



3667 MAIN STREET COLLEGE PARK, GEORGIA 30337

WWW.COLLEGEPARKGA.COM

**WORKSHOP SESSION  
COLLEGE PARK CITY COUNCIL  
MAY 19, 2025**

**This will be an in-person meeting that will also broadcast via [Facebook Live](#), and [YouTube Live](#).**

A Workshop Session of the Mayor and City Council of the City of College Park shall be held on Monday, May 19, 2025, at 6:00 p.m. in the Council Chambers in the City Hall Complex, 3667 Main Street, College Park, to discuss the following item(s):

1. Discussion on a request for a special event permit to host "CCN KickFest" by The Carrot Cartel Network on September 6, 2025 from 12:00 pm to 6:00 pm at the Jamestown area. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 2 and 4.
2. Discussion on a request for a special event permit to host "Farmers Market Pop-up" by Agro-Culture on June 14, 2025 from 10:00 am to 4:00 pm at the grass field area at the corner of Riverdale Road. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 2.
3. Discussion on a request for a special event permit to host "Nabbar Temple & Nabbar Court BBQ" by Nabbar Temple on July 19, 2025 from 9:00 am to 5:00 pm at Charles E. Phillips Park. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 4.
4. Presentation: AI assistive technology to support routine tasks and departmental responsibilities. Presented by Valerie Lee and Chief Information Officer, Michael Hicks. Sponsored by Councilwoman Tracie Arnold.
5. Presentation by Mercer Health & Benefits Group for the health insurance renewal for plan year July 1, 2025 - June 30, 2026.

6. Presentation of Masa (Medical Air Services Association) Access as a supplement benefits for employees, by Rose Stewart, Director of Human Resources and Risk Management
7. Presentation by Sage Hands International. This item is requested by Councilwoman Tracie Arnold.
8. Presentation from Style Mobb University. This item is requested by Councilwoman Tracie Arnold.
9. Presentation from Highway, Streets and Storm Water Superintendent, Raymond Cotton on inspection, evaluation, and assessment methods used to determine pavement conditions, and prioritization based on cracks, pot holes, and environmental factors that contribute to wear and tear.
10. Presentation: City Procurement Policies and Procedures Overview by Veronica Brown, Purchasing Administrator





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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12028**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 15, 2025

**TITLE:** Discussion on a request for a special event permit to host "CCN KickFest" by The Carrot Cartel Network on September 6, 2025 from 12:00 pm to 6:00 pm at the Jamestown area. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 2 and 4.

**RECOMMENDATION:**

Discussion only

**BACKGROUND:**

The event organizers are requesting the use of space at the location, permission for food trucks, use of the basketball court, bounce houses and tents .

**BUDGETED ITEM:**

N/A

**STRATEGIC CONNECTION:**

Goal II: Quality of Life: 11.1 Advance ways to increase community collaboration and implement initiative to become "One" College Park.

**Attachments**

Queenie Brown\_202505091534 (PDF)

**Prepared by:** Queenie Brown

Page 1

**Department Director:** Kelly L. Bogner, City Clerk

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Review:

Kelly Bogner Completed 05/15/2025 10:07 AM

City Clerk Completed 05/15/2025 10:07 AM

City Manager's Office Completed 05/15/2025 2:16 PM

Mayor & City Council Pending 05/19/2025 6:00 PM

# City of College Park | Special Event Form

3667 Main Street  
College Park, GA 30337

**Organizer Name:** The Carrot Cartel Network

**Event Title:** CCN KickFest

**Type of Event:** Youth Fitness Festival

**Event Organizer's Name/Organization:** The Carrot Cartel Network

**Mailing Address:**

**E-Mail Address:** Contact@thecarrotcartel.net

**Contact Number:** 470-350-5746

**Event Information:** 2024 CCN KickFest

**Date:** September 7, 2024

**Location of the Event:** Charles Esquire Park

**Time:** Start: 1pm End: 6pm

**Anticipated Attendance:** 200 persons

**Will the City of College Park incur any expenses? If yes, explain:**

No expenses should be accrued by the City of College Park

**Will there be a need for City Staff to work this event (i.e., Police, Fire, Public Works)? If yes, list needed staff. Expenses incurred are the responsibility of the Event Organizer.** (45)

First Response and Police

**What responsibilities will the Event Organizer assume?**

Event Organizers will assume the responsibility of setup and breakdown of the event.

Event materials (flyers, banners, signs, agendas, handouts, etc.) will be the responsibility of:

Event organizers

**The Event Organizer is requesting that the City be responsible for providing:**

~~Service workers & city publications~~

**What methods of advertising will be used?**

Promotional flyers, radio announcements and digital advertisements

# City of College Park | Special Event Form

3667 Main Street  
College Park, GA 30337

**City mandated deadlines:** At least one month prior to the event.

*Q* It is the responsibility of the Event Organizer to obtain Special Event Insurance. Please provide a copy of the Certificate of Insurance. Insurance attached? Yes ☒ or No ☐

*Check on this*  
It is the responsibility of the Event Organizer to notify property owners/lease holders and obtain approval to hold the event on their property. Please provide documentation of notification to and subsequent approval from property owners/lease holders.

Please include any other special needs:

## Certification of Applicant

I certify the the information contained in the foregoing application is true and correct. I have read and understand and agree to abide by the rules and regulations under the City of College Park's Code of Ordinances. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity which may pertain to the use of the Event venue and conduct of the Event. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred or on behalf of the Event to the City of College Park.

**Host/Producing Organizer Name** Andrea Harris

**Title** CFO

**Applicant Signature**

**Date** 11/27/2023



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WWW.COLLEGEPARKGA.COM

**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12027**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 9, 2025

**TITLE:** Discussion on a request for a special event permit to host "Farmers Market Pop-up" by Agro-Culture on June 14, 2025 from 10:00 am to 4:00 pm at the grass field area at the corner of Riverdale Road. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 2.

**RECOMMENDATION:**

Discussion only

**BACKGROUND:**

The Urban Farmers Pop-Up Event is a one-day community celebration dedicated to promoting urban agriculture, sustainable living, and local food systems. This vibrant event will bring together urban farmers, home gardeners, local chefs, and eco-conscious vendors to showcase homegrown produce, hands-on farming techniques, and sustainable food practices.

The event organizers are requesting the use of space at the location, permission for 3–4 food trucks and 5-6 tents for vendors and exhibitors.

**BUDGETED ITEM:**

N/A

**STRATEGIC CONNECTION:**

Goal II: Quality of Life: 11.1 Advance ways to increase community collaboration and implement initiative to become "One" College Park.

**Attachments**

Queenie Brown\_202505091532 (PDF)

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**Prepared by:** Queenie Brown  
**Department Director:** Kelly L. Bogner, City Clerk

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**Review:**

Queenie Brown      Completed      05/15/2025 3:59 PM

City Clerk      Completed      05/15/2025 10:09 AM

City Manager's Office      Completed      05/15/2025 12:26 PM

Mayor & City Council      Pending      05/19/2025 6:00 PM

# Farmers Market Pop-Up event.

June 14, 2025

10:00am-04:00pm

Event organizer:

Keith Courtney





## Proposal: Urban Farmers Pop-Up Event

Submitted by: Keith Courtney

Date: April 16, 2025

Location: CEP Spotters Field

Proposed Event Date: June 14, 2025

### 1. Event Overview

The **Urban Farmers Pop-Up** Event is a one-day community gathering designed to promote urban agriculture, sustainable living, and local food systems. This event will bring together *urban farmers, gardeners, chefs, and eco-conscious vendors* to showcase homegrown produce, DIY farming techniques, and sustainable food practices.

#### Objectives:

- Educate the community on urban farming and sustainable food production.
- Provide a platform for local urban farmers and food artisans to sell their Products
- Encourage residents to grow their own food through workshops and demonstrations
- Foster community engagement around healthy, locally sourced food.

### 2. Event Details

#### Date & Time:

June 14, 2025 | [10:00 AM – 4:00 PM]

#### Location:

CDP Spotters Field



**Expected Attendance:**

150-300 attendees (depending on promotion and location)

**Target Audience:**

- Home gardeners & urban farmers
- Local food enthusiasts
- Sustainability advocates
- Families interested in healthy eating
- Restaurants & chefs sourcing local ingredients

**3. Event Activities & Features:****A. *Vendor Market***

- Local urban farmers selling fresh produce, herbs, and Seedlings.
- Artisans offering homemade preserves, honey, and plant-Based products.
- Eco-friendly brands with composting kits, gardening tools, and sustainable goods.

**B. *Workshops & Demos***

- Starting Your Urban Farm.
- Basics of container gardening, vertical farming, and composting.
- Cooking with Local Produce.
- Chef-led demo using seasonal urban farm ingredients.
- DIY Hydroponics
- Hands-on session for apartment-friendly farming.

### **C. Interactive Zones**

- Seed Swap Station
- Community exchange of seeds and planting tips.
- Kids' Planting Activity.
- Fun, educational planting sessions for children.
- Live Q&A with Urban Farmers
- Panel discussion on overcoming urban farming challenges.

## **4. Logistics & Requirements**

### **Venue Needs:**

- Outdoor/open space with tables, tents, and seating (or ability to set up).
- Access to electricity for vendors/speakers.
- Restroom facilities for attendees.
- Waste/recycling stations for sustainability.

### **Promotion Plan:**

- Social media campaigns (Instagram, Facebook, TikTok).
- Local partnerships (farmers' markets, eco-groups, food blogs).
- Flyers at community centers, libraries, and coffee shops.
- Press release to local newspapers and radio stations.

## **5. Budget & Sponsorship**

Category	Estimated Cost
Venue Rental	\$TBD (upon approval of permit)
Vendor Booths (10-15)	\$TBD
Workshop Materials	\$TBD (May be provided by vendor)
Marketing & Promotion	\$TBD
Permits & Insurance	\$TBD
**Total**	\$TBD

### **Potential Sponsors:**

- Local garden centers
- Sustainable food brands
- City urban agriculture programs
- Community grants

### **6. Benefits to the Community**

- Supports Local Economy
- Direct sales for small-scale urban farmers.
- Encourages Sustainability
- Reduces food miles and promotes green practices.
- Builds Knowledge
- Teaches self-sufficiency through urban farming.
- Strengthens Community
- Brings people together around shared food values.

### **7. Next Steps & Approval Request**

We seek approval and support from College Park/city council and or venue managers] to host this event. Pending approval, we will:

- *Finalize vendor sign-ups and workshop leaders.*
- *Secure permits and insurance.*
- *Launch promotional campaigns.*

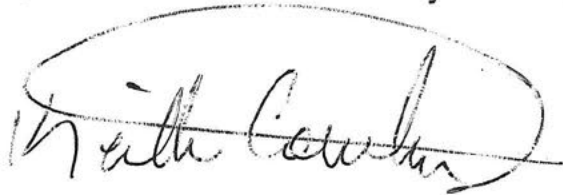
We welcome feedback and collaboration to make this event a success!

