

Council Members

R. Gary Allen
Charmaine Crabb

Jerry 'Pops' Barnes
Glenn Davis

Tyson Begly
Bruce Huff

R. Walker Garrett
Toyia Tucker

Judy W. Thomas
Joanne Cogle

Clerk of Council
Sandra T. Davis



Council Chambers
C. E. "Red" McDaniel City Services Center- Second Floor
3111 Citizens Way, Columbus, GA 31906

October 31, 2023
9:00 AM
Consent Agenda / Work Session

CONSENT AGENDA/WORK SESSION

CALL TO ORDER: Mayor B. H. "Skip" Henderson, III, Presiding

INVOCATION: Offered by Pastor Bruce Conage, Rose Hill Memorial Baptist Church of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

- I. Approval of minutes for the October 24, 2023 Council Meeting and Executive Session.

WORK SESSION AGENDA

- I. Revenue Division- Business License Update - Angelica Alexander, Director, Finance
- II. Finance Update - Angelica Alexander, Director, Finance
- III. Pavement Management Update - Donna Newman, Director, Engineering
- IV. Pool Update - Holli Browder, Director, Parks & Recreation

The City of Columbus strives to provide accessibility to individuals with disabilities and who require certain accommodations in order to allow them to observe and/or participate in this meeting. If assistance is needed regarding the accessibility of the meeting or the facilities, individuals may contact the Mayor's Commission for Persons with Disabilities at 706-653-4492 promptly to allow the City Government to make reasonable accommodations for those persons.

File Attachments for Item:

1. Approval of minutes for the October 24, 2023 Council Meeting and Executive Session.

COUNCIL OF COLUMBUS, GEORGIA
CITY COUNCIL MEETING
MINUTES

Council Chambers
C. E. "Red" McDaniel City Services Center- Second Floor
3111 Citizens Way, Columbus, GA 31906

October 24, 2023
5:30 PM
Regular Meeting

M A Y O R ' S A G E N D A

PRESENT: Mayor B. H. "Skip" Henderson, III and Mayor Pro Tem R. Gary Allen and Councilors Jerry "Pops" Barnes, Tyson Begly, Joanne Cogle, Charmaine Crabb, Glenn Davis, R. Walker Garrett, Bruce Huff, Judy W. Thomas and Toyia Tucker. City Manager Isaiah Hugley, City Attorney Clifton Fay, Clerk of Council Sandra T. Davis, and Deputy Clerk of Council Lindsey G. McLemore were present.

The following documents have been included as a part of the electronic Agenda Packet: (1) Columbus Water Works FY 2023-24 Public Forum Presentation; (2) Columbus, Georgia Convention & Trade Center FY23 Review Presentation; (3) Sheriff's Administration Building Presentation

The following documents were distributed around the Council table: (1) Proposed Judicial Center Information Packet Submitted by the Springer Opera House; (2) DEK Hockey Rink at Frank Chester Recreation Center Information

CALL TO ORDER: Mayor B. H. "Skip" Henderson, III, Presiding

INVOCATION: Offered by Pastor Vince Allen, Faith Nation of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

1. Approval of minutes for the October 10, 2023, Council Meeting and Executive Session. Mayor Pro Tem Allen made a motion to approve the minutes, seconded by Councilor Davis and opened for discussion. Councilor Crabb made a motion to amend the minutes to remove the wording that reflects that Item #17 on the Legislative Agenda was a carryover item, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council. Councilor Thomas made a motion to approve the minutes as amended, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

Councilor Charmaine Crabb stated Item #17 on Legislative Agenda at the October 10, 2023, Council Meeting was listed as a carryover item from the previous year, yet it was not such. During the discussion, she stated as a realtor and property manager, she can assure Council that rent control will not benefit affordable housing but will do the opposite.

Mayor Pro Tem Allen made a motion to reconsider the vote on Item #17 on the Legislative Agenda (Resolution 373-23), seconded by Councilor Thomas and carried unanimously by the ten members of Council.

Councilor Davis then made a motion to rescind Resolution 373-23, seconded by Mayor Pro Tem Allen and carried by a nine-to-one vote, with Mayor Pro Tem Allen and Councilors Barnes, Begly, Cogle, Crabb, Davis, Garrett, Huff and Thomas voting in favor, and Councilor Tucker voting in opposition.

PRESENTATIONS

2. Water and Sewer Rate Study (Presented by Steve Davis, President Columbus Water Works)

President Steve Davis, Columbus Water Works, approached the rostrum to outline a presentation on the Water and Sewer Study.

Chief Financial Officer Carl Robinson, Columbus Water Works, approached the rostrum to provide information on the financial planning aspect of the Columbus Water Works. He stated the Columbus Water Works expects to spend over \$150 million in capital investment by 2028, which is required to maintain safe, reliable services. He stated there is an expected 4.95% increase for 2024.

Vice President Joe Crea, Raftelis Financial Consultants, approached the rostrum to provide information on the recommended rates for 2024. He stated the proposed 4.95% rate increase will add approximately \$2.42 to most customers monthly bill and less than \$3.29 to over 80% of customers' bills.

CITY ATTORNEY'S AGENDA

ORDINANCES

1. **2nd Reading- REZN-06-23-0111:** An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **119 Bascom Court** (parcel # 073-027-003) from Residential Office (RO) Zoning District to General Commercial (GC) Zoning District with conditions. (Planning Department and PAC recommend approval.) (continued on 1st Reading from 9-12-23) (as amended 10-10-23) (Councilor Davis) Councilor Davis made a motion to deny the ordinance, seconded by Councilor Crabb and carried unanimously by the ten members of Council.
2. **Ordinance (23-051) - 2nd Reading- REZN-09-23-0017:** An ordinance amending the Unified Development Ordinance (UDO) of the Columbus Code to revise the text of a definition in Chapter 13. (Planning Department and PAC recommend approval.) (Mayor Pro-Tem) Mayor Pro Tem Allen made a motion to adopt the ordinance, seconded by Councilor Thomas and carried unanimously by the ten members of Council.
3. **Ordinance (23-052) - 2nd Reading- REZN-08-23-0159:** An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **3617 2nd Avenue** (parcel # 008-009-010) from Residential Office (RO) Zoning District to Single Family Residential - 4 (SFR4) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Garrett) Councilor Garrett made a motion to adopt the ordinance, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

4. **Ordinance (23-053) - 2nd Reading- REZN-04-23-0630:** An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **910 Talbotton Road** (parcel# 016- 027-016) from Neighborhood Commercial (NC) Zoning District to Residential Office (RO) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Cogle) Councilor Cogle made a motion to adopt the ordinance, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.
5. **Ordinance (23-054) - 2nd Reading-** An ordinance providing for the demolition of various structures located at: 1) **923 39th Street** (Douglas & M Elliott, Owner); 2) **353 Marlboro Avenue** (Wallace Biggers, Owner); 3) **815 Hardegree Drive** (Valencia Melvin, Owner); 4) **529 Chesterfield Avenue** (Hiawatha Covington, Owner); 5) **318 24th Street** (Leonard III & Lorenzo Brown, Owner); 6) **1544 11th Avenue** (Jean Rodgers, Owner); and 7) **2015 5th Avenue** (Lewis P. Green Jr., Owner) and for demolition services for the Inspections and Code Department in accordance with the attached Tabulation of Bid sheet. (as amended) (Mayor Pro-Tem) Mayor Pro Tem Allen made a motion to adopt the ordinance, seconded by Councilor Crabb and carried unanimously by the ten members of Council.
6. **Ordinance (23-055) - 2nd Reading-** An ordinance amending Section 2-296 of the Columbus Code to add two members to the Liberty Theatre & Cultural Arts Center Advisory Board; and for other purposes. (Councilor Cogle) Councilor Huff made a motion to adopt the ordinance, seconded by Councilor Thomas and carried unanimously by the ten members of Council.
7. **1st Reading-** An ordinance suspending the enforcement of penalties and interest on business and occupational tax due and owing for years 2023 and prior through December 31, 2023; and for other purposes. (Councilors Cogle, Crabb, Davis and Garrett)

City Attorney Clifton Fay explained after adoption of this ordinance the enforcement of penalties and interest on business and occupational tax will be suspended from November 7, 2023 through December 31, 2023, and will not accrue during this time period. He also explained if the Council wants to waive penalties and interest for any particular year, that will require additional action.

EXECUTIVE SUMMARY REQUEST:

Councilor Cogle made a motion as per Code Section 4-307(5) of the Charter requesting the City Manager to personally provide a three-to-five-page executive summary on what is going on in the Finance Department/Occupational Taxes/Business License Department, their status, the management failures and systemic problems that have occurred and are reoccurring, the practices and authorizations of citations and/or delinquency notices directed at businesses, who issued and authorized those notices, why businesses who were not delinquent were contacted, why we are delayed in collections, and the report should be finished and provided in writing no later than the close of business on October 30, 2023, seconded by Councilor Davis and opened for discussion.

City Manager Isaiah Hugley stated it is known that there is an internal audit going on in the Finance Department with some members of Council bringing in the Troutman Pepper Firm as outside resources to aid in the audit, and he heard the word “investigation” used. He stated that with there being an internal audit being conducted on the Finance Department, he will be happy to have the Finance Director bring the three-to-five-page executive summary. He then explained the process typically followed when an internal audit is being conducted starting with an entrance interview, ongoing communication throughout the process, and then an exit interview upon completion of the

audit; all of which the Finance Director, Deputy City Managers nor himself have been contacted or provided any information.

Councilor Joanne Cogle responded to City Manager Hugley by stating pursuant to Code Section 4-307(5) and the Finance Department falling under him, members of the Council would prefer the executive summary being requested to come directly from him.

Councilor Begly made a substitute motion to delay the request made by Councilor Cogle until the third party involved with the internal audit has given their guidance on whether it is appropriate to ask this of the City Manager, seconded by Councilor Huff, opened for further discussion, and later withdrawn after a referral was made by Mayor Pro Tem Allen.

REFERRAL(S):

FOR THE CITY ATTORNEY:

- Contact 3rd party auditors for direction on whether to move forward with the request from Councilor Cogle for the City Manager to provide an executive summary. (*Request of Mayor Pro Tem Allen*)

RESOLUTION

8. **Resolution (393-23):** A resolution approving the employment of two temporary non-classified employees to serve as the Project Manager and Quality Assurance Manager (Mayor Pro-Tem) Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the nine members present, with Councilor Barnes being absent for the vote.

PUBLIC AGENDA

1. Mr. Timothy Veals, Re: Cleanup of the neighborhood.
2. Mr. Norman Easterbrook, representing River Center for the Performing Arts, Re: Plans for the new Judicial Building.
3. Mr. Jose V. Ruiz, Re: A request to reduce / eliminate mandatory parking minimums.
CANCELLED
4. Mr. Marvin Broadwater, Sr., Re: Vetting citizens' presentations appearing before City Council.
5. Mr. Paul Pierce, representing Springer Opera House, Re: Judicial Center Design.
6. Mr. Trinidad Villegas, representing Outdoor Solutions, Re: The Purchasing Division.

CITY MANAGER'S AGENDA

9. PURCHASES

- B. Grounds Maintenance Services II (Annual Contract) – RFP No. 24-0008 (*NOTE: No motion was made to approve this item at this point in the meeting but was later approved before the meeting adjourned.*)

Finance Director Angelica Alexander approached the rostrum to present this item as requested by Councilor Tucker and to respond to the comments made by Mr. Trinidad Villegas on the Public

Agenda. (*NOTE: This item was called up as the next order of business as listed on the City Manager's Agenda Item 9 "B"*) She stated it was brought to the attention of the Finance Department that Public Works was having issues with this vendor and in September 2022, a plan of action from the vendor was requested to address the issues, which was provided in tandem to the RFP.

Purchasing Manager Andrea McCorvey approached the rostrum to explain the RFP process. She stated it is not the Finance Department that makes the vendor recommendation to Council for approval, it is the committee that evaluates the vendors.

Public Works Director Drale Short approached the rostrum to address the issues with the previous vendor, Outdoor Solutions. She stated when she took over Public Works as Director, she instructed her staff to document the quality of services provided by vendors to ensure they are following contract.

