



# Mayor & City Council

## Regular Session Meeting

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

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

Experience College Park  
Georgia's Global City

### ~ Agenda ~

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Monday, November 2, 2020

7:30 PM

Council Chambers

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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 October 19, 2020

**ACTION:**

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B. Approval of Workshop Session Minutes dated October 19, 2020.

**ACTION:**

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4. Proclamations, Resolutions, Plaques, and Announcements

A. Presentation of a proclamation to Pastor Marjorie Dent in appreciation of her 30 years of community service. See attached proclamation.

B. Presentation of a proclamation honoring City of College Park Recreation & Cultural Arts Program Coordinator, Jerisha Bronson, for her dedicated service and outstanding accomplishments. See attached proclamation.

C. Update on Clayton County's Community Engagement Initiative by Nickel Works Consulting Project Manager Courtney Whitman. See memorandum dated October 28, 2020 from City Manager Terrence R. Moore. Also, see attached supporting documentation.

5. Remarks of Citizens

6. Other Business

A. Update on the Advanced Metering Infrastructure (AMI), billing interface, and other related software. See memorandum dated October 28, 2020 from Director of Power Hugh Richardson. Also, see attached PowerPoint presentation.

- B. Discussion and update on recently adopted ordinances and resolutions. See memorandum dated October 28, 2020 from City Clerk Shavala Moore. Also, see attached supporting documentation.

7. Public Hearings

- A. Consideration of and action on a request to set a Public Hearing to consider the rezoning of 2154 Rugby Ave from R1 - Low Density Residential to R2 - Medium Density Residential Zoning District. A Public Hearing date of November 16, 2020 is recommended. See memorandum dated October 28, 2020 from City Planner Michelle Alexander. Also, see attached supporting documentation. Ward 1.

**ACTION:**

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8. Bids, Change Order Requests and Contracts

- A. Consideration of and action on a request for approval of the replacement of the lighting controls system at the Federal Aviation Administration (FAA) Regional Headquarters. See memorandum dated October 28, 2020 from City Manager Terrence R. Moore and letter dated October 16, 2020 from Colliers International Commercial Property Manager Ron Wilkerson requesting approval in the amount of \$140,680.00. Also, see attached supporting documentation. This is a budgeted item. Ward 3.

**ACTION:**

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- B. Consideration of and action on a request for approval of an agreement between the City of College Park and the Atlanta Regional Commission (ARC) to proceed with the services of the ARC to update the City of College Park Comprehensive Plan. See memorandum dated October 28, 2020 from City Planner Michelle Alexander recommending approval. Also, see attached scope of work and final comprehensive plan agreement.

**ACTION:**

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- C. Consideration of the Southern Fulton County Comprehensive Transportation Plan (SFCTP). See memorandum dated October 29, 2020 from Special Projects Administrator Jackson Myers. Also, see attached supporting documentation.

**ACTION:**

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- D. Consideration of and action on a request for approval to renew end user licenses for Microsoft 365. See memorandum dated October 28, 2020 from Chief Information Officer Michael Hicks requesting approval in the amount of \$90,513.00. Also, see attached CDWG email license quote for end user license and supporting documentation. This is a budgeted item that is divided among all departments.

**ACTION:**

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- 9. Unfinished (Old) Business
- 10. New Business

- A. Policy guidance regarding contracts for special events. See memorandum dated October 28, 2020 from City Manager Terrence R. Moore. Also, see attached supporting documentation.

**ACTION:**

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- B. Considerations regarding term limits. See memorandum dated October 28, 2020 from City Manager Terrence R. Moore. Also, see attached supporting documentation.

**ACTION:**

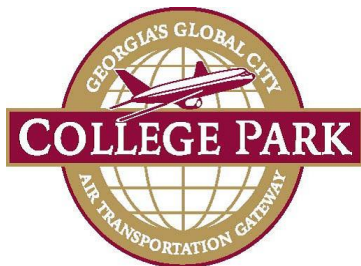
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- 11. City Attorney's Report
- 12. City Manager's Report

- A. Discussion and update on top ten delinquent property tax payers. See memorandum dated October 28, 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 October 29, 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: 8405

**DATE:** October 28, 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 October 19, 2020

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See attached Regular Session Minutes dated October 19, 2020.

Thank you.

### ATTACHMENTS:

- RS101920 (DOC)

### Review:

- Shavala Moore Completed 10/29/2020 2:01 PM
- Rosylene Robinson Completed 10/29/2020 2:05 PM
- Terrence R. Moore Completed 10/29/2020 2:48 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



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CITY OF COLLEGE PARK  
MAYOR AND CITY COUNCIL  
REGULAR SESSION  
OCTOBER 19, 2020

MINUTES

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

Absent: City Clerk Shavala Moore.

1. Opening Ceremonies.

A. Pledge of allegiance to the flag.

B. Invocation by Chaplain Walker.

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

City Manager Terrence Moore said I would like to add Item 6b, Community Development Block Grant (CDBG).

**ACTION:** Councilman Clay moved to add to the agenda Item 6b, Community Development Block Grant (CDBG) Agreement, seconded by Councilman Taylor and motion carried. (All Voted Yes).

3. Presentation Of Minutes Of City Council.

A. Regular Session held October 5, 2020.

**ACTION:** Councilman Clay moved to approve Regular Session Minutes dated October 5, 2020, with corrections, seconded by Councilman Allen and motion carried as follows:

Packet Page 5, line 22 - s/b “Mayor Motley Broom” said...” not “City Manager Terrence Moore” said ...

Packet Page 9, line 220 - s/b “...add 9 megawatts...” not “...had 9 megawatts...”

Packet Page 14, line 431-432 - s/b “... (because I have gone to a few Ward 4 events) has anybody had to pay to go to those events?”

Packet Page 33, line 1321 s/b “...Brownfield...” not “...Brownsfield...”

B. Workshop Session held October 5, 2020.

47 **ACTION:** Councilman Clay moved to approve Workshop Session Minutes dated October 5,  
 48 2020, as presented, seconded by Councilman Taylor and motion carried. (All  
 49 Voted Yes).

50  
 51 4. Proclamations, Resolutions, Plaques, And Announcements. None.

52  
 53 5. Remarks Of Citizens.

54  
 55 a. Deputy City Clerk Gabrielle Thornton read into the record comments from Mr. Tom  
 56 Coleman, 1993 Cambridge Avenue, College Park, Georgia. Our city has experienced in  
 57 the past bouts of reckless driving on streets by motorcycles, 3-wheelers, and muscle  
 58 cars. Atlanta has had similar problems and now has a wide publicized police  
 59 crackdown. In the early hours of last Sunday, cars put numerous donuts on Rugby and  
 60 White just off Main. What steps are we taking to stop this dangerous driving on our  
 61 streets? Are we taking similar steps as Atlanta to prevent these events from moving  
 62 here? Thanks for your efforts on this.

63  
 64 Councilman Allen said we need to open up the citizen's comments so we can hear what  
 65 the citizens have to say and see their faces on the screen, and open those up like we have  
 66 the others.

67  
 68 Mayor Motley Broom said I don't think there is any objection. I think at the beginning  
 69 of the process when we were all getting accustomed to handling meetings via Zoom, we  
 70 had some concerns about people and their ability to Zoom bomb. Mr. Hicks has that  
 71 under control now. We are opening up during public hearings and allowing people to  
 72 speak, so I think we should be able to employ the same procedures in terms of public  
 73 comment as well; is that correct Mr. Hicks?

74  
 75 Chief Information Officer Michael Hicks said that's correct.

76  
 77 Councilman Allen said if somebody would like to have it read, then submit that in  
 78 advance, but I think it is time to open that back up.

79  
 80 Mayor Motley Broom agreed. The one thing we have added is that your request to  
 81 speak needs to be in by 7:00 p.m. That is appropriate.

82  
 83 Councilman Clay said I would agree with that. I think now that we are used to it, I think  
 84 we can handle it adequately. The one thing I would suggest is that we have somewhat  
 85 departed from the way it was back before the first of the year and before COVID-19, the  
 86 policy we were following at that time was that we would restrict comments to 3 minutes  
 87 each, and there would be a total of up to 9 minutes on a subject. I think we will get  
 88 more participation, since we have a large number of people. Anyone can comment.  
 89 You sign up by 7:00 p.m., 3 minutes per comment, no more than 9 minutes on a subject,  
 90 and that the Mayor & Council does not respond to the comments. That would be my  
 91 suggestion, in addition to allowing people to come in during public comment.

92 Councilman Allen said I hate to do away with spontaneous comments. If they don't get  
93 it in by 7:00, are we keeping them from saying what they would like to say to City  
94 Council?

95  
96 Mayor Motley Broom said on one topic, stop signs, for instance, if we have 15 people  
97 who are in favor of having a stop sign at a particular intersection, but we have 1 that is  
98 opposed to it, then the idea would be that we would take whoever shows up first.  
99

100 Councilman Allen asked, but what if that triggers another issue from somebody that did  
101 not sign up by 7:00?

102  
103 Councilman Clay said Ken's point is that they need to jump in, even though you have  
104 not scheduled it before 7:00.

105  
106 Mayor Motley Broom said we want to avoid reactions on the spot on particular topics.  
107 I'm happy to continue to discuss it to see what makes sense for us. But let's open it up  
108 in terms of people to speak in person as opposed to having things read. But having  
109 comments read is an option as well.

110  
111 Councilman Clay asked, are you okay limiting it to 9 minutes per topic and 3 minutes  
112 per comment?

113  
114 Mayor Motley Broom said yes, I'm comfortable with that. Ms. Moore has been  
115 keeping time. We do have the possibility of Zoom bombing.

116  
117 Councilman Clay said and we should capture their name and address for the record like  
118 we have done in the past.

119  
120 Councilman Allen said I don't want to squash somebody that wants to say something to  
121 Mayor & Council. If it gets out of hand, we can change it back.

122  
123 Mayor Motley Broom said in terms of IT, I think they would prefer to know who is  
124 speaking before they do it.

125  
126 Chief Information Officer Michael Hicks said Madam Mayor, if we can have them sign  
127 up, then I can control the portal. Zoom bombing is a concern.

128  
129 Councilman Clay said there is no reason why somebody couldn't send an email to you,  
130 and they would put their name, address, and the topic. And when everyone is done,  
131 they could be given a time to speak.

132  
133 Chief Information Officer Michael Hicks said I can coordinate that with the City  
134 Clerk's office.

135  
136 Councilman Allen said I like that.  
137

138 Councilman Taylor agreed. People should get an opportunity to say what they want to  
139 say. I'm cool with it.

140  
141 Councilman Gay said I'm okay with it. I do like the decorum. I like for them to sign up  
142 to have structure.

143  
144 Mayor Motley Broom said I'm with you on that. But if you don't know 30 minutes or  
145 15 minutes before the meeting, and if there is an issue that you want to bring up with  
146 respect to the Council, then maybe wait until the next time. It lends itself to decorum.

147  
148 Councilman Allen said it is something we can work on.

149  
150 Chief Information Officer Michael Hicks said I will be practicing with other features on  
151 the backend too.

152  
153 6. Other Business.

154  
155 A. Discussion and update on recently adopted ordinances and resolutions.

156  
157 There were no comments made on this item.

158  
159 B. Community Development Block Grant Agreement.

160  
161 City Manager Terrence Moore said we initiated the administration of the program going  
162 back a couple of months ago and are awaiting the agreement for execution. This is the  
163 recommendation for Council to offer approval so that can be executed quickly.

164  
165 Councilman Clay said there are various aspects in the document. For example, people who  
166 have been economically impacted could apply for funds, et cetera, et cetera. Can we have  
167 Gerald, or someone put together an explanation of what is available by application from the  
168 public? And again, I didn't have a chance to read it. So, I am only guessing that that is the  
169 case.

170  
171 Mayor Motley Broom said I didn't fully understand the question. So, if you did and were  
172 ready to act on it, go for it.

173  
174 City Manager Terrence Moore said I was suggesting that Councilman Clay's request is  
175 reasonable. As a result of tonight's authorization, we will assemble Finance & Accounting  
176 and Customer Service and Communications to direct an education process relative to the  
177 opportunities available.

178  
179 Director of Finance & Accounting Althea Philord-Bradley said there is a video that  
180 Councilman Gay used at his meeting.

181  
182 Special Projects Administrator Jackson Myers said we do have all that information.

183

184 Councilman Clay said then we need to publicize it.

185

186 City Manager Terrence Moore agreed.

187

188 Director of Finance & Accounting Althea Philord-Bradley said you should have received a  
189 document on that as well.

190

191 Councilman Clay said I saw the flyer. Isn't there more to it?

192

193 Director of Finance & Accounting Althea Philord-Bradley said no, not right now.

194

195 Councilman Clay said then we have it covered.

196

197 Councilman Gay said I noticed that Affirmative Action, the EOC is still in their contract. I  
198 thought we couldn't put those in contracts.

199

200 Mayor Motley Broom said I presume that Fulton County has done some form of study to  
201 show.

202

203 City Attorney Winston Denmark said the Disparity Study that Fulton County paid an  
204 affordable sum to have done allows them to have a program because they have a factual  
205 and legal predicate for that type of program. Communities that have not done the Disparity  
206 Study would not have that.

207

208 **ACTION:** Councilman Clay moved to approve a request from City Manager Terrence R.  
209 Moore for the financial support of the Community Development Block Grant for  
210 the administration of the City's recently initiated Utility's Assistance Program,  
211 seconded by Councilman Allen and motion carried. (All Voted Yes).

212

213 7. Public Hearings.

214

215 A. Public Hearing to receive comments on the final adoption of the proposed Millage Rate  
216 for Fiscal Year 2020-2021.

217

218 City Manager Terrence Moore said this is authorization of the proposed Millage Rate. It is  
219 20 mils for the Hotel Special District Tax, and for all others to maintain a Millage Rate of  
220 12.619. This is an opportunity for Council to engage in final adoption, and the  
221 recommendation is to approve the 3 mil rates, respectively.

222

223 Mayor Motley Broom declared the public hearing open.

224

225 Mayor Motley Broom asked if there was anyone from the public that would like to speak for  
226 or against the final adoption of the Millage Rate for Fiscal Year 2020-2021.

227

228 There were no comments made from the public.

229

230 Mayor Motley Broom asked if anyone on Council had anything to add with regard to the  
231 Millage Rate.

232  
233 There were no comments made from Council.

234  
235 Mayor Motley Broom declared the public hearing closed.

236  
237 **ACTION:** Councilman Clay moved to approve a request from Director of Finance &  
238 Accounting Althea Philord-Bradley to adopt the proposed Millage Rate for Fiscal  
239 Year 2020-2021, seconded by Councilman Taylor and motion carried. (All Voted  
240 Yes).

241  
242 8. Bids, Change Order Requests And Contracts.

243  
244 A. Consideration of and action on a request for approval of an easement agreement between  
245 the City of College Park and the property owner, DC Property Holdings, LLC, Mr. Drake  
246 Craig, located at 1967 West John Calvin Avenue. Ward 1.

247  
248 Director of Public Works Mike Mason said this is an executed easement agreement with  
249 Mr. Drake Craig to install 165 feet of waterline pipe to loop the system on John Calvin.  
250 There have been water quality issues, along the west portion of John Calvin Avenue. In  
251 order for us to try to resolve that issue is to loop our system, and that will require going  
252 through Mr. Drake's property. Mr. Drake is willing to grant the City an easement to allow  
253 us to do this work.

254  
255 Councilman Clay said this is not a new problem. Apparently, it's been going on for some  
256 period of time. And I guess people haven't really complained, or at least complained to me.  
257 I became aware of it several months ago, and I talked to Mike. I realized it was a dead-end  
258 water connection, and Mike said that there was not enough flow through the pipe because it  
259 was at the end of a line there. So, this is a solution to that problem. It's a good thing that  
260 needs to be done.

261  
262 Councilman Allen asked, is that covered under the budget?

263  
264 Director of Public Works Mike Mason said yes, sir. We will perform the work in-house.

265  
266 Councilman Allen said thank you.

267  
268 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike  
269 Mason for an easement agreement between the City of College Park and the  
270 property owner, DC Property Holdings, LLC, Mr. Drake Craig, located at 1967  
271 West John Calvin Avenue, seconded by Councilman Allen and motion carried. (All  
272 Voted Yes).

273  
274 B. Consideration of and action on a request for approval of the renewal of a service  
275 agreement with Windstream Enterprise for existing services at all city locations.

276 Councilman Clay said I will move to approve, if Mr. Hicks doesn't want to go into anymore  
277 detail on it. I got my questions answered. I think we need to do it.

278  
279 Chief Information Officer Michael Hicks said you will be happy to know that we found  
280 that the unknown location was the node for the megabits for our SCADA for our water  
281 department, so Mike and I worked it out.

282  
283 Mayor Motley Broom asked, are there any questions for Mr. Hicks in regard to the item?  
284

285 There were no further comments made.  
286

287 **ACTION:** Councilman Clay moved to approve a request from Chief Information Officer  
288 Michael Hicks for the renewal of a service agreement with Windstream Enterprise  
289 for existing services at all city locations, seconded by Councilman Gay and motion  
290 carried. (All Voted Yes).  
291

292 9. Unfinished (Old) Business.  
293

294 A. Consideration of and action on a request for a six (6) month extension to the submittal  
295 requirement for a final development plan at 5391 West Fayetteville Road in the PD -  
296 Planned Development Zoning. Ward 3.  
297

298 City Planner Michelle Alexander said this item is in response to the action you took in April  
299 where you annexed and rezoned the property at 5391 West Fayetteville Road. The Zoning  
300 Code has a provision in this district to not only come before you once for the rezoning  
301 decision, but it requires that the applicant come back within 6 months with a final  
302 development plan for you to review at a public hearing. It's unique in the zoning districts  
303 that we have. That is a very short time frame to require that final plans be provided before  
304 you within 6 months. So, we are here before you on behalf of the applicant to request the 6  
305 months. Of course, during COVID, things have been delayed. I am recommending  
306 approval of the extension request, and then I would like to come before you at a future date  
307 with an amendment to this part of the Code. Thank you for your consideration.  
308

309 **ACTION:** Councilman Allen moved to approve a request from City Planner Michelle  
310 Alexander for a six (6) month extension to the submittal requirement for a final  
311 development plan at 5391 West Fayetteville Road in the PD-Planned Development  
312 Zoning, seconded by Councilman Clay and motion carried. Councilman Gay  
313 absent for the vote.  
314

315 10. New Business.  
316

317 A. Consideration of and action on a request for approval of Fiscal Year 2019-2020 Budget  
318 Close-Out.  
319

320 Director of Finance & Accounting Althea Philord-Bradley said this is a budget closeout  
321 from last year from several funds, to include the General Fund, CDBG, Tax Allocation

322 District Fund, Hospitality, SPLOST Fund, Sanitation Fund, FAA, and the Arena Fund.  
 323 This ensures that our year-end appropriations cover our year-end expenses, and that we are  
 324 compliant with our budgetary level of control. With the General Fund, I am projecting that  
 325 we will experience an estimate of under \$1 million impact reduction to the General  
 326 Fund/Fund Balance. Any questions?

327  
 328 Councilman Clay said Althea, you have answered all my questions, and you corrected the  
 329 summary where we thought we were going to draw down reserve by \$1.4 million. And you  
 330 realized that we could find another way to only draw it down a little under \$1 million.

331  
 332 Director of Finance & Accounting Althea Philord-Bradley said correct.

333  
 334 Councilman Clay said the only thing I want to highlight is the fact that, for all the people out  
 335 in TV land, if you will, that are watching this, that we had more revenue and we had more  
 336 expenses, but the expenses exceeded the revenue across all funds by roughly \$1 million. So,  
 337 that reduces our carryover from one year to the next; is that correct?

338  
 339 Director of Finance & Accounting Althea Philord-Bradley said correct.

340  
 341 Councilman Clay said that's all I wanted to say.

342  
 343 Councilman Allen said that does not mean that we have plenty of money to spend in the  
 344 city. July, August, and September were very, very low months. We are having to deal with  
 345 that as well.

346  
 347 Councilman Clay said amen.

348  
 349 Councilman Allen said we are quite lucky to have someone like Althea and her crew to  
 350 work on this. They have done an excellent job. I have worked with a lot of budgets in my  
 351 life, and she has answered every single question that we have. Thank you all for the job that  
 352 you do.

353  
 354 Director of Finance & Accounting Althea Philord-Bradley said you're welcome.

355  
 356 Mayor Motley Broom asked, are there any other questions?

357  
 358 There were no further questions made.

359  
 360 **ACTION:** Councilman Clay moved to approve a request from Director of Finance &  
 361 Accounting Althea Philord-Bradley for the Fiscal Year 2019-2020 Budget Close-  
 362 Out, seconded by Councilman Taylor and motion carried. (All Voted Yes).

363  
 364 11. City Attorney's Report. None.

365  
 366 12. City Manager's Report.

367



368 A. Discussion and update on top ten delinquent property taxpayers. NO ACTION  
369 REQUIRED.

370  
371 There were no comments on this item.

372  
373 B. Discussion and update on top ten delinquent utility customer accounts. NO ACTION  
374 REQUIRED.

375  
376 There were no comments on this item.

377  
378 13. Report Of Mayor And Council.

379  
380 Councilman Clay – said we have unbagged the stop signs that we approved. They sat for  
381 roughly 30 days. I received a response from 2 constituents indicating that they were really  
382 happy and felt that the traffic had calmed, and it was less noisy. That was the general  
383 summary of a couple of comments. Considering you tend to hear more complaints than you  
384 do positive things on most everything in life, I’d say so far things are looking pretty good.  
385 That’s all I had for my comments.

386  
387 Councilman Taylor – said I have nothing to report.

388  
389 Councilman Allen – said first thing, everybody please get out and vote. It is very easy. At  
390 the GICC it doesn’t take very long at all.

391  
392 Councilman Allen said I am seeing a lot of trash out on the roads around Godby and up and  
393 down some of the streets. Some of the dumpsters at some of the apartments are  
394 overflowing. We need to take a look at some of these things and keep our city clean.

395  
396 Councilman Allen said there is going to be a Youth Speaking Contest on October 24, 2020  
397 for kids in elementary school. If you would like to sign up and get into the speaking contest  
398 go to [collegeparkga.com](http://collegeparkga.com) and please come and speak.

399  
400 Councilman Allen said on October 21, 2020 there will be a Clipper Sculpture Art  
401 Exhibition. They are going to open the Clipper Sculpture at Godby Road and Clipper Drive.  
402 They are going to start the installation. It is going to be a 30- or 40-foot sculpture.  
403 Everybody please come and take a look at that.

404  
405 Councilman Allen said I would like to have a discussion about “term limits” on the next  
406 agenda. Maybe it is time to bring that up and have a discussion on that at the next council  
407 meeting. I’d like to see that put on the agenda just to talk about it.

408  
409 Mayor Motley Broom said it sounds good to me.

410  
411 Councilman Gay – said thank you all for the hard work and the value you bring to the city.

412

413 Councilman Gay said congratulations to all the people who worked on Six West. I did view  
414 the groundbreaking.

415  
416 Councilman Gay said at the town hall meeting we had, the only comment we had was  
417 people wanting to know when we will get speed humps on Lakeshore and Herschel.

418  
419 Police Chief Ferman Williford said the speed humps are manufactured as they are ordered.  
420 And as soon as they get in, we will get Public Works to get those installed.

421  
422 Councilman Gay said thank you.

423  
424 Police Chief Ferman Williford said yes, sir.

425  
426 Mayor Motley Broom – said I want to thank the Historic College Park Neighborhood  
427 Association for a fantastic yard sale event. It was so good that my mother brought a  
428 truckload of things in her Suburban from Birmingham to sell at this yard sale. So, thank you  
429 so much for the opportunity for us to sell our things and my mom to sell things. It was a  
430 good opportunity to see our neighbors.

431  
432 Mayor Motley Broom said I want to thank Mercedes, Chief Williford and the Police  
433 Department, and the Clayton County Sheriff's Department for all their hard work to make  
434 the concert at the GICC successful and safe for everyone who attended. I am constantly in  
435 awe of your professionalism and what you do to lead our city in that regard.

436  
437 Mayor Motley Broom said voting at the GICC has never been easier. Fulton County has  
438 gotten a website so you can go on-line and see what the wait times are at every single  
439 location where early voting is taking place throughout the county. I was in and out in 10  
440 minutes last Friday. My husband voted today, and he said it was as easy as it could be. It is  
441 open 8:00 to 6:00 this week and next week 7:00 to 7:00. You don't have to wait until  
442 election day, but for those of you who are voting on election day go to [mvp.sos.ga.gov](http://mvp.sos.ga.gov). That  
443 is the voting information site through the Secretary of State. Some people who voted at the  
444 College Park auditorium may be voting at the library this time around. They have changed  
445 the precincts for a couple of people. Double check, go online, and enter your information  
446 to confirm your voting location. You can vote at the GICC for the next 2 weeks, and you  
447 don't have to worry about it.

448  
449 Mayor Motley Broom said I want to thank Economic Development, Communication Staff,  
450 and everyone who contributed to a great groundbreaking for Six West. It was a topnotch  
451 event.

452  
453 Mayor Motley Broom said after the yard sale, there was a white Camaro that sped down my  
454 street, and I thought, well, I need to call the police, but the police were right behind them.  
455 To Chief Williford, I am grateful for that. It has been a concern for a number of people.

456  
457 Mayor Motley Broom said Chief, I had some words with staff today. I did not hear about  
458 the vehicle on Rugby, but I road through there this morning and saw the marks where

459 someone has been at Rugby and Lyle laying drag marks all over the roadway there. This is  
460 becoming an increasing problem around the city. It is metro wide. I had a chat with  
461 Command Staff today, and we are going to move our traffic resources to focus on the  
462 neighborhoods. I am concerned about some of these people doing these things in  
463 residential areas and losing control of the vehicle and strike a pedestrian and end up in  
464 somebody's yard or house. So, we are going to divert our resources to the neighborhood  
465 areas and see if we can stop some of this stuff. I appreciate it Chief. If you see something  
466 happen in regard to this, call the police. Get as good of a description as you can of the  
467 vehicle and let our people know so we can nip it in the bud.

468  
469 Mayor Motley Broom asked, does anyone else have anything?  
470

471 There were no further comments made.  
472

473 **ACTION:** Councilman Clay moved to recess Regular Session to take up Executive Session to  
474 discuss personnel, pending litigation, and the potential purchase of real estate,  
475 seconded by Councilman Taylor and motion carried. (All Voted Yes).  
476

477 Mayor Motley Broom declared the Regular Session recessed at 8:24 p.m.  
478

479 14. Executive Session.  
480

481 Executive Session adjourned at 9:18 p.m., Regular Session resumed at 9:19 p.m.  
482

483 15. Approval of Executive Session Minutes.  
484

485 **ACTION:** Councilman Clay moved to approve Executive Session Minutes dated October 19,  
486 2020, as presented, seconded by Councilman Allen and motion carried. (All Voted  
487 Yes).  
488

489 16. Adjournment.  
490

491 Mayor Motley Broom declared the Regular Session adjourned at 9:24 p.m.  
492  
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**CITY OF COLLEGE PARK**

\_\_\_\_\_  
**Bianca Motley Broom, Mayor**

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**ATTEST:**

\_\_\_\_\_  
**Shavala Moore, City Clerk**



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8404

**DATE:** October 15, 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 October 19, 2020

---

See attached Workshop Session Minutes dated October 19, 2020.

Thank you.

### ATTACHMENTS:

- WSS101920 (DOC)

### Review:

- Shavala Moore Completed 10/28/2020 2:22 PM
- Rosylina Robinson Completed 10/28/2020 2:27 PM
- Terrence R. Moore Completed 10/28/2020 3:16 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM

1 CITY OF COLLEGE PARK 5,000.00  
 2 MAYOR AND CITY COUNCIL  
 3 WORKSHOP SESSION  
 4 OCTOBER 19, 2020  
 5

6 **MINUTES**  
 7

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

12 Absent: City Clerk Shavala Moore.  
 13

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

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

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

22 The workshop session reconvened at 6:04 p.m.  
 23

24 **1. Presentation on results of the SkyTrain Way and related roads traffic study**  
 25 **and simulations of traffic flow by Croy Engineering.**  
 26

27 Director of Airport Affairs Gary Young presented the item. Croy Engineering has  
 28 completed their study, and Aimee Turner will lead us through their findings.  
 29

30 Ms. Aimee Turner with Croy Engineering gave a brief power point presentation on  
 31 SkyTrain Way and the traffic study, to include presentation overview and background.  
 32

33 Ms. Turner discussed the study objectives and project approach, to include stakeholder  
 34 engagement, traffic data analysis, traffic simulation, and modeling.  
 35

36 Ms. Turner discussed the study area with Legend.  
 37

38 Ms. Turner discussed the ownership in SkyTrain Way vicinity. The southeastern portion  
 39 belongs to the Vilas Choice Mixed-Use Development Developers, and they have  
 40 ownership of that area in the white as well as the red area (indicating on rendering).  
 41

42 Ms. Turner discussed stakeholder engagement, to include ATL, Arena, GDOT, Croy,  
 43 GICC, and the City of Atlanta Fire Station.  
 44

45 Ms. Turner discussed site visits along the SkyTrain Station. Our primary concern is  
46 traffic flow along the GICC Concourse. For the SkyTrain Station, there are safety and  
47 operation concerns.

48  
49 Ms. Turner discussed the ATL, CIP – ATL West Deck and more. This is one of a series  
50 of parking projects that Hartsfield is working on. One of the uses of this facility will be  
51 to serve as an alternative for the north and south parking banks during their renovation  
52 construction.

53  
54 Ms. Turner discussed the Gateway Mixed-Use Development. The entire site buildout  
55 will be in 2024.

56  
57 Ms. Turner discussed the Choice Gateway Proposal, to include the Brown Road  
58 realignment and the SkyTrain Park.

59  
60 Ms. Turner discussed emergency response road strength requirements.

61  
62 Ms. Turner discussed the loop road connection.

63  
64 Councilman Clay said I just got a text from a constituent that the slides are not updating  
65 on the Zoom meeting.

66  
67 Ms. Turner said I believe Gabrielle is moderating it.

68  
69 Councilman Clay said this is a message for staff.

70  
71 Mayor Motley Broom asked, has the workshop session packet been uploaded?

72  
73 Mayor Motley Broom said in terms of how we need to be thinking about this, in my mind  
74 emergency response would be the No. 1 priority. In the event something happens with  
75 this parking deck or areas surrounding it, that emergency vehicles are able to get in, and  
76 the sections (the portion of SkyTrain Way from Hospitality Way south to the entrance of  
77 the parking garage) can support whatever vehicles are necessary, and then everything else  
78 comes after that in my mind. Is that the right way to be thinking about this?

79  
80 Ms. Turner said yes. That is why we engaged the Atlanta Fire and Rescue early on.

81  
82 Mayor Motley Broom said I am not sure why the information is not available on the  
83 website; but go ahead.

84  
85 Ms. Turner said just to summarize this consideration, the loop road connection, we were  
86 tasked with figuring out what would be the impact of the existing 1-way loop road that  
87 would be made into a 2-way access and how would traffic reorient into the CONAC area.

88  
89 Ms. Turner discussed data sources, to include raw traffic counts, GDOT traffic and  
90 analysis data, and Automated Traffic Signal Performance Measures (ATSPM).

91 Ms. Turner discussed traffic adjustment methodology, analysis conditions, and peak  
92 periods.

93

94 Ms. Turner discussed the 5 scenarios for the SkyTrain, to include traffic simulation  
95 modeling.

96

97 Ms. Turner discussed installing source lanes on Main Street, as well as a second lane for  
98 exiting off the loop road connection of which would be required by GDOT for additional  
99 access to Main Street. The final preferred scenario was the SkyTrain 1-way scenario.  
100 With the bridge just south of the Brown Road connection, we recommended an additional  
101 look by College Park Staff and the Engineering Department on whether it was feasible, in  
102 terms of constructive feasibility. Also, any additional access to SkyTrain Way will  
103 require an approval from the Department of Aviation.

104

105 Ms. Turner discussed on the last slide additional considerations, special events, and  
106 general recommendations.

107

108 Mayor Motley Broom asked, are there any questions for Ms. Turner?

109

110 Councilman Clay said I have a comment. You started off indicating priorities, which I  
111 think is a good thing. I would argue historically that when we did the intergovernmental  
112 agreement, and Gary remembers this well, we asked them to open up the gates to the  
113 rental car center so we could have traffic coming to College Park to enjoy the downtown  
114 area and help the local businesses. I feel it is more important that the traffic coming out  
115 be able to access downtown than traffic coming back. However, as a person who travels  
116 a lot, it sure is nice to be able to get back to where I am trying to go by the same way that  
117 I got out. If we make it a 1-way and leave it 1-way, with the option they are  
118 recommending, we still have a way to get back to the rental car center. It is not quite the  
119 same place that you came out, but it is only a block away, and that makes it less  
120 confusing for the traveler. Since then we have added on the ability to do overflow traffic  
121 from the GICC and the Arena, and I think having that be a relatively convenient access is  
122 a good thing. So, these are my 2 priorities that I have after your No. 1 priority, which is  
123 emergency access.

124

125 Mayor Motley Broom said I wholeheartedly agree with you. Good Wayfinding is  
126 essential in all of this. It has to be an integral element of whatever decision we make  
127 considering that we are going to have so many different end-users. We are going to have  
128 travelers visiting the Gateway Center for business, pleasure, or whatever it is. We have  
129 to make sure that all the Wayfinding is integrated in a way that makes sense for everyone  
130 who might be utilizing the area. I do like the idea of Scenario 3. Does Scenario 3 open  
131 up the loop road to a 2-way or no?

132

133 Councilman Clay said no. The construction cost out on Main Street is \$250,000.00.

134



135 Mayor Motley Broom said I like the concept of the loop road being open and for some of  
 136 the reasons you discussed. But where we are right now, saving \$250,000.00 sounds  
 137 better.

138  
 139 Councilman Clay said right.

140  
 141 Mayor Motley Broom asked, are there any other questions or comments?

142  
 143 Director of Airport Affairs Gary Young said some recommendations that staff has made  
 144 is that we accept is that SkyTrain Way will be completed as a 26-foot wide with a  
 145 75,000-pound load bearing capacity. It will operate as a 1-way road going south.  
 146 Hospitality Way would be a 2-way road, and we would request that the DOT (ph) allows  
 147 the consideration of the connection of Brown Road and whether that conclusion will  
 148 work. That has to happen before we can have any discussion with the developer about  
 149 any land deal. And then to allow us to request the Department of Aviation to consider the  
 150 location of the covered walkway. That will require a legal agreement with the City of  
 151 Atlanta. And then finally, Mike Mason to be authorized to go ahead, if the City of  
 152 Atlanta and the Department of Aviation agrees with the Council's recommendation, to  
 153 prepare an RFP for paving, curbing, and guttering of the sections of the road that College  
 154 Park is responsible for. So, the request from staff is to have direction on these items. Is it  
 155 okay to go ahead with the recommendation?

156  
 157 There was a consensus from Mayor & Council to go forward with SkyTrain Way and the  
 158 traffic study.

159  
 160 Mayor Motley Broom said the interesting part of this project is the level of cooperation  
 161 that it takes between departments. And when it is Public Safety and Public Works,  
 162 everybody has to work together to make assessments like this happen. I'm grateful to all  
 163 the departments that worked on this and gave us this product where we are able to make  
 164 this informed decision.

165  
 166 Councilman Allen said thank you very much Gary.

167  
 168 **2. Final plan presentation on the Southern Fulton Comprehensive**  
 169 **Transportation Plan (SFCTP) by Inga Kennedy, Southern Fulton**  
 170 **Comprehensive Transportation Plan, Stakeholder and Public Involvement**  
 171 **Coordinator.**

172  
 173 Ms. Inga Kennedy introduced herself and Keli Kemp. Ms. Keli Kemp will be giving the  
 174 final plan presentation.

175  
 176 Ms. Kemp said the recommendation is that you consider adoption of the executive team's  
 177 recommendations that go along with the final plan.

178  
 179 Ms. Kemp gave a power point presentation on the SFCTP, to include a (5 year) short-  
 180 term goal and a (10 year) long-term goal. You can populate the SPLOST Program for the

181 renewal in order to apply for federal funds and adopt the plan. A project is considered in  
182 the plan, regardless of what term or tier it is in.

183  
184 Ms. Kemp discussed the 8 cities within the study area of the Comprehensive  
185 Transportation Plan.

186  
187 Ms. Kemp discussed the overview of the milestones and schedule, along with the 6  
188 attached tasks.

189  
190 Ms. Kemp discussed public and stakeholder engagement pre and during COVID-19.

191  
192 Ms. Kemp said the adoption for East Point is next and the City of College Park. The  
193 other 6 cities have adopted the plan.

194  
195 Ms. Kemp discussed how the recommendations were prioritized.

196  
197 Ms. Kemp discussed the 3 goals and the 4 objectives within the set goals.

198  
199 Ms. Kemp discussed the corridor framework through extensive data analysis.

200  
201 Ms. Kemp discussed evaluation of the projects, to include refined vision, goals, and  
202 objectives, and weighting scenarios. We know all things are not equal. And 8 cities have  
203 different opinions as to what we should focus on. We made sure what each city's  
204 individual response was from, and we had them to rank them, in order to develop specific  
205 weighting scenarios for each city.

206  
207 Ms. Kemp discussed the results of the survey on the slide. College Park is on the second  
208 row on the left. Safety was your No. 1 priority.

209  
210 Ms. Kemp discussed recommended new projects totaling \$2.6 billion. Some projects  
211 start in one tier and end in another tier.

212  
213 Ms. Kemp discussed College Park's 37 projects with a cost of \$286.6 million.

214  
215 Ms. Kemp discussed the short-term (5 year) and mid-term (10 year) projects in College  
216 Park.

217  
218 Ms. Kemp discussed the system and dashboard performances for College Park.

219  
220 Ms. Kemp discussed the coverage for the disrupters due to COVID-19.

221  
222 Ms. Kemp said 5 of the 8 cities have to approve for the adoption of the plan by ARC. If  
223 you adopt the plan and you have more projects come up later, you can amend the plan to  
224 include them. For more information on this go to [southernfultonctp.org](http://southernfultonctp.org). You will find  
225 several technical reports on that site. Questions?

226

227 Councilman Clay said my primary concern is Main Street through downtown. You have  
228 shown that as a traffic corridor that would be amenable to trucks. Main Street through  
229 downtown College Park is 2 lanes, one north and one south. You don't have it showing  
230 on the map as being one for expansion. And in our response to COVID-19, we have been  
231 working with GDOT to implement what we call College Parklets. And in doing that, we  
232 would take away the parking spaces, and we have already improved Main Street in that  
233 area and have little bump outs at the various intersections. So, we would be extending  
234 the bump out with a raised platform that would match the curb and so forth.

235

236 Councilman Clay said so, as far as I'm concerned, Main Street is not going to get wider,  
237 and designating it as truck traffic has a concern. I was encouraged by your remarks that  
238 the technology will make it more effective and efficient for trucks to go through at off  
239 hours. Is it my understanding that you are not considering expanding to 4 lanes through  
240 downtown College Park?

241

242 Ms. Kemp said great comment. I agree with you 100 percent. One thing to be clear on is  
243 even though all of U.S. 29 as a long segment has been designated as an economic freight  
244 corridor, Downtown and along Main Street has not. It has been designated as a  
245 Livability Node focusing more on bicycle/pedestrian transit. We do not include any  
246 recommendations for widening. However, there is a study recommendation for all of  
247 U.S. 29 because there are so many physical constraints along the entire length of the  
248 corridor, not just for freight but just in general.

249

250 Ms. Kemp said regarding the parklets, the bike lanes, or the dedicated bike facilities that  
251 are planned or recommended along the corridor, they would have to accommodate the  
252 parklets. There should be dedicated bike facilities along the corridor. You are not going  
253 to take out any parklets.

254

255 Councilman Clay said thank you.

256

257 Councilman Clay said I wanted to clarify something that I thought I heard you say where  
258 you talk about the local match and where it is only our city. There are many cases in  
259 there of those 37 projects over the first 5 years where the local match is equal to the total  
260 of the project. So, when you say local match, that is College Park's share.

261

262 Ms. Kemp said yes. There are some project types or locations, for instance, that are not  
263 on a state route where they may not have a state match. So, it may be all local funds. So,  
264 that is one part of it. The other part is there are some projects that traverse multiple  
265 jurisdictions. If it is only in College Park, then College Park is responsible for the entire  
266 match.