Submitted by:

Keith Courtney  
agrow-culture1@gmail.com  
404-275-4889

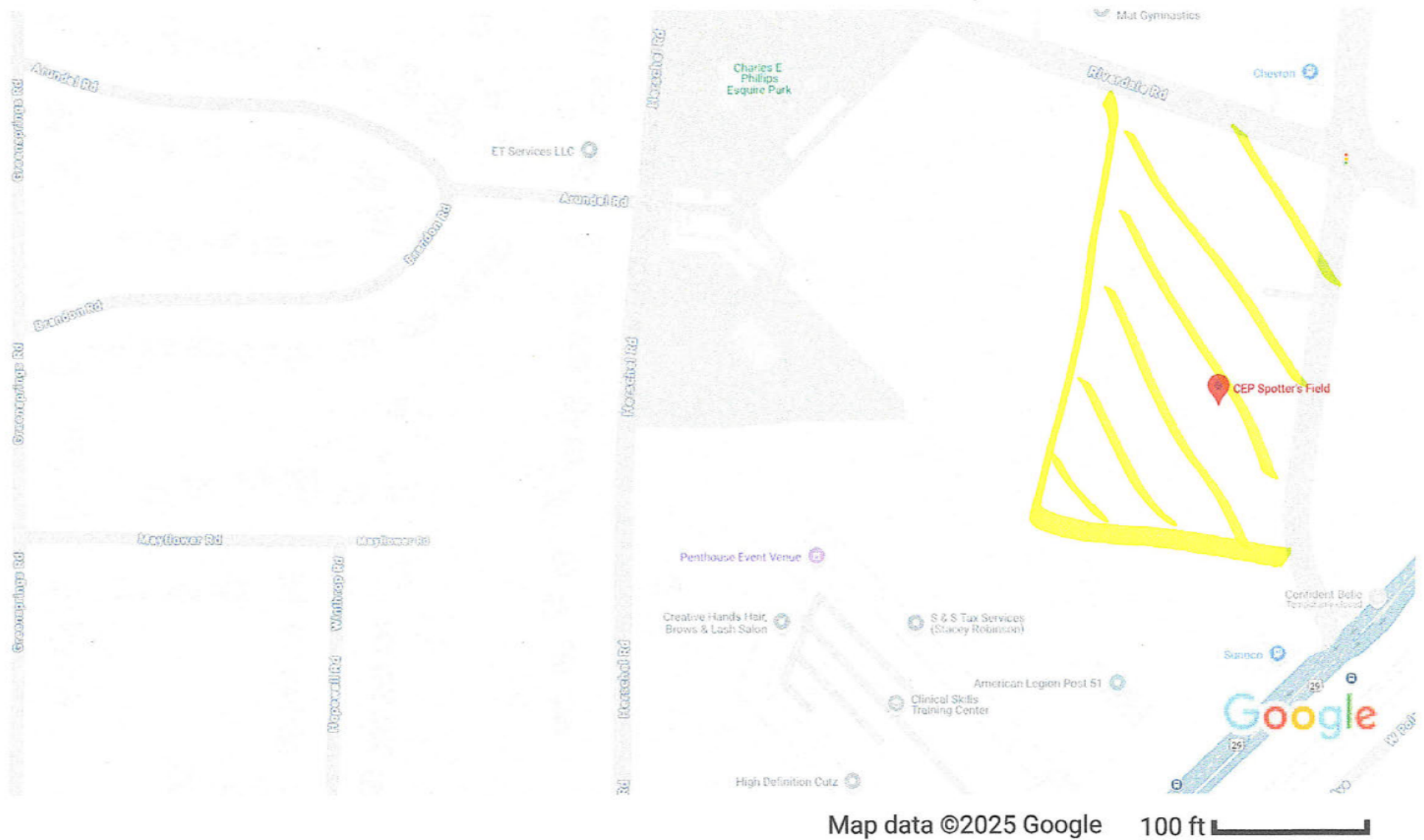
The following page is an Ariel view outlined which is located on Riverdale Rd. and Global Gateway Connector. Highlighted in yellow is the approximate space we will need to hold the event. The event space will be needed to park 4-6 trucks with trailers that the farmers will use to sell their produce and other products. As well as 3-4 food trucks, and 5-6 tents that will allow classes and demonstrations to be held. The space should also be sufficient for 6-8 porto-potties and ample parking.

If there are questions, please feel free to contact me at 404-275-4889. Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read "Keith Courtney", enclosed within a hand-drawn oval.

Keith Courtney  
404-275-4889  
agrow-culture1@gmail.com

# CEP Spotter's Field







## CEP Spotter's Field

5.0 ★★★★★ (2)

Scenic spot

Overview

Reviews



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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12029**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 15, 2025

**TITLE:** Discussion on a request for a special event permit to host "Nabbar Temple & Nabbar Court BBQ" by Nabbar Temple on July 19, 2025 from 9:00 am to 5:00 pm at Charles E. Phillips Park. This item is requested by Queenie Brown, Deputy City Clerk. This event is located in Ward 4.

**RECOMMENDATION:**

Discussion only

**BACKGROUND:**

Nabbar Temple No. 128 - Oasis of Atlanta Desert of Georgia and their Auxiliary Nabbar Court No. 123 are asking to host a BBQ at the Charles E. Phillips Park on July 19th from 9am to 5pm. Staff has been in communication and if approval is granted we will continue communication to ensure a smooth event.

The event organizers are requesting the use of Charles E. Phillips park to place two tents near the pavilions with permission to use a DJ. Organizer will reserves two pavilions upon approval.

**BUDGETED ITEM:**

N/A

**STRATEGIC CONNECTION:**

Goal II: Quality of Life: 11.1 Advance ways to increase community collaboration and implement initiative to become "One" College Park.

**Attachments**

City of College Park Special Event Form- Nabbar Temple (PDF)

Nabbar Temple Ariel View (PDF)

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**Prepared by:** Queenie Brown  
**Department Director:** Kelly L. Bogner, City Clerk

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Review:

Queenie Brown      Completed      05/15/2025 12:24 PM

City Clerk      Completed      05/15/2025 3:58 PM

City Manager's Office      Completed      05/15/2025 12:27 PM

Mayor & City Council      Pending      05/19/2025 6:00 PM



# City of College Park | Special Event Form

3667 Main Street  
College Park, GA 30337

**Organizer Name:**

**Augustus Singleton**

**Event Title: Nabbar Temple & Nabbar Court BBQ**

**Type of Event: BBQ**

**Event Organizer's Name/Organization: Nabbar Temple**

**MailingAddress:**

**383 Wildwood Pt.**

**College Park, Ga**

**30349**

**E-Mail Address:**

[REDACTED]

**Contact Number**

[REDACTED]

**Event Information:**

**Date:** July 19, 2025

**Location of the Event:**

**Time:** Start: 0900 End: 1700

**Anticipated Attendance:** 150 - 200

**Will the City of College Park incur any expenses? If yes, explain:** No

**Will there be a need for City Staff to work this event (i.e., Police, Fire, Public Works)? If yes, list needed staff. Expenses incurred are the responsibility of the Event Organizer.** No

**What responsibilities will the Event Organizer assume?** Set-up/Break-down (Clean up)

**Event materials (flyers, banners, signs, agendas, handouts, etc.) will be the responsibility of:** Organizer

The Event Organizer is requesting that the City be responsible for providing: 2 Pavillions

What methods of advertising will be used? Flyer

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## City of College Park | Special Event Form

3667 Main Street College  
Park, GA 30337

City mandated deadlines:

It is the responsibility of the Event Organizer to obtain Special Event Insurance. Please provide a copy of the Certificate of Insurance. Insurance attached? Yes or No

It is the responsibility of the Event Organizer to notify property owners/lease holders and obtain approval to hold the event on their property. Please provide documentation of notification to and subsequent approval from property owners/lease holders.

Please include any other special needs: Request to put up 2 Tents, some table & chairs (DJ or portable music speaker)

### Certification of Applicant

I certify the the information contained in the foregoing application is true and correct. I have read and understand and agree to abide by the rules and regulations under the City of College Park's Code of Ordinances. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity which may pertain to the use of the Event venue and conduct of

the Event. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred or on behalf of the Event to the City of College Park.

**Host/Producing Organizer Name : Augustus Singleton**

**Title : Organizer**

**Applicant Signature**

**Augustus Singleton**

**Date April 29, 2025**

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2 | Page

### **HOLD HARMLESS AND RELEASE AGREEMENT REGARDING PARTICIPATION IN ACTIVITIES HELD ON CITY OWNED PROPERTY**

The Undersigned, to the fullest extent permitted by law, agrees to release, discharge, indemnify and hold harmless the City of College Park, its officers, management, employees, agents, representative and members of City Council, of and from any and all claims, actions, demands, damages, loss, and causes of action, including costs and expenses, arising from injury, including death, to any person, or damage to any property arising out of or by virtue of the participation of the Undersigned in activities; **such as yard sales, family reunions, or any other gathering** held on City owned property, except damage caused by the sole negligence of the City of College Park. Indemnification of the City of College Park shall include, but not be limited to, any expenses, including but not limited to attorney fees and court cost, incurred by the City of College Park in the defense of any claim described herein or as a result of any breach by the Undersigned of the terms of this Agreement.

The Undersigned also understands and acknowledges that the terms of this Agreement apply to any and all present or future demands actions, causes of actions, liens of any kinds, costs, expenses, debts, liabilities, judgments, sums of money, damages, or claims of any kind or character that in any way relate to the participation in activities held on City owned property and that Undersigned may have against the City of College Park, as well as its officers, management, employees, agents, representatives and members of the City Council.

This Agreement is executed by the Undersigned for and on behalf of the Undersigned, his or her heirs, administrators, executors, personal representatives, and assigns, and is intended to be a full and complete release of the City from any and all claims that the Undersigned may now or hereafter have against the City arising out of, or in any way connected with, the Authority's presence on or near the Property. Undersigned understands and acknowledges that this Agreement binds Undersigned's heirs, administrators, executors, personal representatives, and assigns to the greatest extent allowed by law.

**UNDERSIGNED HAS BECOME FAMILIAR WITH THE TERMS OF THIS FORM. UNDERSIGNED UNDERSTANDS AND AGREES TO ITS CONTENTS. UNDERSIGNED HAS HAD AN OPPORTUNITY TO ASK QUESTIONS AND UNDERSIGNED HAVE BEEN ANSWERED TO UNDERSIGNED'S SATISFACTION.**

As evidenced by the below signature, the Undersigned has read and agrees to abide by the above Hold Harmless and Release Agreement.