City Attorney Clifton Fay explained the disclosure requirements of employees and elected officials who would have a financial interest in contractual agreements with the Columbus Consolidated Government. He stated an employee can bid on an RFP, but they must disclose that they are an employee of the Columbus Consolidated Government.

REFERRAL(S):

FOR THE CITY MANAGER:

- In the future make sure to provide feedback to the vendors holding contracts of any issues regarding the services they are providing before a new RFP comes around for those services. (*Request of Councilor Tucker*)
7. Mr. Jack Rosenhammer, representing Columbus Street Hockey, Re: Proposal for a ball hockey rink to be built at Frank Chester Recreation Center.
 8. Mrs. Audrey Holston Palmore, Re: Vacant housing- demolitions providing information concerning heir property in the city.

REFERRAL(S):

FOR THE CITY MANAGER:

- Schedule of dates for demolition of properties. Specifically looking for the status of the demolition of 1209 Carmel Court, Columbus, GA 31907. (*Request of Councilor Tucker*)

CITY MANAGER'S AGENDA

1. **Transit Trust Fund Program (TTFP) grant request for electric bus charging and maintenance equipment at METRA's campus located at 814 Linwood Blvd.**

Resolution (394-23): A resolution authorizing the submission of an application to Transit Trust Fund Program (TTFP) in an amount up to \$277,958 or as otherwise awarded, and if awarded, amend the Transportation Fund by the amount of the grant award. There is no local match requirement. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

2. 2023 Brownfield Assessment Grant Re-Write

Resolution (395-23): A resolution authorizing the application and acceptance if awarded and amend the Multi-Governmental Fund by the amount awarded up to \$500,000 from the Environmental Protection Agency to fund Brownfield Assessments of Properties within the City of Columbus. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

3. BOOST Grant 2023 YEAR 3

Resolution (396-23): A resolution authorizing the City to apply for the After School Boost Grant and, if awarded, accept the funds granted by the Georgia Statewide Afterschool Program Network “Building Opportunities for Out of School Time” Boost Grant Year 2 with no local match requirement and it will amend the Multi-Governmental Fund by the amount awarded. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

5. Bright from the Start – Snack Grant

Resolution (397-23): A resolution authorizing the acceptance of a grant of \$67,989.00, or as otherwise awarded, from the Georgia Department of Early Childcare and Learning Bright from the Start to continue the Child and Adult Care Food Program and amend the Multi-Governmental Grant funds by the amount awarded. The grant will cross over 2023 and 2024. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

6. Georgia Department of Natural Resources Grant, Recreational Trails Program

Resolution (398-23): A resolution authorizing the City Manager to submit an application for, and if awarded, accept a grant in the amount of \$200,000.00, or otherwise awarded, from the Georgia Department of Natural Resources, Recreational Trails Program with no local match requirement and to amend the Multi-Governmental Fund by the applicable amount. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

4. Maximus, Inc. for Georgia’s Childcare and Parent Services (CAPS) Program of the Bright from the Start Program.

Resolution (399-23): A resolution authorizing the city to apply for the funding and if awarded, accept the monies provided by Maximus, Inc. for the Georgia Childcare and Parent Services Program for the 2022/2023 Fiscal Year. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

7. Donation of Supplies – Columbus Police Department

Resolution (400-23): A resolution authorizing the Columbus Police Department to accept building materials from the Home Depot for the construction of K-9 Training Aids. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

8. Bingo Machine Donation

Resolution (401-23): A resolution authorizing the City to approve and accept the donation of a bingo machine to be used at Frank Chester Senior Center. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

9. PURCHASES

- A. Retail Space for Park & Ride on Manchester Expressway (Annual Contract) – RFP No. 24-0003

Resolution (402-23): A resolution authorizing the contract with Blitz 45 Fitness (Columbus, GA), to occupy the retail space within the (Rails-to-Trails) Fall Line Trace Park and Ride location at 3690 Manchester Expressway. Councilor Huff made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

Councilor Charmaine Crabb stated she would like to see the rent collected for this retail space to go back into the maintenance of the park that shares this location. She explained that she has noticed that the park equipment needs to be updated.

City Manager Isaiah Hugley explained typically rental proceeds are deposited into the General Fund and if there were any needed maintenance the funding would come from the respective department's budget. He suggested continuing doing what is currently being done with rental proceeds and not set a precedence.

- B. Grounds Maintenance Services II (Annual Contract) – RFP No. 24-0008

(NOTE: No motion was made to approve this item at this point in the meeting but was later approved before the meeting adjourned.)

- C. Mental Health Services for Muscogee County Prison

Resolution (403-23): A resolution authorizing the execution of a contract with New Horizons Community Service Board d/b/a New Horizons Behavioral Health (Columbus, GA) for mental health services for inmates at Muscogee County Prison for a one-year period. New Horizons Behavioral Health will provide five telephone consultations and contract administration in the amount of \$500.00 per month. Provider services will be \$150.00 per hour; clinician services will be \$100.00 per hour; psychologist services will be \$100.00 per hour; and additional consultations beyond the five monthly telephone consultations will be \$50.00 per call. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Garrett and carried unanimously by the ten members of Council.

- D. Repair of Compactor for Public Works Department

Resolution (404-23): A resolution authorizing payment to Yancey Brothers (Fortson, GA), in the amount of \$73,882.35, for the repair of a 2012 Aljon large compactor, vehicle #11354. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Garrett and carried unanimously by the ten members of Council.

10. UPDATES AND PRESENTATIONS

- A. Trade Center Update – Hayley Tillery, Executive Director, Columbus Convention & Trade Center

Columbus Convention & Trade Center Director Hayley Tillery approached the rostrum to provide an update on the Columbus Convention & Trade Center. During the presentation she shared information on the various events held, the revenue collected, and the positive economic impact of some events choosing to be held in Columbus, Georgia.

B. Sheriff's Office Administration Building Update – Ryan Pruett, Director, Inspections & Code

Inspections & Code Director Ryan Pruett approached the rostrum to provide a brief update on the plans for the new Sheriff's Office Administration Building. During the presentation he shared information on what was not included in the plans for the Administration Building due to lack of available funding in the project budget. He explained the current budget does not accommodate the requested courtroom at a cost of \$1,687,314.53 and other additional needs at a cost of \$1,835,294.59. He stated the additional needs include (1) garage for storage of equipment and processing of vehicles for evidence, (2) fitness center including locker room and showers, (3) canopy to provide covered parking, (4) IBIS Room, (5) enhanced AV Systems for Situation Room and Media Room, (6) perimeter fencing to provide secure parking for a portion of the parking lot.

Muscogee County Sheriff Greg Countryman approached the rostrum to respond to questions from Councilor Tucker and to further explain the needs of the Muscogee County Sheriff's Department that were not included in the plans. After providing his explanation, he requested the help of the City Council in providing the necessary funding to add these needs to the project.

Finance Director Angelica Alexander approached the rostrum to respond to a question from Councilor Thomas by stating they are expecting \$4.2 million in unassigned OLOST Infrastructure Reserves. She requested the members of Council not to make a motion since it would come back on the purchasing agenda to amend the contract to include the additional items.

Councilor Thomas made a motion to add to the new Sheriff's Office Administration Building plans (1) garage for storage of equipment and processing of vehicles for evidence, (2) fitness center including locker room and showers, (3) canopy to provide covered parking, (4) IBIS Room, (5) enhanced AV Systems for Situation Room and Media Room, (6) perimeter fencing to provide secure parking for a portion of the parking lot, and (7) courtroom, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

BID ADVERTISEMENT

DATE: October 24, 2023

November 8, 2023

1. **1st Avenue Sidewalk Improvement Project – RFB No. 24-0014**

Scope of Bid

The scope of work includes clearing, excavation and removal, earthwork and grading, pavement and miscellaneous site improvements, soil erosion control measures, landscaping and tree planting.

This is a U. S. Department of Housing and Urban Development (HUD) funded project, which utilizes Community Development Block Grant (CDBG) funding. The awarded contractor shall adhere to all HUD and CDBG project requirements, including Section 3. The requirements are listed on pages 15 - 35 of the Request for Bids (RFB) document.

November 17, 2023

1. **Ambulance Billing and Collection Services for Columbus Fire & EMS Department (Annual Contract) – RFP No. 24-0004**

Scope of RFP

Columbus Consolidated Government (the City) invites qualified vendors to provide ambulance billing and collection services for the Columbus Fire & EMS Department. The services are required to enhance and develop an internal revenue cycle and will be procured on an as-needed basis.

The initial term of the contract will be for two years, with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

REFERRALS:

Referrals: 10.10.23

CLERK OF COUNCIL’S AGENDA

ENCLOSURES - ACTION REQUESTED

1. **Minutes of the following boards:**

Board of Elections & Registration, July 6, and August 3, 2023

Board of Tax Assessors, #34-23

Civic Center Advisory Board, September 21, 2023

Land Bank Authority, August 9, and September 13, 2023

Pension Fund, Employees’ Board of Trustees, April 12, May 10, and June 21, 2023

River Valley Regional Commission, August 23, 2023

Tree Board, October 24, 2022 and February 9, 2023

Mayor Pro Tem Allen made a motion to receive the minutes of various boards, seconded by Councilor Huff and carried unanimously by the ten members of Council.

BOARD APPOINTMENTS- ACTION REQUESTED:

2. **COUNCIL APPOINTMENT- READY FOR CONFIRMATION:**

A. **BOARD OF TAX ASSESSORS:** Mr. Todd Hammons was nominated to serve another term of office. (*Councilor Crabb’s nominee*) Term expires: December 31, 2029. Councilor Crabb made a motion for confirmation, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

3. **COUNCIL APPOINTMENT: NOMINATION FROM THE COMMISSION AND MAY BE CONFIRMED FOR THIS MEETING:**

A. **AIRPORT COMMISSION:**

A nominee for the seat of James Barker (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Airport Commission (*Council’s Confirmation*). Clerk of Council Davis stated the

Columbus Airport Commission has submitted its nominee of James Barker to serve another term of office. Councilor Crabb made a motion to confirm the reappointment of James Barker, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

4. COUNCIL NOMINATIONS- THREE NOMINEES ARE SENT TO THE AUTHORITY FOR SELECTION:

A. THE MEDICAL CENTER HOSPITAL AUTHORITY OF COLUMBUS:

A nominee for the seat of John Bucholtz (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Medical Center Hospital Authority of Columbus (*Council's Nomination*). Clerk of Council Davis explained the Council submits three (3) nominees to the Medical Center Hospital Authority for each seat and the Medical Center Hospital Authority selects the successor for Council's confirmation and recommendations for the seat of John Bucholtz are John Bucholtz, Tracy L. Sayers, and Murray Solomon. Mayor Pro Tem Allen made a motion to submit the three recommendations to the Medical Center Hospital Authority for selection, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

A nominee for the seat of Fredrick McKnight (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Medical Center Hospital Authority of Columbus (*Council's Nomination*). Clerk of Council Davis explained the Council submits three (3) nominees to the Medical Center Hospital Authority for each seat and the Medical Center Hospital Authority selects the successor for Council's confirmation and recommendations for the seat of Fredrick McKnight are Fredrick McKnight, Tracy L. Sayers, and Murray Solomon. Mayor Pro Tem Allen made a motion to submit the three recommendations to the Medical Center Hospital Authority for selection, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

5. COUNCIL APPOINTMENTS- ANY NOMINATIONS WOULD BE LISTED FOR THE NEXT MEETING:

A. BOARD OF ELECTIONS & REGISTRATION:

A nominee for the seat of Edwin Roldan (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Board of Elections & Registration (*Council's Appointment*). Councilor Crabb renominated Edwin Roldan to serve another term.

A nominee for the seat of Margaret Jenkins (*Rotating off the board*) for a term expiring on December 31, 2023, on the Board of Elections & Registration (*Council's Appointment*). Councilor Tucker nominated Annette Williams to succeed Margaret Jenkins.

