

Council Members

R. Gary Allen
Charmaine Crabb

Jerry 'Pops' Barnes
Glenn Davis

John M. House
Bruce Huff

R. Walker Garrett
Toyia Tucker

Judy W. Thomas
Evelyn 'Mimi' Woodson

Clerk of Council
Sandra T. Davis



Columbus Civic Center
400 4th Street, Arena Floor
Columbus, Georgia 31901

November 17, 2020
9:00 AM
Regular Meeting

MAYOR'S AGENDA

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

INVOCATION: Offered by Rev. Robert Beckum at St. Luke Church of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

1. Approval of minutes for the November 10, 2020 Council Meeting and Executive Session.

UPDATE:

2. An update on COVID-19

PROCLAMATION

3. **PROCLAMATION:** Columbus Sports Council Day
RECEIVING: Board Chair Kim Sheek, Event Manager David Boyd, and Executive Director Merri C. Sherman

APPOINTMENT:

4. Confirmation of Police Chief Freddie Blackmon

CITY ATTORNEY'S AGENDA

ORDINANCES

- 1. 2nd Reading - REZN-07-20-2105:** An ordinance rezoning .81 acre of land located at 1700 10th Avenue (parcel id # 017-007-001). The current zoning is RO (Residential-Office). The proposed zoning is GC (General Commercial). The proposed use is a convenience store with gas sales. The Planning Advisory Commission recommends **denial** based on inconsistency with the City's Comprehensive Plan and Future Land Use. The Planning Department recommends **conditional approval** based on compatibility with existing land uses and adjacent GC (General Commercial) zonings. The applicant is Rob McKenna. (Councilor Woodson)
- 2. 2nd Reading - REZN-07-20-2248:** An ordinance rezoning .24 acre of land located at 849 Brighton Road (parcel id # 066-036-043). The current zoning is GC (General Commercial). The proposed zoning is SFR3 (Single Family Residential 3). The proposed use is a Personal Care Home, Type I. The Planning Advisory Commission and the Planning Department recommend approval. The applicant is Madalin Brayboy. (Councilor Barnes)
- 3. 2nd Reading - REZN-07-20-2240:** An ordinance rezoning 2.13 acres located at 1821 Whittlesey Road (parcel id #189-018-003). The current zoning is RO (Residential Office). The proposed zoning is GC (General Commercial). The proposed use is Office/Storage. The Planning Advisory Commission and the Planning Department both recommend approval based on compatibility with existing land uses. (Councilor Garrett) (as amended)
- 4. 2nd Reading - REZN-09-20-2706:** An ordinance amending Table 3.1 of the Unified Development Ordinance (UDO) to permit fuel stations in in the HMI zoning district, and to amend Section 9.2.5.D.1(C) to provide that six members of the Uptown Façade Board shall represent the Uptown Business District instead of the Uptown Business Association. (Councilor Woodson)
- 5. 2nd Reading -** An ordinance amending Ordinance No. 20-018, the budget for the fiscal year ending June 30, 2021 to reclassify positions in the Superior Court Accountability Court Program and the Solicitor General's Office Victim Witness Program; and for other purposes. (Mayor Pro-Tem) (as amended).
- 6. 2nd Reading -** An Ordinance creating a moratorium on the use of Shared Electronic Scooters on the public right-of ways within the confines of Columbus, Georgia, through 11:59 pm on May 16, 2021; and for other purposes. (Mayor Pro Tem)
- 7. 2nd Reading -** An ordinance adopting an updated and restated procurement ordinance for codification as part of the Columbus Code. (Mayor Pro-Tem)
- 8. 2nd Reading -** An ordinance confirming the settlement authority of the City Manager and City Attorney to approve settlements of legal disputes of up to \$25,000 from appropriately budgeted funds; and for other purposes. (Mayor Pro-Tem)

- 9. 1st Reading-** An ordinance amending the budget for the Fiscal Year 2021 Beginning July 1, 2020 and ending June 30, 2021, for certain funds of the Consolidated Government of Columbus, Georgia, and revising the budget for certain cost of living increases; and for other purposes. (Budget Review Committee)

PUBLIC AGENDA

1. Ms. Theresa El-Amin, representing Southern-Anti-Racism Network, Re: Fair Representation by City Council Members.
2. Ms. Edie K. Miller, Re: Severe speeding on Bristol Boulevard and Brookstone Boulevard.

CITY MANAGER'S AGENDA

1. Annual Unused Sick Leave Payment

Approval is requested authorizing payment to employees for unused sick leave in accordance with 16B-15-6 (2) of the Columbus Code of Ordinances.

2. Abandonment of The Western Portion Of An Alley Known As 35 1/2 Street

Approval is requested for the abandonment of the western portion of an alley known as 35 1/2 Street and authorizing the execution of a Quit Claim Deed for all rights, title and interest the City may have in the alleyway to NeighborWorks Columbus.

3. Bright from the Start – Snack Grant

Approval is requested to apply for and accept a grant in the amount of \$67,989.69, 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-Government Grant Funds by the amount awarded. The grant will cross over 2020 and 2021 Fiscal Years.

4. PURCHASES

- A.** Asphalt Rubber & Sealant (Annual Contract)
- B.** Repair of Caterpillar D7E Bull Dozer for Public Works
- C.** Steel Barricades with Storage Carts and Walk-Through Metal Detectors for the Civic Center – Cooperative Purchase

5. UPDATES AND PRESENTATIONS

- A.** Columbus Visitors Bureau Quarterly Update - Peter Bowden, President/CEO, Columbus Visitors Bureau
- B.** Change of Council Meetings and Jury Selection Locations - Lisa Goodwin, Deputy City Manager

BID ADVERTISEMENT

.November 18, 2020

1. Dovetail Dual Axle Utility Trailer

Scope of Bid

The Consolidated Government of Columbus, Georgia, is seeking quotes from qualified vendors to provide 1 (one) dovetail dual axle utility trailer for the Urban Forestry and Beautification Division.

November 25, 2020

1. Transit Bus Wash System

Scope of Bid

The Consolidated Government of Columbus, Georgia, is seeking vendors to furnish a completely automatic, friction and touchless combination heavy-duty vehicle wash which washes all types of transit vehicles used by fleet owners for front, roof, chassis, rear and both sides in drive-thru mode. The successful vendor will be required to remove the existing bus wash system before installing the new bus wash system.

December 4, 2020

1. Pre-employment and Fitness-for-Duty Psychological Evaluation Services (Annual Contract) – RFP No. 21-0020

Scope of RFP

Columbus Consolidated Government (the City) is soliciting competitive sealed proposals from experienced, qualified individuals or firms to provide pre-employment and fitness-for-duty psychological evaluation services for the Columbus Police Department and the Muscogee County Sheriff's Office.

The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.

December 11, 2020

1. Employee Physicals (Annual Contract) – RFP No. 21-0013

Scope of RFP

Columbus Consolidated Government (the City) invites qualified firms to submit proposals for employee physicals on an “as needed” basis. The requested services include, but are not limited to: pre-employment physicals, periodic employee physical and related health services for use by the Human Resources Department and the Public Safety Departments.

The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.

CLERK OF COUNCIL’S AGENDA

ENCLOSURES - ACTION REQUESTED

- 1. RESOLUTION:** A Resolution excusing Councilor Judy W. Thomas from the November 10 and November 17, 2020 Council Meetings.
- 2. RESOLUTION:** A Resolution excusing Councilor Walker Garrett from the November 17, 2020 Council Meeting.
- 3. BOARD OF TAX ASSESSORS:** A Resolution appointing Ms. Lanitra Sandifer Hicks to the Board of Tax Assessors for a term of beginning on January 1, 2021 and expiring on December 31, 2026.
- 4. Minutes of the following boards:**

Board of Tax Assessors, #38-20

New Horizon Community Service Board, September 14, 2020

Public Safety Advisory Commission Ordinance Committee, November 2, 2020

BOARD APPOINTMENTS- ACTION REQUESTED:

- 5. MAYOR’S APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

A. CHARTER REVIEW COMMISSION:

_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>
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_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>

6. COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:

- A. CRIME PREVENTION BOARD:** Ms. Patricia Flora was nominated to fill the unexpired term of Mr. Timothy K. Weeks as the Senatorial District 29 Representative. (*Councilor Davis's nominee*) New Term expires: December 31, 2025.
- B. COLUMBUS AQUATICS COMMISSION:** Mr. Richard Leary is being recommended as the Columbus Hurricanes' representative to succeed Mr. Wes Kelley. New Term expires: June 30, 2022

7. **COUNCIL DISTRICT SEAT APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

A. CHARTER REVIEW COMMISSION:

(District 2 Appointment- Davis)

(District 3 Appointment- Huff)

B. RECREATION ADVISORY BOARD:

Willie Dickerson

(District 4- Tucker)

Not Eligible to succeed

Term Expires: December 31, 2020

John Lawson

(District 6- Allen)

Not Eligible to succeed

Term Expires: December 31, 2019

The terms are five years. Board meets every other month.

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 November 10, 2020 Council Meeting and Executive Session.

COUNCIL OF COLUMBUS, GEORGIA
CITY COUNCIL MEETING
MINUTES

Columbus Civic Center
400 4th Street, Arena Floor
Columbus, Georgia 31901

November 10, 2020
9:00 AM
Regular Meeting

MAYOR'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, Charmaine Crabb, Glenn Davis, R. Walker Garrett (arrived at 9:12 a.m.), John M. House, Bruce Huff (arrived at 9:12 a.m.), Toyia Tucker and Evelyn "Mimi" Woodson. City Manager Isaiah Hugley, City Attorney Clifton Fay, Clerk of Council Sandra T. Davis and Deputy Clerk of Council Lindsey G. McLemore were present.

ABSENT: Councilor Judy W. Thomas was absent.

<p><u>The following documents were distributed around the Council table:</u> (1) Columbus Laughs Information Flyer; (2) Internal Audit of Grants Presentation; (3) REACH Presentation.</p>

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

INVOCATION: Offered by Pastor James Lee at Promised Land Christian Ministries of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

1. Approval of minutes for the October 27, 2020 Council Meeting and Executive Session. Mayor Pro Tem Allen made a motion to approve the minutes, seconded by Councilor House, and carried unanimously by the seven members present, with Councilors Garrett and Huff being absent for the vote, and Councilor Thomas being absent for the meeting.

UPDATE:

2. An update on COVID-19

Mayor B. H. "Skip" Henderson gave an update on COVID-19 and its impact on the community. He stated the City of Columbus is experiencing a 7-day rolling average of sixteen positive cases, but the average may increase with more indoor activities due to weather changes and the upcoming holidays.

PROCLAMATION

3. **PROCLAMATION:** The Lambda Iota Chapter of Omega Psi Phi Fraternity, Inc. Day

RECEIVING: The Men of the Lambda Iota Chapter of Omega Psi Phi Fraternity, Inc.

Councilor Jerry “Pops” Barnes read the proclamation for the record, declaring Tuesday, November 17, 2020 as The Lambda Iota Chapter of Omega Psi Phi Fraternity, Inc. Day.

Basileus Travis Chambers, Lambda Iota Chapter of Omega Psi Phi Fraternity, Inc. approached the rostrum to thank the Mayor and Council for the recognition on behalf of the members, and he recognized the members present to receive the proclamation.

RESOLUTIONS

10. Resolution (356-20) - A resolution expressing our deep appreciation to all veterans of Columbus, Phenix City and Fort Benning for their service to our nation. (Councilor Barnes) Councilor Barnes made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the nine members present, with Councilor Thomas being absent for the meeting.

Councilor Jerry “Pops” Barnes regretfully announced what would have been the 12th Annual Veterans Day Parade is cancelled due to the COVID-19 Pandemic. He read the resolution into the record, thanking all Veterans for their service to our country and thanking all the organizations that made the parade possible each year. (*NOTE: This update was called up as the next order of business as listed on the City Attorney’s Agenda Item 10*)

PRESENTATIONS

4. Columbus Laughs: The Science of Laughter Therapy (Presented by Jonathan L. Liss, M.D.)

Dr. Jonathan L. Liss, Columbus Memory Center approached the rostrum to give a presentation on Columbus Laughs, an initiative promoting Science of Laughter Therapy. He explained the benefits of Laughter Therapy for senior adults with Alzheimer’s and their caregivers.

2020 PEOPLE’S CHOICE AWARD:

City Manager Isaiah Hugley announced the Columbus Riverwalk is the winner of the 2020 People’s Choice Award from the American Association of State Highway and Transportation Officials.

RESOLUTIONS:

1. Property Exchange with the Housing Authority of Columbus

Resolution (357-20): A resolution authorizing the City Manager to transfer property with the Housing Authority and execute all necessary documents. Councilor Woodson made a motion to

approve the resolution, seconded by Councilor Tucker, and carried unanimously by the eight members present, with Councilor Barnes being absent for the vote and Councilor Thomas being absent for the meeting.

(NOTE: This resolution was called up as the next order of business as listed on the City Manager's Agenda Item 1)

2. Property Exchange with Mt. Pilgrim Baptist Church

Resolution (358-20): A resolution authorizing the City Manager to enter into negotiations for the exchange of certain properties between the City and the Mount Pilgrim Baptist Church as part of an acquisition of property for an Interstate Interchange. Councilor Huff made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the eight members present, with Councilor Barnes being absent for the vote and Councilor Thomas being absent for the meeting.

Reverend David L. Stallion, Sr. came forward to thank the City of Columbus on behalf of the members of the Mount Pilgrim Baptist Church. *(NOTE: This resolution was called up as the next order of business as listed on the City Manager's Agenda Item 1)*

11. UPDATES AND PRESENTATIONS

- D. I-185/Cusseta Road/Old Cusseta Road Interchange Update, Rick Jones, Planning Director.

Planning Director Rick Jones approached the rostrum to give an update on the I-185/Cusseta Road/Old Cusseta Road Interchange. *(NOTE: This update was called up as the next order of business as listed on the City Manager's Agenda Item 11 "D")*

CITY ATTORNEY'S AGENDA

ORDINANCES

- 1. 1st Reading - REZN-07-20-2105:** An ordinance rezoning .81 acre of land located at 1700 10th Avenue (parcel id # 017-007-001). The current zoning is RO (Residential-Office). The proposed zoning is GC (General Commercial). The proposed use is a convenience store with gas sales. The Planning Advisory Commission recommends **denial** based on inconsistency with the City's Comprehensive Plan and Future Land Use. The Planning Department recommends **conditional approval** based on compatibility with existing land uses and adjacent GC (General Commercial) zonings. The applicant is Rob McKenna. (Councilor Woodson)

Attorney Rob McKenna (Application) came forward to explain the reason for the rezoning request. He stated the proposed convenience store and gas station plans to include a fence and 20-foot planted buffer between the building and residents. He also explained the owner has agreed to close the business at midnight.

Councilor Evelyn “Mimi” Woodson explained she is opposed to the rezoning due to the surrounding neighborhood working for years to revive it. She stated the residents in that area are concerned about underground gas tanks being so close to houses and the elements that gas stations can attract.

Attorney Austin Gower came forward to express his opposition to the rezoning as a business owner near to the property in question, as an owner of a property located next to 1700 10th Avenue. In response to a question asked by Councilor Davis, Mr. Gower stated he would agree to rezone his property to Residential Office.

Betty Sue Akin approached the rostrum to express her opposition to the rezoning as a property owner in the area. She stated the neighborhood would suffer if a gas station were to be put at the property in question.

Midtown, Inc. Executive Director Julio Portillo approached the rostrum to speak in opposition of the rezoning. He explained Midtown, Inc. does not support this rezoning, stating their concern is the impact it would have on the neighborhood. He stated the board is concerned this would cause homeowners in the area to sell their homes and cause more blight in the area.

Councilor Glenn Davis asked Mr. Portillo if his organization would assist with getting the residential property more in line with Neighborhood Commercial, to which, Mr. Portillo responded yes.

Kenneth King came forward to speak in opposition of the rezoning as an owner of a property in the area that has been in his family for almost one hundred years. He stated no one wants to live in an area that they feel they must have security cameras on their homes in order to feel safe.

2. **1st Reading - REZN-07-20-2248:** An ordinance rezoning .24 acre of land located at 849 Brighton Road (parcel id # 066-036-043). The current zoning is GC (General Commercial). The proposed zoning is SFR3 (Single Family Residential 3). The proposed use is a Personal Care Home, Type I. The Planning Advisory Commission and the Planning Department recommend approval. The applicant is Madalin Brayboy. (Councilor Barnes)

City Attorney Clifton Fay recommended to Council this item move forward to 2nd Reading at the next meeting and Council can vote to deny the rezoning, since the applicant has not been present at the two 1st Reading Public Hearings held.

3. **1st Reading - REZN-07-20-2240:** An ordinance rezoning 2.13 acres located at 1821 Whittlesey Road (parcel id #189-018-003). The current zoning is RO (Residential Office). The proposed zoning is GC (General Commercial). The proposed use is Office/Storage. The Planning Advisory Commission and the Planning Department both recommend approval based on compatibility with existing land uses. (Councilor Garrett)

Andrew Krawchyk (Applicant) approached the rostrum to explain the reason for the rezoning request, stating him and his partner are planning to open a retail flooring store. He explained the warehouse located on the back of the property would store supplies that contractors can purchase on site versus having to order online. In response to a question asked by Councilor Davis, he agreed to no billboards being permitted on the property.

Councilor Davis made a motion to amend the ordinance adding a condition of no billboards being permitted on the property subject to rezoning, seconded by Councilor Garrett, and carried unanimously by the nine members present, with Councilor Thomas being absent for the meeting.

4. **1st Reading - REZN-09-20-2706:** An ordinance amending Table 3.1 of the Unified Development Ordinance (UDO) to permit fuel stations in in the HMI zoning district, and to amend Section 9.2.5.D.1(C) to provide that six members of the Uptown Façade Board shall represent the Uptown Business District instead of the Uptown Business Association. (Councilor Woodson)
5. **1st Reading -** An ordinance amending Ordinance No. 20-018, the budget for the fiscal year ending June 30, 2021 to reclassify positions in the Superior Court Accountability Court Program and the Solicitor General's Office Victim Witness Program; and for other purposes. (Mayor Pro-Tem) (Continued on 1st Reading from October 27, 2020).

Human Resources Director Reather Hollowell approached the rostrum to give a presentation and explain a proposed amendment to the Grants Policy. She stated the proposed amendments to the Grants Policy include: (1) All grants positions will be classified on the City's adopted Pay Plan, (2) Pay grades and salary ranges will be established for each grants position, (3) Grants positions not eligible to receive additional grants supplements, (4) Salary for grants employees may be increased when Council approves pay adjustments for General Government employees and there is funding within the grant, (5) Funding for grants positions may be 100% grants funded or a combination of grant funds and General Fund monies, (6) Exceptions to this policy must be approved by the City Manager in accordance with Columbus Code, Section 2-18.7, (7) Administration of grants is the responsibility of the grant receiving department or agency.

City Manager Isaiah Hugley made comments regarding the issue, stating every measure has been taken to ensure the employees who hold these grant positions are treated fairly. He stated every position has been evaluated by Columbus State University and adjusted to their recommended pay grade, and all COLA's and salary adjustments since 2013 have been applied.

Drug Court Coordinator Dayna Solomon approached the rostrum to express her opposition to the proposed salary changes. She stated she does not have the authority to submit grants to the Federal Government herself. She stated each time her pay was changed, there has been an authorized signature and was submitted by a designee.

Mayor Pro Tem Allen made a motion to amend the Grants Policy as suggested by the Human Resources Director, seconded by Councilor Woodson, and carried unanimously by the seven members present, with Councilors Huff and Tucker being absent for the vote, and Councilor Thomas being absent for the meeting.

6. **1st Reading -** An ordinance creating a moratorium on the use of Shared Electronic Scooters on the public right-of ways within the confines of Columbus, Georgia, through 11:59 pm on May 16, 2021; and for other purposes. (Mayor Pro-Tem)

7. **1st Reading** - An ordinance adopting an updated and restated procurement ordinance for codification as part of the Columbus Code. (Mayor Pro-Tem)

Finance Director Angelica Alexander approached the rostrum to explain the reason for the codification. She explained this change will package all the procurement ordinances together in an electronic format in its entirety.

8. **1st Reading** - An ordinance confirming the settlement authority of the City Manager and City Attorney to approve settlements of legal disputes of up to \$25,000 from appropriately budgeted funds; and for other purposes. (Mayor Pro-Tem)

Councilor Glenn Davis voiced his concerns regarding the proposed ordinance, suggested the members of Council be provided reports during a set period, and stated he would discuss his concerns further with the City Attorney.

9. **Ordinance (20-048) - 1st Reading:** An ordinance extending a State of Public Health Emergency in Columbus, Georgia through December 9, 2020; providing for public meetings to be held using telephonic or video participation; providing authorization for the Mayor to respond to ongoing COVID-19 developments by Executive Order; and for other purposes. (Mayor Pro-Tem) Mayor Pro Tem Allen made a motion to adopt the ordinance on 1st Reading, seconded by Councilor Woodson, and carried unanimously by the seven members present, with Councilors Huff and Tucker being absent for the vote, and Councilor Thomas being absent for the meeting.

RESOLUTIONS

10. **Resolution** - A resolution expressing our deep appreciation to all veterans of Columbus, Phenix City and Fort Benning for their service to our nation. (Councilor Barnes)

(NOTE: This resolution, as provided by the City Attorney, was called upon earlier in the meeting during the Mayor's Agenda.)

RESOLUTIONS:

3. Public Art MOU – 18th Street and 5th Avenue

Resolution (359-20): A resolution of the Council of Columbus, Georgia, requesting approval on a memorandum of understanding between the Columbus Consolidated Government and Columbus State University for an Advocacy Thru Art Project. Mayor Pro Tem Allen made a motion to amend the resolution by adding a 2,000 sq ft limit on the area in which art can be displayed, seconded by Councilor Crabb and carried by a six-to-three vote, with Mayor Pro Tem Allen and Councilors Crabb, Davis, Garrett, House and Tucker voting yes, and Councilors Barnes, Huff and Woodson voting no. Councilor Mayor Pro Tem Allen made a motion to approve the resolution as amended, seconded by Councilor Woodson, and carried unanimously by the nine members present, with Councilor Thomas being absent for the meeting.

Professor Hannah Israel, Columbus State University, Sherricka Day, Becca Zajac, Dragonfly Trail and **Amy Bryan, Columbus Chamber of Commerce** approached the rostrum in support of the resolution and to introduce themselves.

(NOTE: This resolution was called up as the next order of business as listed on the City Manager's Agenda Item 3)

4. Public Art MOU – 14th Street Roundabout

Resolution (360-20): A resolution of the Council of Columbus, Georgia, requesting approval on a memorandum of understanding between the Columbus Consolidated Government (the “City”) and WCB Hospitality, LLC (“WCB”) for a Public Arts Project. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the nine members present, with Councilor Thomas being absent for the meeting.

(NOTE: This resolution was called up as the next order of business as listed on the City Manager's Agenda Item 4)

6. COUNCIL APPOINTMENTS- READY FOR VOTE TABULATION:

A. AIRPORT COMMISSION:

A nominee for the seat of Thomas Forsberg (*Eligible to succeed*) for a term that expires on December 31, 2020 on the Airport Commission (*Council's Appointment*). The Columbus Airport submitted three nominees for the seat of Thomas Forsberg: Art Guin, Dr. Kamesha Harbison and John P. Steed. A vote was taken for the seat of Thomas Forsberg, with Mayor Pro Tem Allen and Councilors Crabb, Davis and House voting for Art Guin, Councilors Barnes, Huff, Tucker and Woodson voting for Dr. Kamesha Harbison, and Councilor Garrett voting for John P. Steed. A second vote was taken, with Mayor Pro Tem Allen and Councilors Crabb, Davis, Garrett and House voting for Art Guin, and Councilors Barnes, Huff, Tucker and Woodson voting for Dr. Kamesha Harbison. With a five-to-four inconclusive vote on nominees for the seat of Thomas Forsberg, this matter will be listed for a vote at the next meeting.

(NOTE: This board appointment was called up as the next order of business as listed on the Clerk of Council's Agenda Item 6 “A”)

B. BOARD OF TAX ASSESSORS:

A nominee for the seat of Patricia Hunter (*Eligible to succeed*) for a term that expires on December 31, 2020 on the Board of Tax Assessors (*Council's Appointment*). Councilor Barnes re-nominated Patricia Hunter to serve another term. Councilor Crabb nominated Lanitra Sandifer for the seat of Patricia Hunter. A vote was taken for the seat of Patricia Hunter, with Councilor Barnes voting for Patricia Hunter to succeed herself, and Mayor Pro Tem Allen and Councilors Crabb, Davis, Garrett, House, Huff, Tucker and Woodson voting for Lanitra Sandifer. Councilor Woodson made them made a motion to confirm the appointment of Lanitra Sandifer, seconded by Mayor Pro Tem Allen, and carried unanimously by the nine members present, with Councilor Thomas being absent for the meeting.

(NOTE: This board appointment was called up as the next order of business as listed on the Clerk of Council's Agenda Item 6 "B")

PUBLIC AGENDA

1. Dr. Angela Vickers-Ward and Mr. Brad Bryant, representing REACH Georgia, Re: Information on the benefits of REACH Georgia.

REFERRAL(S):

FOR THE CITY MANAGER:

- List presentation on City Manager's Agenda going forward. *(Request of Councilor Tucker)*
2. Ms. Theresa El-Amin, representing Southern-Anti-Racism Network, Re: City Services, Quality Control and Accountability.

CITY MANAGER'S AGENDA

1. Property Exchange with the Housing Authority of Columbus

Approval is requested to exchange property with the Housing Authority of Columbus. The city is interested in property owned by the Housing Authority located at 375 Farr Road, 4.18 acres. The property was appraised at \$400,000. This property will be utilized as part of a settlement agreement with Mt. Pilgrim Baptist Church for the relocation of the church in connection with the Transportation Investment Act (TIA) I-185/Cusseta Road Interchange project.

(NOTE: This resolution, as provided by the City Manager, was called upon earlier in the meeting during the Mayor's Agenda.)

2. Property Exchange with Mt. Pilgrim Baptist Church

Approval is requested to enter into an agreement with Mt. Pilgrim Baptist Church for the exchange of city property with the church as needed for the construction of a new interstate interchange at I-185 and Old Cusseta Road. In addition to the exchange of properties, the initial offer of \$2 million by GDOT for this project would still be honored by the City, with those funds coming out of the \$58 million TIA budget for this project. The church has also asked for consideration of waving city building permit fees (approximately \$15,000); help with the removal and disposal of trees on the property; and assistance with water and sewer tap fees from the Columbus Water Works (\$3,000).

(NOTE: This resolution, as provided by the City Manager, was called upon earlier in the meeting during the Mayor's Agenda.)

3. Public Art MOU – 18th Street and 5th Avenue

Approval is requested for the approval of an agreement between Columbus Consolidated Government and Columbus State University for an Advocacy thru Arts Mural Project at 18th Street

and 5th Avenue. The City will approve the art plans and design prior to the start of the project. CSU will be financially responsible for all aspects of this project.

(NOTE: This resolution, as provided by the City Manager, was called upon earlier in the meeting after the City Attorney's Agenda.)

4. Public Art MOU – 14th Street Roundabout

Approval is requested of an agreement between Columbus Consolidated Government and WCB Hospitality, LLC for a Public Arts Project at 14th Street Roundabout. The City will approve the art plans and design prior to the start of the project. WCB will be financially responsible for all aspects of this project.

(NOTE: This resolution, as provided by the City Manager, was called upon earlier in the meeting after the City Attorney's Agenda.)

5. Grants Management Policy Update

Resolution (361-20): A resolution revising the current Grants Management Policy to ensure compliance with local, state, and federal rules and/or regulations pertaining to grants administration and oversight. Councilor Tucker made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the six members present, with Mayor Pro Tem Allen and Councilors Crabb and Davis being absent for the vote, and Councilor Thomas being absent for the meeting.

6. CARES Act Departmental Funding Requests

Resolution (362-20): A resolution authorizing departments to purchase various items in response to the COVID-19 Pandemic in accordance with public health recommendations as a measure to prevent and/or reduce the spread of COVID-19 amongst the workforce and throughout the community. Councilor Tucker made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the six members present, with Mayor Pro Tem Allen and Councilors Crabb and Davis being absent for the vote, and Councilor Thomas being absent for the meeting.

7. Street Acceptance – That portion of Old Guard Road located and shown on Replat of Tract A, Parcel B and property of Greystone Pointe Columbus, LLC

Resolution (363-20): A resolution of the Council of Columbus, Georgia, authorizing the acceptance of a deed to that portion of Old Guard Road located and shown on replat of Tract A, Parcel B and Greystone Pointe Columbus, LLC, on behalf of Columbus, Georgia. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

8. Donations by Body Evolution Gym for Theo McGhee Park

Resolution (364-20): A resolution authorizing the City Manager to approve an agreement with Body Evolution Gym wherein Body Evolution Gym will help maintain, promote and have fundraisers to raise money for Theo McGhee Park in partnership with the Parks and Recreation Department. Councilor Woodson made a motion to approve the resolution, seconded by Councilor Tucker, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Tucker being absent for the meeting.

9. Donation of Six (6) Stryker Power Pro Stretchers

Resolution (365-20): A resolution authorizing to approve and accept the donation of 6 Stryker Power Pro Stretchers from Fort Benning Fire Department. Councilor Woodson made a motion to approve the resolution, seconded by Councilor Tucker, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Tucker being absent for the meeting.

10. PURCHASES

A. Inspection Service Agreement for PoolPak® Units at the Columbus Aquatic Center

Resolution (366-20): A resolution authorizing an Inspection Service Agreement for PoolPak Units from Hesco HVAC Equipment Service Company (Roswell, GA) for the annual amount of \$28,992, 50% payable at the beginning of the agreement and 50% at 6 months from the state date. The agreement will renew on the anniversary date of the agreement with the cost subject to a possible 3% annual escalation and price adjustment. Rate for additional work performed outside of the agreement will be billed at \$135 per hour for normal hours and time and one-half for weekends and holidays, plus parts. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

B. Roadside Traffic Counters/Recorders (Annual Contract) – RFP No. 20-0016

Resolution (367-20): A resolution authorizing the execution of an annual contract with Metrocount (Fulton, MD) for the provision of roadside traffic counters/recorders to the Traffic Engineering Division on an “as needed” basis. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

C. Veterinary Services (Annual Contract) – RFB No. 20-0056

Resolution (368-20): A resolution authorizing the annual contract for veterinary services with Dr. Henry J. Hall, DVM (Hamilton, GA), in the amount of \$125.00 per hour, not to exceed \$1,200 per month, as well as, the provision of drugs and other medical supplies, on an “as needed” basis, for the estimated annual contract value of \$20,000.00 per year. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

D. On-Call Guardrail Installation and Repair Services (Annual Contract) – RFP No. 20-0027

Resolution (369-20): A resolution authorizing the execution of annual contracts with Gracie Gray Contractors, Inc. (Canton, GA), Solutionsae, Inc. (Atlanta, GA) and Stembridge Custom Metals, Inc. (Fairburn, GA) for guardrail installation and repair services. The Engineering Department will procure the services on an as-needed basis. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

E. Traffic Control Products and Related Products and Solutions (Alternate Source) – Cooperative Contract

Resolution (370-20): A resolution authorizing the purchase of traffic control products and services from TAPCO (Traffic & Parking Control Co., Inc.) (Brown Deer, WI) by Cooperative Purchasing through Omnia Partners (formerly U.S. Communities), per Contract Number 2020-200. TAPCO will be utilized as an Alternate Source for Driver Awareness and Traffic Calming Purchases for the Engineering Department has several Traffic Calming Accounts in the Capital Improvement Budget. Engineering intends to budget \$50,000.00 for these purchases. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

F. Surplus Equipment

Resolution (371-20): A resolution authorizing the declaration as surplus the equipment shown on the attached lists, as well as, miscellaneous office equipment and furniture, in accordance with Section 7-501 of the Charter of Columbus Consolidated Government; additionally, approval is also requested to declare any items as surplus which may be added to the list prior to the auction. The equipment has either been replaced or placed out of service due to excess maintenance cost. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

G. Amendment 1 for Inmate Food Service Management for Muscogee County Jail (Annual Contract); RFP No. 20-0002

Resolution (372-20): A resolution approving the execution of Amendment 1 with Aramark Correctional Services, LLC (Philadelphia, PA), for Inmate Food Service Management at Muscogee County Jail, to utilize a sliding scale for the per-meal cost when there are fluctuations in the inmate population. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

11. UPDATES AND PRESENTATIONS

A. FY21 Sheriff's Office Update - Donna Tompkins, Muscogee County Sheriff.

Finance Director Anglica Alexander explained this update coincided with the purchase listed as Item 10 “G” on the City Manager’s Agenda.

B. CARES Act Update - Lisa Goodwin, Deputy City Manager. *Delayed*

C. Traffic Study Update - Donna Newman, Engineering Director.

Engineering Director Donna Newman approached the rostrum to provide a traffic study update. She went through to explain various traffic calming projects that have been completed throughout the City and others that are still in progress.

D. I-185/Cusseta Road/Old Cusseta Road Interchange Update, Rick Jones, Planning Director.

(NOTE: This update, as provided by Planning Director Rick Jones, was called upon earlier in the meeting during the Mayor's Agenda.)

BID ADVERTISEMENT

November 13, 2020

1. Paper & Plastic Products (Annual Contract) – RFB No. 21-0016

Scope of Bid

Provide paper and plastic products, of various types and quantities, to Columbus Consolidated Government (the City). The products will be purchased by the Public Works department on an "as needed" basis. This contract may also be utilized by any other City agency requiring the goods.

The term of contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

November 25, 2020

1. Transit Bus Wash System

Scope of Bid

The Consolidated Government of Columbus, Georgia, is seeking vendors to furnish a completely automatic, friction and touchless combination heavy-duty vehicle wash which washes all types of transit vehicles used by fleet owners for front, roof, chassis, rear and both sides in drive-thru mode. The successful vendor will be required to remove the existing bus wash system before installing the new bus wash system.

December 4, 2020

1. Pre-employment and Fitness-for-Duty Psychological Evaluation Services (Annual Contract) – RFP No. 21-0020

Scope of RFP

Columbus Consolidated Government (the City) is soliciting competitive sealed proposals from experienced, qualified individuals or firms to provide pre-employment and fitness-for-duty psychological evaluation services for the Columbus Police Department and the Muscogee County Sheriff's Office.

The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.

CLERK OF COUNCIL'S AGENDA

ENCLOSURES - ACTION REQUESTED

1. **RESOLUTION (373-20):** A Resolution changing the regular meeting schedule by holding a Regular Council Meeting on November 17, 2020 at 9:00 a.m. and to cancel the November 24, 2020 Regular Council Meeting. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Woodson, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

2. **RESOLUTION (374-20):** A Resolution changing the regular meeting schedule by holding a Regular Council Meeting on December 15, 2020 at 9:00 a.m. and to cancel the December 22, 2020 Regular Council Meeting and the December 29, 2020 Consent Agenda / Work Session. Councilor Woodson made a motion to approve the resolution, seconded by Mayor Pro Tem Allen, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

3. **RECREATION ADVISORY BOARD:** Letter of Resignation from Mr. Hayden Barnes from his seat as the District Eight Representative. Mayor Pro Tem Allen made a motion to receive the resignation with regrets, seconded by Councilor Garrett, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

4. **Minutes of the following boards:**
 - Board of Tax Assessors, #36-20 and #37-20

 - Commission on International Relations and Cultural Liaison Encounters, September 15, 2020

 - Hospital Authority of Columbus, September 29, 2020

 - Housing Authority of Columbus, September 16, 2020

 - Public Safety Advisory Commission Ordinance Committee, October 20, 2020

Mayor Pro Tem Allen made a motion to receive the minutes of various boards, seconded by Councilor Woodson, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

5. **COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:**

- A. **BOARD OF HEALTH:** Ms. Yasmin Cathright was nominated to serve another term of office. (*Councilor Huff's nominee*) New Term expires: December 31, 2025. Councilor Huff made a motion for confirmation, seconded by Councilor House, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

- B. TREE BOARD:** Mr. Robert Hecht (*Commercial and Industrial Development Member*) was nominated to serve another term of office. (*Councilor Thomas' nominee*) New Term expires: December 31, 2024. Councilor Woodson made a motion for confirmation, seconded by Mayor Pro Tem Allen, and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

6. COUNCIL APPOINTMENTS- READY FOR VOTE TABULATION:

C. AIRPORT COMMISSION:

A nominee for the seat of Thomas Forsberg (*Eligible to succeed*) for a term that expires on December 31, 2020 on the Airport Commission (*Council's Appointment*). The Columbus Airport submitted three nominees for the seat of Thomas Forsberg: Art Guin, Dr. Kamesha Harbison and John P. Steed.