267

268 Councilman Clay asked, is there other money that might be accessible for a portion of  
269 that local match then?

270

271 Ms. Kemp said yes. That is why it is important to adopt the plan because then you can  
272 apply for federal funding through ARC, and there should be different grant opportunities  
273 that come as well to help pay for that local match.

274

275 Councilman Clay said okay.

276

277 Ms. Kemp said in the appendix of the executive document, we have a very detailed  
278 matrix of potential funding sources for every project at the local, state, and federal level.

279

280 Councilman Clay said with regard to the way you add things up, on packet page 165  
281 within the first 5-year program, project No. 1548, a scoping study of Camp Creek  
282 Parkway, et cetera. It shows it is in College Park. When I go to the total cost estimate,  
283 it's \$1 million. When I go to the total local match it's \$1 million. When I go to the  
284 federal match it's \$565,000.00. So, I would have thought that the local match would not  
285 have been a full \$1 million; that it would have been \$1 million minus the \$565,000.00.

286

287 Ms. Kemp said you are right. It was a typo, and we are fixing it.

288

289 Councilman Clay said okay.

290

291 Ms. Kemp said we received your comments today, and we have already gone through  
292 them and catching everything.

293

294 Councilman Clay said good.

295

296 Councilman Allen said I noticed some of the streets are not College Park. Do we forward  
297 those on to you as well?

298

299 Ms. Kennedy said yes.

300

301 Mayor Motley Broom asked, any other questions?

302

303 There were no further questions made.

304

305 Mayor Motley Broom said this will be on the November 2, 2020 agenda; is that correct  
306 City Manager?

307

308 City Manager Terrence Moore said correct.

309

310 Mayor Motley Broom said thank you ladies. We have 8 minutes left until the meeting  
311 starts, but I'm going to give everybody a break. We will see everybody at 7:30 p.m.

312

313 Mayor Motley Broom declared the Workshop Session adjourned at 7:23 p.m.

314

315

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**CITY OF COLLEGE PARK**

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**Bianca Motley Broom, Mayor**

**ATTEST:**

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**Shavala Moore, City Clerk**



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8416

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**FROM:** Terrence R. Moore, City Manager

**RE:** Presentation of Proclamation - Pastor Marjorie Dent

Presentation of a proclamation to Pastor Marjorie Dent in appreciation of her 30 years of community service. Please see attached proclamation.

Thank you.

### ATTACHMENTS:

- Marjorie Dent Proclamation (PDF)

### Review:

- |                        |           |                    |
|------------------------|-----------|--------------------|
| • Terrence R. Moore    | Completed | 10/21/2020 2:00 PM |
| • Rosyline Robinson    | Completed | 10/28/2020 1:55 PM |
| • Terrence R. Moore    | Completed | 10/28/2020 3:16 PM |
| • Mayor & City Council | Pending   | 11/02/2020 7:30 PM |



*City of College Park*  
*Proclamation*

**WHEREAS:** The Mayor and City Council of the City of College Park duly recognizes Pastor Marjorie Abraham Dent for thirty years of tireless service to the City of College Park; and

**WHEREAS:** as a resident of College Park for 44 years, Pastor Dent has extended herself spiritually, personally and professionally to our citizens through her active involvement in civic and community activities providing leadership and motivation to those wishing to contribute to the community; and

**WHEREAS:** over the years Pastor Dent’s strong spiritual leadership has guided us all through challenging circumstances with her powerful delivery of the Invocation at our City Council Meetings; and

**WHEREAS:** she has been active in City Government as a loyal member of the Board of Zoning Appeals from 1990 to 2002 becoming the first African American to serve as both Vice Chair and Chair during her term. During her term she served in the most dedicated and distinguished manner gaining the respect of her fellow board members, the citizens of College Park and the governing body; and

**WHEREAS:** Pastor Dent was honored by the South Carolina General Assembly in 2008 through a Resolution for her 25 years of service as a minister. She continues to touch others through her annual *Color Me Confident: Youth Empowerment Conference* and her participation in the Lift Community Outreach Food Bank, as well as, the South Fulton Human Services Coalition; She was selected in 2012 as “*Citywide Citizen of-the-Year*”, served as Co-Chair of the College Park Black History Committee, and has served as a member of the College Park Police Department Chaplaincy Corps since 2017; and

**WHEREAS:** the entire City of College Park is privileged to have Pastor Dent as an active resident and participant in community and civic concerns. She continues to set the standard for a community servant.

**NOW, THEREFORE BE IT PROCLAIMED THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK RECOGNIZES**

***PASTOR MARJORIE ABRAHAM DENT  
FOR 30 YEARS OF SERVICE***

**PROCLAIMED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2020.**

ATTEST:

\_\_\_\_\_  
Shavala Moore, City Clerk

**CITY OF COLLEGE PARK**

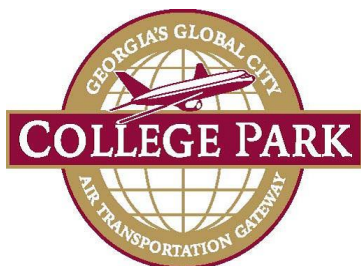
\_\_\_\_\_  
Bianca Motley Broom, Mayor

\_\_\_\_\_  
Ambrose Clay, Councilman

\_\_\_\_\_  
Derrick Taylor, Councilman

\_\_\_\_\_  
Ken Allen, Councilman

\_\_\_\_\_  
Roderick Gay, Councilman



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8417

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Michelle Johnson, Director of Recreation & Cultural Arts

**RE:** Proclamation for Outstanding Achievement for Jerisha Bronson

**PURPOSE:** Presentation of a proclamation honoring City of College Park Recreation & Cultural Arts Program Coordinator, Jerisha Bronson.

### Proclamation

**Council Meeting Date:** November 2, 2020.

**Presented by:** City of College Park Mayor and City Council members.

**Summary:** Presentation of a proclamation recognizing the outstanding achievement of City of College Park Recreation & Cultural Arts Program Coordinator, Jerisha Bronson, for her dedicated service and outstanding accomplishments.

**Supporting Documents:** See attached City of College Park proclamation.

### ATTACHMENTS:

- Jerisha Bronson Proclamation (PDF)
- Jerisha Bronson Miss Georgia for America (PDF)
- Jerisha Bronson Miss Georgia for America picture 2 (PDF)

### Review:

Updated: 10/28/2020 1:59 PM by Rosyline Robinson

Page 1



- Michelle Johnson Completed 10/28/2020 1:56 PM
- Rosyline Robinson Completed 10/28/2020 1:59 PM
- Terrence R. Moore Completed 10/28/2020 3:16 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



# City of College Park Proclamation Honoring Jerisha L. Bronson

**WHEREAS:** Jerisha L. Bronson is a native of Fayetteville, Georgia and a graduate of Alabama State University. She is a Program Coordinator/Special Events Coordinator for the City of College Park Recreation & Cultural Arts. She is also a third year veteran of the Atlanta Falcons, and the Official Assistant to the 2020 Sensational Stingettes; and

**WHEREAS:** Miss Jerisha currently holds the title of Miss Georgia for America 2020. She works with people of all cultures and backgrounds and focuses on personal growth, community service, and well-being for all. She was a soloist dancer for Alabama State's BFA dance program, where she received her Bachelor's degree in Theatre Arts and served as the President. Jerisha was also a member of the Mighty Marching Hornet as a Stingettes dance line member in 2009 and 2012; and

**WHEREAS:** Dance being her first form of communication, Jerisha touches the center of what inspires people to dance freely, and to grow as an individual. It is her mission to challenge and expose the youth to the art of dance. Jerisha brings a unique vision to the world; and

**WHEREAS:** She is very passionate about the youth and helping others build their self-esteem. She currently manages summer youth programming and senior citizen activities for the community; and

**WHEREAS:** Jerisha realized that being unique is her most powerful tool. She delivers a passionate level of energy and an inspiration that is unmatched. Jerisha is honored and excited to represent as a Millennial Influencer. This year she is preparing to compete for the title of Miss America. Her dream is to one day open a dance studio in her very own hometown; and

**WHEREAS:** Jerisha quoted Gandhi saying: "The best way to find yourself is to lose yourself in the service of others." And that is clearly something Jerisha lives by.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and City Council of the City of College Park that

## Miss Jerisha L. Bronson

is recognized for her dedication and service to the community and youth acknowledging her accomplishment as Miss Georgia for America.

**PROCLAIMED THIS 2<sup>nd</sup> DATE OF NOVEMBER 2020.**

ATTEST:

\_\_\_\_\_  
Shavala Moore, City Clerk

CITY OF COLLEGE PARK

\_\_\_\_\_  
Bianca Motley Broom, Mayor

\_\_\_\_\_  
Ambrose Clay, Councilman

\_\_\_\_\_  
Derrick Taylor, Councilman

\_\_\_\_\_  
Ken Allen, Councilman

\_\_\_\_\_  
Roderick D. Gay, Councilman

A photograph of a woman, likely a pageant winner, wearing a tiara and a sash. A large, semi-transparent grey box with a black border is overlaid on the center of the image, containing the text 'g. 31'. The woman's face is partially visible above the box, and her sash is visible below it. The background is a textured, light-colored wall.

g. 31

4.B.c



Packet Pg. 32



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8434

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**FROM:** Terrence R. Moore, City Manager

**RE:** Clayton County Community Engagement Initiative Update

Nickel Works Consulting Project Manager Courtney Whitman contacted the Office of the City Manager requesting approval to provide a brief update to the Mayor and City Council during the November 2, 2020 Council Meeting on Clayton County's Community Engagement Initiative. Please see attached e-mail dated October 19, 2020 from Ms. Nickels requesting approval.

Thank you.

### ATTACHMENTS:

- Engage Clayton\_ College Park City Council Meeting November 2nd (PDF)

### Review:

- |                        |           |                    |
|------------------------|-----------|--------------------|
| • Terrence R. Moore    | Completed | 10/28/2020 1:38 PM |
| • Rosyline Robinson    | Completed | 10/28/2020 2:00 PM |
| • Terrence R. Moore    | Completed | 10/28/2020 3:14 PM |
| • Mayor & City Council | Pending   | 11/02/2020 7:30 PM |

**From:** [Courtney Whitman](#)  
**To:** [Rosylne Robinson](#); [Gabrielle Thornton](#)  
**Cc:** [Nicole McGhee Hall](#); [Jennifer Schofield](#)  
**Subject:** Engage Clayton: College Park City Council Meeting November 2nd  
**Date:** Monday, October 19, 2020 12:37:24 PM

---

Good Afternoon Ms. Robinson,

I hope this email finds you well! My name is Courtney, and I work for Nickel Works Consulting. We are the prime consultant for Clayton County's Community Engagement Initiative. Would it be possible to attend the College Parks city council meeting on November 2nd and give a brief update on the project?

Currently, Clayton County is embarking on an engagement initiative to enhance its ability to connect with the entire Clayton community. Whether you are a resident, business owner, student, or frequent visitor, they want to learn how to better inform and engage with the community. I would only need 3 minutes to inform the College Park community about the project and encourage survey participation. Please advise if I can present it during public comments.

I look forward to hearing from you, and have a great day!

**Courtney Whitman**

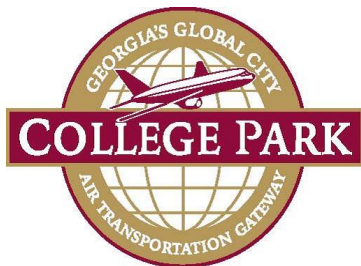
Project Manager

Nickel Works Consulting, LLC

website: [www.nickelworks.net](http://www.nickelworks.net)

Direct Line: 678.535.3996

Main Office: 678.535.3990



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8415

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Hugh Richardson, Power Director

**RE:** AMI Update

Access Point Performance - number of electric meters communicating:

	9/23	9/30	10/7	10/14
Charlestown	2277	2490	2337	2224
W. Fayette	2874	2570	2844	2878
Princeton	3140	3232	3111	3179
Total	8291	8292	8292	8281

Electric Meters:: 8281  
 Water Meters: 3059  
 Total Meters & Endpoints: 11,340

Requiring manual reads from communication issues= 47= .4% of total  
 About 55 more water rereads were done to verify readings or usage but were reading in Badger.  
 Electric = 3, Water = 44

System is remotely reading about 99.6%.  
 Electric = 99.9%; Water = 98.6%

17 water meters were replaced in October.  
 1 water meter register was replaced.  
 11 endpoints were replaced  
 16 endpoint wirings were repaired  
 9 endpoints were reset.

Other Updates:

1. 37 customers have been contacted about water leaks in October.

Updated: 10/28/2020 1:36 PM by Hugh Richardson

Page 1

Packet Pg. 35

**2. KWH sales difference during the pandemic:**

March -7.1%  
April -17.1%  
May -21.8%  
June -12.0%  
July -5.4%  
Aug. -7.9%  
Sep. -16.1%  
Oct. -9.0%

(Above as compared to the same month in 2019 and without Data Center sales.)

**ATTACHMENTS:**

- AMI Project Update Nov 2020 (PDF)

**Review:**

- Hugh Richardson Completed 10/22/2020 9:55 AM
- Rosylne Robinson Completed 10/28/2020 2:00 PM
- Terrence R. Moore Completed 10/28/2020 3:14 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM





# Access Point Recent Performance

## Electric Meters Communicating 2.4 GHz Signal Frequency

<b>Date</b>	<b>Charlestown</b> (water tank)	<b>W. Fayetteville</b> (water tank)	<b>Princeton</b> (cell tower)	<b>Total</b>
Sep. 23	2277	2874	3140	8291
Sep. 30	2490	2570	3232	8292
Oct. 7	2337	2844	3111	8292
Oct. 14	2224	2878	3179	8281



# Meter Performance

Electric Meters: 8281

Water Meters: 3059

Total electric meters and endpoints = 11,340

Electric manual reads = 3

Electric Meters Reading 99.9%

Water meter manual reads with communication issues =44

Water Meters Reading 98.6%

Total system performance of 99.6%

17 Water meters replaced

1 Water meter register replaced

11 Endpoints replaced

16 Wiring repairs

9 Resets



# Other Updates

- 37 Customers contacted about water leaks
- KWH sales difference from pandemic:

	All Customers	W/O Data Center
March	-1.5%	-7.1%
April	-9.5%	-17.1%
May	-16.7%	-21.8%
June	-5.6%	-12.0%
July	2.3%	-5.4%
August	-2.4%	-7.9%
September	-10.9%	-16.1%
October	-4.5%	-9.0%



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8406

**DATE:** October 28, 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:** November 2, 2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** None

**STAFF:** Office of the City Clerk

### ATTACHMENTS:

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

### Review:

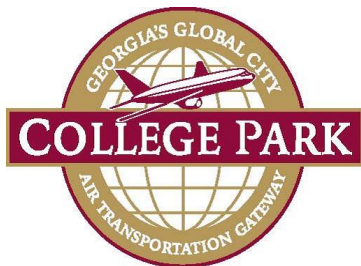
- Shavala Moore Completed 10/28/2020 2:25 PM
- Rosyline Robinson Completed 10/28/2020 2:37 PM
- Terrence R. Moore Completed 10/28/2020 3:15 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM

## 2020 ORDINANCES

<b><u>Ord. No.</u></b>	<b><u>Ordinance</u></b>	<b><u>Adopted</u></b>
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	Modify State of Emerg. Ord. add Virtual Meetings	4-06-2020
2020-05	Ethics Ordinance	4-20-2020
2020-06	Annexation of 5391 W. Fayetteville Road	4-20-2020
2020-07	Rezoning of 5391 W. Fayetteville Road	4-20-2020
2020-08	Multi-Family Maintenance Ordinance	5-18-2020
2020-09	Fire Inspection Ordinance	6-01-2020
2020-10	Facial Mask Mandate	7-10-2020
2020-11	Fireworks Ordinance	7-10-2020
2020-12	Amended Multi-Family Ordinance	8-03-2020
2020-13	Conditional Use Permit – 1597 Virginia Ave	8-03-2020
2020-14	Amended Ordinance to include Parklets	10-05-2020
2020-15	3907 Main Street Rezoning	10-05-2020
2020-16	Conditional Use Permit – 3907 Main Street	10-05-2020

## 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	4/20/2020
2020-08	Aerotropolis CID REBC Resolution	4/20/2020
2020-09	Fulton County CDBG Cooperation Agreement	5/18/2020
2020-10	Budget Adoption Resolution	6/01/2020
2020-11	Utility Credit Resolution	6/01/2020
2020-12	Water, Sewer & Sanitation New Rates	7/20/2020
2020-13	Georgia Greenspace Program	10/05/2020



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8380

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Michelle Alexander, City Planner

**RE:** Request to Set a Public Hearing for Consideration of a Rezoning at 2154 Rugby Ave

**PURPOSE:** To set a Public Hearing for consideration of a rezoning of 2154 Rugby Ave from R1 - Low Density Residential to R2 - Medium Density Residential Zoning District.

**REASON:** To set a Public Hearing for consideration of a rezoning of 2154 Rugby Ave from R1 - Low Density Residential to R2 - Medium Density Residential Zoning District.

**RECOMMENDATION:** Staff recommends that the Public Hearing be set for November 16, 2020.

**BACKGROUND:** The applicant is requesting both a rezoning of their property in order to subdivide the lot into two single family home lots. The lot was originally platted as three 50-foot lots in the original subdivision. The three lots were combined to construct the current home and lot was rezoned by the City to R1 during revisions to the zoning map.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Application Fee

**CITY COUNCIL HEARING DATE:** November 2, 2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Approval of this

request would result in a public hearing being set for November 16, 2020.

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**STAFF:** Michelle Alexander

**ATTACHMENTS:**

- 2154RugbyAve\_Application (PDF)

**Review:**

- Michelle Alexander Completed 10/21/2020 10:06 AM
- Rosyline Robinson Completed 10/21/2020 1:30 PM
- Inspections Pending
- City Attorney's Office Completed 10/27/2020 3:06 PM
- Terrence R. Moore Completed 10/28/2020 3:17 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



# REZONING



DATE SUBMITTED \_\_\_\_\_

### APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) Calvin A. Holt Elizabeth Holt

ADDRESS 2154WRugby Ave.

PHONE <sup>cell</sup> 404-664-8333 CELL 404-664-7722 FAX \_\_\_\_\_

E-MAIL ADDRESS ashleysdelights@bellsouth.net

### OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### PROPERTY INFORMATION

ADDRESS 2154-WRugby Ave

CURRENT USE Residence CURRENT ZONING R-1

PROPOSED USE Residential PROPOSED ZONING R-2

SIZE OF PROPERTY .510 acres  
22,200 sq ft NET DENSITY (RESIDENTIAL) \_\_\_\_\_

ADDENDUM TO APPLICATION FOR REZONING  
(As required by Section 36-85-3 of the Official Code of Georgia, Annotated)

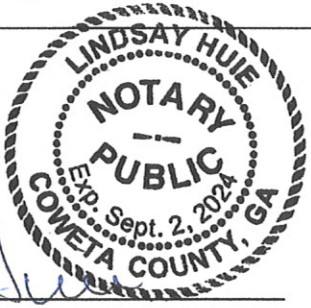
36-85 3 (a) When any applicant for rezoning action has made, within two years, immediately preceding the filing of that applicant's application for the re-zoning action, campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the applicant and the attorney representing the applicant to file a disclosure report with the governing authority of the respective local government showing:

- (1) The name of the local government official to whom the campaign contribution or gift was made.
- (2) The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution and
- (3) An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of the application for the zoning change.

Pursuant to the above, please list all campaign contributions to elected officials of the City of College Park a minimum of two years prior to the filing of this Rezoning Application totaling \$250 or more or gifts to elected officials of the City of College Park with an aggregate value of \$250 a minimum of two years prior to the filing of this Rezoning Application:

<u>City Elected Official</u>	<u>Amount of Gift</u>	<u>\$ Amount of Campaign Contribution</u>
<i>None</i>		

ATTEST:



*Lindsay Huie*  
Notary Public

*Colvin A. Holt*  
*Elizabeth E. Holt*  
Rezoning Applicant

*September 11, 2020*  
Date

NOTE: This certification must be filed in the Office of the City Clerk, College Park, Georgia, within 10 days of the date of filing the application.



APPLICANT AFFIDAVIT

Personally appeared before me Calvin A. and Elizabeth Holt who on oath deposes and states that the  
(Applicant's Name)

Information contained in this application is true to the best of his/her knowledge and belief:

Lindsay Huie  
Notary Public

Calvin A. Holt  
Elizabeth E. Holt  
Signature of Applicant

September 11, 2020  
Date

Calvin A. Holt and Elizabeth Holt  
Print Name

2154 W. Rugby Ave.  
Address

College Park, GA. 30337  
City, State, Zip



OWNER'S AFFIDAVIT

Personally appeared before me Calvin A. Holt and Elizabeth Holt 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:

Lindsay Huie  
Notary Public

Calvin A. Holt  
Elizabeth E. Holt  
Signature of Applicant

September 11, 2020  
Date

Calvin A. Holt and Elizabeth Holt  
Print Name

\_\_\_\_\_  
Signature of City Clerk

2154 W. Rugby Ave  
Address

\_\_\_\_\_  
Date

College Park, GA. 30337  
City, State, Zip

## *Living in College Park*

*The last twenty two years have been wonderful for us watching our neighborhood flourish, with creative builders building new beautiful high-end homes that have brought many new young families into our community.*

*Now that we have both retired the ocean is calling us back. If we are able to rezone our property, two new homes can be built that means more tax revenue and the property values go up for all of our great neighbors.*

*Liz's Ashley's Delights has been a joy to have here. Catering multiple events for the Historic College Park Neighborhood Association, The College Park Womans club, City hall, and the Police department, including fourteen citizens' police academy classes. As well as many events for our friends and neighbors. We both will miss them all a lot and are hoping they'll visit us and go for a boat ride.*

*Thank you for your time and consideration of this matter.*

Summary

Parcel Number 14 019100020016  
 Location Address 2154 WEST RUGBY AVE  
 COLLEGE PARK  
 Legal Description  
 Property Class R3 - Residential Lots  
 Neighborhood 14551  
 Tax District 15  
 Zoning R3  
 Acres 0.5096  
 Homestead Y  
 Exemptions HF49F8

View Map

Owner

Holt Calvin A IV & Elizabeth E  
 2154 RUGBY AVE  
 COLLEGE PARK GA 30337

Land

Description	Square Feet	Acres	Price
PRIMARY SITE	22,200	0.510	34,520

Total Acres: 0.5096  
 Total Land-Value: 34,520

Residential Improvement Information

Card	1	Heating System	NONE
Stories	1	Heat	NON CENTRAL
Exterior Wall	FRAME	Total Fixtures	5
Style	CONVENTIONAL	Masonry Fireplaces	0
Year Built	1938	Heating Fuel Type	GAS
Sq Ft	1472	Pre Fab Fireplace	0
Foundation	CRAWL	Miscellaneous Feature	
Finished Bsmt Sqft	0	Miscellaneous Feature 2	
Full Bath/Half Bath	1/0	Grade Factor	C 1
Bedrooms	4	Cost/Design Factor	0%
Attic	NONE	CDU	AV
Additional Fixtures	2		

Sales

Sale Date	Sale Price	Deed Book	Deed Page	Grantee	Grantor
8/3/1998	\$88,000	25083	00061	HOLT CALVIN A IV & ELIZABETH E	SMITH CHARLES J
2/6/1990	\$0	13176	00271		

Valuation

	2019	2018	2017	2016
LUC	101	101	101	101
Class	R3	R3	R3	R3
+ Land Value	\$52,400	\$34,500	\$31,400	\$31,400
+ Building Value	\$108,000	\$101,800	\$59,600	\$59,600
= Total Value	\$160,400	\$136,300	\$91,000	\$91,000
Assessed Value	\$64,160	\$54,520	\$36,400	\$36,400

2018 Assessment Notice

2018 Assessment Notice

Notes



2154 Rugby Ave, College Park, GA 30337-1017, Fulton County



<b>2</b>	<b>1,472</b>	<b>22,200</b>	<b>\$88,000</b>
MLS Beds	MLS Sq Ft	Lot Sq Ft	Sale Price
<b>1</b>	<b>1938</b>	<b>SFR</b>	<b>08/03/1998</b>
MLS Baths	Yr Built	Type	Sale Date

### Owner Information

Owner Name:	<b>Holt Calvin A IV</b>	Tax Billing Zip:	<b>30337</b>
Owner Name 2:	<b>Holt Elizabeth E</b>	Tax Billing Zip+4:	<b>1017</b>
Tax Billing Address:	<b>2154 Rugby Ave</b>	Owner Occupied:	<b>Yes</b>
Tax Billing City & State:	<b>College Park, GA</b>		

### Location Information

Subdivision:	<b>Elmwood</b>	Traffic:	<b>Sidewalk</b>
Township:	<b>College Park</b>	Location Influence:	<b>Neighborhood</b>
Census Tract:	<b>106.01</b>	Zoning:	<b>R3</b>
Carrier Route:	<b>C021</b>	Flood Zone Code:	<b>X</b>
Neighborhood Code:	<b>14551</b>	Flood Zone Panel:	<b>13121C0362F</b>
Topography:	<b>Above Street</b>	Flood Zone Date:	<b>09/18/2013</b>

### Tax Information

Tax ID:	<b>14-0191-0002-001-6</b>	% Improved:	<b>75%</b>
Parcel ID:	<b>14 019100020016</b>	Tax Area:	<b>15</b>
It APN:	<b>1524873</b>	Tax Appraisal Area:	<b>03</b>
Block No.:	<b>E</b>	County Tax:	<b>\$15</b>
Lot No.:	<b>16</b>	Exemption(s):	<b>Homestead</b>

### Assessment & Tax

Assessment Year	2018	2017	2016
Assessed Value - Total	\$54,520	\$36,400	\$36,400
Assessed Value - Land	\$13,800	\$12,560	\$12,560
Assessed Value - Improved	\$40,720	\$23,840	\$23,840
YOY Assessed Change (\$)	\$18,120	\$0	
YOY Assessed Change (%)	49.78%	0%	
Market Value - Total	\$136,300	\$91,000	\$91,000
Market Value - Land	\$34,500	\$31,400	\$31,400
Market Value - Improved	\$101,800	\$59,600	\$59,600
Tax Year	Total Tax	Change (\$)	Change (%)
2016	\$495		
2017	\$496	\$2	0.34%
2018	\$15	-\$481	-96.91%

### Characteristics

Land Use - Universal:	<b>SFR</b>	Full Baths:	<b>1</b>
Land Use - State:	<b>Residential Lot</b>	Bath Fixtures:	<b>5</b>
Land Use - County:	<b>Res 1 Family</b>	Basement Type:	<b>Crawl</b>
Lot Acres:	<b>0.5096</b>	Heat Type:	<b>None</b>
Lot Area:	<b>22,200</b>	Heat Fuel Type:	<b>Gas</b>
# of Buildings:	<b>1</b>	Cooling Type:	<b>Yes</b>
Year Built:	<b>1938</b>	Exterior:	<b>Frame</b>
Stories:	<b>1</b>	Parking Type:	<b>On &amp; Off Street</b>

Courtesy of Duane Coleman, First Multiple Listing Service

The data within this report is compiled by CoreLogic from public and private sources. The data is deemed reliable, but is not guaranteed. The accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

### Property Detail

Generated on 11/01/2019

Page 1 of 3

Packet Pg. 50

<b>Profile</b>	PARID: 14 019100020016	2154 WEST RUGBY AVE
Sales	HOLT CALVIN A IV & ELIZABETH E	
Residential	Parcel	
Commercial	Parcel ID: 14 019100020016	
Permits	Property Location: 2154 WEST RUGBY AVE	
OBY	Unit:	
Values	City: COLLEGE PARK	
Values History	Neighborhood: 14551	
Land	Improvement Strata: R1	
Agricultural	Property Class: R3	
Sketch	Land Use Code: 101-Residential 1 family	
Pictometry Imagery	Living Units: 1	
Map	Acres: .5096	
Appeals	Zoning: R3-	
Appeals History	Location: 6	
Personal Property	Fronting: 9 - 9	
PP Value History	Parking Type: 3-ON AND OFF STREET	
Tax Information	Parking Quantity: 2	
	Street 1/Street 2: 1-Paved/6-Sidewalk	
	Topo 1/Topo2/Topo3: 2-ABOVE STREET/-/-	
	Util1/Util2/Util3: 1-ALL PUBLIC/-/-	
	Legal	
	Tax District: 15	
	Owners	
	Owners: HOLT CALVIN A IV & ELIZABETH E	
	Mailing Address	
	Address: HOLT CALVIN A IV & ELIZABETH E	FUL Exmp Code: HF49F8
	2154 RUGBY AVE	ATL Exmp Code:
	COLLEGE PARK GA 30337	

1 of 1  
Return to Search Results

- Actions  
 Printable Summary  
 Printable Version

- Reports  
 Attribute Export  
 Mailing List  
 Residential PRC  
 Commercial PRC  
 2019 RE Asmt Notice  
 2019 PP Asmt Notice

Go

- Links  
 Land Use Codes

**BOARD OF ASSESSORS**

**Peachtree Center North Tower  
 (Main Office)**  
 235 Peachtree Street, NE Suite 1400  
 Atlanta, GA 30303  
 Hours of Operation:  
 Monday-Friday 8am-4:30pm



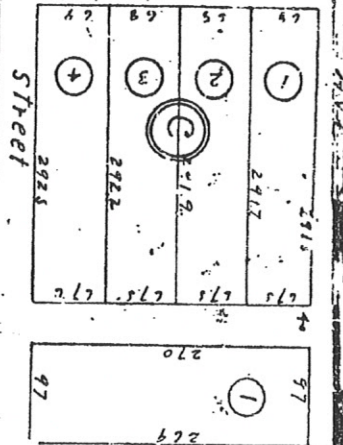
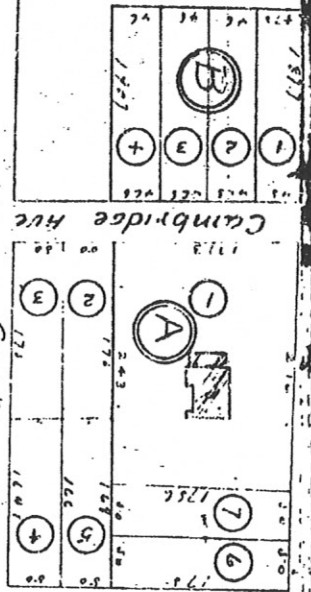
**Fulton County Go**  
 141 Pryor Street, St  
 Atlanta, GA 30303-

**Alpharetta Service**  
 11575 Maxwell Rd  
 Alpharetta, GA 300

**North Service Cen**  
 7741 Roswell Road  
 Atlanta, GA 30350

**South Service Cen**  
 5600 Stonewall Tel  
 College Park, GA 3





THE STATE OF GEORGIA,  
 Superior Court,  
 Fulton County;  
 and for said State and County;  
 I, Notary Public,  
 do hereby certify that JERRY RESPESS, a Notary Public in  
 and for said State and County, hereby  
 and J. H. Taylor, whose name  
 before me, met being informed in the witnesses of  
 the conveyance, they executed of the within map  
 of the conveyance, they executed of the within map  
 of June 1923, under my hand this the \_\_\_\_\_ day  
 of \_\_\_\_\_, 1923.

**FELMWOOD**

-SUBDIVISION-  
 ANNEX-TO COLLEGE PARK  
 PROPERTY-OF J.H. TAYLOR & W.C. ENGLAND  
 NORTH EAST CORNER LAND LOT-191- WEST OF PIERCE AVE  
 & A PART OF COLLEGE PARK IN LAND LOT-162 EAST OF PIERCE AVE  
 All in the 14th District Fulton Co., Ga.  
 Survey By Jerry Respass Civ Eng June 7th 1923



I, Jerry Respass, a Civil Engineer  
 who made this map and survey of the  
 property contained therein, hereby cer-  
 tify that the map is correct; that I cer-  
 tifically show the subdivisions into  
 which the property is divided;  
 its number as well as each street avenue  
 and its width;  
 It also shows the relation of the lands  
 so subdivided to the original Government  
 Survey and the undersigned J.H. Taylor  
 W.C. England  
 so subdivided hereby parties and adopts the  
 Survey map or plat as being correct  
 Given under our hand this the 12th day  
 of June 1923.

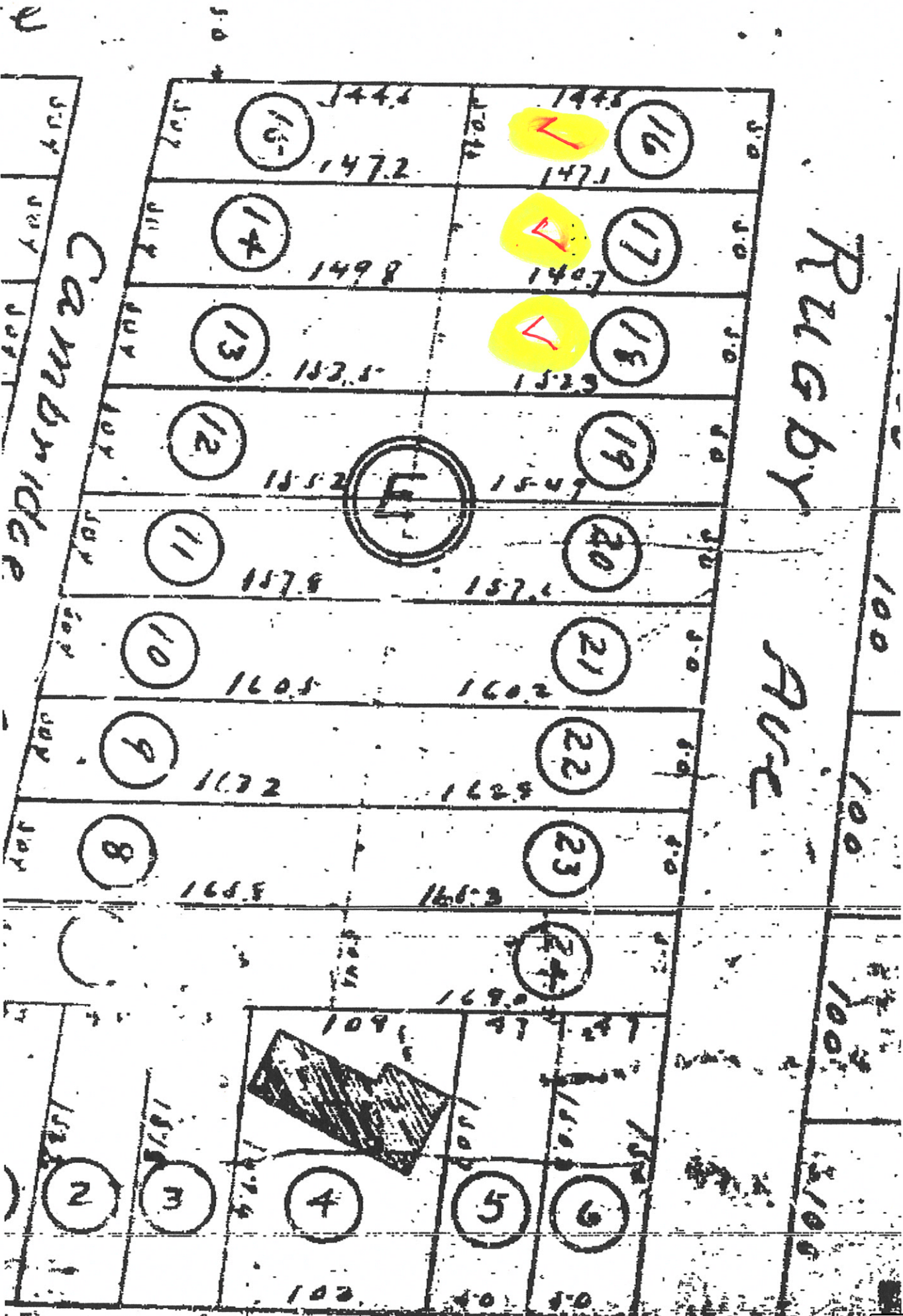
*Jerry Respass*  
 CIVIL ENGR

OWNERS

PLAS Book 9 89 173

287 16, 17, 18 BHC E











547

2149

100

100

Rugby Ave

Rugby Ave

75

74.8

75

2178

95

94.7

2174

113.6

71

25

97.4

45.3

41.7

283

Almand Dr

133.8

155.7

156

85.6

85.3

144.5

154.5

51.3

147

2154

150

151.35

50

150

152.3

50

150

50

50

150

154.9

50

2138

100

100

150

50

170

50

50

60.5

2139

100



Date: 1/25/2020

Map Size: 8.5x11 (LETTER)

Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use these data, even if Fulton County is advised of the possibility of such losses

Fulton County GIS



Prepared By  
GIS Section  
Department of IT  
Fulton County Government





**Overview**



**Legend**

- Parcels
- Roads

<b>Parcel ID</b>	14	<b>Physical Address</b>	2154 WEST RUGBY AVE	<b>Last 2 Sales</b>			
	019100020016	<b>Owner</b>	HOLT CALVIN A IV & ELIZABETH E	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Class Code</b>	R3		2154 RUGBY AVE	8/3/1998	\$88000	Unvalidated/Deed Stamps	U
<b>Taxing District</b>	15	<b>Assessed Value</b>	COLLEGE PARK GA 30337	2/6/1990	0	n/a	U
<b>Acres</b>	0.5096						

Date created: 11/27/2019  
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Developed by Schneider GEOSPATIAL

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Overview



Legend

-  Parcels
-  Roads

Date created: 7/21/2020  
Last Data Uploaded: 7/21/2020 4:16:00 AM

Developed by  Schneider  
GEOSPATIAL



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8414

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**FROM:** Terrence R. Moore, City Manager

**RE:** FAA Building Lighting Controls Replacement Project

**PURPOSE:** City Council approval of the replacement of the lighting controls system in all three buildings located at the Federal Aviation Administration (FAA) Regional Headquarters (1643 Columbia Avenue and 1701 Columbia Avenue).

**REASON:** Aside and apart from capital expenditure recommendations outlined via the current fiscal year proposed budget process, property management representatives for the United States Southern Regional Headquarters of the Federal Aviation Administration (FAA) submitted a proposal to implement various lighting controls replacement. Consideration involves the replacement of infrastructure systems that are well beyond useful life.

**RECOMMENDATION:** City Council approval of the replacement of the lighting controls system at the Federal Aviation Administration (FAA) Regional Headquarters.

**BACKGROUND:** See attached cost breakdown.

**YEARS OF SERVICE:** N/A.

**COST TO CITY:** \$140,680.00

**BUDGETED ITEM:** Yes. This capital item was approved in the FY2020-2021 budget via financial support from the City's FAA Fund.

**REVENUE TO CITY:** N/A.

**CITY COUNCIL HEARING DATE:** November 2, 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

**ATTACHMENTS:**

- FAA Bldg Lighting Controls Back-Up Documentation (PDF)

**Review:**

- Terrence R. Moore      Completed      10/21/2020 1:59 PM
- Rosyline Robinson      Completed      10/21/2020 2:01 PM
- Purchasing Completed      10/21/2020 2:07 PM
- Finance      Completed      10/28/2020 2:25 PM
- Terrence R. Moore      Completed      10/28/2020 3:15 PM
- Mayor & City Council      Pending      11/02/2020 7:30 PM





October 16, 2020

City of College Park  
Terrence Moore  
City Manager  
3667 Main Street  
College Park, GA 30337

Re: FAA Building Lighting Controls.  
Replacing the lighting controls in all three buildings

Good morning Terrence,

I'm requesting that the FAA building lighting control proposal be submitted to Mayor and Council on November 02, 2020 at their regular council meeting for final approval.

We budgeted the lighting control system replacement in this year's budget.

I will be attending this meeting in case they have any further questions.

Kindest regards,

A handwritten signature in black ink, appearing to read "Ron Wilkerson".

