 6 columns: Contract Number, Sales Order, Description, Amount, TRANSACTION, Total. Shows charges for RENTAL and \$1.00 PURCHASE OPTION.

000652 1/1



Please Detach Here

Please fill in the 'Amount Enclosed' and return the payment coupon with your check in the enclosed return envelope. Do not staple, paper clip, fold or tape the contents

Dell Financial Services™

Please make your check payable to: Dell Financial Services. Include your 8 digit invoice number on your check or check skirt. Ensure the 'Amount Enclosed' equals check amount. For multiple lease payments, see reverse side for instructions. Do Not combine lease payment with any other payment

Table with 6 columns: Contract Number, Invoice Number, Current Charges, Past Due Charges, Total Due, Due Date.

New Address or Phone Number? Visit us at www.dell.com/dfs or check box and complete reverse side.

Address Change of Equipment Location

Amount Enclosed: \$

MB 01 000652 91305 B 7 C

Looking for a more convenient way to pay your bill? To learn more, visit www.dell.com/payLEASE

COLLEGE PARK, GEORGIA ACCOUNTS PAYABLE 3667 MAIN STREET COLLEGE PARK, GA 30337-2699

DELL FINANCIAL SERVICES LLC PAYMENT PROCESSING CENTER P.O. BOX 6547 CAROL STREAM, IL 60197-6547

810672099200100080358347000267123500000267123509000003

Dell Financial Services

Payment Instructions
 Outlined below are different ways you can pay the amount due on your Lease account. Please visit www.dell.com/payLEASE for detailed payment instructions.

Pay Online: It's quick and easy. You can schedule recurring payments. Please visit us at www.dell.com/dfs to register and/or pay

Auto Pay: A free, convenient way to have your payments automatically deducted from your checking account. Please visit us at www.dell.com/payLEASE to obtain a copy of autopay form. Complete the form and fax it back to us at 512-283-1854

Pay by Phone: Call us toll free at 877-663-3355 for Small and Medium Business (SMB)

Pay by Check: Make check payable to: DELL FINANCIAL SERVICES. Mail your payments to PO Box address on payment coupon. Please allow 5 business days for the Post Office to deliver your check for processing.

For single lease payments:

- Include 8 digit invoice number on check or check skirt
- Fill in 'Amount Enclosed' on the payment coupon for accurate posting
- Ensure 'Amount Enclosed' written on the payment coupon equals check amount
- Enclose payment coupon with your check in the return envelope

For multiple lease payments with check skirt:

- Include 8 digit invoice numbers and amount paid for each invoice on check skirt
- Ensure the total amount paid for all invoices on check skirt equals check amount
- Enclose check skirt with your check

For multiple lease payments without check skirt (utilizing coupons):

- Fill in 'Amount Enclosed' on each payment coupon
- Ensure 'Amount Enclosed' written on all coupons equals check amount
- Enclose all lease payment coupons with your check in the return envelope

Note: To ensure payments post accurately and timely, Please DO NOT combine Lease payments with Dell Business Credit, Dell Preferred Account, Dell Marketing or any other payment.

Contact Information	Dell Financial Services		Dell	
	Online at www.dell.com/dfs for SMB*	By Phone at 877-663-3355	Online at www.support.dell.com for SMB* and PLE**	By Phone at 800-456-3355 for SMB*
For Written Inquiries: Dell Financial Services PO Box 81577 Austin, TX 78708-1577 (Please do not send payments to this address)				
Review your account information	x	x		
View copies of current and past invoices	x			
Make a payment	x	x ***		
Review your last payment details	x	x		
Review your next payment details	x	x		
Change your statement/ invoice address	x	x		
Change your billing and/or equipment location address	x	x		
End of Lease options	x	x		
Name changes		x		
Get answers to Frequently Asked Questions	x			
Assumption of lease, transfer of assets etc.		x		
Contact customer service via email	x		x	
Dell sales, order status, returns, exchanges, rebates, warranties etc.			x	x
Dell Tech support for hardware/software issues			x	x

* SMB stands for Small and Medium Business ** PLE stands for Public and Large Enterprise *** Phone payment is available for SMB only

Address Change Form - For faster service, visit our website at www.dell.com/dfs

Billing Address Change **Equipment Location Address Change**

Street _____ Lease Contract Number (s) _____

Ste/Apt _____ Service Tag/Service Number(s) _____

City _____ State _____ Zip Code _____

Telephone#1 (_____) _____ - _____ Telephone#2 (_____) _____ - _____



Service Agreement 12614

Service Express
3854 Broadmoor Ave. SE
Grand Rapids MI 49512
Phones: (800) 940-5585
Billing/Contract Fax: (616) 971-0754

Notes:

Monthly Charge: \$115.00

11/01/2019 - 10/31/2020 \$1,380.00

Authorized Representative Date

Authorized Representative Date

Printed Authorized Representative: City of College Park

Printed Authorized Representative: Service Express

* Customer acknowledges that they have read and understand the Terms and Conditions on the following page and by signing this Agreement agree to them.
** If EU resident personal data is processed for this Agreement, the DPA at <https://www.serviceexpress.com/policies/data-processing-agreement/> shall be incorporated into this Agreement.
*** Pricing shown does not include any applicable state sales or use taxes

For Service Call: 1-800-940-5585

Date: 11/13/2019

Page 3 of 3



Terms and Conditions of Sale

This Service Agreement and all sales by SEI, Inc. and its affiliates ("Service Express") are subject to these Terms and Conditions of Sale (these "Terms," and together with Customer's order, the "Agreement"). "Services" refers to the maintenance services provided by Service Express under this Agreement, and "Customer" refers to the person or entity purchasing Services from Service Express as is identified on the face of this Agreement. Service Express' acceptance of Customer's order is subject to Customer's acceptance of these Terms. Any modifications proposed by Customer are not part of the parties' agreement. Customer's acceptance of, or full or partial payment for, the Services will constitute Customer's acceptance of these Terms.

1. **TERM & TERMINATION.** This Agreement shall be effective from the commencement date and for the duration stated on the face of this Agreement. This Agreement may be terminated without penalty by either party upon thirty (30) days' prior written notice. In the event of such termination, Service Express will refund to Customer any funds which have been prepaid for Services not received beyond the effective date of termination.
2. **EQUIPMENT CHANGES.** Equipment to be covered by the Services ("Equipment") may be added to this Agreement upon mutual agreement of the parties. Equipment may be removed from coverage under this Agreement with thirty (30) days' written notice to Service Express. Service charges for Equipment added to this Agreement will be at Service Express' then-current monthly rate.
3. **SERVICE RESPONSIBILITIES OF SERVICE EXPRESS.** Service Express warrants that all services provided shall be performed in a workmanlike manner and in compliance with applicable laws and regulations. In consideration of payment of the charges set forth in the Agreement, Service Express shall provide the following Services to Customer:
 - (1) remedial maintenance and continuous repair effort following Customer notification of Equipment malfunction, with on-site response within the time frames specified in this Agreement;
 - (2) labor and parts as deemed necessary by Service Express to maintain the Equipment or to return the Equipment to operating condition. Service Express may take ownership of exchanged parts removed from Equipment, except in the case of failed devices containing magnetic media, which Customer may retain ownership of at Customer's discretion; and
 - (3) installation of field engineering change orders deemed necessary by the Equipment manufacturer at a time mutually agreed upon by Service Express and Customer.
4. **SERVICE RESPONSIBILITIES OF CUSTOMER.** As a condition to Service Express' obligation to provide the Services, Customer shall:
 - (1) contact Service Express immediately when Equipment malfunctions. Customer shall take reasonable precautions to limit further damage to the Equipment;
 - (2) provide full and free access to Equipment;
 - (3) ensure that a Customer representative is present during service by Service Express personnel; and
 - (4) make every effort to provide a reasonable environment for the Equipment covered by this Agreement and shall abide by all manufacturer specifications regarding such environmental conditions.
5. **SERVICE LIMITATIONS.**
 - (1) Requests for Service received outside of the hours of coverage stipulated in this Agreement shall be responded to on a commercially reasonable efforts basis.
 - (2) This Agreement does not cover: (a) damage due to improper treatment or use of Equipment; (b) unauthorized attempts to repair, maintain, or modify the Equipment other than by or at the direction of Service Express; or (c) damage created by external sources to this Equipment. Repairs made under these circumstances shall be made at the then prevailing Service Express per call rates for labor and parts.
 - (3) Service Express reserves the right to withdraw individual items of Equipment from coverage under this Agreement if, in Service Express' reasonable opinion, these items can no longer be supported. In these circumstances, Service Express shall provide Customer with reasonable notice of withdrawal.
 - (4) Services do not include operation supplies or accessories (as defined by the manufacturer), cosmetic damage to Equipment, or work external to the Equipment itself.
- (5) Waivers of liability may not be imposed by Customer as a requirement for site access. Service Express may suspend Services when, in Service Express' reasonable opinion, conditions at Customer's site jeopardize the health or safety of Service Express personnel.
- (6) Unless otherwise stated in this Agreement, the Services under this Agreement do not include LTU (License to Use) updates, software updates, software support, firmware upgrades, firmware updates, access to any proprietary information of any original equipment manufacturer, or access to technical websites.
6. **CHARGES.**
 - (1) Charges under this Agreement will be invoiced thirty (30) days in advance of the applicable service period. All invoices will be due within the net terms stated on the face of this Agreement.
 - (2) All overdue accounts may be charged a late fee of 1½% per month. Service Express reserves the right to suspend Services if invoices become past due.
 - (3) Charges for Equipment added to or removed from this Agreement will be prorated on a thirty (30) day month.
 - (4) Charges for services or equipment not covered under this Agreement shall be invoiced at Service Express' current rates and these Terms shall apply to such services.
 - (5) Upon mutual written agreement, Service Express may adjust the applicable charges for Equipment covered under this Agreement.
7. **LIMITATIONS OF LIABILITY.**
 - (1) EXCEPT FOR ANY EXPRESS WARRANTIES SET FORTH IN THESE TERMS, TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, ALL SERVICES ARE PROVIDED AS-IS WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



Terms and Conditions of Sale

- (2) SERVICE EXPRESS SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR FOR ANY LOSS OF USE, DATA, SOFTWARE, REVENUE, OR PROFITS, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. SERVICE EXPRESS' TOTAL LIABILITY ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE LIMITED TO DIRECT DAMAGES NOT TO EXCEED THE GREATER OF: A) THE TOTAL FEES PAID BY CUSTOMER IN THE TWELVE (12) MONTHS PRECEDING THE CLAIM, OR B) TWO MILLION US DOLLARS (\$2,000,000).
- (3) This limitation of Service Express' liability will apply regardless of the form of action, whether in contract or tort including negligence. Any action against Service Express must be brought within six (6) months after the cause of action occurs.
- (4) Service Express shall not be liable for any delay in or failure of performance due to causes beyond the reasonable control of Service Express.
- 8. INSURANCE.** Service Express shall carry, at a minimum, insurance in the following coverages and amounts:
- (1) Occurrence-based General Liability coverage and Prods/Com Ops coverage in amounts no less than \$1,000,000 each occurrence and \$2,000,000 aggregate;
 - (2) Technology & Information Professional Liability coverage in an amount no less than \$2,000,000;
 - (3) Workers' Compensation/Employer's Liability coverage as required by the applicable state law; \$1,000,000 per employee, accident, and disease; and
 - (4) Auto Liability Insurance coverage for any hired and non-owned autos in an amount no less than \$1,000,000, with a combined single limit each accident for bodily injury and property damage.