(*NOTE: This board appointment, as provided by the Clerk of Council, was called upon earlier in the meeting before the Public Agenda.*)

D. BOARD OF TAX ASSESSORS:

A nominee for the seat of Patricia Hunter (*Eligible to succeed*) for a term that expires on December 31, 2020 on the Board of Tax Assessors (*Council's Appointment*). Councilor Barnes re-nominated Patricia Hunter to serve another term. Councilor Crabb nominated Lanitra Sandifer for the seat of Patricia Hunter.

(*NOTE: This board appointment, as provided by the Clerk of Council, was called upon earlier in the meeting before the Public Agenda.*)

7. COUNCIL DISTRICT SEAT APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:

A. CHARTER REVIEW COMMISSION:

A nominee for the District 2 seat on the Charter Review Commission (*District 2 Appointment-Davis*). There were none.

A nominee for the District 3 seat on the Charter Review Commission (*District 3 Appointment-Huff*). There were none.

A nominee for the District 7 seat on the Charter Review Commission (*District 7 Appointment-Woodson*). Councilor Woodson nominated Dominick Michael Perkins as the District 7 Representative on the Charter Review Commission. Councilor Woodson made a motion for confirmation, seconded by Councilor Tucker and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, and Councilor Thomas being absent for the meeting.

B. RECREATION ADVISORY BOARD:

A nominee for the seat of Willie Dickerson (*Not eligible to succeed*) on the Recreation Advisory Board for a term that expires on December 31, 2020 (*District 4-Tucker*). There were none.

A nominee for the seat of John Lawson (*Not eligible to succeed*) on the Recreation Advisory Board for a term that expired on December 31, 2019 (*District 6-Allen*). There were none.

8. COUNCIL'S APPOINTMENTS- ANY NOMINATIONS WOULD BE LISTED FOR THE NEXT MEETING:

A. COOPERATIVE EXTENSION ADVISORY BOARD:

A nominee for the seat of Brenda Foreman (*Not interested in serving another term*) on the Cooperative Extension Advisory Board for a term that expires on December 31, 2020 (*Council's Appointment*). There were none.

B. CRIME PREVENTION BOARD:

A nominee for the seat of Timothy K. Weeks (*Resigned*) as the Senatorial District 29 Representative on the Crime Prevention Board for a term that expired on March 31, 2019 (*Council's Appointment*). Councilor Davis nominated Patricia Flora to succeed Timothy K. Weeks on the Crime Prevention Board as the Senatorial District 29 Representative.

C. TREE BOARD:

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

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

A nominee for the seat of Beverly Kinner (*Not eligible to succeed*) as the At-Large Member on the Tree Board for a term that expires on December 31, 2020 (*Council's Appointment*). There were none.

EXECUTIVE SESSION:

At the request of Mayor Henderson, Mayor Pro Tem Allen made a motion to go into executive session to discuss matters of personnel and litigation, seconded by Councilor Woodson and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, Councilor Thomas being absent for the meeting, and the time being 1:04 p.m.

The Regular Meeting reconvened at 1:37 p.m., at which time, Mayor Henderson announced that the Council did meet in executive session to discuss personnel and litigation matters; however, there were no votes taken.

With there being no further business to discuss, Mayor Henderson entertained a motion for adjournment. Motion by Mayor Pro Tem Allen to adjourn the November 10, 2020 Regular Meeting, seconded by Councilor Woodson and carried unanimously by the eight members present, with Councilor Crabb being absent for the vote, Councilor Thomas being absent for the meeting, and the time being 1:38 p.m.

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

File Attachments for Item:

1. 2nd Reading - REZN-07-20-2105: An ordinance rezoning .81 acre of land located at 1700 10th Avenue (parcel id # 017-007-001). The current zoning is RO (Residential-Office). The proposed zoning is GC (General Commercial). The proposed use is a convenience store with gas sales. The Planning Advisory Commission recommends **denial** based on inconsistency with the City's Comprehensive Plan and Future Land Use. The Planning Department recommends **conditional approval** based on compatibility with existing land uses and adjacent GC (General Commercial) zonings. The applicant is Rob McKenna. (Councilor Woodson)

AN ORDINANCE

NO. _____

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia; this amendment changes certain boundaries of a district located at **1700 10th Avenue** (parcel # 017-007-001) from RO (Residential Office) Zoning District to GC (General Commercial) with conditions Zoning District.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

That the Zoning Atlas on file with the Planning Department is hereby amended by changing the aforementioned property from RO (Residential Office) Zoning District to GC (General Commercial) with conditions Zoning District:

All that lot, tract or parcel of land situate, lying and being in Columbus, Muscogee County, Georgia, being known and designated as a Replat of Lots 14, 15, 16, 17 and part of Lot 13, all in Block 2, First Addition to East Highlands, being more particularly described as follows, to-wit:

The above described property is shown as "Lot 201" on a plat entitled "Replat of Lots 14, 15, 16, 17 & Part of Lot 13, Block 2, First Addition to East Highlands", prepared by Moon, Meeks & Patrick, Inc., dated August 28, 1995, recorded in Plat Book 130, Folio 31, in the Office of the Clerk of Superior Court of Muscogee County, Georgia.

Also all right, title, and interest in and to the alleyway which lies north of and adjacent to the Property, subject however to the rights of any other property owners abutting said alleyway.

The above-described property is being rezoned with the following conditions:

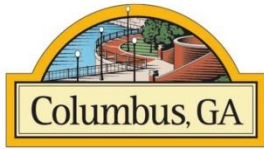
- 1) Increased landscape buffer plantings along the **Eastern** side of property in the form of large evergreen plantings. Such plantings shall be a minimum height of six (6') feet; and
- 2) A six (6') foot wooden fence or masonry wall is required along the **Eastern** side of the property.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the ____ day of _____, 2020; introduced a second time at a regular meeting of said Council held on the ____ day of _____, 2020 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T. Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor



CONSOLIDATED GOVERNMENT
What progress has preserved.
 PLANNING DEPARTMENT

COUNCIL STAFF REPORT

REZN-07-20-2105

Applicant:	Rob McKenna
Owner:	Synovus Bank
Location:	1700 10 th Avenue
Parcel:	017-007-001
Acreage:	0.81 Acres
Current Zoning Classification:	RO (Residential Office)
Proposed Zoning Classification:	GC (General Commercial)
Current Use of Property:	Financial Information
Proposed Use of Property:	Convenience Store, with Gas Sales
Council District:	District 7 (Woodson)
PAC Recommendation:	Denial based on that it is inconsistent with the City's Comprehensive Plan and Future Land Use.
Planning Department Recommendation:	<p>Conditional Approval based on compatibility with existing land uses and adjacent GC (General Commercial) zonings. Those conditions are as follows:</p> <ol style="list-style-type: none"> 1) Increased landscape buffer plantings along the Eastern side of property in the form of large evergreen plantings Eastern. Minimum height of six (6') feet. 2) A six (6') foot wood fence or masonry wall is required along the Eastern side of the property.

Fort Benning's Recommendation:	N/A								
DRI Recommendation:	N/A								
General Land Use:	Inconsistent Planning Area D								
Current Land Use Designation:	General Commercial								
Future Land Use Designation:	Office / Professional								
Compatible with Existing Land-Uses:	Yes								
Environmental Impacts:	The property does not lie within the floodway and floodplain area. The developer will need an approved drainage plan prior to issuance of a Site Development permit, if a permit is required.								
City Services:	Property is served by all city services.								
Traffic Impact:	Average Annual Daily Trips (AADT) will increase by 193 trips if used for commercial use. The Level of Service (LOS) will remain at level B.								
Traffic Engineering:	This site shall meet the Codes and regulations of the Columbus Consolidated Government for commercial usage.								
Surrounding Zoning:	<table> <tr> <td>North</td><td>GC (General Commercial)</td></tr> <tr> <td>South</td><td>GC (General Commercial)</td></tr> <tr> <td>East</td><td>RMF2 (Residential Multifamily 2)</td></tr> <tr> <td>West</td><td>RO (Residential Office)</td></tr> </table>	North	GC (General Commercial)	South	GC (General Commercial)	East	RMF2 (Residential Multifamily 2)	West	RO (Residential Office)
North	GC (General Commercial)								
South	GC (General Commercial)								
East	RMF2 (Residential Multifamily 2)								
West	RO (Residential Office)								
Reasonableness of Request:	The request is compatible with existing land uses.								
School Impact:	N/A								
Buffer Requirement:	<p>The site shall include a Category C buffer along North, South and West property lines bordered by the RMF2 zoning district. The 3 options under Category C are:</p> <ol style="list-style-type: none"> 1) 20 feet with a certain amount of canopy trees, under story trees, and shrubs / ornamental grasses per 100 linear feet. 2) 10 feet with a certain amount of shrubs / 								

ornamental grasses per 100 linear feet and a wood fence or masonry wall.

3) **30 feet** undisturbed natural buffer.

Attitude of Property Owners:

Forty-five (45) property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received one (1) calls and/or emails regarding the rezoning.

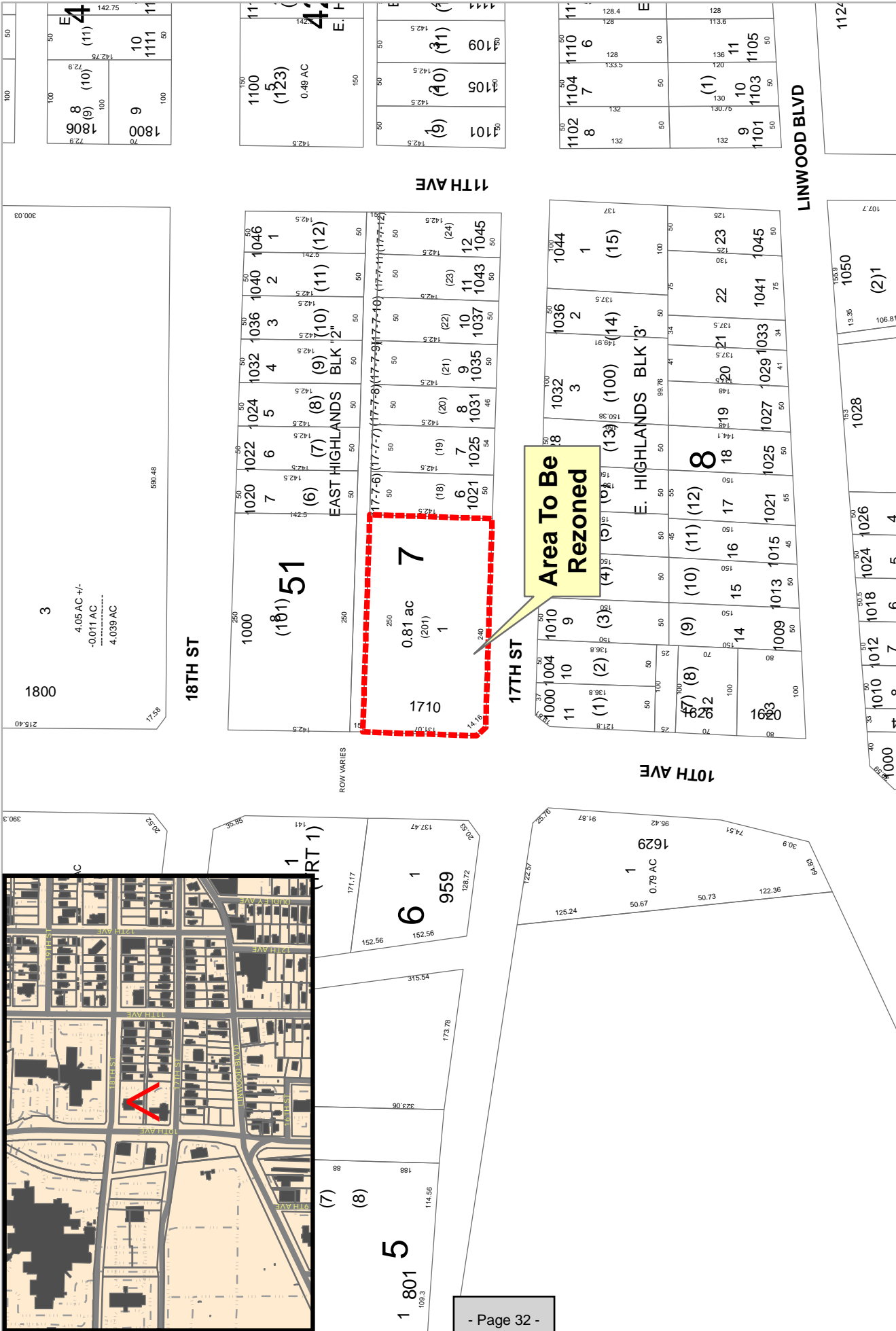
Approval	0 Responses
Opposition	1 Responses

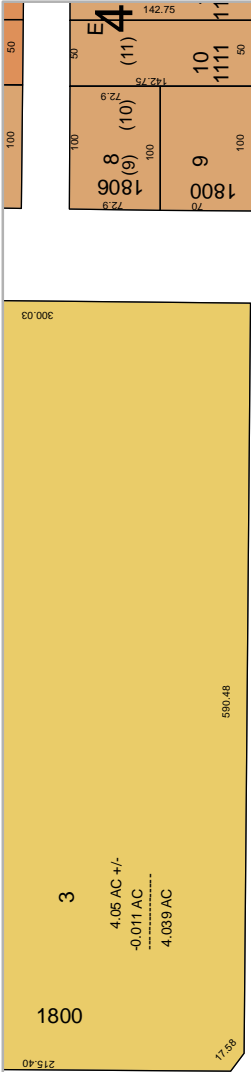
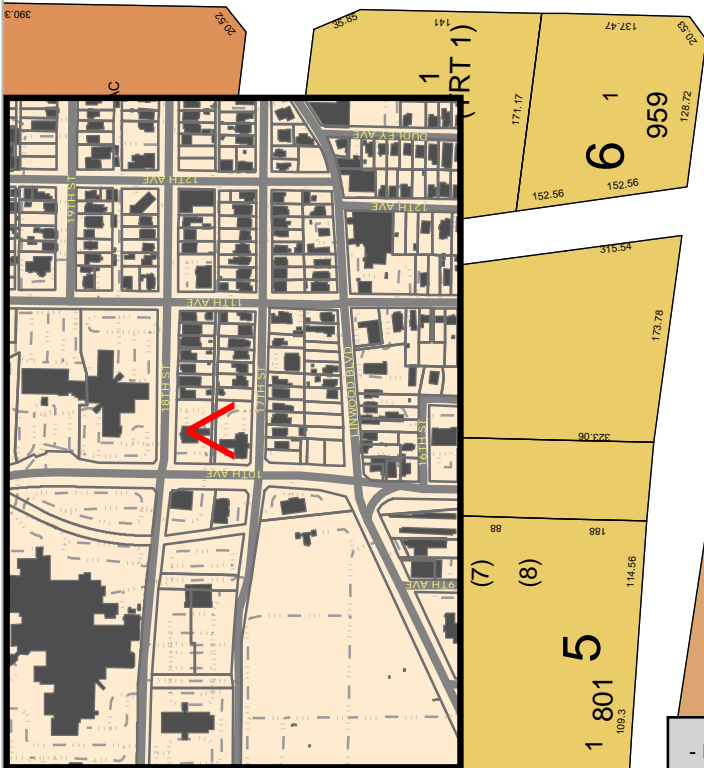
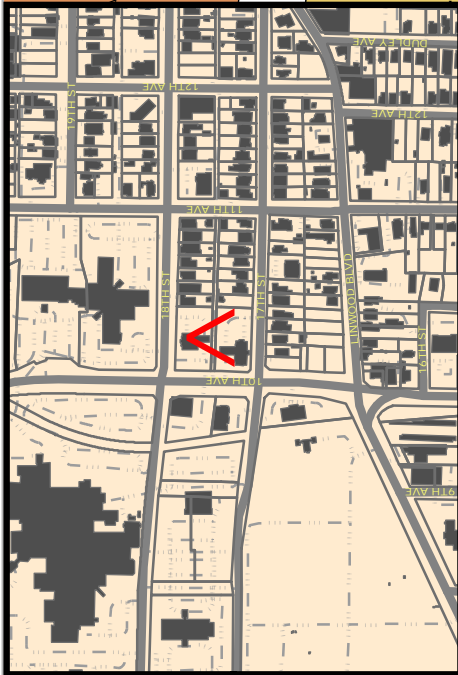
Additional Information:

N/A

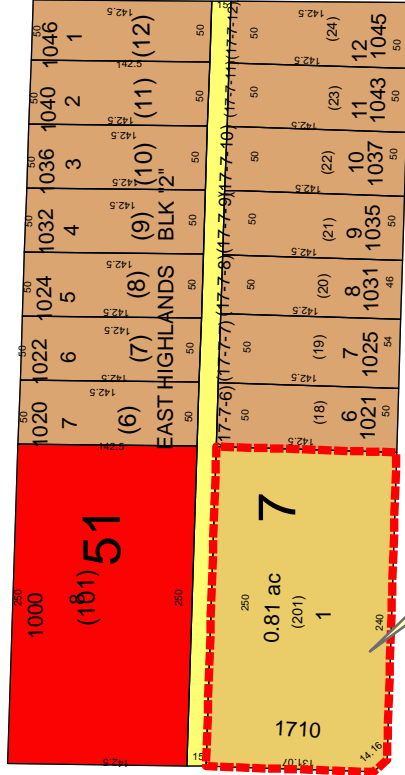
Attachments:

Aerial Land Use Map
Location Map
Zoning Map
Existing Land Use Map
Future Land Use Map
Traffic Report
Site Plan





18TH ST

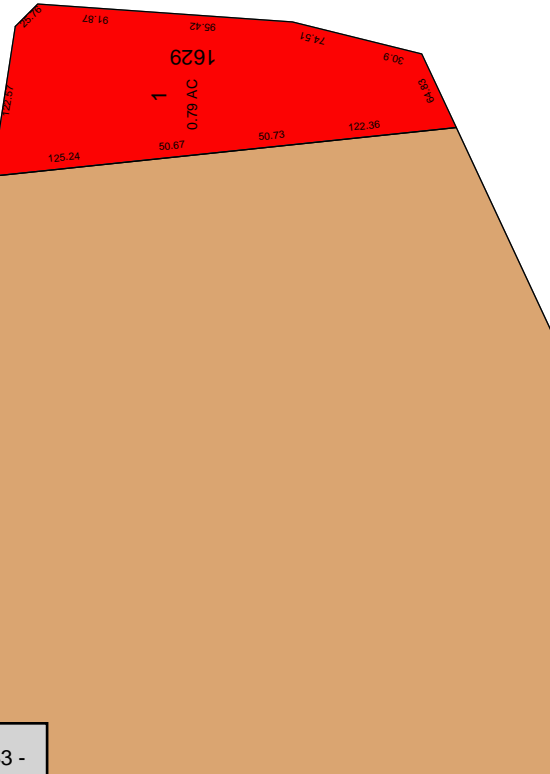


ROW VARIES

17TH ST

Area To Be
Rezoned

10TH AVE



Legend
Zoning

- General Commercial
- Residential Multifamily 1
- Residential Multifamily 2
- Residential/Office
- Single Family Residential 1
- AOI



Date: 7/13/2020

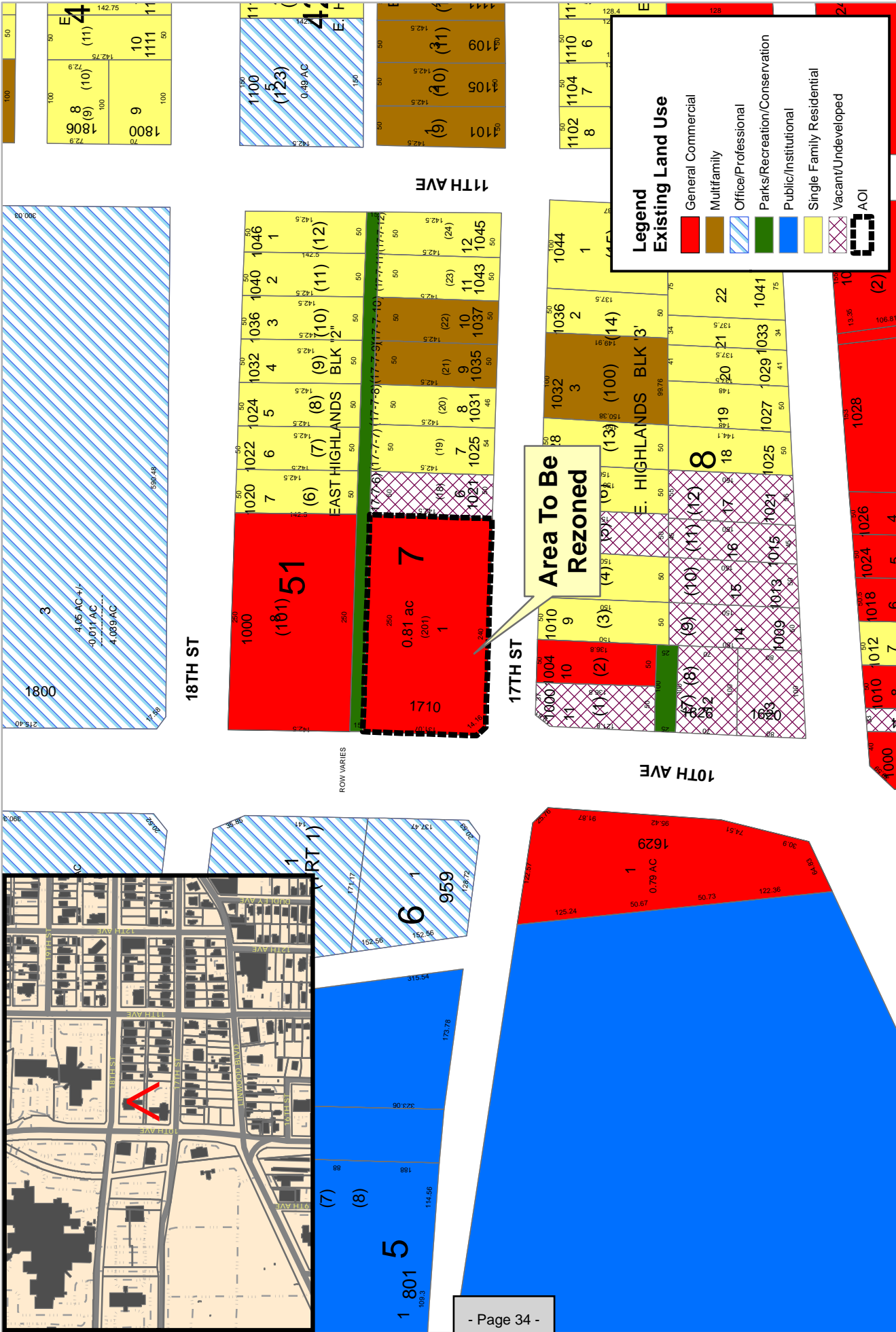
This material is made available as a public service. Maps and data are to be used for reference purposes only. The data contained is subject to constant change. Map information is believed to be correct but is not guaranteed.

Zoning Map for REZN 07 - 20 - 2105
Map 017 Block 007 Lot 001
Planning Department-Planning Division
Prepared By Planning GIS Tech

0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: DavidCooper



Item #1.



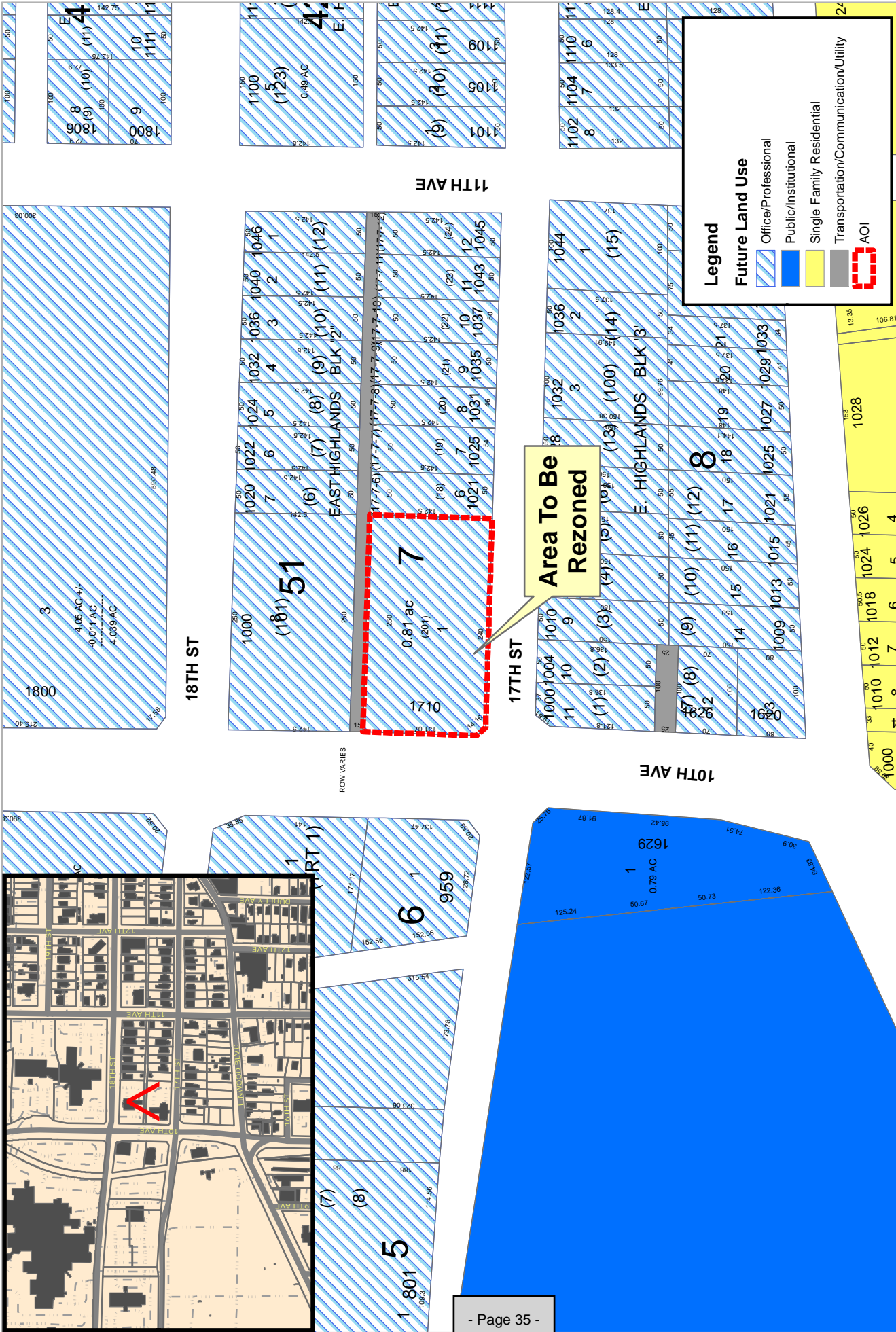
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Item #1.

0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: David Cooper

Existing Land Use Map for REZN 07 - 20 - 2105
Map 017 Block 007 Lot 001
Planning Department-Planning Division
Prepared By Planning GIS Tech

Date: 7/13/2020



REZONING CASE NO.
PROJECT
CLIENT
REZONING REQUEST

REZN 07-20-2105
1700 10th Avenue
RO to GC

Trip Generation Land Use Code*	912 & 945
Existing Land Use	Residential-Office - (RO)
Proposed Land Use	General Commercial - (GC)
Existing Trip Rate Unit	RO - Acreage converted to square footage.
Proposed Trip Rate Unit	GC - Number of Vehicle Fueling Positions

[illegible]

TRAFFIC PROJECTIONS

Name of Street	10th Avenue
Street Classification	Undivided Arterial w/center In
No. of Lanes	4
City Traffic Count (2018)	9,610
Existing Level of Service (LOS)**	B
Additional Traffic due to Existing Zoning	68
Total Projected Traffic (2019)	9,678
Projected Level of Service (LOS)**	B

PROPOSED ZONING (GC)

Name of Street	10th Avenue
Street Classification	Undivided Arterial w/center In
No. of Lanes	4
City Traffic Count (2018)	9,610
Existing Level of Service (LOS)**	B
Additional Traffic due to Proposed	193
Total Projected Traffic (2019)	9,803
Projected Level of Service (LOS)**	B

Item #1.

DRAFT

CONTINIO GROUP
755 COMMERCE DRIVE
SUITE 800
DECATUR, GA, 30030
678.601.6046
www.tcg.engineer



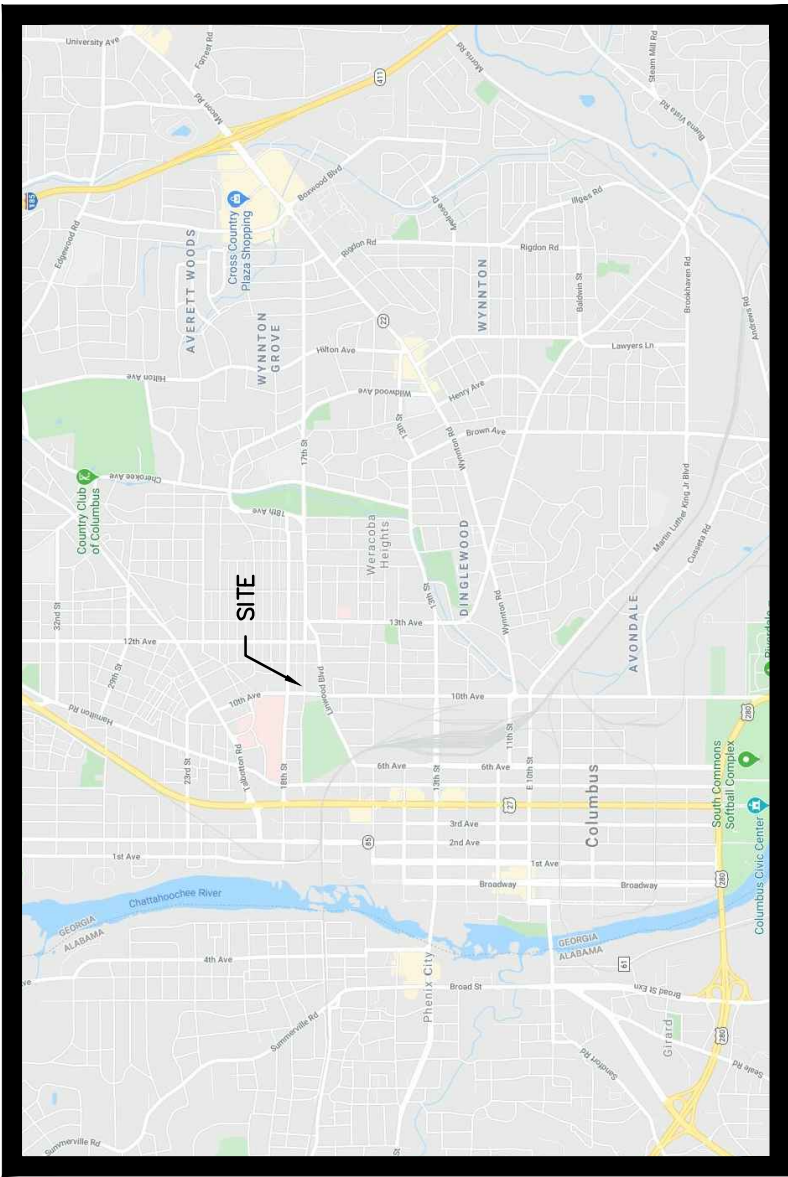
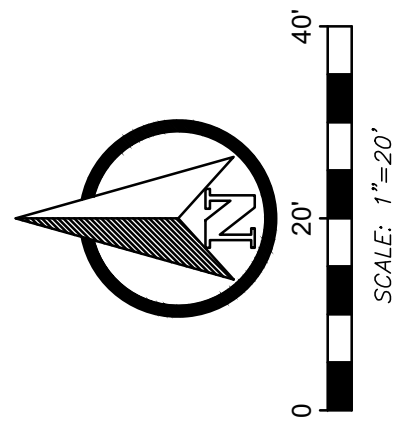
AMAZING ENERGY
8450 ABINGDON LANE
DULUTH, GA 30097
(404) 229 - 6980
SAL@THEAMAZINGENERGY.COM

10TH AVENUE
CONVENIENCE STORE
ISSUED FOR: CONCEPT PLAN
JURISDICTION: CITY OF COLUMBUS
LOCATION: 1700 10TH AVE
COLUMBUS, GA 31902

#	DATE	REVISIONS

DRAWN: KH	CHECK: RTC
JOB NO: 20-195	DATE: 08/25/20

CONCEPT
SITE 03
SHEET 03



VICINITY MAP

N.T.S.

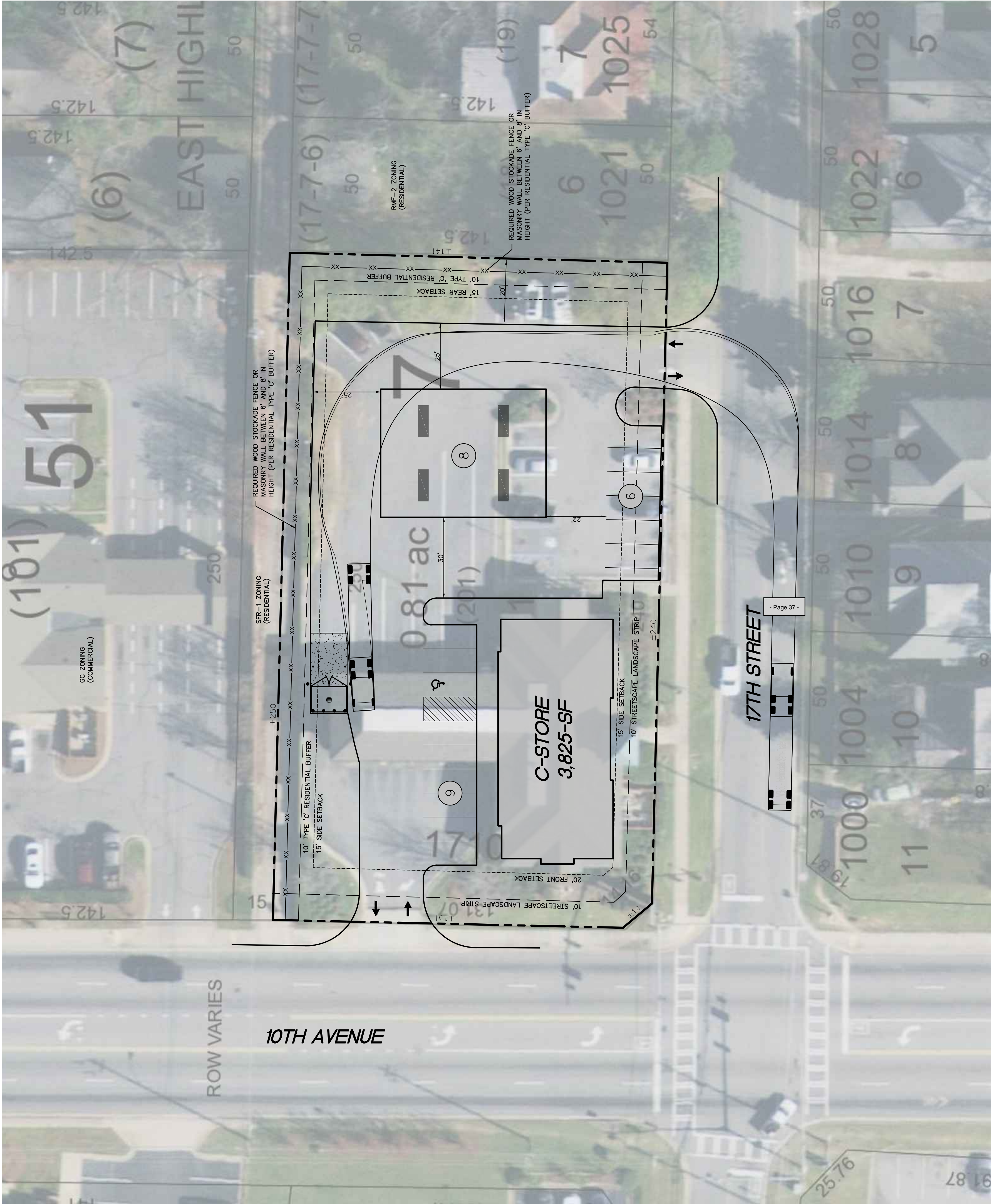
LEGEND

---	PROPERTY LINE
---	SETBACK LINE
---	EASEMENT LINE

SITE DATA	
LOCAL JURISDICTION	CITY OF COLUMBUS
PRIMARY PARCEL ID	017 007 001
ZONING DESIGNATION*	RO
OVERLAY DISTRICT	N/A
TOTAL PROPERTY ACREAGE	±0.8 ACRES
TOTAL DISTURBED ACREAGE	TBD
PROPOSED USE	3,825-SF C-STORE 4 FUEL PUMPS
RESIDENTIAL BUFFER**	10'
PUMP SETBACK	15'
STREETSCAPE L.S. STRIP	15'
C-STORE DUMPSTER SETBACK**	10'
FRONT BUILDING SETBACK	20'
SIDE BUILDING SETBACK	15'
REAR BUILDING SETBACK	15'

* DIMENSIONAL REQUIREMENTS ASSUME PROPERTY WILL BE REZONED TO GC (COMMERCIAL) WITH A 10' RESIDENTIAL BUFFER (TYPE C) CHOSEN PER SECTION 4.5.7.
** PER SECTION 3.2.22, THIS REQUIREMENT WILL REQUIRE A VARIANCE.