*Augustus Singleton*

April 29, 2025

SIGNED

DATE

Augustus Singleton

Nabbar Temple #128

NAME (Printed)

ORGANIZATION NAME

383 Wildwood Pt  
College, Park  
Ga 30349

7340 Old National Hwy  
Riverdale Ga  
30296

ADDRESS

ORGANIZATION ADDRESS

404-903-2326

APPLICANT PHONE NUMBER

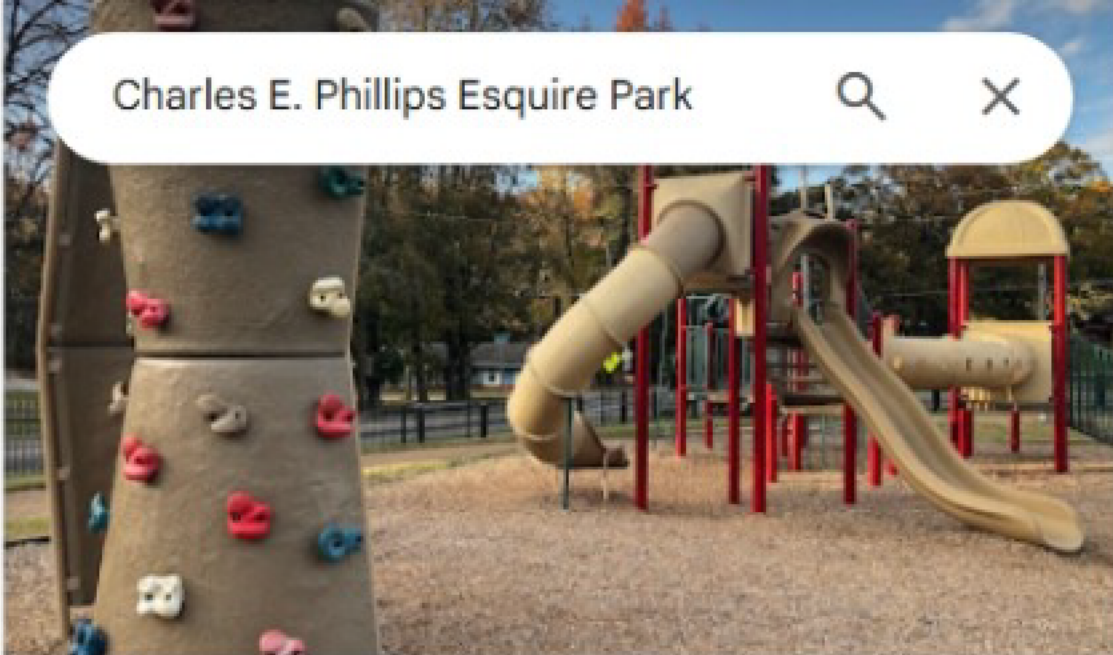
Nature of Activity:

Sworn to and subscribed  
Before me this \_\_\_\_\_ day  
Of \_\_\_\_\_ 20 \_\_\_\_

Notary Public

Location of Event : Charles Phillips Park





## Charles E. Phillips Esquire Park

4.5 ★★★★★ (619)  
Park · ♿

Overview

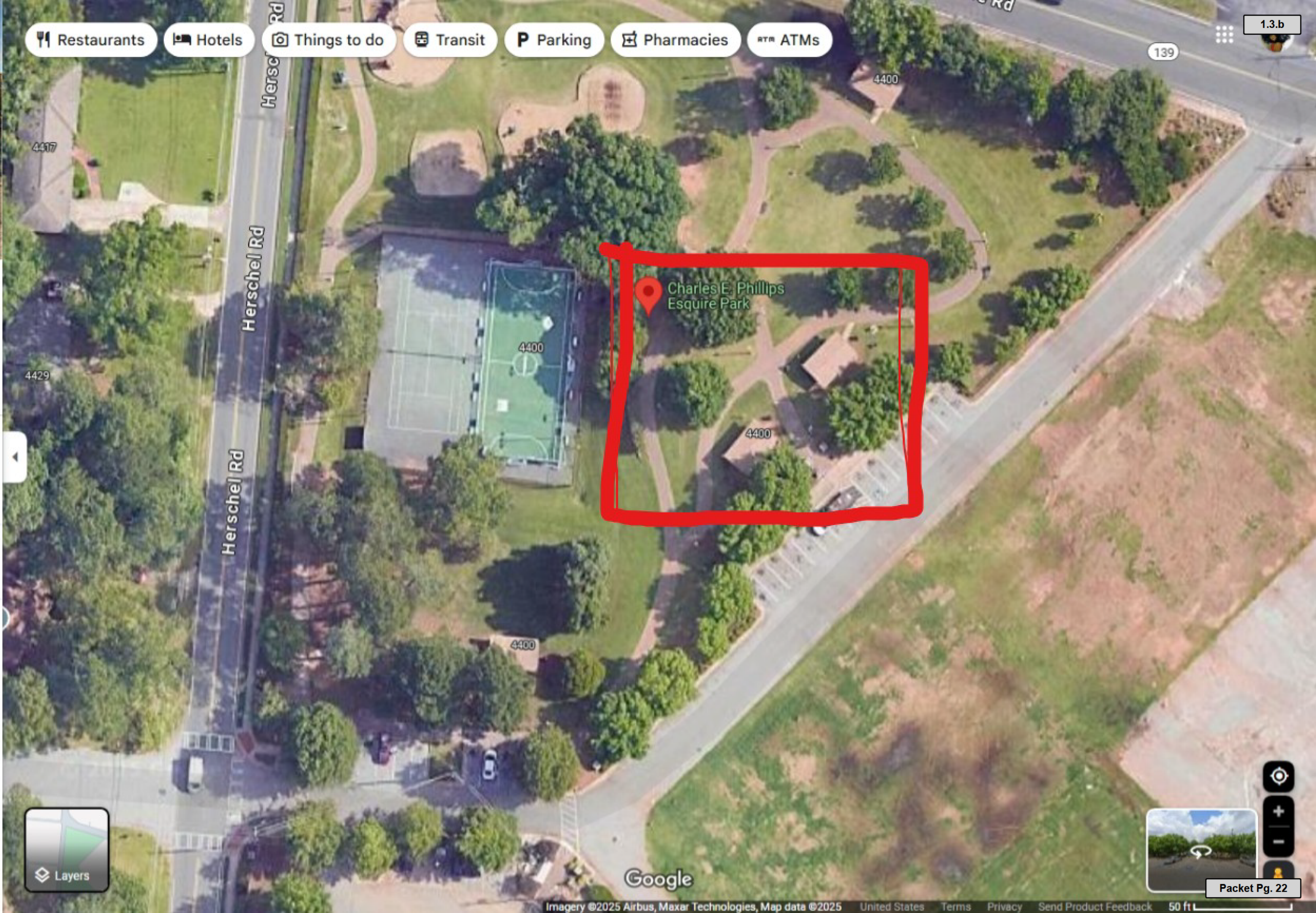
Reviews

About

[Directions](#) [Save](#) [Nearby](#) [Send to phone](#) [Share](#)

✓ Dogs allowed

- 4400 Herschel Rd, College Park, GA 30337
- Open · Closes 9 PM
- collegeparkrca.com
- (404) 669-3776
- JGPH+27 College Park, Georgia
- Your Maps activity







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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 11990**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** April 28, 2025

**TITLE:** Presentation: AI assistive technology to support routine tasks and departmental responsibilities. Presented by Valerie Lee and Chief Information Officer, Michael Hicks. Sponsored by Councilwoman Tracie Arnold.

**Attachments**

College Park\_Proposal\_04.30\_DigitalTransformation.docx (1) (PDF)

**Prepared by:** Melanie Stephens  
**Department Director:** Councilwoman Tracie Arnold

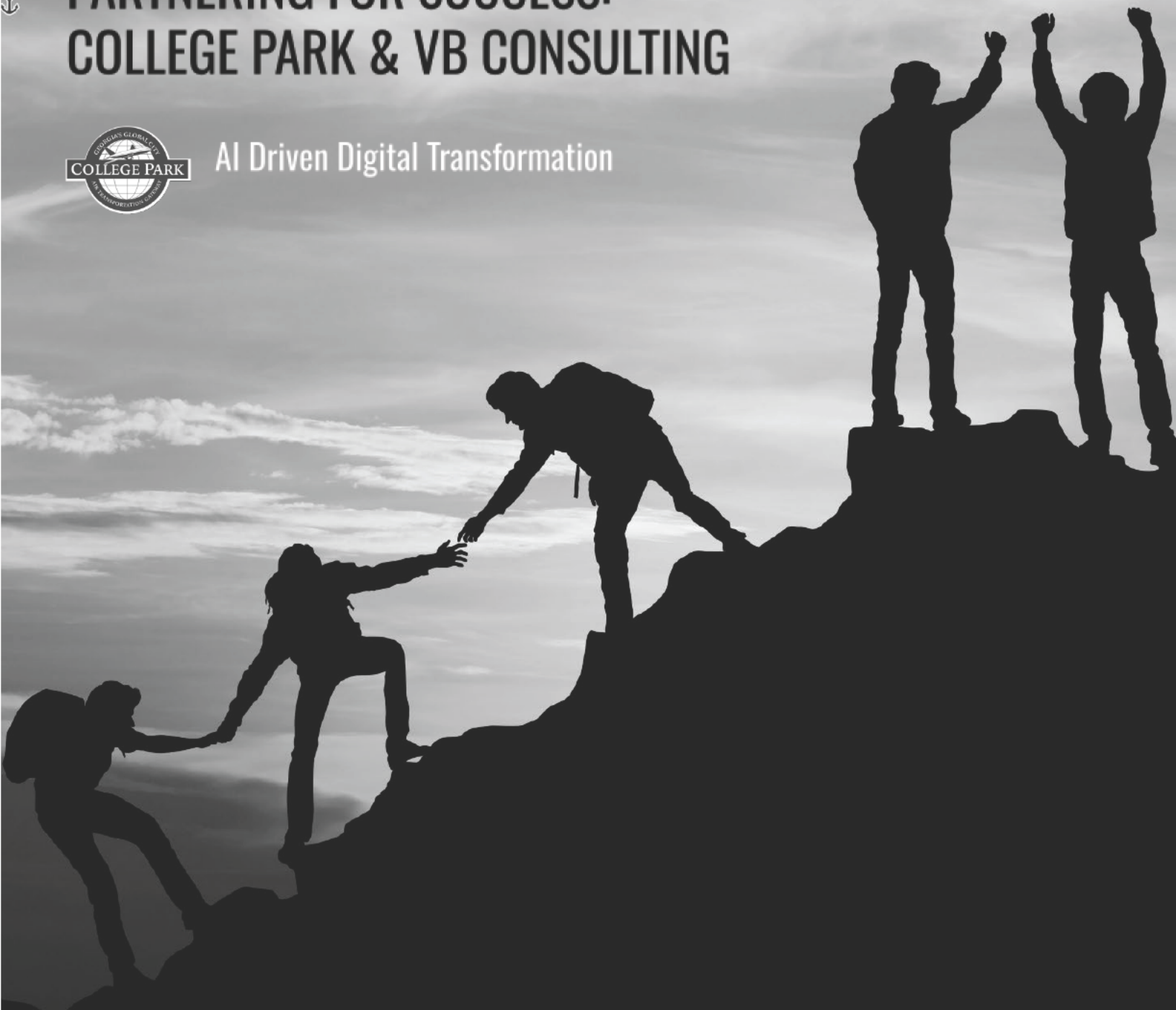
**Review:**

Emmanuel Adediran	Completed	05/15/2025 2:15 PM
City Clerk	Completed	05/15/2025 10:09 AM
City Manager's Office	Completed	05/15/2025 2:16 PM
Mayor & City Council	Pending	05/19/2025 6:00 PM

# PARTNERING FOR SUCCESS: COLLEGE PARK & VB CONSULTING



AI Driven Digital Transformation



POWERED BY **AKITECH**

## Document Purpose

This document is intended to provide a clear overview of the existing market need for The City of College Park, and to illustrate VB Consulting Services ( <https://www.vb-consultinginc.com/> ) expertise, in partnership with Akitech AI ( <https://akitech.ai/> ), ability to effectively address and solve the identified market problems. It aims to highlight the alignment between market demands and the solutions offered by VB Consulting Services, establishing a foundation for potential collaboration and engagement.

## VB Consulting

VB Consulting Services (VBC) has been providing consulting services and technology solutions across North America since 2002. Based in Atlanta, we are proud to be a Minority & Women Business Enterprise (MBE/WBE). Our commitment to client success, combined with our industry expertise, allows us to exceed customer expectations.

We are your premier partner in AI and IT solutions. We bridge the gap between cutting-edge technology and real-world business needs, offering a comprehensive suite of services from industry-specific AI solutions to talent acquisition. Our mission is to empower your organization with the tools, talent, and knowledge to thrive in the AI-driven future.

