



Mayor & City Council

Regular Session Meeting

~ Agenda ~

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

Tuesday, January 19, 2021

7:30 PM

Council Chambers

1. Opening Ceremonies
 - A. **Pledge Of Allegiance**
 - B. **Invocation**
2. Additions, Deletions, Amendments, or Changes to the Agenda
3. Presentation of Minutes of City Council

A. Approval of Regular Session Minutes dated January 4, 2021.

ACTION:

B. Approval of Workshop Session Minutes dated January 4, 2021.

ACTION:

4. Proclamations, Resolutions, Plaques, and Announcements
5. Remarks of Citizens
6. Annual Appointments

A. City Physicians. See memorandum dated January 7, 2021 from Director of Human Resources & Risk Management Dr. Dwight L. Baker and supporting documentation.

ACTION:

7. Other Business

- A. Discussion and update on recently adopted ordinances and resolutions. See memorandum dated January 12, 2021 from City Clerk Shavala Moore. Also, see attached supporting documentation.
- B. Discussion and update on top ten delinquent property tax payers. See memorandum dated January 11, 2021 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached background information.

- C. Discussion and update on top ten delinquent utility customer accounts. See memorandum dated January 13, 2021 from the Director of Finance & Accounting Althea Philord-Bradley. Also, see attached background information.
- D. COVID-19 Update. See memorandum dated January 12, 2021 from Fire Chief Wade Elmore. Also, see attached background information.
- E. College Park Utility Assistance Grant Program Update. See memorandum dated January 12, 2021 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached supporting documentation.

8. Public Hearings

9. Bids, Change Order Requests and Contracts

- A. Consideration of and action on a request for approval of the replacement of two (2) 400 ton chillers at the Federal Aviation Administration (FAA) Regional Headquarters. See memorandum dated January 13, 2021 from Interim City Manager Mercedes Miller. Also, see attached letter dated January 12, 2021 from Collier's International Property Manager Ron Wilkerson recommending approval of Batchelor & Kimball, Inc. to replace the two (2) 400 ton chillers and a development budget from LCK, Inc. bringing the total cost of the replacement to \$706,541.00. This is not a budgeted item.

ACTION:

- B. Consideration of and action on a request for approval of the acceptance of Community Development Block Grant (CDBG) reprogrammed funds from Fulton County Department of Community Development for the construction, rehabilitation and installation of the Charles E. Phillips, Sr. Park Splash Pad in the amount of \$584,000. See memorandum dated January 7, 2021 from Director of Recreation & Cultural Arts Michelle Johnson recommending approval. Also, see attached awards letter and agreement.

ACTION:

- C. Consideration of and action on a request for a notice to proceed with the professional services of Metrocorp Developmental Enterprises, Inc. for the Splash Pad project at Charles E. Phillips, Sr. Park. See memorandum dated January 11, 2021 from Director of Recreation & Cultural Arts Michelle Johnson recommending approval. Also, see attached professional services agreement.

ACTION:

- D. Consideration of and action on a request for approval of City Planner services to supplement the services of the Atlanta Regional Commission's (ARC) update of the City of College Park Comprehensive Plan. See memorandum dated January 11, 2021 from Interim

City Manager Mercedes Miller requesting approval in the amount \$34,000. Also, see attached supporting documentation. This is not a budgeted item.

ACTION:

10. Unfinished (Old) Business

- A. Consideration of and action on a request for approval to amend the resolution governing rules of order and procedures for Citizen Remarks during City Council meetings. See memorandum dated January 11, 2021 from City Clerk Shavala Moore. Also, see proposed City of College Park Resolution No. 2021-04. This item was considered during the January 4, 2021 Regular Session.

ACTION:

11. New Business

- A. Consideration of renewal of the 2022-2027 Fulton County Transportation Special Purpose Local Option Sales Tax (TSPLOST) and recommendation on the use of the funds. See memorandum dated January 12, 2021 from Special Projects Administrator Jackson Myers. Also, see attached supporting documentation and City of College Park Resolution No. 2021-03.

ACTION:

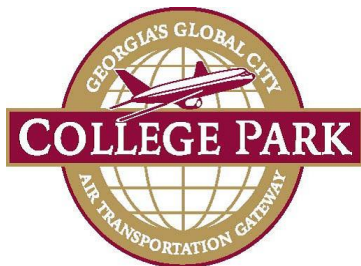
- B. Consideration of and action on a request for approval of Fiscal Year 2020-2021 Budget Adjustments. See memorandum dated January 12, 2021 from Director of Finance & Accounting Althea Philord-Bradley. Also, see attached supporting documentation and City of College Park Resolution No. 2021-05.

ACTION:

- C. Consideration of a mural design for the wall facing Main Street on the front of the College Park Auditorium Building. See memorandum dated January 11, 2021 from Economic Development Director Artie Jones, III requesting approval. Also, see attached rendering of the proposed mural and supporting documentation.

ACTION:

12. City Attorney's Report
13. City Manager's Report
14. Report of Mayor and Council
15. Executive Session
16. Approval of Executive Session Minutes
17. Adjournment



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8582

DATE: January 12, 2021
TO: The Honorable Mayor and Members of City Council
THROUGH: Mercedes Miller, Acting City Manager
FROM: Shavala Moore, City Clerk
RE: Regular Session Minutes dated January 4, 2021

See attached Regular Session Minutes dated January 4, 2021.

Thank you.

ATTACHMENTS:

- RS010421 (DOCX)

Review:

- Shavala Moore Completed 01/12/2021 10:33 AM
- Rosylene Robinson Completed 01/12/2021 12:23 PM
- Mercedes Miller Completed 01/12/2021 12:27 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

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CITY OF COLLEGE PARK
MAYOR AND CITY COUNCIL
REGULAR SESSION
JANUARY 4, 2021

MINUTES

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

Absent: None.

1. Opening Ceremonies.

A. Pledge of allegiance to the flag.

B. Invocation by Pastor Marjorie Dent.

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

Interim City Manager Mercedes Miller said I would like to add to the agenda 7e, COVID-19 Update.

Interim City Manager Mercedes Miller said Councilman Gay would like to exclude himself from any annual appointments.

ACTION: Councilman Clay move to add to the agenda 7e, COVID-19 Update, seconded by Councilman Allen and motion carried. (All Voted Yes).

3. Presentation Of Minutes Of City Council.

A. Regular Session held December 7, 2020.

ACTION: Councilman Clay moved to approve Regular Session Minutes dated December 7, 2020, as presented, seconded by Councilman Allen and motion carried. (All Voted Yes).

B. Workshop Session held December 7, 2020.

ACTION: Councilman Clay moved to approve Workshop Session Minutes dated December 7, 2020, as presented, seconded by Councilman Allen and motion carried. (All Voted Yes).

4. Proclamations, Resolutions, Plaques, And Announcements.

47 A. Presentation of a proclamation recognizing the heroic actions and selfless courage of City
48 of College Park Public Works Department employees Elvis Brumfield and Darius Denson
49 in providing aid to a resident of Ward 4.
50

51 Mayor Motley Broom read the proclamation into the record.
52

53 Mayor Motley Broom said I would like to give Council and the gentlemen an opportunity to
54 speak.
55

56 Councilman Gay said I happen to receive a phone call by Chief Elmore as he does when
57 people in our ward pass. I met him there, and I was able to witness the heroism by those 2
58 gentlemen. They did administer CPR, and he left the house with a pulse. They were
59 paying attention to their job. The fact that they were paying attention to detail, he was able
60 to see his feet. It made a difference. That is why I congratulate them further.
61

62 Mayor Motley Broom asked, is there anyone else to add anything?
63

64 Councilman Clay said over the years since I have been on Council, one of the examples I
65 have given when talking to staff and to constituents is how in different ways our people can
66 be professional regardless of what your job is. And the example I have always given is the
67 one where, if you normally go to someone's house to pick up the trash and it is not out, and
68 you noticed it on a couple of different days, and you say, well, maybe we should contact the
69 police to do a well check. Well, that was my idea of professionalism. This went even a step
70 further. It is just another example of how in any function of the city you can go above and
71 beyond. And in this particular case, you are really doing something that is very stressful in
72 the sense that you are literally taking this person's life in your hands and trying to bring
73 them back, and I think it is amazing. I have to update my story going forward. So, thank
74 you, and congratulations guys.
75

76 Councilman Allen said guys, this is what brought me to College Park, the camaraderie that
77 everybody has, the willingness to work together, the willingness to go beyond just your job
78 to do what needs to be done. I can't say enough. This is the most outstanding heroism that I
79 have been around, and I have seen an awful lot. Saving someone's life and someone's
80 parents, it just means an awful lot. Thank you for everything that you have done and
81 everything you do every single day. Thank you very much.
82

83 Director of Public Works Mike Mason said I just want to say to those 2 young men, I met
84 with them today to give them a plaque of appreciation and to show them how proud I am to
85 work with these 2 gentlemen and what they contribute to, not only our team but the
86 community. I just wanted to update the Mayor & Council that they did receive a plaque
87 from my office in appreciation of their heroism. Thank you.
88

89 B. Recognition of "Information Technology Week" January 27-29, 2021 in the City of
90 College Park.
91

92 Chief Information Officer Michael Hicks said the training is going to be for staff only this

93 time. It will be virtual. We are only going to do it Wednesday through Friday. And the way
94 it is going to be laid out is we will have the vendors hold classes each one of those days. You
95 have to register for those classes. The vendors will provide lunch for the ones that register.
96 The classes will be on computer maintenance and cyber security threats on Wednesday. It
97 will be held by BlueAlly. On Thursday it will be Net Planners talking about Smart Cities.
98 On Friday, it will be internal to my team.
99

100 Mayor Motley Broom said we appreciate it, and we appreciate everything that our IT
101 Department does for us. You have been tested to the limit in this last calendar year, and we
102 are appreciative of all the work you have done going above and beyond to make sure that we
103 stay connected and our information stays protected as a city. So, thank you and your entire
104 team.
105

106 Chief Information Officer Michael Hicks said thank you Mayor.
107

108 5. Remarks Of Citizens.
109

110 Mayor Motley Broom asked City Clerk, do we have any citizens to comment?
111

112 City Clerk Shavala Moore said we have no citizens by email, but 2 that would like to speak
113 virtually; Pamela Carn and Louise Harris.
114

115 Mrs. Pamela Carn, 3748 Herschel Road, College Park, Ga., said there is a long-standing
116 safety issue for my family and my neighbors who live between the intersection of Camp
117 Creek and Herschel Road, and the bridge on Herschel Road. We have had numerous car
118 accidents over the past 5 years, one of which personally injured our next-door neighbor and
119 2 major ones within the past 10 months. All of them are for excessive speeding. Mailboxes
120 were destroyed and some of our homes damaged.
121

122 Mrs. Carn said at one point we did have 2 digital speed limit signs that cautioned drivers
123 when speeding, but that was removed by the City over the past. It has been 3 years asking
124 for speed humps or cushions to slow drivers down. Our requests have gone unanswered.
125 Yesterday we had another accident where a driver in a pick-up lost control and ran through
126 our yard and our neighbor's yard and damaged mailboxes and damaged property. I had just
127 turned into my driveway just before the crash. I knew that someone had hit us again.
128

129 Mrs. Carn said at this point, we expect to be treated in the same manner as our neighbors in
130 Ward 1 with speed humps and strips to mitigate this issue. I look forward to hearing from
131 the City with a response that meets both our safety needs and maintains our property value.
132 Thank you so much.
133

134 Mayor Motley Broom said thank you.
135

136 City Clerk Shavala Moore said we will allow Ms. Harris 1 minute to speak.
137

138 There was no response from Ms. Harris.

139 City Clerk Shavala Moore said we can move on Mayor.

140

141 Mayor Motley Broom said if anyone wishes to speak for 1 minute, raise the hand button and
142 we will acknowledge you. If you have spoken earlier, someone can't yield their time to you.

143

144 Chief Information Officer Michael Hicks said no one's hand is raised. I will scroll again.
145 There are no hands raised.

146

147 6. Annual Appointments.

148

149 A. Mayor Pro-Tem for 2021.

150

151 **ACTION:** Councilman Allen moved to appoint Councilman Derrick Taylor as Mayor Pro Tem
152 for 2021, seconded by Councilman Clay and motion carried. (All Voted Yes).

153

154 B. Appointment of Mayor Pro-Tem for 2021 to serve as the Member for Post 6 on the
155 College Park Business & Industrial Development Authority.

156

157 **ACTION:** Councilman Allen moved to appoint Councilman Derrick Taylor as Mayor Pro Tem
158 for 2021 for Post 6 on the College Park Business & Industrial Development Authority
159 (BIDA), seconded by Councilman Clay and motion carried. (All Voted Yes).

160

161 C. City Legal Organ.

162

163 **ACTION:** Councilman Clay moved to appoint The South Fulton Neighbor as the City Legal
164 Organ for 2021 and the Clayton News Daily as an alternate, seconded by
165 Councilman Taylor and motion carried. (All Voted Yes).

166

167 D. Official Bank Depository.

168

169 Councilman Allen said I hope they are very supportive of the different events on Main Street
170 and the other things that are going on in the City of College Park.

171

172 Councilman Clay said amen.

173

174 **ACTION:** Councilman Clay moved to approve a request from Director of Finance &
175 Accounting Althea Philord-Bradley to appoint SunTrust Bank (now Truist) as the
176 Official Bank Depository for 2021, seconded by Councilman Allen and motion
177 carried. (All Voted Yes).

178

179 E. Appointment of three City Council Members to the Pension Board.

180

181 **ACTION:** Councilman Clay moved to reappoint Mayor Bianca Motley Broom, Councilman
182 Derrick Taylor (Ward 2) and Councilman Ken Allen (Ward 3) to the Pension Board
183 for 2021, seconded by Councilman Taylor and motion carried. (All Voted Yes).

184

185 F. Appointment to the Clayton County Municipal Association's (CCMA) Board of Directors.

186

187 **ACTION:** Councilman Clay moved to reappoint Councilman Ken Allen to the Clayton County
 188 Municipal Association's (CCMA) Board of Directors, seconded by Councilman
 189 Taylor and motion carried. (All Voted Yes).

190

191 G. Appointment to the South Fulton Municipal Association.

192

193 **ACTION:** Councilman Clay moved to reappoint Mayor Bianca Motley Broom to the South
 194 Fulton Municipal Association, seconded by Councilman Allen and motion carried.
 195 (All Voted Yes).

196

197 7. Other Business.

198

199 A. Update on the Advanced Metering Infrastructure (AMI), billing interface, and other
 200 related software.

201

202 Director of Power Hugh Richardson gave an update on the AMI System, to include recent
 203 access point's performance, repair and replacement, and meter performance.

204

205 Director of Power Hugh Richardson said the company is replacing the lavender lights and
 206 reimbursing our time. We have about a third of them done. We are getting some more stock
 207 in next week. We should have all of them done by the end of January.

208

209 Mayor Motley Broom asked, any questions?

210

211 There were no questions.

212

213 B. Discussion and update on recently adopted ordinances and resolutions.

214

215 There was no discussion on this item.

216

217 C. Discussion and update on top ten delinquent property tax payers.

218

219 Mayor Motley Broom said Althea sent some additional information to us.

220

221 Councilman Allen said when we got the list before for our utility customers, it used to have
 222 the names. Is there a reason we don't have the names on there anymore of the people that are
 223 delinquent, the top 10?

224

225 Director of Finance & Accounting Althea Philord-Bradley said you will start receiving
 226 them via email, not on the public document.

227

228 Councilman Allen said thank you very much.

229

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

231 Councilman Clay said I was going to mention the same thing as Councilman Allen. The
232 information for us is pretty useless without names on here because when I look at it, I have
233 seen a constituent on there that I know had adequate money to pay their utilities, and they
234 were elderly, in the hospital, et cetera, et cetera. And I flagged the fact, and as a result of
235 seeing that, hey, don't cut their power off. I am glad we will get the names in the future.
236 However, the other thing I want to mention, I would like a report on where we are with the
237 COVID money that has been made available to help our citizens pay their utilities. I think
238 we have about half a million dollars, less \$50,000.00 for staff person to help administer this
239 that we brought in. And I would like a report on how much of that money we have used.
240 What is the deadline on that money?

241
242 Director of Finance & Accounting Althea Philord-Bradley said we have until February 15,
243 2021. I did talk with Jackson, and he will be requesting an extension from Fulton County.
244 So, I will have a report with your answer to your question as to whether or not they will
245 extend that.

246
247 Councilman Clay said it is really important to our citizens that we use as much money of
248 that as possible. If we don't use it, we are going to lose it.

249
250 Councilman Clay said the second thing is: It is equally important to the City because that is
251 money that, if we don't get it from the citizens or from the federal government in this; that
252 we are going to have to cover ourselves, and we are not in the greatest budget position these
253 days.

254
255 Councilman Clay said the third thing to say is: If citizens aren't applying for this, I saw
256 numbers that were a lot larger than that. We have some citizens that are \$1,000.00 to
257 \$1,500.00 behind. So, if they apply and we are able to give them a good portion of that
258 money, that helps them out and it helps us out. I'm not terribly opposed to us cutting off
259 citizens who will not make the effort who are legitimately entitled to that government
260 assistance, but they will not put forth the effort to spend that time to give us the forms that we
261 need. We need those forms because we have to go back and justify them.

262
263 Councilman Clay said I would like to know how many people have taken advantage of it,
264 how much money we have given out to date, and, are we processing things through fast
265 enough? Maybe we need to take some of that money and hire another person, if that is what
266 is required. Perhaps we could have that at the next Council meeting because we don't have
267 much time left. So, if people aren't applying now, they won't make the February deadline.
268 Hopefully, we will get it extended. That is my take.

269
270 Mayor Motley Broom said we aren't accepting applications at this time, are we?

271
272 Director of Finance & Accounting Althea Philord-Bradley said no.

273
274 Mayor Motley Broom said we are facing the same problems that the City of Atlanta Housing
275 Assistance Program is facing. People who aren't eligible are applying, and people are not
276 supplying all the necessary information. Fulton County is going to audit everything that we

277 do. So, we can't give people these grants without dotting all the I's and crossing all the T's.
278 That has been slow in my understanding of how things have developed.

279
280 Councilman Clay said we may have stopped accepting applications, but does that mean that
281 we couldn't accept applications for another 2 or 3 weeks?

282
283 Councilman Allen said I heard that somebody was applying for an extension. Does that
284 automatically extend the amount of time that a person has to put in their application?

285
286 Special Projects Administrator Jackson Myers said we are trying to get the extension before
287 we take additional applications. We are still going through trying to decide.

288
289 Councilman Clay said if you have people you have applications for, and you're not able to
290 get through the paperwork, then hire somebody else to assist with that so we can clear the
291 backlog. If the people who are applying need to fill out the additional forms, and they are
292 not filling out the forms, then maybe these people get cut off.

293
294 Interim City Manager Mercedes Miller asked Council, can you give me a week to wrap my
295 arms around it, and how fast we are, and what the problem is?

296
297 Councilman Clay said I would like a consensus from Council that, if we don't have enough
298 staff on our end to expedite those applications for us, then we need to hire somebody else.

299
300 It was the consensus of Mayor & Council to hire somebody to expedite the utility
301 applications, if we don't have enough staff.

302
303 D. Discussion and update on top ten delinquent utility customer accounts.

304
305 This item was discussed on Item 7c.

306
307 E. COVID-19 Updates.

308
309 Interim City Manager Mercedes Miller said we are trying to give Council a COVID update
310 every council meeting. This is a suggestion from Councilman Allen, and I think it is a good
311 idea. So, we will have Dr. Baker to give an update on employees and what our numbers
312 look like. And Chief Elmore will give an update on vaccines and what the numbers are in
313 the county.

314
315 Dr. Baker said as of today there are 7 confirmed cases. One employee has symptoms and is
316 self-quarantining themselves. There are 4 people that are possibly exposed. There are 12
317 cases to date. That is the end of my report.

318
319 Interim City Manager Mercedes Miller said thank you Dr. Baker.

320
321 Fire Chief Elmore said the confirmed COVID cases in Georgia are 587,076. Confirmed
322 deaths in Georgia are 9,893. Hospitalizations are 42,483. All the hospitals are full. ICU is

323 7,466. Probable deaths are 1,071. As of yesterday there are 5,088 reported; 3 confirmed
 324 deaths; and 56 hospitalizations. Fulton County has 52,709 cases; confirmed deaths 740;
 325 probable deaths 51; and hospitalizations in Fulton County are 3,319. In Zip Code 30337, we
 326 have 533 COVID cases as of last month.

327
 328 Fire Chief Elmore said vaccinations for first responders, 10 have been given the vaccine
 329 including myself. Everyone else is waiting. I think they are changing their minds as time
 330 goes on. Chief Williford said as of next Monday the police officers will be able to get their
 331 vaccinations. As far as COVID testing, they will be providing tests at the Public Safety
 332 parking lot every Wednesday and Thursday of this month. I will send out a schedule. That
 333 is all I have.

334
 335 Interim City Manager Mercedes Miller said thank you Chief Elmore.

336
 337 Fire Chief Elmore said you're welcome.

338
 339 Councilman Allen said thank you very much. That was good information.

340
 341 8. Public Hearings.

342
 343 A. Public Hearing to provide an opportunity for public comment on the City of College
 344 Park 2021 Comprehensive Plan update.

345
 346 City Planner Michelle Alexander said the presentation tonight walks through a requirement
 347 we have, the roles that are in place regarding our Comprehensive Plan. It is dictated by
 348 UCGA. One of them is to have this public hearing. I will share my screen.

349
 350 Mayor Motley Broom asked City Clerk to explain how they can log on and find information
 351 to log into this public hearing.

352
 353 City Clerk Shavala Moore stepped away briefly.

354
 355 Mayor Motley Broom read the instructions into the record.

356
 357 City Planner Michelle Alexander gave a brief power point presentation on the process, the
 358 Atlanta Regional Commission's roles, schedule overview, and the steering committee. Final
 359 review is in October. It is required that we meet these deadlines.

360
 361 City Planner Michelle Alexander discussed participation, to include web page and social
 362 media. Check back often as we fill in the dates and specifics. Any questions?

363
 364 There were no questions.

365
 366 Councilman Allen said thank you.

367
 368 Mayor Motley Broom declared the public hearing open.

369 Mayor Motley Broom asked if there was anyone from the public that would like to speak for
370 or against the 2021 Comprehensive Plan Update. Do we have anyone to participate?
371

372 Chief Information Officer Michael Hicks said no one has raised their hands yet.
373

374 Mayor Motley Broom gave the directions again on how to sign on.
375

376 Mr. Kaseem Ladipo said I am honored to be on the Planning Commission as Chairman and
377 excited to participate in a very important process of continuing to put the pieces in place to
378 move the city forward. I feel very confident in the planning staff as well as other staff to help
379 ensure what the stakeholders and the community say is going to be heard.
380

381 Mr. Ladipo said one thing we need to give some deep thought to is the conversation around
382 equity as we begin to build out a plan in theory that is supposed to be in support of all citizens.
383 In the past we have had some very challenging issues making sure that there is the perceived
384 and real feeling of equity across wards and income levels and across people with different
385 interests and lifestyles.
386

387 Mr. Ladipo continued to say that he recently had a conversation with the partnership with
388 Southern Equity, an organization that has worked closely with ARC in the past. I hope we
389 will have a conversation with them around how we can engage them in the process with things
390 like housing, commercial development that transcends, and procurement in the city. It is
391 going to be critical that we overlay these conversations with equity. I feel it was important
392 for the steering committee and others involved to be thinking about equity and how to move
393 College Park forward. Thank you very much.
394

395 Mayor Motley Broom said thank you. I appreciate that wholeheartedly.
396

397 Mayor Motley Broom asked, is there anyone else?
398

399 Chief Information Officer Michael Hicks said no, ma'am.
400

401 Mayor Motley Broom declared the public hearing closed.
402

403 Mayor Motley Broom said I am looking forward to working with the group.
404

405 9. Bid, Change Order Requests And Contracts.
406

407 A. Consideration of and action on a request for approval to renew Amadeus HRM
408 subscription, the licensure provider that enables GICC Sales and Operations Department
409 users to access the Delphi meeting software.
410

411 Interim City Manager Mercedes Miller said this is for our software licensing storage area, as
412 well as it keeps our space. This is a budgeted item, and we have to renew it every year.
413

414 Mayor Motley Broom asked, any questions?

415 There were no questions.

416

417 **ACTION:** Councilman Allen moved to approve a request from Interim City Manager
418 Mercedes Miller to renew Amadeus HRM subscription, the licensure provider that
419 enables GICC Sales and Operations Department users to access the Delphi meeting
420 software. Amadeus also provides storage for the data, seconded by Councilman
421 Clay and motion carried. (All Voted Yes).

422

423 B. Consideration of and action on a request for approval of program management
424 service for Phase I of the Six West Development.

425

426 Director of Economic Development Artie Jones said we are requesting the services of BDR
427 for Program Management Services. BDR served in the capacity of Program Management for
428 the Arena Project. We have several developers and users that are on the hook to close on real
429 estate very, very soon. There are a number of deliverables that the City of College Park is
430 responsible for before these entities will close on the property. Once they close on the
431 property, the City of College Park will be in a better position to be able to move forward more
432 swiftly with additional projects. What we have for you this evening is a proposal that was put
433 together by BDR, and this is part one of Phase 1 of the Six West Project. Any questions?

434

435 Councilman Clay said I have a question for Jessie. You did a great job for us on the Arena.
436 And I just wanted to make sure - - I see that you are on the project team as a program director,
437 and that you have a lion's share of hours. I'm looking for your commitment that you are
438 going to continue in that function throughout this project.

439

440 Mr. Jessie Frasier with BDR said you have my commitment.

441

442 Councilman Clay said I'm good with it then.

443

444 Councilman Allen asked, is this a biddable job?

445

446 Director of Economic Development Artie Jones said yes. The reason it was not bid was
447 because of the short-term notice of this particular project, as well as a very small written
448 document that we are trying to work in. We are trying to close on this project before the end
449 of this fiscal year.

450

451 Councilman Clay said we are okay in doing that for a service contract. That is correct; is it
452 not?

453

454 Interim City Manager Mercedes Miller said that's correct.

455

456 Councilman Clay said we had a very short time frame with the Arena. We had to switch in
457 mid-stream. Jessie and their team did an outstanding job of program management, and we
458 got the project done. It was amazing. I'm all in favor of using BDR.

459

460 Mayor Motley Broom asked, any questions or comments?

461 Mr. Ed Wall said money is tight for us, so Artie has taken them under a contract where they
 462 bid us by the hour, and we try to control how much cost they perform. We have an amount
 463 not to exceed 30 some odd thousand dollars. We are hoping not to get there. We needed
 464 some professional help to get the exact right number of infrastructure to exist that runs from
 465 Camp Creek Parkway and the cloud Artie has on the screen.
 466

467 **ACTION:** Councilman Clay moved to approve a request from Executive Director of the
 468 College Park Business and Industrial Development Authority Artie Jones, III for
 469 approval of program management services for Phase I of the Six West Development,
 470 seconded by Councilman Taylor and motion carried. (All Voted Yes).
 471

472 C. Consideration of and action on a request for authorization to issue credits to
 473 commercial accounts that have cooling towers.
 474

475 Director of Power Hugh Richardson explained the request.
 476

477 **ACTION:** Councilman Gay moved to approve a request from Power Director Hugh Richardson
 478 for authorization to issue credits to commercial accounts that have cooling towers,
 479 seconded by Councilman Clay and motion carried. (All Voted Yes).
 480

481 D. Consideration of and action on a request for an engineering firm to manage the
 482 construction phase of the Global Gateway Connector Bridge and the multi-use trail.
 483

484 Special Projects Administrator Jackson Myers said we are recommending Prime Engineering.
 485 They have worked on the bridge for 7 years. I have called DOT several times. I finally got
 486 the letter. This is going to be a great project for the City and a great showcase when we come
 487 into our city down Camp Creek and leaving our city at Camp Creek.
 488

489 Mayor Motley Broom said Congressman Lewis' office has been instrumental in the final push
 490 to make this happen. We are grateful for all the efforts of Congressman Lewis and his office.
 491

492 Councilman Gay asked, is there any opportunity for Prime to allow a lower tier
 493 subcontractor to work with them like Metrocorp?
 494

495 Special Projects Administrator Jackson Myers said yes.
 496

497 Councilman Gay asked, are we aware of who those lower tier subcontractors are?
 498

499 Mr. MacPherson said I want to defer to Tammy Kenny (ph) as the project manager on this.
 500 She can tell you who we have as the subcontractor. It is the same team that has been
 501 involved with this project from day one. It includes STV as the bridge designer. And
 502 Pentagon 540 was one of the bridge designers and also did the storm drainage design.
 503

504 Councilman Gay said okay.
 505

506 **ACTION:** Councilman Clay moved to approve a request from Special Projects Administrator
 507 Jackson Myers for approval of Prime Engineering to manage the construction phase
 508 of the Global Gateway Connector Bridge and the multi-use trail, seconded by
 509 Councilman Allen and motion carried. (All Voted Yes).
 510

511 E. Consideration of and action to designate City Streets for resurfacing under the
 512 Georgia Department of Transportation's (GDOT) 2021 Local Maintenance &
 513 Improvement Grant (LMIG) resurfacing program.
 514

515 Mayor Motley Broom asked, any questions?
 516

517 Councilman Clay said this is in addition to what we approved. This is the next go around,
 518 right?
 519

520 Director of Public Works Mike Mason said yes, sir.
 521

522 Councilman Clay said so we have some work in the queue that hasn't gotten finished, right?
 523

524 Director of Public Works Mike Mason said yes.
 525

526 Councilman Clay said good.
 527

528 Councilman Gay asked, is there an opportunity to get a street done out of the current
 529 monies, a street that needs to be resurfaced?
 530

531 Director of Public Works Mike Mason said if there is a particular street that this Body wants
 532 done, we can submit to GDOT a letter requesting that we add to our last year's list or take
 533 away from last year's list. Yes, sir.
 534

535 Councilman Gay said we still have \$140,000.00.
 536

537 Director of Public Works Mike Mason said yes, sir.
 538

539 Councilman Gay said I would like Colonial Drive to be looked at.
 540

541 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike
 542 Mason to designate City Streets for resurfacing under the Georgia Department of
 543 Transportation's (GDOT) 2021 Local Maintenance & Improvement Grant (LMIG)
 544 resurfacing program, seconded by Councilman Taylor and motion carried. (All
 545 Voted Yes).
 546

547 F. Consideration of and action on a request for approval of the emergency repair/rebuild
 548 of pump #3 at the Southeast Lift Station.
 549

550 Councilman Clay said the cost of the relief valve was \$20.00 or \$30.00, and it failed over
 551 the weekend. And that is why we didn't know that the area was being flooded, and one of

552 the pumps was being damaged, and possibly another pump that was running at the same
 553 time may have been damaged somewhat, but you were looking into that at this point. So,
 554 my question is: Obviously, you want to be inspecting this stuff frequently. I don't know to
 555 what extent you can inspect that valve to make sure that it is not going to fail in the near
 556 future. But the more important thing is: Why don't we have some mechanism for detecting
 557 that that chamber is being flooded due to a failure, so that we don't damage any other
 558 pumps and we don't damage another one? Don't we have any kind of sensors? And if we
 559 don't, seems like it would be a good investment.

560
 561 Director of Public Works Mike Mason said we do not. One of the things we discussed prior
 562 to COVID was we were going to have that entire station renovated. But to your point, that is
 563 something we can look into and see if there is something available, until we get to that place.
 564

565 Councilman Clay asked, aren't those pumps on the SCADA System?
 566

567 Director of Public Works Mike Mason said no. They are on a sensor depending on when
 568 the wet well fills up.
 569

570 Councilman Clay said I think you implied you had 4 pumps in that chamber. So my
 571 question is: How do you turn those pumps on and off? Do you have to go to the facility and
 572 bring those pumps back on-line?
 573

574 Director of Public Works Mike Mason said yes, sir.
 575

576 Councilman Clay said look into the cost of outfitting that lift station and any other lift
 577 station.
 578

579 Councilman Taylor asked, how much is the lift station to overhaul?
 580

581 Director of Public Works Mike Mason said roughly \$4 million. But we can also look at
 582 going through the GEFA Loan. Due to the pandemic, all that got put on hold, until our
 583 finances change a little bit.
 584

585 **ACTION:** Councilman Gay moved to approve a request from Director of Public Works Mike
 586 Mason for approval of the emergency repair/rebuild of pump #3 at the Southeast Lift
 587 Station, seconded by Councilman Clay and motion carried. (All Voted Yes).
 588

589 G. Consideration of and action on a request for approval to purchase two replacement
 590 sanitation front loader refuse trucks. Both vehicles are used in the Sanitation
 591 Division's commercial solid waste and recycling collection services.
 592

593 Director of Public Works Mike Mason said this is a line item we had in the budget that was
 594 removed due to our financial situation. Recently we experienced some additional failure with
 595 our commercial trucks. That made this a much needed item. We are recommending a 5-year
 596 lease purchase to lower the cost of getting 2 trucks that we need.
 597

598 Councilman Allen asked, how many are working right now? Do we have one that is not
599 working and renting the other?

600
601 Director of Public Works Mike Mason said yes, sir.

602
603 Councilman Clay asked, why are we going with diesel trucks as opposed to CSV?

604
605 Director of Public Works Mike Mason said CNG. They are garbage trucks. They are
606 viewed at differently for having refuse in them. We had difficulty finding people to work
607 on them.

608
609 Councilman Clay said we have a dedicated CNG facility that we sell gas to ourselves, so to
610 speak. That now won't be getting that business. Is CNG a lot less polluting than diesel?

611
612 Director of Public Works Mike Mason said yes, sir.

613
614 Councilman Clay asked, have these been more failure prone?

615
616 Director of Public Works Mike Mason said we had maintenance problems with CNG.

617
618 Councilman Allen asked, what about the parts?

619
620 Director of Public Works Mike Mason said the parts were difficult to find.

621
622 Councilman Gay asked, do you have to bid out this, or is it exempt as well?

623
624 Director of Public Works Mike Mason said we can bid via state contract for vehicle
625 purposes.

626
627 Councilman Gay asked, so you went through the procurement site?

628
629 Director of Public Works Mike Mason said we did that.

630
631 Councilman Clay asked, what was the delay time in getting a truck?

632
633 Ms. Ada Caston said the turnaround time was 30 days.

634
635 Councilman Clay said wow, that's great. We need them.

636
637 Mayor Motley Broom called for a motion.

638
639 **ACTION:** Councilman Clay moved to approve a request from Director of Public Works Mike
640 Mason to purchase two replacement sanitation front loader refuse trucks, seconded
641 by Councilman Taylor and motion carried. (All Voted Yes).
642

643 H. Consideration of and action on a request for approval of the second quarter payment
 644 for animal service fees to Fulton County based on an Intergovernmental Agreement
 645 (IGA) with Fulton County Animal Services for the intake and medical treatment of
 646 animals collected by the City's Animal Control Officer.

647
 648 Mayor Motley Broom asked, any questions?

649
 650 There were no questions.

651
 652 **ACTION:** Councilman Gay moved to approve a request from Director of Public Works Mike
 653 Mason for second quarter payment for animal service fees to Fulton County based on
 654 an Intergovernmental Agreement (IGA) with Fulton County Animal Services for the
 655 intake and medical treatment of animals collected by the City's Animal Control
 656 Officer, seconded by Councilman Taylor and motion carried. (All Voted Yes).

657
 658 10. Unfinished (Old) Business.

659
 660 A. Consideration of and action on a request for approval of a one-year landscape
 661 maintenance services agreement for the Georgia International Convention Center,
 662 The Arena, Main Street and detention ponds.

663
 664 Interim City Manager Mercedes Miller explained the request. I am seeking approval for
 665 Russell Landscaping. Right now we are doing month to month.

666
 667 Councilman Gay said I had an opportunity to be on a Zoom meeting with Interim City
 668 Manager and Oscar Hudson about this matter. Can we do this in-house? And having a
 669 landscaping background, I thought I could bring some value to the conversation. We spent
 670 \$1.3 million for our Buildings & Grounds for the entire city. It included everything, salaries
 671 and benefits. I learned that the Building & Grounds staff needs to be at 15 and we have 9, but
 672 that is not taking into account Chris and Jason. If there were a dedicated crew, and if they
 673 had 4 efficient men, it would be no problem to do this in-house. So, because they are 3 men
 674 short and the crew isn't dedicated, it would be my recommendation that we should go with
 675 Russell Landscape, but I think we should look at saving money with other contracts going
 676 forward.

677
 678 **ACTION:** Councilman Gay moved to approved a request from Interim City Manager Mercedes
 679 Miller for a one-year landscape maintenance services agreement with Russell
 680 Landscape for the Georgia International Convention Center, The Arena, Main Street
 681 and detention ponds, with proviso to look at other vendors when renewing next year,
 682 seconded by Councilman Clay and motion carried. (All Voted Yes).

683
 684 B. Consideration of appointments to the Comprehensive Plan Steering Committee for the
 685 update of the City of College Park Comprehensive Plan by the Atlanta Regional
 686 Commission (ARC).

687

688 City Planner Michelle Alexander said we are requesting that you allow Councilman Taylor's
689 appointee to be at a later time. And we have to identify who you want to be the elected
690 representative on the steering committee.

691 Councilman Clay said that's me.

692 City Planner Michelle Alexander said Chairman Ladipo, then several staff representatives to
693 add to that list. Chief Williford is asking to be on the steering committee as well, along with
694 the list you have in front of you.

695 Mayor Motley Broom said your motion is to approve these appointees and to add Chief
696 Williford.

700
701 **ACTION:** Councilman Allen moved to approve a request from City Planner Michelle
702 Alexander for appointments and to add Chief Ferman Williford to the
703 Comprehensive Plan Steering Committee for the update of the City of College Park
704 Comprehensive Plan by the Atlanta Regional Commission (ARC), seconded by
705 Councilman Clay and motion carried. (All Voted Yes).

706
707 11. New Business.

708
709 A. Consideration of and action on a request to set and publish qualifying fees for the
710 2021 General Election to be held November 2, 2021 for City Council Wards 2 & 4
711 council seats.

712
713 City Clerk Shavala Moore said the fee is correct, but the total salary and utility credit is not
714 correct in the packet.

715
716 **ACTION:** Councilman Gay moved to approve a request from City Clerk Shavala Moore to set
717 and publish qualifying fees for the 2021 General Election to be held November 2,
718 2021 for City Council Wards 2 & 4 council seats, seconded by Councilman Taylor
719 and motion carried. (All Voted Yes).

720
721 B. Consideration of and action on a request authorizing the Mayor to execute a
722 resolution with the Clayton County Board of Commissioners that amends the
723 composition of the Clayton County Land Bank Authority Board. It is also requested
724 that the City Council make a formal appointment of a representative to the Clayton
725 County Land Bank Authority Board.

726
727 Mayor Motley Broom said Mr. Jones and Mr. Moore were representatives in the past. We are
728 down to one member now.

729
730 Director of Economic Development Artie Jones said in the past each city within Clayton
731 County has 2 appointments to the Land Bank Authority. They are making the cities have 1
732 and Clayton County has 4. This resolution is requesting that the City Council appoint 1 person
733 to the Board, as well as to adopt a resolution which will allow each city to have 1 board

734 member serving. We have Ms. Allie Jett. She is with the Jett Law Firm, and they are
735 representing the Clayton County Land Bank Authority. She is here to address any questions.
736

737 Councilman Clay asked, what was the reason for the change? It reduces the voting power of
738 the cities on the board, but not the county's voting power. Why is that?
739

740 Ms. Jett said I was hired this past summer with the Land Bank Authority. It has not been a
741 functional entity. There were all but 3 of the Land Bank Board Members expired because the
742 Land Bank has gone for so long without meetings. But initially when the Land Bank was
743 formed, it was just a joint creation of Clayton County and the City of Forest Park. And over
744 time more and more cities within Clayton County have joined as members of the Land Bank.
745 The Land Bank can have 11 members, so we have some new cities within Clayton County
746 that want to join the Land Bank. So, now we have 7 cities that have expressed an interest of
747 being on the Land Bank Board.
748

749 Ms. Jett said so what happened back in October, the County Board of Commissioners passed
750 a resolution that kept their 4 seats and then reallocated the other 7 seats to be more evenly
751 disbursed between the cities.
752

753 Councilman Clay said that makes a lot of sense. Allie, in the resolution that is proposed on
754 packet page 262, there is a statement that says, all correspondence shall be considered
755 delivered to a party as of the date that such notice is deposited with sufficient postage
756 with the U.S. Postal Service. Unfortunately, the postal service is terrible lately. I am
757 concerned about that being a requirement in here; that maybe there should be a requirement
758 to send it FedEx, or 2-day mail, or whatever. I'm concerned about the fact that just because
759 something gets put in the mail doesn't have anything to do with whether you are going to get
760 it or not.
761

762 Ms. Jett said I hear you. My understanding is the Clayton County Attorney's Office is the
763 one that drafted the resolution. I found out about it after it was already voted on by the
764 commission. That is the version that has been passed and asked to be adopted. What is here
765 before you tonight is, to either adopt the county's resolution or not. The Land Bank Board at
766 its first meeting could talk about amending their by-laws or pass some internal resolution that
767 required some greater level of communication.
768

769 Councilman Clay said maybe my question should be for City Attorney. We want to be a part
770 of the Land Bank. Everybody has approved it except 2 cities, and it is going to get approved.
771 Is there a way to pay it under protest, or enter a request for a change, or something of that
772 nature? I just don't want to run into a situation where we haven't been notified, and we don't
773 know about it.
774

775 City Attorney Winston Demark said what they have been saying in this document; that is
776 what the law says any way. It is presumed to be delivered at the last known address with
777 adequate postage. However, I did not read the resolution as take it or leave it. We may be
778 able to suggest to the county attorney that perhaps a different method of notification would
779 be appropriate. We don't want to hold things up unnecessarily. But, if our Council is not

780 comfortable with that particular language, then I don't see why we could not request
781 something different.

782
783 Councilman Clay said I'm open to both.

784
785 Mayor Motley Broom said why don't we put something on the Land Bank Authority that
786 brings that message. I understand your concerns.

787
788 Councilman Clay said I don't think we have a choice. I am just saying there is another
789 mechanism.

790
791 Mayor Motley Broom said we have 2 things; to authorize Mayor to execute a resolution and
792 pick somebody.

793
794 **ACTION:** Councilman Clay moved to approve a request from the Director of Economic
795 Development Artie Jones, III authorizing the Mayor to execute a resolution with the
796 Clayton County Board of Commissioners that amends the composition of the Clayton
797 County Land Bank Authority Board, and for the Director of Economic Development
798 Artie Jones, III to be the City of College Park's Representative on the Clayton County
799 Land Bank Authority Board, seconded by Councilman Allen and motion carried. (All
800 Voted Yes).

801
802 C. Formal declaration of surplus vehicles.

803
804 Mayor Motley Broom asked, are there any questions for Mr. Moody?

805
806 Councilman Clay said not anymore.

807
808 D. Consideration of and action on a request for approval to amend resolution governing
809 rules of order and procedures for Citizen Remarks during City Council meetings.

810
811 Councilman Allen said if we are talking about transparency, we need to let anybody speak
812 that wants to speak.

813
814 Mayor Motley Broom said we have always had a limit on exceeding for one specific topic.

815
816 Councilman Allen said it says 1 minute can't be donated.

817
818 Mayor Motley Broom said this is after other people speak for people who have not signed up.

819
820 Councilman Allen said I hate to limit it to 5 people. We haven't had that many people to
821 speak. Why don't we just let it be a minimum of 3 minutes and up to 5 minutes, and more
822 than 5 people can talk.

823
824 Mayor Motley Broom said we haven't had 5 people speak since we have enacted this policy.
825 This is for the ones that don't sign up 30 minutes ahead of time.

826 Councilman Allen said we need to let everybody talk that wants to talk.

827

828 Mayor Motley Broom said if you want to talk, you sign up.

829

830 Councilman Allen said sometimes you want to speak on something that comes to mind later
831 on.

832

833 Councilman Clay said I don't totally agree with you, in the sense that having a lot of people
834 say the same thing over and over again on one topic, whatever that topic is.

835

836 Councilman Allen said no, we still have the 9 minutes on one topic.

837

838 Councilman Clay said 9 minutes on one, and someone pops up later on and wants to speak
839 on that same topic. If you use up the 9 minutes, it would seem that that 9 minutes is gone.

840

841 Mayor Motley Broom said since we have instituted this, we haven't had that many people.

842

843 Councilman Allen said then just leave it wide open.

844

845 Councilman Clay said I have seen groups of 20 and 30 people come into the Council
846 meeting, while I have been on Council, and they are there to say the same thing. Are we
847 going to put the 3-minute total limit or 9-minute total limit?

848

849 Mayor Motley Broom said if they are already hearing something and we haven't, I don't think
850 we heard people establishing issues that are completely new in that 1 minute time. And quite
851 frankly, in looking at other cities, if you don't sign up, you don't talk period.

852

853 Councilman Allen said I just think we need to hear everyone.

854

855 Mayor Motley Broom said let's revisit it after the first 6 months.

856

857 Councilman Allen asked, why don't we leave it unlimited and see how it goes, and then cut it
858 to 5 people?

859

860 Councilman Clay said we do have a 30 minute total on it.

861

862 Councilman Allen said don't limit it to 5 people and change it later on after 6 months. And
863 when we open back up, we might look at it in a different way.

864

865 **ACTION:** Councilman Allen moved to approve a request from City Clerk Shavala Moore to
866 amend resolution governing rules of order and procedures for Citizen Remarks during
867 City Council meetings, seconded by Councilman Gay and motion carried.
868 Councilman Allen voted yes. Councilman Gay voted yes. Councilman Taylor voted
869 yes. Councilman Clay voted no. Motion passed.

870

871 Councilman Clay said on packet page 279, this has nothing to do with limiting time or
872 people, but I sent a note to Shavala on it. Item 5 on that sheet, the sign in sheet will be
873 available prior to the meeting during normal business hours on the day of the meeting at the
874 podium in Council Chambers, until such time it is dissipated by the City Clerk. Does that
875 mean that the sign in sheet is going to be sitting out at the podium in the Chambers, even
876 though we are meeting virtually?

877
878 City Clerk Shavala Moore said this is for the in-person meetings.

879
880 Councilman Clay said I suggest it could say, the sign in sheet will be available, prior to the
881 regular meeting during normal business hours, in the City Clerk's office. And on the day of
882 a meeting, additionally at the entryway at the podium in Council Chambers immediately
883 prior to the meeting. But the implication is you sign in with the City Clerk one way or the
884 other.

885
886 Mayor Motley Broom asked, why does it have to be with the City Clerk's office?

887
888 Councilman Clay said for one thing, if it is sitting down in the hall, suppose somebody
889 doesn't want certain topics spoken on, and it just sits out on the podium, and someone
890 comes along and takes the sign in sheet?

891
892 Mayor Motley Broom said I'm not that concerned about that. I'm thinking if somebody comes
893 during lunch time, and the City Clerk is out to lunch, and they don't have the opportunity to
894 sign up, so why not just leave it there.

895
896 Interim City Manager Mercedes Miller said you can just put the podium outside the Council
897 Chambers.

898
899 City Clerk Shavala Moore said we also have the email option that we are not going to get rid
900 of, even if we go back to in-person meetings.

901
902 Mayor Motley Broom asked, is that clear in here that that is an option?

903
904 City Clerk Shavala Moore said it's not clear that that is an option. It should probably say that
905 it is an option, once we return back to in-person meetings. I will get with Danielle and put
906 the email address option in there.

907
908 Mayor Motley Broom asked, would the Body oppose striking 3a, during virtual city council
909 meetings?

910
911 Interim City Manager Mercedes Miller said we can take it back and reword it and bring it
912 back at the next meeting.

913
914 Mayor Motley Broom said that's fine, too.

915
916 Councilman Allen agreed.

917 12. City Attorney's Report. None.

918

919 13. City Manager's Report.

920

921 Interim City Manager Mercedes Miller said thank you all for your support during this
922 transition from staff as well as City Council.

923

924 14. Report of Mayor And Council.

925

926 Councilman Clay – said Happy New Year!

927

928 Councilman Clay said and if you haven't voted, tomorrow is the day. That is your last
929 chance to make a difference.

930

931 Councilman Taylor – said thank you for appointing me to the BIDA Board.

932

933 Councilman Taylor said go out and vote.

934

935 Councilman Allen – said I want to echo everybody else. Vote tomorrow no matter who you
936 vote for. Everybody needs to vote.

937

938 Councilman Allen said stay safe. Keep up to date. Stay 6 feet apart. It is not going to get
939 any better until everybody starts adhering to what we are supposed to be doing.

940

941 Councilman Allen said I want to welcome Mercedes. If there is anything we can do for you,
942 let us know. Thank you very much for stepping up.

943

944 Councilman Gay – said Happy New Years to everybody.

945

946 Councilman Gay said Artie and Michelle, we agreed that we need to get authorization to use
947 BIDA land. Clarify if I am right, we can use the field until it is sold; is that correct?

948

949 Director of Economic Development Artie Jones said yes, sir.

950

951 Councilman Gay asked, do you mind if they put some signs up there, because we are
952 getting people coming up there doing all kinds of stuff. Those 4-wheeler guys are tearing up
953 the field. We need "No Trespassing" signs. Maybe you and Michelle can work together on
954 that.

955

956 Director of Economic Development Artie Jones said we can have some signs placed around
957 the soccer field area. I will work with Mr. Mason and try to get some made up and placed
958 around, so they won't further tear up the soccer field.

959

960 Councilman Gay said very good. Thank you, sir.

961

962 Councilman Gay said to the speed humps, I think the Chief has an update on speed humps.

963 Police Chief Ferman Williford said the speed humps were delivered on Thursday. Mr.
964 Mason's crew and my crew will start meeting in the next couple of days to make a final
965 assessment on placement and get that done.

966
967 Councilman Gay said thank you, sir, that's great news.

968
969 Councilman Gay said schools for Fulton County starts Wednesday. So City, we need to be
970 mindful of how we can support our Fulton County Schools, especially those in College Park.
971 Any information we can provide to the parents will be helpful.

972
973 Councilman Gay asked City Clerk, are we now a City of Ethics?

974
975 City Clerk Shavala Moore said yes, and that should be announced at the Georgia City
976 Summit later this month.

977
978 Councilman Gay said on the City of Ethics, there are a couple of concerns that I would like
979 for us to look at. It can be done amongst ourselves, not at all, or at a workshop session.
980 There are a couple of concerns that have been brought to my attention. Elected officials,
981 appropriate mandatory staff, and board appointees, I think that we should require them to
982 sign an affidavit of residency, and that residency needs to be as transparent as possible. It
983 needs to include your primary address, where you actually live in accordance to State
984 Law. What we believe is there may be individuals who don't actually live in College
985 Park. They believe that an address of residency of a sublease is legal. And I submit to you,
986 that if we are going to be a City of Ethics, we need to hold ourselves accountable for that.
987 So, Ms. Moore, I would like for elected officials, board appointees, and the appropriate
988 directors who we agreed should stay in our city, to sign an affidavit of residency. And I
989 would like for that to be kept in the Clerk's office.

990
991 Councilman Gay said the next thing is, as we talk about the upcoming election for Wards 2
992 and 4, I just want to say a few things. In the previous election, there were 90 people who
993 voted in a ward that had 2,000 eligible voters. The clerk told me one time that if one person
994 votes Councilman Gay, the people have spoken, and I agree. But what I don't agree with is
995 for a council member or an elected official in any city to feel that they somehow have the
996 right and the privilege to not encourage, empower, excite, inform, and educate their
997 constituents to get involved in the process. It's not because they're marginalized. It's not
998 because they live in apartments. The girl in the apartment cares just as much about her
999 Comprehensive Plan as you care about yours. We elected officials take these jobs, and we
1000 feel like it is going to keep us elected, it's going to give us our benefits, and that has been
1001 the culture of College Park, until - - Let me give you a quick example. When I got
1002 elected, there were no more than 145 people that voted in the last 3 elections. But because I
1003 decided to get in the community and work, get to know people, and I don't mean passing out
1004 food. I give you a quick example. Instead of spending \$1.2 million to pay Russell
1005 Landscape to cut our grass, what if you somehow trained people in your apartments to cut
1006 grass and empower them?

1007

1008 Councilman Gay said my family filed 3 lawsuits over 20 years to get the playing field fair;
1009 to get the elections out of College Park from the clerk acting as the election superintendent.

1010
1011 Mayor Motley Broom asked Councilman Gay to keep his comments directed towards what is
1012 going on in our city right now.

1013
1014 Councilman Gay said I believe that we need to have - - One of our 4 seats needs to be a city-
1015 wide seat. It doesn't make sense for 90 people to vote when you have 2,500 eligible voters
1016 who do not participate in the process, but yet, you are somehow over 2/3 of the city's assets.

1017
1018 Councilman Gay said in terms of the City of Ethics, I don't think it is fair for elected officials
1019 to be able to hire their relatives. It is not fair for elected officials, in my opinion, to be able to
1020 hire their family members or their friends, because you make decisions based on that benefit,
1021 and it may not always be the best benefit for the city at large. So, as a City of Ethics, hiring
1022 your entire family, not taking them out, not writing them up, and not taking out wages, it is
1023 not fair to other employees. Other employees are talking about it. It is not fair as a City of
1024 Ethics.

1025
1026 Councilman Gay said we did a FBI and GBI investigation for financial activities. Chief
1027 Williford, where are we with that? We want to know what special agent it was assigned to.
1028 We need an update. We did get a forensic audit, and we need an update for where that audit
1029 is at in Purchasing and Finance.

1030
1031 Councilman Gay said and finally, on a lighter note, litter. I don't think it is fair that I can ride
1032 around the city and see litter, or be on Facebook and hear the City of South Fulton's advocates
1033 talk about litter in our city. Our directors need to ride around the city, and if they identify
1034 litter or hot spots, I think they should also participate in making sure that the job gets done. I
1035 don't think it is fair for me to be the only one. It affects our economic development, quality
1036 of life, and how we feel about our community.

1037
1038 Councilman Gay said I hope we have a great New Year, and I look forward to working with
1039 you all.

1040
1041 Councilman Gay said in the words of Dr. King, you may not like me, but you will respect me.

1042
1043 Mayor Motley Broom – said we will work on getting my Zoom fixed by the next meeting.

1044
1045 Mayor Motley Broom said Happy New Year to everyone. I am so glad we are in 2021.

1046
1047 Mayor Motley Broom said we are starting this year off with a new Interim City Manager
1048 Mercedes Miller. She has been leading our meeting tonight on the operational side. We are
1049 so grateful for her willingness to serve in this capacity. Terrence Moore gave us his
1050 resignation, and we accepted it, and his last day was December 31, 2020. We are certainly
1051 grateful for his nearly 8 years of service to the City. We are excited that Ms. Miller will lead
1052 us for the time being. We will be embarking upon a nationwide search for a permanent
1053 City Manager this year, and we look forward to that process. But in the meantime, Ms.

1054 Miller has our full support. And we hope our department heads and staff will give that to
 1055 her as well and make her transition as seamless as possible. So, welcome, again, and thank
 1056 you for your commitment to our city.

1057
 1058 Mayor Motley Broom said COVID testing will be at the Public Safety Complex every
 1059 Wednesday and Thursday. Please take the opportunity to get free testing and make sure that
 1060 you engage in the practices that we know keep these numbers down. Make sure you are
 1061 wearing a mask and practicing social distancing. COVID can be a very difficult if not
 1062 devastating thing to deal with.

1063
 1064 Mayor Motley Broom said tomorrow is voting. If you have not voted yet, I would encourage
 1065 you to go have your voice heard. It has been a long election season.

1066
 1067 Mayor Motley Broom said be on the lookout for our Neighborhood Watch Program, and a
 1068 date for another community conversation as well.

1069
 1070 Mayor Motley Broom said I look forward to 2021, and thank everyone for all their support,
 1071 input, and hard work in 2020. It was a year that none of us anticipated, but everyone has risen
 1072 to the occasion. And it really does speak to the community that we are building here. Ms.
 1073 Miller always says there is something special about College Park, and if 2020 didn't show
 1074 you that, I'm not sure where you were. There are so many exceptional people that make this
 1075 community. Thank you, again, and we look forward to having a great healthy, safe 2021.

1076
 1077 Mayor Motley Broom called for a motion for Executive Session to wrap things up.

1078
 1079 **ACTION:** Councilman Clay moved to recess Regular Session to take up Executive Session to
 1080 discuss personnel, litigation, and the potential purchase of real estate, seconded by
 1081 Councilman Taylor and motion carried. (All Voted Yes).

1082
 1083 Mayor Motley Broom declared the Regular Session recessed at 9:49 p.m.

1084
 1085 15. Executive Session.

1086
 1087 **ACTION:** Councilman Clay moved to approve a Personnel Action A that was discussed during
 1088 Executive Session, seconded by Councilman Allen and motion carried. (All Voted
 1089 Yes).

1090
 1091 Executive Session adjourned at 10:14 p.m. and Regular Session reconvened at 10:18 p.m.

1092
 1093 16. Approval of Executive Session Minutes.

1094
 1095 **ACTION:** Councilman Clay moved to approve Executive Session Minutes dated January 4,
 1096 2021, as presented, seconded by Councilman Taylor and motion carried. (All Voted
 1097 Yes).

1098
 1099 Mayor Motley Broom declared the Regular Session adjourned at 10:19 p.m.

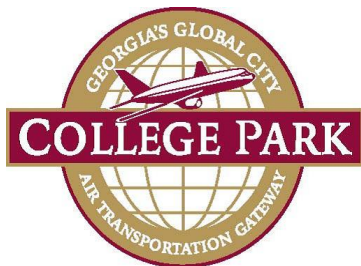
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CITY OF COLLEGE PARK

Bianca Motley Broom, Mayor

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: 8583

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Acting City Manager

FROM: Shavala Moore, City Clerk

RE: Workshop Session Minutes dated January 4, 2021

See attached Workshop Session Minutes dated January 4, 2021.

Thank you.

ATTACHMENTS:

- WSS010421 (DOC)

Review:

- Shavala Moore Completed 01/11/2021 2:46 PM
- Rosyline Robinson Completed 01/11/2021 5:39 PM
- Mercedes Miller Completed 01/12/2021 12:28 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

1 CITY OF COLLEGE PARK
 2 MAYOR AND CITY COUNCIL
 3 WORKSHOP SESSION
 4 JANUARY 4, 2021
 5

6 **MINUTES**
 7

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

12 Absent: None.
 13

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

16 **ACTION:** Councilman Clay moved to take up executive session to discuss personnel,
 17 pending litigation, and the potential purchase of real estate, seconded by
 18 Councilman 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 6:05 p.m.
 23

24 **1. Presentation by Peachtree Government Relations (PGR) for the 2021 Georgia**
 25 **Legislative Session and consideration of legislative priorities for the upcoming**
 26 **session.**
 27

28 Mr. Howard Franklin said Mr. Bolia is on, but he is having some technical difficulties.
 29

30 Mayor Motley Broom asked Mr. Franklin, are you able to take the lead on this so we can
 31 get moving?
 32

33 Mr. Franklin said yes.
 34

35 Mr. Franklin gave a brief power point presentation on the MOST Tax, previously House
 36 Bill 443.
 37

38 Mr. Franklin said we will be working at the Georgia Assembly come Monday. We have
 39 a number of issues that we think are upmost important to the legislative body, as well as
 40 to the citizens. We want to go through a number of those tonight and solicit your input
 41 before Monday.
 42

43 Mr. Matt Ramsey, Thompson Group, said Don will have the most recent information on
 44 the MOST Tax. There is new leadership at the House Ways and Means Committee.
 45 Chairman Martin will have a leadership role, and there is potentially a crack that will
 46 provide some real positive momentum for MOST. North Fulton is interested in

47 participating and seeing if there is a way to cobble together a coalition and move forward.
48 It plays into the discussion around the TSPLOST as well, in terms of which way the
49 committee will have a willingness to move forward.

50
51 Mr. Franklin said we know that the MOST Tax is the highest priority for College Park.
52 After the November 3, 2020 election, part of the reason we think there is more daylight
53 for this particular issue is a number of the people who have been standing in our way who
54 had a principal opposition to the SPLOST Sales Tax for the South Fulton cities were not
55 successful in their reelection.

56
57 Councilman Clay said you made the comment that we will have a better chance with
58 MOST because of the change in some of the participants. And you said the opposition to
59 it on the south. Outside of personal preference, is there any rational basis for the
60 opposition to having the MOST?

61
62 Mr. Ramsey said I don't know that I would want to try to speak to the rationality of
63 opposition. We don't believe so. We believe it would be a useful tool in the toolbox. It
64 is an issue of local control of putting it in the hands of the leaders in College Park and the
65 citizenry. That is our message. Historically, there has been some leadership on the Ways
66 and Means Committee that is perhaps no longer on the committee. They were attempting
67 to maintain flexibility at the state level to preserve the tax base and were more interested
68 in additional LOST Tax.

69
70 Councilman Clay said that makes sense. People have a different philosophy of how you
71 want to distribute the taxation.

72
73 Councilman Gay asked, is Councilman Allen aware of where the MOST Tax is coming
74 from?

75
76 Councilman Allen said it comes from Clayton County over to the airport.

77
78 Councilman Gay asked, can you give Ken an update on where that revenue is coming
79 from? It is fuel tax; isn't it?

80
81 Councilman Allen said tax from the sewers.

82
83 Councilman Clay said this is not the sewer tax.

84
85 Councilman Gay asked, where is it coming from?

86
87 Mr. Franklin said in short, what we are proposing, the airport is looking to create a
88 Municipal Option Sales Tax, a penny that you collect and spend on underground
89 infrastructure. The way we proposed it was to do it in concert with the City of Hapeville
90 and East Point in South Fulton County. There is a separate tax focus on infrastructure, in
91 particular around water and sewer.

92

93 Councilman Clay said so this is the sewer tax. This is where Atlanta is able to have the
94 tax, and we contribute to the flow into the sewer system that makes it eligible.

95
96 Mayor Motley Broom said exactly.

97
98 Special Projects Administrator Jackson Myers said it is the number of gallons.

99
100 Mayor Motley Broom said since we have some of the same issues, is to allow for a
101 referendum to take place on the issue. We have not been able to make that happen yet,
102 but this year it might happen because the players have changed, some of the
103 circumstances have changed, and it looks like we might be able to get it on the ballot in
104 the fall.

105
106 Mr. Don Bolia with PGR said in my discussions with some of the other mayors in North
107 Fulton, I think, in particular to how they would structure this MOST Tax. And the really
108 nice thing is that it is very flexible. The way Atlanta did their legislation, it did dictate
109 how the money would be spent and what types of projects, but we can expand that. We
110 can build out a MOST Tax that some of the other cities in North Fulton are interested in
111 and use it for other things outside of water and sewer projects, if you so choose to do so.

112
113 Mayor Motley Broom asked, any questions?

114
115 Councilman Allen said I like that.

116
117 Mr. Bolia discussed House Bill 779. This is a favorable split of the TAVT Funds. It
118 made a more favorable split for the cities than counties. I think some of the dealerships
119 are interested in re-engineering that. We will be watching that very carefully. They are
120 treating it like a bit of a dartboard. The benefits are better than what we had from the
121 previous model. Any questions?

122
123 There were no questions made.

124
125 Mr. Bolia discussed design standards. This preempts local government from making
126 design standards. College Park, along with GMA, opposed this legislation in 2020, and
127 we expect it to come back in 2021. We assume you will continue to oppose the
128 legislation.

129
130 Mayor Motley Broom asked, do you think the likelihood of it passing is higher or lower
131 than in 2020?

132
133 Mr. Bolia said I think it is lower. Their numbers are not there and don't expect to be this
134 year.

135
136 Mayor Motley Broom asked, any other questions?

137
138 There were no other questions made.

139 Mr. Franklin said I will take short-term rentals. The Bill that we were concerned about is
140 Senate Bill 162. It would have preempted local jurisdictions from making any rules that
141 would preclude short-term rentals in their respective communities. The General
142 Assembly seems to have gone in the opposite direction in the last year or two.

143

144 Mr. Franklin said House Bill 448 actually taxes digital (ph) downloads. It did not pass in
145 the final days of the General Assembly. There will be an effort afoot to nip this issue in
146 the bud. One of the other reasons is because large cities that happen to be tourism hubs
147 have stepped up to the plate and have done so on their own.

148

149 Mr. Franklin discussed Savannah and Augusta's STR Policies. Once we get some of the
150 larger cities across the State of Georgia that have strong tourism, you will see a lot of this
151 STR go away. Airbnb just filed a very successful IBO. We will see whether or not they
152 continue to push for this. Any questions?

153

154 Councilman Clay said it sounds to me like you are saying that there is going to be a
155 common regulation of short-term rentals throughout the State coming; is that statement
156 correct?

157

158 Mr. Franklin said no. There is an appetite for a taxation structure that will be coming.
159 But on the regulation side, in terms of how many you can own and operate, I don't
160 believe there will be a state-wide attempt there.

161

162 Councilman Clay said taxation would be the driving factor. But what if you wanted to
163 simply ban short-term rentals, which is our position now? We have a number of short-
164 term illegal rentals throughout the city which are not regulated because they are not
165 supposed to exist, and some of them are hazardous for the people that stay there.

166

167 Mayor Motley Broom said the legislation on the State level would preempt us from being
168 able to do that, to prohibit short-term rentals. GMA and our people have been pushing
169 against it. It is stripping us of our local control. The conversation about short-term
170 rentals is one we need to have again, but on the city level as opposed to legislation from
171 the State that says there are certain things that we just cannot do on the local level.
172 College Park is very different from Savanna or Valdosta or Blue Ridge. We need to be
173 able to determine what is best for us. If it is losing steam, I think that is a good thing.

174

175 Councilman Clay said I just want to be sure that we are not trading off. You can make
176 your own regulations with regard to how many safety checks they have to have a year, et
177 cetera, et cetera, but you cannot exclude them. College Park has an incredibly high
178 percentage of rentals, especially if you count the people in the multi-family complexes.
179 People who rent, for the most part, don't have a stake in the city. They don't vote. They
180 don't necessarily take care of their property. And many of these are being bought by
181 investment firms who have a number of short-term rentals. So, if we want to maintain
182 the quality of the neighborhoods and a citizenry that participate in government, then
183 short-term rentals tend to detract from that. I am very opposed to short-term rentals. And

184 I would not want to see legislation pass that would preclude our opportunity to not have
185 short-term rentals.

186

187 Mr. Franklin said I would say we are trending in the direction where that legislation left.
188 The more leadership jurisdictions write their own regulations for short-term rentals, the
189 more ammunition we have that the General Assembly does not revisit that discussion.

190

191 Councilman Clay said I think all you would have to do is say you can do everything else
192 but can't exclude them. That is the key decision at the State level. Once you allow them
193 wholesale, then you darn well better regulate them, just for the good of the people that
194 stay there if nothing else.

195

196 Mr. Ramsey discussed COVID Liability Protections, to include the signs posted. We
197 think that is going to be extended until July 4, 2021. Just make sure your notices are in
198 the right place. I anticipate that it will get extended to the end of the year. We will keep
199 you posted.

200

201 Councilman Clay asked, is there any discussion as to what constitutes gross negligence?

202

203 Mr. Ramsey said every single factual situation will be different. It is in the eyes of the
204 jury and the Judge. Gross negligence is a very high bar to clear for a litigant to bring
205 against a party.

206

207 Councilman Clay said that's why I asked the question. If it is gross negligence, can you
208 get away with almost anything? Can you get away with more than 50 people in a bar? If
209 a business were to continually violate that, in your opinion, would that be gross
210 negligence?

211

212 Mr. Ramsey said that extends beyond the scope of the legislation. And it really would
213 depend on the way a regulation is put in place depending on how the State Legislation is
214 drafted, and to what degree the property owner was on notice that they were in violation
215 of the statutory prohibition on gatherings. Your City Attorney can provide some
216 guidance on that. It is geared towards property owners that are being prudent, including
217 the City of College Park.

218

219 Councilman Clay said we want to protect our businesses and ourselves. That is just good
220 commonsense. I worry about, if laws are passed as to what is required, according to the
221 CDC guidelines or whatever, and they are violated. I have read numerous newspaper
222 articles and listened to newscasts where they have super spreader events in violation of
223 the law. And I would think that would be gross negligence. I think it should be, if it is
224 not tied to the law in some way.

225

226 Mr. Ramsey said I am sure there is a pattern of willful disregard of regulations on
227 gathering places where you would tread out of the water of ordinary negligence and cross
228 the line into gross negligence, and even willful and wanton misconduct.

229

230 Mayor Motley Broom asked, anyone else?

231

232 Mr. Ramsey discussed House Bill 504. Clayton County took the lead from the previous
233 legislative session repealing exemption from the ad valorem tax for Hartsfield-Jackson
234 International Airport. And, while that Bill didn't go very far, the county saw fit to revisit
235 it in the 2021 session. It did not pass in 2020, so we avoided taking a position on House
236 Bill 504. We will watch it closely in 2021 on what happens with the re-filing of that Bill.
237 Representative Rhonda Burnough is also the Clayton County Chairwoman for the
238 Delegation, and she communicated that they are planning to refile that Bill. This is a
239 long-standing priority for the City of College Park and a number of jurisdictions
240 surrounding the airport. Any questions?

241

242 Councilman Gay said it means that the properties that College Park owned in Clayton
243 County would have to pay tax, or don't have to pay tax.

244

245 Mr. Ramsey said it is the reverse. The airport is exempt from paying its ad valorem tax,
246 even though the body or the footprint of the airport extends beyond into multiple
247 jurisdictions. It would require Hartsfield-Jackson to pay the taxes.

248

249 Councilman Gay asked, what tax is that? Is that the property tax or occupational tax?

250

251 Mr. Ramsey said that is the property tax.

252

253 Councilman Gay said okay.

254

255 Mr. Bolia took up the next slide on transportation. In dealing with the bridge widening,
256 Jackson, do you want to comment on that?

257

258 Special Projects Administrator Jackson Myers said since 2017 Buffington Road has been
259 on the fronts with GDOT to widen Buffington Road and widen the bridge out here. As
260 Naturally Fresh is being expanded, we have a couple of new warehouses. One has been
261 completed, and 2 more are going in out there. It will create more truck traffic. On
262 another note, the Lincoln Property, Chick-fil-A is putting \$28 million in to do a
263 manufacturing plant. There are so many things that are in that area that are expanding.
264 GDOT keeps telling me they are short on money, and I want to talk with Don to have
265 another meeting with GDOT to find funding to move this project along. The City of
266 Atlanta and GDOT needs to address it.

267

268 Mr. Bolia said we are in the process of setting up some meeting with GDOT. We will
269 report back any progress or any answers we might be able to get from GDOT.

270

271 Councilman Gay said Roosevelt Highway down Main has the exact same challenges. It
272 needs to be widened, particularly if we are going to start putting warehouses on Main.
273 That is something I have asked that we talk to GDOT about as well.

274

275 Special Projects Administrator Jackson Myers said they do have the Washington Road
276 intersection, but they are trying to get around the railroad. The railroad has a big chunk
277 of property they are trying to widen there. Washington Road and 29, they overlap.

278
279 Councilman Gay said from Washington up by the GICC, that portion needs to be
280 widened up to Global Gateway.

281
282 Councilman Clay said we have huge backups there. What Councilman Gay is saying is
283 correct. The road needs to be widened. We need to make that happen.

284
285 Councilman Allen said Amazon is putting a lot of trucks there.

286
287 Mr. Bolia said we are glad to work with Jackson and his team to work on that.

288
289 Special Projects Administrator Jackson Myers said we will, now that it has been brought
290 to our attention again.

291
292 Mr. Bolia said the next slide is Economic Development. COVID has been difficult with
293 College Park. We will work with your team on how to bridge those gaps, and hopefully
294 the vaccine becomes readily available. We are thinking about these things and talking
295 with your staff on a regular basis and particularly on the OZ expansion.

296
297 Special Projects Administrator Jackson Myers asked, are you talking about Six West?

298
299 Mr. Bolia said we are trying to work with your federal team to get other dollars in there.

300
301 Special Projects Administrator Jackson Myers said to go to the city and not to go to the
302 counties.

303
304 Mr. Bolia said we are thinking about this topic, and we know it is important, and we will
305 be working with the Mayor and staff to work on these various projects. I don't know if
306 there are any other things that are important to you, other than what we have up here
307 now.

308
309 Councilman Clay said I wish I would have had access to these slides prior to the meeting.
310 These were not in our packet. That would be helpful in the future.

311
312 Councilman Gay asked, could you reach out to our newly elected state senators and make
313 them aware of what our legislative priorities are?

314
315 Mayor Motley Broom said Senator Hopper has replaced now Congresswoman Williams.

316
317 Mr. Bolia said we have done the same on your behalf. We took her to dinner and talked
318 about her priorities in the General Assembly. She is looking to learn and tag team with
319 the Mayor, especially the new ones.

320

321 Councilman Gay asked, is there a House Supper, or is it going to be cancelled?
322

323 Mr. Bolia said there will not be a physical event at the Georgia Train Depot like we have
324 had for many a year prior. They are setting up the Capitol, as far as non-legislators and
325 outside visitors, the way they did during the June portion of the session. My
326 understanding is they are going to go with the Georgia Tech saliva test. Every legislator
327 and every staffer are going to have to get 2 tests a week and requiring masks to enter the
328 Capitol and require masks while you are there, and limit access.

329
330 Mayor Motley Broom asked, any other questions?
331

332 There were no further questions.
333

334 Mr. Bolia discussed coordination with Fulton County and cities. Kudos to Mayor Broom
335 for reestablishing the Mayor's meeting and building a better relationship with North
336 Fulton cities.
337

338 Mayor Motley Broom said we are meeting with the commissioners on a monthly basis
339 now. That meeting is this Friday. And as a South Fulton region, we have been up-ing
340 the communication amongst the mayors, and I think that has been very beneficial for the
341 entire area. This past year has shown us that when we coordinate together, we can get
342 things done. And if we act as a region and cooperate with our North Fulton counterparts,
343 we can move mountains sometimes. I look forward to continuing that and building on it
344 in 2021.
345

346 Mr. Bolia said thank you again for giving us a chance to visit with you.
347

348 Mayor Motley Broom called for a motion to continue executive session.
349

350 **ACTION:** Councilman Clay moved to take up executive session to discuss personnel,
351 pending litigation, and the potential purchase of real estate, seconded by
352 Councilman Allen and motion carried. (All Voted Yes).
353

354 Mayor Motley Broom declared the Workshop Session adjourned at 6:54 p.m.
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CITY OF COLLEGE PARK

Bianca Motley Broom, Mayor

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: 8550

DATE: January 7, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Dwight L. Baker, Director of Human Resources & Risk Management

RE: Worker's Comp Panel of City Physicians

PURPOSE: To present to Mayor and Council the Georgia State Board of Workers' Compensation Panel of Physicians for 2021.

REASON: By law, employers must maintain a Panel of Physicians that employees must use to obtain medical attention for a work-related injury. This Panel must be posted in a conspicuous place and must be explained to the employees. Care should be taken to select the Panel that best suits the organization. Employees have a right to choose a physician from the Panel and a responsibility to report all work-related injuries immediately, and failure to do so could jeopardize their benefits.

BACKGROUND: The Workers' Compensation Act defines the employer's responsibility to provide prompt medical and disability benefits for injuries sustained by a worker on the job, resulting in partial or total incapacity or death. In return, the employer is shielded from tort liability for these injuries. For the "Panel" to be valid, the law in Georgia requires the following:

1. Contain a minimum of six physicians with their name, address, and phone number listed.
2. Of the six physicians, at least one should be an Orthopedic Physician.
3. No more than two of the physician groups should be "industrial" clinics.

RECOMMENDATION: To accept the Panel of Physicians for 2021 as follows:

Peachtree Orthopedic

Dr. James Beskin (foot/ankle)
 Dr. Michael Bernot (Shoulder/knee)
 Dr. Stephen McCollam (hand/wrist)
 Dr. Donald Langenbeck (non-surgical neck/back)
 1901 Phoenix Blvd. Suite 200
 College Park GA 30349

PH: 404-355-0743

Dr. Jim Roderique (upper extremity)

955 Spring Street
Atlanta, GA 30309
Ph: 404-872-4263

Concentra Medical Center

Airport North
3580 Atlanta Ave
Hapeville GA 30354
PH: 404-768-3351

Caduceus Occupational Medicine

535 North Central Ave.
Hapeville, GA 30354
Ph: 404-761-4040

Akstein Eye Center

Dr. Richard Akstein
86 Upper Riverdale Road Suite 100
Riverdale, GA 30274
PH: 770-996-4844

Infectious Disease

Dr. Richard Prokesch
6285 Garden Walk Blvd.
Riverdale GA 30274
PH: 770-991-1500

Dr. Thomas Dopson (surgical neck/back/hip)

5671 Peachtree Dunwoody Rd., Suite 900
Atlanta, GA 30342
Ph: 404-531-8466

COST TO CITY: \$16,700 annually paid to PMA, the City's third-party administrator to handle workers' compensation claims.

BUDGETED ITEM: Workers' Compensation injuries costs are charged to the respective departments.

REVENUE TO CITY: Not Applicable.

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Not Applicable

AFFECTED AGENCIES: All City Departments

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Not Applicable

REQUIRED CHANGES TO WORK PROGRAMS: Not Applicable

STAFF: All City Departments

ATTACHMENTS:

- Fully Executed TPA 2018 -21 AMD for City of College Park (PDF)
- Panel of Physicians 2021 Agenda Item 1.6.2021 (DOCX)
- COCP Panel of Physicians 2016 (DOCX)

Review:

- Dwight L. Baker Completed 12/29/2020 9:48 AM
- Rosyline Robinson Completed 01/07/2021 8:06 PM
- Mercedes Miller Completed 01/12/2021 12:28 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

**FOURTH AMENDMENT TO AGREEMENT FOR
THIRD PARTY CLAIMS ADMINISTRATIVE SERVICES AGREEMENT**

THIS FOURTH AMENDMENT is hereby made this 1st day of July, 2018 to the Agreement for Third Party Claims Administrative Services (Agreement) commencing October 7, 2013, and amendments thereto, by and between PMA Management Corp. (PMAMC) and the City of College Park, Georgia (Client). The parties hereby mutually agree and intend to be legally bound by amending the Agreement as follows:

1. TERM

The term of the Agreement shall be extended for three years, beginning July 1, 2018 until June 30, 2021 (the "2018-21 Extension Term").

2. PAYMENT of CLAIMS SERVICES FEES

- a. During the 2018-21 Extension Term, Client agrees to pay PMAMC an annual fee of \$16,700, to be paid in four equal installments of \$4,175. Client further agrees to pay the initial installment at the inception of this Agreement and subsequent installments quarterly thereafter. If during the term of this Agreement any individual occurrence results in more than 10 claimants as determined by PMA, then the following additional claim handling fees above and beyond the annual fee shall apply, commencing with the 11th claim and every claim thereafter for that individual occurrence:

i. \$850 for each Lost Time Claim; and

ii. \$125 for each Medical Only Claim

- b. PMAMC will bill Client for claims handling services to be rendered on a quarterly basis. Client will pay such bills within 30 days after receipt. If the bill is not paid within 30 days of the due date, commencing at that time, PMAMC reserves the right to charge Client interest at an annual rate of 12% on all overdue payments and to stop providing services, including ceasing to pay claims and expenses, until such bills and interest have been paid in full.

3. MANAGED CARE FEES

- a. During the 2018-21 Extension Term, upon request, PMAMC shall provide Client use of medical case management services, which shall be billed to Client at a rate of \$98 per hour, for onsite case management.
- b. During the 2018-21 Extension Term, upon request, PMAMC shall provide Client use of disability management coordinator services, which shall be billed to Client at a rate of \$98 per hour for telephonic case management.

c. During the 2018-21 Extension Term, for medical bill review and repricing services, Client shall pay a fee equal to 25% of the total savings resulting from use of PMA's medical bill repricing services.

4. RISK CONTROL SERVICE FEE

During the 2018-21 Extension Term, at Client's request, PMAMC shall provide risk control services at a rate of \$135 per hour.

5. RISK MANAGEMENT INFORMATION SYSTEM FEE

- a. During the 2018-21 Extension Term, PMAMC shall provide Client with access to PMAMC's RMIS for up to 3 users at no additional charge, so long as the Fund remains current in all other payment obligations
- b. During the 2018-21 Extension Term, PMAMC shall provide Client with customized IS reporting for a fee of \$95 per hour.