9. GENERAL

- (1) If either party neglects or fails to perform any of its obligations under this Agreement, or any other agreement between the parties, and such failure continues for a period of twenty (20) days after written notice thereof, the other party shall have the right to terminate this Agreement.

- (2) These Terms shall prevail over the terms and conditions of any order or other document submitted by Customer, and Service Express does not agree to and expressly rejects any Customer terms that are different from or in addition to these Terms.
- (3) This Agreement supersedes all prior service agreements and understandings between the parties with respect to the Services. This Agreement may not be amended except by mutual agreement of the parties.
- (4) It is expressly understood that if either party, on any occasion, fails to perform any provision of this Agreement, and the other party does not enforce that provision, the failure to enforce on that occasion shall not prevent enforcement on any other occasion.
- (5) During the term of this Agreement and for a period of one (1) year thereafter, neither party shall solicit the employment of any employee of the other party with whom such party has had contact in connection with the relationship arising under this Agreement. The foregoing prohibition shall not apply to an employee responding to the general advertisement of an open position by the other party.
- (6) Service Express shall comply with all applicable laws related to its provision of Services, including, but not limited to, those relating to data protection and privacy, wages, hours and conditions of employment, subcontractor selection, discrimination, occupational health/safety and motor vehicle safety. Without limiting the generality of the foregoing, Service Express shall comply with all applicable anti-bribery and anti-corruption laws, and other laws governing improper payments, in connection with the performance of this Agreement, including but not limited to, the U.S. Foreign Corrupt Practices Act of 1977, as amended, and the rules and regulations under it, and Service Express shall not act in a way that would cause Customer to be in violation of such laws (such as, by way of example, providing a kickback, bribe or inappropriate gift to any representative of Customer or government official or political party in order to obtain or retain business or to secure an improper commercial advantage). Service Express represents that it does not, directly or indirectly, engage in or otherwise support child, slave, prisoner or any other form of forced or involuntary labor, or engage in abusive worker treatment or corrupt business practices, in the supply of

Services, including, without limitation, Human Trafficking. "Human Trafficking" is defined as: the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Service Express further represents it does not, directly or indirectly, utilize the labor of North Korean nationals and/or North Korean citizens.

- (7) Neither party shall assign this Agreement unless consented to in writing by the other party, except that Service Express may assign this Agreement to an affiliate or in the event of a merger, consolidation, change of control, or sale of all or substantially all of its assets upon notice to Customer.
- (8) This Agreement will be governed by the laws of the State of Michigan (without regard to its conflict of law principles), and the parties hereby consent to the exclusive jurisdiction of the state or federal courts in the State of Michigan to adjudicate any dispute arising under or in connection with this Agreement.



Service Agreement 12614

Service Express
 3854 Broadmoor Ave. SE
 Grand Rapids MI 49512
 Phones: (800) 940-5585
 Billing/Contract Fax: (616) 971-0754

Location: Main		Contact: Robert Givons		City: College Park GA 30337		Location 25321: Print Heads and Maintenance Kits Not Included					
Line	Model Number	Description	Additional Description	Serial Number	Warranty	QTY	Start Date	Days	Hours	Response	Price
1	POWEREDGE T820	DELL POWEREDGE T820 TOWER SERVER		84DD2V1		1	3/8/2018	7	12A-12A	4 HOUR	\$40.00
2	POWEREDGE R220	DELL POWEREDGE R220		3K7JN22		1	11/1/2019	7	12A-12A	4 HOUR	\$25.00
3	POWEREDGE R720	DELL POWEREDGE R720		261JN22		1	11/1/2019	7	12A-12A	4 HOUR	\$50.00
Main Total: \$115.00											

Outdated servers that we still have
 in our environment for 3 servers ^(hardware) only
 L-3- p.D.- Budy cam In car video



Service Agreement 12614

Dell Maintenance

Service Express
 3854 Broadmoor Ave. SE
 Grand Rapids MI 49512
 Phones: (800) 940-5585
 Billing/Contract Fax: (616) 971-0754

Agreement Information

Name : City of College Park
Agreement : 12614
Sales Person : Shawn Huddleston
Duration: 12 Months
Commencement: 11/1/2019
Expiration: 10/31/2020

Contact Information

Name : Robert Givons
Address : 3667 Main St
 College Park GA 30337 United States
Phone : (404) 767-1537 EXT: 1110
Email: rgivons@collegeparkga.com

Billing Information

Invoice : Quarterly
Terms : Net 30

Billing Contact Information

Name : Carolyn Grant
Address : 3667 Main St
 College Park GA 30337 United States
Phone : (404) 767-1537 EXT: 1110
Email: cgrant@collegeparkga.com

Michael Hicks

From: Paul Bennett
Sent: Monday, April 13, 2020 12:08 PM
To: Michael Hicks
Subject: RE: Servers

Dell Financial services: Invoice for the MLA (Master Lease Agreement) with Dell covering our virtual environment. This includes 2 network switches, 3 VM host servers(4th was purchased a year later), 1 SAN, and original VMware licensing. The agreement was for 5 years and this should be our final payment.

Service Express: Provides hardware support for out of warranty, unsupported Dell servers.

Extended services quote: The original support included with the MLA only lasted 3 years. This quote covers extending it 2 years in order to line up with the completion of the MLA. This should have already been paid for.

Paul Bennett
Assistant Network Admin
City of College Park
(404) 767-1537 x1109

From: Michael Hicks
Sent: Friday, April 10, 2020 5:48 PM
To: Michael L. Sublett <msublett@collegeparkga.com>; Paul Bennett <pbennett@collegeparkga.com>
Subject: Servers

Guys please look at the 2 attachments and verify that the new maintenance agreement is for the servers in the spreadsheet.

Please get this back to me by Monday evening...I put this on the agenda for April 20th...

Thanks



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8066

DATE: April 15, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Shavala Moore, City Clerk

RE: City of Ethics Resolution and Ordinance

PURPOSE: GMA's Cities of Ethics program is an attempt to raise awareness about ethics issues at the local level and provide a local forum for the airing and resolution of legitimate concerns. The use of a local ethics ordinance allows citizens to raise their concerns and participate in the ethics investigation process at the local level, where the voice and influence of the individual citizen is strongest.

ACTION: To earn a "Certified City of Ethics" designation, a city must take two actions:

1. **Adopt a resolution establishing the five ethics principles for the conduct of your city's officials.**

These principles are designed to guide the elected officials as individuals and as a governing body. These principles are:

- Serve others, not ourselves
- Use resources with efficiency and economy
- Treat all people fairly
- Use the power of our position for the well-being of our constituents
- Create an environment of honesty, openness and integrity

2. **Adopt an ethics ordinance that meets minimum standards approved by the GMA Board.**

The ordinance must contain definitions, an enumeration of permissible and impermissible activities by elected officials, due process procedures for elected officials charged with a violation of the ordinance and punishment provisions for those elected officials found in violation of the ordinance.

RECOMMENDATION: Review resolution and Ethics Ordinance to establish the requirements of being a "Certified City of Ethics".

ATTACHMENTS:

- 2020-07 City of Ethics Resolution (PDF)
- Revision to Article V Code of Ethics (with hearing officer provisions)-REDLINED (DOCX)
- Revision to Article V Code of Ethics (with hearing officer provisions)-FINAL (PDF)

Review:

- Shavala Moore Completed 04/15/2020 5:19 PM
- Rosyline Robinson Completed 04/15/2020 6:06 PM
- City Attorney's Office Completed 04/16/2020 10:24 AM
- Terrence R. Moore Completed 04/16/2020 11:28 AM
- Mayor & City Council Pending 04/20/2020 7:30 PM

1 **STATE OF GEORGIA**

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3 **CITY OF COLLEGE PARK**

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6 **RESOLUTION NO. 2020-07**

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9 A RESOLUTION TO ESTABLISH THE ETHICS PRINCIPLES FOR CONDUCT OF
10 CITY OFFICIALS; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE AN
11 EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.

12 **WHEREAS**, the governing body of the City of College Park, Georgia (“City”) is
13 the Mayor and Council thereof; and

14 **WHEREAS**, the Board of Directors of the Georgia Municipal Association has
15 established a Certified City of Ethics program; and

16 **WHEREAS**, the City of College park wishes to be certified as a Certified City of
17 Ethics under the GMA Program; and

18 **WHEREAS**, part of the certification process requires the Mayor and Council to
19 subscribe to the ethics principles approved by the GMA Board.

20 **BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL**
21 **OF THE CITY OF COLLEGE PARK, GEORGIA**, and by the authority thereof:

22 **SECTION I.**

23
24 That as a group and as individuals, the governing authority subscribes to the following
25 ethics principles and pledges to conduct its affairs accordingly:

- 26
- Serve Others, Not Ourselves.
 - Use Resources With Efficiency and Economy.
 - Treat All People Fairly.
- 27
28

53 unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not
 54 render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases,
 55 clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent
 56 allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the
 57 Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

58 **SECTION IV**

59 All resolutions and parts of resolutions in conflict herewith are hereby expressly
 60 repealed.

61

62 **RESOLVED** this _____ day of _____, 2020.

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CITY OF COLLEGE PARK, GEORGIA

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BIANCA MOTLEY BROOM, Mayor

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70 **ATTEST:**

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SHAVALA MOORE, City Clerk

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78 **APPROVED AS TO FORM:**

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 City Attorney

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STATE OF GEORGIA**CITY OF COLLEGE PARK****ORDINANCE NO.**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF COLLEGE PARK, GEORGIA, BY AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE V (CODE OF ETHICS) TO REVISE ETHICS GUIDELINES WITH ADDITIONAL REGULATIONS, PROHIBITIONS AND PROCEDURES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia (the “City”) is the Mayor and Council thereof; and

WHEREAS, the City of College Park is authorized by O.C.G.A. §36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the governing authority deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

WHEREAS, such measures are necessary to provide the public with confidence in the integrity of its government; and

WHEREAS, the Mayor and City Council previously adopted a Code of Ethics to guide the proper behavior of elected and appointed officials; and

WHEREAS, the Mayor and City Council desire to make certain revisions to the Code of Ethics to provide for additional prohibitions and process of adjudicating same.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, and by the authority thereof:

Section 1. The Code of Ordinances of the City of College Park, Georgia is hereby amended by revising Article V (Code of Ethics) of Chapter 2 (Administration) of the City Code to read as follows:

ARTICLE V. - CODE OF ETHICS

Sec. 2-73. - Declaration of policy.

- (a) It is the policy of the city that the proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all city officials is adopted.
- (b) This code has the following purposes:
 - (1) To encourage high ethical standards in official conduct by city officials;
 - (2) To establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interest of the city;
 - (3) To require disclosure by such officials of private financial or other interest in manners affecting the city; and
 - (4) To serve as a basis for disciplining those who refuse to abide by its terms.