VBC is dedicated to pushing the boundaries of innovation and delivering exceptional solutions for our clients. At VBC we believe in the transformative potential of AI and advanced IT solutions, striving to empower organizations by connecting them with the expertise they need to succeed in a rapidly evolving digital landscape.

- AI Solutions & Integrations
- Expert Consultancy
- Workforce Development

We are here to create opportunities that empower both governments and residents, shaping a future where technology and talent come together to make a lasting impact. We would love to partner with you in our journey. We are here, in the community, ready to serve you!



## Executive Summary

The City of College Park is poised to become a regional leader in innovation and operational excellence by incorporating Artificial Intelligence (AI) into its municipal operations. This proposal presents a comprehensive strategic plan aimed at implementing AI solutions that will enhance city services, optimize administrative processes, boost citizen engagement, and establish College Park as a frontrunner in the 'Smart City' movement. What was once not possible, in today's AI world is reality.

### Objectives:

- Improve efficiency in city operations.
- Enhance communication with residents and community.
- Reduce operational costs.
- Foster economic growth and innovation

## VBC Municipality Work History

In 2022, VB Consulting Services proudly supported The City of College Park's research and data analytics initiative. Through community engagement, stakeholder collaboration, and investigative research, we helped define, develop, and advance the City's goals using data-driven insights. Our team gathered requirements, designed test protocols, guided data collection, developed key metrics, and implemented community evaluations focused on addressing specific challenges. This partnership equipped the City with critical information to enhance operations, citizenship, and community growth, aligning with the City's mission to deliver innovative and quality solutions.

VB Consulting has also worked with other government agencies to support digital transformation efforts as well as supporting ERP system upgrades. One recent example is with the City of St. Paul; they replaced their on-prem IT Service Management system with ServiceNow, an industry leader and mature cloud-based solution that will better support the current and future needs. The IT Service Management tool's seamless integrations to core applications provides a scalable infrastructure to develop and improve existing processes and workflows to support current initiatives and data collection, leading to better data driven decisions.

## Market Problem

What was once a problem is now an opportunity:

- **Inefficient Decision-Making:** AI-driven analytics provides real-time insights and predictive modeling, enabling businesses to make informed decisions faster and with greater accuracy, ultimately driving better outcomes and reducing risks.
- **High Operational Costs:** AI automates routine tasks and optimizes processes, significantly reducing operational costs while increasing efficiency, allowing businesses to allocate resources more effectively and improve their bottom line.
- **Poor Customer Experience:** AI-powered chatbots and personalized recommendations enhance customer interactions, leading to improved satisfaction and retention rates by delivering timely, relevant, and tailored experiences for each customer.
- **Data Overload:** AI algorithms sift through vast amounts of data to identify trends and actionable insights, enabling businesses to leverage their data effectively for strategic planning and competitive advantage.
- **Talent Management Challenges:** AI enhances talent acquisition and employee engagement by analyzing candidate profiles and performance metrics, ensuring that businesses attract the right talent and foster a productive workforce, leading to improved overall performance.

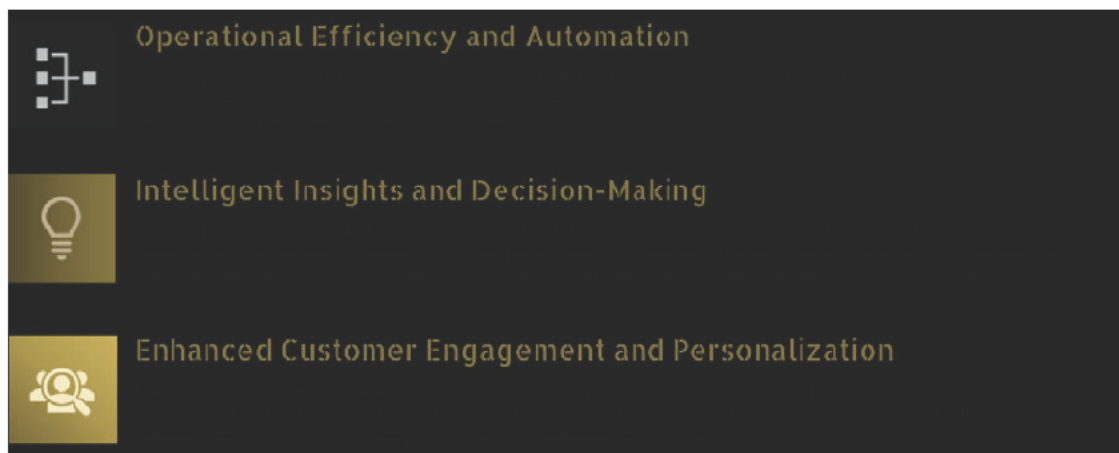
## AI Market Dynamics

- **Market Growth:** The global AI market is projected to grow to over \$733.7 billion by 2027, at a compound annual growth rate (CAGR) of around 42.2%. A significant portion of this growth is attributed to B2B applications.
- **B2B Adoption:** According to a survey by McKinsey, 50% of companies have adopted AI in at least one business function, with many focusing on areas like sales and marketing, operations, and customer service to enhance performance.
- **Cost Reduction:** A report by PwC estimates that AI could contribute up to \$15.7 trillion to the global economy by 2030, with businesses leveraging AI for performance improvements seeing substantial cost reductions and efficiencies.

- **Improved Decision Making:** Research from Deloitte indicates that organizations utilizing AI for data analysis can improve their decision-making speed by up to 5 times, leading to faster responses to market changes and enhanced business performance.
- **Enhanced Customer Experience:** According to Salesforce, 70% of B2B companies are using AI to personalize customer experiences, which has been shown to improve customer satisfaction and retention rates significantly.

### Our Focus

Unlock the Power of AI to deliver performance improvement:



We transform complex administration into simple successes, allowing organizations to focus on what really matters... resident, employee, and community success.

### Our AI Product Portfolio

- Lower Expenses
- Enhance Quality
- Drive Growth
- Increase Value
- Improve Customer Satisfaction
- Achieve Business Results

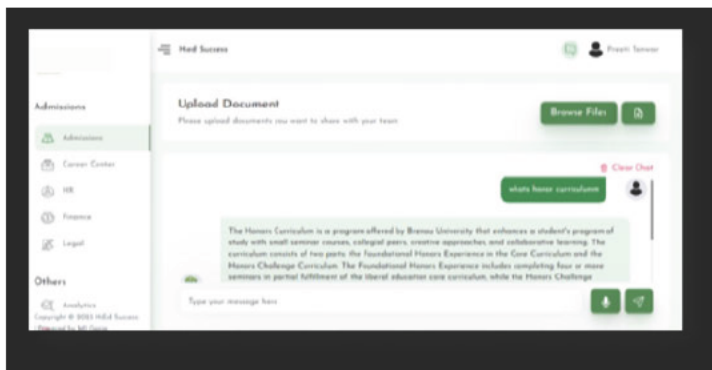


### Insights Hub

Engaging and user-friendly KPI dashboards aggregate and organize data, providing powerful visualizations and reports that enable quicker decision-making.

### Chat Genius

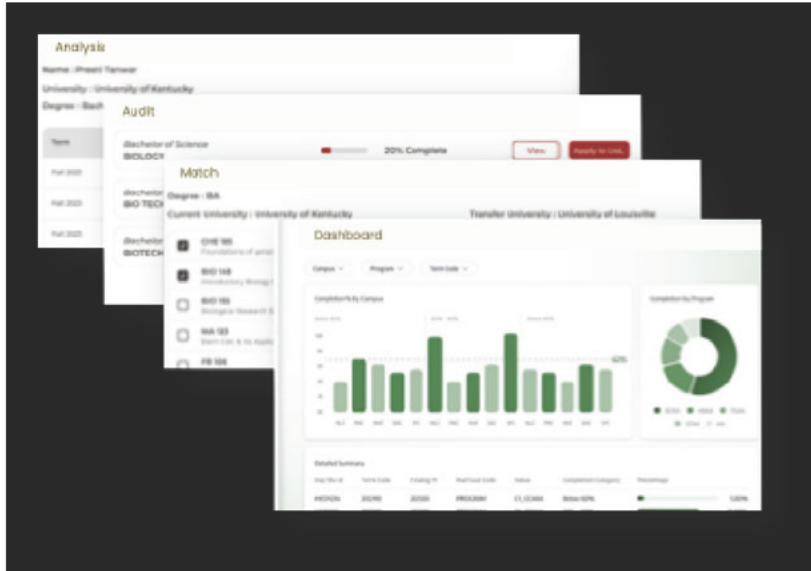
Enhance customer engagement and support with an intelligent chatbot that provides instant, personalized responses, streamlining inquiries and resources.



Quicker response times and 24/7 support with accurate responses, allowing you to allocate your team to other critical tasks for greater efficiency.

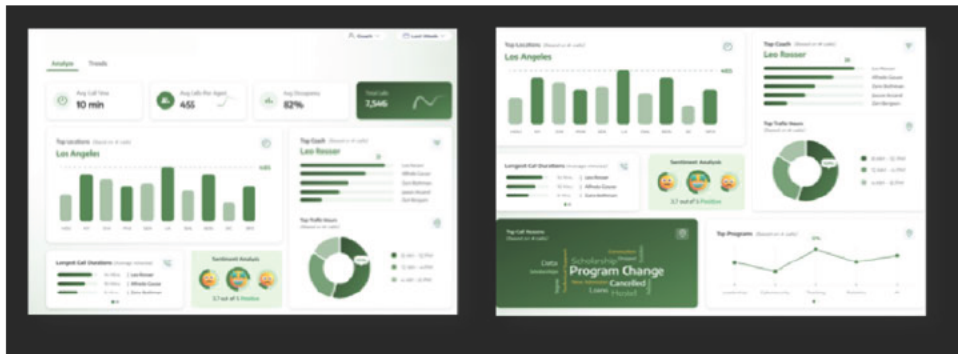
### Docu Insights

Utilize AI-powered document parsing to extract and organize critical information from municipal records, city council minutes, applications, reports, and supporting documentation. This solution automates data retrieval from structured and unstructured documents—enhancing workflow efficiency, improving data accuracy, eliminating unnecessary paper, and accelerating processing times for government services.



### Call Insights

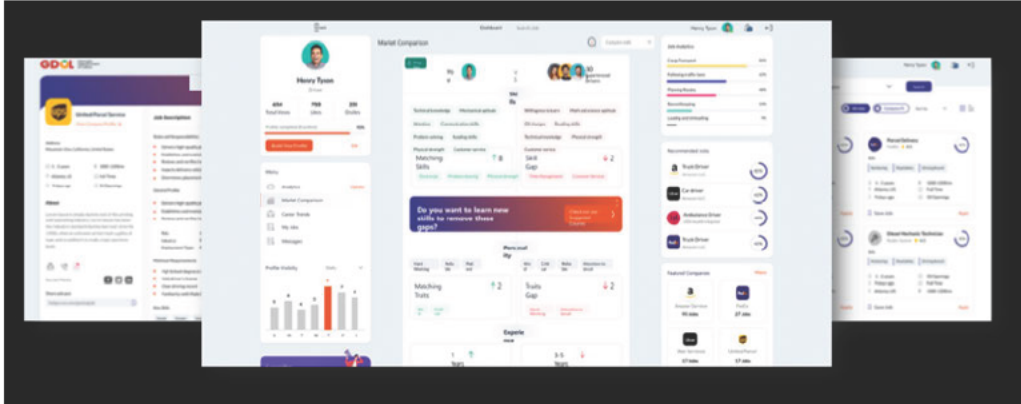
AI-powered call insights tool that provides instant and accurate sentiment analysis on customer feelings and success rates, while also offering valuable insights into employee performance.