PARKING SUMMARY	
GASOLINE STATION	REQUIRED 19 PROVIDED 23
REQUIREMENTS BASED ON: • GASOLINE STATION: 1/250-SF & 1 PER 2 GAS PUMPS	



**Executive Committee**

Muffy Schladensky
President
Cameron Bean
President-elect
George E. "Tripp" Wade, III
Immediate Past President
Olivia Pennington, Secretary
Chuck McDaniel, Treasurer
Will Burgin
Mattie Hall
Jim Livingston
Matt Massey
Ellie Fober
Judy Tucker
Vice Presidents
John M. Sheftall
Ed Burdeshaw
Virginia Peebles
Bennie Newroth
Directors Emeriti

Board of Directors

Craig Burgess
Nancy Burgin
Andy Carpenter
Jennie Hannay
Lilian Pat Jones
Sean M. Knox
Thomas P. McKenna
Blake N. Melton
Gordy Pease
Tyler Pritchard
Dr. Amanda Rees
GwenDolyn Ruff
A.J. Senior
John Teeple
Willie Wells
Christopher Walker
Amy Ward

Ex-Officio Members

Elizabeth Barker
Pam Hodge
Carolyn Mull
Brian Sillitto
Len Williams

Advisors to the Board

Jack C. Goldfrank
The Honorable Calvin Smyre
Sam Wellborn
J. Edward Sprouse
Dr. Robert Wright

Staff

Julio A. Portillo
Executive Director
Hallie Fivecoat
Development Manager
Kelley Watts*
Accounts, Donor and
Finance Manager
Bitsy Dedwylder*
MBA and Marketing
Manager
Sara Carver*
Executive Administrative
Assistant
*Part-time

October 21, 2020

Consolidated Government of
Columbus-Muscogee County
Attention: Members of our City Council

Dear Councilors,

On behalf of the MidTown, Inc. Board of directors, I am writing you to express our opposition to the proposed rezoning of the property located at 1700 10th Avenue from RO (Residential-Office) to GC (General Commercial). We agree with the denial recommendations from the Planning Advisory Commission, as the rezoning and addition of a gas station/convenience store in that location is inconsistent with the City's Comprehensive Plan and Future Land Use.

Apart from a few medical office buildings, most of that block and the adjacent blocks to the east are residential. While Synovus customers came and went throughout the day, the branch operated within regular business hours (9:00 A.M to 5:00 P.M.). We assume the gas station/convenience store hours will be much longer, increasing traffic and noise throughout the night in what is primarily a quiet neighborhood. In addition, the building in question lies just a half a mile from the Liberty Gas Station on Talbotton Road, and a mere two tenths of a mile from the Shell Station on 12th Avenue. There seems to be no need for another gas station/convenience store with two others in such close proximity.

We understand that the addition of a gas station/convenience store will initially benefit the City's revenue tax base. We contend, however, that the increase in tax revenue will be tremendously offset by tenants and homeowners fleeing the area, due to the destabilizing effects gas and convenience stores have to nearby neighborhoods. The resulting blight is something our city -including MidTown- does not need.

Our mission is to sustain and enhance the neighborhoods and businesses in MidTown. We do not believe rezoning that property to allow for yet another gas station and convenience store will do either.

We appreciate you taking our position about this matter into consideration.

Sincerely,

Muffy Schladensky

Muffy Schladensky
President

Julio A. Portillo
Executive Director

File Attachments for Item:

2. 2nd Reading - REZN-07-20-2248: An ordinance rezoning .24 acre of land located at 849 Brighton Road (parcel id # 066-036-043). The current zoning is GC (General Commercial). The proposed zoning is SFR3 (Single Family Residential 3). The proposed use is a Personal Care Home, Type I. The Planning Advisory Commission and the Planning Department recommend approval. The applicant is Madalin Brayboy. (Councilor Barnes)

AN ORDINANCE**NO. _____**

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia; this amendment changes certain boundaries of a district located at **849 Brighton Road** (parcel # 066-036-043) from GC (General Commercial) Zoning District to SFR3 (Single Family Residential 3) Zoning District.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

That the Zoning Atlas on file with the Planning Department is hereby amended by changing the aforementioned property from GC (General Commercial) Zoning District to SFR3 (Single Family Residential 3) Zoning District:

All that lot, tract and parcel of land situate, lying and being in Columbus, Muscogee County, Georgia and being known and designated as ALL OF LOT NUMBERED EIGHT (8), in BLOCK LETTERED "F", FAIRFIELD SUBDIVISION, as said lot is shown on a map or plat recorded in Plat Book 19, page 3-C in the Office of the Clerk of the Superior Court of Muscogee County, Georgia, to which reference is made for the more particular location and dimensions of the property herein conveyed. There is located on said lot dwelling numbered 849 Brighton Road according to the present numbering system in Columbus, Georgia.

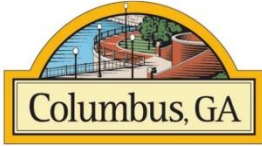
The above described property is conveyed subject to all valid restrictive covenants and easements of record applicable thereto.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the ____ day of _____, 2020; introduced a second time at a regular meeting of said Council held on the ____ day of _____, 2020 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T. Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor



CONSOLIDATED GOVERNMENT
What progress has preserved.
 PLANNING DEPARTMENT

COUNCIL STAFF REPORT

REZN-07-20-2248

Applicant:	Madalin Brayboy
Owner:	William Doggins
Location:	849 Brighton Road
Parcel:	066-036-043
Acreage:	0.24 Acres
Current Zoning Classification:	GC (General Commercial)
Proposed Zoning Classification:	SFR3 (Single Family Residential 3)
Current Use of Property:	Residence / Day Care
Proposed Use of Property:	Personal Care Home Type 1 (1 to 6)
Council District:	District 1 (Barnes)
PAC Recommendation:	Approval based on the Staff Report and compatibility with existing land uses.
Planning Department Recommendation:	Approval based on compatibility with existing land uses.
Fort Benning's Recommendation:	N/A
DRI Recommendation:	N/A
General Land Use:	Consistent Planning Area E
Current Land Use Designation:	Neighborhood Commercial
Future Land Use Designation:	Single Family Residential

Compatible with Existing Land-Uses:	Yes								
Environmental Impacts:	The property does not lie within the floodway and floodplain area. The developer will need an approved drainage plan prior to issuance of a Site Development permit, if a permit is required.								
City Services:	Property is served by all city services.								
Traffic Impact:	Average Annual Daily Trips (AADT) will decrease by 44 trips if used for residential use. The Level of Service (LOS) will remain at level B.								
Traffic Engineering:	This site shall meet the Codes and regulations of the Columbus Consolidated Government for residential usage.								
Surrounding Zoning:	<table> <tr> <td>North</td><td>GC (General Commercial)</td></tr> <tr> <td>South</td><td>GC (General Commercial)</td></tr> <tr> <td>East</td><td>SFR3 (Single Family Residential 3)</td></tr> <tr> <td>West</td><td>GC (General Commercial)</td></tr> </table>	North	GC (General Commercial)	South	GC (General Commercial)	East	SFR3 (Single Family Residential 3)	West	GC (General Commercial)
North	GC (General Commercial)								
South	GC (General Commercial)								
East	SFR3 (Single Family Residential 3)								
West	GC (General Commercial)								
Reasonableness of Request:	The request is compatible with existing land uses.								
School Impact:	N/A								
Buffer Requirement:	N/A								
Attitude of Property Owners:	Thirty-five (35) property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received two (2) calls and/or emails regarding the rezoning.								
	<table> <tr> <td>Approval</td><td>0 Responses</td></tr> <tr> <td>Opposition</td><td>2 Responses</td></tr> </table>	Approval	0 Responses	Opposition	2 Responses				
Approval	0 Responses								
Opposition	2 Responses								
Additional Information:	<p>This property has been a day care twice in the past. First day care was closed due to child abuse. Second day care was closed due to fraud.</p> <p>Opposition is concerned about surrounding property values if this property is rezoned to residential. Most do not want to lose General Commercial zoning although the primarily use of these parcels is residential in nature.</p>								

Attachments:

Aerial Land Use Map
Location Map
Zoning Map
Existing Land Use Map
Future Land Use Map
Traffic Report

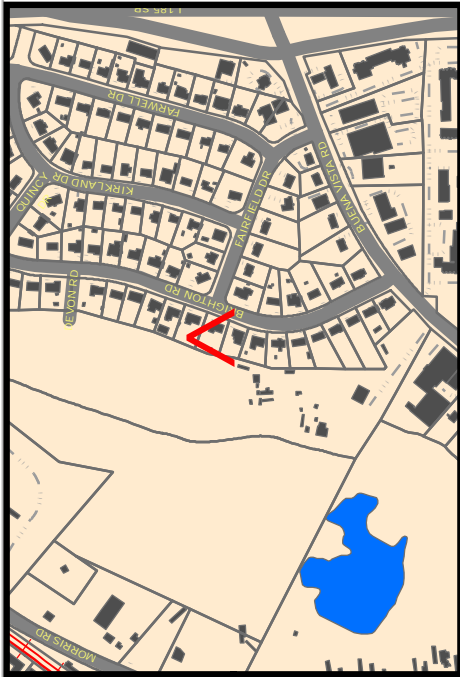


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1 inch = 150 feet
Data Source: IT/GIS
Author: David Cooper

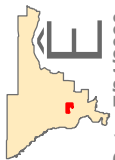
Aerial Map for REZN 07 - 20 - 2248
Map 066 Block 036 Lot 043
Planning Department-Planning Division
Prepared By Planning GIS Tech

This material is made available as a public service.
Maps and data are to be used for reference purposes only.
The data contained is subject to constant change.
Map information is believed to be correct but is not guaranteed.





**Area To Be
Rezoned**



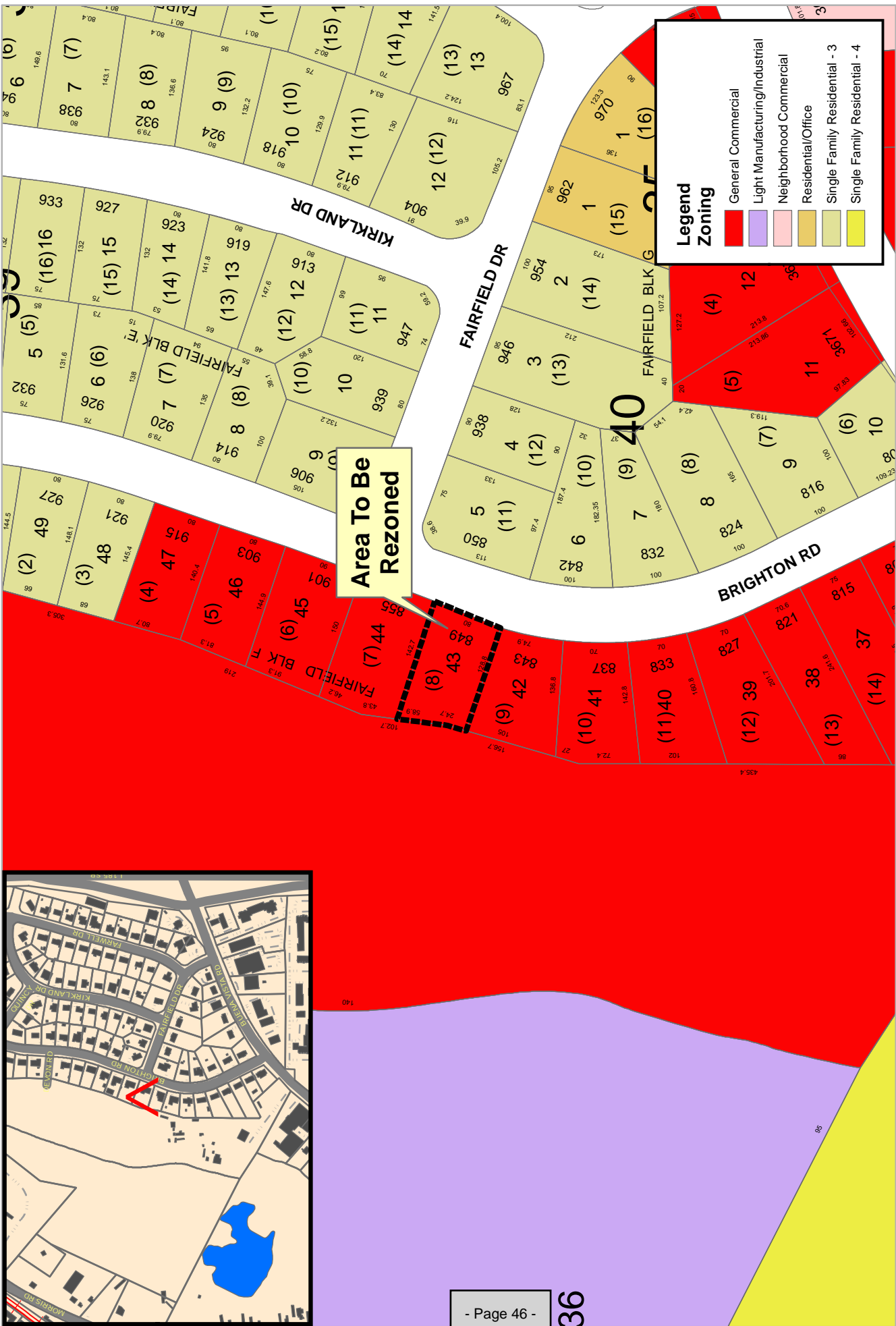
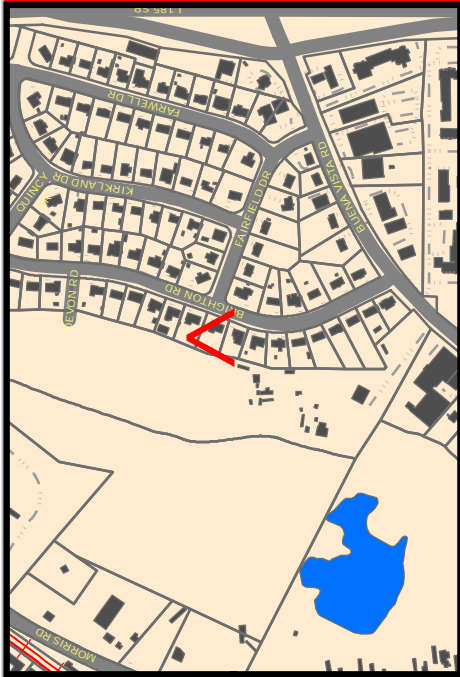
This material is made available as a public service. Maps and data are to be used for reference purposes only. The data contained is subject to constant change. Map information is believed to be correct but is not guaranteed.

Date: 7/31/2020

Location Map for REZN 07 - 20 - 2248
Map 066 Block 036 Lot 043
Planning Department-Planning Division
Prepared By Planning GIS Tech

0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: DavidCooper

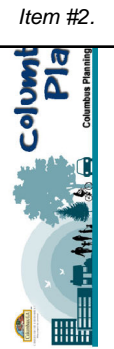




**Area To Be
Rezoned**

**Legend
Zoning**

- General Commercial
- Light Manufacturing/Industrial
- Neighborhood Commercial
- Residential/Office
- Single Family Residential - 3
- Single Family Residential - 4

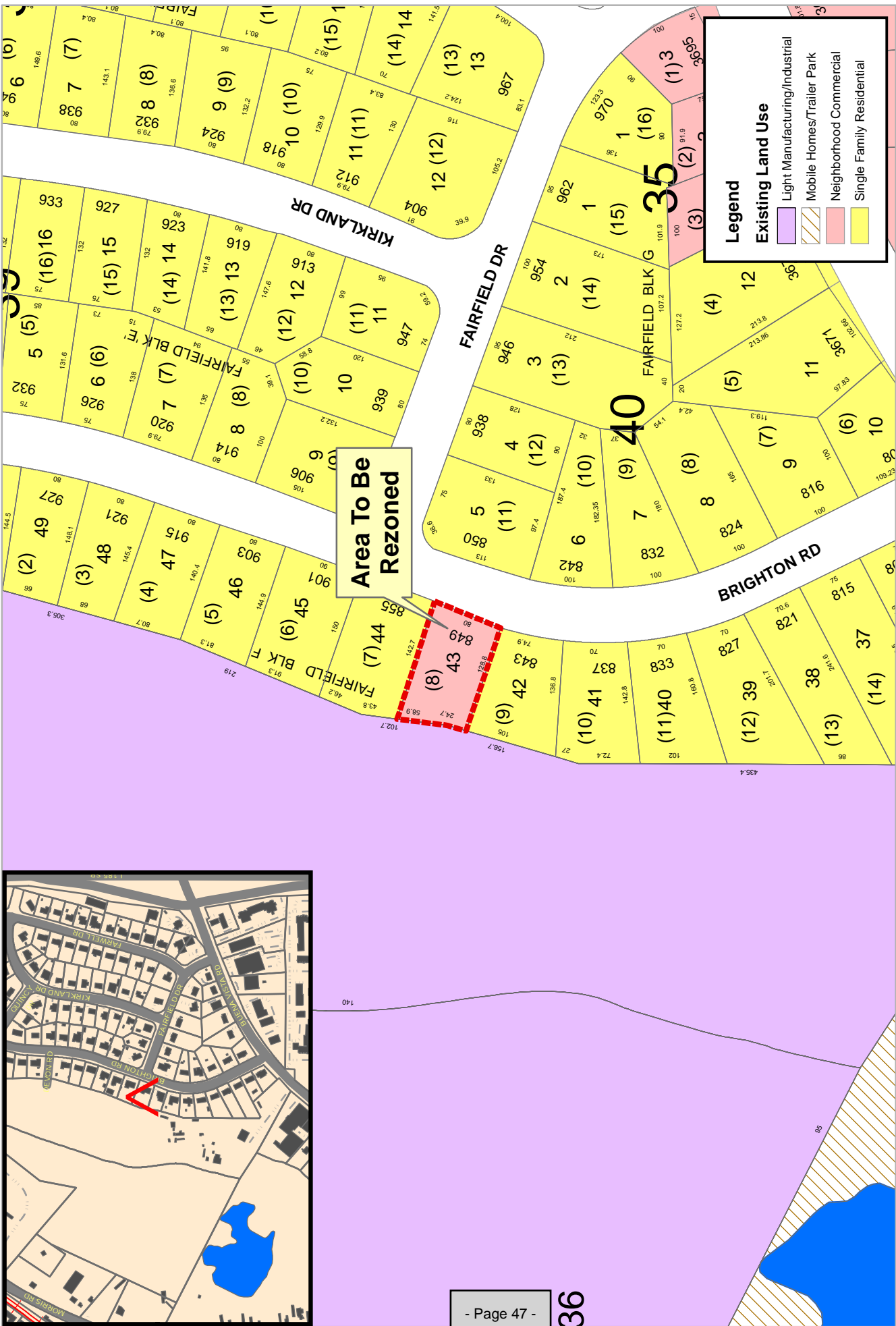
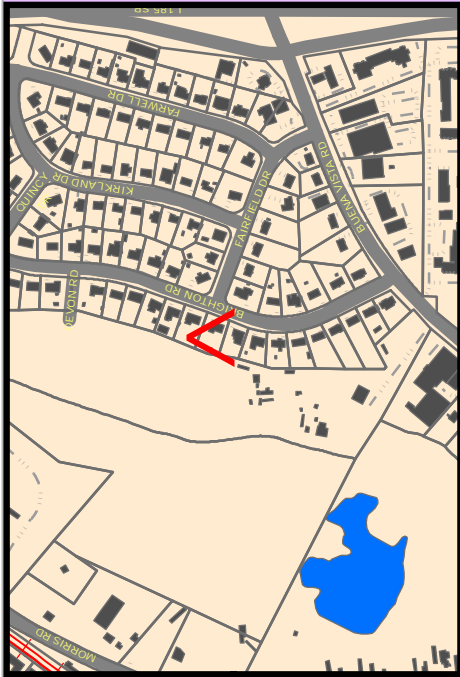


0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: DavidCooper

Zoning Map for REZN 07 - 20 - 2248
Map 066 Block 036 Lot 043
Planning Department-Planning Division
Prepared By Planning GIS Tech

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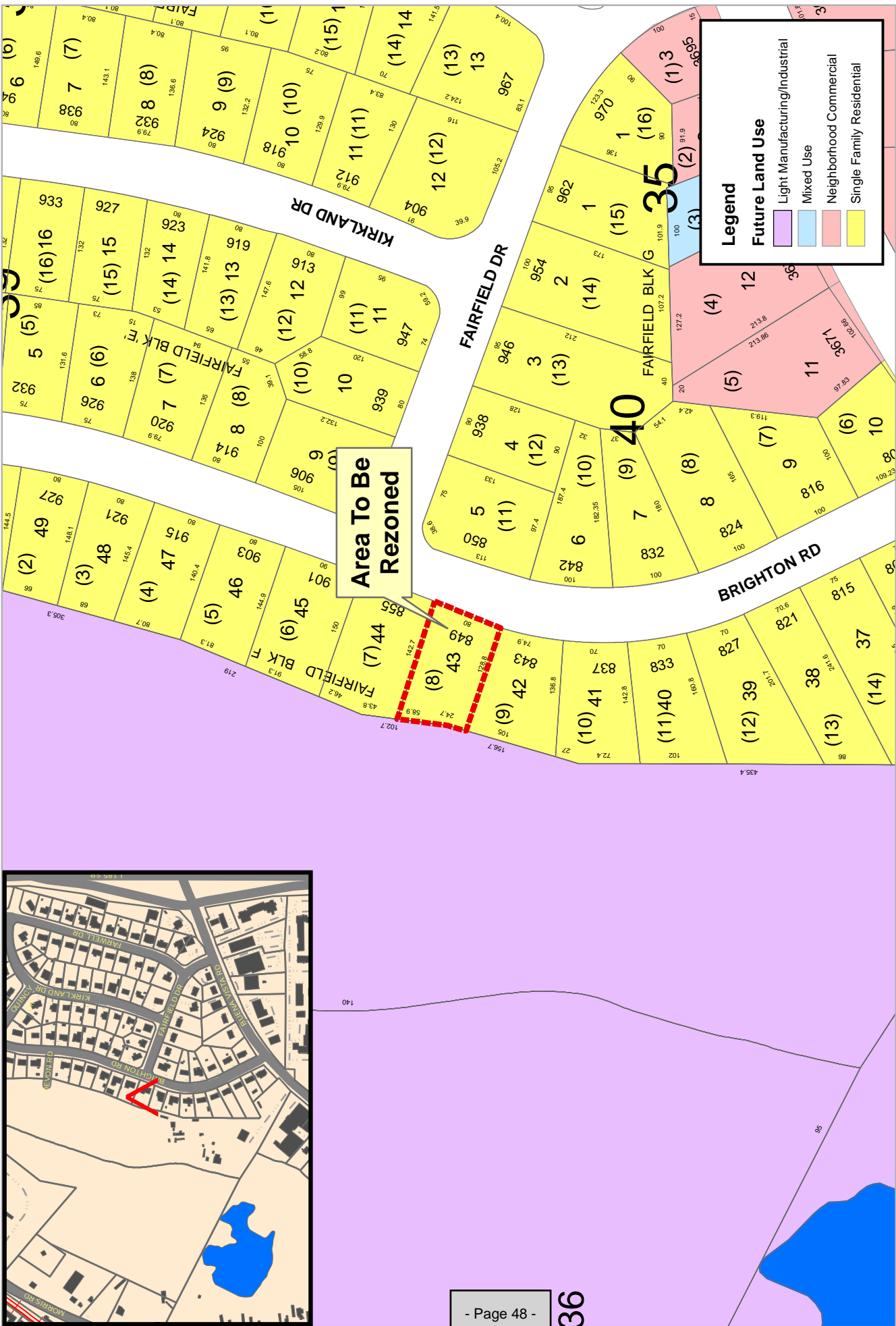
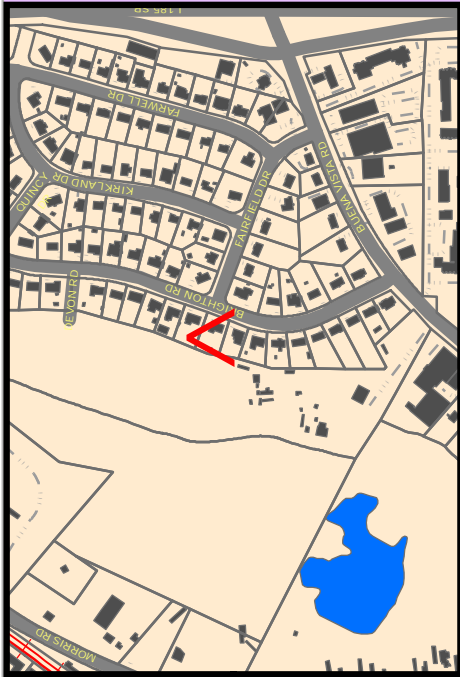


0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: DavidCooper

Existing Land Use Map for REZN 07 - 20 - 2248
Map 066 Block 036 Lot 043
Planning Department-Planning Division
Prepared By Planning GIS Tech

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Maps and data are to be used for reference purposes only.
The data contained is subject to constant change.
Map information is believed to be correct but is not guaranteed.





Legend

Future Land Use

- Light Manufacturing/Industrial
- Mixed Use
- Neighborhood Commercial
- Single Family Residential

Item #2.

Columbia Planning

1 inch = 150 feet

0 75 150 Feet

Data Source: IT/GIS

Author: DavidCooper

Future Land Use Map for REZN 07 - 20 - 2248
 Map 066 Block 036 Lot 043
 Planning Department-Planning Division
 Prepared By Planning GIS Tech

This material is made available as a public service.
 Maps and data are to be used for reference purposes only.
 The data contained is subject to constant change.
 Map information is believed to be correct but is not guaranteed.

South Carolina

Date: 7/31/2020

ZONING CASE NO.
PROJECT
CLIENT
REZONING REQUEST

REZN 07-20-2248
849 Brighton Road
GC & SFR3

Trip Generation Land Use Code*

Existing Land Use

Proposed Land Use

Existing Trip Rate Unit

Proposed Trip Rate Unit

565 & 254

General Commercial (GC)

Single Family Residential 3 - (SFR3)

GC - Acreage converted to square footage.

SFR3 - Number of Beds

[illegible]

TRAFFIC PROJECTIONS

Name of Street	Buena Vista Road
Street Classification	Undivided Arterial w/center In
No. of Lanes	4
City Traffic Count (2018)	16,500
Existing Level of Service (LOS)**	B
Additional Traffic due to Existing Zoning	65
Total Projected Traffic (2019)	16,565
Projected Level of Service (LOS)**	B

PROPOSED ZONING (SFR3)

Project Description (or No.)		
Name of Street	Buena Vista Road	
Street Classification	Undivided Arterial w/center In	
No. of Lanes	4	
City Traffic Count (2018)	16,500	
Existing Level of Service (LOS)**	B	
Additional Traffic due to Proposed	44	
Total Projected Traffic (2019)	16,544	
Projected Level of Service (LOS)**	B	

File Attachments for Item:

3. 2nd Reading – REZN-07-20-2240: An ordinance rezoning 2.13 acres located at 1821 Whittlesey Road (parcel id #189-018-003). The current zoning is RO (Residential Office). The proposed zoning is GC (General Commercial). The proposed use is Office/Storage. The Planning Advisory Commission and the Planning Department both recommend approval based on compatibility with existing land uses. (Councilor Garrett) (as amended)

(As Amended)

AN ORDINANCE

NO. _____

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia; this amendment changes certain boundaries of a district located at **1821 Whittlesey Road** (parcel # 189-018-003) from RO (Residential Office) Zoning District to GC (General Commercial) Zoning District.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

That the Zoning Atlas on file with the Planning Department is hereby amended by changing the aforementioned property from RO (Residential Office) Zoning District to GC (General Commercial) Zoning District:

All that lot, tract or parcel of land situate, lying and being in Part of land Lot 58, 8th land District, Columbus, Muscogee County, Georgia, being more particularly described as follows, to-wit:

To reach the Point of Beginning of the property hereby conveyed commence at an iron stake located at the intersection of the Easterly margin of Whitesville Road and the Northerly margin of Whittlesey Road, and run thence North 89 degrees 48 minutes 27 seconds East along the said Northerly margin of Whittlesey Road a distance of 571.86 feet to an iron stake at the POINT OF BEGINNING of the property hereby conveyed, and from said POINT OF BEGINNING as this established run thence North 00 degrees 56 minutes 21 seconds East a distance of 483.06 feet to an iron stake; running thence South 79 degrees 52 minutes 21 seconds East a distance of 202.56 feet to an iron stake; thence South 00 degrees 56 minutes 21 seconds West a distance of 446.77 feet to an iron stake located on the Northerly right of way of Whittlesey Road; thence running South 89 degrees 48 minutes 28 seconds West a distance of 200 feet to the Point of Beginning.

This Deed is given subject to all easements and restrictions of record, if any.

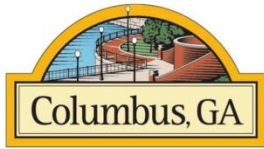
The above described property is being rezoned with the condition that billboards will not be permitted at the subject location.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 10th day of November, 2020; introduced a second time at a regular meeting of said Council held on the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T Davis
Clerk of Council

B. H. “Skip” Henderson, III
Mayor



CONSOLIDATED GOVERNMENT
What progress has preserved.
 PLANNING DEPARTMENT

COUNCIL STAFF REPORT

REZN-07-20-2240

Applicant:	Andrew Krawchyk
Owner:	Henry Edward Paris
Location:	1821 Whittlesey Road
Parcel:	189-018-003
Acreage:	2.13 Acres
Current Zoning Classification:	RO (Residential Office)
Proposed Zoning Classification:	GC (General Commercial)
Current Use of Property:	Office
Proposed Use of Property:	Office / Storage (3 rd Building)
Council District:	District 8 (Garrett)
PAC Recommendation:	Approval based on the Staff Report and compatibility with existing land uses.
Planning Department Recommendation:	Approval based on compatibility with existing land uses.
Fort Benning's Recommendation:	N/A
DRI Recommendation:	N/A
General Land Use:	Consistent Planning Area A
Current Land Use Designation:	General Commercial
Future Land Use Designation:	General Commercial

Compatible with Existing Land-Uses:	Yes								
Environmental Impacts:	The property does not lie within the floodway and floodplain area. The developer will need an approved drainage plan prior to issuance of a Site Development permit, if a permit is required.								
City Services:	Property is served by all city services.								
Traffic Impact:	Average Annual Daily Trips (AADT) will increase by 124 trips if used for Commercial use. The Level of Service (LOS) will remain at level B.								
Traffic Engineering:	This site shall meet the Codes and regulations of the Columbus Consolidated Government for commercial usage.								
Surrounding Zoning:	<table> <tr> <td>North</td><td>GC (General Commercial)</td></tr> <tr> <td>South</td><td>SFR3 (Single Family Residential 3)</td></tr> <tr> <td>East</td><td>SFR3 (Single Family Residential 3)</td></tr> <tr> <td>West</td><td>GC (General Commercial)</td></tr> </table>	North	GC (General Commercial)	South	SFR3 (Single Family Residential 3)	East	SFR3 (Single Family Residential 3)	West	GC (General Commercial)
North	GC (General Commercial)								
South	SFR3 (Single Family Residential 3)								
East	SFR3 (Single Family Residential 3)								
West	GC (General Commercial)								
Reasonableness of Request:	The request is compatible with existing land uses.								
School Impact:	N/A								
Buffer Requirement:	<p>The site shall include a Category C buffer along all property lines bordered by the SFR3 zoning district. The 3 options under Category C are:</p> <ol style="list-style-type: none"> 1) 20 feet with a certain amount of canopy trees, under story trees, and shrubs / ornamental grasses per 100 linear feet. 2) 10 feet with a certain amount of shrubs / ornamental grasses per 100 linear feet and a wood fence or masonry wall. 3) 30 feet undisturbed natural buffer. 								
Attitude of Property Owners:	Fifteen (15) property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received two (2) calls and/or emails regarding the rezoning.								
Approval	0 Responses								
Opposition	2 Responses								

Additional Information:

N/A

Attachments:

Aerial Land Use Map
Location Map
Zoning Map
Existing Land Use Map
Future Land Use Map
Traffic Report
Site Plan



JR ALLEN PKWY EB EXIT 4 - I 185 SB ON

Area To Be
Rezoned

(Common Area)

42

ESFAHANI RD 0.844 AC

WHITTLESLEY RD

BRADLEY PARK DR

ASHWOOD DR

FOX CHAPEL DR

WHITESVILLE RD

18

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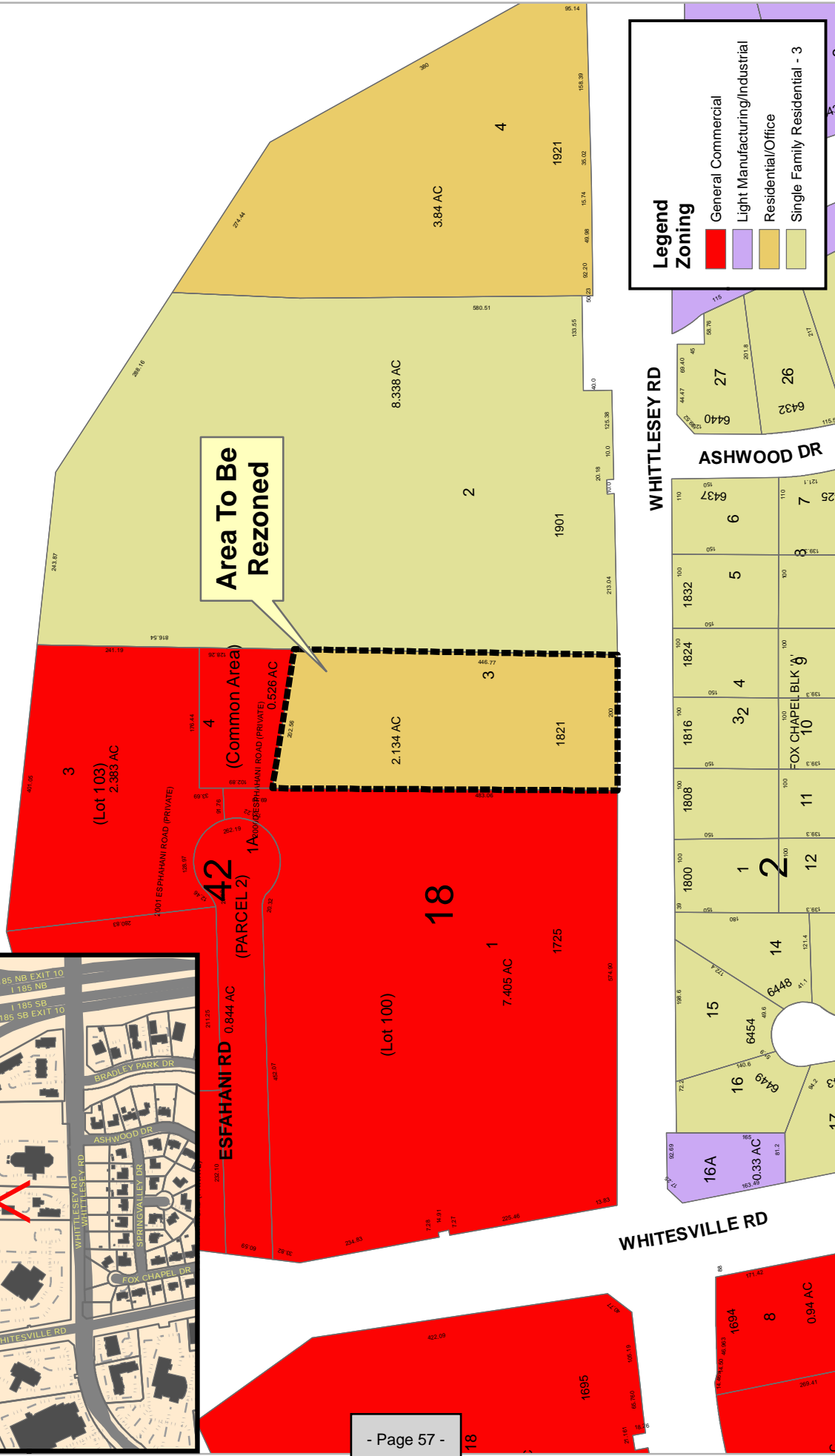
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JR ALLEN PKWY EB EXIT 4 - I 185 SB ON



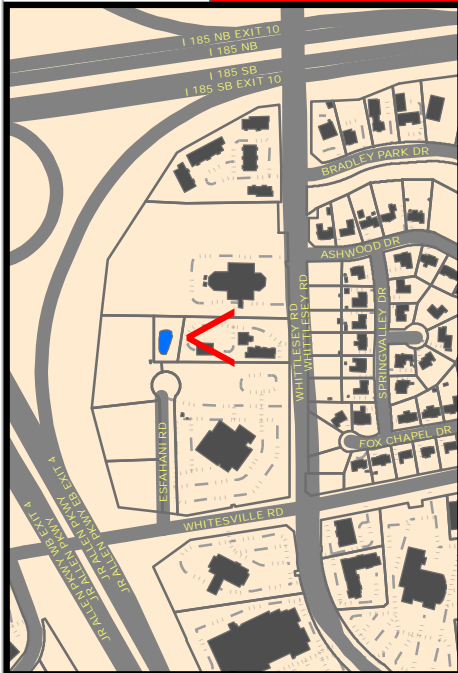
Item #3.