6. ADMINISTRATIVE SERVICES, WEB IMAGING AND OSHA

During the 2018-21 Extension Term, Administrative Services, access to PMAMC's Risk Management Information System for up to 3 users, Web Imaging and OSHA log reporting services are included in the Annual Flat Fee set forth in Section 2. Above so long as client remains current in all payment obligations to PMAMC.

All other fees, terms, and conditions of the Agreement and Amendments thereto, shall remain in full force and effect for the term of this Amendment.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Amendment to the Agreement to be executed by their duly authorized officers or representatives on the date first written above.

PMA MANAGEMENT CORP.

CITY OF COLLEGE PARK, GA

BY: *[Signature]*

BY: *[Signature]*

TITLE: *President*

TITLE: *City Manager*



CITY OF COLLEGE PARK

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

DATE: January 6, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Dr. Dwight L. Baker, IPMA-SCP
Director of Human Resources & Risk Management

RE: Workers' Compensation Panel of Physicians - 2021

PURPOSE: To present to Mayor and Council the Georgia State Board of Workers' Compensation Panel of Physicians for 2021.

REASON: By law, employers must maintain a Panel of Physicians that employees must use to obtain medical attention for a work-related injury. This Panel must be posted in a conspicuous place and must be explained to the employees. Care should be taken to select the Panel that best suits the organization. Employees have a right to choose a physician from the Panel and a responsibility to report all work-related injuries immediately, and failure to do so could jeopardize their benefits.

BACKGROUND: The Workers' Compensation Act defines the employer's responsibility to provide prompt medical and disability benefits for injuries sustained by a worker on the job, resulting in partial or total incapacity or death. In return, the employer is shielded from tort liability for these injuries. For the "Panel" to be valid, the law in Georgia requires the following:

1. Contain a minimum of six physicians with their name, address, and phone number listed.
2. Of the six physicians, at least one should be an Orthopedic Physician.
3. No more than two of the physician groups should be "industrial" clinics.

RECOMMENDATION: To accept the Panel of Physicians for 2020 as follows:

Peachtree Orthopedic	Dr. Jim Roderique (upper extremity)	Concentra Medical Center
----------------------	-------------------------------------	--------------------------

<p>Dr. James Beskin (foot/ankle) Dr. Michael Bernot (Shoulder/knee) Dr. Stephen McCollam (hand/wrist) Dr. Donald Langenbeck (non-surgical neck/back)</p> <p>1901 Phoenix Blvd. Suite 200 College Park GA 30349</p> <p>PH: 404-355-0743</p>	<p>955 Spring Street Atlanta, GA 30309</p> <p>Ph: 404-872-4263</p>	<p>Airport North 3580 Atlanta Ave Hapeville GA 30354</p> <p>PH: 404-768-3351</p>
<p>Caduceus Occupational Medicine 535 North Central Ave. Hapeville, GA 30354</p> <p>Ph: 404-761-4040</p>	<p>Akstein Eye Center Dr. Richard Akstein 86 Upper Riverdale Road Suite 100 Riverdale, GA 30274</p> <p>PH: 770-996-4844</p>	<p>Infectious Disease Dr. Richard Prokesch 6285 Garden Walk Blvd. Riverdale GA 30274</p> <p>PH: 770-991-1500</p>
	<p>Dr. Thomas Dopson (surgical neck/back/hip) 5671 Peachtree Dunwoody Rd., Suite 900 Atlanta, GA 30342</p> <p>Ph: 404-531-8466</p>	

COST TO CITY: \$16,700 annually paid to PMA, the City's third-party administrator to handle workers' compensation claims.

BUDGETED ITEM: Workers' Compensation injuries costs are charged to the respective departments.

REVENUE TO CITY: Not Applicable.

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Not Applicable

AFFECTED AGENCIES: All City Departments

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Not Applicable

REQUIRED CHANGES TO WORK PROGRAMS: Not Applicable

STAFF: All City Departments

OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases, the employer will also pay a part of the worker's lost wages. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. §34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim. A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A § 34-9-201).

Further, this panel shall include one minority physician whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

State Board of Workers' Compensation

270 Peachtree Street, N. W.
Atlanta, Georgia 30303-1299
404-656-3818
or 1-800-533-0682
<http://www.sbcw.georgia.gov>

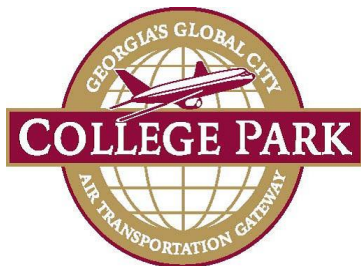
<p>Peachtree Orthopedic Dr. James Beskin (foot/ankle) Dr. Michael Bernot (Shoulder/knee) Dr. Stephen McCollam (hand/wrist) Dr. Donald Langenbeck (non-surgical neck/back)</p> <p>1901 Phoenix Blvd. Suite 200 College Park GA 30349</p> <p>PH: 404-355-0743</p>	<p>Dr. Jim Roderique (upper extremity) 955 Spring Street Atlanta, GA 30309</p> <p>Ph: 404-872-4263</p>	<p>Concentra Medical Center Airport North 3580 Atlanta Ave Hapeville GA 30354</p> <p>PH: 404-768-3351</p>
<p>Caduceus Occupational Medicine 535 North Central Ave. Hapeville, GA 30354</p> <p>Ph: 404-761-4040</p>	<p>Akstein Eye Center Dr. Richard Akstein 86 Upper Riverdale Road Suite 100 Riverdale, GA 30274</p> <p>PH: 770-996-4844</p>	<p>Infectious Disease Dr. Richard Prokesch 6285 Garden Walk Blvd. Riverdale GA 30274</p> <p>PH: 770-991-1500</p>
	<p>Dr. Thomas Dopson (surgical neck/back/hip) 5671 Peachtree Dunwoody Rd., Suite 900 Atlanta, GA 30342</p> <p>Ph: 404-531-8466</p>	

The insurance company providing coverage for this business under the Workers' Compensation Law is:
City of College Park

3667 Main Street College Park, Georgia 30337
Address

404-767-1537
Phone

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbcw.georgia.gov>. Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8584

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim 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: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: None

AFFECTED AGENCIES: None

STAFF: Office of the City Clerk

ATTACHMENTS:

- 2021 ORDINANCES (DOC)
- 2021 Resolutions (DOCX)

Review:

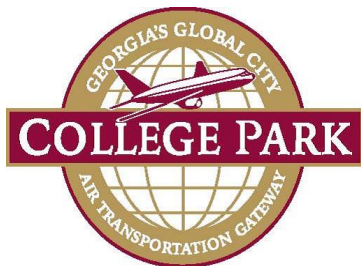
- Shavala Moore Completed 01/11/2021 3:58 PM
- Rosyline Robinson Completed 01/11/2021 5:21 PM
- Mercedes Miller Completed 01/12/2021 12:27 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

2021 ORDINANCES

<u>Ord. No.</u>	<u>Ordinance</u>	<u>Adopted</u>
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2020 Resolutions

<u>Number</u>	<u>Name</u>	<u>Adopted</u>
2021-01	Clayton County Land Bank Authority	01/04/2021
2021-02	Public Comment Amendment Resolution	01/04/2021
2021-03	T-SPLOST Fulton County 2022-2027	PENDING
2021-04	Public Comment 2 nd Amendment Resolution	PENDING
2021-05	Budget Amendment Resolution	PENDING



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8561

DATE: January 11, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim 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: As of January 11th, 2021, the City has collected 87% of 2020's Ad valorem taxes due.

CITY COUNCIL HEARING: January 19th, 2021

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 01112021 (PDF)
- Top Ten Delinq Property Tax Accounts 01112021 2018(PDF)

Review:

- Althea Philord-Bradley Completed 01/11/2021 1:23 PM
- Rosyline Robinson Completed 01/11/2021 5:22 PM
- Mercedes Miller Completed 01/12/2021 12:26 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

**City of College Park
Department of Finance & Accounting
Top Ten Delinquent Property Tax Accounts
As of January 11, 2021**

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
	Manheim Remarketing Inc	Various		\$ 182,058.86	Fulton - Real	1/4/21 Resent statements after being returned for bad address	2020
	Kelco/RG Atlanta LLC	4601 Best Rd	Holiday Inn Express	\$ 101,262.23	Fulton - Real	Reaching out to Owner's for payment status	2020
	YC Atlanta	1419 Virginia Ave	Clarion Hotel	\$ 98,768.86	Fulton - Real & Personal	Reaching out to Property Mgrs. Balance is Special District Hotel Taxes after initial pymt	2020
	BK & J Hotel Group	1551 Phoenix Blvd	Howard Johnson's	\$ 91,447.11	Clayton - Real & Personal	Reaching out to Property GM to get payment status	2020
	ExpressJet	0 Candler Way		\$ 67,325.90	Fulton - Real	Jan 14th Conference Call w/County Assessors to determine Taxability Status	2020
	KSG Georgia LLC	4820 Massachussetts	LaQuinta Inn & Suites	\$ 54,362.57	Clayton - Real & Personal	Emailing Owner for Payment status	2020
	Courtyard II Associates	2050 Sullivan Rd	Courtyard by Marriott	\$ 45,764.07	Clayton - Real	Spoke with Lender- Their processing error - Duplicate payments were sent for same tax statement.(Hospitality Bill) Duplicate was returned. I asked for expedited release of proper payment.	2020
	Southport Hotel	4700 Southport Rd	Embassy Suites by Hilton	\$ 45,249.08	Fulton - Personal Property	Reseaching point of contact - Real Property paid by Lender Escrow	2020
	AT & T Mobility	Hartsfield Int'l Airport		\$ 42,997.52	Clayton - Personal	Contacting AT & T Payment solutions for payment status	2020
	ATA Investments	Westcove		\$ 30,273.88	Clayton - Real	Reaching out to local contact for foreign investors	2019-2020
				<u>\$ 759,510.08</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	\$ 24,730.82	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		9,236.07	Public Utility Digest - Clayton	Ceased Operations July 29, 2002	
PSINet Inc			11,862.94	Fulton - Personal Property		
Larry Jones	0 Camp Creek Pkwy		10,764.33	Fulton - Real	way	1992-2014
F H Kilgore	0 Camp Creek Pkwy		6,058.76	Fulton - Real	Parcel Mapping discrepancy	1992-2014

City of College Park
 Department of Finance & Accounting
 Top Ten Delinquent Property Tax Accounts
 As of January 11th, 2020

Lien	Taxpayer Name	Property Address	Business Name If Known	Amount	District - Tax Type	Additional Comments	Tax Years
Y	Zenga Store	Hartsfield/Concourse A		\$ 1,304.35	Clayton - Personal	12/15/20 Check was processed and released. I have copies of check payment - waiting on mail	2018
Y	Smart Moves Investments LLC	2879 Windsor Forrest Ct		\$ 1,898.57	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	2018-2020



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8562

DATE: January 13, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim 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: January 19th, 2021.

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:

- CC aging report 011121 Redacted (DOCX)
- CF aging report 011121 Redacted (DOCX)
- RC aging report 011121 Redacted (DOCX)
- RF aging report 011121 redacted (DOCX)
- Top Ten Report 01122021 - redacted (XLSX)

Review:

- Althea Philord-Bradley Completed 01/12/2021 5:07 PM
- Rosyline Robinson Completed 01/13/2021 10:04 AM
- Mercedes Miller Completed 01/13/2021 12:40 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

City of College Park

A / R A G I N G

01/11/2021 12:18:41

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

				8340.90	500.00	0.00	0.00	8840.90	12/22/2020	500.00	O
				24760.13	500.00	0.00	0.00	25260.13	12/14/2020	25015.19	O
				1304.28	133.88	0.00	0.00	1438.16	12/14/2020	1338.81	O

3 Subtotals for Cycle 015

				34405.31	1133.88	0.00	0.00	35539.19			
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3 Grand Totals

				34405.31	1133.88	0.00	0.00	35539.19			
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SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filter:

(category = 'CC' AND end_date IS NULL)

City of College Park

A / R A G I N G

01/11/2021 12:18:41

Page: 2

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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City of College Park

A / R A G I N G

01/11/2021 12:15:09

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: 1											
				1262.01	1133.03	1200.38	0.00	3595.42	12/11/2020	1500.00	
				904.88	759.78	0.00	0.00	1664.66	12/01/2020	500.00	T
				971.19	1192.60	1143.01	0.00	3306.80	10/28/2020	1268.98	O
				270.64	252.84	253.03	268.57	1045.08			T
				205.07	447.23	352.71	180.53	1185.54	12/15/2020	250.00	
7 Subtotals for Cycle 001				3613.79	3785.45	2949.13	449.10	10797.50			
Cycle: 8											
				252.21	132.83	88.83	564.49	1038.36	02/07/2020	323.85	T
1 Subtotals for Cycle 008				252.21	132.83	88.83	564.49	1038.36			
Cycle: 15											
				417.00	1431.10	0.00	0.00	1848.10	10/19/2020	1266.67	O
				738.58	863.22	738.58	1199.81	3540.19	12/28/2020	738.58	O
				428.71	439.34	395.82	480.83	1744.70	09/10/2020	516.65	
				77.63	547.74	535.14	1460.98	2621.49	11/02/2020	100.00	T
4 Subtotals for Cycle 015				1661.92	3281.40	1669.54	3141.62	9754.48			
Cycle: 21											
				34.00	34.00	34.00	1108.10	1210.10	01/04/2021	50.00	O
1 Subtotals for Cycle 021				34.00	34.00	34.00	1108.10	1210.10			
Cycle: 25											
				961.62	480.81	480.81	961.62	2884.86	07/28/2020	480.81	T
1 Subtotals for Cycle 025				961.62	480.81	480.81	961.62	2884.86			
14 Grand Totals				6523.54	7714.52	5222.31	6224.93	25685.30			

City of College Park

A / R A G I N G

01/11/2021 12:15:12

Page: 2

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
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SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filter:
 (category = 'CF' AND end_date IS NULL)

City of College Park

A / R A G I N G

01/11/2021 12:15:14

Page: 3

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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City of College Park

A / R A G I N G

01/11/2021 12:15:15

Page: 4

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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City of College Park

A / R A G I N G

01/11/2021 12:13:05

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: 8											
				361.32	104.61	114.94	721.05	1301.92	01/04/2020	99.52	T
1 Subtotals for Cycle 008				361.32	104.61	114.94	721.05	1301.92			
Cycle: 15											
				86.24	104.26	201.95	686.96	1079.41			O
				117.30	133.67	231.11	557.51	1039.59	10/26/2020		T
				211.19	135.92	237.50	475.80	1060.41	10/08/2020	293.55	T
				220.14	146.55	224.04	595.55	1186.28	08/14/2020	952.00	O
				167.15	161.70	214.10	465.79	1008.74	10/22/2020	200.00	T
				591.67	677.80	205.51	0.00	1474.98	01/10/2021	500.00	O
				308.24	293.24	406.62	607.47	1615.57	12/28/2020	500.00	T
7 Subtotals for Cycle 015				1701.93	1653.14	1720.83	3389.08	8464.98			
8 Grand Totals				2063.25	1757.75	1835.77	4110.13	9766.90			

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

01/11/2021 12:08:38

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

53.19				207.42	775.21	0.00	1035.82			O
244.23				372.60	402.47	222.81	1242.11	11/30/2020	200.00	O
70.07				80.00	114.05	997.62	1261.74	02/29/2020	315.00	T
271.97				187.65	206.58	470.88	1137.08	08/21/2020	143.91	
173.61				223.56	125.80	947.28	1470.25	08/27/2020	678.00	O
392.69				247.05	242.47	453.42	1335.63	10/20/2020	400.00	T
204.38				223.80	261.41	343.39	1032.98	11/24/2020	350.00	
785.36				789.52	718.36	343.31	2636.55			T
147.55				109.20	90.09	673.83	1020.67	07/10/2020	114.66	T
496.65				363.00	363.00	610.51	1833.16			O
191.24				172.59	183.10	551.21	1098.14	11/03/2020	600.00	T
379.97				398.44	329.94	717.44	1825.79	01/05/2021	200.00	O
283.30				369.74	364.11	110.26	1127.41	11/19/2020	1500.00	
275.61				390.06	297.17	226.24	1189.08	11/19/2020	282.57	T
224.64				207.68	251.41	786.26	1469.99	12/11/2020	330.76	
323.98				390.81	380.24	0.00	1095.03	09/24/2020	952.39	T
212.42				114.64	99.86	721.42	1148.34	07/09/2020	250.00	T
233.55				305.56	328.28	400.00	1267.39	01/07/2021	300.00	
1009.84				992.10	738.97	0.00	2740.91	12/31/2020	115.00	
612.04				366.51	139.13	1854.66	2972.34	10/08/2020	414.00	T
313.71				392.68	728.74	0.00	1435.13	01/06/2021	400.00	T
374.72				276.49	287.60	285.15	1223.96	12/30/2020	100.00	T
285.04				256.46	553.47	846.31	1941.28	11/11/2020	1000.00	
516.16				434.44	346.01	0.00	1296.61	12/26/2020	496.00	
1621.12				64.65	51.30	115.22	1852.29	09/17/2020	144.53	
394.26				396.81	139.67	660.74	1591.48	12/30/2020	1400.00	T
110.54				122.23	102.23	676.45	1011.45	06/11/2020	85.03	O
63.23				77.39	76.68	825.23	1042.53			T
482.76				482.54	309.84	1860.14	3135.28	08/28/2020	395.50	T

29 Subtotals for Cycle 001

10747.83	9015.62	9007.19	15699.78	44470.42
----------	---------	---------	----------	----------

Cycle: 8

532.38				574.94	417.79	920.86	2445.97	11/21/2020	100.00	O
356.00				280.48	475.72	910.10	2022.30	09/16/2020	100.00	
564.09				384.57	351.95	188.13	1488.74			O
994.51				693.50	632.10	876.45	3196.56	01/05/2021	500.00	O
341.17				186.63	270.16	255.91	1053.87	12/02/2020	250.00	T
676.76				121.12	244.07	134.81	1176.76	11/18/2020	71.12	O
542.04				204.65	127.63	197.32	1071.64	09/29/2020	325.00	T
388.66				181.20	222.65	406.52	1199.03	09/29/2020	110.00	T
506.17				106.66	116.17	382.72	1111.72			O
415.10				175.49	180.04	344.94	1115.57	09/30/2020	300.00	T
507.87				222.45	197.56	86.91	1014.79			O
533.05				144.66	196.74	145.81	1020.26	09/23/2020	500.00	T
488.97				91.92	125.82	332.26	1038.97			T
589.86				316.30	159.72	0.00	1065.88	11/20/2020	100.00	O
291.33				304.88	406.86	101.40	1104.47	12/15/2020	108.00	T
261.38				47.68	43.09	807.62	1159.77	03/04/2020	150.00	T
289.80				334.59	398.64	0.02	1023.05	09/29/2020	450.02	
481.92				269.27	270.14	260.60	1281.93	09/14/2020	400.00	O
342.32				207.34	153.21	881.76	1584.63	04/16/2020	109.70	T
374.93				154.85	139.25	369.31	1038.34	09/29/2020	400.00	T
901.93				59.67	234.90	152.69	1349.19	12/08/2020	45.00	T

City of College Park

A / R A G I N G

01/11/2021 12:09:05

Page: 2

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount	
				347.22	453.21	253.74	402.22	1456.39	08/31/2020	1746.29	T
				296.21	165.49	88.52	543.17	1093.39	08/18/2020	40.00	
				53.51	35.40	76.85	859.53	1025.29	03/06/2020	275.62	T
				499.41	182.52	250.65	1626.64	2559.22	10/01/2020	175.00	
				391.60	409.01	282.23	1079.88	2162.72	06/22/2020	56.09	T
				317.21	202.33	191.01	303.93	1014.48	12/03/2020	600.00	T
				258.75	65.25	104.73	1088.08	1516.81	12/28/2020	100.00	T
				504.49	117.47	322.52	547.71	1492.19			T

29 Subtotals for Cycle 008

13048.64 6693.53 6934.16 14207.30 40883.93

Cycle: 15

				197.55	118.20	105.68	681.24	1102.67	09/25/2020	1200.00	T
				235.80	220.82	246.02	396.68	1099.32	09/22/2020	884.06	T
				170.28	129.04	158.41	660.78	1118.51	06/16/2020	153.26	T
				356.61	202.37	262.30	281.25	1102.53	09/23/2020	706.38	T
				231.10	210.31	238.50	371.37	1051.28	11/17/2020	100.00	O
				215.53	271.87	632.70	94.72	1214.82	11/20/2020	200.00	T
				178.36	123.62	136.14	645.33	1083.45	07/15/2020	40.46	T
				0.00	152.63	52.05	1154.54	1359.22	08/31/2020	37.00	T
				0.00	204.99	89.30	1099.12	1393.41	08/13/2020	500.00	T
				0.00	705.12	644.88	1444.80	2794.80	09/22/2020	600.00	T
				10389.17	10604.99	978.96	0.00	21973.12	12/28/2020	10104.99	O
				358.65	225.76	210.83	449.08	1244.32	11/17/2020	240.00	T
				296.27	160.04	175.93	469.13	1101.37	09/28/2020	70.00	O
				37256.51	8501.29	0.00	0.00	45757.80	12/28/2020	24372.73	O
				3943.68	5402.92	0.00	0.00	9346.60	11/20/2020	755.11	O

15 Subtotals for Cycle 015

53829.51 27233.97 3931.70 7748.04 92743.22

73 Grand Totals

=====
77625.98 42943.12 19873.05 37655.12 178097.57
 =====

City of College Park

A / R A G I N G

01/11/2021 12:09:25

Page: 3

Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
=====										

SELECTION CRITERIA

Minimum Balance:1000.00
A/R Block 1:30
A/R Block 2:60
A/R Block 3:90

Filte
 (category = 'RF' AND end_date IS NULL)

City of College Park

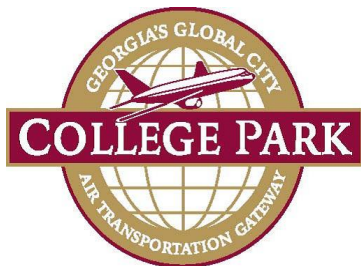
A / R A G I N G

01/11/2021 12:09:27

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Cyc	Rte	Account Name	Home Phone	0 to 30	31 to 60	61 to 90	Over 91	Total	--- Last Payment --- Date	Amount
-----	-----	--------------	------------	---------	----------	----------	---------	-------	------------------------------	--------

City of College Park												
TOP TEN UTILITY CUSTOMER OUTSTANDING BALANCES												
1/12/2021												
Prepared By Kymberli Johnson												
Business												
Prior Adjustments	Payment Plan	Liens	BUSINESS NAME	ADDRESS	Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status	
					\$24,474.57	\$785.56	\$0.00	\$25,260.13	Yes	30days	Account Active reminder letter was sent on Jan11th. Last pymt was on 12-14-2020 .	
					\$2,362.04	\$183.78	\$760.98	\$3,306.80	Yes	30days	Account Active reminder letter was sent on Dec 15th. Electric is disconnected	
					\$2,621.49	\$0.00	\$0.00	\$2,621.49	Yes	60 days	Account Active reminder letter was sent on Jan11th. Electric is disconnected.	
					\$2,486.12	\$0.00	\$109.30	\$2,595.42	Yes	60days	Account is Active reminder letter was sent on Dec.15th. Pymt pending for \$1,000.00	
					\$0.00	\$0.00	\$2,404.05	\$2,404.05	No	60days	Account is Active last pymt 07-2020.	
Apartments												
					Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status	
					\$0.00	\$44,499.40	\$1,258.40	\$45,757.80	Yes	30 days	Account is Active reminder letter was sent on Jan 11th.	
					\$550.42	\$0.00	\$11,784.65	\$12,335.07	Yes	30 days	Account is Active reminder letter was sent on Jan 11th.	
					\$3,540.19	\$0.00	\$0.00	\$3,540.19	Yes	30 days	Account is Active reminder was sent on Jan11th.	
Residential												
					Power	Water & Sewer	Storm Water & Sanitation	Total Unpaid	CUT OFF LETTER	AGE OF DEBT	Notes or Status	
					\$2,025.27	\$916.42	\$193.59	\$3,135.28	Yes	90 days	Account is Active a reminder letter was sent on Dec15th. The account holder is a Senior Citizen.	
					\$1,429.94	\$1,041.92	\$321.43	\$2,793.29	Yes	180 days	Account is Active a reminder letter was sent on Nov 19th. The account holder is a Senior Citizen.	
					TOTALS	\$39,490.04	\$47,427.08	\$16,832.40	\$103,749.52			
		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									



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8569

DATE: January 13, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Wade Elmore, Fire Chief

RE: COVID-19 Updates

The City of College Park will receive informational updates regarding COVID-19. A representative from Fulton County Health Department will provide an update on the current status of COVID-19 cases in College Park, Fulton County and the State of Georgia. They will also provide an update and information on the COVID-19 vaccine.

ATTACHMENTS:

- COVID-19 DAILY Tracking Log 1.8.2021 (XLSX)

Review:

- Wade Elmore Completed 01/08/2021 12:37 PM
- Rosyline Robinson Completed 01/11/2021 5:23 PM
- Dwight L. Baker Completed 01/12/2021 8:59 AM
- Mercedes Miller Completed 01/12/2021 12:26 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

COLLEGE PARK COVID-19 PANDEMIC as of 1.8.2021

CONFIRMED POSITIVES - 17

POLICE - 9
RECREATION - 3
POWER - 1
PUBLIC WORKS - 1
CUSTOMER SERVICE - 1
IT - 1

FIRE - 1

EXHIBITING SYMPTOMS (SELF QUARANTINED) - 1

RECREATION - 1

POSSIBLE EXPOSURE/INTERACTION WITH SOMEBODY WITH SYMPTOMS (SELF QUARANTINED) - 11

RECREATION - 2
PUBLIC WORKS - 9

CARING FOR LOVED ONE - 0

CURRENTLY HOSPITALIZED - 1

AIRPORT AFFAIRS - 1

TOTAL CASES - 30

DECEASED - 0

RECOVERED - 0



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8565

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

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

RE: College Park Utility Assistant Grant Program Update

As of January 11, 2021, the progress status of the College Park CARES Utility Assistance Grant is as follows:

Total Number of Approved Applications to-date: 80

Total Amount of the Utility Assistance Grant Awarded: \$ 90,502.88

Total Number of Applications Pending / Incomplete: 211

- 125 Applicant Files- pending/ Files Incomplete & pending receipt of requested documents
- 26 Applicant Files- reviewed /pending due to no past due bill
- 60 Applicant Files - Pending/ Need to be contacted to request verification documents

Total Number of Denied Applications to-date: 81

Total Number of utility customers on the aging report as of January 12th, 2021: There are 73 Fulton County residents that are showing as delinquent on the utility aging report. Of the 73, there are approximately 12 individuals that have applied for the utility assistance grant. We have been in contact with them all.

Total Number of Applications Received from September 1, 2020 to October 31,2020: 372

Some of the obstacles we are experiencing, which have created a delay in the approval process are as follows:

- Some applicants did not complete the application correctly or thoroughly and are having to meet with the grant coordinator face to face to make those updates. (We are encountering applicants with disabilities, which require additional assistance.)

- Approximately 125 applicants have not responded to the grant coordinator's request via phone and email to submit missing verification documents.
- The grant coordinator has had to contact applicants more than 3 times to follow up to request required documents. We have tried to be lenient with the applicants, following up with them as many as up to 6 times to request documents, to provide them ample opportunity to qualify for the grant. We genuinely want to help the applicants.
- The grant coordinator has experienced multiple instances of applicants not showing up for their appointments to make corrections or updates to their applications and turn in the requested documents.
- Most applicants are providing documents that do not meet the requirement criteria and are having to resubmit documents multiple times. (i.e. submitting driver's license or GA Identification that does not have same address as their utility account for every adult in the household , not providing proof of prior income or submitting documents via email that are not legible, difficult to print and hard to read.)
- Many applicants have not been able to provide evidence that they have suffered a job/income loss or a hardship caused by the COVID 19 Pandemic specifically, as required criteria set in the executed contract.(i.e. many have job/ income loss or medical bills, etc. which were incurred prior to the onset of the COVID 19 Pandemic; Applicants have also cited hardships, such as having to pay for food or bills out of pocket due to COVID 19)
- Many applicants do not reside in the correct jurisdiction to be eligible to apply or to receive the Utility Assistance Grant. (i.e. We have received numerous applications from residents of Clayton County, Union City, Southwest Atlanta, Sandy Springs, Fairburn, & City of South Fulton, etc.)
- Many applicants are ineligible due to not having past due balances or not being the account holder.
- Other delays now include the recent need for an additional staff person to assist the grant coordinator with applicant phone calls and correspondence, assist with face to face meetings with applicants and maintaining the applicant files

ATTACHMENTS:

- MEMO- Grant Status as of Jan 11 2021(revised) (003) (PDF)

Review:

- Althea Philord-Bradley Completed 01/12/2021 4:00 PM
- Jackson Myers Completed 01/12/2021 4:13 PM

- Rosylene Robinson Completed 01/12/2021 4:21 PM
- Mercedes Miller Completed 01/12/2021 4:26 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM



CITY OF COLLEGE PARK

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

January 11, 2021

MEMORANDUM

To: Althea P. Bradley, Director, Finance

From: Donnea N. Anderson, Grant Coordinator, College Park CARES Utility Assistance

RE: College Park CARES Utility Assistance Grant Progress Status as of 1/11/21

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- The grant coordinator has experienced multiple instances of applicants not showing up for their appointments to make corrections or updates to their applications and turn in the requested documents.
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- Many applicants are ineligible due to not having past due balances or not being the account holder.
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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: 8560

DATE: January 13, 2021

TO: The Honorable Mayor and Members of City Council

FROM: Mercedes Miller, Interim City Manager

RE: FAA - Chiller(s) Replacement

PURPOSE: Consideration of and action on a request for approval of the replacement of two (2) 400 ton chillers at the Federal Aviation Administration (FAA) Regional Headquarters.

REASON: During the November 4, 2019 Regular Session, City Council approved an engineering study to determine the scope and cost of the replacement of the two (2) 400 ton chillers by Mechanical Engineering Consulting Associates, Inc. (MECA).

RECOMMENDATION: City Council approval of Batchelor & Kimball, Inc. to replace two (2) 400-ton Chillers at the Federal Aviation Administration (FAA) Regional Headquarters.

BACKGROUND: The two (2) main 400-ton units are over twenty (20) years old, beyond useful life and are at risk of failure due to age and rusting. Replacement of both chillers will eliminate the need for a costly temporary solution.

YEARS OF SERVICE: Not applicable.

COST TO CITY: \$706,541.00.

BUDGETED ITEM: This is not a budgeted item. The City will utilize reserves to finance the one-time expense. There is approximately \$1.5 million available in reserves.

The General Services Administration (GSA) has approved pushing the timeline for other projects at the FAA Facility out another twelve (12) months. See attached letter dated January 11, 2021 from GSA Lease Contracting Officer Craig Thomas accepting the delay.

REVENUE TO CITY: Not applicable.

CITY COUNCIL HEARING DATE: January 19, 2021.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Aviation

Administration (FAA) and General Services Administration (GSA)

AFFECTED AGENCIES: None.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None.

REQUIRED CHANGES TO WORK PROGRAMS: None.

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

ATTACHMENTS:

- Mercedes Miller - Chillers Replacement (PDF)
- FAA Chiller Replacement Budget 081720 (PDF)
- FAA delay (1) (PDF)
- FAA Chiller Replacement(PDF)
- Regular Session Minutes_11-04-2019 (PDF)
- Agenda Item 8C-FAA Chiller Replacement Engineering Study_11-04-2019 (PDF)

Review:

- Mercedes Miller Completed 01/12/2021 2:01 PM
- Rosyline Robinson Completed 01/12/2021 3:32 PM
- Purchasing Completed 01/12/2021 4:45 PM
- Finance Completed 01/12/2021 6:23 PM
- Mercedes Miller Completed 01/13/2021 12:39 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

January 12, 2021

Mercedes Miller
Acting City Manager
City of College Park, Georgia
3667 Main Street
College Park, GA 30337

Re: Replace (2) 400 Ton Trane Chillers

Mercedes,

On October 31, 2019 The City of College Park Mayor and Council approved LCK, Inc. to procure a chiller replacement engineering study. Please see attached.

Per the engineer study, I'm requesting funds to replace (2) 400 Ton Trane Chillers which are in the basement of the Main Building in the Mechanical Room. The units are 29 years old. Most chillers life expectancy is 20-22 years. Please see attached Development Budget from LCK, Inc.

The total cost (2) 400 Ton Trane Chillers is \$706,541. Please keep in mind, in order to install the chillers, a 25 feet block wall will have to be removed and then after the installation of the chillers, the wall will have to be rebuilt back. The cost to remove and rebuild the block wall is included in the proposal.

According to the SFO Lease, the Landlord is required to paint and wall cover all common areas this year in all buildings located in the FAA complex; however, due to COVID19 and funds, I contacted Craig Thomas, Leasing Contracting Officer for GSA, to ask if he would grant the City of College Park permission to delay the common area painting and wallcovering for a year so that we could focus on replacing the chillers. Please see letter attached from Craig Thomas granting The City of College Park the extension for a year.

If you have any questions, please feel free to call me.

Kind regards,


Ron Wilkerson
Property Manager
Dir +1 404 305 9177 Cell + 678 201 3074
Fax +1 404 763 2499
ron.wilkerson@colliers.com

Colliers International
1701 Columbia Avenue
College Park, Georgia 30337 | United States

Cc: Rosylne Robinson
Althea P. Bradley

Development Budget
FAA Building College Park, Georgia
CHILLER REPLACEMENT (2)



8/17/2020

Hard Costs

Chiller Replacement (Batchelor & Kimball)	\$	545,600
Electrical and General Construction (Batchelor & Kimball)		40,400
Temporary Cooling (not contemplated given current redundancy/capacity)		-

Total Hard Costs	\$	586,000
Total Hard Cost Per SF	\$	1.87

Soft Costs

Permitting (included in contractor proposal)	-
Architectural & Engineering Cost (previously completed)	-
Asbestos Survey and Abatement (previously completed)	-
Project Management Fee (per Property Management Agreement)	51,310
PM Reimbursables	5,000
Insurance - Builders Risk	TBD

Total Soft Costs	\$	56,310
Total Soft Cost Per SF	\$	0.18

Contingency

Project Contingency (10%)	\$	64,231
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Total Contingency Costs	\$	64,231
Total Contingency Per SF	\$	0.21

Project Totals

Project Total	\$	706,541
Total Project Cost Per SF	\$	2.26

Project Square Feet	312,713
----------------------------	----------------

- Budget includes all items from RFP dated 3/2/2020, Includes all electrical, finishes, and permitting



instruction.

END OF SECTION 23 65 16

BID SUMMARY SHEET:

COMPANY: BATCHELOR & KIMBALL

Base Bid Replacement of Chillers per Plans and Specifications

(\$ 586,000) _____

Amount included in base for electrical and general construction.

(\$ 40,400) _____

Provide detailed schedule for installation based on regular working hours.

Install weeks per Chiller 3-weeks

Maintenance:

Monthly cost for Interim Maintenance (\$ N/A)

Monthly cost for Five Year Maintenance (\$ N/A)

Warranty deduct for year one. (\$ N/A)

Labor Index for maintenance pricing N/A

Metals and Materials index for maintenance pricing N/A

Voluntary Alternates: N/A



Batchelor & Kimball, Inc.

Engineers · Mechanical Contractors · Designers

April 1, 2020

Mr. Don Record
FAA
1701 Columbia Ave.
College Park, GA 30337

Reference: Chiller Replacement Project

Don,

Please see the detailed scope below for MECA Project Number 92028.03 bid documents dated 1/30/19.

Scope of work for replacing (2) 400-Ton Centrifugal Chillers:

- Remove hallway door and install double door per drawing specs (Phase1)
- Remove chiller plant wall and build temporary wall to keep room secure (Phase 1)
- Remove and dispose of refrigerant from existing CH-1 per EPA requirements
- Remove driveline from existing CH-1
- Rig CH-1 to loading dock for disposal
- Rig new chiller from loading dock to chiller plant
- Assemble driveline on new chiller
- Install new pipe, valves and fittings per spec (existing isolation valves to remain)
- Includes (3) new electric actuated control valves. (1) 8": CHW; (1) 8" CW; (1) 4" CW
- Install (2) new electric actuated 8" control valves on HX
- Controls system sequence of operation will not be modified. Includes new valves and wiring.
- Connect existing wiring and breaker to new chiller
- Insulate new CHW piping and chiller heads to match existing
- Provide and install new 4-point R514 refrigerant monitor
- Evacuate and charge new chiller with R514 refrigerant
- Perform manufacturers startup on new chiller
- Perform T&B on new chiller
- After successful operation and customers approval we will perform same scope for CH-2
- Install new chiller plant wall and paint to match existing wall
- Clean jobsite
- Work to be performed during normal hours



Schedule:

Equipment lead time is currently 13-14 weeks
 Phase 1 duration is estimated at 1-week
 Each chiller replacement is estimated at 3-weeks
 Estimated job duration including 1-week run time of new CH-1 is 8 weeks

Reference projects:

Delta Air Lines – Tim Dunn (404-539-7270)
 Emory University – Rob Manchester (404-556-0001)
 Northside Hospital – Tim Popadics (404-275-5163)
 Alcon – Tony Schreiber (678-602-2754)
 Emory Hospital – Jerry Lewis (404-787-1563)

Bonding capacity: \$200,000,000 single project; \$600,000,000 aggregate

Project Manager: Jeff Clotfelter – 15 years at Batchelor & Kimball (mechanical contractor). 17 years at York International (chiller manufacturer). 22 years of project management experience installing chillers from 10-tons to large centrifugal mixed-hydrocarbon compressors rated at +10,000hp. Strong knowledge of hydronic systems, mission critical systems and all supporting HVAC systems.

Pricing: \$586,000

Payment Schedule of Values:

\$58,600	Due upon customer acceptance of submittal documents
\$388,227	Due upon shipment of chillers
\$80,573	Due upon substantial completion
\$58,600	Retainage due upon final acceptance

Sincerely,

BATCHELOR & KIMBALL, INC.

Jeffrey S. Clotfelter

Jeffrey S. Clotfelter



DATE: January 11, 2021

MEMORANDUM TO THE FILE

PROJECT NO: Pending
LEASE NO: LGA30123

SUBJECT: Decision to delay lease painting/wallcovering for LGA30123

Lease number GS-04B-30123 is the existing lease for FAA in College Park, GA and expires September 21, 2023.

The decision was made to delay commencement of the the lease painting/wallcovering and start with the immediate installation of the much-needed chillers. The lease contracting officer was notified via an email from the GSA building manager that the city of College Park has funding to replace the chillers. The downside is the funds for the painting and wallcoverings will be pushed back for the following year. After communicating with the building manager, it is mutually understood and agreed upon to accept the delay in place of the immediate replacement of the facility's original chillers.

GSA anticipates the Lessor will provide a detailed construction schedule within 15 working days to be shared with the tenant agency so that they are aware of the possible disturbance of the replacement of the chillers may cause.

Completion of the chiller replacement should be posted in the pending construction schedule. Upon completion the Lessor, GSA and tenant agency should be notified as to ensure the installation is completely functional.

This course of action will allow the Government to avoid tenant agency complaints of noise and work disruption. More importantly protect Government occupancy with minimal risk.

Craig Thomas

Lease Contracting Officer
Cc: Ron Wilkerson – Property Manager

FAA CHILLER REPLACEMENT

College Park, Ga



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	168 Laurelhurst Avenue Columbia, SC 29210 (803)252-6919 Fax (803)799-5494	PO Box 22095 Charleston, SC 29413 (843)412-0175 Fax (803)799-5494
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General Project Location - Not to Scale

Drawing Index:

CS - Cover Sheet

ARCHITECTURAL

- A100 - Architectural Floor Plans
- A101 - Architectural Schedules & Details

MECHANICAL

- M100 - Mechanical Phasing Plan
- M101 - Basement Level Mechanical Plan
- M102 - Enlarged Basement Level Mechanical Plan
- M200 - Mechanical Schedules & Details
- M300 - Mechanical Specifications
- M301 - Mechanical Specifications
- M302 - Mechanical Specifications
- M303 - Mechanical Specifications
- M304 - Mechanical Specifications
- M305 - Mechanical Specifications
- M306 - Mechanical Specifications

ELECTRICAL

- E001 - Electrical Notes, Schedules & Details
- ED01 - Electrical Demolition Plan
- E100 - Electrical Renovation Plan

Code Compliance:

International Existing Building Code: 2018 Edition with 2020 Georgia Amendments

International Building Code: 2018 Edition with 2020 Georgia Amendments

International Mechanical Code: 2018 Edition with 2020 Georgia Amendments

International Energy Conservation Code: 2015 Edition

ASHRAE 15 Safety Standard for Refrigerants: 2016 Edition

NFPA 70 - National Electrical Code: 2017 Edition

NFPA 101: 2015 Edition

New Construction Renovation (Existing Building) Upfit Addition

Professionals:

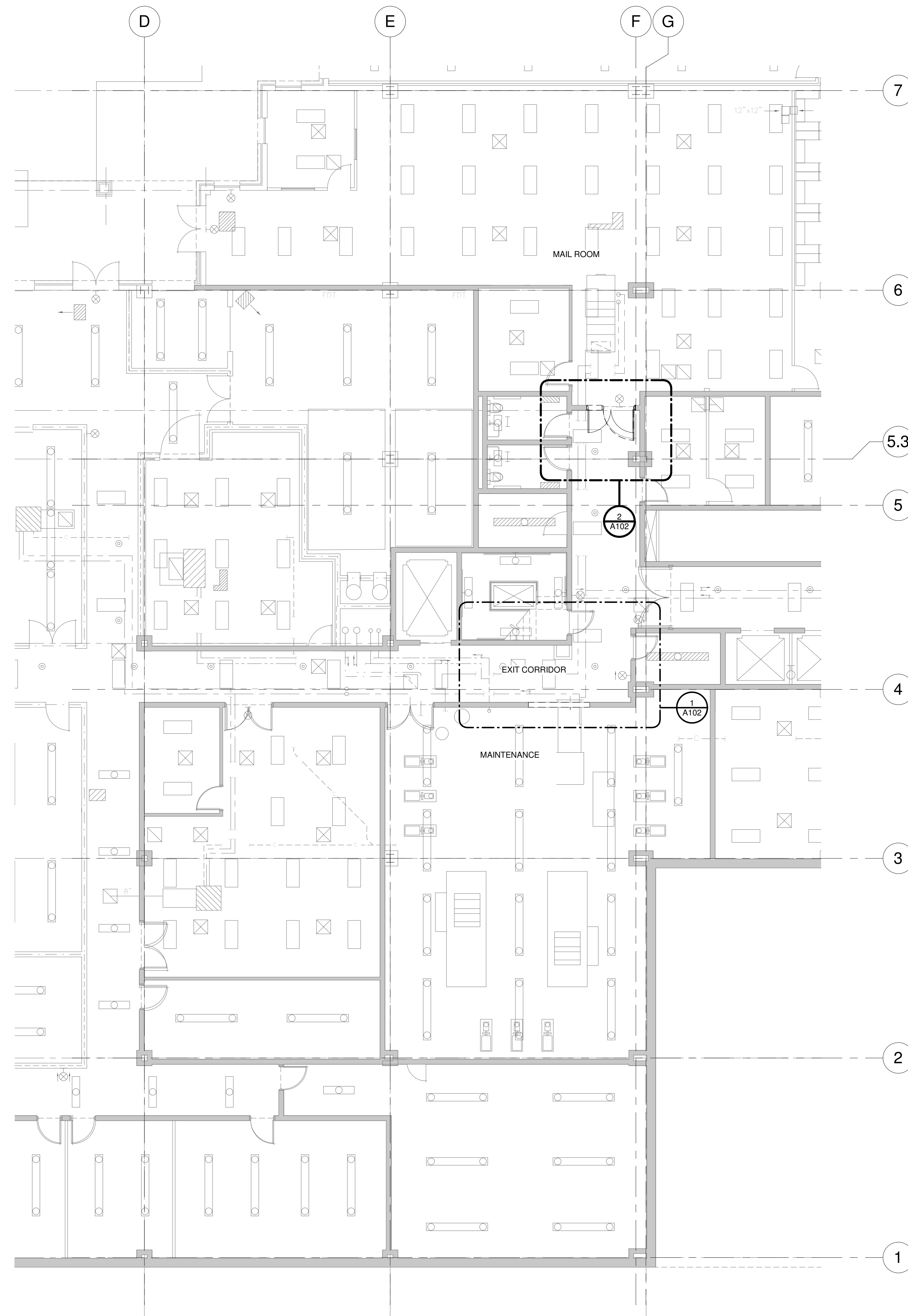
Architect of Record:
Williams Wesley Lyles, IV, Registration No. RA011475

Mechanical Engineer of Record:
Philip P. Claytor, P.E. Registration No. 043578

Electrical Engineer of Record:
S. Dickson O'Brien, P.E. Registration No. 26050

MECA Project Number: 92028.03
Bid Documents: Jan. 30, 2020

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1 FIRST FLOOR
1/8" = 1'-0"

GENERAL DEMOLITION NOTES

- EXISTING CONDITIONS AND DEMOLITION NOTES BASED ON EXISTING DRAWINGS BUT NOT ON AS BUILT. GENERAL CONTRACTOR TO FIELD VERIFY CONDITIONS PRIOR TO START OF CONSTRUCTION. IF GENERAL CONTRACTOR DISCOVERS EXISTING CONDITIONS DIFFER FROM THOSE SHOWN, NOTIFY OWNER OR ARCHITECT IMMEDIATELY.
 - GENERAL CONTRACTOR TO PROTECT ALL ADJACENT SURFACES TO REMAIN FROM DAMAGE DURING DEMOLITION. GENERAL CONTRACTOR TO REPAIR/REPLACE ANY ADJACENT SURFACES DAMAGED DURING CONSTRUCTION TO MATCH ORIGINAL CONDITIONS.
- SELECTIVE DEMOLITION**
- DEMOLISH AND REMOVE EXISTING CONSTRUCTION ONLY TO THE EXTENT REQUIRED BY NEW CONSTRUCTION AND AS INDICATED. USE METHODS REQUIRED TO COMPLETE THE WORK WITHIN LIMITATIONS OF GOVERNING REGULATIONS.
 - PROCEED WITH SELECTIVE DEMOLITION SYSTEMATICALLY, FROM HIGHER TO LOWER LEVEL.
 - DISPOSE OF DEMOLISHED ITEMS AND MATERIALS PROMPTLY. EXCEPT FOR ITEMS OR MATERIALS INDICATED TO BE REUSED, SALVAGED, REINSTALLED, OR OTHERWISE INDICATED TO REMAIN, REMOVE DEMOLISHED MATERIALS FROM SITE AND LEGALLY DISPOSE OF THEM IN AN EPA-APPROVED LANDFILL. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON-SITE.
 - DO NOT USE CUTTING TORCHES UNTIL WORK AREA IS CLEARED OF FLAMMABLE MATERIALS. MAINTAIN PORTABLE FIRE SUPPRESSION DEVICES DURING FLAME-CUTTING OPERATIONS.
 - MAINTAIN ADEQUATE VENTILATION WHEN USING CUTTING TORCHES.
 - REMOVE DECAYED, VERMIN-INFESTED, OR OTHERWISE DANGEROUS OR UNSUITABLE MATERIALS AND PROMPTLY DISPOSE OF OFF-SITE.
 - LOCATE SELECTIVE DEMOLITION EQUIPMENT AND REMOVE DEBRIS AND MATERIALS SO AS NOT TO IMPOSE EXCESSIVE LOADS ON SUPPORTING WALLS, FLOORS OR FRAMING.
 - SALVAGE ALL WINDOW TREATMENTS FROM EXISTING WINDOW UNITS TO BE REMOVED.
 - REMOVE AND LEGALLY DISPOSE ALL EXISTING PLANT MATERIAL.

- UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS**
- EXISTING SERVICES/SYSTEMS: MAINTAIN EXISTING SERVICES AND PROTECT THEM AGAINST DAMAGE DURING SELECTIVE DEMOLITION OPERATIONS.
 - SERVICE/SYSTEM REQUIREMENTS: LOCATE, IDENTIFY, DISCONNECT AND SEAL OR CAP OFF INDICATED UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS SERVICING AREAS TO BE SELECTIVELY DEMOLISHED.

- MASONRY**
- DEMOLISH IN SMALL SECTIONS. CUT MASONRY AT JUNCTURES WITH CONSTRUCTION TO REMAIN, USING POWER-DRIVEN SAW, THEN REMOVE MASONRY BETWEEN SAW CUTS.

- CLEANING**
- CLEAN ADJACENT STRUCTURES AND IMPROVEMENTS OF DUST, DIRT AND DEBRIS CAUSED BY SELECTIVE DEMOLITION OPERATIONS. RETURN ADJACENT AREAS TO CONDITION EXISTING BEFORE SELECTIVE DEMOLITION OPERATIONS BEGAN.

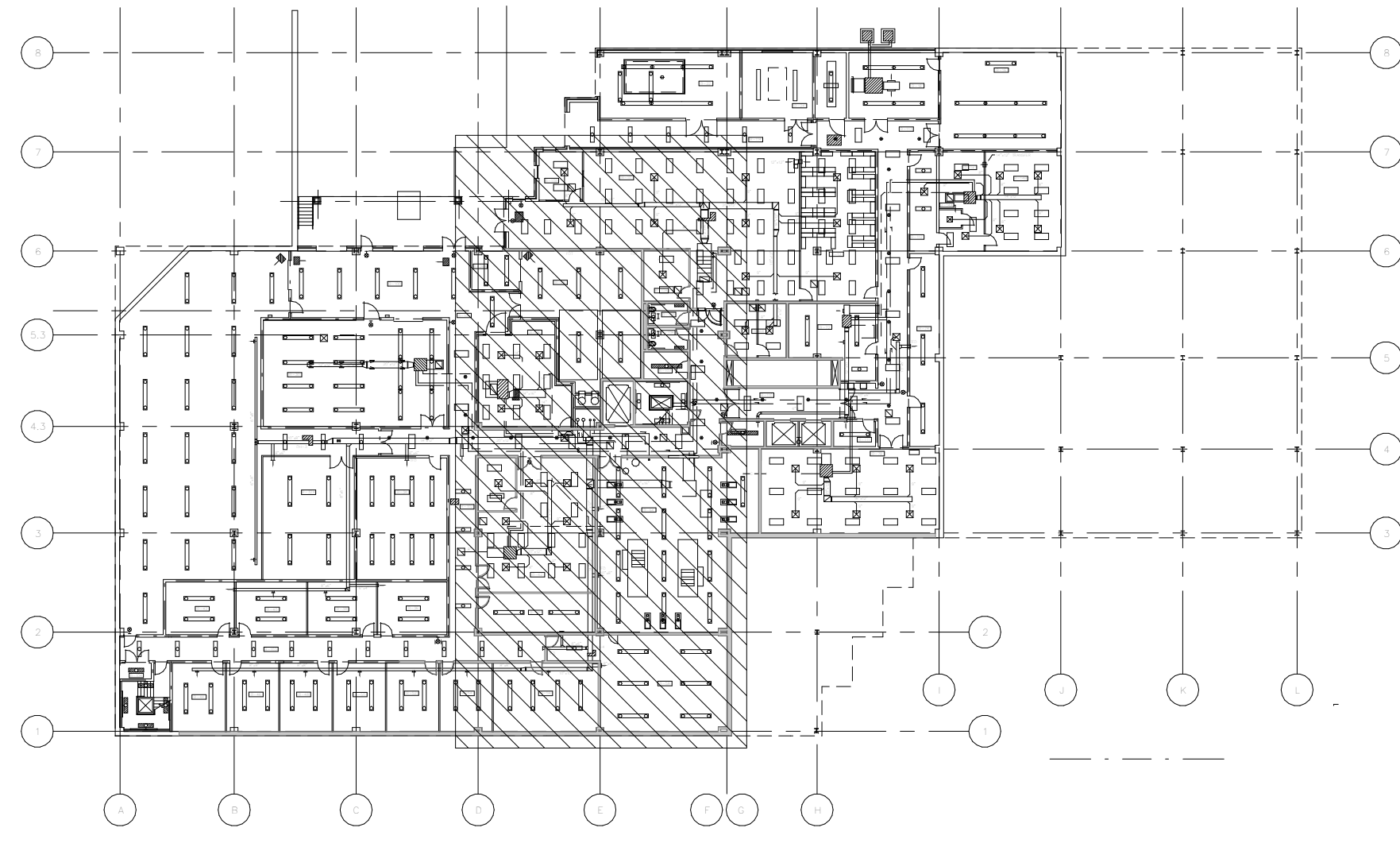
- TEMPORARY SHORING**
- PROVIDE AND MAINTAIN SHORING, BRACING AND STRUCTURAL SUPPORTS AS REQUIRED TO PRESERVE STABILITY AND PREVENT MOVEMENT, SETTLEMENT, OR COLLAPSE OF CONSTRUCTION AND FINISHES TO REMAIN, AND TO PREVENT UNEXPECTED OR UNCONTROLLED MOVEMENT OR COLLAPSE OF CONSTRUCTION BEING DEMOLISHED. STRENGTHEN OR ADD NEW SUPPORTS WHEN REQUIRED DURING PROGRESS OF SELECTIVE DEMOLITION.

GENERAL FINISH NOTES

- WALL FINISH DIRECTION IS BASED ON PLAN ORIENTATION (I.E. NORTH WALL REFERS TO PLAN NORTH)
- PROVIDE CODE COMPLIANT TRANSITION STRIPS WHERE NEEDED.
- PREP ALL SUB SURFACES TO RECEIVE NEW FINISH PER MANUFACTURER'S WRITTEN INSTRUCTIONS.
- ALL FINISHES TO BE SUBMITTED TO OWNER FOR APPROVAL PRIOR TO ORDERING/FABRICATING.
- WHERE FLOOR TRENCHING OCCURS, LEVEL AND PREP NEW CONCRETE SUBSTRATE TO RECEIVE NEW FINISHES PER MANUFACTURER'S WRITTEN INSTRUCTIONS.

PLAN LEGEND

- EXISTING WALL TO BE REMOVED
- NEW WALL, SEE PARTITION TYPES
- EXISTING WALL TO REMAIN
- EXISTING DOOR TO BE REMOVED
- NEW DOOR, SEE DOOR SCHEDULE
- EXISTING DOOR TO REMAIN
- WINDOW TAG, SEE PLAN AND WINDOW SCHEDULE
- DEMOLITION TAG, SEE DEMOLITION PLAN AND NOTES
- DOOR TAG, SEE PLAN AND DOOR SCHEDULE
- WALL TAG, SEE PLAN AND PARTITION TYPES
- Room name**
 ROOM TAG, SEE PLAN AND FINISH SCHEDULE



2 FIRST FLOOR KEY PLAN
1" = 40'-0"



REVISIONS		
No.	Date	Description
-	---	---
-	---	---

Job Number : 92028.03
 Designed : DPD
 Plot Date : 1/14/2020
 Drawn : DPD
 Approved By : PPC

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FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

Sheet Title
OVERALL PLAN

Sheet No.
A100

Project No.
 92028.03

of 2

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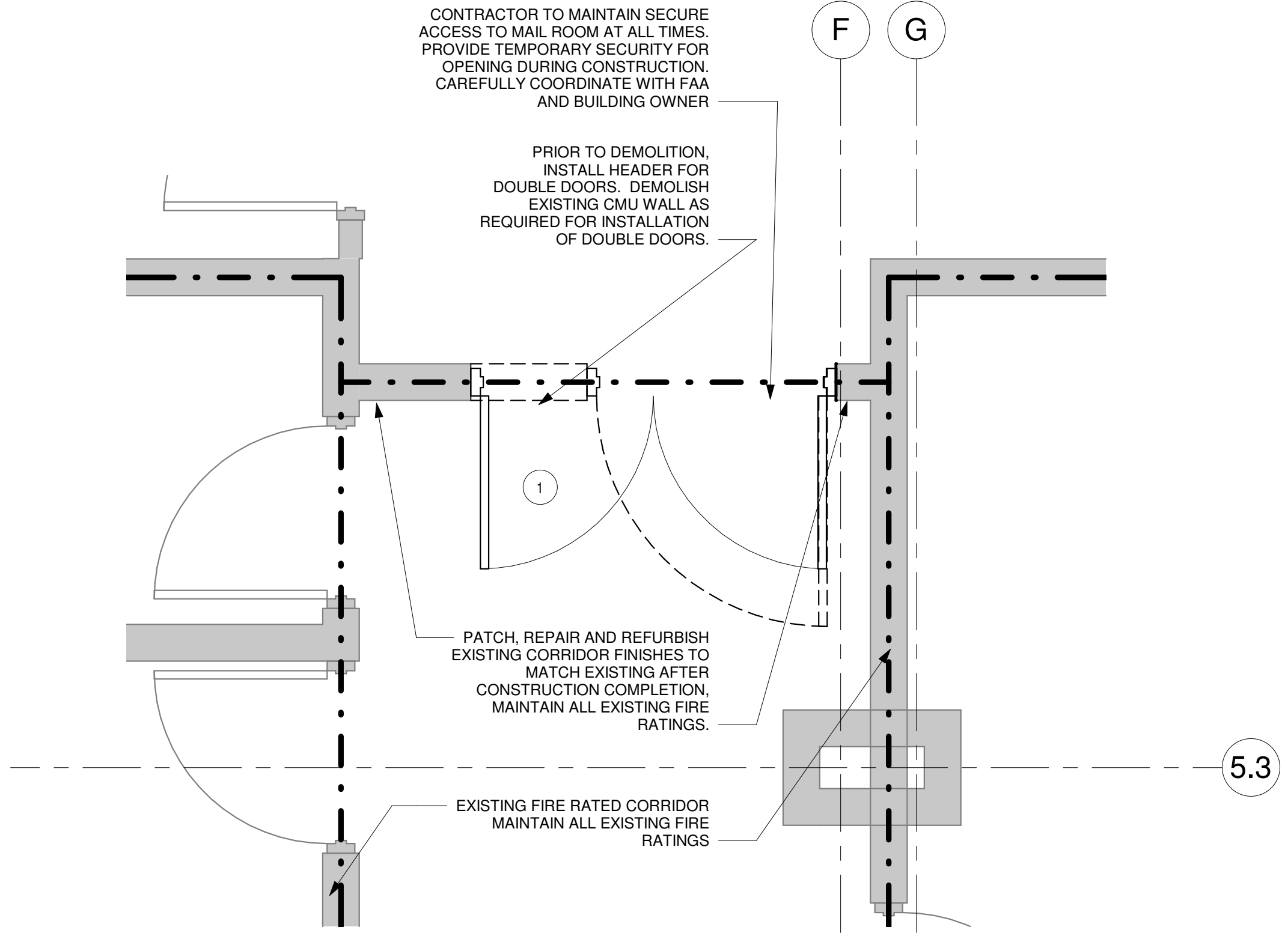
FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

Sheet Title
 ENLARGED PLANS, SCHEDULES AND DETAILS

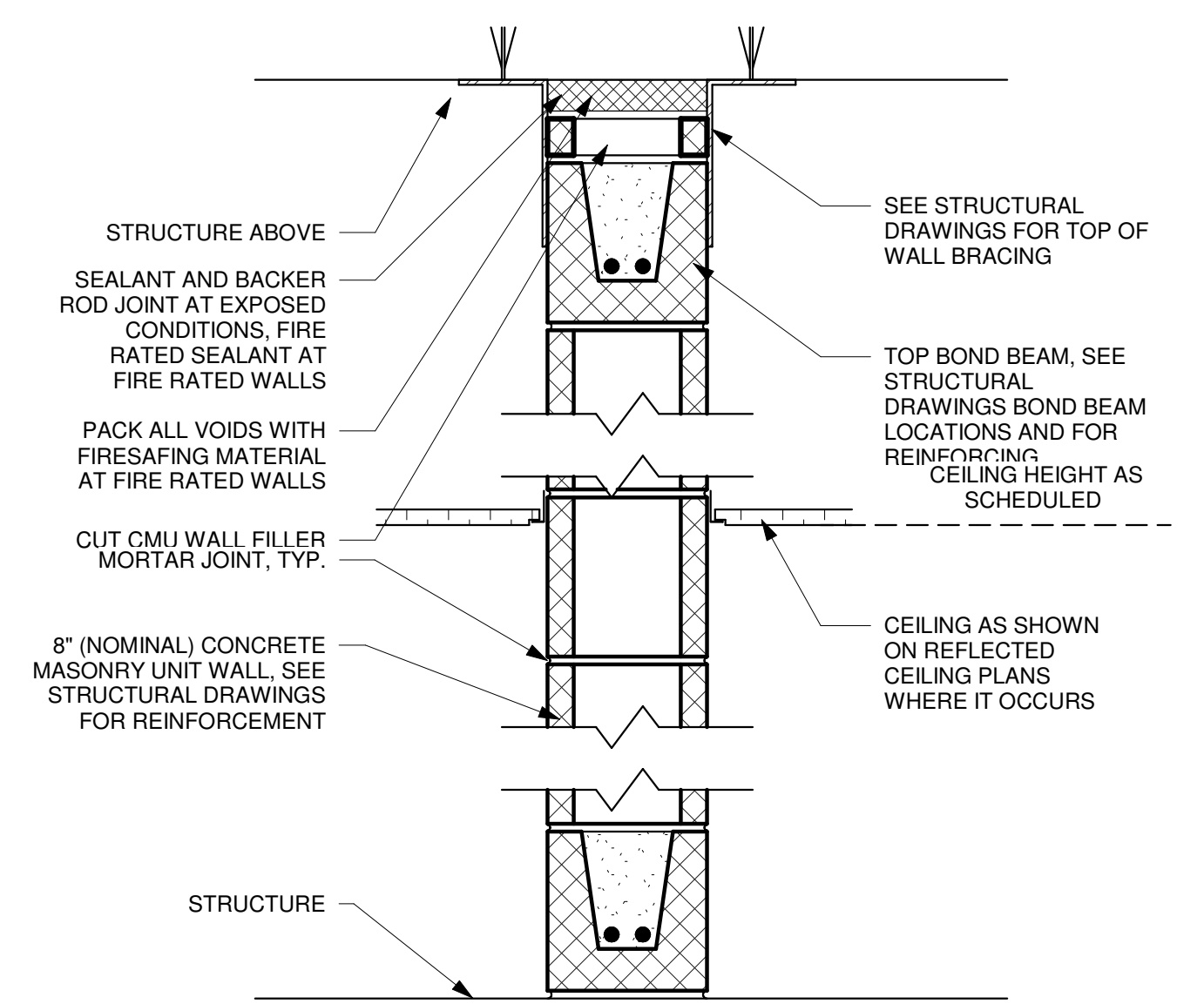
Sheet No.
A200

Project No.
 92028.03

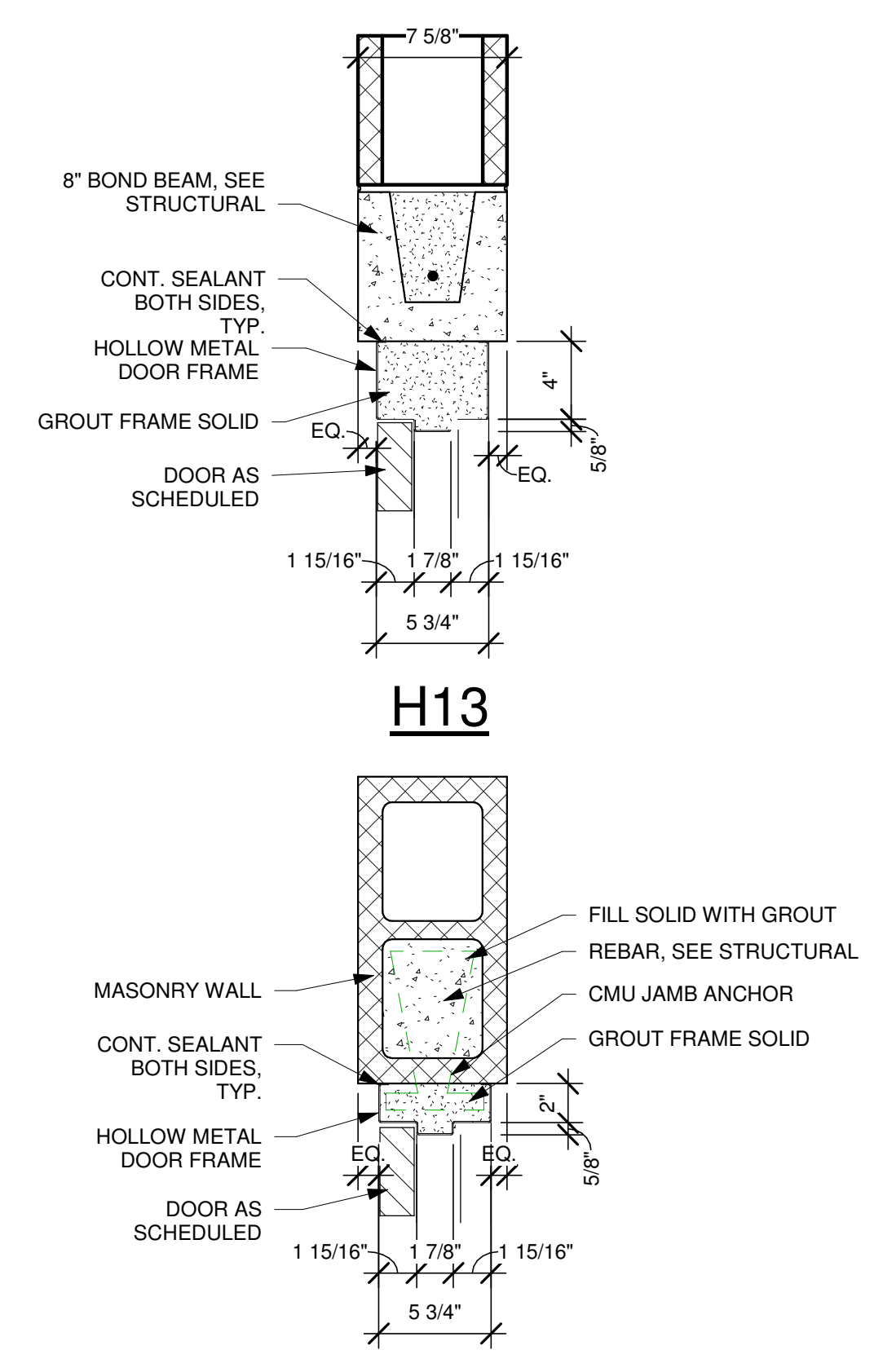
of 2



2 FIRST FLOOR - PLAN DETAIL 2
 1/2" = 1'-0"

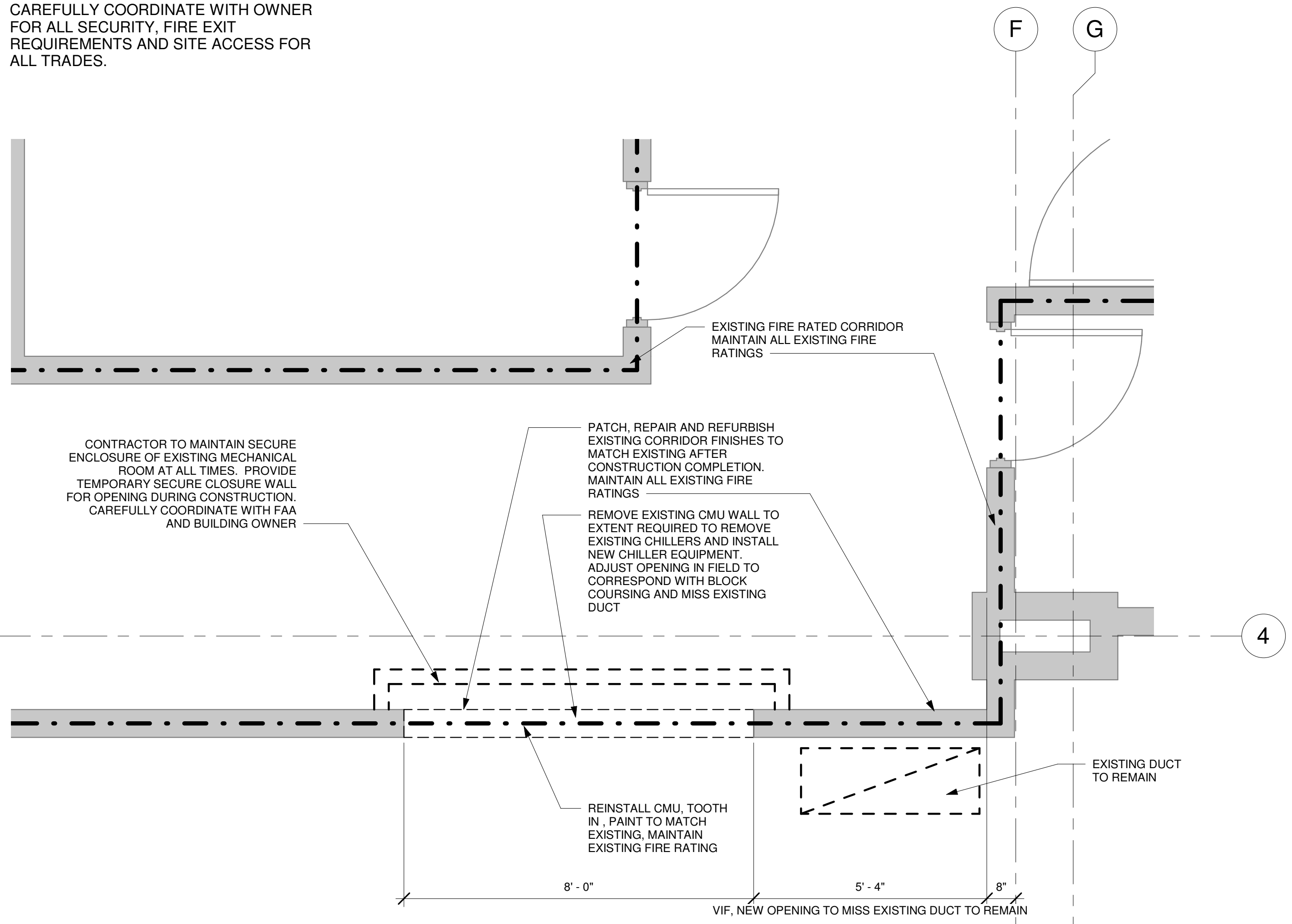


13 PARTITION
 SCALE: 1 1/2" = 1'-0"
 1 HR. FIRE RATING - PRESCRIPTIVE METHOD PER CHAPTER 7 IBC
 2 HR. FIRE RATING - UL #U905
 3 HR. FIRE RATING - UL #U904
 4 HR. FIRE RATING - UL #U901



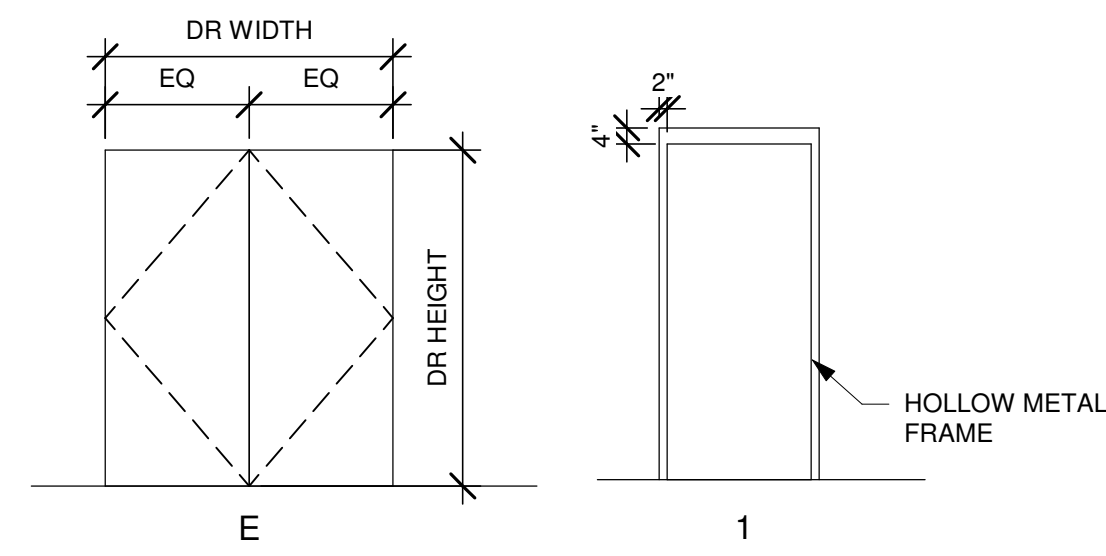
13 - HEAD AND JAMB DETAIL
 1 1/2" = 1'-0"

GENERAL NOTE:
 CONTRACTOR SHALL MAINTAIN SECURITY OF AREAS AFFECTED BY RENOVATIONS AT ALL TIMES. EXIT ACCESS MUST BE MAINTAINED AT ALL TIMES AS COORDINATED WITH OWNER AND LOCAL FIRE MARSHAL. PROVIDE TEMPORARY MEASURES, WALLS, DOORS AS REQUIRED FOR SECURITY AND EXIT ACCESS. CAREFULLY COORDINATE WITH OWNER FOR ALL SECURITY, FIRE EXIT REQUIREMENTS AND SITE ACCESS FOR ALL TRADES.



1 FIRST FLOOR - PLAN DETAIL 1
 1/2" = 1'-0"

NUMBER	SIZE		DOOR TYPE	DOOR MATERIAL		FIRE RATING	FRAME			COMMENTS			
	WIDTH	HEIGHT		MATERIAL	FINISH		TYPE	MATERIAL	FINISH		HEAD	JAMB	SILL
1	6'-0"	7'-0"	E	HM	PAINT	MATCH EXISTING FIRE RATING	2	HM	PAINT	H13	J13	--	HARDWARE TO MATCH EXISTING, PROVIDE LATCHING AND CLOSER TO MEET NFPA 80 AND IBC REQUIREMENTS. PROVIDE CARD KEY ACCESS HARDWARE, COORDINATE WITH ELEC. AND OWNER



5 DOOR TYPES
 1/4" = 1'-0"

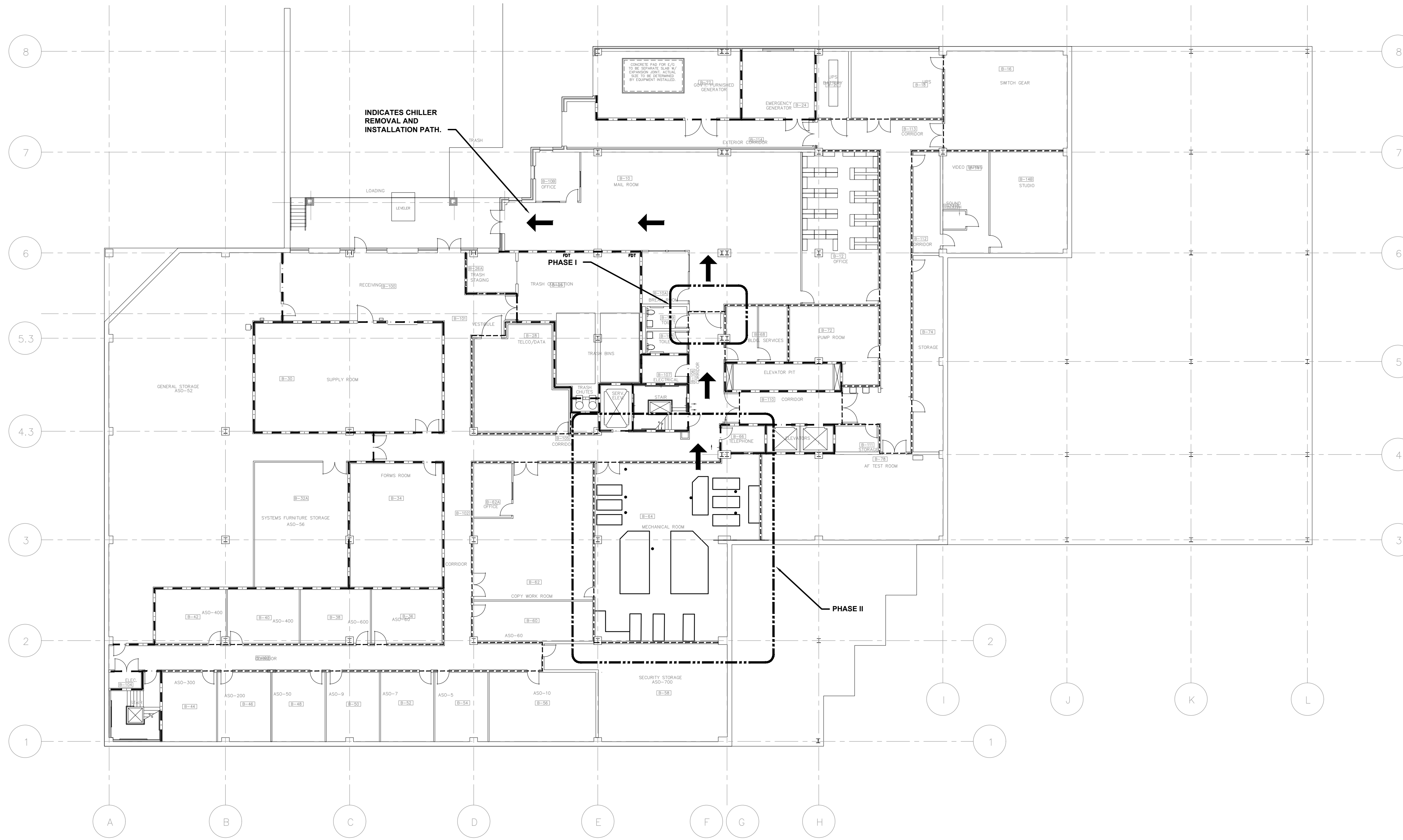
6 FRAME TYPES
 1/4" = 1'-0"

GENERAL DOOR NOTES

- ALL DOORS TO BE LOCATED 6" FROM ADJACENT PERPENDICULAR WALL TO INSIDE FACE OF FRAME, UNLESS NOTED OTHERWISE.
- HOLLOW METAL DOORS AND FRAMES:
 EXTRA-HEAVY-DUTY DOORS AND FRAMES: ANSI/SI A250.8, LEVEL 3; ANSI/SI A250.4, LEVEL A.
 DOORS:
 THICKNESS: 1-3/4 INCHES (44.5 MM).
 FACE: UNCOATED, STEEL SHEET, MINIMUM THICKNESS OF 0.053 INCH (1.3 MM).
 EDGE CONSTRUCTION: MODEL 1, FULL FLUSH.
 EDGE BEVEL: PROVIDE MANUFACTURER'S STANDARD BEVELED OR SQUARE EDGES.
 FIRE-RATED CORE: MANUFACTURER'S STANDARD LAMINATED MINERAL BOARD CORE FOR FIRE-RATED AND TEMPERATURE-RISE-RATED DOORS.
 FRAMES:
 MATERIALS: UNCOATED STEEL SHEET, MINIMUM THICKNESS OF 0.053 INCH (1.3 MM).
 CONSTRUCTION: FULL PROFILE WELDED.
 EXPOSED FINISH: PRIME.
 INSTALLATION: COMPLY WITH NFPA 80 FOR FIRE RATED ASSEMBLIES.
- DOOR HARDWARE ALLOWANCE: \$1,250 PER LEAF, MATCH EXISTING HARDWARE AND COORDINATE WITH OWNER FOR SECURITY CARD ACCESS SYSTEM.



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BASEMENT LEVEL MECHANICAL PHASING PLAN
 SCALE: 1/16"=1'-0"

FIRE RATED WALL LEGEND	
-----	1HR. RATING
- - - - -	2HR. RATING

ASHRAE 15 -2016

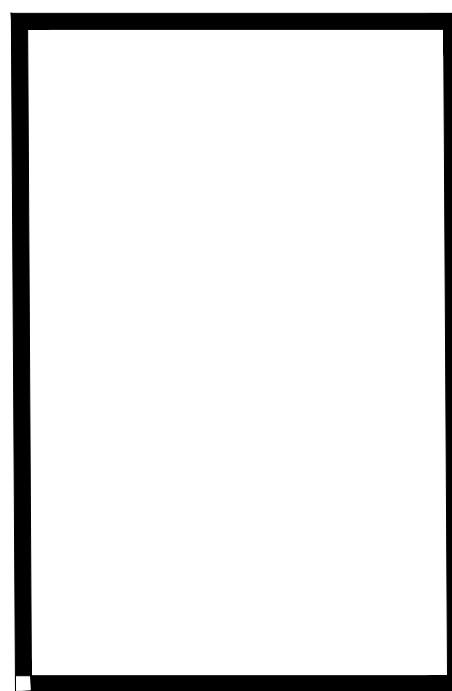
THIS STANDARD AS REFERENCE IN THE 2018 INTERNATIONAL MECHANICAL CODE WITH 2020 GEORGIA AMENDMENTS IS MET PER SECTION 2.2 SCOPE PART B: "THIS STANDARD APPLIES TO MODIFICATIONS, INCLUDING REPLACEMENT OF PARTS OR COMPONENTS IF THEY **ARE NOT** IDENTICAL IN FUNCTION AND CAPACITY". THIS PROJECT REPLACES EXISTING CHILLERS WITH THE SAME FUNCTION AND CAPACITY AND THEREFORE THE MECHANICAL ROOM DOES NOT NEED TO BE UPGRADED TO THE LATEST ASHRAE 15 REQUIREMENTS.