A nominee for the seat of Diane Scrimshire (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Board of Elections & Registration (*Council's Appointment*). Councilor Crabb renominated Diane Scrimshire to serve another term.

REFERRAL(S):

FOR THE MAYOR:

- Provide a proclamation for Margaret Jenkins honoring her twenty-eight years of services on the Board of Elections & Registration. (*Request of Councilor Thomas*)

B. BOARD OF HEALTH:

A nominee for the seat of Sylvester McRae (*Eligible to succeed- Interested in serving another term*) for a term expiring on December 31, 2023, on the Board of Health (*Council's Appointment*). Councilor Huff renominated Sylvester McRae to serve another term.

A nominee for the seat of James Lopez (*Not Eligible to succeed*) for a term expiring on December 31, 2023, on the Board of Health (*Council's Appointment*). There were none.

C. BOARD OF WATER COMMISSIONERS:

A nominee for the seat of Clint W. Cox (*No longer a resident of Muscogee County*) for a term expiring on December 31, 2023, on the Board of Water Commissioners (*Council's Appointment*). Councilor Thomas nominated Nick Smith to succeed Clint W. Cox.

D. COOPERATIVE EXTENSION ADVISORY BOARD:

A nominee for the seat of Lawanna Williams (*Eligible to succeed*) for a term expiring on December 31, 2023, on the Cooperative Extension Advisory Board (*Council's Appointment*). Clerk of Council Davis advised that Ms. Williams does not desire to serve another term. There were none.

A nominee for a vacant seat for a term expiring on December 31, 2028, on the Cooperative Extension Advisory Board (*Council's Appointment*). There were none.

E. LAND BANK AUTHORITY:

A nominee for the seat of Chris Phillips (*No longer a resident of Muscogee County*) for a term expiring on October 31, 2026, on the Land Bank Authority (*Council's Appointment*). Councilor Begly nominated Carson Cummings, Jr. to fill the unexpired term of Chris Phillips.

F. TREE BOARD:

A nominee for the seat of Farah Dewsbury (*Eligible to succeed*) for a term expiring on December 31, 2023, as an At-Large Member on the Tree Board (*Council's Appointment*). Councilor Crabb renominated Farah Dewsbury to serve another term. Clerk of Council Davis stated the board members that are eligible to succeed themselves will be contacted regarding their interest in serving another term and would be listed on the agenda for November 7, 2023.

A nominee for the seat of Robert Hecht (*Eligible to succeed*) for a term expiring on December 31, 2023, as a Commercial or Industrial Development Representative on the Tree Board (*Council's Appointment*). Councilor Crabb renominated Robert Hecht to serve another term.

A nominee for the seat of Chris Henson (*Does not desire reappointment*) for a term that expired on July 1, 2022, as the Environmental Advocacy Representative on the Tree Board (*Council's Appointment*). There were none.

A nominee for the seat of Troy Keller (*Not Eligible to succeed*) for a term that expired on December 31, 2020, in the Educator Seat on the Tree Board (*Council's Appointment*). There were none.

A nominee for the seat of Frank Tommey (*Not Eligible to succeed*) for a term that expired on December 31, 2020, in the Residential Development Seat on the Tree Board (*Council's Appointment*). There were none.

Clerk of Council Davis advised that Councilor Cogle is nominating Amy J. Spencer for a seat on this board, and we would outline for the next meeting the appropriate seat.

REFERRAL(S):

FOR THE MAYOR:

- Put together a committee of Councilors to look at all the boards, committees, and commissions to see about making changes. She explained there is an issue with Councilors being able to find younger citizens that are willing to serve on these boards due to lack of time. (*Request of Councilor Thomas*)

ANNOUNCEMENTS:

Councilor Jerry “Pops” Barnes reminded everyone of the Veterans Day Parade to be held on November 11, 2023, to begin at 9:30 a.m. After the parade, there will be a “Thank You” to Veterans, starting at 12:30 p.m., as well as, a show consisting of national artists.

Councilor Jerry “Pops” Barnes then thanked Columbus State University for nominating him for the Thomas Y. Whitley Distinguished Alumnus Award.

Councilor Toyia Tucker announced a collaboration with the Department of Parks & Recreation, Public Safety Departments and others to host Trunk of Treat, on Saturday, October 28, 2023, at the Shirley B. Winston Park, from 5:00 p.m. to 7:00 p.m.

PUBLIC AGENDA (continued) 3 Additional Minutes:

4. Mr. Marvin Broadwater, Sr., Re: Vetting citizens’ presentations appearing before City Council.
6. Mr. Trinidad Villegas, representing Outdoor Solutions, Re: The Purchasing Division.
8. Mrs. Audrey Holston Palmore, Re: Vacant housing- demolitions providing information concerning heir property in the city.

EXECUTIVE SESSION:

Mayor Henderson entertained a motion to go into executive session to discuss matters of litigation, personnel, and real estate acquisition and disposal as requested earlier in the meeting by City Attorney Fay. Mayor Pro Tem Allen made a motion to go into Executive Session, seconded by Councilor Cogle and carried unanimously by the ten members of Council, with the time being 9:26 p.m.

The Regular Meeting reconvened at 10:16 p.m., at which time, Mayor Henderson announced that the Council did meet in executive session to discuss matters of litigation, personnel, and property acquisition and disposal; however, there were no votes taken.

EXECUTIVE SUMMARY REQUEST:

Councilor Cogle restated her earlier motion as per Code Section 4-307(5) of the Charter requesting the City Manager to personally provide a three-to-five-page executive summary on what is going on in the Finance Department/Occupational Taxes/Business License Department, their status, the

management failures and systemic problems that have occurred and are reoccurring, the practices and authorizations of citations and/or delinquency notices directed at businesses, who issued and authorized those notices, why businesses who were not delinquent were contacted, why we are delayed in collections, and the report should be finished and provided in writing no later than the close of business on October 30, 2023, seconded by Councilor Davis and carried by an eight-to-two vote, with Mayor Pro Tem Allen and Councilors Begly, Cogle, Crabb, Davis, Garrett, Thomas and Tucker voting in favor, and Councilors Barnes and Huff voting in opposition.

9. **PURCHASES**

B. Grounds Maintenance Services II (Annual Contract) – RFP No. 24-0008

Resolution (405-23): A resolution authorizing the execution of annual contracts with Four Seasons Lawn Care (Columbus, GA) for areas 1 and 6, and Landscape Workshop Columbus (Columbus, GA) for 8 for routine grounds maintenance services on weekly, monthly, and yearly schedules. The Public Works Department budgets approximately \$2,400,000.00 annually for services in all nine (9) grounds maintenance areas. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried by a seven-to-three vote, with Mayor Pro Tem Allen and Councilors Barnes, Begly, Davis, Garrett, Huff and Tucker voting in favor, and Councilors Cogle, Crabb and Thomas voting in opposition.

Purchasing Manager Andrea McCorvey approached the rostrum to respond to a question from Councilor Thomas by stating if approved this contract would become effective starting tomorrow.

With there being no further business to discuss, Mayor Henderson entertained a motion for adjournment. Motion by Mayor Pro Tem Allen to adjourn the October 24, 2023 Regular Council Meeting, seconded by Councilor Tucker and carried unanimously by the ten members of Council, with the time being 10:22 p.m.

Sandra T. Davis, CMC
Clerk of Council
Council of Columbus, Georgia

File Attachments for Item:

I. Revenue Division- Business License Update - Angelica Alexander, Director, Finance

Business License Process Update

Columbus Consolidated Government

October 31, 2023



Topics of Discussion

01. Renewal Deadline Extensions

License renewal due date has been extended for the last 4 years.

02. Staffing Challenges

Retention of experienced employees.

03. Software Issues

Implementation of new licensing software.

04. Compliance Notices

Delay of courtesy non-compliance notifications.

05. What's next

Steps taken to address concerns.



01. Renewal Deadline Extensions

- Extension of license renewal due dates for the past 4 years has negatively impacted business license processing.
 - 2020, 2021, 2022 - Due date was extended to June 1st (normally April 1st)
 - 2023 - Due date was extended to May 1st (normally April 1st)
- Typically takes 4-5 months to complete renewal processing after deadline.
- Businesses tend to wait until the deadline to renew, mostly by mail.
- Extended deadlines creates a shorter window for staff to finish current renewals before the next renewal cycle begins.

02. Staffing Challenges

- There are 6 approved/budgeted positions in the Occupational Tax Section (excluding the Revenue Division Manager). From January 2020 to October 2023, the vacancy rate by position is as follows:
 - Licensing & Tax Supervisor – 30%
 - Revenue Auditor – 28%
 - Revenue Auditor – 26%
 - Licensing & Tax Clerk – 48%
 - Licensing & Tax Clerk – 0%
 - Licensing & Tax Clerk – 0%
- Inconsistent staffing levels and inexperienced staff has slowed down efficiency with processing licenses and renewals.
- COVID-19 exposure/quarantine guidelines has had some impact to the normal annual processes.
- Established operational procedures/policy not consistently followed.

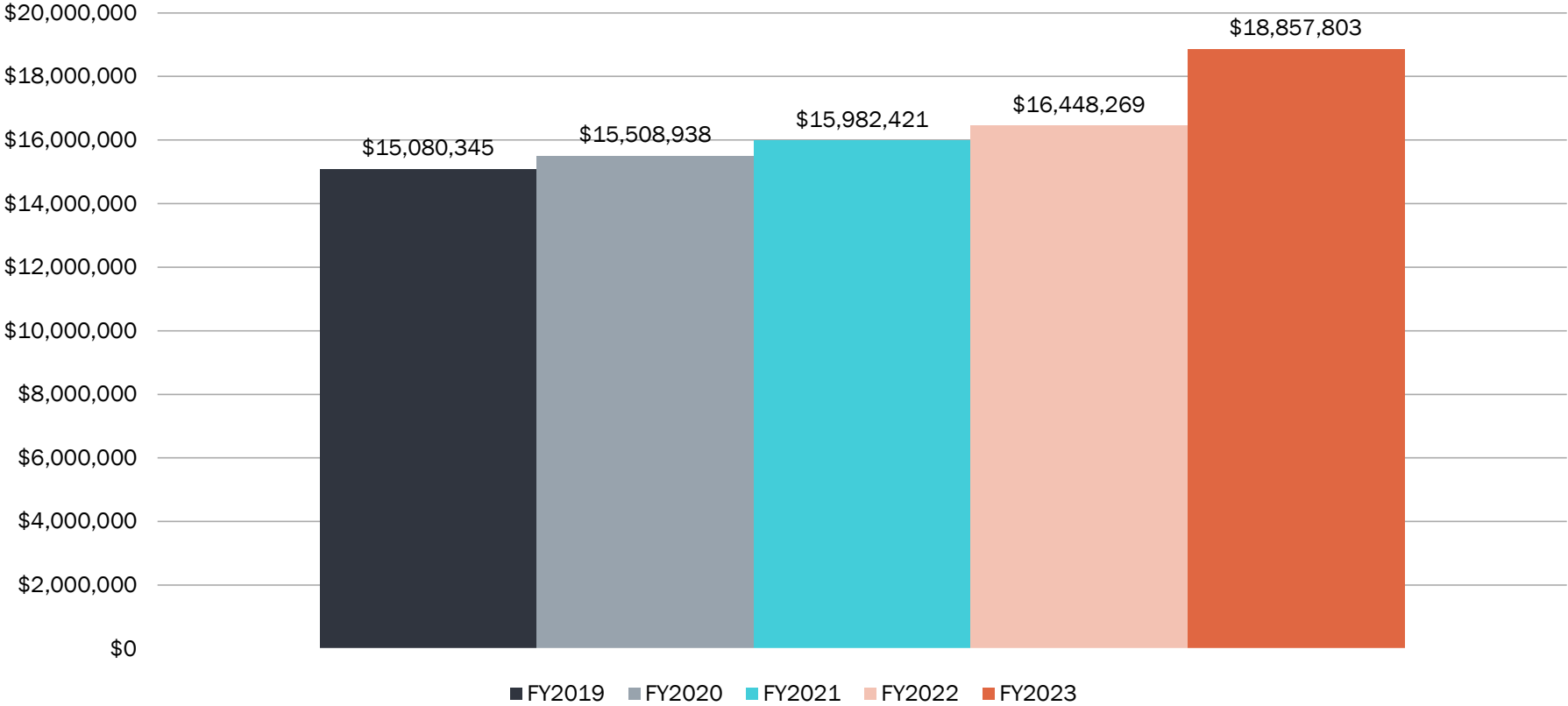
4



Last 5 Fiscal Years

Year-over-Year Occupational Tax Revenue

(Deposited and Recorded)



03. Software Issues

- New business licensing software was implemented in April 2021.
 - Software will support online processing of license renewals and other tax remittances.
- Productivity has decreased post-migration due to system performance issues such as extensive buffering and requiring more steps to complete processing of a license.
- I.T. has been working with the software vendor regarding our performance issues, but to fix some of the issues requires another upgrade.
- I.T., Finance, and the software vendor are engaged in preliminary discussions regarding the next upgrade.