This material is made available as a public service. Maps and data are to be used for reference purposes only. The data contained is subject to constant change. Map information is believed to be correct but is not guaranteed.

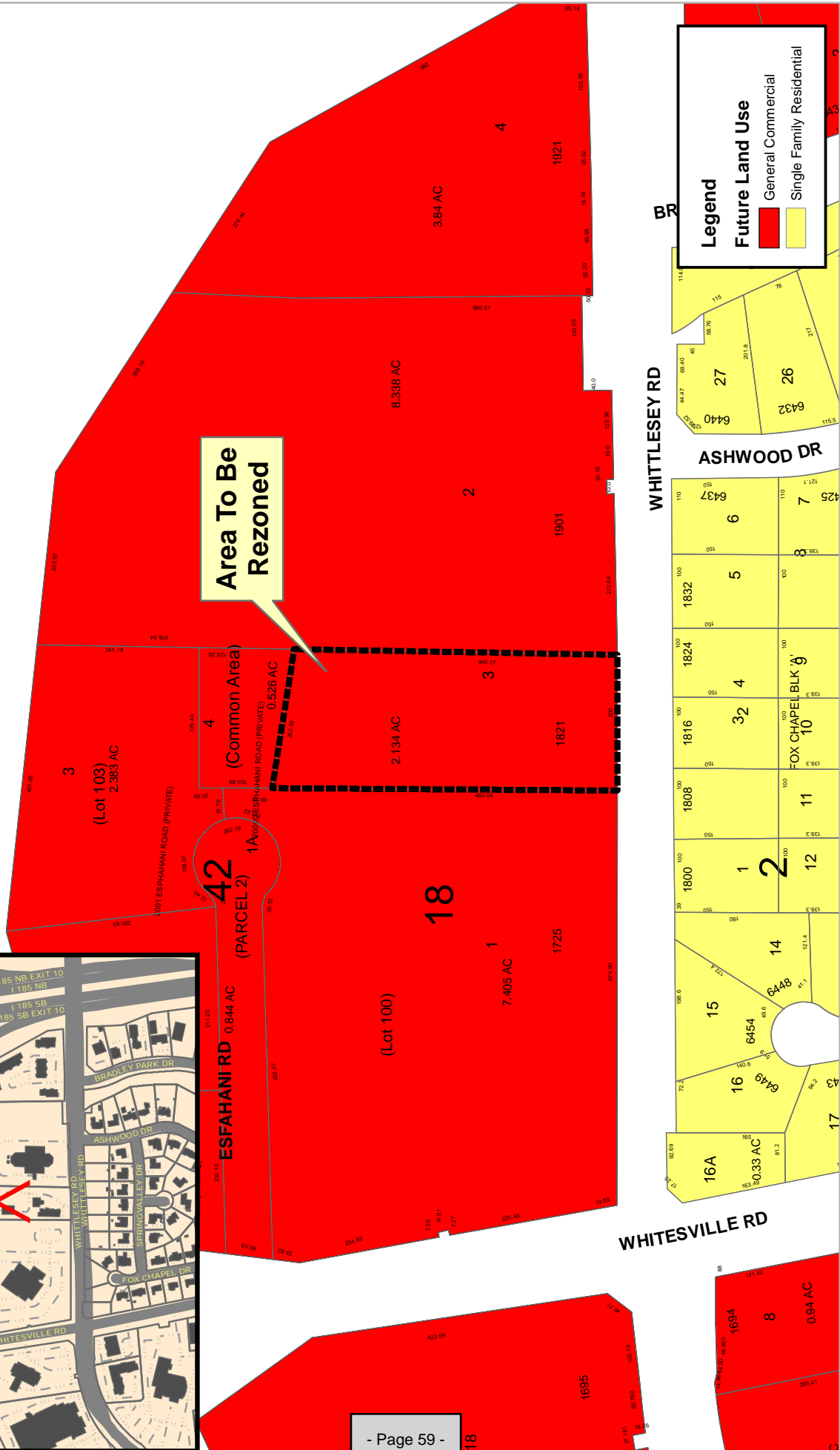
Date: 7/31/2020

Zoning Map for REZN 07 - 20 - 2240
Map 189 Block 018 Lot 003
Planning Department-Planning Division
Prepared By Planning GIS Tech

0 100 200 Feet
1 inch = 200 feet
Data Source: IT/GIS
Author: DavidCooper



JR ALLEN PKWY EB EXIT 4 - I 185 SB ON





- ① Grass area to be paved
- ② Nothing else will be changed on property other than building upgrades on the interior and the exterior will be painted.

File Attachments for Item:

4. 2nd Reading - REZN-09-20-2706: An ordinance amending Table 3.1 of the Unified Development Ordinance (UDO) to permit fuel stations in in the HMI zoning district, and to amend Section 9.2.5.D.1(C) to provide that six members of the Uptown Façade Board shall represent the Uptown Business District instead of the Uptown Business Association. (Councilor Woodson)

AN ORDINANCE

NO. _____

An ordinance amending the Unified Development Ordinance (UDO) for Columbus, Georgia so as to amend certain sections of the Unified Development Ordinance of the Columbus Codes so as to amend Table 3.1.1. – Fuel Stations and amend Section 9.2.5 – Uptown Façade Board.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

Chapter 3 of the Unified Development Ordinance is hereby amended by amending Table 3.1.1. to read as follows:

Use Category	H I S T	R E 1 0	R E 5	R E 1	R T	S F 1	S F 2	S F 3	S F 4	R M F 1	R M F 2	M H P	U P T	C R D	N C	R O	C O	G C	S A C	L M I	H M I	T E C H	N O T E S
Fuel Station																		P		P	P		

SECTION 2.

Chapter 9 of the Unified Development Ordinance is hereby amended by striking Section 9.2.5.D.1.(C) in its entirety and inserting a new Section 9.2.5.D.1.(C) to read as follows:

“Section 9.2.5.D.1.(C) *Composition.*

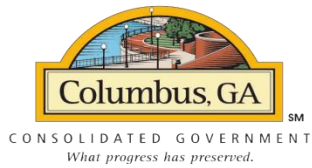
(C) Six representatives of the Uptown Business Improvement District.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 10th day of November, 2020; introduced a second time at a regular meeting of said Council held on the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T Davis
Clerk of Council

B. H. “Skip” Henderson, III
Mayor



Planning Department

October 14, 2020

Honorable Mayor and Councilors
City Manager
City Attorney
Clerk of Council

This application comes at the request of the Columbus Consolidated Government.

Subject: (REZN-09-20-2706) Request to amend the text of the Unified Development Ordinance (UDO) for several updates to read as follows:

UNIFIED DEVELOPMENT ORDINANCE REVISIONS (Explanation of Revisions)

1. **Explanation of Revisions: Amend Table 3.1.1. by permitting Fuel Stations in the HMI zoning district:**

Use Category	H I S T	R E 10	R E 5	R E 1	R T	S F 1	S F 2	S F 3	S F 4	R M F 1	R M F 2	M H P	U P T	C R D	N C	R O	C O	G C	S A C	L M I	H M I	T E C H	N O T E S
Fuel Station																		P		P	P		

2. **Explanation of Revisions: Amend Section 9.2.5 – Uptown Façade Board by changing Uptown Business Association to Uptown Business Improvement District.**

ORIGINAL ORDINANCE	PROPOSED ORDINANCE CHANGE
Section 9.2.5.D.1.(C) <i>Composition.</i> (C) Six representatives of the Uptown Business Association.	Section 9.2.5.D.1.(C) <i>Composition.</i> (C) Six representatives of the Uptown Business Improvement District.

Recommendations:

The Planning Advisory Commission (PAC) considered this text amendment at their meeting on October 07, 2020. PAC recommended **approval** by a vote of 7-0.

The Planning Department recommends **approval**.

Sincerely,

Rick Jones, AICP
Director, Planning Department

File Attachments for Item:

5. 2nd Reading - An ordinance amending Ordinance No. 20-018, the budget for the fiscal year ending June 30, 2021 to reclassify positions in the Superior Court Accountability Court Program and the Solicitor General's Office Victim Witness Program; and for other purposes. (Mayor Pro-Tem) (as amended).

(As Amended)

ORDINANCE
NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 20-018, THE BUDGET FOR THE FISCAL YEAR 2021 ENDING JUNE 30, 2021 TO RECLASSIFY POSITIONS IN THE SUPERIOR COURT ACCOUNTABILITY COURT PROGRAM AND SOLICITOR GENERAL'S OFFICE VICTIM WITNESS PROGRAM; AND FOR OTHER PURPOSES.

**THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS, AS
FOLLOWS:**

SECTION 1.

Ordinance No. 20-018 and the Position Classification Plan are hereby amended to reclassify the following positions in the Superior Court Accountability Court Program and the Solicitor General's Office Victim Witness Program and make the following pay adjustments to be consistent with the City's adopted classified pay plan:

Position Title: Juvenile Court Director New Position Title: No change Pay Grade/Salary: From G20A - \$48,438.36 to G20C - \$50,890.58	General Fund
Position Title: Victim Advocate Investigator New Position Title: Victim Witness Program Administrator Pay Grade/Salary: From G15R - \$60,466.61 to G18L - \$57,577.99	General Fund
Position Title: Victim Advocate New Position Title: Victim Advocate Investigator Pay Grade/Salary: From G14G - \$42,394.10 to G15D - \$40,749.51	General Fund
Position Title: Deputy Clerk I New Position Title: No change Pay Grade/Salary: From G10C - \$30,588.67 to G10A \$28,840.27	General Fund

Position Title: Grant Compliance Accountant New Position Title: No Change Pay Grade/Salary: From G19E - \$50,890.56 to G20E - \$53,466.89	General Fund
Position Title: Drug Court Coordinator, Unclassified and Case Manager, Classified New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G00 and G16A - \$96,850.06 to G20L - \$60,733.50	Grant Fund
Position Title: Custody Investigator New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G16L - \$52,489.84 to G20C - \$47,722.58	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No change Pay Grade/Salary: From G18F - \$49,683.66 to G18D - \$44,970.48	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No Change Pay Grade/Salary: From G18R - \$68,853.31 to G18C - \$43,612.61	Grant Fund
Position Title: Case Manager New Position Title: No Change Pay Grade/Salary: From G16K - \$50,975.08 to G16F - \$42,870.78	Grant Fund

SECTION 2.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 10th day of November, 2020, introduced a second time at a regular meeting held on the _____ day of _____, 2020 and adopted at said meeting by affirmative vote of _____ members of said Council.

Councilor Allen voting	_____
Councilor Barnes voting	_____
Councilor Crabb voting	_____
Councilor Davis voting	_____
Councilor Garrett voting	_____
Councilor House voting	_____
Councilor Huff voting	_____

Councilor Thomas voting
Councilor Tucker voting
Councilor Woodson voting

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III, Mayor

INTERNAL AUDIT OF GRANTS UPDATE

Response to Grants Audit
Finance and Human Resources
Departments

Proposed Amendments to Grants Policy

- All grants positions will be classified on the City's adopted Pay Plan.
- Pay grades and salary range will be established for each grants position.
- Grants positions not eligible to receive additional grants supplements.
- Salary for grants employees may be increased when Council approves pay adjustments for General Government employees and there is funding within the grant.
- Funding for grants positions may be 100% grants funded or a combination of grant funds and General Fund monies.
- Exceptions to this policy must be approved by the City Manager in accordance with Columbus Code, Section 2-18.7.
- Administration of grants is the responsibility of the grant receiving department or agency.

Council Questions

Q1. What is a Grants position? (Councilor Thomas). Do employees paid by a grant receive benefits and do they pay into the pension fund? (Councilor Crabb)

- These are CCG employees paid with a different funding source (Grant Funds).
- Employees in grant paid positions are in CCG classified positions on the UGA pay plan.
- Full time employees paid by a grant are eligible for and do receive CCG benefits including health insurance (medical, dental, vision), leave benefits including sick leave, annual leave, over time/comp time, paid holidays. Employer paid benefits include basic life insurance, unemployment insurance, workers comp insurance.

Exceptions:

- May or may not be in the City's pension plan.
- Considered temporary employees because; if grant is not renewed, the position goes away, and the employee is separated.

Reason for Exception: The nature of Grants - typically a one-time allowance or temporary, awarded for a specific project or service. Grants may be renewed but are not guaranteed.

CCG Employees – Funding Source

1

Classified Positions
on the City's UGA
Pay Plan

2

1. May be fully funded
by grant
OR
2. A combination of
Grant Funds and
General Fund monies

3

Temporary – Position
funded as long as
the grant is awarded

Council Questions

Q2. How can an employee appeal the recommended policy if they don't agree with it?
(Councilor Thomas)

- The recommended policy complies with the city charter, 2-18-17
 - *Sec. 2-18.7. - Examination, evaluation and approval of compensation of employees administering programs financed by state or federal government.*
- Each and every change in the pay rate of employees of the consolidated government, including employees serving elected officials, special projects, and grant-in-aid programs for the benefit of the general government which may be financed in whole or in part by the State of Georgia or the United States of America, shall be examined, evaluated, and **approved by the city manager** of Columbus, Georgia. This requirement shall be in addition to, rather than in lieu of, existing requirements for review and approval by the director of administration, personnel officer, department heads and other officials. (Ord. No. 72-179, § 1, 9-12-72)
- The City Manager is charged with setting the salary of city employees, not the federal or state government based on awarding of grants. Appropriations come from the City Council to pay salaries.
- Any employee may appeal their pay to City Council.

Council Questions

Q3. If an employee whose salary is totally paid for by a grant, can all of the funding for salaries be used to pay employees which may be more than the CCG valued salary (or CCG established pay for the position)? (Councilor Thomas)

- No. Employees in other departments apply for and receive millions of dollars in grant funds annually; however, those employees cannot increase or supplement the established pay for the position they hold.
- Additional grant funds may be directed towards added programs, services, or adding staff for the benefit of those being served.
- NOTE: Grants are awarded to the City of Columbus, not employees. City agencies administer the grants.

Council Questions

Q4. For an employee who writes grants, is the employee required to write a certain number/amount of grants so they receive a salary? (paraphrase) (Councilor Crabb)

- No, employees are not required to write grants just so they receive a salary.
- “I am not paid to write grants, I am paid to manage the award of grants.” Dayna Solomon
- The City does not employ grant writers for the sole purpose of writing grants.
- The **Georgia Accountability Court Program**, a criminal justice reform initiative established to provide effective alternatives to sentencing for nonviolent offenders and reduce the state's prison population. (A grant program)
- Typically non-compete grants requiring only minimum effort to apply for and receive.

Council Questions

Q5. If we already have a policy that states the City Manager sets employees' pay, why do we need this policy? (Councilor Crabb)

- The policy is to reconfirm the existing ordinance and to ensure the City Manager is notified when an employee's pay is being changed.
 - *All positions will be classified on the City's adopted Pay Plan including those funded by a grant.*
 - *Pay grades and salary range will be established for each position including those funded by a grant.*

Q6. Why do we have to make an amendment to the existing ordinance?

- The ordinance places the grant paid positions in UGA classified positions and within the appropriate pay range.

Council Questions

Q7. When CSU reviews a position, are they placing a value on the position alone, or does it include benefits? (Councilor Woodson)

- CSU's review of a position analyzes the skills, knowledge and abilities required to perform a job. It does not consider any associated benefits.
- The City determines benefits offered to employees: Benefits Package includes
 - *Annual leave, sick leave, employee assistance program, health insurance including medical, dental, vision; life insurance, paid holidays, etc.*
- Employees in positions funded by grants already receive these benefits

Q8. Is there an option for employees to be freelance grant writers? (Councilor Crabb)

- Should the City have a need for freelance grant writers, this would be bided out and a Request for Qualifications (RFQ) would be issued through the City's Purchasing Division.
- CCG employees are not both "employees" and "freelance grant writers"

Grants Employee Audit

Item #5.

Position Title	Pay Grade	Grants Received	Regular Salary		Grant Supplement	Total Pay	Recommended Adjusted Pay
			General Fund	Grant Fund			
Juvenile Court Director	G20	Family Drug Court Grant Family Drug Court Discretionary Grant Juvenile Court Discretionary Grant	\$48,438.36 ***	N/A	A: \$16,320.20 B: \$12,000.04* C: \$13,000.00* Total: \$41,320.24 **	\$89,758.60 ***	\$50,890.58
Drug Court Coordinator, Unclassified Case Manager, Classified	G16	State Adult Drug Court Grant ADC - Treatment Enhancement & Expansion Grant Federal First Responder Naloxone Grant	\$39,755.62	N/A	A: \$30,344.60 B: \$26,749.84 Total: \$57,094.44	\$96,850.06	\$60,733.50
Custody Investigator	G7	Mental Health Grant Veterans Court Grant	N/A	\$26,224.90	\$26,264.94	\$52,489.84	\$47,722.58
Drug Court Coordinator	G18	Statewide Drug Court Grant Juvenile Drug Court Discretion Grant	N/A	\$44,088.72	\$5,594.94	\$49,683.66***	\$44,970.48
Drug Court Coordinator	G18	Family Drug Court Grant Family Drug Court Discretionary Grant	N/A	\$58,053.31	\$10,800.00	\$68,853.31***	\$43,612.61
Case Manager	G16	Adult Felony Drug Court Grant ADC Treatment Enhancement Grant	N/A	\$39,600.08	\$11,375.00	\$50,975.08	\$42,870.78
Victim Advocate Investigator	G15	Crime Victim Witness Program Grant	\$53,466.61	N/A	\$7,000.00	\$60,466.61	\$57,577.99
Victim Advocate	G14	Crime Victim Witness Program Grant	\$38,394.10	N/A	\$4,000.00	\$42,394.10	\$40,749.51
Deputy Clerk I	G10	Deputy Clerk I	\$28,554.03	N/A	\$2,034.64	\$30,588.67	\$28,840.27

Positions in General Fund

Position Title: Juvenile Court Director New Position Title: No change Pay Grade/Salary: From G20A - \$48,438.36 to G20C - \$50,890.58	General Fund
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Positions – Grant Funding Source

Position Title: Drug Court Coordinator, Unclassified and Case Manager, Classified New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G00 and G16A - \$96,850.06 to G20L - \$60,733.50	Grant Fund
Position Title: Custody Investigator New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G16L - \$52,489.84 to G20C - \$47,722.58	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No change Pay Grade/Salary: From G18F - \$49,683.66 to G18D - \$44,970.48	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No Change Pay Grade/Salary: From G18R - \$68,853.31 to G18C - \$43,612.61	Grant Fund
Position Title: Case Manager New Position Title: No Change Pay Grade/Salary: From G16K - \$50,975.08 to G16F - \$42,870.78	Grant Fund

Summary

- Approve Grants Policy:
 - *All positions funded by a grant will be classified on the City's Pay Plan.*
 - *All positions funded by a grant are not to receive additional grants supplements.*

- Approve Ordinance:
 - *Set the pay and classification for employees in positions funded by grants*
 - *Changing the pay grades of positions funded by grants to reflect the **Value** of the position*
 - *Custody Investigator to Adult Drug Court Coordinator G-16 – G-20*
 - *Victim Advocate Investigator to Victim Witness Program Administrator G-15 – G-18*
 - *Victim Advocate to Victim Advocate Investigator G-14 to G-15*
 - *Grant Compliance Accountant G-19 to G-20*

- Recommendation: Council approval.



QUESTIONS

File Attachments for Item:

6. 2nd Reading - An Ordinance creating a moratorium on the use of Shared Electronic Scooters on the public right-of ways within the confines of Columbus, Georgia, through 11:59 pm on May 16, 2021; and for other purposes. (Mayor Pro Tem)

AN ORDINANCE
No. _____

An Ordinance creating a moratorium on the use of Shared Electronic Scooters on the public right-of ways within the confines of Columbus, Georgia, through 11:59 pm on May 16, 2021; and for other purposes.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS:

SECTION 1.

The 180-day moratorium on the operation of any business offering Shared Electronic Scooters for customer use on the public right of ways of Columbus, Georgia. This moratorium will expire at 11:59 pm on May 16, 2021 unless lifted earlier by resolution of the Columbus Council.

SECTION 2.

The purpose of this moratorium is to allow continued study of safety and congestion concerns pertaining to the use of such vehicles in Columbus, Georgia and propose appropriate regulations and restrictions on the use of such vehicles in Columbus, Georgia.

SECTION 3.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a meeting of the Council of Columbus, Georgia, held on the 10th day of November, 2020; introduced a second time at a regular meeting of said Council held on the _____ day of _____, 2020, and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.
Councilor House voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

_____ SANDRA T. DAVIS CLERK OF COUNCIL	_____ B.H. "SKIP" HENDERSON MAYOR
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File Attachments for Item:

7. 2nd Reading – An ordinance adopting an updated and restated procurement ordinance for codification as part of the Columbus Code. (Mayor Pro-Tem)

ORDINANCE**NO.**

An ordinance repealing and replacing Section 2-2.03 of the Columbus Code in order to update, restate and codify the procurement ordinance pursuant to the authority granted by Section 7-500 of the Columbus Charter; and for other purposes.

NOW THEREFORE, THE COLUMBUS COUNCIL HEREBY DECLARES AND ORDAINS AS FOLLOWS:

Section 1.

Section 2-2.03 of the Columbus Code is repealed and replaced with a new Section 2-2.03 which will codify the attached Procurement Code as the new procurement ordinance for the Columbus Consolidated Government.

Section 2.

All ordinances and parts of ordinances in conflict with are hereby repealed specifically including Columbus Code Section 2-3.5 (Ordinance No.83-20).

Section 3.

This Ordinance shall become effective as of the date of its passage.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 10th day of November, 2020, introduced a second time at a regular meeting held on the ____ day of _____, 2020; and adopted at said meeting by the affirmative vote of ____ members of Council.

Councilor Allen	voting	_____
Councilor Barnes	voting	_____
Councilor Crabb	voting	_____
Councilor Davis	voting	_____
Councilor Garrett	voting	_____
Councilor House	voting	_____
Councilor Huff	voting	_____
Councilor Thompson	voting	_____
Councilor Tucker	voting	_____
Councilor Woodson	voting	_____

 Sandra T. Davis

 B.H. "Skip" Henderson, III

Clerk of Council

Mayor

COLUMBUS GEORGIA PROCUREMENT CODE**ARTICLE 1 – GENERAL PROVISIONS****Part A: Purpose and Application****1-101 Purpose**

The purpose of this Ordinance is to provide for fair and equitable treatment of all persons involved in public purchasing by the Consolidated Government of Columbus, Georgia (“the City”); to maximize the purchasing value of public funds in procurement; and to provide safeguards for maintaining a procurement system of quality and integrity.

1-102 Application

This Ordinance applies to all purchases and contracts for the procurement of equipment, supplies, services and construction entered into by the City. It shall apply to every expenditure of public funds for public purchasing irrespective of the source of the funds.

Any department, office or agency receiving appropriations from Council shall adhere to these purchasing policies, unless exempted by Council action.

Exemption: The following agencies or funding sources are exempt from these procurement policies: The Land Bank Authority, The Columbus, Georgia Golf Authority (whether doing business as Bull Creek Golf Course or Oxbow Creek Golf Course), Special Operations Federal Forfeiture Fund Task, Police Forfeiture Fund, Sheriff Forfeiture Fund, and Columbus, Georgia Convention and Trade Center.

When the procurement involves the expenditure of Federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable Federal law and regulations. Nothing in this Ordinance shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with the law.

Part B: Definitions**1-201 Definitions**

The terms, phrases, words and their derivations set forth below shall have the meaning given herein. Words not defined herein or within the Official Code of Georgia Annotated shall be interpreted so as to give them the meaning they have in common usage. Words used in the singular shall include the plural, and the plural the singular; words used in the present tense shall include the future tense.

(1) **Annual contract** - Any contract entered into for a period of one year or multiple one-year periods (including options to renew for additional one year periods), with a vendor or contractor, to provide Columbus Consolidated Government, upon request, with a specified product or service, such as uniforms, concrete, architectural services, at a predetermined or negotiated rate or cost.

- (2) **Architectural/Engineering and Land Surveying Services** – Those professional services within the scope of the practice of architecture, professional engineering, or land surveying, as defined by the laws of the State of Georgia.
- (3) **Award** – When the City Council has authorized the award of a contract and approved the execution of the contract by the City Manager or such other person as may be designated by the Mayor and approved by Council in accordance with Section 7-500 of the Charter. However no liability shall attach nor shall the contract be considered binding unless it has been duly executed by the contractor and returned with all required submittals including insurance and bonding, if applicable, executed by the City Manager, or such other person as Council may designate, attested to by the Clerk,, and approved by City Attorney as to form.
- (4) **Bid** – An offer submitted in response to a Request for Bid issued by Columbus Consolidated Government, which can become a contract upon acceptance by the government.
- (5) **Bid Bond** - A written agreement or check by which a third party guarantees that a bidder will accept a contract as bid, if it is awarded.
- (6) **Bid Opening** – The public opening of bids which are recorded and made available for public inspection.
- (7) **Bidder (or Offeror)** – A person, company or firm who make a bid (or offer) to provide the Consolidated Government of Columbus, Georgia, or a using agency thereof, with supplies, services, or construction.
- (8) **Brand Name or Equal Specifications** – a specification listing one or more items by manufacturers' names or catalogue number to describe the standard of quality, performance, and other salient characteristics needed to meet requirements, and which provides for the submission of equivalent products.
- (9) **Brand Name Specification** – A specification limited to one or more items by manufacturers' names or catalogue numbers.
- (10) **Business** – Any corporation, partnership, individual sole proprietorship, joint stock company, joint venture, or other private legal entity.
- (11) **Buyer** – an employee in the Purchasing Division who is responsible for processing solicitations.
- (12) **Change Order** – A written modification to a contract, issued by the City, directing the contractor to make changes to the contract.
- (13) **Columbus Council** – The Governing Body of Columbus Consolidated Government.
- (14) **City Manager** – The Chief Administrative Officer of Columbus Consolidated Government.
- (15) **Collusion** - When two or more parties act together secretly to achieve a fraudulent or unlawful act. May manifest itself in the form of bid collusion when bidders secretly agree to unlawful practices regarding competitive bidding. May inhibit free and open competition in violation of antitrust laws. Also see *Identical Bid*.

- (16) **Competitive Sealed Bidding** - Preferred method of Columbus Consolidated Government for acquiring goods, services, and construction for public use in which award is made to the lowest responsive and responsible bidder, based solely on the response to the criteria set forth in the RFB (Request for Bid); does not include discussions or negotiations with bidders.
- (17) **Competitive Sealed Proposals** - A procurement method used by Columbus Consolidated Government for obtaining goods, services and construction for public use in which discussion and negotiations may be conducted with responsible offerors who submit responsive proposals, i.e. RFP (Request for Proposals).
- (18) **Confidential Information** – Any information which is available to an employee only because of the employee’s status as an employee of the Consolidated Government of Columbus, Georgia and is not a matter of public knowledge or available to the public on request.
- (19) **Construction** – The process or building, altering, repairing, improving, or demolition any public structure or building, or other public improvements of any kind to any public real property. Routine operation, repair, or maintenance of existing structures, buildings, or real property is not included.
- (20) **Contract** – Any type of administrative agreement, regardless of what it may be called for the procurement or disposal, by Consolidated Government of Columbus, Georgia, of supplies, services, or construction.
- (21) **Contract Modification (or Bilateral Change)** – Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties under contract.
- (22) **Contractor** – Any person, firm, or company having a contract with the Consolidated Government of Columbus, Georgia or a using agency thereof.
- (23) **Cooperative Procurement (Purchasing):** A) The action taken when two or more entities combine their requirements to obtain advantages of volume purchases including administrative savings and other benefits; B) A variety of arrangements whereby two or more public procurement units purchase from the same supplier or multiple suppliers using a single RFB or RFP; or C) Cooperative procurement efforts may result in contracts that other entities may “piggyback”.
- (24) **Cost Analysis** – The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of the costs to be incurred, the prices to be paid, and the costs to be reimbursed.
- (25) **Cost Data** – Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by contractor in performing the contract.
- (26) **Cost-reimbursement Contract** – A contract under which a contractor is reimbursed for costs that are allowable and allocable in accordance with the contract terms and the provisions of this Ordinance, and for a fee or profit, if any.
- (27) **Davis-Bacon Act** - A Federal Law (1931) which requires contractors who perform public works construction projects, that are federally funded, to pay their workers the prevailing wage rate paid in the area for similar work, as set forth by the Secretary of Labor.

(28) **Debarment** - To prohibit a seller/contractor from bidding on future requirements for cause for a certain period of time for Columbus Consolidated Government.

(29) **Debriefing** - A practice used primarily during the Request for Proposal process, whereby the Columbus Consolidated Government Purchasing Manager, Buyer or other representative will meet with those parties whose proposals were not deemed appropriate for award. It is viewed as a learning process for proposers who may gain a better understanding regarding perceived deficiencies contained within their submitted proposal.

(30) **Default** - The omission or failure of a vendor to perform a legal or contractual duty, to observe a promise or discharge an obligation, or to perform an agreement for Columbus Consolidated Government.

(31) **Disadvantaged Business Enterprise (DBE)** - A Disadvantaged Business Enterprise or DBE is a for-profit small business concern that is at least 51 percent owned by one individual or at least two individuals who are both socially and economically disadvantaged. In the case of a corporation, 51 percent of the stock must be owned by one or more socially and economically disadvantaged individuals. In addition, the business management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. *(Georgia DOT) See Also Historically Under-Utilized Business Enterprise, Minority-Owned Business Enterprise and Women-Owned Business Enterprise.*

(32) **Emergency Purchase** - A purchase made by Columbus Consolidated Government due to an unexpected and urgent request where health and safety or the conservation of public resources is threatened. Usually formal competitive bidding procedures are waived.

(33) **Employee** – An individual drawing a salary or wages from the Consolidated Government of Columbus, Georgia, whether elected or not.

(34) **Financial Interest** – Ownership of any interest, or involvement in any relationship, from which or as a result of which a person has received within the past year, or is presently or in the future entitled to receive, any compensation; ownership of ten percent (10%) or more of any property or business; or holding a position in business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.

(35) **Gratuity** – A payment, loan, subscription, advance, or deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

(36) **Historically Underutilized Business (HUB)** – *See definition for Disadvantaged Business Enterprise (DBE).*

(37) **Identical Bid:** A bid that is exactly the same in all respects with another bid submitted to Columbus Consolidated Government at the same time and for the same requirements. Bids that are the same price but submitted by two or more bidders. In some cases, terms and conditions may be the same. Identical bids may raise an antitrust concern when there is reason to suspect collusion between the bidders. Also see *Collusion*.

(38) **Immediate Family** – A spouse, children, parents, brothers, and sisters.

(39) **Invitation for Bids or Request for Bid** – All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

(40) **Local Public Procurement Unit (or Public Procurement Unit)** – Any county, city or any other subdivision of the Consolidated Government or public agency of any such subdivision; or any educational, health, or other institution or public authority (or, to the extent provided by law, any other entity which expends public funds for the procurement of supplies, services, and construction) within the boundaries or under the jurisdiction of the Consolidated Government.

(42) **Minority Business Enterprises (or MBE)** – *See Definition for Disadvantaged Business Enterprise (DBE).*

(43) **Only Known Source (Sole Source Procurement)** - A situation created due to the inability to obtain competition. May result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation. The City requires a justification from the requesting agency explaining why this is the only source for the requirement

(44) **Piggyback (Piggyback Cooperatives):** A form of intergovernmental cooperative purchasing in which an entity will be extended the pricing and terms of a contract entered into by a larger entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own. Example: A smaller government agency has the ability to use its state issued contract to obtain goods and services which is also known as “Riding” a Contract. (NIGP)

(45) **Price Analysis** – The evaluation of pricing data without analysis of the separate cost components and profit as is done in cost analysis; it may be used to assist in arriving at prices to be paid and costs to be reimbursed.

(46) **Pricing Data** – Factual information concerning prices for items (including offered or proposed selling prices, historical selling prices, and current selling prices at all levels of contracting and subcontracting) substantially similar to those being prepared.

(47) **Procurement** – The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction; also, all functions that pertain to the obtaining of any supply, service, or construction item, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

(48) **Professional Services** – Those services provided by persons defined by the laws of the state to be professionals (accountants, clergy, physicians, lawyers, dentists, etc.) or any other services found by the City to be professional services (in that provision of these services involves extended analysis; exercising discretion and independent judgment in their performance; an advanced and specialized type of knowledge, expertise, or training customarily acquired either by prolonged course of study or equivalent experience in the field or both).

(49) **Public Agency** – A public entity subject to or created by the Consolidated Government of Columbus, Georgia.

(50) **Public Records** - Public records are records prepared and maintained or received in the course of a government agency's operation. They may exist electronically, as a hard copy, or in some other format. The substance of the content matters, not the format. As a result, public records may include:

- Documents
- Handwritten notes
- Emails
- Text messages
- Calendars

- Papers
- Letters
- Maps
- Books
- Tapes
- Photographs
- Computer-based or computer-generated information
- Data
- Data fields

Public records also include records possessed by a private person or entity in the performance of a service or function on behalf of the “agency.” Providing accurate and timely responses to open records requests is vital to the operation of a transparent local government. It is important that the city attorney be consulted on complicated or unusual open records requests to ensure that responses comply with state law and that the records requested are subject to disclosure under Georgia or federal law.

(51) **Qualified-Products List** - An approved list of supplies, services, or construction items described by model or catalogue numbers, which, prior to competitive solicitation, the Consolidate Government has determined will meet the applicable specification requirements.

(52) **Request for Proposals** – All documents, whether attached or incorporated by reference, utilized for soliciting proposals. The City uses this process to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award.

(53) **Responsible Bidder (or Responsible Offeror)** – A bidder (or offeror) who has the capability in all respects to fulfill the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit to assure good-faith performance.

(54) **Responsive Bidder (or Responsive Offeror)** – A person who has submitted a bid (or offer) which conforms in all material respects to the requirements set forth in the Invitation for Bids or Request for Proposal.

(55) **Services** – The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

(56) **Small Business** – An independently owned firm, corporation, or establishment, having a small number of employees, low volume of sales, small amount of assets, and limited impact on the market. (*NIGP*)

(57) **Solicitation** - An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

(58) **Specifications** – Any description of the physical or functional characteristics or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

(59) **Supplies** – All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

(60) **Surplus Supplies/Equipment** – Any tangible City-owned supplies (other than expendable supplies) or equipment no longer of any use to the city. This includes obsolete supplies, equipment, scrap materials and nonexpendable supplies that have completed their useful life cycle.

(61) **Using Agency** – Any department, commission, board, or public agency requiring supplies, services, or construction procured pursuant to this Ordinance.