- GENERAL PHASING NOTES**
- 1) CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO BID.
 - 2) PHASING PLANS INDICATE GENERAL AREA RENOVATIONS. SOME WORK MAY OVERLAP EACH AREA AND ACUTAL FIELD CONDITIONS MAY DIFFER FROM PLANS.
 - 3) REFER TO ALL DOCUMENTS IN BID PACKAGE FOR COMPLETE UNDERSTANDING OF PROJECT SCOPE.
 - 4) NOTIFY ENGINEER OF ANY DISCIPENCIES PRIOR TO BID AND CONSTRUCTION. IN NO CASE SHALL CONTRACTOR PROCEED WITH UNCERTAINTY.

REVISIONS		
No.	Date	Description

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 Approved By : PPC

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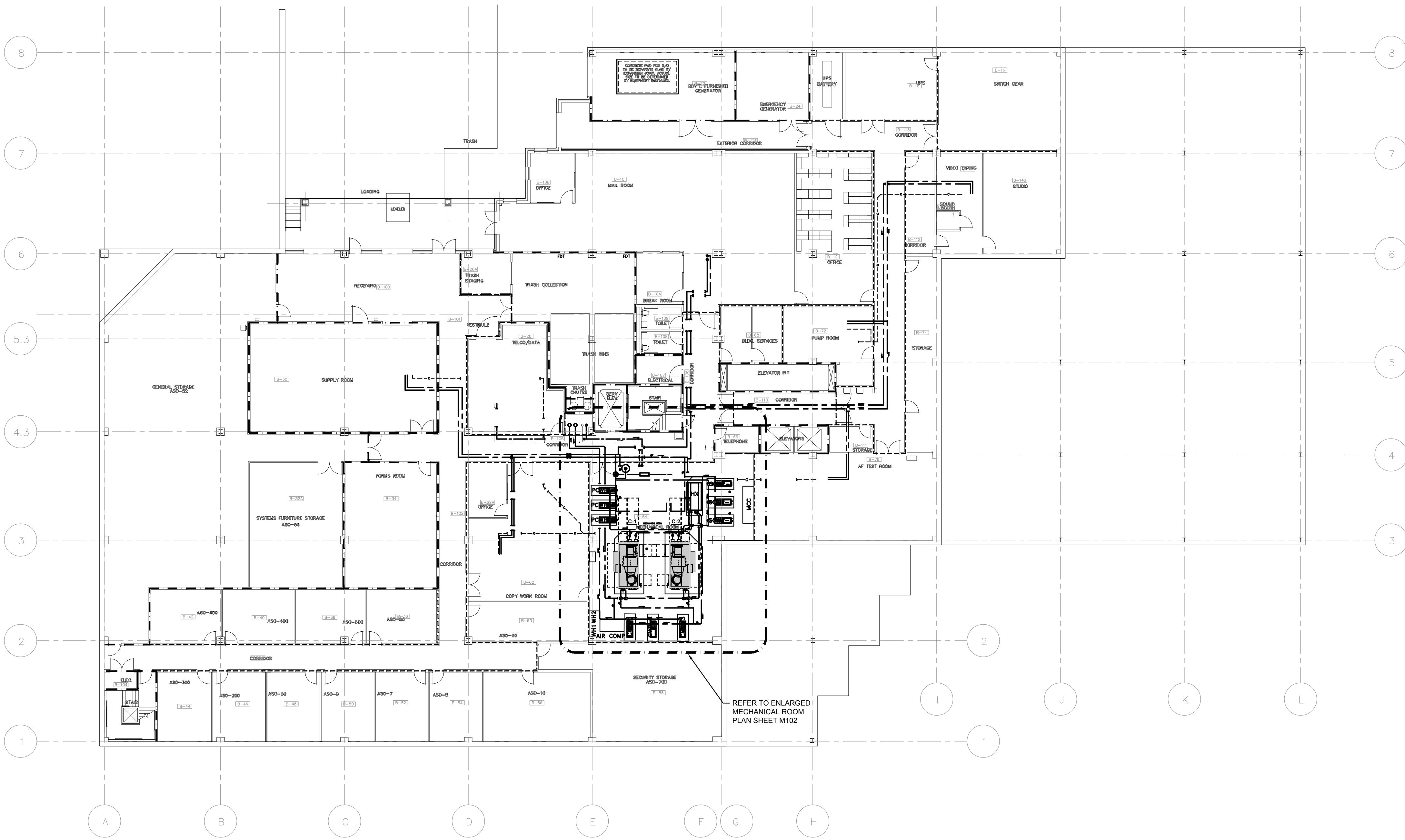


FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

Sheet Title
BASEMENT LEVEL MECH PHASING PLAN

Sheet No.
M100
 of 11 Project No.
 92028.03

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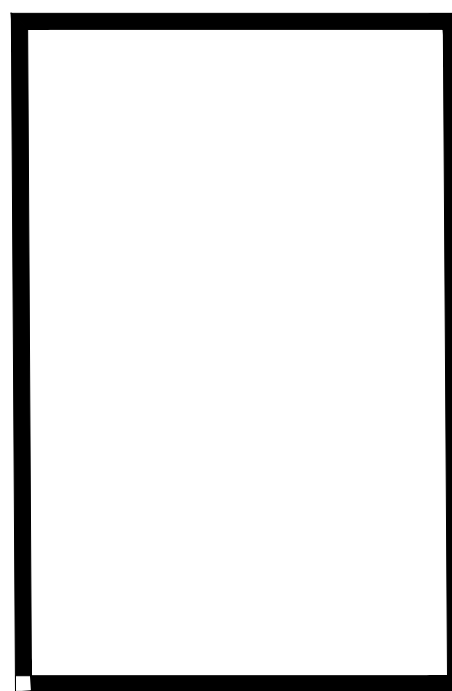
BASEMENT LEVEL MECHANICAL PLAN
 SCALE: 1/16"=1'-0"

FIRE RATED WALL LEGEND	
-----	1HR. RATING
-----	2HR. RATING

REVISIONS		
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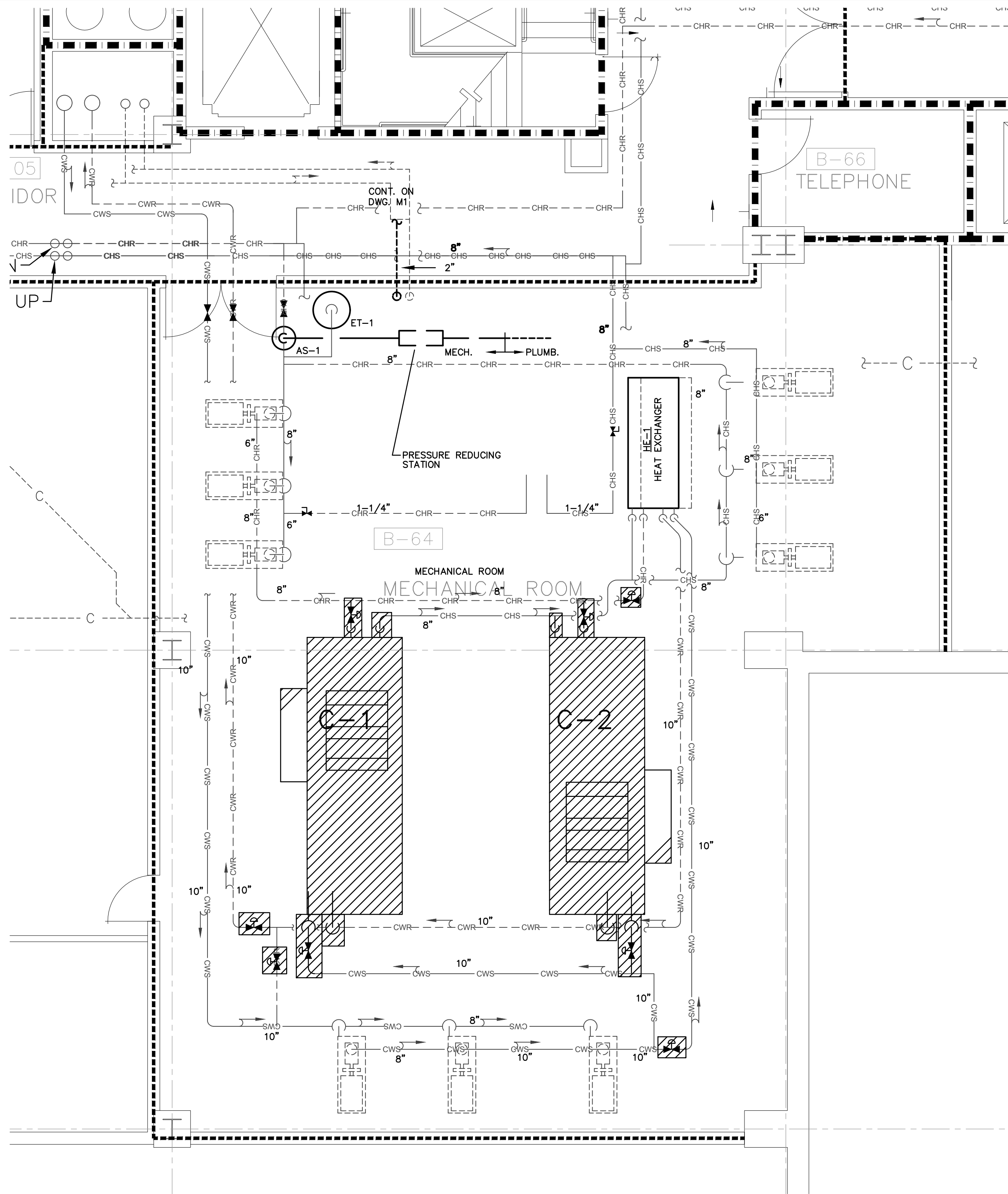
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FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

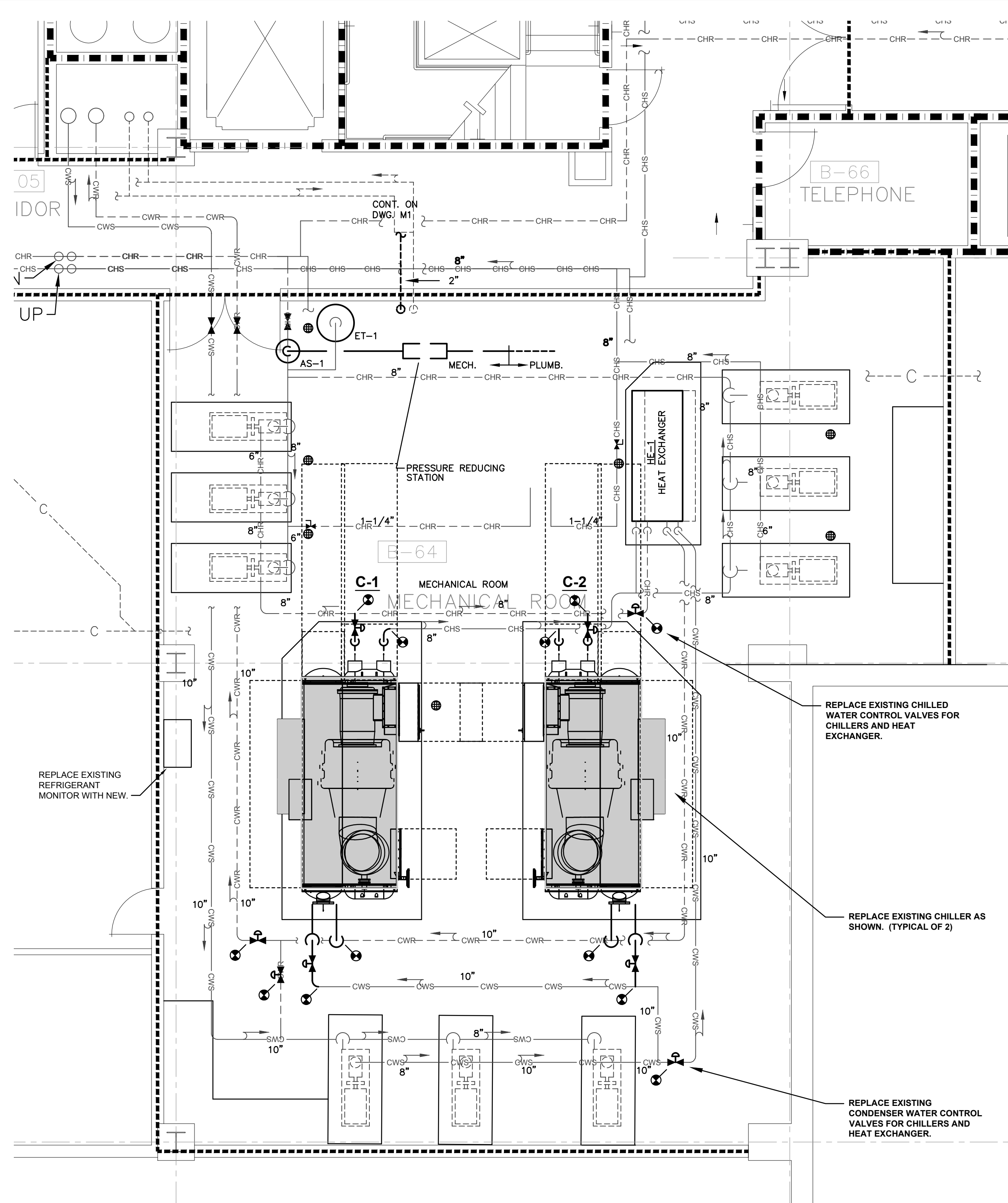
Sheet Title
BASEMENT LEVEL MECHANICAL PLAN

Sheet No.
M101
 Project No.
 92028.03
 of 11

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ENLARGED BASEMENT LEVEL MECHANICAL DEMOLITION PLAN
SCALE: 1/4"=1'-0"



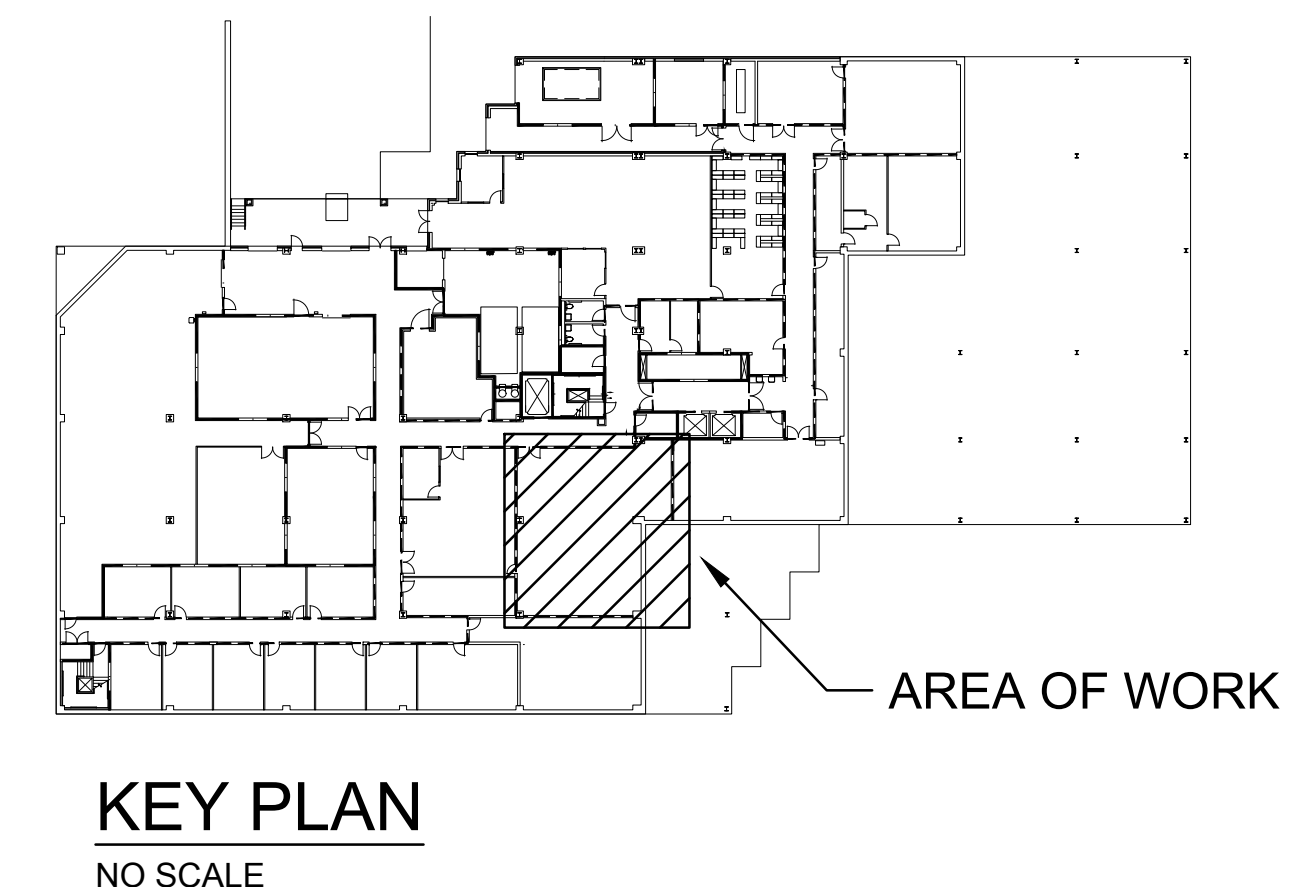
ENLARGED BASEMENT LEVEL MECHANICAL PLAN
SCALE: 1/4"=1'-0"

MECHANICAL PIPING SYMBOLS LEGEND			
— CHS —	CHILLED WATER SUPPLY	— —	BALL VALVE (2-1/2" & UNDER)
— CHR —	CHILLED WATER RETURN	— —	BUTTERFLY VALVE (3" & ABOVE)
— CWS —	CONDENSER WATER SUPPLY	— —	CONTROL VALVE
— CWR —	CONDENSER WATER RETURN	— —	FLOW DIRECTION
— W —	MAKE-UP WATER	→	
— CHS —	CHILLED WATER SUPPLY		
— CHR —	CHILLED WATER RETURN		
— CWS —	CONDENSER WATER SUPPLY		
— CWR —	CONDENSER WATER RETURN		
— W —	MAKE-UP WATER		

DEMOLITION LEGEND	
	EXISTING CHILLER AND CONTROL VALVE TO BE REMOVED

RENOVATION LEGEND	
	NEW CHILLER, VALVES, PIPING ETC.

FIRE RATED WALL LEGEND	
---	1HR. RATING
- - -	2HR. RATING



KEY PLAN
NO SCALE

REPLACE EXISTING CHILLED WATER CONTROL VALVES FOR CHILLERS AND HEAT EXCHANGER.

REPLACE EXISTING REFRIGERANT MONITOR WITH NEW.

REPLACE EXISTING CHILLER AS SHOWN. (TYPICAL OF 2)

REPLACE EXISTING CONDENSER WATER CONTROL VALVES FOR CHILLERS AND HEAT EXCHANGER.

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Sheet Title
FAA - CHILLER REPLACEMENT
ATLANTA, GEORGIA
ENLARGED BASEMENT LEVEL MECHANICAL PLAN

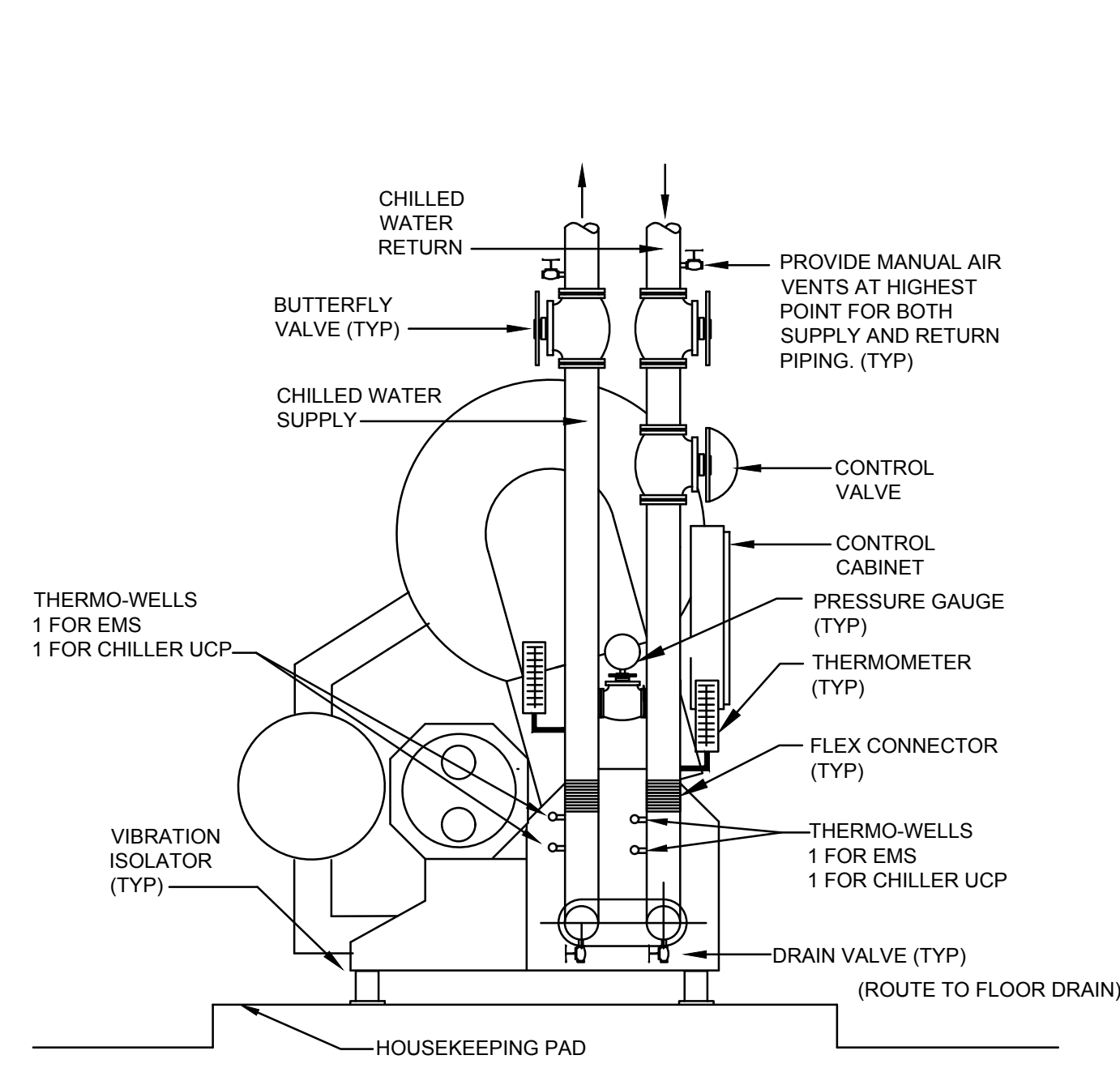
Sheet No.
M102
Project No.
92028.03
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CHILLER SCHEDULE		
SYMBOL	C-1,2	
MANUFACTURER	TRANE	
MODEL NUMBER	CVHE0450	
NOMINAL TONS	400	
CONDENSER	FLOW (G.P.M.)	1125
	E.W.T. (DEG. F)	85
	L.W.T. (DEG. F)	95
	PRESS. DROP (FT.)	18.1
EVAPORATOR	FLOW (G.P.M.)	800
	E.W.T. (DEG. F)	45
	L.W.T. (DEG. F)	57
	PRESS. DROP (FT.)	10.9
COMPRESSOR MOTOR	K.W. PER TON	0.5287
	R.L.A. EACH	302.3
ELECTRICAL	L.R.A. EACH	1661
	MIN. CIRC. AMPS	387.0
	MAX. FUSE AMPS	600
	VOLTAGE	460/3/60
REFRIGERANT TYPE	R-514A	
REFRIGERANT CHARGE (LBS)	550	
OPERATING WEIGHT (LBS)	19,067	
REMARKS:		
- PRIOR TO ORDERING, CONTRACTOR SHALL VERIFY VOLTAGE AND ALL ELECTRICAL REQUIREMENTS.		
- VERIFY EXISTING CONTROLS AND FRONT END FOR INTEGRATION TO TRANE CHILLER CONTROLS WITH SCP699 CONTROLLER.		
- UNITS SHALL HAVE SEPARABLE SHELLS AND GASKET KIT FOR RE-ASSEMBLY ON SITE. CONTRACTOR TO VERIFY ALL REQUIREMENTS FOR DIS-ASSEMBLY AND RE-ASSEMBLY ON SITE PER MANUFACTURER'S RECOMMENDATIONS.		

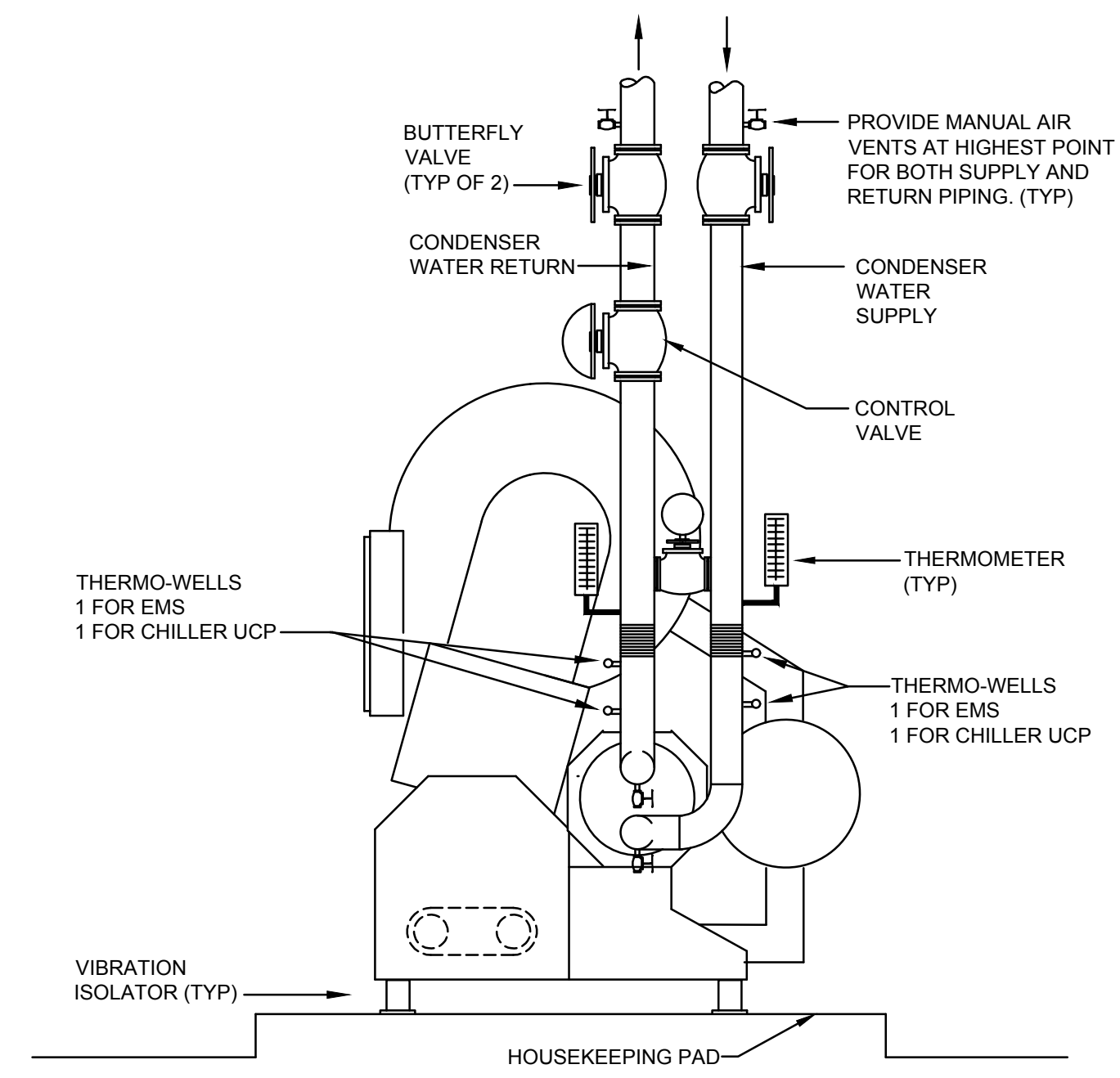
MECHANICAL SYMBOLS			
	SUPPLY AIR DUCT SECTION	AFF	ABOVE FINISHED FLOOR
	RETURN AIR DUCT SECTION	BFC	BELOW FINISHED CEILING
	MANUAL DAMPER	CO	CASED OPENING
	MOTORIZED DAMPER		CONNECT TO EXISTING

MECHANICAL NOTES	
-DO NOT SCALE DRAWING. ROUGH FROM EQUIPMENT MANUFACTURER AND ARCHITECTURAL DRAWINGS.	
-DIMENSIONS NOTED ON PLANS ARE IN INCHES UNLESS OTHERWISE NOTED.	
-DUCT SIZES NOTED ON PLANS ARE INTERIOR DIMENSIONS.	
-MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL EQUIPMENT VOLTAGES, ELECTRICAL REQUIREMENTS AND DISCONNECTS WITH THE ELECTRICAL CONTRACTOR PRIOR TO RELEASING EQUIPMENT FROM MANUFACTURER.	
-ENTIRE MECHANICAL SYSTEMS SHALL BE INSTALLED PER 2018 INTERNATIONAL CODES WITH 2020 GEORGIA AMENDMENTS EXCEPT THE INTERNATIONAL ENERGY CODE SHALL BE 2015. ALSO, ALL LOCAL CODES & AUTHORITY HAVING JURISDICTION SHALL APPLY.	
-COORDINATION OF ALL MECHANICAL SYSTEMS WITH OTHER DISCIPLINES IS THE RESPONSIBILITY OF THE CONTRACTOR. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO INSTALLING. CONTRACTOR SHALL NOT PROCEED WITH UNCERTAINTY.	
-PROVIDE PLASTIC NAMEPLATES FOR ALL EQUIPMENT SPECIFIED ON PROJECT. LABELING TAG SHALL BE SAME AS EQUIPMENT NUMBER.	
-ALL PIPING SHALL BE MANUFACTURED IN THE UNITED STATES OF AMERICA. NO FOREIGN PIPING ALLOWED ON THIS PROJECT.	
-ALL PIPING SUPPORT SPACING SHALL BE PER MSS-SP69 AND WITHIN 18" OF CHANGE IN DIRECTION.	
-PROVIDE TESTING AND BALANCING OF ALL SYSTEMS BY A THIRD PARTY NEBB CERTIFIED T&B CONTRACTOR. SUBMIT T&B FORMS PRIOR TO PERFORMING WORK FOR APPROVAL.	
-GENERAL AND MECHANICAL CONTRACTOR SHALL REVIEW AND APPROVE ALL SHOP DRAWINGS PRIOR TO SUBMITTING TO ENGINEER/ARCHITECT WITH "APPROVED" OR "APPROVED AS NOTED" STAMPS FOR ENGINEER'S 10 CALENDAR DAY REVIEW.	



CHILLER DETAIL - EVAPORATOR PIPING

NO SCALE



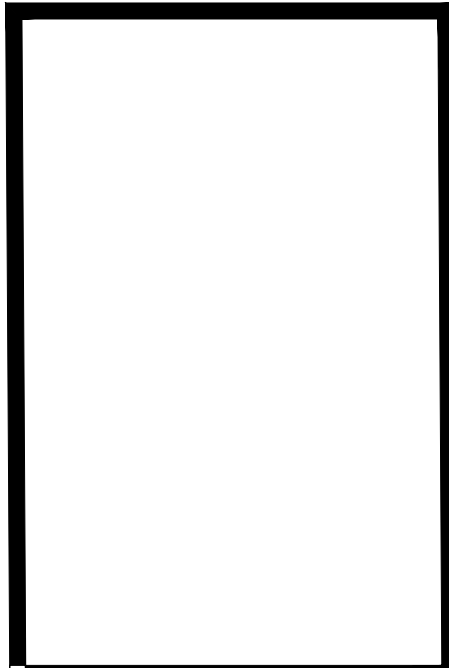
CHILLER DETAIL - CONDENSER PIPING

NO SCALE

REVISIONS		
No.	Date	Description

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FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

MECHANICAL SCHEDULES
 AND DETAILS

Sheet No.	M200
Project No.	92028.03
of 11	

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SECTION 23 02 00 - GENERAL REQUIREMENTS MECHANICAL

PART 1 - GENERAL

1.1 SPECIAL NOTES

- A. Work under this section of the specifications shall be governed by requirements there under.
- B. The use of the word "PROVIDE" in the specifications and on drawings for work under this section shall mean: Furnish and install complete, supplying all necessary labor and materials.
- C. This section applies to all sections of Division 23 of this project except as specified otherwise in the individual sections and here-in. Work described in this section includes general requirements common to all mechanical systems. Provisions of this section apply to all mechanical specification sections.
- D. References: Refer to the General Conditions for the Contract, the Supplementary General Conditions for the Contract, and the Subdivisions of Division 1; all of which are contained in or referenced as a part of this Project Manual. Instructions relating to the overall operations of the Contractor, as they may apply and as contained in the referenced Subdivisions, will be equally applicable to his subcontractors, equipment and material suppliers and/or installers, and other persons or companies having work requirements, this project.

1.2 GENERAL REQUIREMENTS

- A. Provide necessary labor, material, plant and equipment including materials not specifically mentioned, but necessary to complete the job in a neat, correct and workmanlike manner.
- B. The drawings and specifications shall be considered as supplementary, one to the other, so that materials and labor indicated, called for or implied by the one and not the other, shall be supplied and installed as though specifically called for by both.

- C. All electrical equipment shall be UL listed and all gas equipment is to be AGA certified.
- D. All items shall be properly lubricated and in perfect operation upon completion of the project and prior to final acceptance by owner.
- E. Contractor shall be held responsible for having visited job site and having familiarized himself with existing conditions prior to submitting bid. If any existing problems are identified, notify Architect in writing prior to submitting bid.

1.3 SCOPE

- A. The overall scope of this project is to replace the existing Trane chillers located in the basement of the FAA facility located in College Park GA. The existing chillers shall be demolished complete and the new chillers installation shall include controls, chilled water piping, valves, and insulation to provide a complete and operating system. The contractor shall review drawings and specifications carefully to determine the complete scope of the project and not depend solely on the description herein. A more detailed, but not exhaustive or all-inclusive list of scope requirements are shown below. The following list is meant to serve as a general description of the scope of the project.
- B. Replace the existing chillers with new chillers as shown on the drawings and specifications including a piping, valves, fittings etc. necessary to provide a complete and operating system.
- C. Insulate all piping, and equipment as herein specified and as indicated on mechanical drawings.

D. Remove the existing chiller(s) from the basement mechanical room ensuring that one chiller stays in operation during the replacement process. Dispose of the old equipment and recycle components as necessary

E. Remove existing chilled water piping, electrical connections, and control terminations. Existing equipment pads shall be used for the new chillers, which shall be set in the same location.

F. Install the new chillers and connect existing chilled water supply and return headers and isolation valves.

G. Disconnect electrical connections from the existing unit and reconnect them on the new unit, extending wiring where necessary.

H. Connect the new unit to the existing building automation system and enable remote start/stop control as well as supply factory start up.

I. Start, test, adjust, balance and place into operation all systems. The building water systems are to be balanced to provide the quantity of water as shown on drawings.

SPACE CONDITIONS

- A. All work shall fit the spaces available. Verify all dimensions of the work before commencing fabrication and/or installation. Minor deviations from the drawings required to conform to space conditions and to provide the required accessibility shall be made at no additional cost to Owner.
- B. Only base manufacturer's equipment has been investigated and determined to meet necessary space conditions. It shall be the responsibility of the approved equal manufacturer and contractor to verify their suitability for use on this project.

1.4 DRAWINGS

- A. The Plans are not intended to show all ductwork, pipes, valves, fittings, connections, and details of the work to be done. The piping, duct, and equipment locations shall be adhered to as closely as possible; however, any changes necessary to avoid columns, beams, lighting fixtures, ductwork, sprinkler piping, etc., shall be made at no additional cost to the Owner.
- B. Conflicts in the plans and specifications where changes and alterations are necessary, or where exceptions are taken by the Contractor with regard to sizes, locations, and other details indicated on the drawings, they shall be discussed with the Architect and have his consent in writing before any changes are made. The Contractor shall confer with the Architect for the exact location of all openings into finished areas and all equipment and piping locations before proceeding with the work.
- C. The drawings of this work were prepared in conjunction with the other trades and plans of the project and it shall be the Contractor's responsibility to provide himself with drawings of the other trades as required and to coordinate and schedule the work with the other trades.
- D. Should any difficulties prevent the installation of the work as indicated, the proposed changes shall be submitted to the Architect in detail and must be approved in writing before the work may be performed.
- E. All inverts, locations, and elevations on all piping, equipment, trenches, etc. shall be verified on the job site prior to the performance of any work that may be affected in any manner by said inverts, locations, and elevations. Before construction of project starts, check location of proposed equipment and ductwork. Review other drawings for project, checking locations of structural elements, locations and sizes of chases, type and method of construction of roof, ceilings, walls, and partitions. Report to Architect and Engineers before start of construction any conflicts or unsatisfactory conditions. In no case shall Contractor proceed in uncertainty. No extra charge will be approved after start of construction for work resulting from failure to follow these instructions.
- F. Where connections and drains are provided to serve specific pieces of equipment, it shall be the Contractor's responsibility to verify the exact location of the equipment connections and drains and no installation shall be attempted until exact locations have been established. This applies to all equipment regardless of who furnishes said equipment.

1.5 PERMITS, LICENSES, AND FEES

- A. The installation of the systems covered by these specifications shall conform in strict accordance to all ordinances, codes and regulations of the State and DHEC and shall conform to all applicable requirements and recommendations of the N.F.P.A. These requirements are the minimum and shall be complied with at no additional cost to the Owner.
- B. In the absence of local regulation and codes, on heating, ventilating, or air conditioning, or in items or circumstances not covered by local regulation and codes, all recommendations and requirements of ASHRAE, as set forth in the current editions of the applicable ASHRAE Guides, shall be met as well as all requirements and recommendations of NFPA 90A and the International Building Code.
- C. Where requirements of the drawings and specifications exceed code requirements, the work shall be provided in accordance with the drawings and specifications. Any work provided contrary to these requirements shall be removed and replaced at the Contractor's expense

1.6 BID BASIS

- A. Basis of Design: The design is based on equipment data furnished by a listed "Base" manufacturer. Only this base listed equipment has been verified by the A/E for compliance with the documents. There is no intent in these documents to necessarily use only "standard" products of the "Base" supplier nor any other supplier. Modifications and alterations of standard products may be required.

1.7 MATERIALS AND WORKMANSHIP

- A. All materials and equipment shall be new and free from flaws and defects of any nature. Materials called for are to be considered as standard of quality; which however, implies no right on part of Contractor to substitute other materials and methods without written authority from Architect.
- B. All work shall be performed by skilled mechanics, under competent supervision, employing latest and best practices of the trade. Work shall be installed in accordance with recommendations of ASHRAE Guide, and equipment manufacturer's installation instructions. In the event there is any conflict or doubt, consult Architect for clarification and approval.

1.8 SUBSTITUTIONS

- A. Specific reference in the specifications to any article, device, product, material, fixture, form or type of construction, etc., by name, make, or catalog number, with or without the words "or equal" shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition, and the Contractor in such cases may at his option, use any article, device, product, material, fixture, form or type of construction, which in the judgement of the Architect, expressed in writing prior to bidding as specified below, is equal to that herein named.
- B. Requests for written approval to substitute materials or equipment considered by the Contractor as equal to those specified, shall be submitted for approval to the Architect ten days before bids are taken. Requests shall be accompanied by samples, descriptive literature, and engineering information, as necessary to fully identify and appraise the product. No increase in the contract sum will be considered when requests are not approved. If the item is found to be equal, the Architect will issue an Addendum making it a part of the Contract Documents prior to bidding. After bidding, no further changes will be considered.
- C. Contractor shall be responsible for determining that all products submitted for approval meet given space limitations and maintain all required clearances for proper access and service.
- D. Being listed as an approved equal manufacturer means only that the listed manufacturer is basically a reputable supplier whose equipment will receive consideration if in accordance with all document requirements including space limitations and deliver. Being listed is not to be construed as indicating or implying that the supplier's product is assured of being acceptable for the project. The burden of developing a product to comply with the documents and of obtaining approval of the product rests solely with the Contractor.

1.9 SUBMITTAL

- 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 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 deviation 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 General Contractor and the Mechanical Contractor shall review and approve shop drawings. Shop drawings which have not been reviewed and approved in writing by the Mechanical Subcontractor will not be reviewed by the Engineer. Mechanical Contractor shall state in writing on shop drawings, any proposed deviations from contract documents. Such deviations, if not stated in shop drawing submittals, shall be the sole responsibility of the Mechanical Subcontractor. Note: In addition to the General Contractor's approval and stamp, the first page of each shop drawing submittal must contain the words "APPROVED" or "APPROVED AS NOTED" and must be signed and dated by the Mechanical Subcontractor before the Engineer will review them.
- C. 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.
- D. After award of Contract, and before any materials of this Section are delivered to the job site, complete sets of Shop Drawings to Architect in accordance with the requirements listed below and in accordance with the provisions of the Architectural Section of these Specifications.

- 1. After securing tentative approval on all items pending shop drawing submission, the contractor shall submit for approval, manufacturer's shop drawings of all equipment, and shop drawings to scale of all fabricated work furnished under this Section of the specifications including piping, ductwork, equipment layouts, supports and equipment foundation pad layout. Shop drawings shall be of scale large enough to clearly indicate all details of work. Mechanical rooms, boiler rooms, refrigeration plants, and fan rooms shall be submitted on a scale of not less than 1/4-inch equals one foot.
- 2. Where colors or finishes are specified for products, a sample showing the color or finish shall be submitted with the shop drawings.
- 3. Where high efficiency motors have been specified, submit certification of motor efficiency with shop drawings for each motor of one horsepower or greater.
- E. Material List: Accompanying the shop drawings, submit a complete list of all materials proposed to be furnished and installed under this Section, giving manufacturer's name and catalog number, sizes, capacities, model numbers, accessories and other pertinent information for each item to indicate full compliance with drawings and specifications; this shall in no way be construed as permitting substitution except as specifically provided in the Architectural Section of these specifications. Every device or piece of equipment herein specified by model and manufacturer shall be submitted for approval. Partial lists submitted from time-to-time will not be permitted.
- F. Mechanical/Electrical Coordination: Before equipment is ordered and after all motors, loads, controls, and other characteristics of equipment are known, the Contractor shall review the data shown on the Electrical drawings. Special attention shall be given to motor size, starters, means of disconnect, control wiring, etc. that are being furnished under the electrical section of the specifications. At the time of shop drawing submittal, the contractor shall by letter to the Engineer point out any discrepancies and describe the proposed corrective action.

- 1. Prior to start of construction, contractor shall submit a starter schedule for review by Engineers. This schedule shall contain equipment description, starter manufacturer and model number, starter accessories, control voltage and source of starter power and control circuitry.
- 2. No extra charge will be approved after start of construction for work resulting from failure of contractor to follow these instructions.
- G. As-Built Drawings: Contractor shall maintain on the job site one complete set of the mechanical drawings for this project. All changes authorized by the Architect as to the location, sizes, etc., of piping, ductwork, and other mechanical equipment shall be indicated in red ink on the mechanical drawings as the work progresses. At the completion of the project, Contractor shall deliver a complete set of "As-Built" prints of the mechanical drawings to the Architect.
- H. Control Drawings:
 - 1. Before installation of controls, submit complete submittal data, including equipment specifications, control diagrams, schematic diagrams, internal connections, and sequence of operation to the Architect for his approval. Diagrams shall show all instruments, devices, tubing, etc. Set points and actions of instruments, operating ranges, and normal position of controlled devices shall be indicated. Operating sequence describing each system shall appear on the same drawing as the system's control diagram.
 - 2. Wiring diagrams shall show conduit and wire sizes, transformers, fuses and correct schematic diagrams for each motor starter and magnetic contractor. Diagram shall be coordinated with the equipment manufacturers involved and shall show the terminal designations for all connections to the equipment and the manufacturer's approval obtained.
- I. Manual: Upon completion of this portion of the work, and as a condition of its acceptance, deliver to the Owner through the Architect two copies each of a Manual compiled in accordance with the provisions of the Architectural Section of these specifications; and also include in each copy of the Manual a copy of the As-Built Drawings, operating and maintenance instructions, approved control drawings, spare parts lists, name and address of local service representatives and all warranty certificates for new equipment.

1.10 ELECTRIC WORK

- A. Electrical Contractor will provide the following for the mechanical equipment:
 - 1. A source of power as required for each electric motor and for each electrical heating and cooling item of equipment installed under the mechanical contract, including final wiring connections to motor terminals or to terminals in a control panel mounted on each respective unit.
 - 2. Circuit breaker protection as required for each electric heating and cooling item of equipment installed under the mechanical contract.
 - 3. Wiring each electric motor and each electrical heating and cooling item of equipment (where applicable) through a magnetic starter or a magnetic contractor furnished by the Mechanical Contractor.
 - 4. Wiring each constant speed ceiling exhaust fan through a wall switch furnished by the Electrical contractor.
- B. All motors shall be provided with thermal overload protection either internally or at the starter and all electrical equipment shall be U.L. listed.
- C. In the event Mechanical Contractor proposes to use any items of mechanical equipment which have sizes, numbers of electrical meters, or other electrical requirements different from those specified on schedules, drawing or elsewhere, Contractor shall be responsible for coordinating these changes with the Electrical Contractor and he shall reimburse the Electrical Contractor for all additional costs necessitated by these changes.
- D. In general, the Electrical Contractor will do all power wiring for the mechanical equipment as described above, and the Mechanical Contractor shall do all control and interlock wiring, unless otherwise specified or indicated on drawings.
- E. Consult electrical drawings for extent of electrical work provided for the mechanical equipment. Verify current characteristics with Electrical Contractor before ordering any equipment for this project.

F. Mechanical Contractor shall provide all other wiring not covered above, that is necessary for complete and operating heating and air conditioning systems for the building, including all control wiring, interlock wiring, conduit, relays, controls, starters, disconnect switches, circuit breakers, control conduit and outlet boxes, wiring of all applicable control items of equipment, and other electrical work as required.

G. All wiring shall be run in galvanized or sherardized rigid electrical conduit or E.M.T. where allowed under the electrical section of the specifications and shall be concealed in finished areas and occupied spaces. All conduit shall be attached to ceiling or walls, attachment to or suspension from other equipment will not be permitted. If routing of conduit is questionable, verify routing with Engineers before proceeding with installation.

H. The Mechanical Contractor shall provide power wiring from the breaker panel to all control devices including but not limited to control panels, valves, thermostats, dampers, flow switches and other devices requiring power for a complete and operating mechanical system.

I. All electrical work required under this Contract shall comply with the National Electrical Code, and shall meet all local requirements. All electric equipment shall bear UL labels.

1.11 GUARANTEES

- A. In addition to the warranty and guarantees under the General Conditions of the contract the Contractor agrees:
 - 1. To correct defects in workmanship, new materials, new equipment, and the operation of system for a period of one year from date of acceptance. Equipment and materials repaired or replaced are guaranteed for one year following date of correction.
 - 2. To repair any damage to building and equipment resulting from defects in workmanship, materials, equipment, and system operation.
 - 3. To remove any item not specified or given approval and replace it with specified or approved item.
 - 4. Any item submitted for approval that does not conform to these specifications shall have accompanying note of exception.
 - 5. That the system as installed shall comply with code requirements.

PART 2 - PRODUCTS

2.1 EQUIPMENT AND MATERIALS

- A. All equipment and materials provided under this section of the specifications shall be new and of the best grade and quality. Materials and equipment manufactured outside of the United States will not be acceptable.
- B. The approval of the Architect shall be obtained by the Contractor on all equipment and materials before any installation is made.
- C. Equipment that is installed and then does not perform as represented by selection data or shop drawings shall be replaced with equipment that meets the job requirements and specifications at no additional cost to the Owner.
- D. All equipment, materials, and work indicated on the drawings or as specified hereinafter is intended to be installed in a manner conforming to the best engineering practices and all equipment is intended to be complete in every respect to satisfy the job requirements and this specification. In the event any material or equipment is indicated to be used or installed contrary to the manufacturer's recommendations, or if any part, control accessory or auxiliary item required for satisfactory and proper operation and performance of the material and/or equipment is not indicated or specified, it shall be the Contractor's responsibility to notify the Architect in writing prior to installation. In the event the Contractor fails to give such notice, he will be required to correct the work and/or furnish items omitted (in the performance of his work) at no increase in the contract sum.

E. Upon request from the Architect, the Contractor shall furnish to the Architect a certification on all materials and equipment so designated by the Architect. The certification shall be made by the manufacturer of the material and/or equipment; shall be signed by an official of the manufacturing concern; and shall state that the drawings, specifications, and project requirements have been thoroughly studied by the manufacturer and that the proposed material and/or equipment is unconditionally guaranteed to operate and/or perform properly as applied.

PART 3 - EXECUTION

3.1 UTILITY CONNECTION AND MODIFICATIONS

A. It shall be the Contractor's responsibility to determine all requirements regarding utility services to the building. The Contractor shall verify the exact locations of stubs provided.

3.2 PROTECTION

A. The Contractor shall provide adequate protection to all materials, equipments, fixtures, etc. provided under this section of the specifications to prevent damage of any nature. The Contractor shall be required to remove and replace, at no additional cost to Owner, any item showing any sign of damage of any nature that cannot be restored to its new condition and appearance. Grinding and polishing may be used in the restoration of damaged equipment and materials when approved by the Architect.

3.3 CUTTING AND PATCHING

A. The Contractor will do all cutting and patching and construction of chases within building for this installation.

3.4 PENETRATIONS AND CURBING

- A. Contractor shall provide framed openings in roof and walls as required for exhaust fans and louvers. Contractor shall coordinate sizes and locations of these and all other necessary penetrations well in advance.
- B. Contractor shall provide all roof curbs for this installation and will flash all roof curbs and penetrations as detailed on drawings.

3.5 MECHANICAL - ELECTRICAL COORDINATION

A. Mechanical equipment, piping, and ductwork shall be installed with clearances to electrical switchboards, panel boards, power panels, motor control centers, and transformers. The clearances shall be the greater of the requirements of the latest editions of the NEC or a minimum of 3'-6" in front of the equipment which ever is greater. Equipment, ductwork or piping shall not be installed directly over the electrical gear and not less than 3'-0" horizontally from the top of the electrical gear.

3.6 OPERATING AND MAINTENANCE INSTRUCTIONS

- A. The Contractor shall acquaint and instruct the Owner's representative with all details of performance, operation, and maintenance of the systems. In addition, the contractor shall furnish two copies of a brochure to the Owner through the Architect, which shall contain printed operating and maintenance instructions, parts list, control diagram, etc., including a list of spare parts and any special tools recommended by the equipment manufacturers to be stocked by the Owner. The manuals shall include a complete set of all approved shop drawings furnished under this section of the specifications.
- B. The basis of Owner's instructions shall be written for inclusion in the maintenance and operating instructions data specified above. Obtain certificates, signed by the Owner's representative, that these instructions have been received and understood.

3.7 CLEANING

- A. The Contractor shall keep the job site clean, removing all debris and unused material as they occur. At the completion of the work, the Contractor shall thoroughly clean all materials and equipment provided as part of the work.
- B. Prior to testing and adjusting, all piping systems, including all components of systems, shall be thoroughly cleaned inside and out.
- C. All soil, waste, drain and rainwater lines shall be rodded out in the presence of the Architect's representative. All cleanout plugs shall be removed, lubricated and replaced.
- D. All piping shall be chemically cleaned prior to final filling and connection to chiller and air handlers.
- E. Painting of the mechanical equipment shall be as specified under other sections of the work. Removing loose scale, rust, drippings, dirt, etc. in preparation for painting shall be done under this section of the specifications.
- F. Prior to acceptance of the building, thoroughly clean all exposed portions of the HVAC installation, removing all labels and all traces of foreign substances, using only a cleaning solution approved by the manufacturer of the item being cleaned. Caution should be taken to avoid damage to all finished surfaces.

3.8 START-UP

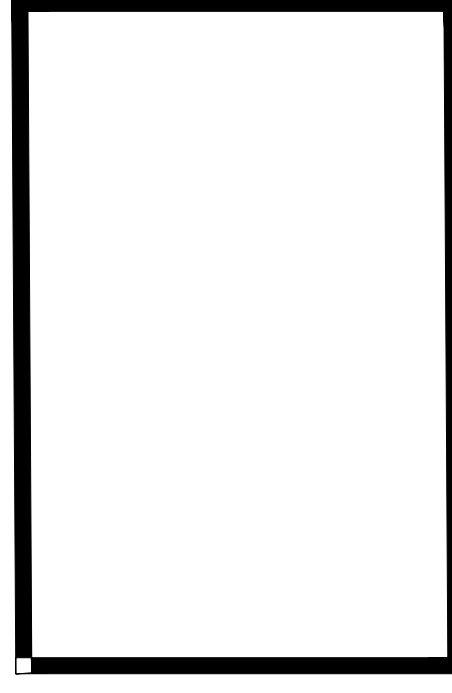
A. The Contractor shall place the systems in full operation before testing begins. Contractor shall make corrections in the system, including furnishing and installing drives, motors, dampers, valves, etc., if required to balance the systems. All such corrections shall be included in the Contractor's base bid and shall be accomplished at no additional cost to the Owner. All piping shall be tested before covered with insulation or being concealed.

END OF SECTION 23 02 00

REVISIONS		
No.	Date	Description

Job Number : 92028.03
 Designed : DPD
 Plot Date : 1/30/2020
 Drawn : DPD
 Approved By : PPC

Columbia Office
 2330 Main St.
 Columbia, South Carolina 29201
 Phone: (803) 765-9421



FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA

MECHANICAL SPECIFICATIONS

Sheet No.
M300
 Project No.
 92028.03
 of 11

SECTION 23 05 00 - BASIC MATERIALS AND METHODS

PART 1 - GENERAL

1.1 DESCRIPTION

A. Work described in this section includes construction materials and methods of installing equipment common to all mechanical systems. Provisions of the section apply to all mechanical specifications sections.

B. Mechanical General Provisions apply to work specified in this section.

PART 2 - PRODUCTS AND METHODS

2.1 FLASHING

A. Ductwork and HVAC Equipment: Cap flashing for all ducts and other types of ventilating equipment which pass through or mount on the roof shall be furnished and installed under this section of the specifications. The material shall be of the same materials as the ducts, etc. to which it shall be fastened unless otherwise noted. The cap flashing shall be made tight to the duct, waterproofed, and extended over the base flashing and down the side for not less than 4 inches. The cap flashing shall be formed to provide a spring action against the base flashings. In cases of dissimilar metals between the cap and base flashings, an isolation membrane shall be installed to prevent electrolysis.

B. Flashing for pipes passing through the roof shall be provided as indicated on the drawings or as approved by the Architect.

2.2 PIPE SLEEVES

A. All pipes passing through walls, floors, ceilings, all fire rated partitions, etc. shall be provided with pipe sleeves made of galvanized steel pipe unless specifically noted otherwise. Sleeves through partitions and walls shall be of the same length as the wall thickness. Sleeves set in concrete slabs shall be set flush with the underside of the slab and shall extend 1/2 inch above the finish on top of the slab. Where sleeves are in fire rated construction, the voids between the sleeves and the piping passing through insulated piping shall be of sufficient size to allow insulation to pass through the sleeve freely. Where pipes pass through walls below grade or through any floor slabs, the space between the pipe and sleeve shall be finished caulked water tight with G.E. Silicone caulking.

B. At the Contractor's option sleeves 8 inches in diameter and larger may be formed of 16 gauge galvanized steel with welded butt joints. The metal finish shall be restored after welding.

2.3 PENETRATIONS AND CURBING

A. Contractor shall provide framed openings in roof and walls as required for exhaust fans and louvers. Contractor shall coordinate sizes and locations of these and all other necessary penetrations with existing structural elements well in advance performing cutting and placement of curbs. Contractor shall advise Owner and Engineers of any conflicts prior to proceeding with work.

B. Contractor shall provide all roof curbs for this installation and will flash all roof curbs and penetrations as detailed on drawings.

C. Contractor shall provide all roof equipment support rails for this installation and will flash all support rails and penetrations as detailed on drawings.

D. Curbs shall be seismically rated welded galvanized steel construction minimum 18 ga. with wood nailer, 1-1/2" rigid insulation on interior, counter flashing cap, and damper shelf as required. Unless specified elsewhere curbs shall be a minimum of 12" high with interior dimensions as required by unit dimensions. Curbs shall be Creative Metals, Inc. Series CSSF, Conn-Fab, Superior Metals, or approved equal. Curbs shall be compatible roof system. Verify roof construction and pitch prior to ordering curbs. Provisions shall be made within curbing penetrations for routing of power wiring and control wiring to equipment to prevent the necessity of a second roof penetration for this purpose.

E. Equipment Support Rails shall be welded galvanized steel construction minimum 18 ga. with wood nailer, 1-1/2" rigid insulation on interior, counter flashing cap, and damper shelf as required. Unless specified elsewhere curbs shall be a minimum of 12" high with interior dimensions as required by unit dimensions. Curbs shall be Creative Metals, Inc. Series ESSSF, Conn-Fab, Superior Metals, or approved equal. Support Rails shall be compatible roof system. Verify roof construction and pitch prior to ordering rails.

F. Where walls are penetrated for louvers, ducts, or vents, appropriate lintels shall be provided to support structure and shall comply with the requirements of the structural drawings and specifications.

2.4 FLOOR, WALL AND CEILING PLATES

A. General:

1. Where exposed to view, all piping or duct passing through or into floors, walls, partitions, and ceilings shall be provided with escutcheon plates of flanges. The Plates or flanges shall fit snugly around the pipe, or the pipe insulation for insulated lines, and shall cover completely the pipe opening and sleeves. Plates shall be fabricated of minimum 16 gauge galvaneal as appropriate to allow field painting. All plates shall be painted to match surrounding finish.

B. Unfinished Areas:

1. In unfinished areas, the plates or flanges shall be constructed of not less than 16 gauge galvanized sheet metal.

Equipment rooms with furred ceilings will be considered as unfinished areas.

2.5 PAINTING

A. All factory applied finishes on equipment and materials that are damaged in any fashion shall be restored to their original finish in a manner as approved by the Architect.

B. Where the Interior of any duct is exposed to view or can reflect light as viewed from a habitable space the interior surfaces shall be primed and painted flat black or as otherwise approved by the Architect.

C. Where colors or finishes are specified in this section of the specifications to match adjacent surfaces and the colors or finishes of the product installed do not match the contractor shall repaint or refinish as required to accomplish the desired effect, as approved by the Architect.

D. All finish painting shall be performed under another section of the specification, except as specified otherwise in this section of the specification.

E. Contractor shall paint all exposed piping, both insulated and uninsulated that is installed under his contract.

2.6 OUTDOOR UNIT SUPPORTS

A. Units on roof: Contractor shall provide equipment support rails for each outdoor unit located on roof. Equipment support rail shall be as specified here-in. Contractor shall coordinate support rail placement to insure proper support and installation.

2.7 STRUCTURAL ATTACHMENTS

A. Concrete fasteners shall be self-drilling type, Locke Mfg. Co. "Bull Dog", Phillips "Red Head", or Diamond "Blue-Cut".

B. Contractor shall provide all supplementary steel, framing members, beam clamps, hanger rods, etc., as required to properly support equipment and ductwork.

C. Hanger rods shall be selected to safely carry the load to be supported and shall not be less than the diameter listed by the hanger manufacturers for the specific size hanger used.

D. Attachment:

1. Piping and equipment suspended from steel construction shall be suspended from beams from the panel points of the bar joist only. When the hanger point is not directly below a structural member of a joist panel point, supplementary supporting steel shall be provided to receive the bridge across the structural member of a joist as required to receive the hanger. The hangers and supporting steel shall not be attached to the roof deck construction.

2. Hangers and supporting steel shall be attached to new concrete construction with continuous metal inserts designed to be used in ceilings, walls, or floors. In no case shall the load imposed on an insert exceed the manufacturer's recommended loading.

3. Hangers and supporting steel shall be attached to existing concrete structure, using concrete drill anchors at location and in a manner as approved by the Architect. Anchors shall not be loaded beyond their published ratings.

E. Support ducts from building structure with galvanized steel hangers to each side of duct. Hangers for ducts up to 60 inches maximum side dimension shall be 1" X 1/8" galvanized steel band. Hangers for larger ducts shall be 1-3/8" X 1/8" galvanized steel band. Space hangers on 8 foot centers with three hangers at each branch or take-off.

F. Steel pipe passing through a concrete slab on grade shall have modular expanding seals between pipe and sleeve.

"Link-Seal" or an approved equal.

2.8 FOUNDATIONS, HANGERS, AND SUPPORTS

A. The Contractor shall provide all necessary hangers, supports, bracing, accessories, etc. required for proper installation of the work. Pipe hangers shall be spaced close enough to maintain proper grade and prevent sagging, but in no case shall the hanger spacing be greater than specified hereinafter. Special care shall be taken in supporting piping subject to expansion and contraction so that the piping does not become improperly aligned or anchored.

B. Unless specifically indicated otherwise, all concrete foundations and all structural steel, other than the building structure or special supports provided under another section of the specifications, required for proper support of piping, equipment, and materials provided under this section of the specifications and shall be furnished and installed under this section of the specifications and shall comply in strict accordance with all requirements of the Structural and/or Concrete Sections.

C. All supplementary steel exposed to the weather shall be hot-dipped galvanized.

D. Unless otherwise indicated, all floor mounted equipment located in the Equipment Room and spaces shall be mounted on 4" high concrete bases extending 6" beyond the bases of the equipment in each direction. Concrete shall be reinforced with No. 4 steel rods spaced 12" on center in both directions, except that steel in pump bases shall be on 6" centers.

2.9 ELECTRICAL

A. All motors required for all equipment furnished under this section of the specifications shall be provided under this section of the work. Two speed motors shall be two winding type unless otherwise indicated. Unless otherwise indicated under the Electrical work or on the Mechanical Drawing, motors smaller than 1/2 HP shall be for 115 volts, single phase, 60 cycle power, and motors 1/2 HP and larger shall be single or three phase 60 cycle power as indicated on equipment schedules.

B. All motor starters, both manual and magnetic, and pushbutton stations required for motors furnished under this section of the specifications shall be provided under this section of the work unless specifically noted or indicated or otherwise in the Electrical section. All starters shall have "HAND-OFF-ON" switches and auxiliary contactors. Control transformers shall be provided as needed to meet control requirements. All two-speed starters shall be for two winding motors and shall have decelerating relay between high speed and low speed. All starters shall have compelling low speed start relay. All starters shall be installed under the Electrical Section of the specifications, unless furnished as an integral part of the equipment. All starters shall be of the same manufacturer as the starters furnished under the Electrical Section, except starters for water chillers may be of a different manufacturer. Coordinate with the Electrical Section.

C. Motors one horsepower and larger, including those used for pumps, air units, fans, etc. shall be designed in accordance with NEMA Standard MG1, Design B, Class B or F insulation for 40 degrees C temperature rise. The motor power factor at full load and rated voltage for motors with greater than 1 HP output shall be at least 0.85. Power factor shall be as determined by IEEE Standard 112A Method B. Apparent efficiency (Nominal Efficiency x Power Factory = Apparent Efficiency) shall meet or exceed the ASHRAE 90 energy standards. All motor applied with VFDs shall be inverter duty rated and provided with shaft grounding brushes and shall be earth grounded.

D. All power wiring shall be provided under the Electrical Section of the specifications, unless specifically noted otherwise in this section of the work. Power wiring between starters and applied equipment motors shall be provided under the Electrical Section. Power wiring that is furnished under the Electrical Section to Packaged Equipment such as rooftop units, condensing units, electric heating equipment, packaged house pumping systems, etc. shall consist of a single point connection and shall terminate with the connection to the units shall be furnished as part of the package or shall be furnished under the Mechanical Section of the work.

E. All electrical devices and equipment including, but not limited to, all motors, starters, relays, pushbuttons, wiring, etc. provided under this section of the work shall comply in all respects with all requirements of the Electrical Section of the Specifications. Refer to the Electrical drawings for the project to determine the extent of Electrical wiring provided for support of Mechanical systems. All miscellaneous power wiring and all control wiring not indicated on Electrical drawings shall be provided by the Mechanical Contractor as part of Division 23 scope.

F. Identification labels shall be provided for each starter, control device, etc. showing the instruments function. Labels shall be in accordance with the requirements for labels as specified under the Electrical Section of the specifications.

G. All control wiring shall be provided under this section of the work, unless specifically indicated otherwise under the Electrical Section of the specifications.

H. Each manufacturer shall certify in writing to the Engineer that the equipment furnished has high efficiency motors as specified hereinbefore. The certification shall state motor HP, motor manufacturer, power factory and efficiency.

END OF SECTION 23 05 00

SECTION 23 05 03 - PIPE & PIPE FITTINGS

PART 1 - GENERAL

1.1 The work under this section includes furnishing and installing all pipe and fittings required for the project.

1.2 Refer to other sections for all additional pipe and fittings specifications:

- A. Valves
- B. Pressure Testing

PART 2 - PRODUCTS

2.1 CHILLED WATER and HOT WATER PIPING

A. Piping: Unless otherwise indicated, shall be Schedule 40 black steel seamless or E.R.W. conforming to ASTM A-106 or A-53. Assemble piping 2" and smaller with 150 psig malleable iron screw fittings and piping larger than 2" with standard wall schedule 40 weld fittings or mechanical couplings. In addition to ASTM standards, all piping and fittings shall be domestic manufacture only.

B. Drains: Unless otherwise indicated, drains from mechanical equipment including unit condensate drains and equipment room drains shall be type "M" hard drawn copper tubing conforming to ASTM A-88, assembled using long radius pattern wrought copper solder fittings.

C. Relief Valve Discharge Lines: Piping shall be the same as specified for the medium being relieved, unless otherwise indicated.

2.2 PIPE FITTINGS

A. Copper Pipe: Wrought copper, solder type fittings, suitable for the temperature and pressures to be encountered and for the solder or brazing specified. Ells shall be long radius pattern. Flare connections to equipment will be allowed only where required. Unions shall be Nibco No. 633 wrought copper with copper-to-copper solder joints.

B. Steel and Iron Alloy Pipe (Screw Fittings):

1. Unless otherwise indicated, fittings shall be malleable iron in accordance with American Standard for Malleable Iron Screwed Fittings. Fittings shall be black or galvanized to match piping.
2. Eccentric reducing fittings shall be cast iron, black or galvanized to match piping. Screwed fittings used in drainage piping shall be cast iron, drainage pattern fittings.
3. Unions in steel alloy piping shall be Grinnell Fig. 463, ground joint bronze-to-iron-unions.

C. Steel and Iron Allow Pipe (Weld Fittings):

1. Fittings and rings shall be "Tube Turns", or approved equal by Taylor Forge or Ladish.
2. Steel butt fittings shall be in accordance with ASTM A-234 and ASA B16, Material A-106, Grade B. All elbows shall be long radius fittings.
3. Weldolet or Threadolet Fittings will be acceptable only when the branch size take-off is not less than two sizes smaller than the main run of pipe.
4. Unions shall be welding neck or slip-on companion flanges.

D. Steel Pipe (Mechanical Fittings)(Allowed above grade in mechanical room only):

1. Couplings shall be malleable iron for use with grooved and pipe, complete with bolts and gaskets. Gaskets shall be suitable for the temperature, pressures, and services to be encountered as recommended by the manufacturer for the specific installation. Couplings shall be Victaulic Style 77, Style, Style HP 70 or Style HP 70 ES as indicated.
2. Fittings shall be "Full-flow" design, fabricated of malleable iron, black or galvanized to match piping, and shall be grooved end.
3. Suppliers of Comparable Products: Gustin-Bacon, Grinnell Gruvlok, and Aeroquip.

E. SILVER SOLDER shall be Sil-Phos as manufactured by United Wire, or an approved equal high temperature solder.

F. GASKETS shall be as recommended by the manufacturer for the service, temperatures and pressures to be encountered.

G. Pipe Joints:

1. Copper Pipe & Tubing: Copper joints shall be made with a wire type solder applied in accordance with the manufacturer's recommendations. No paste solder or flux solder will be allowed. Copper joints underground, under floors on grade, or concealed in chases shall be brazed with silver solder. Copper joints exposed above the floors on grade or readily accessible above removable ceilings shall be made with 95-5 wire solder or brazed with silver solder. Connections of copper to ferrous piping or equipment shall be made with dielectric couplings and proper adapters. Solder joints at valves shall be made with 95-5 solder only. Flare connections to equipment will be allowed where required. Ends of all pipe and tubing shall be cut square and reamed smooth. Ends of tubing and pipe and cups of fittings shall be cleaned of oxides by mechanical means and lightly fluxed as soon as possible with a non-corrosive paste type flux. When inserting pipe or tubing into fitting a slight twisting motion shall be applied to spread flux.

2. Steel and Iron Allow Piping: All piping connections to and near all coils and equipment, regardless of size, shall be screwed joints except when the equipment requires a flanged connection. Sufficient screwed fittings shall be provided near connection points to equipment to absorb piping movement without putting stress on equipment connection.

3. Screw Joints: Joints shall have American Standard tapered pipe threaded properly formed. Joint compound consisting of graphite and oil may be used in making up joints. Joint compounds containing lead or lead oxides shall not be used. All pipe shall be cut square, reamed, threaded and thoroughly cleaned before installation.

4. Welded Joints:

- a. All piping systems or portions of systems containing welded joints shall be constructed in accordance with all provisions and recommendations of ANSI B31.1, current edition, except as modified herein.
- b. Butt weld joints shall be complete full penetration welds made with a single vee, double vee, or other suitable type of groove, and shall be made with backing rings.
- c. The Contractor shall verify in writing to the Owner prior to construction that all welding procedures, welding operators and welders to be used on this project are qualified in accordance with Section IX of the ASME Boiler and Pressure Vessel Code, current edition.
- d. A copy of each welder's or welding operator's qualification record shall be filed in the job office.
- e. All welds shall be clean and shall be free of "icicles", loose metal or other obstructions that result from welding.
- f. The Architect reserves the right to require the Contractor to cut open the pipe along side of any welds for the purpose of inspection. In each case, the Owner will pay for such cutting and rewelding if the work is correct, but in case the inspected work is incorrect, the Contractor shall bear the cost of cutting, inspecting, and rewelding.
- g. The types and extent of non-destructive examinations required for pipe welds shall be in accordance with ANSI Code for Pressure Piping, B31.1 - Power Piping.

5. Mechanical Joints: Pipe ends shall be square cut and reamed of any burrs. Clean, sharp grooves shall be cut into pipe and the mechanical couplings and fittings shall be installed in strict accordance with the manufacturer's recommendations.

2.3 PIPE HANGERS AND SUPPORTS

A. The contractor shall furnish all labor, materials, equipment and incidentals and install pipe hangers, supports, concrete inserts, and anchor bolts including all metallic hanging and supporting devices for all piping. Pipe hangers shall meet the seismic requirements outlined in Section 230548.

B. Hangers and supports shall be of approved standard design where possible and shall be adequate to maintain the supported load in proper position under all operating conditions. The minimum working factor of safety for pipe supports shall be five (5) times the ultimate strength of the support. All pipe and appurtenances connected to equipment shall be supported in such a manner as to prevent any strain being imposed on the equipment. When manufacturers have indicated requirements that piping loads shall not be transmitted to their equipment, the contractor shall submit a certification stating that such requirements have been complied with.

C. Submit to the Engineer for approval shop drawings of all items to be furnished under this section.

D. Submit to the Engineer samples of all materials specified herein if requested. All pipe and tubing shall be supported as required to prevent significant stresses in the pipe or tubing material, valves, and fittings and to support and secure the pipe in the intended position and alignment. All supports shall be designed to adequately secure the pipe against excessive dislocation due to thermal expansion and contraction, internal flow forces, and all probable external forces such a equipment, pipe and personnel contact.

E. All materials used in manufacturing hangers and supports shall be capable of meeting the respective ASTM Standard Specifications with regard to tests and physical and chemical properties, and be in accordance with MSS SP-58.

F. Hangers and supports shall be spaced in accordance with MSS SP-69 Table 3.

G. Pipe hangers and supports shall be as manufactured by B-Line Systems, Inc. or equal by PHD, Grinnell, or Fee and Mason. Any reference to a specific figure number of a specific manufacturer is for the purpose of establishing a type and quality of product shall not be considered as proprietary. Any item comparable in type, style, quality, design and performance will be considered for approval.

H. Hanger rods, nuts, and bolts shall be cadmium plated in mechanical rooms and elsewhere where exposed. Hardware concealed above ceilings may be standard black steel.

I. Supports outside of building shall be galvanized construction.

J. Pipe Hangers and Supports for Metal Pipe:

1. Suspended single pipes shall be supported by hangers suspended by steel rods from galvanized concrete inserts, beam clamps, or ceiling mounting bolts as follows:

K. Hangers:

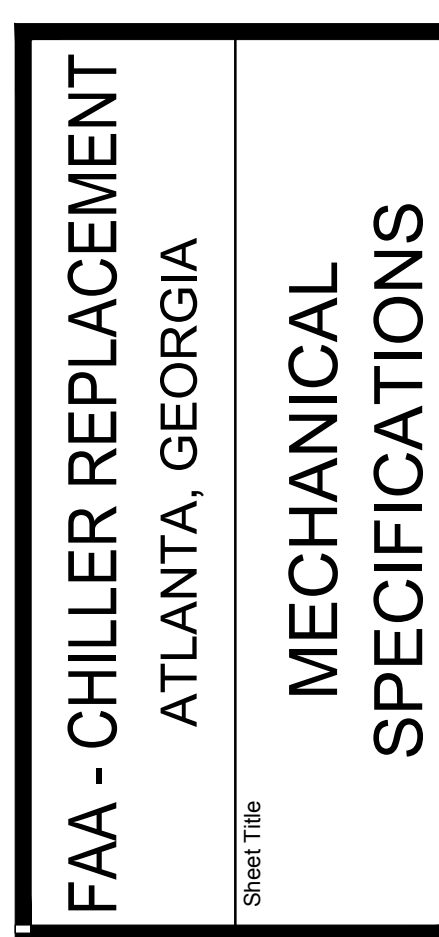
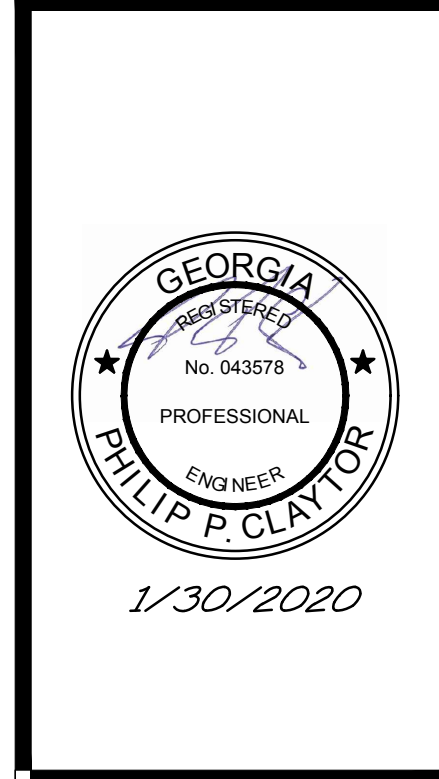
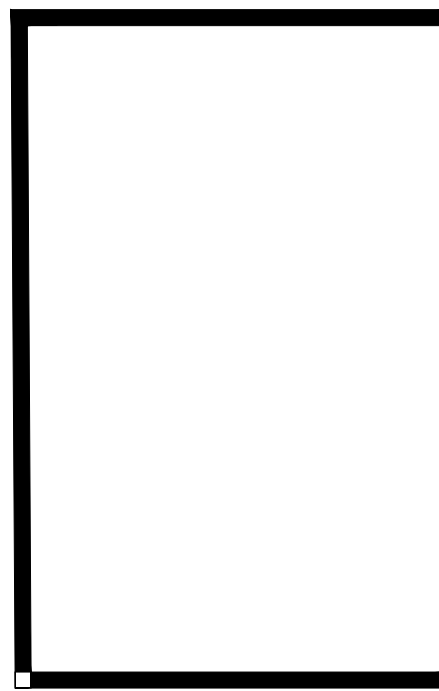
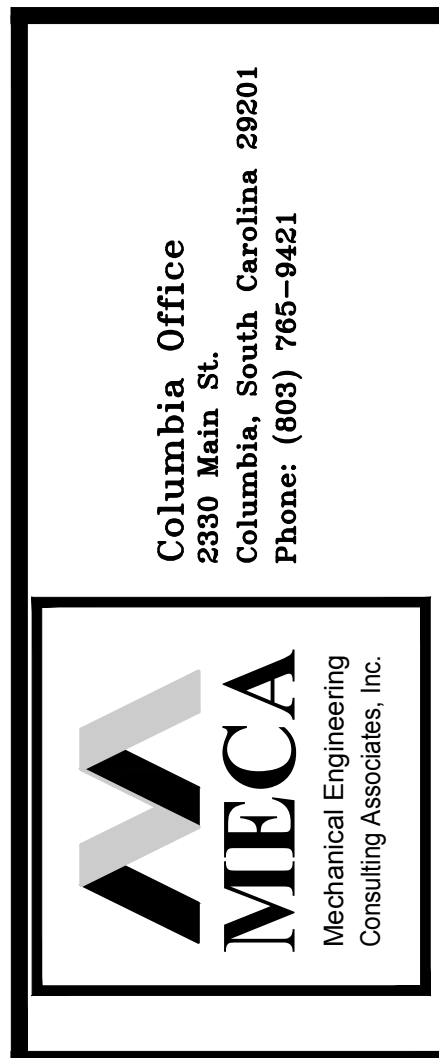
1. All hangers and supports shall have some form of adjustment available after installation. Hanger material shall be compatible with the pipe material.
2. Hangers for steel pipe shall be B-Line Systems, Inc. figures B3100, B3102, B3170, and B3173 or equal. B-Line Systems, Inc. figures B3174 and B3198 or equal are acceptable for use on piping 2 inch and smaller.
3. Hangers for copper tubing shall be B-Line Systems, Inc. figures B3104CT, B3170CT, B3173CT, and B3198CT or equal. Felt isolator pads may be used on carbon steel hangers supporting stainless steel pipe or copper tubing.
4. Piping hangers shall be installed around the outside of the insulation with protective shields. Vapor barrier jackets shall not be broken by hanger rods.
5. Support long horizontal runs of insulated steel piping subject to 1/2" or more longitudinal thermal expansion with B-Line Systems, Inc., figures B3110 or B3114 roller hangers with a figure B3160 series protection saddle or equal. Cast iron rollers shall not be subjected to temperatures above 450°F.

L. Hanger Rods:

1. Hanger rods shall be B-Line Systems, Inc. figures B3205 and ATR or equal.
2. Hanger rods shall be subjected to tension only. Lateral and axial movement shall be accommodated by proper linkage in the rod assemble.
3. Hanger rod diameters shall be based on MSS SP-69 Table 4.