04. Compliance Notices

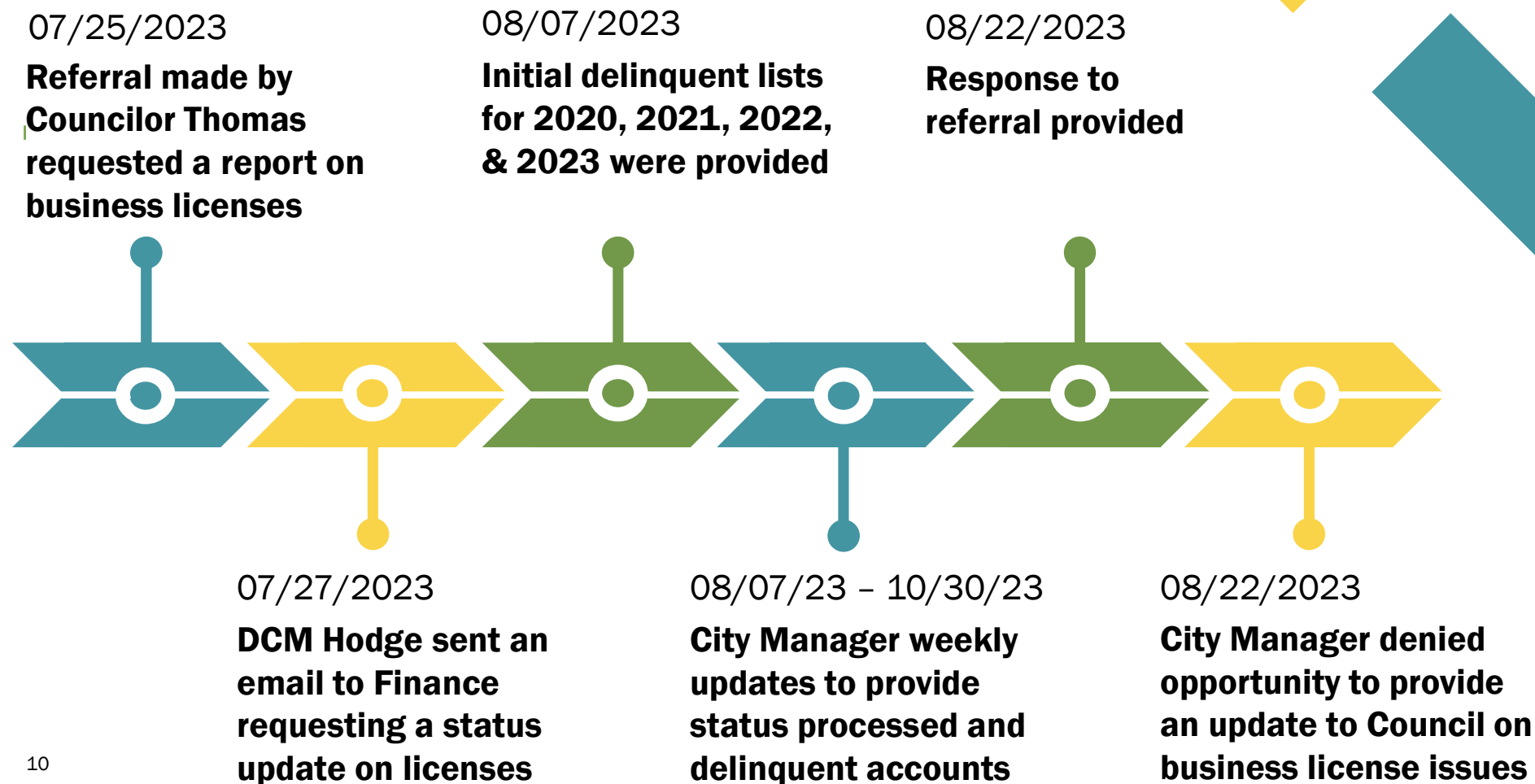
- As part of annual processes, the Revenue Division typically sends a courtesy delinquent notice to businesses who have failed to submit license renewals for the current year.
- If businesses do not respond to the notice, a delinquent list is provided to Code Enforcement.
- Code Enforcement checks to see if the business is still operating in its specified location and if so, they typically issue a warning citation to compel code compliance. Non-compliance may result in a court citation.
 - Code Enforcement has no jurisdiction outside of Muscogee County.
- Courtesy delinquent notifications for 2020, 2021, and 2022 were not mailed until August 2023 along with 2023 notices. However, businesses are still responsible for obtaining a license annually.

Renew by date and expiration date are printed on every license.

Occupation Tax License			THIS RECEIPT NOT OFFICIAL UNLESS VALIDATED	
City of Columbus, Georgia			PAID	
Date Issued: March 24, 2023	Fee Type	Revenue Code	Mar 24 2023	
Expires: December 31, 2023	Occupation Tax Administrative Fee	4140	Occupation Tax	
Renew by: April 01, 2024		\$75.00	Columbus Consolidated Government	
Occupational Tax#: OCC000000-03-2023 C.O. #: CO-03-23-0000 Account #: 0000000-03-2023				
Business Address:		Mailing Address:		
ANY BUSINESS INC		ANY BUSINESS INC.		
1234 MAIN STREET		ATTN: JOHN Q PUBLIC		
COLUMBUS, GA 31909		1234 MAIN STREET		
		COLUMBUS, GA 31909		
Business Name: <u>ANY BUSINESS INC</u>				
Type of Occupation: <u>TIRE DEALERS</u>				

Sec 19-36(a): License required. For the year 1996 and succeeding years thereafter, each person engaged in any business, trade, profession or occupation in Columbus, Georgia (whether with a location in Columbus, Georgia, or in the case of an out-of-state business with no location in Georgia exerting substantial efforts within the state pursuant to O.C.G.A. Section 48-13-7), shall register and take out a license for said business, trade, profession, or occupation, which license shall be displayed in a conspicuous place in the place of business.

Timeline



05. What's Next?

- Non-compliance letters for 2020, 2021, 2022 and 2023 were mailed out.
- Delinquent business listing has been turned over to Code Enforcement.
- Finance will continue to work overtime to complete pending license renewals. Code Enforcement has been authorized to work overtime to work through the delinquent list for non-compliance.
- City Manager has also authorized temporary staff to assist with simple routine tasks such as answering/returning calls, filing, and processing mail to allow experienced staff to focus on license processing.
- I.T and Finance staff will continue engagement with software vendor regarding the next software upgrade with the goal of implementing online processing by the end of the 2nd quarter in 2024.



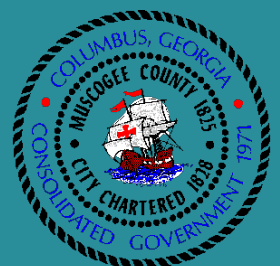
Questions?

Executive Summary Report - Business License Processing



OCTOBER 30, 2023

Columbus Consolidated Government



Executive Summary

I. Introduction

Council has requested executive management to provide a summary report to advise what is happening in the Finance Department/Occupational Taxes and Business License Department to include: the status, the management failures, and the systematic problems that have occurred and are reoccurring. The practices and authorizations of citations and/or the delinquency notices that have been directed at the businesses. Who issued and authorized those notices? Why the businesses that were delinquent were not contacted, and why there were delays in those collections.

II. Overview

Business license processing is a function of the Revenue Division of the Finance Department. The division had reported to management they were delayed in processing business license renewals beginning during the pandemic. The division did not report to management the extent of the delay or the negligence of not following established enforcement protocol for businesses who did not renew. This was discovered by management after a referral from Council at the request of Deputy City Manager Pam Hodge to the Finance Director and Revenue Division Manager for reports and information. Since that time, immediate action has been taken to address the known issues. An overview of licensing processes, issues, timelines, and actions taken corresponding to delays with processing licenses are outlined in this report.

III. Processes

All businesses operating in Muscogee County are required to have a business license and renew annually by April 1st. Businesses can renew in 1 of 3 ways: In person at 3111 Citizens Way, by mail to the office or by mail to the lockbox. There are standard documents that are required for all businesses while some specific trades require additional documentation for licensure. These documents are required by either local, state, or federal law. Standard documents include an Occupation Tax return, E-Verify

affidavit, S.A.V.E. affidavit, and Request/Renewal Application. If any of the forms are not included, the request/renewal submission is deemed to be incomplete and is unable to be processed.

In-person renewals are handled as a priority. When a customer is not in-person, generally, mailed license renewals are processed in the order in which they are received. If a license renewal cannot be processed, a “problem letter” is sent to the business outlining the missing or corrected documents required.

Around August/September, a courtesy delinquent notice is sent to all businesses who have not renewed their license. This includes those businesses that did not respond to a “problem letter”. If a business does not come into compliance, a delinquent list is generated for Code Enforcement. Code Enforcement should visit each business location and either issue a warning to comply or a citation for operating without a business license OR determine the business is no longer in operation. Code Enforcement does not have any jurisdiction outside of Muscogee County and are unable to issue any warnings/citations for non-compliance outside of the county. Out of county businesses would only receive the courtesy delinquent notice. Preparation for the next business license renewal cycle begins in January with license renewal packets being mailed out around January/February. While January/February is the typical window for mailing renewal packets, it should be noted that 2023 license renewal packets were mailed on March 8, 2023, not only because of the issues listed in this report but there was also some uncertainty if a mandatory address change for the business license lockbox would be imposed by the bank at that time.

IV. Issues

To date, staff has reported that the issues surrounding the delay in processing business licenses are due to the extension of the renewal deadline for 4 years (2020, 2021, and 2022 from April 1st to June 1st and 2023 from April 1st to May 1st), staffing shortages and turnover, increased processing time from a software system upgrade as well as failure to timely issue courtesy delinquent notices to businesses who did not renew their business

license by the deadline and turn over delinquent accounts to Inspections & Codes Department, Code Enforcement Division for enforcement.

1) Extension of Renewal Deadlines

Extensions in the renewal due date for the past 4 years (2020, 2021, 2022 & 2023) have negatively impacted business license processing. Historically, businesses tend to wait until or close to the deadline, which is normally April 1st, to submit their license renewals. Processing thousands of licenses may typically take 4-5 months to complete. Thus extending the deadline creates a shorter window for staff to finish current renewals before preparation for the next renewal cycle begins. It should also be noted that alcohol license renewals operate on a different renewal schedule than business license renewals. Preparation for alcohol license renewals begins in the August - September timeframe. Staff must secure appropriate documentation to initiate the coordination of the alcohol license renewal process among several departments before a license can be issued. Due to time constraints and the level of effort associated with processing alcohol renewals, staff that may have been previously assisting with processing business license renewals must now shift focus to processing alcohol license renewals.