Achieve overnight growth in customer satisfaction and employee performance.

### Talent Link

An integrated career and talent matching platform designed for job seekers and employers.

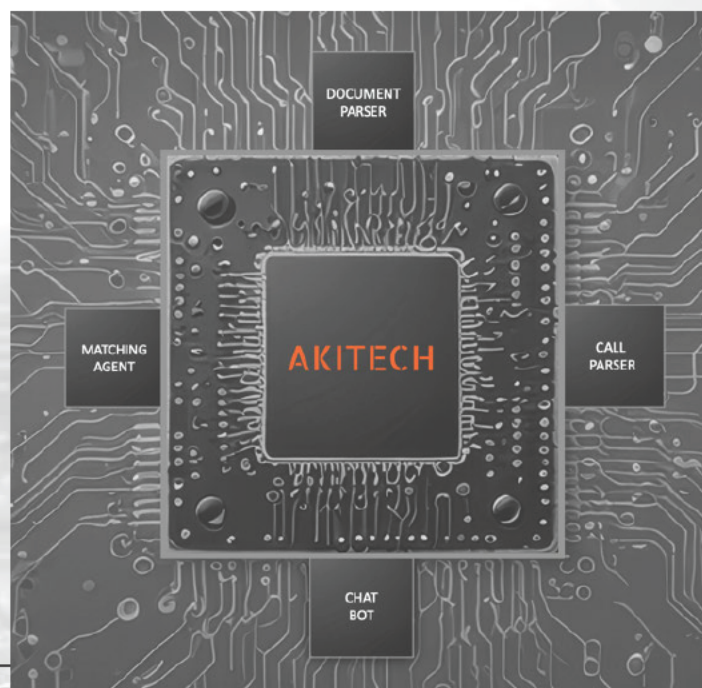


Connecting qualified talent with employers, streamlining the recruitment process while ensuring the best fit for all parties. . Talent Link leverages AI-powered matching algorithms to align skills, experience, and career goals with workforce demands across public and private sectors. The platform supports resume parsing, job readiness assessments, and employer outreach, making it a comprehensive tool for economic development, workforce mobility, and community impact.

### Match AI

AI Matching Engine, driven by sophisticated algorithms designed to identify the ideal match for any situation—be it linking, job seekers with employers, or customers with products and services. We make the connections that matter.

- Streamline Decision-Making
- Maximize Outcomes
- Transform Your Business





## Proposal

This proposal serves as a foundational document aimed at creating long-term value for the City of College Park. The City reserves the right to implement all or part of the capabilities outlined herein, contingent upon its business needs and priorities. The implementation of these AI solutions is intended to enhance operational efficiency and improve service delivery in alignment with the City's strategic goals.

It is our intent to deliver immediate value to the City of College Park. This document serves as a foundation for VB Consulting's capabilities and pricing structure. The specifics of our engagement will be finalized in a formal Statement of Work (SOW), which will outline the scope, objectives, and deliverables of the proposed initiatives.

### Proposed Common AI Solution Focus Areas for Municipalities:

#### 1. AI-Powered Chatbot for City Website

- 24/7 automated customer service.
- Instant answers to FAQs (permits, events, trash collection, etc.).
- Multilingual support for diverse residents.
- Integrate with Windstream phone services.

#### 2. Predictive Analytics for Public Works

- Anticipate road maintenance needs.
- Improve scheduling for sanitation and utilities.
- Identify patterns for future infrastructure investments.

#### 3. Automated Permitting and Licensing System

- Streamline business permits and building applications.
- Reduce processing time and improve user experience.

#### 4. Smart Community Engagement Platform

- AI to analyze resident feedback from surveys and social media.
- Tailor programs based on real community needs.

#### 5. Public Safety Enhancements

- AI-assisted video surveillance (with privacy safeguards).
- Crime pattern recognition to assist Police Department planning.

#### 6. Workforce Automation and Assistance

- AI tools to automate repetitive administrative tasks (data entry, scheduling, customer .SOPs, HR correspondence, Mayor and Council meeting minutes, etc...).
- Free up city employees for more strategic initiatives.

## Implementation Plan using PMP, Agile and Scrum Methodologies

### Phase 1: Pilot Projects- With 1.) Customer Service 2.) IT- Helpdesk

- Deploy chatbot on the website.
- Launch predictive maintenance program in Public Works.
- Train staff on digital safety, privacy, and data protection.

### Phase 2: Discovery, Planning, and SOW Formalization

- Assess current technology infrastructure.
- Identify priority departments for AI deployment.
- Ensuring systems are in place to prevent disruptions and breaches
- Stakeholder workshops- requirements and needs analysis.

### Phase 3: Full Integration Planning & Prioritized Delivery

- Expand AI solutions to more departments.
- Train staff on AI tools.
- Develop resident education campaigns on AI usage.

### Phase 4: Review & Optimize

- Continuous data review and system optimization
- Annual report to City Council and citizens

### Change Management throughout the project:

- Conduct workshops and communication sessions to help staff understand the benefits and functionality of AI integration.
- Develop a change management and communication plan that includes stakeholder engagement, feedback loops, and continuous support.
- Monitor adoption rates and address resistance to new processes proactively.
- Conduct Executive and Staff AI Awareness Workshops
- Provide Staff Skills Training for AI and Data Literacy
- Assist with developing Communication Plan to Educate and Reassure Citizens
- Assist with facilitating a phased Adoption to Build Internal Confidence

A detailed implementation plan will be developed and formalized to align with the expectations of College Park in the context of the formal Statement of Work. This plan will outline the specific steps, timelines, and responsibilities necessary to ensure successful execution and compliance with the agreed-upon objectives.



**Budget Framework:**

This pricing is provided for budgetary purposes only and will be formalized in an expedited fashion through a Statement of Work (SOW) once the full scope of the project is defined and agreed upon by all parties involved. This will also include a comprehensive MSA, success metrics, and SLA requirements.

1	Education Program	Retail Price	Discounted Price
	<b>AI Business Strategies</b>	\$ 12,500	\$ 10,000
	One-day session on the fundamentals of AI, where you'll learn about key concepts, technologies, and real-world applications of artificial intelligence. This interactive class will help you identify AI opportunities within your business and develop strategies to leverage AI for achieving your objectives. Gain insights from case studies, participate in brainstorming exercises, and explore how AI can drive innovation and efficiency in your organization.		
2	<b>Strategic Planning</b>		
	<b>AI Roadmap Prioritization</b>	\$ 12,500	\$ 10,000
	One-day session focused on documenting and prioritizing key areas for performance improvement using AI. Participants will learn how to identify performance gaps, leverage AI tools to enhance efficiency, and create actionable roadmap to drive measurable results.		
3	<b>Strategic Delivery - Business Needs</b>		
	<b>Business Requirements Gathering</b>	\$ 12,500	\$ 10,000
	Identifying and documenting the needs and expectations of stakeholders related to a specific business problem or opportunity. This involves understanding the goals, objectives, and desired outcomes from a business perspective, ensuring that the project aligns with the overall strategy and meets the needs of the organization. Business requirements typically focus on what the organization wants to achieve and may include aspects such as user needs, market demands, and regulatory requirements.		
4	<b>Strategic Delivery - Technical Needs</b>		
	<b>Technical Requirements Gathering</b>	\$ 12,500	\$ 10,000
	Identifying and documenting the specific technical specifications and constraints necessary to meet the business requirements. This process focuses on the system, software, or technology needed to implement the desired solutions. Technical requirements detail how the system should function, including aspects like performance, security, compatibility, and scalability. They ensure that the technical solution aligns with the business needs while adhering to technical standards and best practices.		
5	<b>Product Implementation - Chat Genius</b>		
	Implementation (one-time)	\$ 15,000	\$ 12,000
	Monthly Hosting & Maintenance	\$ 1,500	\$ 1,200
6	<b>Product Implementation - Docu Insights</b>		
	Implementation (one-time)	\$ 18,000	\$ 12,000
	Monthly Hosting & Maintenance	\$ 1,500	\$ 1,200
	Processing Fee (Per Document)	\$ 0.10	\$ 0.06
7	<b>Product Implementation - Call Insights</b>		
	Implementation (one-time)	\$ 20,000	\$ 15,000
	Monthly Hosting & Maintenance	\$ 2,000	\$ 1,500
	Processing Fee (Per Call)	\$ 0.25	\$ 0.15
8	<b>Product Implementation - Talent Link</b>		
	Implementation (one-time)	\$ 25,000	\$ 18,000
	Monthly Hosting & Maintenance	\$ 3,500	\$ 2,500
	Processing Fee (Per Resume)	\$ 3.25	\$ 2.50

NOTE - The above includes the implementation of Insights Hub analytics and Match AI platform. Refinement of pricing will be completed as SOW and MSA is formalized.

Our pricing approach is designed to be flexible and adaptable, considering budgetary constraints and contractual commitments. This ensures that we can offer a model tailored to meet the specific needs of our clients while aligning with their budget approval processes. By prioritizing collaboration and understanding, we aim to facilitate a solution that works effectively for all parties involved.

## Benefits to College Park

- Faster, smarter, and more responsive city services
- Higher resident satisfaction
- Operational cost savings over time
- Attraction of tech companies and economic development
- Establishment of College Park as a forward-thinking, tech-driven municipality

## Conclusion

The future of College Park is poised to be smart, connected, and focused on residents' needs. By leveraging AI technology, the City has the opportunity to improve quality of life, foster economic growth, and establish a benchmark for excellence in public service. We are excited about the prospect of collaborating with the City of College Park to turn this vision into a reality.

## Next Steps

1. Approve program funding and refine Statement of Work
2. Formalize Project Success Metrics / KPIs
3. Formalize Master Services Agreement (MSA) and Pricing
4. Project Approval
5. Detailed Implementation Plan Completed
6. Project Kickoff
7. Formation of AI Task Force
8. Host AI Town Hall for resident feedback (optional)

## Contact Info:

Please feel free to reach out to me with any questions, as we are eager to continue our partnership with the City of College Park. Let's innovate together and create a brighter future.

**Dr. Valaurie Lee**  
President & CEO  
VB Consulting Services  
val@vbconsultingservices.com  
404.964.9634



**Preeti Tanwar**  
Akitech Founder  
[preeti@akitech.ai](mailto:preeti@akitech.ai)  
770.891.2157

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Akitech  
[brian@akitech.ai](mailto:brian@akitech.ai)  
314.704.1845



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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 11982**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 15, 2025

**TITLE:** Presentation by Mercer Health & Benefits Group for the health insurance renewal for plan year July 1, 2025 - June 30, 2026.

**Recommendation**

The City's current Broker, The Mercer Group, will present benefit comparisons and plan options for employee health insurance. This presentation will provide details on what each plan will provide to our employees and dependents .

**Background**

The Mercer Group, in coordination with the City, issued an RFP for insurance renewal services with the goal of enhancing service quality, managing costs efficiently, ensuring compliance, and offering customized solutions for healthcare benefits.