Sec. 2-74. - Scope of persons covered.

The provisions of this code of ethics shall be applicable to all members of the city council, planning and zoning commission, board of zoning appeals, all advisory commissions, and committee members and appointed city officials. Notwithstanding anything herein to the contrary, state law and the Charter of the City shall be controlling in the event of an actual conflict with the provisions of this Article. This Article shall be interpreted to supplement, and not replace, said provisions of state law and Charter.

Sec. 2-75. - Definitions.

As used in this article, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

Censure means the act of condemning as wrong. A censure shall be effectuated by entry in the minutes of a city council meeting.

City official and/or official, unless otherwise expressly defined, means the mayor, members of the city council, candidates for the offices of the mayor and city council after legal notice of candidacy and qualification as such candidate, municipal court judges (including substitute judges), and individuals appointed by the mayor and council to all city commissions, authorities, committees, boards and task forces, and all other city committee and/or body members, unless specifically exempted from this article by law and/or the city council.

Complainant means a person or entity who submits to the city clerk an ethics complaint alleging violations of this article.

Decision means any article, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations, of the council, board or commission which can or may lead to a vote or formal action by such body.

Discretionary authority means the power to exercise any judgment in a decision or action.

Entity means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law through which business may be conducted.

Exempt city boards, commissions, authorities, and similar bodies shall mean all boards, commissions, authorities, and similar bodies of the city other than the planning commission, board of zoning appeals, design review commission, and any authority created by either the Georgia General Assembly or by the city pursuant to O.C.G.A. Tit. 36, Chs. 61 and 62. The members of exempt city boards, commissions, authorities, and similar bodies are specifically exempted from the requirements of this article unless such member is either an elected official of the city or is also a member of another city board, commission, authority or similar body not specifically exempted by this article or by law.

Immediate family means the legal and/or biological parent, sibling, child, spouse, or any corresponding in-law, of any city official.

Interest:

- (1) *Incidental interest* means an interest in a person, entity or property which is not a substantial interest.
- (2) *Remote interest* means an interest of a person or entity, including a city official, who would be affected in the same way as the general public. The interest of a council member in the property tax rate, general city fees, city utility charges, or a comprehensive zoning article or similar decisions is incidental to the extent that the council member would be affected in common with the general public.

- (3) *Substantial interest* means a known interest, either directly or through a member of the immediate family, in another person or entity:
- a. The interest is ownership of five (5) percent or more of the voting stock, shares or equity of an entity, excluding investments held inside mutual funds or managed accounts; or
 - b. The interest is ownership of five thousand dollars (\$5,000.00) or more of the equity or market value of the entity, excluding (i) entities with a market capitalization of five hundred million dollars (\$500,000,000.00) or more, and (ii) investments held inside mutual funds or managed accounts; or
 - c. Funds received by the person from the other person or entity either during the previous twelve (12) months equaled or exceeded five thousand dollars (\$5,000.00) in salary, bonuses, commissions or professional fees, or ten (10) percent of the recipient's gross income during that period, whichever is less; or
 - d. The person serves as a corporate officer or member of the board of directors or other governing board of the for-profit entity other than a corporate entity owned or created by the city council; or
 - e. The person is a creditor, debtor or guarantor of the other person or entity in an amount of five thousand dollars (\$5,000.00) or more; or
 - f. An equitable or legal ownership interest in real property with a market value of five thousand dollars (\$5,000.00) or more.

Ethics complaint means a written document alleging a violation of this article by a city official. All ethics complaints filed with the city shall contain the following:

- (1) A brief statement specifically identifying the name and title of the city official against whom the complaint is filed. An ethics complaint may not allege violations and/or seek action against more than one city official;
- (2) A numbered list separately identifying each improper act which the city official is alleged to have committed, including 1) the date of any such alleged offense(s), 2) the specific section(s) of this article that each act is alleged to be in violation of and 3) the factual basis for each alleged violation;
- (3) A sworn and notarized statement by the complainant attesting that all information in the ethics complaint is true to the complainant's information and knowledge;
- (4) Email address, phone number and mailing address where the complainant may be contacted; and
- (5) The complainant's residential address within the city limits.

Reprimand means an official reproof, reprehension, or rebuke of a wrong. A reprimand shall be effectuated by resolution of the mayor and council.

Respondent means a city official charged with a violation of this article.

Sec. 2-76. - Standards of conduct.

- (a) No City Official shall use such position to secure special privileges or exemptions for such person or others, or to secure confidential information for any purpose other than official responsibilities.
- (b) No City Official, in any matter before the council, board or commission in which he has a substantial interest, shall fail to disclose for the common good for the record such interest prior to any discussion or vote.
- (c) No City Official shall act as an agent or attorney for another in any matter before the city council or any board or commission.
- (d) No City Official shall directly or indirectly receive or agree to receive, any compensation, gift, reward or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.
- (e) No City Official shall enter into any contract with the city except as specifically authorized by state statutes. Any City Official who has a proprietary interest in an agency doing business with the city shall make known that interest in writing to the city council and the city clerk.
 - (1) This prohibition shall not be applicable to the professional activities of the City Attorney in his or her work as an independent contractor and legal advisor on behalf of the City.
 - (2) This prohibition shall not be applicable to an otherwise valid employment contract between the City and a City Official who is not elected (such as, by way of example, a City Manager or Chief of Police).
- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with Georgia law.
- (h) No city official shall solicit or accept other employment to be performed or compensation to be received while still a city official or employee, if the employment or compensation could reasonably be expected to impair in judgment or performance of that official's or employee's city duties.
- (i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to the council, board or commission on which he serves or to his supervisor and shall take no further action or matters regarding the potential future employer.
- (j) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public, unless specifically authorized by City policy.

- (k) No city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- (l) No city official shall directly or indirectly solicit from a person or entity a gift, loan, favor, promise, or thing of value for him/herself or another person or entity if the city official is, at the time of such solicitation, involved in any official act or action which would result in a benefit to the person or entity from whom the gift, loan, favor, promise or thing of value is solicited. However, the above prohibition shall not apply in the case of:
 - (1) Occasional unsolicited non-monetary gift(s) and/or trinket(s) with a value of less than one hundred dollars (\$100.00), such as a calendar, memento, pen, and/or admission to or consumption of food and/or beverages at a function, social setting or event;
 - (2) Award publicly presented in recognition of public service;
 - (3) Transaction authorized by and performed in accordance with O.C.G.A. § 16-10-6 as now or hereafter amended;
 - (4) A commercially reasonable loan or other financial transaction made in the ordinary course of business by an institution or individual authorized by the laws of Georgia to engage in the making of such loan or financial transaction;
 - (5) Campaign contributions made and reported in accordance with Georgia laws;
 - (6) Items listed under O.C.G.A. § 16-10-2 that are specifically itemized as "a thing of value shall not include" as now or hereafter amended; or
 - (7) Food, beverage or expenses afforded city officials, members of their families, or others that are associated with normal and customary business or social functions or activities.
- (m) No city official shall disclose to any person the content or substance of any discussion or action that took place during said executive session, unless required to by law or a majority of the members of the council, board, commission, authority or similar body authorize such disclosure.
- (n) A City Official shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (o) A City Official shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or person within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (p) A City Official shall not order any goods and services for the City without prior official authorization for such an expenditure. No City Official shall attempt to obligate the City nor give the impression of obligating the City without proper prior authorization.
- (q) No City Official shall draw travel funds or per diem from the City for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the City therefore.

- (r) No City Official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of College Park, no shall any City Official engage in ex parte communication with a municipal court judge of the City of College Park on any matter pending before the Municipal Court of the City of College Park.

Sec. 2-77. - Prohibition of conflict of interest.

A city official may not participate in a vote or decision on a matter affecting a person, entity or property in which the official has a Substantial Interest; in addition, a city official who serves as a corporate officer or member of a board of directors of a nonprofit entity may not participate in a vote or decision regarding funding by or through the city of the entity. Where the interest of a city official in the subject matter or a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

Sec. 2-78. - Exemptions.

This Code shall not be construed to require the filing of any information relating to any person's connection with, or interest in, any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil or political organization not conducted as a business enterprise or governmental agency, and which is not engaged in the ownership or conduct of a business enterprise or governmental agency.

Sec. 2-79. - Severability.

The provisions of this article are severable. If any provision of this article or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this article which can be given effect without the invalid provisions or application.

Sec. 2-80. - Penalty.

- (a) Any respondent found to have violated the provisions of this article shall be subject to:
- (1) Public reprimand and/or censure by the mayor and council;
 - (2) A fine greater than one hundred dollars (\$100.00) but less than five hundred dollars (\$500.00); and
 - (3) Request for resignation by the mayor and council.

Sec. 2-81 - Filing of complaints.

- (a) Only residents of the city may file an ethics complaint with the city. A complaint filed by a non-resident shall not be acted upon.
- (b) All ethics complaints shall be filed with the city clerk. The city clerk, or his/her designee, shall email a copy of such complaint to the city manager and respondent within five (5) calendar days of such filing.
- (c) All complaints shall be submitted and signed under oath, shall be legibly drawn and shall clearly address matters within the scope of this Article.
- (d) The City Clerk shall appoint a hearing officer according to the qualifications detailed herein within thirty (30) days of the filing of the complaint and shall transmit the contact information of said hearing officer to the Complainant and Respondent.
- (d) To discourage the filing of complaints under this section solely for political purposes, complaints under this article against an incumbent municipal election candidate, or an election candidate who is otherwise a City Official running for municipal office, filed sixty (60) calendar days prior to the opening date of qualifying for municipal office through the date of certification of the election results will not be acted upon until the election results for that office have been certified. Deadlines under this article shall be tolled during such period. Action shall thereafter only be taken upon the ethics complaint if the candidate against whom the complaint is filed is elected to that term of office.

Sec. 2-82. - Service of documents by respondent and complainant.

- (a) Within three (3) calendar days of the filing of an ethics complaint with the city clerk, the complainant shall serve by personal service, certified mail return receipt requested or statutory overnight delivery the respondent with a copy of the ethics complaint.
- (b) The respondent may file a response to the ethics complaint with the city clerk, but is not required to do so. If the Respondent chooses to file a response, one must be filed with the City Clerk within fifteen (15) days of being served with the Complaint.
- (c) The complainant and respondent shall serve each other, the city manager and the appointed hearing officer (once the Hearing Officer is appointed), with copies of all documents filed by them with the city clerk relating to the ethics complaint, by certified mail, return receipt requested or statutory overnight delivery, within three (3) calendar days of the date that any such document is filed.
- (d) The complainant and respondent shall file with the city clerk proof of mailing of all mailings required under this article within three (3) business days of such document being mailed. Such proof of service shall contain a copied and/or printed form provided by the postal facility which evidences the recipient, tracking number and date of such mailing. The city clerk shall verify that the correct address was indicated on the envelope.

Sec. 2-83. - Action upon complaints.