Ron Wilkerson  
Property Manager  
Colliers International  
Ron.wilkerson@colliers.com





Budget Projection		
FAA Lighting Controls Replacement		
1643 & 1701 Columbia Avenue College Park, GA 30337		
	Rentable SF:	312,713
Description		Cost Projection
<b>Hard Costs</b>		
Wattstopper Lighting Control Panels	\$	103,927
Permit (estimate)		1,059
<b>Total Hard Costs</b>	\$	<b>104,986</b>
<b>Soft Costs</b>		
Project Mangement - per Property Management Agreement	\$	11,148
Reimbursable Expenses		2,500
Electrical Engineer (GWA, Inc.)		9,580
Reimbursable Expenses		1,500
Asbestos Survey		N/A
Bond, Insurance, Builders Risk		TBD
<b>Total Soft Costs</b>	\$	<b>23,228</b>
<b>Contingency</b>		
Contingency ( 10% )	\$	12,466
<b>Total Contingency Costs</b>	\$	<b>12,466</b>
<b>Project Totals</b>		
<b>Project Total</b>	\$	<b>140,680</b>
<i>Prepared by: Dale Stigamier</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.



**PROPOSAL**  
**MAYBERRY ELECTRIC, INC.**  
 PO Box 19839 Atlanta, GA 30325  
 PHONE 404.799.3334  
 SERVICE HOTLINE 24/7 404.645.7373

<b>Submitted to:</b> Colliers International, Inc.	<b>Attention:</b> Phyllis McClendon	<b>Date:</b> 01/23/2020
<b>Email:</b> Phyllis.CTR.McClendon@faa.gov	<b>Project Name:</b> Wattstopper Lighting Control Panels	<b>Type:</b>
<b>Phone:</b> 404-305-9177	<b>Project Location:</b> 1701 Columbia Avenue College Park, GA 30337	<b>MEI Job#</b>

We hereby submit specifications and estimates for:

Provide labor and material for the following:

- (1) LMNC-LG-KIT Pn: 1408249
- (1) LMSW-108-TBD Pn: 1408249
- (1) WS LMCT-100-2 DIGITAL WIRELESS CONFIGURATION TOOL WITH USB Pn: 1203324
- (1) 1000' WS LM-MSTP SEGMENT NETWORK WIRE Pn: 528079
- (1) WS LMRJ-100 RJ45 CABLE 100 FEET NONPLENUM RATED Pn: 590980
- (1) LMRJ-P100 Pn: 1408249
- (1) LMCP24 115/277-18HD Pn: 1408249
- (1) LMCP24 115/277-24HD Pn: 1408249
- (1) LMCP48 115/277-36HD Pn: 1408249
- (1) LMCP48 115/277-48HD Pn: 1408249
- (1) LMCP48 115/277-25HD Pn: 1408249
- (1) LMCP48 115/277-36HD Pn: 1408249
- (1) LMCP48 115/277-31HD Pn: 1408249
- (1) LMNC-LG-KIT Pn: 1408249
- (1) LMSW-108-TBD Pn: 1408249
- (1) LMCT-100-2 Pn: 1408249
- (1) 1000' LM-MSTP Pn: 1408249

**Notes:**

Additional work will be installed on a time and material basis.

Does not include permit or inspection fees.

Work performed during normal business hours.

**WE PROPOSE:**

MEI TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS FOR THE SUM OF:

( \$ 103,927.00 )

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ALL WORK IS GUARANTEED FOR A PERIOD OF ONE YEAR. ALL MEI WORKERS ARE COVERED BY WORKERS COMPENSATION INSURANCE.

**AUTHORIZED  
SIGNATURE:**

DUSTIN O'DAY  
Dustin O'Day - Service Manager

NOTE: THIS PROPOSAL MAY BE  
WITHDRAWN BY US IF NOT ACCEPTED WITHIN

30 DAYS

**ACCEPTANCE OF PROPOSAL:** THE ABOVE PRICES, SPECIFICATIONS

AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE

AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT IS DUE UPON COMPLETION.

**DATE OF ACCEPTANCE:**

**CUSTOMER**

**SIGNATURE:**

**Customer PO#**

(Please provide for accurate billing.)



E100

PROJECT TITLE:  
FAA SOUTHERN REGIONAL  
LIGHTING CONTROL  
REPLACEMENT

FAA SOUTHERN REGIONAL BUREAU  
MEMPHIS, TENNESSEE

SHEET TITLE:  
KEY PLAN - BASEMENT,  
1ST, 2ND AND 3RD FLOORS

DATE:  
11/18/11

DESIGNED BY:  
C. J. WILSON

CHECKED BY:  
C. J. WILSON

PROJECT NO.:

SHEET NO.:

PROJECT TITLE:  
FAA SOUTHERN REGIONAL  
LIGHTING CONTROL  
REPLACEMENT

FAA SOUTHERN REGIONAL BUREAU  
MEMPHIS, TENNESSEE

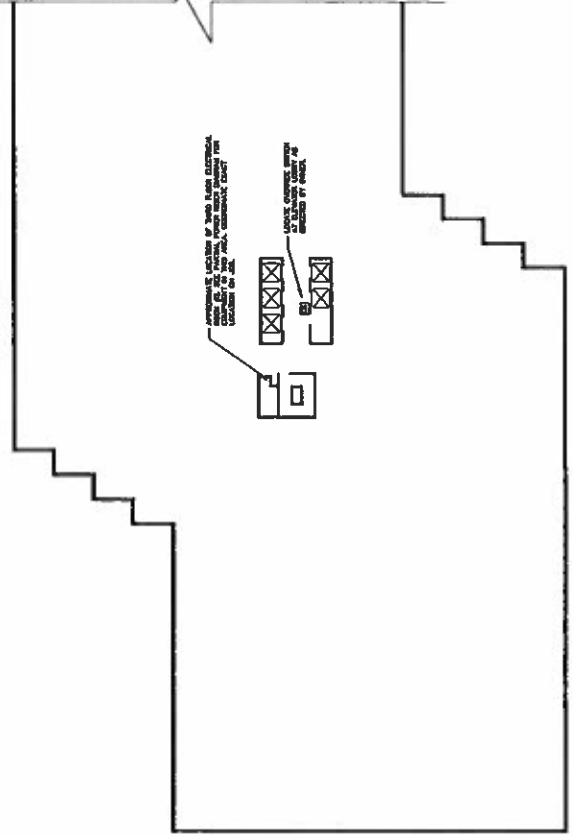


Professional Engineer  
C. J. Wilson  
State of Tennessee  
License No. 24143

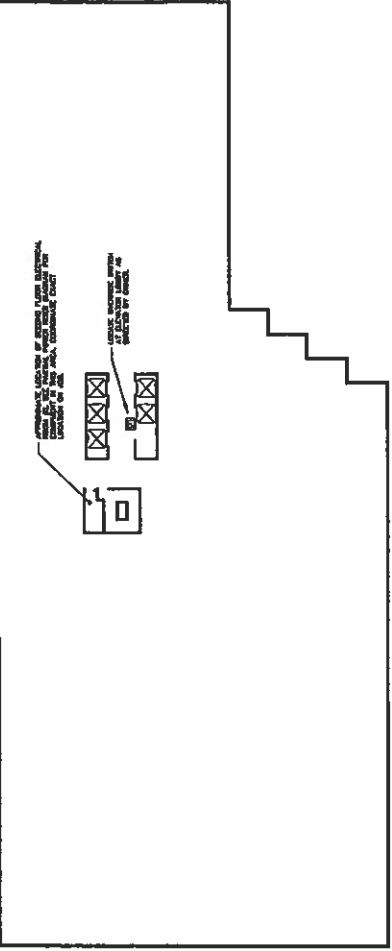


FOR PRICING AND REVIEW ONLY - NOT FOR CONSTRUCTION

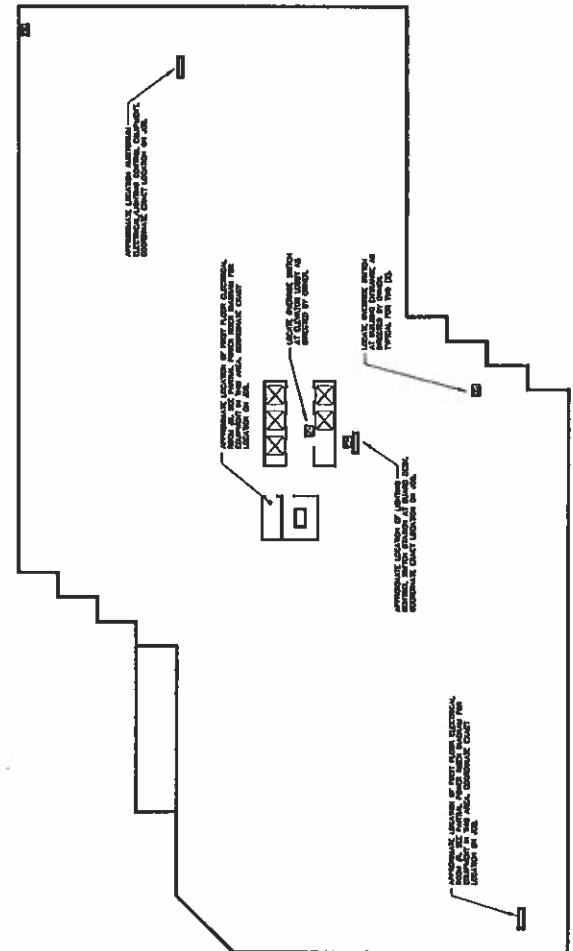
THIRD FLOOR KEY PLAN  
APPROXIMATE GRID VWP - 1'-0"



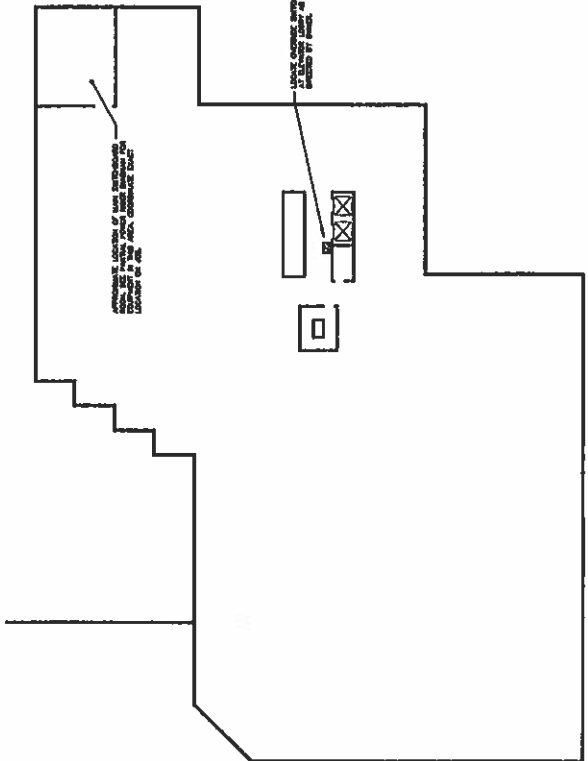
SECOND FLOOR KEY PLAN  
APPROXIMATE GRID VWP - 1'-0"



FIRST FLOOR KEY PLAN  
APPROXIMATE GRID VWP - 1'-0"



BASEMENT KEY PLAN  
APPROXIMATE GRID VWP - 1'-0"

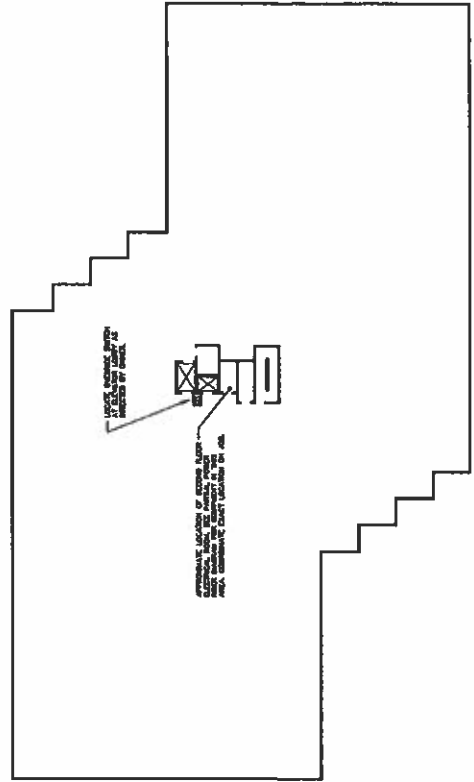


E101

FAA SOUTHERN REGIONAL LIGHTING CONTROL REPLACEMENT PROJECT TITLE

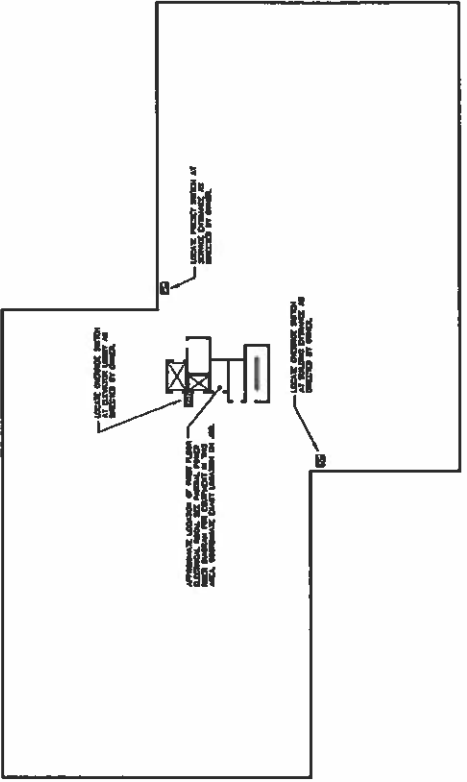
FAA SOUTHERN REGIONAL BUILDING AND EXPANSION PROJECT NO. 101-101-00000 SHEET NO. 101-101-00000

EXPANSION BUILDING SECOND FLOOR KEY PLAN APPROXIMATE SCALE: 1/8" = 1'-0"

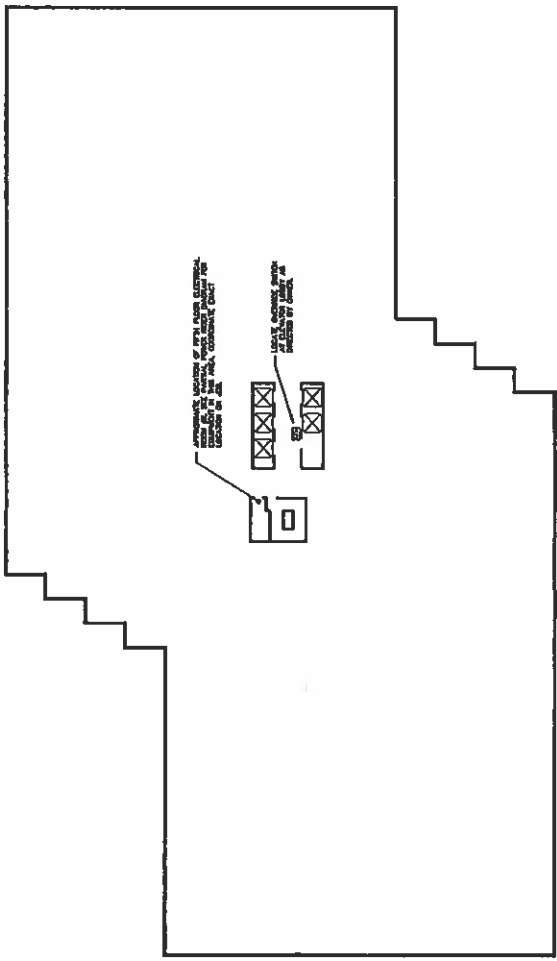


FOR PRICING AND REVIEW ONLY - NOT FOR CONSTRUCTION

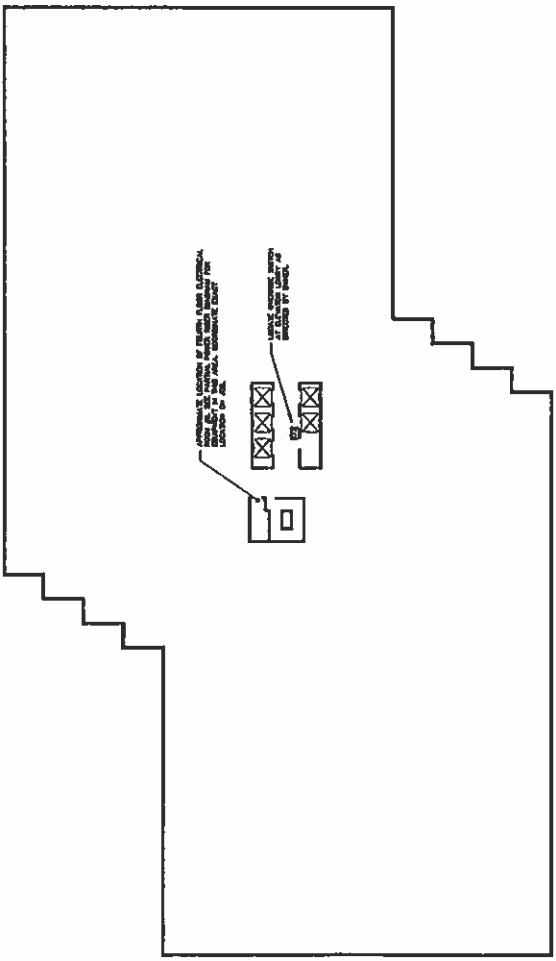
EXPANSION BUILDING FIRST FLOOR KEY PLAN APPROXIMATE SCALE: 1/8" = 1'-0"



FIFTH FLOOR KEY PLAN APPROXIMATE SCALE: 1/8" = 1'-0"



FOURTH FLOOR KEY PLAN APPROXIMATE SCALE: 1/8" = 1'-0"



PROJECT TITLE:  
FAA SOUTHERN REGIONAL  
LIGHTING CONTROL  
REPLACEMENT

ALABAMA, GEORGIA  
FLORIDA, MISSISSIPPI, SOUTH CAROLINA

SHEET TITLE:  
RISER & BREAK DIAGRAMS  
DRAWING NO.  
DATE: 05/20/09

DESIGNED BY:  
CWA

CHECKED BY:  
CWA

PROJECT NO.  
20-000

SCALE:  
AS SHOWN

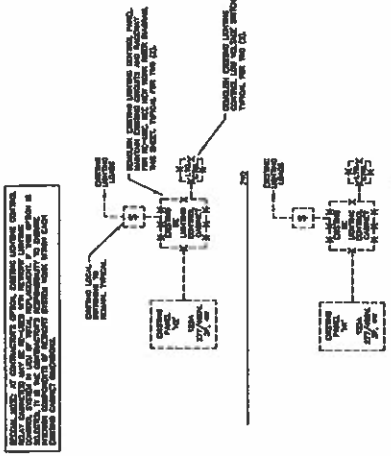
PROJECT TITLE:  
FAA SOUTHERN REGIONAL  
LIGHTING CONTROL  
REPLACEMENT

ALABAMA, GEORGIA  
FLORIDA, MISSISSIPPI, SOUTH CAROLINA

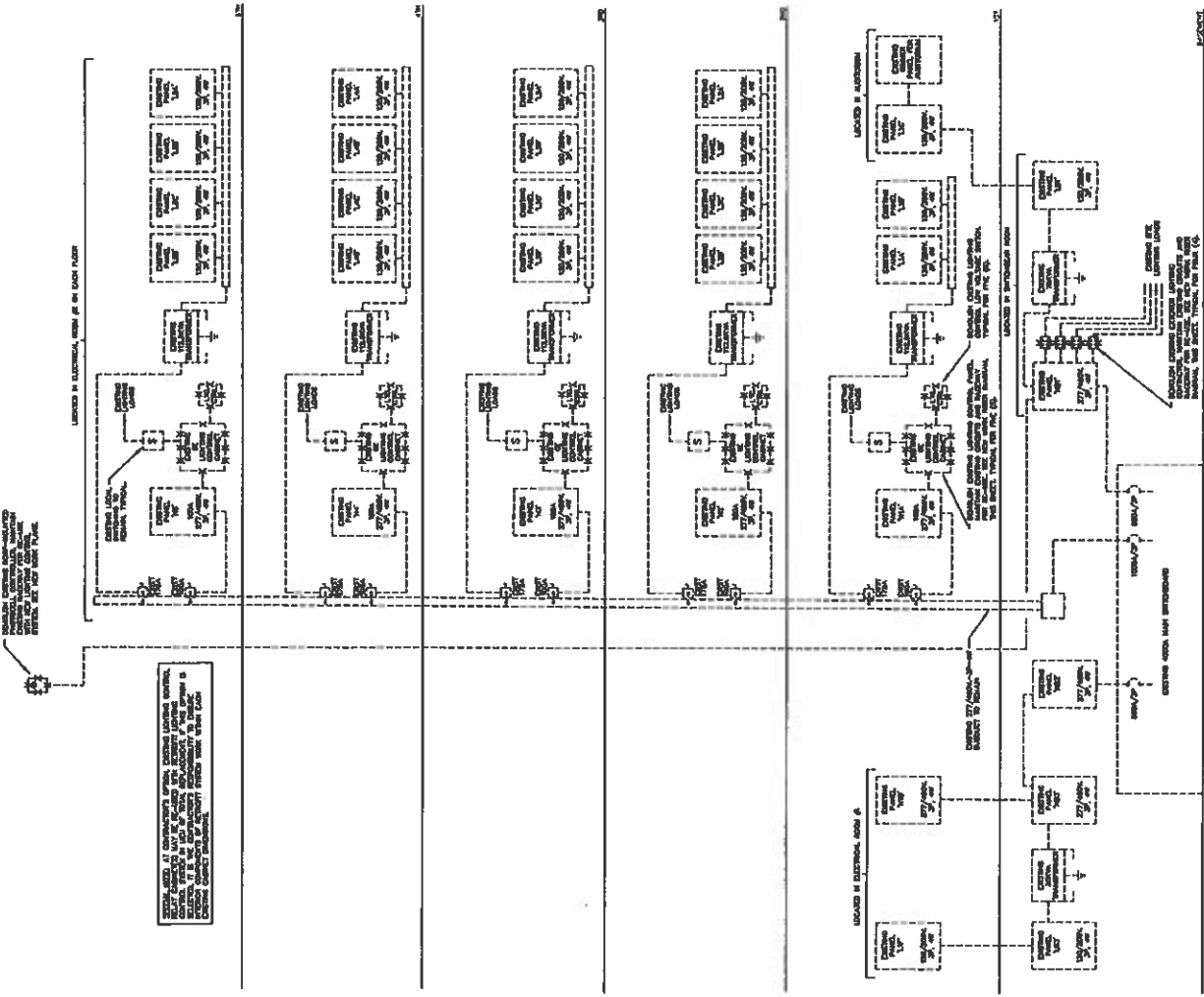


FOR PRICING AND REVIEW ONLY - NOT FOR CONSTRUCTION

**EXPANSION BUILDING PARTIAL POWER RISER DIAGRAM - DEMOLITION**  
IN SOU



**MAIN BUILDING PARTIAL POWER RISER DIAGRAM - DEMOLITION**  
IN SOU



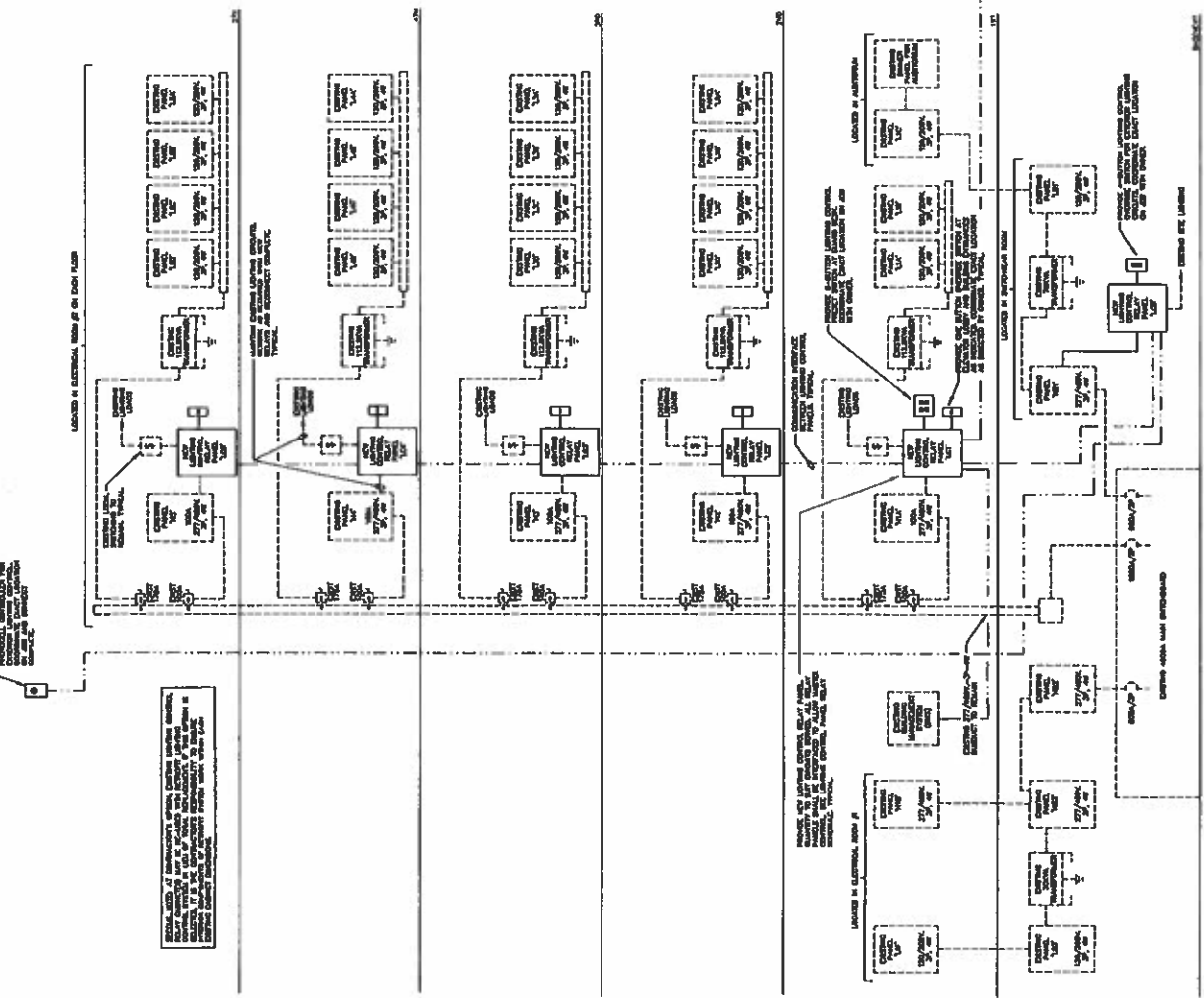


PROJECT TITLE: FAA SOUTHERN REGIONAL LIGHTING CONTROL REPLACEMENT

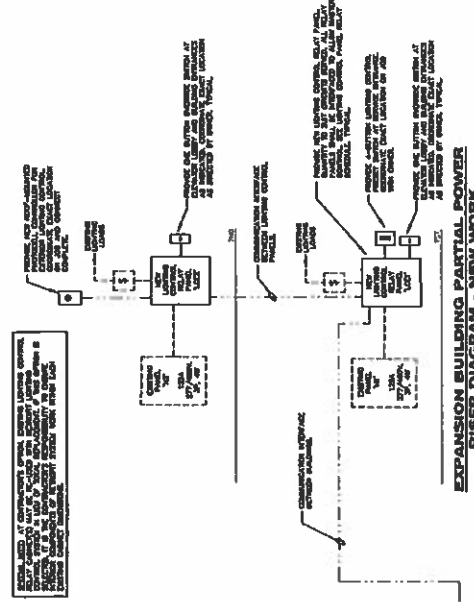
DATE: 08/20/2008  
DRAWN BY: [Name]  
CHECKED BY: [Name]

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- NOTES TO LIGHTING CONTROL SYSTEM**
1. THE LIGHTING CONTROL SYSTEM SHALL BE AS APPROVED BY THE FAA AND ALL LOCAL AGENCIES. THE DESIGN OF THE SYSTEM SHALL BE SUBJECT TO THE FAA'S REVIEW AND APPROVAL. THE DESIGN SHALL BE SUBJECT TO THE FAA'S REVIEW AND APPROVAL.
  2. ALL LIGHTING CONTROL SYSTEMS SHALL BE DESIGNED TO BE FAULT TOLERANT. THE SYSTEM SHALL BE DESIGNED TO BE FAULT TOLERANT.
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  12. THE SYSTEM SHALL BE DESIGNED TO BE FAULT TOLERANT. THE SYSTEM SHALL BE DESIGNED TO BE FAULT TOLERANT.



MAIN BUILDING PARTIAL POWER RISER DIAGRAM - NEW WORK



EXPANSION BUILDING PARTIAL POWER RISER DIAGRAM - NEW WORK

E202

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DATE: 06/25/2020  
PROJECT: FAA SOUTHERN REGIONAL LIGHTING CONTROL  
DRAWN BY: JACOB W. LAYTON  
CHECKED BY: JACOB W. LAYTON  
SCALE: 1/4" = 1'-0"

FAA SOUTHERN REGIONAL LIGHTING CONTROL REPLACEMENT  
PROJECT TITLE:  
LIGHTING CONTROL SYSTEM

Collectors INTERNATIONAL

Logos for FAA, ASHTO, and other organizations.

LEADING CONTROL LEAD SCHEDULE

LEAD TYPE	QUANTITY	UNITS	LEAD TYPE	QUANTITY	UNITS
1	100	100' LB	100	100	100' LB
2	100	100' LB	100	100	100' LB
3	100	100' LB	100	100	100' LB

LEADING CONTROL LEAD SCHEDULE

LEAD TYPE	QUANTITY	UNITS	LEAD TYPE	QUANTITY	UNITS
1	100	100' LB	100	100	100' LB
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LEAD TYPE	QUANTITY	UNITS	LEAD TYPE	QUANTITY	UNITS
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LEAD TYPE	QUANTITY	UNITS	LEAD TYPE	QUANTITY	UNITS
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LEADING CONTROL LEAD SCHEDULE

LEAD TYPE	QUANTITY	UNITS	LEAD TYPE	QUANTITY	UNITS
1	100	100' LB	100	100	100' LB
2	100	100' LB	100	100	100' LB
3	100	100' LB	100	100	100' LB





## SECTION 26 05 00

## ELECTRICAL, GENERAL

## PART 1 – GENERAL

## 1.1 FEES

- A. Fees for permits and inspections are included. Deliver permits and certificates to the Owner.

## 1.2 SITE VISIT

- A. Prior to bidding, this Contractor shall visit the job site and shall familiarize himself with all conditions under which work is to be performed and shall include in his bid all labor, material and operations required for a complete job.

## 1.3 DRAWINGS AND SPECIFICATIONS

- A. Drawings do not indicate all hardware and fittings. Examine all plans and specifications for the project and conditions at site and arrange work accordingly, furnishing required fittings and hardware without extra charge. If a conflict exists, the greater quantity or better quality, in the opinion of the Engineer, governs.
- B. Drawings and specifications are complementary; work called for in either shall be provided as if called for by both.

## 1.4 CODES AND STANDARDS

- A. Materials, equipment and installation shall conform to the requirements of the codes and standards (latest editions) listed below. In addition, all materials, equipment, and devices shall meet the requirements of the Underwriters' Laboratories, Inc. The label of, or listing by, the Underwriters' Laboratories, Inc. will be accepted as conforming with this requirement. In lieu of the label or listing, the Contractor may submit independent proof satisfactory to the Engineer that the materials, equipment or devices conform to the published standards, including methods of tests, of the Underwriters' Laboratories, Inc. (UL), National Electrical Code (NEC), National Electrical Safety Code, American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), Institute of Electrical and Electronics Engineers (IEEE), National Electrical Manufacturers Association (NEMA), Illuminating Engineering Society (IES), National Fire Protection Association (NFPA), National Electrical Contractors Association Standard Practices for Good Workmanship in Electrical Contracting (NECA 1), International Building Code (IBC) and Americans with Disabilities Act (ADA).

## 1.5 BASIC MATERIALS AND METHODS

- A. All materials installed shall be new, clean, in good condition and shall meet applicable provisions of codes and standards listed above.
- B. Workmanship shall be in accordance with best practice.
- C. All materials and equipment shall be installed in accordance with manufacturer guidelines and installation instructions.

## 1.6 SCOPE

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- A. Provide all labor, equipment, material, and operations required for complete, safe and quietly-operating electrical systems in accordance with specifications and drawings and subject to terms and conditions of the contract.
  - B. The work includes:
    - 1. Grounding in accordance with specifications, drawings and codes;
    - 2. Modifications to existing lighting system, including branch circuits and switching circuits, as required for upgraded lighting controls;
    - 3. Complete lighting control system upgrades/replacement including relay cabinets, controllers, devices, wiring, hardware, programming, and associated work;
    - 4. Cutting and patching as required for provision of the work;
    - 5. Fireproofing and caulking as required;
    - 6. Seismic restraint for electrical system components;
    - 7. Partial demolition of existing lighting control system;
- 1.7 CUTTING AND PATCHING
- A. Provide under this contract all cutting and patching of walls, floors, partitions, ceilings, etc. required for proper installation of the new system.
  - B. Provide patching to match existing adjacent finishes. Do not cut joists, beams, girders, columns, or other structural members without written permission from Owner.
  - C. Relocation of existing conduit, equipment, wiring, etc. as required for installation of new system is included in this work. Perform all work in accordance with specifications for new work of the particular type involved.
- 1.8 ROOF PENETRATIONS
- A. Contractor shall coordinate roof penetrations with other trades and shall provide all work required for complete raceways and raceway supports for electrical work for roof-mounted equipment and devices.
  - B. Provide flashing devices not included under other divisions of these specifications. All work shall comply with requirements for roof construction and shall in no way alter any specified roof performance or warranties.
  - C. Lay out work in advance and locate raceway penetrations as near equipment connection points as possible. Where more than one raceway serves equipment, extend all raceways through a common flashing device with one roof penetration and leave sufficient space between raceways to affect a leakproof seal.
- 1.9 SEISMIC RESTRAINTS
- A. Provide seismic restraint of new electrical systems and equipment as required by applicable versions of International Building Code (IBC) and ASCE 7. Seismic restraint products shall be by Mason Industries, TOLCO, Unistrut Corporation, Grinnell Corporation, Amber Booth, Peabody or approved equal.
- 1.10 DAMAGES
- A. Cost of repairing damage to building, building contents, and site during construction and guarantee period resulting from this work is a part of this contract.
- 1.11 MATERIAL AND EQUIPMENT
- A. New and as specified or approved equal.

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- B. Where several units of one type of equipment are used, all units shall be products of the same manufacturer.
- C. Any increase in the cost of this work, resulting from substitution of any product or products for those specified is part of this contract. Such work shall be accomplished in an approved manner at no extra cost to the Owner.

## 1.12 REQUESTS FOR PRIOR APPROVAL

- A. Requests for prior approval shall comply with AIA A701, Instructions to Bidders, Article 3.3.
- B. Submit requests for prior approval to Engineer no fewer than ten working days prior to bid time.
  1. Submit requests to [gwa@gwainc.net](mailto:gwa@gwainc.net) or by fax to (803) 799-5494.
  2. Requests shall be approved in writing by Engineer.
- C. Requests for prior approval shall provide the following information:
  1. Dated list of items for which approval is requested. Include project name and requesting company's name on request.
  2. Identification of equipment for which approval is requested, e.g., fixture symbol, etc.
  3. Descriptive literature, catalog cuts, etc. which describe equipment or devices for which approval is requested.
- D. Approval of the A/E to use materials and/or equipment, if granted, will be in the form of a written addendum. Approved prior approvals may be used at Contractor's option. No substitutions will be allowed, nor will an increase in contract price or time be allowed (for using materials specified) if prior approvals have been requested later than ten (10) days prior to bid opening date.

## 1.13 OPERATING INSTRUCTIONS, PANELBOARD DIRECTORIES AND NAMEPLATES

- A. Instruct owner in operation of all systems.
- B. Install in each lighting control panel a single-sided plastic-covered, typewritten circuit directory in metal frame. Indicate name, address and service telephone number of installer. Directory shall list the lighting circuit served and the location of the load for each relay.
- C. Nameplates Provided by Equipment Manufacturers: All lighting control panels and the like shall be provided with engraved metal nameplates which state all industry-standard required data about the labeled equipment. Nameplates shall be affixed with screws or rivets. The use of paper nameplates only will not be accepted.

## 1.14 SHOP DRAWINGS

- A. The Engineer will review and take appropriate action on shop drawings, product data, samples, and other submittals required by the Contract Documents. Such review shall be only for general compliance with the design and with the information given in the Contract Documents. It shall not include review of quantities, dimensions, weights, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor. Engineer's review shall be conducted with reasonable promptness consistent with sound professional practice. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. The Engineer shall not be required to review and shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall the Engineer be required to review partial submissions or those for which submissions for correlated items have not been made.
- B. Prior to submittal of shop drawings to the Engineer, the Contractor shall review and approve shop drawings. Shop drawings which have not been reviewed and approved in writing by the

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



Contractor will not be reviewed by the Engineer. Contractor shall state in writing on shop drawings, any proposed deviations from contract documents. Such deviations, if not stated in shop drawings submittal, shall be the sole responsibility of the Electrical Subcontractor.

**NOTE: THE FIRST PAGE OF EACH SHOP DRAWING SUBMITTAL SHALL CONTAIN THE WORDS "APPROVED" OR "APPROVED AS NOTED," AND SHALL BE SIGNED, AND DATED BY THE ELECTRICAL CONTRACTOR BEFORE THE ENGINEER WILL REVIEW THEM.**

- C. Electrical contractor shall submit for review by the Engineer detailed shop drawings of all equipment and all material listed below. All submittal data shall be submitted at one time. Partial submittals will not be reviewed by the Engineer. No material or equipment for which Engineer's review is required shall be delivered to the job site or installed until this contractor has in his possession the reviewed shop drawings for the particular material or equipment. The shop drawings shall be complete as described herein. This Contractor shall furnish the number of copies specified by the Owner.
- D. Shop drawings submitted for review shall be detailed, dimensioned drawings or catalog pages showing construction, size, arrangement, operating clearances, performance characteristics and capacity.
- E. Samples, drawings, specifications, catalogs, submitted for review shall be properly labeled indicating specific service for which material or equipment is to be used, section and article number of specifications governing, contractor's name, and project name.
- F. Catalogs, pamphlets, or other documents submitted to describe items on which review is being requested, shall be specific and identification in catalog, pamphlet, etc. of item submitted shall be clearly made in ink. Data of a general nature will not be accepted.
- G. Review rendered on shop drawings shall not be considered as a guarantee of measurements of building conditions. WHERE DRAWINGS ARE REVIEWED, SAID REVIEW DOES NOT MEAN THAT DRAWINGS HAVE BEEN CHECKED IN DETAIL; SAID REVIEW DOES NOT IN ANY WAY RELIEVE THIS CONTRACTOR FROM HIS RESPONSIBILITY OR NECESSITY OF FURNISHING MATERIAL OR PERFORMING WORK AS REQUIRED BY THE CONTRACT DRAWINGS AND SPECIFICATIONS.
- H. Failure of Contractor to submit shop drawings in time for review by Engineer with reasonable promptness consistent with sound professional practice shall not entitle him to an extension of contract time, and no claim for extension by reason of such default will be allowed.
- I. The Contractor shall submit shop drawings for the following materials and equipment for review by Engineer: See "Note" in paragraph B, above.
  - 1. Lighting control system. See Section 26 09 43 for additional requirements.
  - 2. Basic materials: wire, conduit, fittings, connectors

## 1.15 RECORD DATA

- A. Preserve one set of approved shop drawings and deliver to Owner prior to substantial completion of the work. Owner's shop drawings shall be bound in a 3-ring binder of good quality, with stiff vinyl or cloth front and back. Number of copies shall be as directed by Owner.

## 1.16 RECORD DRAWINGS

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- A. Contractor shall maintain on the job site one complete set of drawings for this project. All changes authorized by the Engineers and/or the Owner as to the locations, sizes, etc. of equipment, conduit, fixtures, and/or other material and equipment shall be indicated in red pencil on the drawings as the work progresses. At the completion of the project, Contractor shall obtain a complete set of reproducibles of the drawings, and shall transfer all changes to these reproducibles. The number of record prints specified by the Architect shall be delivered to the Architect.