**Prepared by:** Rose Stewart  
**Department Director:** Rose Stewart, Director of Human Resources and Risk Management

**Review:**

Rose Stewart	Completed	05/13/2025 4:43 PM
City Clerk	Completed	05/15/2025 10:10 AM
City Manager's Office	Completed	05/15/2025 2:06 PM
Mayor & City Council	Pending	05/19/2025 6:00 PM



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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12049**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 15, 2025

**TITLE:** Presentation of Masa (Medical Air Services Association) Access as a supplement benefits for employees, by Rose Stewart, Director of Human Resources and Risk Management

**BACKGROUND:**

Masa was founded in 1974 and continues to expand its mission of connecting members with the care that they need. Masa bridges the gap in medical transport by providing the financial assistance to eligible employees when emergency ground and air transportation is needed.

**BUDGETED ITEM:**

The cost for this benefits paid by the employee.

**Attachments**

Masa Access - 1 (PDF)

**Prepared by:** Rose Stewart  
**Department Director:** Rose Stewart, Director of Human Resources and Risk Management

**Review:**

City Manager's Office	Completed	05/15/2025 2:07 PM
Rose Stewart	Completed	05/09/2025 5:55 PM
City Attorney's Office	Pending	



City Clerk      Completed      05/15/2025 10:10 AM

City Manager's Office      Completed      05/15/2025 2:07 PM

Mayor & City Council      Pending      05/19/2025 6:00 PM

# Stay prepared with MASA<sup>®</sup> Access<sup>SM</sup>

Comprehensive coverage and  
care for emergency transport.

## Our Emergent Premier membership plan includes:

### Emergency Ground Ambulance Coverage<sup>2</sup>

Your out-of-pocket expenses for your emergency ground transportation to a medical facility are covered with MASA.

### Emergency Air Ambulance Coverage<sup>2</sup>

Your out-of-pocket expenses for your emergency air transportation to a medical facility are covered with MASA.

### Hospital to Hospital Ambulance Coverage<sup>2</sup>

When specialized care is required but not available at the initial emergency facility, your out-of-pocket expenses for the ground or air ambulance transfer to the nearest appropriate medical facility are covered with MASA.

### Repatriation Near Home Coverage<sup>3</sup>

Should you need continued care and your care provider has approved moving you to a hospital nearer to your home, MASA coordinates and covers the expense for ambulance transportation to the approved medical facility.

### Minor Return Transportation Coverage<sup>3</sup>

In the event your minor child traveling with you is left unattended due to your emergency transport, MASA coordinates services and covers expenses to return your child safely home.



1.6.a

## Did you know?

# 51.3 million

emergency responses  
occur each year

MASA protects families against uncovered costs for emergency transportation and provides connections with care services.

Source: NEMSIS, National EMS Data Report, 2023

## About MASA

MASA is coverage and care you can count on to protect you from the unexpected. With us, there is no “out-of-network” ambulance. Just send us the bill when it arrives and we’ll work to ensure charges are covered. Plus, we’ll be there for you beyond your initial ride, with expert coordination services on call to manage complex transport needs during or after your emergency — such as transferring you and your loved ones home safely.

Protect yourself, your family, and your family’s financial future with MASA.



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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12063**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 16, 2025

**TITLE:** Presentation by Sage Hands International. This item is requested by Councilwoman Tracie Arnold.

**Attachments**

FWCC Sage Hands - Resident Assessment for Relocation Support - Chelsea Gardens - 5.14.25-1 (PDF)

**Prepared by:** Kelly Bogner  
**Department Director:** Insert Department Director Here

**Review:**

Kelly Bogner Completed	05/15/2025 12:14 PM
City Clerk Completed	05/15/2025 12:15 PM
City Manager's Office Completed	05/15/2025 2:18 PM
Mayor & City Council Pending	05/19/2025 6:00 PM



# RESIDENT ASSESSMENT FOR RELOCATION SUPPORT RECAP

May 14, 2025





# THE SITUATION

- The Chelsea Gardens Apartments in College Park have been officially condemned by the City of College Park
- An estimated 30% of residents remain on-site and face immediate displacement without the financial or logistical means to relocate independently
- The urgent need for relocation support calls for a coordinated community response to assist these vulnerable households





# HERE IS HOW WE ARE SUPPORTING

- Sage Hands International partnered with Faith Walkers Community Church (FWCC) to identify and assess the needs of remaining residents at Chelsea Gardens
- From 5/6-5/14, Sage Hands & FWCC Ambassadors successfully contacted all 72 remaining residents via door-to-door outreach and phone calls
- Sage Hands & FWCC compiled data collected from on-site visits and phone calls and began providing relocation support as well as groceries/water
- Relocation support will continue until all remaining residents are successfully supported





# THE NUMBERS (5/6 – 5/14)

Sage Hands Boots  
on the Ground

8

Sage Hands Door  
Knockers

4

Sage Hands Move  
Team

4

Total Units  
423

Total Vacant  
351

Total Occupied  
72

Total Doors Knocked  
On by Sage Hands  
72

Total Contacts Made  
by Sage Hands  
72

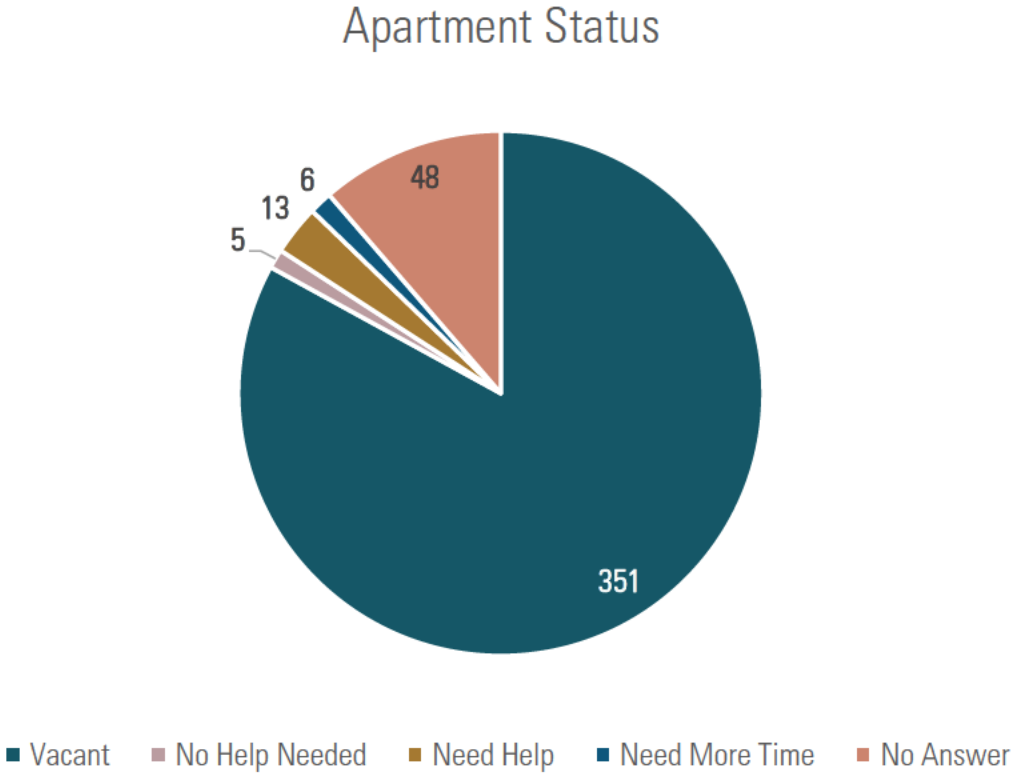
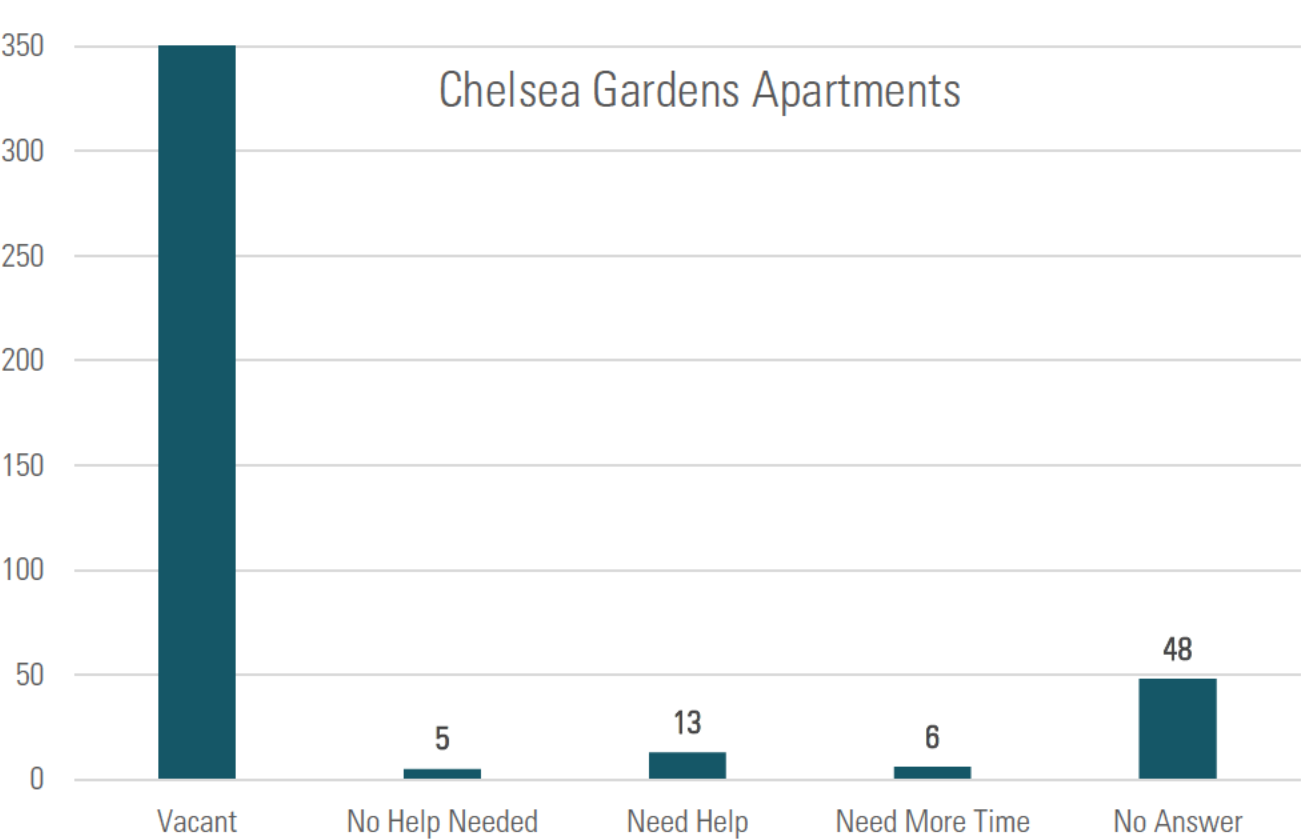
Sage Hands Total  
Days on the Ground  
8

Total Disabled  
24

Total Vets  
2

Total Seniors  
(Age 65+)  
6

# 83% OF UNITS ARE VACANT, WHILE REMAINING RESIDENTS WILL RECEIVE RELOCATION SUPPORT FROM SAGE HANDS



# FAITH WALKERS' PROVIDED SUPPORT TOWARDS RELOCATION EFFORTS

- Total of \$2,231.71 + Travel & Research Assistance 5/6 – 5/13

- \$2,100 – deposits paid for relocation
- \$15.10 – cases of water
- \$116.61 – groceries
- Travel assistance to Section 8 office and leasing offices of complexes with available units
- Research assistance – searching for apartment complexes in the area that accept Section 8 vouchers
- Communication with agents who are assisting residents