REVISIONS		
No.	Date	Description

Job Number : 92028 03
 Designed : DPD
 Plot Date : 1/30/2020
 Drawn : DPD
 Approved By : PPC



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- M. Concrete Inserts:
- Concrete inserts for pipe hangers shall be continuous metal inserts designed to be used in ceilings, walls, or floors, spot inserts for individual pipe hangers and shall be as manufactured by B-Line Systems, Inc. or equal and shall be as follows:
 - Continuous concrete inserts shall be used where applicable and shall be used for hanger rod sizes up to and including 3/4" diameter. Inserts to be used where supports are parallel to the main slab reinforcement shall be B221, B321, or B521 by B-Line Systems, Inc. or equal.
 - Spot concrete inserts shall be used where applicable and shall be used for hanger sizes up to and including 7/8" diameter. Inserts shall be figures B2505 thru B2508, B2500, or B3014 by B-Line Systems, Inc. or equal.
 - Welded Steel Brackets:
 - Wall or column supported pipes shall be supported by welded steel brackets equal to B-Line Systems, Inc. figures B3063, B3066, and B3067 or equal as required for pipe sizes up to and including 20" diameter.
 - Stanchions:
 - Floor supported pipes 3" and larger in diameter shall be supported by either cast-in-place concrete supports or adjustable pipe saddle supports as directed by the Engineer. In general, concrete supports shall be used when lateral displacement of the pipes is probable (unless lateral support is provided), and adjustable pipe saddle type supports shall be used where lateral displacement of the pipes is not probable.
 - Each adjustable pipe saddle support shall be screwed or welded to the corresponding size base stand. Supporting pipe shall be of schedule 40 steel pipe construction. Each base stand shall be secured to the concrete floor by expansion bolts. Adjustable saddle supports shall be equal to B-Line Systems, Inc. figure B3093 with B3088T or B3090 with B3088.
 - Riser Clamps:
 - Riser piping shall be supported independently of any connected horizontal piping of possible. Provide supplementary steel or concrete supports for clamps. The clamps shall not be supported by the sleeves.
 - Support all vertical runs of ambient piping at each floor or as specified with B-Line Systems, Inc. figures B3373, B3131, B3373CT as required or equal.
 - Pipe Clamps:
 - Where flexibility in the hanger assembly is required due to horizontal pipe movement, use pipe clamps. For non-insulated pipe use B-Line Systems, Inc. figures B3140 or B3142 or equal. For insulated pipe use B-Line Systems, Inc. figures B3144 or B3146 or equal.
 - Trapeze Hangers:
 - Strut channel trapeze hangers shall be used to support parallel piping. Pipe racks or stanchions fabricated with strut channel shall be used in areas of multiple pipe runs. Strut clamps, straps, and rollers will be used to maintain proper alignment. Strut shall be B22 or heavier as required as manufactured by B-Line systems, Inc. or equal. Clamps and straps shall be B2000 series or B2400 series by B-Line Systems, Inc. or equal. Rollers shall be B-Line Systems, Inc. figures B218, B219, B379, B479, or B3126 or equal.
 - Saddles:
 - Pipe covering protection saddles shall be used in conjunction with all insulated cold pipe lines. All saddles shall be centered on the piping and in the hangers.
 - Saddles for all insulated piping shall be galvanized sheet metal saddle shields of adequate size to cover the bottom 120 degrees of the pipe insulation. The shields shall be properly curved to evenly contact the outside circumference of the insulation and shall have rounded corners (1/2" radius). The length of the shields shall be as recommended by the pipe insulation manufacturer for the pipe size, insulation thickness and hanger spacing, but in shields shall be constructed of sheet metal of gauges not less than that listed below:

Pipe Size	Min. Gauge	Min. Length	
	Up thru 3"	18 gauge	12" long
	3-1/2 thru 5"	16 gauge	16" long
	6" and 8"	14 gauge	20" long
	10" and 12"	12 gauge	24" long

2.4 IDENTIFICATION OF PIPING

- Label all piping in Equipment Rooms, above "Lay-In" type ceilings and all other accessible locations. Pipe markers shall conform with Scheme for Identification of Piping Systems (ANSI A13.1-1956).
- Each marker shall show the name of the fluid in the pipe and a directional flow arrow, both superimposed on one of the five basic background colors. Pipe markers shall be installed at each service valve, at each mechanical item of equipment, at 20 foot intervals on horizontal runs of piping, and at midpoints of risers on vertical piping.
- The identifiers shall be plastic strips on which the name of the service shall be printed. The identifiers shall be installed with an adhesive which will adhere to the pipe or insulation without deteriorating. Each piping system shall have a different color code marking. Colors shall be submitted for approval. Identification markers shall be applied over the insulation on insulated pipe. The identifiers shall be Brady or Seton self-sticking pipe markers and combination arrow tape meeting the requirements of ANSI standards. Where approved by Engineers stenciled labeling may be accepted.

PART 3 - EXECUTION

- PIPING shall be installed and connected to the equipment essentially as indicated on the drawings, in a neat and workmanlike manner. Unless specifically noted otherwise, all piping shall be concealed above ceilings and in chases.
- ALL PIPING and equipment shall be supported by the building structure. Unless specifically noted otherwise, no piping or equipment shall be supported from ductwork, other piping, plenum construction or other equipment.
- ALL PIPING shall be installed and arranged to allow free movement to the piping due to expansion, contraction, building movement, etc. without putting excessive stress or strain into the piping or equipment. All piping, risers, run-outs, etc. subject to deflection by expansion and contraction shall be cold-sprung 50% of the deflection required to be absorbed. All sleeves and other openings in the construction shall be of sufficient size and spaced so as to allow for the necessary pipe movement without undue stress on piping. Risers shall be free to travel as required with the horizontal piping. Piping run-outs to and from risers shall be absorbed and still maintain the specified pitch for the run-outs and piping to and from the risers.
- PIPING and equipment suspended from steel construction shall be suspended from beams or from the panel points of the bar joist only. When the hanger point is not directly below a structural member or a joist panel point, supplementary supporting steel shall be provided across the structural members or bridge joists as required to receive the hanger. The hangers and supporting steel shall not be attached to the roof deck construction.
- ALL VERTICAL PIPING shall be installed plum and true. Horizontal piping specified to be graded shall be installed at a straight and uniform grade without pockets. Horizontal piping not specified to be graded, shall be installed in a straight and true manner.
- ALL PIPING SYSTEMS shall be arranged to drain to one or more low points. Each low point shall be equipped with a hose and valve drain connection.
- UNIONS and/or companion flanges shall be provided at all equipment connections and elsewhere as indicated on the drawings or as required for easy removal of equipment.
- WATER PIPING
 - Piping shall be graded upward in the direction of flow not less than 1" per 40 feet. The run-outs shall be graded in a manner to prevent the formation of air traps when the mains expand and contract. Reductions in pipe size shall be accomplished by an eccentric reducer with the flat side on top. Manual air vents shall be installed at the ends of mains, at all high points in the system, and elsewhere as indicated on the drawings. Run-outs and branch lines shall be connected to the underside of mains unless indicated otherwise.
- DRAINS
 - Condensate and equipment drains shall be graded downward in the direction of flow not less than 1/4" per foot. Unless otherwise indicated, the drains shall spill into floor drains, hub drains, or on grade in a manner as approved by the Architect. Provide drain valves on piping system at low points and at interval required for proper system drainage.
- RELIEF VALVE DISCHARGE LINES
 - Lines shall be installed to drain the entire relief line. Relief lines shall be supported in a manner to prevent any weight being placed on the relief valve. All relief lines shall have a plain section of pipe at the discharge point without threads.
- FILLING, CLEANING, AND FLUSHING ALL WATER SYSTEMS
 - Prior to beginning chemical cleaning and final treatment, the Contractor shall notify the Engineer in writing 7 days in advance. A representative of the Engineering firm must be present for all cleaning and treatment. If Contractor performs work without notifying Engineer to allow a representative to be present and witness the cleaning, the procedure will not be accepted and will require re-cleaning in the presence of the Engineer.
 - All water systems shall be filled, flushed, and cleaned in strict accordance with equipment manufacturer's recommendations. Submit proposed chemical cleaning procedure to Engineer for approval prior to execution of this phase of work. Damage to equipment resulting from the use of improper cleaning and flushing methods shall be corrected at Contractor's expense. All systems shall be chemically cleaned prior to final fill and before any testing.

- After final cleaning and flush, water samples shall be taken and analyzed by an independent laboratory. Based on the results of this analysis, the system shall be treated with a permanent corrosion inhibitor and neutralizing agent. After treatment more samples shall be taken and analyzed. This process shall be repeated as many times as necessary until an acceptable laboratory report is received. A copy of all reports shall be delivered to the Engineers for review prior to final acceptance of system.
 - As a minimum, the following steps shall be accomplished during cleaning of the closed loop system. These steps are considered the minimum required and may be modified based on recommendations of the chemical treatment company during the submittal phase of the project.
 - All flushing shall be a bleed and feed operation. No fill and drain cleaning will be acceptable.
 - All piping to coils shall be piped together to prevent loop water from circulating through the coils during cleaning until system is completely cleaned, flushed, and final chemical treatment is added.
 - The closed loop system shall be initially flushed with potable water for a period of not less than 24 hours, but as long as necessary to remove all loose debris from the system.
 - After initial flushing and before chemical cleaning, any filters and/or solids separator shall be cleaned.
 - The initial chemical cleaning shall be accomplished with a chemical capable of dissolving and holding in suspension the loop scale, rust, oils, and other substances commonly found in piping systems. During this phase of the cleaning process the loop water temperature shall be raised and maintained at 140°F. Also during this phase of the cleaning process any filters and/or solids separator shall be checked and cleaned frequently. The frequency of filter and separator cleaning shall be field determined, based on the quantity of debris observed.
 - After circulating the initial chemicals for the period recommended by the chemical treatment company, the system shall be flushed with potable water to remove all chemical and debris.
 - If necessary a neutralizing agent shall be added to the system in accordance with the chemical treatment manufacturer's recommendations.
 - Steps 4, 5, & 6 shall be repeated as many times as necessary to insure complete system cleaning.
 - Immediately after all chemical cleaning is complete, the permanent water treatment shall be added. The permanent treatment shall be designed to prevent corrosion, inhibit rust, and prevent microbiological and bacterial growth in the closed loop system.
 - Where new piping is installed in an existing system the new piping shall be installed and configured to allow flushing and cleaning prior to incorporating into the new piping system. The contractor shall be responsible for providing temporary piping and pumping system to facilitate clean of new piping as outlined above.
- 3.12 PAINTING
- Contractor shall paint all exposed piping, both insulated and non-insulated that is installed under his contract.
 - Paint and label all piping or insulation around piping according to standard colors as indicated in Chapter 37 (PIPING SYSTEM IDENTIFICATION) of 2013 ASHRAE.FUNDAMENTALS. Submit proposed colors and markings to A/E for approval.
- 3.13 INSULATION
- Insulate all piping as specified in Section 23 07 00 of these specifications.
- 3.14 NAMEPLATES
- Provide nameplates for equipment, gages, thermometers, and valves. Minimum size of nameplates shall be 1.0 inch by 2.5 inches. Lettering shall be minimum of 0.25 inch high normal block style. Each inscription shall identify the function. Equipment nameplates shall show the following information.
 - Manufacturer, type, and model number
 - Capacity or size
 - System in which installed
 - System which is controlled

END OF SECTION 23 05 03

SECTION 23 05 23 - VALVES

PART 1 - GENERAL

1.1 DESCRIPTION

- The work under this section includes furnishing and installing all valves for the project. Provisions of this section apply to all mechanical specifications sections.

1.2 GENERAL REQUIREMENTS

- Isolation valves shall be installed in the inlet and outlet connection to each chiller, chilled water coil, pump, and at all other equipment. All valves used for isolation service shall be ball valve or butter-fly valves unless specifically noted otherwise.
- All valves shall be suitable for the service for which they are installed and shall be fitted with proper seats, discs, packing, lubricants, etc. All gate, globe and angle valves shall have back seats for repacking under pressure. All valves shall be installed with the stem horizontal or above. Each valve shall be individually pressure tested on shell and seat. All valves shall be designed for not less than 150 psig service minimum.
- Valves shall be Jenkins as specified hereinafter. Suppliers of comparable products are Crane, Kennedy, Walworth, Lunkenheimer, Milwaukee, Powell, Stockham, Nibco, and Hammond unless otherwise indicated.
- Valves for mechanical systems shall be of the same manufacturer except specialty items.

PART 2 - PRODUCTS

2.1 VALVES FOR WATER SERVICE (HVAC Systems)

- Gate Valves: (Utilized on Steam system only)
 - Valves 2" and smaller shall be screw pattern, bronze body, union bonnet, rising stem, solid wedge, 200 psi W.W.F., Jenkins Fig. 47-U.
 - Valves 2-1/2" and larger shall be flange pattern, iron body, O.S. & Y., composition disc, renewable bronze seat ring, 200 psi W.W.P., Jenkins Fig. 651-A.
 - Valves, solder end of copper tubing 3" and smaller, bronze body, screw in bonnet, rising stem, solid wedge, 200 psig W.W.P. Jenkins 1242.
- Gate Valves in water lines outside the building or underground shall be as follows and shall be installed with valve boxes.
- Valves 2 inches and smaller shall be Jenkins No. 1240 with operating nut.
- Valves 2-1/2 inches and larger shall be Jenkins No. 325 with 2 inch square operating nut.
- Valves 2 inches through 3 inches may, at the Contractor's option, be Jenkins No. 1240.
- Globe Valves:
 - Valves 2-1/2" and larger shall be flange pattern, iron body, O.S. & Y., composition disc, renewable bronze seat ring, 200 psi W.W.P., Jenkins Fig 142 globe.
 - Valves, solder end for cooper tubing 3" and smaller, bronze body, screw in bonnet, renewable composition disc, 200 psi W.W.P., Jenkins Fig. 1200 or 1202.
- Check Valves:
 - Valves 2" and smaller, shall be screw pattern, bronze body, 45 degree regrinding swing check, renewable seat, 200 psi W.W.P., Jenkins Fig 92-A.
 - Valves 2-1/2" and larger shall be flange pattern, iron body, bronze trim, regrind-renew disc and seat ring, 200 psi, W.W.P., Jenkins Fig. 624.
 - Valves, solder end for copper tubing 3" and smaller, bronze body, 45 degree regrinding bronze swing disc, 200 psi, W.W.P., Jenkins Fig. 1222.
- Hose End Valves:
 - Valves shall be Jenkins Fig. 372 bronze gate valves with standard garden hose threads and with caps and chains or shall be gate valve with hose adaptor.
- Butterfly Valves:
 - At the Contractor's option butterfly valves may be used for isolation service in HVAC chilled water, hot water, or condenser water lines that are 2-1/2" and larger. Butterfly valves used for isolation at items of equipment shall have lug type body, drilled and tapped, so equipment connection can be removed without removal of valve or draining of lines. Single valves used for both balancing and isolation generally will not be allowed. Butterfly valves shall not be installed so close to other equipment that the wide open disc will touch any part of the equipment.
 - Valves shall have cast iron bodies with bronze or ductile iron disc, stainless steel shaft and lock bolts, and shaft extension to clear 2-1/2" insulation minimum. The valve shall have a reinforced resilient line, non-collapsible and blow-out proof, or Buna or other suitable material, for the temperatures to be encountered and shall give bubble tight shutoff at not less than 175 psig working pressure. The valve shall be suitable for non-shock hydrostatic pressure test of 200 psig. The valves shall have 150 lbs. flanges or shall be for mounting between 150 lbs. flanges. Valves 2-1/2 through 6" shall have manual lever operators. Valves 8" and larger shall have enclosed gear operators. Valves shall be Jenkins 220 or 230 series. Suppliers of comparable products are Crane, Demco, Keystone, Mission, Muller, Norris, Powell and Centerline.

F. Silent Check Valves:

- Silent check valves shall be installed at each water pump. The valves shall be center guided, spring loaded, non slam low pressure drop type.
 - 2" and smaller, bronze body, screwed new, bronze trim, stainless steel spring, 200 psi W.W.P., Muller Steam Specialty Co. 203 BP.
 - 2-1/2 through 10", semi steel body, wafer type, bronze trim, stainless steel spring, 125 psi W.W.P., Muller 101-AP.
 - 12" and larger, semi steel body, globe type, bronze trim, stainless steel spring, 125 psi W.W.P., Muller 105-AP.
- Suppliers of Comparable Products: Williams-Hager, Milwaukee, Muller, Mission, APCO and Jenkins.

2.2 STOP AND WASTE VALVES

- Valves 2 inches and smaller shall be Grinnell No. E 2912 lever handle cocks, except valves in piping underground shall be E 2892 Tee handle.

2.3 BALANCING COCKS

- Cocks 1" size and smaller shall be bronze body, screw ends, angle or straightway union pattern, Sarco "Balance Master" suitable for tight shutoff and 200 psig W.W.P. or equal ball valve with memory stop by Apollo or NIBCO.
- Cocks 1-1/4" and larger shall be of the lubricated plug cock type, semi-steel., and suitable for a working pressure of 175 psig. The cocks shall be ACF Fig. R1430 screw pattern up through 2" size and shall be Fig. R-1431 flange pattern for sizes 2-1/2" and larger. Suppliers of comparable products are Nordstrom and Walworth.

2.4 BALANCING VALVES (Circuit Setters)

- Balancing valves 3" and smaller shall be bronze body, screw ends, Teflon seats, stainless steel ball with precision machined orifice, and urethane packing. Valve shall be provide with a Schrader valve connection on each side of orifice for meter connection. Pressure rated 175 psi continuous duty and temperature rated 250 degrees F continuous duty.
- Balancing valves 4" and larger shall be Semi Steel body, flange connection pattern, Teflon seats, stainless steel lubricated plug with precision machined orifice, and urethane packing. Valve shall be provide with a Schrader valve connection on each side of orifice for meter connection. Pressure rated 175 psi continuous duty and temperature rated 250 degrees F continuous duty.
- Contractor shall provide one calibrated read out to Owner for future use with balancing valves.
- Balancing valves shall be TACO Circuit Setter, GERAND Indicator ball valve, or approved equal.

2.5 BALL VALVES

- Valves 2" and smaller shall be screw pattern, bronze body, 600 lb. WOG, Watts No. B-6000.
 - Valves above grade shall be provided with standard lever handle, Durafill seats, and hardened chrome plated ball. Valves on insulated lines shall be provide with valve handle extension of sufficient length to allow handle operation above outer layer of insulation.
 - Valves below grade shall be located in valve boxes and shall be provided with T-handle operator, stainless steel ball and stem, and mineral filled TFE seats and seals. Valves on insulated lines shall be provided with valve handle extension of sufficient length to allow handle operation above outer layer of insulation.
- Valves 2-1/2" and larger shall be flanged pattern, Semi Steel body, 600 lb. WOG, Watts No. B-6000.
 - Valves above grade shall be provided with standard lever handle, Durafill seats, and hardened chrome plated ball. Valves on insulated lines shall be provide with valve handle extension of sufficient length to allow handle operation above outer layer of insulation.
 - Valves below grade shall be located in valve boxes and shall be provided with T-handle operator, stainless steel ball and stem, and mineral filled TFE seats and seals. Valves on insulated lines shall be provided with valve handle extension of sufficient length to allow handle operation above outer layer of insulation.
- Suppliers of comparable products are Nibco, Smith, Apollo, Clayton, and Gemini.

PART 3 - EXECUTION

- ALL VALVES shall be installed as recommended by valve manufacturer.

- ADEQUATE PRECAUTIONS shall be taken to protect sweat or weld valves during the sweating or welding process.

- GATE VALVES shall not be used for isolation service on hot water or chilled water systems only full ported ball valves shall be used on these systems. All system isolation valves shall be either full ported ball valves or positive shutoff butterfly valves depending on pipe size.

END OF SECTION 23 05 23

SECTION 23 05 48 - VIBRATION ISOLATION AND SEISMIC RESTRAINT

PART 1 - GENERAL

1.1 DESCRIPTION

- The work in this section consists of furnishing engineering and materials necessary for vibration isolation and seismic restraints for equipment contained herein for the project.
- All mechanical equipment 3/4 HP and over listed in the Vibration Isolation / Seismic schedule shall be mounted on vibration isolators to prevent the transmission of objectionable vibration and vibration induced sound to the building structure.
 - All isolation materials, flexible connectors and seismic restraints shall be of the same manufacturer and shall be selected and certified using published or factory certified data. Any variance or non-compliance with these specification requirements shall be corrected by the contractor in an approved manner at no cost to the Owner.
 - The contractor and manufacturer of the isolation and seismic equipment shall refer to the isolator and seismic restraint schedule that lists isolator types, isolator deflections and seismic restraint type. Vibration isolators shall be selected in accordance with the equipment, pipe or duct weight distribution so as to produce reasonably uniform deflections.
- Install full line size flexible pipe connectors at the inlet and outlet of each pump, cooling tower, condenser, chiller, coiling connections and where shown on the drawings. All connectors shall be suitable for use at the temperature, pressure, and service encountered at the point of installation and operation. End fitting connectors shall conform to the pipe fitting schedule. Control rods or protective braid must be used to limit elongation to 3/8". Flexible connectors shall not be required for suspended in-line pumps.
- Unless otherwise specified, all mechanical, and plumbing equipment, pipe, and duct shall be restrained to resist seismic forces. Restraints shall maintain equipment, piping, and duct work in a captive position. Restraint devices shall be designed and selected to meet the seismic requirements as defined in the latest issue of the IBC or local jurisdiction building code.


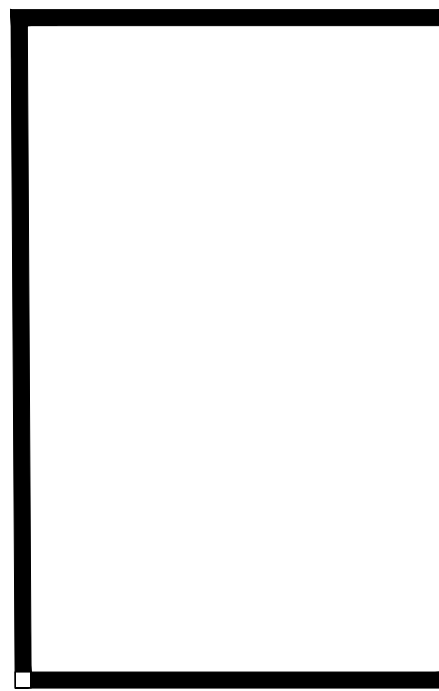
1.2 SEISMIC RESTRAINT SHALL NOT BE REQUIRED FOR THE FOLLOWING:

- Hanging, wall mounted, and flexibly supported mechanical, plumbing and components that weigh 20 pounds (89 N) or less, where $I_p = 1.0$ and flexible connections are provided between the components and associated duct work, piping and conduit.
- Piping supported by individual clevis hangers where the distance, as measured from the top of the pipe to the supporting structure, is less than 12 inches (305mm) for the entire pipe run and the pipe can accommodate the expected deflections. Trapeze or double rod hangers where the distance from the top of the trapeze or support to the structure is less than 12 inches for the entire run. Hanger rods shall not be constructed in a manner that would subject the rod to bending moments (swivel, eye bolt, or vibration isolation hanger connection to structure).
- High deformability piping (steel, copper, aluminum with welded, brazed, grooved, or screwed connections) designated as having an $I_p = 1.5$ and a nominal pipe size of 1 inch (25 mm) or less where provisions are made to protect the piping from impact or to avoid the impact of larger piping or other mechanical equipment. Note, any combination of piping supported on a trapeze where the total weight exceeds 10 lb/ft. must be braced.
- High deformability piping (steel, copper, aluminum with welded, brazed, grooved, or screwed connections) and limited deformability piping (cast iron, FRP, PVC) designated with an $I_p = 1.0$ and a nominal pipe size of 1 inch and less in the mechanical equipment room, or 2" and less outside the mechanical equipment room.
- PVC or other plastic or fiberglass vent piping.
- HVAC ducts suspended from hangers that are 12 inches (305 mm) or less in length from the top of the duct to the supporting structure and the hangers are detailed to avoid significant bending of the hangers and their connections. Duct must be positively attached to hanger with minimum #10 screws within 2" from the top of the duct.
- HVAC duct with an $I_p = 1.5$ that have a cross-section area less than 4 square feet. HVAC ducts with an $I_p = 1.0$ that have a cross sectional area of less than 8 square feet (0.577 m²).
- Equipment items installed in-line with the duct system (e.g. fans, heat exchangers and humidifiers) with an operating weight less than 76 pounds (334 N). Equipment must be rigidly attached to duct at inlet and outlet.

REVISIONS		
No.	Date	Description

Job Number : 92028 03
 Designed : DPD
 Plot Date : 1/30/2020
 Drawn : DPD
 Approved By : PPC

Columbia Office
 2330 Mah St.
 Columbia, South Carolina 29201
 Phone: (803) 765-9421

FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA
 MECHANICAL SPECIFICATIONS

Sheet No.	M302
Project No.	92028.03
of 11	

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3 MANUFACTURER'S RESPONSIBILITIES: Manufacturer of vibration and seismic control products shall have the following responsibilities:

- A. Determine vibration isolation and seismic restraint sizes and locations.
B. Provide piping, ductwork and equipment isolation systems and seismic restraints as scheduled or specified.
C. Provide installation instructions and shop drawings for all materials supplied under this section of the specifications.
D. Provide calculations to determine restraint loads resulting from seismic forces presented in local building code or IBC, Chapter 16 latest edition.
E. Seismic restraint load ratings must be certified and substantiated by testing or calculations under direct control of a registered professional engineer.
F. Calculations and restraint device submittal drawings shall specify anchor bolt type, embedment, concrete compressive strength, minimum spacing between anchors, and minimum distances of anchors from concrete edges.

1.4 QUALITY CONTROL

- A. The isolators and seismic restraint systems listed herein are as manufactured by Amber / Booth, Mason Industries, Kinetics, or approved equals which meet all the requirements of the specifications, are acceptable.
B. Steel components shall be cleaned and painted with industrial enamel. All nuts, bolts and washers shall be zinc-electroplated.
C. All isolators, bases and seismic restraints exposed to the weather shall utilize cadmium-plated, epoxy coat or PVC coated springs and hot dipped galvanized steel components.
D. All isolators, bases and seismic restraints exposed to the weather shall utilize cadmium-plated, epoxy coat or PVC coated springs and hot dipped galvanized steel components.

1.5 SUBMITTALS

- A. Submit shop drawings of all isolators, seismic restraints and calculations provided.
B. The manufacturer of vibration isolation products shall submit the following data for each piece of isolated equipment: clearly identified equipment tag, quantity and size of vibration isolators and seismic restraints for each piece of rotating isolated equipment.
C. Provide shop drawings indicating location of all specification SC cable restraints (section 2.3.2) required for pipe and ductwork.
D. Mechanical, electrical and plumbing equipment manufacturers shall provide certification that their equipment is capable of resisting expected seismic loads without failure.

PART 2 - PRODUCTS

2.1 VIBRATION ISOLATORS

- A. Specification W: a pad type mounting consisting of two layers of ribbed elastomeric pads with a 1/2" poro-elastic vibration absorptive material bonded between them.
B. Specification A: an elastomeric mounting having a steel baseplate with mounting holes and a threaded insert at the top of the mounting for attaching equipment.
C. Specification B: an adjustable, freestanding, open spring mounting with combination leveling and equipment fastening bolt.
D. Specification C: a unitized adjustable, stable open spring isolator with a seismic restraint housing which serves as a blocking device during equipment installation.
E. Specification D: an elastomeric hanger consisting of a rectangular steel box capable of 200% minimum overload without visible deformation.
F. Specification E: a combination spring and elastomeric hanger consisting of a rectangular steel box capable of 200% minimum overload without visible deformation.
G. Specification F: a set (two or more) of spring thrust resisting assemblies, which consist of coil springs, spring retainer, isolation washer, angle mounting brackets, and elastomeric tubing for isolating thrust resister rod from fan discharge.
H. Specification SB: a unitized adjustable open spring isolator and a welded steel housing designed to resist seismic forces in all directions.

2.2 BASES

- A. Specification G: a welded integral structural steel fan and motor base with NEMA standard motor slide rails and holes drilled to receive the fan and motor slide rails.
B. Specification H: a welded WF (main member) structural steel base for increasing rigidity of equipment mounted thereon or for unitizing belt driven fans.
C. Specification J: a concrete inertia base consisting of perimeter structural steel concrete pouring form (CPF), reinforcing bars welded in place, bolting templates with anchor bolts and height-saving brackets for side mounting of the isolators.

2.3 SEISMIC RESTRAINTS

- A. Specification SL: a restraint assembly for floor mounted equipment consisting of welded steel interlocking assemblies welded or bolted securely to the equipment or the equipment bases and to the supporting structure.
B. Specification SC: a restraint assembly for suspended equipment, piping or ductwork consisting of high strength galvanized steel aircraft cable.
C. Specification L: Steam and Condensate Service.
1. For flanged connection - a metal hose connector constructed of stainless steel hose and braid with carbon steel plate flanges.

2.4 FLEXIBLE PIPE CONNECTIONS

- A. Specification K: Water Service: For flanged connection - a double sphere arch rubber expansion joint constructed of molded reinforced neoprene with integral steel floating flanges, and designed to be suitable for pressures up to 225 PSI (4 to 1 safety factor) and temperatures up to 225 degrees F.
1. Water Service: For threaded type - A double spherical rubber hose connector, minimum 8" long, constructed of molded neoprene, nylon cord reinforced, with female pipe unions each end.
B. Specification L: Steam and Condensate Service.
1. For flanged connection - a metal hose connector constructed of stainless steel hose and braid with carbon steel plate flanges.

PART 3 - EXECUTION

- 3.1 ISOLATOR AND SEISMIC RESTRAINTS shall be installed as recommended by the manufacturer.
3.2 PIPING ISOLATION
A. Horizontal Pipe Isolation: all HVAC pumped water, steam, pumped condensate, glycol, and refrigerant piping size 1 1/4" and larger connected to isolated equipment shall be isolated for the first 3 support locations from externally isolated equipment with specification E hangers or specification SB or SX floor mounts with the same deflection as equipment isolators (max 2").
3.3 DUCT ISOLATION
A. Isolate all duct work with a static pressure 2" W.C. and over in equipment rooms and to minimum of 50 feet from the fan or air handler.
3.4 INSTALLATION
A. Comply with manufacturer's instructions for the installation and load application of vibration isolation materials and products.

3.5 APPLICATION OF SEISMIC RESTRAINTS

- A. Isolated Equipment
1. All floor mounted isolated equipment shall be protected with type SB or type C unitized isolator and restraint or with separate type SL restraints (minimum of 4) in conjunction with type B isolators.
B. Rigidly Mounted Equipment
1. Floor mounted equipment shall be protected by properly sized anchor bolts with elastomeric grommets provided by the isolation manufacturer.
3.6 PIPING
A. All piping shall be protected in all planes by type SC restraints, designed to accommodate thermal movement as well as restrain seismic motion.
B. Where riser pipes pass through cored holes, core diameters to be a maximum of 2" larger than pipe O.D. including insulation.

3.7 DUCTWORK

- A. Duct work 6 square feet and larger in cross sectional area shall be protected in all planes by type SC restraints.
B. Duct work 6 square feet and larger in cross sectional area shall be protected in all planes by type SC restraints. Locations shall be determined by the isolator supplier and shall include, but not be limited to: (1) at equipment connections as required to protect the connections. (2) at all duct runs and duct run ends (transverse bracing and longitudinal bracing not to exceed spacing specified in Amber/Booth design criteria, or SMACNA guidelines).

EQUIPMENT ISOLATION AND SEISMIC SCHEDULE PROJECT SEISMIC FACTORS

Ss = 0.2 Fa = UNKNOWN
If Fa is unknown use the greater value of either Site Class D or E
Zip Code 29425

Table with 5 columns: EQUIPMENT TAG, COMPONENT, ISOLATION SPEC., SEISMIC REST. SPEC., ISOLATION DEFL. Rows include AIR HANDLING UNITS FANS, INLINE FANS, WALL MT. FANS, UTILITY SETS (FLOOR), EQUIPMENT TAG, ROOF EXH. FANS, CHILLERS, BOILERS (UPPER FLOORS), PUMPS (ON GRADE) < 7.5 HP, PUMPS (ON GRADE) >= 7.5 HP, INLINE PUMPS, AIR SEPARATORS & EXP. TANKS, COOLING TOWERS (ROOF).

NOTES
1. Anchor bolts for non-isolated and internally isolated equipment shall be sized by the seismic restraint supplier.
2. Roof curbs provided by others must be certified by a professional engineer for the required seismic loads.
3. All Life Safety equipment, and all equipment in Seismic Use Group III buildings shall have Ip = 1.5

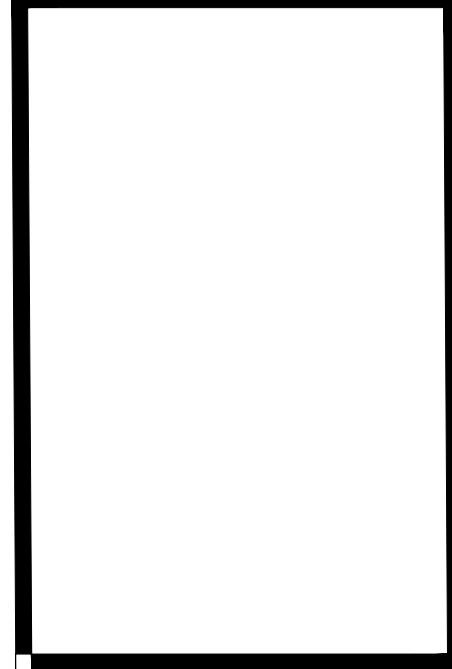
CROSS REFERENCE

Table with 2 columns: SPEC TYPE A/B, MODEL DESCRIPTION. Rows include SPNR-E PADS, RVD RUBBER FLOOR MT., SW OPEN SPRING; FLOOR MT., CTERRESTRAINED BASE MT., BRD RUBBER HANGING, BSRA COMBINATION RUBBER & SPRING HANGING, TRK THRUST RESTRAINT, SFB STEEL FAN BASE, WF STEEL BASE, CPF CONCRETE INERTIA BASE, ER SNUBBER, SWSR SEISMIC FLOOR MT., LRC SEISMIC CABLE KIT, CTER SEISMIC BASE MT., RTIR ISOLATION RAIL, RTIC-ER SEISMIC ISOLATED CURB, TYPE 2800 FLEX CONNECTOR, TYPE SS-FP OR SS-FW FLEX CONNECTOR, AG PIPE GUIDE, AG PIPE ANCHOR.

Table with 3 columns: No., Date, Description. Header: REVISIONS.

Job Number : 92028.03
Designed : DPD
Plot Date : 1/30/2020
Drawn : DPD
Approved By : PPC

Mechanical Engineering Consulting Associates, Inc. MECA logo. Address: Columbia Office, 2330 Mah. St., Columbia, South Carolina 29201. Phone: (803) 765-9421.



Professional Engineer Seal for Philip P. Clayton, No. 043578, State of Georgia. Date: 1/30/2020.

Vertical text: FAA - CHILLER REPLACEMENT, ATLANTA, GEORGIA, MECHANICAL SPECIFICATIONS.

Sheet No. M303
Project No. 92028.03
of 11

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SECTION 23 05 93 - BALANCING, ADJUSTING, AND TESTS
PART 1 - GENERAL

- 1.1 SCOPE
 - A. Work in this section includes the adjusting and balancing of all heating, air conditioning, and ventilating and hydronic systems. The results of all tests, adjustments, and balancing shall be submitted to the Architect for approval.
 - B. Provide all labor, supervision, tools, equipment, instruments, additional materials, report forms, etc. as required to complete an accurate balance of the system.
 - C. Belts, drives, impellers, and motors shall be adjusted and/or changed as required to obtain the required air and water quantities against the developed system pressure.
 - D. The building water distribution system is to be balanced to provide the flow rates shown on drawings. System water balance is to be accompanied with certified test forms as to obtained air quantities. Water temperature readings across equipment shall be provided where appropriate.
 - E. Mechanical Contractor shall furnish competent personnel and necessary testing instruments and equipment to check, test, operate, and adjust all mechanical equipment and systems as installed. Tests shall be as required to ensure that all equipment is operating in accordance with manufacturer's recommendations, and requirements of this specification. Tests shall be of sufficient duration to prove adequacy and satisfactory performances of all items of equipment.
 - F. Mechanical contractor shall supply upon request without additional charge, instrumentation and personnel to spot check system balance in presence of Engineers and Owner.
 - G. All tests, balancing, and adjusting shall be performed as many times as required to prove project requirements have been met.
 - H. Control Contractor shall adjust and set all thermostats, program clock, and other control items of equipment as required. Contractor shall submit to the Architect and Engineers record copies of Control Contractor's certification that all specified control items of equipment have been installed, calibrated, and are operating properly.

- 1.2 QUALITY CONTROL
 - A. All testing and balancing work shall be performed in complete accordance with AABC Standards for Field Measurements and Instrumentation, by an Engineer approved independent balance and test firm.
 - B. All work shall be under the direct supervision of a professional who is qualified for testing and balancing the hydronic and air performance of heating, air conditioning, and ventilation systems and has a minimum five years experience in the field.
 - C. Testing and balancing instruments shall have been calibrated within a period of six months prior to use in this work. Instruments used shall be of high quality and as recommended by AABC for the particular application.

- 1.3 SUBMITTALS
 - A. Before starting field work, submit for approval forms, data sheets, a list of instruments and procedures.
 - B. Prior to acceptance of the system by the Owner, submit for approval a written report in triplicate. The reports shall be complete showing all quantities, velocities, pressure drops, and sizes.

- PART 2 - PRODUCTS
 - 2.1 Provide all materials, test equipment and instruments required for the tests.
 - 2.2 Belts, drives, impellers and motors shall be as specified in other sections of this specification for the equipment being adjusted.

- PART 3 - EXECUTION
 - 3.1 ADJUSTMENTS
 - A. Thoroughly clean, flush, fill and test all systems as specifically recommended by the various equipment manufacturers and as required. Check all safety relief valves, high limit controls, freeze protection controls, and all other safety devices to determine if they are functioning properly.
 - B. Mechanical systems are intended to operate without objectionable noise and vibration. Make all reasonable adjustments to the installed materials and equipment to remove abnormal noise and vibration. Report, in writing, any condition that such adjustments do not correct.

- 3.2 TESTING AND BALANCING
 - A. Balance and test Contractor shall provide personnel and instrumentation to adjust, balance, record, and submit not less than two test results (including final test) for each of the following:
 - 1. Refrigeration machines
 - a. Each unit shall be checked and adjusted for maximum efficiency and proper operation in accordance with the design requirements.
 - 1. The following items shall be checked with the machine operating at 10%, 30%, 50%, 75%, and 100% of rated full load capacity.
 - 2. Chilled water temperature, entering and leaving unit
 - 3. Refrigerant condensing temperature and pressure
 - 4. Refrigerant suction temperature and pressure
 - 5. Outside air temperature and db and wb
 - 6. Condenser water temperature entering and leaving unit
 - 7. Condenser water flow rate
 - 8. Amperage to the compressor motor, rated and actual operating
 - B. Submit record copies of all testing and balancing reports to the Architect and Engineers.
 - C. Test results shall be presented on approved forms. Submit three (3) copies of these reports to the Owner for approval prior to final building acceptance.

- END OF SECTION 23 05 93

SECTION 23 07 00 - INSULATION OF MECHANICAL SYSTEMS
PART 1 - GENERAL

- 1.1 GENERAL REQUIREMENTS
 - A. Trained personnel regularly engaged in the installation of insulation and approved by the insulation manufacturer shall install the insulation in a neat and professional manner.
 - B. Except where specifically specified otherwise, all insulation, adhesives, coverings and coatings shall be applied in strict accordance with its respective manufacturer's recommendations.
 - C. No wheat paste or organic materials that breed or sustain mold shall be used in conjunction with the insulation work.
 - D. The Contractor shall verify that all tests and inspections of the work to be insulated have been completed and approved before the insulation is applied.
 - E. Adequate provisions shall be made to protect the premises, equipment, and the work of other trades against all droppings, adhesives and coatings used in the installation.
 - F. Pipe unions, strainers and flanges on hot lines shall not be insulated; starting and stopping points for the insulation on hot lines shall be 1 inch on either side and shall be neatly tapered and tightly sealed. Cold lines subject to sweating shall be insulated throughout, including unions, flanges and strainers.
 - G. Ample provisions shall be made at hanger and support points to prevent the compression of insulation beyond that recommended by the insulation manufacturer for the application.
 - H. All insulation shall have a composite insulation, jacket, binders, and adhesives fire and smoke hazard rating as tested by procedure ASTM E84, NFPA 255, and UL 723, not exceeding the following values and shall be so listed by UL:
 - Flame Spread 25
 - Smoke Developed 50
 - I. All accessories, including but not limited to, adhesives, mastics, tapes, shall have the same component ratings. All materials shall be labeled indicating compliance with the above requirements. All treatments used to obtain the required ratings shall be permanent; water-soluble treatments will not be acceptable. Flexible elastomeric insulation with smoke developed exceeding 50 is prohibited in ceiling plenums, return air plenums, or ductwork.

- 1.2 SUBMITTALS
 - A. Submit shop drawings and data to prove complete compliance with these specifications on all products and methods of installation.

- 1.3 SCOPE
 - A. Includes but not limited to insulation of the following items:
 - 1. All chilled water and return chilled water piping along with associated valves and fittings.
 - 2. Cold Equipment.
- PART 2 - PRODUCTS
 - 2.1 APPROVED PRODUCTS
 - A. The mastics, adhesives, and any other product used with the insulation shall be compatible with, and approved by, the insulation manufacturer.
 - B. The insulation shall be as specified in each section. Suppliers of comparable products: Arabol, Armstrong, Benjamin-Foster, Forty-Eight Insulations, Insul-Coustics, Koppers.Owens-Corning, Vimasco, and Webers
 - 2.2 COLD PIPING: (Water Above Floor)
 - A. This specification applies to all cold piping including, but not limited to the following:
 - 1. Chilled Water Piping
 - 2. Drain Piping subject to receiving cold drainage water, including drain body to a point where other drains tie in.
 - B. Insulation R values shall in all cases meet or exceed the requirements of ASHRAE 90.1. The thickness of insulation shall be not less than the following:

Pipe Size	Maximum K Value	Insulation
	BTU-in.)/(h-ft3-F	Thickness
All	0.27	2"

- C. The piping shall be insulated with preformed, sectional cellular glass pipe covering with factory applied vapor barrier jacket with self-sealing lap except at hanger points. The insulation shall have a maximum k value of .24 (BTU-in.)/(h-ft3-F) at 75°F mean temperature.) The jacket shall have a water vapor permeance of .02 perms (ASTM E96) and shall have resistance to puncture of not less than 50 units per ASTM D781.
- D. Chilled water exposed above grade shall be insulated with fiberglass sectional pipe covering, covered with two layers of pre-sized glass cloth and waterproof mastic and finished with a 0.016" thick corrugated aluminum jacket and sealed to prevent entry of water into the insulation. Insulation shall be applied over the electric heating tape. Mastics and all other products associated with the insulation shall be compatible with the electric heating cable.
- E. Insulation shall be equal to Owens-Corning ASJ/SSL-II.

- PART 3 - EXECUTION
 - 3.1 GENERAL
 - A. Install all insulation in strict accordance with the manufacturer's recommendations, using approved type laggings, adhesives, mastics, and other materials as applicable.

- 3.2 LOOP WATER PIPING
 - A. All exterior piping shall be traced with electrical heat tracing for freeze protection prior to insulation.
 - B. Water piping exposed above grade shall be insulated with fiberglass sectional pipe covering, covered with two layers of pre-sized glass cloth and waterproof mastic and finished with a 0.016" thick corrugated aluminum jacket and sealed to prevent entry of water into the insulation. Insulation shall be applied over the electric heating tape. Mastics, etc. shall be compatible with the electric heating cable. Pressure sensitive taped joints and seams will not be accepted.
 - C. Insulation shall be applied to the pipe with all sides and end joints butted firmly. Seal off ends of insulation with white vapor barrier mastic at each fitting and at 21' intervals on continuous runs. The longitudinal joints shall be sealed with the self-sealing lap strip then reinforced with fiberglass cloth and mastic. The traverse joints shall be sealed with factory furnished 3" wide vapor barrier type pre-size glass cloth tape and mastic. Pressure sensitive taped joints will not be accepted.
 - D. At each hanger point on cold lines or combination cold and hot lines, a full length section of cellular glass insulation with factory applied fire retardant vapor-proof jacket shall be provided to completely encompass the pipe and form a traverse vapor seal and to provide a firm point for the hanger. All surfaces of the piping and inside surfaces of the insulation and all joints in the insulation shall be coated thoroughly with I-C 405 mastic in a jacket shall be sealed with I-C 215 lap cement. End joints shall be sealed to the fiberglass insulation with factory furnished glass fabric tape and mastic. Where aluminum outer jackets are installed aluminum bands shall be provided over the edges of the joint sealer strips no greater than 12" on center.
 - E. Fittings, valves, etc. shall be covered with oversized fiberglass insulation or molded or altered fiberglass insulation of the same thickness of adjacent pipe covering, field fabricated to fit piping and wired in place with stainless steel wire, and coated with a smoothing coat of white insulating cement. After the cement is dry, apply a heavy coat of white vapor barrier mastic, apply glass fiber fitting tape overlapping the preceding lay and adjoining pipe covering 2", apply a final finishing coat of white vapor proof mastic worked into the tape and worked to a smooth finish.
 - F. Suitable provisions shall be made for expansion and contraction without damaging the insulation.

- 3.3 ALL COLD EQUIPMENT
 - A. Insulate all equipment not indicated elsewhere to be insulated, which shall include but not be limited to the following:
 - 1. Chilled water pumps
 - 2. Air separator tank on chilled water systems
 - 3. Expansion tank on chilled water systems
 - 4. Exposed ends of cooling coils not in a casing.
 - B. All equipment located in return air stream of air handling units or open to ceiling plenums shall be insulated with cellular glass blocks of not less than 2" thickness. All surfaces of the equipment and inside surfaces of the insulation shall be thoroughly coated with Insul-Coustics 405 mastic in a manner so that all voids are filled. The insulation shall be held securely in place with stainless steel wire or straps, and covered with stretched glass membrane with a tack coat of mastic. The insulation shall be finished with a coating not less than 1/2" thick of Weber's "Quik-Set" finishing cement trowelled to a smooth finish over 1 inch hexagonal wire mesh.
 - C. The insulation on all pumps located outside of the return air stream shall be of cellular glass, field formed into "boxes" or contoured to fit the pump. The insulation shall be sectionalized to permit easy removal of the insulation for maintenance and then re-installation. Each section shall be removable without destruction of the section removed or adjacent sections. Joints between sections shall be sealed with mastic to be vapor proof. The cement finish coating shall not be continuous over the joints. The sections shall be held together and to the pump by flange connections or by reusable stainless steel straps.
 - D. Equipment other than pumps, located outside of any return air stream and sealed off from any ceiling plenums: The equipment shall be insulated with 1" thick flexible, elastomeric thermal insulation applied in accordance with the manufacturer's recommendations and covered with two coats of Armaflex Finish. The insulation shall be FR/Armaflex by Armstrong.

- 3.4 EXTERIOR ABOVE GRADE CHILLED WATER PIPING
 - A. Preparation
 - 1. Tests of the piping system shall be completed prior to insulation application.
 - 2. All piping shall be cleaned of foreign substances and free of surface moisture prior to insulation application.
 - B. Installation above grade
 - 1. This portion of the installation procedure is applicable only for piping located aboveground. Application of the insulation shall be as specified above.
 - 2. Aluminum jacketing shall be applied with all laps positioned to shed water. All laps shall be a minimum of 2". Aluminum jacketing shall be secured using bands and seals as specified. Bank spacing shall be two bands equally spaced per section of insulation.
 - 3. Fittings shall be insulated in a manner similar to that for piping.
 - 4. For mastic finish is specified, consult Pittsburgh Corning mastic product data sheet for recommended application procedures.

END OF SECTION 23 07 00

SECTION 23 09 00 - CONTROLS
PART 1 - GENERAL

- 1.1 SCOPE
 - A. The new chillers will operate using the controls supplied with the equipment and interface with the existing building automation system.
 - B. All control points shall be direct digital automatic temperature and energy management controls as specified below. All approved devices shall be compatible with and be capable of total integration with the existing building EMS.
 - C. All control wiring shall conform to Electrical Section of these specifications, National Electrical Code, and unit manufacturer's recommendations.
 - D. New controls shall be compatible with existing Host Computer system and all points added as a part of this project shall be added to the Computer's database along with new graphic displays for all new systems and equipment. All adjustable set-points and monitored points shall also be available at the Host Computer. Provide all necessary hardware and software required.
- 1.2 GUARANTEE
 - A. After completion of the installation, the Contractor shall adjust all sensors, control valves, motors and other equipment provided under this contract with trained personnel in the direct employ of the manufacturer. He shall place them in complete operating condition subject to the approval of the Owner and instruct the operating personnel in the proper use of the equipment.
 - B. The control system as specified herein shall be guaranteed free from defects in workmanship and materials under normal use and service for a period of one year from date of acceptance by the Owner. Any equipment proven to be defective in workmanship or materials during the guarantee period shall be adjusted, repaired, or replaced by the Controls manufacturer at no charge to the Owner.

- 1.3 OPERATING AND MAINTENANCE INSTRUCTIONS.
 - A. Three bound and indexed Operating and Maintenance Manuals shall be prepared and submitted.
 - B. Each manual shall contain the following information, data and drawings:
 - 1. List of contents. Insert under front cover.
 - 2. Copy of approved submittals, shop drawings and control diagrams.
 - 3. Installation, operating and maintenance instructions for each item of equipment.
 - 4. Manufacturer's list of renewal parts for each item of equipment with recommended stock items and quantities indicated.

- 1.4 QUALITY ASSURANCE.
 - A. Materials and equipment shall be the cataloged products of Controls Manufacturer.
 - B. Install system using competent workmen who are fully trained in the installation of proper operation of the Facilities Management and Control System.
 - C. Single source responsibility of supplier shall be the complete installation and proper operation of the FMCS and shall include debugging and proper calibration of each component in the entire system.
 - D. Factory Quality Certification:
 - 1. The manufacturer of the Facilities Management and Control System shall provide documentation supporting compliance with ISO-9001 (Model for Quality Assurance in Design/Development, Production, Installation and Servicing). The intent of this specification requirement is to assure that the products from the Temperature Control System Manufacturer are delivered through a Quality System and Framework that will assure consistent quality in the products delivered for this project.
 - 2. Product literature provided by the Facilities Management and Control System Manufacturer shall contain the ISO-9001 Certification Mark from the applicable registrar.

- 1.5 SUBMITTALS
 - A. Before installation of controls, submit copies of complete submittal data, including equipment specifications, control diagrams, schematic diagrams, internal connections, and sequence of operation to the Architect for approval. Diagrams shall show all instruments, devices, tubing, etc. Set points and actions of instruments, operating ranges, and normal position of controlled devices shall be indicated. Operating sequence describing each system shall appear on the same drawing as the system's control diagram.
 - B. Wiring diagrams shall show conduit and wire sizes, transformers, fuses, and correct schematic diagrams for each motor starter and magnetic contactor. Diagram shall be coordinated with the equipment manufacturers involved and shall show the terminal designations for all connections to the equipment and the manufacturer's approval obtained.
 - C. Control submittal shall include a list of all graphic screens to be provided. Include in the submittal a flow chart of how the graphics will be interlinked. A schematic of each graphic shall be provided with all display data clearly identified.
 - D. Upon completion of the work, provide a complete set of drawings and application software on magnetic floppy disk media. Drawings shall be provided as AutoCAD compatible files.

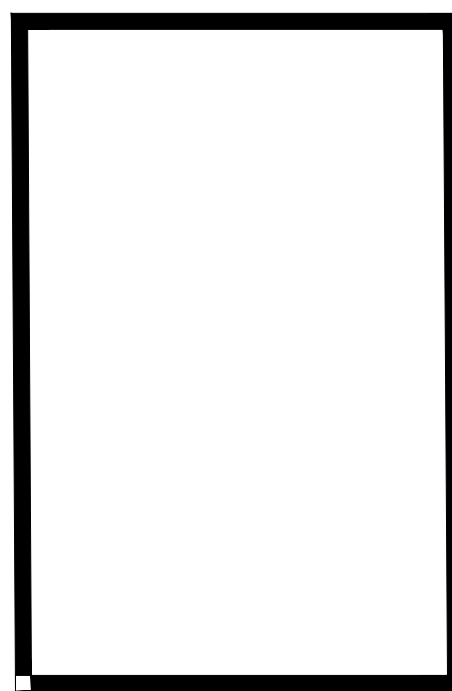
- PART 2 - PRODUCTS
 - 2.1 ELECTRICAL WIRING
 - A. All electrical wiring, both control and interlock, shall be provided under this section of the specifications unless specifically indicated otherwise hereinafter or under the Electrical Section of the specifications.
 - B. Under this section of the specifications, control and interlock circuits required to enter a motor control center shall be extended to a junction box in the immediate vicinity of the motor control center. Each circuit shall be provided with a minimum of 15 feet of properly tagged wire for extension to and termination in the Motor Control center under the Electrical Section of this specification. The control manufacturer shall coordinate the wiring with the electrical equipment furnished and shall be responsible for proper terminations.
 - C. Unless otherwise indicated, the control power for each system shall be taken from the 115 volt circuit at each panel, with a control voltage transformer, circuit breaker, and disconnect switch.
 - D. Refer to the Electrical Section of the specifications regarding motor starters. Only one source of power will be allowed in a starter enclosure, unless specifically noted otherwise, and relays will be used to control starter coils; however, interlock circuits may be run through auxiliary contacts of starters without additional relays unless same are required by the control functions.
 - E. All wiring shall be run in galvanized or sherardized rigid electrical conduit or E.M.T. where allowed under the electrical section of the specifications and shall be concealed in finished areas and occupied spaces. All conduit shall be attached to ceiling or walls, attachment to or suspension from other equipment will not be permitted. If routing of conduit is questionable, verify routing with Engineers before proceeding with installation. NO PLENUM RATED CABLE WILL BE ALLOWED ON THIS PROJECT.
 - F. Unless specifically indicated elsewhere, all power wiring from the breaker panel to all control devices including but not limited to control panels, valves, thermostats, dampers, flow switches, control dampers, and other devices requiring power for a complete and operating system shall be provided under this Section of the work.

- G. CONDUCTORS
 - 1. 50 to 600 volts:
 - a. Use solid copper, 75 C type THW, THWN or XHHW for conductors No. 10 AWG and smaller unless otherwise indicated on the drawings, required by the National Electrical Code, or specified elsewhere. Where fixtures are used as raceway use 90 C type THHN or XHHN conductors.
 - b. Use No. 12 AWG stranded type THHN/THWN for control conductors on 120 volt control wiring systems unless indicated otherwise on the drawings.
 - c. Splices and taps (No. 10 AWG and smaller) - Connectors for solid conductors shall be solderless, screw-on, spring pressure cabled type, 600 volt, 105 degrees C with integral insulation and UL approved for aluminum and copper conductors. Use crimp-on type connectors with integral insulating cover on stranded conductors.
 - d. Electrical insulating tape shall be 600 volt, flame retardant, cold and weather resistant, minimally .85 mil thick plastic vinyl material; Scotch No. 88, Tomic No. 85, Permacel No. 295.
 - Below 50 volts:
 - a. Minimum size for individual conductors is AWG No. 18. Minimum conductor sizes for multiconductor cables is AWG No. 22. Low voltage conductors are allowed to be run in above ceiling space and in walls except where space is defined as a plenum such as above furred ceilings. In plenums, (including mechanical rooms) conductors shall be run in raceway per NEC Article 300-22 or shall be covered with Teflon FEP insulation approved for plenum applications. All other wiring (e.g., wiring run outside or exposed) shall be run in conduit.
 - b. Taps and Joints: Mechanically and electrically sound.
 - c. Color Code: All low voltage control conductors shall be color coded by factory.
 - d. Conductor Insulation: "TFFN", unless noted otherwise.
 - e. Manufacturers: Some approved manufacturers are Anaconda, Belden, Brand Rex, Continental, General Cable, Phelps Dodge, Simplex and Triangle.
- H. CONTROL VOLTAGE
 - 1. 120 volt or less control is required and may be accomplished either by individual control transformers or use of internal panel transformer where available. Where panel transformers are utilized, circuits shall be increased as necessary. In either, fuses shall be provided in each ungrounded primary leg.

REVISIONS		
No.	Date	Description

Job Number : 92028.03
 Designed : DFD
 Plot Date : 1/30/2020
 Drawn : DFD
 Approved By : PPC

Columbia Office
 2330 Main St.
 Columbia, South Carolina 29201
 Phone: (803) 765-9421



1/30/2020

FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA
 MECHANICAL SPECIFICATIONS

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M304
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 92028.03

2.2 CONTROL DEVICES AND ACCESSORIES

- A. Positive positioning devices shall be provided for all control motors and valve operators used for proportioning or sequencing control, to make available the full power of the motor in both directions.
- B. Pressure switches shall be complete with mercury or otherwise totally enclosed switching action. The pressure switches shall be suitable for the service and shall be of the adjustable type with ranges as required.

2.3 CONTROL VALVES

- A. Valves shall be of the modulating or two-position, three-way or two-way as required and/or indicated and shall be suitable for the pressures, temperatures, and operating conditions to be encountered. Valves 2 inches and smaller shall have bronze bodies with screwed ends, and valves 2-1/2 inches and larger shall have iron bodies with flanged ends. Modulating valves shall have renewable seats and V-port or equal percentage plug. Three-way modulation valves shall have linear inner valves. All two-way valves shall have single-seal and shall be for "dead-end" service.
- B. Three-way valves for modulating use on water service shall be semi-balanced, all metal, double-seated valves.

2.4 THERMOSTATIC DEVICES

- A. Thermostats, electronic remote bulb type, shall be functionally similar to room type with adjustable throttling range and shall have remote bulbs of the rigid stem or with flexible capillary tubes as required. Capillaries shall be liquid-filled compensated or other approved type. Elements installed in pipe lines shall have union connected separable wells and elements installed in duct systems shall have averaging elements with the sensing portion not less than 6 feet long, unless otherwise noted. Submaster thermostats shall have field adjustable readjustment range.
- B. Thermostats, electric room type, shall be low voltage type, 2-position or modulating as required, with lock type cover, concealed temperature adjustment, less thermometer, and shall have mercury type or other totally enclosed contacts. No room thermostat shall operate on a voltage in excess of 24 volts, unless specifically noted otherwise.
- C. Firestats shall be electric, or the rigid element or remote bulb type as required, but shall be manually reset. Firestats shall have a fixed setpoint, and shall be set at 125F, unless otherwise noted. All firestats shall have 2 circuit contact blocks for 4 wires.
- D. Freezestats shall be as described heretofore for remote bulb thermostats, except shall be equipped with a capillary sensing element with an active length of not less than 20 feet, 1 foot of which, at any point along the element, shall be capable of activating the control instrument. All freezestats shall have 2 circuit contact blocks for 4 wires. One contact to be used for monitoring.
- E. Electronic temperature sensors shall consist of nickel wire windings which varies its resistance with temperature changes. The elements shall be precision wound to a resistance tolerance of .25% at 70F. Insertion elements other than for air shall be wound on a rigid tube and used with immersion wells. Duct insertion elements shall be protected type. Elements used outdoors shall be encased in a waterproof conduit fitting. Elements used for room sensing shall be encased in thermostat covers matching other room thermostats.

2.5 FIELD SENSORS AND DEVICES

A. ANALOG INPUT DEVICES

Resistor Temperature Detector (RTD): RTD's shall have a range of minus 50 to plus 250°F, with a resistance tolerance of .25% at 70°F and shall be standard 1k nickel or equal. The RTD shall be encapsulated in epoxy, series 300 stainless steel, or a copper sheath. The RTD's shall be provided in either probe mounting, averaging element, or for mounting in a separable well for liquid sensing applications.

Humidity Sensors: Humidity sensors shall be solid state with a range of 10 to 80% RH with an accuracy of plus or minus 4% at 70°F. The sensing element shall be of the non-saturating type. Provide either duct or wall mounted versions based on the application required.

Pressure to Electric Transducers: For sensing applications where a pneumatic control signal exists, provide a pressure to electric transducer that develops a 1 to 5 VDC signal in response to a 3 to 15 psi input. The transducer shall be designed for operation at 24 VDC with a maximum current draw of 4 mA maximum. The transducer shall be rated for 150 percent of the normal input pressure.

Differential Pressure Transmitters: Provide electronic static pressure transmitters for the appropriate ranges as indicated on the plans or in the specifications. The device shall provide for ranges of from 0 to .1 inches of water column up to 0 to 10 inches of water column. Accuracy at any range shall be plus or minus 2 percent full scale. Units shall be rated for ten times normal input pressure. Unit shall operate from the panel 24 Volt DC supply.

B. BINARY INPUT DEVICES

Differential Pressure Switches: Provide a differential pressure switch with single pole double throw contacts. Switch operation shall be adjustable over the operating range. The switch shall have a snap_acting Form C contact rated for the application. The switch contacts shall be rated for 5 amps at 120 volts as a minimum.

Pressure Switches: Pressure switches shall have a repetitive accuracy of plus or minus one percent of their operating range and shall withstand up to 150 percent of rated pressure. Sensors shall be diaphragm or bourdon tube. Switch operation shall have a snap_acting Form C contact rated for the application. Switch contacts shall be self_wiping contacts of platinum alloy, silver alloy, or gold plated, and shall have an adjustable differential setting.

C. OUTPUT DEVICES

Control Relays: Control relay contacts shall be rated for the application, with a minimum of two sets of Form C contacts, enclosed in a dustproof enclosure. Relays shall have silver alloy contact material. Relay operation shall be in 20 milliseconds or less, with release time of 10 milliseconds or less. Relays shall be equipped with coil transient suppression (limiting transients to non-damaging levels). All control relays shall be of the plug_in style with a separate base. All wiring shall be terminated to the base and not the relay itself.

D. CONTROL VALVES

The control contractor shall furnish all control valves as shown on the plans and/or as specified to perform the control sequence specified. Valves shall be bronze body, screwed ends 2" and smaller, iron body flanged mounted, flanged ends 2_1/2" and larger. Nominal body rating shall not be less than 125 psi. However, the valve body and packing selected shall be designed to withstand the maximum pressure and temperature encountered in the system.

Valves shall have stainless steel stems, spring_loaded teflon packing, replaceable seats and discs. Where sequencing of valves is called for, such sequencing shall be accomplished by spring ranged adequate for the applications to avoid overlap of operation and simultaneous use of heating and cooling.

Water Valves: Furnish all modulating straight_through water valves with equal_percentage contoured throttling plugs. Furnish all three_way valves with linear throttling plugs such that the total flow through the valve shall remain constant regardless of the valve' position. Size 3_way control valves for a pressure drop equal to the unit they serve, but not to exceed 5 psi. Size 2_way control valves for a pressure drop equal to the unit they serve, but not less than 5 psi.

Steam Valves: All modulating straight_through steam valves shall have linear characteristic for 90 percent of the closing stroke and equal percentage for the final 10 percent. For steam inlet pressure less than 10 psig, size steam control valves for a pressure drop equal to 80 to 100% of the gauge inlet steam pressure.

E. DAMPER OR VALVE OPERATORS

Damper or valve operators shall be provided for each automatic damper of valve and shall be of sufficient capacity to operate the damper of valve under all conditions, and to guarantee tight close_off of valves, as specified, against system temperatures and pressure encountered. Each operator shall be full_proportioning or two_position type as required, indicated or specified, and shall be provided with spring return for normally closed or normally open position for fire, freeze, or moisture protection on power interruption as required.

Provide operators with proper linkages and brackets for mounting and attaching to devices.
Electronic Actuators: Actuators shall be sized and adjusted to provide tight close_off as required by the sequence of operation. Actuators found not to have enough torque for positive close_off shall be replaced with actuators and accessories required to make controlled device meet its intended purpose.

F. LOCAL CONTROL PANELS

Local control panels shall be constructed of steel or extruded aluminum with hinged door and keyed lock, with baked enamel finish of manufacturer's standard color. All controlling instruments, temperature indicators, relays, switches and gauges shall be factory installed and permanently labeled and located inside or face of the panel. Unless otherwise indicated, mount control and adjusting switches, temperature indicators, and other indicating or manually operated devices on the front face of the panel with suitable engraved nameplates.

Approved AS_BUILT control diagrams shall be mounted inside of each panel.

PART 3 - EXECUTION

3.1 INSTALLATION OF INSTRUMENTS

a. Control Panels shall be located in mechanical rooms and shall be installed 5' AFF and shall be anodized aluminum or steel with baked enamel finish and designed for wall mounting. All devices on panel cover and inside panel shall be identified by plastic nameplates. Provide hinged locking door for access to devices inside panel. All enclosures and cabinets housing electrical apparatus and the secondary side of all transformers shall be grounded.

3.2 WIRING

A. All conduits shall be attached to ceiling or walls, attachment to or suspension from other equipment will not be permitted. If routing of conduit is questionable, verify routing with Engineers before proceeding with installation.

3.3 RECORD DRAWING

A. A copy of the complete reviewed control diagram shall be framed under glass in each Mechanical Equipment Room. Copies shall be black line photostat.

3.4 IDENTIFICATION

A. Engraved plastic nameplates shall be provided for all control equipment. Lettering shall not be less than one-quarter inch high. Attach to fixed surface adjacent to each instrument. Label all devices on monitoring panel and room instruments. Label shall indicate device's operating range, normal setting (or reading), and function of device.

PART 4 - OPERATING SEQUENCES

4.1 CHILLERS (This sequence is to match the original chiller sequence)

END OF SECTION 23 09 00

SECTION 23 30 00 - PRESSURE TESTING

PART 1 - GENERAL

1.1 DESCRIPTION

A. The work in this section includes the pressure testing of all air conditioning systems and includes requirements common to all the mechanical systems. Provide all labor, tools instruments, etc. as required to completely test the systems.

B. Other sections of these specifications are a part of this section. Refer to all other sections for a complete description of the work. Work, conditions, and materials specified in other sections and not duplicated in this section includes, but is not limited to the following:

- Mechanical General Provisions.
- Basic Materials and Methods.
- Adjusting Balancing HVAC Systems.

C. All work provided under these specifications shall be subject to constant inspection and final approval of the Architect and all Code authorities having jurisdiction. Tests, in addition to those specified herein, required to prove Code compliance shall be provided as required by the Local Authorities having Jurisdiction without additional cost to the Owner. All work found to be defective or indicating leakage shall be repaired or replaced with new materials, as directed by the Architect. Tests shall be repeated until all work is proven tight.

1.2 QUALITY CONTROL

A. All tests shall be conducted by qualified personnel. When requested the qualifications of individuals shall be submitted to the Architect for approval.

1.3 NOTIFICATION

- A. The Architect shall be notified prior to all tests.
- B. The Code Authorities having jurisdiction shall be notified prior to all tests.

PART 2 - PRODUCTS

2.1 PROVIDING EQUIPMENT

A. Provide all material, test equipment, instruments, and labor required for the tests. All instruments shall be properly calibrated and shall have records on calibration.

PART 3 - EXECUTION

3.1 PIPE TEST

A. All water piping shall be proven tight by a hydrostatic pressure test of 1-1/2 times the normal working pressure of the system, but in no case less than 150 psig for a period of not less than 4 hours. The piping shall hold the pressure without change except that change due to temperature change.

3.2 EQUIPMENT TEST

A. Equipment in the piping system shall be subjected to hydrostatic pressure tests equal to the maximum non-shock working pressure of the equipment and shall hold the pressure for not less than 4 hours.

3.3 REFRIGERATION SYSTEMS

A. The refrigeration systems shall be proven tight in accordance with the manufacturer's recommendations.

END OF SECTION 23 30 00

SECTION 23 30 40 - HEAT TRANSFER EQUIPMENT

PART 1 - GENERAL

1.1 DESCRIPTION

A. The work covered by this section of the specifications shall consist of furnishing and installing all air units, water specialties, packaged heating and cooling and heating units, water heating systems, condenser water, and chilled water systems for this project.

B. Other sections of these specifications are a part of this Section. Refer to all sections for a complete description of the work.

1.2 SUBMITTAL

- A. Shop drawings shall be submitted as specified in Section 230000. Shop drawings shall include sufficient information to prove complete compliance with the contract documents. Shop drawings on all items are required.
- B. Submittals on coils may be submitted as part of the air handling unit submittal.
- C. Shop drawings on all packaged units shall consist of manufacturer's literature and other information required to establish contract compliance. Wiring diagrams especially prepared for this project and showing all modifications required to interlock the unit as specified shall be submitted. The sensible and total cooling and/or heating capacity of each unit when operating at the specified conditions shall be clearly indicated.
- D. Submit sound power levels for all air units with fan capacity exceeding 9000 CPM or having motors in excess of 5HP. Submit data on smaller units where the 2nd, 3rd or 4th band sound power level exceeds 65 dB. Data shall include discharge, radiated and intake.

1.3 QUALITY CONTROL

- A. All cooling and/or heating coils shall be ARI certified.
- B. Packaged units shall be UL labeled.
- C. All packaged air conditioning units including heat pumps shall be tested for noise in a sound laboratory conforming to ASHRAE Std. 36 B 63. Published sound data shall be submitted with the shop drawings and shall be based on ASHRAE methods.
- D. The capacity of all packaged units shall be tested and certified by ARI or AHAM.
- E. All packaged equipment with air cooled condensing shall be suitable for operation at outdoor ambient temperature up to 120°F.

PART 2 - PRODUCTS

2.1 STRAINERS

- A. Basket type strainers shall be cast iron body, bolted cover, closed bottom strainer basket, with flanged connections and shall be McAlear No. 528 suitable for 150 psi working pressure, or approved equal.
- B. Y-type strainers shall be brass body with brass baskets, with bottom blow-off connection, for 150 psi W.W.P., and shall be McAlear "S" or "F-1" or approved equal. Strainers 2 inches and smaller shall be screw pattern; strainers 2-1/2 inches and larger shall be flange pattern.
- C. Suppliers of Comparable Products: Muller.

2.2 AUTOMATIC AIR VENTS

A. Automatic air eliminator valves for use on air separators shall be high capacity float type with back flow prevention feature to prevent air from being drawn into system. 125 psig working pressure at 240 degrees F, 3/4" inlet, 1/4" orifice, 3/8" discharge connection, self-cleaning, 2 psig minimum operating pressure, cast iron body, removable cover, bronze mechanism. Amtrol, Taco, Armstrong Pumps, Sarco, Hoffman or Armstrong Trap Co.

2.3 THERMOMETERS AND THERMOWELLS

A. Thermometers shall be installed at locations indicated on the drawings and as indicated herein. Thermometers shall be installed in a manner that they may be easily read from the floor and shall be the separable socket type. Thermometer wells shall be provided for each thermometer. The thermometer wells shall be constructed of brass and shall be provided with brass plugs and chains. All wells for insulated lines shall be provided with lagging extensions. The thermometers shall be for bottom or back connections as required for each reading and shall be as follows:

- Thermometers for the condenser water or chilled water systems shall have range of 20 to 120°F.
- Thermometers for all other systems shall be selected with scales so that "normal" temperature is in the mid range as approved by the Architect.
- Thermometers shall be Trice, 9" scale, cast aluminum case and brass stem. Minimum 3-1/2" stem complete with separable brass socket well.
- Suppliers of Comparable Products: Taylor.
- Thermometers shall be placed as shown on drawing details and at the following locations:
 - Supply and return to each water coil.
 - The following thermometer wells shall be installed in the piping system for sensors used by the Energy Management System. Coordinate all locations with the temperature controls subcontractor.
 - Supply and return to each water coil.

2.4 PRESSURE GAUGES AND TAPINGS (Water)

A. Tapings for pressure gauges shall be provided on the entering and leaving side of each pump and elsewhere as shown on the drawings or specified. Gauge tapings shall consist of a nipple welded or screwed into the piping, a gauge cock, nipple, and a brass cap. The gauge cocks shall be serviceable brass needle valves, Trerice No. 735-2. Cap shall be secured at tapping with a short section of brass chain. The exact location of gauge tapings shall be approved by the Engineer before installation.

B. Pressure gauge shall be installed on the supply side of each steam coil.

C. Gauges shall be the Bourdon tube type with a 4-1/2" white dial with black graduations and with aluminum case with glass front. The gauges shall be installed in a manner so that they may be easily read from the floor and each gauge shall be provided with a lever handle cock. Provide brass pressure snubber for each pressure gauge. Gauges shall be Trerice, unless otherwise noted:

- All gauges shall be with a range or 0 to 100 psi, model 600C.
- Pressure snubbers, model 872-2.
- Provide additional gauge cocks for use with the Energy Management System as indicated on control diagrams.
- Suppliers of Comparable Products: Ashcroft, Taylor.

2.5 COOLING AND HEATING COILS (Chilled and Hot Water)

A. General: The coils shall be of the water type. The coils in factory assembled air units shall be provided as a part of the air units by the unit manufacturer. The coils shall be constructed of copper fins mechanical bonded to seamless copper tubes with no more than 16 fins per inch. Extended headers outside of the air unit will not be allowed.

B. Water Heating Coils:

- The coils shall be ARI certified.
- Water coils shall have copper fins mounted on copper tubes. Fins shall have belled collars and shall be bonded to tubes by mechanical expansion. Headers and water connections shall have same end connections, manufactured of steel and coated with a corrosion resistant paint. ALUMINIUM FINS ON COILS WILL NOT BE ACCEPTED FOR THIS PROJECT.

3. Water connections up to 2" shall have male pipe threads and larger connections shall have plain end designed for welding. The headers shall be furnished with plugged tapings for venting and drainage.

- Coil shall be factory leak tested at 350 psig air under water. Coil shall be rated for maximum working pressure of 200 psig.
- The coils shall be of the type, size, and arrangement, capacity, etc. as indicated on the drawings.
- Approved manufacturers: Trane, Air Enterprises, McQuay, or Carrier.

C. Water Cooling Coils

1. Water cooling coils shall be designed for chilled water cooling and shall be arranged to allow free expansion and contraction of the tubes and for free air venting from the coils. The coils shall be suitable for working pressure of not less than 200 psig. The copper tubing shall be rolled or brazed into the headers. A casing of not less than 16 ga. stainless steel shall enclose the coils and shall be provided with bolting flanges. The casing shall be arranged to prevent air by-passing the coils and reinforced as required to allow the coils to be stacked. Supports and reinforcing is required to prevent sagging of the tubes or frames even if the coils are supported only at the ends. Fins shall be not less than .009 inches thick. Tube walls shall be not less than .024 inches thick at all bends or other points subject to erosion and not less than .018 inches thick at all other locations. Each coil shall be provided with a manual air vent at the high point and a drain plug or connection at the low point. Cooling coils shall be not less than 4 rows deep and shall have not more than 120 fins per foot. Face velocity and pressure drop shall be not greater than that scheduled on the drawings.

- The coils shall be ARI certified.
- The coils shall be of the type, size, and arrangement, capacity, etc. as indicated on the drawings.
- Approved manufacturers: Trane, Air Enterprise, McQuay, or Carrier
- Dry Cooler Coils

1. The evaporator coil shall be A-frame design with offset orientation. A stainless steel condensate drain pan shall be provided. Coil to be aluminum fins with electrofin or heresite coating and copper tubes.

- Face and Bypass Steam Pre-Heating Coils
 - General: Coil capacities, pressure drops and selection procedures shall be certified in accordance with ARI Standard 410-72.
 - Fins shall be aluminum plate fin type with full fin collars for accurate spacing and maximum fin-tube contact. Fin spacing shall not be closer than 12 fins per inch unless otherwise shown on the submittal data and drawings. Fins shall be .0075" aluminum and shall be flat or pattern.
- Tubes shall be copper, steam distributing tube type with outer tubes expanded into fin collars for permanent fin-tube bond and internal tubes expanded into header for permanent leak tight joint. Tube material shall be .025" x .625" copper.
- Headers shall be round carbon steel.
- Coils are to be tested to 250 p.s.i. air under water. Coils casings shall be installed level with tubes pitched internally in two directions within the casing. Tubes shall be tube-in-tube design.
- Casing to be 16 gauge, continuous coated galvanized steel, stainless steel or aluminum as required with fins recessed into channels to minimize air bypass.
- Coils sized to allow design CFM to flow under 700 FPM through coils.
- Coils shall be bolted to holding wall and removable from the face. Access doors shall be designed to allow for removal of coil through door.
- Coils are to be pre-piped with all manifolding, isolation valves, strainers and control valve stations ready for the steam and condensate utilities to be connected in the field by others. Reference drawings, schedules and piping specification for details.

PART 3 - EXECUTION

3.1 GENERAL REQUIREMENTS


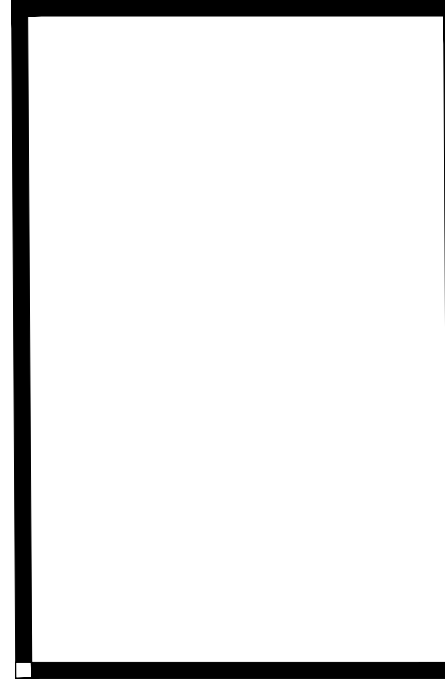
- A. ALL EQUIPMENT shall be installed as recommended by the manufacturer. The equipment shall be cleaned, adjusted, balanced and placed into operation.
- B. WATER COILS shall be installed as required to prevent trapping of air in the coil.

END OF SECTION 23 30 40

REVISIONS		
No.	Date	Description

Job Number : 92028.03
Designed : DPD
Plot Date : 1/30/2020
Drawn : DPD
Approved By : PPC

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GEORGIA
REGISTERED
No. 043578
PROFESSIONAL
ENGINEER
PHILIP P. CLAYTOR
1/30/2020

FAA - CHILLER REPLACEMENT
ATLANTA, GEORGIA
Sheet Title
MECHANICAL
SPECIFICATIONS

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M305
Project No.
92028.03
of 11

SECTION 23 64 16 - CENTRIFUGAL WATER CHILLER

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Semi-hermetic, water-cooled, direct-drive centrifugal chillers.
1.2 SUBMITTALS

- A. Acceptable refrigerants on which chiller performance is based are HFO-514A and HFO-513A. All proposals for chiller performance must include an AHRI approved selection method for the specified refrigerants.
B. Submit drawings indicating assembled dimensions, operating weight, load distribution, and required service and access clearances.
C. Submit product data indicating options and specialties, electrical requirements, and wiring diagrams and connections. Indicate accessories, valves, strainers, and thermostatic valves required for the complete system.
D. Submit rigging, installation, and startup procedures. Include operations and maintenance data for both the chiller and starter or variable-speed drive. Include location, size, and type of field piping connections.
E. Submit performance data indicating energy input versus cooling load output from 100 to 25 percent of full load with constant entering condenser water temperature.
F. Submit compressor and product data in table form indicating impeller speed (RPM), number of bearings, type of bearings, high speed impeller shaft RPM, sound pressure level per AHRI 575-2008 (dB), number of stages, number of sets of inlet guide vanes, amount of refrigerant charge (lb), and amount of oil required (gal).

1.3 REGULATORY REQUIREMENTS

- A. Conform to AHRI Standard 550/590 code for rating and testing of water chillers.
B. Conform to UL 1995 for Safety for Heating and Cooling Equipment.
C. Conform to ANSI/ASME SECTION VIII Boiler and Pressure Vessel Code for construction and testing of centrifugal chillers as applicable.
D. Conform to latest revision of ANSI/ASHRAE STANDARD 15 code for construction and operation of centrifugal chillers.
E. Unit shall bear the AHRI Certification Label for the specific type of water chiller as applicable.

1.4 DELIVERY, STORAGE, HANDLING AND EQUIPMENT ROOM REQUIREMENTS

- A. Comply with manufacturer's installation instructions for rigging, chiller loading, local transportation requirements, unloading, storage, and final setting.
B. Protect chiller and controls from physical damage. Leave factory shipping covers in place until installation. The entire unit must be shrink wrapped with an environmentally recyclable material standard. The material shall include an imbedded desiccant to minimize/eliminate internal moisture.
C. The chiller shall ship with a dry nitrogen charge to eliminate potential charge loss during delivery and construction. The refrigerant must be shipped separately from the chiller. The refrigerant monitoring system shall be active at the job site prior to the charging of the chiller.
D. The chiller should ship with a full charge of oil.