## 1.17 TESTS, PERFORMANCE

- A. Upon completion of work, the system shall be free of faults, including short circuits, grounds and open circuits and loads shall be balanced across phases to obtain minimum neutral current in all feeders and branch circuits. Test systems as required in the presence of the Engineer or his representative, and operate to comply with applicable codes and contract documents.
- B. All costs associated with correction of deficiencies in the work shall be borne by the Contractor. Defective material and equipment shall be replaced; do not repair.
- C. All devices which must be adjusted or set to operate on a schedule (time clocks, program mechanisms, etc.) shall be set prior to substantial completion to operate on schedules directed by the Owner.
- D. Where lighting loads are indicated to be controlled through the energy management system (EMS), coordinate with owner and EMS supplier and provide control voltages, contact forms, communication modules, and connection points to suit EMS inputs. Provide all required components for complete and operational system.

## 1.18 DEMONSTRATION

- A. Instruct owner in operation of all systems. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain equipment.

## 1.19 WARRANTIES

- A. The Contractor Agrees:
  1. To correct defects in workmanship, materials, equipment, and operation of all systems for a period of one year from the date of Substantial Completion.
  2. To remove any item not specified or given written approval and replace it with an approved item.
  3. That all systems provided will safely, quietly, and efficiently operate in accordance with the design.
- B. this does not supersede manufacturer's warranties which may extend beyond one year.

## 1.20 CONSTRUCTION SEQUENCE

- A. The Contractor is cautioned that the project may be constructed in stages to accommodate the owner's use of the building. This contractor shall verify requirements prior to bidding and shall cooperate in all respects with other contractors and trades on the job to carry out the work with minimum disruption of both the owner's requirements and construction of the project.

## 1.21 DETAILS

- A. The details and sketches in the drawings are construction standards applicable to this project.
- B. The contractor shall comply with details as applicable to the work indicated and shall retain on the job site at all times, a complete set of drawings and specifications.

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



## 1.22 DEFINITIONS

- A. In this division of the specifications and accompanying drawings, the following definitions apply:
- B. Provide: To purchase, pay for, transport to the job site, unpack, install and connect complete and ready for operation; to include all permits, inspections, equipment, material, labor, hardware and operations required for completion.
- C. Install: To receive from another contractor, the owner or another entity and install complete and ready for operation. Unless otherwise indicated, receipt is assumed to be at the job site.
- D. Furnish: To purchase, pay for and deliver to the job site for installation by others.
- E. The contractor is cautioned that "furnish" and "install" require coordination with others. Such coordination shall be accomplished prior to bidding and bid amounts shall include all required labor, material and operations for completion of all items and systems specified and indicated.
- F. As Indicated: As shown in drawings.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 26 05 00



## SECTION 26 05 10

## ELECTRICAL, DEMOLITION

## PART 1 – GENERAL

## 1.1 RELATED DOCUMENTS

A. The following apply to the work under this Section:

1. Section 26 05 00, Electrical, General
2. Section 26 20 00, Interior Wiring Systems

## 1.2 SCOPE

- A. Provide all labor, material and operation required for removal of existing electrical systems as indicated.
- B. Bidders shall visit the site of the work prior to bidding and shall include in bid all work required to provide new work and to modify existing work as required to continue in operation.
- C. Contractor shall examine demolition and new work plans for all trades and include in bid all rework and/or relocation of existing raceway, junction boxes, panelboards, safety switches, devices, wiring systems and all other related electrical equipment as required to accommodate new construction.
- D. Electrical demolition work generally includes:
1. Existing lighting control system;
  2. Existing switching devices as indicated. Where new switching devices are shown in existing locations, the Contractor may re-use the existing opening and outlet box for new device;
  3. Any existing abandoned wiring systems in ceiling space, crawl space, attic or similar cavities of the work areas of the building, including wire, raceways, boxes and supports as indicated;
  4. Where indicated on drawings, existing raceways may be reused for new circuits. Contractor shall mandrel brush and swab existing feeder conduits prior to pulling new conductors.
- E. Include in bid all work required for temporary wiring and associated electrical work required to maintain existing systems in service during demolition phase.
- F. All interruptions in electrical systems (power, lighting, communication, fire alarm and other systems) as required for this work shall be coordinated with and approved by Owner prior to performing work. Notice shall be provided to Owner in writing a minimum of 72 hours in advance, but not less than the time specified in other portions of Contract Documents.
- G. The intent of this specification is to obtain removal of the existing electrical system to the extent required to enable the Owner to identify, service, repair or modify the new wiring system efficiently and safely.

## 1.3 STANDARDS

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- A. Demolition work shall comply with ANSI A10.6, NFPA 241, OSHA, AHERA and all applicable local, state and federal standards and guidelines.

## PART 2 – PRODUCTS (Not Used)

## PART 3 – EXECUTION

## 3.1 EXAMINATION

- A. Verify that utilities in work area have been disconnected and capped as required.
- B. Survey existing conditions and correlate with demolition and new work indicated in Contract Documents to determine extent of demolition required.
- C. When unanticipated mechanical, electrical, environmental or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Provide prompt written notice to Engineer of any conflicts.

## 3.2 DEMOLITION

- A. Owner shall retain first right of refusal on all electrical equipment being demolished. Prior to beginning demolition work, contractor shall walk through demolition area with Owner's representative and identify items to be removed and turned over to Owner. Contractor shall carefully remove, protect and store items to be turned over to Owner and deliver to Owner at location on site as directed by Owner.
- B. Maintain services and systems indicated to remain and protect them against damage during demolition process.
- C. All devices indicated as to remain or to be relocated shall be protected against damage during demolition process and cleaned prior to being restored into service.
- D. Contractor shall patch and paint to match adjacent finishes all locations resulting from demolition at which new work is not installed, as required under Section 26 05 00, Electrical, General.
- E. Provide temporary barricades, dust barriers and other protection required to prevent injury to people and damage to building contents, adjacent area of building and facilities to remain.
- F. Maintain protected egress and access at all times. Do not close or obstruct roadways or sidewalks without permission from Owner.
- G. Conduct demolition to minimize interference with Owner's use of site.
- H. Conduct operations with minimum interference to public or private access.

## 3.3 DISPOSAL OF DEMOLISHED MATERIALS

- A. Demolished material shall be promptly removed from site.
- B. Remove and transport materials in a manner that will prevent contamination or damage to adjacent surfaces and areas.
- C. Burning of demolished materials will not be permitted on site.



## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- D. All materials shall be properly and legally disposed of. Contractor is responsible for all handling, storage, transportation and disposal fees.

## 3.4 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt and debris caused by demolition operations.
- B. Return adjacent areas to condition existing before demolition operations began.

END OF SECTION 26 05 10



## SECTION 26 09 43

## RELAY LIGHTING CONTROL SYSTEM

## PART 1 – GENERAL

## 1.1 RELATED DOCUMENTS

A. The following apply to the work under this section:

1. Section 26 05 00, Electrical, General
2. Section 26 20 00, Interior Wiring Systems

## 1.2 SCOPE

- A. Provide complete lighting control system, including relays, lighting automation panels, EMS interface, controllers, input devices, switches, and master on/off capability. Also provide all cable, conduit, connections, software, programming, testing and documentation for a complete and operating system.
- B. Carefully examine plans and provide required quantity of relays and devices.
- C. Existing lighting control system is based on an obsolete GE lighting controls platform with some modifications using newer technology. At the Contractor's option, the existing relay equipment cabinets may be reused for new lighting control retrofit "inserts" in lieu of replacing complete assembly. All controllers, electronics, and relays shall be new – only enclosures may be reused.

## 1.3 CODES AND STANDARDS

- A. The installed system and equipment shall comply with NFPA-70, NEMA Standards as applicable, ASHRAE 90.1, IBC Energy Code, UL 508 and UL 916 (Energy Management Equipment). Additionally, system components shall comply with FCC Emissions Standards under Part 15, Subpart J for Class A application.

## 1.4 QUALITY ASSURANCE

- A. Manufacturers: Equipment shall be by firms regularly engaged in manufacture of lighting control equipment and ancillary equipment, of types and capacities required, whose products have been in satisfactory use in similar service for not less than 5 years.
- B. Component Pretesting: All components and assemblies shall be factory pretested and burned-in prior to installation.
- C. System Checkout: Factory-trained technicians shall be available to functionally test each component in system after installation to verify proper operation and confirm that panel wiring and addressing conform to wiring documentation.
- D. System Support: Factory applications engineers shall be available for on-site training and telephone support.

## 1.5 SUBMITTALS

- A. Submit in accordance with Section 26 05 00. The following are required:
  1. Product Data: Lighting control system and components.

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



2. Shop Drawings: Dimensioned drawings of all lighting control system components, wiring and accessories.
3. One-Line Diagram: One-line diagram of the system configuration proposed.
4. Typical Wiring Diagrams: Typical wiring diagrams for all components including relay panels, relays, low voltage switches, line voltage switches, and programmable panel master switches.
5. Overall plan with actual locations of each relay panel, controller, keypad, interface, wiring and components. Plan shall be on same size media as design documents, shall be scalable and shall show all required work. Schematic diagrams only will not be accepted.

## PART 2 – PRODUCTS

## 2.1 MANUFACTURERS

- A. Control System: Leviton, Douglas, Wattstopper, Lutron, LC&D or Intelligent Lighting Controls, Inc.

## 2.2 SYSTEM DESCRIPTION

- A. The low-voltage switching system shall consist of preassembled relay panels or inserts, low-voltage switches, and their associated wiring.
- B. Low voltage switches shall be mounted in the spaces as indicated. Low-voltage wiring from the switches to the relay panel shall be in conduit. Each low-voltage wire shall be labeled with the relay number (1-48) at each switch. Use only properly color coded, stranded #20 AWG (or larger) wire. All relays and switches shall be tested after installation to confirm proper operation and the loads recorded on the directory card in each panel.
- C. Panels shall provide expansion slots for addition of automation cards. Cards shall be totally compatible with the manual operation of the low-voltage switches, and in the event of a card failure, these devices shall continue to operate to provide relay control.
- D. Controller shall be configured to "flash" relays serving loads prior to automatically turn lighting off, allowing time for occupants to manipulate manual override function. Time delay shall be as directed by owner, but no less than two minutes.
- E. Provide 15% spare relays, but no less than two (2) per cabinet, for future use.
- F. Provide control module as required for interface with building Energy Management System (EMS). Coordinate with Division 23 controls contractor for minimum three (3) inputs.
- G. Provide communication module as required for interface with building energy management system (EMS). Coordinate with building controls contractor and provide all work required for a complete interface.
- H. Coordinate with Owner prior to programming. Provide programming and scheduling in accordance with Owner requirements and allow for a minimum of two "sweeps" of relays after-hours. Allow for individual tenant override as required for after-hours operation.
- I. Include outdoor photocell controller and input card as required for photocell control of lighting circuits.

## 2.3 HARDWARE FEATURES

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



## A. Relay panels shall consist of the following:

1. Tub: NEMA 1 enclosure sized to accept interior with relay population as required.
2. Relays: Tungsten, ballast LED and HID rated. Provide voltage, amperage and pole quantity to suit load served. All relays shall be minimum 20A rated. Relays shall include LED indicator light.
3. Relays shall be of fail-safe design and shall fail to the ON position.
4. Power Supply: Panels shall include an integral power supply serving all control modules, backplans, keypads, sensors and other accessories powered directly or indirectly from the relay panel.
5. Barriers: Provide factory installed barriers for separation of different voltages and normal/emergency power sources.
6. Control Module: Factory-installed integral with relay panel. Interface shall include LCD display and key pad to allow programming and status functions.
7. Network Module: Include ethernet module for connection between campus systems and remote control via Owner's network.
8. Cover: Hinged, lockable configuration. Provide viewing window. A wiring-schedule directory card shall be affixed to the rear of this cover.

## PART 3 – EXECUTION

## 3.1 INSTALLATION

- A. The contractor shall be responsible for the installation and start-up of the equipment covered by this specification.
- B. Contractor is responsible for all settings and final programming.

## 3.2 RACEWAY SYSTEM

- A. Provide raceways for all conductors and cables. See drawings for raceway types approved for various locations and applications in the project.
- B. Comply with requirements of Section 26 20 00.

## 3.3 QUALITY CONTROL

- A. After installation of system and all associated electrical work, energize circuits and make all adjustments and test for compliance with requirements and manufacturer instructions.
- B. Verify proper operation of each lighting control device, sensor activation, override function, flash time delay and the like and ensure that all programming is in accordance with owner requirements.

## 3.4 COMMISSIONING AND TRAINING

- A. Prior to commissioning, contractor and factory-authorized technician shall have a meeting with Owner and Owner's representatives (Engineer reserves right to be in attendance – Contractor shall coordinate with Engineer prior to scheduling meeting). System functionality, programming, scheduling and operation shall be discussed with Owner and commissioning worksheets completed in accordance with Owner's desired functions and schedules. Meeting minutes shall be taken by contractor, approved by Owner and provided to Engineer prior to system programming/settings. This meeting is independent of Owner training and shall not count towards training requirements listed herein.

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- B. Provide six (6) hours on-site training of owner's personnel in system operation, adjustment and maintenance. Training shall be manufacturer authorized technician or service provider at a time as directed by owner. Allow in bid for training to be provided on two (2) separate non-consecutive days as directed by Owner.

## 3.5 DOCUMENTATION AND RECORD DRAWINGS

- A. Drawings: Comply with requirements of Section 26 05 00 and this section (submittals).

## 3.6 WARRANTY

- A. All devices and components in lighting control system shall be covered by manufacturer 5-year warranty. Include warranty certificate and contact information in closeout documents

END OF SECTION 26 09 43



FAA SOUTHERN REGIONAL LIGHTING CONTROL

SECTION 26 20 00

INTERIOR WIRING SYSTEMS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Section 26 05 00, Electrical, General, applies to the work under this section.

1.2 SCOPE

- A. Provide interior wiring systems complete and ready for operation, as indicated, specified herein and in compliance with applicable codes and standards.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Materials of like type shall be manufactured by the same company.
- B. Fittings, Condulets, Boxes and the like: Steel City, Thomas and Betts, O-Z Electrical Manufacturing Company, Appleton, Efcor, Crouse-Hinds, Garvin Industries, or approved equal.
- C. Conductors and Cables: Alpha Wire Company, Belden, Cerro Wire, Southwire Company, General Cable or approved equal.
- D. Cable Markers: 3M Company, E-Z Code, Brady, or approved equal.
- E. Connectors, Lugs and Terminals and the like: 3M Company, Ideal, Thomas and Betts, O-Z Electrical Manufacturing Company, or approved equal.
- F. Fuses: Dual-Element type, "Fusetron" by Bussman or "Econ" by Economy or approved equal.
- G. Grounding Devices, and the like: Cadweld, Thomas and Betts, Appleton, Erico, O-Z Electrical Manufacturing Company, or approved equal.

2.2 CONDUIT AND FITTINGS

- A. Rigid Steel Conduit (Zinc-Coated): ANSI C80.1.
- B. Rigid Nonmetallic Conduit: Not Permitted.
- C. Intermediate Metal Conduit (IMC): UL 1242, zinc-coated steel only.
- D. Electrical Metallic Tubing (EMT): ANSI C80.3.
- E. Flexible Metal Conduit: UL 1.
  - 1. Liquid-Tight Flexible Metal Conduit (Steel): UL 360.
- F. Fittings for Metal Conduit, Electrical Metallic Tubing, and Flexible Metal Conduit: UL 514. All ferrous fittings shall be cadmium- or zinc-coated in accordance with UL 514.



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1. Fittings for rigid metal conduit and IMC shall be threaded type. Split couplings are not acceptable.
2. Fittings for electrical metallic tubing (EMT) shall be the compression type.

G. Electrical Nonmetallic Tubing (ENT): Not permitted.

### 2.3 OUTLET BOXES AND COVERS

A. UL 514, cadmium- or zinc-coated if of ferrous metal.

B. Provide outlet boxes of size and type required by NEC, and in no case smaller than the following:

1. Boxes for Switches: 3" x 2" x 2-3/4" or 4" x 4" x 1-1/2" with plaster ring to suit construction
2. Communications Systems Boxes: 4" x 4" x 2-1/4"

C. Provide suitable extensions, rings or subcovers set to come flush with the finished surface in which boxes are mounted.

### 2.4 CABINETS, JUNCTION BOXES, AND PULL BOXES

A. UL 50, hot-dip zinc-coated, code gauge sheet steel, screw cover unless indicated otherwise.

### 2.5 WIRES AND CABLES

A. Wires and cables shall meet the applicable requirements of NFPA 70 and UL for the type of insulation, jacket, and conductor specified or indicated. All wire and cable shall be new, with size, grade of insulation, voltage and manufacturer's name permanently imprinted on outer covering at regular intervals and delivered to the job site in complete coils and reels.

B. Conductors: Conductors No. 10 AWG and smaller shall be solid, and those No. 8 AWG and larger shall be stranded. Unless indicated otherwise, conductor sizes shown are based on copper. All conductors shall be copper.

C. Minimum Conductor Sizes: Minimum size for branch circuits shall be No. 12 AWG; for Class 1 remote-control and signal circuits, No. 14 AWG; and for Class 2 low-energy remote-control and signal circuits, No. 16 AWG. All 120 v. branch circuits exceeding 100' in length and all 277 v. branch circuits exceeding 250' in length shall be No. 10 AWG, minimum.

D. Color Coding: Provide for all service, feeder, branch, control and signaling circuit conductors. Color shall be green for grounding conductors, and white for neutrals, except where neutrals of more than one system are installed in same raceway or box, the neutral of the higher-voltage system shall be white with a yellow stripe or shall be gray. The color of the ungrounded conductors in different voltage systems shall match existing.

E. Insulation: Unless specified or indicated otherwise, or required to be otherwise by NFPA 70, all power and lighting wires shall be 600-volt, Type THHN, THWN, or XHHW; remote-control and signal circuits shall be Type TW, THHN, TF, THWN or XHHW.

F. Bonding Conductors: ASTM B 1, solid bare copper wire for sizes No. 8 AWG and smaller; ASTM B 8, Class B, stranded bare copper wire for sizes No. 6 AWG and larger.

G. Nonmetallic-Sheathed Cable: Not permitted.

### 2.6 ELECTRICAL CONNECTIONS



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- A. Comply with NEC Article 110-14.
- B. All termination devices, such as connectors, splicing devices, equipment terminals, device terminals and the like shall be rated and listed for operation at 75 degrees C.

### 2.7 SPLICES AND TERMINATION COMPONENTS

- A. UL 486A and UL 486B, as applicable for wire connectors, and UL 510 for insulating tapes. Connectors for wires No. 10 AWG and smaller shall be insulated pressure-type in accordance with UL 486A or UL 486C (twist-on splicing connector). Provide solderless terminal lugs on stranded conductors.
- B. Splices and/or taps for #8 and larger conductors shall be crimp type by T&B, Burndy, Oz, or approved equal; or IlSCO KUP-L-Tap®, ClearTap, or approved equal.

### 2.8 FUSES

- A. Provide a complete set of fuses for each fusible device provided. Time-current characteristics curves of fuses serving motors or connected in series with circuit breakers or other circuit protective devices shall be coordinated for proper operation; submit coordination data for approval. Fuses shall have a voltage rating not less than the circuit voltage.
- B. Cartridge Fuses, Current-Limiting Type (Class R): UL 198E, time-delay type. Associated fuseholders shall be Class R only.
- C. Cartridge Fuses, Current-Limiting Type (Classes J and L): UL 198C, Class J for 0 to 600 amps and Class L for 601 to 6000 amps.

### 2.9 GROUNDING AND BONDING EQUIPMENT

- A. UL 467.

## PART 3 – EXECUTION

### 3.1 RACEWAYS

- A. Provide raceways for all conductors and cables. See drawings for raceway types approved for various locations and applications in the project.
- B. Contractor shall size pull and junction boxes. Comply with requirements for dimensions and conduit spacings as defined in the NEC Article 314.
- C. Raceways shall be continuous between outlets and enclosures. Bond raceway system as described in drawings and grounding specifications and make all connections wrench tight for electrical continuity. Connect raceways at boxes and enclosures using locknuts and bushings. Provide insulating bushings with grounding lug on all raceways one inch and larger.
- D. Install raceways generally as follows:
  1. Run concealed raceways in straight lines with long sweep bends and offsets.
  2. Where raceways turn up out of floor, curved portion shall not be visible.
  3. Run exposed raceways parallel and perpendicular with building lines. For exposed raceways in finished areas, strap with two-hole flat straps; do not use minerallac straps. Minerallac straps may be utilized in equipment rooms or utility areas.





4. Support raceways within 3' of each outlet box, fitting, or enclosure, and at 10' intervals. Use malleable iron or stamped steel clamps for branch circuit raceways; use pipe hangers for feeder raceways. Do not hang conduit with wire, perforated strap, or nails.
  5. Cut all joints square, thread, ream and draw tight. Make bends and offsets with standard conduit ells or with an approved bender or hickey.
  6. No more than three quarter-bends equivalent in any run.
  7. Cap raceway ends to prevent entrance of debris during construction. Cap with approved pennies, plastic caps or covers; do not tape.
  8. Complete raceway installation and clean thoroughly before pulling conductors.
  9. Where conduits pass through fire-rated walls and/or floors, provide a UL-listed through-penetration assembly with fire rating equal to wall or floor penetrated. Materials shall be by 3M Company or equal. Each assembly shall be specific to the penetrating device, e.g., single conduit, multiple conduits, busway, etc. and shall be specific to the wall or floor construction penetrated, e.g., concrete, gypsum board on wall studs, etc. Install assemblies in accordance with material manufacturer's instructions and UL Building Materials Directory, latest edition.
  10. Install expansion fittings with copper bonding jumpers in conduit runs which cross building expansion joints.
  11. Do not attach raceway, boxes or cables directly to roof decking. Provide mounting from building structure and maintain a minimum of 1-1/2" separation from lowest surface of roof deck.
  12. Ferrous metal raceways, cable trays, cablebus, auxiliary gutters, cable armor, boxes, cable sheathing, cabinets, metal elbows, couplings, nipples, fittings, supports, and support hardware shall be suitably protected against corrosion inside and outside (except threads at joints) by a coating of approved corrosion-resistant material (Thomas & Betts, Kopr-Shield, or equal). Where corrosion protection is necessary and the conduit is threaded in the field, the threads shall be coated with an approved electrically conductive, corrosion-resistant compound.
- E. Install pull boxes as shown in drawings and as required to pull conductors without damage to insulation. Provide pull boxes in accessible locations only, and size in accordance with NEC.
- F. Install raceways of sizes shown in drawings and comply with Table 1 of NEC (latest edition). In case of conflict, install larger size.
- G. Communication conductors/cables shall not be routed in the same conduit or raceway containing line voltage (120V and above) power conductors.
- H. Provide in each empty raceway a pull cord or wire, identified with a cardboard tag as to location of equipment or outlet fed by conduit.
- 3.2 OUTLET, SWITCH, AND JUNCTION BOXES, FITTINGS
- A. Provide outlet and junction boxes as required for power, lighting, and communications systems as shown in drawings.
  - B. Boxes shall be held securely in place by being imbedded in masonry or shall be secured to a fixed structural unit such as a stud or joist.
- 3.3 CONDUCTORS
- A. Provide conductors in raceways as shown in drawings for service, feeders and branch circuits.
  - B. Wire and cable shall be suitably protected from weather during storage and handling and shall be in good condition when installed.

## FAA SOUTHERN REGIONAL LIGHTING CONTROL



- C. Do not pull conductors before completion of masonry, concrete and other trades which generate dust and debris. See raceways section, above.
- D. Conductors No. 8 and larger shall be connected to equipment by means of pressure type mechanical lugs. Where multiple conductors are connected to the same terminal each conductor shall be provided with an individual lug.
- E. Soldered splices shall be made mechanically secure before soldering.
- F. Join conductors with approved connectors, or by soldering, brazing or welding. Tape all connections or cover with approved prefabricated insulating devices to provide insulation resistance at the connection equal to that of the wire. Make splices in boxes or fittings only.
- G. All electrical connections and terminations shall be in accordance with NEC Section 110.14 requirements.
- H. Where tightening torque values are indicated on equipment or in equipment installation instructions, torque connections to achieve stated values utilizing a calibrated torque tool. Where equipment manufacturer provides an alternative method for achieving require torque values, this method may be used in lieu of torque tool.
- I. Where conductors are connected in parallel, the parallel conductor sets shall be installed in groups consisting of not more than one conductor per phase or neutral conductor to prevent current imbalance due to inductive reactance.

## 3.4 SWITCHES

- A. Provide switches and lighting as shown in drawings. Where indicated, verify location of receptacles with Owner prior to roughing.
- B. Gang plates where two or more devices occur at the same location. Verify locations in relation to door swings, and place devices on the strike side.
- C. Install devices at locations indicated in details.
- D. Install outlets and devices plumb, level and with positioning at roughing to suit final wall covering. Device plates shall contact finished walls all-around on all four sides.
- E. Protect devices during painting and clean-up of job. Leave devices clean and free from paint, dirt and debris.

## 3.5 GROUNDING

- A. Provide grounding system to comply with NEC, as shown on drawings and as specified.
- B. All ground system components and fittings used shall be free from paint, grease, and other poorly conducting material, and contact surfaces shall be cleaned thoroughly to ensure good metal-to-metal contact.
- C. Install bonding jumpers between all panelboards and feeder raceways connected thereto; across pull box and raceway expansion joints and across water meters located within buildings.
- D. Provide a ground wire in all circuits sized per NEC Table 250-122 as applicable.

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- E. Provide in all runs of flexible conduit a separate grounding conductor sized per NEC Table 250-122.

END OF SECTION 26 20 00

INTERIOR WIRING SYSTEMS

26 20 00 - 6



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8419

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Michelle Alexander, City Planner

**RE:** Approval for Agreement with ARC to Update the Comprehensive Plan

**PURPOSE:** To consider approving the MOA to enlist the assistance of ARC in preparing the update to the Comprehensive Plan.

**REASON:** The Comprehensive Plan needs updating according to the DCA schedule.

**RECOMMENDATION:** City Planner recommends approval. Hear presentation from Michelle Alexander on finalized agreement with ARC for the update to the Comprehensive Plan.

**BACKGROUND:** The plan serves to coordinate the planning of essentially all **community growth** functions - infrastructure, housing, economic development, transportation, land use, open space and recreation, etc. - into one document.

**COST TO CITY:** Cost will be determined by hours needed for completion. See the attached scope of work.

**BUDGETED ITEM:** Yes

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** November 2, 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:** Planning**ATTACHMENTS:**

- 2021 Comprehensive Plan MOA - City of College Park 10.27.20 (PDF)
- 2021 Comprehensive Plan MOA Attachment A - Scope of Work (PDF)

**Review:**

- Michelle Alexander Completed 10/22/2020 12:08 PM
- Rosyline Robinson Completed 10/27/2020 5:21 PM
- City Attorney's Office Completed 10/28/2020 12:41 PM
- Terrence R. Moore Completed 10/28/2020 1:38 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM

**DEVELOPMENT OF LOCAL COMPREHENSIVE PLAN  
AGREEMENT**

THIS AGREEMENT is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Atlanta Regional Commission (ARC) of Atlanta, Georgia, and the City of College Park, a political subdivision of the State of Georgia.

**WITNESSETH:**

WHEREAS, the Regional Commissions were created by the State of Georgia in order to assist local governments on a regional basis and to develop, promote, and assist in establishing coordinate and comprehensive planning in the state; and

WHEREAS, as the Regional Commission for the 10-county Atlanta Region, ARC has been mandated to undertake certain regional responsibilities under the Georgia Planning Act of 1989 (as amended), and does agree to perform prescribed services to local governments; and

WHEREAS, the City of College Park is required to update its Local Comprehensive Plan on October 31, 2021, according to the schedule set by the Georgia Department of Community Affairs (DCA); and

WHEREAS, the City of College Park has requested assistance from ARC to update its Local Comprehensive Plan under the requirements set by the Minimum Standards and Procedures for Local Comprehensive Planning found in Chapter 110-12-1 of the DCA Rules, under the Georgia Planning Act (as amended); and

WHEREAS, ARC and the City of College Park believe it is mutually beneficial of both parties that the City of College Park, as part of the ARC, has a Local Comprehensive Plan; and

WHEREAS, ARC agrees to provide assistance for development of the City’s update of its Local Comprehensive Plan:

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. Duties of the ARC. In addition to those services outlined in Attachment A: Scope of Work, attached hereto and incorporated by reference herein, ARC agrees to perform the following services:
  - a. Provide a project manager for the project and ensure that
  - b. Attend Project Management Team meetings with local government staff.
  - c. Update the existing Community Vision and/or Goals from the existing Comprehensive Plan.
  - d. Complete an analysis of the Needs and Opportunities facing the community.
  - e. Update the Land Use Element.
  - f. Provide input on the new Five-Year Community Work Program developed by local government staff.

- g. Provide input on the Capital Improvement Element (CIE) Annual Update developed by local government staff (only if the community already has an approved CIE)
- h. Review any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan, ARC's Regional Transportation Plan/Transportation Improvement Program (RTP/TIP), and other plans as needed.
- i. Present at, attend, or support the two (2) required public hearings (one at kick-off and one prior to transmittal for regional and state review).
- j. Facilitate a maximum of three (3) Steering Committee meetings.
- k. Facilitate a maximum of one (1) public meeting.
- l. Provide an online public engagement portal and/or survey, hosted by ARC, to solicit plan input, if requested by the local government.
- m. Provide language for official public hearing notices, if requested by the local government.
- n. Provide advertisement and other public involvement materials, if requested.
- o. Prepare and present a final plan presentation.
- p. Complete any plan revisions requested by DCA following the regional and state review.
- q. Prepare the final plan document and other requested supporting materials to document community feedback.

2. Duties of the City of College Park. In addition to those duties outlined in Attachment A: Scope of Work, the City of College Park agrees to perform the following duties:

- a. Provide a dedicated and responsive point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner.
- b. Participate as a team member on the Project Management Team.
- c. Complete a Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan.
- d. Develop a new Five-Year Community Work Program, with ARC input.
- e. Update the Capital Improvement Element (CIE) Annual Update (only if the community already has an approved CIE), with ARC input.
- f. Provide ARC a list of Steering Committee members, which must include a member of the governing authority (elected official) and representative of the local economic development community.
- g. Provide a schedule for Steering Committee meetings, with ARC input.
- h. Promote public awareness and invitations to Steering Committee and public meetings.
- i. Provide locations for Steering Committee and public meetings that have heat/air conditioning, water, and electricity.
- j. Provide any food or beverages for Steering Committee and public meetings.
- k. Post and conduct public hearings as required by the City's existing procedures.
- l. Provide timely notice to ARC of local government meetings that ARC staff should attend.



- m. Provide ARC with submittal deadlines for relevant City boards and committees at the beginning of the process.
- n. Ensure that the following timelines are met, in order for ARC to guarantee that the City will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
  1. Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
  2. Identify and confirm Steering Committee members within thirty (30) days of the signing of this Agreement.
  3. Schedule a date for the first Steering Committee meeting within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
  4. Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the City to transmit the final draft Plan Update to ARC to begin the regional and state review, no later than September 1, 2021.

### 3. Time of Performance, Amendments, Modifications

- a. This Agreement shall become effective upon execution by both parties and remain in effect until the completion of the project or termination by of the parties as provided below. Notwithstanding anything to the contrary herein, in no event shall the term of this Agreement exceed two (2) years from the effective date.
- b. Either party may terminate this Agreement upon sixty (60) days' written notice to the other parties, provided that the party requesting termination has provided notice and sufficient opportunity for remedy.
- c. Either party may request changes to this Agreement at any time by written notice to the other party's signatory of this Agreement. Such changes as are mutually agreed upon by and between the parties shall be incorporated in written amendments to this Agreement and executed in the same manner as this Agreement. This Agreement may only be modified by an instrument in writing executed by the City of College Park and ARC. Notwithstanding the foregoing, the City of College Park and ARC acknowledge that this Agreement may be revised or refined from time to time during its term. The parties agree to cooperate with each other by executing such documents as may be necessary to evidence such mutually agreeable modifications and refinements.

### 4. Rights in Documents, Materials, and Data Produced

For the purposes of this Agreement, 'data' includes, but is not limited to, writings, sound

recordings, photographs, films, videotapes, or other graphic representations and works of a similar nature. The City of College Park and ARC shall have the right to use same without restriction or limitation and without compensation to the other parties of the Agreement.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement as of the date first above written.

**Atlanta Regional Commission (ARC)**

\_\_\_\_\_  
Attested, Assistant Secretary

\_\_\_\_\_  
Douglas R. Hooker, Executive Director

**Witness:**

**The City of College Park**

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Hon. Bianca Motley Broom, Mayor

**Approved as to Form:**

\_\_\_\_\_  
City Attorney

**Approved:**  
\_\_\_\_\_  
\_\_\_\_\_

## Attachment A:

### ARC Comprehensive Plan Services Scope of Work

Pursuant to the 2012 update to the Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), a Regional Commission is required to prepare a Basic Comprehensive Plan for a local government, upon request, during the community's regular planning due date cycle. At no additional cost to the local government, ARC will produce/provide the following for local governments:

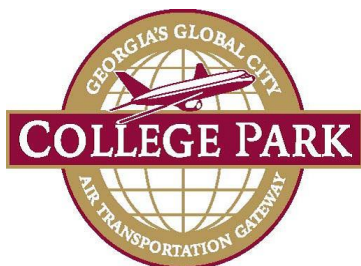
- A Project Manager for the project
- Revisions to the existing Community Vision or Goals from the existing Comprehensive Plan
- An analysis of the Needs and Opportunities facing the community, using ARC resources, local data, and input from community stakeholders
- An updated Land Use Element with Character Areas or standard future land use classifications
- A review of any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan, and ARC's Regional Transportation Plan/Transportation Improvement Program, and other plans as needed
- Presentations/support/attendance at the two (2) required public hearings (one at kick-off and one prior to transmittal for regional and state review)
- A maximum of three (3) steering committee meetings facilitated by ARC staff, at no cost, at a location provided by the local government
- A maximum of one (1) public meeting facilitated by ARC staff, at no cost, at a location provided by the local government
- An online public engagement portal and/or survey hosted by ARC, if requested
- Language for official public hearing notices, if requested
- Advertisement and other public involvement materials to meet the above requirements
- A final plan presentation
- Any plan revisions required by DCA following the regional and state review
- The final plan and other documents from the process
- Assurance that the local government meets its DCA-designated Qualified Local Government (QLG) deadline if (a) the request for assistance is made to ARC in writing at least 12 months before the QLG deadline and (b) the first Steering Committee is held within 10 months of the QLG deadline.

To ensure that the plan meets the needs of the local government and DCA's requirements, the local government requesting this service will be responsible to produce/provide the following:

- A dedicated and responsive point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner
- A Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan

- A new Five-Year Community Work Program, with ARC input
- A Capital Improvement Element (CIE) Annual Update (only if the community already has an approved CIE), with ARC input
- A list of stakeholders for the required Steering Committee
- A schedule for Steering Committee meetings, with ARC input
- Public awareness and invitations to Steering Committee and public meetings
- Locations for public meetings that have heat/air conditioning, water, and electricity
- Any food or beverages for Steering Committee and public meetings
- Posting of notices of public hearings as required by the community's existing procedures
- Timely notice to ARC of local government meetings that ARC staff should attend
- Notice to ARC, at the beginning of the process, of submittal deadlines for relevant local government boards and committees
- Assurance that the following timelines are met, in order for ARC to guarantee that the Local Government will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
  - Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within 30 days of the signing of the Agreement (*note that the meeting itself does not have to occur within those 30 days*).
  - Identify and confirm Steering Committee members within 30 days of the signing of the Agreement.
  - Schedule a date for the first Steering Committee meeting within 30 days of the signing of the Agreement (*note that the meeting itself does not have to occur within those 30 days*).
  - Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the Local Government to transmit the final draft Plan Update to ARC to begin the regional and state review, no later than 60 days before the QLG deadline.

If the local government seeks to use consultants during the update, ARC will coordinate only with the primary local government contact and will only provide the items listed above to the local government.



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8421

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Jackson Myers, Special Projects Administrator

**RE:** Southern Fulton County Comprehensive Transportation Plan

The 2020 Southern Fulton Comprehensive Transportation Plan aims to provide residents, businesses, and visitors with a safe, connected, and reliable transportation system that provides access and mobility options to support economic growth and maintain community character. Final plan presentation by Keli Kemp, Southern Fulton Comprehensive Transportation Plan Project Manager, Modern Mobility Partner in the October 19, 2020 Workshop. The attached document was part of the Friday morning meeting with city staff to address all open issues. Those changes have been updated in the executive summary and appendixes. This is now up for Mayor and City Council approval of the plan.

### ATTACHMENTS:

- Administrative Edits to SFCTP Project List\_October 27 2020 (PDF)
- College Park Project Maps & Lists\_October 2020 (PDF)

### Review:

- Jackson Myers Completed 10/23/2020 11:02 AM
- Rosyline Robinson Completed 10/28/2020 12:56 PM
- Mike Mason Completed 10/28/2020 2:41 PM
- Michelle Alexander Completed 10/28/2020 12:56 PM
- Loretta Washington Completed 10/28/2020 1:30 PM
- Terrence R. Moore Completed 10/28/2020 3:16 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM

## Administrative Edits to SFCTP Project List

### October 27, 2020

Over the course of the City Council meetings held in August-October 2020, a few projects were found to require minor edits. Most were corrections to the state/federal match percentage, and in a few cases the jurisdiction required correction. **There is no impact on project maps or overall financial feasibility of the plan, and the total cost of the projects is reduced by 0.03%.** Below is a summary of the edits to the project lists in the FINAL Executive Summary and Recommendations Technical Report:

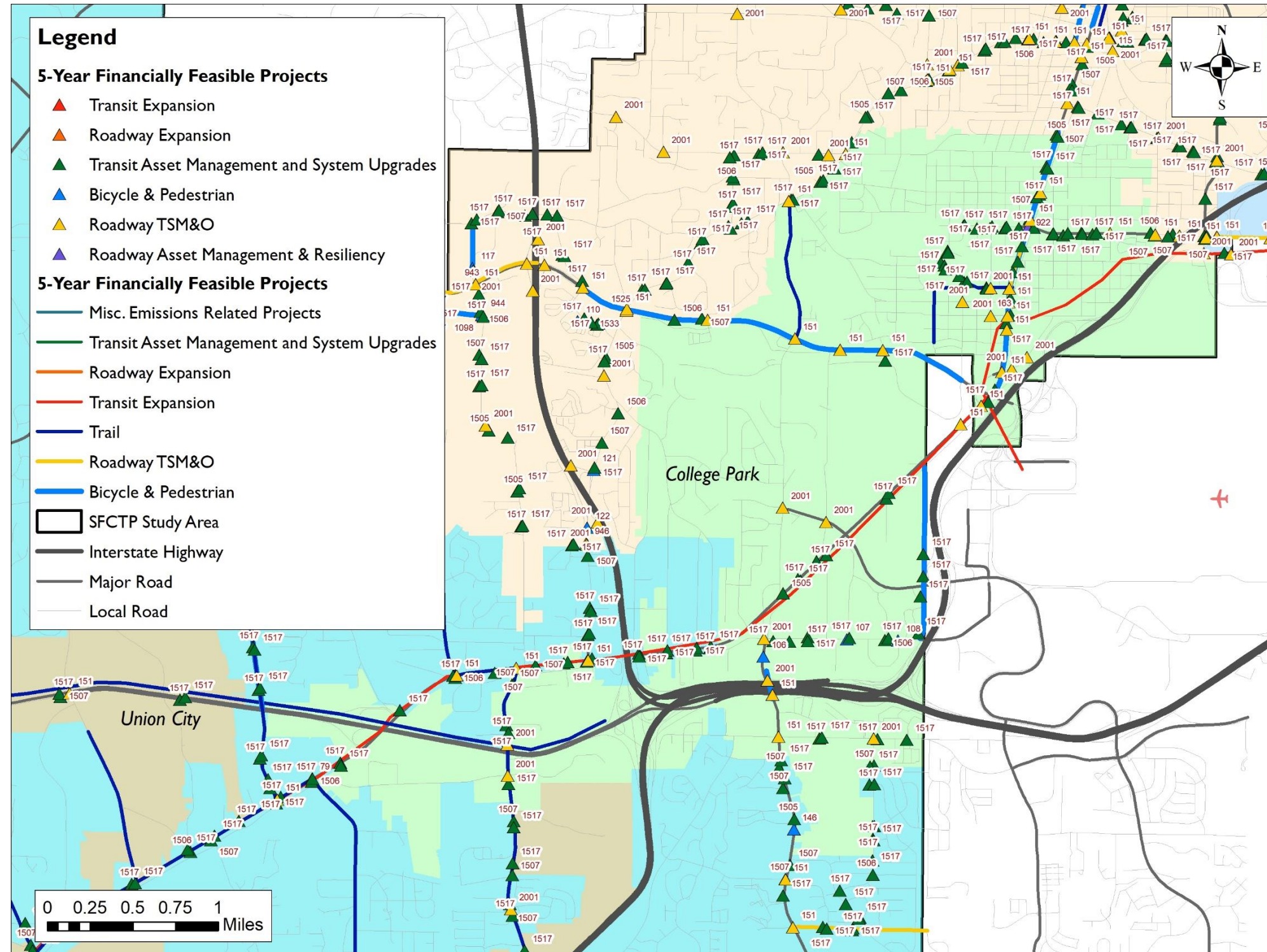
Project	Jurisdiction(s) Affected	Edit	Cost Impact
20	Chattahoochee Hills, Palmetto, South Fulton	Jurisdiction was incorrectly listed as South Fulton in the project list and was corrected to say Chattahoochee Hills and Palmetto, as shown on the map.	Project cost was removed from South Fulton and divided proportionally (based on project length in each city) between Palmetto and Chattahoochee Hills.
157	College Park, East Point, Hapeville	Jurisdiction was incorrectly listed as College Park, East Point, and Hapeville in the project list. The list was revised to say only East Point and Hapeville.	Project cost was removed from College Park and divided proportionally (based on project length in each city) between East Point and Hapeville.
1003	Fairburn, Union City	Jurisdiction was incorrectly listed as Fairburn in the project list and was corrected to say Union City, as shown on the project map.	Local match portion of the project cost was removed from Fairburn and added to Union City.
163	College Park	Project description updated to: "College Park MARTA station area accessibility improvements. May include opening the station to through bike and pedestrian movements and ADA upgrades (e.g., due to stairs to E. Main St.)"	No impact on cost.
1044	College Park, South Fulton, East Point	Project limit was incorrectly listed in the "From" column of the project list as "I-285" and was revised to match the project description ("Conley St/Convention Center Concourse").	Minor change to proportional cost share among College Park, East Point, Atlanta, and South Fulton.
1548	College Park, East Point, South Fulton	Cost share was previously 100% local; should be 43.5% local. Was listed as 100% in College Park but is now proportionally in College Park, East Point, South Fulton, and Atlanta.	Corrected local share proportion among the cities.
95, 96, 97, 98, 99, 100, 103, 104, 163, 1505, 1506, 1507, 1517, 1533, 2000	All jurisdictions	Corrected state/federal cost share.	No change to total cost or local share.
196, 200, 241, 1070, 1137, 1555, 2008	College Park, East Point, Fairburn, Palmetto, South Fulton, Union City	Cost share was previously 100% local and was corrected to 43.5% local.	Reduced cities' cost share.