All Ethics Complaints shall be heard before a Hearing Officer who: (i) shall be a competent attorney at law of good standing with the State of Georgia Bar, (ii) shall have at least five (5) years' experience in the practice of law, and (iii) shall not reside or maintain an office within the City of College Park. The City Clerk may maintain a listing of qualified attorneys to serve as a Hearing Officer pursuant to this section. The burden of proof for all ethics complaints shall be on the complaining party and the standard of proof shall be beyond a reasonable doubt. Ethics complaints shall be reviewed as follows:

- (a) Preliminary review of ethics complaints:
 - (1) Upon being appointed and being served with all pertinent documents, and upon expiration of the 15-day period for the Respondent to file a response, the Hearing Officer shall review the Complaint and response, if any, to determine: (i) whether the Complaint is in conformity with the requirements of Sections 2-75 and 2-81 herein, (ii) whether upon consideration of the Complaint and response, the Complaint is unjustified, frivolous, patently unfounded, or (iii) whether upon consideration of the Complaint and Answer, the Complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this Article.
 - (2) If the Complaint fails based upon the requirements of subsection (1) above, the Complaint shall be dismissed stating the basis for said dismissal. A dismissal of such complaint preliminarily herein shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the City Official.
- (b) Evidentiary hearing on ethics complaints:
 - (1) Upon a determination that the Complaint should not be dismissed pursuant to subsection (1) above, the Hearing Officer shall be empowered to collect evidence and information concerning such Complaint and to add the findings and results of the investigation to the file containing such Complaint. In furtherance of this investigation, the Hearing Officer may:
 - (i) Seek such further information from the Complainant or the Respondent through inquiry or written questions, provided, however, the Respondent shall have no obligation to answer any inquiries, or
 - (ii) Conduct a hearing regarding the allegations set forth in the Complaint. At any hearing, the Respondent shall have the right to representation by counsel at all stages of these proceedings, to written notice of the hearing at least ten (10) calendar days before the first hearing, to hear and examine the evidence and witnesses, to not testify, and to submit evidence and call witnesses to oppose or mitigate the allegations. In all hearings held under this section, the procedures and rules of evidence applicable in civil cases shall guide, but not strictly apply.
 - (2) All investigations under this section shall be completed within forty-five (45) days of the Hearing Officer receiving the Complaint and any response.

Should the investigation not be completed in the said period, the Complaint will be deemed dismissed as a failure to state facts sufficient to invoke the disciplinary jurisdiction of the City Council, unless an extension is requested by Complainant and granted by the Hearing Officer. Only one such extension may be granted for an additional thirty (30) days. Within seven (7) days of the completion of the investigation, the Hearing Officer shall:

- (i) Dismiss the Complaint on the grounds that it is unjustified, frivolous, patently unfounded, or that it fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; or
 - (ii) Prepare a report of Findings and Recommendations to the Mayor and City Council.
 - (iii) Should the Hearing Officer determine to submit a report in the matter, the report shall consist of: a written finding of facts, a determination whether the Complaint establishes beyond a reasonable doubt that a violation has been committed, and, if so, the specific violation and evidence supporting the same, and a recommendation regarding the punishment for such violation.
 - (iv) The Hearing Officer's written determination of Findings and Recommendations shall be delivered to the City Clerk, who shall provide a copy to the City Manager and the Mayor and Council and serve a copy on the Complainant and Respondent by personal service, certified mail return receipt requested, or by statutory overnight delivery. Such findings shall not be final until approved by vote of the City Council.
- (c) Mayor and City Council.
- (1) Upon receipt of Findings and Recommendations from the Hearing Officer, the Mayor and Council may:
 - (i) By simple majority accept the findings of the Hearing Officer.
 - (ii) By simple majority accept the findings of fact and reject the recommended discipline, instead substituting its own discipline.
 - (iii) By a supermajority, consisting of the majority of those present forming a quorum plus 1, reject the findings and recommendations and either dismiss the Complaint or conduct its own hearing in conjunction with the same hearing procedures dictated above. Upon the completion of such a hearing, the findings and recommendations of the Mayor and City Council shall be binding.
 - (2) If the subject of the Complaint is the Mayor or any Councilmember, he or she shall recuse themselves from participation in any hearing or vote held pursuant to this subsection (c), nor shall such Mayor or Councilmember be counted for the purpose of establishing a quorum.

- (3) Upon final judgment and certification of the minutes of the meeting disposing of this matter, the City Clerk shall serve the Respondent with the copy of the certified minutes and findings and recommendations by personal service, certified mail return receipt requested or statutory overnight service.

Sec. 2-84. - Bar against subsequent complaints.

- (a) The dismissal of an ethics complaint by the Hearing Officer on procedural grounds shall bar the complainant from filing any subsequent complaint against the same respondent for a period of three (3) months from the date of such dismissal.
- (b) Should the Hearing Officer and/or the mayor and council deny an ethics complaint on jurisdictional grounds, and/or determine that the evidence does not establish that the respondent has committed an ethics violation, the complainant shall be barred from filing any subsequent ethics complaint against the respondent arising from the same facts and circumstances as the adjudicated ethics complaint.

Sec. 2-85. - Participation by complaining official.

If the mayor or any city council member files, initiates, and/or encourages the filing of an ethics complaint against a respondent, he or she shall not actively preside over the consideration of the complaint before the city council.

Sec. 2-86. - Statute of limitations.

- (a) No ethics complaint shall be permitted under this article unless such complaint is filed within six (6) months of the commission of the act complained of, provided, however, the limitation shall be tolled during the period that the alleged offense is unknown to the complainant. Under no circumstances, however, shall any period be tolled, where the complainant knew and/or should have known about the alleged violation, and/or where the facts surrounding the offense were published by a news outlet, discussed at a public meeting and/or known to the general public.
- (b) No proceeding under this article shall be instituted and/or prosecuted after the expiration of the respondent's term of office during which the offense is alleged, if not re-elected immediately following such term, and/or after the resignation, death, vacancy, disqualification and/or withdrawal of the respondent from office.

Sec. 2-87. - Right to appeal.

- (a) The appeal to any adverse decision of the mayor and council action shall be commenced by filing a petition for a writ of certiorari in the Superior Court of Fulton County as provided by law.

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intent of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intent of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intent of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 5. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

Section 6. The effective date of this Ordinance shall be the date of adoption unless otherwise specified herein.

SO ORDAINED this _____ day of _____, 2020.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED BY:

City Attorney

STATE OF GEORGIA**CITY OF COLLEGE PARK****ORDINANCE NO.**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF COLLEGE PARK, GEORGIA, BY AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE V (CODE OF ETHICS) TO REVISE ETHICS GUIDELINES WITH ADDITIONAL REGULATIONS, PROHIBITIONS AND PROCEDURES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia (the “City”) is the Mayor and Council thereof; and

WHEREAS, the City of College Park is authorized by O.C.G.A. §36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the governing authority deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

WHEREAS, such measures are necessary to provide the public with confidence in the integrity of its government; and

WHEREAS, the Mayor and City Council previously adopted a Code of Ethics to guide the proper behavior of elected and appointed officials; and

WHEREAS, the Mayor and City Council desire to make certain revisions to the Code of Ethics to provide for additional prohibitions and process of adjudicating same.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, and by the authority thereof:

Section 1. The Code of Ordinances of the City of College Park, Georgia is hereby amended by revising Article V (Code of Ethics) of Chapter 2 (Administration) of the City Code to read as follows:

ARTICLE V. - CODE OF ETHICS

Sec. 2-73. - Declaration of policy.

- (a) It is the policy of the city that the proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all city officials is adopted.
- (b) This code has the following purposes:
 - (1) To encourage high ethical standards in official conduct by city officials;
 - (2) To establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interest of the city;
 - (3) To require disclosure by such officials of private financial or other interest in manners affecting the city; and
 - (4) To serve as a basis for disciplining those who refuse to abide by its terms.

Sec. 2-74. - Scope of persons covered.

The provisions of this code of ethics shall be applicable to all members of the city council, planning and zoning commission, board of zoning appeals, all advisory commissions, and committee members and appointed city officials. Notwithstanding anything herein to the contrary, state law and the Charter of the City shall be controlling in the event of an actual conflict with the provisions of this Article. This Article shall be interpreted to supplement, and not replace, said provisions of state law and Charter.

Sec. 2-75. - Definitions.

As used in this article, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

Censure means the act of condemning as wrong. A censure shall be effectuated by entry in the minutes of a city council meeting.

City official and/or official, unless otherwise expressly defined, means the mayor, members of the city council, candidates for the offices of the mayor and city council after legal notice of candidacy and qualification as such candidate, municipal court judges (including substitute judges), and individuals appointed by the mayor and council to all city commissions, authorities, committees, boards and task forces, and all other city committee and/or body members, unless specifically exempted from this article by law and/or the city council.

Complainant means a person or entity who submits to the city clerk an ethics complaint alleging violations of this article.

Decision means any article, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations, of the council, board or commission which can or may lead to a vote or formal action by such body.

Discretionary authority means the power to exercise any judgment in a decision or action.

Entity means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law through which business may be conducted.

Exempt city boards, commissions, authorities, and similar bodies shall mean all boards, commissions, authorities, and similar bodies of the city other than the planning commission, board of zoning appeals, design review commission, and any authority created by either the Georgia General Assembly or by the city pursuant to O.C.G.A. Tit. 36, Chs. 61 and 62. The members of exempt city boards, commissions, authorities, and similar bodies are specifically exempted from the requirements of this article unless such member is either an elected official of the city or is also a member of another city board, commission, authority or similar body not specifically exempted by this article or by law.

Immediate family means the legal and/or biological parent, sibling, child, spouse, or any corresponding in-law, of any city official.

Interest:

- (1) *Incidental interest* means an interest in a person, entity or property which is not a substantial interest.
- (2) *Remote interest* means an interest of a person or entity, including a city official, who would be affected in the same way as the general public. The interest of a council member in the property tax rate, general city fees, city utility charges, or a comprehensive zoning article or similar decisions is incidental to the extent that the council member would be affected in common with the general public.

- (3) *Substantial interest* means a known interest, either directly or through a member of the immediate family, in another person or entity:
- a. The interest is ownership of five (5) percent or more of the voting stock, shares or equity of an entity, excluding investments held inside mutual funds or managed accounts; or
 - b. The interest is ownership of five thousand dollars (\$5,000.00) or more of the equity or market value of the entity, excluding (i) entities with a market capitalization of five hundred million dollars (\$500,000,000.00) or more, and (ii) investments held inside mutual funds or managed accounts; or
 - c. Funds received by the person from the other person or entity either during the previous twelve (12) months equaled or exceeded five thousand dollars (\$5,000.00) in salary, bonuses, commissions or professional fees, or ten (10) percent of the recipient's gross income during that period, whichever is less; or
 - d. The person serves as a corporate officer or member of the board of directors or other governing board of the for-profit entity other than a corporate entity owned or created by the city council; or
 - e. The person is a creditor, debtor or guarantor of the other person or entity in an amount of five thousand dollars (\$5,000.00) or more; or
 - f. An equitable or legal ownership interest in real property with a market value of five thousand dollars (\$5,000.00) or more.