1.5 WARRANTY

- A. Provide a standard unit parts and labor warranty for one year from startup or 18 months from shipment, whichever occurs first.
B. The original equipment purchase shall provide an optional refrigerant warranty for the duration of the 1st year. This warranty will provide for replacement refrigerant, if needed and if the reason for refrigerant loss is found to be a defect in material or workmanship, to restore a unit to the proper refrigerant charge. Replacement parts and labor to add the refrigerant are not covered under this warranty.
C. Beginning at the expiration of the standard warranty, the original equipment owner shall be provided optional extended warranties.

1. These warranties shall include:

- a. Whole unit parts for Years 2 to 5.
b. Whole unit labor for Years 2 to 5.
c. Refrigerant quality for Years 2 to 5.
2. See extended warranties for additional warranty details.

1.6 VERIFICATION OF CAPACITY AND EFFICIENCY

PERFORMANCE TOLERANCES

A. The following allowable tolerances must be followed:

- a. The tolerance on allowable capacity must be as defined by AHRI Standard 550/590.
b. The IPLV/NPLV and full load tolerances are as defined by AHRI Standard 550/590, and the tolerances at full load and all part load test points must also be as defined by AHRI Standard 550/590 if applicable.

PART 2 - PRODUCTS

2.1 SUMMARY

- A. Description: Factory-assembled and tested water chiller complete with compressor, evaporator, condenser, controls, starter or variable frequency drive, interconnecting unit piping and wiring, indicating accessories, and mounting frame. Performance shall be per drawing schedules.

- B. The contractor shall furnish and install centrifugal water chillers as shown and scheduled in the plans and specifications.

The units shall produce the specified tonnage per the scheduled data in accordance with the latest revision of AHRI 550/590. The unit shall bear the AHRI certification label as applicable.

- C. Base bid shall be Trane CenTraVac™ chiller or approved equal.

Unit shall be painted in accordance with the manufacturer's standard procedures and practices.

2.2 COMPRESSOR AND MOTOR

- A. The compressor shall be centrifugal with single or multiple stages.
B. Low or medium pressure refrigerant machines shall be provided when available.
C. Chiller should be able to unload to 25% of design tonnage with constant entering water temperature. The minimum unloading point shall be able to be demonstrated if a factory performance test is required. The machine shall be modified to include hot gas bypass if the minimum load cannot be met.
D. Compressor assembly shall be vibration tested at the factory. Vibration shall not exceed 0.15 inches per second at full load design compressor speed as measured on the motor housing. The test data shall be recorded and provided to the customer for approval.
E. The motor shall be hermetic and either suction or liquid refrigerant cooled. Hot gas motor cooling is not acceptable.
F. Motors shall have winding 100 ohm platinum RTDs for temperature sensing on each phase. Thermistors and thermal overloads are not acceptable. These temperatures shall be furnished to the unit control panel for monitoring and alarm.
G. The impellers shall be fully shrouded and made of a high strength aluminum alloy. Impellers shall be dynamically balanced and over-speed tested at 1.25 times impeller shaft speed.

2.3 EVAPORATOR (CHILLER BARREL)

- A. The evaporator and condenser shall be built in accordance with ANSI/ASHRAE 15-2001 Safety Code for Mechanical Refrigeration and ASME section VIII as applicable.
B. Evaporator tubes shall be internally and externally enhanced with a 0.75" outer diameter. The tubes shall be securely supported at intermediate supports and physically expanded into both ends of the tube sheets. The evaporator tubes must also be removable from both ends to provide easy access for tube cleaning.
1. The minimum evaporator tube wall thickness, root-to-root across the entire tube length shall be 0.025". It is unacceptable to provide this thickness at the intermediate supports only.
C. The evaporator water piping connections shall be flanged adapter.
D. The evaporator waterboxes shall be standard non-marine type with connections per the schedule.
E. Supply and return head waterboxes shall be designed for a working pressure of 150 psi and shall be factory hydrostatic pressure tested at 150 percent of the design pressure. Provide drain and vent connections in water boxes.
F. Insulation will be 3/4" insulation and cover all low-temperature surfaces to include the evaporator, waterboxes, and suction elbow. Economizer, if applicable, is insulated with 3/8" insulation.
G. Units with multi-stage compressors shall incorporate an interstage flash vessel "economizer". All units with single stage compressors shall have the condensers circuited for liquid subcooling and be provided with a thermometer well to monitor the amount of subcooling.

2.4 CONDENSER

- A. The condenser shall be built in accordance with ANSI/ASHRAE 15-2001 Safety Code for Mechanical Refrigeration and ASME section VIII as applicable.
B. Condenser tubes shall be internally and externally enhanced with a 0.75" outer diameter. The tubes shall be securely supported at intermediate supports and physically expanded into both ends. The condenser tubes must also be removable from both ends to provide easy access for tube changeouts or tube cleaning.
1. The minimum condenser tube wall thickness, root-to-root across the entire tube length shall be 0.028". It is unacceptable to provide this thickness at the intermediate supports only.
C. The condenser water piping connections shall be flanged adapter.
D. The condenser waterboxes shall be standard non-marine type with connections per schedule.
E. Supply and return head waterboxes shall be designed for a working pressure of 150 psi and shall be factory hydrostatic pressure tested at 150 percent of the design pressure. Provide drain and vent connections in water boxes.

2.5 REFRIGERANT

- A. Acceptable Refrigerants on which chiller performance is based are low-GWP, next generation refrigerants such as R-513A or R-514A.
B. Refrigeration Transfer: Provide service valves and other factory-installed accessories required to facilitate transfer of refrigerant from the chiller to remote systems.
1. See Section 1.04 for additional details on refrigerant shipment.
C. Refrigerant Flow Control: Fixed orifice plates at the entrance and exit of the economizer shall be used to control refrigerant flow.
D. Low pressure chillers: Chillers that operate at low pressures must have a high efficiency purge system to ensure that any potential non-condensable leakage into the vessel is immediately eliminated. The purge run time shall be monitored by the main unit controller to act as a leak detector if required, and must have the following specifications:

1. The manufacturers of low pressure machines must provide a purge system. Acceptable purges are the Trane EarthWise Purge.
2. The purge efficiency must meet ASHRAE Standard 147-2002.
3. The purge shall be capable of operating when the chiller is idle in accordance with ASHRAE Standard 147-2002.

2.6 ELECTRICAL

- A. Chiller shall be installed, wired, and functionally tested at the factory before being shipped.
B. Single point power connection - A control power transformer internal to the motor controller/frequency drive and of sufficient size to power all chiller mounted auxiliary loads shall be supplied. No separate power connection shall be required for chiller mounted equipment. The CPT shall tap from the main power connection.
C. Terminal blocks are numbered to match the wiring diagram must be included.

2.7 CONTROLS

- A. The chiller shall be controlled by a unit mounted, stand-alone Direct Digital Control (DDC) system. A dedicated chiller microprocessor control panel is to be supplied with each chiller by the chiller manufacturer.
B. Enclosure shall be unit mounted NEMA 250 Type 1.
C. The chiller manufacturer shall include a pressure, non-mechanical based flow switch that is of the thermal dispersion type for each evaporator and condenser to verify flow through the unit.
D. A color touch sensitive liquid crystal display (LCD) shall be unit mounted. The display shall be fully adjustable in height and viewing angle. Animated graphical representations of chiller subsystem operation shall be used to enhance the user interface.
E. Display shall consist of a menu driven interface with easy touch screen navigation to organized sub-system reports for compressor, evaporator, condenser, purge and motor information as well as associated diagnostics. The controller shall display all active diagnostics and a minimum of 20 historical diagnostics.
F. The chiller control panel shall provide control of chiller operation and monitoring of chiller modules, sensors, actuators, relays and switches. The chiller control panel shall include controls to safely and efficiently operate the chiller.
G. Control authority must be capable of handling at least four conditions: Off, local manual at the chiller, local automatic at the chiller and automatic control through a remote source.
H. Capability to connect a laptop to service utility with applicable software from manufacturer and obtain enhanced set-up and diagnostics.

- I. The front of the chiller control panel shall display the following in clear language, without the use of codes, look-up tables, or gauges:

- Run time.
- Number of starts.
- Current chiller operating mode.
- Chilled water set point and set point source.
- Electrical current limit set point and set point source.
- Entering and leaving evaporator water temperatures.
- Entering and leaving condenser water temperatures.
- Saturated evaporator and condenser refrigerant temperatures.
- Evaporator and condenser refrigerant pressure.
- Oil tank temperature.
- Oil tank pressure.
- Oil pump discharge pressure.
- Differential oil pressure.
- Compressor motor current per phase.
- Compressor motor percent RLA.
- Compressor motor voltage per phase.
- kW energy consumption and power factor.
- Compressor motor winding temperatures per phase.
- Purge operating mode.
- Purge operating status.
- Time until next purge run.
- Daily pumpout - 24 hours.
- Average daily pumpout - 7 Days.
- Purge refrigerant compressor suction temp.
- Purge liquid temp (chiller condenser saturated refrigerant temperature).
- Daily pumpout limit/alarm.
- Bearing oil temperatures.
- Discharge temperature (compressor).

- J. The chiller control panel shall provide password protection of all setpoints.

K. The controller shall have the ability to display all primary sub-system operational parameters on dedicated trending graphs. The operator must be able to create up to 6 additional custom trend graphs, choosing up to 10 unique parameters for each graph to trend log data parameters simultaneously over an adjustable period and frequency polling.

- L. The chiller control panel shall provide individual relay outputs to start/stop the evaporator and condenser water pumps. The condenser water pump relay output can be used to enable the cooling tower temperature controls.

M. The chiller control panel shall provide leaving chilled water temperature reset based upon return water temperature.

- N. The chiller control panel shall be capable of displaying system data in I-P or SI units.

- O. Safeties - the chiller control panel shall provide the following safeties:

- Low chilled water temperature.
- Low evaporator refrigerant temperature or pressure.
- High condenser refrigerant pressure.
- Evaporator and condenser water flow status.
- Low oil pressure.
- Low oil temperature.
- High oil temperature.
- High motor winding temperatures.
- High motor current.
- Starter/VFD function faults.
- Sensor faults.
- Unit controls operation.
- The chiller control panel or starter shall incorporate advanced motor protection to safeguard the motor throughout the starting and running cycles from the adverse effects of:
 - Current phase loss.
 - Current phase unbalance.
 - Current phase reversal.
 - Under/Over voltage.
 - Motor current overload.
 - Distribution fault protection with auto restart consisting of three-phase current sensing devices that monitor the status of the current.
 - Starter contactor fault protection.
 - Starter transition failure.
 - Compressor discharge temperature.
 - High bearing temperatures.

- a. Each of the compressor and motor bearings (including high speed, low speed, and thrust bearings) shall have factory installed, separate temperature sensors installed on the bearing or in the oil return line of each separate bearing.
b. If any oil temperature reaches or exceeds a set value, the chiller control panel shall shut down the chiller, display the diagnostic, and activate the front panel alarm indicator.
P. The chiller control panel shall provide evaporator freeze protection and low limit control to avoid low evaporator refrigerant temperature trip-outs during critical periods of chiller operation. Whenever this control is in effect, the controller shall indicate that the chiller is in adaptive mode. If the condition exists for more than 30 seconds, a limit warning alarm relay shall energize.
Q. The chiller control panel shall be capable of providing short cycling protection.
R. The chilled water controller of each chiller shall include variable water-flow capability to allow the chiller to respond quickly to accelerating or decelerating water, and have the following features:

1. The variable water-flow compensation capability shall allow control of the leaving chilled water temperature to within +/- 1.0°F (0.6°C) at a water flow rate change of 10% per minute and will stay online at a water flow rate change of 30% per minute.
S. The chiller, upon power loss restoration, must be able to start the compressor within XX seconds. The chiller time to fully load up to 80% shall be no longer than 5 minutes. The manufacturer shall supply documentation to support their ability to do this.

1. If the documentation is not adequate, the manufacturer must demonstrate this in the factory on an AHRI certified loop.
2. See Section 2.13 for more information on restart demonstration.
T. The chiller control panel shall provide hardwire connections for the following binary and analog signals:

- Compressor Running.
- Detection by the panel of a fault requiring manual reset.
- Chiller operation at maximum capacity.
- Chiller operation in condenser limit mode and thereby requesting condenser water temperature relief.
- The chiller control panel shall provide condenser limit control by including a condenser (refrigerant side) pressure transducer and interconnecting piping and wiring. This control shall be used to avoid high condenser refrigerant pressure tripouts. The control shall take action in response to the condenser refrigerant pressure. Whenever this control is in effect, the panel will automatically indicate that the chiller is in adaptive mode and if the condition exists for more than 30 seconds, a limit warning alarm shall energize.
- The unit mounted chiller controller must be able to communicate directly to a building automation system using a BACnet IP (Ethernet) link.

2.8 FREQUENCY DRIVES AND STARTERS

A. LOW VOLTAGE, UNIT MOUNTED, WYE DELTA STARTER

- Motor starter shall be a Star (Wye)-Delta Closed Transition and shall have a NEMA 1A gasketed enclosure. The starter shall be UL 508 approved.
- Motor starters shall include incoming line provisions for the number and size cables shown on the drawings. Incoming line lugs shall be copper mechanical type.
- Contactors shall be sized properly to the chiller full load currents.
- Each motor starter shall include a 4 KVA control power transformer with fused primary and secondary. Control relays shall be provided within the motor starter to interface with the control panel.
- If the chiller main processor does not include an advanced motor protection system, the starter shall include an advanced motor protection system incorporating electronic three phase current overloads and current transformers. This electronic motor protection system shall monitor and protect against the following conditions:
 - Current phase loss.
 - Current phase unbalance.
 - Current phase reversal.
 - Under/Over line voltage.
 - Motor current overload during startup and running.
 - Momentary power loss protection with auto restart consisting of three-phase current sensing devices that monitor the status of the current. Restart inhibit is active and looks at motor RTDs to maximize starts/hour.
 - Starter contactor fault protection.
 - Starter transition failure.
 - Distribution fault protection.
- The starter shall be able to operate in temperatures up to 104°F (40°C)
- All field supplied wires, bus bars, and fittings shall be copper only.
- The starter enclosure shall have a starter short circuit current rating (SCCR) of XX. If the starter enclosure does not have this SCCR rating, then a device shall be provided upstream of the starter to limit the fault current at the starter to be equal or less than the starter short circuit rating of the starter.
- The following optional starter features shall be provided:
 - Circuit Breaker - Starter shall contain a circuit breaker capable of breaking currents up to its interruption capacity of XX amperes (AIC). Operating handle and trip indicator shall be located on the door. This handle shall be capable of being padlocked.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
B. Provide for connection to electrical service. Include for connection of oil pump if required.
C. Provide for connection of electrical wiring between starter and chiller control panel, oil pump, and purge unit.
D. Arrange piping for easy dismantling to permit tube cleaning.

3.2 MANUFACTURER'S FIELD SERVICES

- A. All Startup, maintenance and monitoring functions shall be performed by a manufacturer's agent to confirm, (in writing), that equipment has been correctly installed and passes specification checklist prior to equipment becoming operational and covered under OEM warranty.
B. Applied chiller manufacturers shall maintain service capabilities no more than 100 miles from the job site.
C. The manufacturer shall furnish complete submittal wiring diagrams of the chiller(s) starter(s) and associated components like cooling towers, pumps, interlocks, etc. as applicable for field maintenance and service.
1. STARTUP - Provide all labor and materials to perform the startup. This shall be done in strict accordance with manufacturer's specifications and requirements.
 - Provide a complete log of all operating parameters.
 - Assure actual performance matches with submittals and computerized selection programs for other than submittal conditions.
 - Submit a hard copy of the service report and logs.

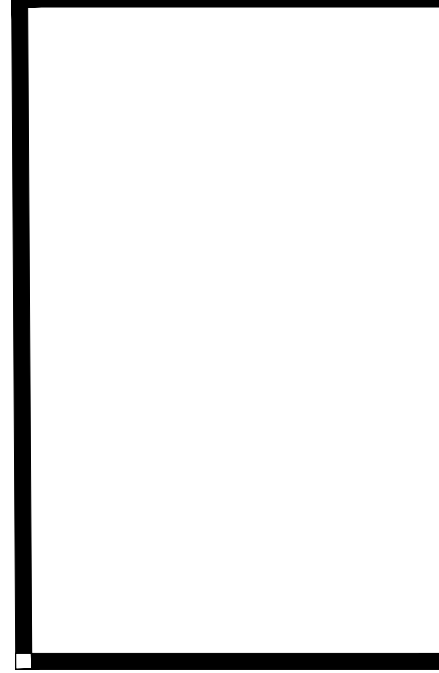
2. TRAINING - Provide a minimum of four hours of training that is a combination of classroom and hands on instruction.

END OF SECTION 23 65 16

REVISIONS		
No.	Date	Description

Job Number : 92028.03
Designed : DPD
Plot Date : 1/30/2020
Drawn : DPD
Approved By : PPC

Columbia Office
2330 Main St.
Columbia, South Carolina 29201
Phone: (803) 765-9421



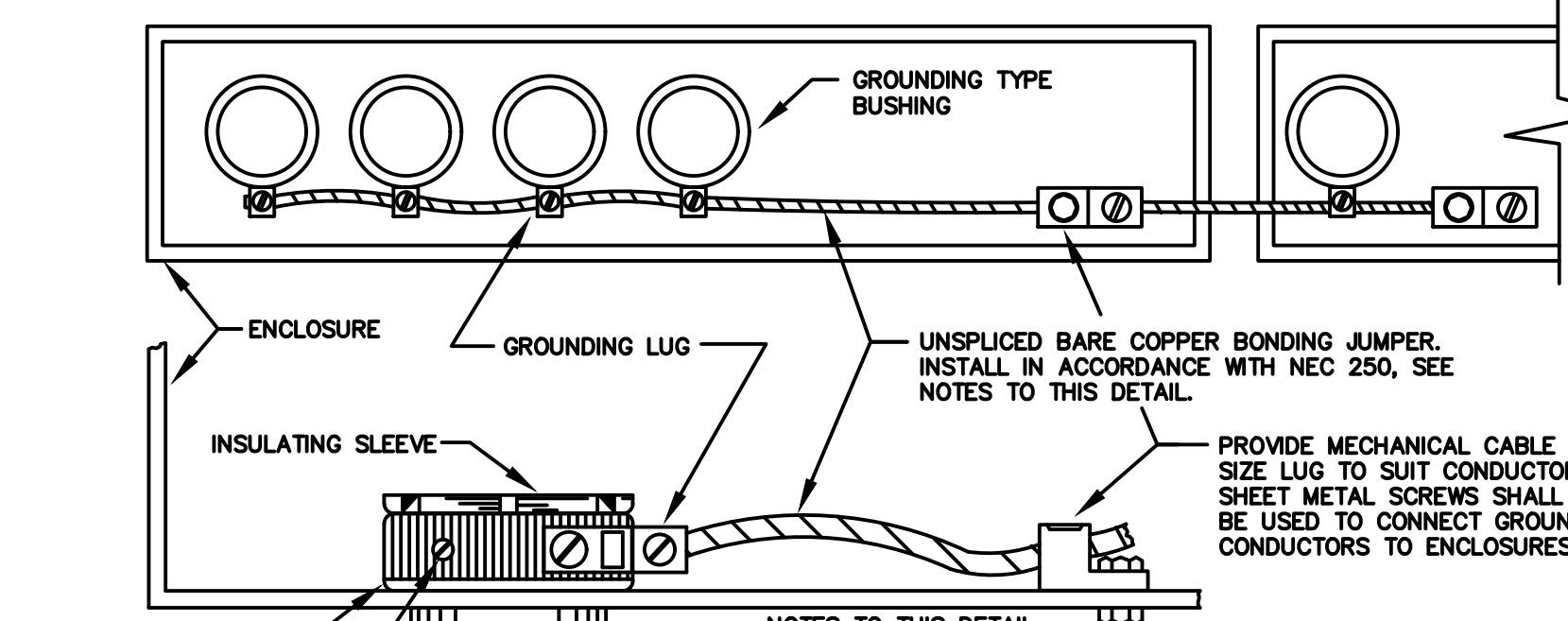
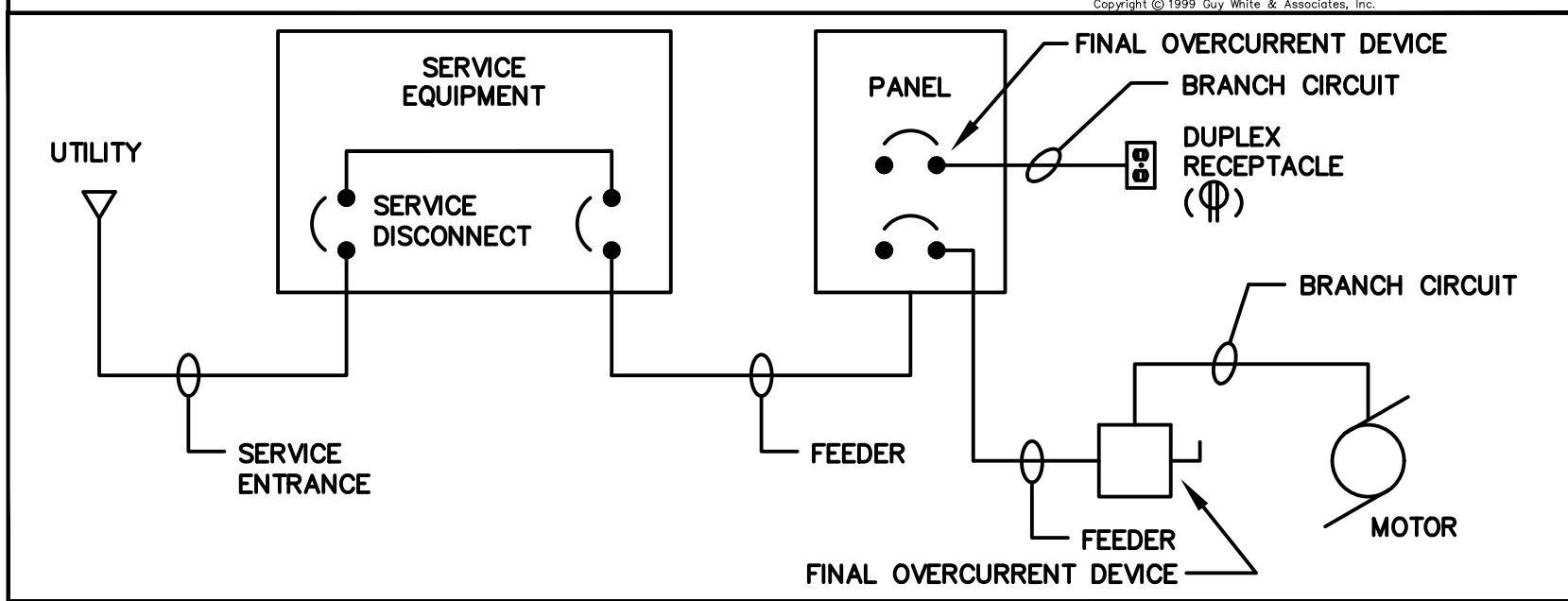
FAA - CHILLER REPLACEMENT
ATLANTA, GEORGIA
MECHANICAL
SPECIFICATIONS
Sheet Title

Sheet No.
M306
Project No.
92028.03
of 11

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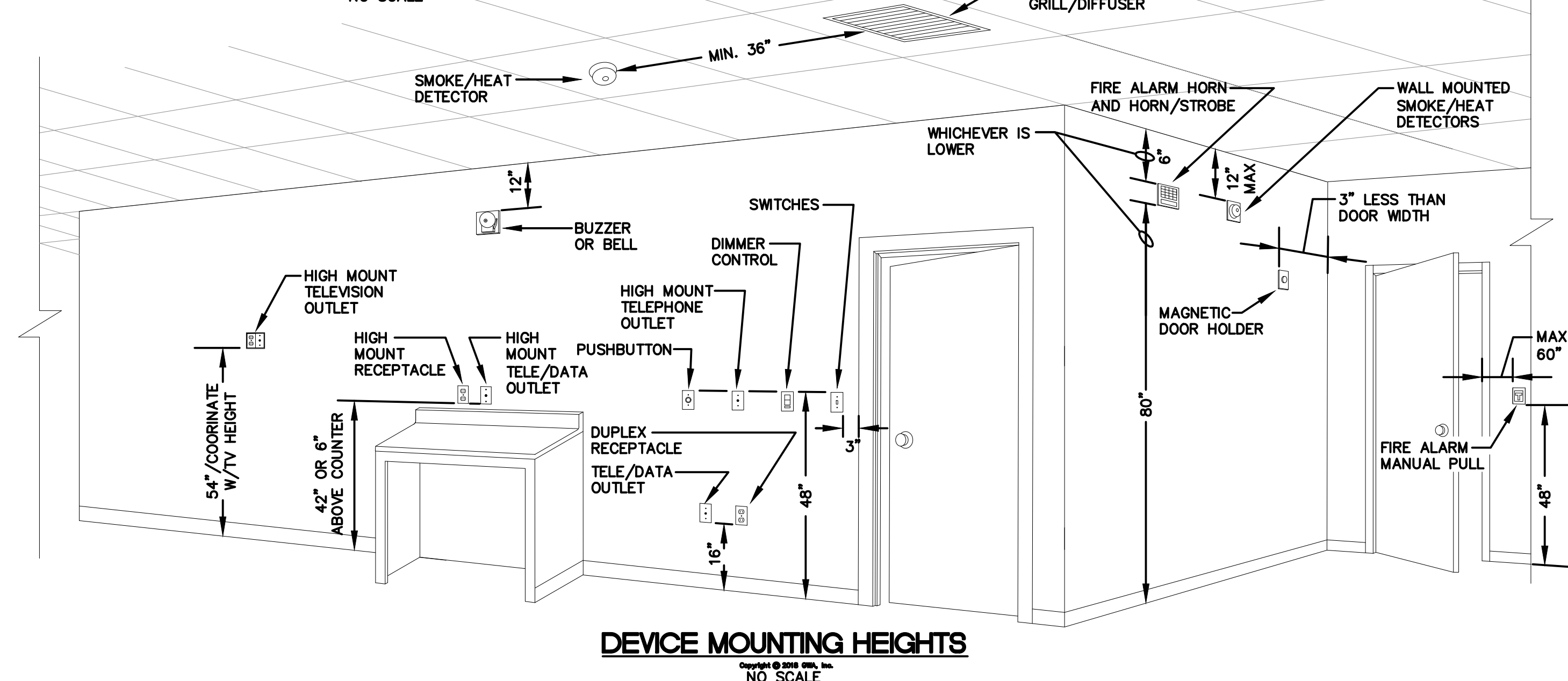
RACEWAY MATERIAL USE TABLE

APPLICATION	MATERIAL							
	EMT	IMC	GRS	RAC	ENT	SCH. 40 PVC	HDPE	AC/MC CABLE
CONCEALED ABOVE CEILING	●	●	●	●				
CONCEALED IN WALLS	●	●	●	●				
EXPOSED FROM FLOOR TO 7'-0" A.F.F. (INTERIOR)		●	●	●				
EXPOSED FROM 7'-0" A.F.F. AND ABOVE (INTERIOR)	●	●	●	●				
IN OR UNDER CONCRETE FLOORS		(●)	(●)	(●)	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
OUTDOORS - BELOW GRADE		(●)	(●)	(●)	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
OUTDOORS - EXPOSED		●	●	●				
STUB-UPS BELOW PANELS & ENCLOSURES		●	●	●				
FEEDER CONDUITS		●	●	●				
SERVICE ENTRANCE		●	●	●				



- NOTES TO THIS DETAIL
- SIZE - EQUIPMENT BONDING JUMPER ON SUPPLY SIDE OF SERVICE: THE BONDING JUMPER SHALL NOT BE SMALLER THAN THE SIZES SHOWN IN TABLE 250.66 FOR GROUNDING ELECTRODE CONDUCTORS.
 - SIZE - EQUIPMENT BONDING JUMPER ON LOAD SIDE OF SERVICE: THE BONDING JUMPER SHALL NOT BE SMALLER THAN THE SIZES SHOWN IN TABLE 250.122 FOR EQUIPMENT GROUNDING CONDUCTORS.
 - FOR MORE THAN ONE RACEWAY IN ENCLOSURE, BOND ALL LUGS TOGETHER BEFORE TYING BONDING JUMPER TO ENCLOSURE.
 - BOND BOTH ENDS OF EACH CONDUIT 1" AND LARGER.
 - EXTEND BONDING JUMPER TO EACH PANEL INCLUDING TWO-SECTION PANELS WITH FEED-THRU NIPPLES.

GROUNDING OF CONDUITS 1" C. AND LARGER



ABBREVIATIONS

- THE FOLLOWING STANDARD ABBREVIATIONS ARE USED IN THESE PLANS AND SPECIFICATIONS. CONTRACTOR IS CAUTIONED THAT ALL ABBREVIATIONS LISTED MAY NOT BE USED; CONSULT PLANS AND SPECIFICATIONS FOR ABBREVIATIONS APPLICABLE TO THIS PROJECT.
- A.F.F. ABOVE FINISHED FLOOR
 - B.F.F. BELOW FINISHED FLOOR
 - A.F.G. ABOVE FINISHED GRADE
 - B.F.G. BELOW FINISHED GRADE
 - U.N.O. UNLESS NOTED OTHERWISE
 - CKT. CIRCUIT
 - C. CONDUIT
 - E.C. EMPTY CONDUIT
 - FLX. FLEXIBLE CONDUIT
 - VF VENTILATING FAN
 - CEV VENTILATING FAN (CEILING EXHAUST FAN)
 - AHU AIR HANDLING UNIT
 - CJ CONDENSING UNIT
 - RTU ROOF TOP HEATING/COOLING UNIT
 - CT COOLING TOWER
 - P PUMP
 - BLR BOILER
 - CHLR CHILLER
 - HP HEAT PUMP OR HORSEPOWER

BRANCH CIRCUIT WIRING - HASHMARK CODE

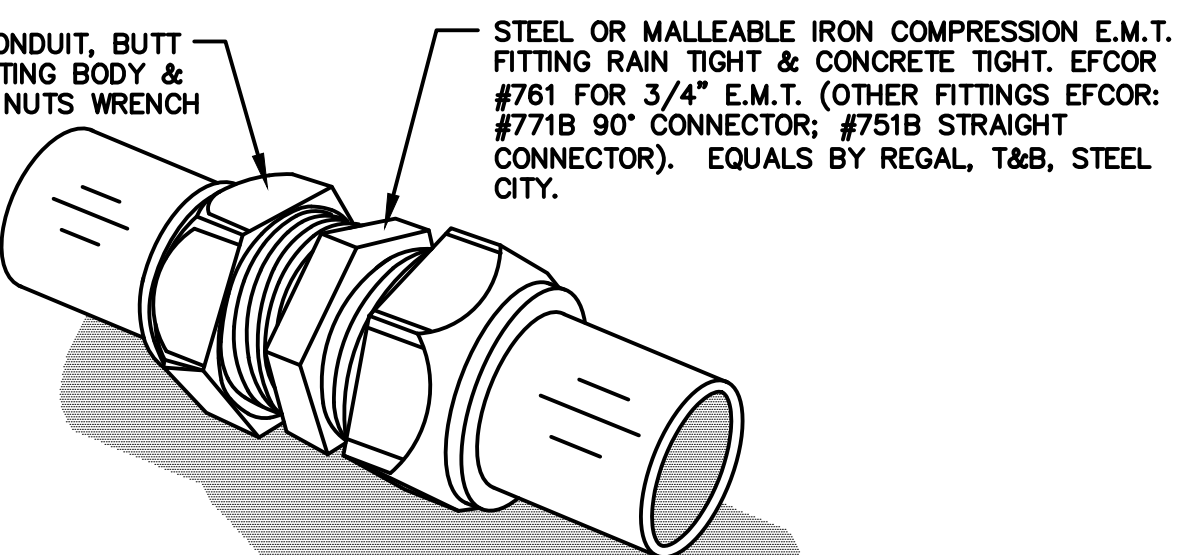
BRANCH CIRCUITS SHOWN ON THESE DRAWINGS MAY INCLUDE HASHMARKS WHICH INDICATE THE NUMBER OF WIRES TO BE PROVIDED IN A CONDUIT RUN BETWEEN OUTLETS OR JUNCTION BOXES. WIRE SIZES SHALL BE AS TABULATED IN PANELBOARD SCHEDULES UNLESS OTHERWISE INDICATED ON PLAN. SEE SYMBOL SCHEDULE FOR CONDUIT ROUTING NOTATION. HASHMARK CODE IS AS FOLLOWS:

- TWO WIRES (NO HASHMARKS)
- /// THREE WIRES (3 HASHMARKS)
- //// FOUR WIRES (4 HASHMARKS)
- ///// FIVE WIRES (5 HASHMARKS)
- ... AND SO FORTH.

NOTE: GROUND WIRES ARE NOT GENERALLY SHOWN. EXAMINE SPECIFICATIONS AND GENERAL NOTES TO DETERMINE REQUIREMENTS FOR GROUND WIRES AND WHERE SPECIFIED, PROVIDE IN ADDITION TO THE NUMBER OF WIRES INDICATED BY HASHMARK CODE.

NOTE: CONTRACTOR IS CAUTIONED THAT MULTI-WIRE (LINE-TO-NEUTRAL) BRANCH CIRCUITS DO NOT INDICATE ALL REQUIRED NEUTRAL CONDUCTORS. PROVIDE SEPARATE NEUTRAL CONDUCTORS (WITH COLORED STRIPE TO MATCH PHASE CONDUCTOR) FOR EACH PHASE CONDUCTOR.

EMPTY CONDUITS ARE NOTED BY "EC" WITH TRADE SIZE.



COMPRESSION TYPE CONDUIT FITTING

GENERAL NOTES

- DO NOT SCALE DRAWINGS UNLESS DIMENSIONS ARE SHOWN. LOCATE OUTLETS AND EQUIPMENT AS OBVIOUSLY INDICATED AND COORDINATE WITH OTHER TRADES TO AVOID CONFLICTS.
- MINIMUM SIZE CONDUIT FOR POWER SHALL BE NO. 12 AWG.
- ALL FUSES SHALL BE DUAL-ELEMENT TYPE, "FUSETRON" BY BUSSMAN, OR "ECON" BY ECONOMY.
- BRANCH CIRCUIT SIZES ARE AWG 12-1/2". UNLESS OTHERWISE NOTED IN PANELBOARD SCHEDULES.
- ALL BRANCH CIRCUIT LOADS SHALL BE BALANCED ACROSS PANELBOARD BUSES TO OBTAIN MINIMUM NEUTRAL CURRENT.
- ALL FLEXIBLE CONDUIT SHALL CONTAIN A GREEN WIRE BONDED TO RIGID RACEWAY, BOX OR FIXTURE AT EACH END OF FLEX. SIZE GROUND WIRE PER N.E.C. TABLE 250-122.
- PROVIDE PULL CORD IN ALL EMPTY RACEWAYS.
- CONTRACTOR SHALL MINIMIZE REMOVAL OF STRUCTURAL STEEL FIREPROOFING FOR INSTALLATION OF CONDUIT AND EQUIPMENT HANGERS. OBTAIN APPROVAL OF GENERAL CONTRACTOR PRIOR TO REMOVAL.
- COORDINATE WITH OTHER TRADES TO CONCEAL ELECTRICAL WORK AND PROVIDE OUTLETS IN CORRECT LOCATIONS FOR EACH PIECE OF MECHANICAL OR ELECTRICAL EQUIPMENT CONNECTED.
- CONCEAL OUTLETS FOR ALL EQUIPMENT IN FINISHED AREAS. OBTAIN ROUGHING DIAGRAMS FOR ALL EQUIPMENT AND INSTALL ELECTRICAL WORK IN LOCATIONS AND HEIGHTS ACCORDING TO DIAGRAMS.
- CONTRACTOR SHALL VERIFY ALL DOOR SWINGS PRIOR TO ROUGHING - LOCATE SWITCHES AND OTHER DEVICES ACCORDINGLY.
- ALL PENETRATIONS THRU WALLS, FLOORS, BARRIERS, PARTITIONS AND THE LIKE SHALL BE SEALED TIGHT. SEAL ALL PENETRATIONS THRU SMOKE TIGHT PARTITIONS WITH U.L. LISTED ASSEMBLIES OR METHODS. SEE ARCHITECTURAL DRAWINGS FOR LOCATIONS OF SMOKE PARTITIONS.
- FIRESTOP ALL RACEWAYS PASSING THRU FIRE-RATED WALLS, FLOORS OR PARTITIONS. USE U.L. LISTED THROUGH-PENETRATION FIRESTOP SYSTEMS APPROPRIATE FOR CONSTRUCTION AND WITH RATING EQUAL TO THAT BEING PENETRATED. SUBMIT SHOP DRAWINGS FOR SYSTEM(S) PROPOSED. SEE ARCHITECTURAL DRAWINGS FOR LOCATIONS AND RATINGS.
- OPENINGS GREATER THAN SIXTEEN(16) SQUARE INCHES IN FIRE-RATED WALLS AND PARTITIONS SHALL BE PROTECTED WITH U.L. LISTED SYSTEMS, COMPONENTS AND METHODS AS REQUIRED TO MAINTAIN RATING. PROVIDE PUDDY PADS, LIGHT COVERS, INSERTS, WRAPS, COLLARS AND THE LIKE AS REQUIRED.
- ALL TYPEWRITTEN PANELBOARD DIRECTORIES, FIRE ALARM PROGRAMMING, LIGHTING CONTROL PROGRAMMING, LABELING AND THE LIKE SHALL UTILIZE FINAL OPERATIONAL ROOM NAMING SYSTEM AND SHALL REFLECT FINAL ROOM DESIGNATIONS. COORDINATE WITH ARCHITECT AND OWNER FOR FINAL NAMING.

ELECTRICAL SYMBOLS

⊗	EXIT LIGHT	⊕	TOGGLE SWITCH
—	PANELBOARD	⊕	CONNECTION TO EXISTING CIRCUIT
□	SAFETY SWITCH	—	BRANCH CIRCUIT RACEWAY - CONCEALED IN WALL OR CEILING
⊠	ENCLOSED, MOLDED CASE CIRCUIT BREAKER	—	BRANCH CIRCUIT RACEWAY - CONCEALED IN FLOOR OR UNDERGROUND
⊕	MOTOR CONTROLLER OR CONTACTOR	—	BRANCH CIRCUIT RACEWAY - EXPOSED
⊕	FLOOR JUNCTION BOX CEILING (⊕-WALL)		
⊕	PULL BOX OR JUNCTION BOX IN FLOOR		
⊕	TRANSIENT VOLTAGE SUPPRESSOR(TVSS)		
⊕	ELECTRIC MOTOR		
⊕	CONDUIT STUB		
⊕	DUPLEX RECEPTACLE (⊕-HIGH MOUNT)		
⊕	WEATHERPROOF DUPLEX RECEPTACLE. 16" UP		
⊕	GROUND FAULT INTERRUPTER RECEPTACLE		
EX	EXISTING; TO REMAIN		
ER	EXISTING; BEING RELOCATED		
EN	EXISTING; NEW LOCATION		

NOTE: ALL DEVICES SHOWN ON THIS SCHEDULE ARE SYMBOLIC ONLY. SEE ELECTRICAL SPECIFICATIONS FOR EXACT DEVICE REQUIREMENTS AND PERFORMANCE CHARACTERISTICS.

ELECTRICAL SPECIFICATIONS

- PROVIDE ALL LABOR, EQUIPMENT, MATERIALS AND OPERATIONS AS REQUIRED FOR A COMPLETE, SAFE AND QUIETLY-OPERATING ELECTRICAL SYSTEM, FULLY ADJUSTED AND READY FOR USE.
- PRIOR TO BIDDING, THIS CONTRACTOR SHALL VISIT THE JOBSITE AND SHALL FAMILIARIZE HIMSELF WITH ALL CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND SHALL INCLUDE IN HIS BID ALL LABOR, MATERIAL AND OPERATIONS REQUIRED FOR A COMPLETE JOB.
- ELECTRICAL CONTRACTOR SHALL PROVIDE ALL NECESSARY NOTICES, OBTAIN ALL PERMITS, PAY ALL TAXES AND FEES. UTILITY COMPANY CHARGES FOR SERVICE, INSPECTION FEES AND THE LIKE AS REQUIRED FOR THE SCOPE OF WORK INDICATED.
- ALL WORK SHALL COMPLY WITH THE LATEST EDITIONS OF NEC, NFPA, IBC, AND ALL APPLICABLE STATE AND LOCAL CODES, REGULATIONS AND ORDINANCES. COMPLY WITH ALL GSA REQUIREMENTS.
- WORKMANSHIP SHALL BE IN ACCORDANCE WITH BEST PRACTICE. COMPLY WITH NECA STANDARD OF INSTALLATION.
- ALL MATERIALS INSTALLED SHALL BE NEW, CLEAN, IN GOOD CONDITION AND SHALL MEET THE REQUIREMENTS OF THE UNDERWRITERS' LABORATORIES, INC. WHERE UL STANDARDS ARE ESTABLISHED FOR THOSE ITEMS. MATERIALS SHALL BE CLASSIFIED AND DESIGNED FOR THE PURPOSE USED. ALL MATERIALS AND EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND GUIDELINES.
- ALL WORK, MATERIALS, EQUIPMENT AND INSTALLATION SHALL BE WARRANTIED BY THE CONTRACTOR FOR A PERIOD OF ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION. THIS DOES NOT SUPERCEDE MANUFACTURER'S WARRANTIES WHICH MAY EXTEND BEYOND ONE YEAR.
- PROVIDE ALL CUTTING, PATCHING, TRENCHING, BACKFILLING, PENETRATIONS, FLASHING, GROUTING AND SIMILAR OPERATIONS AS REQUIRED FOR NEW WORK. RELOCATION OF EXISTING CONDUIT, EQUIPMENT, WIRING, ETC. AS REQUIRED FOR INSTALLATION OF NEW SYSTEM IS INCLUDED IN THIS WORK.
- THE CONTRACTOR IS CAUTIONED THAT THE PROJECT MAY BE CONSTRUCTED IN STAGES TO ACCOMMODATE OWNER'S USE OF THE FACILITY. VERIFY PHASING REQUIREMENTS PRIOR TO BIDDING AND COOPERATE IN ALL RESPECTS WITH OTHER CONTRACTORS AND TRADES ON THE JOB TO CARRY OUT THE WORK WITH MINIMAL DISRUPTION OF BOTH THE OWNER'S REQUIREMENTS AND CONSTRUCTION OF THE PROJECT.
- COORDINATE ALL WORK WITH OTHER TRADES TO AVOID CONFLICTS, CONCEAL ELECTRICAL WORK AND PROVIDE ELECTRICAL WORK IN CORRECT LOCATIONS FOR EACH PIECE OF EQUIPMENT CONNECTED.
- PROVIDE SEISMIC RESTRAINT OF NEW ELECTRICAL SYSTEMS AND EQUIPMENT IN ACCORDANCE WITH IBC.
- ALL PENETRATIONS THROUGH WALLS, FLOORS, BARRIERS, PARTITIONS AND THE LIKE SHALL BE SEALED TIGHT. WHERE PENETRATIONS ARE THRU FIRE OR SMOKE RATED WALLS, FLOORS AND CEILINGS, PROVIDE A UL-LISTED THROUGH-PENETRATION ASSEMBLY WITH RATING EQUAL TO THAT BEING PENETRATED.
- PROVIDE RACEWAYS FOR ALL CONDUCTORS AND CABLES.
- PROVIDE FLEXIBLE METAL CONDUIT FOR CONNECTION TO ROTATING OR VIBRATING EQUIPMENT.
- CONTRACTOR SHALL SIZE AND PROVIDE ALL REQUIRED PULL AND JUNCTION BOXES.
- RACEWAYS SHALL BE CONTINUOUS BETWEEN OUTLETS/EQUIPMENT AND ENCLOSURES. BOND RACEWAY SYSTEM IN ACCORDANCE WITH NEC AND NECA INSTALLATION STANDARDS.
- ALL DEVICES SHALL BE HEAVY DUTY, SPECIFICATION GRADE.
- PROVIDE A COMPLETE SET OF FUSES FOR EACH FUSIBLE DEVICE PROVIDED. FUSES SHALL BE SIZED FOR LOAD SERVED AND PROVIDED WITH TIME-CURRENT CHARACTERISTICS CURVES AS REQUIRED FOR PROPER COORDINATION.
- AIC RATING FOR ALL EQUIPMENT SHALL EXCEED AVAILABLE SHORT CIRCUIT CURRENT PRESENT AT EQUIPMENT LOCATION.
- INSTALL IN EACH PANELBOARD A SINGLE-SIDED, PLASTIC-COVERED, TYPEWRITTEN CIRCUIT DIRECTORY LISTING THE LOAD SERVED, INCLUDING LOCATION, FOR EACH BREAKER.
- ON ALL PANELBOARDS, DISCONNECT SWITCHES, TRANSFORMERS AND ENCLOSURES, PROVIDE AN ENGRAVED PLASTIC LAMINATE NAMEPLATE, MINIMUM 1/16" THICKNESS WITH 1/4" HIGH LETTERS. ATTACH WITH EPOXY CEMENT OR SCREWS. ON SWITCHGEAR AND FEEDER DISTRIBUTION PANELBOARDS, PROVIDE NAMEPLATE FOR EACH CIRCUIT BREAKER.
- UPON COMPLETION OF WORK, PROVIDE FINAL CLEANING; REMOVE DEBRIS, WASTE, SURPLUS MATERIALS, RUBBISH AND CONSTRUCTION FACILITIES FROM THE SITE.
- PROVIDE OWNER WITH TWO(2) COMPLETE SETS OF RECORD DRAWINGS AND OPERATION AND MAINTENANCE (O&M) MANUALS INCLUDING SHOP DRAWINGS, MAINTENANCE INSTRUCTIONS, SETTINGS AND WARRANTIES.
- 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 MINIMIZE NEUTRAL CURRENT IN ALL FEEDERS AND BRANCH CIRCUITS.
- UPON COMPLETION OF INSTALLATION AND TESTING, THIS CONTRACTOR SHALL INSTRUCT THE OWNER FULLY IN THE OPERATIONS, ADJUSTMENTS AND MAINTENANCE OF ELECTRICAL SYSTEM.

SWITCH TYPE NUMBER: SEE SCHEDULE

DRAWING SYMBOL

OPERATING HANDLE LOCKABLE IN OPEN OR CLOSED POSITION
COVER INTERLOCK AND INDICATOR HANDLE

TYPICAL NEMA 1 ENCLOSURE

NOTES TO THIS DETAIL

- ALL SWITCHES SHALL BE HEAVY DUTY TYPE, FED. SPEC. W-S-865, U.L. 98, NEMA KSI-1975; 240 V. OR 600 V. TO SUIT CIRCUIT VOLTAGE. QUICK MAKE-QUICK BREAK OPERATION
- ALL SWITCHES FUSIBLE UNLESS NOTED ON DRAWINGS. PROVIDE FUSES TO SUIT LOAD.
- ENCLOSURES NEMA 3R OUTDOORS AND IN WET LOCATIONS, NEMA 1 ELSEWHERE UNLESS NOTED ON DRAWINGS.
- PROVIDE ENGRAVED LABELS AS SPECIFIED.
- PROVIDE FACTORY INSTALLED AUXILIARY CONTACTS FOR ALL SAFETY SWITCHES USED AS MOTOR DISCONNECT AND LOCATED ON LOAD SIDE OF VARIABLE FREQUENCY DRIVES (VFD). COORDINATE WITH VFD VENDOR AND PROVIDE SIGNALING CABLE VIA CONTACTS TO COMMUNICATE DISCONNECT POSITION TO VFD.

SYMBOL	AMP	POLES
S-1	30	2
S-2	30	3
S-3	30	4WSN
S-4	60	2
S-5	60	3
S-6	60	4WSN
S-7	100	2
S-8	100	3
S-9	100	4WSN
S-10	200	2
S-11	200	3
S-12	200	4WSN
S-13	400	2
S-14	400	3
S-15	400	4WSN
S-16	600	2
S-17	600	3
S-18	600	4WSN
S-19	800	2
S-20	800	3
S-21	800	4WSN
S-22	1200	2
S-23	1200	3
S-24	1200	4WSN

SAFETY SWITCH DETAIL AND SCHEDULE

GWA: 19-3417

GWA
Electrical Engineers

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168 Laurelhurst Avenue
Columbia, SC 29210
(803)252-6919
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REVISIONS		
No.	Date	Description

Job Number: _____
Designed by: CAW
Plot Date: 1/30/2020
Drawn by: MRD
Approved by: SDO

Columbia Office
2390 Main St.
Columbia, South Carolina 29201
Phone: (803) 766-9421



1/30/2020

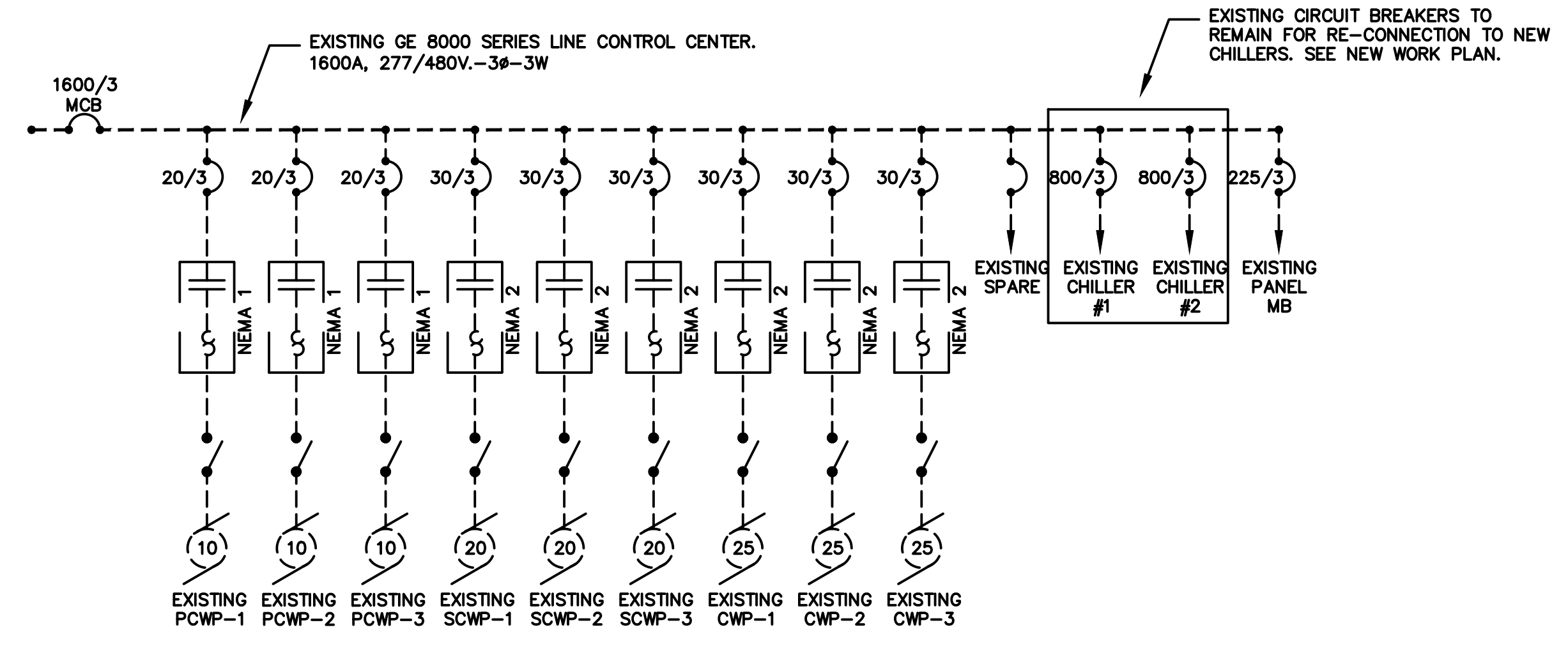
FAA - CHILLER REPLACEMENT
ATLANTA, GEORGIA
ELECTRICAL NOTES, SCHEDULES AND DETAILS

Sheet No. **E001**
Project No. _____
1 of 3

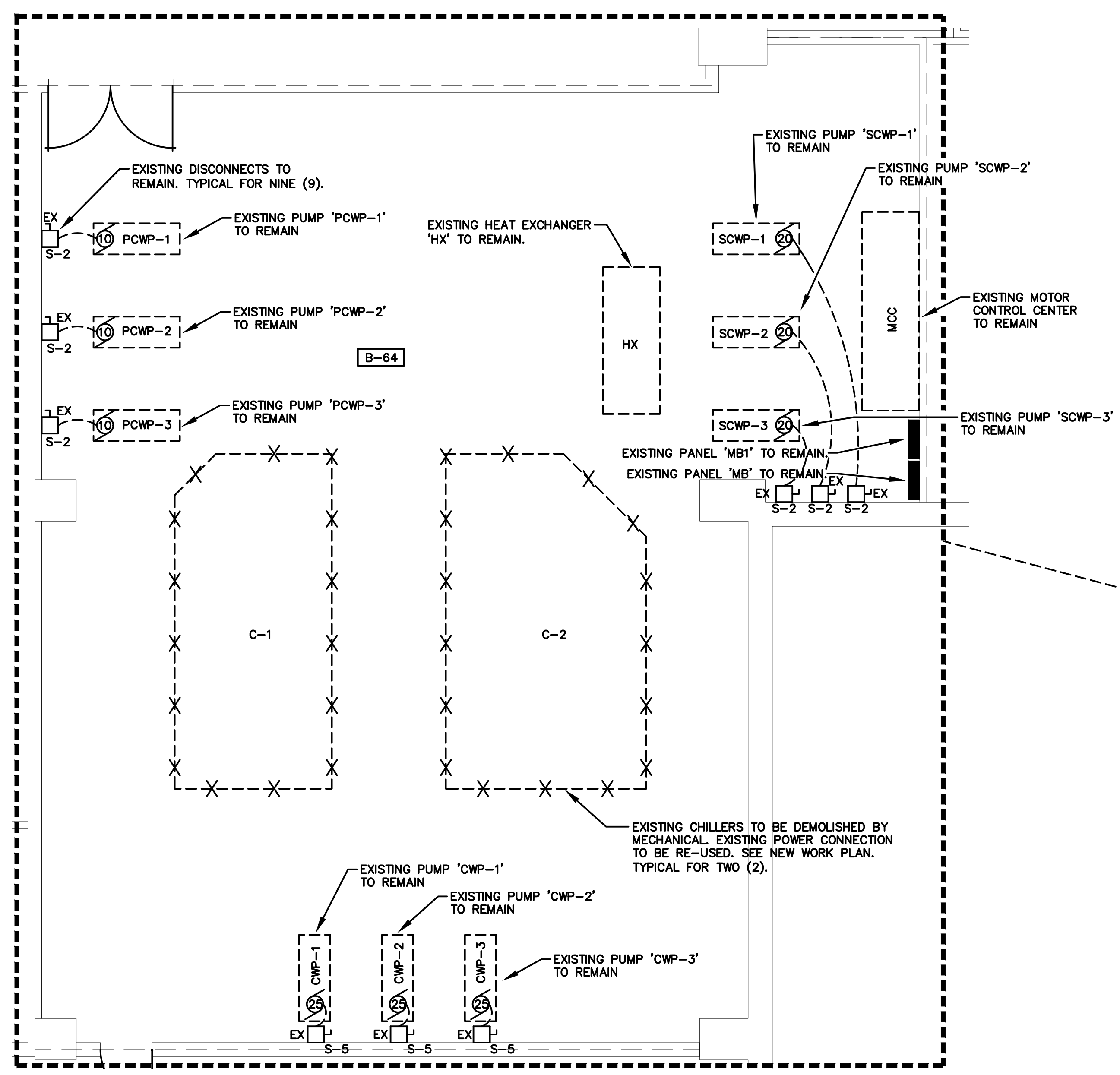
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DEMOLITION NOTES

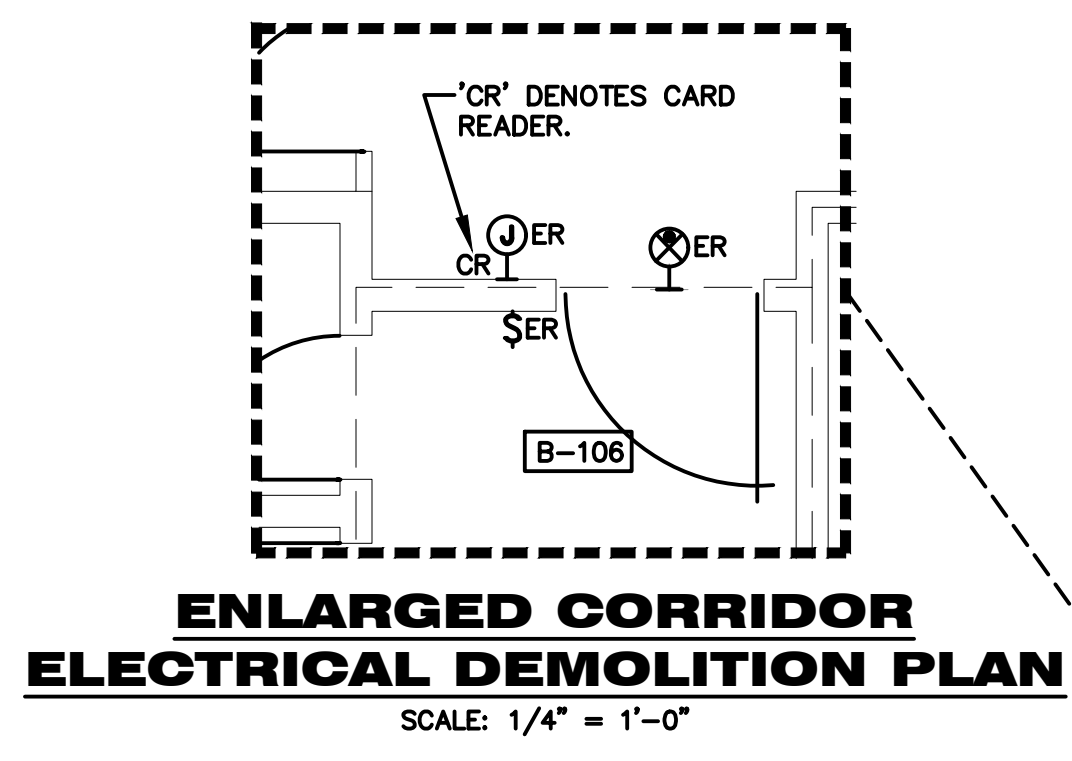
- BIDDERS SHALL VISIT THE SITE OF WORK PRIOR TO BIDDING AND SHALL INCLUDE IN BID ALL WORK REQUIRED TO PROVIDE NEW WORK AND TO MODIFY EXISTING WORK AS REQUIRED TO CONTINUE IN OPERATION.
- DEMOLITION WORK SHALL COMPLY WITH ANSI 10.6, NFPA 241, OSHA, AHERA AND ALL OTHER APPLICABLE LOCAL, STATE AND FEDERAL STANDARDS, CODES AND GUIDELINES.
- CONTRACTOR IS CAUTIONED THAT DEMOLITION PLANS ARE BASED ON RECORD DRAWINGS AND VISUAL FIELD OBSERVATION AND ARE INTENDED TO COMMUNICATE INTENT OF DEMOLITION AND DO NOT INDICATE EVERY COMPONENT OF ELECTRICAL SYSTEMS.
- OWNER SHALL RETAIN FIRST RIGHT OF REFUSAL ON ELECTRICAL EQUIPMENT BEING DEMOLISHED. PRIOR TO BEGINNING DEMOLITION WORK, CONTRACTOR SHALL WALL DEMOLITION AREA WITH OWNER REPRESENTATIVE AND IDENTIFY ITEMS TO BE REMOVED AND TURNED OVER TO OWNER. ALL SUCH ITEMS SHALL BE CAREFULLY REMOVED, PROTECTED AND DELIVERED TO OWNER.
- EXISTING RACEWAY AND WIRING SYSTEMS REUSED AS PART OF THIS CONTRACT SHALL BE REWORKED AS REQUIRED TO COMPLY WITH REQUIREMENTS FOR NEW WORK AND CURRENT CODES AND STANDARDS.
- CONTRACTOR SHALL EXAMINE DEMOLITION AND NEW WORK PLANS FOR ALL TRADES AND INCLUDE IN BID ALL REQUIRED REWORK AND/OR RELOCATION OF EXISTING RACEWAY, JUNCTION BOXES, DEVICES, WIRING SYSTEMS AND THE LIKE AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
- SEE MECHANICAL DRAWINGS FOR EXTENT OF DEMOLITION WORK REQUIRED. REMOVE ELECTRICAL WORK COMPLETE FOR MECHANICAL SYSTEMS BEING REMOVED BY OTHERS. CONTRACTOR IS CAUTIONED THAT THIS EQUIPMENT MAY BE LOCATED OUTSIDE OF GENERAL DEMOLITION AREA (SUCH AS IN MECHANICAL ROOMS, MEZZANINES, ROOFTOP OR SIMILAR LOCATIONS).
- INCLUDE IN BID ALL WORK REQUIRED FOR TEMPORARY WIRING AND ASSOCIATED ELECTRICAL WORK REQUIRED TO MAINTAIN EXISTING SYSTEMS IN SERVICE DURING DEMOLITION PHASE. INTERRUPTIONS IN ANY ELECTRICAL SERVICE OR SYSTEM (POWER, LIGHTING, COMMUNICATION, FIRE ALARM, ETC.) SHALL BE COORDINATED WITH AND APPROVED BY OWNER A MINIMUM OF 48 HOURS PRIOR TO PERFORMING WORK U.N.O.
- ELECTRICAL DEMOLITION GENERALLY INCLUDES REMOVAL OF EXISTING OUTLETS, DEVICES, AND OTHER ELECTRICAL COMPONENTS. WHERE ALL CIRCUIT LOADS ARE REMOVED, DEMOLISH CIRCUITS BACK TO PANELBOARD(S). WHERE ONLY PORTIONS OF CIRCUIT LOADS ARE REMOVED, REWORK CIRCUITS BY EXTENSION AND RECONNECTION TO CONTINUE REMAINING LOADS IN SERVICE BEYOND THE DEMOLITION AREA.
- PROVIDE REVISED CIRCUIT DIRECTORIES IN ALL PANELBOARDS AFFECTED BY NEW OR DEMOLITION WORK. INDICATE ALL LOADS, NEW, SPARE OR MODIFIED.
- ALL ELECTRICAL COMPONENTS AND 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.
- REMOVE ALL EXISTING, ABANDONED WIRING SYSTEMS IN CEILING SPACE, EQUIPMENT ROOMS, SHAFTS, CRAWL SPACES AND SIMILAR CAVITIES OF THE WORK AREA, INCLUDING WIRING, RACEWAYS, BOXES AND SUPPORTS.



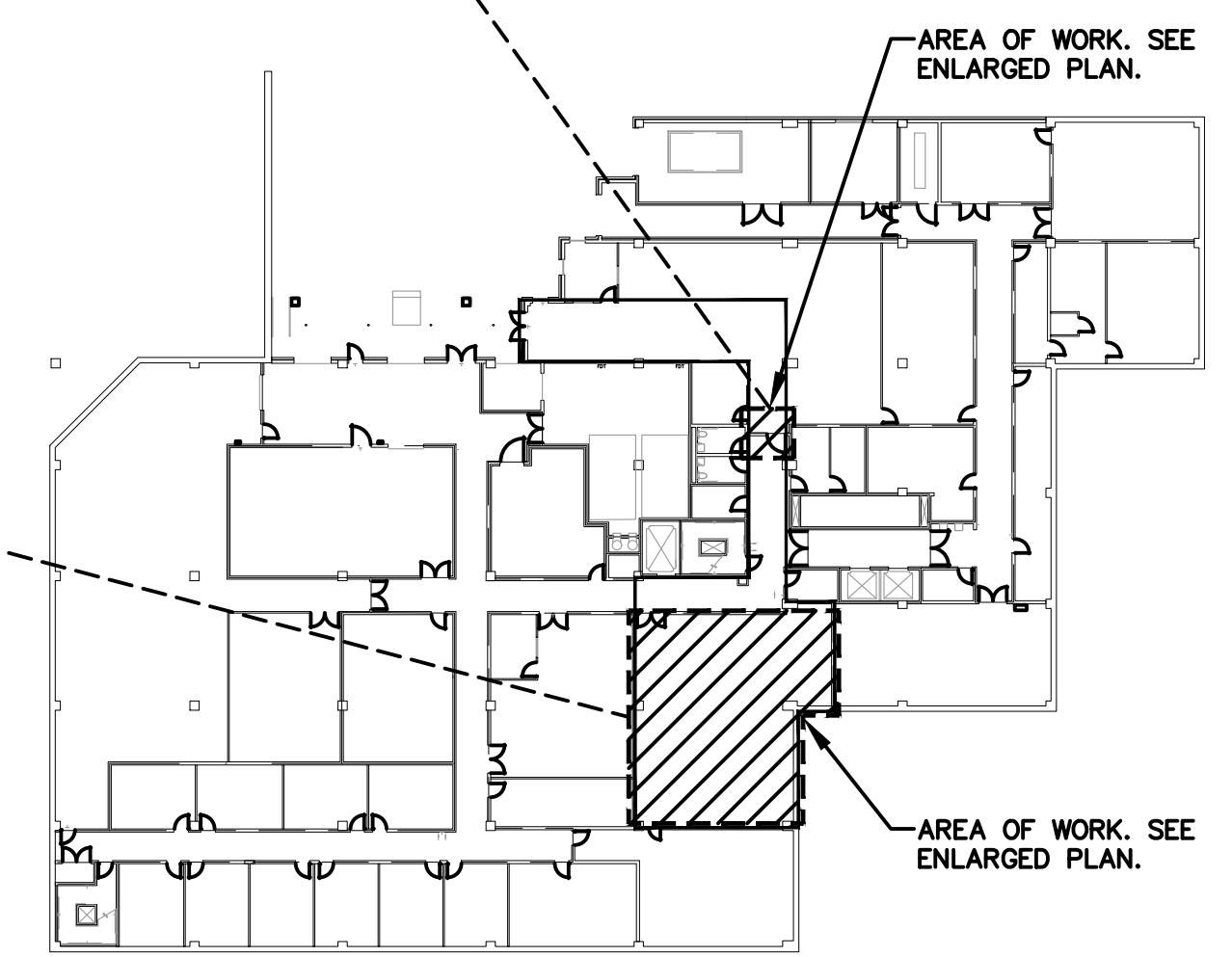
MOTOR CONTROL CENTER ONE-LINE DIAGRAM - EXISTING CONDITIONS
NO SCALE



ENLARGED MECHANICAL ROOM ELECTRICAL DEMOLITION PLAN
SCALE: 1/4" = 1'-0"



ENLARGED CORRIDOR ELECTRICAL DEMOLITION PLAN
SCALE: 1/4" = 1'-0"



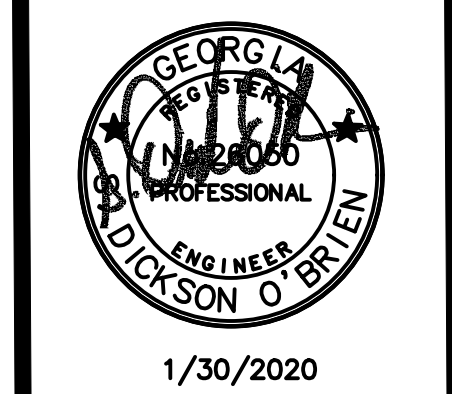
FIRST FLOOR KEY PLAN
SCALE: 1" = 40'-0"

GWA 19-3417
GWA Electrical Engineers
Midlands Office - Main
 168 Laurelhurst Avenue
 Columbia, SC 29210
 (803)252-6919
 Fax (803)799-5494
 gwa@gwainc.net
 http://www.gwainc.net

REVISIONS		
No.	Date	Description

Job Number: _____
 Designed: CAW
 Plot Date: 1/30/2020
 Drawn: MRD
 Approved By: SDO

Columbia Office
 2390 Main St.
 Columbia, South Carolina 29201
 Phone: (803) 766-9421

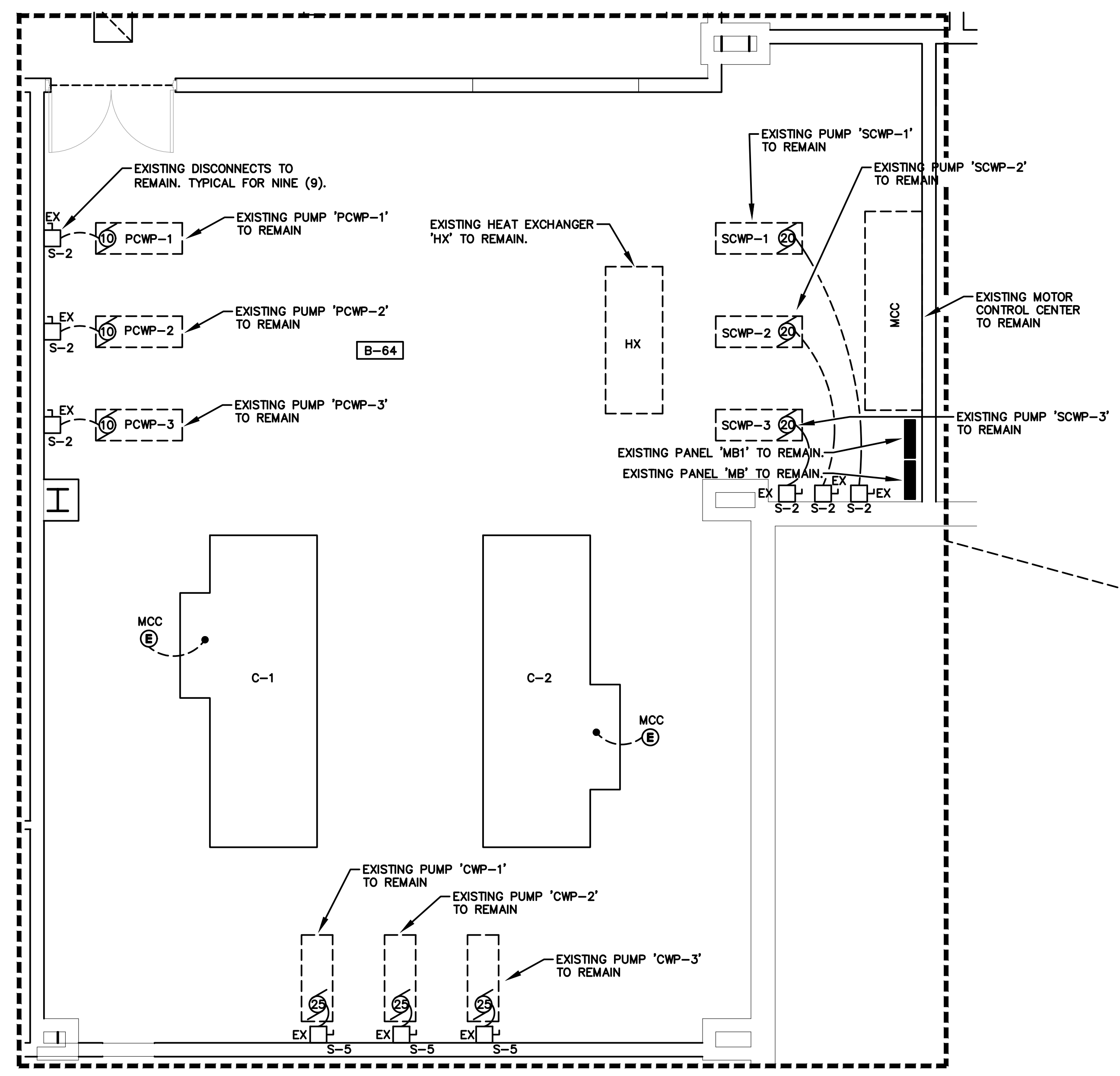
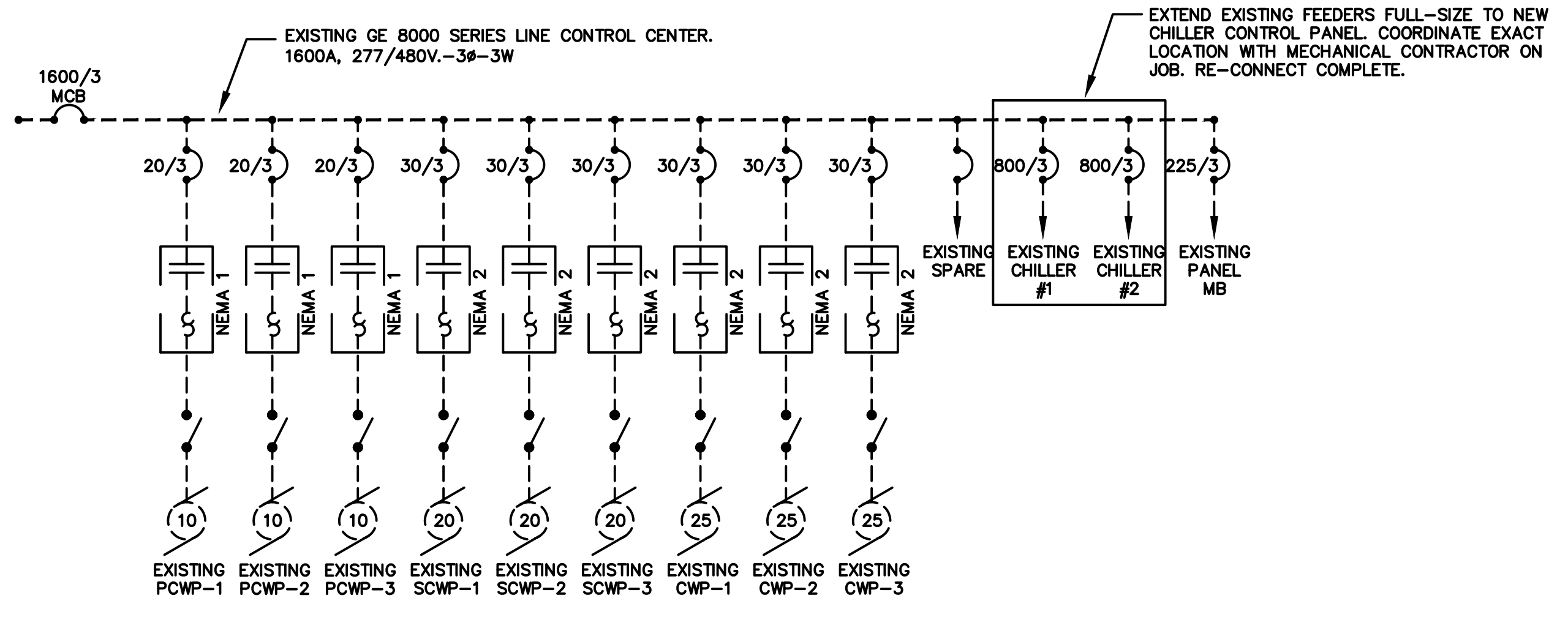


1/30/2020

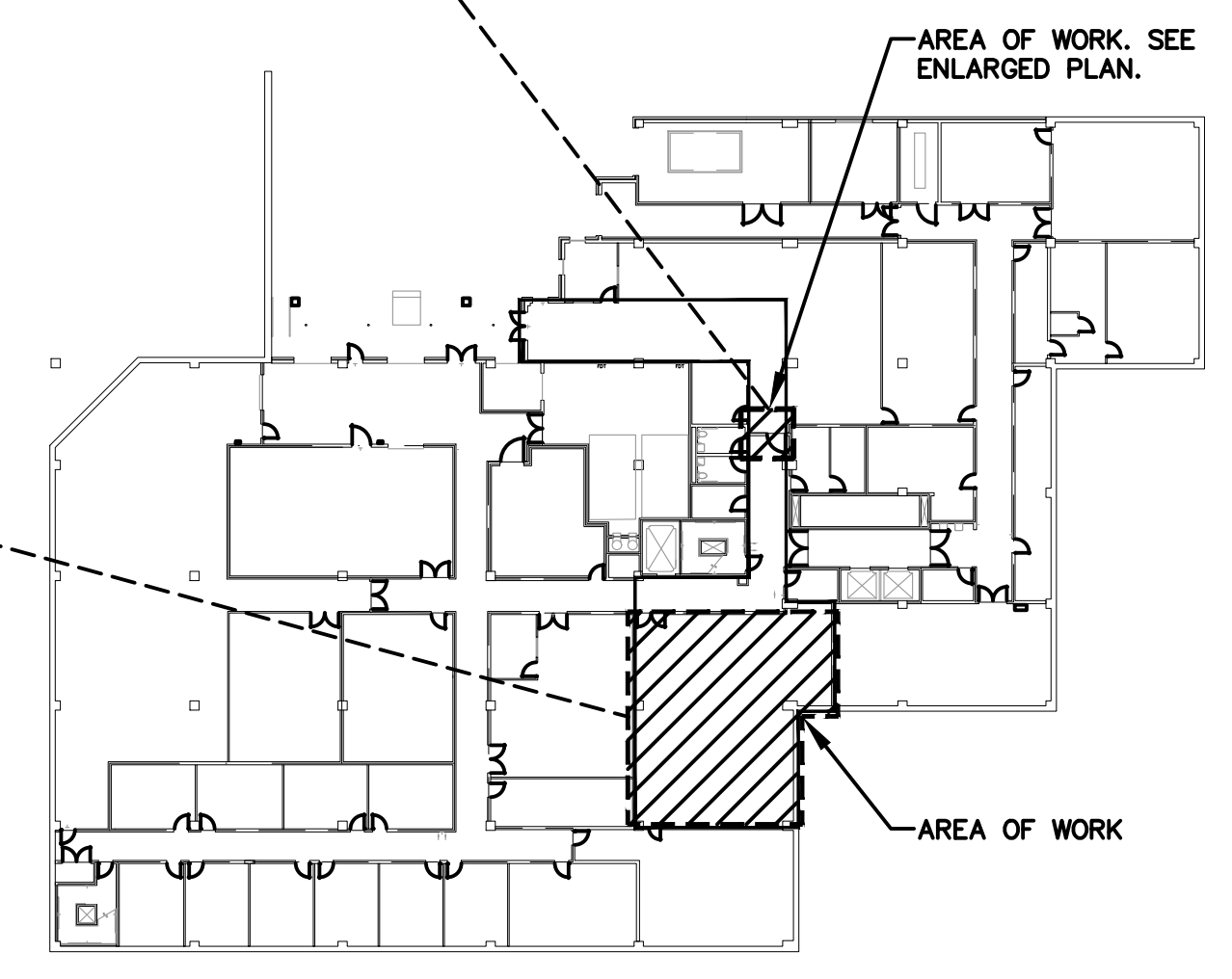
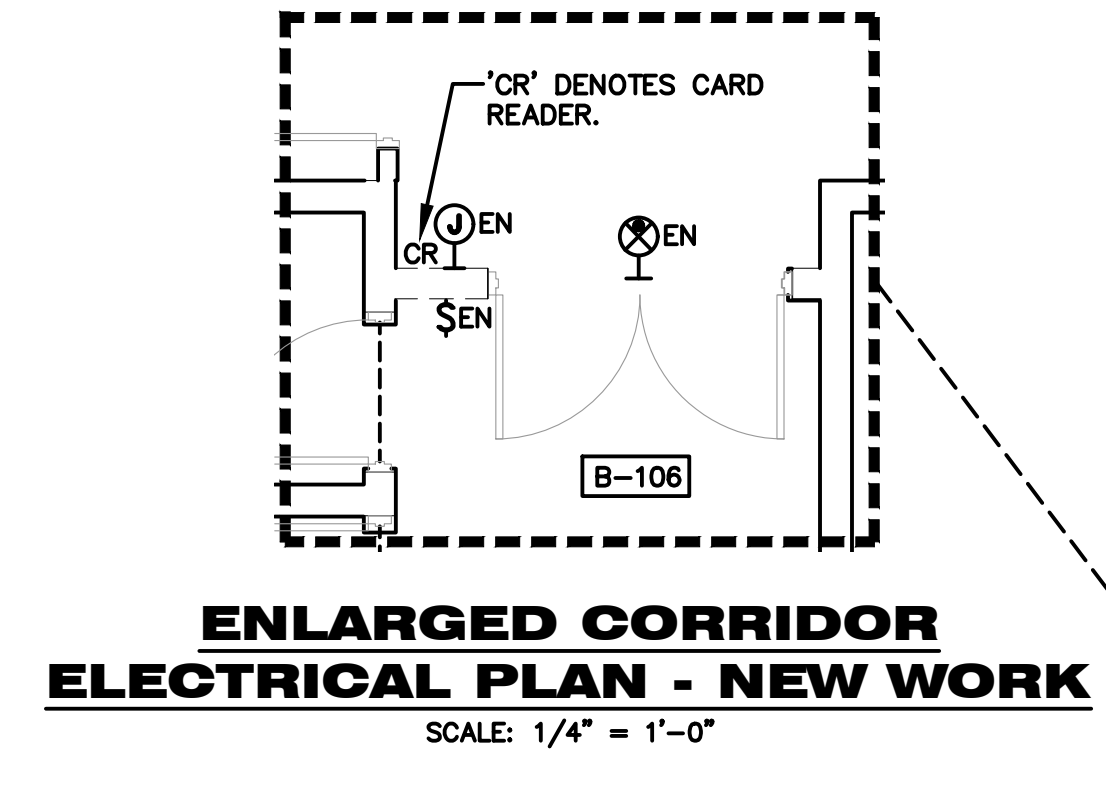
FAA - CHILLER REPLACEMENT
 ATLANTA, GEORGIA
 FIRST FLOOR ELECTRICAL
 DEMOLITION PLAN

Sheet No.
ED01
 Project No.