(62) **Women-Owned Business Enterprise (WBE)** – A business of which 51% percentage is owned or controlled by a woman or women. See also Disadvantaged Business Enterprise (DBE)

Article 2 - Office of the Purchasing Manager

2-101 Appointment and Tenure

- 1) **Appointment.** The Purchasing Manager shall be appointed by the Finance Director.
- 2) **Tenure.** The Purchasing Manager shall be a member of the merit system, responsible directly to the Finance Director.

2-102 Authority and Duties

- 1) **Principal Public Purchasing Official.** Except as otherwise provided herein, the Purchasing Manager shall serve as the principal public purchasing official for the City and shall be responsible for the procurement of supplies, services, and construction in accordance with this Article, as well as, the management and disposal of supplies.
- 2) **Duties.** The Purchasing Manager shall be subject to the Finance Director's supervision to perform the following duties:
 - a) manage the Purchasing Division,
 - b) procure or supervise the procurement of all supplies, services, and construction needed by the City,
 - c) sell, trade, or otherwise dispose of surplus supplies belonging to the City,
 - d) establish and maintain programs for specifications development, contract administration, and inspection and acceptance, in cooperation with the public agencies using the supplies, services, and construction,
 - e) interpret and execute the policies and procedures of the City relating to procurement and (through subordinate supervision) develop, install, and maintain a harmonious procurement program for the City,
 - f) direct and supervise proper procedures to develop the objectives of the City regarding procurement practices,
 - g) maintain a complete file of all transactions (including bid bonds, performance bonds, contracts, pricing data, etc.) related to all purchases other than small purchases as defined in Section 3-104 (1) **Small Purchases: Purchases up to \$1,000;** and
 - h) perform such related duties developing and initiating the Division budget; proposing cost-efficient models to improve overall efficiency for all departments regarding procurement procedures; and representing the Finance Director in the performance of assigned tasks.
- 3) **Operational Procedures.** Consistent with this Article, and with the approval of the Finance Director, the Purchasing Manager may adopt operational procedures

relating to the execution of its duties. These shall be set forth in a Procurement Handbook.

2-103 Delegations of Authority to Other City Officials

With written approval of the Finance Director, the Purchasing Manager may delegate authority to purchase certain supply, service, or construction items to other City Officials if such delegation is deemed necessary for the effective procurement of those items, not withstanding the provisions of Section 2-102 (Authority and Duties).

Article 3 - SOURCE SELECTION AND CONTRACT FORMATION

Part A: METHODS OF SOURCE SELECTION

3-101. Purpose

The purpose of this article is to provide written and uniform procedural guidelines for the procurement of goods and services for Columbus, Georgia. These policies shall govern the procurement of commodities, equipment, services and all related contracts and agreements.

Any department, office or agency receiving appropriations from Council shall adhere to these purchasing policies, unless exempted by Council action.

Exemption: The following agencies or funding sources are exempt from these procurement policies: The Land Bank Authority, Bull Creek Golf Course, Oxbow Creek Golf Course, Special Operations Federal Forfeiture Fund, Police Forfeiture Fund, Sheriff Forfeiture Fund, and Columbus, Georgia Convention and Trade Center.

3-101A Public Access to Procurement Information

Procurement information shall be a public record to the extent provided in the Ordinance and shall be available to the public as provided in such statutes.

3-102. Legal Authority

This Procurement Ordinance is adopted by Council as of the effective date of November 17, 2020 pursuant to the authority of Section 7-500 of the Columbus Charter.

3-103. Agency Responsibility

Columbus may use a combination of decentralized and centralized purchasing to obtain goods and services for its various agencies.

For decentralized purchasing, this policy is intended to delegate appropriate levels of fiscal and purchasing responsibility to the City's using agencies. It is the responsibility of each Department (agency) Head to manage all needed purchases within the limits of the Department's adopted operating budget, approved each fiscal year.

Departments (Agencies), unless exempted by this Ordinance, are required to follow all procurement rules and regulations presented in this Ordinance. As well as any operational procedural guidelines enacted by the Finance Department.

3-104. Purchasing Limits

The procedures specified in this section shall be employed for all purchases of goods and services which are not otherwise exempt.

(1) Small Purchases: Purchases up to and including \$1,000:

Any supply, material or contractual service, including construction, not under an annual contract, with an estimated total cost of \$1,000 or less may be purchased by the using agency through the use of a City issued Credit/Procurement Card. If the credit/procurement card is not accepted by a merchant, then an official Purchase document issued by Columbus or Petty Cash Disbursement may be used (**Petty Cash Disbursements shall not exceed \$50**). This requirement shall apply to the purchase of any single item or single purchase of multiple items with an estimated total cost not to exceed \$1,000.

(2) Competitive Quotation Purchases: Purchases from \$1,001 up to and including \$5,000.00:

Any supply, material or contractual service, including construction, not under an annual contract, with an estimated total cost greater than \$1,000, but not more than \$5,000 may be purchased on the open market by the using agency obtaining and submitting to Purchasing at least three written quotations from reputable vendors. This requirement shall apply to the purchase of any single item or single purchase of multiple items with an estimated total cost greater than \$1,000 and up to and including \$5,000. An official purchase order of the Columbus Consolidated Government, issued to the awarded vendor(s), shall be used for the procurement. Final Purchasing Approval Authority will be the Purchasing Manager.

(3) Sealed Quotations: Purchases from \$5,001 up to \$24,999.99:

Any supply, material or contractual service, including construction, not under an annual contract, with an estimated total cost greater than \$5,000, but not more than \$24,999.99 shall be purchased on the open market, without regard for formal advertising by obtaining competitive sealed quotations. The competitive sealed quotation process will be administered by the Purchasing Division. This requirement shall apply to the purchase of any single item or single purchase of multiple items with an estimated total cost greater than \$5,000 up to \$24,999.99. An official purchase order of the Columbus Consolidated Government, issued to the awarded vendor(s), shall be used for the procurement. Final Purchasing Approval Authority is the City Manager, who has delegated this authority to the Finance Department.

(4) Competitive Sealed Bid (Formal) Bid Process or Competitive Sealed Proposals (Negotiation): Purchases \$25,000 and greater:

Any supply, material or contractual service, including construction, which has an estimated total cost of \$25,000 or more shall be purchased through the competitive sealed bid process or through the competitive sealed proposal process. These procurements shall be formally advertised. This requirement shall apply to the purchase of any single item or single purchase of multiple items with an estimated total cost of \$25,000 or greater. The sealed bid process and the Request for Proposal process will be administered by the Purchasing Division. An

official Purchase Order of the Columbus Consolidated Government shall be issued to the awarded vendor(s) for the procurement, or when applicable, a contract shall be executed.

In addition, any supply, material, or contractual service required under an annual contract, for any term length and regardless of the total cost, shall be procured through the use of the formal bid process or Competitive Sealed Proposal process. Purchasing Authority: Columbus City Council

3-105 Small Purchases: Purchases up to and including \$1,000:

Any supply, materials or contractual service, *not under an annual contract*, with an estimated total cost not exceeding \$1,000 may be purchased by the using agency through the use of a Credit/Procurement Card, an official Purchase document issued by the City or Petty Cash Disbursement. **However, Petty Cash Disbursements shall not exceed \$50.** This requirement shall apply to the purchase of any single item or single purchase of multiple items with an estimated total cost not to exceed \$1,000.

(1) Credit/Procurement Card

A. Purpose

The City has used various methods to accomplish small dollar purchases of goods and services. These methods, such as petty cash and purchase orders, have proven to be costly, time consuming and occasionally have not been accepted by merchants. The City has initiated this credit/procurement card policy for the following reasons:

Credit/Procurement Card . . .

- Represents a faster, more efficient way to purchase small dollar items
- Costs less to process than a purchase order
- Provides agencies with more flexibility
- Increases productivity, by decreasing lag time waiting for purchase orders to process
- Provides sufficient control

The Finance Department will develop directives to establish those procedures and policies under which agencies shall control the use of credit/procurement cards that will be assigned to and utilized by selected City employees to purchase goods and services on behalf of the City. The directive will accomplish the following:

- Ensure the procurement with credit/procurement cards is accomplished in accordance with the City's ordinances, policies and established rules.
- Ensure appropriate internal controls are established within each agency procuring with credit/procurement cards so the procurement card is used only for authorized purposes.
- Provide employees who must procure for the City, a convenient method to perform purchasing activities by reducing the need for a purchase order.

Finally, it is intended that the policies and procedures established be viewed as minimum standards for agencies who may wish to establish additional controls beyond those

suggested. However, minimum control standards shall be established by the Finance Director or designee.

B. Scope

The directive will be applicable to any and all City agencies, including elected officials, who have selected employees to use credit/procurement cards to purchase supplies and materials approved by the directive.

C. Using Agency Responsibility

The decision of when a credit card is issued, and to whom issued, will be decided by the Department Head/Elected Official* or his/her designee only. The Department Head/Elected Official or his/her designee will request issuance of the credit card from the Purchasing Manager. The Department Head/Elected Official will be responsible for usage of credit/procurement cards by employees.

***In accordance with O.C.G.A. §36-80-24, Columbus Council shall designate which Columbus and Muscogee County Elected Officials shall receive CCG Purchasing/Credit Cards for themselves or their staff.**

D. Controls

A number of unique controls have been developed for this program that do not exist in a traditional credit card environment. These controls ensure that the card can be used only for specific purposes and within specific dollar limits. In addition, certification of all purchases is required by each cardholder, with verification and approval performed by the Approving Official (Department Head/Elected Official or designee).

E. Restrictions

The use of the Credit/Procurement Card is prohibited for the purchase of the following:

- Personal Purchases of any kind, specifically including any purchase not directly related to the Cardholder's public duties.
- Purchase of any one item or aggregate items, *from a single vendor*, which cost more than the approved small purchase limit. Currently, the small purchase limit is \$1,000. **NOTE: CARDHOLDERS SHALL NOT SPLIT PURCHASES TO STAY UNDER THE \$1,000 LIMIT FOR SMALL PURCHASES.**
- Cash Advances.
- Goods/Services under Annual Contract – These items must be paid through the finance system, as the bid prices for most contracts are loaded in the system as an audit check.
- Microcomputer software and hardware (Unless approved by or purchased by the Information Technology Department).
- Gift Cards - Gift Cards are prohibited unless approved by the City Manager.
- Spouse/Significant other Travel expenses.
- Entertainment.
- Alcohol Products.
- Tobacco Products.
- Professional Services (i.e. Physicians, Attorneys, Veterinarians, Accountants, etc... These services are 1099 Reportable and should be paid through the Finance System).

- Food - The purchase of food is prohibited unless for an authorized business purpose.

The Department Head/Elected Official will be held responsible for any card violations committed by employees.

(2) Purchase Order - Petty Cash Disbursement

A. Purpose

Although the majority of small purchases should be accomplished with the credit/procurement card, there may be instances where the credit card/procurement card cannot be utilized. In the event a credit/procurement card cannot be used, an official purchase order or petty cash disbursement shall be utilized for small purchases.

B. Purchase Order

The purchase order will represent a contract for the small purchase and the using agency will have the option of hand delivering, emailing, or mailing the document to the vendor. The same purchasing restrictions that apply for credit/procurement card purchases will apply for the use of the purchase order for small purchases with a total estimated cost up to \$1,000.

C. Petty Cash Disbursement

Petty Cash Disbursements may be used when the credit/procurement card or purchase order is not practical. The establishment of Petty Cash Disbursement Accounts must be approved by the Finance Director. **No Petty Cash Disbursement shall exceed \$50.**

3-106 Competitive Quotation Purchases: Purchases from \$1,001 up to and including \$5,000

(1) Purpose

Any supply, material or contractual service, not under an annual contract, with an estimated cost from \$1,001 up to and including \$5,000 may be purchased on the open market by the using agency obtaining at least three written quotations from reputable vendors. At least one of the quotations must be from a certified DBE, if a DBE is available to provide the supply, material or contractual service. This requirement shall apply to the purchase of any single item or single purchase of multiple line items, from a single vendor, with an estimated cost from \$1,001 up to and including \$5,000.

Purchases in this dollar range can also be obtained via Cooperative Purchasing.

(2) Using Agency Responsibility

Procurements from \$1,001 up to and including \$5,000 shall be approved only after the appropriate representative from the using agency has completed training in obtaining written quotations, documentation procedures and has demonstrated knowledge in these areas, as well as, acquainted themselves with the process of identifying and contacting vendors. Minimally, the agency will be responsible for documenting the following: 1) the price quote requesting form or document issued by the Department; 2) the names of all businesses submitting quotations; 3) the names of the individual providing the quotations; 4) the date the quotations were received; 5) written quotes submitted by vendors; and 6) City employee obtaining the quotation. All documentation will be filed in the Purchasing Division as a matter of public record.

(3) Purchasing Instrument

The using agency shall initiate an official purchase order to the recommended vendor(s). All documentation will be forwarded to the Purchasing Division for review and final approval.

(4) Purchasing Authority

The Purchasing Manager shall have final approval for all from \$1,001 up to and including \$5,000.

(5) Award

The award will be made to the lowest, responsible, responsive vendor(s). Council Action is not required.

3-107 Sealed Quotations: Purchases from \$5,001 up to \$24,999.99**(1) Purpose**

Any supply, material or contractual service, not under an annual contract, with an estimated total cost from \$5,001 up to \$24,999.99 shall be purchased on the open market, without regard for formal advertising by obtaining competitive sealed quotations.

Purchases in this dollar range can also be obtained via Cooperative Purchasing.

The competitive sealed quotation process will be administered by the Purchasing Division. This requirement shall apply to the purchase of any single item or single purchase of multiple items, from a single vendor, with an estimated total cost from \$5,001 up to \$24,999.99. The same procedures will be followed as outlined in **Section 3-108, Formal Competitive Sealed Bidding**, with the exception of the following changes:

A. Using Agency Responsibility

The using agency will be required to supply, to the Purchasing Division, the following information: 1) detailed specifications describing the required good/service; 2) suggested vendors whom the using agency is aware can supply the required good/service; 3) the time frame the good or service is required. The using agency shall establish a project manager for the procurement.

B. Quotation Solicitation

The Purchasing Division shall administer the quotation solicitation. No formal advertising is required.

C. Notice

Vendors will be given at least fifteen (15) business days to respond to a competitive sealed quotation solicitation. *The City may seek competitive quotations in a shorter period, due to time constraints or need, if necessary, as determined by the Purchasing Manager.*

D. Quotation Receipt and Opening

Sealed Quotations shall be opened publicly in the presence of one or more witnesses at the time and place stated in the public notice. The amount of each quotation, the bidder's name and such other relevant information as the Purchasing Manager deems appropriate shall be recorded and retained in accordance with Georgia law. The record and each bid

shall be open to the public in accordance with Article 3, 301A of the Procurement Ordinance (Public Access to Procurement Information).

E. Evaluation

Quotation responses will be evaluated by the using agency for award recommendation. Purchasing Staff will perform further review for due diligence.

F. Award

The award will be made to the lowest, responsible, responsive vendor(s). Council Action is not required.

G. Purchase Authority

Final Purchasing Approval Authority is the City Manager, who has delegated this authority to the Finance Department.

H. Purchasing Instrument

After approval of the award recommendation, the Purchasing Division will issue an official purchase order to the awarded vendor(s). All information concerning the procurement will be kept in a project file, in the Purchasing Division, as a matter of public record.

3-108 Competitive Sealed (Formal) Bid Process: Purchases \$25,000 and greater

(1) Purpose

All City procurements with an estimated total cost of \$25,000 and greater will be awarded by the competitive sealed bid process, except as provided in the sections titled Competitive Sealed Proposal (Negotiation), Emergency Procurement, Only Known Source Procurement and Cooperative Purchase.

Procurements with an estimated value less than \$25,000 may be formally bid if deemed to be in the best interest of the City by the Purchasing Manager. However, the purchase will be approved by the authority specified for the total cost of the procurement, per section 3-104, Purchasing Limits.

A. Project Manager

For any procurement large enough to require the use of competitive sealed bidding, an officer or employee of the using agency involved in the procurement shall act as project manager. The Purchasing Manager may assign certain tasks and record keeping requirements related to the procurement. The project manager will keep and make available to the Purchasing Division all records required for the tasks assigned.

B. Request for Bid Advertisement

The using agency shall submit to the Purchasing Manager, applicable specifications, requirements, justifications and cost center(s) to be charged for the procurement.

C. Invitation for Bids

An invitation for Bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.

D. Public Notice

The public will be given adequate notice of the Invitation for Bids, provided that, adequate notice shall mean at least fifteen (15) business days before the bid opening date, which is stated in the Invitation. ***The City reserves the right to seek competitive sealed bids in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before bid opening, contain a description of the procurement in general terms, as well as, the place, date, and time of bid opening, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the Internet and on the City's government access television channel.

Public Works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for Specialized Equipment/Supplies
- Solicitations for Specialized Services
- Re-bid of Solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the Purchasing Manager.

E. Bid Opening

Bids shall be opened publicly in the presence of one or more witnesses at the time and place stated in the public notice. The amount of each bid, the bidder's name and such other relevant information as the Purchasing Manager deems appropriate shall be recorded and retained in accordance with Georgia law. The record and each bid shall be open to the public in accordance with Article 3. 301A of the Procurement Ordinance (Public Access to Procurement Information).

F. Bid Receipt and Evaluation

Bids shall be unconditionally received without alteration or correction except as authorized in the City's Procurement Ordinance. Bids shall be evaluated based on requirements set forth in the Invitation for Bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation cost, and total or life-cycle costs. The specifications presented in the Invitation for Bids shall represent the evaluation criteria. No other criteria may be used to evaluate bids.

G. Correction or Withdrawal of Bids; Cancellation of Awards

Correction or withdrawal of inadvertently erroneous bids before bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the Purchasing Division.

After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a

material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident, or if the bidder submits evidence which clearly and convincingly demonstrate that a mistake was made.

All decisions to permit correction or withdrawal of bids or to cancel awards of contracts based on bid mistakes will be supported by the Purchasing Manager's written determination.

H. Receipt of One Sealed Bid

In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned unopened to the vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation.

If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Manager or designee, in the presence of at least one other witness. The single bid will be evaluated by the using agency for award recommendation.

I. Receipt of Tie Bids

In the event multiple responsive, responsible bidders are tied for the lowest bid price and all other terms and requirements are met by all tied bidders, the award recommendation shall be resolved in the order of the preferences listed below:

1. Award to the local bidder whose principal place of business is located in Columbus, Georgia.
2. Award to bidder previously awarded based on favorable prior experience.
3. Award to bidder whose principle place of business is located in the State of Georgia.
4. If feasible, divide the award equally among the bidders.
5. If it is not feasible to award equally and only two bidders are tied, perform a coin toss in the presence of the two bidders, either in person or virtually.
6. *If the above preferences are insufficient to resolve the tie, all bid responses will be rejected and the bid will be re-advertised.*

J. Award

After evaluation of the bids, the using agency will forward a written award recommendation to the Purchasing Division. The award recommendation shall be reviewed by the Purchasing Division. The Purchasing Manager shall approve the recommendation prior to placement on Council Agenda for Council action.

If the low bidder is not recommended for a bid award, the using agency must submit, in writing, the reason(s) the low bidder is not recommended. The Purchasing Division will notify the low bidder as to why his/her bid is not recommended. The low bidder will be given the opportunity to respond to any, and all reasons their bid is not recommended. Final decisions to accept or reject the responses and to recommend the bid award will rest with the Purchasing Manager and the using agency.

If the low responsive and responsible bidder exceeds available budgeted funds as certified by the approved budget for the pertinent fiscal year, the Purchasing Manager is authorized to negotiate an adjustment of the bid price to bring the bid within the amount of available funds. This should only occur when time or economic considerations preclude re-solicitation of work of a reduced scope. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the Invitation for Bids.

K. Bid Award for Procurements \$25,000 and greater

Any procurement with a total cost \$25,000 and greater shall be approved by Council action.

3-109 Annual Contracts: Price Agreements and Service Contracts

(1) Purpose

Any supplies, materials or contractual services required continuously over a specified time frame shall be considered a candidate for an annual contract. All annual contracts, regardless of the estimated total cost, will be established after the formal bid process or competitive sealed proposal process. Price Agreements and Service Contracts are forms of annual contracts which are used to purchase goods or services used on a regular or continual basis, i.e., uniforms, janitorial supplies, or film. Annual contracts eliminate the time required to obtain price quotations or administer a formal bid each time the need arises and provides a more economic price due to the bulk of the contract agreement with the vendor(s). The term of an annual contract can range from three (3) months to one year. Some annual contracts have renewal options, (usually two renewal options), depending on the commodity.

A. Price Agreement

An annual contract is established as a price agreement when the goods or services can be easily described in measurable terms and a firm unit price can be established (i.e., a pair of shoes at an established unit price per pair).

B. Service Contract

An annual contract is established as a service contract when the goods or services (usually services) cannot be easily described in measurable terms and a firm unit price cannot be established (i.e., a service contract is established for Auditing Services).

Note: Annual Contracts may also be established by “piggy-backing” off of a Cooperative Contract.

(2) Agency Responsibility

All agencies should carefully review any good or service used on a continuous basis to determine if it meets criteria to be placed under an annual contract.

All agencies utilizing an annual contract are required to document and report to the Purchasing Division any contractual non-performance of the contracted vendor(s). Documentation of the non-performance should be forwarded to the Purchasing Division within two (2) days of the occurrence. Documentation is essential in the notification process to the vendor to rectify the non-performance. The documentation can be in the form of memos or the current form recommended by the Purchasing Division.

(3) Award

All annual contracts shall be approved by Council Action.

(4) Contract Renewals and Extensions**A. Contract Renewals:**

Most annual contracts have renewal clauses. If deemed to be in the best interest of the City, the Purchasing Manager shall be authorized to renew annual contracts which contain renewal clauses. Renewal procedures shall be established by the Purchasing Division.

B. Contract Extensions:

After all contract renewals are exhausted, the Purchasing Manager shall also be authorized to extend annual contracts, for “cause.”

“Cause” will be one of the following: 1) the contract re-bid process has been delayed; 2) the contract re-bid process is interrupted; 3) it is deemed to be in the best interest of the City to extend the contract. Contract extensions authorized by the Purchasing Manager shall be no more than one year. Contract extensions beyond the one-year extension shall be approved by Council.

C. Mutual Agreement:

Contract renewals and extensions shall be authorized only upon the mutual agreement of the using agency, the Purchasing Manager and the Contractor.

3-110 Competitive Sealed Proposals (Negotiations)**(1) Conditions for Use**

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

The public will be given adequate notice of the Request for Proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the Request. *The City reserves the right to seek Request for Proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the Internet and on the City's government access television channel.

Public Works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for Specialized Equipment/Supplies
- Solicitations for Specialized Services
- Re-bid of Solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the Purchasing Manager.

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors.

The Request for Proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

E. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the Request for Proposals. Each voting Committee member shall grade each submitted proposal based upon the evaluation criteria.

F. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

F. Award.

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act

3-111 Architectural/Engineering and Land Surveying Services

(1) Purpose

All architectural/engineering and land surveying services, regardless of the estimated value of the contract or project, will be procured through the use of competitive sealed proposals.

Except as provided under article 3-114, Only Known Source Procurement, 3-115, Emergency Procurements, or 3-118 State Contracts and Other Cooperative Contracts, procurements for Architectural/Engineering or Land Surveying Services will be governed by the guidelines in above article 3-110, with the following modifications in this section:

A. Request for Proposals

The cost of services shall not be a required element in proposals for architectural/engineering and land surveying.

3-112 Request for Qualifications

(1) Purpose

For the procurement of services where the qualifications of the firm, or its principals are central to the services performed or equipment required, the initial step may be the issuance of a Request for Qualifications (RFQ). A Request for Qualifications allows the City to receive qualification statements from interested vendors. Cost estimates are not required.

A. Request for Qualifications

Submissions or Statement of Qualifications shall be solicited through Request for Qualifications. The Request for Qualifications shall include a clear and accurate description of the technical requirements for the service or item intended to be procured. The RFQ shall also set the date and time to receive submissions.

B. Public Notice

Adequate public notice of the Request for Qualification shall be given in the same manner as provided under the section titled "Competitive Sealed Bids."

C. Receipt of Qualifications Statements

Qualifications statements must be received by the deadline date established in the RFQ. No public opening will be held. No submissions shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of submissions shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of submissions shall be open for public inspection only after contract award.

D. Evaluation Factors.

The Request for Qualifications shall identify the relative importance of each evaluation criteria.

E. Review and Evaluation Process

Review of submittals will be conducted by a committee consisting of various stakeholders. Based upon the predetermined rating criteria contained in the RFQ, each voting member of the committee will perform an evaluation and assign a rating for each submittal.

Based on the composite ratings of the submissions, the Committee may short-list, at least, the three (3) most qualified firms to receive an invitation to respond to a Request for Proposal or Competitive Sealed bid.

If fewer than three vendors respond, the Committee may decide to do one of the following:

- Cancel the RFQ. Revise the requirements and re-issue.
- Send Request for Proposals or Invitation for Bids to the respondents.
- Contingent upon the services required, contract award could be recommended to the highest ranked vendor or only vendor, as a direct result of the RFQ process and negotiations. The award recommendation must be approved by City Council.

3-113 Request for Information**(1) Purpose**

In some instances, the using agency may have a general idea of the good or service required, but due to new technology or lack of technical or specialized knowledge in a particular area, the agency may not be able to develop adequate specifications. In such cases the using agency will solicit, through the Purchasing Division, a Request for Information (RFI). The Purchasing Division shall develop general procedures for the Request for Information.

3-114 Only Known Source (Sole Source) Procurement**(1) Purpose**

A contract may be awarded without competition if the Purchasing Manager determines, after conducting a good-faith review of available sources, that there is only one known source for the required supply or service. The Purchasing Manager (or designee) shall conduct

negotiations on price, delivery, and terms as appropriate. A record of only known source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each purchase, the item (s) procured, and the number identifying each procurement. The final award approval for Only Known Source Procurements shall align with Articles 3-106, 3-107 and 3-108, per the dollar amount of the Only Known Source.

(2) Procurements from \$1,001 up to and including \$5,000

Any agency wishing to make purchases from \$1,001 up to and including \$5,000 by using Only Known Source Procurement must have the approval of the Purchasing Manager. Written documentation must be submitted to Purchasing by the using agency to justify the procurement.

3-115 Emergency Procurement

(1) Purpose

Regardless of any other provision of the Procurement Ordinance, the City Manager may make or authorize others to make emergency procurements of supplies, equipment, services, or construction services when there exists a threat to public health, welfare, or safety; or other exigent circumstances as specified by the City Manager.

Such emergency procurement shall be made with such competition as is practical under the circumstances. A written determination of the basis for the emergency and for the selection of a particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a list of the item(s) procured, and the number identifying the contract file. When the emergency procurement procedure is used for purchases \$25,000 or greater, the City Manager will report the nature of the emergency and the vendor, item(s) purchased, price, and recommended funding source to the Mayor and Council at the next regular Council meeting. This information is for public records and does not require Council approval.

3-116 Cancellation/Rejection of Solicitations

(1) Purpose

An Invitation for Bid, Request for Proposal, or other solicitation may be canceled, or any or all bids, proposals or responses rejected in whole or in part, at the discretion of the City for any reason whatsoever. The reasons for the cancellation shall be made part of the contract file. Notice of cancellation shall be sent to all businesses solicited or that responded. The notice shall identify the solicitation, give the reasons for the cancellation, and when appropriate state that an opportunity will be given to compete on any re-solicitation or similar procurement in the future.

Reasons for rejection will be provided to unsuccessful bidders or offerors.

3-117 Awards to Local Businesses

Except for construction contracts, Federally funded projects, Request for Proposals and Request for Qualifications, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure less than or equal to \$25,000.00; and made to responsive and responsible local

businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than \$25,000.00

3-118 State Contracts and Other Cooperative Contracts

(1) Purpose

The State of Georgia Administrative Services Division secures state contracts for numerous commodities. The City will utilize state contracts when it is deemed to be in the best interest of the City. State Contracts may be utilized when time constraints deem it more prudent than the City initiating a Competitive Sealed Quote or Competitive Sealed Bid.

Other Cooperative Contracts may be used for the same purposes as stated above.

A Competitive Sealed Quote or Competitive Sealed Bid may be administered to compare pricing, product, warranty etc. with a State Contract or other Cooperative Contract. If the State Contract or other Cooperative Contract price is lower and meets all other requirements the purchase will be made via the contract and the Competitive Sealed Quote or Competitive Sealed Bid will be cancelled; submitting vendors will be notified of the reason for the cancellation.

Additionally, State Contracts and other Cooperative Contracts may be utilized in lieu of administering Request for Proposals, Request for Qualifications or Request for Information when deemed to be in the best interest of the City.

3-119 Reimbursement to Employees

(1) Scope

Reimbursements to City employees for personal funds expended will be made only under the following circumstances:

- A. Personal funds utilized during job related travel.
-Documentation must be provided to Financial Planning in the current form prescribed)
- B. Personal funds utilized to purchase goods or supplies in the event of an emergency which is job related.
-Receipts must be attached to the reimbursement request, accompanied by a memo of explanation of the expenditure addressed to the Purchasing Manager. An emergency shall be as described in Article 3-115, Emergency Procurement. If the expenditure is deemed not to be an emergency, the employee will not be reimbursed.

Part B: QUALIFICATIONS AND DUTIES OF BIDDERS

3-201 Responsiveness and Responsibility of Bidders and Offerors

- (1) Determination of Non-responsive and Non-responsible bidder. If a bidder or offeror who otherwise would have been awarded a contract is found to be non-responsive and or non-responsible, the Purchasing Manager shall write a

determination of such, stating the basis for the finding, send it promptly to the bidder and make it a part of the contract file and a public record. Unreasonable failure of a bidder or offeror to supply information promptly in connection with such finding may be grounds for a determination of non-responsiveness and non-responsibility.

- (2) Disclosure: All documents associated with the findings will become part of the contract file and subject to disclosure under the Georgia Open Records Act once the determination is completed.

3-202 Cost or Pricing Data

- (1) Required Submissions Relating to Award of Contracts. A prospective contractor shall submit cost or pricing data when the contract is to be awarded by competitive sealed proposals [under] section 3-110 (Competitive Sealed Proposals) or by only known source procurement authority [under] section 3-114 (Only Known Source (Sole-Source) Procurement).
- (2) Exceptions. The submission of cost or pricing data relating to the award of a contract is not required when:
- the contract price is based on adequate competition,
 - the contract price is based on established catalogue prices or market prices,
 - the contract price is set by law or regulation; or
 - the Purchasing Manager determines in writing that the requirements of Subsection (1) above may be waived, stating the reasons for such waiver.
Such waiver may be made only with the approval of the Finance Director and City Manager.
- (3) Required Submissions Relating to Change Orders or Contract Modifications. A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification including adjustments to contracts awarded by competitive sealed bidding.
- (4) Exceptions. The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when:
- Unrelated, separately priced adjustments for which cost, or pricing data would not be required are consolidated for administrative convenience; or
 - The Purchasing Manager determines in writing that the requirements of Subsection (3) above may be waived, stating the reasons for such waiver.
Such waiver may be made only with the approval of the Finance Director and City Manager.
- (5) Certification Required. A contractor, actual or prospective, required to submit cost or pricing data in accordance with this section shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.
- (6) Price Adjustment Provision Required. Any contract award, change order, or contract modification requiring the submission and certification of cost or pricing data shall

contain a provision stating that the price to the City, including profit or fee, shall be adjusted to exclude any significant sums by which the City finds such price was increased because cost or pricing data furnished by the contractor were inaccurate, incomplete, or not current as of the date agreed upon between the City and the contractor.

3-203 Cost or Price Analysis

- (1) A cost analysis or price analysis, as appropriate, shall be conducted prior to award of any procurement contract not awarded under Section 3-108 (Competitive Sealed Bidding). A written record of such cost or price analysis shall be part of the contract file.
- (2) Cost analysis includes the appropriate verification of cost or pricing data and the use of this data, as well as any available historical comparative data, to evaluate:
 - a. specific elements of cost,
 - b. the necessity of certain costs,
 - c. the reasonableness of amounts estimated for the necessary costs,
 - d. the reasonableness of allowance for contingencies,
 - e. the basis used for allocation of indirect costs,
 - f. the appropriateness of allocations of particular indirect costs to the proposed contract. and
 - g. the reasonableness of the total cost or price.
- (3) Price analysis determines if a price is reasonable and acceptable. It involves an evaluation of prices for the same or similar items or services. Criteria used in price analysis include but are not limited to:
 - a. price submissions of prospective bidders or offerors in the current procurement,
 - b. prior price quotations and contract prices charged by the bidder, offeror, or contractor,
 - c. prices published in catalogues or price lists,
 - d. prices available on the open market; and
 - e. in-house estimates of cost.

Considerations must be given to any differing terms and conditions.

3-204 Bonding on Supply and Service Contracts

Bid and performance bonds or other security may be requested for supply or services contracts as the Procurement Manager (or the head of the using agency) deems advisable to protect the City's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not substitute for a determination of a bidder's or offeror's responsibility. Complete file folders containing all transactions, including bonds, related to each bid will be maintained in the Purchasing Division.

Part C: TYPES OF CONTRACTS AND CONTRACT ADMINISTRATION

3-301 Types of Contracts

- (1) General Authority. Subject to the limitations of this Section and applicable laws and regulations, any type of contract which is appropriate to the procurement and which will promote the best interests of the Consolidated Government of Columbus, Georgia may be used.
- (2) Multiterm Contract.
 - a. **Specified Period.** Unless otherwise provided by law, a contract for supplies or services may be entered into for any time period deemed to be in the City's best interest, provided such period and any renewal or extension conditions are stated in the solicitation, and funds are available for the first fiscal period at the time of contracting. Performance and payment obligations for later fiscal periods shall be subject to funds availability and appropriation.
 - b. **Determination Prior to Use.** Before a multi-term contract is used, it shall be determined in writing that estimated requirements cover the period of the contract and are reasonable firm and continuing, and that such a contract will serve the best interests of the City by encouraging affective competition or other promoting cost-effective procurement, and be a multi-year governmental contract that is permitted by Georgia Law.
 - c. **Cancellation Due to Unavailability of Funds in Later Fiscal Periods.** When funds are not appropriated or otherwise made available to support continuation of performance in a later fiscal period, the contract shall be cancelled, and the contractor may be reimbursed for the reasonable value of goods and services already provided. Such cancellation costs may be paid from any funds appropriated and available for such purposes
- (3) Multiple-Source Contracting.
 - a. **General.** A multiple-source award is an award of an indefinite-quantity contract for one or more similar supplies or services to more than one bidder or offeror.
 - b. **Limitations on Use.** A multiple-source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple-source award shall be made in accordance with Sections 3-108 (Competitive Sealed Bidding), 3-110 (Competitive Sealed Proposals), 3-105 (Small Purchases), and 3-115 (Emergency Procurements) as applicable. Multiple-source awards shall not be made when a single award will meet the City's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user

preference unrelated to utility or economy, or avoiding the resolution of the bids. Any such awards shall be limited to the least number of suppliers necessary to meet all valid procurement requirements.

- c. **Contract and Solicitation Provisions.** All eligible using agencies of the contract shall be named in the solicitation. It shall be mandatory that the actual requirements of such using agencies which can be met under the contract as obtained in accordance with the contract, provided that the City shall reserve the right to take bids separately if a particular quantity is required or an amount is specified in the contract, or the Purchasing Manager approved a finding that the supply or service available under the contract will not meet a nonrecurring special need of the Consolidated Government.
- d. **Intent to Use.** If a multiple-source award is anticipated before issuing a solicitation, the City will state all criteria for award in such solicitation and reserve the right to make such an award therein.
- e. **Justification.** The Purchasing Manager, and or requesting agencies, shall make a written determination, which shall be made a part of the procurement file, setting forth the reasons for any multiple-source award.

3-302 Contract Clauses and their Administration

- (1) **Contract Clauses.** All City contracts for supplies services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. Additionally, any clauses required by Federal or state laws or regulations shall also be included in every applicable contract.

3-304 Contract Administration

A contract administration system designed to ensure that every contractor is performing in accordance with the solicitation under which the contract was awarded, as well as, all contract terms and conditions, shall be maintained.

3-304 Right to Inspect Plant and/or Worksite

The City may, at reasonable times, inspect such portion of any plant, place of business, or worksite of a contractor (or any subcontractor at any tier) as may be pertinent to the performance of any contract awarded or to be awarded by the City.