Ethics complaint means a written document alleging a violation of this article by a city official. All ethics complaints filed with the city shall contain the following:

- (1) A brief statement specifically identifying the name and title of the city official against whom the complaint is filed. An ethics complaint may not allege violations and/or seek action against more than one city official;
- (2) A numbered list separately identifying each improper act which the city official is alleged to have committed, including 1) the date of any such alleged offense(s), 2) the specific section(s) of this article that each act is alleged to be in violation of and 3) the factual basis for each alleged violation;
- (3) A sworn and notarized statement by the complainant attesting that all information in the ethics complaint is true to the complainant's information and knowledge;
- (4) Email address, phone number and mailing address where the complainant may be contacted; and
- (5) The complainant's residential address within the city limits.

Reprimand means an official reproof, reprehension, or rebuke of a wrong. A reprimand shall be effectuated by resolution of the mayor and council.

Respondent means a city official charged with a violation of this article.

Sec. 2-76. - Standards of conduct.

- (a) No City Official shall use such position to secure special privileges or exemptions for such person or others, or to secure confidential information for any purpose other than official responsibilities.
- (b) No City Official, in any matter before the council, board or commission in which he has a substantial interest, shall fail to disclose for the common good for the record such interest prior to any discussion or vote.
- (c) No City Official shall act as an agent or attorney for another in any matter before the city council or any board or commission.
- (d) No City Official shall directly or indirectly receive or agree to receive, any compensation, gift, reward or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.
- (e) No City Official shall enter into any contract with the city except as specifically authorized by state statutes. Any City Official who has a proprietary interest in an agency doing business with the city shall make known that interest in writing to the city council and the city clerk.
 - (1) This prohibition shall not be applicable to the professional activities of the City Attorney in his or her work as an independent contractor and legal advisor on behalf of the City.
 - (2) This prohibition shall not be applicable to an otherwise valid employment contract between the City and a City Official who is not elected (such as, by way of example, a City Manager or Chief of Police).
- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with Georgia law.
- (h) No city official shall solicit or accept other employment to be performed or compensation to be received while still a city official or employee, if the employment or compensation could reasonably be expected to impair in judgment or performance of that official's or employee's city duties.
- (i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to the council, board or commission on which he serves or to his supervisor and shall take no further action or matters regarding the potential future employer.
- (j) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public, unless specifically authorized by City policy.

- (k) No city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- (l) No city official shall directly or indirectly solicit from a person or entity a gift, loan, favor, promise, or thing of value for him/herself or another person or entity if the city official is, at the time of such solicitation, involved in any official act or action which would result in a benefit to the person or entity from whom the gift, loan, favor, promise or thing of value is solicited. However, the above prohibition shall not apply in the case of:
 - (1) Occasional unsolicited non-monetary gift(s) and/or trinket(s) with a value of less than one hundred dollars (\$100.00), such as a calendar, memento, pen, and/or admission to or consumption of food and/or beverages at a function, social setting or event;
 - (2) Award publicly presented in recognition of public service;
 - (3) Transaction authorized by and performed in accordance with O.C.G.A. § 16-10-6 as now or hereafter amended;
 - (4) A commercially reasonable loan or other financial transaction made in the ordinary course of business by an institution or individual authorized by the laws of Georgia to engage in the making of such loan or financial transaction;
 - (5) Campaign contributions made and reported in accordance with Georgia laws;
 - (6) Items listed under O.C.G.A. § 16-10-2 that are specifically itemized as "a thing of value shall not include" as now or hereafter amended; or
 - (7) Food, beverage or expenses afforded city officials, members of their families, or others that are associated with normal and customary business or social functions or activities.
- (m) No city official shall disclose to any person the content or substance of any discussion or action that took place during said executive session, unless required to by law or a majority of the members of the council, board, commission, authority or similar body authorize such disclosure.
- (n) A City Official shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (o) A City Official shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or person within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (p) A City Official shall not order any goods and services for the City without prior official authorization for such an expenditure. No City Official shall attempt to obligate the City nor give the impression of obligating the City without proper prior authorization.
- (q) No City Official shall draw travel funds or per diem from the City for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the City therefore.

- (r) No City Official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of College Park, no shall any City Official engage in ex parte communication with a municipal court judge of the City of College Park on any matter pending before the Municipal Court of the City of College Park.

Sec. 2-77. - Prohibition of conflict of interest.

A city official may not participate in a vote or decision on a matter affecting a person, entity or property in which the official has a Substantial Interest; in addition, a city official who serves as a corporate officer or member of a board of directors of a nonprofit entity may not participate in a vote or decision regarding funding by or through the city of the entity. Where the interest of a city official in the subject matter or a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

Sec. 2-78. - Exemptions.

This Code shall not be construed to require the filing of any information relating to any person's connection with, or interest in, any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil or political organization not conducted as a business enterprise or governmental agency, and which is not engaged in the ownership or conduct of a business enterprise or governmental agency.

Sec. 2-79. - Severability.

The provisions of this article are severable. If any provision of this article or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this article which can be given effect without the invalid provisions or application.

Sec. 2-80. - Penalty.

- (a) Any respondent found to have violated the provisions of this article shall be subject to:
- (1) Public reprimand and/or censure by the mayor and council;
 - (2) A fine greater than one hundred dollars (\$100.00) but less than five hundred dollars (\$500.00); and
 - (3) Request for resignation by the mayor and council.

Sec. 2-81 - Filing of complaints.

- (a) Only residents of the city may file an ethics complaint with the city. A complaint filed by a non-resident shall not be acted upon.
- (b) All ethics complaints shall be filed with the city clerk. The city clerk, or his/her designee, shall email a copy of such complaint to the city manager and respondent within five (5) calendar days of such filing.
- (c) All complaints shall be submitted and signed under oath, shall be legibly drawn and shall clearly address matters within the scope of this Article.
- (d) The City Clerk shall appoint a hearing officer according to the qualifications detailed herein within thirty (30) days of the filing of the complaint and shall transmit the contact information of said hearing officer to the Complainant and Respondent.
- (d) To discourage the filing of complaints under this section solely for political purposes, complaints under this article against an incumbent municipal election candidate, or an election candidate who is otherwise a City Official running for municipal office, filed sixty (60) calendar days prior to the opening date of qualifying for municipal office through the date of certification of the election results will not be acted upon until the election results for that office have been certified. Deadlines under this article shall be tolled during such period. Action shall thereafter only be taken upon the ethics complaint if the candidate against whom the complaint is filed is elected to that term of office.

Sec. 2-82. - Service of documents by respondent and complainant.

- (a) Within three (3) calendar days of the filing of an ethics complaint with the city clerk, the complainant shall serve by personal service, certified mail return receipt requested or statutory overnight delivery the respondent with a copy of the ethics complaint.
- (b) The respondent may file a response to the ethics complaint with the city clerk, but is not required to do so. If the Respondent chooses to file a response, one must be filed with the City Clerk within fifteen (15) days of being served with the Complaint.
- (c) The complainant and respondent shall serve each other, the city manager and the appointed hearing officer (once the Hearing Officer is appointed), with copies of all documents filed by them with the city clerk relating to the ethics complaint, by certified mail, return receipt requested or statutory overnight delivery, within three (3) calendar days of the date that any such document is filed.
- (d) The complainant and respondent shall file with the city clerk proof of mailing of all mailings required under this article within three (3) business days of such document being mailed. Such proof of service shall contain a copied and/or printed form provided by the postal facility which evidences the recipient, tracking number and date of such mailing. The city clerk shall verify that the correct address was indicated on the envelope.

Sec. 2-83. - Action upon complaints.

All Ethics Complaints shall be heard before a Hearing Officer who: (i) shall be a competent attorney at law of good standing with the State of Georgia Bar, (ii) shall have at least five (5) years' experience in the practice of law, and (iii) shall not reside or maintain an office within the City of College Park. The City Clerk may maintain a listing of qualified attorneys to serve as a Hearing Officer pursuant to this section. The burden of proof for all ethics complaints shall be on the complaining party and the standard of proof shall be beyond a reasonable doubt. Ethics complaints shall be reviewed as follows:

- (a) Preliminary review of ethics complaints:
 - (1) Upon being appointed and being served with all pertinent documents, and upon expiration of the 15-day period for the Respondent to file a response, the Hearing Officer shall review the Complaint and response, if any, to determine: (i) whether the Complaint is in conformity with the requirements of Sections 2-75 and 2-81 herein, (ii) whether upon consideration of the Complaint and response, the Complaint is unjustified, frivolous, patently unfounded, or (iii) whether upon consideration of the Complaint and Answer, the Complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this Article.
 - (2) If the Complaint fails based upon the requirements of subsection (1) above, the Complaint shall be dismissed stating the basis for said dismissal. A dismissal of such complaint preliminarily herein shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the City Official.
- (b) Evidentiary hearing on ethics complaints:
 - (1) Upon a determination that the Complaint should not be dismissed pursuant to subsection (1) above, the Hearing Officer shall be empowered to collect evidence and information concerning such Complaint and to add the findings and results of the investigation to the file containing such Complaint. In furtherance of this investigation, the Hearing Officer may:
 - (i) Seek such further information from the Complainant or the Respondent through inquiry or written questions, provided, however, the Respondent shall have no obligation to answer any inquiries, or
 - (ii) Conduct a hearing regarding the allegations set forth in the Complaint. At any hearing, the Respondent shall have the right to representation by counsel at all stages of these proceedings, to written notice of the hearing at least ten (10) calendar days before the first hearing, to hear and examine the evidence and witnesses, to not testify, and to submit evidence and call witnesses to oppose or mitigate the allegations. In all hearings held under this section, the procedures and rules of evidence applicable in civil cases shall guide, but not strictly apply.
 - (2) All investigations under this section shall be completed within forty-five (45) days of the Hearing Officer receiving the Complaint and any response.

Should the investigation not be completed in the said period, the Complaint will be deemed dismissed as a failure to state facts sufficient to invoke the disciplinary jurisdiction of the City Council, unless an extension is requested by Complainant and granted by the Hearing Officer. Only one such extension may be granted for an additional thirty (30) days. Within seven (7) days of the completion of the investigation, the Hearing Officer shall:

- (i) Dismiss the Complaint on the grounds that it is unjustified, frivolous, patently unfounded, or that it fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; or
 - (ii) Prepare a report of Findings and Recommendations to the Mayor and City Council.
 - (iii) Should the Hearing Officer determine to submit a report in the matter, the report shall consist of: a written finding of facts, a determination whether the Complaint establishes beyond a reasonable doubt that a violation has been committed, and, if so, the specific violation and evidence supporting the same, and a recommendation regarding the punishment for such violation.
 - (iv) The Hearing Officer's written determination of Findings and Recommendations shall be delivered to the City Clerk, who shall provide a copy to the City Manager and the Mayor and Council and serve a copy on the Complainant and Respondent by personal service, certified mail return receipt requested, or by statutory overnight delivery. Such findings shall not be final until approved by vote of the City Council.
- (c) Mayor and City Council.
- (1) Upon receipt of Findings and Recommendations from the Hearing Officer, the Mayor and Council may:
 - (i) By simple majority accept the findings of the Hearing Officer.
 - (ii) By simple majority accept the findings of fact and reject the recommended discipline, instead substituting its own discipline.
 - (iii) By a supermajority, consisting of the majority of those present forming a quorum plus 1, reject the findings and recommendations and either dismiss the Complaint or conduct its own hearing in conjunction with the same hearing procedures dictated above. Upon the completion of such a hearing, the findings and recommendations of the Mayor and City Council shall be binding.
 - (2) If the subject of the Complaint is the Mayor or any Councilmember, he or she shall recuse themselves from participation in any hearing or vote held pursuant to this subsection (c), nor shall such Mayor or Councilmember be counted for the purpose of establishing a quorum.