### City of College Park: 5-Year Financially Feasible Projects by Type

Figure 53: City of College Park: 5-Year Financially Feasible Projects by Type

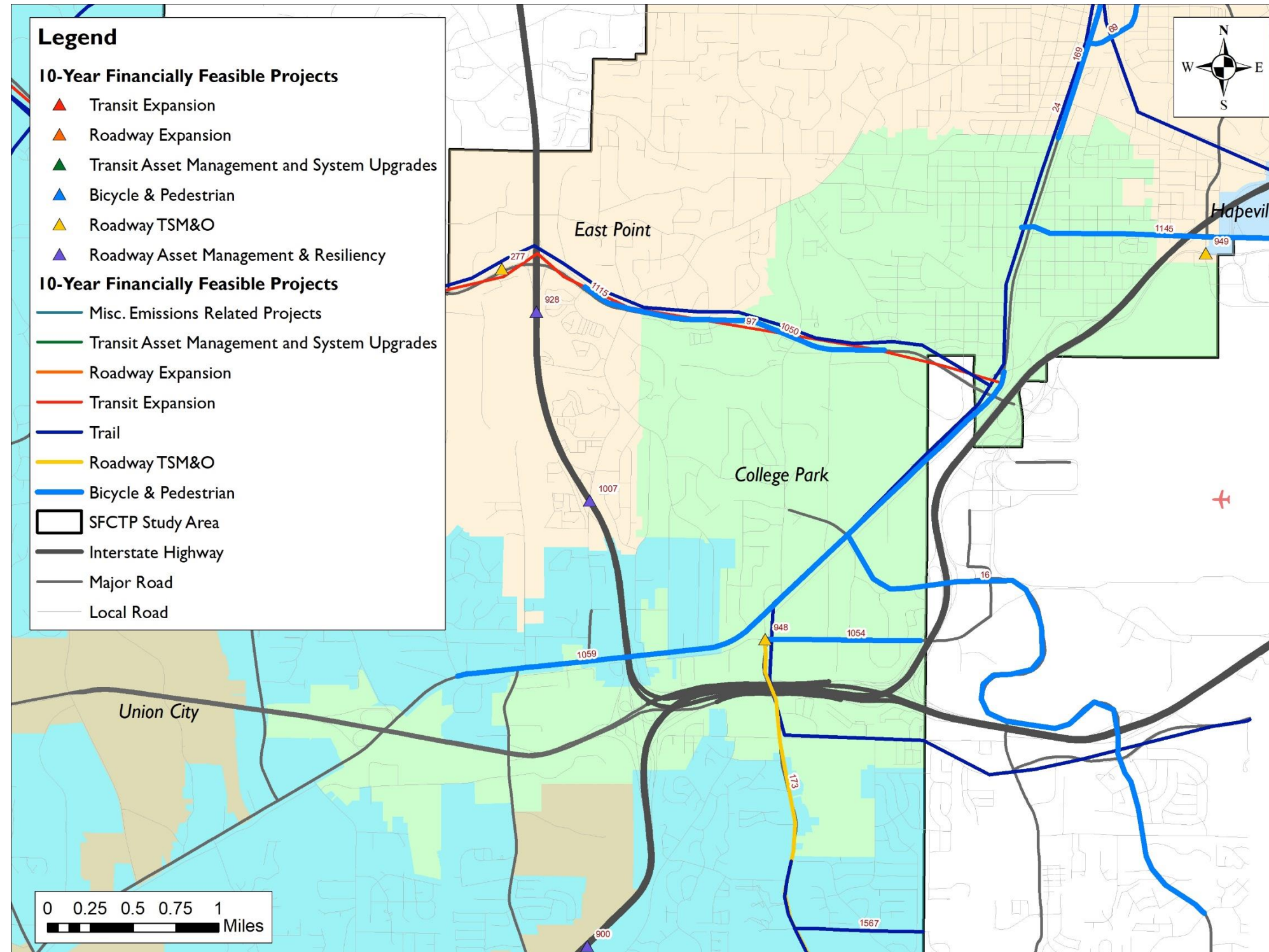






### City of College Park: 10-Year Financially Feasible Projects by Type

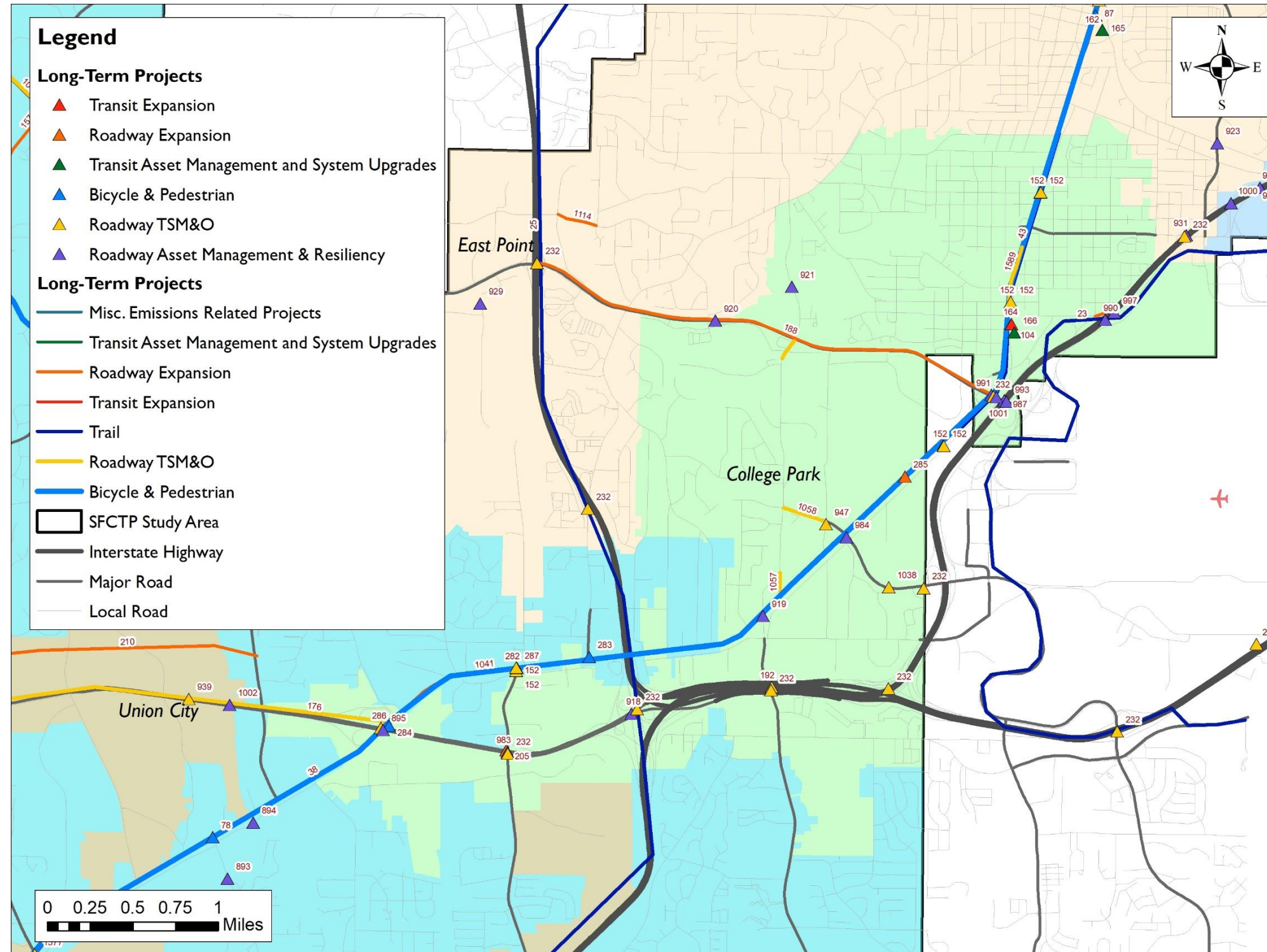
Figure 54: City of College Park: 10-Year Financially Feasible Projects by Type





### City of College Park: Long-Term Projects by Type

Figure 55: City of College Park: Long-Term Projects by Type





### City of College Park Project List

Table 13: College Park Project List

Project ID	Project Type	Project Subtype	Road Name	From	To	Cross Street	Description	Jurisdiction	PE Cost	ROW Cost	CST Cost	Fiber Cost (Widenings Only)	Contingency Cost	Total Cost Estimate	State/ Federal Match	Total Local Match	College Park Local Share	Timeframe	College Park Score	Regional Score	Final Score	Final Ranking
53	Bicycle & Pedestrian	Sidewalks & crosswalks	N/A				Develop Signage, Landmarks, and Crosswalks for Walking Tour of Downtown/Historic College Park	College Park	\$2,966	N/A	\$26,697	N/A	N/A	\$29,663	\$0	\$29,663	\$29,663	5 year	N/A	N/A	N/A	N/A
106	Bicycle & Pedestrian	Sidewalks & crosswalks (in conjunction with planned/programmed new bus shelter)	SR 279/Old National Hwy			Sullivan Rd	Midblock pedestrian crossing (in conjunction with planned/programmed new bus shelter)	College Park	\$7,000	\$0	\$69,000	N/A	\$8,444	\$84,444	\$47,711	\$36,733	\$36,733	5 year	43.4	44.1	87.5	93
107	Bicycle & Pedestrian	Sidewalks & crosswalks (in conjunction with planned/programmed new bus shelter)	Sullivan Rd			Edison Dr	Install crosswalks and sidewalks (in conjunction with planned/programmed new bus shelter)	College Park	\$12,000	\$58,000	\$116,000	N/A	\$20,667	\$206,667	\$0	\$206,667	\$206,667	5 year	41.6	42.5	84.1	111
108	Bicycle & Pedestrian	Sidewalks & crosswalks (in conjunction with planned/programmed new bus shelter)	Sullivan Rd			Embarcadero	Install crosswalk (in conjunction with planned/programmed new bus shelter)	College Park	\$1,000	\$0	\$11,000	N/A	\$1,333	\$13,333	\$0	\$13,333	\$13,333	5 year	41.6	42.5	84.1	111
170	Bicycle & Pedestrian	Bicycle lanes	US 29/Main St	East Point City Limits	SR 6/Camp Creek Pkwy		Install protected bike lanes.	College Park	\$169,000	\$844,000	\$1,688,000	N/A	\$300,111	\$3,001,111	\$1,695,628	\$1,305,483	\$1,305,483	5 year	49.8	49.4	99.1	39
194	Bicycle & Pedestrian	Pedestrian improvements	SR 279/Old National Hwy			I-285	Midblock pedestrian crossing	College Park	\$6,000	\$86,000	\$58,000	N/A	\$6,000	\$192,104	\$108,539	\$83,565	\$83,565	5 year	44.8	44.3	89.2	78
227	Bicycle & Pedestrian	Bicycle signal detection	US 29/Main St	John Wesley Ave.	Harvard Ave.		Bike signal detection near College Park MARTA station	College Park	\$8,000	N/A	\$120,000	N/A	\$14,222	\$142,224	\$0	\$142,224	\$142,224	5 year	55.4	52.2	108.3	11
1548	Other	Scoping study	Camp Creek Parkway/SR 6	Chattahoochee River	I-85		Partner with the Fulton Industrial Boulevard CID and local jurisdictions to conduct a scoping study along Camp Creek Parkway (SR 6) from the Chattahoochee River to I-85, with a focus on operations, capacity, and safety.	College Park, East Point, South Fulton, Atlanta	N/A	N/A	N/A	N/A	N/A	\$1,000,000	\$565,000	\$435,000	\$79,750	5 year	N/A	N/A	N/A	N/A
239	Other	Study	Southern Fulton Region				Southern Fulton lighting assessment (note that lights on state routes must be maintained by cities, including interstates). Add (LED) lighting to heavily forested corridors, including South Fulton Parkway, Campbellton Fairburn Rd, SR 92, SR 56 beyond Welcome All Rd, US 29.	All jurisdictions	N/A	N/A	N/A	N/A	N/A	\$250,000	\$0	\$250,000	\$31,250	5 year	N/A	N/A	N/A	N/A
54	Other	Study	N/A				Conduct Greenway Trails Plan, to include Connection to Atlanta BeltLine through Bike and Pedestrian Trails	College Park	N/A	N/A	N/A	N/A	N/A	\$250,000	\$0	\$250,000	\$250,000	5 year	N/A	N/A	N/A	N/A



Project ID	Project Type	Project Subtype	Road Name	From	To	Cross Street	Description	Jurisdiction	PE Cost	ROW Cost	CST Cost	Fiber Cost (Widenings Only)	Contingency Cost	Total Cost Estimate	State/ Federal Match	Total Local Match	College Park Local Share	Timeframe	College Park Score	Regional Score	Final Score	Final Ranking
196	Other	Study	SR 279/Old National Hwy			Godby Rd	SR 279/Old National Hwy at Godby Rd.: Safety Study and Improvements	College Park	\$100,000	\$300,000	\$500,000	N/A	\$100,000	\$1,231,436	\$695,761	\$535,675	\$535,675	5 year	N/A	N/A	N/A	N/A
241	Other	Study	US 29/Roosevelt Hwy	Atlanta City Limits	Coweta County Limits		US 29 corridor study for traffic operations, roadway capacity, bicycle and pedestrian facilities, access management, etc. US 29 from City of Atlanta to Coweta County limits.	College Park, East Point, Fairburn, Palmetto, South Fulton, Union City	N/A	N/A	N/A	N/A	N/A	\$500,000	\$282,500	\$217,500	\$36,250	5 year	N/A	N/A	N/A	N/A
240	Other	Wayfinding/ Directional Signage Inventory	Southern Fulton Region				Conduct area wayfinding/signage inventory (expand off inventory from AACIDs). The inventory may also include needs assessment and recommendations for new/updated signage.	All jurisdictions	N/A	N/A	N/A	N/A	N/A	\$150,000	\$0	\$150,000	\$18,750	5 year	N/A	N/A	N/A	N/A
164	Other	Wayfinding/ Directional Signage Plan	College Park MARTA station			E Main St	Wayfinding Signage Plan	College Park	N/A	N/A	N/A	N/A	N/A	\$50,000	\$0	\$50,000	\$50,000	5 year	21.8	20.7	42.5	337
922	Roadway Asset Management & Resiliency	Bridge rehabilitation	US 29/Main St			Virginia Ave	Bridge rehabilitation	College Park	\$31,500	N/A	\$315,900	N/A	\$38,600	\$386,000	\$218,090	\$167,910	\$167,910	5 year	36.8	39.5	76.2	149
1509	Roadway Asset Management & Resiliency	Resurfacing					Resurface roadways based on GDOT's Pavement Management System prioritization system	College Park	N/A	N/A	N/A	N/A	N/A	\$49,710,375	\$0	\$49,710,375	\$49,710,375	5 year	N/A	N/A	N/A	N/A
151	Roadway Transportation System Management & Operation	Connected Vehicle Deployment					Connected Vehicles Deployment Phase 1: Outfit traffic signals with connected vehicle infrastructure. Activate emergency vehicle preemption and transit signal priority applications. Will provide capabilities for EVP, TSP, and FSP. Phase 1 provides connected vehicle signal communication upgrades, including all signals on SFCTP smart corridors, excluding those already upgraded or programmed for upgrade through CV1K initiative. 108 signalized intersections in total.	College Park, East Point, Fairburn, Fulton County, Hapeville, Palmetto, South Fulton, Union City	\$118,800	N/A	\$1,069,200	N/A	\$108,000	\$1,188,000	\$671,220	\$516,780	\$14,355	5 year	64.8	59.8	120.1	1
156	Roadway Transportation System Management & Operation	Add communications at traffic signals with pedestrian activity	Traffic signal locations with pedestrian pushbuttons				Add communications to allow traffic signal data to measure pedestrian activity and convert the measurement into a measure of pedestrian exposure. Use pedestrian exposure to assess pedestrian crash rates more holistically at signalized intersections.	All jurisdictions	\$40,000	N/A	\$360,000	N/A	N/A	\$400,000	\$0	\$400,000	\$57,143	5 year	N/A	N/A	N/A	N/A



Project ID	Project Type	Project Subtype	Road Name	From	To	Cross Street	Description	Jurisdiction	PE Cost	ROW Cost	CST Cost	Fiber Cost (Widenings Only)	Contingency Cost	Total Cost Estimate	State/ Federal Match	Total Local Match	College Park Local Share	Timeframe	College Park Score	Regional Score	Final Score	Final Ranking
216	Roadway Transportation System Management & Operation	Signal monitoring, maintenance, and operations	Southern Fulton Region				Regional contract for signal monitoring, maintenance, and operations (RTOP "like" on non-state routes)	All jurisdictions	\$786,000	N/A	none	N/A	N/A	\$7,860,000	\$0	\$7,860,000	\$844,463	5 year	N/A	N/A	N/A	N/A
225	Roadway Transportation System Management & Operation	Signal upgrades	Smart Corridors in Southern Fulton Region				Reflective signal backplates on all identified smart corridors that do not already have them (most state routes already do). 58 intersection locations assumed.	All jurisdictions	\$6,960	N/A	\$62,640	N/A	N/A	\$69,600	\$0	\$69,600	\$8,213	5 year	N/A	N/A	N/A	N/A
1044	Roadway Transportation System Management & Operation	Smart Corridor / ITS Technology	Camp Creek Pkwy/SR 6	Conley St/Convention Center Concourse	Butner Rd SW		Camp Creek Parkway (SR 6) Advanced Dilemma-Zone Detection System: Building upon the SR 6 Truck Friendly Lanes project to the west of the Aerotropolis, coordinate with GDOT RTOP Program to leverage connected signal technology along Camp Creek Parkway (SR 6) from Butner Road to Conley Street/Convention Center Concourse to implement Advanced Dilemma-Zone Detection Systems to provide additional green signal time for trucks approaching signalized intersections. This should be developed as a pilot project and evaluated for potential application on other key truck routes, such as Old Dixie Road (US 19/41/SR 3), Roosevelt Highway (US 29/SR 14), and Forest Parkway (SR 331).	College Park, South Fulton, East Point, Atlanta	\$2,100	N/A	\$18,900	N/A	N/A	\$21,000	\$11,865	\$9,135	\$3,045	5 year	47.9	44.4	89.6	76

Project ID	Project Type	Project Subtype	Road Name	From	To	Cross Street	Description	Jurisdiction	PE Cost	ROW Cost	CST Cost	Fiber Cost (Widenings Only)	Contingency Cost	Total Cost Estimate	State/ Federal Match	Total Local Match	College Park Local Share	Timeframe	College Park Score	Regional Score	Final Score	Final Ranking
1554	Roadway Transportation System Management & Operation	Wayfinding/ Directional Signage					Directional and Wayfinding Signage to Key Destinations: Install advance pavement marking and overhead directional and wayfinding signage along key freight routes that direct drivers to interstate highways and key destinations like Hartsfield-Jackson Atlanta International Airport and the Truckpass lot. Suggested locations include: Old Dixie Road north of Southpoint Drive; Old Dixie Road south of Conley Road; Forest Parkway (SR 331) east of Riverdale Road (SR 139); I-85 approaching Riverdale Road (SR 139); Riverdale Road (SR 139) approaching Sullivan Road (to the north and south); South Fulton Parkway (SR 14) west of the I-85/I-285 interchange; and Roosevelt Highway (US 29/SR 14) approaching South Fulton Parkway (to the north and south).	College Park, East Point, Hapeville, South Fulton	\$6,933	N/A	\$62,400	N/A	N/A	\$69,333	\$39,173	\$30,160	\$7,540	5 year	N/A	N/A	N/A	N/A
2000	Roadway Transportation System Management & Operation	Connected Vehicle Deployment					In conjunction with Connected Vehicles Deployment Phase 1 (project #151), install vehicle transponders on fire vehicles	All jurisdictions	\$0	N/A	\$456,500	N/A	N/A	\$456,500	\$0	\$456,500	\$44,000	5 year	N/A	N/A	N/A	N/A
2001	Roadway Transportation System Management & Operation	Connected Vehicle Deployment					Connected Vehicles Deployment Phase 2: Connected vehicle signal communication upgrades, including all signals on all roads, excluding those already upgraded or programmed for upgrade through CV1K initiative or through Connected Vehicles Deployment Phase 1. 83 signalized intersections in total.	College Park, East Point, Fairburn, Fulton County, Hapeville, South Fulton, Union City	\$83,000	N/A	\$747,000	N/A	\$83,000	\$913,000	\$515,845	\$397,155	\$57,420	5 year	0.0	52.4	104.8	17
45	Trail	Multi-use trail	Airport City	Camp Creek Pkwy	US 29/Main St		Multi-use off-road trail	College Park	\$72,000	\$362,000	\$724,000	N/A	\$128,667	\$1,286,667	\$0	\$1,286,667	\$1,286,667	5 year	47.0	45.2	92.2	66
46	Trail	Multi-use trail	Hershel Rd	Washington Road	SR 6/Camp Creek Pkwy		Multi-use off-road trail	College Park	\$73,000	\$366,500	\$733,000	N/A	\$130,278	\$1,302,778	\$0	\$1,302,778	\$1,302,778	5 year	41.3	40.1	81.5	121
56	Trail	Multi-use trail	N/A				Parkway Trail Phase IV	College Park	\$23,730	\$71,191	\$142,383	N/A	N/A	\$237,305	\$0	\$237,305	\$237,305	5 year	N/A	N/A	N/A	N/A



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163	Transit Asset Management and System Upgrades	Bicycle & pedestrian access improvement	College Park MARTA station			US 29/Main St	College Park MARTA station area accessibility improvements. May include opening the station to through bike and pedestrian movements and ADA upgrades (e.g., due to stairs to E. Main St.)	College Park	\$10,000	N/A	\$90,000	N/A	N/A	\$100,000	\$80,000	\$20,000	\$20,000	5 year	44.1	44.2	88.4	85
215	Transit Asset Management and System Upgrades	Bus stop amenities	Bus Stops in Southern Fulton Region				Regional contract for bus stop maintenance (e.g., landscaping, and trash retrieval) and smart trash receptacles (MARTA Army)	All jurisdictions	\$157,400	N/A	none	N/A	N/A	\$1,574,000	\$0	\$1,574,000	\$155,826	5 year	N/A	N/A	N/A	N/A
1505	Transit Asset Management and System Upgrades	Bus Shelter					New bus shelter at all MARTA bus stops meeting ridership criteria that do not currently have a shelter (see stops identified). Include smart trash receptacle. 22 bus stop locations.	All jurisdictions	\$55,660	\$166,980	\$333,960	N/A	N/A	\$556,600	\$445,280	\$111,320	\$10,130	5 year	0.0	55.8	111.6	3
1506	Transit Asset Management and System Upgrades	Bus stop amenities					Benches at all MARTA bus stops meeting ridership criteria that do not currently have a bench (see stops identified). Include smart trash receptacle. 44 bus stop locations.	All jurisdictions	\$35,640	\$106,920	\$213,840	N/A	N/A	\$356,400	\$285,120	\$71,280	\$4,847	5 year	0.0	52.3	104.7	19
1507	Transit Asset Management and System Upgrades	Bus stop amenities					Benches at all MARTA bus stops approaching ridership criteria that do not currently have a bench (see stops identified). Include smart trash receptacle. 84 bus stop locations.	All jurisdictions	\$68,040	\$204,120	\$408,240	N/A	N/A	\$680,400	\$544,320	\$136,080	\$9,662	5 year	0.0	55.8	111.6	3
1517	Transit Asset Management and System Upgrades	Bus stop amenities					Benches at all MARTA bus stops not approaching ridership criteria that do not currently have a bench (see stops identified). Include smart trash receptacle. Funded by cities. 637 bus stop locations.	All jurisdictions	\$515,970	\$1,547,910	\$3,095,820	N/A	N/A	\$5,159,700	\$4,127,760	\$1,031,940	\$108,539	5 year	0.0	59.3	118.5	2
95	Transit Expansion	High capacity/rapid transit	US 29/Roosevelt Hwy	College Park MARTA station	Palmetto		Bus rapid transit	College Park, Fairburn, Palmetto, South Fulton, Union City	\$6,735,000	\$13,470,000	\$24,695,000	N/A	N/A	\$44,900,000	\$35,920,000	\$8,980,000	\$1,526,600	5 year	56.6	53.7	107.7	12
101	Transit Expansion	New shuttle service	Corporate Crescent Circulator	International Terminal	College Park MARTA station		Corporate Crescent Circulator shuttle system	Atlanta, College Park, East Point, Hapeville	\$1,500,000	\$3,000,000	\$5,500,000	N/A	N/A	\$10,000,000	\$5,650,000	\$2,000,000	\$1,000,000	5 year	54.6	51.0	103.4	25





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103	Transit Expansion	Mobility district	N/A				Create a mobility-on-demand service that supplements existing and future MARTA service. Focus in western part of Southern Fulton, not covered by existing transit.	All jurisdictions	\$150,000	N/A	\$850,000	N/A	N/A	\$1,000,000	\$800,000	\$200,000	\$25,000	5 year	N/A	N/A	N/A	N/A
16	Bicycle & Pedestrian	Bicycle lanes	SR 139/ Riverdale Rd	US 29/ Roosevelt Hwy	Flat Shoals		4' bike lanes striped on street	College Park	\$132,518	\$517,762	\$1,433,637	N/A	\$141,749	\$2,740,764	\$1,548,532	\$1,192,232	\$1,192,232	10 Year	46.2	46.1	92.3	65
1050	Bicycle & Pedestrian	Sidewalks	Camp Creek Pkwy/SR 6	Washington Rd	Conventional Center Concourse		Camp Creek Parkway (SR 6) Sidewalk: Fill gaps in sidewalk along Camp Creek Parkway (SR 6) between Washington Road and Airport Drive.	College Park, East Point	\$60,000	\$180,000	\$360,000	N/A	N/A	\$600,000	\$339,000	\$261,000	\$153,990	10 Year	48.3	45.1	93.2	60
1054	Bicycle & Pedestrian	Sidewalks	Sullivan Rd	Old National Hwy/US 279	Best Rd		Sullivan Road Sidewalk: Install sidewalk along the north side of Sullivan Road between Old National Highway (SR 279) and Best Road.	College Park	\$60,000	\$180,000	\$360,000	N/A	N/A	\$600,000	\$0	\$600,000	\$600,000	10 Year	41.3	39.8	81.1	126
1055	Bicycle & Pedestrian	Sidewalks	Best Rd	Sullivan Rd	W Point Ave		Best Road Sidewalk: Install sidewalk along the east side of Best Road between W Point Avenue and Sullivan Road.	College Park	\$80,000	\$240,000	\$480,000	N/A	N/A	\$800,000	\$0	\$800,000	\$800,000	10 Year	41.8	39.9	81.8	120
1059	Bicycle & Pedestrian	Sidewalks	Roosevelt Highway/US 29	Ben Hill Rd	Lee St Connector		Roosevelt Highway (US 29/SR 14) Sidewalk: Fill gaps in sidewalk along Roosevelt Highway between Ben Hill Road and Lee Street Connector, with focus on the area near Old National Highway (SR 279). Coordinate with GDOT PI 0011845 US 29/SR 14 at Washington Road intersection improvement.	College Park, South Fulton	\$250,000	\$750,000	\$1,500,000	N/A	N/A	\$2,500,000	\$1,412,500	\$1,087,500	\$674,250	10 Year	45.5	42.2	85.0	108
1145	Bicycle & Pedestrian	Bicycle & pedestrian facilities	Virginia Avenue				Implement traffic calming and streetscaping including wider sidewalks and bicycle lanes; remove median.	College Park, East Point, Hapeville	\$945,025	\$4,144,000	\$9,107,910	N/A	\$1,577,437	\$15,774,372	\$0	\$15,774,372	\$7,284,921	10 Year	54.2	51.7	106.2	15
173	Roadway Transportation System Management & Operation	Raised medians	SR 279/Old National Hwy	Flat Shoals Rd	Sullivan Rd		Construct raised median from Flat Shoals Rd to Sullivan Rd.	College Park, South Fulton	\$186,791	N/A	\$1,681,123	N/A	\$186,791	\$1,867,914	\$1,055,372	\$812,543	\$243,763	10 Year	41.4	37.9	77.8	138
226	Roadway Transportation System Management & Operation	Signal upgrades	Freight Corridors in Southern Fulton Region				On freight corridors, raise signal head height or add signal on side to increase visibility blocked by trucks. 75 intersection locations assumed.	All jurisdictions	\$75,000	N/A	\$675,000	N/A	N/A	\$750,000	\$0	\$750,000	\$88,500	10 Year	N/A	N/A	N/A	N/A



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948	Roadway Transportation System Management & Operation	Intersection improvements	SR 279/Old National Hwy			Sullivan Rd	Upgrade pedestrian landing; convert northbound left-turn and westbound left-turn signal phasing to Protected + Permissive and install left turn flashing yellow arrow signal heads; add channelized yield-controlled eastbound right turn lane with raised concrete island; convert northbound right-turn lane to channelized yield-controlled movement with raised concrete island; and either convert West Point Avenue to right-in/right-out approach or relocate West Point Avenue to the east to mitigate vehicular conflicts.	College Park	\$40,000	N/A	\$360,000	N/A	N/A	\$400,000	\$226,000	\$174,000	\$174,000	10 Year	44.5	45.0	89.5	77
24	Trail	Multi-use trail	East Point, College Park, Hapeville, Forest Park, Airport City, GICC, Mountain View, Old National Hwy, Phoenix Blvd				Multi-use trail connecting the downtowns and activity centers around the airport. Include link to Phoenix Trail.	College Park, East Point, Hapeville	\$1,493,000	\$7,465,500	\$14,931,000	N/A	\$2,654,389	\$26,543,889	\$14,997,297	\$11,546,592	\$3,848,864	10 Year	57.7	54.0	109.5	7
253	Trail	Multi-use trail	SR 6/Camp Creek Pkwy	US 29/Main St	Piedmont Driving Club		Multi-use off-road trail	Atlanta, College Park, East Point, South Fulton	\$484,000	\$2,422,000	\$4,844,000	N/A	\$861,111	\$8,611,111	\$4,865,278	\$3,745,833	\$1,307,521	10 Year	53.8	50.6	102.3	28
97	Transit Expansion	High capacity/rapid transit	SR 6/Camp Creek Pkwy	College Park MARTA station	SR 70/Fulton Industrial Blvd		Arterial rapid transit	College Park, East Point, Fulton County, South Fulton	\$1,980,000	\$3,960,000	\$7,260,000	N/A	N/A	\$13,200,000	\$10,560,000	\$2,640,000	\$369,600	10 Year	56.2	53.6	108.4	10
38	Bicycle & Pedestrian	Sidewalks & crosswalks	US 29/Roosevelt Hwy	Atlanta City Limits	Coweta County Limits		Multi-use off-road trail	College Park, East Point, Fairburn, Palmetto, South Fulton, Union City	\$2,700,000	\$9,367,000	\$29,200,500	N/A	\$2,888,000	\$54,374,653	\$30,721,679	\$23,652,974	\$4,990,778	Long Term	56.9	53.7	107.7	13
282	Bicycle & Pedestrian	Sidewalks & crosswalks	US 29/Roosevelt Hwy			Buffington Rd	Install crosswalks and sidewalks	College Park	\$12,000	\$60,000	\$120,000	N/A	\$21,333	\$213,333	\$120,533	\$92,800	\$92,800	Long Term	32.6	32.9	65.4	230
895	Roadway Asset Management & Resiliency	Bridge rehabilitation	US 29/Roosevelt Hwy			SR 14/South Fulton Pkwy	Bridge rehabilitation	College Park	\$138,900	N/A	\$1,389,900	N/A	\$169,867	\$1,698,667	\$959,747	\$738,920	\$738,920	Long Term	28.2	31.3	59.5	267
918	Roadway Asset Management & Resiliency	Bridge rehabilitation	I-285 Ramp	I-285	I-85 South		Bridge rehabilitation	College Park	\$209,400	N/A	\$2,092,500	N/A	\$255,767	\$2,557,667	\$1,445,082	\$1,112,585	\$1,112,585	Long Term	28.6	31.4	60.0	262
919	Roadway Asset Management & Resiliency	Bridge rehabilitation	SR 279/Old National Hwy			CSX Railroad	Bridge rehabilitation	College Park	\$60,000	N/A	\$600,000	N/A	\$73,333	\$733,333	\$414,333	\$319,000	\$319,000	Long Term	26.8	29.8	56.7	291
920	Roadway Asset Management & Resiliency	Bridge rehabilitation	SR 6/Camp Creek Pkwy			Camp Creek	Bridge rehabilitation	College Park	\$16,500	N/A	\$164,100	N/A	\$20,067	\$417,499	\$235,887	\$181,612	\$181,612	Long Term	34.1	36.3	70.4	192



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921	Roadway Asset Management & Resiliency	Bridge rehabilitation	Herschel Rd			Camp Creek	Bridge rehabilitation	College Park	\$63,785	N/A	\$574,061	N/A	N/A	\$637,846	\$0	\$637,846	\$637,846	Long Term	31.3	33.4	64.7	237
983	Roadway Asset Management & Resiliency	Bridge rehabilitation	SR 14/South Fulton Pkwy			Buffington Rd	Bridge rehabilitation	College Park	\$69,900	N/A	\$698,700	N/A	\$85,400	\$854,000	\$482,510	\$371,490	\$371,490	Long Term	26.8	29.8	56.6	292
984	Roadway Asset Management & Resiliency	Bridge rehabilitation	US 29/Roosevelt Hwy			SR 139/Riverdale Rd	Bridge rehabilitation	College Park	\$162,000	N/A	\$1,621,500	N/A	\$198,167	\$1,981,667	\$1,119,642	\$862,025	\$862,025	Long Term	31.7	33.5	65.2	234
987	Roadway Asset Management & Resiliency	Bridge rehabilitation	I-85 North			SR 6/Camp Creek Pkwy (NBL)	Bridge rehabilitation	College Park	\$45,000	N/A	\$450,000	N/A	\$55,000	\$550,000	\$310,750	\$239,250	\$239,250	Long Term	24.1	27.9	52.0	318
990	Roadway Asset Management & Resiliency	Bridge rehabilitation	I-85 Ramp			Loop Rd	Bridge rehabilitation	College Park	\$72,900	N/A	\$729,600	N/A	\$89,167	\$891,667	\$503,792	\$387,875	\$387,875	Long Term	25.5	29.3	54.8	305
991	Roadway Asset Management & Resiliency	Bridge rehabilitation	SR 6/Camp Creek Pkwy			US 29/Roosevelt Hwy	Bridge rehabilitation	College Park	\$22,500	N/A	\$223,800	N/A	\$27,367	\$273,667	\$154,622	\$119,045	\$119,045	Long Term	33.0	35.0	68.0	216
993	Roadway Asset Management & Resiliency	Bridge rehabilitation	I-85 North			SR 6/Camp Creek Pkwy (SBL)	Bridge rehabilitation	College Park	\$52,200	N/A	\$521,100	N/A	\$63,700	\$637,000	\$359,905	\$277,095	\$277,095	Long Term	24.1	27.9	52.0	318
1000	Roadway Asset Management & Resiliency	Bridge rehabilitation	I-85			I-85 Spur Conn	Bridge rehabilitation	College Park	\$134,100	N/A	\$1,342,500	N/A	\$164,067	\$1,640,667	\$926,977	\$713,690	\$713,690	Long Term	30.0	32.9	62.8	247
1001	Roadway Asset Management & Resiliency	Bridge rehabilitation	SR 6/Camp Creek Pkwy			E Main St	Bridge rehabilitation	College Park	\$24,300	N/A	\$243,300	N/A	\$29,733	\$297,333	\$167,993	\$129,340	\$129,340	Long Term	24.1	27.9	52.0	318
188	Roadway Expansion	Widening	SR 6/Camp Creek Pkwy	I-285	I-85		Roadway widening from 4 to 6 lanes. All road widening projects should include streetscape improvements, as well as pedestrian refuge areas, crosswalks, and flashing beacons, where possible.	College Park, East Point	\$4,708,000	\$0	\$47,084,000	\$121,000	\$22,248,429	\$74,161,429	\$41,901,207	\$32,260,221	\$16,484,973	Long Term	52.3	51.5	103.4	24
205	Roadway Expansion	Collector Distributer and/or new ramp	SR 14/South Fulton Pkwy			Buffington Rd	C/D and/or loop ramps for WB South Fulton Pkwy to Buffington Road	College Park	\$1,000,000	\$3,000,000	\$6,000,000	N/A	N/A	\$10,000,000	\$5,650,000	\$4,350,000	\$4,350,000	Long Term	28.1	30.0	58.2	278
210	Roadway Expansion	Alternate and parallel routes	SR 14/South Fulton Pkwy	SR 92/ Campbellton Fairburn Rd	Welcome All Rd		Alternate and parallel routes along South Fulton Parkway	College Park, South Fulton, Union City	\$5,086,000	\$20,344,400	\$50,861,000	\$632,500	\$32,967,386	\$109,891,286	\$62,088,576	\$47,802,709	\$0	Long Term	37.2	36.5	73.6	164
285	Roadway Expansion	New roadway connection	US 29/Roosevelt Hwy			Consolidated Rental Car Center	US 29 - Improved access to Consolidated Rental Car Center (Contract) from local street network	College Park	\$62,000	\$247,200	\$618,000	N/A	\$291,429	\$971,429	\$548,857	\$422,571	\$422,571	Long Term	28.8	28.6	57.4	280
1041	Roadway Expansion	Widening	Roosevelt Highway/US 29	Welcome All Rd	Washington Rd		Widen Roosevelt Highway (US 29/SR 14) from two to four lanes from S. Fulton Parkway to Washington Road, tying into the proposed roundabout at Washington Road. All road widening projects should include streetscape improvements, as well as pedestrian refuge areas, crosswalks, and flashing beacons, where possible.	College Park, South Fulton	\$780,000	\$2,340,000	\$4,680,000	N/A	N/A	\$7,800,000	\$4,407,000	\$3,393,000	\$407,160	Long Term	43.4	43.5	87.2	94