3-305 Reporting of Anticompetitive Practices

When, for any reason, collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General and the appropriate legal office for the Jurisdiction(s) conducting and/or financially involved in the procurement.

3-306 City Procurement Records

- (1) Contract File. All determinations and other written records related to the solicitation, award, or performance of a contract shall be maintained for the City in a contract file by the Purchasing Manager.
- (2) Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with the established records retention guidelines and schedules, according to Federal, State or City rules and regulations, applicable for a particular procurement.

Article 4 – SPECIFICATIONS

Part A: OBJECTIVES AND TYPES OF SPECIFICATIONS

4-101 Maximum Practicable Competition

All specifications shall be drafted so as to promote overall economy in the purpose intended and encourage competition in satisfying the City's needs and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications, including but not limited to those prepared for the City by architects, engineers, draftspersons, or other non-employees.

4-102 Brand Name or Equal Specification

- (1) Use. Brand name or equal specifications may be used when the Purchasing Manager determines in writing that no other design or performance specification or qualified products list is available, time does not permit the preparation of another form of purchase description, without a brand name type of specification, the nature of the product or of the City's requirements makes using a brand name or equal specification suitable for the procurement, or use of a brand name or equal specification is in the City's best interest. It is not intended that the prior written determination required for the use of a brand name or equal specification will impose an undue administrative burden. Rather, it is designed to capture the important management decision to use this specification type. Such determination may be made for categories of supply, service, or construction items, or (in appropriate circumstances) for an entire procurement action, even though a number of different items are being procured.
- (2) Designation of Several Brand Names. Brand name or equal specifications shall seek to designate three brands, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

4-103 Brand Name Specifications

- (1) Use. Since use of a brand name specification restricts competition, it may be used only when the Using Agency has provided a written justification that only the identified brand name item(s) will satisfy the City's needs. After performing research to determine the validity, the Purchasing Manager will make the final decision.
- (2) Competition. The Purchasing Manager shall seek to identify sources from which the designated brand name item(s) can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-114 (Only Known Source (Sole-Source) Procurement).

Article 5 – CONSTRUCTION PROCUREMENTS

Part A: Management of Construction Contracting

5-101 Selecting Methods

- (1) The Purchasing Manager, in consultation with the City's designated Project Engineer shall have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the Purchasing Manager shall consider the City's requirements and resources, and the potential contractor's capabilities. The Purchasing Manager shall include in the contract file a written statement of the facts leading to the selection of the particular method of construction contracting management for each project.
- (2) DBE Participation. For projects in which state or federal funds are not used, the City has an aspirational ten percent (10%) DBE participation goal. Bidders are encouraged to make a good faith effort to meet or exceed the goal by utilizing the services of DBE subcontractors in any area possible.
 - a. The City reserves the right to request Bidders seek additional DBE participation if the Bidders DBE participation goal is less than ten percent (10%).
 - b. In the event a DBE subcontractor is unavailable or unable to perform any portion of a project, the Bidder may be responsible for providing enough information to enable the City to determine whether efforts to contact DBE subcontractors were made in good-faith.
 - c. If awarded the contract, the Bidder should utilize the DBE subcontractors listed in the Bidder's submittal. Any changes to DBE utilization should be approved by the Purchasing Division.

Part B: Bid Security and Performance Bonds

5-201 Bid Security

- (1) Requirement for Bid Security. Bid security shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Manager to exceed \$25,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or other form satisfactory to the City. Such bonds may also be required on construction contracts under \$25,000 or other procurement contracts when circumstances warrant.
- (2) Amount of Bid Security. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount.
- (3) Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for Bids requires security, noncompliance with such requirement shall force rejection of a bid.
- (4) Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in Section 3-108 Subsection (G) (Competitive Sealed Bidding – Correction or Withdrawal of Bids: Cancellation of Awards), no action shall be had against the bidder or the bid security.

5-202 Contract Performance and Payment Bonds

- (1) When Required: Amounts. When a construction contract is awarded in excess of \$25,000, the following bonds or security shall be delivered to the City, and shall be binding on the parties upon the execution of the contract:
 - a. a performance bond satisfactory to the City executed by a surety company authorized to do business in the State, or otherwise secured in a manner satisfactory to the City, amounting to one hundred percent (100%) of the price specified in the contract; and
 - b. a payment bond satisfactory to the City executed by a surety company authorized to do business in the State or otherwise secured in a manner satisfactory to the City, to protect all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract, amounting to one hundred percent (100%) of the price specified in the contract.

At the discretion of the Purchasing Manager, this same condition may be placed on awards of any amount.

- (2) Authority to Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the City to require a performance bond or other security in

addition to the bonds, in circumstances other than the circumstances described in Subsection (1) above.

5-203 Copies of Bond Forms

Any person may request and obtain from the City a certified copy of a bond upon payment of the cost of reproduction of the bond and postage, if any. A certified copy of a bond shall be a prime facie evidence of the contents, execution, and delivery of the original.

Part C: FISCAL RESPONSIBILITY CHANGE ORDERS/MODIFICATIONS

5-301 Fiscal Responsibility – Change Orders

- (1) The City Manager is authorized to sign change orders to construction contracts in an aggregate amount not to exceed ten percent (10%) of the original contract amount in order to provide payments for unforeseen construction costs. Changes not directly related to the progress or completion of the project, but designated as non-essential, shall be authorized by City Council.

Development costs for a project should be viewed as having a project budget which includes architectural, engineering or consulting costs, construction costs, and a ten percent contingency cost.

- (2) Every contract modification, change order, or contract price adjustment to construction contracts with the City that exceeds an aggregate ten percent (10%) of the original contract amount shall be subject to prior approval by the City Council, which shall first receive a report from the appropriate fiscal officer to the effect of the contract modification, change order, or contract price adjustment on the total project budget or the total contract budget.

Part D: PROCUREMENT REQUIREMENTS FOR PROJECTS USING FEDERAL AID HIGHWAY PROGRAM (FAHP) FUNDING

Except as provided in sections 5-402 and 5-403 below, the Columbus Consolidated Government shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112 (b) (2) (A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act.

5-401 Competitive Negotiation Qualification-based Selection

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

(1) Solicitation. The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, an RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

(2) Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

(A) Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;

(B) Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;

(C) Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a) (1) (iii) of this section;

(D) Specify the contract type and method(s) of payment to be utilized in accordance with §172.9;

(E) Identify any special provisions or contract requirements associated with the solicited services;

(F) Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and

(G) Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

(3) Evaluation Factors.

(A) Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e. g . , project understanding, innovative concepts or alternatives, quality control procedures) , work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.

(B) Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.

(C) In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.

(D) The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

(i) A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area

indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

(ii) The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the Columbus Consolidated Government's FHWA-approved DBE program.

(4) Evaluation, Ranking, and Selection.

(A) Consultant proposals shall be evaluated by the Columbus Consolidated Government based on the criteria established and published within the public solicitation.

(B) While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.

(C) Following submission and evaluation of proposals, the Columbus Consolidated Government shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in Columbus Consolidated Government written policies and procedures (as specified in § 172.5 (c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.

(D) From the proposal evaluation and any subsequent discussions which have been conducted, the Columbus Consolidated Government shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.

(E) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.

(F) The Columbus Consolidated Government shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

(5) Negotiation.

(A) Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the Columbus Consolidated Government shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.

(B) Elements of contract costs (e. g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with §172.11.

(C) If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

(D) The Columbus Consolidated Government shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in §172.11(c))

5-402 Small Purchases.

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold. The Columbus Consolidated Government may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). When a lower threshold for use of small purchase procedures is established in State law, regulation, or policy, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

(A) The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.

(B) A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.

(C) Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

(D) The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

5-403 Noncompetitive Method.

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

(A) The Columbus Consolidated Government may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.

(B) The Columbus Consolidated Government shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.

(C) Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:

(i) The service is available only from a single source;

(ii) There is an emergency which will not permit the time necessary to conduct competitive negotiations; or

(iii) After solicitation of a number of sources, competition is determined to be inadequate.

(D) Contract costs may be negotiated in accordance with the Columbus Consolidated Government noncompetitive procedures; however, the allowability of costs shall be determined in accordance with the Federal cost principles.

5-404 Additional Procurement Requirements.

(1) Common Grant Rule.

(A) The Columbus Consolidated Government must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).

(B) When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the Columbus Consolidated Government must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

(2) Disadvantaged Business Enterprise (DBE) Program.

(A) The Columbus Consolidated Government shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b) (2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the Columbus Consolidated Government's FHWA approved DBE program through either:

(i) Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a) (1) (iii) (D)); or ;

(ii) Establishment of a contract participation goal.

(B) The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.4

(3) Suspension and Debarment.

The Columbus Consolidated Government must verify suspension and debarment actions and eligibility status of consultants and subconsultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

Part E: PROCUREMENT REQUIREMENTS FOR METRA PROJECTS USING FEDERAL TRANSPORTATION ACT (FTA) FUNDING

5-501 METRA's Procurement Policies and Procedures

For all METRA procurements using FTA funding, the Columbus Consolidated Government shall comply with Part 200 of Title 2, Subtitle A of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the requirements of FTA Circular 4220.1F. METRA's Procurement Policies and Procedures includes the requirements of Part 200

and may be amended from time to time to incorporate updated federal requirements. A copy of METRA's Procurement Policies and Procedures, together with any updated version, will remain on file with the Clerk of Council. METRA will continue to adhere to the CCG Procurement Ordinance. If there is a conflict in the provisions of Federal and CCG policy, METRA will comply with the more stringent requirement.

Article 6 – DEBARMENT OR SUSPENSION

Part A: PROCEDURES

6-101 Authority to Debar or Suspend

(1) Debarment

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, and after consulting with the City Attorney, the Purchasing Manager is authorized to debar a person from consideration for award of contracts for cause. Debarment shall be for a period of not more than three years. Causes for debarment include:

- a. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract,
- b. Conviction under state or Federal laws for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business honesty which currently, seriously, and directly affects responsibility as a City contractor;
- c. Conviction under state or Federal anti-trust laws arising out of the submission of bids or proposals,
- d. Violation of contract provisions as set forth below, of a character regarded by the Purchasing Manager to be so serious as to justify debarment action:
 - i. Deliberate failure, without good cause, to perform in accordance with the specifications or the time limit stated in the contract; or
 - ii. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by the acts beyond the control of the contractor shall not be considered to be a basis for debarment; or
- e. Any other cause the Purchasing Manager determines to be so serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental entity for any cause listed in this Ordinance.

(2) Suspension

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, and after consulting with the City Attorney, the Purchasing

Manager is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. Suspension shall be for a period not to exceed three months.

6-102 Decision to Debar or Suspend

The Purchasing Manager shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

6-103 Notice of Decision

A copy of the decision required by Section 6-102 above shall be mailed or otherwise furnished immediately to the debarred or suspended person.

6-104 Finality of Decision

A decision under Section 6-102 above shall be final and conclusive unless fraudulent, or unless the debarred or suspended person within ten (10) days after receipt of the decision takes an appeal to the City Council or commences a timely action in court in accordance with applicable law.

Article 7 – SURPLUS MANAGEMENT

Part A: PROCEDURES

7-101 Supply Management Regulations Required

The Purchasing Manager shall promulgate regulations governing management of supplies during their entire life cycle: sale, donation, lease or disposal of such surplus supplies by public auction, competitive sealed bidding, or other appropriate method designated by regulation: and the transfer of excess supplies.

7-102 Records and Proceeds

Unless otherwise provided by law, the Purchasing Manager shall turn all records of and proceeds from the sale, donation, ease, or disposal of surplus supplies over to the Accounting Manager and Finance Director.

Article 8 – APPEALS AND REMEDIES

Part A: TYPES AND PROCEDURES

8-101 Right to Protest

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

8-102 Contract Claims

- (1) Decision of the Purchasing Manager. All claims by a contractor against the City relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Manager for a decision. The contractor may request a conference with the Purchasing Manager on the claim. Claims include, but are not limited to, disputes arising under a contract and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.
- (2) Notice to the Contractor of the Purchasing Manager's Decision After any requested conference and a full review of the matter, the Purchasing Manager shall promptly issue a written decision which shall immediately be mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached and shall inform the contractor of its appeal rights under Subsection (3) below.
- (3) Finality of Purchasing Manager's Decision: Contractor's Right to Appeal. The Purchasing Manager's decision shall be final and conclusive unless, within five (5) business days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the City Manager with a copy to the Purchasing Manager.
- (4) Failure to Render Timely Decision. If the Purchasing Manager does not issue a written decision regarding any contract controversy within five (5) business days after receiving the written request for a final decision, or within such longer period as may

be agreed upon between upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

8-103 Remedies for Illegal Solicitations or Awards

- (1) Prior to Bid Opening or Closing Date for Receipt of Proposals. If, prior to the bid opening or the closing date for receipt of proposals, the Purchasing Manager determines (after consultation with the City Attorney) that a solicitation is in violation of Federal, state, or municipal law, then the solicitation shall be cancelled or revised to comply with applicable law.
- (2) Prior to Award. If, after bid opening or the closing date for receipt of proposals but prior to the contract award, the Purchasing Manager determines (after consultation with the City Attorney) that a solicitation or a proposed award of a contract is in violation of Federal, state, or municipal law, then the solicitation or proposed award shall be cancelled.
- (3) After Award. If, after an award, the Purchasing Manager determines (after consultation with the City Attorney) that a solicitation or award of contract was in violation of applicable law, then:
 - a. If the person awarded the contract has not acted fraudulently or in bad faith, the contract may be ratified and affirmed if such action is in the best interest of the City, or the contract may be terminated, and the person awarded the contract compensated of the actual costs reasonable incurred under the contract (plus a reasonable profit) prior to the termination; or
 - b. If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of the City.

Article 9 – COOPERATIVE PURCHASING

Part A: PROCEDURES

9-101 Cooperative Purchasing Authorized Any local public procurement unit may either participate in sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more local public procurement unite or external procurers in accordance with an agreement entered into between the participants. Such cooperative purchasing may include but is not limited to joint or multi-party contracts between public procurement units and external procurers.

9-102 Sale, Acquisition, or Use of Supplies

Any public procurement unit may sell to, acquire from, or use any of the supplies belonging to another public procurement unit or external procurer.

9-103 Cooperative Use of Supplies or Services

Any public procurement unit may enter into an agreement with any other public procurement unit or external procurer for the cooperative use of supplies or services under terms agreed upon between the parties.

9-104 Joint Use of Facilities

Any public procurement unit may enter into agreements for the common use or lease of warehousing facilities, capital equipment, and other facilities with another public procurement unit or an external procurer under the terms agreed upon between the parties.

9-105 Supply of Personnel and Services

- (1) Supply of Personnel. Any public procurement unit is authorized at its discretion upon written request from another public procurement unit or external procurer, to provide personnel to the requesting public procurement unit or external procurer. The public procurement unit or external procurer making the request shall pay the public procurement unit providing the personnel the direct and indirect cost of furnishing the personnel, in accordance with an agreement between the parties.
- (2) Supply of Service. The informational, technical, and other services of any public procurement unit may be made available to any other public procurement unit or external procurer provided that the requirements of the public procurement unit tendering the services shall have precedence over the requesting public procurement unit or external procurer. The requesting public procurement unit or external procurer shall pay for the expenses of services so provided, in accordance with an agreement between the parties.
- (3) Information Services. Upon request, the Purchasing Manager may make available to public procurement units or external procurers the following services, among others:
 - a. Standard forms,
 - b. Printed manuals,
 - c. Product specifications and standards,
 - d. Quality assurance testing services and methods,
 - e. Qualified products lists,
 - f. Source information,
 - g. Common use commodities listings,
 - h. Supplier pre-qualification information,
 - i. Supplier performance ratings,
 - j. Debarred and suspended bidders' lists,
 - k. Forms for invitations for Bids, Request for Proposals, Instructions to bidders or offerors, general contract provisions, and other contract forms; and,
 - l. Contracts or published summaries thereof, including price and time of deliver information.

- (4) Technical Services. The Consolidated Government, through the Purchasing Manager, may provide the following technical services, among other:
- a. Development of products specifications,
 - b. Development of quality assurance testing methods, including receiving, inspection, and acceptance procedures,
 - c. Use of product testing and Inspection facilities; and,
 - d. Use of personnel training programs.

Article 10 – ASSISTANCE TO DISADVANTAGED BUSINESS ENTERPRISES (DBE): SMALL, WOMEN-OWNED AND MINORITY BUSINESS ENTERPRISES

Part A: POLICY STATEMENT

10-101 DBE Utilization Policy Statement

The Consolidated Government of Columbus, Georgia (“the City”) is committed to using Disadvantaged Business Enterprises (DBEs) (small, women-owned and minority business enterprises) to the greatest extent practical in all solicitations and day-to-day procurement needs of the City and to taking specific affirmative actions to meet these commitments.

With the exception of METRA Transit System, the Purchasing Manager will assign the duties of the DBE Liaison Officer to a Purchasing Division staff member, and shall develop, apply, and administer the City’s current DBE policy statement and program, working with contractors, subcontractors, and City staff to see that the program is understood and carried out.

Consistent with the Constitutional guarantee of equal protection under the law and with the availability of qualified DBEs, our goal is to use DBEs for a given minimum percentage of construction contracts, and to encourage DBEs to participate in all City contracts. Our objective is to better the chances for DBEs to participate in City procurements, to help them gain both experience and profit, and through this to contribute to the economic development of the minority and disadvantage business community – which in turn works for the general good of the entire community.

We believe this policy is fair. It shall be used together with the general principles of sound procurement, to achieve the maximum practical use of DBEs by the City and its contractors and subcontractors.

The City shall provide equal opportunities for all and shall not discriminate against anyone, regardless of race, color, national origin, religion, age, sex, or disability. The City’s current DBE policy statement and program shall be sent to all concerned community and business organizations and to affected City staff.

The Liaison Officer will conduct annual seminars to inform local DBEs about business opportunities available with the City. Pre-bid conferences to discuss and answer questions about the City's DBE program will be held at the request of interested bidders or proposers.

10-102 METRA Transit System DBE Program Policy Statement

The Consolidated Government of Columbus, Georgia (the City) has established a Disadvantaged Business Enterprises (DBE Program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City receives Federal financial assistance from the Department of Transportation, and as a condition of receiving the assistance, the City has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Consolidated Government of Columbus, Georgia DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist in the development of firms so that they may compete successfully in the marketplace outside of the DBE Program.

The Transit Compliance Officer has been designated as the DBE Liaison Officer for METRA Transit, the public transportation agency for the City. In that capacity, the DBE Liaison Officer is responsible for implementing all aspects of the DBE Program as they relate to METRA Transit. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by the Consolidated Government of Columbus, Georgia in its financial assistance agreements with the Department of Transportation.

Columbus Consolidated Government shall disseminate this policy statement to the Mayor, Columbus Council, and all relevant components of our organization. We shall

distribute this statement to DBE and non-DBE communities that perform work for us on DOT-assisted contracts by including the statement in procurement documents and by posting the statement on the webpage of METRA Transit System, the public transportation entity of the Consolidated Government of Columbus, Georgia.

Article 11 – ETHICS IN PUBLIC CONTRACTING

Part A: STANDARDS AND REGULATIONS

11-101 Criminal Penalties

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the State Criminal Code, they shall be punishable as provided herein. Such penalties shall be in addition to the civil sanctions set forth in this Article. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Ordinance shall not be impaired.

11-102 Employee Conflict of Interest

All elected officials, appointed officials, and employees of the Consolidated Government of Columbus participating directly or indirectly in the purchasing process shall be governed by the Code of Ethics located in Appendix Two of the Charter of Columbus, Georgia and Columbus Code Sections 2-3.05 and 2-3.06.

11-103 Gratuities and Kickbacks

- (1) Gratuities. It shall be unethical for any person to offer, give, or agree to give any City employee or former City employee (or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person) a gratuity or an offer of employment in connection with any decision, approval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement of a contract of subcontract, or to any solicitation of proposal therefor.
- (2) Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to a prime contractor or higher-tier subcontractor or any person associated therewith (or for a prime contractor or higher-tier subcontractor, or any person associated therewith, to solicit, demand, accept, or agree to accept such payment, gratuity or offer of employment from a subcontractor), as an inducement for the award of a subcontract or order.
- (3) Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefor.

11-104 Prohibition Against Contingent Fees

It shall be unethical to retain a person or for a person to be retained to solicit or secure City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, or anything of monetary value, except for retention of either bona fide employees of bona fide established commercial selling agencies for the purpose of securing businesses.

11-105 Contemporaneous Employment Prohibited

It shall be unethical for any City employee participating either directly or indirectly in the procurement process to become or to be, while such a City employee, the employee of a person contracting with the governmental body employing the City employee.

11-106 Waivers

The City Council may grant a waiver of the employee conflict of interest provision (Section 11-102) or the contemporaneous employment provision (Section 11-105) upon the Purchasing Manager's written determination that:

- (a) the contemporaneous employment or financial interest of the City employee has been publicly disclosed;
- (b) the City employee will be able to perform procurement functions without actual or apparent bias or favoritism; and
- (c) the award will be in the best interests of the City.

11-107 Use of Confidential Information

It shall be unethical for any employee or former employee to use confidential information knowingly for actual or anticipated personal gain, or for the actual or anticipated gain of any other person.

11-108 Sanctions

- (1) Employees. The department director of a City employee violating the ethical standards in this Article, and/or the City Manager, may impose any one or more of the following sanctions on such City employee:
 - (a) oral or written warnings or reprimands,
 - (b) suspension with or without pay for specified periods of time; or
 - (c) termination of employment.
- (2) Non-Employees. The City Council may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards in this Article:
 - (a) written warnings or reprimands,
 - (b) termination of contracts; or
 - (c) debarment or suspension as provided in Section 6-101 (Authority to Debar or Suspend) above.

11-109 Recovery of Value Transferred or Received

- (1) General Provisions. The value of anything transferred or received in breach of the ethical standards of this Ordinance by a City employee or a non-employee may be recovered from both City employee and non-employee.

- (2) Recovery of Kickbacks By the City. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher-tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making the kickback. Recovery from one offending party shall not preclude recovery from other offending parties.

File Attachments for Item:

8. 2nd Reading – An ordinance confirming the settlement authority of the City Manager and City Attorney to approve settlements of legal disputes of up to \$25,000 from appropriately budgeted funds; and for other purposes. (Mayor Pro-Tem)

ORDINANCE**NO.**

An ordinance confirming the settlement authority of the City Manager and City Attorney to approve settlements of legal disputes of up to \$25,000 from appropriately budgeted funds; and for other purposes.

NOW THEREFORE, THE COLUMBUS COUNCIL HEREBY DECLARES AND ORDAINS AS FOLLOWS:

Section 1.

Risk management settlements and settlements of other legal claims against the consolidated government in amounts not exceeding \$25,000 may be approved by the City Manager and City Attorney from funds budgeted for risk management purposes or other legal contingencies.

Section 2.

Ordinance No. 13-39 shall remain in full force and effect, and all other ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 10th day of November, 2020, introduced a second time at a regular meeting held on the ____ day of _____, 2020; and adopted at said meeting by the affirmative vote of ____ members of Council.

Councilor Allen	voting	_____
Councilor Barnes	voting	_____
Councilor Crabb	voting	_____
Councilor Davis	voting	_____
Councilor Garrett	voting	_____
Councilor House	voting	_____
Councilor Huff	voting	_____
Councilor Thompson	voting	_____
Councilor Tucker	voting	_____
Councilor Woodson	voting	_____

Sandra T. Davis
Clerk of Council

B.H. "Skip" Henderson, III
Mayor

File Attachments for Item:

9. 1st Reading- An ordinance amending the budget for the Fiscal Year 2021 Beginning July 1, 2020 and ending June 30, 2021, for certain funds of the Consolidated Government of Columbus, Georgia, and revising the budget for certain cost of living increases; and for other purposes.
(Budget Review Committee)

ORDINANCE
NO. _____

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2021 BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, FOR CERTAIN FUNDS OF THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA, REVISING THE BUDGET FOR CERTAIN COST OF LIVING INCREASES; AND FOR OTHER PURPOSES.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS, AS FOLLOWS:

SECTION 1.

Section 25 of Columbus Ordinance No. 20-018 is hereby deleted in its entirety and a new Section 25 is inserted to read as follows:

The Columbus Consolidated Government Pay Plan for Salary and Wages is hereby adopted as part of the FY21 Budget and is incorporated herein by Attachment A. Effective January 1, 2021, a 2.5% Cost of Living Adjustment for all classified full-time and part-time positions is hereby adopted. Effective January 1, 2021, retirees will receive a 1.25% Cost of Living Adjustment.

SECTION 2.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 17th day of November, 2020; introduced a second time at a regular meeting held on the 8th day of December, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III, Mayor

ATTACHMENT “A”

COLUMBUS CONSOLIDATED GOVERNMENT

PAY PLAN

FOR FY2021

Columbus Consolidated Government Pay Plan - Effective 01/01/2021
ANNUAL SALARY - PENSION MEMBERS

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	Grade
1	18,953.68	19,427.52	19,913.21	20,411.03	20,921.32	21,444.35	21,980.46	22,529.97	23,093.21	23,670.55	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	1
2	19,913.21	20,411.03	20,921.32	21,444.35	21,980.46	22,529.97	23,093.21	23,670.55	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	2
3	20,921.32	21,444.35	21,980.46	22,529.97	23,093.21	23,670.55	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	3
4	21,980.46	22,529.97	23,093.21	23,670.55	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	4
5	23,093.21	23,670.55	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	5
6	24,262.32	24,868.86	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.93	6
7	25,490.59	26,127.85	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	7
8	26,781.06	27,450.58	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.31	8
9	28,136.84	28,840.27	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	9
10	29,561.28	30,300.31	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	10
11	31,057.81	31,834.25	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	11
12	32,630.11	33,445.86	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	12
13	34,282.01	35,139.06	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	13
14	36,017.54	36,917.98	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	14
15	37,840.92	38,786.95	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	15
16	39,756.62	40,750.54	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	16
17	41,769.30	42,813.54	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	17
18	43,883.88	44,980.96	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	66,774.50	68,443.87	18
19	46,105.49	47,258.13	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	66,774.50	68,443.87	70,154.96	71,908.83	19
20	48,439.59	49,650.58	50,891.84	52,164.14	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	66,774.50	68,443.87	70,154.96	71,908.84	73,706.55	75,549.23	20
21	53,468.24	54,804.94	56,175.07	57,579.44	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	66,774.50	68,443.87	70,154.96	71,908.84	73,706.55	75,549.23	77,437.95	79,373.90	81,358.25	83,392.20	21
22	59,018.93	60,494.41	62,006.77	63,556.94	65,145.85	66,774.50	68,443.87	70,154.96	71,908.84	73,706.55	75,549.23	77,437.95	79,373.90	81,358.25	83,392.20	85,477.01	87,613.92	89,804.28	92,049.39	22
23	65,145.85	66,774.50	68,443.87	70,154.96	71,908.84	73,706.55	75,549.23	77,437.95	79,373.90	81,358.25	83,392.20	85,477.01	87,613.92	89,804.28	92,049.39	94,350.62	96,709.39	99,127.13	101,605.30	23
24	71,908.84	73,706.55	75,549.23	77,437.95	79,373.90	81,358.24	83,392.20	85,477.01	87,613.92	89,804.28	92,049.39	94,350.62	96,709.39	99,127.13	101,605.29	104,145.43	106,749.06	109,417.80	112,153.24	24
25	79,373.90	81,358.24	83,392.20	85,477.01	87,613.92	89,804.28	92,049.39	94,350.62	96,709.39	99,127.13	101,605.29	104,145.43	106,749.06	109,417.80	112,153.24	114,957.07	117,831.00	120,776.78	123,796.19	25
26	87,613.92	89,804.28	92,049.39	94,350.62	96,709.39	99,127.13	101,605.29	104,145.43	106,749.06	109,417.80	112,153.24	114,957.07	117,831.00	120,776.78	123,796.19	126,891.09	130,063.37	133,314.96	136,647.84	26
27	96,709.39	99,127.13	101,605.29	104,145.43	106,749.06	109,417.80	112,153.24	114,957.07	117,831.00	120,776.78	123,796.19	126,891.09	130,063.37	133,314.96	136,647.84	140,064.02	143,565.63	147,154.77	150,833.64	27
28	112,153.24	114,957.07	117,831.00	120,776.78	123,796.19	126,891.09	130,063.37	133,314.96	136,647.84	140,064.02	143,565.63	147,154.77	150,833.64	154,604.49	158,469.59	162,431.34	166,492.12	170,654.42	174,920.78	28
29	136,647.84	140,064.02	143,565.63	147,154.77	150,833.64	154,604.49	158,469.59	162,431.34	166,492.12	170,654.42	174,920.78	179,293.81	183,776.15	188,370.55	193,079.82	197,906.81	202,854.49	207,925.84	213,123.99	29

Above schedule includes:

2.5% Pay adjustment as of 01/01/2021 (COLA)

Columbus Consolidated Government Pay Plan - Effective 01/01/2021
ANNUAL SALARY - NON-PENSION MEMBERS

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	Grade
1	18,217.69	18,673.12	19,139.96	19,618.46	20,108.92	20,611.64	21,126.93	21,655.11	22,196.48	22,751.39	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	1
2	19,139.96	19,618.46	20,108.92	20,611.64	21,126.93	21,655.11	22,196.48	22,751.39	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.81	2
3	20,108.92	20,611.64	21,126.93	21,655.11	22,196.48	22,751.39	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	3
4	21,126.93	21,655.11	22,196.48	22,751.39	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.80	4
5	22,196.48	22,751.39	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	5
6	23,320.18	23,903.18	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.52	6
7	24,500.75	25,113.28	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	7
8	25,741.11	26,384.64	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	8
9	27,044.25	27,720.37	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.81	9
10	28,413.37	29,123.71	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.15	10
11	29,851.80	30,598.09	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.61	11
12	31,363.04	32,147.12	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	12
13	32,950.79	33,774.57	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.01	13
14	34,618.94	35,484.41	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.72	14
15	36,371.51	37,280.80	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	15
16	38,212.83	39,168.16	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	16
17	40,147.35	41,151.04	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	61,088.94	62,616.17	17
18	42,179.82	43,234.30	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	61,088.94	62,616.16	64,181.56	65,786.10	18
19	44,315.17	45,423.04	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	61,088.94	62,616.16	64,181.56	65,786.11	67,430.75	69,116.53	19
20	46,558.62	47,722.59	48,915.65	50,138.54	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	61,088.94	62,616.16	64,181.56	65,786.11	67,430.75	69,116.53	70,844.43	72,615.55	20
21	51,392.00	52,676.80	53,993.73	55,343.57	56,727.16	58,145.33	59,598.97	61,088.94	62,616.16	64,181.56	65,786.11	67,430.75	69,116.53	70,844.43	72,615.56	74,430.94	76,291.71	78,199.01	80,153.99	21
22	56,727.16	58,145.33	59,598.97	61,088.94	62,616.16	64,181.56	65,786.11	67,430.75	69,116.53	70,844.43	72,615.56	74,430.94	76,291.71	78,199.01	80,153.97	82,157.83	84,211.77	86,317.08	88,475.00	22
23	62,616.16	64,181.56	65,786.11	67,430.75	69,116.53	70,844.43	72,615.56	74,430.94	76,291.71	78,199.01	80,153.97	82,157.83	84,211.77	86,317.08	88,475.00	90,686.87	92,954.05	95,277.90	97,659.85	23
24	69,116.53	70,844.43	72,615.56	74,430.94	76,291.71	78,199.01	80,153.97	82,157.83	84,211.77	86,317.08	88,475.00	90,686.87	92,954.05	95,277.90	97,659.84	100,101.34	102,603.87	105,168.97	107,798.20	24
25	76,291.71	78,199.01	80,153.97	82,157.83	84,211.77	86,317.08	88,475.00	90,686.87	92,954.05	95,277.90	97,659.84	100,101.34	102,603.87	105,168.97	107,798.19	110,493.15	113,255.48	116,086.86	118,989.04	25
26	84,211.77	86,317.08	88,475.00	90,686.87	92,954.05	95,277.90	97,659.84	100,101.34	102,603.87	105,168.97	107,798.19	110,493.15	113,255.48	116,086.86	118,989.04	121,963.76	125,012.85	128,138.18	131,341.64	26
27	92,954.05	95,277.90	97,659.84	100,101.34	102,603.87	105,168.97	107,798.19	110,493.15	113,255.48	116,086.86	118,989.04	121,963.76	125,012.85	128,138.18	131,341.63	134,625.17	137,990.80	141,440.57	144,976.59	27
28	107,798.19	110,493.15	113,255.48	116,086.86	118,989.04	121,963.76	125,012.85	128,138.18	131,341.63	134,625.17	137,990.80	141,440.57	144,976.59	148,601.00	152,316.02	156,123.93	160,027.03	164,027.70	168,128.39	28
29	131,341.63	134,625.17	137,990.80	141,440.57	144,976.59	148,601.00	152,316.02	156,123.93	160,027.03	164,027.70	168,128.40	172,331.60	176,639.90	181,055.89	185,582.29	190,221.85	194,977.40	199,851.83	204,848.13	29

2.5% Pay adjustment for Non-Pension Members Effective 01-01-2021

File Attachments for Item:

1. Annual Unused Sick Leave Payment

Approval is requested authorizing payment to employees for unused sick leave in accordance with 16B-15-6 (2) of the Columbus Code of Ordinances.

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #1.

TO:	Mayor and Councilors
AGENDA SUBJECT:	Annual Unused Sick Leave Payment
AGENDA SUMMARY:	Approval is requested authorizing payment to employees for unused sick leave in accordance with 16B-15-6 (2) of the Columbus Code of Ordinances.
INITIATED BY:	Human Resources Department

Recommendation: Approve a resolution authorizing payment to employees for unused sick leave in accordance with 16B-15-6(2) of the Columbus Code of Ordinances.

Background: It has been past practice that: When a City official or an employee shall have accumulated thirty (30) days of sick leave by the end of the last pay period in November, he/she may be paid in cash each year by December 25 for one fourth (1/4) of accumulated sick leave beyond the base thirty (30) days, not to exceed 13 days.

Analysis: As part of the FY2021 Budget, \$365,000.00 was allocated to pay for this benefit. The required expenditure may or may not exceed this amount.

Financial Considerations: None, other than as noted in the analysis.

Legal Considerations: The requested expenditure requires Council approval.

Recommendations/Actions: Finance and Human Resources recommends the approval of a resolution authorizing payment to employees for unused sick leave in accordance with 16B-15-6(2) of the Columbus Code of Ordinances.

A RESOLUTION

Item #1.

NO.

A RESOLUTION AUTHORIZING PAYMENT TO EMPLOYEES FOR UNUSED SICK LEAVE IN ACCORDANCE WITH 16B-15-6 (2) OF THE COLUMBUS CODE OF ORDINANCES;

WHEREAS, Ordinance# 71-213 as amended by Ordinance# 72-255, and as codified in 16B-15-6 (2), provides as follows:

“When a City official or an employee shall have accumulated thirty (30) days of sick leave by the end of the last pay period in November, they may be paid in cash each year by December 25 for one fourth (1/4) of accumulated sick leave beyond the base thirty (30) days, and the other three fourths (3/4) above the thirty (30) days shall be added to their sick leave reserve accumulation until a maximum of sixty (60) days shall be attained in the reserve accumulation”; and,

WHEREAS, the last bi-weekly pay period in November will end on November 27, 2020; and the payment of unused sick leave has been provided for in the FY21 budget,

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

1. That the employees and officials of Columbus, Georgia who are eligible for sick leave benefits shall be paid for 25% of unused sick leave in excess of 30 days’ base accumulation through November 27, 2020.

2. That the payments shall be calculated in accordance with the above recited Ordinance at the normal regular rate of compensation for each employee as of November 27, 2020.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the ____ day of ____, 2020 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson, Mayor

File Attachments for Item:

2. Abandonment of The Western Portion Of An Alley Known As 35 1/2 Street

Approval is requested for the abandonment of the western portion of an alley know as 35 ½ Street and authorizing the execution of a Quit Claim Deed for all rights, title and interest the City may have in the alleyway to NeighborWorks Columbus.

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Abandonment of The Western Portion Of An Alley Known As 351/2 Street
AGENDA SUMMARY:	Approval is requested for the abandonment of the western portion of an alley know as 35 ½ Street and authorizing the execution of a Quit Claim Deed for all rights, title and interest the City may have in the alleyway to NeighborWorks Columbus.
INITIATED BY:	Department of Engineering

Recommendation: Approval is requested to officially close and abandon a portion of the alleyway referred to as 35 ½ Street that runs approximately 150 west of 4th Avenue; authorize the City Manager to execute a Quit Claim Deed; reserving utility easements; and for other purposes.