2) Staffing Shortages/Turnover

Finance, like most departments, has always been tasked with providing more services with fewer resources. In addition to license processing, other responsibilities of the Revenue Division in the Finance Department include the following:

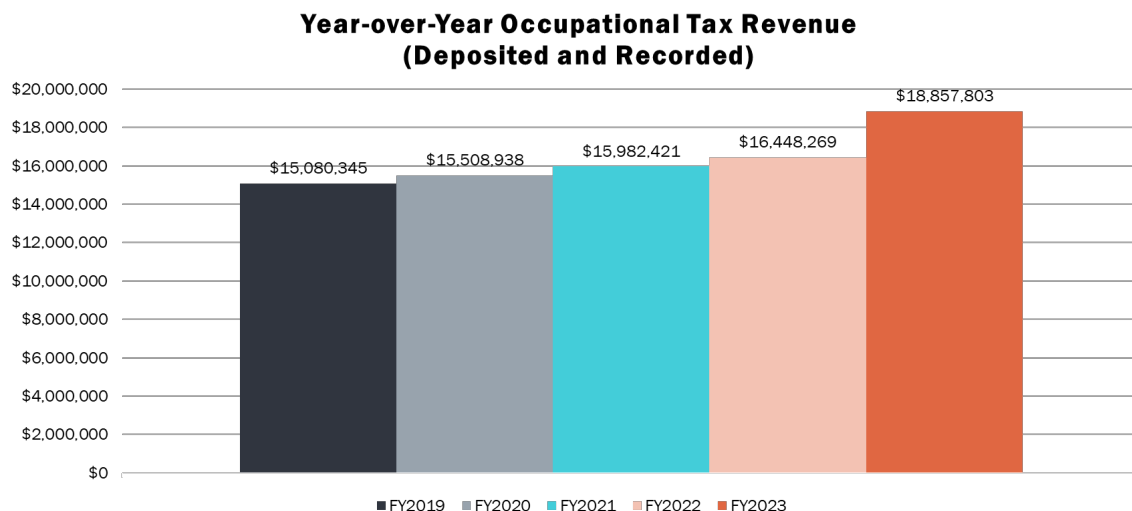
Occupational Tax Section - Insurance, Business, and Alcohol License Processing, Hotel/Motel and STVR Tax Collections, Vehicle Excise Tax Collections, Mixed Drink Tax, Wine Tax, and Beer Tax Collections, Franchise Fees, Special Event Alcohol Permits

Billing and Collection Section - Ambulance Billing and Collections, Lease Revenue, Landfill Billing and Collections, Demolition and Lot Clearing Liens & Collections, Hazardous Materials Permits

There are 6 approved/budgeted positions in the Occupational Tax Section (excluding the Revenue Division Manager). From January 2020 to October 2023, the vacancy rate by position is as follows:

- Licensing & Tax Supervisor – 30%
- Revenue Auditor – 28%
- Revenue Auditor – 26%
- Licensing & Tax Clerk – 48%
- Licensing & Tax Clerk – 0%
- Licensing & Tax Clerk – 0%

As shown above, multiple positions were vacant between 26% to 48% of the referenced time frame. With that, inconsistent staffing levels and inexperienced staff has reduced efficiency in all facets of the license renewal process. In addition to retention issues, COVID-19 exposure/quarantine guidelines have had some impact to the normal annual processes as well. Staffing shortages also created some challenges with performing simple routine tasks such as answering/returning calls, filing, and processing mail. The bulk of license renewals are received via mail so processing the mail timely is critical because checks may be enclosed. Because of retention issues, staff were unable to timely process all checks received in the office which caused some checks to become stale dated. However, many of the stale dated checks were replaced and processed. It should be noted that no fraud or theft has been discovered regarding these checks. In addition, year after year, occupation tax revenue deposits have increased from \$15 million in FY2019 to over \$18 million in FY2023.



However, non-compliance with the city's cash handling policies regarding timely deposits has been addressed and reinforced. Temporary staffing has also been authorized in the Revenue Division to help perform the above referenced routine tasks to meet policy requirements and to allow more experienced staff to focus on processing renewals.

3) Software Issues

To gain efficiency with online license and tax remittance processing, the need to undergo a software system upgrade was necessary. The new business licensing software was implemented in April 2021. Although the migration to the new cloud-based system was successful, it has not been without its share of challenges. Productivity has decreased post-migration due to system performance issues such as extensive buffering and requiring more steps to complete processing of a license. It now takes approximately 20 - 25 minutes to process a standard license renewal whereas with the old system, it could be completed in roughly half the time. Information Technology and Finance staff are engaged in discussions with the software vendor to address system performance issues and determine next steps to realize expected automation efficiencies.

4) Courtesy Non-Compliance Notices

As part of annual processes, the Revenue Division of the Finance Department typically sends a courtesy delinquent notice to businesses who have failed to submit license renewals for the current year. It was discovered by management in August 2023 that Revenue Division staff failed to timely issue courtesy delinquent notices and subsequently turn over delinquent accounts to Inspections & Codes Department, Code Enforcement Division for enforcement. Since discovery, courtesy delinquent notices for license years 2020, 2021, 2022, and 2023 were mailed in August 2023. Unfortunately due to miscommunication, some businesses inadvertently received delinquent notices. These businesses were those who were pending processing and/or were processed between the time the notices were generated and mailed. The delinquent business license list was turned over to Code Enforcement on September 13, 2023. The enforcement of delinquent business licenses is currently the responsibility of the Inspection & Codes Department. The Special Enforcement Division of the Public Works

Department was moved to the Inspections & Codes Department in September 2017. Prior to this move, the business license enforcement was handled by the Special Enforcement Division in the Public Works Department with 6 Special Enforcement Officers. After consolidation, the former Inspections & Codes Director assigned delinquent business license enforcement to 1 Sign Inspector. In July 2020, the current director of the Inspections & Codes Department was appointed who acknowledges that he did not receive a full delinquent business license report for enforcement until September 13, 2023. The current director has assigned all 9 Code Enforcement Officers to handle the delinquent business license enforcement in their assigned area of Muscogee County. With enforcement, past due occupation tax revenue will be collected with penalty and interest. While enforcement of the validating licensure lies with the city, it is also the responsibility of the business to comply. Businesses are required to close out their business license account if they are no longer in business or notify the city when they have changed locations. Often, businesses do not close out their business license account if they go out of business, move the business outside of Muscogee County, the owner passes away, or the business is sold. Thus causing the city to receive hundreds of pieces of returned mail annually and forcing the city to spend unnecessary resources to validate if the business is still operational in its specified location.

V. Timeline of Events

- 7/25/2023 – Councilor Thomas requested a report on Business Licenses.
- 7/27/2023 – DCM Hodge sent an email request to Finance Director Angelica Alexander and Revenue Manager Yvonne Ivey requesting an update on the status of business licenses for 2022 and 2023. How many were renewed for each year? How many businesses with licenses in 2020 and 2021 have not renewed? How many licenses are pending for 2022 and 2023? We are getting a lot of questions about the status/delay for issuing of business licenses which was mentioned during the City Council meeting this past Tuesday. We need to be prepared to document the status. The City Manager will be requesting a meeting soon.

- 8/7/2023 – Initial delinquent lists for 2020, 2021, 2022 and 2023 provided.
- City Manager Updates – 8/7/2023, 8/10/2023, 8/14/2023, 8/22/2023, 9/5/2023, 9/11/20123, 9/19/2023, 9/25/2023, 10/4/2023, 10/11/2023, 10/17/2023, 10/24/2023, 10/30/2023. These updates provide status of the processed and delinquent accounts.
- 8/22/2023 – Response to referral provided.
 - *We are working on completing 2023 renewals as it typically takes about 4-5 months to complete license renewals after the annual renewal date of 4/1. This year the renewal date was extended to 5/1 which pushes back the processing period because many businesses wait until the deadline and renew by mail. We have approximately 700+ renewals pending based on what has been received. Thus far, we have processed 4,677 renewals YTD.*
- 8/22/2023 – City Manager was denied the opportunity to provide an update to Council on Business License Issues. On 8/14/23, the City Manager provided a written Interim Report from the Finance Director to the Mayor. The City Manager wanted to brief members of the Council at the next Council meeting. The Mayor advised the City Manager that one member of Council indicated he did not want to hear from the City Manager because there is an investigation going on. That Council member indicated he had six votes to not hear from the City Manager. The City Manager did not go forward with the update based on this information.

VI. Action Items

In Summary, staff are continuing to work through the license renewal and delinquent license processes. Temporary staffing has been authorized by the City Manager to assist with the backlog of license processing. Per the established protocol, courtesy delinquent notices for 2020, 2021, 2022 and 2023 were mailed. The delinquent business license list was turned over to Code Enforcement on September 13, 2023, and they are actively visiting each business location in Muscogee County to confirm if a

business is still in operation and if so, issuing a warning and/or citation for operating without a business license in Muscogee County. Finance will continue to work overtime to complete pending license renewals. Code Enforcement has been authorized to work overtime to work through the delinquent list as well.

Active processed licenses to date are as follows:

2020 = 7,892

2021 = 7,933

2022 = 7,387

2023 = 6,791

The delinquent business license report received on September 13, 2023, included delinquent business licenses for the following license years 2020, 2021, 2022, 2023:

2020 = 874

2021 = 836

2022 = 1,084

2023 = 763

Total = 3,557

A summary of the action taken on the report to date is below:

- Out of county delinquent licenses = 459
- Pending processing in Revenue Division = 448
- Closed or Renewed Business received from the Revenue Division (removed from the list) = 113
- Code Enforcement Officer verified Out of Business = 224
- Code Enforcement Officer issued Warning and/or Citation = 117
- Balance of Delinquent Business Licenses = 2,196

Actions Items Completed:

- 1) Delinquent notices were mailed for license years 2020, 2021, 2022, and 2023 in August 2023.
- 2) Delinquent business list was turned over to Code Enforcement on September 13, 2023.

Actions Items in Process:

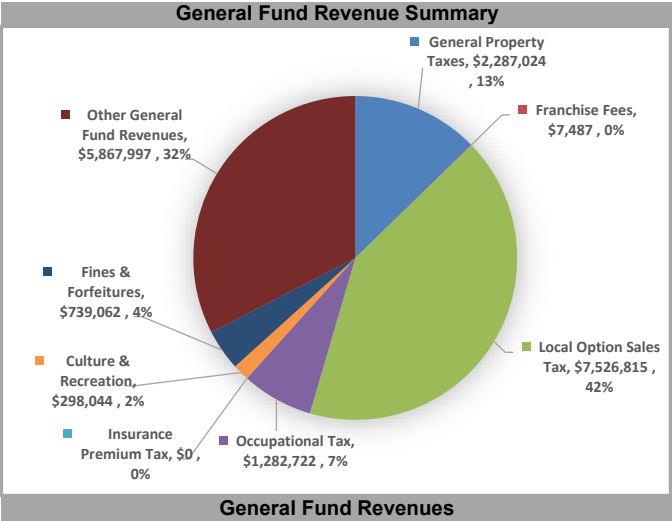
- 3) Completion of the license processing for those businesses that submitted their renewal application.
- 4) Follow up with business that submitted an incomplete renewal application thus receiving a “problem letter”.
- 5) Continue enforcement for businesses that have not renewed and are illegally operating without a business license.
- 6) Establish/update operational procedures and reporting requirements for all processes, if needed.
- 7) Continue to research to determine any revenue impact.

Other Actions To Be Determined (TBD)

- 8) Restructuring of the Revenue Division of the Finance Department will be considered, if appropriate.
- 9) Continue discussions with current software vendor regarding upgrade for permitting and licensing system.
- 10) Review Revenue Division failure to follow established protocols.