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1060	Roadway Expansion	New ramp/ connection	New Ramp	Myrtle St/Columbia Ave	I-85		New ramp from I-85 SB to Myrtle St/Columbia Ave	College Park	\$2,000,000	\$6,000,000	\$12,000,000	N/A	N/A	\$20,000,000	\$11,300,000	\$8,700,000	\$8,700,000	Long Term	28.3	29.5	57.7	279
152	Roadway Transportation System Management & Operation	Railroad crossing event tracking	Railroad signals where there is an at grade crossing with nearby traffic signal: Welcome All Rd, Virginia Ave, Rugby Rd, Buffington Rd, Lesley Dr, Harvard Ave				Railroad crossing event broadcasting at 6 locations: CSX Railroad at Welcome All Rd, Virginia Ave, Rugby Rd, Buffington Rd, Lesley Dr, Harvard Ave. At each location, add communications to traffic signal system to predict train arrivals and train event durations, and install connected vehicle infrastructure and associated communications equipment to assist with broadcasting train arrival and event duration information to emergency vehicles and motorists approaching the highway-rail crossing. Using traffic signal system data from ATSPM, develop analytics to predict train arrivals and train event durations and make information available to emergency vehicle dispatch centers; track railroad activity over time to understand traffic impacts; evaluate driver behavior and risk associate with train events; and monitor critical equipment related to highway-rail intersection operations.	College Park, East Point, Hapeville	\$44,000	N/A	\$396,000	N/A	N/A	\$440,000	\$248,600	\$191,400	\$127,600	Long Term	0.0	29.1	58.3	277
171	Roadway Transportation System Management & Operation	Parking	US 29/Main St	Princeton Ave	South of John Wesley Ave		Convert existing conventional angle parking in downtown College Park to back-in angle parking	College Park	\$26,667	N/A	\$240,000	N/A	\$26,667	\$266,667	\$150,667	\$116,000	\$116,000	Long Term	23.7	20.9	44.7	336
176	Roadway Transportation System Management & Operation	Roadside barrier/ guardrail	SR 14/South Fulton Pkwy	Rivertown Rd	US 29/Roosevelt Hwy		Install roadside barrier/guardrail at locations where obstructions are located within the clear zone	Chattahoochee Hills, College Park, South Fulton, Union City	\$672,903	N/A	\$6,056,128	N/A	N/A	\$6,729,031	\$3,801,903	\$2,927,129	\$204,899	Long Term	32.6	29.8	59.4	269
192	Roadway Transportation System Management & Operation	Interchange improvement	SR 279/Old National Hwy			I-285	Interchange improvement	College Park	\$100,000	N/A	\$2,000,000	N/A	\$210,000	\$2,844,616	\$1,607,208	\$1,237,408	\$1,237,408	Long Term	35.7	35.5	71.2	183



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229	Roadway Transportation System Management & Operation	Electric vehicle charging	N/A				Electric vehicle charging/smart streetlights for on-street parking in downtown College Park. Three charging spots.	College Park	\$6,600	\$19,800	\$39,600	N/A	N/A	\$66,000	\$0	\$66,000	\$66,000	Long Term	37.1	35.4	72.6	176
232	Roadway Transportation System Management & Operation	Wayfinding/ Directional Signage	N/A				CIDs wayfinding locations	Atlanta, College Park, East Point, Hapeville, South Fulton	\$400,000	N/A	\$4,800,000	N/A	N/A	\$6,055,657	\$0	\$6,055,657	\$1,513,914	Long Term	41.1	36.4	75.0	159
233	Roadway Transportation System Management & Operation	Loading Zones	N/A				Designate loading zones for trucks and TNCs in downtown College Park	College Park	\$1,000	\$3,000	\$6,000	N/A	N/A	\$10,000	\$0	\$10,000	\$10,000	Long Term	30.1	28.4	58.5	276
287	Roadway Transportation System Management & Operation	Intersection improvements	US 29/Roosevelt Hwy			Buffington Rd	Intersection improvement	College Park	\$75,000	\$225,000	\$450,000	N/A	N/A	\$750,000	\$423,750	\$326,250	\$326,250	Long Term	31.8	33.4	65.2	235
947	Roadway Transportation System Management & Operation	Intersection improvements	Global Gateway Conn			SR 139/Riverdale Rd	Upgrade pavement markings and install raised pavement markers; upgrade signal equipment, signal heads, and wiring; install directional signage and pavement markings to direct vehicles to SR 139, US 29, and I-285; retrofit curb radii.	College Park	\$50,000	N/A	\$450,000	N/A	N/A	\$500,000	\$282,500	\$217,500	\$217,500	Long Term	35.0	36.4	71.4	181
1038	Roadway Transportation System Management & Operation	Signal installation	Riverdale Rd			Embassy Dr	New Signal	College Park	\$23,000	N/A	\$234,000	N/A	\$28,556	\$285,556	\$0	\$285,556	\$285,556	Long Term	30.9	29.4	60.3	260
1057	Roadway Transportation System Management & Operation	Wayfinding/ Directional Signage	Herschel Rd	Roosevelt Hwy	South Fulton Pkwy		Herschel Road Truck Prohibition Signage: Per Sec. 19-25.1 of the City of College Park Code of Ordinances, install truck prohibition signs on southbound Herschel Avenue at its intersection with Camp Creek Parkway (SR 6) and on northbound Herschel Avenue at its intersection with Old National Highway (SR 279).	College Park	\$400	N/A	\$3,600	N/A	N/A	\$4,000	\$0	\$4,000	\$4,000	Long Term	26.9	24.3	51.2	325



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1058	Roadway Transportation System Management & Operation	Wayfinding/ Directional Signage	Riverdale Rd	Herschel Rd	Global Gateway Conn		Riverdale Road (SR 139) Truck Prohibition Signage: Per Sec. 19-25.1 of the City of College Park Code of Ordinances, install truck prohibition signs on westbound Riverdale Road (SR 139) at its intersection with Global Gateway Connector and on eastbound Riverdale Road (SR 139) at its intersection with Herschel Road.	College Park	\$400	N/A	\$3,600	N/A	N/A	\$4,000	\$2,260	\$1,740	\$1,740	Long Term	29.0	26.2	55.2	304	
23	Trail	Multi-use trail	Loop Rd	SR 139/Riverdale Rd	SR 139/Riverdale Rd		15-mile trail that would circle Hartsfield-Jackson Atlanta International Airport. Include link to Phoenix Trail.	Atlanta, College Park, Hapeville	\$762,667	\$3,812,000	\$7,624,000	N/A	\$1,355,407	\$13,554,074	\$7,658,052	\$5,896,022	\$2,948,011	Long Term	49.7	47.2	95.7	47	
25	Trail	Multi-use trail	East Point, College Park, South Fulton, Flat Shoals Rd, Forest Park, Mountain View, Hapeville, City of Atlanta				The Outer Loop multi-use trail will connect the AeroATL Greenway to other greenway and bike/ped networks in the region.	Atlanta, College Park, East Point, Hapeville, South Fulton	\$2,282,400	\$11,412,400	\$22,824,800	N/A	\$4,057,733	\$40,577,333	\$22,926,193	\$17,651,140	\$4,412,785	Long Term	57.7	54.0	108.9	9	
43	Trail	Multi-use trail	East Main Street	GICC	City Boundary		Multi-use off-road trail	College Park	\$168,000	\$376,000	\$752,000	N/A	\$144,000	\$1,440,000	\$813,600	\$626,400	\$626,400	Long Term	39.4	39.5	78.9	136	
166	Transit Asset Management and System Upgrades	Parking	College Park MARTA station			E Main St	Provide parking deck (consider Automated Parking Systems) at College Park station parking lot and reduce surface parking.	College Park	\$957,917	N/A	\$8,708,333	N/A	\$4,142,679	\$13,808,929	\$0	\$13,808,929	\$13,808,929	Long Term	12.7	11.9	24.6	342	
104	Transit Expansion	Intermodal transportation center	N/A				Construct an Intermodal Transit Centers west of the airport	College Park	\$7,500,000	\$15,000,000	\$27,500,000	N/A	N/A	\$50,000,000	\$40,000,000	\$10,000,000	\$10,000,000	Long Term	36.2	37.4	73.6	165	
<b>Total</b>									<b>\$47,054,473</b>	<b>\$112,649,683</b>	<b>\$328,762,772</b>	<b>\$753,500</b>	<b>\$75,974,051</b>	<b>\$637,635,694</b>	<b>\$331,791,615</b>	<b>\$305,844,079</b>	<b>\$153,603,847</b>						





# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8432

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Terrence R. Moore, City Manager

**FROM:** Michael Hicks, Chief Information Officer

**RE:** Email License Payment for End Users

**PURPOSE:** To provide staff with a more robust email platform that delivers enhanced features and functionality. Please see attached document:

E-1 will be for web email users only (150)  
E-3 will be for desktop clients email users (350)

**REASON:** To renew end user license for Microsoft 365.

**RECOMMENDATION:** To approve license quote for 2020.

**BACKGROUND:** Hosted email solution that will allow us to have email "in the cloud" opposed to an on premise email server. We are simply renewing the license.

**YEARS OF SERVICE:** N/A.

**COST TO CITY:** \$90,513.00

**BUDGETED ITEM:** Yes. Account #: 100-1535-54-7630

This is a budgeted item that is divided among all departments. I have also attached the previous quote from last year indicating what the 3 year agreement per year.

**REVENUE TO CITY:** N/A.

**CITY COUNCIL HEARING DATE:** November 2, 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

**ATTACHMENTS:**

- City of College Park Option 1 -0365 (PDF)
- Microsoft Renewal (PDF)

**Review:**

- Michael Hicks Completed 10/27/2020 8:50 PM
- Rosyline Robinson Completed 10/28/2020 2:24 PM
- Purchasing Completed 10/28/2020 9:50 PM
- Finance Pending
- Terrence R. Moore Completed 10/29/2020 2:48 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



CDW Government, LLC  
 Microsoft Enterprise 6.6 Agreement Pricing

Date 4/2/19  
 Account Manager

8.D.a

**Enterprise Quote  
 for**

VSL Specialist Dan Field  
 Channel Price Sheet Month

**City of College Park**

Unless otherwise noted, All Quotes expire upon current month's end

**Annual Payment**  
 Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3		
				Price	Extended	Price	Extended	Price	Extended	
AAA-11894	Office 365 Gov E3	D	375	\$ 223.74	\$ 83,902.50	\$ 223.74	\$ 83,902.50	\$ 223.74	\$ 83,902.50	
U4S-00002	Office 365 Gov E1	D	125	\$ 81.36	\$ 10,170.00	\$ 81.36	\$ 10,170.00	\$ 81.36	\$ 10,170.00	
					<b>Year 1 Total</b>	<b>\$ 94,072.50</b>	<b>Year 2 Total</b>	<b>\$ 94,072.50</b>	<b>Year 3 Total</b>	<b>\$ 94,072.50</b>
					<b>Three Year Total</b>	<b>\$ 282,217.50</b>				

**Notes**

**Terms & Conditions**

Terms and Conditions of sales and services projects are governed by the terms at:  
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>



# QUOTE CONFIRMATION

DEAR MICHAEL SUBLETT,

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



**ACCOUNT MANAGER NOTES:** Quote is valid for 30 days.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LRWB837	10/19/2020	EA RENEWAL	6212698	\$90,513.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>MS EA Q365 E3 GCC P/USER</b> Mfg. Part#: AAA-11894-12-SLG Electronic distribution - NO MEDIA Contract: State of Georgia Software Microsoft Enterprise (99999-SPD-SPD0000060-0004)	350	3753337	\$223.74	\$78,309.00
<b>MS EA Q365 E1 GCC P/USER</b> Mfg. Part#: U4S-00002-12-SLG Electronic distribution - NO MEDIA Contract: State of Georgia Software Microsoft Enterprise (99999-SPD-SPD0000060-0004)	150	3587696	\$81.36	\$12,204.00

PURCHASER BILLING INFO	SUBTOTAL	\$90,513.00
<b>Billing Address:</b> CITY OF COLLEGE PARK ACCTS PAYABLE PO BOX 87137 COLLEGE PARK, GA 30337-0137 <b>Phone:</b> (404) 669-3756 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$90,513.00</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> CITY OF COLLEGE PARK MICHAEL SUBLETT 3667 MAIN ST COLLEGE PARK, GA 30337-2699 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Trenton Kirchmeier

(877) 325-8220

trenkir@cdwg.com

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

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# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8426

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**FROM:** Terrence R. Moore, City Manager

**RE:** Policy Guidance Regarding Contracts for Special Events

As committed during the October 5, 2020 Regular meeting dialogue relative to special events permitting and authorization processes, I've asked City Attorney Winston Denmark to compile the attached memorandum that summarizes legal analysis and current abilities respectively.

As referenced, this includes specific authorities enjoyed by both the governing body and the Office of the City Manager. Of course, the Office of the City Manager's abilities explicitly includes the \$10,000 threshold authority in the context of approving special event permits and related commitments. However, given the City's ownership and operation of the Georgia International Convention Center and the Gateway Center Arena @ College Park, revisions to the City's respective ordinance will need to be made to support the Executive Director's ability to continue effective administration of activities and events at the facility (those that specifically involve transactions in excess of \$1,000).

Direction is therefore currently being offered to formally offer policy revisions for Mayor and City Council review and consideration during the November 2, 2020 Regular meeting.

Thank you.

### ATTACHMENTS:

- City of College Park Contracting Polices\_FD Document (PDF)
- CP Contracting Authority Ordinance (DOCX)
- Exhibit A- College Park Purchasing Policy 2020 (clean)(DOCX)
- College Park Purchasing Policy (redline) (PDF)

### Review:

- Terrence R. Moore Completed 10/27/2020 5:17 PM

Updated: 10/28/2020 2:25 PM by Rosylene Robinson

Page 1

- Rosyline Robinson Completed 10/27/2020 5:23 PM
- Mercedes Miller Completed 10/27/2020 5:43 PM
- City Attorney's Office Completed 10/28/2020 12:00 PM
- Terrence R. Moore Completed 10/28/2020 3:15 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



**FINCHER DENMARK LLC**  
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**ASSOCIATES**  
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LEONID M. FELGIN  
MAX M. CHANG  
DANIELLE M. MATRICARDI  
MICHAEL J. HUENING  
ALIYAH J. BAAITH  
ZALAK N. RAVAL

WRITER'S LINE:  
MCHANG@FINCHERDENMARK.COM

## MEMORANDUM

**TO:** Terrence Moore, City Manager  
**FROM:** Winston Denmark and Max Chang  
**DATE:** October 15, 2020  
**SUBJECT:** City of College Park – Contracting Policies

### I. INTRODUCTION

You asked me to research state law and procurement policies of the City of College Park (“City”) to determine who has the authority to execute contracts on behalf of the city. Upon reviewing the information provided and state law, it is our opinion that the city may only be bound to contracts by the governing body of the city, with a couple of exceptions.

### II. LEGAL ANALYSIS

#### **A. Governing Body Authorization**

There have been questions regarding the authority to approve contracts on behalf of the city. Generally, state law and municipal charters lay out the provisions under which municipalities may operate. More specifically, state law and municipal charters determine the authority given to certain city officials to enter into and approve contracts on behalf of the municipality. This is true in the City of College Park, who’s charter authorizes the city to enter into contracts. In particular, Section 1.3 of the charter, gives the municipal government the ability “to enter into contracts with private persons, firms, corporations, and business entities[.]” CITY CHARTER, Sec.1-3.

While this section of the charter confers the ability to enter into contracts generally, it does not expressly state that it is the mayor and council who have the ability to enter into contracts on behalf of the city. However, the charter implies that the mayor and council have this authority by stating that the municipal government is “vested in a mayor and four councilmembers.” To eliminate any doubt about the contracting power, we recommend that the city enact an ordinance that clarifies, among other things, that it is the city’s mayor and councilmembers, subject to stated exceptions, who are authorized to execute contracts on behalf of the city. This ordinance would merely be supplementing Section 1.3 of the charter, not changing it. Therefore, a charter amendment would not be necessary.

While the city charter merely implies that the authority to enter into contracts on behalf of the city lies with the mayor and city council, state law provides clearer guidance on this point. Statutes codified in Title 36 of the Official Code plainly provide that the governing authority of a municipality may enter into and authorize contracts on behalf of the city. *See* O.C.G.A. § 36–34-2(5) and O.C.G.A. § 36–34-2(7)(a). The implications of the city charter and the express provisions of state law gives the governing body the authorization needed to enter and execute contracts on behalf of the city.

Further authorization for the governing body of the city to enter and approve contracts comes from the city’s purchasing policy. The purchasing policy sets forth the procurement rules that govern the city’s acquisition of goods and services. In Section 12-5(4), the policy states “All items over \$10,000.00 must go before Mayor and Council for approval.” PURCHASING POLICY, Section 12-5. This language makes clear that any items over \$10,000.00 must be approved by the governing body of the city. Thus three distinct legal sources—state law, city charter, and city purchasing policy—vest authority in the mayor and city council, directly or by strong implication, to enter into contracts on behalf of the city. However, there are notable exceptions to this rule.

#### **B. City Manager’s Threshold**

The city charter establishes an exception and specifically authorizes the city manager to execute contracts on behalf of the city. In Sec. 4-7, the city charter lays out circumstances where it would be appropriate for the city manager to enter into contracts, saying he is empowered

“To make and execute all lawful **contracts** on behalf of the City of College Park as to matters within his jurisdiction, except such as may be otherwise provided by law or by ordinance or resolution of the mayor and council; provided that no **contract** purchase or obligation involving more than ten thousand dollars (\$10,000.00) shall be valid or binding until provided by the mayor and council; and provided further that without approval of the mayor and council neither the city manager nor other officer or employee shall in any calendar month expend or obligate for any purpose any sum or sums in excess of the monthly budget, or one-twelfth ( 1/12 ) of the annual budget therefor, as fixed by the mayor and council.

CITY CHARTER, Section 4.7(i). So, this provision in the charter creates an exception to the mayor and city council’s authority to enter into contracts on behalf of the city. This exception



provides that the city manager may enter and execute contracts in an amount less than \$10,000 without the approval of mayor and city council.

**C. Department Heads Threshold**

Another exception to the governing authority's power to enter contracts is laid out in the purchasing policy, which allows department heads to enter contracts on behalf of the city provided (1) these contracts are not above \$999.00; and (2) approval is obtained from the purchasing and accounting departments. Specifically, under Section 12-5(1) of the purchasing policy, the purchasing and accounting departments have the ability to authorize small purchases on behalf of the city. The provision provides states: "The following dollar amounts and approvals apply to all city departments as per the date issued for this policy and procedure manual. This is subject to change as deemed necessary by the Mayor/Council." The provision goes on to say:

*Small purchases may be made up to \$999.99 without bids. A purchase order is not necessary unless the vendor requires a PO. In the event a PO is required, the requesting department must provide a requisition to the Purchasing Department for processing. This must be approved by the Purchasing Department and the Accounting Department. The City Manager's approval is not required.*

PURCHASING POLICY, Sec. 12.5(1). Thus, this section allows departments of the city to enter into contracts that are less than \$1,000.00. If contracts are below that threshold, then the only approval needs to come from the purchasing and accounting departments and no approval from either the city manager or the governing authority is needed.

**D. GICC/Gateway Arena Director**

Another exception to city contracting rules has developed over time based on business necessity. Based on the fast paced and time sensitive demands of the convention and tourism industry, it has become common practice for the Director of the Georgia International Convention Center ("GICC") and Gateway Arena to enter into contracts—sometimes for large amounts—without the specific approval of the mayor and city council. These contracts in many cases exceed the department head cap of \$1,000 and the city manager cap of \$10,000. This exception is not codified in the city's charter, code of ordinances, or purchasing policy. However, it has developed because convention center and arena operations occur in a fast paced and complete marketplace. Contracting decisions and commitments must be made with very little lead time. Bringing contracts to mayor and council, which only meet twice a month, would be so cumbersome and impractical that the GICC could not be operated effectively.

But while this exception is borne of business necessity, it is nonetheless recommended that the city revise the purchasing policy to provide specific authorization for the GICC director to

enter into contracts without the specific approval of the mayor and council under limited and well-defined circumstances.

**E. Contracting by Mayor or Councilmembers Individually**

Despite past practice, the law is clear that neither the mayor nor individual councilmembers may enter into a contract that bind the city. Again, the charter states the governing body of the municipal government shall be one mayor and four council members. The authority of the governing body to enter and approve contracts extends to the whole governing body, not to one individual member. In this connection, Georgia appellate courts have consistently found that one member of the governing authority of a municipality cannot contractually bind the city. Such purported contracts are considered ultra vires and not binding. For example, in *City of Baldwin v Woodward and Curran*, 293 Ga. 19, (2013), the mayor executed a contract without approval from the city council and the Georgia Supreme Court ruled the contract was for that reason ultra vires and void. It follows that, subject to limited exceptions set forth in the city's charter and policies, the full governing body must approve contracts in order for them to be binding.

**III. CONCLUSION & RECOMMENDATIONS**

In reviewing the city's charter and policies, it is clear that the governing body—that is, the mayor and city council—has the authority to approve and execute contracts for the city. The two exceptions to this rule are: (1) the city manager has the authority to enter into contracts under \$10,000 and (2) the purchasing and accounting departments may authorize departments heads to bind the city to contracts under \$1,000. We recommend that the city revise its ordinances and purchasing policy to clarify the primary role of the mayor and city council in entering contracts for the city and to establish a new exception specifically authorizing limited contracting by the GICC director in view of the unique circumstances and challenges presented by that industry.

STATE OF GEORGIA

CITY OF COLLEGE PARK

ORDINANCE NO. 2020-\_\_

1 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF COLLEGE PARK,  
2 GEORGIA, BY ADDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (MAYOR AND  
3 COUNCIL), SECTION 2-28 (AUTHORITY TO CONTRACT); TO AMEND THE CITY’S  
4 PURCHASING POLICY; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR  
5 CODIFICATION; TO PROVIDE AN ADOPTION AND EFFECTIVE DATE; AND FOR  
6 OTHER LAWFUL PURPOSES.

7 WHEREAS, the duly elected governing authority of the City of College Park, Georgia  
8 (the “City”) is the Mayor and Council thereof; and

9 WHEREAS, the City of College Park is authorized by O.C.G.A. § 36-35-3 to adopt  
10 ordinances relating to its property, affairs and local government; and

11 WHEREAS, the Mayor and City Council have determined that it is appropriate to add said  
12 sections of the Code of Ordinances of the City of College Park to be consistent with state law and  
13 amend the City’s Purchasing Policy to further protect the public health, safety, and welfare of the  
14 citizens of the City.

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

17 Section 1. Chapter 2 (Administration), Article II (Mayor and Council), Sec 2-28  
18 (Authority to Contract) of the Code of Ordinances of the City of College Park, Georgia, is hereby  
19 added and is to read as follows:

20 “Sec. 2-28. – Authority to Contract

21 Mayor and Council as governing authority of the City shall have the sole authority to execute

22 contracts on behalf of the City with private persons, firms, corporations, business entities, and  
23 other government agencies subject to any stated exceptions in the City Charter, City Code of  
24 Ordinances, or the City Purchasing Policy. Said Purchasing Policy may be amended by the  
25 governing authority from time to time by ordinance or resolution.”

26 **Section 2.** In accordance with Section 1 above, the City’s Purchasing Policy is hereby  
27 amended as provided in Exhibit “A” attached hereto and incorporated by reference herein.

28 **Section 3.** The preamble of this Ordinance shall be considered to be and is hereby  
29 incorporated by reference as if fully set out herein.

30 **Section 4.** (a) It is hereby declared to be the intent of the Mayor and Council that all  
31 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
32 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

46 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
47 effect.

48 **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
49 repealed.

50 **Section 6.** The effective date of this Ordinance shall be the date of adoption unless  
51 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

**EXHIBIT "A"**  
**(REVISED PURCHASING POLICY)**

**CITY OF COLLEGE PARK  
PURCHASING DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES**

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**CITY OF COLLEGE PARK**  
**ADMINISTRATIVE PURCHASING POLICIES AND PROCEDURES**

---

**12-1 : INTRODUCTION:**

This policy sets forth the legal authority and responsibility for the procurement of goods and services for the City of College Park as approved by the Mayor/Council. This policy sets forth guidelines for governing the conduct of Purchasing personnel and those with official responsibility to function or participate in any procurement transaction for using department(s).

**12-2 : DIRECTIVES:**

Compliance with this Policy is required, however, in College Park's sole discretion; no proceeding under this Policy will be voided because of a minor technical failure of compliance that College Park determines does not harm the substantive rights of College Park or any other party or otherwise adversely affects the integrity of College Park's procurement process.

**12-3 : PROCEDURES:**

1. To ensure that procedures exist to authorize the purchase of goods and services on behalf of all departments and to adhere to the requirements of the City of College Park Purchasing Manual and any other applicable administrative policies and procedures.
2. To ensure that contact is first made with the Purchasing Department before any meetings, fact finding efforts, consultant studies or discussions are conducted with vendors concerning issues related to potential non-routine purchases exceeding \$10,000.00 whether they are related to existing or new goods or services purchased. All interested vendors shall be given the opportunity to participate in purchasing activities of the City of College Park. Commitments shall not be made to vendors that may be inappropriate; decisions on potential sole sources must not be formulated without canvassing the entire vendor community; and vendors must not be provided information that gives them a competitive advantage over others. NOTE: Assistance provided by a vendor does not warrant a preference or any obligation for award of a bid/contract.

3. Requisitions must never be split for the purpose of circumventing competitive requirements.
4. An employee making unauthorized purchases will be held personally liable for the cost of the purchases.
5. Employees involved in any aspect of a purchasing decision are forbidden to solicit or accept money, gifts, meals or entertainment from vendors. Employees shall conduct themselves in a manner that avoids the appearance of impropriety. Reference Policy No. 12-6- Conflict of Interest and Disclosure of Campaign Contributions.
6. Advertising or promotional literature stating that the city or their respective employees endorse a vendor's product or services is prohibited, unless approved by the Mayor and Council.
7. Unless otherwise required by law, information received from vendors, to include pricing, will not be divulged to other vendors until a decision to award is made.
8. The Purchasing Department serves as a strategic partner by supporting the city departments as they perform their respective missions by providing effective and efficient purchasing services.
9. Purchasing activities will be administered in accordance with the City of College Park Purchasing Manual and applicable administrative policies and procedures.

#### **12-4 : PROCUREMENT METHODS:**

The City of College Park shall use the following methods of Procurement:

1. **RFP:** A "request for proposal" is a formal solicitation that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a procurement need. The RFP solicits technical and sealed price proposals from prospective vendors and seeks to obtain the best value for the city. The RFP does not use the cost of the project as the single determining factor, but rather uses a combination of lowest cost plus best proposed solution to determine the award. The city may use an RFP where the objective of the solution is to identify a vendor who can offer the best possible solution to the procurement at the most reasonable cost.
2. **RFQ:** A "request for quotation" is a formal solicitation method that includes a well-defined specification or scope of work and usually contains all contractual terms and conditions. Bidder exceptions to any of the RFQ specifications may be used as a basis for disqualification. The RFQ solicits sealed price quotations or bids from

prospective vendors and seeks to obtain price quotes from the lowest priced responsive and responsible bidder provided no contract award shall be made to the bidder with the lowest cost if the city determines the low cost bidder cannot perform the contract requirements. The City of College Park will use an RFQ if the project lends itself to the creation of a clear and accurate statement of work and the objective of the solicitation is to identify a vendor who can provide the required specifications at the lowest possible cost.

3. **RFQC:** A "request for qualified contractors" is used when the city is attempting to find offers with qualifications to produce the product or service requested. Each vendor is judged on its ability to meet or surpass the required qualifications set forth in the RFQC documents. This form of solicitation may, but does not always, culminate in a contract award. This may be used as a prerequisite to determine eligibility to respond to a RFP or RFQ.
4. **RFI:** A "request for information" is a method for soliciting information from vendors who have knowledge or information about a product or service. This method is not intended to result in a contract award. It is designed to allow for the collection of information that will then be used to determine if an RFQ or RFP solicitation is required.
5. **Formal Sealed Bids:** A "formal sealed bid" is used to procure goods and or services not normally sought with an RFP, RFQ, etc.
  - See dollar limits under Approval Levels/Responsibilities below.

#### **12-5 : APPROVAL LEVELS /RESPONSIBILITIES:**

The following dollar amounts and approvals apply to all city departments as per the date issued for this policy and procedure manual. This is subject to change as deemed necessary by the Mayor/Council.

1. Small purchases may be made up to **\$999.99** without bids. A purchase order is not necessary unless the vendor requires a PO. In the event a PO is required, the requesting department must provide a requisition to the Purchasing Department for processing. This must be approved by the Purchasing Department and the Accounting Department. The City Manager's approval is not required.
2. Purchases from **\$1,000.00 to \$9,999.99** will require a purchase order and three (3) quotes. The quotes must be attached to the electronic requisition. If the requesting department cannot find a third quote, the purchasing department can assist to obtain another quote. The Purchasing Department, Accounting Department and the City

Manager's Office shall approve the purchase. Quotes may be obtained by fax and/or e-mail for purchases up to \$9,999.99. Purchases above \$10,000.00 requires Council approval.

3. Purchases from **\$10,000.00 and above** will require a sealed bid process. The specifications/scope of work, etc. shall be generated by the requesting department. If more than one (1) department is affected by the project, the final draft must be signed off by each department acknowledging their approval before the instructions to the bidder or other bid documents can be applied to the packet.
  - a. Bid opening/Pre-Bid opening dates will be determined by the Purchasing Department as to the availability of their calendar. The Department Head may request a date for the opening. The Purchasing Department will work with the requesting department to arrange the opening date as close as possible to his/her request.
  - b. Bid documents prepared by a consultant must be approved by the City Manager's Office and/or the City Attorney prior to the bid process.
4. "**Capital Outlay**" items that are under \$10,000.00 will not be required to go before Mayor and Council for approval. All items over \$10,000.00 must go before Mayor and Council for approval subject to exceptions in this Purchasing Policy.
5. The Director of the Georgia International Convention Center (GICC) and Gateway Arena is authorized to enter into contracts on behalf of the City related to these facilities without the specific approval of Mayor and Council provided that the contracts are a business necessity and, based on exigent circumstances, it would be impractical to delay contracting until the next regularly scheduled of Mayor and City Council. If the Director in his or her sole discretion determines that the conditions stated in this section exist, the following additional steps shall be taken:
  - a. The Director shall provide written notification to the City Manager of the business necessity and exigent circumstances which require the expedited contract before the contract is executed; and
  - b. The Director shall bring the executed contract to the next regular meeting of Mayor and Council for ratification.
6. An item that is being **changed to a different item** than what was budgeted must go before the Mayor/Council for approval.
7. "**State Contract**" items may be processed without competitive bidding as approved by Mayor and Council. However, if an item is available on the State Contract, the Mayor and Council, City Manager and/or the Purchasing Manager

can/shall have the option of acquiring other bids if they feel the item(s) can be purchased at a lower cost to the city. A requisition is still required and "State Contract" shall appear on the requisition.

8. Vehicles, equipment, etc. in need of repairs that **exceed \$1,000.00** shall have the City Manager's approval prior to any and all work/repairs being completed. This approval shall be made available by e-mail or writing document from the Department Director to the City Manager. Once the City Manager has given the approval, by either e-mail or signed document, the Purchasing Department shall be provided a copy for their file. The requesting department shall provide a requisition through the normal channel to secure a purchase order. A note shall be made on the requisition of such prior approval as well as unit number, building, etc. requiring repairs.
9. All requisitions for computers, printers, etc. shall include a quote number obtained from the IT Department. The quote number shall appear on the requisition. No requisition will be processed by the Purchasing Department without this number.
10. Items that are approved by the Mayor/Council as an "**Agenda Item**" shall be noted as such on the requisition when entered by the user department. It shall be noted in the "**Resolution Field**" on the requisition, and shall show the **date and item number** pertaining to the agenda. Requisitions received by the Purchasing Department without the information mentioned under this section "**Approval Levels/Responsibilities**" will be returned to the requesting department with comments as to why the requisition has been returned.
11. "Over Budget" amounts on requisitions will be reconciled between the requesting department and the Finance/Accounting Department. The Purchasing Department will not be responsible for account numbers within the user department.
12. The requesting department shall provide to the Purchasing Department all specifications, scope of work, etc. for the material(s), equipment or service(s) being requested for all items requiring an RFP or RFQ. The Purchasing Department will assist in any way with the requesting department(s) in the gathering of this information upon request. The following shall apply:
  - a. Should more than one department be involved in any part or phase of the project other than the originator, then that department(s) shall also have input into the specifications/requirements before the Purchasing Department proceeds with the bidding process.
  - b. All department(s) with any input or involved in the project in any way shall be required to sign off on the final specifications/scope of work copy before a bid

is processed. Any department(s) with any input into this project will receive a complete set of documents for their files.

## **12-6 : CONFLICT OF INTEREST AND DISCLOSURE OF CAMPAIGN**

### **CONTRIBUTIONS:**

Every person, business or entity involved in the procurement process must adhere to a high standard of ethics. Each will be bound by the City Code of Ethics and this Section. Whenever this Section conflicts with the City Code of Ethics, the City Code of Ethics shall control. For the purposes of this section, the term “City Employee” means any person employed by the City of College Park, and the term “City Official” means any elected or appointed official of the City or of an agency, authority or instrumentality of the City.

**1. Employee Conflict of Interest.** It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows:

- a. The City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.
- b. Any other person, business or organization with whom the City Employee, City Official or immediate family of such is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.
- c. A City Employee, City Official or any immediate family of such who holds a substantial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest.
- d. All City Employees and City Officials will be asked to sign a disclosure document indicating his or her compliance with the City Code of Ethics Policy.
- e. The terms “immediate family” and “substantial interest” shall have the meaning given to such terms in the City Code of Ethics.

### **2. Gratuities, Rebates or Kickbacks**

- a. *Gratuities and other benefits.* It shall be unethical for any City Employee or City Official to directly or indirectly solicit, demand, receive, accept or agree to

receive any gratuity, reward, offer of employment, services or things of value from any person, business or entity in connection with any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal.

It shall further be unethical for any person, business or entity to offer, give or agree to give or offer to give any City Employee or City Official any gratuity, reward, offer of employment, services or things of value with the purpose of influencing any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal.

- i. A “thing of value” shall not include:
  - a. Any gift with a value less than one hundred dollars (\$100.00);
  - b. Food or beverage consumed at a single meal or event;
  - c. An award, plaque, certificate, memento or similar item given in recognition of the recipient's civic, charitable, political, professional or public service;
  - d. Promotional items generally distributed to the general public or to public officers;
  - e. Rebates normally or routinely offered to customers in the ordinary course of business of such person, business or entity for the purchase of their goods and services are acceptable and are the property of the City; and
  - f. Educational events, materials and meals as described in subparagraph (ii).
- ii. *Educational events.* Nothing in this section shall preclude a City



Employee or City Official from attending seminars, courses, lectures, briefings or similar functions at any person, business or entity's facility or at any other place if any such seminar, course, lecture, briefing or similar function is for the purpose of furnishing the City Official, City Employee or agent with knowledge and information relative to the person, business or entity's products or services and is one which the city manager determines would be of benefit to the City. In connection with any such seminar, course, lecture, briefing or similar function, nothing shall preclude the City Employee or City Official from receiving meals or educational materials and business related items of not more than nominal value from a person, business or entity. However, no City Employee or City Official shall accept or receive free travel or lodging for less than the value thereof from a person, business or entity.

- b. *Kickbacks and rebates.* It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**3. Disclosure of Campaign Finance Contributions.** All vendors/contractors who do business with the City for purchases from ten thousand dollars (\$10,000.00) and above, which require a sealed bid process under the terms of the City of College Park's Purchasing Policies and Procedures, shall be required to file a written campaign contribution disclosure form with the city manager naming the City Official(s) to whom and when the campaign contribution was made, to identify the dollar amount and to provide a description of each campaign contribution.

- a. Except as provided in subsection (e) of O.C.G.A. § 21-5-34, no contributions to bring about the nomination or election of a candidate for any office shall be made or accepted except directly to or by a candidate or such candidate's campaign committee which is organized for the purpose of bringing about the nomination or election of any such candidate; and no contributions to bring about the recall of a public officer or to oppose the recall of a public officer or to bring about the approval or rejection by the voters of a proposed constitutional amendment, state-wide referendum or proposed question at the state, municipal or county level shall

be made or accepted except directly to or by a campaign committee organized for that purpose.

- b. Unless otherwise reported individually, where separate contributions of less than one hundred dollars (\$100.00) are knowingly received from a common source, such contributions shall be aggregated for reporting purposes. For purposes of fulfilling such aggregation requirement, members of the family, members of the same firm or partnership or employees of the same person as defined in paragraph (19) of O.C.G.A. § 21-5-3, shall be considered to be a common source; provided, however, that the purchase of tickets for not more than twenty-five dollars (\$25.00) each and for attendance at a fundraising event by members of the family, members of the same firm or partnership or employees of the same person shall not be considered to be contributions from a common source except to the extent that tickets are purchased as a block.
  - c. For each year a vendor/contractor is under contract and engaged in business with the City, it shall be required to file a campaign contribution disclosure form to the city manager.
  - d. All vendors/contractors shall file the campaign contributions disclosure form to the city manager prior to or along with submitting a proposal in the bid process for purchases from ten thousand dollars (\$10,000.00) and above.
4. **Prohibition against Contingent Fees.** It shall be unethical for any person to be retained, or to retain a person, to solicit or secure a contract upon any agreement or understanding for a contingency fee, except for agreements with manufacturer representatives, or agents, including, but not limited to, commercial services sales agents engaged in the business of soliciting contracts on behalf of vendors. A “contingency fee” as used in this subsection C means any commission, percentage, brokerage or other fee that is contingent upon the success that a person has in securing a city contract.
5. **Use of Confidential Information.** It shall be unethical for any City Employee or City Official to knowingly disclose or use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
6. **Unauthorized Purchases.** No purchases of goods and services shall be made in the name of the City or one of its departments, except such as is required for official use by the

City or one of its departments. Purchases in the name of the City or a department for personal use by an individual or for other than official use are prohibited, and no City funds will be expended or advanced therefore.

**7. Penalties and Sanctions**

- a. *Legal or disciplinary action by city council.* The city council may take appropriate legal and/or disciplinary actions pursuant to the City Code of Ethics against any City Employee, City Official or other person in violation of these ethical standards.
- b. *Legal or disciplinary action by city manager.* The city manager is authorized to take any appropriate legal and/or disciplinary actions, including dismissal, of any City Employee violating this City Code of Ethics Policy.
- c. *Administrative penalties for employees.* The city manager may impose any one or more of the following penalties or sanctions on a City Employee for violations of the ethical standards in this Section as appropriate to the situation, subject to the Personnel Manual or other appropriate appeals procedures:
  - i. Oral or written warnings or reprimands;
  - ii. Suspensions with or without pay for specified periods of time; or
  - iii. Termination of employment.
- d. *Administrative penalties for outside contractors/vendors.* The City may impose any one or more of the following penalties or sanctions on a vendor or other person or organization for violations of these ethical standards:
  - i. Written warnings or reprimands;
  - ii. Termination of contracts; or
  - iii. Debarment or suspension.