Background: NeighborWorks Columbus is requesting the City abandon and Quit Claim any interest in the 9.30 ft alley that is referred to as 35-1/2 Street. They are requesting approximately 150 ft of the alley west of 4th Avenue be abandoned. The Columbus Housing Initiative d.b.a. NeighborWorks owns both sides of the alleyway.

Analysis: The abandonment is needed in order to combine the alleyway with adjacent residential lots for redevelopment. Coordination is underway with public utilities to verify the existence of any utilities that may exist. An easement will be reserved as part of the Quit Claim Deed for any utilities known or unknown.

Financial Considerations: NeighborWorks will be responsible for reimbursement of all cost associated with the abandonment and property transfer.

Legal Considerations: Council must approve the abandonment and the execution of a Quit Claim Deed.

Recommendation/Action: Approval is requested to officially close and abandon a portion of the alleyway referred to as 35 ½ Street that runs approximately 150 west of 4th Avenue; authorize the City Manager to execute a Quit Claim Deed ; reserving utility easements; and for other purposes.

A RESOLUTION

NO.

A RESOLUTION OF THE COUNCIL OF COLUMBUS, GEORGIA, AUTHORIZING THE CHANGING OF THE OFFICIAL STREET MAP AND TAX MAPS OF THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA BY OFFICIALLY CLOSING AND ABANDONING A SEGMENT OF THE ALLEY KNOWN AS 35 ½ STREET WEST OF 4TH AVENUE; AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED; RESERVING UTILITY EASEMENTS; AND FOR OTHER PURPOSES.

WHEREAS, NeighborWorks Columbus has submitted a request to officially close and abandon an approximately 150 ft section of the 9.3 ft alleyway known as 35 ½ Street; and,

WHEREAS, NeighborWorks owns lots adjacent to the alley and is requesting to incorporate the alley as part of a redevelopment plan of the area; and,

WHEREAS, utility easements will be reserved for all known and unknown utilities; and

WHEREAS, the City has no present or future use of said alley; and,

WHEREAS, the Department of Engineering has determined the alley is not critical to traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF COLUMBUS, GEORGIA, AS FOLLOWS:

SECTION I.

The “Official Street Map, Consolidated Government of Columbus, Georgia “maintained in accordance with 18.1 of the Columbus Code and appropriate Tax Map are hereby amended by the deleting the following property:

A PORTION OF 35-1/2TH STREET LOCATED IN BLOCK “20” OF NORTH HIGHLAND LAND IMPROVEMENT MANUFACTURING COMPANY PROPERTY, CONTAINING 0.03 ACRES (1,393 SQUARE FEET), MORE OR LESS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING FROM THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY OF 38TH STREET WITH THE WESTERLY RIGHT-OF-WAY OF 4TH AVENUE, THENCE LEAVING THE RIGHT-OF-WAY OF 38TH STREET FOLLOWING ALONG SAID RIGHT-OF-WAY OF 4TH AVENUE SOUTH 03°09’41” WEST A DISTANCE OF 363.14 FEET TO AN IRON AT THE INTERSECTION OF SAID RIGHT-OF-WAY OF 4TH AVENUE WITH THE NORTHERLY RIGHT-OF-WAY OF 35-1/2TH STREET AND THE POINT OF BEGINNING; THENCE CROSSING SAID 35-1/2TH STREET SOUTH 03°09’54” WEST A DISTANCE OF 9.30 FEET TO AN IRON AT THE INTERSECTION OF SAID RIGHT-OF-WAY OF 4TH AVENUE WITH THE SOUTHERLY RIGHT-OF-WAY OF 35-1/2TH STREET; THENCE LEAVING SAID RIGHT-OF-WAY OF 4TH AVENUE FOLLOWING SAID SOUTHERLY RIGHT-OF-WAY OF 35-1/2TH STREET NORTH 86°56’09” WEST A DISTANCE OF 150.01 FEET TO AN IRON; THENCE CROSSING SAID

35-1/2TH STREET NORTH 05°53'17" EAST A DISTANCE OF 9.31 FEET TO AN IRON ON THE AFOREMENTIONED NORTHERLY RIGHT-OF-WAY OF 35-1/2TH STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY OF 35-1/2TH STREET SOUTH 86°56'09" EAST A DISTANCE OF 149.57 FEET TO THE POINT OF BEGINNING.

Together with and subject to covenants, easements, and restrictions of record.

A copy of the property boundary sketch entitled 35-1/2 Street Acquisition showing the above described property is attached to the Resolution as Exhibit "A".

SECTION II.

That the Council finds the portion of 35 ½ Street alley described in Section I. above no longer serves a substantial public purpose. This abandonment is hereby declared to be in the best public interest. Accordingly, said portion of alley is hereby declared abandoned and removed from the Official Street Map of Columbus, Georgia in accordance with O.C.G.A. Section 32-7-2(c). The City Manager is hereby authorized by the Council of Columbus to execute said Quit Claim Deed for said portion of alley.

SECTION III.

All existing utility easements known and unknown in the alley shall be reserved.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, Mayor

File Attachments for Item:

3. Bright from the Start – Snack Grant

Approval is requested to apply for and accept a grant in the amount of \$67,989.69, 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-Government Grant Funds by the amount awarded. The grant will cross over 2020 and 2021 Fiscal Years.

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Bright from the Start – Snack Grant
AGENDA SUMMARY:	Approval is requested to apply for and accept a grant in the amount of \$67,989.69, 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-Government Grant Funds by the amount awarded. The grant will cross over 2020 and 2021 Fiscal Years.
INITIATED BY:	Parks and Recreation

Recommendation: Approval is requested to apply for and accept a grant in the amount of \$67,989.69, 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-Government Grant Funds by the amount awarded. The grant will cross over 2020 and 2021 Fiscal Years.

Background: This program is designed to offer nutritious snacks daily to the youth of Columbus enrolled in established Before and After School Programs in the city of Columbus operated by the Community Schools Division of Columbus Parks and Recreation.

Analysis: Bright from the Start is funding this grant at no cost to the Department of Parks and Recreation or the City of Columbus. Allow sole source contract to Muscogee County Nutrition Department to continue this service to ensure that state and federal nutrition guidelines are followed. The grant is a continuation of grant funding that was received during 2019 fiscal year and will continue throughout fiscal year 2020.

Financial Considerations: The grant amount will be up to \$67,989.60 for the Child and Adult Care Food Program (snack). The City is not required to put up any matching funds to participate in this grant and funding will be handled by reimbursement.

Legal Considerations: Council is the approving authority for all resolutions.

Recommendation/Action: Approval is requested to submit an application and if approved accept \$67,989.60 or the amount 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-Government Grant Funds by the amount awarded. The grant will cross over 2019 and 2020 Fiscal Years.

A RESOLUTION**NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT OF \$67,987.69, 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-GOVERNMENT GRANT FUNDS BY THE AMOUNT AWARDED. THE GRANT WILL CROSS OVER 2020 AND 2021 FISCAL YEARS.

WHEREAS, the Before and After School Program administered by the Columbus Parks and Recreation Department offers activities to youth; and,

WHEREAS, the Columbus Parks and Recreation Department Community Schools Division administers the After School Program in 22 locations throughout the city during the school year; and,

WHEREAS, the need for wholesome recreational, educational, and enrichment activities are offered to participants with nutritional components included with meals; and,

WHEREAS, we are requesting to continue contracting with Muscogee County School District School Nutrition Department to ensure compliance with state and federal guidelines, policies, and procedures on nutrition and proper portion sizes; and,

WHEREAS, the need for nutritional after school snacks, intercession, and camp meals are vital to the health and stability of all youth; and,

WHEREAS, the Division Manager for the Community Schools Division of Columbus Parks and Recreation, shall serve as the Principal Contact of the Child and Adult Care Food Program.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HERBY RESOLVES:

That the City Manager is hereby authorized to submit an application and if approved accept a grant in the amount of \$67,989.60 or the amount awarded for snacks provided for the Child and Adult Care Food Program from the Georgia Department of Early Childcare and Learning Bright From the Start and amend the Multi-Governmental Fund by the amount of the grant. These grants will cross over the City's fiscal year 2019 and 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF COLUMBUS,
GEORGIA, AS FOLLOWS:**

Introduced at a regular meeting of the Council of Columbus, Georgia held on the _____ day
of _____ 2020 and adopted at said meeting by the affirmative vote of ten members of said
Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, Mayor

File Attachments for Item:

A. Asphalt Rubber & Sealant (Annual Contract)

Columbus Consolidated Government Council Meeting Agenda Item

TO:	Mayor and Councilors
AGENDA SUBJECT:	Asphalt Rubber & Sealant (Annual Contract)
INITIATED BY:	Finance Department

It is requested that Council approve the purchase of asphalt rubber and sealant from Sealmaster (Atlanta, GA), and Crafc0, Inc (Chandler, AZ) for the estimated annual contract value of \$66,530.00.

The material will be used, on an “as needed” basis by the Public Works Department for sealing cracks when repairing streets, parking lots and highways. The contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the vendor(s).

Bid specifications were posted on DemandStar and the web pages of the Purchasing Division and the Georgia Procurement Registry. Three bids were received on October 21, 2020. This bid has been advertised, opened and reviewed. The bidders were:

Description/Vendor	EST Usage	Sealmaster/Atlanta (Atlanta, GA)	Reynolds-Warren Equipment Co., Inc. (Lake City, GA)	Crafc0, Inc (Chandler, AZ)
Modified Asphalt Rubber Plus Sealant	5,000 lbs	\$0.63 Per Pound \$3,150.00 Total Price	No Bid	No Bid
Parking Lot Sealant	10,000 lbs	\$0.63 Per Pound \$6,300.00 Total Price	\$0.78 Per Pound \$7,800.00 Total Price	\$0.5980 Per Pound \$5,980.00 Total Price
Asphalt Rubber Type 4	50,000 lbs	\$0.59 Per Pound \$29,500.00 Total Price	No Bid	No Bid
PolyFlex Type 2	50,000 lbs	\$0.59 Per Pound \$29,500.00 Total Price	\$0.75 Per Pound \$37,500.00 Total Price	\$0.5580 Per Pound \$27,900.00 Total Price

Funds are budgeted each fiscal year for this ongoing expense: Paving Fund - Public Services - Repairs & Maintenance – Street Repairs and Maintenance - Road Maintenance Materials, 0203-260-3110-STRT-6726.

A RESOLUTION

Item #A.

NO._____

A RESOLUTION AUTHORIZING THE PURCHASE OF ASPHALT RUBBER & SEALANT FROM SEALMASTER (ATLANTA, GA) AND CRAFCO, INC (CHANDLER, AZ) FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$66,530.00.

WHEREAS, the material will be used on an "as needed" basis by the Public Works Department for sealing cracks when repairing streets, parking lots and highways, and;

WHEREAS, the contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the vendor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY, RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase asphalt rubber and sealant from Sealmaster (Atlanta, GA) and Crafcoc, Inc (Chandler, AZ) for the estimated annual contract value of \$66,530.00. Funds are budgeted each fiscal year for this ongoing expense: Paving Fund - Public Services - Repairs & Maintenance – Street Repairs and Maintenance - Road Maintenance Materials, 0203-260-3110-STRT-6726.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

B. Repair of Caterpillar D7E Bull Dozer for Public Works

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Repair of Caterpillar D7E Bull Dozer for Public Works
INITIATED BY:	Finance Department

It is requested that Council rescind Resolution #329-20 for the payment in the amount of \$38,981.44 to Yancey Brothers (Fortson, GA) for the repair of a Caterpillar D7E Bull Dozer, Vehicle #11467; and approve payment in the amount of \$56,722.23 to Yancey Brothers (Fortson, GA) for the final repair cost of the same equipment.

Resolution #329-20, approved October 13, 2020, only covered the replacement of the undercarriage, repair of the radiator, and replacement of the transmission sensors. In addition to the repairs listed, the equipment required normal service, to include replacement of the trackpads. However, it was later discovered that the track assembly needed repair, which accounts for the additional cost.

This particular piece of equipment is the primary dozer used to push/place the solid waste at the Pinegrove Landfill. This unit is operated 50 to 60 hours each week.

Yancey Brothers, the local authorized Caterpillar distributor and repair service dealer, performed the repairs. Therefore, the vendor is deemed the only known source per the Procurement Ordinance, Article 3-114.

Funds are available in the FY21 Budget: Integrated Waste Management Fund – Public Works – Pine Grove Landfill – Auto Parts and Supplies; 0207 – 260 – 3560 – PGRO – 6721.

A RESOLUTION

Item #B.

NO. _____

A RESOLUTION AUTHORIZING TO RESCIND RESOLUTION #329-20 FOR THE PAYMENT, IN THE AMOUNT OF \$38,981.44, TO YANCEY BROTHERS (FORTSON, GA) FOR THE REPAIR OF A CATERPILLAR D7E BULLDOZER, VEHICLE #11467; AND APPROVE PAYMENT IN THE AMOUNT OF \$56,722.23 TO YANCEY BROTHERS (FORTSON, GA) FOR THE FINAL REPAIR COST OF THE SAME EQUIPMENT.

WHEREAS, Resolution #329-20, approved October 13, 2020, only covered the replacement of the undercarriage, repair of the radiator, and replacement of the transmission sensors. In addition to the repairs listed, the equipment required normal service, to include replacement of the trackpads. However, it was later discovered that the track assembly needed repair, which accounts for the additional cost; and,

WHEREAS, this particular piece of equipment is the primary dozer used to push/place the solid waste at the Pinegrove Landfill. This unit is operated 50 to 60 hours each week; and,

WHEREAS, Yancey Brothers, the local authorized Caterpillar distributor and repair service dealer, performed the repairs. Therefore, the vendor is deemed the only known source per the Procurement Ordinance, Article 3-114.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY, RESOLVES AS FOLLOWS:

I.

That Resolution No. 329-20 is hereby rescinded; and

II.

That the City Manager is hereby authorized to render payment to Yancey Brothers (Fortson, GA) for the repair of a Caterpillar D7E Bull Dozer, Vehicle #11467, in the amount of \$56,722.23. Funds are available in the FY21 Budget: Integrated Waste Management Fund – Public Works – Pine Grove Landfill – Auto Parts and Supplies; 0207 – 260 – 3560 – PGRO – 6721.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.

Councilor Tucker voting _____.
Councilor Woodson voting _____.

Item #B.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

C. Steel Barricades with Storage Carts and Walk-Through Metal Detectors for the Civic Center – Cooperative Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Steel Barricades with Storage Carts and Walk-Through Metal Detectors for the Civic Center – Cooperative Purchase
INITIATED BY:	Finance Department

It is requested that Council approve the purchase of two hundred (200) Steel barricades and seven (7) storage carts, in the amount of \$25,223.64; and (10) Walk-Through Metal Detectors, in the amount of \$38,945.99, from Global Equipment Company/dba/Global Industrial (Buford, Georgia). The purchases will be accomplished by cooperative purchasing via BuyBoard Contract #577-18.

Due to COVID19, the Barricades and Metal Detectors are needed for safety and security support required for the various events that are currently held or will be held at the Civic Center, including: City Council Meetings, Jury Selection, State Court, and possibly voting, if needed in January.

Global is one of several vendors awarded the contract to provide Building Maintenance, Repair, Operations Supplies and Equipment, per Quote Release #577-18, issued by the BuyBoard National Purchasing Cooperative; the contract term expires November 30, 2021. The Cooperative is sponsored by various national and statewide associations around the country. These organizations promote the benefits and value of the BuyBoard to their respective memberships. Membership in the Cooperative is open to all types of local government agencies in all states and membership is free. The BuyBoard National Purchasing Cooperative is a cooperative formed between the National School Boards Association (NSBA) and several state school boards associations to streamline the buying process for schools, municipalities, and other public entities. Developed to comply with state laws that require governmental entities to make purchases from an approved list of vendors who have gone through a competitive procurement process, BuyBoard gives members the advantage of leveraging the Cooperative's ability to obtain bulk discounts.

Funds are available in the FY21 Budget: Civic Center Fund – Civic Center – Civic Center Operations – COVID19 Equipment; 0757 – 160 – 1000 – CIVC - 7764.

A RESOLUTION

Item #C.

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO HUNDRED (200) STEEL BARRICADES AND SEVEN (7) STORAGE CARTS, IN THE AMOUNT OF \$25,223.64; AND (10) WALK-THROUGH METAL DETECTORS, IN THE AMOUNT OF \$38,945.99, FROM GLOBAL EQUIPMENT COMPANY/DBA/GLOBAL INDUSTRIAL (BUFORD, GEORGIA). THE PURCHASES WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASING VIA BUYBOARD CONTRACT #577-18.

WHEREAS, Due to COVID19, the Barricades and Metal Detectors are needed for safety and security support required for the various events that are currently held or will be held at the Civic Center, including: City Council Meetings, Jury Selection, State Court, and possibly voting, if needed in January; and,

WHEREAS, Global is one of several vendors awarded the contract to provide Building Maintenance, Repair, Operations Supplies and Equipment, per Quote Release #577-18, issued by the BuyBoard National Purchasing Cooperative; the contract term expires November 30, 2021. The Cooperative is sponsored by various national and statewide associations around the country. These organizations promote the benefits and value of the BuyBoard to their respective memberships. Membership in the Cooperative is open to all types of local government agencies in all states and membership is free. The BuyBoard National Purchasing Cooperative is a cooperative formed between the National School Boards Association (NSBA) and several state school boards associations to streamline the buying process for schools, municipalities, and other public entities. Developed to comply with state laws that require governmental entities to make purchases from an approved list of vendors who have gone through a competitive procurement process, BuyBoard gives members the advantage of leveraging the Cooperative's ability to obtain bulk discounts.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY, RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase of two hundred (200) Steel barricades and seven (7) storage carts, in the amount of \$25,223.64; and (10) Walk-Through Metal Detectors, in the amount of \$38,945.99, from Global Equipment Company/dba/Global Industrial (Buford, Georgia). The purchases will be accomplished by cooperative purchasing via Buy Board Contract #577-18. Funds are available in the FY21 Budget: Civic Center Fund – Civic Center – Civic Center Operations – COVID19 Equipment; 0757 – 160 – 1000 – CIVC - 7764.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.

Councilor House voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

Item #C.

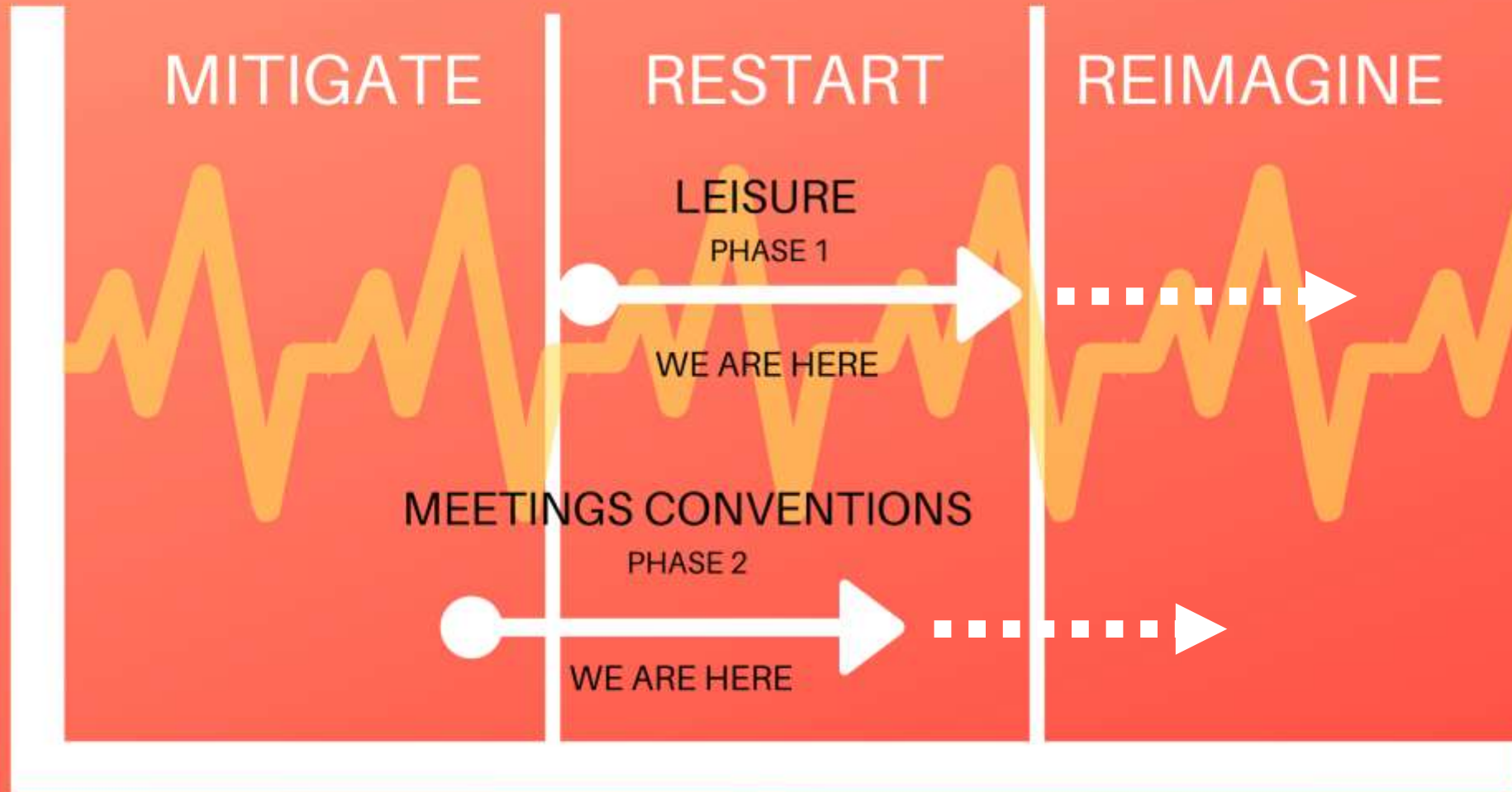
Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

A. Columbus Visitors Bureau Quarterly Update - Peter Bowden, President/CEO, Columbus Visitors Bureau

TOURISM RECOVERY PLAN



LEISURE

A pair of glasses with thin, light-colored frames is resting on an open book. The book's pages are visible, showing some text and a small illustration. The entire scene is set against a dark, textured background. The word 'LEISURE' is overlaid in a large, white, serif font, centered horizontally and partially covering the glasses and the book.

KEY TAKEAWAYS

1. Election week, there were small improvements in traveler sentiment despite the rapidly increasing infection rates.
 - Concerns about personal and family safety
 - Concerns about safety of individual travel activities
 - Expectations for the pandemic's short-term progress
 - Excitement to travel now

PERCEIVED SAFETY OF TRAVEL ACTIVITIES

51.9%

PERCEIVED SAFETY OF TRAVEL ACTIVITIES

15.8%

SEVERITY OF THE CORONAVIRUS SITUATION

58.7%

EXCITEMENT TO TRAVEL

49.5%

OPENESS TO TRAVEL INSPIRATION



45.7%


LOCAL

With something for everyone—
anyone can go all out in
Columbus, GA


Wed, November 11 [+ ADD EVENT](#) [Search](#) [Sign In](#) [Tile View -](#)

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Local Historical & Sightseeing Tours [NOV 11](#)




Sketching Under the Skylight [NOV 12](#)




Clement Arts Pinterest Course [NOV 12](#)




Clement Arts Lettering & Sketchnotes Course [NOV 12](#)




So You Want to Buy a Telescope? [NOV 12](#)




Uptown Columbus Market Days [NOV 14](#)



Infantry Gifts Christmas Community [NOV 14](#)



Parent & Child Workshop - Ages 7 to [NOV 14](#)





20 • **SHOP LOCAL** • 20
Columbus, Georgia

SOCIAL MESSAGING

Content + Launch Material

Click the hotel of your choice for Holiday Specials



Courtyard by Marriott Columbus
Hampton Inn Columbus North
Hampton Inn Columbus South Fort Benning
SpringHill Suites Columbus
TownePlace Suites Columbus
Fairfield Inn & Suites Columbus
DoubleTree by Hilton Columbus
Columbus Marriott
La Quinta Inns & Suites Columbus North
Candlewood Suites Columbus Fort Benning
Home2 Suites Columbus
Residence Inn Columbus

Looking for delivery or to-go options? We've got you covered.

The Black Cow - Delivery & To-Go Available
Vertigo - Delivery & To-Go Available
Smoke Bourbon & BBQ - Delivery & To-Go Available
Your Pie - Delivery & To-Go Available
Barberite's - Delivery & To-Go Available
Fountain City Coffee - To-Go Available
The Bakeshop - To-Go Available
Columbus Convention & Trade Center - To-Go Available
Beyond Harvest Foods - Holiday Meat Boxes (Curbside)



SHOP HERE...



ARTISTS + GALLERIES

Highland Gallerie
Gallery on Tenth
Bent by Courtney
Pound Studio
Bunny Hinzman
Wanderlust Designs
Cathy Fussell Quilts



GIFT SHOPS + BOUTIQUES

Columbus Museum Gift Shop
Park Place Midtown
Schomburg's Jewelers
Uptown Exclusives
CCSGC Stargazers Gift Shop



MEMBERSHIPS + TICKETS

RiverCenter for the Performing Arts
Springer Opera House
Columbus Museum
Historic Westville



Visit Columbus GA @VisitColumbusGA · Nov 4

...

It's better to give than receive. Except when you're receiving a gift card to one of our AMAZING local restaurants. Then, we're pretty sure you get the better end of the deal.

Shopping local makes a difference. Join us in giving the gift of here.

ow.ly/OmFI50C8YZB



20 • SHOP LOCAL • 20
Columbus, Georgia

SOCIAL MESSAGING
Content + Launch Material

FOODIE



Visit Columbus GA @VisitColumbusGA · Nov 2

...

Need a stay-cation? This holiday season, book a weekend in Columbus, GA or consider gifting a weekend to your loved ones. We've put together a Shop Local Holiday Guide that includes special rates for hotels in our area. Check it out!

ow.ly/TZ1L50C8YMt



Item #A.



20 • **SHOP LOCAL** • 20
Columbus, Georgia

SOCIAL MESSAGING
Content + Launch Material

STAY



Visit Columbus GA @VisitColumbusGA · Nov 9

...

Columbus, GA wouldn't be the same without all of our AMAZING cultural entities. Most offer memberships or gift cards to their venues. Consider purchasing an experience for loved ones to show your support this year.

Shop local with our Holiday Guide. [👉](#)

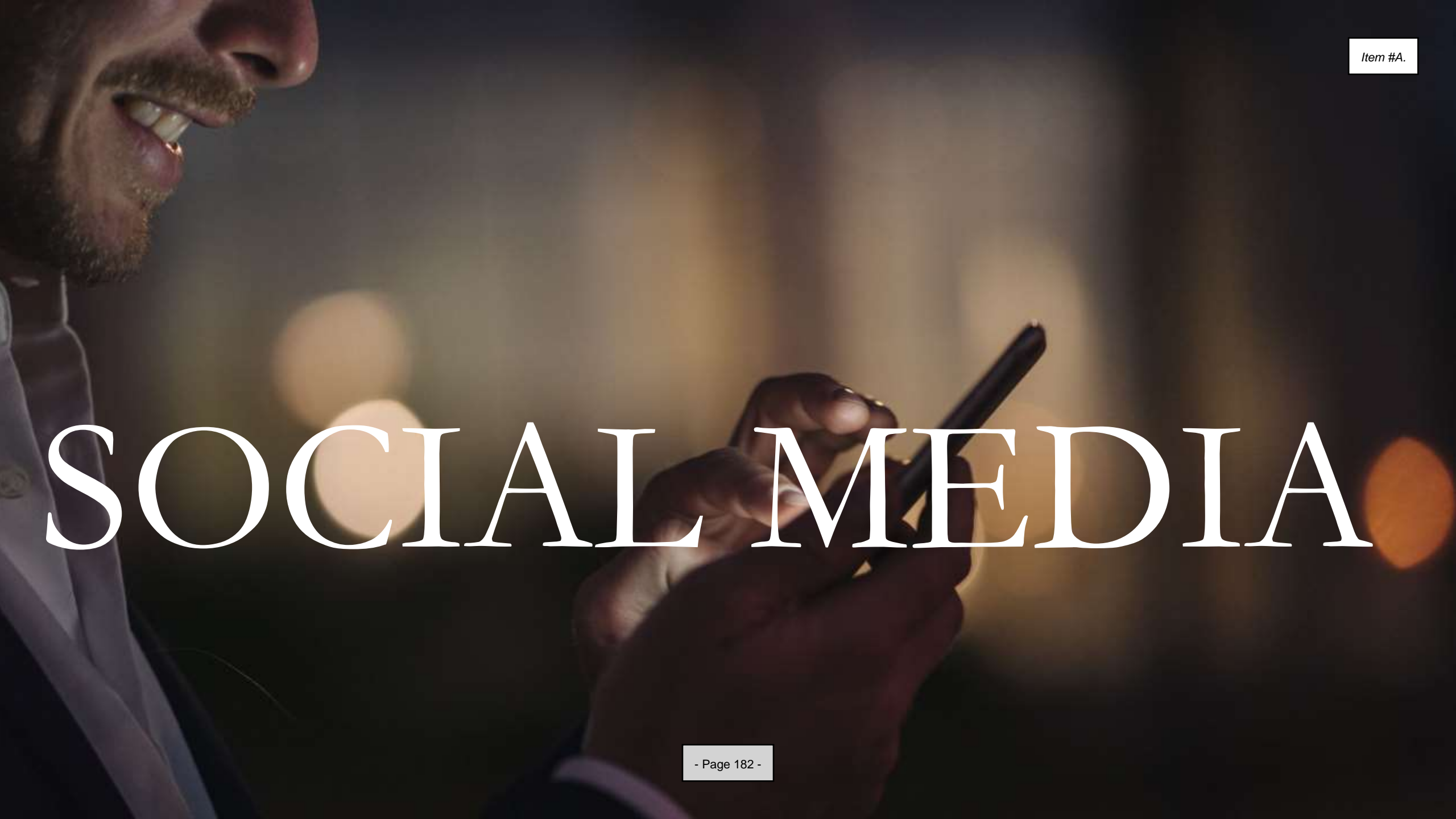
ow.ly/kUCz50C92Jf



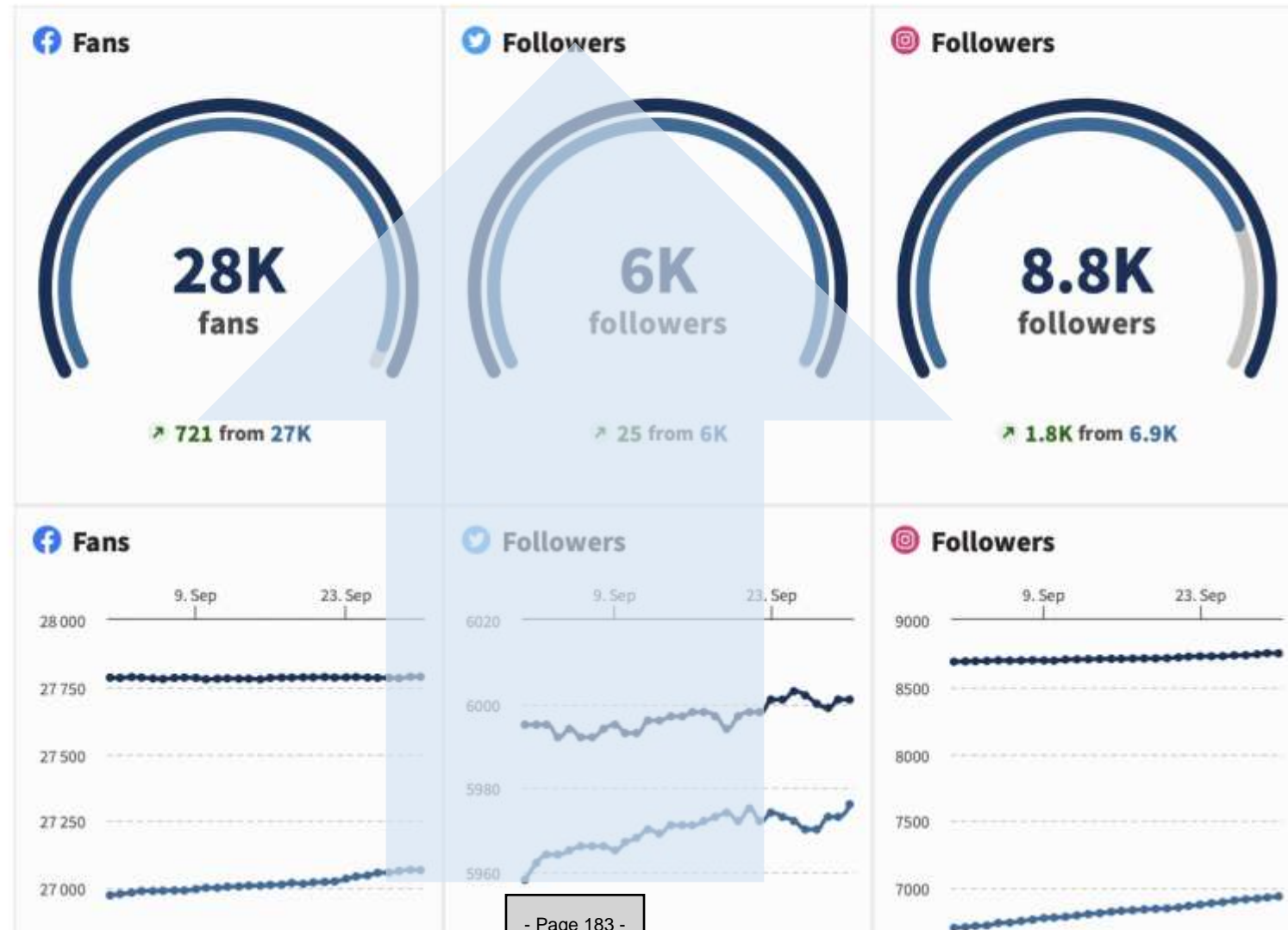
20 • SHOP LOCAL • 20
Columbus, Georgia

SOCIAL MESSAGING
Content + Launch Material

PLAY



SOCIAL MEDIA



MEETINGS & CONVENTIONS

Key Takeaways

- Q3 2021 is when most planners expect to get back to producing live events again, representing a material shift out of Q1 to Q3 since the last survey.
- Planners' primary focus remains rescheduling events (36%), but now, given the option, nearly one-third report they are not currently planning live events.
- 24% report that virtual events are the only events they are planning, while 35% say more than half their events are virtual.
- Smaller, fewer meetings continues to be the expectation.
- For future live events, planners are most concerned about the continued fear of travel, followed closely by constraints on meetings budgets and constraints on travel budgets.

HYBRID MEETINGS

Item #A.