- Residents Supported

- Valerie & Dontavious Moore – Building 24, Unit 166
- Dana Allen – Building 11, Unit 129
- Donna Austin Jefferson – Building 46, Unit 783

2025 Payment Standards Effective 01/01/2025

Zip Code	OBR	1BR	2BR	3BR	4BR	5BR
30349 (CP2)	1408	1469	1622	1958	2356	2710
30337 (CP1)	1239	1292	1428	1722	2069	2379
30331 (331)	1459	1520	1683	2030	2438	2809
30291 (291)	1346	1397	1550	1867	2244	2581
30213 (FAI)	1740	1810	2000	2410	2900	3335
30268 (PAL)	1292	1344	1491	1796	2163	2487

2025 Fair Market Rents Effective 01/01/2025



# SAGE HANDS RELOCATION SUPPORT UNDERWAY

## Stephanie Davenport

- Building 43, Unit 347
- Resided in a unit with no electricity
- Completed relocation for Stephanie & her daughter

## Sarah Ganzy

- Building 34, Unit 710
- Relocating back home to Virginia
- Road team ready to relocate her safely to Virginia (10 hours away)





# SPECIAL STORIES

**Dana Allen:** Building 11, Unit 129

- Working young man
- Sage Hands paid move-in deposit and will provide movers for his relocation

**Donna Austin Jefferson:** Building 46, Unit 783

- From Oklahoma – has no family here
- Moving at the end of the month – working with an agent to get funds for her deposit

**Valerie & Dontavious Moore:** Building 24, Unit 166

- Mother & son – Valerie is a senior citizen
- Sage Hands is paying fees & deposit + providing movers for the family relocation



Provided Travel Assistance  
for Relocation



Building 24, Unit 166



*THANK YOU*

Brian Webb

(404) 493-3977

[PastorWebb@FaithWalkersCommunityChurch.com](mailto:PastorWebb@FaithWalkersCommunityChurch.com)

[www.FaithWalkersCommunityChurch.com](http://www.FaithWalkersCommunityChurch.com)



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**CITY OF COLLEGE PARK  
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WORKSHOP SESSION**

**DOC ID: 12062**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 16, 2025

**TITLE:** Presentation from Style Mobb University. This item is requested by Councilwoman Tracie Arnold.

**Attachments**

Style Mobb University-More Than Beauty College Park Presentation (PPTX)

**Prepared by:** Kelly Bogner  
**Department Director:** Dr, Emmanuel Adediran, City Manager

**Review:**

Kelly Bogner Completed	05/15/2025 12:16 PM
City Clerk Completed	05/15/2025 12:17 PM
City Manager's Office Completed	05/15/2025 2:17 PM
Mayor & City Council Pending	05/19/2025 6:00 PM

# Beyond the Chair: Cosmetology as a Catalyst for Community Growth

STYLE MOBB  
UNIVERSITY  
SCHOOL OF COSMETOLOGY



[www.StyleMobbUniversity.edu](http://www.StyleMobbUniversity.edu) **SMU**  
est.



# Cosmetology is a Science, Not Just a Trade

- Professionals must understand **chemistry** (hair color, relaxers, skin treatments), **biology** (scalp disorders, skin conditions), and **sanitation** protocols (preventing infections).
- Licensing requirements exist to protect **public health**, just like in healthcare fields.

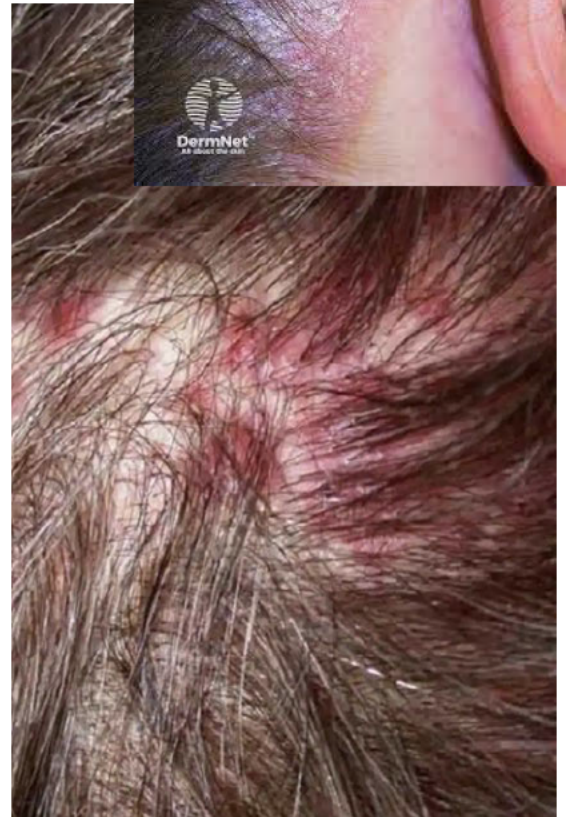


SMU  
est.



# Public Health & Safety Depend on Proper Cosmetology Practices

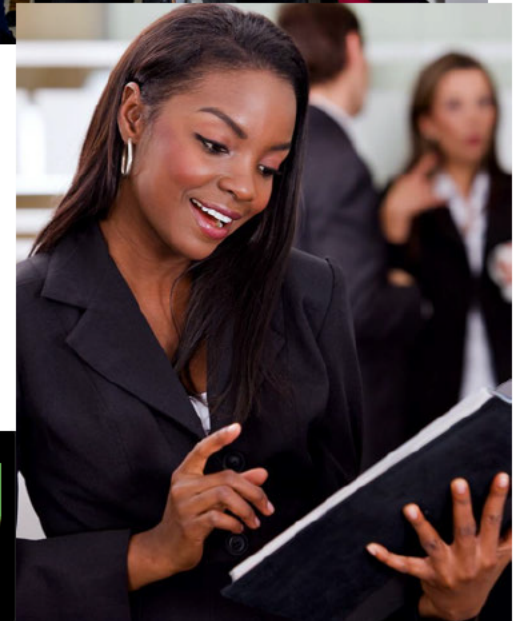
- Improper technique and unsanitary conditions can lead to fungal infections, scalp disorders, bacterial outbreaks, and even chemical burns.
- Licensed professionals are trained to disinfect tools, prevent cross-contamination, and recognize skin/scalp conditions that require medical referrals.



SMU  
est.

# Economic & Workforce Contributions of the Beauty Industry

- The beauty industry contributes **billions** to the economy and provides jobs for **millions** of professionals.
- Cosmetology is an **essential service**, empowering **entrepreneurs**, **small business owners**, and **job seekers**.



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## Protecting Consumers: The Need for Stronger Licensing & Regulations

- The rise of **unlicensed and unregulated beauty services** poses risks to public health.
- **Government support for accredited programs** ensures safety, job stability, and industry integrity.



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## Expected Outcomes – Why This Matters at the City Level

- **Boosting Resident Engagement**- Attracting students who live, study, and contribute to the local economy.
- **Stimulating Economic Growth**- Graduates launch salons, rent retail spaces, pay taxes, and employ others—all within College Park.
- **Enhancing Public Safety**- Promoting licensed, trained professionals reduces the risk of health hazards in the community.
- **Expanding Workforce Development**- Offering career opportunities in a recession-proof industry for underrepresented groups.
- **Positioning College Park as a Leader**- Setting a standard for cities that invest in vocational education and creative industries.



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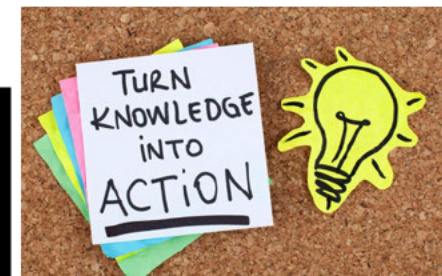


## Call to Action – How You Can Support Us

- **Official Recognition & Partnership** - Acknowledge Style Mobb University as an official workforce development and education partner
- **Access to City Resources** - Support our access to grants, development programs, and educational initiatives offered by the city.
- **Awareness & Advocacy** - Help us launch city-wide awareness campaigns to educate the public on licensed vs. unlicensed services.community.
- **Growth & Collaboration Opportunities** - Work with us to expand our reach and impact in College Park through events, partnerships, and program funding.



SMU  
est.



# A Shared Vision for Growth

Style Mobb University is not just in College  
Park—  
We are investing in College Park.

We've brought:

- Students
- Residents
- Jobs
- Services
- Economic growth



Now, we're asking for your collaboration and support so we can continue to thrive together.

~ Let's position College Park as a leader in beauty, business, and public safety.

~ Let's ensure that the next generation of professionals is trained, licensed, and empowered—right here.

Thank you for believing in our mission and the future of College Park.



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**CITY OF COLLEGE PARK  
COUNCIL AGENDA MEMO (CAM)  
WORKSHOP SESSION**

**DOC ID: 12060**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 15, 2025

**TITLE:** Presentation from Highway, Streets and Storm Water Superintendent, Raymond Cotton on inspection, evaluation, and assessment methods used to determine pavement conditions, and prioritization based on cracks, pot holes, and environmental factors that contribute to wear and tear.

**Attachments**

Street Repair Priority (PPTX)