File Attachments for Item:

II. Finance Update - Angelica Alexander, Director, Finance



General Fund Revenues			
Revenues	Budget	Year-to Date	%
General Property Taxes	\$46,756,900	\$2,287,024	4.89%
Franchise Fees	\$19,265,000	\$7,487	0.04%
Local Option Sales Tax	\$43,400,000	\$7,526,815	17.34%
Occupational Tax	\$15,550,000	\$1,282,722	8.25%
Insurance Premium Tax	\$16,800,000	\$0	0.00%
Culture & Recreation	\$800,900	\$298,044	37.21%
Fines & Forfeitures	\$2,600,000	\$739,062	28.43%
Other General Fund Revenues	\$26,350,566	\$5,867,997	22.27%
Total Revenues	\$171,523,366	\$18,009,150	10.50%

General Fund Expenditures			
Expenditures	Budget	Year-to Date	Goal > 75%
City Council	\$421,535	\$71,226	83%
Clerk of Council	327,881	63,307	81%
Mayor's Office/Internal Audit	666,015	120,708	82%
City Attorney - Operating	525,180	108,477	79%
City Attorney - Litigation	1,300,000	401,890	69%
City Manager	2,165,081	433,119	80%
Finance	2,890,220	612,072	79%
Information Technology	7,061,088	2,884,421	59%
Human Resources	1,390,348	410,865	70%
Employee Benefits	1,097,642	470,267	57%
Inspections & Codes	2,398,274	545,073	77%
Planning	343,451	73,176	79%
Real Estate	149,920	30,898	79%
Engineering	2,395,654	1,298,159	46%
Public Works	10,524,142	2,635,758	75%
Parks & Recreation	12,956,760	3,273,899	75%
Cooperative Extension	137,865	7,965	94%
Tax Assessor	1,894,953	424,355	78%
Elections	1,452,104	147,212	90%
Police	28,167,712	5,816,169	79%
Fire	31,893,908	6,849,341	79%
MCP	9,918,996	2,291,466	77%
Homeland Security	340,329	100,028	71%
Superior Court Judges	1,842,943	395,747	79%
District Attorney	2,991,630	546,797	82%
Juvenile Court	1,270,597	272,011	79%
Jury Manager	491,175	100,119	80%
Victim Witness	209,729	36,939	82%
Clerk of Superior Court	2,556,341	491,751	81%
State Court Judges	683,479	154,980	77%
State Court Solicitor	1,285,311	257,891	80%
Public Defender	2,401,993	655,242	73%
Municipal Court Judge	515,514	103,236	80%
Clerk of Municipal Court	837,675	158,812	81%
Probate Court	645,384	137,306	79%
Sheriff	31,969,875	6,248,282	80%
Tax Commissioner	2,149,522	427,436	80%
Coroner	439,735	100,246	77%
Recorder's Court	1,650,600	288,622	83%
Non-Categorical	15,672,089	2,600,475	83%
Parking Management	192,818	33,927	82%
Total Expenditures	\$188,225,469	\$42,079,668	78%

Current Fiscal Year Revenue vs Prior Fiscal Year Revenue			
Operating Funds	Sep-2023	Sep-2022	% Change
General Fund	\$18,009,150	\$12,181,257	47.84%
Other Local Option Sales Tax Fund	\$8,132,816	\$7,758,127	4.83%
Stormwater (Sewer) Fund	\$128,280	\$50,791	152.56%
Paving Fund	\$232,288	\$37,100	526.12%
Indigent Care Fund	\$230,679	\$0	N/A
Integrated Waste Fund	\$2,460,909	\$2,480,404	-0.79%
Emergency Telephone Fund	\$338,026	\$344,280	-1.82%
Economic Development Authority Fund	\$49,607	\$0	N/A
Debt Service	\$205,854	\$163,873	25.62%
Transportation Fund	\$464,426	\$184,447	151.79%
Trade Center Fund	\$716,656	\$633,856	13.06%
Bull Creek Golf Course Fund	\$463,153	\$493,976	-6.24%
Oxbow Creek Golf Course Fund	\$120,935	\$175,487	-31.09%
Civic Center Fund	\$972,024	\$610,149	59.31%

Other Local Option Sales Tax Fund (OLOST) - Public Safety Summary		
Revenues	FY2024 YTD	FY2023
OLOST - Public Safety	\$5,253,886	\$33,154,092
Interest	387,196	685,004
Total Revenues	\$5,641,082	\$33,839,095
Expenditures		
Personnel	\$2,969,894	\$14,646,301
Operating	\$1,027,089	\$641,102
Capital	\$2,109,089	\$4,851,881
Crime Prevention Programs	\$55,000	\$724,584
Transfers	\$2,288,357	\$8,141,017
Total Expenditures	\$8,449,429	\$29,004,885

Other Local Option Sales Tax Fund (OLOST) - Infrastructure Summary		
Revenues	FY2024 YTD	FY2023
OLOST - Infrastructure	\$2,251,665	\$14,208,896
Interest	240,068	507,189
Total Revenues	\$2,491,734	\$14,716,085
Expenditures		
Transfers	\$262,473	\$6,881,960
Pay-as-you-go Projects		
Roads	118,428	271,847
Stormwater	59,884	34,343
Facilities	49,170	1,129,869
Technology	204,176	526,329
Total Expenditures	\$694,131	\$8,844,348

OLOST Positions Filled		
Department	FY2024 YTD	FY2023
Police Department (140)	73	55
E911 (9)	5	8
Fire (20)	20	18
Sheriff's Office (40)	33	27
MCP (5)	4	5
Court Related (11)	8	11
Crime Prevention (1)	1	1

File Attachments for Item:

III. Pavement Management Update - Donna Newman, Director, Engineering

Resurfacing Program

DONNA NEWMAN

DIRECTOR OF ENGINEERING

Results of Study

- ▶ 50% of the streets are rated marginal or lower
- ▶ Delayed maintenance accelerates the decline of the road and increases the cost for maintenance
- ▶ Streets with higher traffic volumes take priority

History

- ▶ Previous years have only provided funding for 10-14 miles (990 miles of streets) \$ 1 million to \$ 3million annually
- ▶ Funding Sources-
 - ▶ Paving Fund
 - ▶ OLOST
 - ▶ SPLOST 1999,2021
 - ▶ TSPLOST 2012, 2022 Discretionary Funds
- ▶ With passage of TSPLOST/SPLOST more funding will be available for resurfacing-\$4 million to \$ 5million

Available Funding

Other projects are funded through these same sources:

Bridge Repair/Replacement

Traffic Control-signals, flashers, striping, signs

Trails/Sidewalks/ADA

Streetscapes/Gateways

Traffic Calming

Grant Matches-LMIG,etc.

Guardrails-new and maintenance

Corridor/Intersection Improvements-Roundabouts-

TSPLOST Projects include resurfacing of the street as part of the project

Hinderances

- ▶ Weather-rain/irrigation, heat
- ▶ Poor soils/base material, concrete
- ▶ Increase in weight of vehicles-Electric Vehicles, Trucks
- ▶ Rising Cost-asphalt is petroleum product, raw material increase
- ▶ Limited choices for maintenance options
- ▶ Availability of contractor

State of the Streets

Columbus, GA City Council
October 30, 2023



International Cybernetics Company, LP

Kurt Keifer, PhD, PE | President

Kurt Keifer, PhD, PE

President | Principal Engineer

Item #III.

Career Highlights

- 25 Years' Experience in Pavement Engineering and Management
- Associate Program Manager of PAVER™ Pavement Management System at US Army Corps of Engineers (1997-2006)
- Developed Image-Based Automated Method for Performing ASTM D6433 Pavement Condition Index (PCI) Inspections with USACOE
- Managed more than 200 pavement management projects across the United States and around the world
- Licensed Professional Engineer in Georgia and five other states

Georgia Projects

- Brookhaven 2023
- Bryan County 2023
- Johns Creek 2023
- Peachtree Corners 2023
- Doraville 2022
- Henry County 2022
- Marietta 2022
- Milton 2022
- Oconee 2022
- Peachtree 2022
- Watkinsville 2022
- Atlanta 2021
- East Point 2021
- Valdosta 2021



AGENDA

Item #III.

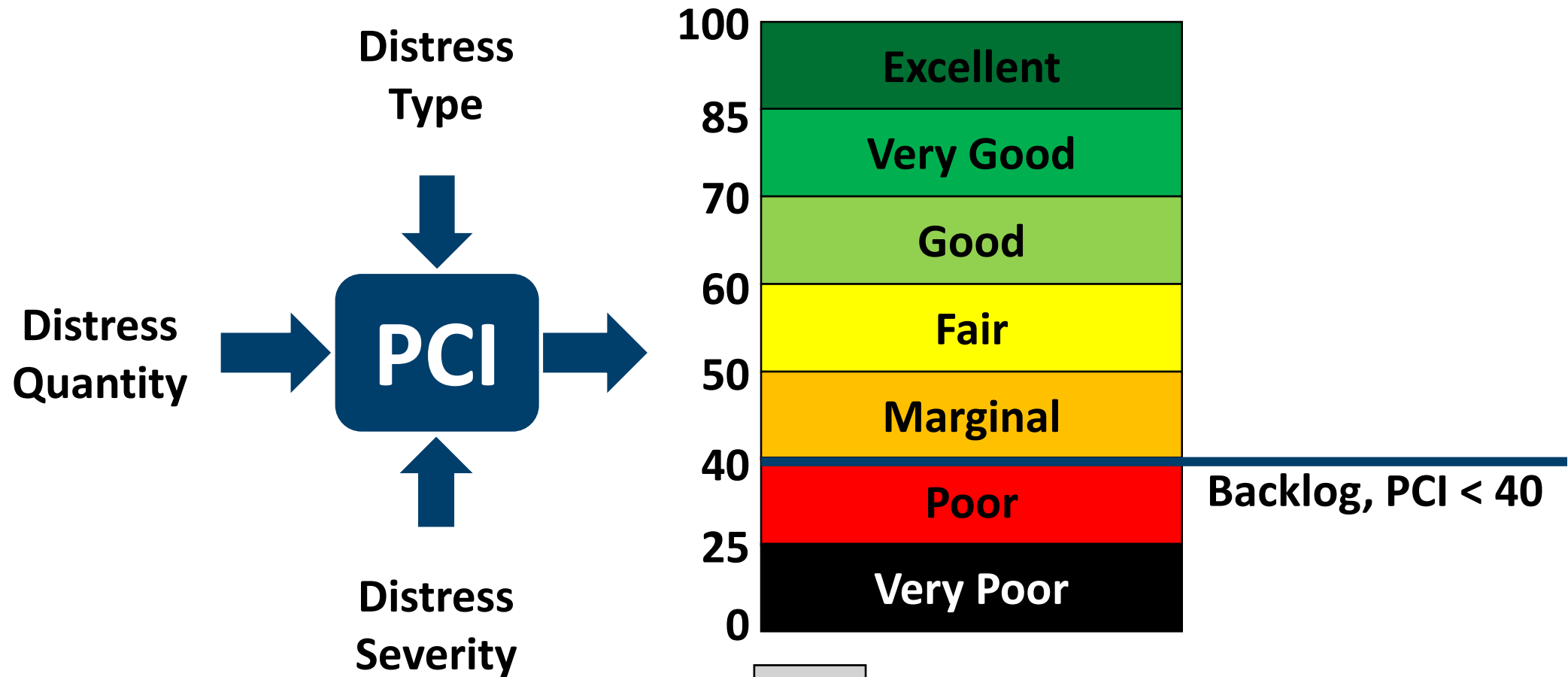
- 1 Overview of Pavement Conditions
- 2 Pavement Management Process
- 3 Pavement Condition Survey
- 4 Representative Pavement Conditions
- 5 Questions