- 8. Disclaimer of Responsibility for Improper Purchasing.** The City may disclaim responsibility and liability for any purchase, expenditure or agreement for expenditure arising from any procurement made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this policy or the authorization or delegation as provided in this policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

- 9. Vendor Contact during Open Solicitations.** Persons seeking an award of a City contract may not initiate or continue any verbal or written communications regarding a solicitation with any City Official, City Employee or other City representative other than

the purchasing agent named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award. The city manager or designee will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

### **12-7: COMPETITIVE PROCUREMENT/DIVERSITY INITIATIVE POLICY:**

1. Purchase or acquisitions made by the City of College Park shall be made through competitive bidding or competitive proposal unless expressly exempted from this requirement by other provision of this policy or by express authorization by the City Manager or the Mayor/Council. The following are hereby declared exempt:
  - a. Emergency purchases
  - b. Acquisition or leasing of real property
  - c. Purchases of less than \$10,000.00
  - d. Personal or professional services
  - e. Sole source purchases or acquisitions.
2. The City of College Park may purchase off of other governmental contracts if such contracts are open to purchase by public authorities. As such, competitive bidding procedures do not apply or may be satisfied by the competitive process that was followed to award such governmental contract. The city has the discretion to enter into an inter-governmental agreement if the items to be acquired are available from these contracts. The bidding process has already been completed.
3. This policy shall also set forth the procedures for increasing opportunities for procurement and contract activities among Minority-Owned Businesses (MOB), African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE) and Native American Business Enterprise (NABE) located within/out-side the city limits of College Park Georgia. It is strongly encouraged to seek price quotations from the above various Minority vendors when procuring goods and services for dollar values under \$10,000.00. For dollar amounts above \$10,000.00 (sealed bids), a vendor questionnaire will be included in every bid packet. This questionnaire will be completed by the vendor and returned in the bid response and become part of the proposal.

4. Local Preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is equal to a non-local vendor, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process has been met.

*The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for a least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from the City of College Park.*

In order to receive local preference, the proposer must provide the following criteria and provide supporting documentation as required.

- Copy of Occupational Tax Certificate (Business License) from the City of College Park.
- Copy of a lease or rental agreement located in the city limits of City of College Park.

12-8

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**SEALED BID OPENING PROCEDURES:**

1. **Sealed bids will be received in the Purchasing Department on or before the assigned date and time as advertised.** Bids received in any other department (unless otherwise stated in the bid documents) will not be accepted.
2. The requesting department shall have a department representative present at each bid opening.
3. Bids will be opened and read aloud for all parties present.
4. Bids shall be made available for vendor review after the official opening is completed and under the supervision of the Purchasing Department or otherwise designated City staff.
5. A tabulation sheet may be made available for bidders 10 days after the bid opening.
6. The requesting department shall retain the bids for their review and/or recommendation. The Purchasing Department will assist the department in making a recommendation if necessary.
7. Once a recommendation has been made of the successful bidder, the Department

Head shall prepare an "Agenda Memorandum" to the City Manager's Office requesting this item be placed on the next available Mayor/Council Agenda if applicable.

8. The Purchasing Department will add an Agenda Cover Memo to the requesting Department(s) "Agenda Memorandum" if required by the City Manager's Office.

#### **12-9 : CONSTRUCTION PROJECT BIDDING:**

All College Park contracts for the construction of any roads/bridges or a system of roads/bridges and tunnels or construction of buildings, structures, parking areas on such roads/bridges or tunnels shall be let to a reliable bidder submitting the lowest sealed bid upon plans and specifications approved by involved City Departments and/or by the Georgia Department of Transportation. The procedures for letting such bids shall conform to those prescribed for GDOT in Georgia Code Sections 32-2-64 through 32-2-72.

Reference "**Public Notice Postings**" for dollar limits and time frames.

#### **12-10: FORMAL SEALED BIDS:**

1. ALL purchases involving expenditures of \$10,000.00 or more will be made by sealed competitive bids or proposals. The City of College Park will require all sealed bids to be submitted to the Purchasing Department as stated in its General Instructions to the Bidder. Faxed or e-mail bids will not be considered. No sealed bid will be accepted after the due date and closing time. These bids will be returned to the sender.
2. Bid evaluation and awards will be made as follows:
  - a. Evaluation of Bids = the contract shall be awarded to the lowest, responsive and responsible bidder whose bid meets the requirements and specifications contained in the proposal. An award will be made to one (1) bidder unless stated in the bid proposal.
  - b. Acceptability Requirements = a product acceptability evaluation may be conducted to determine if a bidder's product is acceptable as set forth in the bid proposal. Any bidder's bid that does not meet the acceptability requirements shall be rejected as nonresponsive.

- c. Alternate Bids = an alternate bid may be considered for an award if the product meets the specifications and all requirements of the proposal unless otherwise stated in the proposal.
- d. Single Bid = If only one responsible bid is received to a proposal, an award may be made to the single bidder if the city determines in writing that the price submitted is fair and reasonable. However, it is the practice of the city to NOT open a single bid received if for any reason the Purchasing Department feels that more bids can be obtained. Should this occur the Purchasing Department will extend the bid opening date, contact vendors that did not respond in an effort to obtain additional bids?
- e. Tie Bids = A tie can exist when two (2) or more bidders offer identical prices, products that meets all specifications, terms and conditions. In such a situation, the city shall consider the following methods to resolve the tie.
  - i. Past performance of the vendor
  - ii. Best delivery date
  - iii. Closes proximity to delivery site

#### **12-11: COMPETITIVE SEALED RFP:**

1. The RFP should be used when the needed goods/services does not lend itself to the creation of a clear and accurate list of specifications or statement of work and the objective of the solicitation is to identify the vendor who can offer the best possible solution at the most reasonable cost. The RFP seeks to identify the best value for the city by using a combination of technical and cost factors to evaluate vendor's proposals.
2. Proposals received by the RFP closing date and time will be evaluated in accordance with the terms and conditions set forth in the General Instructions. During the evaluation stage, the city may elect to request clarification and/or conduct one or more rounds of discussions or negotiations to solicit improvements to technical and/or cost proposal.
  - a. General Evaluation = the city shall be bound by the terms of the RFP as well as the established evaluation criteria. No changes to the evaluation criteria may be made after the closing date and time. If a technical or cost proposal fails to meet a mandatory requirement specified in the RFP, the city will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial



deviation will be processed as if no deviation had occurred. The city shall have the right to reject any and all proposals submitted in response to the RFP, to reject any portion thereof, or to waive any irregularity or administrative requirements.

- b. Administrative Review = the issuing officer may conduct a preliminary review of the received proposals to determine which technical proposals should be submitted. The administrative review should eliminate the following proposals any proposal submitted by a vendor who is currently suspended or debarred by the city or DOAS and any proposals which are missing required documents, signatures or any other item required by the RFP to be submitted with the proposal.
- c. Oral Presentation and Site Visits = the city may conduct site visits and/or request offerors make oral presentations as permitted by the RFP. If a vendor does not attend a mandatory site meeting, then the vendor's bid/proposal may be disqualified from consideration.
- d. Cost = the city may utilize lowest cost, lowest total cost, total cost of ownership or greatest savings to determine the best price proposal. The vendor deemed to have the most competitive cost proposal overall, as determined by the city will receive the award.
- e. Contract Negotiations = In the event that the city permitted vendors to submit exceptions to the city proposed contract and the vendor(s) identified for contract award have submitted contract exceptions, such contract exceptions must be resolved prior to contract execution. In the event that the city is unable to reach agreement as to contract terms with a vendor, the vendor will be ineligible for contract award and the city may award to the next best ranked vendor.
- f. Contract Award = The contract award, if any, shall be made to the responsible vendor whose proposal conforms to the RFP and is determined to be the most advantageous to the city utilizing the established evaluation criteria. The contract file shall contain the basis on which the award is made.

#### **12-12 : PUBLIC NOTICE POSTINGS:**

The following are guidelines as to where and how postings will apply:

1. All competitive solicitations of \$10,000.00 or more shall be posted at a minimum of two (2) of the following: the College Park website, City's legal organ (South Fulton Neighbor) *or* posted in the foyer of the City Hall Complex.
2. College Park, at its discretion, may also elect to conduct additional public advertisement through other newspaper or publication with statewide circulation.
3. The following guidelines will be generally followed by College Park Purchasing Department when posting competitive solicitations:
  - A. \$9,999.99 - \$99,999.99 = Minimum Two (2) Weeks.
  - B. \$100,000.00 and above = Minimum Four (4) Weeks

With the exception of construction bids, the City Manager may approve the posting of a competitive solicitation for a period of time less than the guidelines stated above when sufficient evidence justifying the reduced posting time period has been established.

4. In addition to the provisions above, the following procurements require public notice on the Georgia Procurement Registry (“GPR”).
  - A. The City shall advertise all bid or proposal opportunities for **goods, services, or both** that are valued at **\$100,000.00 or more** in the GPR for a minimum of four (4) weeks prior to the date set for opening bids/proposals. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity. *See* O.C.G.A. § 36-80-27.
  - B. The City shall advertise all contract opportunities for **public works construction** that are valued at **\$100,000.00 or more** in the GPR for at least four continuous weeks prior to the opening of the sealed bids or proposals, unless otherwise provided by O.C.G.A. § 36-91-20.

**12-13 : CLARIFICATIONS, DISCUSSIONS and NEGOTIATIONS:**

Clarifications, Discussions and Negotiations may be conducted on any City of College Park procurement in accordance with the following:

1. **Clarifications:** During the procurement process, the City of College Park may seek clarifications with any offeror at any time.
2. **Discussions:** The City of College Park may conduct discussions collectively or one on one with offerors who are deemed qualified based on criteria set forth in the solicitation document. The City of College Park may engage in one or more rounds of discussions for the purpose of:
  - a. Gaining a better understanding of offeror’s proposal solution.

- b. Communicating College Park's needs or concerns,
- c. Communicating revisions and/or best and final offers for technical and/or cost proposals.

In conducting discussions, there shall be no disclosure to an offeror of any information contained in competing offeror's proposals (technical or price) except the disclosure of information derived from the proposals may be disclosed as follows: If the solicitation document contains a provision notifying offerors that the City of College Park may use a process of allowing multiple revisions to price proposals to establish the final price proposal, College Park is authorized to disclose information derived from (but not contained in) the proposals to competing offerors such as overall rankings for the purpose of soliciting ongoing revisions to price proposals.

3. **Negotiations:** The City of College Park may conduct negotiations with offerors who are deemed qualified and reasonable for award based on criteria set forth in the solicitation document. College Park may engage in one or more rounds of negotiations. In conducting negotiations, there shall be no disclosure to an offeror of any information contained in competing offerors' proposals (technical or price) except the disclosure of information derived from the proposals may be disclosed as follows: If the solicitation document contains a provision notifying offerors that College Park may use a process of allowing multiple revisions to establish the final price proposal, College Park is authorized to disclose information derived from (but not contained in) the proposal to competing offerors such as overall rankings for the purpose of soliciting ongoing revisions to price proposals.

The City of College Park identifies which offerors shall participate in the Negotiations in one (1) of the following ways:

- a) Identify in the solicitation document the methodology that will be used to identify offerors that may participate in Negotiations. This may include, but not necessarily be limited to, a methodology that establishes a competitive range based on offerors rankings following proposal evaluations. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors that may participate in Negotiations.
- b) Negotiate with all responsive responsible offerors following bid/proposal evaluations. Identified offerors will be notified in writing

that College Park is initiating Negotiations; the general purpose and scope of the Negotiations; the anticipated schedule for the Negotiations; the procedures to be followed for those Negotiations. This information may be provided in a single or separate document. College Park may issue additional information and/or instructions to offerors participating in Negotiations as needed. Negotiations may be completed after a single round, or be done in several rounds as determined by College Park negotiation team. After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations and will provide details concerning the format and due date for the supplemental proposals. College Park may in its sole discretion, terminate negotiations and/or the solicitation at any time.

4. **Negotiations in Lieu of New Procurement:** If after evaluation and obtaining clarification of a bid or proposal College Park determines that a bid or proposal is unreasonable or unacceptable, or is noncompetitive, or low bid proposal exceeds available funds, College Park will determine in writing whether time or other circumstances will permit the delay required to resolicit competitive bids or proposals. If College Park determines that the circumstances are such that the procurement cannot be delayed, a contract may be negotiated provided that each responsible bidder or offeror who submitted a bid or proposal under the original solicitation is notified of the determination and is given a reasonable opportunity to negotiate. In case where the bid/proposals received are noncompetitive or the low bid proposal exceeds available funds, the negotiated prices shall be lower than the lowest rejected bid/proposal of any responsible bidder/offeror under the original solicitation.

#### **12-14: OTHER TYPES OF PROCUREMENT:**

1. **Emergency Purchases:** Emergency circumstances exist where normal purchasing procedures cannot be utilized without extremely detrimental effects upon the operation of College Park and or College Park Customers. The requisition/purchase order should provide documentation as to the circumstance surrounding the

emergency and should clearly state "Emergency Purchase" on the face of the purchase order or on the requisition provided by the user department. The City Manager must approve all emergency purchases.

2. **Personal Services:** Personal services for a specific individual or individuals shall not be governed by this policy.
3. **Acquisition or Lease of Real Property:** Because of the unique nature of land, the acquisition or lease of real property shall not be governed by this policy.
4. **Professional Services:** College Park shall acquire professional services in accordance with the procurement and public notice requirements set forth in Chapter 22 of Title 50 of the Official Code of Georgia Annotated.
5. **Sole Source:**
  - a. Definition: Sole source acquisition means a contract for the purchase of supplies and/or services that is entered into after soliciting and negotiating with only one source. Sole source acquisition shall not include any of the following, however College Park may acquire goods or services through these sources:
    - i. Purchases from existing College Park, DOAS, or other statewide contracts.
    - ii. Approved "piggybacking" purchases.
    - iii. Contracts for services performed by non-profit entities.
    - iv. Intergovernmental agreements.
    - v. Purchases which either by policy, statute or other regulation, are exempt from competitive solicitation.
    - vi. Any contract resulting from a competitive solicitation conducted in accordance with the provisions of this policy even if only one responsive and responsible bid/proposal is received.
  - b. Policy Statement: Sole source acquisitions are prohibited unless College Park establishes justification why the needed supplies and/or services should not be procured through open competition Examples in which a sole source acquisition could be acceptable are:
    - i. When only the proposed source can furnish the services because of its previous State government or College Park experience and having an alternative source duplicating these capabilities would result in excessive cost to College Park.
    - ii. When only one supplier can satisfy the technical requirements because of unique technical competence or expertise.

- iii. The item does not satisfy the requirements for Sole Source but the use of any other manufacturer's product would result in excessive cost to College Park.
  - iv. When only one source possesses patents or exclusive rights to manufacture or to furnish the item or service.
  - v. Other extenuating circumstances or considerations include, as applicable, adverse impacts on College Park of not using the proposed source, and other considerations not previously stated.
- c. Process: The Authorized Purchasing Officer must complete the following steps prior to finalizing a sole source acquisition.
- i. Conduct a market research to determine the appropriateness of a sole source acquisition. Research must be conducted to determine if other service providers exist and can satisfy procurement requirements. Research resources can include: Thomas Register, Industry Organizations, Internet searches, Consultant reviews, Request for Information, Advertisement or Industrial Publications.

#### 12-15 : MISCELLANEOUS:

1. **Cancellation of RFQ's/RFP's:** An RFQ or RFP or other solicitation may be canceled or any and all bids may be rejected in whole or in part as may be specified in the solicitation and which is in the best interest of College Park. Further, if at any time it is found that the integrity of the process has been compromised or that errors have occurred, the solicitation may be canceled.
2. **Rejection of Bids/Proposal:** College Park reserves the right to reject any and all bids/proposals submitted in response to any solicitation document, to reject any portion thereof, or to waive any irregularity or administrative requirement.
3. **Examine Records:** College Park shall have the right to examine, inspect and audit the records of bidder/proposer as they pertain to their contract with College Park for a period of three (3) years after the termination of their contract with College Park.
4. **Right to Inspect Plant:** By submitting a bid or proposal to College Park, the bidder/offeror agrees to permit College Park, the right of inspection at the bidder's/offeror's plant/warehouse. Upon request, the bidder/offeror shall provide all reasonable facilities and assistance for the safety and convenience of College Park's appointed representative in the performance of such inspection.

5. **Compliance with Federal Requirements:** Where the procurement involves the expenditure of federal funds, College Park bidders and proposers shall comply with federal law and authorized regulations which apply to the procurement as required within any/all grants.
6. **Confidentiality:** Unless otherwise required by law, all information and documentation relative to development of a contractual document for a proposed procurement shall be deemed confidential in nature. Such material shall remain confidential until successful completion or cancellation of the applicable procurement process. All proposals or bids received shall be deemed confidential in nature until successful completion or cancellation of the applicable procurement process. After a notice of award is posted, all material in the file, except information exempted by state or federal law from disclosure, shall be open to interested persons during normal office hours and may be hand copied or copies shall be furnished in accordance with the Georgia Open Records Act or the Federal Freedom of Information Act as applicable.

**12-16: OFFEROR RESPONSIBILITY, SUSPENSION or DEBARMENT:**

Purchases shall be made from and contracts shall be awarded to responsible offerors.

1. **Responsibility Generally Presumed:** College Park may base its belief that an offeror is responsible on responses provided on the offeror's "Statement of Responsibility Certification Form" (where such a form is used) and/or based on an offeror's responses to the requirements of the solicitation document. In order for an offeror to be deemed no responsible, the contracting officer must make an affirmative determination of no responsibility.
2. **Investigations:** College Park shall have the right, but not the obligation, to conduct investigations and other forms of due diligence into any offeror's (or potential offeror's) responsibility status at any time and for any reason.
3. **Factors Affecting Responsibility:** Areas affecting an offeror's responsibility may include, but are not limited to one or more of the following criteria:
  - a. Whether offeror has adequate financial resources to perform the contract, or the ability to obtain them. This includes, but not limited to, the ability to obtain required bonds (if any) and insurance from sureties and insurance companies authorized to do business in Georgia.
  - b. Whether offeror is able to comply with the contract requirements,

considering the firm's other business obligations.

- c. Whether offeror is registered to do business in the State of Georgia and is listed as "Active/Compliance" with the Office of the Georgia Secretary of State.
  - d. Whether offeror is not presently debarred or suspended from bidding by any Federal or State governmental entity.
  - e. Whether offeror has, within a three year period preceding the applicable solicitation document, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - f. Whether offeror is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above.
  - g. Whether offeror has had a contract terminated for default in the last 3 years.
  - h. Whether offeror is currently under investigation for any possible breach of contract, or fraud or allegations of criminal activity related to the types of goods and/or services requested within the solicitation document. And if yes, the circumstances, nature and magnitude of such investigation shall be considered in any possible no responsibility determination.
  - i. Whether offeror has a satisfactory performance record.
  - j. Whether offeror has a satisfactory record on integrity and business ethics.
  - k. Whether offeror has satisfactory organization, experience, accounting and operational controls and managerial and technical skills.
- 4. Failure to provide Information:** Offeror's failure to provide information specifically requested by the contracting officer may be grounds for a determination of no responsibility.
  - 5. False certification or Information:** False certification or information may be grounds for a non-responsibility determination and/or debarment.
  - 6. Determination of Non-Responsibility Required:** If an offer or who otherwise would have been awarded a contract is found non-responsible, a determination of non-responsibility setting forth the reason for the finding of non-responsibility shall be



prepared by the contracting officer. Notice to the non-responsible offer or shall be mailed no later than two (2) business days after the determination of non-responsibility is made and must inform the offer or of the right to protest the determination. Any dispute of a non- responsibility determination must be made via a protest filed in strict accordance with the College Park's Protest Policy.

**12-17: PROTEST:**

An Interested Party desiring to protest, challenge or otherwise pursue a claim against any aspect of College Park procurement must comply with College Park's Protest Policy.

**12-18: CAUSES for DEBARMENT or SUSPENSION:**

College Park may debar a vendor/contractor for any of the causes listed as follows:

- 1. Violation of contract provisions of a character which is regarded to be so serious as to justify debarment action.
- 2. In College Park's opinion, the vendor's/contractor action amount to:
  - a. A deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract.
  - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts.
- 3. Conviction under state or federal status of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a state vendor.
- 4. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposal.
- 5. Conviction of commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance in the contract or subcontract.
- 6. Any other cause as serious and compelling as to affect responsibility as a city vendor, including debarment by another government entity.
- 7. Any violations of the provisions which govern Conflict of Interest.

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ADOPTED BY CITY COUNCIL:

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EFFECTIVE DATE:

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**CITY OF COLLEGE PARK  
PURCHASING DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES**

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**CITY OF COLLEGE PARK**  
**ADMINISTRATIVE PURCHASING POLICIES AND PROCEDURES**

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**12-1 : INTRODUCTION:**

This policy sets forth the legal authority and responsibility for the procurement of goods and services for the City of College Park as approved by the Mayor/Council. This policy sets forth guidelines for governing the conduct of Purchasing personnel and those with official responsibility to function or participate in any procurement transaction for using department(s).

**12-2 : DIRECTIVES:**

Compliance with this Policy is required, however, in College Park's sole discretion; no proceeding under this Policy will be voided because of a minor technical failure of compliance that College Park determines does not harm the substantive rights of College Park or any other party or otherwise adversely affects the integrity of College Park's procurement process.

**12-3 : PROCEDURES:**

1. To ensure that procedures exist to authorize the purchase of goods and services on behalf of all departments and to adhere to the requirements of the City of College Park Purchasing Manual and any other applicable administrative policies and procedures.
2. To ensure that contact is first made with the Purchasing Department before any meetings, fact finding efforts, consultant studies or discussions are conducted with vendors concerning issues related to potential non-routine purchases exceeding \$10,000.00 whether they are related to existing or new goods or services purchased. All interested vendors shall be given the opportunity to participate in purchasing activities of the City of College Park. Commitments shall not be made to vendors that may be inappropriate; decisions on potential sole sources must not be formulated without canvassing the entire vendor community; and vendors must not be provided information that gives them a competitive advantage over others. NOTE: Assistance provided by a vendor does not warrant a preference or any obligation for award of a bid/contract.

3. Requisitions must never be split for the purpose of circumventing competitive requirements.
4. An employee making unauthorized purchases will be held personally liable for the cost of the purchases.
5. Employees involved in any aspect of a purchasing decision are forbidden to solicit or accept money, gifts, meals or entertainment from vendors. Employees shall conduct themselves in a manner that avoids the appearance of impropriety. Reference Policy No. 12-6- Conflict of Interest and Disclosure of Campaign Contributions.
6. Advertising or promotional literature stating that the city or their respective employees endorse a vendor's product or services is prohibited, unless approved by the Mayor and Council.
7. Unless otherwise required by law, information received from vendors, to include pricing, will not be divulged to other vendors until a decision to award is made.
8. The Purchasing Department serves as a strategic partner by supporting the city departments as they perform their respective missions by providing effective and efficient purchasing services.
9. Purchasing activities will be administered in accordance with the City of College Park Purchasing Manual and applicable administrative policies and procedures.

#### 12-4 : PROCUREMENT METHODS:

The City of College Park shall use the following methods of Procurement:

1. **RFP:** A "request for proposal" is a formal solicitation that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a procurement need. The RFP solicits technical and sealed price proposals from prospective vendors and seeks to obtain the best value for the city. The RFP does not use the cost of the project as the single determining factor, but rather uses a combination of lowest cost plus best proposed solution to determine the award. The city may use an RFP where the objective of the solution is to identify a vendor who can offer the best possible solution to the procurement at the most reasonable cost.
2. **RFQ:** A "request for quotation" is a formal solicitation method that includes a well-defined specification or scope of work and usually contains all contractual terms and conditions. Bidder exceptions to any of the RFQ specifications may be used as a basis for disqualification. The RFQ solicits sealed price quotations or bids from

prospective vendors and seeks to obtain price quotes from the lowest priced responsive and responsible bidder provided no contract award shall be made to the bidder with the lowest cost if the city determines the low cost bidder cannot perform the contract requirements. The City of College Park will use an RFQ if the project lends itself to the creation of a clear and accurate statement of work and the objective of the solicitation is to identify a vendor who can provide the required specifications at the lowest possible cost.

3. **RFQC:** A "request for qualified contractors" is used when the city is attempting to find offers with qualifications to produce the product or service requested. Each vendor is judged on its ability to meet or surpass the required qualifications set forth in the RFQC documents. This form of solicitation may, but does not always, culminate in a contract award. This may be used as a prerequisite to determine eligibility to respond to a RFP or RFQ.
4. **RFI:** A "request for information" is a method for soliciting information from vendors who have knowledge or information about a product or service. This method is not intended to result in a contract award. It is designed to allow for the collection of information that will then be used to determine if an RFQ or RFP solicitation is required.
5. **Formal Sealed Bids:** A "formal sealed bid" is used to procure goods and or services not normally sought with an RFP, RFQ, etc.
  - See dollar limits under Approval Levels/Responsibilities below.

#### 12-5 : APPROVAL LEVELS /RESPONSIBILITIES:

The following dollar amounts and approvals apply to all city departments as per the date issued for this policy and procedure manual. This is subject to change as deemed necessary by the Mayor/Council.

1. Small purchases may be made up to **\$999.99** without bids. A purchase order is not necessary unless the vendor requires a PO. In the event a PO is required, the requesting department must provide a requisition to the Purchasing Department for processing. This must be approved by the Purchasing Department and the Accounting Department. The City Manager's approval is not required.
2. Purchases from **\$1,000.00 to \$9,999.99** will require a purchase order and three (3) quotes. The quotes must be attached to the electronic requisition. If the requesting department cannot find a third quote, the purchasing department can assist to obtain another quote. The Purchasing Department, Accounting Department and the City

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Manager's Office shall approve the purchase. Quotes may be obtained by fax and/or e-mail for purchases up to \$9,999.99. Purchases above \$10,000.00 requires Council approval.

- 3. Purchases from **\$10,000.00 and above** will require a sealed bid process. The specifications/scope of work, etc. shall be generated by the requesting department. If more than one (1) department is affected by the project, the final draft must be signed off by each department acknowledging their approval before the instructions to the bidder or other bid documents can be applied to the packet.
  - a. Bid opening/Pre-Bid opening dates will be determined by the Purchasing Department as to the availability of their calendar. The Department Head may request a date for the opening. The Purchasing Department will work with the requesting department to arrange the opening date as close as possible to his/her request.
  - b. Bid documents prepared by a consultant must be approved by the City Manager's Office and/or the City Attorney prior to the bid process.

4. "Capital Outlay" items that are under \$10,000.00 will not be required to go before Mayor and Council for approval. All items over \$10,000.00 must go before Mayor and Council for approval subject to exceptions in this Purchasing Policy.

5. The Director of the Georgia International Convention Center (GICC) and Gateway Arena is authorized to enter into contracts on behalf of the City related to these facilities without the specific approval of Mayor and Council provided that the contracts are a business necessity and, based on exigent circumstances, it would be impractical to delay contracting until the next regularly scheduled of Mayor and City Council. If the Director in his or her sole discretion determines that the conditions stated in this section exist, the following additional steps shall be taken:

- a. The Director shall provide written notification to the City Manager of the business necessity and exigent circumstances which require the expedited contract before the contract is executed; and-
- b. The Director shall bring the executed contract to the next regular meeting of Mayor and Council for ratification.

~~6.~~

~~7.6.~~ \_\_\_\_\_ A  
n item that is being **changed to a different item** than what was budgeted must go before the Mayor/Council for approval.

~~8.7.~~ \_\_\_\_\_ "

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**State Contract"** items may be processed without competitive bidding as approved by Mayor and Council. However, if an item is available on the State Contract, the Mayor and Council, City Manager and/or the Purchasing Manager can/shall have the option of acquiring other bids if they feel the item(s) can be purchased at a lower cost to the city. A requisition is still required and "State Contract" shall appear on the requisition.

~~9-8.~~ \_\_\_\_\_ V

ehicles, equipment, etc. in need of repairs that **exceed \$1,000.00** shall have the City Manager's approval prior to any and all work/repairs being completed. This approval shall be made available by e-mail or writing document from the Department Director to the City Manager. Once the City Manager has given the approval, by either e-mail or signed document, the Purchasing Department shall be provided a copy for their file. The requesting department shall provide a requisition through the normal channel to secure a purchase order. A note shall be made on the requisition of such prior approval as well as unit number, building, etc. requiring repairs.

~~10-9.~~ \_\_\_\_\_ A

ll requisitions for computers, printers, etc. shall include a quote number obtained from the IT Department. The quote number shall appear on the requisition. No requisition will be processed by the Purchasing Department without this number.

~~11-10.~~ \_\_\_\_\_ I

tems that are approved by the Mayor/Council as an "**Agenda Item**" shall be noted as such on the requisition when entered by the user department. It shall be noted in the "**Resolution Field**" on the requisition, and shall show the **date and item number** pertaining to the agenda. Requisitions received by the Purchasing Department without the information mentioned under this section "**Approval Levels/Responsibilities**" will be returned to the requesting department with comments as to why the requisition has been returned.

~~12-11.~~ \_\_\_\_\_ "

Over Budget" amounts on requisitions will be reconciled between the requesting department and the Finance/Accounting Department. The Purchasing Department will not be responsible for account numbers within the user department.

~~13-12.~~ \_\_\_\_\_ T

he requesting department shall provide to the Purchasing Department all specifications, scope of work, etc. for the material(s), equipment or service(s) being



requested for all items requiring an RFP or RFQ. The Purchasing Department will assist in any way with the requesting department(s) in the gathering of this information upon request. The following shall apply:

- a. Should more than one department be involved in any part or phase of the project other than the originator, then that department(s) shall also have input into the specifications/requirements before the Purchasing Department proceeds with the bidding process.
- b. All department(s) with any input or involved in the project in any way shall be required to sign off on the final specifications/scope of work copy before a bid is processed. Any department(s) with any input into this project will receive a complete set of documents for their files.

#### **12-6 : CONFLICT OF INTEREST AND DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:**

Every person, business or entity involved in the procurement process must adhere to a high standard of ethics. Each will be bound by the City Code of Ethics and this Section. Whenever this Section conflicts with the City Code of Ethics, the City Code of Ethics shall control. For the purposes of this section, the term "City Employee" means any person employed by the City of College Park, and the term "City Official" means any elected or appointed official of the City or of an agency, authority or instrumentality of the City.

1. **Employee Conflict of Interest.** It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows:
  - a. The City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.
  - b. Any other person, business or organization with whom the City Employee, City Official or immediate family of such is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.
  - c. A City Employee, City Official or any immediate family of such who holds a substantial interest in a disclosed blind trust shall not be deemed to have a conflict

of interest with regard to matters pertaining to that substantial interest.

- d. All City Employees and City Officials will be asked to sign a disclosure document indicating his or her compliance with the City Code of Ethics Policy.
- e. The terms “immediate family” and “substantial interest” shall have the meaning given to such terms in the City Code of Ethics.

## **2. Gratuities, Rebates or Kickbacks**

- a. *Gratuities and other benefits.* It shall be unethical for any City Employee or City Official to directly or indirectly solicit, demand, receive, accept or agree to receive any gratuity, reward, offer of employment, services or things of value from any person, business or entity in connection with any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal.

It shall further be unethical for any person, business or entity to offer, give or agree to give or offer to give any City Employee or City Official any gratuity, reward, offer of employment, services or things of value with the purpose of influencing any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal.

- i. A “thing of value” shall not include:
  - a. Any gift with a value less than one hundred dollars (\$100.00);
  - b. Food or beverage consumed at a single meal or event;
  - c. An award, plaque, certificate, memento or similar item given in recognition of the recipient's civic, charitable, political, professional or public service;

- d. Promotional items generally distributed to the general public or to public officers;
  - e. Rebates normally or routinely offered to customers in the ordinary course of business of such person, business or entity for the purchase of their goods and services are acceptable and are the property of the City; and
  - f. Educational events, materials and meals as described in subparagraph (ii).
- ii. *Educational events.* Nothing in this section shall preclude a City Employee or City Official from attending seminars, courses, lectures, briefings or similar functions at any person, business or entity's facility or at any other place if any such seminar, course, lecture, briefing or similar function is for the purpose of furnishing the City Official, City Employee or agent with knowledge and information relative to the person, business or entity's products or services and is one which the city manager determines would be of benefit to the City. In connection with any such seminar, course, lecture, briefing or similar function, nothing shall preclude the City Employee or City Official from receiving meals or educational materials and business related items of not more than nominal value from a person, business or entity. However, no City Employee or City Official shall accept or receive free travel or lodging for less than the value thereof from a person, business or entity.
- b. *Kickbacks and rebates.* It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

3. **Disclosure of Campaign Finance Contributions.** All vendors/contractors who do business with the City for purchases from ten thousand dollars (\$10,000.00) and above, which require a sealed bid process under the terms of the City of College Park's Purchasing Policies and Procedures, shall be required to file a written campaign contribution disclosure form with the city manager naming the City Official(s) to whom and when the campaign contribution was made, to identify the dollar amount and to provide a description of each campaign contribution.

- a. Except as provided in subsection (e) of O.C.G.A. § 21-5-34, no contributions to bring about the nomination or election of a candidate for any office shall be made or accepted except directly to or by a candidate or such candidate's campaign committee which is organized for the purpose of bringing about the nomination or election of any such candidate; and no contributions to bring about the recall of a public officer or to oppose the recall of a public officer or to bring about the approval or rejection by the voters of a proposed constitutional amendment, state-wide referendum or proposed question at the state, municipal or county level shall be made or accepted except directly to or by a campaign committee organized for that purpose.
- b. Unless otherwise reported individually, where separate contributions of less than one hundred dollars (\$100.00) are knowingly received from a common source, such contributions shall be aggregated for reporting purposes. For purposes of fulfilling such aggregation requirement, members of the family, members of the same firm or partnership or employees of the same person as defined in paragraph (19) of O.C.G.A. § 21-5-3, shall be considered to be a common source; provided, however, that the purchase of tickets for not more than twenty-five dollars (\$25.00) each and for attendance at a fundraising event by members of the family, members of the same firm or partnership or employees of the same person shall not be considered to be contributions from a common source except to the extent that tickets are purchased as a block.
- c. For each year a vendor/contractor is under contract and engaged in business with the City, it shall be required to file a campaign contribution disclosure form to the city manager.
- d. All vendors/contractors shall file the campaign contributions disclosure form to the city manager prior to or along with submitting a proposal in the bid process for purchases from ten thousand dollars (\$10,000.00) and above.

4. **Prohibition against Contingent Fees.** It shall be unethical for any person to be retained, or to retain a person, to solicit or secure a contract upon any agreement or understanding for a contingency fee, except for agreements with manufacturer representatives, or agents, including, but not limited to, commercial services sales agents engaged in the business of soliciting contracts on behalf of vendors. A “contingency fee” as used in this

subsection C means any commission, percentage, brokerage or other fee that is contingent upon the success that a person has in securing a city contract.

- 5. Use of Confidential Information.** It shall be unethical for any City Employee or City Official to knowingly disclose or use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
- 6. Unauthorized Purchases.** No purchases of goods and services shall be made in the name of the City or one of its departments, except such as is required for official use by the City or one of its departments. Purchases in the name of the City or a department for personal use by an individual or for other than official use are prohibited, and no City funds will be expended or advanced therefore.
- 7. Penalties and Sanctions**
- a. *Legal or disciplinary action by city council.* The city council may take appropriate legal and/or disciplinary actions pursuant to the City Code of Ethics against any City Employee, City Official or other person in violation of these ethical standards.
  - b. *Legal or disciplinary action by city manager.* The city manager is authorized to take any appropriate legal and/or disciplinary actions, including dismissal, of any City Employee violating this City Code of Ethics Policy.
  - c. *Administrative penalties for employees.* The city manager may impose any one or more of the following penalties or sanctions on a City Employee for violations of the ethical standards in this Section as appropriate to the situation, subject to the Personnel Manual or other appropriate appeals procedures:
    - i. Oral or written warnings or reprimands;
    - ii. Suspensions with or without pay for specified periods of time; or
    - iii. Termination of employment.
  - d. *Administrative penalties for outside contractors/vendors.* The City may impose any one or more of the following penalties or sanctions on a vendor or other person or organization for violations of these ethical standards:
    - i. Written warnings or reprimands;
    - ii. Termination of contracts; or
    - iii. Debarment or suspension.
- 8. Disclaimer of Responsibility for Improper Purchasing.** The City may disclaim responsibility and liability for any purchase, expenditure or agreement for expenditure

arising from any procurement made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this policy or the authorization or delegation as provided in this policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

9. **Vendor Contact during Open Solicitations.** Persons seeking an award of a City contract may not initiate or continue any verbal or written communications regarding a solicitation with any City Official, City Employee or other City representative other than the purchasing agent named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award. The city manager or designee will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

**12-7: COMPETITIVE PROCUREMENT/DIVERSITY INITIATIVE POLICY:**

1. Purchase or acquisitions made by the City of College Park shall be made through competitive bidding or competitive proposal unless expressly exempted from this requirement by other provision of this policy or by express authorization by the City Manager or the Mayor/Council. The following are hereby declared exempt:
  - a. Emergency purchases
  - b. Acquisition or leasing of real property
  - c. Purchases of less than \$10,000.00
  - d. Personal or professional services
  - e. Sole source purchases or acquisitions.
2. The City of College Park may purchase off of other governmental contracts if such contracts are open to purchase by public authorities. As such, competitive bidding procedures do not apply or may be satisfied by the competitive process that was followed to award such governmental contract. The city has the discretion to enter into an inter-governmental agreement if the items to be acquired are available from these contracts. The bidding process has already been completed.
3. This policy shall also set forth the procedures for increasing opportunities for procurement and contract activities among Minority-Owned Businesses (MOB),

African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE) and Native American Business Enterprise (NABE) located within/out-side the city limits of College Park Georgia. It is strongly encouraged to seek price quotations from the above various Minority vendors when procuring goods and services for dollar values under \$10,000.00. For dollar amounts above \$10,000.00 (sealed bids), a vendor questionnaire will be included in every bid packet. This questionnaire will be completed by the vendor and returned in the bid response and become part of the proposal.

- 4. Local Preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is equal to a non-local vendor, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process has been met.

*The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for a least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from the City of College Park.*

In order to receive local preference, the proposer must provide the following criteria and provide supporting documentation as required.

- Copy of Occupational Tax Certificate (Business License) from the City of College Park.
- Copy of a lease or rental agreement located in the city limits of City of College Park.

**12-8 : SEALED BID OPENING PROCEDURES:**

- 1. Sealed bids will be received in the Purchasing Department on or before the assigned date and time as advertised.** Bids received in any other department (unless otherwise stated in the bid documents) will not be accepted.
- 2. The requesting department shall have a department representative present at each bid opening.**

3. Bids will be opened and read aloud for all parties present.
4. Bids shall be made available for vendor review after the official opening is completed and under the supervision of the Purchasing Department or otherwise designated City staff.
5. A tabulation sheet may be made available for bidders 10 days after the bid opening.
6. The requesting department shall retain the bids for their review and/or recommendation. The Purchasing Department will assist the department in making a recommendation if necessary.
7. Once a recommendation has been made of the successful bidder, the Department Head shall prepare an "Agenda Memorandum" to the City Manager's Office requesting this item be placed on the next available Mayor/Council Agenda if applicable.
8. The Purchasing Department will add an Agenda Cover Memo to the requesting Department(s) "Agenda Memorandum" if required by the City Manager's Office.

#### 12-9 : CONSTRUCTION PROJECT BIDDING:

All College Park contracts for the construction of any roads/bridges or a system of roads/bridges and tunnels or construction of buildings, structures, parking areas on such roads/bridges or tunnels shall be let to a reliable bidder submitting the lowest sealed bid upon plans and specifications approved by involved City Departments and/or by the Georgia Department of Transportation. The procedures for letting such bids shall conform to those prescribed for GDOT in Georgia Code Sections 32-2-64 through 32-2-72.

Reference "**Public Notice Postings**" for dollar limits and time frames.

#### 12-10: FORMAL SEALED BIDS:

1. ALL purchases involving expenditures of \$10,000.00 or more will be made by sealed competitive bids or proposals. The City of College Park will require all sealed bids to be submitted to the Purchasing Department as stated in its General Instructions to the Bidder. Faxed or e-mail bids will not be considered. No sealed bid will be accepted after the due date and closing time. These bids will be returned to the sender.
2. Bid evaluation and awards will be made as follows:
  - a. Evaluation of Bids = the contract shall be awarded to the lowest, responsive and responsible bidder whose bid meets the requirements and specifications



contained in the proposal. An award will be made to one (1) bidder unless stated in the bid proposal.