**Prepared by:** Lisa Swann  
**Department Director:** Raymond Cotton, Highway, Streets & Storm Superintendent

**Review:**

Raymond Cotton Completed 05/15/2025 10:34 AM

City Clerk Completed 05/15/2025 10:12 AM

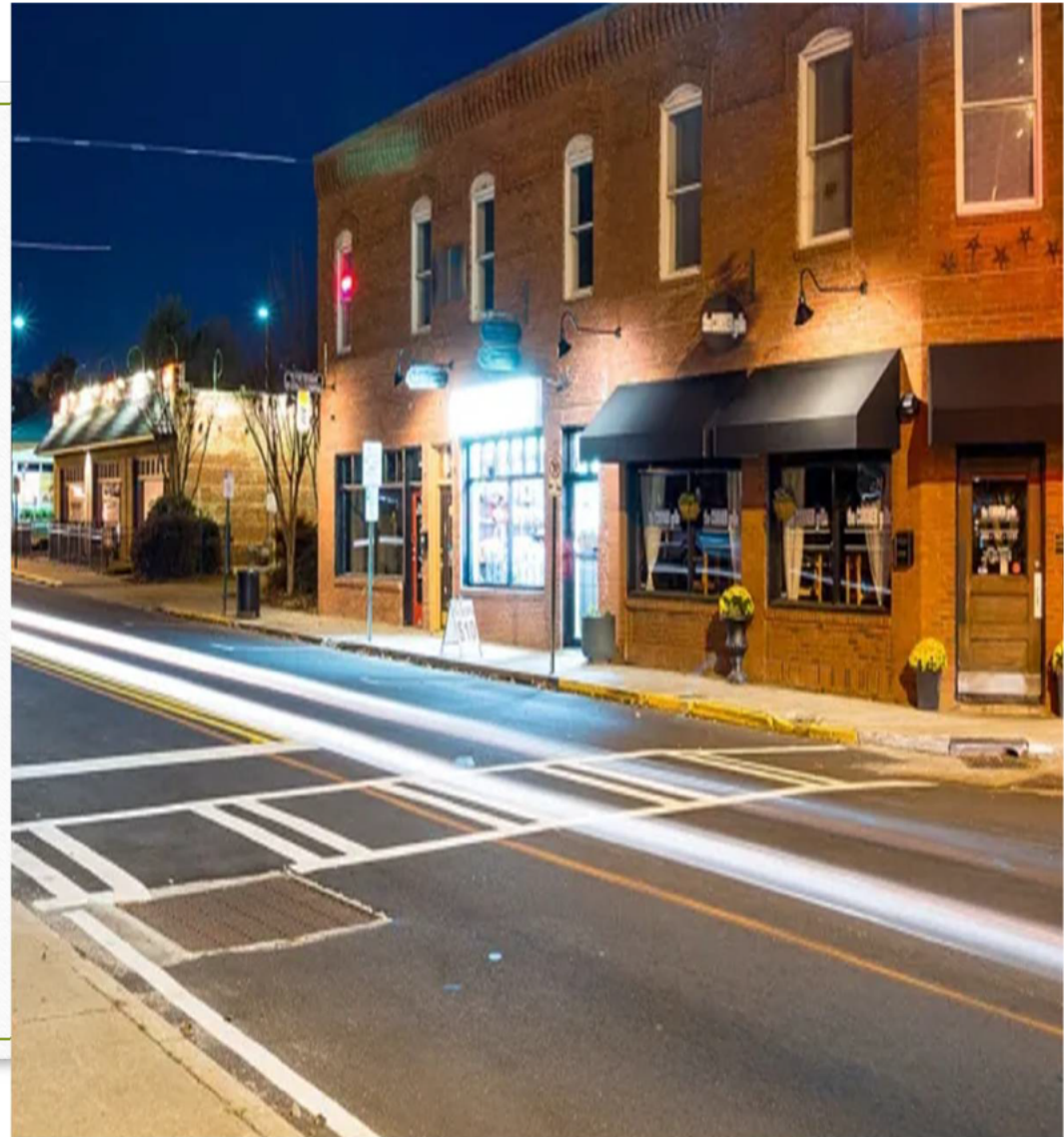
City Manager's Office Completed 05/15/2025 2:15 PM

Mayor & City Council Pending 05/19/2025 6:00 PM





## STREET REPAIR PRIORITY



# METRICS RELIED ON TO DETERMINE WHEN A STREET NEEDS PAVING

Numerical Rating Usually from 0-100 which assesses road quality

Tranverse Crack and Alligator Cracking

Load and Block Cracking

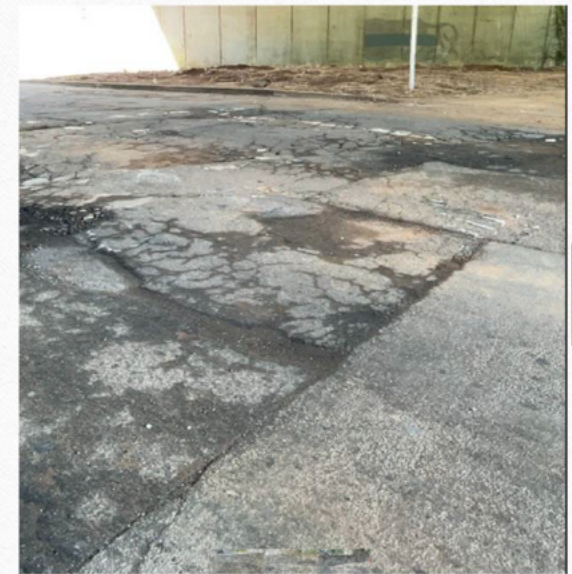
Potholes & Raveling





Virginia Avenue to Conley Street





**Best Road from West Point Avenue Heading towards T Owens Smith**





**Scofield Road before Godby Road**



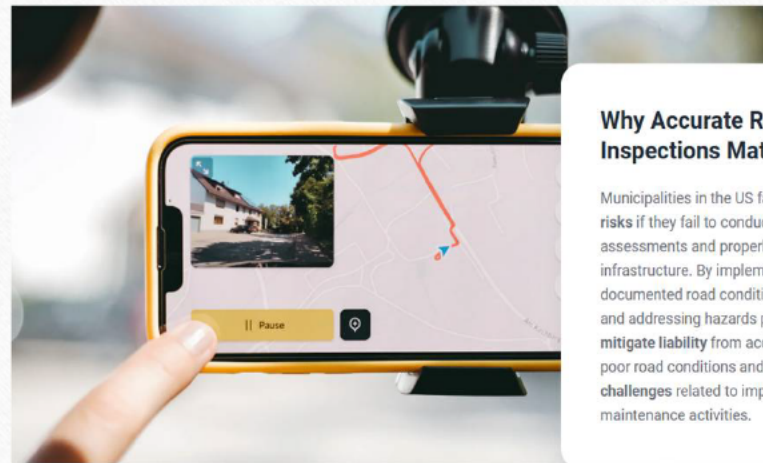
**South Hampton from Godby Road to  
West Fayetteville Road**





## INTELLIGENT ROAD MANAGEMENT SYSTEM

Artificial Intelligence + Intuitive Web System – which now allows this team to capture and record road conditions and inventory as you drive, allowing the team to plan repairs, assign tasks, and maintain a Real-time overview of every street and path in within our municipality.



### Why Accurate Road Inspections Matter

Municipalities in the US face **significant legal risks** if they fail to conduct regular road assessments and properly maintain their infrastructure. By implementing thorough, documented road condition assessments and addressing hazards promptly, cities can **mitigate liability** from accidents caused by poor road conditions and **avoid legal challenges** related to improper funding of maintenance activities.



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**CITY OF COLLEGE PARK  
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WORKSHOP SESSION**

**DOC ID: 12066**

**TO:** Honorable Mayor and Council Members

**FROM:** Dr. Emmanuel Adediran, City Manager

**DATE:** May 16, 2025

**TITLE:** Presentation: City Procurement Policies and Procedures Overview by Veronica Brown, Purchasing Administrator

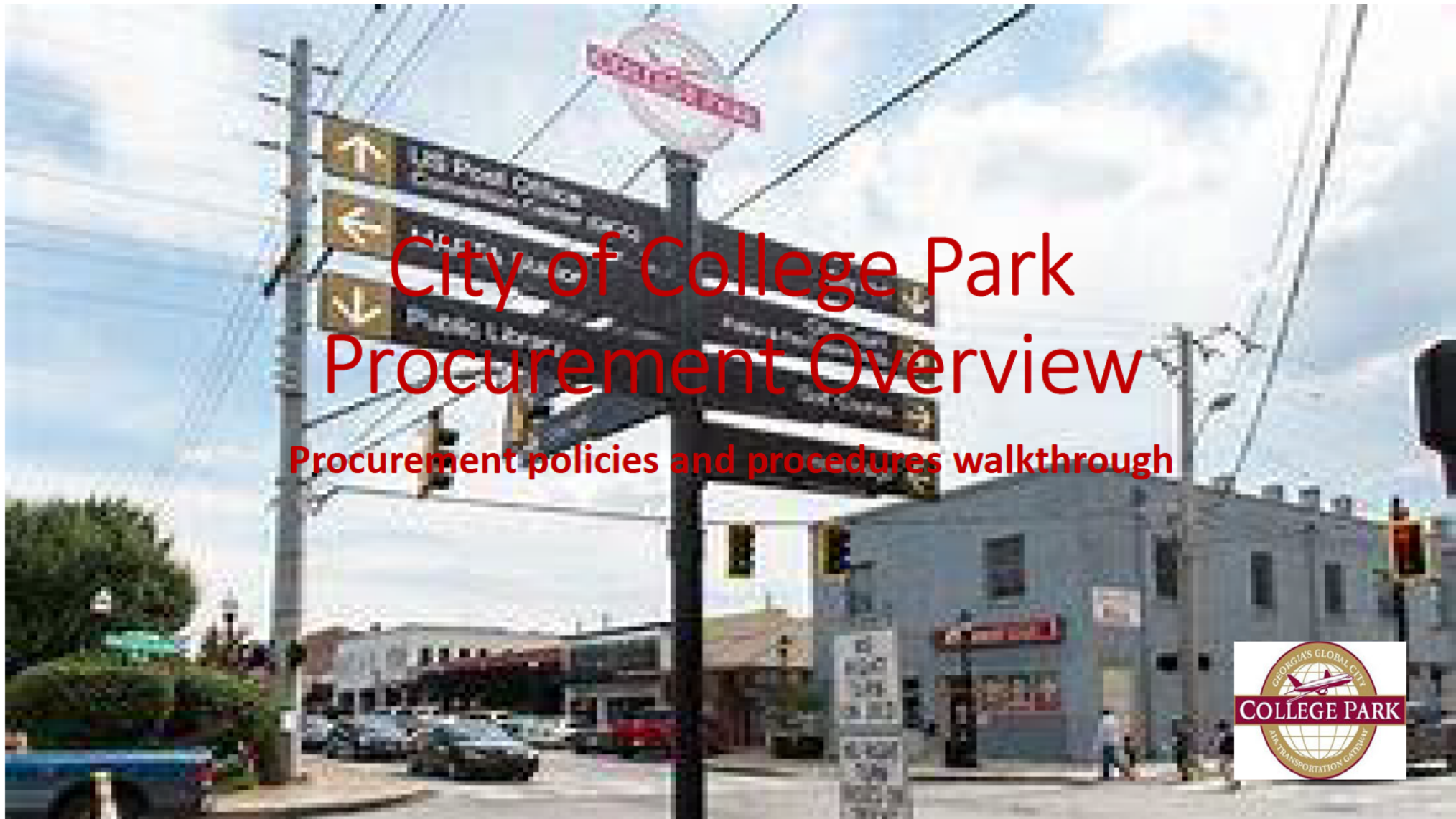
**Attachments**

City of College Park Procurement Overview (PPTX)

**Prepared by:** Kelly Bogner  
**Department Director:** Dr, Emmanuel Adediran, City Manager

**Review:**

Kelly Bogner	Completed	05/15/2025 4:00 PM
City Clerk	Completed	05/15/2025 4:00 PM
City Manager's Office	Completed	05/15/2025 5:01 PM
Mayor & City Council	Pending	05/19/2025 6:00 PM





# Procurement Requirements and Regulations



## Vendor Onboarding and Pre-Qualification

- Vendor Registration
- Pre-Check Review
- Other documents that might be required



# Procurement Thresholds

Depending on the total estimated cost and the nature of the procurement, the method will vary:

- i. \$500 or less no PO required
- ii. \$500.01 – \$10,000.00 RFQ  
(Request for Quote) - 3 quotes  
and a PO is required
- iii. \$10,000.01 and above formal  
solicitation required ITB/IFB or  
RFP



# Bid Solicitation Process

- Bid Document Preparation
- Bid Evaluation and Award





# Contract Execution

- Bid Evaluation and Award
- Contract Finalization



## Purchase Requisition and Purchase Order (P.O)



- Requisition Entry
- Budget Verification
- P.O. Issuance



# Vendor Performance and Invoice Payment

- Goods/ Services Receipt
- Invoice Submission
- Invoice Approval and Payment





# Policy Compliance and Audits

- No P.O., No Pay
- Preferred vendors
- Emergency Purchases
- Audit Readiness



# Split Purchases

A split purchase is the intentional breaking up of a larger purchase into smaller transactions to stay below a competitive bidding threshold, avoid required approvals, or bypass procurement policies.



- Why It's Unethical and Prohibited
- Audit Red Flag
- Erodes Public Trust





Q&A