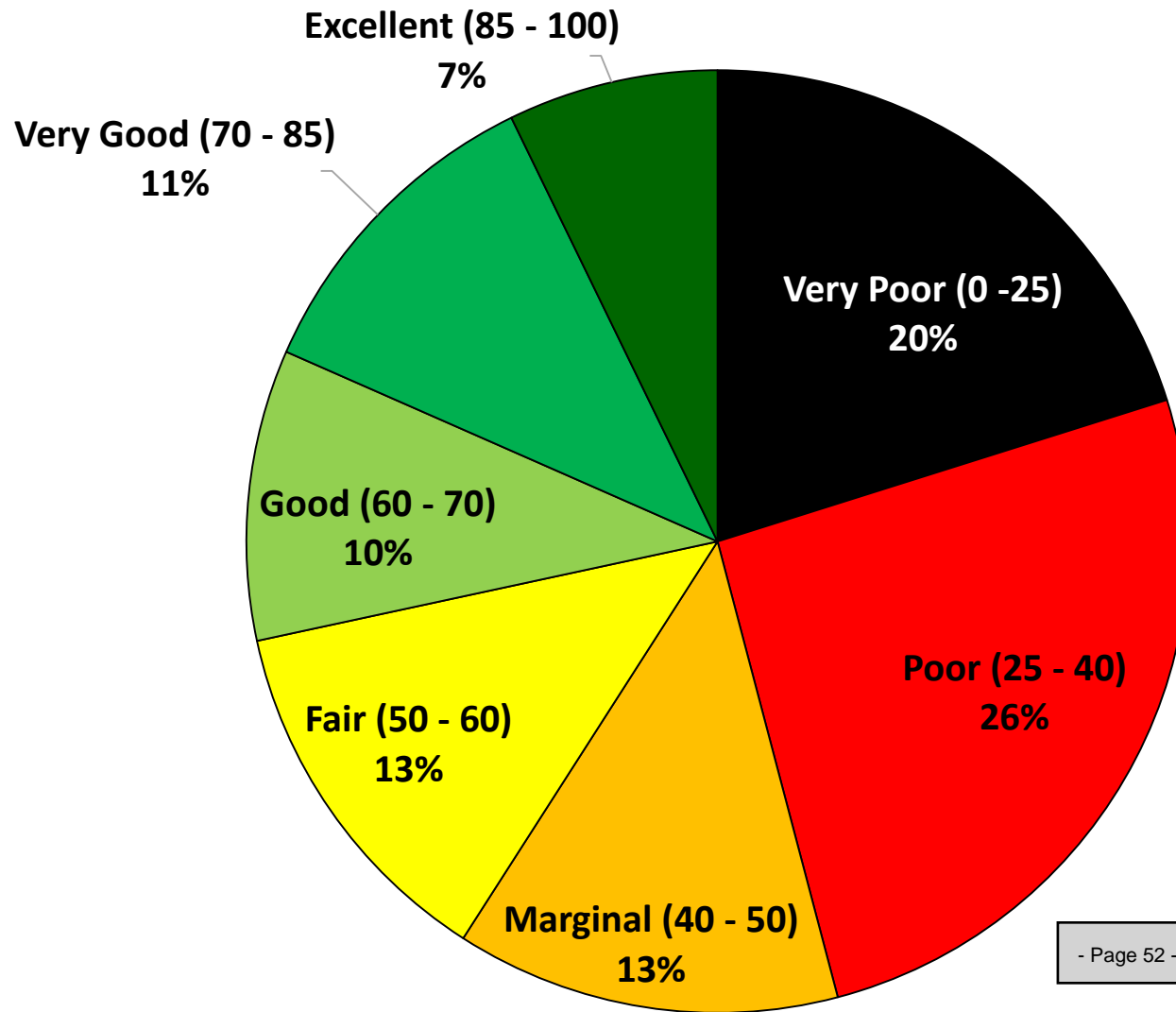


Overview of Pavement Conditions

PAVEMENT CONDITION INDEX (PCI)



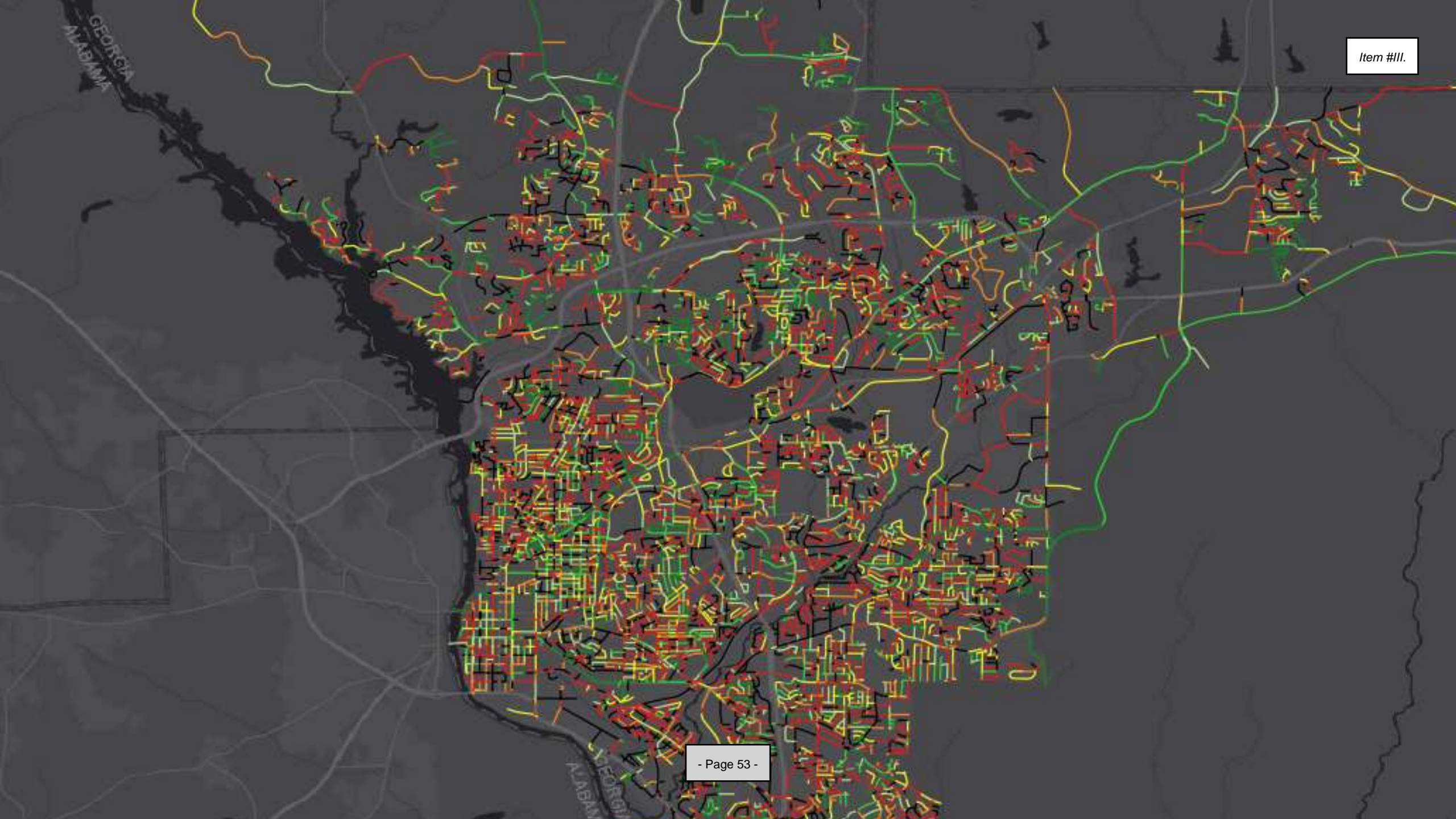
EXISTING PAVEMENT CONDITIONS



Centerline miles of City-owned roadways: 990 miles

Network Average PCI = 48 (Marginal)
Backlog = 46%

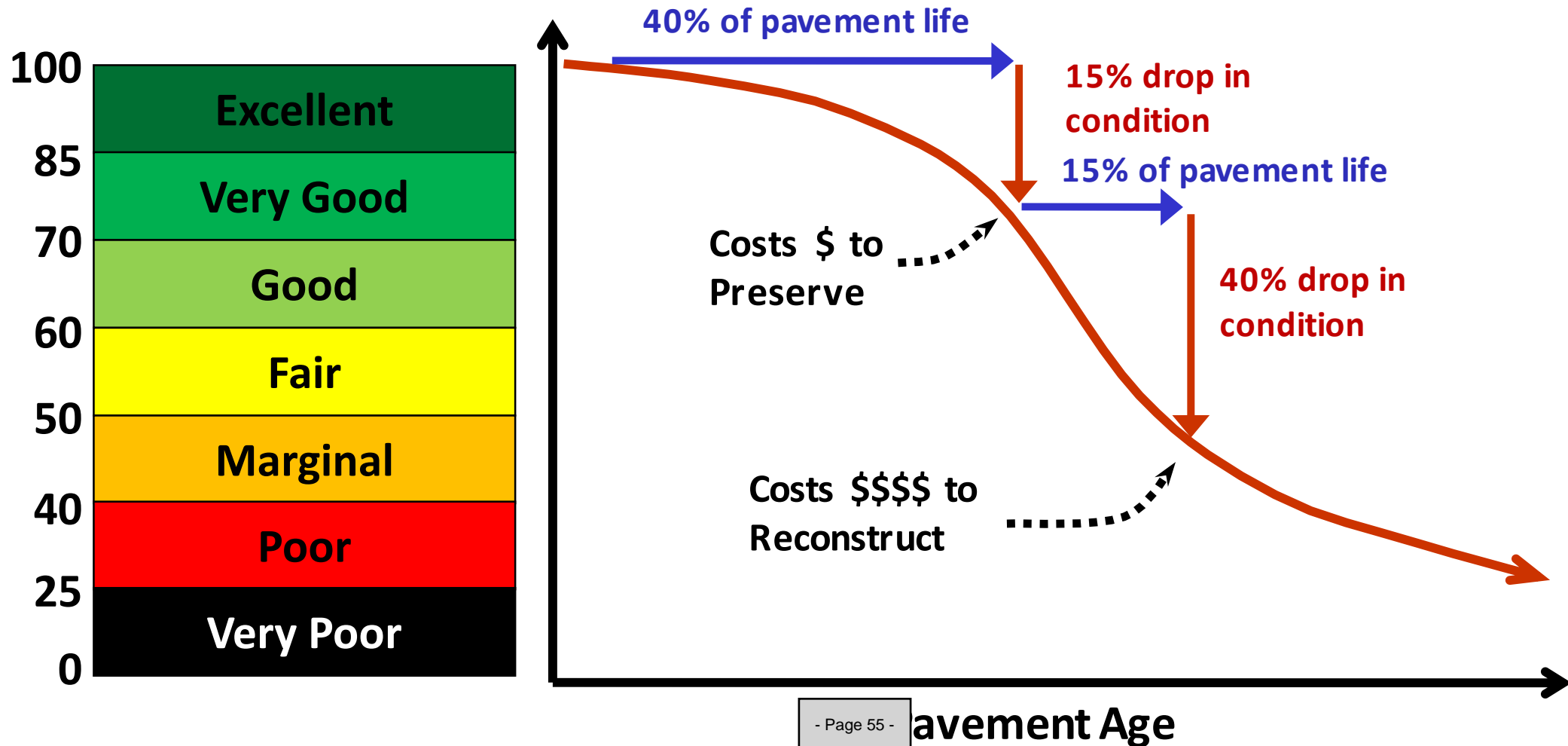
National Average PCI is 65
National Average Backlog = 9%





Pavement Management Process

RIGHT TREATMENT AT THE RIGHT TIME



PAVEMENT MANAGEMENT PROCESS

Item #III.





Pavement Condition Survey

PAVEMENT CONDITION SURVEY

Item #III.