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ENLARGED MECHANICAL ROOM ELECTRICAL PLAN - NEW WORK
SCALE: 1/4" = 1'-0"



FIRST FLOOR KEY PLAN
SCALE: 1" = 40'-0"

GWA: 19-3417

GWA INC.
Electrical Engineers

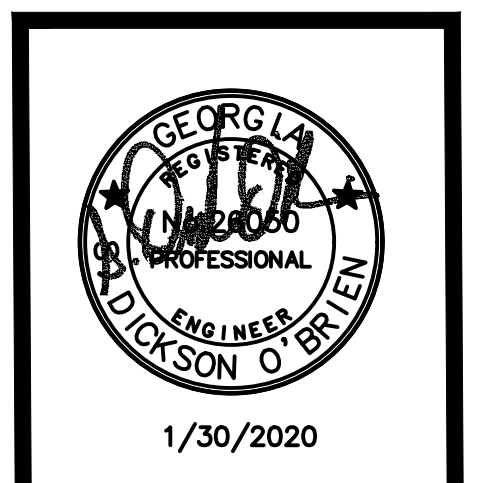
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REVISIONS		
No.	Date	Description

Job Number :
Designed : CAW
Plot Date : 1/30/2020
Drawn : MRD
Approved By : SDO

Columbia Office
2390 Main St.
Columbia, South Carolina 29201
Phone: (803) 766-9421



FAA - CHILLER REPLACEMENT
ATLANTA, GEORGIA
FIRST FLOOR ELECTRICAL PLAN
Sheet Title

Sheet No.
E100
Project No.

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

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

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

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

376
 377 Director of Economic Development Artie Jones said yes, sir.

378
 379 Mayor Longino said I don't think we allow people to work on Sunday.

380
 381 Director of Inspections Oscar Hudson said yes, sir.

382
 383 **ACTION:** Councilman Wyatt moved to approve a request from Director of Economic
 384 Development Artie Jones III on an Intergovernmental Agreement between the City
 385 of College Park and the City of South Fulton for inspection and permitting services
 386 for 2929 Roosevelt Highway, seconded by Councilman Clay and motion carried.
 387 (All Voted Yes). Councilman Gay absent.

388
 389 B. Consideration of and action on a request for approval of the replacement of the grease
 390 trap at the Federal Aviation Administration (FAA) Regional Headquarters (day care
 391 center) located at 1701 Columbia Avenue.

392
 393 Mr. Ron Wilkerson, FAA, came forward to explain the item.

394
 395 **ACTION:** Councilman Wyatt moved to approve a request from City Manager Terrence R.
 396 Moore on the replacement of the grease trap at the Federal Aviation Administration
 397 (FAA) Regional Headquarters (day care center) located at 1701 Columbia Avenue
 398 seconded by Councilman Clay and motion carried. (All Voted Yes). Councilman
 399 Gay absent.

400
 401 C. Consideration of and action on a request for approval of an engineering study for the
 402 replacement of two main chillers at the Federal Aviation Administration (FAA) Regional
 403 Headquarters located at 1701 Columbia Avenue.

404
 405 Councilman Clay said we are hoping that the other expenses will be treated as capital.

406
 407 City Manager Terrence Moore said based on our discussions and the fact that a study is
 408 being accomplished, it is an opportunity for a supplemental lease agreement to negotiate
 409 with the FAA to finance what will be a major capital improvement.

410
 411 Councilman Clay said those chillers will cost a bundle of money.

412 City Manager Terrence Moore said yes, sir.

413
414 **ACTION:** Councilman Clay moved to approve a request from City Manager Terrence R.
415 Moore on an engineering study for the replacement of two main chillers at the
416 Federal Aviation Administration (FAA) Regional Headquarters located at 1701
417 Columbia Avenue, seconded by Councilman Taylor and motion carried. (All Voted
418 Yes). Councilman Gay absent.

419
420 D. Consideration of and action on a request for approval of bids received for professional
421 services on Third Party Debt Collection of uncollected debt delinquent to an outside
422 third party.

423
424 Director of Administrative Services Charles Cook came forward to explain the request.

425
426 Mayor Longino asked, is this organization here?

427
428 Director of Administrative Services Charles Cook said no, sir.

429
430 Councilman Wyatt asked, did they know it was on the agenda for tonight?

431
432 Director of Administrative Services Charles Cook said no, sir.

433
434 Councilman Clay said the one big problem I have is I don't know about this company one
435 way or the other, but transferring debts to a collection agency after 30 days is way too soon,
436 I think. And I think we haven't done that in the past. And I know we have had some issues
437 with the current debt collections. It should be much longer than that, especially when we
438 have been having so many problems with erroneous bills and what have you.

439
440 Councilman Wyatt asked Ms. Lane, in your experience, what is that number?

441
442 Ms. Lane said the number should be anywhere from 60 to 90 days.

443
444 Councilman Clay said I was thinking 90 days.

445
446 Councilman Wyatt said due to the issues we are having, I recommend that the 30 days go to
447 90 days.

448
449 **ACTION:** Councilman Clay moved to approve a request from Director of Administrative
450 Services on bids received for professional services on Third Party Debt Collection
451 of uncollected debt delinquent to an outside third party with a 90-day transfer to the
452 collection agency, seconded by Councilman Wyatt and motion carried. (All Voted
453 Yes). Councilman Gay absent.

454
455 E. Consideration of and action on a request for approval to purchase a replacement vehicle
456 for Unit #537 (2003 Ford F-150) in the Power Department.

457



CITY OF COLLEGE PARK

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

9.A.f

8.C

REG SESSION AGENDA REQUEST

DOC ID: 7713

DATE: October 31, 2019
TO: The Honorable Mayor and Members of City Council
FROM: Terrence R. Moore, City Manager
RE: FAA - Chiller Replacement Engineering Study

PURPOSE: Consideration of a request for approval of a chiller replacement engineering study at the Federal Aviation Administration (FAA) Regional Headquarters located at 1701 Columbia Avenue.

REASON: Two (2) main 500-ton chillers are failing due to age and rusting.

RECOMMENDATION: City Council approval of Mechanical Engineering Consulting Associates, Inc. (MECA) to conduct an engineering study to determine the scope and cost of the replacement of two main chillers at the Federal Aviation Administration (FAA) Regional Headquarters.

BACKGROUND: The two (2) main 500-ton units are twenty-six (26) years old, beyond useful life and are at risk of failure. Replacement of both chillers will eliminate the need for a costly temporary solution.

YEARS OF SERVICE: Not applicable.

COST TO CITY: \$42,795.00

BUDGETED ITEM: This is not a budgeted item. A budget amendment will take place in January to allocate the required funds. 557-4990-52-6150..

REVENUE TO CITY: Not applicable.

CITY COUNCIL HEARING DATE: November 4, 2019.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Aviation Administration

AFFECTED AGENCIES: None.

Updated: 10/31/2019 10:30 AM by Rosyline Robinson

Page 1

Packet Pg. 104

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: None.

REQUIRED CHANGES TO WORK PROGRAMS: None.

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

ATTACHMENTS:

- LCK-Dale Stigamier E-Mail_10-17-2019 (PDF)
- FAA - Chiller Replacement Engineering Summary (PDF)

Review:

- Terrence R. Moore Completed 10/30/2019 12:01 PM
- Rosyline Robinson Completed 10/30/2019 12:03 PM
- Purchasing Completed 10/30/2019 1:52 PM
- Finance Completed 10/31/2019 10:11 AM
- Terrence R. Moore Completed 10/31/2019 10:37 AM
- Mayor & City Council Pending 11/04/2019 7:30 PM

Rosylne Robinson

From: Terrence Moore
Sent: Thursday, October 17, 2019 11:12 AM
To: Rosylne Robinson
Cc: Althea P. Bradley
Subject: FW: FAA - Grease Trap & Chiller Engineering Study Information
Attachments: FAA - Grease Trap and Chiller Engineering Summary 101619.pdf

Roz:

To include with the respective agenda item for the November 4th regular meeting (as discussed yesterday).

Thanks.

Terrence

From: Stigamier, Dale (LCKCS) [mailto:dstigamier@lckcs.com]
Sent: Thursday, October 17, 2019 11:04 AM
To: Terrence Moore
Cc: Wilkerson, Ron; Lane, Debbie; Record, Donald (LCKCS)
Subject: FAA - Grease Trap & Chiller Engineering Study Information

Terrence:

Great seeing you yesterday. As requested, please see below the roles of the parties within each project. I've also attached a digital copy of what we've discussed.

Grease Trap Replacement

Project Management: Colliers/LCK
Asbestos Survey: S&ME
Construction: Leapley Construction Group

Chiller Replacement Engineering Study

Project Management: Colliers/LCK
Asbestos Survey: S&ME
Engineering Study: Mechanical Engineering Consulting Associates, Inc. (MECA)

Please let me know if I can provide anything additional. We very much appreciate the opportunity to work with you. Thanks!

-DAS

Unique Perspective!

Dale Stigamier, CCIM
 Senior Vice President
 Dir +1 803 401 4317 | Main +1 803 401 4200 | Mobile +1 803 361 5698
 Fax +1 803 252 0577
dstigamier@lckcs.com



Grease Trap and Chiller Replacement Summary

FAA - Atlanta
1643 & 1701 Columbia Avenue
College Park, GA 30337

Prepared for:
City of College Park, Georgia

By LCK Team Members:
Dale Stigamier, Senior Vice President
Don Record, Senior Project Manager



Table of Contents

I. Narrative

II. Support Photos

III. Budget Details



I. Narrative

There are 2 items in need of replacement in order to avoid service interruptions, regulatory compliance issues, and exorbitant repair costs:

I. Grease Trap:

Issue: The grease trap in the kitchen of the day care center has failed. The failure was caused by pipes that are rusting out due to age and moisture exposure. Grease is flowing freely in to grease trap pit and piping allowing grease to enter waste system. Grease is also causing rodent infestation and significant odor. Both would be deemed a health risk and non-compliance.

Solution: Replace grease trap and all rusted piping. Current trap and rusted piping to be removed and replaced. Concrete slab, floor, and some interior walls to be demolished and replaced. All work to be done during non-operating hours.

II. Chillers:

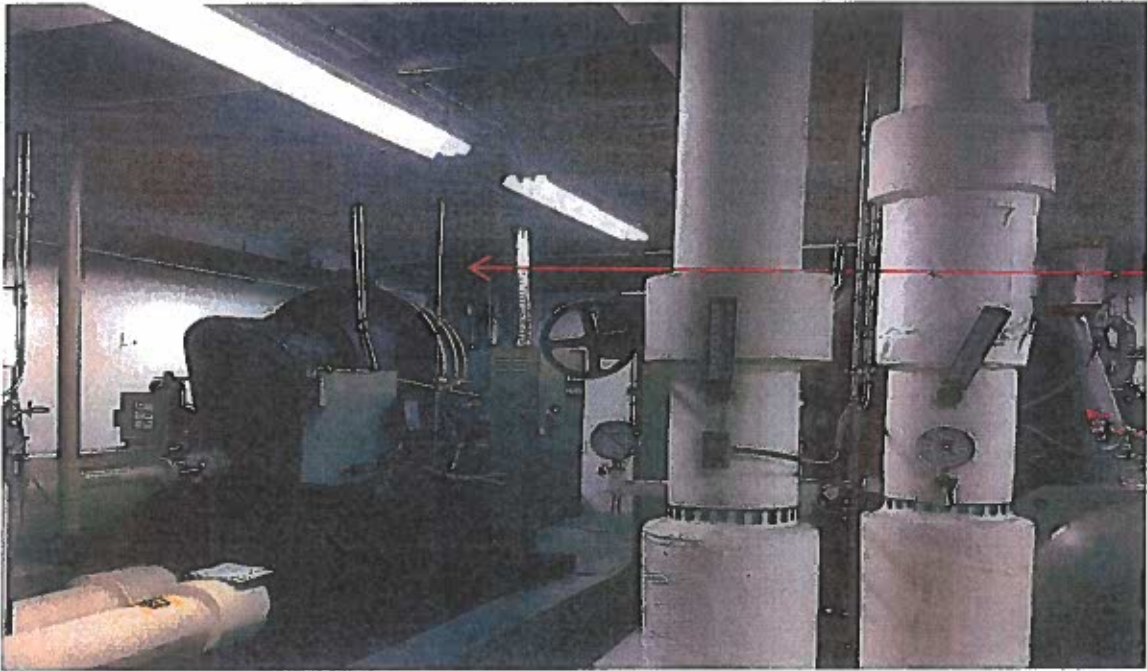
Issue: 2 main 500 ton chillers are failing due to age and rusting. Units are 26 years old, beyond useful life of 15. Chiller "B" in particular, is at risk of total failure. Should a chiller fail, a temporary chiller would need to be brought to site and piped into existing infrastructure while they are replaced. This would add \$150,000 to the cost of replacement.

Solution: Replace both chillers while maintaining building cooling and conditioning and eliminate the need for a temporary solution. A wall will need to be removed to allow for installation of new units. An engineering study will need to be conducted first to quantify repair scope and budget dollars. An engineering study is a regulatory requirement that also provides third party validation of project scope and ensures proper replacement.



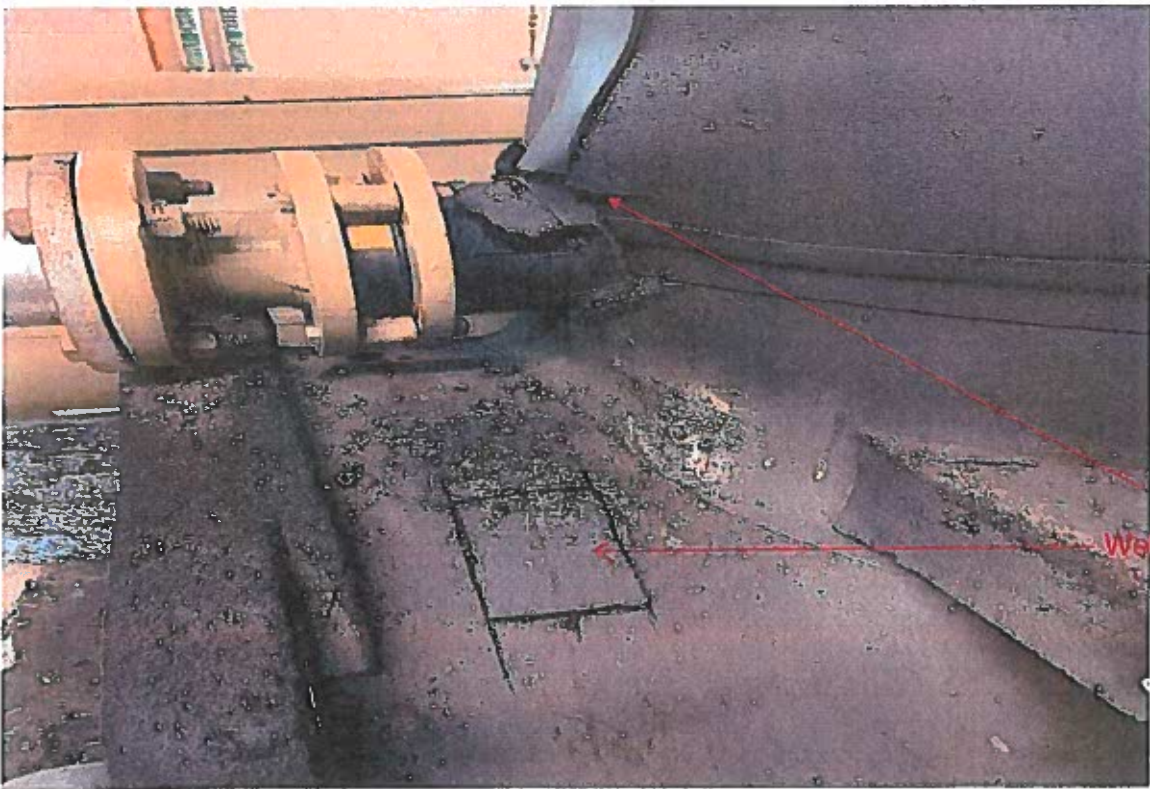
II. Support Photos

Chillers (2) beyond useful life (26 Years). Units have Critical Leaks with Multiple Weld Patches. Vessel taking on air. Failure would cost approximately \$150,000 in temporary cooling contingency while units were replaced. Proactive replacement would negate this potential cost



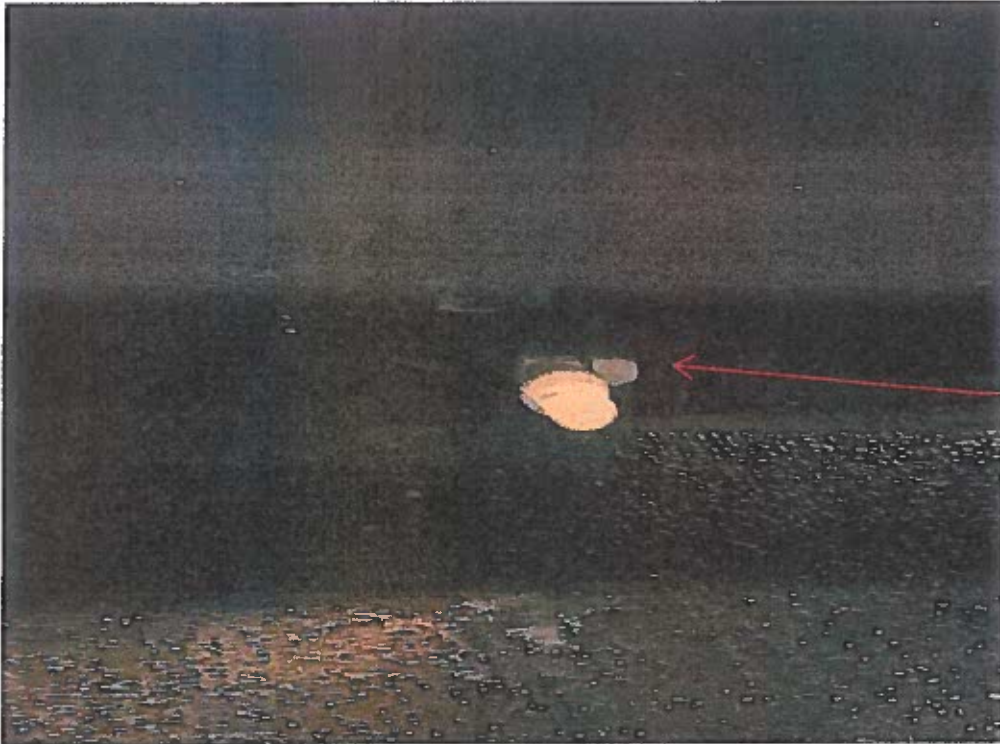
Chiller "B"

Chiller "A"

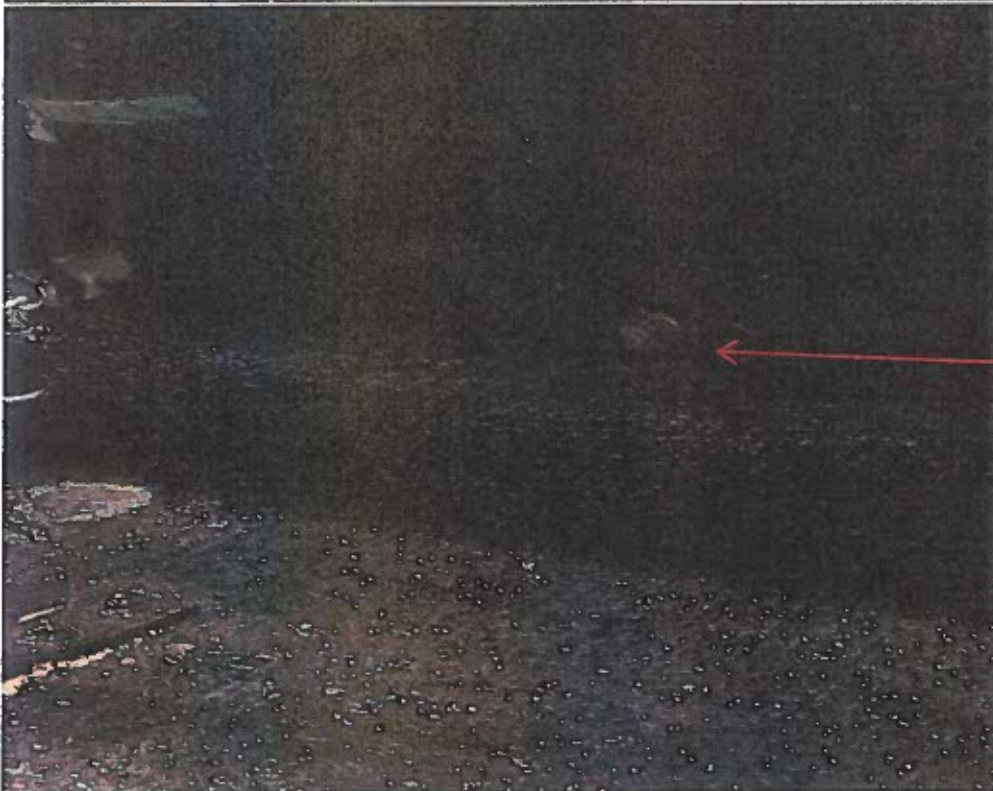


Weld patch repair

Photos below show areas of leaks and repair welds at base of Chiller "B".



Leaks and weld patch repair



Leaks and Weld Patch Repair



III. Budgets



Budget Projection FAA Chiller Engineering 1643 & 1701 Columbia Avenue College Park, Ga 30337	
	Rentable SF: 312,713
Description	Cost Projection
Hard Costs	
Replace (2) Centrifugal Chillers - 500 ton each	TBD
Demolition of Existing Chillers	TBD
Permit (TBD)	TBD
Total Hard Costs	\$ -
Soft Costs	
Project Mangement - per Property Management Agreement	\$ 3,235
Reimbursable Expenses	1,500
Asbestos Survey	1,560
Engineering Study	36,500
Bond, Insurance, Builders Risk	TBD
Total Soft Costs	\$ 42,795
Contingency	
Contingency	TBD
Total Contingency Costs	\$ -
Project Totals	
Project Total	\$ 42,795
<i>Prepared by: Don Record</i>	

NOTE:

LCK

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



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8556

DATE: January 7, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Michelle Johnson, Director of Recreation & Cultural Arts

RE: Request to Accept Fulton County CDBG Reprogrammed Funds Contract for Splash Pad

PURPOSE: To accept the Fulton County CDBG reprogrammed funds contract for the Splash Pad for \$ 584,000 to be located at Charles E. Phillips Park.

REASON: Fulton County request the contract for the reprogrammed funds contract to be accepted and signed.

RECOMMENDATION: To accept Fulton County reprogrammed funds contract for the Splash Pad at Charles E. Phillips Park.

BACKGROUND: The City of College Park received funds from CDBG from Fulton County for project and the funds were requested to be reallocated from Kathleen Mitchell demolition to a Splash Pad to be built at Charles E. Phillips Park.

YEARS OF SERVICE: 10 years and required maintenance and repair for parts.

COST TO CITY: Monthly and yearly maintenance would be required for the splash and has been estimated at \$18,000 per year. Summer staff would be required for the facility during operation times to be estimated at \$30,000 for the seasonal period.

CITY COUNCIL HEARING DATE: January 19, 2021.

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: Additional staff would need to be budgeted for the upcoming seasonal period for the department along with additional funding for the upkeep and maintenance.

STAFF: Additional staff would need to be required to maintain and oversee the Splash Pad each season.

ATTACHMENTS:

- College Park -CDBG Award Notification-Charles E Phillips Splash Pad 9.10.20 (PDF)
- Attachment-16840 with edits (DOCX)

Review:

- Michelle Johnson Completed 01/07/2021 2:05 PM
- Jackson Myers Completed 01/07/2021 2:14 PM
- Rosyline Robinson Completed 01/07/2021 8:54 PM
- City Attorney's Office Completed 01/11/2021 3:43 PM
- Mercedes Miller Completed 01/12/2021 12:27 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM



Fulton County
Department of Community Development



September 10, 2020

The Honorable Mayor Bianca Motley Broom
 College Park- City Hall
 3667 Main Street
 College Park, Georgia 30337

RE: City of College Park- CDBG Award Notification \$584,000.00
Project: Charles E. Phillips, Sr. Esquire Park- Splash Pad

Dear Mayor Motley Broom:

On September 2, 2020, the Fulton County Board of Commissioners, by and through its Department of Community Development, has approved an award to the City of College Park for Community Development Block Grant (CDBG) funds in the amount of ***\$584,000.00 for the construction, rehabilitation and installation of the Charles E. Phillips, Sr. Esquire Park Splash Pad***; and rescinds its previous CDBG award for the Kathleen Mitchell School demolition project as requested by the City of College Park.

In addition, the County will begin the environmental review process in accordance with requirements from the U.S Department of Housing and Urban Development (HUD).

Please respond to accept this award notification in writing by Wednesday, September 18, 2020 to include a project timeline for project implementation.

Should you have any CDBG program and or project timeline related questions in this regard, please do not hesitate to contact Kim Benjamin at (404) 612-8077 or via email at kim.benjamin@fultoncountyga.gov.

Sincerely,

Pamela Roshell
 Deputy Chief Operating Officer

cc: Robb L. Pitts, Chairman, Fulton County Board of Commissioners
 Richard Dick Anderson, County Manager
 Anna Roach, Chief Operating Officer
 Mia Redd, Deputy Director



FULTON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
Community Development Block Grant Program
137 Peachtree Street, Suite 300
Atlanta GA, 30303



**AN AGREEMENT BETWEEN FULTON COUNTY
and
The City of College Park
STATE OF GEORGIA, COUNTY OF FULTON**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CFDA Number 14.218 – Community Development Block Grants

Federal Award Identification Number:	B-16-UC-13-0003- \$346,444.35
	B-17-UC-13-0003- \$ 21,541.16
	B-18-UC-13-0003- \$216,014.49
City of College Park’s DUNS Number:	079378865
Federal Award Date:	1/01/16- 1/01/17-1/01/18
Total Fulton County CDBG Municipality Agreement:	\$584,000.00

THIS AGREEMENT entered this 18th day of December (month) 2020 (year) by and between Fulton County, Georgia (herein called the “Grantee”) and **the City of College Park** (hereinafter called the “Subrecipient”).

WITNESSETH THAT:

WHEREAS, on July 11th 2018 the Fulton County Board of Commissioners approved the 2018 Annual Action Plan and substantial amendments as part of the overall Fulton County 2015 – 2019 Consolidated Planning document which includes Community Development objectives and the projected uses of funds for the Community Development Block Grant (CDBG) program activities, as prescribed under the Housing and Community Development Act of 1974, as amended; and on September 2nd 2020, the Board of Commissioners approved the Charles E. Phillips Splash Pad project via Agenda Item 20-0600.

WHEREAS, the City of College Park has been provided CDBG funds by Fulton County for **Public Park Improvements** as set forth in 24 CFR §570.201(c) and to meet a national objective benefiting low/moderate income persons; as set forth in 24 CFR §570.208(a)(1)(i); and

WHEREAS, the Twenty Percent (20%) cap on Administrative Cost expenditures pursuant to CFR §570.200(g) has been reached; and,

WHEREAS, the CDBG allocation awarded to the City of College Park Department in the amount of **\$584,000.00**, shall be specifically used for the Charles E. Phillips Splash Pad at 4400 Herschel Road College Park, GA 30337 for citizens of Fulton County and shall not be used towards any Program Administrative Costs; and

WHEREAS, these activities are designed to benefit low and moderate income persons as required to meet the CDBG national objective; and

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

Deleted: . The activities are designed to benefit low-/moderate income persons as required to meet the CDBG national objective

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I. SCOPE OF SERVICES

A. Activities

The Subrecipient will be responsible for administering a CDBG Agreement for Fiscal Year 2020-2021 in a manner satisfactory to Fulton County and consistent with any standards required as a condition of providing these funds.

B. Description of Activities

Funds will be used for Charles E. Phillips Splash Pad improvements at 4400 Herschel Road College Park, GA 30337

A copy of the complete scope of work is attached in EXHIBIT A.

C. National Objectives

The Sub-recipient certifies that the activities carried out with funds provided under this Agreement will meet one or more of the CDBG program's National Objectives:

- 1. benefit low/moderate income persons
- 2. aid in the prevention or elimination of slums or blight
- 3. meet community development needs having a particular urgency as defined in 24 CFR Part 570.208

This project meets the National Objectives of the Community Development Block Grant program 24 CFR Part 570.208(a)(2)(ii) area benefit.

II. TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the 2nd day of September 2020 and shall end on the 2nd day of September 2021.

III. BUDGET

The City of College Park shall maintain a budget compliant to CDBG program requirements. Reference Exhibit C of the Agreement for Cost Reimbursement Budget.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by CDBG funds under this Sub recipient Agreement shall not exceed **\$584,000.00 Expenses for eligible activities shall be retroactive to September 2, 2020.** Drawdowns for the payment of eligible expenses shall be made against the line item budget specified in Paragraph III herein and in accordance with performance.

V. NOTICES

1
2 Communication and details concerning this Sub-Recipient Agreement shall be directed to the following:

	Grantee	Sub recipient
Name:	Kim Benjamin, Community Development Manager	Jackson Myers, Public Works Director
Address:	Fulton County Community Development Department 137 Peachtree Street Atlanta, Georgia 30303	City of College Park 3667 Main Street College Park, Georgia 30337
Phone:	(404) 612-8077	(678) 794-4834
Email:	Kim.benjamin@fultoncountyga.gov	jmyers@collegeparkga.com

Deleted: Mayor

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4 **VI. SPECIAL CONDITIONS**

- 5 • A complete description of the procurement process must be provided for any items purchased with these funds. Items under \$20,000 may be purchased under the Micro-purchase provisions of 2 CFR Part 200. All other items must be competitively procured.
- 6 • All staff costs covered by this grant, including those retroactive to September 2, 2020, must be fully documented (separately from regular CDBG staff costs) and timesheets provided for each staff position covered. Beneficiaries from this time period must also be reported.
- 7 • Funds being used retroactively cannot be used to pay for building renovations and other projects that exceed the Part 58, Environmental Review Exempt or Categorical Excluded Not Subject To, "CENST" thresholds unless an ERR was completed prior to the commitment of funds.
- 8 • Funds being used under the Urgent Need criteria must be tied to responding to a health and welfare crisis in the community, the need must have arisen within 18 months, and the sub-recipient must demonstrate and certify there are no other funds available to address the need.
- 9 • All Federal Cross-Cutting requirements apply including Financial Management and Procurement, Environmental Review, Federal Labor Standards, Acquisition and Relocation and Fair Housing and Non-Discrimination

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22 **VII. GENERAL CONDITIONS**

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24 **A. General Compliance**

25 The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)). The Sub-recipient also agrees to comply with all other applicable Federal, State and Local laws, regulations, and policies governing the funds provided under this Agreement. The sub-recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

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32 **B. Independent Contractor**

33 Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" or with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Sub recipient is an independent sub recipient.

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41 **C. Hold Harmless**

42 To the extent allowable by law, the Sub-recipient hereby warrants, represents, covenants and agrees to release, indemnify, defend and hold harmless the County, its commissioners, officers, and

1 employees, from any and all claims, losses, liabilities, damages, deficiencies or costs (including
2 without limitation, reasonable attorney's fees and legal expenses) suffered or incurred by such
3 parties, whether arising in tort, contract, strict liability or otherwise, and including without limitation,
4 personal injury, wrongful death or property damage, arising in any way from the actions or omissions
5 of the Sub-recipient, its agents, employees, Sub-recipients, officers, or directors. The Sub-recipient
6 does further hereby agree to release, indemnify, defend and hold harmless the County, its
7 commissioners, officers, and employees, from any injury (including death resulting there from), loss,
8 claim or damage sustained by the Sub-recipient's agents and employees. The language of this
9 indemnification clause shall survive termination of this Agreement, even if the County terminates the
10 Agreement for its convenience.

11 **D. Worker's Compensation**

12 The Sub-recipient shall provide Worker's Compensation Insurance for all of its employees involved in
13 the performance of this Agreement.

14 **E. Insurance and Bonding**

15 The Sub-recipient shall carry sufficient insurance coverage to protect contract assets from loss due to
16 theft, fraud and /or undue physical damage.

17 **F. Grantor Recognition**

18 The Sub-recipient shall insure recognition of the role of the grantor agency in providing services
19 through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be
20 prominently labeled as to funding source. In addition, the Sub recipient will include a reference to the
21 support provided herein in all publications made possible with funds made available under this
22 Agreement.

23 **G. Amendments**

24 The Grantee or Sub-recipient may amend this Agreement any time provided that such amendments
25 make specific reference to this Agreement, and are executed in writing, signed by a duly authorized
26 representative of both organizations, and approved by the Grantee's governing body. Such
27 amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub recipient
28 from its obligations under this Agreement.

29 The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or Local
30 governmental guidelines, policies and available funding amounts, or for other reasons. If such
31 amendments result in a change in the funding, the scope of service, or schedule of the activities to be
32 undertaken as part of this Agreement, such modifications will be incorporated only by written
33 amendment signed by both Grantee and Sub-recipient.

34 **H. Suspension or Termination**

35 In accordance with 2 CFR Part 200 Subpart D, Section 200.339, suspension or termination may
36 occur if the Sub-recipient materially fails to comply with any term of the award and the award may be
37 terminated for convenience.

38 Either party may terminate this Agreement at any time by giving written notice to the other party of
39 such termination and specifying the effective date there of at least 30 days before this effective date
40 of such termination. Partial terminations of the Scope of Service in Paragraph I above may only be
41 undertaken with the prior approval of the Grantee. In the event of any termination for convenience, all
42 finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or
43 other material prepared by the Sub-recipient under this Agreement shall at the option of the Grantee,
44 become the property of the Grantee, and the Sub-recipient shall be entitled to receive just and
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1 equitable compensation for any satisfactory work completed on such documents or materials prior to
2 the termination.

3
4 The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient
5 materially fails to comply with any term of this Agreement, or with any of the rules, regulations or
6 provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further
7 participation in the grantee's contracts, in addition to other remedies as provided by law. In the event
8 there is probable cause to believe that Sub recipient is in noncompliance with any applicable rules or
9 regulations, the Grantee may withhold up to fifteen (15) percent of said Agreement funds until such
10 time as the Sub recipient is found to be in compliance by the Grantee, or is otherwise adjudicated to
11 be in compliance.

12 VIII. ADMINISTRATIVE REQUIREMENTS

13 A. Financial Management

14 1. *Accounting Standards*

15 The Sub-recipient agrees to comply with 2 CFR Part 200.302 and agrees to adhere to the
16 accounting principles and procedures required therein, utilize adequate internal controls, and
17 maintain necessary source documentation for all costs incurred.

18 2. *Internal Controls*

19 The Sub-recipient agrees to comply with 2 CFR Part 200.203 and maintain effective internal
20 controls over the funds awarded herein.

21 3. *Cost Principles*

22 The Sub-recipient shall administer its program in conformance with 2 CFR Part 200, Subpart E,
23 "Cost Principles". These principles shall be applied for all costs incurred whether charged on a
24 direct or indirect basis.

25 B. Documentation and Record-Keeping

26 1. *Records to be maintained*

27 The Sub-recipient shall maintain all records required by the Federal regulations specified in 24
28 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such
29 records shall include but not be limited to:

- 30 ❖ Records providing a full description of each activity undertaken
- 31 ❖ Records demonstrating that each activity undertaken meet one of the National Objectives
32 of the CDBG program
- 33 ❖ Records required to determine the eligibility of activities
- 34 ❖ Records required to document the acquisition, improvement, use or disposition of sale
35 property acquired or improved with CDBG assistance
- 36 ❖ Records documenting compliance with the fair housing and equal opportunity components
37 of the CDBG program
- 38 ❖ Financial records as required by 24 CFR Part 570.502, and 2 CFR Part 200 Subpart D
- 39 ❖ Other records necessary to document compliance with Subpart K of 24 CFR 570

40 2. *Retention*

41 The Sub-recipient shall retain all records pertinent to expenditures incurred under this Agreement
42 for a period of three (3) years from the date of submission of the final expenditure report for
43 activities funded under this Agreement. Records for non-expendable property acquired with
44 funds under this Agreement shall be retained for three (3) years after final disposition of such
45 property. Records for any displaced person must be kept for three (3) years after he/she has
46 received final payment. Notwithstanding the above, if there is litigation, claims, audits,
47 negotiation or other actions that involve any of the records cited and that have started before the
48

1 expiration of the three year period, then such record must be retained until completion of the
 2 actions and resolution of all issues, or the expiration of the three year period, whichever occurs
 3 later.
 4

5 **3. Client Data**

6 The Sub-recipient shall maintain client data demonstrating client eligibility for services provided.
 7 Such data shall include, but not be limited to, client name, address, income level, race, sex,
 8 elderly, head of household, family size, or other basis for determining eligibility, and description of
 9 service provided. Such information shall be made available to Grantee monitors or their
 10 designees for review upon request.
 11

12 **4. Disclosure**

13 The Sub-recipient understands that client information collected under this Agreement is private
 14 and the use of disclosure of such information, when not directly connected with the administration
 15 of the Grantee's or Sub-recipient's responsibilities with respect to services provided under this
 16 Agreement, is prohibited unless written consent is obtained from such person receiving service
 17 and, in the case of a minor, that of a responsible parent/guardian.
 18

19 **5. Property Records**

20 The Sub-recipient shall maintain real property inventory records, which clearly identify properties
 21 purchased, improved or sold. Properties retained shall continue to meet eligibility criteria and
 22 shall conform to the "changes in use" restrictions specified in 24 CFR Parts 570.503 (b) (8), as
 23 applicable.
 24

25 **6. Close outs**

26 The Sub-recipient's obligation to the Grantee shall not end until all closeout requirements are
 27 completed. Activities during this closeout period shall include, but are not limited to making final
 28 payments, disposing of program assets (including the return of all unused materials, equipment,
 29 unspent cash advances, program income balances, and accounts receivable to the Grantee), and
 30 determining the custodianship of records.
 31

32 **7. Audit & Inspections**

33 All Sub-recipient records with respect to any matters covered by this Agreement shall be made
 34 available to the Grantee, grantor agency, their designees or the Federal Government, at any time
 35 during normal business hours, as often as the Grantee or grantor agency deems necessary, to
 36 audit, examine, and make excerpts or transcripts of all relevant data.
 37

38 Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days
 39 after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit
 40 requirements will constitute a violation of this Agreement and may result in the withholding of
 41 future payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in
 42 accordance with current Grantee policy concerning sub recipient audits and, as applicable, 2 CFR
 43 Part 200 subpart F.
 44

45 **C. Reporting and Payment Procedures**

46 **1. Program Income**

47 The Sub-recipient shall report yearly income as defined as 24 CFR 570.500 (a) generated by
 48 activities carried out with CDBG funds made available under this Agreement. The use of program
 49 income by the Sub recipient shall comply with the requirements set forth at 24 CFR 570.504. By
 50 way of further limitations, the Sub-recipient may use such income during the Agreement period
 51 for activities permitted under this Agreement and shall reduce requests for additional funds by the
 52 amount of any such program income balance on hand. All unused program income shall be
 53 returned to the Grantee at the end of the Agreement period. Any interest earned on cash
 54 advances from the U.S. Treasury is not program income and shall be remitted promptly to the
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1 Grantee.
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3 **2. Indirect costs**

4 If indirect costs are charged, the Sub-recipient will develop an indirect cost allocation plan for
5 determining the appropriate Sub-recipient's share of administrative costs and shall submit such
6 plan to the Grantee for approval, in a form specified by the Grantee. The indirect cost allocation
7 method shall comply with 2 CFR Part 200 Appendix IV – Indirect (F & A) Costs Identification and
8 Assignment, and Rate Determination for Non-profit Organization or [Appendix V to Part 200](#)—
9 State/Local Government-wide Central Service Cost Allocation Plans, as applicable.

10 **3. Payment Procedure**

11 The Grantee will pay to the Sub-recipient funds available under this Agreement based upon
12 information submitted by the Sub recipient and consistent with any approved budget and Grantee
13 policy concerning payments. With the exception of certain advances, payments will be made for
14 eligible expenses actually incurred by the Sub recipient, and not to exceed actual cash
15 requirements. Payments will be adjusted by the Grantee in accordance with advance fund and
16 program income balances available in Sub recipient accounts. In addition, the Grantee reserves
17 the right to liquidate funds available under this Agreement for costs incurred by the Grantee on
18 behalf of the Sub recipient.
19

20 **4. Progress Report**

21 The Sub-recipient shall submit Quarterly Progress Reports to the Grantee in the form as provided
22 in Appendix B or as otherwise specified by the Grantee.

23 **D. Procurement**

24 **1. Compliance**

25 The Sub-recipient must establish written procurement procedures, shall comply with current
26 Grantee policy concerning the purchase of equipment and shall maintain inventory records of all
27 non-expendable personal property as defined by such policy as may be procured with funds
28 provided herein. All program assets (unexplained program income, property, equipment, etc.)
29 shall revert to the Grantee upon termination of this Agreement.
30

31 **2. All procurement must comply with 2 CFR Part 200 Subpart D.**

- 32
- 33 a. Sub-recipients must avoid purchasing unnecessary items
 - 34
 - 35 b. Where appropriate, an analysis is made of lease and purchase alternatives to determine
36 which would be the most economical and practical procurement for the federal government
37
 - 38 c. Solicitations for goods and services provide for all of the following:
39
 - 40 1. A clear and accurate description of the technical requirements for the material, product
41 or service to be procured. In competitive procurements, such a description shall not
42 contain features which unduly restrict competition.
 - 43 2. Requirements which the bidder/offeror must fulfill and all other factors to be used in
44 evaluating bids or proposals.
 - 45 3. A description, whenever practicable, of technical requirements in terms of functions to be
46 performed or performance required, including the range of acceptable characteristics or
47 minimum acceptable standards.
 - 48 4. The specific features of "brand name or equal" descriptions that bidders are required to
49 meet when such items are included in the solicitation.
 - 50 5. The acceptance, to the extent practicable and economically feasible, of products and
51 services dimensioned in the metric system of measurement.
 - 52 6. Preference, to the extent practicable and economically feasible, for products and
53 services that conserve natural resources and protect the environment and are energy
54 efficient.
55

- 1 d. Positive efforts shall be made by recipients to utilize small businesses, minority-owned
 2 companies and women's business enterprises, whenever possible. Recipients of Federal
 3 awards shall take all of the following steps to further this goal:
- 4 1. Ensure that small businesses, minority-owned companies and women's business
 5 enterprises are used to the fullest extent practicable.
 - 6 2. Make information on forthcoming opportunities available and arrange time frames for
 7 purchases and contracts to encourage and facilitate participation by small businesses,
 8 minority-owned companies and women's business enterprises.
 - 9 3. Consider in the contract process whether firms competing for larger contracts intend to
 10 subcontract with small businesses, minority-owned companies and women's business
 11 enterprises.
 - 12 4. Encourage contracting with consortiums of small businesses, minority-owned
 13 companies and women's business enterprises when a contract is too large for one of
 14 these firms to handle individually.
 - 15 5. Use the services and assistance, as appropriate, of such organizations as the Small
 16 Business Administration and the US Department of Commerce Minority Business
 17 Development Agency in the solicitation and utilization of small businesses, minority-
 18 owned companies and women's business enterprises.
- 19
- 20 e. The type of procuring instruments used (e.g. fixed price contracts, cost reimbursable
 21 contracts, purchase orders, and incentive contracts) shall be determined by the recipient
 22 but shall be appropriate for the particular procurement and for promoting the best interest of
 23 the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of
 24 construction cost" methods of contracting **shall not be used**.
- 25 f. Contracts shall be made only with responsible contractors who possess the potential ability
 26 to perform successfully under the terms and condition of the proposed procurement.
 27 Consideration shall be given to such matters as contractor integrity; compliance with public
 28 policy, including, where applicable, Section 3 of the Housing and Urban Development Act
 29 of 1968 (12 U.S.C. 1701u); record of past performance; financial and technical resources or
 30 accessibility to other necessary resources.
- 31
- 32 A contract award (see 2 CFR 180.220) must not be made to parties listed on the
 33 government-wide exclusions in the System for Award Management (SAM), in accordance
 34 with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part
 35 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and
 36 Suspension." SAM Exclusions contains the names of parties debarred, suspended, or
 37 otherwise excluded by agencies, as well as parties declared negligible under statutory or
 38 regulatory authority other than Executive Order 12549.
- 39
- 40 g. Sub-recipients shall, on request, make available for the Federal awarding agency and
 41 Fulton County, pre-award review and procurement documents, such as requests for
 42 proposals or invitation for bids, independent cost estimates, etc., when any of the following
 43 conditions apply:
- 44 1. A sub-recipient's procurement procedures or operation fails to comply with the
 45 procurement standards in HUD's implementation of 2 CFR Part 200 Subpart D.
 - 46 2. The procurement is expected to exceed \$10,000 or the small purchase threshold fixed at
 47 41 U.S.C. 403 (11), whichever is greater, and is to be awarded without competition or
 48 only one bid or offer is received in response to a solicitation;
 - 49 3. The procurement, which is expected to exceed the small purchase threshold, specifies a
 50 "brand name" product.
 - 51 4. The proposed award over the small purchase threshold is to be awarded to other than
 52 the apparent low bidder under sealed bid procurement.
 - 53 5. A proposed contract modification changes the scope of a contract or increases the
 54 contract amount by more than the amount of the small purchase threshold.
- 55
- 56 h. Sub-recipient shall comply with 2 CFR 200.322 Procurement of recovered materials. A

1 non-Federal entity that is a state agency or agency of a political subdivision of a state and
 2 its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended
 3 by the Resource Conservation and Recovery Act. The requirements of Section 6002
 4 include procuring only items designated in guidelines of the Environmental Protection
 5 Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered
 6 materials practicable, consistent with maintaining a satisfactory level of competition, where
 7 the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during
 8 the preceding fiscal year exceeded \$10,000; procuring solid waste management services in
 9 a manner that maximizes energy and resource recovery; and establishing an affirmative
 10 procurement program for procurement of recovered materials identified in the EPA
 11 guidelines.

12 **3. Travel**

13 The sub-recipient shall obtain written approval from the Grantee for any travel outside the State of
 14 Georgia with funds provided under this Agreement.

15 **4. Use and Reversion of Assets**

16 The use and disposition of real property and equipment under this Agreement shall be in
 17 compliance with the requirements of 2 CFR Part 200 and 24 CFR 570.502, 570.503, and
 18 570.504, as applicable, which include but are not limited to the following:

- 19 a. Sub-recipient shall transfer to the Grantee any CDBG funds on hand and any accounts
 20 receivable attributable to the use of funds under this Agreement at the time of expiration,
 21 cancellation or termination.
- 22 b. Real property under the Sub-recipient's control that was acquired or improved, in whole or
 23 in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of
 24 the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after
 25 expiration of this Agreement, or such longer period of time as Grantee deems appropriate.
 26 If the Sub-recipient fails to use CDBG-assisted real property in a manner that meets a
 27 CDBG National Objective for the prescribed period of time, the Sub recipient shall pay the
 28 Grantee an amount equal to the current fair market value of the property less any portion of
 29 the value attributable to expenditure of non-CDBG funds for acquisition of, or improvement
 30 to, the property. Such payment shall constitute program income to the Grantee. The Sub-
 31 recipient may retain real property acquired or improved under this Agreement after the
 32 expiration of the five-year period, or such longer time as the Grantee deems appropriate.
- 33 c. In all cases in which equipment acquired, in whole or in part, with funds under this
 34 Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to
 35 which funds received under this Agreement were used to acquire the equipment).
 36 Equipment not needed by the Sub recipient for activities under this Agreement shall be (a)
 37 transferred to the Grantee for the CDBG program or (b) retained after compensating the
 38 Grantee (an amount equal to the current fair market value of the equipment less the
 39 percentage of non-CDBG funds used to acquire the equipment).

40 **IX. Relocation, Real Property Acquisition and One-for-One Housing Replacement**

41 The Sub-recipient agrees to comply with (a) the Uniform Relocation Assistance and Real property
 42 Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and
 43 24 CFR 570.606(b), (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-
 44 displacement and Relocation Assistance Plan under section 104 (d) of the HCD Act; and (c) the
 45 requirements in 570.606(d) governing optional relocation policies.

46 The sub recipient shall provide relocation assistance to persons (families, individuals, businesses,
 47 nonprofit organizations and farms) that are displaced as a direct result of acquisition, rehabilitation,
 48 demolition or conversion for a CDBG-assisted project. The Sub recipient also agrees to comply with

1 applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their
 2 residences.

3
 4
 5
 6
 7
 8 **X. Personnel and Participant Conditions**

9
 10 **A. Civil Rights**

11 **1. Compliance**

12 The Sub-recipient agrees to comply with the State of Georgia and with Title VI of the Civil Rights
 13 Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b)
 14 and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended,
 15 Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age
 16 Discrimination Act of 1975, Executive order 11063 and with Executive Order 11246 as amended
 17 by Executive Order 11375 and 12086.

18
 19
 20
 21 **2. Nondiscrimination**

22 The Sub-recipient will not discriminate against any employee or applicant for employment
 23 because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap,
 24 age, marital/familial statuses with regard to public assistance. The Sub recipient will take
 25 affirmative actions to insure that all employment practices are free from such discrimination.
 26 Such employment practices include but not limited to the following: hiring, upgrading, demotion,
 27 transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of
 28 compensation, and selection for training, including apprenticeship. The Sub-recipient agrees to
 29 post in conspicuous places, available to employees and applicants for employment, notices to be
 30 provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

31
 32 **3. Land Covenants**

33 This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-
 34 352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land
 35 acquired, cleared or improved with assistance provided under this Agreement, the Sub-recipient
 36 shall cause or require a covenant running with the land to be inserted in the deed or lease for
 37 such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the
 38 use or occupancy of such land, or in any improvements erected or to be erected thereon,
 39 providing that the Grantee and the United States are beneficiaries of and entitled to enforce such
 40 covenants. The Sub-recipient, in undertaking its obligation to carry out the program assisted
 41 hereunder, agrees to take such measures as are necessary to enforce such covenant and will not
 42 itself so discriminate.

43 **4. Section 504**

44 The Sub-recipient agrees to comply with any Federal regulations issued pursuant to compliance
 45 with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 706), which prohibits discrimination
 46 against the handicapped in any Federal assisted program. The Grantee shall provide the Sub
 47 recipient with any guidelines necessary for compliance with that portion of the regulations in force
 48 during the term of this Agreement.

49
 50 **5. Fair Housing**

51 The Sub-recipient agrees to comply with Public Law 90-284, which is the Fair Housing Act (42
 52 U.S.C. 3601-3620). In accordance with the Fair Housing Act, the Secretary of the Department of
 53 Housing and Urban Development requires that grantees administer all programs and activities
 54 related to housing and community development in a manner to affirmatively further the policies of
 55 the Fair Housing Act.

1
2 The Sub-recipient agrees to take all actions necessary to assure compliance with the Fair
3 Housing Act, and affirmatively further fair housing. The Sub-Recipient also agrees to affirmatively
4 further fair housing within its own jurisdiction and support Fulton County's actions to comply with
5 the County's fair housing certification. This provision is required because noncompliance by a unit
6 of general local government included in an urban county may constitute noncompliance by the
7 grantee (i.e., the county) that can, in turn, provide cause for funding sanctions or other remedial
8 actions by the Department of Housing and Urban Development.

9 **6. Benefits to Legal Resident Aliens**

10 Under Section 214, the Secretary of Housing and Urban Development may not make financial
11 assistance available to an alien unless the alien both is a resident of the United States and is:

- 12
13 a. an alien lawfully admitted for permanent residence as an immigrant ... excluding, among
14 others, alien visitors, tourists, diplomats, and students who enter the United States
15 temporarily with no intention of abandoning their residence in a foreign country;
16
17 b. an alien who ... is deemed to be lawfully admitted for permanent residence [under the
18 registry provisions of the INA];
19
20 c. an alien who has qualified ... [as a refugee or asylee];
21
22 d. an alien who is lawfully present in the United States as a result of an exercise [of the
23 Attorney General's parole authority] ...;
24
25 e. an alien within the United States as to whom the Attorney General has withheld deportation
26 [on the basis of prospective persecution] ...; or
27
28 f. an alien lawfully admitted for temporary or permanent residence under Section 245A of the
29 Immigration and Nationality Act

30 Unauthorized aliens are not eligible for financial assistance under Section 214-covered
31 programs.

32 **B. Affirmative Action**

33 **1. Approved Plan**

34 The Sub-recipient agrees that it shall be committed to carry out pursuant to the Grantee's
35 specifications an Affirmative Action Program in keeping with the principles as provided in
36 President's Executive Order 11246 of September 24, 1965. The Grantee shall provide
37 Affirmative Action guidelines to the Sub-recipient to assist in the formulation of such program.
38 The Sub-recipient shall submit a plan for an Affirmative Action Program for approval prior to the
39 award of funds.
40

41 **2. WBE/MBE**

42 The Sub-recipient will use its best efforts to afford minority and women-owned business
43 enterprises the maximum practicable opportunity to participate in the performance of this
44 Agreement. As used in this Agreement, the term "minority and female business enterprise"
45 means a business at least fifty-one (51) percent owned and controlled by minority group
46 members of women.
47

48 For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-
49 speaking, Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American
50 Indians. The Sub recipient may rely on written representations by businesses regarding their
51 status as minority and female business enterprises in lieu of an independent investigation.
52

53 **3. Access to Records**

54 The Sub-recipient shall furnish and cause each of its own sub recipients or subcontractors to

1 furnish all information and reports required hereunder and will permit access to its books, records,
 2 and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes
 3 of investigation to ascertain compliance with the rules, regulations and provisions stated herein.
 4

5 **4. Notifications**

6 The Sub-recipient will send to each labor union or representative of workers with which it has
 7 collective bargaining agreement or other contract or understanding, a notice, to be provided by
 8 the agency contracting officer, advising the labor union or worker's representative of the Sub-
 9 recipient's commitments hereunder, and shall post copies of the notice in conspicuous places
 10 available to employees and applicants for employment.
 11

12 **5. EEO/AA Statement**

13 The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf
 14 of the Sub-recipient; state that it is an Equal Opportunity or Affirmative Action employer.
 15

16 **6. Subcontract Provisions**

17 The sub-recipient will include the provisions of Paragraph X A, Civil Rights, and B, Affirmative
 18 Action, in every subcontract or purchase order, specifically or by references, so that such
 19 provision will be binding upon each of its own sub-recipients or subcontractors.
 20
 21

22 **C. Employment Restriction**

23 **1. Prohibited Activity**

24 The Sub-recipient is prohibited from using funds provided herein or personnel employed in the
 25 administration of the program for: political activities; sectarian or religious activities; lobbying,
 26 political patronage, and nepotism activities.
 27

28 **2. Labor Standards**

29 The Sub-recipient agrees to comply with the requirements of the Secretary of Labor in
 30 accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and
 31 Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5; 40 USC 327 and
 32 40 USC 276c) and all other applicable Federal, State, and local laws and regulations pertaining to
 33 labor standards insofar as those acts apply to the performance of this Agreement. The Sub
 34 recipient shall maintain documents which shall be made available to the Grantee for review upon
 35 request.
 36

37 The Sub-recipient agrees that, except with respect to the rehabilitation or construction of
 38 residential property containing less than eight (8) units, all contractors engaged under contracts in
 39 excess of 2,000.00 for construction, renovation or repair work financed in whole or in part with
 40 assistance provided under this Agreement, shall comply with Federal requirements adopted by
 41 the Grantee pertaining to such contract and with the applicable requirements of the regulations of
 42 the Department of Labor, under 20 CFR Parts 1,3, 5, and 7 governing the payment of wages and
 43 ratio apprentices and trainees are imposed by state or local law, nothing hereunder is intended in
 44 full, in all such contracts subject to such regulations, provisions meeting the requirement of this
 45 paragraph.
 46

47 The Sub-recipient shall be prohibited from the use of debarred, suspended or ineligible
 48 contractors or subcontractors. The requirements set forth in 24 CFR part 5 apply to this
 49 program.
 50

51 **3. "Section 3" Clause**

52 **a. Compliance**

53 Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all
 54 applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be
 55
 56

1 a condition of the Federal financial assistance under this Agreement and binding upon the
2 Grantee, the Sub-recipient and any of the Sub recipients sub-recipients and subcontractors.
3 Failure to fulfill these requirements shall subject the Grantee, the Sub-recipients and any of
4 the Sub-recipients sub- recipients and subcontractors, their successors and assigns, to those
5 sanctions specified by the Agreement through which Federal assistance is provided. The
6 Sub-recipient certifies and agrees that no contractual or other disability exists which would
7 prevent compliance with these requirements.

8 The Sub-recipient further agrees to comply with these "Section 3" requirements and to include
9 the following language in all subcontracts executed under this Agreement:

10 "The work to be performed under this Agreement is project assisted under a program
11 providing direct Federal financial assistance from HUD and is subject to the requirements of
12 Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C.
13 Section 3 requires that to the greatest extent feasible opportunities for training and
14 employment be given to low and very low income. Residents of the project area and contracts
15 for work in connection with the project be awarded to business concerns that provide
16 economic opportunities for low and very low-income persons residing in the community in
17 which the project is located."
18

19 The Sub-recipient further agrees to ensure that opportunities for training and employment
20 arising in connection with a housing rehabilitation (including reduction and abatement of lead
21 based paint hazards), housing construction, or other public construction projects are given to
22 low and very low income persons residing within the area in which the CDBG funded project is
23 located; where feasible, priority should be given to low and very low income persons within the
24 service area of the project or the neighborhood in which the project is located, and to low and
25 very low income participants in other HUD programs; and award contracts for work undertaken
26 in connection with a housing rehabilitation (including reduction and abatement of lead based
27 paint hazards) housing construction, or other public construction projects are given to
28 business concerns that provide economic opportunities for low and very low income persons
29 residing within the municipality in which the CDBG funded project is located where feasible,
30 priority should be given to business concerns which provide economic opportunities to low
31 and very low income residents within the service are or the neighborhood in which the project
32 is located, and to low and very low income participants in other HUD programs.
33 The Sub-recipient certifies and agrees that no contractual or other legal incapacity exists
34 which would prevent compliance with these requirements.
35

36 **b. Notifications**

37 The Sub-recipient agrees to send to each labor organization or representative of workers with
38 which it has a collective bargaining agreement or other contract or understanding, if any, a
39 notice advising said labor organization or worker's representative of this commitment under
40 this Section 3 clause and shall post copies of the notice in conspicuous places available to
41 employees and applicants for employment of training.
42

43 **c. Subcontracts**

44 The Sub-recipient will include this Section 3 clause in every subcontract and will take
45 appropriate action pursuant to the subcontract upon finding that the subcontractor is in
46 violation of regulations issued by the grantor agency. The Sub recipient will not subcontract
47 with any entity where it has notice or knowledge that the latter has found in violation of
48 regulations under 24 CFR 135 and will not let any subcontract unless the entity has first
49 provided it with a preliminary statement of ability to comply with the requirements of these
50 regulations.
51

52 **d. Compliance with Fulton County Section 3 Plan**

53 The Sub-recipient agrees to comply with the provisions of the Fulton County Section 3 Plan

1 attached as Exhibit F.
2

3 **D. Conduct**
4

5 **1. Assignability**

6 The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior
7 written consent of the Grantee thereto; provided, however, that claims for money due or to
8 become due to the Sub-recipient from the Grantee under this Agreement may be assigned to a
9 bank, trust company, or other financial institution without such approval. Notice of any such
10 assignment or transfer shall be furnished promptly to the Grantee.
11

12 **2. Subcontracts**

13 **a. Approvals**

14 The Sub-recipient shall not enter into any subcontracts with any agency or individuals in the
15 performance of this Agreement without the written consent of the Grantee prior to the
16 execution of such agreement.
17

18 **b. Monitoring**

19 The Sub-recipient will monitor all subcontracted services on a regular basis to assure contract
20 compliance. Results of monitoring efforts shall be summarized in written reports and
21 supported with documented evidence of follow-up actions taken to correct areas of
22 noncompliance.
23

24 **c. Content**

25 The Sub-recipient shall cause all of the provisions of this Agreement in its entirety to be
26 included in and made a part of any subcontract executed in the performance of this
27 Agreement.
28

29 **d. Selection Process**

30 The Sub-recipient shall undertake to ensure that all subcontracts let in the performance of this
31 Agreement shall be awarded of a fair and open competition basis. Executed copies of all
32 subcontracts shall be forwarded to the Grantee along with documentation concerning the
33 selection process.
34

35 **3. Hatch Act**

36 The Sub-recipient agrees that no fund provided, nor personnel employed under this Agreement,
37 shall be in any way or to any extent engaged in the conduct of political activities in violation of
38 Chapter 15 of Title V United States Code.
39

40 **4. Conflict of Interest**

41 The sub-recipient agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts
42 of interest, and covenants that it presently has no financial interest and shall not acquire any
43 financial interest, direct or indirect, which would conflict in any manner or degree with the
44 performance of services required under this Agreement. The Sub-recipient further covenants that
45 in the performance of the Agreement no person having such a financial interest shall be
46 employed or retained by the Sub recipient hereunder. These conflicts of interest provisions apply
47 to any person who is an employee, agent, consultant, officer, or elected official or appointed
48 official of the Grantee, or of any designated public agencies or sub recipients which are receiving
49 funds under the CDBG Entitlement program.
50

51 **5. Lobbying**

52 The Sub-recipient hereby certifies that:
53 a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any
54

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- 1 person for influencing or attempting to influence an officer or employee or an agency, a
- 2 member of Congress, an officer or employee of Congress, or an employee of a member of
- 3 Congress in connection with the awarding of any Federal contract, the making of any
- 4 Federal grant, the making of any Federal loan, the entering into of any cooperative
- 5 agreement, and the extension, continuation, renewal, amendment, or modification of any
- 6 Federal contract, grant, loan or cooperative agreement.
- 7 b. If any funds other than Federal appropriated funds have been paid or will be paid to any
- 8 person for influencing or attempting to influence an officer or employee of any agency, a
- 9 member of Congress, an officer or employee of Congress, or an employee of a Member of
- 10 Congress in connection with this Federal contract, grant, loan or cooperative agreement, it
- 11 will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in
- 12 accordance with its instruction.
- 13
- 14 c. It will require that the language of paragraph (d) of this certification be included in the award
- 15 documents of all sub awards at all tiers (including subcontracts, sub grants, and contracts
- 16 under grants, loans, and cooperative agreements) and that all sub recipients shall certify
- 17 and disclose accordingly.
- 18
- 19 d. Lobbying Certification
- 20 This certification is a material representation of fact upon which reliance was placed when
- 21 this transaction was made or entered into. Submission of this certification is a prerequisite
- 22 for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.
- 23 Code. Any person who fails to file the required certification shall be subject to a civil
- 24 penalty or not less than \$10,000 and not more than \$100,000 for each such failure.
- 25
- 26 e. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an
- 27 award exceeding \$100,000 must file the required certification. Each tier certifies to the tier
- 28 above that it will not and has not used Federal appropriated funds to pay any person or
- 29 organization for influencing or attempting to influence an officer or employee of any agency,
- 30 a member of Congress, officer or employee of Congress, or an employee of a member of
- 31 Congress in connection with obtaining any Federal contract, grant or any other award
- 32 covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal
- 33 funds that takes place in connection with obtaining any Federal award. Such disclosures
- 34 are forwarded from tier to tier up to the non-Federal award.
- 35

6. Rights to Inventions Made under Contract or Agreement

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

7. Religious Organization

The Sub-recipient agrees that funds provided under this Agreement will not be utilized for religious activities, to promote religious interest, or for the benefit of a religious organization is in accordance with the Federal regulations specified in 24 CFR 570.200(j).

E. Code of Conduct

The sub-recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization

1 which employs or is about to employ any of the parties indicated herein, has a financial or other
2 interest in the company selected for an award.

3
4 The officers, employees, and agents of the sub-recipient shall neither solicit nor accept gratuities,
5 favors, or anything of monetary value from contractors, or parties to sub-agreements. However, sub-
6 recipients may set standards for situations in which the financial interest is not substantial or the gift is
7 an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions
8 to be applied for violations of such standards by officers, employees, or agents of the sub-recipient.
9

10 **XI. ENVIRONMENTAL CONDITIONS**

11
12 The Sub-recipient shall carry out the project in compliance with all Federal laws and regulations, except
13 that the sub recipient does not assume the recipient’s environmental responsibilities described in 24 CFR
14 570.604 and the sub recipient does not assume the recipient’s responsibility for initiating the review
15 process under the provisions of 24 CFR.
16

17
18 **A. Air and Water**

19 The Sub recipient agrees to comply with the following requirements insofar as they apply to the
20 performance of this Agreement:
21

- 22 1. Clean Air Act, 42 U.S.C., 7401, et seq.
- 23 2. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et set, as amended, 1318
24 relating to inspection, monitoring, entry, reports, and information, as well as, other
25 requirements specified in said Section 114 and Section 308, as all regulations and guidelines
26 issued hereunder.
- 27 3. Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R., Part 50, as
28 amended
29

30 **B. Flood Disaster Protection**

31 In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 USC 4001), the
32 Sub recipient shall assure that for activities located in an area identified by FEMA as having special
33 flood hazards, flood insurance under the national Flood Insurance Program is obtained and
34 maintained a condition of financial assistance for acquisition or construction purposes (including
35 rehabilitation).
36

37 **C. Lead Based Paint**

38 The Sub-recipient agrees that any construction or rehabilitation of residential structures with
39 assistance provided under this Agreement shall be subject to HUD Lead Based Paint Regulations at
40 24 CFR 570.608 and 24 CFR Part 35. Such regulations pertain to all HUD-assisted housing and
41 require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be
42 properly notified that such properties may include lead based paint. Such notifications shall point out
43 the hazards of lead based paint and explain the symptoms, treatment and precautions that should be
44 taken when dealing with lead based paint poisoning and the advisability of blood lead level screening
45 for children under seven. The notice should also point out that if lead based paint is found on the
46 property, abatement measures may be taken.
47

48 **D. Historic Preservation**

49 The Sub-recipient agrees to comply with the Historic Preservation requirements set forth in the
50 National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth
51 in 36 CFR, Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic
52 Properties, insofar as they apply to the performance of this Agreement.
53 In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation
54 and demolition of historic properties that a fifty years old or older that are included on a Federal, State
55 or local historic property list.
56

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1 **E. Architectural Barriers Act of 1968 and Americans with Disabilities Act**
2 The Sub-recipient agrees to comply with the requirements of the Architectural Barriers Act of 1968
3 and the Americans with Disabilities Act of 2008 in the design or alteration of any property improved
4 with funds provided hereunder. These standards insure accessibility to, and use by, physically
5 handicapped people.
6

7 F.E.O. 12373 – Interagency Review
8 The Sub-recipient agrees to comply with E.O. 12373 Interagency Review which applies to the CDBG
9 Program only when funds will be used for the planning or construction (reconstruction or installation) of
10 water or sewer facilities. Such facilities include storm sewers as well as all sanitary sewers, but do not
11 include water and sewer lines connecting a structure to the lines in the public right-of-way or easement.
12

13 **XII. SEVERABILITY**

14
15 If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected
16 thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
17

18 **REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS HEREOF, the parties hereunto have set their hands and seal.

CITY OF COLLEGE PARK, GEORGIA

FULTON COUNTY, GEORGIA

Bianca Motley-Broom, Mayor
City of College Park

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST

ATTEST

Shavala Moore
City Clerk

Tonya A. Grier, Interim Clerk to the Commission

DATE:

DATE:

SEAL:

SEAL:

APPROVED AS TO CONTENT:

Dr. Pamela Roshell, Interim Director
Department of Community Development

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Winston Denmark, City Attorney

Office of the County Attorney

DATE:

DATE:

**Fulton County Community Development Block Grant Program
EXHIBIT A: Statement of Work
City of College Park – Charles E. Phillips Park Proposed
Improvements Project**

The requested funding is proposed for Charles E. Phillips Park Improvements:

The Phillips Park Improvements will provide an attraction for all ages and expand summer water fun activities at this location.

The splash pad addition is 3222 square foot concrete area with a 5-foot buffer around the perimeter for a total of 4491 square feet. The Phillips Park Splash pad and location alternatives are shown on the attached concept plan and the cost components are as follows:

Splashpad Equipment, Installation and Local certified Installer: \$494,100
Project Development and Contract Administration Cost: \$31,500
Project Contingency: 58,400

Total project \$584,000 (complete project including building, fencing, install, cleanup-scope of install work is included). The estimated cost is \$584,000 which includes all cost associated with site preparation, utility installation cost and project contingencies. The City would like to request \$584,000 for the implementation of this project.

The project will serve the seniors, adults, and children in the immediate area to offer an affordable social outlet for family and neighborhood activities for all ages. The community has expressed a desire for an aquatic center as supported by recent study that determined

the project scope was not economically feasible at this time for the City.

This project represents an alternative modeled after the City of Atlanta -Centennial Park and Cobb County- Battery Park water feature attractions but on a limited and modest scale. This park facility is within a mile of the hotels, businesses and attractions at the GICC and G-League Sports Arena. This project will serve to maintain and expand an existing suitable living environment as follows:

- Improving the safety and livability of the immediate neighborhoods.
- Eliminating blighting influences and the deterioration of property and facilities.
- Increasing access to quality public and private facilities and services.
- Reducing the isolation of income groups within the areas through the revitalization of deteriorating neighborhoods; and
- Restoring and preserving properties of special historical, architectural, or aesthetic value.

**Fulton County Community Development Block Grant Program
EXHIBIT B: Project Implementation Schedule
City of College Park – Charles E. Phillips Park Proposed
Improvements Project**

FACILITY/IMPROVEMENT PROVISIONS	TASKS	DATE
Environmental Review	Completion of Environmental Assessments, submittal, review and approval.	4 th Quarter 2020
Construction Drawings & Specifications	All plans/drawings/specifications in accordance with construction documentation is prepared and completed for advertisement.	4 th Quarter 2020
Solicitation for sealed bids by the City of College Park for Proposal Bids/Offers	Invitation for Bid- (Description of the requirements that the bidder/offeror must fulfill with other factors to be used in evaluating the bids or proposals submitted).	4 th Quarter 2020
Bid, Costs and Price Analysis (Specification List)	Perform a cost or price analysis for each procurement activity undertaken with Federal funds to include: A comparison of price quotations submitted, market prices, and similar indicators, together with discounts.	4 th Quarter 2020
City Award of Bid/Offer	PROJECT IMPROVEMENT RECORDS - The City of College Park will maintain procurement records and files for all purchases made with Federal funds, to include: Basis for bidder/offeror selection; Justification for lack of competition when bids or offers are not obtained; CDBG Compliance Documents and Basis for the award cost or price.	4 th Quarter 2020
Letter to Proceed for Contractor	Award Conference Note: Actual Date Pending Fulton County Notice to Proceed	January 2021
Contract Provisions	Insurance requirements, bonding requirements, CDBG Contract Documents, etc.	January 2021
Contract Administration	The City of College Park will maintain a system of contract administration to ensure contractor conformance with the terms, conditions, and specifications of the contract and to ensure adequately and timely follow up of all procurement activities and purchases. The agency will evaluate contractor performance and document, as appropriate, whether	January 2021

	contractors have met the terms, conditions, and specifications of the contract.	
Contract Start Date of Project	Notice to Proceed	January 2021
Demolition / Clearance activities/Utility Construction	Clear & accurate description of the technical requirements for the project to be demolished/cleared	January 2021
Utility Infrastructure/Splash Pad Construction	Utility and splash pad infrastructure construction	February 2021
Project Mid-Status	Clear & accurate description of the technical requirements for the work to be procured by City of College Park and CDBG Compliance Surveys, Payroll ...etc.	April 2021
Project Completion	Close out documentation, final title documentation/retainage of funds/release of liens.	September 2021

**Fulton County Community Development Block Grant Program
EXHIBIT C: Cost Reimbursement Budget
City of College Park City of College Park – Charles E. Phillips Park
Proposed Improvements Project**

PROJECT DELIVERY OPERATING BUDGET

PROJECT EXPENSES	DATE	CDBG	CITY
Construction Administration/ Management Construction Cost (Labor, Equipment/Supplies, Permits) – \$ 584,000	2020-2021	\$ 584,000	\$ 0.00
Total for Year 2020 – 2021 – \$ 584,000		\$ 584,000	\$ 0.00

REIMBURSEMENT EXPENDITURE SCHEDULE

Municipality Expenses	October - December Projections	Submission Date	Total Operating Budget
Construction Costs			
▪ Labor	\$292,000	December, 2020	\$292,000
▪ Equipment/Supplies			
TOTAL EXPENSES		October, 2021	\$584,000

Fulton County Community Development Block Grant Program
EXHIBIT D:
City of College Park – Charles E. Phillips Park Proposed
Improvements Project
Quarterly Performance Report

Municipality: City of College Park CDBG Funding Year: 2020

Project Name: Charles E. Phillips Park Splash Pad

Administering Department: City of College Park –

Reporting Period From: To:

I. Project Status:

CDBG allocation amount: \$584,000.00

Number of Contracts Awarded: (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ CDBG Amount: \$
Contract Amounts: \$ CDBG Amount: \$
Contract Amounts: \$ CDBG Amount: \$

Has CDBG spending occurred for this project? Yes No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$

Agency's Local Match project fund balance: \$

Date of Construction start-up:

Date of Notice to Proceed (if different):

Number of days worked on project:

Percentage (%) of project complete: %

Percentage (%) of CDBG funds spent: %

Number of employees/workers on the job site:

Number of subcontractors on site:

Number of subcontractor's employees on site:

Wage decision or modification in use:

Number of submitted payrolls within reporting period:

Number of draw downs within reporting period:

Total amount of draw downs to date: \$

CDBG remaining balance: \$

Anticipated project completion date: _____

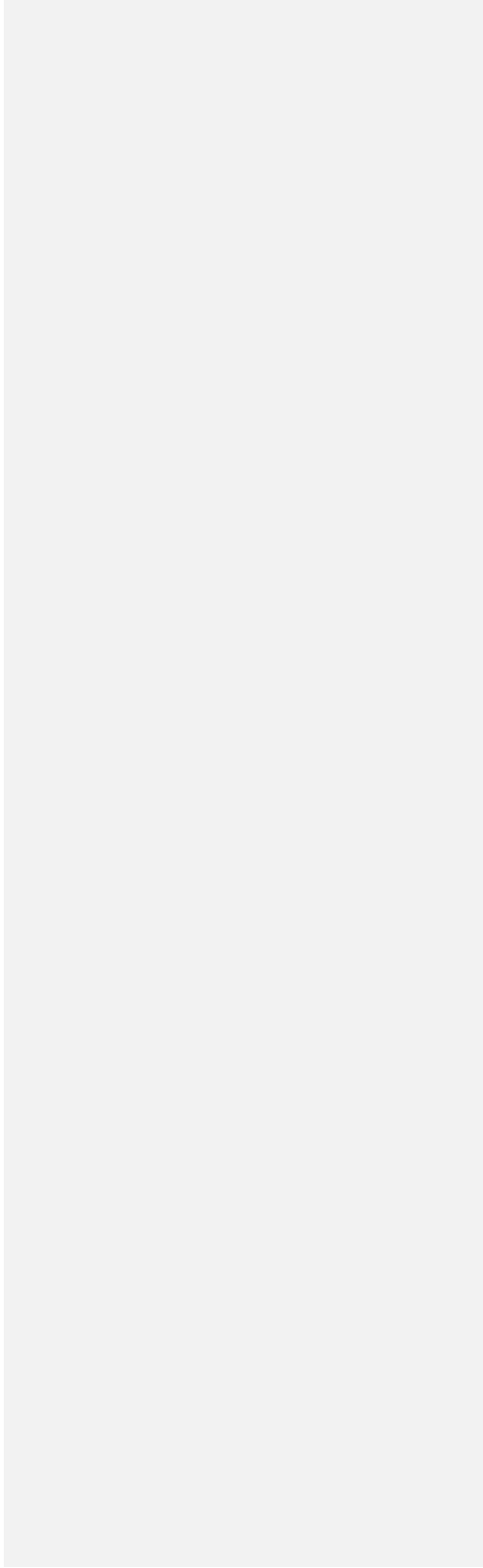
II. *Narrative Description of Project Progress (attach additional sheets as necessary):*

III. *Project Issues, Considerations, or Problems (attach additional sheets as necessary):*

1. BENEFICIARY DEMOGRAPHICS

Quarter	Jan 1 st – March 31 st		April 1 st – June 30 th		July 1 st – Sept 30 th		Oct 1 st – Dec 31 st	
Race Categories	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity
American Indian or Alaska Native								
American Indian or Alaska Native & Black or African American								
American Indian or Alaska Native & White								
Asian								
Asian and White								
Black or African American								
Black or African American & White								
Native Hawaiian or Other Pacific Islander								
Other Multi Racial								
White								

TOTAL									
-------	--	--	--	--	--	--	--	--	--



2. INCOME

FY 2020 INCOME LIMITS SUMMARY								
As of July 07/01/2020 Fulton County, GA FY 2020 Median Income \$82,700								
Persons in Family								
	1	2	3	4	5	6	7	8
Extremely Low Income Limits (30%) 0- 30%	\$17,400	\$19,850	\$22,350	\$24,800	\$26,800	\$28,800	\$30,800	\$32,750
Very Low Income Limits (50%) 31%- 50%	\$28,950	\$33,100	\$37,250	\$41,350	\$44,700	\$48,000	\$51,300	\$54,600
Low Income Limits (60%) 51%- 60%	\$34,740	\$39,720	\$44,700	\$49,620	\$53,640	\$57,600	\$61,560	\$65,520
Low/Moderate Income Limits (80%) 61%- 80%	\$46,350	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750	\$82,050	\$87,850

FY 2020 Income Limit Category	Jan 1st – March 31st	April 1st – June 30th	July 1st – Sept 30th	Oct 1st – Dec 31st
Extremely Low Income (0%-30% Median Income)				
Very Low Income (31%-50% Median Income)				
Low Income (51%- 60% Median Income)				
Low/Moderate Income (61%-80% Median Income)				
Total				

3. NEW/CONTINUING OR IMPROVED SERVICE OR BENEFIT

Of the total number of persons assisted and represented above, enter the number of those persons that received a NEW or Continued Access to the service or benefit provided by the CDBG funded activity	
Of the total number of persons assisted and represented above, enter the number of those persons that received IMPROVED ACCESS to the service or benefit provided by the CDBG funded activity	
TOTAL	

4. LEVERAGED FUNDS: Provide the amount of money leveraged from other federal, state, local, and private sources to carry out this program.