- (3) Upon final judgment and certification of the minutes of the meeting disposing of this matter, the City Clerk shall serve the Respondent with the copy of the certified minutes and findings and recommendations by personal service, certified mail return receipt requested or statutory overnight service.

Sec. 2-84. - Bar against subsequent complaints.

- (a) The dismissal of an ethics complaint by the Hearing Officer on procedural grounds shall bar the complainant from filing any subsequent complaint against the same respondent for a period of three (3) months from the date of such dismissal.
- (b) Should the Hearing Officer and/or the mayor and council deny an ethics complaint on jurisdictional grounds, and/or determine that the evidence does not establish that the respondent has committed an ethics violation, the complainant shall be barred from filing any subsequent ethics complaint against the respondent arising from the same facts and circumstances as the adjudicated ethics complaint.

Sec. 2-85. - Participation by complaining official.

If the mayor or any city council member files, initiates, and/or encourages the filing of an ethics complaint against a respondent, he or she shall not actively preside over the consideration of the complaint before the city council.

Sec. 2-86. - Statute of limitations.

- (a) No ethics complaint shall be permitted under this article unless such complaint is filed within six (6) months of the commission of the act complained of, provided, however, the limitation shall be tolled during the period that the alleged offense is unknown to the complainant. Under no circumstances, however, shall any period be tolled, where the complainant knew and/or should have known about the alleged violation, and/or where the facts surrounding the offense were published by a news outlet, discussed at a public meeting and/or known to the general public.
- (b) No proceeding under this article shall be instituted and/or prosecuted after the expiration of the respondent's term of office during which the offense is alleged, if not re-elected immediately following such term, and/or after the resignation, death, vacancy, disqualification and/or withdrawal of the respondent from office.

Sec. 2-87. - Right to appeal.

- (a) The appeal to any adverse decision of the mayor and council action shall be commenced by filing a petition for a writ of certiorari in the Superior Court of Fulton County as provided by law.

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intent of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intent of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intent of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 5. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

Section 6. The effective date of this Ordinance shall be the date of adoption unless otherwise specified herein.

SO ORDAINED this _____ day of _____, 2020.

CITY OF COLLEGE PARK, GEORGIA

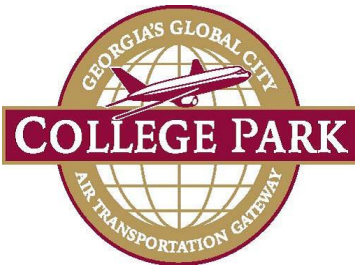
Bianca Motley Broom, Mayor

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: 8087

DATE: April 16, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence R. Moore, City Manager

RE: Resolution Authorizing Aerotropolis CID REBC Grant Application

PURPOSE: Mayor and Council consideration of a request to adopt a resolution authorizing the Aerotropolis CID to apply for a Roadside Enhancement and Beautification Council (REBC) Grant from the Georgia Department of Transportation for Riverdale Road landscaping and design funding.

REASON: This resolution is an anticipatory document allowing the Aerotropolis CID to enter into a mowing and maintenance agreement for the roadside enhancement site.

RECOMMENDATION: Adoption of a resolution authorizing the Aerotropolis CID to apply for a Roadside Enhancement and Beautification Council (REBC) Grant from the Georgia Department of Transportation for Riverdale Road landscaping and design funding at Riverdale Road @ Sullivan Road and Riverdale Road @ Terminal Parkway.

BACKGROUND: Russell Landscape Group provided designs and pricing to the Aerotropolis CID for the REBC grant application on the referenced Riverdale Road (Riverdale Road @ Sullivan Road and Riverdale Road @ Terminal Parkway) locations.

There are two attachments for each site, a conceptual design/map and a cost estimate summary. The total costs for the sites are as follows:

- Riverdale Road at Terminal Parkway/Airport Blvd: \$49,179
- Riverdale Road at Sullivan Road: \$41,627

YEARS OF SERVICE: N/A.

COST TO CITY: The Aerotropolis CID will cover any cost over the grant 100%.

BUDGETED ITEM: N/A.

REVENUE TO CITY: None.

CITY COUNCIL HEARING DATE: April 20, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Georgia Department of Transportation

AFFECTED AGENCIES: Aerotropolis CID

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None.

REQUIRED CHANGES TO WORK PROGRAMS: None.

STAFF: Office of the City Manager

ATTACHMENTS:

- Resolution re Aerotropolis CIDs and REBC Grant (DOCX)
- RE_ Aerotropolis CID - Riverdale Road Designs (PDF)
- Aerotropolis CID_Riverdale Rd_Sullivan Rd_4.14.20 (PDF)
- Aerotropolis CID_Riverdale Rd_Terminal Pkwy_4.14.20 (PDF)
- Aerotropolis CID_Sullivan Road_Estiamte_4.15.20 (PDF)
- Aerotropolis CID_Terminal Parkway_Estiamte_4.15.20(PDF)

Review:

- Terrence R. Moore Completed 04/15/2020 5:41 PM
- Rosyline Robinson Completed 04/15/2020 5:43 PM
- Danielle Matricardi Completed 04/16/2020 10:33 AM
- City Clerk Completed 04/16/2020 6:43 PM
- Terrence R. Moore Completed 04/16/2020 6:46 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

STATE OF GEORGIA

CITY OF COLLEGE PARK

RESOLUTION 2020-_____

1 A RESOLUTION BY THE CITY OF COLLEGE PARK, GEORGIA TO AUTHORIZE THE
2 AEROTROPOLIS COMMUNITY IMPROVEMENT DISTRICTS TO APPLY FOR A GRANT
3 FROM THE GEORGIA DEPARTMENT OF TRANSPORTATION; TO REPEAL
4 CONFLICTING RESOLUTIONS AND POLICIES; TO PROVIDE AN EFFECTIVE DATE;
5 AND FOR OTHER LAWFUL PURPOSES.

6 **WHEREAS**, the governing body of the City of College Park, Georgia (“City”) is the
7 Mayor and Council thereof;

8 **WHEREAS**, many roadside areas within the Georgia Department of Transportation
9 (GDOT) rights of way must be maintained and attractively landscaped; and

10 **WHEREAS**, the Mayor and Council desire to beautify and improve various rights of way
11 along state routes within the corporate limits of the City by landscaping such areas;

12 **WHEREAS**, the Mayor and Council desire to authorize the Aerotropolis Community
13 Improvement Districts (“Aerotropolis CIDs”) to apply for a Roadside Enhancement and
14 Beautification Council Grant (“REBC Grant”) from GDOT, and if awarded, to enter into a
15 Mowing and Maintenance Agreement between Aerotropolis CIDs and GDOT.

16 **BE IT AND IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF**
17 **THE CITY OF COLLEGE PARK, GEORGIA**, and by the authority thereof that:

18 **Section 1.** The City hereby authorizes the Aerotropolis CIDs to apply for a REBC Grant.
19 Upon the award of the REBC Grant, the Aerotropolis CIDs shall enter into a Mowing and
20 Maintenance Agreement with GDOT.

21 **Section 2.** The City Clerk is hereby directed to send copies of this Resolution to GDOT
22 and all other persons as directed by the Aerotropolis CIDs.

23 **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council that all
24 sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their
25 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

26 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest
27 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this
28 Resolution is severable from every other section, paragraph, sentence, clause or phrase of this
29 Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the
30 greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution
31 is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this
32 Resolution.

33 (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution
34 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable
35 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of
36 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the
37 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any
38 of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to
39 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and
40 sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and
41 effect.

42 **Section 4.** All resolutions and parts of resolutions in conflict herewith are hereby expressly
43 repealed.

From: [Terrence Moore](#)
To: [Gerald McDowell](#)
Cc: [Bianca Motley Broom](#); [Rosylene Robinson](#)
Subject: RE: Aerotropolis CID - Riverdale Road Designs
Date: Wednesday, April 15, 2020 4:01:20 PM

Good Afternoon Gerald:

To be included via Monday evening's regular meeting of the College Park Mayor and City Council.

Thanks.

Terrence R. Moore, ICMA-CM
 City Manager
 College Park, Georgia

From: Gerald McDowell <gmcldowell@aerocids.com>
Sent: Wednesday, April 15, 2020 3:53 PM
To: Terrence Moore <tmoore@collegetparkga.com>
Cc: Bianca Motley Broom <bmotleybroom@collegetparkga.com>
Subject: FW: Aerotropolis CID - Riverdale Road Designs
Importance: High

Terrence,

Please place the attached Resolution on the agenda for Monday (we will complete it ASAP and get it to you).

There is no financial obligation for the City (The CID will cover any cost over the grant 100%).

-

The application is due at the end of April and I do not believe you have another Council meeting.

Please advise.

Gerald

From: Matthew Risher <mrisher@aerocids.com>
Sent: Wednesday, April 15, 2020 3:31 PM
To: Gerald McDowell <gmcldowell@aerocids.com>

Cc: Krystal Harris <kharris@aerocids.com>

Subject: FW: Aerotropolis CID - Riverdale Road Designs

Good Afternoon Gerald,

The landscaping contractor has completed their estimates and site plans for the two candidate sites we discussed previously for the REBC grant program. There are two attachments for each site, a conceptual design/map and a cost estimate summary. The total costs for the sites are as follows:

- Riverdale Road at Terminal Parkway/Airport Blvd: \$49,179
- Riverdale Road at Sullivan Road: \$41,627

As we move toward the application deadline at the end of this month (There has been no official extension to date), our next steps are as follows:

1. Review initial site plans & estimates and **either approve or request modifications**.
2. Following site plan approvals, **determine which (or both) to pursue for REBC funding through GDOT**.
3. **College Park will need to approve the “REBC Resolution”**(attached). This is just an official recognition from the local government that a mowing & maintenance agreement would need to be executed with GDOT if the application is awarded. This shouldn't be a concern for College Park, since we would simply add maintenance of the site(s) to our landscaping contract.
 - a. According to their website, College Park City Council meets on the first and third Monday of every month, **so we would need to request action at their meeting this coming Monday, April 20**.
4. Matt to prepare remaining supplemental documents:
 - a. “Project Description” with location map
 - b. Site Analysis-coordinate with Russell Landscape
 - c. Maintenance Plan—coordinate with Russel Landscape

Of those steps, item number 3 is going to be the most urgent due to the College Park City Council meeting schedule. Do we know if they have transitioned to online meetings, and if there is a process in place to request an agenda item for consideration?

One final consideration, since both of these sites are in close proximity to HJAIA facilities, would any coordination with Airport officials be necessary on our part?