National Audio Visual Services
300 Whittlesey Rd, Ste J
Columbus, Ga 31909
706.617.4443

- Requires fast Wi-Fi or G
- A dedicated internet connection for the event only
- A/V capabilities. Will the client need to bring their own equipment?
- Ample room for lighting and camera equipment
- Provide an attractive, appropriate backdrop
- Access to rooms early for recording sessions and rehearsals
- Ample space/room for on-camera, production rooms, green rooms
- On-site technical support



DISTANCING





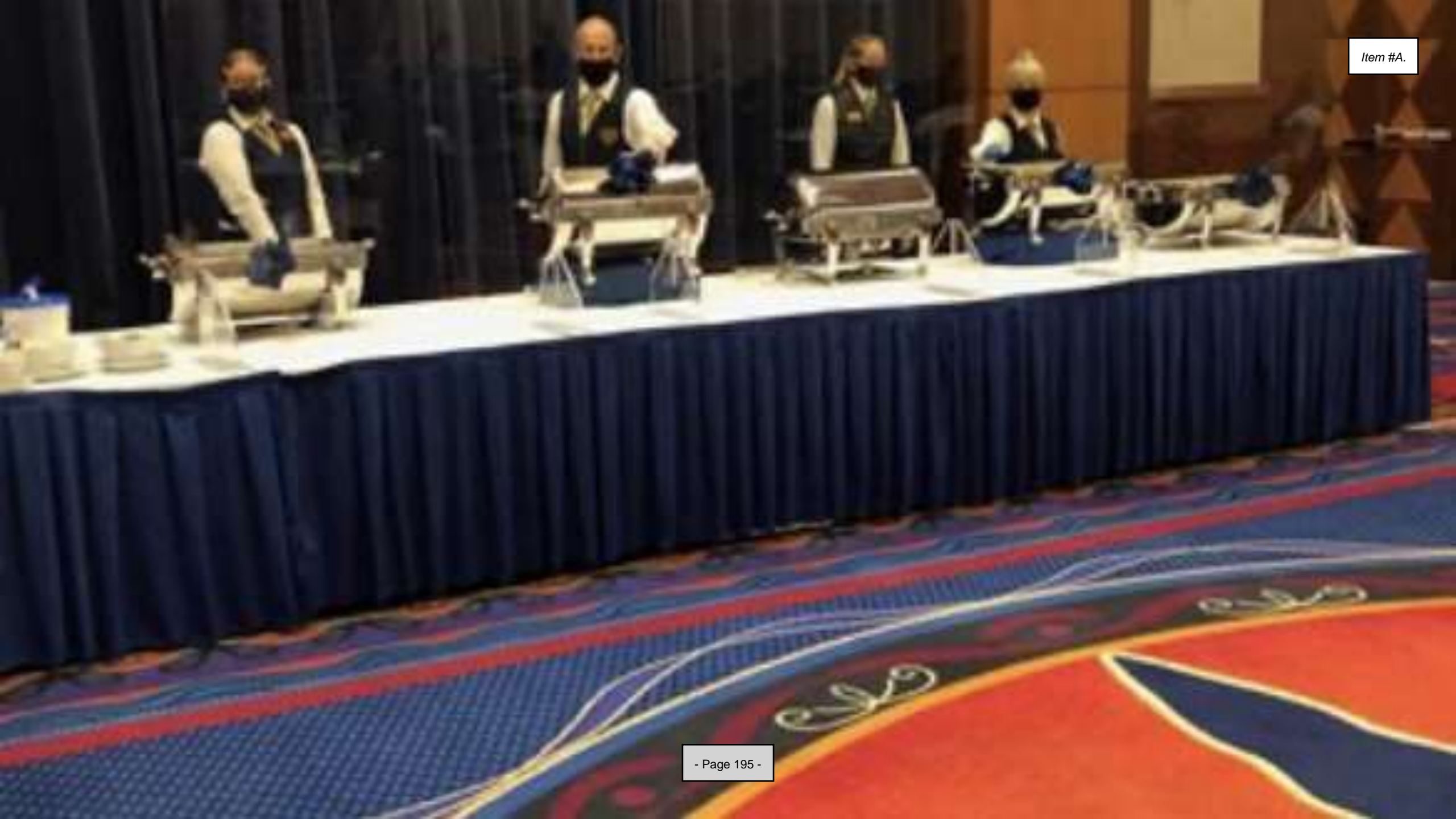














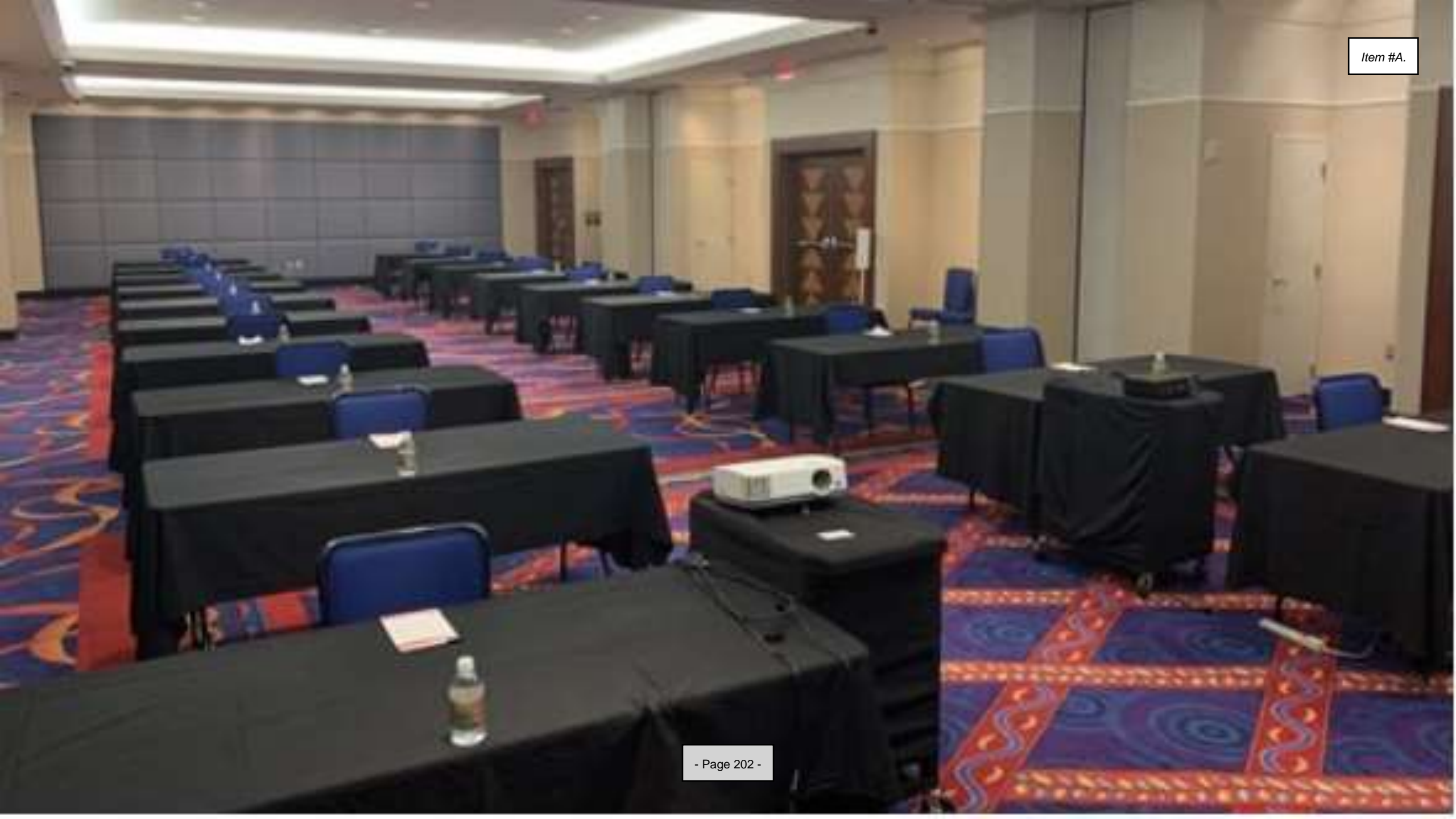












OCT 2020 SALES TEAM RECAP

SALES



1,830
accounts
submitted 3
proposals

7,378 room nights

THE RESULTS > over

\$2.4 MILLION

ECONOMIC IMPACT

COVID-19 IMPACT

GROUP BUSINESS

- 144 Groups - POSTPONED/CANCELED/LOST
- 107,741 Attendees
- 48,179 Room Nights

RECOVERED
GROUP
BUSINESS

= **34%**

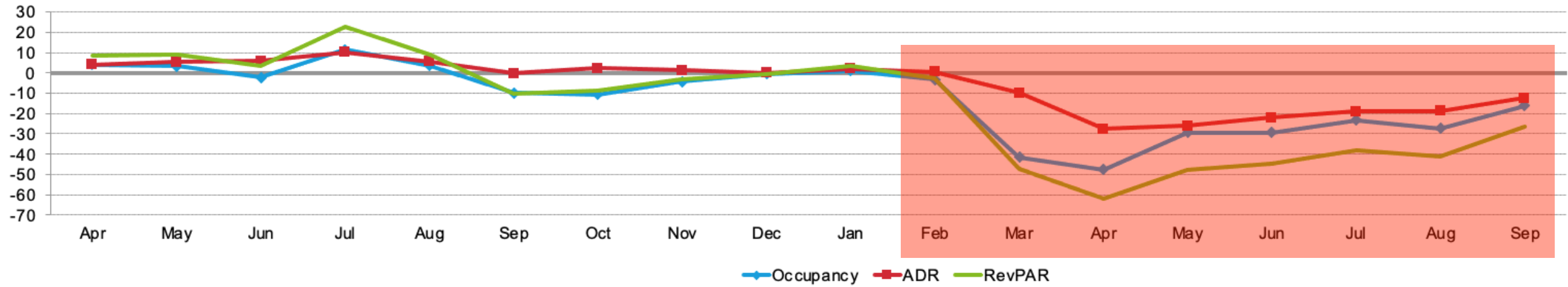
24% VIRTUAL

\$17.4 MILLION IMPACT



MEETING SLIPPAGE

Monthly Percent Change



HOTEL PERFORMANCE CITYWIDE

TOURISM RECOVERY PLAN

File Attachments for Item:

B. Change of Council Meetings and Jury Selection Locations - Lisa Goodwin, Deputy City Manager



Item #B.

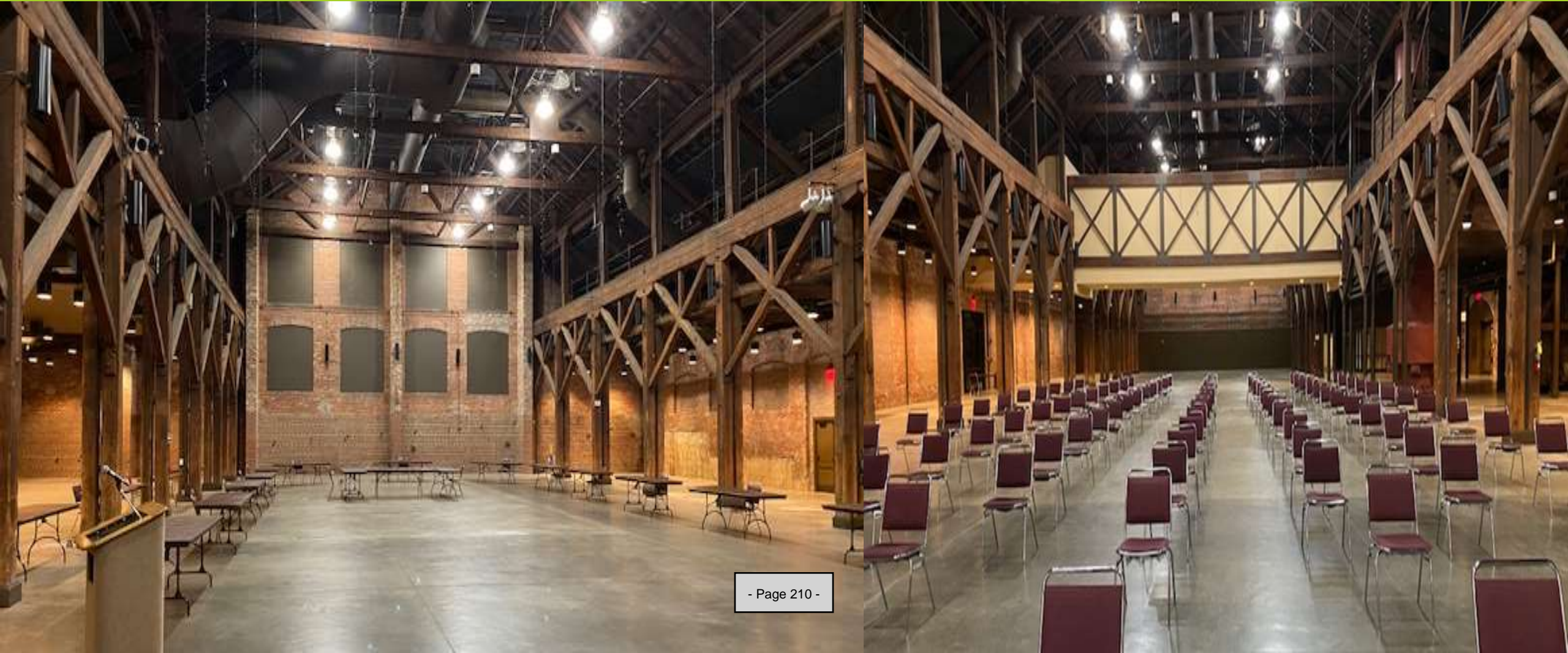
COUNCIL MEETING/JURY POOL

City Council Update: November 17, 2020

**CITY COUNCIL
MEETING:
CHANGE OF
LOCATION**

- **Civic Center Since May 26th**
- **Beginning Tuesday, December 15, 2020**
- **Columbus Convention & Trade Center**
- **South Hall**

SOUTH HALL



JURY ASSEMBLY/FUNCTIONS

- Georgia Supreme Court, Chief Justice Harold Melton issued an order for Jury Trials to resume beginning January 2021.
- A Local Committee on Resuming Jury Trials has been established and has been meeting on a periodic basis to coordinate safely resuming trials.
- **My Role is to:**
 - 1. Identify locations for the Jury to safely assemble and to provide an area for jury selection
 - 2. To assist with safe functions within the actual courtroom(s)
 - 3. Provide a location for the public to view trials

JURY ASSEMBLY/ FUNCTIONS

- 1. Identify locations for the Jury to safely assemble and to provide an area for jury selection
- Ice Rink for Jury Assembly (Up to 200)
- Both Corridors of the Civic Center will be used for the Judge/Legal Team to select Jurors (60 in each corridor)
- This allows for Social Distancing and Security
- From this, 14 Jurors will be selected and sent over to the Government Center to sit on a Trial.
- All Trials will take place at the Government Center

Item #B.

JURY ASSEMBLY/FUNCTIONS

- **2. To assist with safe functions within the actual courtroom**
 - Facilities Maintenance will place plexiglass shields in areas within each courtroom in the Government Center for the safety of all persons
- **3. Provide a location for the public to view trials**
 - The public will NOT be able to enter courtrooms, but will be provided space in the Government Center in order to view the various trials.



File Attachments for Item:

1. RESOLUTION: A Resolution excusing Councilor Judy W. Thomas from the November 10 and November 17, 2020 Council Meetings.

RESOLUTION**NO. _____**

A Resolution excusing Councilors absence.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES:

Pursuant to Section 3-103(6) of the Charter of Columbus, Georgia, Councilor Judy W. Thomas is hereby excused from attendance of the November 10 and November 17, 2020 Council Meetings for the following reasons:

Personal Business:

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 17th day of November, 2020 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T. Davis
 Clerk of Council

B. H. "Skip" Henderson, III
 Mayor

Form revised 11-1-79, Approved by Council 11-6-79

File Attachments for Item:

2. RESOLUTION: A Resolution excusing Councilor Walker Garrett from the November 17, 2020 Council Meeting.

RESOLUTION**NO. _____**

A Resolution excusing Councilors absence.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES:

Pursuant to Section 3-103(6) of the Charter of Columbus, Georgia, Councilor Walker Garrett is hereby excused from attendance of the November 17, 2020 Council Meeting for the following reasons:

Professional Business:

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 17th day of November, 2020 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____
Councilor Woodson	voting _____

Sandra T. Davis
 Clerk of Council

B. H. "Skip" Henderson, III
 Mayor

Form revised 11-1-79, Approved by Council 11-6-79

File Attachments for Item:

3. BOARD OF TAX ASSESSORS: A Resolution appointing Ms. Lanitra Sandifer Hicks to the Board of Tax Assessors for a term of beginning on January 1, 2021 and expiring on December 31, 2026.

RESOLUTION

NO. _____

A Resolution appointing Lanitra Sandifer Hicks to the Board of Tax Assessors.

WHEREAS, there is an upcoming board term expiration on December 31, 2020 on the Board of Tax Assessors; and,

WHEREAS, the law requires the County Commission must appoint a successor when a board term expires or when a vacancy occurs; and,

WHEREAS, the board members appointed to serve would be for a term of six (6) years; and,

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:

That Lanitra Sandifer Hicks is hereby appointed to the Muscogee County Board of Tax Assessors with this term of office to begin on January 1, 2021 and expires on December 31, 2026.

Introduced and read at a regular meeting of the Council of Columbus, Georgia held on the 17th day of November 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis
 Clerk of Council

B.H. "Skip" Henderson, III
 Mayor

File Attachments for Item:

4. Minutes of the following boards:

Board of Tax Assessors, #38-20

New Horizon Community Service Board, September 14, 2020

Public Safety Advisory Commission Ordinance Committee, November 2, 2020



Columbus, Georgia, Board of Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

City Services Center
3111 Citizens Way
Columbus, GA 31906

Mailing Address:
PO Box 1340
Columbus, GA 31902

Telephone (706) 653-4398, 4402
Fax (706) 225-3800

Board Members

Chester Randolph
Chairman

Pat Bettis Hunter
Assessor

Trey Carmack
Assessor

Todd A. Hammonds
Assessor

Jayne Govar
Vice Chairman

Chief Appraiser
Suzanne Widenhouse

MINUTES #38-20

CALL TO ORDER: Chairman Chester Randolph calls the Columbus, Georgia Board of Assessors' meeting to order on Monday November 2, 2020 at 9:00 AM.

PRESENT ARE:

Chairman Chester Randolph
Vice Chairman Jayne Govar
Assessor Todd Hammonds
Assessor Trey Carmack
Assessor Patricia Hunter (Virtual)
Chief Appraiser/Secretary Suzanne Widenhouse
Deputy Chief Appraiser Glen Thomason
Personal Property Appraiser/stand in Recording Secretary Willie Jean Davis

APPROVAL OF AGENDA: Assessor Hammonds motions to accept Agenda, Vice Chairman Govar seconds and the motion carries.

APPROVAL OF MINUTES: Assessor Hunter motions to accept Minutes #37-20. Assessor Hammonds seconds and the motion carries.

At 9:05, Administrative Manager Leilani Floyd presents to the Board:

- 65 commercial, 59 Personal Property and 1 Residential appeal certified to the BOE. Placed into record.
- Veteran Exemption #128 001 070 to be signed by the Board from previous week.

At 9:08 Personal Property Manager Stacy Pollard presents to the Board:

- Revised 2020 NOD Personal Property Digest – Signed and Approved.
 - 05994201 Advanced Energy Product
 - 06597301 ABC Coin Laundry
 - L1714501 Destiny Fitness of Columbus
 - L2004901 R K Food Mart
- 1 Motor Vehicle Appeal – Signed and Approved.
- Personal Property Initial Valuations for 2020 – Signed and Approved.

At 9:22, Commercial Property Manager Tanya Rios presents to the Board:

- # 070 002 002 - Updates the Board on a denial for exemption for 2020 based on appraiser recommendations.
- Board signs Exemption from previous week that was not signed.

At 9:27, Residential Manager Jeff Milam presents to the Board:

- Waiver & Release #026 030 002, Assessor Carmack motions to accept. Assessor Hammonds seconds the motion.


At 9:36, Deputy Chief Appraiser Glen Thomason gives an update on the status of the request made to IT concerning the Public Access website. Tyler has added exterior walls to categories on their site. There are still some issues with photos not being available as well. He will update the Board as to status of the websites.

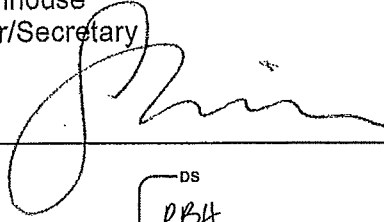
At 9:48, Chief Appraiser Widenhouse updates the Board on Q-Public implementation. She will update the Board as information becomes available.


At 10:30, Chairman Randolph adjourns the meeting without any objections.

Suzanne Widenhouse
Chief Appraiser/Secretary

APPROVED: _____


C. RANDOLPH
CHAIRMAN


DS
PBH
P.B. HUNTER
ASSESSOR


T. CARMACK
ASSESSOR

absent
T.A. HAMMONDS
ASSESSOR

absent
J. GOVAR
VICE CHAIRMAN



A Community Mental Health / Developmental Disabilities / Addictive Diseases Program

Administration
P.O. Box 5328
2100 Comer Avenue
Columbus, GA 31906

(706) 596-5588
FAX (706) 596-5589

NEW HORIZONS BEHAVIORAL HEALTH BOARD OF DIRECTORS

September 14, 2020 Via Teleconference

Members Present: David Ranieri, Joseph Williams, Edwina Turner,
Nancy Schroeder, Sandra Gill, LaVerne Chaffin,
Sherrell Terry, and Karen Johnson

Members Excused: April Hughes, Damon Hoyte, Linda McElroy, and
Ed Harbison

Staff Present: Andrea Winston, Valerie Bowden, Denise Wade,
Susan Gallagher, Randall Newberry, and Molly Jones

CALL TO ORDER: The meeting was called to order at 3:31 p.m. A quorum was established at that time. Board Chair David Ranieri welcomed Board members and staff.

For safety concerns during Covid-19 pandemic, today's meeting is a teleconference call and, in accordance with the GACSB rules, will be recorded. Board members were made aware of this prior to the call and it was announced upon dialing in to the call. Molly Jones did a roll call of Board members and staff participating in the call.

RECOGNITION OF GUEST(S) ATTENDING TODAY'S MEETING: Mac Moye, Stewart County Manager.

*** SECRETARY'S MINUTES (Approval of August 10, 2020 minutes):** M/S/P Edwina Turner/Karen Johnson to approve the minutes of August 10, 2020 meeting, Board approved.

FINANCIAL REVIEW: Valerie reported New Horizons had a surplus of \$76,870 for the month of July compared to a budgeted surplus of \$41,711. During the month of July we continued to experience reduced revenues due to reduction of services due to COVID. Revenues were below budget because programs are still slowly trying to open back up and we are still looking at the unknown in the current COVID environment. And, we continue to keep expenses down below budget because of the reduced program activity.

Days cash on hand at the end of August were 13.46. Medicaid collections are still down, but we have been keeping expenses down also and were able to increase days cash on hand. While we were able to increase days cash on hand by managing expenses during the reductions in revenue, the DBHDD expectation is that we have 30 days cash on hand. The new fiscal year (FY21) began July 1 and with the State budget cuts and the ongoing pandemic, it leaves us with many unknowns regarding our financial outlook so we continue to look for ways to maximize our resources and build cash reserves in order to be able to operate as we move through the new environment.

***2020 CARE FUND – EMERGENCY SOLUTIONS GRANT (ESG) PROGRAMS:**

Seeking Board approval of Housing and Urban Development (HUD) funding totaling \$379,780 for ESG Emergency Shelter, Rapid Re-housing, Street Outreach, and HMIS to link individuals to permanent housing in Randolph, Quitman, Chattahoochee, Stewart, Talbot, Harris, and Clay counties. M/S/P Joseph Williams/Nancy Schroeder to enter into these grant programs, Board approved.

***CORPORATE COMPLIANCE PLAN:** The plan, that is updated annually, was sent to Board members prior to the meeting for review with no significant revisions from the previous plan. M/S/P Joseph Williams/Sandra Gill to approve the Corporate Compliance Plan, Board approved.

MEDICATION ASSISTED TREATMENT (MAT): Susan Gallagher announced that New Horizons has been awarded a 12-month Medicated Assisted Treatment Contract with DBHDD Office of Addictive Diseases. The contract is renewable based on contractor performance as reported in the WITS/GPRA system. New Horizons has been awarded \$350,000 operating costs and \$100,000 medication costs to provide MAT for adults with Opioid Dependence. This project will involve the Pharmacy and Outpatient Clinic for medication dispensing and Midtown Recovery for outpatient treatment to include Peer Support and Individual and/or Group therapy. There are currently 23 DBHDD STR/SOR-funded programs in the state. In Region 6, McIntosh Trail and the South Georgia Treatment Center are the previously funded locations. Being a MAT-facility positions us favorably for the DBHDD Certified Community Behavioral Health Center. Our stated goal is to serve 50 adults annually and track them through the DBHDD WITS reporting system. DBHDD received federal funding for this project and are required to report at Intake, 6 months, and Discharge for all program participants. We are in the third round of awardees. Other programs receiving MAT funding from DBHDD include Grady Hospital System. We have also partnered with the West Central Georgia Health District Opioid Task Force for referrals and assistance with MAT payments for uninsured individuals.

CSB'S OPIOID LITIGATION: As mentioned in a previous Board meeting, the GACSB opted to participate in class action opioid litigation against the big pharmacy companies for violating the Georgia Drug Dealer Liability Act and other causes of action related to their past and ongoing campaign of unlawfully, dangerously, and deceptively marketing and distributing opioids. Because the CSBs are the first line responders at the center of Georgia's opioid epidemic and deliver the health care to those with likely opioid abuse disorder, CSBs have been notified that the complaint has been filed in the Northern District of Georgia. From there, the case should move to federal court in Ohio. New Horizons' attorney, Tom Tebeau, reviewed the complaint and approved our participation. Updates will be provided as they become available.

DBHDD CERTIFIED COMMUNITY BEHAVIORAL HEALTH CENTER INITIATIVE:

As introduced in our last Board meeting, Andrea reported the CCBHC initiative is large in scope with initial analysis/assessments moving very quickly. CCBHCs, a new provider type in Medicaid, are designed to provide a comprehensive range of mental health and substance use disorder services to vulnerable individuals. While many throughout the State are questioning why now, MTM consultants are busy setting up meetings to meet the timeline of the end of November for completing the gap analysis and readiness assessment tool. Our first meeting is September 17th with Charlie Grantham to review our IT /EMR systems. Following that are an Orientation and Readiness Assessment Tool Review with Michael Flora, and two Gap Analysis sessions and one Gap review with Joy Fruth. Dr. Cyndy Pattillo will lead this effort for New Horizons. She is the Chair of our Performance Improvement Committee and oversees and guides us through our CARF surveys. Some CSBs may not be eligible to become a CCBHC resulting in possible mergers of some providers. We will do our best to prepare and implement this new initiative that could improve services and outcomes, along with rates and funding.

DEVELOPMENT, MARKETING, AND PUBLIC RELATIONS UPDATE: Susan reported to the Board on the following:

Development/Grants

- Our Covid Funding Application Part 1 for Material has been forwarded by GEMA to FEMA for review. Our next phase will be for Equipment.
- We were awarded DCA ESG-Covid Funding for (4) programs: Hotel/Motel, Street Outreach, HMIS, and Rural Rapid Rehousing. This funding does not require any matching funds.

Community Relations:

We went Virtual! 4th Annual Children's Mental Health Symposium was Friday, September 4th from 9:30 am to noon and had 66 participants. Perfect Vision in 20/20 – Focusing on Children's Mental Health was the topic with (4) Presenters from the United Way, Family Treatment Drug Court, Bradley Center C & A Unit, and EMERGE.

"RECOVERY ROCKS" is our September Recovery Month Activity. This replaces the Run4 Recovery due to Covid Health & Safety Precautions regarding gathering in groups. Rock painting is a world-wide phenomenon with an estimated 6 million painted rocks creating smiles and chain reactions of kindness around the World. There are numerous Facebook Groups and Communities dedicated to sharing the joy of hiding and finding painted rocks.

To celebrate Recovery Month **"RECOVERY ROCKS"** will run from September 12 through September 30. CSU art students are painting rocks with uplifting messages that will be placed along the major walking trails in Muscogee County. Rocks will have a sticker with "Recovery Month 2020" and NHBH contact information on the back. Rock finders will post a photo with their rock to Facebook, tag NHBH, and receive a Door Prize for their efforts.

Weekly **Facebook Live Integrated Health** started August 10 at 10AM on Pops Barnes Facebook Feed. He has 5,000 followers that we will be able to reach on various integrated health & wellness topics. We have a schedule and topics for the next 52 weeks with a few holidays in between. Our most recent show was August 31 and covered “Recovery Rocks.”

COVID SURVEILLANCE REPORT: Andrea presented the following:

- Known # individuals exposed to the COVID-19 virus: 86 (18 new exposures since last report to board)
- Known # staff exposed to the COVID-19 virus: 41 (8 new exposures since last report to board)
- Known # individuals with a lab confirmed positive test for the COVID-19 virus: 14 (4 new cases since last report to board)
- Known # staff with a lab confirmed positive test for the COVID-19 virus: 17 (3 new positive cases since last report to board)
- COVID-19 related deaths: 1 (1 new DD Residential)

Covid Numbers by County (per the GADPH):

County	Covid Positive	Covid Deaths
Muscogee	5732	159
Harris	764	21
Talbot	156	5
Chattahoochee	1584	2
Stewart	410	13
Randolph	327	27
Clay	118	2
Quitman	31	1

State of Georgia:

295,337

6353

Andrea reminded everyone to stay safe, follow the guidelines, wash your hands, and get your flu shot.

Mr. Moyer reported that Stewart County numbers have increased due to the nursing home and the detention center located there and that reported deaths may be delayed by several weeks. Ms. Gill commented on Quitman County maintaining consistently low numbers. Mr. Ranieri emphasized the mental impact the pandemic is having on everyone and added that New Horizons is doing a great job to support and serve our individuals.

BOARD MEMBER REPORTS: Board members provided updates on how they, their families, and communities are handling the ongoing challenges of the pandemic. From exciting news of a new grandbaby, recognition award for volunteering, and everyone isolating and following the guidelines to stay well, to concerns over children and grandchildren (of all ages) returning to school, all enjoy sharing information during this time of not being able to see each other. Board members thanked New Horizons’ leadership and staff for all their efforts in providing services and support to our vulnerable individuals.

*Serving Residents of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot Counties
For 24-Hour Emergency Services Call (706) 323-0174 or Toll Free (800) 241-3659*

ANNOUNCEMENTS: Ms. Gill congratulated Ms. Winston on reaching her milestone 25th year of employment at New Horizons. Other Board members extended their appreciation and congratulations on her years of service.

Andrea reminded Board members that there is currently not a Board meeting scheduled for October and asked if they wanted to revise the schedule to have a meeting or wait until November to meet again. They agreed to keep the schedule as is and our next meeting will be November 9th.

PUBLIC COMMENT: No public comments were presented.

ADJOURNMENT: There being no further business, M/S/P Edwina Turner/Joseph Williams to adjourn the teleconference/meeting at 4:34 p.m., Board approved.

David Ranieri
Chairperson

PUBLIC SAFETY ADVISORY COMMISSION ORDINANCE COMMITTEE

Meeting Minutes
November 2, 2020

OPENING:

The regular meeting of the PUBLIC SAFETY ADVISORY COMMISSION ORDINANCE COMMITTEE was called to order at 2:11 P.M. on November 2, 2020 on the Arena Floor of the Columbus Civic Center, 400 4th Street, Columbus, Georgia by Mayor B. H. “Skip” Henderson, III.

PRESENT:

State Representative Carolyn Hugley, Councilor Jerry “Pops” Barnes, Councilor Judy Thomas, Shameika Averett, Tyson Begley, Major Freddie Blackmon and Reverend Adrian Chester. Recording Secretary Tameka Colbert was also present.

ABSENT:

Councilor Walker Garrett

INVOCATION:

Offered by Reverend Adrian Chester.

MINUTES:

Minutes of the October 20, 2020 Public Safety Advisory Commission Ordinance Committee Meeting were distributed to the Committee Members. There were no changes.

HYBRID ORDINANCE:

State Representative Carolyn Hugley said because we previously voted to remove the word “deadly” from Section 2 (d) of the ordinance, it would require that we remove the word “certain” from the title of Section 2.

PROPOSED PSAC ORDINANCE COMMITTEE TIMELINE:

Reverend Adrian Chester gave a brief outline of the proposed PSAC Ordinance Committee Review timeline, which was distributed to each Committee Member via Email. *(A copy of the document has been filed in the Clerk of Council’s Office.)*

After reading through the timeline, Reverend Chester made a motion to accept the proposed timeline. Seconded by Councilor Barnes and carried unanimously by the seven members present, with Councilor Garrett being absent from the meeting.

State Representative Hugley asked who would be the point of contact if a group or organization wanted to host one of the listening sessions listed on the timeline. She also asked how many sessions could be expected.

Mayor Henderson said he would expect that the number of sessions would be limited by the timeline. He said there could possibly be one or two a week. He said if someone is interested in hosting a listening session, they could reach out to one of the Committee Members or the Mayor's Office. He said over the next week we will begin to identify documents that we would like to take to the public.

Committee Member Tyson Begley asked if the Committee would be presenting to the public the Hybrid Ordinance that was created by the City Attorney or the Hybrid Ordinance that was revised by the Committee.

Reverend Chester said his observation would be to present the ordinance that was revised by the Committee.

State Representative Hugley pointed out that there were four alternatives included in the packet that was submitted by the Assistant City Attorney during the last meeting. She said the Committee did not explore any of the alternatives. She said she would like to further discuss those alternatives and possibly present them to the public for discussion as well. She said she is particularly interested in item numbers three and four.

Mayor Henderson suggested the members of the Committee email the City Attorney if they have any questions regarding the alternatives.

State Representative Hugley said as we go out to the public for public discussion there needs to be a background piece that talks about what the Public Safety Advisory Commission is and how it came to be.

Mayor Henderson said the Committee should also explain to the public what subpoena power does.

Councilor Barnes requested a compilation of the cases that have been addressed by the Public Safety Advisory Council in order to present to the public.

Committee Member Begley said he has already created a background of what the Public Safety Advisory Commission has been doing. He said he would submit the background to all Committee Members for their review. He then suggested that a change be made to Section 2 (d) of the Hybrid Ordinance. He said instead of the ordinance saying "the Commission may request the issuance of a subpoena", he would like to change the language to say "a member of the Commission may request the issuance of a subpoena". Committee member Begley made a motion to change the language of the ordinance to read,

“A member of the Commission may request the issuance of a subpoena”. Seconded by State Representative Hugley and carried unanimously by the members present, with Reverend Chester being absent for the vote and Councilor Garrett being absent from the meeting.

REQUEST(S):

- Committee Member Shameika Averett made a request to have the PSAC Ordinance committee meetings recorded and made public through Facebook or YouTube.
- Councilor Barnes requested a history of the cases that have been handled by the Public Safety Advisory Commission.

TAKEAWAYS:

- Get all of the information together to provide to the public
- There was a vote to make the change in the wording of the ordinance
- Review the history of the Public Safety Advisory Commission in order to take to the public

ADJOURNMENT:

Meeting was adjourned at 2:38 p.m. by Mayor B. H. “Skip” Henderson, III. The next general meeting will be at 3:00 p.m. on November 16, 2020, at the Columbus Civic Center.

Minutes submitted by: Name

File Attachments for Item:

MAYOR'S APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:

CHARTER REVIEW COMMISSION:

_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>
_____	<i>(Mayor's Appointment)</i>
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_____	<i>(Mayor's Appointment)</i>

COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:

CRIME PREVENTION BOARD: Ms. Patricia Flora was nominated to fill the unexpired term of Mr. Timothy K. Weeks as the Senatorial District 29 Representative. (*Councilor Davis's nominee*) New Term expires: December 31, 2025.

COLUMBUS AQUATICS COMMISSION: Mr. Richard Leary is being recommended as the Columbus Hurricanes' representative to succeed Mr. Wes Kelley. New Term expires: June 30, 2022

COUNCIL DISTRICT SEAT APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:

CHARTER REVIEW COMMISSION:

(*District 2 Appointment- Davis*)

(*District 3 Appointment- Huff*)

RECREATION ADVISORY BOARD:

Willie Dickerson

(*District 4- Tucker*)

Not Eligible to succeed

Term Expires: December 31, 2020

John Lawson

(*District 6- Allen*)

Not Eligible to succeed

Term Expires: December 31, 2019

The terms are five years. Board meets every other month.

**Columbus Consolidated Government
Board Appointments – Action Requested**

5. MAYOR’S APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:

A. CHARTER REVIEW COMMISSION:

_____	<i>(Mayor’s Appointment)</i>
_____	<i>(Mayor’s Appointment)</i>
_____	<i>(Mayor’s Appointment)</i>
_____	<i>(Mayor’s Appointment)</i>
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_____	<i>(Mayor’s Appointment)</i>
_____	<i>(Mayor’s Appointment)</i>
_____	<i>(Mayor’s Appointment)</i>

6. COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:

A. CRIME PREVENTION BOARD: Ms. Patricia Flora was nominated to fill the unexpired term of Mr. Timothy K. Weeks as the Senatorial District 29 Representative. *(Councilor Davis’s nominee)* New Term expires: December 31, 2025.

B. COLUMBUS AQUATICS COMMISSION: Mr. Richard Leary is being recommended as the Columbus Hurricanes’ representative to succeed Mr. Wes Kelley. New Term expires: June 30, 2022

7. **COUNCIL DISTRICT SEAT APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

A. **CHARTER REVIEW COMMISSION:**

(District 2 Appointment- Davis)

(District 3 Appointment- Huff)

B. **RECREATION ADVISORY BOARD:**

Willie Dickerson

(District 4- Tucker)

Not Eligible to succeed

Term Expires: December 31, 2020

John Lawson

(District 6- Allen)

Not Eligible to succeed

Term Expires: December 31, 2019

The terms are five years. Board meets every other month.