Cumulative amount of funds leveraged this this reporting period that supported this CDBG funded activity	
---	--

Submitted by: _____ Date: _____
Name

Signature Title:

Approved by: _____ Date: _____
Name

Signature Title:

**Fulton County Community Development Block Grant Program
EXHIBIT D2: Year End Performance Report**

Municipality: City of College Park CDBG Funding Year: 2020

Project Name: Charles E. Phillips Park Splash Pad

Administering Department: City of College Park

Reporting Period From: _____ To: _____

I. *Project Status:*

CDBG allocation amount: \$584,000.00

Number of Contracts Awarded: _____ (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ _____ CDBG Amount: \$ _____

Contract Amounts: \$ _____ CDBG Amount: \$ _____

Contract Amounts: \$ _____ CDBG Amount: \$ _____

Has CDBG spending occurred for this project? Yes No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$ _____

Agency's Local Match project fund balance: \$ _____

Date of Construction start-up: _____

Date of Notice to Proceed (if different): _____

Number of days worked on project: _____

Percentage (%) of project complete: _____ %

Percentage (%) of CDBG funds spent: _____ %

Number of employees/workers on the job site: _____

Number of subcontractors on site: _____

Number of subcontractor's employees on site: _____

Wage decision or modification in use: _____

Number of submitted payrolls within reporting period: _____

Number of draw downs within reporting period: _____

Total amount of draw downs to date: \$ _____

CDBG remaining balance: \$ _____

Anticipated project completion date: _____

II. *Narrative Description of Project Progress (attach additional sheets as necessary):*

III. *Project Issues, Considerations, or Problems (attach additional sheets as necessary):*

Did the Contractor / Subcontractor hire new employees to complete the construction job? If so how many and if any how many were local Section 3 residents? (Section 3 residents: Local/ area residents who are of Low- and Very Low Income who were hired by the Contractor / Subcontractor specifically to work on this construction job.)

A	B	C	D	E	F
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	% of Aggregate Number of Staff Hours of new hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Other (List):					
Total:					
* Program Codes	3 = Public/Indian Housing		4 = Homeless Assistance	8 = CDBG State Administered	
1 = Flexible Subsidy	A = Development		5 = HOME	9 = Other CD Programs	
2 = Section 202/811	B = Operation		6 = HOME State/Administered	10 = Other Housing Programs	
	C = Modernization		7 = CDBG Entitlement		

Description of Scope of Work: Provide a complete description of the actual activity undertaken including 1) what products or services were performed, 2) where they were provided, 3) for whom they were provided, and 4) how they were provided.

Description of Specific use of CDBG funds: Provide a summary of what expenses the CDBG funds were utilized to support the activity listed above.

Income Benefit: Complete the following statement.

It is documented that _____ unduplicated low-moderate income clients/participants were served over the course of the January – December of this grant award. Of those served, _____ clients/participants had household income levels at the 0-30% area median income (AMI) level; _____ clients/participants had household income levels at the 31-50% area median income (AMI) level; _____, and clients/participants had household income levels at the 51-80% area median income (AMI) level.

Anticipated Accomplishments: _____
 Actual Accomplishment: _____
 Total Number of Beneficiaries: _____
 Zip Code of Project Location: _____

Census Tract(s) and Block Groups Impacted: _____

Commission District(s) Impacted: District 1 District 2 District 3
 District 4 District 5 District 6

Outcome Measurement System: Check the box which identifies the best generalized Outcome Statement for the activity funded by the Fulton County Community Development Block Grant.

	<u>Outcome 1:</u> Availability/Accessibility	<u>Outcome 2:</u> Affordability	<u>Outcome 3:</u> Sustainability
Objective #1: Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating Suitable Living Environments	<input type="checkbox"/> Affordability for the purpose of creating Suitable Living Environments	<input type="checkbox"/> Sustainability for the purpose of creating Suitable Living Environments
Objective #2: Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing Decent Housing	<input type="checkbox"/> Affordability for the purpose of providing Decent Housing	<input type="checkbox"/> Sustainability for the purpose of providing Decent Housing
Objective #3: Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating Economic Opportunities	<input type="checkbox"/> Affordability for the purpose of creating Economic Opportunities	<input type="checkbox"/> Sustainability for the purpose of creating Economic Opportunities

Submitted by: _____ **Date:** _____
Name

Signature **Title:** _____

Approved by: _____ **Date:** _____
Name

Signature **Title:** _____

Exhibit E

Sub-recipient Monitoring Fulton County Community Development Block Grant Sub-recipient Monitoring

Fulton County must meet the requirements for record keeping set by the U.S. Department of Housing and Urban Development. To do so, we have to standardize the type of data collected from all agencies that receive federal CDBG funds.

The CDBG Program is mandated to service lower income persons. Each funded program or activity is designed to provide a service or facility that enhances the quality of life for our residents. To demonstrate that persons of lower income are the beneficiaries of the programs and to satisfy other record keeping requirements, we must collect data on persons who utilize services at each agency.

- Those agencies that do an intake of clients to determine eligibility must provide information on the income of those beneficiaries by family size as well as race and ethnicity and number of female head of households.
- Those agencies that provide services that must document that not less than 51% of persons served must also provide information on income, race and ethnicity and female head of households.
- Those agencies eligible to provide services based on the Census Tract area that is served, must still provide data on the beneficiaries by race and ethnicity. If you do not do a daily census or intake, estimate the total number served by race and ethnicity based on your client contact.
- Agencies who serve groups presumed to be lower income (elderly, abused women, homeless), must also provide data on total numbers serviced, race and ethnicity.

If you administer more than one program using federal funds, please report on the unduplicated total for all programs.

In addition to the above, we need a brief statement as to how the accomplishments for the period meet the objectives outlined in your sub-recipient agreement with the County.

EXHIBIT F
 SUB-RECIPIENT MONITORING PLAN
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Fulton County
CDBG PROGRAM ANNUAL MONITORING PLAN
Fiscal Year 2020

This plan represents Fulton County strategy for overseeing the activities of entities that carry out CDBG assisted activities. This plan will identify:

- The organizations to be monitored
- The issues to be explored and the methodology to be utilized in conducting the monitoring
- The schedule to be followed in conducting the monitoring
- Identification of the specific staff members of the County's Planning Department who will assume responsibility for monitoring
- The follow up measures to be followed in communicating the results of the monitoring to affected organizations and the methods that will be utilized to obtain feedback from affected organizations

The County will conduct an **external** monitoring to review the activities of its sub-recipients.

In addition, the County will conduct an **internal** monitoring to review certain CDBG activities being carried out by County departments and agencies, when such activities are undertaken.

The purpose of the County's monitoring efforts is:

1. to identify and correct issues that prevent the County from achieving full compliance with the regulatory requirements of the CDBG Program and other Federal requirements *before* deficiencies lead to HUD monitoring findings, and
2. to learn more about the strengths and weaknesses of the various organizations that play a role in the County's CDBG program and to use this knowledge as the basis for structuring future CDBG activities.

The monitoring plan for 2020-2021 appears on the chart that follows this page. The County of Fulton County will update this monitoring plan annually.

GENERAL POLICY FOR CDBG MONITORING

The Fulton County will conduct on-site (external) monitoring for all active CDBG activities carried out by sub-recipients at least annually.

The County will also conduct an internal monitoring evaluation of CDBG activities carried out by County staff if such activities are selected. In addition, the County will conduct an annual monitoring evaluation of its CDBG administrative processes.

PROCESS FOR NOTIFYING SUB-RECIPIENTS OF SCHEDULED MONITORING REVIEWS

The County will notify sub-recipients by mail of the time and date for their scheduled monitoring visit. In addition, sub-recipients will be notified of the program areas to be evaluated. The County's notification will include a list of documentation to be made available and the key staff of the organization that need to be present during the monitoring visit. Notification will be provided approximately four weeks prior to the scheduled visit.

DETERMINING THE PROGRAM AREAS TO BE INCLUDED IN ANNUAL MONITORING

For all internal activities and sub-recipient (external) activities, the County will conduct a full evaluation that includes all program areas. These reviews will involve an evaluation of eligibility, statutory objective compliance, accomplishments, timeliness, financial management, and other federal requirements.

COMPLIANCE CHECKLISTS

The County will utilize the CDBG monitoring checklist attached to this plan.

SITE VISIT PROCEDURES

When conducting an on-site visit, the County will:

1. Conduct an entrance interview with key staff involved in conducting the activity.
2. Review all pertinent sub-recipient files, including any third party contractor files, for necessary documentation.
3. Interview appropriate officials and employees of the sub-recipient organization, third party contractor staff, program clientele, and interested citizens, to discuss the sub-recipient's performance.
4. A fiscal officer of the County will conduct an on-site monitoring of each sub-recipient's financial management system.
5. Visit the project site(s) or a sampling of the projects being conducted.
6. Discuss with the sub-recipient any discrepancies resulting from the review of files, interviews, and site visits.
7. Conduct an exit interview with the appropriate officials and/or staff of the sub-recipient organization to discuss the findings of the monitoring visit.

MONITORING RESULTS

An official letter reporting the results of the monitoring visit will be sent to the authorized agency official (Director) within 30 days of the monitoring visit. A copy of the letter will also be provided to the chairperson of the agency's governing board.

This letter will generally contain the following information:

1. Name of the activity monitored
2. Date(s) of monitoring visit
3. Names of the department staff who conducted the monitoring visit
4. Scope of the monitoring visit
5. Names of agency officials and staff involved in the monitoring visit
6. Findings and results of the monitoring visit, with both positive and negative, supported by facts considered in reaching the conclusions
7. Specific recommendations or corrective actions to be taken by the sub-recipient
8. Time frame for completion of necessary action(s)
9. If appropriate, an offer of technical assistance

FOLLOW UP ACTION

If concerns or findings identified during the monitoring visit require corrective action by the sub-recipient, those actions must be completed by the sub-recipient within the time frame mandated in the monitoring letter.

In the event that the sub-recipient fails to meet a target date for making required actions, a written request for response will be sent to the authorized agency official and board chairperson.

If a sub-recipient has not sufficiently responded within 30 days from the date the corrective actions were to be made, further payments to the sub-recipient will be withheld until the sub-recipient submits the required responses and/or take the required corrective actions and those responses or actions are determined to be acceptable. If responses or corrective actions are determined to be unacceptable, funds will continue to be withheld until satisfactory actions are taken.

RESOLVING MONITORING FINDINGS

When reviews of all documents of corrective actions taken by the sub-recipient indicate that the identified concerns or findings have been corrected to the satisfaction of the County, a letter will be mailed to the authorized official of the sub-recipient and the chairperson of the governing board stating that the findings are resolved.

**FULTON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG Sub-recipient Monitoring Checklist**

A. GENERAL INFORMATION

1.	Name of sub-recipient:	
2.	Address of sub-recipient:	
3.	Telephone:	
4.	Email:	
5.	Name(s) of sub-recipient staff interviewed	
6.	Date of most recent monitoring:	
7.	Today's date:	

B. PROJECT INFORMATION

1. Sub-recipient activity being monitored (complete a separate checklist for each activity.)

CDBG Program Year Funding	Project No.	Project Description	Amount of CDBG funds budgeted for this activity

2.	Eligibility	
	a.	Type of eligible activity:
	b.	Regulatory citation:
	c.	If this is a public service activity:
		New activity
		Quantifiable increase in an existing public service (describe documentation)

3.	National Objective (check all that apply)	
	<input type="checkbox"/> Low/moderate-income benefit:	
	Area benefit (not applicable to Public Services)	
	Presumed benefit (check applicable boxes below)	
	Abused children	Battered spouses
	Elderly persons	Severely disabled adults (use census population report definition)
	Homeless persons	Illiterate adults
	Persons living with AIDS	Migrant farm workers
	Limited clientele	
	Family size and income (income surveys)	
	Nature and location of activity	
	<input type="checkbox"/> Prevention and elimination of slums and blight	
	a.	National objective justification (describe):
	b.	National objective file documentation reviewed during monitoring visit (describe):
	c.	National objective regulatory citation:
4.	How does the sub-recipient verify actual beneficiaries of the project?	
5.	Performance benchmarks as stated in written agreement:	
6.	Project accomplishments to date (describe):	
7.	Amount of CDBG funds financially obligated by sub-recipient:	\$
8.	Amount of CDBG funds expended by sub-recipient:	\$
9.	Amount of CDBG funds that remain unexpended for this activity:	\$
10.	Performance assessment (describe timeliness, outcomes, quality aspects of project, the success of the project in terms of achieving the stated objective of the activity and whether actual performance is consistent with the terms of the written agreement.)	

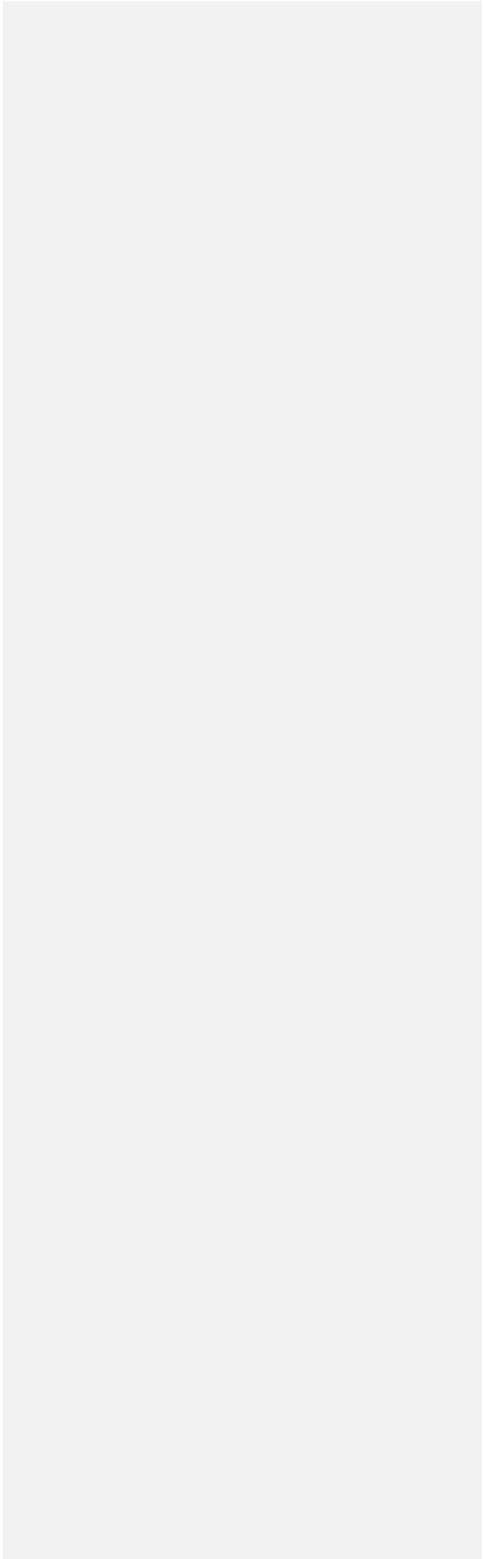
11.	Based on the performance assessment in #9, describe any special measures required in order to bring this activity to a timely and successful conclusion.
12.	Describe any relevant training or technical assistance received by the sub-recipient during the past year.
13.	Does the sub-recipient provide adequate documentation in support of requests for payment of CDBG funds? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain.
14.	During the past year, has the sub-recipient's payment requests been reasonable in relation to actual performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain.
15.	Does the written agreement require the sub-recipient to submit written Sub-recipient Performance Reports to the County? <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	If the answer to #14 is "yes", are the sub-recipient's written reports:
	a. Being submitted to the County in a timely manner? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Adequate in terms of the level of detail? <input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Has the County encountered any difficulty in obtaining information from the sub-recipient in support of the County's CAPER? <input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are the recordkeeping requirements of the CDBG regulations being followed:
	a. Eligibility documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b. National objective documentation <input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Has program income been generated by sub-recipient activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what is the process for tracking, reporting, and using program income?
	Is the use of program income consistent with the terms of the written agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Has any portion of the sub-recipient's administrative assignment been contracted out to other

	parties? <input type="checkbox"/> Yes <input type="checkbox"/> No								
21.	What sub-recipient staff members have responsibility for administering the project? 								
22.	Is there any evidence of conflict of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No								
NOTE: MONITORING QUESTIONS #23 THROUGH #35 TO BE COMPLETED BY THE CDBG FISCAL OFFICER.									
23.	Are financial records kept in accordance with CDBG administrative requirements?								
	a. Is the financial management system in compliance with 2 CFR Part 200 Subpart D?								
	(1) Retention Requirements (200.333) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) Requests for Transfer of Records (200.334) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(3) Methods for collection, transmission and storage of Information (200.335) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(4) Restrictions on public access to records (200.337) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(5) Reporting Requirements (200.327) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(6) Monitoring and Reporting Performance (200.328) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(7) Records on Source and application of funds <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(8) Effective Control and accountability of funds, property and assets <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(9) Comparison of expenditures with budget amounts for each Federal Grant <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(10) Written Procedures to implement requirements of 200.305 Payment (reimbursement preferred) <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(11) Written procedures for determining allowability of costs per Subpart E – Cost Principles <input type="checkbox"/> Yes <input type="checkbox"/> No								
	b. Internal controls (200.303)								
	(1) Effective internal controls (COSO)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) Evaluates and monitors compliance with federal regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(3) Prompt action for non-compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(4) Safeguards to protect identifiable information designated Sensitive <input type="checkbox"/> Yes <input type="checkbox"/> No								
	c. (1) Audit procedures in compliance 2 CFR Part 200 Subpart F? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) Written method for resolution of audit findings? <input type="checkbox"/> Yes <input type="checkbox"/> No								
24.	Has the sub-recipient used CDBG funds for the retention of professional services? <input type="checkbox"/> Yes <input type="checkbox"/> No								
25.	If yes, what types of professional services have been retained?								
	<table border="1"> <thead> <tr> <th><u>Type of Service</u></th> <th><u>Name of Contractor</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Type of Service</u>	<u>Name of Contractor</u>						
<u>Type of Service</u>	<u>Name of Contractor</u>								
26.	How were professional services procured? 								

27.	Has the sub-recipient used CDBG funds for the purchase of materials and/or supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
28.	If yes, what types of materials and supplies have been purchased?		
	<u>Type of Materials</u>	<u>Supplier</u>	
29.	How were materials and supplies procured?		
30.	Has the sub-recipient entered into CDBG-funded construction contracts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<u>Description of Project</u>	<u>Contractor</u>	<u>Contract Amount</u>
31.	Does a review of CDBG-funded construction contracts reveal the inclusion of all federal terms and conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
32.	Does this activity involve a slower than expected rate of expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", describe the reason for the delay:		
33.	Does the sub-recipient employ a system to adequately identify CDBG property and assets? <input type="checkbox"/> Yes <input type="checkbox"/> No		
34.	Does the sub-recipient have adequate internal fiscal controls as evidenced by:		
a.	Organizational chart?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Written definition of duties of key employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Formal system of authorization and supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.	Separation of duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e.	Staff qualifications for accounting functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f.	Control over access to assets, blank forms, and confidential documents? (physical control such as locking file cabinet)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g.	Comparison of financial records to actual assets and liabilities performed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

35.	Does the sub-recipient's accounting system contain the following elements:	
a.	Chart of accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Cash receipts journal	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Cash disbursements journal	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Payroll journal	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	General ledger	<input type="checkbox"/> Yes <input type="checkbox"/> No
36.	Does the sub-recipient maintain good records? <input type="checkbox"/> Yes <input type="checkbox"/> No	
a.	Are journal entries approved and explained / supported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Are posting and trial balances performed on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Is there fidelity bond coverage for sub-recipient officials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37.	Are appropriate time distribution records being maintained for all sub-recipient employees on the CDBG payroll? <input type="checkbox"/> Yes <input type="checkbox"/> No	
38.	Based on this review, does there appear to be any significant differences between actual performance and the reported performance of the sub-recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
39.	In reviewing the activities and costs charged by the sub-recipient, are there any costs that appear to be clearly unreasonable? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", explain:	
40.	In interviewing the sub-recipient staff, does there appear to be adequate knowledge of CDBG rules and regulations to insure compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe areas of weakness:	
41.	Based on the results of the sub-recipient monitoring, the following concerns and findings are noted:	
NOTE: Findings are violations of applicable laws, regulations, or executive orders. Concerns are issues that if not corrected could lead to a future monitoring finding.		
FINDINGS:		
1.		
2.		
3.		
4.		
5.		
6.		
(ATTACH ADDITIONAL SHEETS AS NECESSARY)		

CONCERNS:	
1.	
2.	
3.	
4.	
5.	
6.	
(ATTACH ADDITIONAL SHEETS AS NECESSARY)	



FULTON COUNTY CDBG SUB-RECIPIENT MONITORING POLICY Monitoring Finding / Concerns Clearance Process	
Date sub-recipient notified in writing of monitoring findings and/or concerns:	
Deadline established for sub-recipient's written response to monitoring findings and/or concerns:	
Disposition of case:	
Date of all findings and/or concerns cleared by grantee:	

Dr. Pamela Roshell, Interim Director
Fulton County Community Development Department

Fulton County Community Development Block Grant Program

EXHIBIT G: 2 CFR Part 200

The CDBG Subrecipient acknowledges the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as outlined below as Attachment I, and as included in the 2019 CDBG contractual agreement.

	Uniform Guidance Item	Response
1	Subrecipient Name	City of College Park
2	Subrecipient DUNS Number	079378865
3	Federal Award Identification Number (FAIN)	B-16-UC-13-0003 B-17-UC-13-0003 B-18-UC-13-0003
4	Federal Award Date	1/1/16- 1/1/17- 1/1/18
5	Subaward Period of Performance Start and End Date	start date 9/2/2020 end date 9/2/2021
6	Amount of Federal Funds Obligated by This Action	\$584,000.00
7	Total Amount of Federal Funds Obligated to the Subrecipient	\$584,000.00
8	Total Amount of the CDBG Federal Award	\$1,968,987.00
9	Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	CDBG funds will be specifically used for College Park for park improvements for Charles E. Phillips Park Splash Pad at 4400 Herschel Road College Park, GA 30337
10	Name of Prime awarding agency, pass-through entity and contact information for awarding official	Prime Awarding Agency: Housing and Urban Development Contact: Renee D. Ryles Pass-Through Entity: Fulton County Contact: Robert L. Pitts, Chairman
11	CFDA Number and Name (identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement)	CFDA 14.218- Community Development Block Grants
12	Identification of R&D Status	Not applicable
13	Indirect Cost Rate for the CDBG Federal Award (including if the de minimis rate is charged)	Not applicable
14	Requirements for use of the Federal Award in accordance with statutes, terms and conditions of the Prime Award	Sub recipients are required to use funds in accordance with the federal award requirement terms and conditions.
15	Additional Requirements Imposed by the Pass Through Entity in order for the pass-through entity to meet its obligations	Fulton County , as CDBG grantee, shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM.gov), and the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and Central Contractor Registration, and 2 CFR part 170, Reporting Subaward and Executive Compensation Information. Fulton County shall ensure that the subrecipient submit quarterly audited financial statements and Monthly progress reports to accompany the invoices. In addition, Fulton County shall ensure that the subrecipient does not use CDBG funds to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private use.
16	Federal negotiated indirect cost rate between the subrecipient and the Federal government or a negotiated rate between the pass-through entity and the subrecipient, or a de minimis rate	Not applicable. The HUD CDBG federal award states "Do not include indirect cost rates for subrecipients."

17	Requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipients records and financial statements as necessary for the pass-through entity to meet federal requirements	City of College Park is required to allow Fulton County or any auditors to have access to the most recent audited financial records on a quarterly basis, and weekly certified payroll for municipality projects with the project commence date.
18	Terms and conditions concerning Invoicing and closeout of the subaward	Fulton County shall make reimbursement compensation for the services described in Section 1.0 (Statement of Work) herein, during the performance of this contract, in accordance with the "Cost Reimbursement Budget" as made a part of Attachment C in the contract. Reimbursement compensation shall be submitted monthly. The County shall make payment to the Subrecipient upon conditional commitment of funds as the project is subject to Environmental Review and review of Monthly Reports and weekly certified payroll. Payment shall then be made through reimbursement of costs incurred by the Subrecipient in the performance and execution of the services under this contract. Payments shall be made timely upon the County's receipt of proper and sufficient documentation of such costs and as satisfactory to the County. The County shall have the right not to pay any request for reimbursement or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion. Documentation shall include, but not be limited to time sheets, vendors' and suppliers' invoices or vouchers, mileage logs, etc. This documentation, along with a written request for reimbursement and a statement of costs incurred shall be submitted to the attention of the assigned Community Development Specialist at the Fulton County Department of Housing and Community Development, 137 Peachtree Street, SW, Suite 300, Atlanta, GA, 30303. A minimum of one copy of the request and the statement shall be included with the submission. One copy must be accompanied by documentation supporting the eligible costs. Close out documentation, final title documentation/retainage of funds/release of liens.
19	Special monitoring procedures/requirements for subrecipient compliance	Through on-site and remote monitoring, Fulton County determines whether the Subrecipient's performance meets CDBG program requirements and assists to improve the Subrecipient's performance by providing guidance and making recommendations. Monitoring visits are conducted no less than once per contract term with a specific purpose to validate the accuracy of information presented in the program participant's performance reports. On-site and remote monitoring is also conducted to follow-up on problems identified during the Consolidated Annual Performance and Evaluation Report (CAPER) assessment that are not resolved as of the date of the monitoring, to determine compliance for those activities where there is sufficient information, to make eligibility and/or national objective determinations, and to ascertain the Subrecipient's ability to ensure that activities meet compliance requirements.

For more information on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, please visit: <https://www.federalregister.gov/documents/2017/05/17/2017-09909/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Signature of Authorized Certifying Official X	Applicant City of College Park
Title Mayor	Date



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8557

DATE: January 11, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Michelle Johnson, Director of Recreation & Cultural Arts

RE: Request for Notice to Proceed for Metrocorp for CDBG Professional Services

PURPOSE: Request for notice to proceed with Metrocorp Developmental Enterprises, Inc. for CDBG Professional Services for project for Fulton County CDBG reprogrammed funds for the Splash Pad for Charles E. Phillips Park.

REASON: To approve notice to proceed for CDBG Professional Services for Metrocorp Developmental Enterprises, Inc. for Splash Pad.

RECOMMENDATION: To approve the notice to proceed for CDBG Professional Services for Metrocorp Developmental Enterprises, Inc. for the splash pad.

BACKGROUND: On November 17, 2020 the City of College Park put a RFP for CDBG Professional services and Metrocorp Developmental Enterprises, Inc. Metrocorp bid was accepted and awarded bid and contract for CDBG Professional Services contract was issued and signed.

YEARS OF SERVICE: 1 year contact for CDBG Professional Service contract with the City of College Park.

COST TO CITY: Professional services contract. Fees for services are part of the contract award with the City of College Park.

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: January 19, 2021

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: N/A

ATTACHMENTS:

- Mayor Signed Metrocorp CDBG Professional Services Contract (PDF)

Review:

- Michelle Johnson Completed 01/07/2021 2:05 PM
- Jackson Myers Completed 01/07/2021 2:15 PM
- Rosyline Robinson Completed 01/07/2021 9:04 PM
- City Attorney's Office Completed 01/12/2021 5:13 PM
- Mercedes Miller Completed 01/13/2021 12:39 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

STATE OF GEORGIA
 COUNTY OF FULTON
 CITY OF COLLEGE PARK

**CDBG PROFESSIONAL SERVICES AGREEMENT WITH METROCORP
 DEVELOPMENT ENTERPRISES, INC.**

This Agreement made and entered into this _____ day of _____, 20____, between the City of College Park, Georgia (hereinafter "the City" or "Client") and Metrocorp Development Enterprises, Inc, a Georgia Corporation (hereinafter "the Contractor"), witnesseth:

WHEREAS the Contractor is an engineering firm specializing in administration program management, design and construction management for municipal facilities and infrastructure improvement projects funded by Community Development Block Grants (CDBG), and

WHEREAS the City desires to retain such services on an On-Call basis for upcoming CDBG projects.

NOW THEREFORE, the parties agree as follows:

1. **DESCRIPTION OF SERVICES:** Contractor shall provide CDBG professional services at the City's discretion, as detailed in **Exhibit A**, which is attached hereto and incorporated herein, per request and instruction of the City pursuant to the procedures detailed in Exhibit A. In any conflict between the terms of Exhibit A and this Agreement, this Agreement shall control. This Agreement also incorporates Contractor's response to RFP – CDBG PROFESSIONAL SERVICES - 111720 for CDBG PROFESSIONAL SERVICES., submitted by Contractor on or about November 17, 2020, by reference. Any provisions of Contractor's RFP response in conflict with this Agreement or Exhibit A, Exhibit A to this Agreement or this Agreement shall control.
2. **TERM OF AGREEMENT:** The term of this agreement is for one (1) year from the date of execution of this Agreement, expiring without further obligation of the City on December 31, 2021 ("Initial Term"). This Agreement shall automatically renew for additional one-year terms, not to exceed five (5) total yearly terms ("Renewal Term"), unless either Party provides notice to the other no less than 60 days prior to the conclusion of the Initial or any Renewal Term, that it does not wish to renew the Agreement.
3. **COSTS AND RETAINAGE:**
 The Costs of Service are detailed in **Exhibit A**. Said costs shall not change during any term of this Agreement unless presented in writing to the City and approved in writing by the City.
4. **WORK ON THE CITY'S DESIGNATED PREMISES:** When the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the City's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all plant safety, plant protection, and traffic regulations. The

Contractor shall defend, indemnify, and hold the City harmless from all claims, actions, demands, loss, and causes of action, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or omissions of the Contractor, the Contractor's employees or agents or the Contractor's subcontractors, save and except damage caused by the sole negligence of the City. The Contractor, and any subcontractor used by the Contractor in connection with this Agreement, shall carry Workers' Compensation and Employees' Liability Insurance to cover the Contractor's and any subcontractor's legal liability on account of accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering legal liability of the Contractor and any subcontractor on account of accidents arising out of the operations of the Contractor or any subcontractor and resulting in bodily injury, including death, being sustained by any person or persons, or in any damage to property. At the City's request, the Contractor shall furnish to the City certificates from the Contractor's insurers showing such coverage in effect and agreeing to give the City ten (10) days' prior written notice of cancellation of the coverage.

5. **WARRANTY:** Except as expressly set forth in this Agreement, Contractor disclaims all other representations or warranties, express or implied, made to the City or any other person, including without limitation, any warranties regarding quality, suitability, merchantability, fitness for a particular purpose or otherwise of any services or any good, provided incidental to the Services provided under this Agreement.
6. **RISK MANAGEMENT REQUIREMENTS:** The Contractor shall abide by the City's applicable Risk Management Requirements attached to this Agreement as **Exhibit B** and hereby incorporated into this Agreement.
7. **TERMINATION FOR DEFAULT:**
 - (a) The City may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances: (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ninety (90) days after receipt of notice from the City specifying such failure.
 - (b) In the event the City terminates this Agreement in whole or in part as provided in subparagraph (a) above, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for the same, provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.
 - (c) Except with respect to defaults of subcontractors, the Contractor shall not be

liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean a subcontractor at any tier.

- (d) The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8. **DISPUTES:** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the City's direction.
9. **NOTICES:** All notices required or permitted to be given hereunder shall be deemed to be properly given if delivered in writing personally or sent by United States certified or registered mail addressed to the Contractor or the City, as the case may be, with postage thereon fully prepaid. The effective time of notice shall be at the time of mailing.

If to the City:
College Park City Hall
Attn: Purchasing Manager
3667 Main Street
College Park, Georgia 30337

With copies to:
Fincher Denmark LLC
Attn: Steven M. Fincher, Esq.
100 Hartsfield Center Parkway
Suite 400
Atlanta, Georgia 30354

If to the Contractor:
Metrocorp Development Enterprises, Inc.
Attn: Herbert Humphrey
3707 Main Street.
Suite 3

College Park, Georgia 30337

10. **ATTORNEY'S FEES:** The Contractor shall pay reasonable attorney's fees to the City should the City be required to incur attorney's fees in enforcing the provisions of this Agreement.

11. **RELATIONSHIP OF PARTIES**

(a) Independent Contractors. Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between the City and Contractor. It is expressly agreed that Contractor is acting as an independent contractor and not as an employee in providing the Services under this Agreement.

(b) Employee Benefits. Contractor shall not be eligible for any benefit available to employees of the City including, but not limited to, workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.

(c) Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Company under this Agreement. Contractor shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Services for the City.

12. **STANDARDS OF PERFORMANCE AND COMPLIANCE WITH APPLICABLE LAWS**

Contractor warrants and represents that it possesses the special skill and professional competence, expertise and experience to undertake the obligations imposed by this Agreement. Contractor agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the highest standards of the profession, and to otherwise perform as is necessary to undertake the Services required by this Agreement. Contractor warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal ordinances, building codes, rules, regulations, relating to the provision of the Services to be provided by Contractor hereunder or which in any manner affect this Agreement, including, without limitation, the provisions of 29 CFR 1910.147 (OSHA Lockout/Tagout Standard).

13. **CONFLICTS OF INTEREST**

Contractor warrants and represents that:

- (a) the Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing; and
- (b) Contractor is not presently subject to any agreement with a competitor or with

any other party that will prevent Contractor from performing in full accord with this Agreement; and

- (c) Contractor is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement. The parties agree that Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

14. **GOVERNING LAW AND CONSENT TO JURISDICTION**

This Agreement is made and entered into in the State of Georgia and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the State Courts of Fulton County, Georgia.

15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement shall not operate or be construed to constitute a waiver of any subsequent breach or violation of the same or other provision thereof.

16. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

17. **COUNTERPARTS**

This Agreement may be executed in multiple counterparts, each of which shall constitute the original, but all of which taken together shall constitute one and the same Agreement. PDF signatures shall constitute original signatures.

18. **ENTIRE AGREEMENT**

This Agreement which includes the exhibits hereto contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

Executed on behalf of:

CITY OF COLLEGE PARK, GEORGIA

BY: [Signature]
TITLE: Mayor

[Seal]

ATTEST: [Signature]
BY: Municipal Clerk

DATE: 12/17/2020

METROCORP DEVELOPMENT ENTERPRISES, INC.

BY: [Signature]
NAME: Herbert Humphrey
TITLE: President and Managing Principal

[Corporate Seal]

ATTEST: [Signature]
Corporate Secretary

DATE: 11-23-2020



EXHIBIT A

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for CDBG professional services for both Engineering and Public Works Utilities Division as per the scope of services outlined below for the period of one year with the option to extend an additional 4 (four) one-year terms.

1. General Operation of the Contract

- a. Prior to beginning work on any project, the consultant shall meet with College Park staff to discuss and review the proposed work scope, schedule, and any other parameters for the project. The consultant shall evaluate existing conditions to include site visits and other activities necessary to assess properly the project and will then prepare a written scope and estimate of the project cost.
- b. The consultant will submit a cost estimate and work schedule for the project including project man-hours by employee classification to the City of College Park Project Manager. Fees for services shall be established for each project based upon hourly fees for work performed. Consistent with the unit fee schedule incorporated in the contract, any agreed upon fee for a project shall include all professional fees and subcontracted work. Sub consultants must be identified in the proposal. No indirect costs by either the primary firm or sub consultants shall be billed; indirect costs shall be included in the hourly rates.
- c. For engineering improvement projects, it is anticipated that the College Park will request a scope of work and cost estimate from the selected engineering firm(s) under contract as part of this RFP to determine which firm to award the project. Based on the project needs, the understanding of the project by the consultant, schedule, and cost estimate, the College Park will award the project to the most qualified and readily available firm. The City of College Park will determine assignments of work according to the specific needs required by the project and qualifications of each firm. If more than one firm is engaged pursuant to this RFP, the intention is to balance the dollar value of work assignments, subject to determination the work and the qualifications of the firms.
- d. Approval to begin work on each project shall be evidenced by issuance of a written notice to proceed by the Recreation & Cultural Arts Department or designated Department.

Ordering and Payment

Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by Department Director or designee. The contractor shall insure that all invoices clearly reflect the purchase order number. All original invoices must be mailed, or hand delivered to College Park | Attention: Engineering Department | 3667 Main Street | College Park, GA | 30337. A duplicate invoice may be submitted to the department. Failure to comply with this provision may result in delayed payments for services rendered.

- a. The Contractor shall prepare and submit invoices to the Department in charge of this contract and will forward to Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
 - i Name and address of the Contractor.
 - ii Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
 - iii Purchase order number for supplies delivered or services performed.
 - iv Description, quantity, unit of measure, unit price, and extended price of supplies delivered, or services performed.
 - v Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
 - vi Name and address to whom payment is to be sent.
 - vii Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
 - viii Any other information or documentation required by the contract (e.g., evidence of shipment).
- b. In the event orders are made via monthly or period purchase orders, contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. Receipt copies of the delivery tickets shall support a summary invoice. Delivery tickets or sales slips shall contain.
 - i Name of supplier
 - ii Purchase Order number
 - iii Ship to Department and Address
 - iv Description, Quantity, unit price, and extension of each item.
- c. Date of delivery or shipment.

SPECIFIC TASKS

The Contractor should be able to provide the following services:

GRANT PREREQUISITE ADMINISTRATION ACTIVITIES

- Grant Application preparation
- CDBG grant/agreement coordination
- Preparation of signature authorization form for grant funds
- Project milestones document(schedule) development
- Local match funding arrangements/Procurement documentation
- Environmental Review Record Documentation Preparation
- Capital Project Concept and Preliminary Design Document preparation

GRANT POST AWARD ADMINISTRATION ACTIVITIES

- Capital Project Final Design and Construction Specification Document preparation
- Coordinate with City to develop bid documents Review procurement policy

- Monitor project milestones and budget
- Ensure project milestones and budget comply
- Develop grant amendments to revise project scope Order Wage Decision
- Conduct preconstruction conference
- Prepare quarterly reports and financial projection reports Ensure compliance with MBE procurement requirements
- Conduct Davis Bacon labor interviews.
- Review/approve contractor change orders

MONITORING SITE VISITS AND REPORTS

- Organize files, prepare for monitoring visits
- Represent County during monitoring visits
- Provide information as requested at monitoring visit
- Prepare monitoring response letters for County

CONSTRUCTION ADMINISTRATION- BIDDING ASSISTANCE

- Assist the City with the bidding process and providing the following support for the following tasks:
- Compilation of final bid documents and project manual including specifications and bid form.
- Pre-bid meeting attendance.
- Written response to questions from bidders and the City
- Review of bids for compliance with requirements, check bidder references and make recommendation of award.

CONSTRUCTION ADMINISTRATION- POST CONTRACTOR SELECTION:

- Conduct Pre-construction meeting(s).
- On-site construction meetings of appropriate design personnel and at critical points during construction to assure compliance with plans and specifications.
- Provide observation of contractor's operations and work to determine compliance with plans and specifications,
- Quality of workmanship and progress including a written report to the Program Manager for all site visits until final acceptance of work.
- NPDES permit, compliance review (Review Notice of Intent)
perform initial inspection of the erosion control BMP's, final inspection of the site and preparation of the Notice of Termination.
- Clarification of Requests for Information from the Contractor.
- Conflict resolution to make recommendations to resolve conflicts and problems that may arise during the project.
- Review shop drawings and other submittals.
- Respond to contractor request for change orders and assist in evaluation of need and cost.
- Make recommendations to the City for acceptance or rejection of the change order.

- Coordinated building system inspection, testing and reporting.
- Provide revised plans to compensate for construction issues that arise due to an insufficiency of information on the construction documents or unforeseen conditions.
- Review and approve Contractor's applications for payment.
- Punch list inspection and preparation.
- Final Inspection and approval of complete work.
- After the first year of occupancy, a warranty inspection of all disciplines with the City and the Contractor.

EXHIBIT B
RISK MANAGEMENT REQUIREMENTS

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the City Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the City in the event that coverage is cancelled, non-renewed, or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by the City's Management, admitted to do business in the State of Georgia, and rated Secure ("B+" or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

CONTRACTS FOR UP TO \$50,000

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of College Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

CONTRACTS FOR MORE THAN \$50,000

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of College Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

RISK MANAGEMENT REQUIREMENTS (Cont'd)

CONTRACTS FOR UP TO \$50,000

CONTRACTS FOR MORE THAN \$50,000

LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

END OF SECTION



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8585

DATE: January 11, 2021

TO: The Honorable Mayor and Members of City Council

FROM: Mercedes Miller, Interim City Manager

RE: City of College Park Comprehensive Plan - City Planner Services

PURPOSE: Consideration of additional staff time to supplement the services of the Atlanta Regional Commission's (ARC) update of the City of College Park Comprehensive Plan. See attached memorandum dated January 8, 2021 from Interim City Manager Mercedes Miller detailing tasks/responsibilities and costs.

REASON: An update of the City of College Park Comprehensive Plan was approved by the Mayor and City Council during the November 2, 2020 Regular Session. Additional staff time by the City Planner to supplement Atlanta Regional Commission (ARC) services is required.

RECOMMENDATION: City Council approval of additional staff time to supplement the services of the Atlanta Regional Commission in updating the Comprehensive Plan. City Planner services are provided to the City by The Collaborative Firm.

BACKGROUND: The Comprehensive Plan needs updating according to the Department of Community Affairs schedule. 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: \$34,000.

BUDGETED ITEM: No. The Interim City Manager recommends a budget adjustment to reallocate an additional \$34,000 to the City Planner services/Municipal Planning (Account Number: 100-1300-53-5530.)

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: January 19, 2021.

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

ATTACHMENTS:

- City Planner Budget (DOCX)

Review:

- Mercedes Miller Completed 01/11/2021 5:17 PM
- Rosyline Robinson Completed 01/11/2021 5:19 PM
- City Planner's Office Completed 01/11/2021 5:54 PM
- Finance Completed 01/11/2021 10:35 PM
- Economic Development Completed 01/12/2021 8:43 AM
- Mercedes Miller Completed 01/12/2021 12:25 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM



MEMO

TO Mayor and City Council
 FR Mercedes Miller, Interim City Manager
 DA January 8, 2021
 RE City of College Park Comprehensive Plan

The FY 20/21 budget line for professional services of City Planner functions was capped at \$130,000. However, this amount failed to address several factors: 1) this budget provides only **33 hours per week** of services (or 132 hours per month); 2) increased development and planning activity led to 2019-2020 actual hours to average 166 per month; 3) Six West activity will require more city planner service time, and; 4) the Comprehensive Plan will require additional staff time to supplement ARC services, as presented in August to Mayor and Council.

To maintain our status as a Qualified Local Government, the City needs to complete the Comprehensive Plan this year. Funding awards like the Pedestrian Bridge are dependent on this status.

City Manager requests re-allocating budget to provide an additional \$34,000 to the City Planner services line. No contract amendment is needed. See below for the estimated minimum number of additional hours needed to fulfill needs (City Planner reduced this amount from August's original estimate).

Itemization and assumptions:

Comp Plan Tasks: City Responsibility	Hr Estimate	
Manage ARC contract	20	
Transportation	40	
Capital Improvements Plan	60 (for Strat Plan, also)	
Housing Plan	60	
Econ Dev Chapter	40	
Report of Accomplishments	40 (with Dept Heads)	
Work Program	60 (intersects w/ Strat Plan)	
Support ARC Comm Mtg 1	12 logistics/presentations	



Two additional Community Mtgs	45		
Review/adoption	-	FY 21/22	
Subtotal Hours:	377 additional hours		
Comp Plan Subtotal \$:	@ \$81 hourly =		\$30,537
Six West Subtotal: @ 1 day/month (dev reviews + tech support + coordination & permitting) for 6 months	48	@\$81 hourly=	\$3,888
Subtotal:			
TOTAL:			\$34,425



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8579

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Shavala Moore, City Clerk

RE: Procedures for Citizen Remarks at Mayor & City Council Meetings

PURPOSE: To adopt rules of order and procedures during the Citizen Remarks portion of the Mayor and City Council Meeting.

REASON: Currently, the Mayor and City Council allows citizens to yield or donate time to other speakers. This is disruptive at times and discourages the ability to conduct an efficient meeting.

RECOMMENDATION: Adoption of Resolution, which outlines rules and procedures to include the following update: (1) Allow 1-minute for individuals to speak who did not sign in before the cut-off time. This 1-minute cannot be donated to another speaker. (2) Citizen to submit Citizen Remarks via sign-in sheet or email to pcomment@collegetparkga.com.

BACKGROUND:

COST TO CITY: \$0.00

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

STAFF:**ATTACHMENTS:**

- 2021-02 Resolution Amendment (Previous Version) (PDF)
- 2021-04 Resolution Public Comments (Redlined Revised Final) (DOCX)

Review:

- Shavala Moore Completed 01/11/2021 3:00 PM
- Rosyline Robinson Completed 01/11/2021 5:38 PM
- City Attorney's Office Completed 01/12/2021 10:44 AM
- Mercedes Miller Completed 01/12/2021 12:27 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

STATE OF GEORGIA**CITY OF COLLEGE PARK****RESOLUTION NO. 2021-02**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA TO ADOPT AMENDED RULES OF ORDER AND PROCEDURES FOR THE CITIZEN REMARKS SECTION OF CITY COUNCIL MEETINGS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia is the Mayor and Council thereof; and

WHEREAS, the City is constantly in pursuit of efficient and effective processes for conducting its meetings; and

WHEREAS, the City has determined that its processes regarding citizen remarks should be revised to ensure maximum productivity, while also ensuring the receipt of constructive community feedback; and

WHEREAS, the processes contained herein would benefit the health, safety, morals and welfare of the citizens of the City.

BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the City of College Park, Georgia, and by the authority thereof that:

Section 1. The following procedures regarding receipt of the Mayor and Council of citizen remarks are hereby adopted:

1. Only during the “Citizen Remarks” portion of the Regular Meeting of the City Council, citizens may voice City-related concerns and opinions.

2. The Citizen Remarks portion of the Regular Meeting will not exceed thirty (30)

minutes.

3. Each member of the public who wishes to speak at a Regular Meeting must sign the Citizen Remarks Sign-In Sheet (“Sign-In Sheet”).

a. During virtual City Council Meetings, citizens can submit a comment or request to speak virtually by emailing their name, address and comment/remark to pcomment@collegetparkga.com until such cut-off time as designated by the City Clerk.

4. The Sign-In Sheet will be created and amended, from time to time, by the City Clerk.

5. The Sign-In Sheet will be available prior to the Regular Meeting during normal business hours and on the day of a Regular Meeting at the entryway podium in Council Chambers, until such cut-off time as designated by the City Clerk.

6. During the Citizen Remarks portion of the Regular Meeting, the City Clerk will call, in order of signature, each name listed on the Sign-In Sheet.

7. Members of the public who signed the Sign-In Sheet and are called by the City Clerk to speak are granted up to three (3) minutes each to provide citizen remarks.

8. Members of the Public who were unable to sign the Sign-In Sheet before the cut-off time may be granted one (1) minute to provide citizen remarks; provided, however, that not more than five (5) speakers shall be permitted to give remarks and such one (1) minute of time shall not be donated to another speaker.

9. Members of the public who signed the Sign-In Sheet but are not present within Council chambers at the time that their names are called, their names will be called again, time permitting, after the last speaker has completed his or her remarks.

10. Members of the public who signed the Sign-In Sheet who are called by the City

Clerk to speak may donate time to another speaker; however, in no event shall the total duration of time allotted to one speaker (including donated time) exceed nine (9) minutes.

11. If any member of the public is not able to speak due to time limitations, or for other reasons, he or she will be given the right to speak first during the Citizen Remarks portion of a subsequent meeting.

12. If any time remains within the Citizen Remarks portion of the Regular Meeting, members of the public who wish to speak will be allowed to speak upon recognition by the City Clerk.

13. If certain subject matter requires an action from Mayor and City Council, citizens should contact the City Manager's Office to have such item properly placed on the Mayor and Council agenda; however, in no event shall the total duration of time allotted to one specific topic exceed nine (9) minutes.

Section 2. The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

Section 4. All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

Section 5. The effective date of this Resolution shall be the date of adoption unless otherwise specified herein.

RESOLVED this _____ day of _____, 2021.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED AS TO FORM:

City Attorney

STATE OF GEORGIA**CITY OF COLLEGE PARK****RESOLUTION NO. 2021-04**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA TO ADOPT AMENDED RULES OF ORDER AND PROCEDURES FOR THE CITIZEN REMARKS SECTION OF CITY COUNCIL MEETINGS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia is the Mayor and Council thereof; and

WHEREAS, the City is constantly in pursuit of efficient and effective processes for conducting its meetings; and

WHEREAS, on January 4, 2021, the City revised its processes regarding citizen remarks via Resolution No. 2021-01; and

WHEREAS, the City has determined that additional revisions to its processes regarding citizen remarks should be made to ensure maximum productivity, while also ensuring the receipt of constructive community feedback; and

WHEREAS, the processes contained herein would benefit the health, safety, morals and welfare of the citizens of the City.

BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the City of College Park, Georgia, and by the authority thereof that:

Section 1. The following procedures regarding receipt of the Mayor and Council of citizen remarks are hereby adopted:

1. Only during the “Citizen Remarks” portion of the Regular Meeting of the City

Council, citizens may voice City-related concerns and opinions.

2. The Citizen Remarks portion of the Regular Meeting will not exceed thirty (30) minutes.

3. Each member of the public who wishes to speak at a Regular Meeting must sign the Citizen Remarks Sign-In Sheet (“Sign-In Sheet”) or submit a comment or request to speak by emailing their name, address and comment/remark to pcomment@collegetparkga.com. The City Clerk shall add the names of those citizens submitting comments or requests to speak via e-mail to the Sign-In Sheet if received prior to the cut-off time as designated by the City Clerk.

4. The Sign-In Sheet will be created and amended, from time to time, by the City Clerk.

5. The Sign-In Sheet will be available prior to the Regular Meeting during normal business hours and on the day of a Regular Meeting at the entryway podium in Council Chambers, until such cut-off time as designated by the City Clerk.

6. During the Citizen Remarks portion of the Regular Meeting, the City Clerk will call, in order of signature, each name listed on the Sign-In Sheet.

7. Members of the public who signed the Sign-In Sheet and are called by the City Clerk to speak are granted up to three (3) minutes each to provide citizen remarks.

8. Members of the Public who were unable to sign the Sign-In Sheet before the cut-off time may be granted one (1) minute to provide citizen remarks; provided, however, that such one (1) minute of time shall not be donated to another speaker.

9. Members of the public who signed the Sign-In Sheet but are not present within Council chambers at the time that their names are called, their names will be called again, time permitting, after the last speaker has completed his or her remarks.

10. Members of the public who signed the Sign-In Sheet who are called by the City

Clerk to speak may donate time to another speaker; however, in no event shall the total duration of time allotted to one speaker (including donated time) exceed nine (9) minutes.

11. If any member of the public is not able to speak due to time limitations, or for other reasons, he or she will be given the right to speak first during the Citizen Remarks portion of a subsequent meeting.

12. If any time remains within the Citizen Remarks portion of the Regular Meeting, members of the public who wish to speak will be allowed to speak upon recognition by the City Clerk.

13. If certain subject matter requires an action from Mayor and City Council, citizens should contact the City Manager's Office to have such item properly placed on the Mayor and Council agenda; however, in no event shall the total duration of time allotted to one speaker exceed nine (9) minutes.

Section 2. The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

Section 4. All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

Section 5. The effective date of this Resolution shall be the date of adoption unless otherwise specified herein.

RESOLVED this _____ day of _____, 2021.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED AS TO FORM:

City Attorney



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8571

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Jackson Myers, Special Projects Administrator

RE: Fulton County TSPLOST 2022-2027

PURPOSE: Fulton County and the 14 cities within Fulton County are committed to transparency in the TSPLOST (Transportation Special Purpose Local Option Sales Tax) program, at the end of March 2022. Our community Vision is to advance College Park as a leader by: Offering the highest quality environment for our residents and businesses; Fostering strong sense of community, including safety and security; and Providing a business climate that attracts top-echelon companies.

REASON: Fulton County is again in the midst of a new infrastructure campaign for the benefit of Fulton County employees and citizens. Major investment could include: Roadway and sidewalk improvement, water and sewer, and stormwater upgrades within our Six West development.

RECOMMENDATION: Inside your power point packet on page 3 our city should vote for 3a. 0.75% TSPLOST with no transit.

BACKGROUND: During the 2016 Legislative Session, the Georgia Legislature passed Senate Bill 369 (SB 369) authorizing counties to consider a Special Purpose Local Option Sales Tax for transportation purposes (TSPLOST). On November 8, 2016, Fulton County residents voted to approve a 0.75-cent sales tax for transportation purposes. The funding is to be generated from within Fulton County, outside of the City of Atlanta. The City of Atlanta voted independently on transportation and/or transit funding within the City's limits.

The sales tax started on April 1, 2017, will last no more than 5 years, and end on March 30, 2022 or when the maximum amount of \$655 million is reached. Funding from this initiative can be spent only on transportation improvements, such as roads, bridges, sidewalks, bicycle paths, and other transportation-related purposes included in the legislation.

Additionally, a Citizen's Oversight Council, comprised of an appointed individual from each

city, has been created that will be tasked with overseeing the program's progress and implementation.

Each City within Fulton County is solely responsible for managing and implementing their approved project list. Fulton County will initially manage the approved projects within unincorporated Fulton County and the City of South Fulton.

YEARS OF SERVICE: 15

COST TO CITY: None

BUDGETED ITEM: No

REVENUE TO CITY: Yes

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Yes

AFFECTED AGENCIES: None

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Yes

REQUIRED CHANGES TO WORK PROGRAMS: No

STAFF:

ATTACHMENTS:

- South Fulton Presentation (PDF)
- CP-TSPLOST Renewal Resolution (DOCX)

Review:

- Jackson Myers Completed 01/08/2021 12:38 PM
- Rosyline Robinson Completed 01/08/2021 2:44 PM
- Finance Completed 01/11/2021 12:59 PM
- Danielle Matricardi Completed 01/11/2021 3:22 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

- Mercedes Miller Completed 01/12/2021 12:26 PM

INTRODUCTION

In January 2018, the Fulton County BOC in coordination with the Mayors of the County's 14 municipalities outside of the City of Atlanta adopted the Fulton County Transit Master Plan. In May 2019, the BOC in coordination with the cities, amended the County's short-term plan and reaffirmed South Fulton Parkway and GA 400 as the priority transit corridors.

Through previous discussions, MARTA has agreed to fund the maintenance and operations for transit along South Fulton Parkway and GA 400 as part of the existing 1-cent sales tax. To move these projects toward implementation a local commitment is required to help fund the necessary capital improvements. Renewal of the County's TSPLOST (Transportation Special Purpose Local Option Sales Tax) provides an avenue for the County and Cities to provide up to 50% of the capital funds needed to advance transit in South and North Fulton County.

PROJECT FUNDING

SOUTH FULTON COUNTY

POPULATION (2018) <i>BASIS FOR TSPLOST DISTRIBUTION</i>	+/- 200K
% OF FULTON COUNTY POPULATION OUTSIDE ATLANTA	33.7%
ESTIMATED TSPLOST II REVENUE <i>BASED ON POPULATION</i>	\$182M
ESTIMATED BRT CAPITAL COST	\$145M
% OF TSPLOST II FUNDS NEEDED TO FUND 50% BRT CAPITAL COST ON SOUTH FULTON PARKWAY	40%
ESTIMATED LIGHT RAIL CAPITAL COST*	\$1.1 — \$1.6B

**This assumes incorporation of light rail into the ATL Regional Transit Plan, would require significant federal or state funding, and a significant local match.*

1-CENT TSPLOST OPTION

In lieu of renewing the current 0.75-cent TSPLOST, the County could pursue a legislative change to allow a full 1-cent sales tax (as allowed in other Georgia counties). A full 1% sales tax would yield approximately \$700 Million over five years and would allow the cities to maintain a similar level of funding to the current TSPLOST for local projects as well as the necessary transit funding.

POTENTIAL REFERENDUM TIMELINE

On May 24, 2016, Fulton County voters reauthorized the education sales tax, ESPLOST, to raise up to \$976 million for new school construction, building additions and renovations, technology innovations, transportation upgrades and safety improvements throughout the Fulton County School System. The tax began collections on July 1, 2017, and will expire on June 30, 2022, unless voters approve another five-year extension. While timing of a Fulton County ESPLOST renewal is unknown at this point, the TSPLOST would need to be on the November 2021 ballot.

TIMELINE TABLE

POTENTIAL REFERENDUM DATE

NOV 2021

JURISDICTIONS DEVELOP PROJECT LIST

FEBRUARY - MAY

JURISDICTIONS ADOPT PROJECT LIST

INCLUDING TRANSIT

JUNE

**OFFICIAL MEETING TO DISCUSS PROJECT LIST AND
INTERGOVERNMENTAL AGREEMENT EXECUTED**

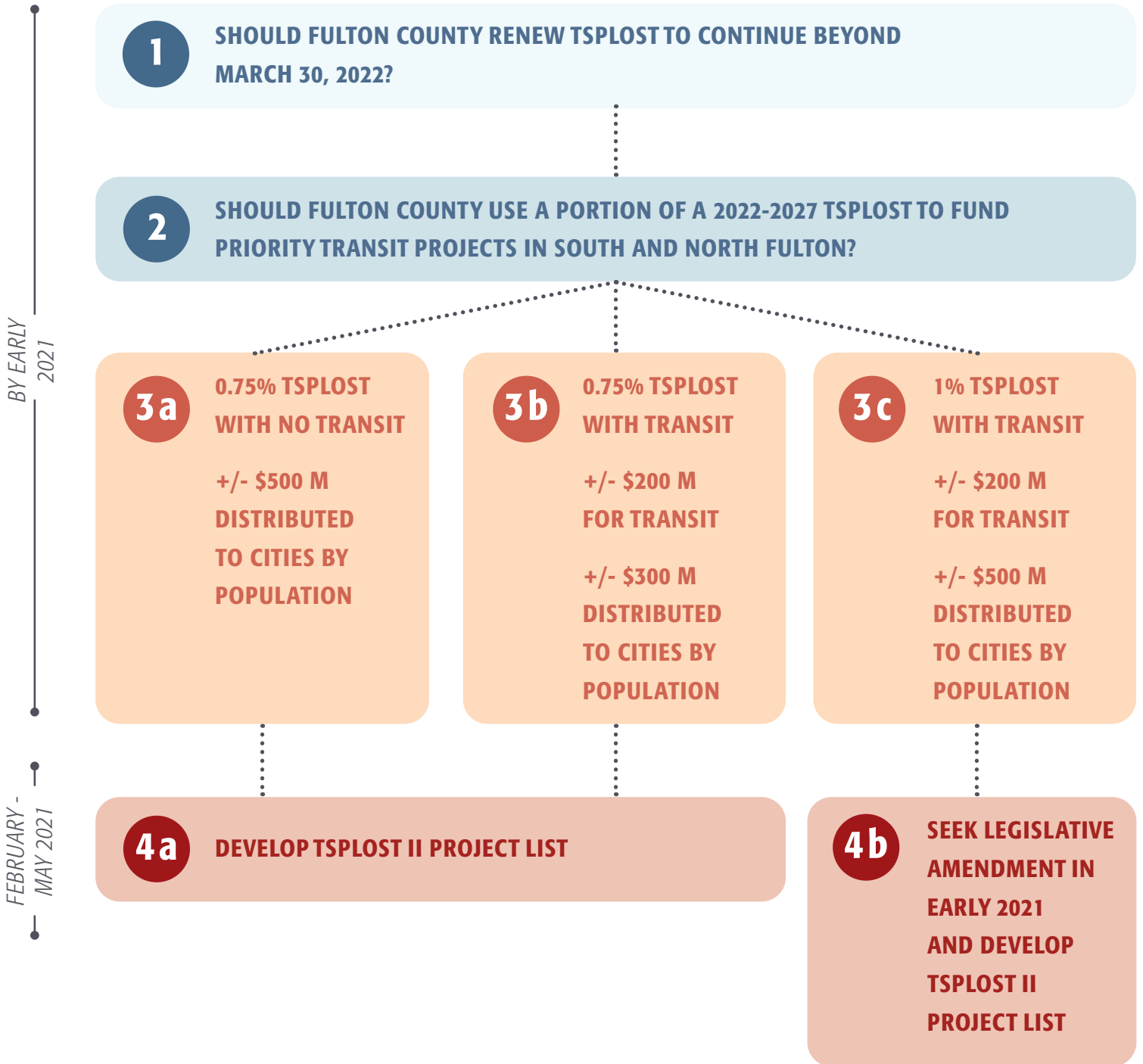
JULY

**RESOLUTION SIGNED BY COUNTY AND
FORWARDED TO ELECTION SUPERINTENDENT**

BY AUGUST 2

NEXT STEPS DECISIONS TO BE MADE

DECISION
TIMELINE



STATE OF GEORGIA**CITY OF COLLEGE PARK****RESOLUTION NO. 2021-03**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA TO SUPPORT THE RENEWAL OF THE 2017-2022 SPECIAL PURPOSE LOCAL OPTION SALES TAX FOR TRANSPORTATION PURPOSES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia is the Mayor and Council thereof.

WHEREAS, during the 2016 Legislative Session, the Georgia Legislature passed Senate Bill 369 (SB 369) authorizing counties to consider a Special Purpose Local Option Sales Tax for transportation purposes (“TSPLOST”).

WHEREAS, on November 8, 2016, Fulton County residents voted to approve a 0.75-cent sales tax for transportation purposes. The funding is generated from within Fulton County, excluding the City of Atlanta.

WHEREAS, the sales tax started on April 1, 2017, will last no more than 5 years, and end on March 30, 2022 or when the maximum amount of \$655 million is reached.

WHEREAS, in January 2018, the Fulton County Board of Commissioners, the City of College Park, and thirteen municipalities outside of the City of Atlanta, adopted the Fulton County Transit Master Plan.

WHEREAS, in May of 2019, the Fulton County Board of Commissioners in coordination with the municipalities, amended the County’s short-term plan and reaffirmed South Fulton Parkway and GA 400 as the priority transit corridors.

WHEREAS, MARTA has agreed to fund the maintenance and operations for transit along South Fulton Parkway and GA 400 as part of the existing sales tax.

WHEREAS, to move these projects toward implementation, the Fulton County Board of Commissioners is seeking local commitments from its municipalities to renew the County's TSPLOST.

WHEREAS, the renewal of the TSPLOST provides an avenue for the County and municipalities to provide up to 50% of the capital funds needed to advance transit in South and North Fulton County.

BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the City of College Park, Georgia, and by the authority thereof that:

Section 1. The City of College Park, Georgia (the "City") supports the renewal of the Fulton County Special Purpose Local Option Sales Tax for transportation purposes ("TSPLOST") to continue beyond March 30, 2022.

Section 2. The City does not support the use of a 2022-2027 TSPLOST to fund priority transit projects in South and North Fulton County. Rather, the City of College Park supports a 0.75% TSPLOST with no transit element: +/- \$500,000,000 to be distributed to the cities based on population.

Section 3. The City shall develop its project list for the proposed 2022-2027 TSPLOST by May 2021.

Section 4. The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 5. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

Section 6. All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

Section 7. The effective date of this Resolution shall be the date of adoption unless otherwise specified herein.

RESOLVED this _____ day of _____, 2021.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED AS TO FORM:

City Attorney



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8564

DATE: January 12, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

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

RE: Fiscal Year 2020-2021 Budget Adjustments

PURPOSE: To amend funds for Fiscal Year 2020-2021 for General Fund Revenues and the General Fund's expenditures. In response to the analysis of the City's financial conditions outlined and illustrated during the December 3, 2020 presentation (as provided by the city's External Financial Advisor Ed Wall), please see attached a budget amendment schedule which recognizes budget savings to combat FY2020-2021 projected loss of revenues due to the impact of the COVID-19 pandemic.

The Budget Amendment is also amending the Hospitality Fund, Tax Allocation District Fund, Car Rental Tax Fund, Power Fund, the FAA fund and the BIDA Fund.

*Appropriations must cover Expenses to be in compliance with Generally Accepted Audit Standards.

REASON: Request authorizing body to amend funds for Fiscal Year 2020-2021.

RECOMMENDATION: Council to approve passage of Mid-Year Budget Amendment for Fiscal Year 2020-2021.

BACKGROUND: The General Fund's budget amendment proposal recognizes budget savings as reported during the December 3rd Council meeting. The amendment allocates funding in excess of appropriations and reflects additional revenues generated to cover excess expenditures. The General Fund revenues also reflects funding received from the CARES ACT Grant.

COST TO CITY: Overall the General Fund's budget was reduced by \$831,050 based on budget savings identified by various departments. The reduction in General Fund expenditures does not, however, meet the amount required to offset the projected loss of revenue for 2020-2021. Staff will continue to monitor revenues and expenditures to identify future cost savings.

The Hospitality Fund budget amendment reduces appropriated revenues by \$2,759,105 for Hotel/Motel Tax dollars. As a result, the fund will be required to use its' remaining available fund balance of \$1,933,508 as a supplant to the projected loss of revenue.

The TAD Fund budget amendment recognizes revenue received in FY2020-2021 and appropriates the funds' available fund balance as reported on 06/30/2020. The budget amendment also includes a transfer of \$250,000 to the BIDA Fund. The transfer will cover a portion of the cost to purchase Moody's property.

The City did not receive its' annual Car Rental Tax payment from the City of Atlanta., as a result, the Car Rental Tax Fund budget amendment cancels the transfer of funds to the General Fund, it reduces the projected FY2020-2021 revenue and appropriates additional fund balance in order to meet the current years budgeted expenditures.

The Power Fund budget amendment recognizes \$2,830,560 revenue received from ATL Data Centers to complete an expansion improvement project. The funds were received on December 11th, 2020. This item was previously approved by the City Council.

The FAA Fund budget amendment is appropriating reserves in the amount \$706,541 to finance the cost of replacing two chillers at the Federal Aviation Administration Regional Headquarters' building. There is approximately \$1.5 million in available reserves in the fund. This request is on the January 19th agenda for consideration.

The BIDA Fund budget amendment is appropriating a \$250,000 transfer from the TAD fund to finance the purchase of the Moody property, which is scheduled for execution in FY2020-2021.

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: None.

AFFECTED AGENCIES: General Fund, Hospitality Fund, TAD Fund, Car Rental Tax Fund, Power Fund, FAA Fund and the BIDA Fund. Overall, net increase to the FY2020-2021 budget is \$2,091,276.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A.

REQUIRED CHANGES TO WORK PROGRAMS: None.

STAFF: Finance and Accounting Staff, Department Heads and affected agencies.

ATTACHMENTS:

- FY2020-2021 Mid-Year Budget Amendment (PDF)
- CP- Resolution re Mid-year Budget Amendment(DOCX)

Review:

- Althea Philord-Bradley Completed 01/11/2021 5:30 PM
- Rosyline Robinson Completed 01/12/2021 12:19 PM
- City Attorney's Office Completed 01/12/2021 12:35 PM
- Mercedes Miller Completed 01/12/2021 2:00 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>General Fund Revenue</i>					
100-0000	31 1100	Ad Valorem Taxes	9,215,000		9,215,000
100-0000	31 1110	Flight Equipment Tax	2,375,000		2,375,000
100-0000	31 1310	Ad Val. Motor Vehicle	1,420,000		1,420,000
100-0000	31 1340	Intangible Taxes	75,000		75,000
100-0000	31 1600	Real Estate Transfer Tax	40,000		40,000
100-0000	31 1700	Franchise Tax	753,186		753,186
100-0000	31 1710	Electric Franchise Fee	1,320,000		1,320,000
100-0000	31 3100	Local Option/Fulton Co.	2,830,721		2,830,721
100-0000	31 3101	Local Option/Clayton Co.	405,671		405,671
100-0000	31 4200	Mixed Drink Tax	309,899		309,899
100-0000	31 4210	Tax On Spirituous Liquor	382,620		382,620
100-0000	31 6100	Business License	2,535,033		2,535,033
100-0000	31 6200	Insurance Premium Tax	825,065		825,065
100-0000	31 9000	Interest On Taxes	4,553		4,553
100-0000	31 9500	Fi Fa Tax	11,250		11,250
			<u>22,502,998</u>	<u>-</u>	<u>22,502,998</u>
100-0000	32 2990	Administrative Charge	2,000		2,000
100-0000	32 3100	Inspection Fees	678,385		678,385
100-0000	32 3101	Inspection Fees Other	4,156		4,156
100-0000	32 3102	Multi Family Inspections Fees	70,644		70,644
100-0000	34 1300	Zoning & Appeals Fees	8,287		8,287
100-0000	34 1390	Other Fees	4,550		4,550
100-0000	34 1930	Maps and Publications	94		94
100-0000	34 3500	Other Fees	30,820		30,820
100-0000	34 7500	Recreation Fees & Charges	321,024		321,024
			<u>1,119,960</u>	<u>-</u>	<u>1,119,960</u>
100-0000	33 1150	Federal Grants - CARES ACT Funding		640,225	640,225
			<u>-</u>	<u>640,225</u>	<u>640,225</u>
					<i>CARES ACT Reimbursement</i>
100-0000	34 2700	Police Technology Fees	35,795	-	35,795
100-0000	34 7910	Park & Auditorium Rent	500		500
100-0000	34 7911	Non-Resident Fees	5,625		5,625
100-0000	38 1000	Other Rental Income	18,750		18,750
			<u>24,875</u>	<u>-</u>	<u>24,875</u>
100-0000	36 1000	Interest - Nonrestricted	80,000		80,000
100-0000	36 1010	Interest - Restricted	4,000		4,000
			<u>84,000</u>	<u>-</u>	<u>84,000</u>

The City of College Park, Georgia
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
					<i>Donations received to finance construction of rock climbing wall at the Wyatt Rec. Center</i>
100-0000	34 1900	Miscellaneous Income	425,000	73,525	498,525
100-0000	34 1920	Advertising Fee	11,500		11,500
100-0000	34 2100	Special Police Services	57,500		57,500
100-0000	34 2502	Cell Phone Towers - Inspections	5,000		5,000
100-0000	34 9300	Returned Check Fees	500		500
100-0000	35 1000	Fines & Forfeitures	500,000		500,000
100-0000	35 1200	Fines/Probation	400,000		400,000
			<u>1,399,500</u>	<u>73,525</u>	<u>1,473,025</u>
100-0000	39 1200	Operating Transfers In	1,075,332	(917,500)	157,832
					<i>2nd Quarter Adjustment based on budget savings - To reduce transfer from CAR Rental Tax Fund</i>
100-0000	39 1222	Transfer FAA	1,100,000		1,100,000
100-0000	39 1228	Administrative/Hospitality	2,526,316	(627,300)	1,899,016
					<i>2nd Quarter Adjustment based on budget savings - To reduce transfer from Hotel/Motel Tax Fund</i>
100-0000	39 1250	Administrative/W&S	184,326		184,326
100-0000	39 1251	Administrative/Electric	115,182		115,182
100-0000	39 1255	Transfers In from BIDA	-		-
			<u>5,001,156</u>	<u>(1,544,800)</u>	<u>3,456,356</u>
100-0000	39 9900	Budget Carryforward	113,116		113,116
			<u>113,116</u>	<u>-</u>	<u>113,116</u>
		Total General Fund Revenue Budget	<u>30,281,400</u>	<u>(831,050)</u>	<u>29,450,350</u>
Legislative		Total Legislative Budget Amendment	<u>798,296</u>	<u>-</u>	<u>798,296</u>
Executive		Total Executive Budget Amendment	<u>1,578,681</u>	<u>-</u>	<u>1,578,681</u>
Financial Administration		Total Financial Administration Budget Amendment	<u>353,425</u>	<u>-</u>	<u>353,425</u>
Accounting		Total Accounting Budget Amendment	<u>446,098</u>	<u>-</u>	<u>446,098</u>
Business License		Total Business License Budget Amendment	<u>81,288</u>	<u>-</u>	<u>81,288</u>
Purchasing		Total Purchasing Budget Amendment	<u>82,255</u>	<u>-</u>	<u>82,255</u>

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>Info Technology</i>					
100-1535	51 5010	Salary/Operating	554,675		554,675
100-1535	51 5020	Salary/Overtime	500		500
100-1535	51 5040	Shared Utility Payments	4,800		4,800
100-1535	51 5150	City Pension Contribution	104,780		104,780
100-1535	51 5161	Life Insurance	496		496
100-1535	51 5163	ST Disability Insurance	800		800
100-1535	51 5164	LT Disability Insurance	658		658
100-1535	51 5165	Health Insurance	98,283		98,283
100-1535	51 5166	Dental Insurance	3,441		3,441
100-1535	51 5190	Medicare	8,043		8,043
			<u>776,476</u>	<u>-</u>	<u>776,476</u>
100-1535	52 3505	Mileage Reimbursement	250		250
100-1535	52 5240	Telephone	14,000		14,000
100-1535	52 5260	Heat & Power	5,155		5,155
100-1535	52 5270	Water	200		200
100-1535	52 5280	Other Communication/Util	550		550
100-1535	52 5500	Consulting Fees - D/P	2,500		2,500
100-1535	52 5730	R&M - D/P Equipment	672,311	(41,000)	631,311
100-1535	52 6100	Auto Insurance	1,371		1,371
100-1535	52 6110	Other Insurance	10,601		10,601
100-1535	52 6130	Miscellaneous Service	3,500	(2,000)	1,500
100-1535	52 6170	Contractual Services	-		-
100-1535	52 6200	Training	9,000		9,000
100-1535	52 6210	Dues	1,000		1,000
100-1535	52 6220	Subscription/Publications	-		-
100-1535	52 6230	Conventions/Meetings	10,500	(7,000)	3,500
100-1535	52 6240	Auto Allowance	3,600		3,600
100-1535	52 6560	Workers Comp/Administration	2,727		2,727
100-1535	52 6600	Claims Workers Comp.	-		-
100-1535	52 7300	Postage	-		-
100-1535	52 7320	Stationery & Printing	500		500
100-1535	52 7330	Copy Expense	3,600		3,600
			<u>741,365</u>	<u>(50,000)</u>	<u>691,365</u>
100-1535	53 7050	Medical Services/Supplies	-		-
100-1535	53 7121	Computer Hardware	2,000	(1,256)	744
100-1535	53 7122	Computer Supplies	1,000		1,000
100-1535	53 7150	Other Operating Supplies	200		200
100-1535	53 7310	Office Supplies	2,000	(1,200)	800
100-1535	53 7360	Other Admin. Supplies	4,250	(4,250)	-
100-1535	53 7400	Emergency/Pandemic Expenses	-	21,144	21,144
			<u>9,450</u>	<u>14,438</u>	<u>23,888</u>
<i>Total Info Technology Budget Amendment</i>			<u>1,527,291</u>	<u>(35,562)</u>	<u>1,491,729</u>

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>Human Resources</i>					
100-1540	51 5010	Salary/Operating	188,469		188,469.00
100-1540	51 5020	Salary/Overtime	1,000		1,000.00
100-1540	51 5150	City Pension Contribution	31,522		31,522.00
100-1540	51 5161	Life Insurance	198		198.00
100-1540	51 5163	ST Disability Insurance	305		305.00
100-1540	51 5164	LT Disability Insurance	439		439.00
100-1540	51 5165	Health Insurance	28,635		28,635.00
100-1540	51 5166	Dental Insurance	673		673.00
100-1540	51 5190	Medicare	2,733		2,733.00
			<u>253,974</u>	<u>-</u>	<u>253,974</u>
100-1540	52 5240	Telephone	4,692		4,692
100-1540	52 5260	Heat & Power	4,000		4,000
100-1540	52 5270	Water	200		200
100-1540	52 5280	Other Communication/Util	500		500
100-1540	52 5510	Consulting Fees	25,000		25,000
100-1540	52 5730	R&M - D/P Equipment	9,572		9,572
100-1540	52 6000	Advertising Expense	1,000		1,000
100-1540	52 6110	Other Insurance	3,180		3,180
100-1540	52 6130	Miscellaneous Services	2,010		2,010
100-1540	52 6193	City Wide Events	10,000		10,000
100-1540	52 6200	Training	3,500		3,500
100-1540	52 6210	Dues	1,200		1,200
100-1540	52 6220	Subscription/Publications	300	35,000	35,300
100-1540	52 6230	Conventions/Meetings	2,000		2,000
100-1540	52 6560	Workers Comp/Administration	820		820
100-1540	52 6570	Recruiting Expense	1,000		1,000
100-1540	52 7300	Postage	500		500
100-1540	52 7320	Stationery & Printing	1,000		1,000
100-1540	52 7330	Copy Expense	1,000		1,000
			<u>71,474</u>	<u>35,000</u>	<u>106,474</u>
100-1540	53 7050	Medical Services/Supplies	-		-
100-1540	53 7120	D/P Forms & Supplies	1,000		1,000
100-1540	53 7121	Computer Hardware	3,100		3,100
100-1540	53 7150	Other Operating Supplies	500		500
100-1540	53 7310	Office Supplies	2,000		2,000
100-1540	53 7360	Other Admin. Supplies	1,950		1,950
100-1540	53 7400	Emergency/Pandemic Expenses	-	-	-
		<i>Total Human Resources Budget Amendment</i>	<u>333,998</u>	<u>35,000</u>	<u>368,998</u>

To transfer funds from Inspections - Funds needed to purchase applicant tracking software

The City of College Park, Georgia
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Public Information</i>						
100-1570	51 5010	Salary/Operating	188,302	(40,794)	147,508	2nd Quarter Budget Adjustments -Due to vacant position
100-1570	51 5020	Salary/Overtime	3,000		3,000	
100-1570	51 5040	Shared Utility Payments	2,400		2,400	
100-1570	51 5150	City Pension Contribution	31,290	(10,417)	20,873	2nd Quarter Budget Adjustments -Due to vacant position
100-1570	51 5161	Life Insurance	50		50	
100-1570	51 5163	ST Disability Insurance	317		317	
100-1570	51 5164	LT Disability Insurance	267		267	
100-1570	51 5165	Health Insurance	24,750	(7,870)	16,880	2nd Quarter Budget Adjustments -Due to vacant position
100-1570	51 5166	Dental Insurance	495		495	
100-1570	51 5190	Medicare	2,730	(735)	1,995	2nd Quarter Budget Adjustments -Due to vacant position
			<u>253,601</u>	<u>(59,816)</u>	<u>193,785</u>	
100-1570	52 3505	Mileage Reimbursement	-		-	
100-1570	52 5240	Telephone	4,620		4,620	
100-1570	52 5260	Heat & Power	1,400		1,400	
100-1570	52 5270	Water	160		160	
100-1570	52 5280	Other Communication/Util	300		300	
100-1570	52 5730	R&M - D/P Equipment	3,684		3,684	
100-1570	52 6000	Advertising Expense	10,000		10,000	
100-1570	52 6110	Other Insurance	3,180		3,180	
100-1570	52 6170	Contractual Services	118,300		118,300	
100-1570	52 6560	Workers Comp/Administration	820		820	
100-1570	52 7330	Copy Expense	-		-	
			<u>142,464</u>	<u>-</u>	<u>142,464</u>	
100-1570	53 7150	Other Operating Supplies	5,000		5,000	
			<u>5,000</u>	<u>-</u>	<u>5,000</u>	
<i>Total Public Information Budget Amendment</i>			<u>401,065</u>	<u>(59,816)</u>	<u>341,249</u>	

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>Engineering</i>					
100-1575	51 5010	Salary/Operating	100,000		100,000
100-1575	51 5040	Shared Utility Payments	2,400		2,400
100-1575	51 5150	City Pension Contribution	12,500		12,500
100-1575	51 5161	Life Insurance	99		99
100-1575	51 5163	ST Disability Insurance	200		200
100-1575	51 5164	LT Disability Insurance	250		250
100-1575	51 5165	Health Insurance	8,869		8,869
100-1575	51 5166	Dental Insurance	356		356
100-1575	51 5190	Medicare	1,450		1,450
			126,124	-	126,124
100-1575	52 3505	Mileage Reimbursement	200		200
100-1575	52 5240	Telephone	7,044		7,044
100-1575	52 5260	Heat & Power	4,000		4,000
100-1575	52 5270	Water	164		164
100-1575	52 5510	Consulting Fees	5,000	70,000	75,000
					<i>Allocate additional funding for Consulting fees - Over budget by \$65,603</i>
100-1575	52 5530	Municipal Planning	-	35,000	35,000
					<i>Allocate \$35K budget for the Comprehensive Plan Study</i>
100-1575	52 5730	R&M - D/P Equipment	2,555		2,555
100-1575	52 6100	Auto Insurance	2,742		2,742
100-1575	52 6110	Other Insurance	1,060		1,060
100-1575	52 6150	Engineering Services	5,000		5,000
100-1575	52 6200	Training	1,450		1,450
100-1575	52 6210	Dues	500		500
100-1575	52 6230	Conventions/Meetings	1,000		1,000
100-1575	52 6520	Easement Fees	500		500
100-1575	52 6560	Workers Comp/Administration	273		273
100-1575	52 7300	Postage	250		250
100-1575	52 7320	Stationery & Printing	1,000		1,000
100-1575	52 7330	Copy Expense	3,000		3,000
			35,738	105,000	140,738
100-1575	53 5680	Tires	300		300
100-1575	53 7000	Gas & Oil	500		500
100-1575	53 7010	Tools/Shop Supplies	250		250
100-1575	53 7050	Medical Services/Supplies	130		130
100-1575	53 7121	Computer Hardware	2,500		2,500
100-1575	53 7340	Microfilm Supplies	1,500		1,500
			5,180	-	5,180
		Total Engineering Budget Amendment	167,042	105,000	272,042