*ASTM D6433:
Pavement Condition Index (PCI)
Industry Standard –
Objective and Repeatable*

Common Pavement Distresses

Alligator Cracking

*Longitudinal and
Transverse Cracking*

Potholes

Patching

Roughness

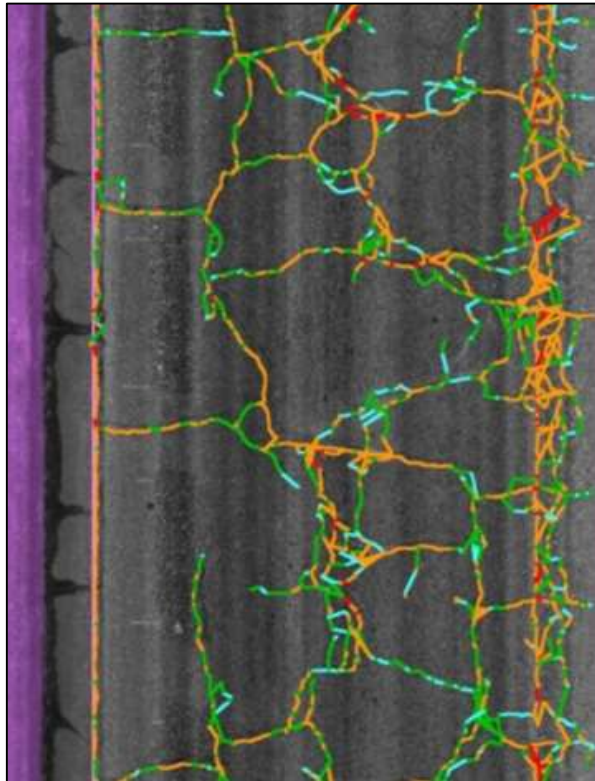
Rutting



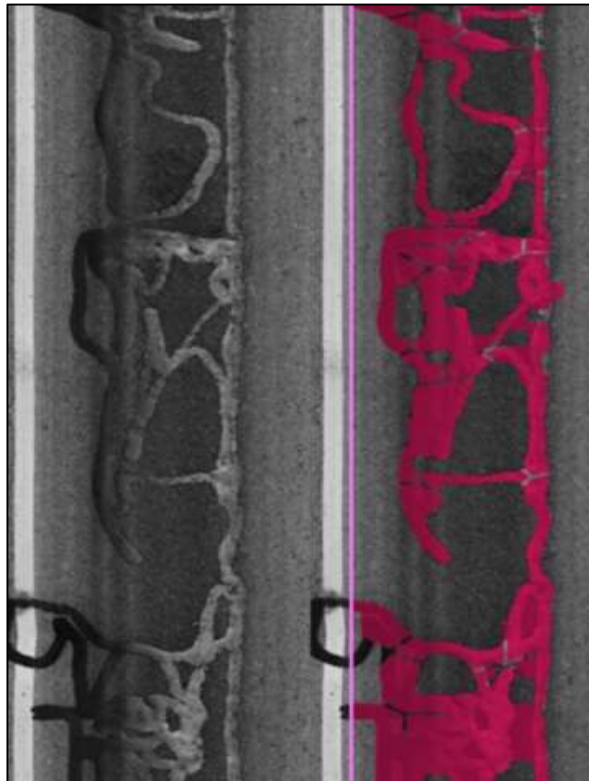
3D PAVEMENT DISTRESS SURVEY PROCESS

Item #III.

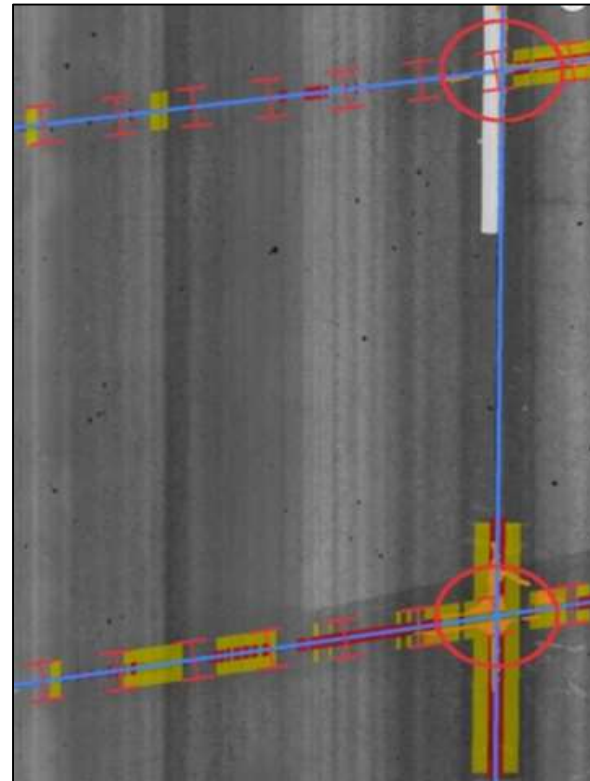
Cracks



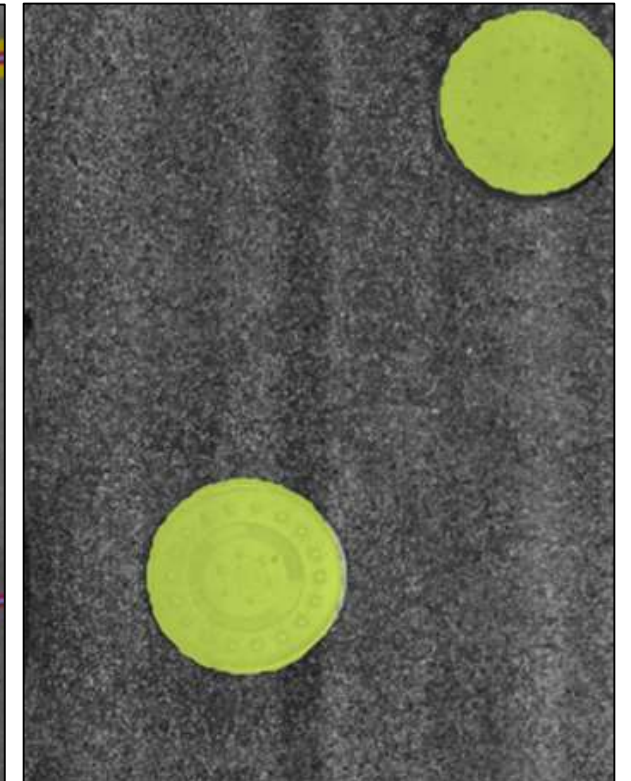
Sealed cracks



Concrete
Joints



Utilities





Representative Pavement Conditions

Condition = Excellent | PCI = 93

Condition = Very Good | PCI = 84



Condition = Good | PCI = 63



Condition = Fair | PCI = 59



Condition = Fair | PCI = 54

Condition = Marginal | PCI = 44



Condition = Marginal | PCI = 42

Condition = Poor | PCI = 29

Condition = Poor | PCI = 23



Condition = Very Poor | PCI = 6

State of the Streets

Columbus, GA City Council
October 30, 2023



International Cybernetics Company, LP
Kurt Keifer, PhD, PE | President

File Attachments for Item:

IV. Pool Update - Holli Browder, Director, Parks & Recreation

Columbus Parks and Recreation Outdoor Pools Update

October 31, 2023

Holli Browder, CPRP, AFO, CPO, GIP

Director of Columbus Parks and Recreation

Current Status of Project

- Demolition of existing pools is ongoing, construction on new pools will start in November
- Pool designs meet the needs of the Parks and Recreation Dept.
- Pool designs and project are currently under the budgeted amount.
- Target opening for pools for Memorial Day 2024 still seems realistic but is dependent upon a lot of outside factors such as weather, supply chain, etc.

Aerial View of Conceptual Rendering Layout Shirley Winston and Psalmond Road Pools

Concept image only; Subject to change.



Item #IV.



Conceptual Rendering Psalmond Road and Shirley Winston Pools

Conceptual Rendering Rigdon Park Pool Slide





Deck Side View of Conceptual Rendering Layout

Floatables



Gator head



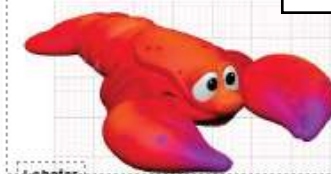
Crab



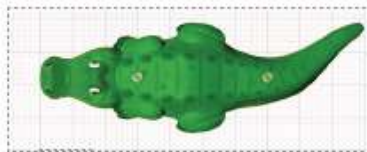
Sting ray



Lily pad



Lobster



Gator



Beaver



Manta ray

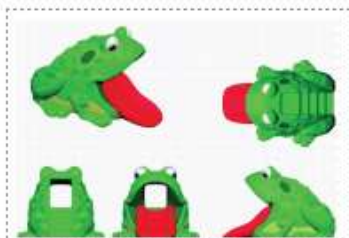


Log raft



Sea turtle

Slides



Frog



Fish



Octopus

Splashpad



Vortex 7232



Vortex 7233



Vortex 7250



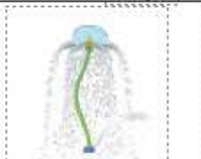
Vortex 7548



Vortex 7657



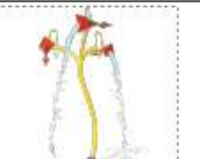
Vortex 7672



Vortex 0564



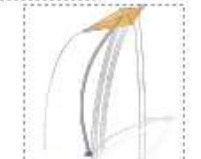
Vortex 7249



Vortex 7541



Vortex 7582



Vortex 8731



Vortex 0523



Vortex 7237



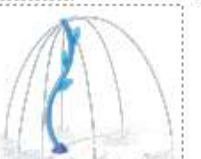
Vortex 7238



Vortex 7251



Vortex 7779



Vortex 7781



Vortex 7581

Games



AquaZip'n



Swim N' Dunk Basketball



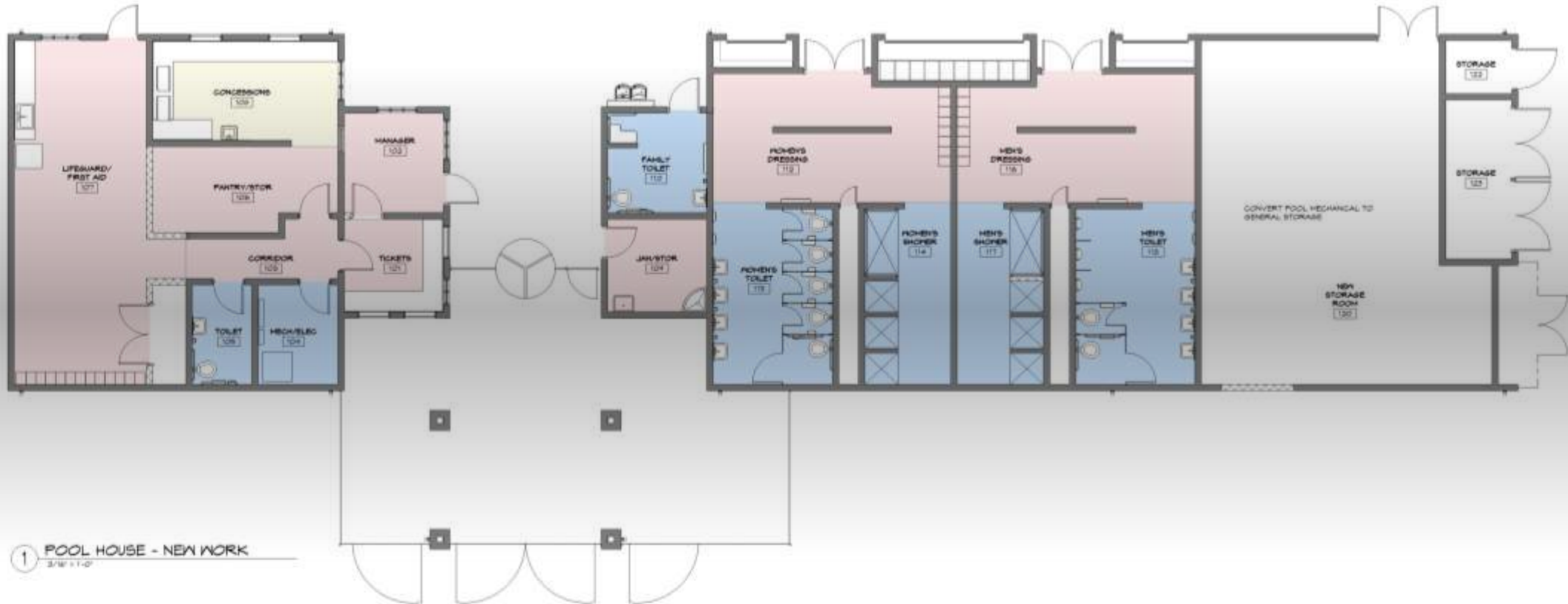
Swim N' Spike Volleyball



Pool Concession Area Conceptual Rendering

RENOVATION LEGEND

- UPDATE CONCESSION EQUIPMENT
- UPDATE MECH, ELEC & PLBG SYSTEMS
- UPGRADE FINISHES





Conceptual Renderings of Splash Pads



Conceptual Renderings of Splash Pads





Questions