- b. Acceptability Requirements = a product acceptability evaluation may be conducted to determine if a bidder's product is acceptable as set forth in the bid proposal. Any bidder's bid that does not meet the acceptability requirements shall be rejected as nonresponsive.
- c. Alternate Bids = an alternate bid may be considered for an award if the product meets the specifications and all requirements of the proposal unless otherwise stated in the proposal.
- d. Single Bid = If only one responsible bid is received to a proposal, an award may be made to the single bidder if the city determines in writing that the price submitted is fair and reasonable. However, it is the practice of the city to NOT open a single bid received if for any reason the Purchasing Department feels that more bids can be obtained. Should this occur the Purchasing Department will extend the bid opening date, contact vendors that did not respond in an effort to obtain additional bids?
- e. Tie Bids = A tie can exist when two (2) or more bidders offer identical prices, products that meets all specifications, terms and conditions. In such a situation, the city shall consider the following methods to resolve the tie.
  - i. Past performance of the vendor
  - ii. Best delivery date
  - iii. Closes proximity to delivery site

#### 12-11: COMPETITIVE SEALED RFP:

1. The RFP should be used when the needed goods/services does not lend itself to the creation of a clear and accurate list of specifications or statement of work and the objective of the solicitation is to identify the vendor who can offer the best possible solution at the most reasonable cost. The RFP seeks to identify the best value for the city by using a combination of technical and cost factors to evaluate vendor's proposals.
2. Proposals received by the RFP closing date and time will be evaluated in accordance with the terms and conditions set forth in the General Instructions. During the evaluation stage, the city may elect to request clarification and/or conduct one or more rounds of discussions or negotiations to solicit improvements to technical and/or cost proposal.

- a. General Evaluation = the city shall be bound by the terms of the RFP as well as the established evaluation criteria. No changes to the evaluation criteria may be made after the closing date and time. If a technical or cost proposal fails to meet a mandatory requirement specified in the RFP, the city will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. The city shall have the right to reject any and all proposals submitted in response to the RFP, to reject any portion thereof, or to waive any irregularity or administrative requirements.
- b. Administrative Review = the issuing officer may conduct a preliminary review of the received proposals to determine which technical proposals should be submitted. The administrative review should eliminate the following proposals any proposal submitted by a vendor who is currently suspended or debarred by the city or DOAS and any proposals which are missing required documents, signatures or any other item required by the RFP to be submitted with the proposal.
- c. Oral Presentation and Site Visits = the city may conduct site visits and/or request offerors make oral presentations as permitted by the RFP. If a vendor does not attend a mandatory site meeting, then the vendor's bid/proposal may be disqualified from consideration.
- d. Cost = the city may utilize lowest cost, lowest total cost, total cost of ownership or greatest savings to determine the best price proposal. The vendor deemed to have the most competitive cost proposal overall, as determined by the city will receive the award.
- e. Contract Negotiations = In the event that the city permitted vendors to submit exceptions to the city proposed contract and the vendor(s) identified for contract award have submitted contract exceptions, such contract exceptions must be resolved prior to contract execution. In the event that the city is unable to reach agreement as to contract terms with a vendor, the vendor will be ineligible for contract award and the city may award to the next best ranked vendor.
- f. Contract Award = The contract award, if any, shall be made to the responsible vendor whose proposal conforms to the RFP and is

determined to be the most advantageous to the city utilizing the established evaluation criteria. The contract file shall contain the basis on which the award is made.

#### 12-12 : PUBLIC NOTICE POSTINGS:

The following are guidelines as to where and how postings will apply:

1. All competitive solicitations of \$10,000.00 or more shall be posted at a minimum of two (2) of the following: the College Park website, City's legal organ (South Fulton Neighbor) *or* posted in the foyer of the City Hall Complex.
2. College Park, at its discretion, may also elect to conduct additional public advertisement through other newspaper or publication with statewide circulation.
3. The following guidelines will be generally followed by College Park Purchasing Department when posting competitive solicitations:
  - A. \$9,999.99 - \$99,999.99 = Minimum Two (2) Weeks.
  - B. \$100,000.00 and above = Minimum Four (4) Weeks

With the exception of construction bids, the City Manager may approve the posting of a competitive solicitation for a period of time less than the guidelines stated above when sufficient evidence justifying the reduced posting time period has been established.

4. In addition to the provisions above, the following procurements require public notice on the Georgia Procurement Registry ("GPR").
  - A. The City shall advertise all bid or proposal opportunities for **goods, services, or both** that are valued at **\$100,000.00 or more** in the GPR for a minimum of four (4) weeks prior to the date set for opening bids/proposals. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity. *See* O.C.G.A. § 36-80-27.
  - B. The City shall advertise all contract opportunities for **public works construction** that are valued at **\$100,000.00 or more** in the GPR for at least four continuous weeks prior to the opening of the sealed bids or proposals, unless otherwise provided by O.C.G.A. § 36-91-20.

#### 12-13 : CLARIFICATIONS, DISCUSSIONS and NEGOTIATIONS:

Clarifications, Discussions and Negotiations may be conducted on any City of College Park procurement in accordance with the following:

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1. **Clarifications:** During the procurement process, the City of College Park may seek clarifications with any offeror at any time.
2. **Discussions:** The City of College Park may conduct discussions collectively or one on one with offerors who are deemed qualified based on criteria set forth in the solicitation document. The City of College Park may engage in one or more rounds of discussions for the purpose of:
  - a. Gaining a better understanding of offeror's proposal solution.
  - b. Communicating College Park's needs or concerns,
  - c. Communicating revisions and/or best and final offers for technical and/or cost proposals.

In conducting discussions, there shall be no disclosure to an offeror of any information contained in competing offeror's proposals (technical or price) except the disclosure of information derived from the proposals may be disclosed as follows: If the solicitation document contains a provision notifying offerors that the City of College Park may use a process of allowing multiple revisions to price proposals to establish the final price proposal, College Park is authorized to disclose information derived from (but not contained in) the proposals to competing offerors such as overall rankings for the purpose of soliciting ongoing revisions to price proposals.

3. **Negotiations:** The City of College Park may conduct negotiations with offerors who are deemed qualified and reasonable for award based on criteria set forth in the solicitation document. College Park may engage in one or more rounds of negotiations. In conducting negotiations, there shall be no disclosure to an offeror of any information contained in competing offerors' proposals (technical or price) except the disclosure of information derived from the proposals may be disclosed as follows: If the solicitation document contains a provision notifying offerors that College Park may use a process of allowing multiple revisions to establish the final price proposal, College Park is authorized to disclose information derived from (but not contained in) the proposal to competing offerors such as overall rankings for the purpose of soliciting ongoing revisions to price proposals.

The City of College Park identifies which offerors shall participate in the Negotiations in one (1) of the following ways:

- a) Identify in the solicitation document the methodology that will be used to identify offerors that may participate in Negotiations. This

may include, but not necessarily be limited to, a methodology that establishes a competitive range based on offerors rankings following proposal evaluations. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors that may participate in Negotiations.

- b) Negotiate with all responsive responsible offerors following bid/proposal evaluations. Identified offerors will be notified in writing that College Park is initiating Negotiations; the general purpose and scope of the Negotiations; the anticipated schedule for the Negotiations; the procedures to be followed for those Negotiations. This information may be provided in a single or separate document. College Park may issue additional information and/or instructions to offerors participating in Negotiations as needed. Negotiations may be completed after a single round, or be done in several rounds as determined by College Park negotiation team. After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations and will provide details concerning the format and due date for the supplemental proposals. Colleges Park may in its sole discretion, terminate negotiations and/or the solicitation at any time.

4. **Negotiations in Lieu of New Procurement:** If after evaluation and obtaining clarification of a bid or proposal College Park determines that a bid or proposal is unreasonable or unacceptable, or is noncompetitive, or low bid proposal exceeds available funds, College Park will determine in writing whether time or other circumstances will permit the delay required to resolicit competitive bids or proposals. If College Park determines that the circumstances are such that the procurement cannot be delayed, a contract may be negotiated provided that each responsible bidder or offeror who submitted a bid or proposal under the original solicitation is notified of the determination and is given a reasonable opportunity to negotiate. In case where the bid/proposals received are noncompetitive or the low bid proposal exceeds available funds, the negotiated prices shall be lower than the lowest rejected bid/proposal of any responsible bidder/offeror under the original solicitation.

**12-14: OTHER TYPES OF PROCUREMENT:**

1. **Emergency Purchases:** Emergency circumstances exist where normal purchasing procedures cannot be utilized without extremely detrimental effects upon the operation of College Park and or College Park Customers. The requisition/purchase order should provide documentation as to the circumstance surrounding the emergency and should clearly state "Emergency Purchase" on the face of the purchase order or on the requisition provided by the user department. The City Manager must approve all emergency purchases.
2. **Personal Services:** Personal services for a specific individual or individuals shall not be governed by this policy.
3. **Acquisition or Lease of Real Property:** Because of the unique nature of land, the acquisition or lease of real property shall not be governed by this policy.
4. **Professional Services:** College Park shall acquire professional services in accordance with the procurement and public notice requirements set forth in Chapter 22 of Title 50 of the Official Code of Georgia Annotated.
5. **Sole Source:**
  - a. Definition: Sole source acquisition means a contract for the purchase of supplies and/or services that is entered into after soliciting and negotiating with only one source. Sole source acquisition shall not include any of the following, however College Park may acquire goods or services through these sources:
    - i. Purchases from existing College Park, DOAS, or other statewide contracts.
    - ii. Approved "piggybacking" purchases.
    - iii. Contracts for services performed by non-profit entities.
    - iv. Intergovernmental agreements.
    - v. Purchases which either by policy, statute or other regulation, are exempt from competitive solicitation.
    - vi. Any contract resulting from a competitive solicitation conducted in accordance with the provisions of this policy even if only one responsive and responsible bid/proposal is received.
  - b. Policy Statement: Sole source acquisitions are prohibited unless College Park establishes justification why the needed supplies and/or services should not be procured through open competition Examples in which a sole source

acquisition could be acceptable are:

- i. When only the proposed source can furnish the services because of its previous State government or College Park experience and having an alternative source duplicating these capabilities would result in excessive cost to College Park.
  - ii. When only one supplier can satisfy the technical requirements because of unique technical competence or expertise.
  - iii. The item does not satisfy the requirements for Sole Source but the use of any other manufacturer's product would result in excessive cost to College Park.
  - iv. When only one source possesses patents or exclusive rights to manufacture or to furnish the item or service.
  - v. Other extenuating circumstances or considerations include, as applicable, adverse impacts on College Park of not using the proposed source, and other considerations not previously stated.
- c. Process: The Authorized Purchasing Officer must complete the following steps prior to finalizing a sole source acquisition.
- i. Conduct a market research to determine the appropriateness of a sole source acquisition. Research must be conducted to determine if other service providers exist and can satisfy procurement requirements. Research resources can include: Thomas Register, Industry Organizations, Internet searches, Consultant reviews, Request for Information, Advertisement or Industrial Publications.

#### 12-15 : MISCELLANEOUS:

1. **Cancellation of RFQ's/RFP's:** An RFQ or RFP or other solicitation may be canceled or any and all bids may be rejected in whole or in part as may be specified in the solicitation and which is in the best interest of College Park. Further, if at any time it is found that the integrity of the process has been compromised or that errors have occurred, the solicitation may be canceled.
2. **Rejection of Bids/Proposal:** College Park reserves the right to reject any and all bids/proposals submitted in response to any solicitation document, to reject any portion thereof, or to waive any irregularity or administrative requirement.
3. **Examine Records:** College Park shall have the right to examine, inspect

and audit the records of bidder/proposer as they pertain to their contract with College Park for a period of three (3) years after the termination of their contract with College Park.

4. **Right to Inspect Plant:** By submitting a bid or proposal to College Park, the bidder/offeror agrees to permit College Park, the right of inspection at the bidder's/offeror's plant/warehouse. Upon request, the bidder/offeror shall provide all reasonable facilities and assistance for the safety and convenience of College Park's appointed representative in the performance of such inspection.
5. **Compliance with Federal Requirements:** Where the procurement involves the expenditure of federal funds, College Park bidders and proposers shall comply with federal law and authorized regulations which apply to the procurement as required within any/all grants.
6. **Confidentiality:** Unless otherwise required by law, all information and documentation relative to development of a contractual document for a proposed procurement shall be deemed confidential in nature. Such material shall remain confidential until successful completion or cancellation of the applicable procurement process. All proposals or bids received shall be deemed confidential in nature until successful completion or cancellation of the applicable procurement process. After a notice of award is posted, all material in the file, except information exempted by state or federal law from disclosure, shall be open to interested persons during normal office hours and may be hand copied or copies shall be furnished in accordance with the Georgia Open Records Act or the Federal Freedom of Information Act as applicable.

#### **12-16: OFFEROR RESPONSIBILITY, SUSPENSION or DEBARMENT:**

Purchases shall be made from and contracts shall be awarded to responsible offerors.

1. **Responsibility Generally Presumed:** College Park may base its belief that an offeror is responsible on responses provided on the offeror's "Statement of Responsibility Certification Form" (where such a form is used) and/or based on an offeror's responses to the requirements of the solicitation document. In order for an offeror to be deemed no responsible, the contracting officer must make an affirmative determination of no responsibility.
2. **Investigations:** College Park shall have the right, but not the obligation, to conduct investigations and other forms of due diligence into any offeror's (or potential



offeror's) responsibility status at any time and for any reason.

**3. Factors Affecting Responsibility:** Areas affecting an offeror's responsibility may include, but are not limited to one or more of the following criteria:

- a. Whether offeror has adequate financial resources to perform the contract, or the ability to obtain them. This includes, but not limited to, the ability to obtain required bonds (if any) and insurance from sureties and insurance companies authorized to do business in Georgia.
- b. Whether offeror is able to comply with the contract requirements, considering the firm's other business obligations.
- c. Whether offeror is registered to do business in the State of Georgia and is listed as "Active/Compliance" with the Office of the Georgia Secretary of State.
- d. Whether offeror is not presently debarred or suspended from bidding by any Federal or State governmental entity.
- e. Whether offeror has, within a three year period preceding the applicable solicitation document, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- f. Whether offeror is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above.
- g. Whether offeror has had a contract terminated for default in the last 3 years.
- h. Whether offeror is currently under investigation for any possible breach of contract, or fraud or allegations of criminal activity related to the types of goods and/or services requested within the solicitation document. And if yes, the circumstances, nature and magnitude of such investigation shall be considered in any possible no responsibility determination.
- i. Whether offeror has a satisfactory performance record.
- j. Whether offeror has a satisfactory record on integrity and business ethics.
- k. Whether offeror has satisfactory organization, experience, accounting and operational controls and managerial and technical skills.

**4. Failure to provide Information:** Offeror's failure to provide information

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specifically requested by the contracting officer may be grounds for a determination of no responsibility.

5. False certification or Information: False certification or information may be grounds for a non-responsibility determination and/or debarment.
6. Determination of Non-Responsibility Required: If an offer or who otherwise would have been awarded a contract is found non-responsible, a determination of non-responsibility setting forth the reason for the finding of non-responsibility shall be prepared by the contracting officer. Notice to the non-responsible offer or shall be mailed no later than two (2) business days after the determination of non-responsibility is made and must inform the offer or of the right to protest the determination. Any dispute of a non-responsibility determination must be made via a protest filed in strict accordance with the College Park's Protest Policy.

**12-17: PROTEST:**

An Interested Party desiring to protest, challenge or otherwise pursue a claim against any aspect of College Park procurement must comply with College Park's Protest Policy.

**12-18: CAUSES for DEBARMENT or SUSPENSION:**

College Park may debar a vendor/contractor for any of the causes listed as follows:

1. Violation of contract provisions of a character which is regarded to be so serious as to justify debarment action.
2. In College Park's opinion, the vendor's/contractor action amount to:
  - a. A deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract.
  - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts.
3. Conviction under state or federal status of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a state vendor.
4. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposal.
5. Conviction of commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the

performance in the contract or subcontract.

- 6. Any other cause as serious and compelling as to affect responsibility as a city vendor, including debarment by another government entity.
- 7. Any violations of the provisions which govern Conflict of Interest.

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ADOPTED BY CITY COUNCIL:

\_\_\_\_\_

EFFECTIVE DATE:

\_\_\_\_\_



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8427

**DATE:** October 28, 2020

**TO:** The Honorable Mayor and Members of City Council

**FROM:** Terrence R. Moore, City Manager

**RE:** Considerations Regarding Term Limits

Purpose: Considerations regarding term limits.

Based on dialogue during the October 19, 2020 Regular Session meeting regarding term limits for elected officials, this matter has been added to the agenda.

Thank you.

### ATTACHMENTS:

- City Charter Term Limits and Procedures to Amend (memo) (PDF)

### Review:

- |                          |           |                     |
|--------------------------|-----------|---------------------|
| • Terrence R. Moore      | Completed | 10/27/2020 5:18 PM  |
| • Rosyline Robinson      | Completed | 10/27/2020 5:22 PM  |
| • City Attorney's Office | Completed | 10/28/2020 11:33 AM |
| • Terrence R. Moore      | Completed | 10/28/2020 1:38 PM  |
| • Mayor & City Council   | Pending   | 11/02/2020 7:30 PM  |



**FINCHER DENMARK LLC**  
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MEMORANDUM

TO: Mayor and Council of the City of College Park  
FROM: Fincher Denmark LLC  
BY: Danielle Matricardi *DM*  
DATE: October 27, 2020  
SUBJECT: **Amendments to the Term Limits of Elected City Officials**

**I. INTRODUCTION**

This memorandum discusses the current term limits for City officials as provided in the City's Charter and outlines the procedures to amend said term limits, should the City decide to do so.

**II. CITY CHARTER**

Section 5-8 (Same—Election by ward; terms of office) of the City's Charter governs the term limits for the mayor and city council members. It states as follows:

Effective January 1, 1992, the four (4) councilmembers of said city shall consist of one councilmember each from the first, second, third, and fourth wards of said city. Councilmembers elected for a four-year term in the general city election held in October, 1989, for then existing wards two and five shall continue to hold office through December 31, 1993, and shall be designated as the successor councilmembers from wards two and four, respectively. **Thereafter, the terms of office for councilmembers from wards two and four shall be four years.** In the general election held in November, 1991, there shall be elected a mayor and two councilmembers designated to represent wards one and three, respectively. **The mayor and each of the two councilmembers from wards one and three shall be elected for a term of four years, and thereafter their term of office shall be four years.**

The General Assembly has made several amendments to this section over the years. However, the terms for elected officials were last amended in 1966, which increased the terms from two (2) years to four (4) years (Ga. L. 1966, p. 2757, § 2).

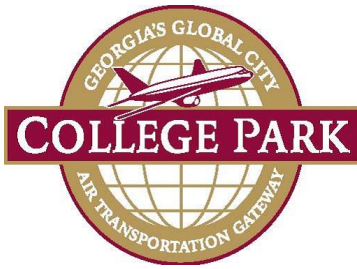
### **III. CHARTER AMENDMENTS**

City charters can only be changed through (1) a Local Act or (2) a “Home Rule” charter amendment. A local act is a law passed by the Georgia General Assembly that only affects one or more specific local governments. Local acts may affect the city’s composition, form of government, or procedures for electing its governing authority. A Home Rule charter amendment does not need the approval of the general assembly so long as the amendments are not inconsistent with state and federal laws. O.C.G.A. § 36-35-3.

The General Assembly specifically prohibits cities from adopting home rule amendments that: (1) affect the composition and form of the municipal governing authority; (2) affect the procedure for election and appointment of elected officials and the continuance in office and limitation thereon for such officials; (3) actions defining any criminal offense that is defined by state law; (4) actions adopting any form of taxation beyond what is authorized by state law; (5) actions affecting the exercise of the power of eminent domain; (6) actions expanding the power of regulation over any business activity regulated by the Public Service Commission beyond what is authorized by state law; (7) actions affecting the jurisdiction of any court; and (8) actions changing charter provisions relating to the establishment and operations of an independent school system. O.C.G.A. § 36-35-6(a).

### **IV. CONCLUSION**

Should the City desire to change the current four (4) year term limits for its elected officials, the General Assembly would need to pass a local act amending the term limits included in Charter Section 5-8. A local act is required, because the City is prohibited under O.C.G.A. § 36-35-6(a)(1) from passing a home rule ordinance that affects the continuance in office and limitation thereon for members of the governing authority.



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8428

**DATE:** October 28, 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

**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:** November 2, 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 10262020 (PDF)
- Top Ten Delinq Property Tax Accounts 10262020 - 2018 (PDF)

**Review:**

- Althea Philord-Bradley Completed 10/28/2020 1:19 PM
- Rosyline Robinson Completed 10/28/2020 2:08 PM
- Terrence R. Moore Completed 10/28/2020 3:15 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM



**City of College Park  
Department of Finance & Accounting  
Top Ten Delinquent Property Tax Accounts  
As of October 26, 2020**

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
Filed	ATA Investments Various Investors	5271 W Fayetteville Rd		\$ 10,947.64	Clayton - Real	10/7/20 - Email correspondence with principal investors - Working with local representative of ownership group to facilitate payments, and informing of delinquency fees as they approach. Latest spreadsheet of outstanding balances by owner and unit number was sent. Working on final transfer.	2019
Filed	Aveum Investments	2227 & 2245 Godby Rd		\$ 5,250.45	Fulton - Real	9/10/20 Spoke with bankruptcy trustee - Filed claim with Northern District of Georgia US Bankruptcy Court	2019
Filed	Simply Books	Hartsfield Atrium	The Hudson Group	\$ 2,660.51	Clayton - Personal	10/23/20 Correspondence from contact at Hudson Group - invoice was submitted for payment	2019
Filed	Dover Cylinder Head	2539 Sullivan Rd		\$ 2,141.71	Fulton - Personal	9/9/20 Possible Business Closure. Located a non-business mailing address of principal owner out of state- mailing statement	2019
Filed	Uncle Maddio's Pizza	Hartsfield Conc T	DNCTHS Atlanta Partners JV	\$ 1,672.59	Clayton - Personal	10/8/20 Emailed contact found on Bus License module	2019
	Hohwald Warren A	2152 W Lyle Rd		\$ 1,470.37	Fulton - Real	Due 10/17/20 - Spoke with owner, referred to County Tax Assessor's Office - Removal of Homestead Exemption	2017-2019
Filed	DJ Paradise Chicken	4601 Welcome All Rd		\$ 1,335.06	Fulton - Personal	Researching business - Real Estate falls under City of South Fulton	2019
Filed	Advantage OPCO LLC	2200 Rental Car Center		\$ 1,094.03	Fulton - Personal	Chp 11 filing 5/29/20 - under Advanatage Holdco ET AL- claim info provided Legal counsel	2019
Filed	Smith Lauren Medlock	3307 Myrtle St		\$ 1,000.00	Fulton - Real	NSF payment - Been in contact with owner - working withing with Envision to collect	2019
Filed	Tabb Andrew	5165 Hanover St		\$ 654.83	Clayton - Real	10/8/20 Found new mailing address - resent statement	2019
				<u>\$ 28,227.19</u>			

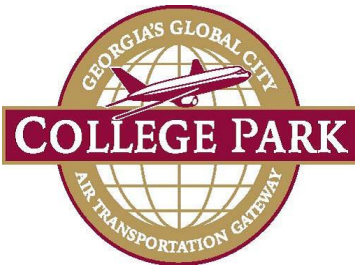
Y Represents Lien filed against account.  
NA Signifies account has not met statutory requirement for lien to be filed

**Inactive Account - off active list - candidates to write-off**

Level Concrete Co.	2560 West Point Avenue	Proximity of Metro Mustang	\$ 24,622.34	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		9,235.65	Public Utility Digest - Clayton	Ceased Operations July 29, 2002	
PSINet Inc			11,813.34	Fulton - Personal Property		
Larry Jones	0 Camp Creek Pkwy		10,381.34	Fulton - Real	way	1992-2014
F H Kilgore	0 Camp Creek Pkwy		5,944.45	Fulton - Real	Parcel Mapping discrepancy	1992-2014

City of College Park  
 Department of Finance & Accounting  
 Top Ten Delinquent Property Tax Accounts  
 As of October 26, 2020

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
Y	Zenga Store	Hartsfield/Concourse A		\$ 1,292.61	Clayton - Personal	10/23/20 Correspondence from contact at Hudson Group - invoice was submitted for payment	2018
Y	Smart Moves Investments LLC	2879 Windsor Forrest Ct		\$ 1,351.10	Fulton - Real	Identified Owner - he is a First Transferee Foreclosure - ownership confirmed /working account. 10/23/20 Working with Tax Sale consultants found owners address	2018-2019



# CITY OF COLLEGE PARK

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

## REG SESSION AGENDA REQUEST

DOC ID: 8429

**DATE:** October 29, 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:** November 2, 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 102720 - Redacted (PDF)
- October 2020 Cut-on report 102720 - Redacted (PDF)
- RF Aging 102620 Redacted (PDF)
- CF Aging 102620 Redacted (PDF)
- RC Aging 102620 Redacted (PDF)
- CC Aging 102720 Redacted (PDF)

**Review:**

- Althea Philord-Bradley Completed 10/28/2020 5:28 PM
- Rosyline Robinson Completed 10/29/2020 2:26 PM
- Terrence R. Moore Completed 10/29/2020 2:48 PM
- Mayor & City Council Pending 11/02/2020 7:30 PM

City of College Park											
TOP TEN UTILITY CUSTOMER OUTSTANDING BALANCES											
10/27/2020											
Prepared By Kymberli Johnson											
<b>Business</b>											
Prior Adjustments	Payment Plan	Liens	BUSINESS NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
n/a	No	No			\$18,110.03	\$712.58	\$1,431.35	\$20,253.96	Yes	90days	Account Active
n/a	No	No			\$10,564.11	\$379.76	\$408.60	\$11,352.47	Yes	60days	Account Disconnected
n/a	No	No			\$4,624.23	\$290.87	\$84.90	\$7,651.97	Yes	60days	Account Active
<b>Apartments</b>											
Prior Adjustment	Payment Plan	Liens	APARTMENT NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
n/a	No	No			\$0.00	\$606.49	\$4,972.27	\$5,578.76	Yes	45 days	Water Account Active
n/a	No	No			\$76.00	\$500.72	\$4,573.88	\$5,150.60	Yes	45 days	Water Account Active
n/a	No	No			\$0.00	\$56.66	\$4,730.47	\$4,786.99	Yes	45days	Water Account Active
n/a	No	No			\$0.00	\$1,673.61	\$2,331.86	\$4,005.47	Yes	45 days	Water Account Active
<b>Residential</b>											
Prior Adjustment	Payment Plan	Liens	CUSTOMER NAME	Account #	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status
No	No	No			\$331.07	\$3,995.32	\$246.26	\$4,572.65	Yes	180 days	Account Active Customer is a Senior
No	No	No			\$1,818.55	\$940.93	\$272.99	\$3,032.47	Yes	90	Account Active Customer has a medical letter on file
No	No	No			\$1,386.71	\$1,209.73	\$249.87	\$2,846.31	Yes	90 days	Account Active
<b>TOTALS</b>					<b>\$36,910.70</b>	<b>\$10,366.67</b>	<b>\$19,302.45</b>	<b>\$66,579.82</b>			
		NUL	Signifies that Lien has not been filed due to legal statue (not property owner)								
		*	Represents Lien filed against account								
		N/A	Signifies account Lien has not been filed								
	yes		Signifies account received prior billing adjustment								
	N/A		Signifies account that has not received prior billing adjustment								

October 2020 Reconnects					
Customer's Account #	Occupant code	Customer's Name	Date Work-orders were created	Balance Due @ Cut-Off	Amount paid @ Cut-on
	Prepared by K.Johnson		<b>Grand Totals</b>	<b>\$ 53,690.23</b>	<b>\$ 38,852.34</b>

10/27/2020	\$	5,398.07	\$	5,398.07
10/27/2020	\$	1,695.60	\$	2,000.00
10/27/2020	\$	3,102.30	\$	3,102.30
10/26/2020	\$	2,463.65	\$	1,000.00
10/26/2020	\$	2,015.37	\$	1,000.00
10/26/2020	\$	460.87	\$	460.87
10/26/2020	\$	3,341.20	\$	3,341.20
10/23/2020	\$	2,558.49	\$	1,520.00
10/20/2020	\$	1,931.67	\$	702.00
10/20/2020	\$	2,632.09	\$	1,000.00
10/20/2020	\$	3,286.16	\$	1,500.00
10/20/2020	\$	1,782.54	\$	1,394.76
10/20/2020	\$	7,724.90	\$	4,766.65
10/15/2020	\$	584.25	\$	584.25
10/15/2020	\$	767.40	\$	195.00
10/14/2020	\$	715.60	\$	715.60
10/12/2020	\$	521.76	\$	521.76
10/9/2020	\$	544.36	\$	544.36
10/9/2020	\$	1,829.66	\$	1,364.00
10/7/2020	\$	1,046.09	\$	435.00
10/5/2020	\$	1,436.61	\$	1,111.58
10/2/2020	\$	1,990.91	\$	2,000.00
10/2/2020	\$	946.46	\$	-
10/2/2020	\$	672.75	\$	672.75
10/2/2020	\$	613.81	\$	613.81
10/2/2020	\$	1,016.90	\$	500.00
10/2/2020	\$	646.67	\$	590.00
10/2/2020	\$	754.40	\$	754.40
10/1/2020	\$	705.71	\$	560.00
10/1/2020	\$	503.98	\$	503.98

**Grand Totals: \$ 53,690.23 \$ 38,852.34**



September/October 2020 Reconnects					
Customer's Account #	Occupant code	Customer's Name	Date Work-orders were created	Balance Due @ Cut-Off	Amount paid @ Cut-on
	Prepared by K.Johnson		Grand Totals	\$ 15,297.32	\$ 11,666.49

Page 2 Grand Total \$ - \$ -



	page*1
Remaining Balance	
\$ 14,837.89	

- \$ -
- \$ (304.40)
- \$ -
- \$ 1,463.65
- \$ 1,015.37
- \$ -
- \$ -
- \$ 1,038.49
- \$ 1,229.67
- \$ 1,632.09
- \$ 1,786.16
- \$ 387.78
- \$ 2,958.25
- \$ -
- \$ 572.40
- \$ -
- \$ -
- \$ -
- \$ 465.66
- \$ 611.09
- \$ 325.03
- \$ (9.09)
- \$ 946.46
- \$ -
- \$ -
- \$ 516.90
- \$ 56.67
- \$ -
- \$ 145.71
- \$ -

\$ 14,837.89



	page*2
Remaining Balance	
\$ 3,630.83	

\$ -

City of College Park

A / R A G I N G

10/26/2020 09:00:13

Page: 1

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: 1

225.81	195.78	21.63	1698.24	2141.46	02/04/2019	47.81		
267.92	176.96	158.38	508.41	1111.67	02/29/2020	315.00	T	
421.01	309.89	192.83	307.56	1231.29	07/10/2020	280.00	T	
578.26	499.36	340.93	155.76	1574.31	09/28/2020	500.00	T	
583.46	431.44	432.48	0.00	1447.38	08/26/2020	300.00	O	
204.80	323.75	364.47	459.15	1352.17				
915.15	668.56	390.66	0.00	1974.37	08/10/2020	941.89		
344.12	239.52	149.86	510.19	1243.69	08/10/2020	400.00	T	
580.19	327.15	266.52	399.16	1573.02	08/21/2020	149.58	T	
426.71	246.69	245.37	324.47	1243.24	08/12/2020	569.84	T	
534.39	337.15	237.77	123.99	1233.30	07/29/2020	100.00	O	
674.40	514.85	327.33	0.00	1516.58	06/29/2020	124.44	O	
618.89	438.62	341.25	234.14	1632.90	10/01/2020	575.39		
3757.42	1537.43	1347.51	12.35	6654.71	09/30/2020	500.00	T	
738.66	449.33	209.86	0.00	1397.85	10/20/2020	25.07	T	
1497.30	927.11	726.67	248.70	3399.78	08/19/2020	1800.00		
1536.18	934.01	586.14	0.00	3056.33	09/09/2020		T	
508.68	416.16	307.06	322.88	1554.78	07/17/2020	265.00	O	
500.41	333.59	264.37	85.21	1183.58	09/04/2020	500.00		
444.16	324.35	210.27	444.66	1423.44	05/05/2020			
406.44	373.06	264.51	1656.40	2700.41	08/10/2020	100.00	T	
843.46	535.77	355.08	435.67	2169.98	08/28/2020	395.50	T	
392.25	285.71	229.85	702.54	1610.35	10/01/2020	500.00	T	

23 Subtotals for Cycle 001

17000.07	10826.24	7970.80	8629.48	44426.59
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Cycle: 8

417.79	1181.02	204.84	0.00	1803.65	08/10/2020	530.64	O	
384.94	542.15	325.55	234.31	1486.95	09/29/2020	500.00		
525.40	545.31	439.04	195.96	1705.71	10/13/2020	70.00	T	
632.10	566.39	249.32	560.74	2008.55	09/08/2020	400.00	O	
550.57	633.47	321.53	404.83	1910.40	09/30/2020	300.00	T	
163.29	297.39	238.23	978.67	1677.58	07/19/2020	65.00	T	
257.49	395.01	260.08	543.94	1456.52	08/10/2020	700.00	T	
543.46	321.04	181.39	0.00	1045.89	09/30/2020	482.00	T	
87.99	329.45	700.13	0.00	1117.57	09/29/2020	464.00	T	
388.56	423.08	277.82	606.14	1695.60	09/30/2020	200.00	T	
203.64	359.30	275.16	310.65	1148.75	09/29/2020	100.00		
393.31	481.64	164.84	0.00	1039.79	10/05/2020	323.24	O	
339.65	560.21	173.90	0.00	1073.76	09/30/2020	733.90		
150.79	111.19	69.64	875.04	1206.66	10/09/2020	200.00	T	
153.21	275.30	149.67	456.79	1034.97	04/16/2020	109.70	T	
610.93	570.57	0.00	0.00	1181.50	09/29/2020	92.00	T	
364.46	485.80	197.67	0.00	1047.93	09/23/2020	150.00	T	
249.15	346.15	280.82	277.48	1153.60	08/11/2020	300.00	T	
214.75	325.33	218.11	245.98	1004.17			T	
286.16	400.73	258.65	471.04	1416.58	06/15/2020	200.00	T	
250.65	289.81	241.54	1095.29	1877.29	10/01/2020	175.00		
282.23	479.32	312.67	287.89	1362.11	06/22/2020	56.09	T	

City of College Park

A / R A G I N G

10/26/2020 09:00:40

Page: 2

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
				191.01	305.27	112.13	486.53	1094.94	02/21/2020	131.19	T
				373.30	359.03	259.75	523.21	1515.29	08/14/2020	300.00	T
				184.29	302.38	159.34	412.07	1058.08	06/29/2020	100.00	T
				104.73	136.66	124.97	926.45	1292.81	09/10/2020	100.00	T
				224.58	351.61	225.08	210.12	1011.39	09/29/2020	25.00	T
				143.21	110.13	108.66	659.65	1021.65	10/05/2020	75.00	T
				241.94	322.08	218.74	234.39	1017.15	07/05/2020	261.00	T
				284.86	346.76	280.99	178.82	1091.43	10/19/2020	200.00	O
				240.39	410.59	289.91	395.32	1336.21	06/05/2020	188.29	O
				41.08	70.98	114.80	1250.78	1477.64	02/06/2020	608.92	
				296.22	441.86	249.29	340.93	1328.30	09/29/2020	441.86	T

33 Subtotals for Cycle 008

9776.13 13077.01 7684.26 13163.02 43700.42

Cycle: 15

				21.56	129.59	48.01	1020.47	1219.63	01/10/2020	200.00	T
				308.64	257.38	155.86	625.98	1347.86	08/11/2020	178.76	T
				291.93	229.00	148.74	494.93	1164.60	08/13/2020	200.00	T
				387.74	314.04	404.21	909.38	2015.37	09/28/2020	250.00	T
				253.41	336.48	159.50	358.50	1107.89			T
				222.59	217.21	182.78	584.01	1206.59	08/31/2020	37.00	T
				280.47	258.69	139.37	509.89	1188.42	08/13/2020	500.00	T
				353.35	342.63	247.08	254.84	1197.90	06/08/2020	422.49	T
				361.38	407.04	252.00	214.92	1235.34	06/23/2020	294.41	T
				21.56	76.36	61.04	849.99	1008.95	01/27/2020	100.00	T
				21.56	334.22	225.55	673.23	1254.56	02/14/2020	368.11	T
				274.73	590.34	379.03	1551.48	2795.58	02/04/2020	238.00	T
				203.56	468.99	258.65	1081.58	2012.78	01/07/2020	115.00	T
				21.92	155.14	111.35	795.08	1083.49			T
				6775.67	1014.21	0.00	0.00	7789.88	10/01/2020	4683.39	O

15 Subtotals for Cycle 015

9800.07 5131.32 2773.17 9924.28 27628.84

71 Grand Totals

36576.27 29034.57 18428.23 31716.78 115755.85

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)

City of College Park

A / R A G I N G

10/26/2020 08:57:15

Page: 1

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
<b>Cycle: 1</b>				3534.19	2217.00	648.39	0.00	6399.58	10/20/2020	3151.97
				37892.61	22515.87	17689.19	0.00	78097.67	09/09/2020	20102.52
<b>2 Subtotals for Cycle 001</b>				<b>41426.80</b>	<b>24732.87</b>	<b>18337.58</b>	<b>0.00</b>	<b>84497.25</b>		
<b>Cycle: 8</b>				3925.21	4952.98	2474.28	0.00	11352.47	10/19/2020	3425.21
				389.11	439.74	350.49	0.00	1179.34	08/05/2020	937.91
				1138.07	1285.31	40.27	0.00	2463.65	09/25/2020	1000.00
				677.19	780.92	19.10	0.00	1477.21	08/31/2020	250.00
				1246.65	1194.04	831.79	1221.24	4493.72	05/20/2020	2270.69
				292.28	265.70	61.63	1917.51	2537.12	12/13/2019	109.00
				67.14	79.87	84.89	1053.94	1285.84		
<b>7 Subtotals for Cycle 008</b>				<b>7735.65</b>	<b>8998.56</b>	<b>3862.45</b>	<b>4192.69</b>	<b>24789.35</b>		
<b>Cycle: 15</b>				447.12	311.59	223.56	433.20	1415.47	06/03/2020	204.10
				0.00	752.46	417.00	97.21	1266.67	10/01/2020	2423.42
				163.38	1119.55	514.21	0.00	1797.14	10/01/2020	5747.41
				43.45	155.83	77.40	967.92	1244.60	01/24/2020	251.64
				1369.50	1008.18	0.00	0.00	2377.68	10/07/2020	791.82
				1199.36	716.66	641.56	424.38	2981.96	09/28/2020	520.00
				722.11	393.62	152.96	645.96	1914.65	10/20/2020	
<b>7 Subtotals for Cycle 015</b>				<b>3944.92</b>	<b>4457.89</b>	<b>2026.69</b>	<b>2568.67</b>	<b>12998.17</b>		
<b>Cycle: 21</b>				68.00	34.00	34.00	1156.10	1292.10	10/13/2020	50.00
<b>1 Subtotals for Cycle 021</b>				<b>68.00</b>	<b>34.00</b>	<b>34.00</b>	<b>1156.10</b>	<b>1292.10</b>		
<b>17 Grand Totals</b>				<b>53175.37</b>	<b>38223.32</b>	<b>24260.72</b>	<b>7917.46</b>	<b>123576.87</b>		

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)

City of College Park

A / R A G I N G

10/26/2020 09:19:47

Page: 1

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

				899.35	517.14	357.20	642.80	2416.49	08/27/2020	303.53	T
				21.60	308.25	192.57	662.93	1185.35	04/17/2020	225.09	T
				917.14	565.85	421.91	1534.19	3439.09	08/28/2020	496.00	T

3 Subtotals for Cycle 015

				1838.09	1391.24	971.68	2839.92	7040.93			
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3 Grand Totals

				1838.09	1391.24	971.68	2839.92	7040.93			
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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 = 'RC' AND end\_date IS NULL)

City of College Park

A / R A G I N G

10/27/2020 23:44:56

Page: 1

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
Cycle: <b>15</b>											
				8925.10	429.51	0.00	0.00	9354.61	10/14/2020	4274.69	O
				1133.60	653.10	0.00	0.00	1786.70	09/14/2020	156.13	T
				77.82	148.79	66.96	712.60	1006.17	12/16/2019	291.49	T
<b>3 Subtotals for Cycle 015</b>				<b>10136.52</b>	<b>1231.40</b>	<b>66.96</b>	<b>712.60</b>	<b>12147.48</b>			
<b>3 Grand Totals</b>				<b>10136.52</b>	<b>1231.40</b>	<b>66.96</b>	<b>712.60</b>	<b>12147.48</b>			

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)

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