Please let me know your thoughts on the items above. I'm happy to schedule a Teams call tomorrow to coordinate further if necessary. I'm excited to get this project moving forward!

Best,
Matthew



From: Brian Elliott <briane@russelllandscape.com>
Sent: Wednesday, April 15, 2020 11:39 AM
To: Krystal Harris <kharris@aerocids.com>; Matthew Risher <mrisher@aerocids.com>
Cc: Shawn Corley <Shawnc@russelllandscape.com>; John Wetherald <john@russelllandscape.com>; Juan Carlos Portillo <jcp@russelllandscape.com>; Jai Means <jaim@russelllandscape.com>
Subject: Aerotropolis CID - Riverdale Road Designs

Good morning Krystal and Matthew,

I hope this email finds you and yours safe and well! We greatly appreciate the opportunity to provide you with designs and pricing for the grants you will be applying for.

Please find attached to this email the proposals and designs for the areas requested. We were able to price it all within your budget numbers, and think you will be very pleased with what our design team has come up with.

If you have any questions, please do not hesitate to reach out to us. Have a good rest of your Wednesday!

Thank you,

Brian Elliott
Enhancements Manager
Russell Landscape Group - Cobb Branch

(O) [770.446.3552](tel:770.446.3552)

www.RussellLandscape.com

Atlanta/Savannah/Hilton Head

Charleston/Nashville/Destin/Tampa

Russell Landscape is responding to the COVID-19 crisis in real-time as the situation continues to develop. Landscape companies are listed by federal and state agencies as essential businesses. Russell Landscape is open and working. In an effort to protect our team, all of our offices are closed to visitors and most of our Corporate staff is working remotely. If there is anything that we can do for you, please reach out via phone, email,

or text. We hope you, your colleagues, and family are staying healthy.



4300 Woodward Way
 Sugar Hill, GA 30518
 770-446-3552 office

Contract & Authorization For Extra Work

April 15, 2020
 Aerotropolis CID
 Riverdale Road at Sullivan Road
 College Park, GA 30337

Other Notes:

Planting of DOT Right of Way along Riverdale road at Sullivan Road.

Scope of Work / Labor & Materials

Description	Totals
A.1 ROW Planting	\$41,627
Prep. & Till, Amend Soil	
Install 10 Muskogee Crape Myrtle 10'	
Install 64 Little Lime Hydrangea 3 gallon	
Install 60 Dwarf Yaupon Holly 3 gallon	
Install 82 Pink Muhly Grass 3 gallon	
Install 109 Crimson Fire Loropetalum 3 gallon	
Pine Straw	
Watering (2 Weeks)	
Clean-Up & Water-In	

Total Material, Labor and Tax **\$41,627**

See Page Below

Project Total: \$41,627

Terms and Conditions

This document is property of Russell Landscape, LLC. and the design service is free of charge to the client. If the contract is not accepted for construction with Russell Landscape, LLC., the client is not authorized to share its information with other contractors for bid or construction without purchasing the document from Russell Landscape, LLC. Price of contracts vary depending on scale.

Client / Owner Signature

Date

This agreement is made between the property (hereinafter referred to as "Client/Owner", and Russell Landscape (hereinafter referred to as "Contractor"), and shall be construed in accordance with the laws of the State in which services are performed.

Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Workers Compensation Insurance, and any other insurance required by law or Client/Owner has specified in writing prior to commencement of work.

All work is to be performed in a workman like manner according to standard practices. Contractor shall be responsible for leaving work site clean and free of its debris, and the site shall be free of debris prior to Contractor starting work. An extra charge will be assessed if Contractor must clean or prepare this site. Contractor assumes no responsibility for problems or damages due to unseen, unknown or concealed conditions including, but not limited to, rock, water or other obstacles encountered in excavation, weather conditions, vandalism or Acts of God.

Access to Jobsite: Client / Owner shall make aware all private utilities, such as private power lines, dog fences, low voltage lines, etc. Contractor is not responsible for damages to unmarked private utilities. All public utilities (water, power, gas, and cable) will be located by utility companies prior to any work being performed. Client / Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required during normal business hours.

Contractor reserves the right to hire qualified subcontractors to perform specialized functions.

Contractor warrants all plant material to be in a healthy condition for 60 days from the date of planting. The warranty is extended to one (1) year from the date of planting as long as the Client / Owner enters into a separate Landscape Maintenance Contract with the Contractor. Any replacements made under this provision shall be made one time at the end of the warranty period or as determined by the Contractor due to seasonal conditions. Client / Owner must provide written notice 30 days prior to the date of the warranty to be valid. The warranty is void if damage to landscape is the result of vandalism, acts of God, damage by severe weather conditions, war or civil disturbance, and non-compliance any recommendations given by the Contractor with respect to maintain and care of plant material or irrigation systems. Warranty is void if sufficient water is not available to sustain plant material. Contractor does not guarantee plant material transplanted from Client

This work order may be terminated by either party with or without cause, upon fifteen (15) days advanced written notice. Client / Owner will be required to pay for all materials purchased and work completed to the date of termination.

Two methods of payment can be decided upon by client. **Method I** allows the client the opportunity to provide a 40% down payment of total contract cost at the time of contractually accepting the enhancement to be performed. The client then has 30 days from the completion of the job to pay the remaining balance of the contract. **Method II** requires no down payment until the job has been contractually accepted by the client. At completion of the job, once the client is pleased with the quality of work, full payment is to be received at the end of a final walkthrough.

Acceptance of Terms and Conditions:

Client / Owner
Email: _____
Name: _____
Signature: _____
Date: _____

Russell Landscape, LLC
Phone: (470) 371-4138
By: Jai Means
Title: Designer
Email: jaim@russelllandscape.com

Notes/Comments:



4300 Woodward Way
 Sugar Hill, GA 30518
 770-446-3552 office

Contract & Authorization For Extra Work

April 15, 2020
 Aerotropis CID
 Riverdale Road @ Terminal Parkway
 College Park, GA 30337

Other Notes: *Planting of DOT Right of way along Riverdale Road at Terminal Parkway and Airport Boulevard.*

Scope of Work / Labor & Materials

Description	Totals
A.1 ROW Planting	\$49,179
Prep. & Till, Amend Soil	
Install 40 Little Lime Hydrangea 3 gallon	
Install 95 Dwarf Yaupon Holly 3 gallon	
Install 200 Crimson Fire Loropetalum 3 gallon	
Install 890 Stella d'Oro Daylily 1 gallon	
Pine Straw	
Watering (2 Weeks)	
Clean-Up & Water-In	

Total Material, Labor and Tax \$49,179

Project Total: \$49,179

Terms and Conditions

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Date

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Acceptance of Terms and Conditions:

Client / Owner
Email: _____
Name: _____
Signature: _____
Date: _____

Russell Landscape, LLC
Phone: (470) 371-4138
By: Jai Means
Title: Designer
Email: jaim@russelllandscape.com

Notes/Comments:



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8079

DATE: April 14, 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: April 20, 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 04132020 (PDF)
- Top Ten Delinq Property Tax Accounts 04132020 2018 (PDF)

Review:

- Althea Philord-Bradley Completed 04/14/2020 8:08 AM
- Rosyline Robinson Completed 04/14/2020 11:00 AM
- Terrence R. Moore Completed 04/15/2020 2:50 PM
- Mayor & City Council Pending 04/20/2020 7:30 PM

**City of College Park
 Department of Finance & Accounting
 Top Ten Delinquent Property Tax Accounts
 As of April 13, 2020**

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
Filed	Yeasmin Enterprises	5010 Old National Hwy	Ramada Plaza	\$ 102,462.29	Fulton - Real	3/19/20 Emailed GM - looking for closing date. Reminded tax lien to be filed next week.	2019
Filed	BK & J Hotel Group	1551 Phoenix Blvd	Howard Johnson	\$ 78,594.70	Clayton - Real & Personal	3/19/20 Emailed GM - informed her of outstanding balance and reminded of lien filing next week.	2019
Filed	Kelco/RG Atlanta LLC	4601 Best Rd	Holiday Inn Express	\$ 77,228.25	Fulton - Real	3/20/20 Per Kelco President and/or Vincent Clark - Comm'l Appraisal Mgr Fulton County Tax Assessor - valuation hearing postponed - belief is Assessment will return to 2018 values. Client has paid 50% already of original tax. Delinquent balance would be eliminated with reduction of assessment	2019
	KSG Georgia LLC	4820 Massachusetts Blvd	La Quinta Inn	\$ 49,087.04	Clayton - Real	3/19/20 Emailed GM - informed him of outstanding balance and reminded of lien filing next week.	2019
	ATA Investments Various Investors	5271 W Fayetteville Rd		\$ 24,850.44	Clayton - Real	Tax Parcel subdivided into 93 parcels - all foreign investors. 3 out of 93 paid - Online tax platform can't process international credit cards.	2019
Filed	Bhagat Ramesh C	2480 Old National Pkwy	Quality Inn & Suites	\$ 22,081.51	Fulton - Real	3/19/20 Reached out to owner via email to remind of outstanding balance. Committed previously to have it paid already. Reiterated lien filing next week	2019
	Paradies	Hartsfield Jackson	Various Retail Concessions	\$ 14,034.90	Clayton - Personal	Paid \$13,946.04 on 4/11/20. Unpaid Balance \$89.44 (Interest Charges)	2019
	Virtual Citadel	2380 Godby Rd		\$ 9,989.48	Fulton - Real	2/17/20 Received Chapter 7 Bankruptcy filing. Hearing this week to be attended by legal	2019
	Crystal Equities LLC	2601 Roosevelt Hwy	Crystal Equities	\$ 9,326.07	Fulton - Real	3/19/20 Emailed Property Mgrs. Email correspondence states it will be paid before we file lien in April.	2019
	Excalibur Investments LLC	1640 East Virginia Ave & Vacant lot on Jackson St		\$ 6,053.25	Fulton - Real	3/19/20 Resending Statements - looking for a viable telephone number	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	\$ 24,296.90	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		9,234.39	Public Utility Digest - Claytor	Ceased Operations July 29, 2002	
PSINet Inc			11,664.54	Fulton - Personal Property		
Larry Jones	0 Camp Creek Pkwy		10,023.17	Fulton - Real	way	1992-2014
F H Kilgore	0 Camp Creek Pkwy		5,599.41	Fulton - Real	Parcel Mapping discrepancy	1992-2014