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Municipal Court</i>						
		Total Municipal Court Budget Amendment	416,206	-	416,206	
<i>Police Administration</i>						
100-3200	51 5010	Salary/Operating	635,773	5,500	641,273	CARES ACT Reimbursement - Hazardous Pay
100-3200	51 5020	Salary/Overtime	6,000		6,000	
100-3200	51 5030	Salary/Parttime	39,000		39,000	
100-3200	51 5040	Shared Utility Payments	9,600		9,600	
100-3200	51 5150	City Pension Contribution	121,672		121,672	
100-3200	51 5161	Life Insurance	743		743	
100-3200	51 5163	ST Disability Insurance	1,793		1,793	
100-3200	51 5164	LT Disability Insurance	1,663		1,663	
100-3200	51 5165	Health Insurance	113,437		113,437	
100-3200	51 5166	Dental Insurance	2,592		2,592	
100-3200	51 5180	Uniforms	8,000		8,000	
100-3200	51 5190	Medicare	9,784		9,784	
100-3200	51 5200	Fica	2,418		2,418	
			952,475	5,500	957,975	
100-3200	52 3505	Mileage Reimbursement	-		-	
100-3200	52 5240	Telephone	9,632		9,632	
100-3200	52 5260	Heat & Power	105,972		105,972	
100-3200	52 5270	Water	2,000		2,000	
100-3200	52 5700	R&M - Vehicles	12,896		12,896	
100-3200	52 5710	R&M Furn. & Equip.	500		500	
100-3200	52 5720	R&M Communication Equip	1,000		1,000	
100-3200	52 5730	R&M - D/P Equipment	19,239		19,239	
100-3200	52 5749	R&M Bldg-PubSafety	102,640		102,640	
100-3200	52 6041	Special Operations	1,250		1,250	
100-3200	52 6100	Auto Insurance	5,485		5,485	
100-3200	52 6110	Other Insurance	14,841		14,841	
100-3200	52 6130	Miscellaneous Services	25,550		25,550	
100-3200	52 6170	Contractual Services	455,749		455,749	
100-3200	52 6193	City Wide Events	47,000		47,000	
100-3200	52 6200	Training	4,000		4,000	
100-3200	52 6210	Dues	2,725		2,725	
100-3200	52 6220	Subscription/Publications	450		450	
100-3200	52 6510	Claims Not Workman's Comp.	20,000		20,000	
100-3200	52 6560	Workers Comp/Administration	3,817		3,817	
100-3200	52 6600	Claims Workers Comp.	1,000		1,000	
100-3200	52 7300	Postage	1,800		1,800	
100-3200	52 7320	Stationery & Printing	2,000		2,000	
100-3200	52 7330	Copy Expense	10,508		10,508	
			850,054	-	850,054	

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
100-3200	53 5680	Tires	400		400	
100-3200	53 7000	Gas & Oil	1,000		1,000	
100-3200	53 7020	Janitorial Supplies	13,000		13,000	
100-3200	53 7060	Firearms Supplies	3,000		3,000	
100-3200	53 7121	Computer Hardware	6,600		6,600	
100-3200	53 7122	Computer Supplies	3,000		3,000	
100-3200	53 7310	Office Supplies	4,000		4,000	
100-3200	53 7360	Other Admin. Supplies	1,200		1,200	
100-3200	53 7400	Emergency/Pandemic Expenses	-	4,829	4,829	CARES ACT Reimbursement
			32,200	4,829	37,029	
100-3200	54 1400	Infrastructure	100,000	(30,000)	70,000	Transfer funds to the Street Dept. to purchase speed bumps
			100,000	(30,000)	70,000	
		Total Police Administration Budget Amendment	1,934,729	(19,671)	1,915,058	
Police Investigations						
100-3220	51 5010	Salary/Operating	605,715	21,500	627,215	CARES ACT Reimbursement - Hazardous Pay
100-3220	51 5020	Salary/Overtime	20,000		20,000	
100-3220	51 5040	Shared Utility Payments	2,400		2,400	
100-3220	51 5060	Salary-Holiday Pay	5,868		5,868	
100-3220	51 5150	City Pension Contribution	124,232		124,232	
100-3220	51 5161	Life Insurance	1,040		1,040	
100-3220	51 5163	ST Disability Insurance	1,274		1,274	
100-3220	51 5164	LT Disability Insurance	1,114		1,114	
100-3220	51 5165	Health Insurance	110,480		110,480	
100-3220	51 5166	Dental Insurance	3,081		3,081	
100-3220	51 5180	Uniforms	8,100		8,100	
100-3220	51 5190	Medicare	8,783		8,783	
			892,087	21,500	913,587	
100-3220	52 5240	Telephone	60,000		60,000	
100-3220	52 5340	Vehicle Rental	1,000		1,000	
100-3220	52 5700	R&M - Vehicles	17,528		17,528	
100-3220	52 5710	R&M Furn. & Equip.	400		400	
100-3220	52 5720	R&M Communication Equip	500		500	
100-3220	52 5730	R&M D/P Equipment	3,120		3,120	
100-3220	52 6041	Special Operations	1,900		1,900	
100-3220	52 6100	Auto Insurance	13,712		13,712	
100-3220	52 6110	Other Insurance	12,721		12,721	
100-3220	52 6130	Miscellaneous Services	3,000		3,000	
100-3220	52 6210	Dues	850		850	
100-3220	52 6220	Subscription/Publications	230		230	

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
100-3220	52 6510	Claims Not Workman's Comp.	900		900	
100-3220	52 6560	Workers Comp/Administration	3,272		3,272	
100-3220	52 6600	Claims Workers Comp.	2,000		2,000	
100-3220	52 7300	Postage	200		200	
100-3220	52 7320	Stationery & Printing	425		425	
100-3220	52 7330	Copy Expense	3,500		3,500	
			<u>125,258</u>	<u>-</u>	<u>125,258</u>	
100-3220	53 5680	Tires	600		600	
100-3220	53 7000	Gas & Oil	1,500		1,500	
100-3220	53 7050	Medical Services/Supplies	500		500	
100-3220	53 7090	Investigative Supplies	2,800		2,800	
100-3220	53 7121	Computer Hardware	4,600		4,600	
100-3220	53 7122	Computer Supplies	1,500		1,500	
100-3220	53 7150	Other Operating Supplies	600		600	
100-3220	53 7310	Office Supplies	2,250		2,250	
100-3220	53 7360	Other Admin. Supplies	1,000		1,000	
			<u>15,350</u>	<u>-</u>	<u>15,350</u>	
100-3220	54 7580	Vehicles - New	31,500	(31,500)	-	<i>2nd Quarter Budget Adjustments - Reduction of Car Rental Tax Transfer to General Fund</i>
100-3220	54 7590	Vehicles - Replace	31,500	(31,500)	-	<i>2nd Quarter Budget Adjustments - Reduction of Car Rental Tax Transfer to General Fund</i>
			<u>63,000</u>	<u>(63,000)</u>	<u>-</u>	
		Total Police Investigations Budget Amendment	<u>1,095,695</u>	<u>(41,500)</u>	<u>1,054,195</u>	

Police Patrol

100-3223	51 5010	Salary/Operating	3,821,070	135,750	3,956,820	<i>CARES ACT Reimbursement - Hazardous Pay</i>
100-3223	51 5020	Salary/Overtime	115,000		115,000	
100-3223	51 5030	Salary/Parttime	372,733		372,733	
100-3223	51 5040	Shared Utility Payments	31,200		31,200	
100-3223	51 5060	Salary-Holiday Pay	72,500		72,500	
100-3223	51 5150	City Pension Contribution	851,558		851,558	
100-3223	51 5161	Life Insurance	1,130		1,130	
100-3223	51 5163	ST Disability Insurance	8,000		8,000	
100-3223	51 5164	LT Disability Insurance	7,000		7,000	
100-3223	51 5165	Health Insurance	702,981		702,981	
100-3223	51 5166	Dental Insurance	16,722		16,722	
100-3223	51 5180	Uniforms	51,590		51,590	
100-3223	51 5190	Medicare	60,810		60,810	
100-3223	51 5200	Fica	23,109		23,109	
			<u>6,135,403</u>	<u>135,750</u>	<u>6,271,153</u>	

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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
100-3223	52 5240	Telephone	145,464		145,464
100-3223	52 5450	Legal Fees	500		500
100-3223	52 5700	R&M - Vehicles	222,144		222,144
100-3223	52 5710	R&M Furn. & Equip.	1,000		1,000
100-3223	52 5720	R&M Communication Equip	18,700		18,700
100-3223	52 5730	R&M - D/P Equipment	45,335		45,335
100-3223	52 6041	Special Operations	3,000		3,000
100-3223	52 6100	Auto Insurance	78,543		78,543
100-3223	52 6110	Other Insurance	162,959		162,959
100-3223	52 6130	Miscellaneous Services	5,750		5,750
100-3223	52 6210	Dues	1,200		1,200
100-3223	52 6220	Subscription/Publications	440		440
100-3223	52 6510	Claims Not Workman's Comp.	5,000		5,000
100-3223	52 6560	Workers Comp/Administration	26,449		26,449
100-3223	52 6600	Claims Workers Comp.	30,000		30,000
100-3223	52 7320	Stationery & Printing	2,000		2,000
100-3223	52 7330	Copy Expense	3,360		3,360
			<hr/>		<hr/>
			751,844	-	751,844
100-3223	53 5680	Tires	20,000		20,000
100-3223	53 6500	Police Technology - Equipment	26,600		26,600
100-3223	53 7000	Gas & Oil	100,000		100,000
100-3223	53 7010	Tools/Shop Supplies	4,000		4,000
100-3223	53 7020	Janitorial Supplies	500		500
100-3223	53 7050	Medical Services/Supplies	4,800		4,800
100-3223	53 7060	Firearms Supplies	16,000		16,000
100-3223	53 7090	Investigative Supplies	3,500		3,500
100-3223	53 7110	Safety Supplies	3,275		3,275
100-3223	53 7121	Computer Hardware	40,500		40,500
100-3223	53 7122	Computer Supplies	6,450		6,450
100-3223	53 7150	Other Operating Supplies	8,000		8,000
100-3223	53 7200	Reimburse Expenses	1,450		1,450
100-3223	53 7310	Office Supplies	6,000		6,000
			<hr/>		<hr/>
			241,075	-	241,075
100-3223	54 7580	Vehicles - New	565,000	(565,000)	-
<i>2nd Quarter Budget Adjustments - Reduction of Car Rental Tax Transfer to General Fund</i>					
100-3223	54 7590	Vehicles - Replace	289,500	(289,500)	-
<i>2nd Quarter Budget Adjustments - Reduction of Car Rental Tax Transfer to General Fund</i>					
			<hr/>		<hr/>
			854,500	(854,500)	-
100-3223	58 1200	CAPITAL LEASE PRINCIPAL	157,735		157,735
100-3223	58 2200	CAPITAL LEASE INTEREST	14,828		14,828
			<hr/>		<hr/>
			172,563	-	172,563
			<hr/>		<hr/>
			8,155,385	(718,750)	7,436,635

Total Police Investigations Budget Amendment

*2nd Quarter Budget Adjustments - Reduction of Car Rental Tax
Transfer to General Fund
2nd Quarter Budget Adjustments - Reduction of Car Rental Tax
Transfer to General Fund*

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Corrections</i>						
100-3400	51 5010	Salary/Operating	133,411	10,000	143,411	CARES ACT Reimbursement - Hazardous Pay
100-3400	51 5020	Salary/Overtime	5,000		5,000	
100-3400	51 5030	Salary/Parttime	31,200		31,200	
100-3400	51 5060	Salary-Holiday Pay	5,000		5,000	
100-3400	51 5150	City Pension Contribution	27,363		27,363	
100-3400	51 5161	Life Insurance	199		199	
100-3400	51 5163	ST Disability Insurance	235		235	
100-3400	51 5164	LT Disability Insurance	205		205	
100-3400	51 5165	Health Insurance	36,960		36,960	
100-3400	51 5166	Dental Insurance	478		478	
100-3400	51 5180	Uniforms	3,200		3,200	
100-3400	51 5190	Medicare	2,387		2,387	
100-3400	51 5200	Fica	1,934		1,934	
			247,572	10,000	257,572	
100-3400	52 5700	R&M - Vehicles	2,816		2,816	
100-3400	52 5730	R&M - D/P Equipment	1,635		1,635	
100-3400	52 6100	Auto Insurance	1,371		1,371	
100-3400	52 6110	Other Insurance	6,360		6,360	
100-3400	52 6170	Contractual Services	201,000		201,000	
100-3400	52 6560	Workers Comp/Administration	1,636		1,636	
100-3400	52 6580	Unemployment Compensation	1,000		1,000	
100-3400	52 7320	Stationery & Printing	200		200	
			216,018	-	216,018	
100-3400	53 5680	Tires	600		600	
100-3400	53 7000	Gas & Oil	300		300	
100-3400	53 7020	Janitorial Supplies	500		500	
100-3400	53 7030	Food & Dietary Supplies	700		700	
100-3400	53 7040	Boarding Supplies	1,000		1,000	
100-3400	53 7050	Medical Services/Supplies	400		400	
100-3400	53 7060	Firearms Supplies	3,100		3,100	
100-3400	53 7110	Safety Supplies	1,500		1,500	
100-3400	53 7121	Computer Hardware	1,500		1,500	
100-3400	53 7122	Computer Supplies	500		500	
100-3400	53 7150	Other Operating Supplies	3,000		3,000	
100-3400	53 7310	Office Supplies	1,000		1,000	
100-3400	53 7360	Other Admin. Supplies	1,200		1,200	
			15,300	-	15,300	
		<i>Total Corrections Budget Amendment</i>	478,890	10,000	488,890	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Fire Administration</i>						
100-3500	51 5010	Salary/Operating	269,963	2,000	271,963	CARES ACT Reimbursement - Hazardous Pay
100-3500	51 5017	Salary/EMS Incentive Pay	3,500		3,500	
100-3500	51 5020	Salary/Overtime	3,000		3,000	
100-3500	51 5030	Salary/Parttime	15,600	(15,600)	-	2nd Quarter Budget Adjustments - Vacant position
100-3500	51 5040	Shared Utility Payments	4,800		4,800	
100-3500	51 5150	City Pension Contribution	55,369		55,369	
100-3500	51 5161	Life Insurance	297		297	
100-3500	51 5163	ST Disability Insurance	552		552	
100-3500	51 5164	LT Disability Insurance	524		524	
100-3500	51 5165	Health Insurance	48,229		48,229	
100-3500	51 5166	Dental Insurance	1,255		1,255	
100-3500	51 5180	Uniforms	3,000		3,000	
100-3500	51 5190	Medicare	4,141		4,141	
100-3500	51 5200	Fica	967		967	
			<u>411,197</u>	<u>(13,600)</u>	<u>397,597</u>	
100-3500	52 3505	Mileage Reimbursement	100		100	
100-3500	52 5240	Telephone	4,665		4,665	
100-3500	52 5260	Heat & Power	60,000		60,000	
100-3500	52 5270	Water	4,582		4,582	
100-3500	52 5280	Other Communication/Util	1,100		1,100	
100-3500	52 5700	R&M - Vehicles	17,592		17,592	
100-3500	52 5710	R&M Furn. & Equip.	1,100		1,100	
100-3500	52 5720	R&M Communication Equip	-		-	
100-3500	52 5730	R&M - D/P Equipment	7,182		7,182	
100-3500	52 5740	R&M-Buildings	10,000		10,000	
100-3500	52 5743	R&M Bldg-Fire	27,000		27,000	
100-3500	52 6000	Advertising Expense	-		-	
100-3500	52 6100	Auto Insurance	12,341		12,341	
100-3500	52 6110	Other Insurance	5,300		5,300	
100-3500	52 6130	Miscellaneous Services	4,692		4,692	
100-3500	52 6210	Dues	1,145		1,145	
100-3500	52 6220	Subscription/Publications	1,787		1,787	
100-3500	52 6560	Workers Comp/Administration	1,363		1,363	
100-3500	52 6600	Claims Workers Comp.	1,000		1,000	
100-3500	52 7320	Stationery & Printing	2,000		2,000	
100-3500	52 7330	Copy Expense	3,000		3,000	
			<u>165,949</u>	<u>-</u>	<u>165,949</u>	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
100-3500	53 5680	Tires	700		700	
100-3500	53 7010	Tools/Shop Supplies	-		-	
100-3500	53 7020	Janitorial Supplies	4,000		4,000	
100-3500	53 7030	Food & Dietary Supplies	3,000		3,000	
100-3500	53 7050	Medical Services/Supplies	1,000		1,000	
100-3500	53 7121	Computer Hardware	-		-	
100-3500	53 7122	Computer Supplies	1,000		1,000	
100-3500	53 7310	Office Supplies	3,000		3,000	
100-3500	53 7360	Other Admin. Supplies	1,500		1,500	
100-3500	53 7400	Emergency/Pandemic Expenses	-	846	846	CARES ACT Reimbursement
			14,200	846	15,046	
		Total Fire Administration Budget Amendment	591,346	(12,754)	578,592	
<i>Fire Suppression</i>						
100-3520	51 5010	Salary/Operating	3,252,629	(154,000)	3,098,629	2nd Quarter Budget Adjustments - Vacant position and to transfer funds to over-time line-item
			-	319,752	319,752	CARES ACT Reimbursement - Hazardous Pay
100-3520	51 5016	Salary On-Call	20,000	(20,000)	-	2nd Quarter Budget Adjustments
100-3520	51 5017	Salary/EMS Incentive Pay	77,000		77,000	
						CARES ACT Reimbursement - Reduced Salary to transfer funds to overtime budget
100-3520	51 5020	Salary/Overtime	140,000	60,000	200,000	
100-3520	51 5040	Shared Utility Payments	19,200		19,200	
100-3520	51 5060	Salary-Holiday Pay	80,000		80,000	
100-3520	51 5150	City Pension Contribution	667,114	(12,390)	654,724	2nd Quarter Budget Adjustments - Vacant position
100-3520	51 5161	Life Insurance	5,647		5,647	
100-3520	51 5163	ST Disability Insurance	9,564		9,564	
100-3520	51 5164	LT Disability Insurance	8,427		8,427	
100-3520	51 5165	Health Insurance	613,300	(8,610)	604,690	2nd Quarter Budget Adjustments - Vacant position
100-3520	51 5166	Dental Insurance	16,257		16,257	
100-3520	51 5180	Uniforms	47,000		47,000	
100-3520	51 5190	Medicare	47,163		47,163	
			5,003,301	184,752	5,188,053	
100-3520	52 3505	Mileage Reimbursement	100		100	
100-3520	52 5240	Telephone	60,696		60,696	
100-3520	52 5260	Heat & Power	4,800		4,800	
100-3520	52 5270	Water	1,200		1,200	
100-3520	52 5280	Other Communication/Util	2,000		2,000	
100-3520	52 5700	R&M - Vehicles	46,532	35,000	81,532	Reduced salaries to transfer funds for fire apparatus repair
100-3520	52 5710	R&M Furn. & Equip.	4,000		4,000	
100-3520	52 5720	R&M Communication Equip	7,225		7,225	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
100-3520	52 5730	R&M - D/P Equipment	18,025		18,025
100-3520	52 5780	Grounds	2,326		2,326
100-3520	52 6100	Auto Insurance	9,598		9,598
100-3520	52 6110	Other Insurance	71,025		71,025
100-3520	52 6130	Miscellaneous Services	5,800		5,800
100-3520	52 6170	Contractual Services	17,690		17,690
100-3520	52 6200	Training	5,000		5,000
100-3520	52 6210	Dues	1,000		1,000
100-3520	52 6220	Subscription/Publications	2,500		2,500
100-3520	52 6230	Conventions/Meetings	3,800	(3,800)	-
100-3520	52 6560	Workers Comp/Administration	18,269		18,269
100-3520	52 6600	Claims Workers Comp.	25,000		25,000
100-3520	52 7300	Postage	800		800
100-3520	52 7320	Stationery & Printing	800		800
100-3520	52 7330	Copy Expense	2,000		2,000
			<u>310,186</u>	<u>31,200</u>	<u>341,386</u>
100-3520	53 5680	Tires	8,000		8,000
100-3520	53 7000	Gas & Oil	40,100		40,100
100-3520	53 7010	Tools/Shop Supplies	5,000		5,000
100-3520	53 7020	Janitorial Supplies	8,000		8,000
100-3520	53 7030	Food & Dietary Supplies	2,000		2,000
100-3520	53 7050	Medical Services/Supplies	2,000		2,000
100-3520	53 7070	Firefighting Supplies	8,000		8,000
100-3520	53 7100	Lubricants & Chemicals	5,000		5,000
100-3520	53 7110	Safety Supplies	3,000		3,000
100-3520	53 7121	Computer Hardware	1,500		1,500
100-3520	53 7130	Rescue Supplies	5,000		5,000
100-3520	53 7150	Other Operating Supplies	3,000		3,000
100-3520	53 7161	Protective Clothing	30,000		30,000
100-3520	53 7310	Office Supplies	3,000		3,000
100-3520	53 7400	Emergency/Pandemic Expenses	-	5,620	5,620
			<u>123,600</u>	<u>5,620</u>	<u>129,220</u>
100-3520	58 1200	CAPITAL LEASE PRINCIPAL	284,289		284,289
100-3520	58 2200	CAPITAL LEASE INTEREST	30,765		30,765
			<u>315,054</u>	<u>-</u>	<u>315,054</u>
		Total Fire Suppression Budget Amendment	5,752,141	221,572	5,973,713

2nd Quarter Budget Adjustments

CARES ACT Reimbursement

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Emergency Medical Service</i>						
100-3560	51 5010	Salary/Operating	68,848	1,500	70,348	CARES ACT Reimbursement - Hazardous Pay
100-3560	51 5017	Salary/EMS Incentive Pay	3,500		3,500	
100-3560	51 5150	City Pension Contribution	14,121		14,121	
100-3560	51 5161	Life Insurance	99		99	
100-3560	51 5163	ST Disability Insurance	214		214	
100-3560	51 5164	LT Disability Insurance	189		189	
100-3560	51 5165	Health Insurance	14,780		14,780	
100-3560	51 5166	Dental Insurance	613		613	
100-3560	51 5180	Uniforms	700		700	
100-3560	51 5190	Medicare	998		998	
			<u>104,062</u>	<u>1,500</u>	<u>105,562</u>	
100-3560	52 5512	Medical Services Director	25,000		25,000	
100-3560	52 5700	R&M - Vehicles	7,000		7,000	
100-3560	52 5710	R&M Furn. & Equip.	500		500	
100-3560	52 5720	R&M Communication Equip	1,500		1,500	
100-3560	52 5730	R&M - D/P Equipment	964		964	
100-3560	52 6100	Auto Insurance	4,114		4,114	
100-3560	52 6110	Other Insurance	14,136		14,136	
100-3560	52 6200	Training	29,000	(10,000)	19,000	
100-3560	52 6210	Dues	244		244	
100-3560	52 6230	Conventions/Meetings	2,000	(2,000)	-	
100-3560	52 6560	Workers Comp/Administration	273		273	
100-3560	52 6600	Claims Workers Comp.	500		500	
100-3560	52 7320	Stationery & Printing	500		500	
			<u>85,731</u>	<u>(12,000)</u>	<u>73,731</u>	
100-3560	53 5680	Tires	2,500		2,500	
100-3560	53 7010	Tools/Shop Supplies	1,000		1,000	
100-3560	53 7050	Medical Services/Supplies	22,000		22,000	
100-3560	53 7130	Rescue Supplies	17,000		17,000	
			<u>42,500</u>	<u>-</u>	<u>42,500</u>	
		Total Emergency Medical Services Budget Amendment	232,293	(10,500)	221,793	
<i>Public Works Administration</i>						
		Total Public Works Administration Budget Amendment	52,969	-	52,969	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Highways & Streets</i>						
100-4200	51 5010	Salary/Operating	350,548	(34,986)	315,562	2nd Quarter Budget Adjustments - Vacant position
100-4200	51 5010	Salary/Operating	-	7,750	7,750	CARES ACT Reimbursement - Hazardous Pay
100-4200	51 5016	Salary On-Call	5,600		5,600	
100-4200	51 5020	Salary/Overtime	5,000		5,000	
100-4200	51 5040	Shared Utility Payments	2,400		2,400	
100-4200	51 5150	City Pension Contribution	71,897	(7,176)	64,721	2nd Quarter Budget Adjustments -Due to vacant position
100-4200	51 5161	Life Insurance	472	(50)	422	2nd Quarter Budget Adjustments -Due to vacant position
100-4200	51 5163	ST Disability Insurance	1,230		1,230	
100-4200	51 5164	LT Disability Insurance	1,050		1,050	
100-4200	51 5165	Health Insurance	72,222	(7,866)	64,356	2nd Quarter Budget Adjustments -Due to vacant position
100-4200	51 5166	Dental Insurance	1,372	(122)	1,250	2nd Quarter Budget Adjustments -Due to vacant position
100-4200	51 5180	Uniforms	4,500		4,500	
100-4200	51 5190	Medicare	5,083	(507)	4,576	2nd Quarter Budget Adjustments -Due to vacant position
			<u>521,374</u>	<u>(42,957)</u>	<u>478,417</u>	
100-4200	52 5240	Telephone	24,132		24,132	
100-4200	52 5340	Vehicle Rental	1,500		1,500	
100-4200	52 5700	R&M - Vehicles	39,000		39,000	
100-4200	52 5710	R&M Furn. & Equip.	-		-	
100-4200	52 5730	R&M - D/P Equipment	2,183		2,183	
100-4200	52 5751	Streets	17,701	30,000	47,701	Funds transferred from Police Dept. to purchase speed bumps
100-4200	52 5760	Curbs&Sidewalks	6,005		6,005	
100-4200	52 6000	Advertising Expense	1,000		1,000	
100-4200	52 6100	Auto Insurance	26,052		26,052	
100-4200	52 6110	Other Insurance	10,601		10,601	
100-4200	52 6560	Workers Comp/Administration	2,727		2,727	
100-4200	52 6600	Claims Workers Comp.	595		595	
			<u>131,496</u>	<u>30,000</u>	<u>161,496</u>	
100-4200	53 5680	Tires	2,500		2,500	
100-4200	53 7000	Gas & Oil	11,500		11,500	
100-4200	53 7010	Tools/Shop Supplies	500		500	
100-4200	53 7091	Road Signs & Delineators	10,000		10,000	
100-4200	53 7150	Other Operating Supplies	600		600	
100-4200	53 7400	Emergency/Pandemic Expenses	-	1,978	1,978	CARES ACT Reimbursement
			<u>25,100</u>	<u>1,978</u>	<u>27,078</u>	
Total Highways & Streets Budget Amendment			<u>677,970</u>	<u>(10,979)</u>	<u>666,991</u>	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
<i>Buildings & Grounds</i>						
100-5195	51 5010	Salary/Operating	432,349	15,000	447,349	CARES ACT Reimbursement - Hazardous Pay
100-5195	51 5020	Salary/Overtime	15,000		15,000	
100-5195	51 5030	Salary/Parttime	42,203		42,203	
100-5195	51 5040	Shared Utility Payments	1,200		1,200	
100-5195	51 5150	City Pension Contribution	83,214		83,214	
100-5195	51 5161	Life Insurance	695		695	
100-5195	51 5163	ST Disability Insurance	1,000		1,000	
100-5195	51 5164	LT Disability Insurance	900		900	
100-5195	51 5165	Health Insurance	108,601		108,601	
100-5195	51 5166	Dental Insurance	2,850		2,850	
100-5195	51 5180	Uniforms	8,800		8,800	
100-5195	51 5190	Medicare	6,881		6,881	
100-5195	51 5200	Fica	2,617		2,617	
			<u>706,310</u>	<u>15,000</u>	<u>721,310</u>	
100-5195	52 5240	Telephone	2,892		2,892	
100-5195	52 5260	Heat & Power	1,500		1,500	
100-5195	52 5700	R&M - Vehicles	41,000		41,000	
100-5195	52 5720	R&M Communication Equip	300		300	
100-5195	52 5730	R&M - D/P Equipment	2,686		2,686	
100-5195	52 5780	Grounds	8,000		8,000	
100-5195	52 6100	Auto Insurance	16,454		16,454	
100-5195	52 6110	Other Insurance	18,021		18,021	
100-5195	52 6170	Contractual Services	46,500		46,500	
100-5195	52 6200	Training	500		500	
100-5195	52 6210	Dues	500		500	
100-5195	52 6560	Workers Comp/Administration	4,635		4,635	
			<u>142,988</u>	<u>-</u>	<u>142,988</u>	
100-5195	53 5680	Tires	3,600		3,600	
100-5195	53 7000	Gas & Oil	17,000		17,000	
100-5195	53 7010	Tools/Shop Supplies	4,000		4,000	
100-5195	53 7020	Janitorial Supplies	1,000		1,000	
100-5195	53 7050	Medical Services/Supplies	400		400	
100-5195	53 7100	Lubricants & Chemicals	6,500		6,500	
100-5195	53 7110	Safety Supplies	1,400		1,400	
100-5195	53 7121	Computer Hardware	3,200		3,200	
100-5195	53 7150	Other Operating Supplies	4,000		4,000	
100-5195	53 7170	Trash Bags	1,500		1,500	
100-5195	53 7310	Office Supplies	500		500	
100-5195	53 7400	Emergency/Pandemic Expenses	-	2,491	2,491	CARES ACT Reimbursement
			<u>43,100</u>	<u>2,491</u>	<u>45,591</u>	
Total Buildings & Grounds Budget Amendment			892,398	17,491	909,889	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>Recreational Admin</i>					
100-6100	51 5010	Salary/Operating	149,986		149,986
100-6100	51 5030	Salary/Partime	-	52,200	52,200
100-6100	51 5040	Shared Utility Payments	2,400		2,400
100-6100	51 5150	City Pension Contribution	25,840		25,840
100-6100	51 5161	Life Insurance	92		92
100-6100	51 5163	ST Disability Insurance	349		349
100-6100	51 5164	LT Disability Insurance	344		344
100-6100	51 5165	Health Insurance	7,941		7,941
100-6100	51 5166	Dental Insurance	348		348
100-6100	51 5180	Uniforms	-		-
100-6100	51 5190	Medicare	2,175		2,175
100-6100	51 5200	Fica	300		300
			189,775	52,200	241,975
100-6100	52 5240	Telephone	1,608		1,608
100-6100	52 5260	Heat & Power	2,500		2,500
100-6100	52 5270	Water	150		150
100-6100	52 5280	Other Communication/Util	250		250
100-6100	52 6100	Auto Insurance	6,856		6,856
100-6100	52 6110	Other Insurance	2,120		2,120
100-6100	52 6560	Workers Comp/Administration	545		545
			14,029	-	14,029
Total Recreational Administration Budget Amendment			203,804	52,200	256,004

To budget funds expended for Park Ranger Salaries

Recreation Programs

100-6110	51 5010	Salary/Operating	405,621		405,621
100-6110	51 5030	Salary/Partime	416,364	(123,867)	292,497
100-6110	51 5040	Shared Utility Payments	2,400		2,400
100-6110	51 5041	Shared Personnel Costs	49,140		49,140
100-6110	51 5150	City Pension Contribution	63,284		63,284
100-6110	51 5161	Life Insurance	348		348
100-6110	51 5163	ST Disability Insurance	1,000		1,000
100-6110	51 5164	LT Disability Insurance	808		808
100-6110	51 5165	Health Insurance	82,946		82,946
100-6110	51 5166	Dental Insurance	3,246		3,246
100-6110	51 5180	Uniforms	4,200		4,200
100-6110	51 5190	Medicare	10,119		10,119
100-6110	51 5200	Fica	25,815		25,815
			1,065,291	(123,867)	941,424

2nd Quarter Budget Adjustments -Due to vacant positions

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
100-6110	52 5330	Office Equipment Rental	13,000		13,000	
100-6110	52 5700	R&M - Vehicles	6,000		6,000	
100-6110	52 5730	R&M - D/P Equipment	21,444		21,444	
100-6110	52 5740	R&M Buildings	-		-	
100-6110	52 5780	Grounds	60,000		60,000	
100-6110	52 6070	Swimming Pool Supplies & Service	1,000	(1,000)	-	2nd Quarter Budget Adjustments
100-6110	52 6100	Auto Insurance	-		-	
100-6110	52 6110	Other Insurance	25,442		25,442	
100-6110	52 6130	Miscellaneous Services	-		-	
100-6110	52 6160	Instructor & Official Fee	200,000		200,000	
100-6110	52 6210	Dues	1,058		1,058	
100-6110	52 6220	Subscription/Publications	1,190	(1,190)	-	2nd Quarter Budget Adjustments
100-6110	52 6230	Conventions/Meetings	-		-	
100-6110	52 6530	Tournament Fees	10,000	(5,000)	5,000	2nd Quarter Budget Adjustments
100-6110	52 6560	Workers Comp/Administration	6,544		6,544	
			345,678	(7,190)	338,488	
100-6110	53 6420	Concessions Purchased	450		450	
100-6110	53 7020	Janitorial Supplies	500	(500)	-	2nd Quarter Budget Adjustments
100-6110	53 7030	Food & Dietary Supplies	5,200		5,200	
100-6110	53 7050	Medical Services/Supplies	500	(500)	-	2nd Quarter Budget Adjustments
100-6110	53 7080	Recreational Supplies	15,000	(9,000)	6,000	2nd Quarter Budget Adjustments
100-6110	53 7150	Other Operating Supplies	40,000	(14,000)	26,000	2nd Quarter Budget Adjustments
100-6110	53 7400	Emergency/Pandemic Expenses	-	5,368	5,368	CARES ACT Reimbursement
			61,650	(18,632)	43,018	
		Total Recreation Programs Budget Amendment	1,472,619	(149,689)	1,322,930	
Recreation Facilities						
100-6122	51 5010	Salary/Operating	115,835	(69,118)	46,717	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5030	Salary/Parttime	46,623		46,623	
100-6122	51 5040	Shared Utility Payments	4,800		4,800	
100-6122	51 5150	City Pension Contribution	29,321	(14,176)	15,145	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5161	Life Insurance	199	(99)	100	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5163	ST Disability Insurance	505		505	
100-6122	51 5164	LT Disability Insurance	344		344	
100-6122	51 5165	Health Insurance	30,661	(22,509)	8,152	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5166	Dental Insurance	500	(254)	246	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5190	Medicare	2,356	(1,002)	1,354	2nd Quarter Budget Adjustments -Due to vacant position
100-6122	51 5200	Fica	2,891		2,891	
			234,035	(107,158)	126,877	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
100-6122	52 5240	Telephone	56,976		56,976	
100-6122	52 5260	Heat & Power	220,000		220,000	
100-6122	52 5270	Water	35,000		35,000	
100-6122	52 5280	Other Communication/Util	35,000		35,000	
100-6122	52 5730	R&M D/P Equipment	1,700		1,700	
100-6122	52 5746	R&M Bldg-Recreation	-	40,525	40,525	Allocate funds for expenses incurred to date
100-6122	52 5780	Grounds	16,000		16,000	
100-6122	52 6070	Swimming Pool Supplies & Service	50,000	(18,000)	32,000	2nd Quarter Budget Adjustments
100-6122	52 6110	Other Insurance	7,421		7,421	
100-6122	52 6560	Workers Comp/Administration	1,909		1,909	
100-6122	52 7320	Stationery & Printing	4,000		4,000	
			<u>428,006</u>	<u>22,525</u>	<u>450,531</u>	
100-6122	53 7010	Tools/Shop Supplies	1,500		1,500	
100-6122	53 7020	Janitorial Supplies	41,400	(21,400)	20,000	2nd Quarter Budget Adjustments
100-6122	53 7050	Medical Services/Supplies	1,000		1,000	
100-6122	53 7310	Office Supplies	13,000	(6,600)	6,400	2nd Quarter Budget Adjustments
100-6122	53 7400	Emergency/Pandemic Expenses	-	17,575	17,575	CARES ACT Reimbursement
			<u>56,900</u>	<u>(10,425)</u>	<u>46,475</u>	
100-6122	54 7520	Buildings	-	73,525	73,525	Donations received to finance construction of rock climbing wall at the Wyatt Rec. Center
100-6122	54 7630	Other Equipment - New	5,400		5,400	
			<u>5,400</u>	<u>73,525</u>	<u>78,925</u>	
		Total Recreation Facilities Budget Amendment	<u>724,341</u>	<u>(21,533)</u>	<u>702,808</u>	
Parks						
100-6200	51 5010	Salary/Operating	73,091	500	73,591	CARES ACT Reimbursement - Hazardous Pay
100-6200	51 5020	Salary/Overtime	2,500		2,500	
100-6200	51 5030	Salary/Parttime	26,000	(26,000)	-	2nd Quarter Budget Adjustments
100-6200	51 5150	City Pension Contribution	14,991		14,991	
100-6200	51 5161	Life Insurance	99		99	
100-6200	51 5163	ST Disability Insurance	191		191	
100-6200	51 5164	LT Disability Insurance	238		238	
100-6200	51 5165	Health Insurance	19,767		19,767	
100-6200	51 5166	Dental Insurance	500		500	
100-6200	51 5180	Uniforms	3,500		3,500	
100-6200	51 5190	Medicare	1,060		1,060	
100-6200	51 5200	Fica	1,612		1,612	
			<u>143,549</u>	<u>(25,500)</u>	<u>118,049</u>	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
100-6200	52 5260	Heat & Power	500		500
100-6200	52 5280	Other Communication/Util	-		-
100-6200	52 5700	R&M - Vehicles	9,300		9,300
100-6200	52 5730	R&M - D/P Equipment	424		424
100-6200	52 5741	R&M Bldg-Parks	1,000		1,000
100-6200	52 5780	Grounds	16,500		16,500
100-6200	52 6100	Auto Insurance	5,938		5,938
100-6200	52 6110	Other Insurance	2,120		2,120
100-6200	52 6200	Training	750		750
100-6200	52 6210	Dues	150		150
100-6200	52 6560	Workers Comp/Administration	545		545
100-6200	52 6600	Claims Workers Comp.	400		400
			<u>37,627</u>	<u>-</u>	<u>37,627</u>
100-6200	53 5680	Tires	900		900
100-6200	53 7010	Tools/Shop Supplies	4,600		4,600
100-6200	53 7020	Janitorial Supplies	500		500
100-6200	53 7050	Medical Services/Supplies	400		400
100-6200	53 7100	Lubricants & Chemicals	1,000		1,000
100-6200	53 7110	Safety Supplies	400		400
100-6200	53 7150	Other Operating Supplies	700		700
100-6200	53 7170	Trash Bags	500		500
			<u>9,000</u>	<u>-</u>	<u>9,000</u>
100-6200	54 7920	Recreation Capitol Project	100,000	(100,000)	-
			<u>100,000</u>	<u>(100,000)</u>	<u>-</u>
		<i>Total Parks Budget Amendment</i>	<u>290,176</u>	<u>(125,500)</u>	<u>164,676</u>
<i>Inspections</i>					
100-7200	51 5010	Salary/Operating	175,803		175,803
100-7200	51 5020	Salary/Overtime	3,000		3,000
100-7200	51 5040	Shared Utility Payments	2,400		2,400
100-7200	51 5150	City Pension Contribution	29,168		29,168
100-7200	51 5161	Life Insurance	149		149
100-7200	51 5163	ST Disability Insurance	667		667
100-7200	51 5164	LT Disability Insurance	602		602
100-7200	51 5165	Health Insurance	24,750		24,750
100-7200	51 5166	Dental Insurance	774		774
100-7200	51 5180	Uniforms	3,000		3,000
100-7200	51 5190	Medicare	2,549		2,549
			<u>242,862</u>	<u>-</u>	<u>242,862</u>

2nd Quarter Budget Adjustments

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
100-7200	52 5240	Telephone	11,744		11,744
100-7200	52 5260	Heat & Power	4,700		4,700
100-7200	52 5270	Water	184		184
100-7200	52 5280	Other Communication/Util	676		676
100-7200	52 5700	R&M - Vehicles	9,760		9,760
100-7200	52 5730	R&M - D/P Equipment	7,523		7,523
100-7200	52 6000	Advertising Expense	7,500		7,500
100-7200	52 6060	Demolition	50,000	(35,000)	15,000
100-7200	52 6100	Auto Insurance	2,742		2,742
100-7200	52 6110	Other Insurance	3,180		3,180
100-7200	52 6130	Miscellaneous Services	600		600
100-7200	52 6170	Contractual Services	92,000		92,000
100-7200	52 6200	Training	8,550		8,550
100-7200	52 6210	Dues	700		700
100-7200	52 6220	Subscription/Publications	700		700
100-7200	52 6230	Conventions/Meetings	7,000		7,000
100-7200	52 6560	Workers Comp/Administration	820		820
100-7200	52 7300	Postage	1,600		1,600
100-7200	52 7320	Stationery & Printing	785		785
100-7200	52 7330	Copy Expense	2,400		2,400
			<u>213,164</u>	<u>(35,000)</u>	<u>178,164</u>
100-7200	53 5680	Tires	1,000		1,000
100-7200	53 7000	Gas & Oil	2,000		2,000
100-7200	53 7010	Tools/Shop Supplies	300		300
100-7200	53 7050	Medical Services/Supplies	200		200
100-7200	53 7121	Computer Hardware	3,000		3,000
100-7200	53 7310	Office Supplies	1,000		1,000
			<u>7,500</u>	<u>-</u>	<u>7,500</u>
		Total Inspections Budget Amendment	<u>463,526</u>	<u>(35,000)</u>	<u>428,526</u>
Economic Development		Total Economic Development Budget Amendment	<u>338,859</u>	<u>-</u>	<u>338,859</u>
Main Street Development		Total Main Street Development Budget Amendment	<u>147,024</u>	<u>-</u>	<u>147,024</u>

Transfer funds to the HR department to purchase new application tracking software.

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
<i>Multi Departmental Costs</i>					
100-9980	52 6050	Bank Charges	-		-
100-9980	52 6193	City Wide Events	-		-
100-9980	52 6590	Contingencies	32,181	(32,181)	-
100-9980	53 7400	Emergency/Pandemic Expenses	-	1,122	1,122
100-9980	57 2001	Grants/Aid	128,526		128,526
		Total Operating Expenses	160,707	(31,059)	129,648
100-9980	61 1000	Operating Transfer	-		-
100-9980	61 1100	Oper Transfer Out Gen (Golf Course)	35,014		35,014
100-9980	61 1215	Operating Trans/E911	395,869		395,869
		Total Transfers Out	430,883	-	430,883
		Total Multi-Departmental Costs Budget Amendment	591,590	(31,059)	560,531
		<i>Total General Fund Revenue Budget</i>	30,281,400	(831,050)	29,450,350
		<i>Total General Fund Expense Budget</i>	30,281,400	(831,050)	29,450,350

2nd Quarter Budget Adjustments
 CARES ACT Reimbursement

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
275 - HOSPITALITY FUND						
Revenue						
275-4975	31 1190	Special District Tax	2,435,000		2,435,000	
275-4975	31 4100	Hotel/Motel Tax	6,362,893	(2,062,059)	4,300,834	2nd Quarter Adjustment Presentation - To reduce revenue based on FY 2021 projected income
275-4975	31 4101	Hotel/Motel Tax - DMO	1,611,933	(529,755)	1,082,178	2nd Quarter Adjustment Presentation - To reduce revenue based on FY 2021 projected income
275-4975	31 4102	Hotel/Motel Tax - TPD	509,031	(167,291)	341,740	2nd Quarter Adjustment Presentation - To reduce revenue based on FY 2021 projected income
275-4975	31 9000	Interest On Taxes	3,750		3,750	
			<u>10,922,607</u>	<u>(2,759,105)</u>	<u>8,163,502</u>	
275-4975	39 9900	Budget Carryforward	77,123	1,933,508	2,010,631	Appropriate Hotel/Motel Tax reserve to cover shortfall
			<u>77,123</u>	<u>1,933,508</u>	<u>2,010,631</u>	
		Total Hospitality Fund Revenue Budget	<u>10,999,730</u>	<u>(825,597)</u>	<u>10,174,133</u>	
Expenses						
275-4975	52 5450	Legal Fees	20,000		20,000	
275-4975	52 5510	Consulting Fees	14,700		14,700	
275-4975	52 6010	DMO Distribution	1,229,014	(146,837)	1,082,177	2nd Quarter Adjustment Presentation - To reduce transfer to DMO
275-4975	52 6300	Tourist Product Development	393,200	(51,460)	341,740	2nd Quarter Adjustment Presentation
			<u>1,656,914</u>	<u>(198,297)</u>	<u>1,458,617</u>	
275-4975	61 1100	Oper. Transfer Out Gen	2,526,316	(627,300)	1,899,016	2nd Quarter Adjustment Presentation - To reduce transfer to the General Fund
275-4975	61 1555	Oper. Trans.GICC	6,091,500	-	6,091,500	
275-4975	61 1558	Operating Transfers to BIDA	725,000		725,000	
			<u>9,342,816</u>	<u>(627,300)</u>	<u>8,715,516</u>	
		Total Hospitality Fund Expense Budget	<u>10,999,730</u>	<u>(825,597)</u>	<u>10,174,133</u>	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021	
277 - TAD-Tax Allocation District Fund						
Revenue						
277-4976	31 1100	Ad Valorem Taxes	-	232,990	232,990	To recognize revenue received to date
277-4976	39 9900	Budget Carryforward	-	645,332	645,332	Appropriate budget based on fiscal year endind 2020 reserves
Total TAD Tax Allocation District Fund Revenue Budget			-	878,322	878,322	
Expenses						
277-4976	52 3950	Property Tax Collection Expense	-	3,000	3,000	Appropriate budget for advertising expenses spent to date
277-4976	52 6170	Contractual Services	-	35,000	35,000	Appropriate budget for program management fees related to the Six West Development
277-4976	52 6590	Contingencies	-	590,322	590,322	Appropriate budget for future use in FY2021
			-	628,322	628,322	
277-4976	61 1558	Transfer BIDA	-	250,000	250,000	Transfer funds to BIDA for purchase of Moody Property
			-	250,000	250,000	
Total TAD Tax Allocation District Fund Expense Budget			-	878,322	878,322	
300- Car Rental Fund						
Revenue						
300-4971	31 1302	Car Rental Tax Earned	3,600,000	(3,200,000)	400,000	Reduce Car Rental Tax revenue not received in 2021
300-4971	36 1000	Interest - Nonrestricted	300		300	
300-4971	39 9900	Budget Carryforward	1,603,602	2,282,500	3,886,102	Appropriate Car Rental Tax reserve to cover shortfall
Total Car Rental Fund Revenue Budget			5,203,902	(917,500)	4,286,402	
Expenses						
300-4971	52 5450	Legal Fees	7,500		7,500	
			7,500	-	7,500	
300-4971	61 1000	Operating Trans	2,869,819		2,869,819	
300-4971	61 1100	Oper Transfer Out General	917,500	(917,500)	-	2nd Quarter Adjustment Presentation - To reduce transfer to the General Fund
300-4971	61 1558	Transfer BIDA	1,409,083		1,409,083	
			5,196,402	(917,500)	4,278,902	
Total Car Rental Fund Expense Budget			5,203,902	(917,500)	4,286,402	

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
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Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
510- ELECTRIC/POWER FUND					
Revenue					
510-4600	31 9110	Penalties/Int on Delinquent	590,000		590,000
			590,000	-	590,000
510-4600	32 2990	Administrative Charge	55,000		55,000
			55,000	-	55,000
510-4600	34 1900	Miscellaneous Income	100,000	2,830,560	2,930,560
510-4600	34 4110	Sales To Residential Cust	9,224,416		9,224,416
510-4600	34 4112	Sales To Commercial Cust.	24,784,965		24,784,965
510-4600	34 4130	Sales - Recycled Material	7,000		7,000
510-4600	34 4330	Sales Convention Center	1,370,000		1,370,000
510-4600	34 4340	Other City Sales	450,000		450,000
510-4600	34 4380	Meters And Bases	27,000		27,000
510-4600	34 5515	CNG Fuel Facility	22,000		22,000
510-4600	34 9300	Returned Check Fees	6,000		6,000
			35,991,381	2,830,560	38,821,941
510-4600	36 1000	Interest - Nonrestricted	35,000		35,000
			35,000	-	35,000
510-4600	38 1000	Other Rental Income	112,000		112,000
510-4600	38 1001	Gas South Alliance	14,000		14,000
			126,000	-	126,000
					-
510-4600	39 9990	Budget Carryforward	96,136		96,136
			96,136	-	96,136
		Total Electric/Power Fund Revenue Budget	36,893,517	2,830,560	39,724,077
ELECTRIC/LINE					
Expenses					
510-4600	51 5010	Salary/Operating	689,874		689,874
510-4600	51 5016	Salary On-Call	9,000		9,000
510-4600	51 5020	Salary/Overtime	50,000		50,000
510-4600	51 5040	Shared Utility Payments	2,400		2,400
510-4600	51 5150	City Pension Contribution	118,277		118,277
510-4600	51 5161	Life Insurance	645		645
510-4600	51 5163	ST Disability Insurance	1,331		1,331
510-4600	51 5164	LT Disability Insurance	1,304		1,304
510-4600	51 5165	Health Insurance	111,038		111,038
510-4600	51 5166	Dental Insurance	2,420		2,420
510-4600	51 5180	Uniforms	14,200		14,200
510-4600	51 5190	Medicare	8,324		8,324
			1,008,813	-	1,008,813

The City of College Park, Georgia
Department of Finance and Accounting
Budget Amendment
Detailed Journal Entry
Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
510-4600	52 3505	Mileage Reimbursement	200		200
510-4600	52 5240	Telephone	31,698		31,698
510-4600	52 5260	Heat & Power	115,000		115,000
510-4600	52 5261	Golf Course Utilities	10,380		10,380
510-4600	52 5270	Water	5,000		5,000
510-4600	52 5280	Other Communication/Util	10,000		10,000
510-4600	52 5330	Office Equipment Rental	2,500		2,500
510-4600	52 5340	Vehicle Rental	500		500
510-4600	52 5450	Legal Fees	1,500		1,500
510-4600	52 5510	Consulting Fees	105,000		105,000
510-4600	52 5700	R&M - Vehicles	60,000		60,000
510-4600	52 5720	R&M Communication Equip	5,000		5,000
510-4600	52 5730	R&M - D/P Equipment	16,350		16,350
510-4600	52 5740	R&M-Buildings	7,400		7,400
510-4600	52 5780	Grounds	200,000		200,000
510-4600	52 5790	R&M-Distribution System	425,000		425,000
510-4600	52 6000	Advertising Expense	10,000		10,000
510-4600	52 6050	Bank Charges	1,000		1,000
510-4600	52 6100	Auto Insurance	24,681		24,681
510-4600	52 6110	Other Insurance	13,781		13,781
510-4600	52 6130	Miscellaneous Services	25,400		25,400
510-4600	52 6141	Custodial Service	6,000		6,000
510-4600	52 6150	Engineering Services	25,000		25,000
510-4600	52 6170	Contractual Services	752,000		752,000
510-4600	52 6193	City Wide Events	10,000		10,000
510-4600	52 6200	Training	34,200		34,200
510-4600	52 6210	Dues	15,000		15,000
510-4600	52 6220	Subscription/Publications	400		400
510-4600	52 6230	Conventions/Meetings	10,000		10,000
510-4600	52 6510	Claims Not Workman's Comp.	2,000		2,000
510-4600	52 6550	Consulting Fees - Edp	750		750
510-4600	52 6560	Workers Comp/Administration	3,545		3,545
510-4600	52 6580	Unemployment Compensation	2,500		2,500
510-4600	52 6590	Contingencies	789,381		789,381
510-4600	52 6600	Claims Workers Comp.	500		500
510-4600	52 7300	Postage	600		600
510-4600	52 7320	Stationery & Printing	300		300
			<u>2,722,566</u>	<u>-</u>	<u>2,722,566</u>

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
510-4600	53 5680	Tires	3,000		3,000
510-4600	53 6030	Power Purchases	30,800,000		30,800,000
510-4600	53 6031	Solar Power Purchases	1,000		1,000
510-4600	53 7000	Gas & Oil	15,000		15,000
510-4600	53 7010	Tools/Shop Supplies	39,596		39,596
510-4600	53 7020	Janitorial Supplies	1,000		1,000
510-4600	53 7050	Medical Services/Supplies	1,100		1,100
510-4600	53 7091	Road Signs & Delineators	60,000		60,000
510-4600	53 7110	Safety Supplies	20,895		20,895
510-4600	53 7121	Computer Hardware	3,000		3,000
510-4600	53 7122	Computer Supplies	200		200
510-4600	53 7310	Office Supplies	8,580		8,580
			<u>30,953,371</u>	<u>-</u>	<u>30,953,371</u>
510-4600	54 7590	Vehicles - Replace	50,000		50,000
510-4600	54 7650	Communications	4,500		4,500
510-4600	54 7700	Capital Improvement Fund	150,000	2,830,560	2,980,560
510-4600	54 7710	Electric Improvements	265,000		265,000
510-4600	54 7860	Street Lighting	195,000		195,000
			<u>664,500</u>	<u>2,830,560</u>	<u>3,495,060</u>
510-4600	57 4001	Utility Assistance	64,400		64,400
			<u>64,400</u>	<u>-</u>	<u>64,400</u>
510-4600	61 1100	Oper Transfer Out Gen	115,182		115,182
			<u>115,182</u>	<u>-</u>	<u>115,182</u>
					<u>-</u>
		<i>Total Electric/Line Fund Expense Budget</i>	<u>35,528,832</u>	<u>2,830,560</u>	<u>38,359,392</u>
WAREHOUSE					
		<i>Total Warehouse Department Expense Budget</i>	<u>109,781</u>		<u>109,781</u>
METER READING					
		<i>Total Meter Reading Department Expense Budget</i>	<u>255,577</u>		<u>255,577</u>
CUSTOMER SERVICE					
		<i>Total Customer Service Department Expense Budget</i>	<u>999,327</u>	<u>-</u>	<u>999,327</u>
		<i>Total Electric/Power Fund Revenue Budget</i>	<u>36,893,517</u>	<u>2,830,560</u>	<u>39,724,077</u>
		<i>Total Electric/Power Fund Expense Budget</i>	<u>36,893,517</u>	<u>2,830,560</u>	<u>39,724,077</u>

Expansion payment received from utility customer

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
557 - FEDERAL AVIATION ADMIN FUND					
<u>Revenue</u>					
557 4990	34 5101	FAA Facility Rental	3,300,000		3,300,000
557 4990	36 1000	Interest Nonrestricted	600		600
			<u>3,300,600</u>	<u>-</u>	<u>3,300,600</u>
557 4990	39 9990	Budget Carryforward	-	706,541	706,541
			<u>-</u>	<u>706,541</u>	<u>706,541</u>
Total Federal Aviation Admin Revenue Budget			<u>3,300,600</u>	<u>706,541</u>	<u>4,007,141</u>
<u>Expenses</u>					
557 4990	52 5240	Telephone	15,600		15,600
557 4990	52 5260	Heat & Power	600,000		600,000
557 4990	52 5270	Water	110,000		110,000
557 4990	52 570	R&M Furn & Equip	-		-
557 4990	52 5730	R&M Air Condition	83,704		83,704
557 4990	52 5780	Grounds	66,524		66,524
557 4990	52 5740	R&M Buildings	59,275		59,275
557 4990	52 6110	Other Insurance	56,000		56,000
557 4990	52 6141	Custodial Service	370,548		370,548
557 4990	52 6260	Management Fee	114,000		114,000
557 4990	52 6280	Contract Labor	300,000		300,000
557 4990	52 6290	Contract Miscellaneous	190,000		190,000
557 4990	52 6590	Contingencies	17,976		17,976
557 4990	54 7640	Other Equipment Replace	216,973	706,541	923,514
			<u>2,200,600</u>	<u>706,541</u>	<u>2,907,141</u>
557 4990	61 1100	Oper. Transfer Out Gen	1,100,000		1,100,000
			<u>1,100,000</u>	<u>-</u>	<u>1,100,000</u>
Total Federal Aviation Admin Expense Budget			<u>3,300,600</u>	<u>706,541</u>	<u>4,007,141</u>

Appropriate reserves to fund replacement of chillers at the FAA Headquarters

Appropriate budget to fund replacement of chillers at the FAA Headquarters

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
BIDA					
Revenue					
558-4985	31 1104	PILOTs Income	1,924,266		1,924,266
			<u>1,924,266</u>		<u>1,924,266</u>
558-4985	34 1900	Miscellaneous Income	388,730		388,730
			<u>388,730</u>	-	<u>388,730</u>
558-4985	36 1010	Interest - Restricted	1,000		1,000
			<u>1,000</u>		<u>1,000</u>
558-4985	38 1000	Other Rental Income	818,427		818,427
			<u>818,427</u>	-	<u>818,427</u>
558-4985	39 1230	Transfer Car Rental	1,409,082		1,409,082
558-4985	39 1200	Transfer In from TAD fund	-	250,000	250,000
558-4985	39 1255	Transfer In from Special District Tax	250,000		250,000
558-4985	39 1251	Administrative/Electric	725,000		725,000
			<u>2,384,082</u>	<u>250,000</u>	<u>2,634,082</u>
558-4985	39 2000	Sales Land	3,269,517		3,269,517
			<u>3,269,517</u>	-	<u>3,269,517</u>
		Total BIDA Fund Revenue Budget	<u>8,786,022</u>	<u>250,000</u>	<u>9,036,022</u>
BIDA					
Expenses					
558-4985	52 5450	Legal Fees	60,000		60,000
558-4985	52 5470	Appraisals	6,000		6,000
558-4985	52 5510	Consulting Fees	858,000		858,000
558-4985	52 5790	R&M-Distribution System	600,000		600,000
558-4985	52 6210	Dues	13,000		13,000
558-4985	52 6220	Subscription/Publications	250		250
558-4985	52 6230	Conventions/Meetings	6,615		6,615
558-4985	52 6231	Sales & Marketing/Meeting	6,500		6,500
558-4985	52 7300	Postage	-		-
558-4985	52 7320	Stationery & Printing	100		100
			<u>1,550,465</u>	-	<u>1,550,465</u>

Transfer funds in from TAD for purchase of Moody Property

The City of College Park, Georgia
 Department of Finance and Accounting
 Budget Amendment
 Detailed Journal Entry
 Fiscal Year 2020-2021

Fund/Department	Account Number	Description	Amended Budget 2020-2021	Budget Adjustment	Amended Budget 2020-2021
558-4985	54 6031	Land Purchase Cost	393,709	250,000	643,709
			393,709	250,000	643,709
558-4985	58 1100	Bond Principal	4,015,000		4,015,000
558-4985	58 2000	Bond Interest	2,826,848		2,826,848
			6,841,848	-	6,841,848
		Total BIDA Fund Expense Budget	8,786,022	250,000	9,036,022
		Total FY2020-2021 Adopted Budget	131,723,874	2,091,276	133,815,150

Transfer funds in from TAD for purchase of Moody Property

STATE OF GEORGIA**CITY OF COLLEGE PARK****RESOLUTION NO. 2021-05**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK, GEORGIA TO ADOPT THE MID-YEAR BUDGET AMENDMENT FOR FISCAL YEAR 2020-2021 AND SEVERAL ITEMS OF REVENUE ANTICIPATIONS, APPROPRIATING THE AMOUNTS SHOWING IN EACH FUND AS EXPENDITURES, PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of College Park, Georgia is the Mayor and Council thereof; and

WHEREAS, the sound governmental operations require a budget to plan the financing of services for City residents; and

WHEREAS, the Mayor and Council adopted the Annual Budget for Fiscal Year 2020-2021 on June 1, 2020 (Resolution No. 2020-10); and

WHEREAS, the Mayor and Council are authorized under O.C.G.A. § 36-81-3 to amend its budget to adapt to changing governmental needs during the budget period; and

WHEREAS, in response to the projected loss of revenues due to the impact of the COVID-19 pandemic, the Mayor and Council find it necessary to amend the Annual Budget for Fiscal Year 2020-2021; and

WHEREAS, this Resolution will benefit the health, safety, and general welfare of the citizens of College Park.

BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the City of College Park, Georgia, and by the authority thereof that:

Section 1. Adoption of the Budget. That the Mid-Year Budget Amendment for Fiscal Year 2020-2021, attached hereto and incorporated by reference herein, is hereby adopted as the final budget for the City of College Park, Georgia for Fiscal Year 2020-2021, which began on July 1, 2020 and ends June 30, 2021. A summary of said budget amendments are as follows:

**City of College Park
Mid-Year Budget Amendment for Fiscal Year 2020-2021**

Revenue:	Adopted Budget	Adjustments	Amended Budget
General Fund	\$ 30,281,400	(831,050)	29,450,350
Confiscated Drugs	10,000		10,000
State Drugs	14,000		14,000
E911	875,869		875,869
TSPLOST	2,000,000		2,000,000
GICC Special District	371,650		371,650
Hospitality	10,999,730	(825,597)	10,174,133
Tax Allocation District	-	878,322	878,322
Car Rental	5,203,902	(917,500)	4,286,402
Water and Sewer	9,026,305		9,026,305
Electric	36,893,517	2,830,560	39,724,077
Golf Course	249,935		249,935
Sanitation	2,596,554		2,596,554
Convention Center	14,244,150		14,244,150
GICC Arena	6,064,627		6,064,627
FAA	3,300,600	706,541	4,007,141
BIDA	8,786,022	250,000	9,036,022
Storm Water	805,613		805,613
Total Revenues	\$ 131,723,874	\$ 2,091,276	\$ 133,815,150

-

Expenses:	Adopted Budget	Adjustments	Amended Budget
General Fund	\$ 30,281,400	(831,050)	29,450,350
Confiscated Drugs	10,000		10,000
State Drugs	14,000		14,000
E911	875,869		875,869
TSPLOST	2,000,000		2,000,000
GICC Special District	371,650		371,650
Hospitality	10,999,730	(825,597)	10,174,133
Tax Allocation District	-	878,322	878,322
Car Rental	5,203,902	(917,500)	4,286,402
Water and Sewer	9,026,305		9,026,305
Electric	36,893,517	2,830,560	39,724,077
Golf Course	249,935		249,935
Sanitation	2,596,554		2,596,554
Convention Center	14,244,150		14,244,150
GICC Arena	6,064,627		6,064,627
FAA	3,300,600	706,541	4,007,141
BIDA	8,786,022	250,000	9,036,022
Storm Water	805,613		805,613
Total Expenses	\$ 131,723,874	\$ 2,091,276	\$ 133,815,150

Net Gain (Loss) -

Section 2. Appropriation. That the several items of revenues, expenditures, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown within the Mid-Year Budget Amendment for Fiscal Year 2020-2021 are hereby adopted, and that the several amounts shown in the budget for each fund as proposed expenditures or expenses and uses of cash are hereby appropriated to the departments named in each fund.

Section 3. Legal Level of Control. That the “legal level of control” as defined in O.C.G.A. § 36-81-2 is set at the department level, meaning that the City Manager in his/her capacity is authorized to move appropriates from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a

department without further budget amendment approved by the City Council.

Section 4. The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 5. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

Section 6. All resolutions and parts of resolutions in conflict herewith are hereby expressly

repealed.

Section 7. The effective date of this Resolution shall be the date of adoption unless otherwise specified herein.

RESOLVED this _____ day of _____, 2021.

CITY OF COLLEGE PARK, GEORGIA

Bianca Motley Broom, Mayor

ATTEST:

Shavala Moore, City Clerk

APPROVED AS TO FORM:

City Attorney

Mid-Year Budget Amendment for Fiscal Year 2020-2021

[see attached]



CITY OF COLLEGE PARK

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

REG SESSION AGENDA REQUEST

DOC ID: 8553

DATE: January 11, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Mercedes Miller, Interim City Manager

FROM: Artie Jones, Director of Economic Development

RE: College Park Auditorium Mural

PURPOSE: This presentation is for Council's consideration to support the designed mural for the wall facing Main Street on the front of the College Park Auditorium Building.

REASON: In FY 2020 two grants were approved for murals through Go Georgia Arts. The total amount for the two grants was \$12,000 with a \$6000 match from the city which was approved at that time. To date, the city has paid \$3000 towards the cash match with a remainder due of \$3000. Due to Covid-19 this mural process had met a slight delay. At the direction from City Manager, Terrence Moore, these two grants were combined to have an outcome of a larger mural on the building and noted that since this was committed prior to Covid it was approved to move forward. Please find attached the proposed mural for your consideration which is on target to begin painting Spring 2021.

RECOMMENDATION: Requesting approval of the proposed image to move forward with construction in Spring 2021.

BACKGROUND: See attachment.

YEARS OF SERVICE:

COST TO CITY: \$3000 remainder

BUDGETED ITEM: 100-1300-52-6130

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: None

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: None

STAFF: Renee Coakley, Main Street Manager
Artie Jones, III, Economic Development Director

ATTACHMENTS:

- Auditorium mural final 1-4-2021 (PDF)
- Mural docs for 1-18-21 Council Meeting (PDF)

Review:

- Artie Jones Completed 01/11/2021 12:48 PM
- Michelle Johnson Completed 01/11/2021 2:29 PM
- Rosyline Robinson Completed 01/11/2021 5:36 PM
- Althea Philord-Bradley Completed 01/11/2021 10:01 PM
- Mercedes Miller Completed 01/12/2021 12:25 PM
- Mayor & City Council Pending 01/19/2021 7:30 PM



Submitted 12/10/19

11.C.b



CITY OF COLLEGE PARK

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

For Accounts Payable Use Only

Receive Date

Use this form to arrange for payment to individuals or businesses when a Purchase Order is not required.

CHECK REQUEST / WIRE TRANSFER / CHECK REIMBURSEMENT

Check Request:

Wire Transfer:

Check Reimbursement:

10x20

Requestor Information:

Name: Renee Coakley Date: 12/5/2019

Department: Main Street/Econ Dev PO Amount: \$ 1,500.00

\$8-10,000

Purpose of request(s): payment for invoice #10094 mural at College Park Auditorium on Main Street

Vendor Payable Information:

New Vendor Setup: _____ (Forward W-9 to Purchasing Department)

Vendor Number: _____

Vendor Name: John Christian/Go Georgia Arts

Remit to Address: 3280 Sims Street

Hapeville, GA 30354

Expense Disbursed from Following Account(s)

PO Number: _____ Amount Requested: _____

Account Number: 100-1300-52-6130 Amount Requested: \$ 1,500.00

Account Number: _____ Amount Requested: _____

Requestor's Signature: Renee Coakley Date: 12/5/19

Department Head: _____ Date: _____

City Manager Signature: _____ Date: _____

CHECK HANDLING INTRUCTIONS

Hold
(hold in Finance)

Mail
(will be mailed on Friday)

Hold Note: _____

Disclaimer

City Manager's review and signature is required on ALL requests over \$1,000.00 prior to submitting to the Accounting department. The exclusion of the City Manager's signature will cause a delay in processing.



Mural Grant Offer and Contract

Invoice Number #10094

The City of College Park, mural project.

Date November 4th, 2019

The Go Georgia Arts/John W. Christian and The City of College Park agrees to the following terms and timeline for the painting a mural in the city of College Park, Georgia. Our timeline for the mural is to be completed on or before December 30th, 2020 if however, if we can paint it sooner which would be our goal weather permitting. The projected square foot of the mural is 200'sf or a 10'x20' mural. If required added square foot painted the price ranges from \$35.00 to \$45.00.

Location
3631 MS.
College Park
auditorium

Our Grant offer is a labor in kind grant for (Project One) wall location 3633 Main Street. Go Georgia Arts/John W. Christian will paint the first in kind 200'sf at no charge other than the cost for design, paint, supplies and expenses at \$3000.00. The City of College Park, will provide scaffolding or lift, up to 50-man hours to pressure wash and help fix any bad spots and prep the wall. Also paint two coats of Kiln's primer on the mural surface and set up and or tear down of the scaffolding if needed.

The design process is as follows, The City will choose up to eight images, if needed and we will pick between five or six images. If your images are chosen in advance, then all we will do is tweak the design as needed. If you are adding extra square foot to this mural or this is one of other panels this contract/invoice will serve for all. Once you create a mission statement in advance, we will start the design process after this agreement is agreed and signed by all parties and the first payment of \$1500. is received. We then will provide you up to three different design concepts for your review. If there are any changes after the design is approved there will be a \$100.00 charge for each added design change. Our complete design process is provided on our web page.

Value of the Mural can range however with your mural taking part in the Georgia Mural Trail the value will go up as well from an economic standpoint.

Timeline and offer to accept mural grant. There is a timeline to accept our offer. You have thirty days from the date of this offer to provide a signed contract with your first \$1500.00 Payment.

Grant opportunities for your mural project are very strong. There are only a small number of cities in Georgia. With your historic theme as your focus the chance of getting a grant is better. Most of the grants we can apply for are matching funds. The money you can raise and pay us and go towards your match. The larger the mural is the greater the impact to your tourism and as a resource to your city.

Note: There are no changes of the design after the mural painting process has started.

1. The Ball Ground mural will be painted on a brick building that is in good condition if there is cracks or bad spot, the owners will need to repair it by a week before the painting process starts.
2. The wall will need to be cleaned and pressure washed by the owners of the mural one week before the painting to start.
3. Hometown Warrenton, Inc. will be the owner of the mural and the exterior wall. The building owner must release and give permission to Hometown Warrenton, Inc. to manage as caretakers of the mural area of the wall. After the mural is completed there can be no changes or alterations to the mural without permission is writing from Go Georgia Art. Go Georgia Arts will update the owners on how to take care of the mural.
4. **Go Georgia Arts** will give a 30-Day notice upon schedule to start project.
5. The Go Georgia Arts will add this mural to the Georgia Mural Trail and provide your very own stamp and number for the mural.

Cost and payment plan.

1. Total cost of project is \$3,000.00 including design and unless there is painted square foot added.
2. The first payment of \$1,500.00 is due upon signing this agreement.
3. The second payment of \$1,500.00 would be due 30 days before starting project. Note we will up-date our start date 30 days out from projected start date.
4. The third and final payment for added square foot painted would be due upon completion of the project.

(Make checks out to Go Georgia Arts, 3280 Sims Street Hapeville Ga. 30354 Phone 770 380-0420

Our EIN Number is 46-1288461

Signed: John W. Christian/Go Georgia Arts

Signed / Title: Renee Coakley 12/5/19
Main Street Manager

Signed John Christian Date October 4, 2019 Signed _____ Date _____

Submitted 12/17/19

11.C.b



CITY OF COLLEGE PARK

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

For Accounts Payable Use Only
Receive Date

Use this form to arrange for payment to individuals or businesses when a Purchase Order is not required.

CHECK REQUEST / WIRE TRANSFER / CHECK REIMBURSEMENT

Check Request:

Wire Transfer:

Check Reimbursement:

~ 350 feet

Requestor Information:

Name: Renee Coakley Date: 12/5/2019

Department: Main Street/Econ Dev PO Amount: \$ 1,500.00

Purpose of request(s): payment for invoice #10093 mural wall on Main Street

Vendor Payable Information:

New Vendor Setup: _____ (Forward W-9 to Purchasing Department)

Vendor Number: _____

Vendor Name: John Christian/Go Georgia Arts

Remit to Address: 3280 Sims Street

Hapeville, GA 30354

Expense Disbursed from Following Account(s)

PO Number: _____ Amount Requested: _____

Account Number: 100-1300-52-6130 Amount Requested: \$ 1,500.00

Account Number: _____ Amount Requested: _____

Requestor's Signature: Renee Coakley Date: 12/15/19

Department Head: _____ Date: _____

City Manager Signature: _____ Date: _____

CHECK HANDLING INSTRUCTIONS

 Hold
(hold in Finance) Mail
(will be mailed on Friday)

Hold Note: _____

Disclaimer

City Manager's review and signature is required on ALL requests over \$1 000.00 prior to submitting to the Accounting department. The exclusion of the City Manager's signature will cause a delay in processing.



Mural Grant Offer and Contract

Invoice Number #10093

The City of College Park, mural project.

Date November 4th, 2019

The Go Georgia Arts/John W. Christian and The City of College Park agrees to the following terms and timeline for the painting a mural in the city of College Park, Georgia. Our timeline for the mural is to be completed on or before December 30th, 2020 if however, if we can paint it sooner which would be our goal weather permitting. The projected square foot of the mural is 200'sf or a 10'x20' mural. If required added square foot painted the price ranges from \$35.00 to \$45.00.

- location Pending Approval.

Our Grant offer is a labor in kind grant for (Project Two) wall on Main Street. Go Georgia Arts/John W. Christian will paint the first in kind 200'sf at no charge other than the cost for design, paint, supplies and expenses at \$3000.00. The City of College Park, will provide scaffolding or lift, up to 50-man hours to pressure wash and help fix any bad spots and prep the wall. Also paint two coats of Kiln's primer on the mural surface and set up and or tear down of the scaffolding if needed.

The design process is as follows, The City will choose up to eight images, if needed and we will pick between five or six images. If your images are chosen in advance, then all we will do is tweak the design as needed. If you are adding extra square foot to this mural or this is one of other panels this contract/invoice will serve for all. Once you create a mission statement in advance, we will start the design process after this agreement is agreed and signed by all parties and the first payment of \$1500. is received. We then will provide you up to three different design concepts for your review. If there are any changes after the design is approved there will be a \$100.00 charge for each added design change. Our complete design process is provided on our web page.

Value of the Mural can range however with your mural taking part in the Georgia Mural Trail the value will go up as well from an economic standpoint.

Timeline and offer to accept mural grant. There is a timeline to accept our offer. You have thirty days from the date of this offer to provide a signed contract with your first \$1500.00 Payment.

Grant opportunities for your mural project are very strong. There are only a small number of cities in Georgia. With your historic theme as your focus the chance of getting a grant is better. Most of the grants we can apply for are matching funds. The money you can raise and pay us and go towards your match. The larger the mural is the greater the impact to your tourism and as a resource to your city.

Note: There are no changes of the design after the mural painting process has started.

1. The Ball Ground mural will be painted on a brick building that is in good condition if there is cracks or bad spot, the owners will need to repair it by a week before the painting process starts.
2. The wall will need to be cleaned and pressure washed by the owners of the mural one week before the painting to start.
3. Hometown Warrenton, Inc. will be the owner of the mural and the exterior wall. The building owner must release and give permission to Hometown Warrenton, Inc. to manage as caretakers of the mural area of the wall. After the mural is completed there can be no changes or alterations to the mural without permission is writing from Go Georgia Art. Go Georgia Arts will update the owners on how to take care of the mural.
4. **Go Georgia Arts** will give a 30-Day notice upon schedule to start project.
5. The Go Georgia Arts will add this mural to the Georgia Mural Trail and provide your very own stamp and number for the mural.

Cost and payment plan.

1. Total cost of project is \$3,000.00 including design and unless there is painted square foot added.
2. The first payment of \$1,500.00 is due upon signing this agreement.
3. The second payment of \$1,500.00 would be due 30 days before starting project. Note we will up-date our start date 30 days out from projected start date.
4. The third and final payment for added square foot painted would be due upon completion of the project.

(Make checks out to Go Georgia Arts, 3280 Sims Street Hapeville Ga. 30354 Phone 770 380-0420

Our EIN Number is 46-1288461

Signed: John W. Christian/Go Georgia Arts

Signed / Title: Renee Coakley 12/5/19
Main Street Manager

Signed John Christian Date October 4, 2019 Signed _____ Date _____

504 Mayor Motley Broom said I tried to reach out to GMA, and I did not get an answer back.
505

506
507 **ACTION:** Councilman Clay moved to table consideration to support Senate Bill 309,
508 seconded by Councilman Allen and motion carried. (All Voted Yes).
509

510 B. Consideration of and action on the adoption of a Resolution and Incumbency & Signatory
511 Certificate authorizing the Mayor and Mayor Pro Tem to communicate City decisions
512 with respect to execution of the MEAG Power Municipal Competitive Trust (MCT)
513 Fund.
514

515 **ACTION:** Councilman Gay moved to approve request from Power Director Hugh Richardson
516 on the adoption of a Resolution and Incumbency & Signatory Certificate
517 authorizing the Mayor and Mayor Pro Term to communicate City decisions with
518 respect to execution of the MEAG Power Municipal Competitive Trust (MCT)
519 Fund, seconded by Councilman Taylor and motion carried. (All Voted Yes).
520

521 C. Consideration of and action on a request to appoint a primary and alternate voting
522 delegate on the Municipal Electric Authority of Georgia Election Committee.
523

524 Councilman Clay said I move to appoint the Mayor, if she can make it. Hugh Richardson is
525 the alternate.
526

527 **ACTION:** Councilman Clay moved to approve a request from Director of Power Hugh
528 Richardson to appoint Mayor Bianca Motley Broom and Director of Power Hugh
529 Richardson as primary and alternate voting delegates on the Municipal Electric
530 Authority of Georgia Election Committee, seconded by Councilman Taylor and
531 motion carried. (All Voted Yes).
532

533 D. Consideration of and action on a request for approval of the proposed Mayor & Council
534 Department Budget Meeting Schedule for Fiscal Year 2020-2021 as well as an
535 opportunity for general policy direction by elected leadership.
536

537 Councilman Clay said I have a conflict for the 31st.
538

539 **ACTION:** Councilman Clay moved to approve a request from City Manager Terrence R.
540 Moore of the proposed Mayor and Council Departmental Budget Meeting
541 Schedule for Fiscal Year 2020-20201 as well as an opportunity for general policy
542 direction by elected leadership, with an amended first meeting date March 26,
543 2020, seconded by Councilman Taylor and motion carried. (All Voted Yes).
544

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

550
 551 Ms. Renee Coakley, Main Street Manager, came forward to explain the request.
 552
 553 Councilman Clay asked, are we talking about the actual wall of the building?
 554
 555 Ms. Coakley said it is the wall facing the auditorium between the 2 stairways.
 556 Councilman Clay said the auditorium is considered a historic building. Do we change the
 557 categorization of the building? Do we run the risk of someone complaining about the
 558 mural?
 559
 560 Ms. Coakley said from my research outdoor art has become a big thing all over the State of
 561 Georgia. The art will enhance the building.
 562
 563 Mr. Christian came forward and said the National Main Street Association focuses on
 564 historic preservation and public art as a whole package.
 565
 566 Councilman Clay asked, for clarity, what is on the other side of the wall? Is it dirt, or the
 567 inside of the building?
 568
 569 Ms. Coakley said it is the inside of the building.
 570
 571 Mr. Christian said the whole idea would be representing different things you would do in the
 572 facility.
 573
 574 Councilman Gay asked, what style of art do you do?
 575
 576 Mr. Christian said it is very traditional, very detailed.
 577
 578 Councilman Gay said 2 or 3 years ago, I proposed a silhouette tribute to the bike cyclists on
 579 29. Could that be a consideration as to what you draw there?
 580
 581 Mr. Christian said you have the final decision.
 582
 583 Councilman Gay asked, is that private property?
 584
 585 Ms. Coakley said I reached out to the owner, and he gave his approval, but he decided to be
 586 a part of the process to whatever goes on the wall.
 587
 588 Councilman Allen asked, how much of the wall would that identify? Would it take the
 589 whole wall?
 590
 591 Mr. Christian said it is over 300 feet long. You have an opportunity to do a great statement.
 592
 593 **ACTION:** Councilman Allen moved to approve a request from Main Street Manager Renee
 594 Coakley regarding a mural display grant proposal submission to benefit the Main
 595 Street side of the College Park Auditorium and the wall at the entrance of Main

596 Street and next to Enterprise Rental Car located at 3907 Main Street prepared by
 597 Muralist/Fine Artist John W. Christian utilizing grant funds and additional funding
 598 to enhance art within the city, seconded by Councilman Taylor and motion carried.
 599 (All Voted Yes).

600

601 11. City Attorney's Report. None.

602 12. City Manager's Report.

603

604 A. Discussion and update on top ten delinquent property tax payers. NO ACTION
 605 REQUIRED.

606

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

608

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

610

611 Councilman Clay asked, are they stringing us along?

612

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

614

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

618

619 Councilman Clay asked, can we cut them off?

620

621 Ms. Smith said I don't know.

622

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

624

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

626

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

629

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

632

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

635

636 Ms. Smith said yes, on deeds.

637

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

640

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