City of College Park
Department of Finance & Accounting
Top Ten Delinquent Property Tax Accounts
As of April 13, 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	\$ 2,760.23	Fulton - Real & Personal	3/9/20 Paid \$3,295.29- for 2018 taxes Balance of 2018 - add'l interest (\$214.71) & 2019 balance is \$2,545.52. 3/19/20 Left Message	2018-2019
Y	Lexicon Hospitality	2471 Old National Pkwy	Travelodge	\$ 2,222.54	Fulton - Personal	Paid in Full 2/17/2020	2018-2019
Y	Zenga Store	Hartsfield/Concourse A		\$ 1,211.97	Clayton - Personal	3/19/20 Still Working with Merchant/County Assessors - location was closed. Tax Assessors confirms closure as of 12/31/18. It makes 2018 collectible - Merchant claims closure was prior to 2018 - so non taxable Parcel 171425. March 16th Clayton County Tax Offices are closed for 2 weeks	2018
Y	InMotion Entertainment	Hartsfield/Concourse A		\$ 971.11	Clayton - Personal	Paid 12/24/2019	2018
	Hayes Philip Lee	3262 Dogwood St		\$ 902.77	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. Current owner's closing attorney asking liens be released.	2017-2018
Y	Amirj LLC	5209 W Fayetteville Rd	Subway	\$ 1,292.40	Clayton - Personal	Spoke to owner 3/13/20 - getting accountant to write the check.	2018-2019
Y	Smart Moves Investments LLC	2879 Windsor Forrest Ct		\$ 1,064.74	Fulton - Real	Identified Owner - he is a First Transferee Foreclosure - no contact telephone but found residential mailing address of principal owner to resend statement. Still looking/working account	2018-2019
	Lindsay Beulah	3568 Herschel Rd		\$ 590.19	Fulton - Real	Paid 1/3/2020	2018
	Ellis Robert	3732 Herschel Rd		\$ 548.36	Fulton - Real	Paid 3/26/20	2018
	Gerard Gary Et AL	2238 West Lyle Rd		\$ 469.22	Fulton - Real	Paid 12/26/19	2018



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8080

DATE: April 16, 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: April 20, 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: Customer Service Manager

ATTACHMENTS:

- Top Ten Report 041420 - R (XLSX)
- April 2020 Cut-on report -R (XLSX)
- RF Aging Report 041420 word - R (DOCX)
- RC Aging 041420 word - R (DOCX)
- CF Aging 041420 word - R (DOCX)
- CC Aging 041420 word - R (DOCX)

Review:

- Althea Philord-Bradley Completed 04/15/2020 9:27 PM
- Rosyline Robinson Completed 04/16/2020 9:31 AM
- Terrence R. Moore Completed 04/16/2020 11:29 AM
- Mayor & City Council Pending 04/20/2020 7:30 PM

April 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 K.Johnson		Grand Totals	\$ 6,845.29	\$ 1,982.87	\$ 4,905.59	

3/26/2020	\$ 339.65	\$ 450.00	\$ (67.18)
4/1/2020	\$ 616.40	\$ 603.90	\$ 12.50
4/7/2020	\$ 543.30	\$ 528.97	\$ 14.33
4/7/2020	\$ 5,345.94	\$ 400.00	\$ 4,945.94

Grand Totals: \$ 6,845.29 \$ 1,982.87 \$ 4,905.59

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: 1											
001	0001	Active (WTR)		27.56	246.72	174.37	1187.13	1635.78	02/04/2019	47.81	
001	0001	Active (Senior)		488.69	1034.78	214.14	0.00	1737.61	03/04/2020		
001	0002	Active		440.24	575.31	0.00	0.00	1015.55	02/24/2020	168.46 T	
001	0003	Active		157.50	1042.50	0.00	0.00	1200.00	04/10/2020	221.60	
001	0003	Active (Senior)		1304.25	398.16	0.00	0.00	1702.41	04/07/2020	300.00 T	
001	0003	Active		582.34	537.21	0.00	0.00	1119.55	02/24/2020	500.00	
001	0003	Active		545.04	657.38	0.00	0.00	1202.42	02/16/2020	478.08 T	
001	0004	Active		236.70	587.65	387.01	215.85	1427.21	12/17/2019	170.00 O	
8 Subtotals for Cycle 001				3782.32	5079.71	775.52	1402.98	11040.53			
Cycle: 8											
008	0001	Active		978.24	966.18	907.44	2094.08	4945.94	03/31/2020	400.00	
008	0001	Active		1160.78	11.70	0.00	0.00	1172.48	03/03/2020	600.00 T	
008	0001	Active		269.79	234.81	202.59	755.09	1462.28	01/03/2020	50.00 T	
008	0001	Active (Senior)		608.49	39.83	19.65	368.91	1036.88	08/30/2019	219.02	
008	0001	Active		348.43	270.73	274.48	121.51	1015.15	01/29/2020	370.99 T	
008	0002	Active (Wtr leak)		405.03	855.19	0.00	0.00	1260.22	03/19/2020	100.00 T	
008	0002	Active		251.19	228.69	190.54	347.11	1017.53	04/03/2020	400.00 T	
008	0002	Active		377.89	446.10	199.74	0.00	1023.73	01/23/2020	300.00 T	
008	0003	Active (Medical)		565.61	313.16	172.74	0.00	1051.51	02/28/2020	500.00 T	
9 Subtotals for Cycle 008				4965.45	3366.39	1967.18	3686.70	13985.72			
Cycle: 15											
015	0001	Active		11269.02	11796.40	500.00	0.00	23565.42	02/19/2020	12278.67 O	
015	0001	Active		3903.60	440.36	0.00	0.00	4343.96	03/13/2020	4403.60 O	
015	0002	Active (WTR)		24768.08	28596.89	0.00	0.00	53364.97	03/04/2020	O	
015	0003	Active (WTR)		1113.33	3091.10	0.00	0.00	4204.43		O	
4 Subtotals for Cycle 015				41054.03	43924.75	500.00	0.00	85478.78			
21 Grand Totals				49801.80	52370.85	3242.70	5089.68	110505.03			

Cyc	Rte	Account Name	Home Phone	0 to	30	31 to	60	61 to	90	Over	91	Total	--- Last Payment --- Date	Amount
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SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filter:
(category = 'RF' AND end_date IS NULL)

SERVICE STATUS:

- DISCONNECTED:** Services have been turned OFF
- Disconnection Pending:** Disconnection will occur in 1-5 days
- FINAL PENDING:** A work order has been issued to CLOSE THE ACCOUNT
- CLOSED OUT:** The services are off and the account is CLOSED
- CUT OFF PENDING:** A work order has been issued to turn off the services
- ACTIVE ARRANGEMENT:** Customer has a current payment arrangement
- DOOR TAG DELIVERED:** A notification was placed onsite for pending disconnections on customers with "medical" conditions, leak investigations, etc.
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City of College Park

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Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: 15											
015	0001	Active (Medical)		153.11	242.33	211.48	573.01	1179.93	02/04/2020	100.00	T
015	0003	Active (Medical)		583.50	544.83	262.87	0.00	1391.20	04/08/2020	400.00	O
015	0003	Active (Medical)		404.92	427.53	323.75	297.16	1453.36	02/10/2020	200.00	T
3 Subtotals for Cycle 015				1141.53	1214.69	798.10	870.17	4024.49			
3 Grand Totals				1141.53	1214.69	798.10	870.17	4024.49			

SELECTION CRITERIA
 Minimum Balance:1000.00
 A/R Block 1:30
 A/R Block 2:60
 A/R Block 3:90

Filter:
 (category = 'RC' AND end_date IS NULL)

SERVICE STATUS:

- DISCONNECTED:** Services have been turned OFF
- Disconnection Pending:** Disconnection will occur in 1-5 days
- FINAL PENDING:** A work order has been issued to CLOSE THE ACCOUNT
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Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: 1											
001	0002	Active		1662.12	1776.44	0.00	0.00	3438.56	04/06/2020		T
001	0002	Active		14448.57	9763.62	0.00	0.00	24212.19			O
001	0002	Active		702.10	750.89	0.00	0.00	1452.99	02/25/2020	686.55	T
001	0002	Active		1773.81	1895.06	0.00	0.00	3668.87	01/31/2020	1571.60	
001	0002	Active		926.79	957.37	0.00	0.00	1884.16	01/31/2020	631.35	
001	0003	Active		1304.56	1373.23	0.00	0.00	2677.79	02/13/2020	1492.06	O
6 Subtotals for Cycle 001				20817.95	16516.61	0.00	0.00	37334.56			
Cycle: 8											
008	0003	Active		1293.07	63.32	0.00	0.00	1356.39	02/21/2020	633.14	
008	0003	Active		1345.54	75.14	0.00	0.00	1420.68	02/21/2020	450.86	O
008	0003	Active		1561.33	86.70	0.00	0.00	1648.03	02/26/2020	867.07	T
008	0003	Active		995.23	363.69	0.00	0.00	1358.92	02/25/2020	148.01	
008	0003	Active		1357.89	22.47	0.00	0.00	1380.36	03/06/2020	400.00	T
008	0003	Active		1087.18	615.53	0.00	0.00	1702.71	01/29/2020	603.29	
008	0003	Active		115.72	209.55	1353.14	65.52	1743.93	12/13/2019	109.00	T
7 Subtotals for Cycle 008				7755.96	1436.40	1353.14	65.52	10611.02			
Cycle: 15											
015	0000	Active		1533.55	172.58	0.00	0.00	1706.13	03/13/2020	2064.33	O
015	0000	Active		432.00	837.63	0.00	0.00	1269.63			O
015	0000	Active		634.55	3148.87	0.00	0.00	3783.42			O
015	0003	Active		2817.50	121.58	0.00	0.00	2939.08	03/04/2020	121.58	T
015	0003	Active		581.79	672.30	0.00	0.00	1254.09	02/21/2020	261.51	
015	0003	Active		674.98	958.36	0.00	0.00	1633.34	02/13/2020	947.06	T
015	0004	Active		1299.60	490.36	0.00	0.00	1789.96	03/31/2020	350.00	
015	0004	Final Pending		144639.50	180359.64	146330.96	138596.72	609926.82	01/17/2020	30000.00	O
015	0004	Active		965.51	1269.95	0.00	0.00	2235.46	02/14/2020	1100.00	O
10 Subtotals for Cycle 015				154317.56	189996.82	147208.73	139250.08	629773.19			
Cycle: 21											
021	0001	Active		32.38	32.38	32.38	1161.82	1258.96	01/28/2020	65.00	O
1 Subtotals for Cycle 021				32.38	32.38	32.38	1161.82	1258.96			
24 Grand Totals				182923.85	207982.21	148594.25	140477.42	678977.73			

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
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SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filter:
(category = 'CF' AND end_date IS NULL)

SERVICE STATUS:

- DISCONNECTED:** Services have been turned OFF
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Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
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Cycle: 15

015	0000	Active		644.00	717.12	87.22	0.00	1448.34	02/19/2020	872.17	O
015	0001	Active		3795.39	394.50	0.00	0.00	4189.89	03/13/2020	3944.91	O
015	0002	Active		165.98	289.80	283.59	644.87	1384.24	02/14/2020	300.00	O
015	0002	Active		6695.83	50.00	0.00	0.00	6745.83	03/13/2020	5684.94	O
015	0002	Active		4566.02	3837.72	0.00	0.00	8403.74	02/18/2020		O
015	0002	Active		15789.26	17384.39	500.00	0.00	33673.65	02/12/2020	17221.36	O

6 Subtotals for Cycle 015

31656.48	22673.53	870.81	644.87	55845.69
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6 Grand Totals

31656.48	22673.53	870.81	644.87	55845.69
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SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filter:
(category = 'CC' AND end_date IS NULL)

SERVICE STATUS:

- DISCONNECTED:** Services have been turned OFF
- Disconnection Pending:** Disconnection will occur in 1-5 days
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