

## 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  
Joanne Cogle

**Clerk of Council**  
Sandra T. Davis



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

February 14, 2023  
9:00 AM  
Regular Meeting

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## MAYOR'S AGENDA

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

**INVOCATION:** Offered by Herman Ivey, Right from the Start of Columbus, Georgia

**PLEDGE OF ALLEGIANCE:** Led by Mayor Henderson

### **MINUTES**

- [1.](#) Approval of minutes for the January 31, 2023 Council Meeting.

### **PRESENTATIONS:**

2. Update on Best Ranger Competition Events in Columbus (Presented by Brigadier General Larry Burris, Commandant of the Infantry School at Fort Benning)
- [3.](#) FY22 Annual Comprehensive Financial Report (ACFR) (Presented by David Irwin, External Auditors, Mauldin & Jenkins, LLC)
4. Operational Assessment of the Columbus Police Department (Presented by Staff of Jensen Hughes)
5. Update on the Police Department (Presented by Freddie Blackmon, Chief of Police, Columbus Police Department)



# **CITY ATTORNEY’S AGENDA**

## **ORDINANCES**

- 1.** **2nd Reading-** An ordinance providing a moratorium not to exceed 90 days on the consideration or approval of any application for a short-term rental permit submitted pursuant to Section 4.9.4 of the Unified Development Ordinance; that said moratorium shall expire no later than 11:59 on Saturday, April 15, 2023; and for other purposes. (Request of Council)
- 2.** **1st Reading-** REZN-11-22-2153: An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **212 Railroad Street** (parcel # 005-007-010) from GC (General Commercial) Zoning District to UPT (Uptown) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Cogle)
- 3.** **1st Reading-** REZN-12-22-2286: An ordinance adding a new Section 3.2.76 of the Unified Development Ordinance (UDO) for Columbus, Georgia to provide standards for a Medical Cannabis Dispensary. (Planning Department and PAC recommend approval.) (Mayor Pro Tem)
- 4.** **1st Reading-** An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain portions of a district known as the Conversation Use Valuation Assessment, from RE1 (Residential Estate 1) Zoning District to RE5 (Residential Estate 5) or RE10 (Residential Estate 10) Zoning District. (Mayor Pro-Tem)
- 5.** **1st Reading-** An ordinance approving prohibition of the download or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or used for Columbus Consolidated Government or State of Georgia business as Addendum 5 to the Acceptable and Supportable use of Technology Policy Number 210-1000-004. (Mayor Pro-Tem)
- 6.** **1st Reading-** An ordinance amending the Budgets for the Fiscal Year 2023 beginning July 1, 2022 and ending June 30, 2023, for certain Funds of the Consolidated Government of Columbus, Georgia, appropriating amounts shown in each fund for various activities; and for other purposes. (Budget Review Committee)

## **PUBLIC AGENDA**

1. Dr. Jonathan Liss, Columbus Memory Center, Re: Update on the success of the partnership known as the “Columbus Memory Project”.
2. Ms. Theresa Collins, Re: Affordable Housing.
3. Ms. Inez Blackmon, representing Affordable Housing Justice Forum, Re: The unfair housing practices.



4. Ms. Theresa El-Amin, representing Southern Anti-Racism Network, Re: Slumlords and Reparations.

## **CITY MANAGER'S AGENDA**

### **1. TSPLOST Projects, Band 1**

Approval is requested to proceed with executing and funding the pre-construction requirements for Band 1 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects that will be handled locally to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare projects for construction.

### **2. Prose Apartments -Variance for Sidewalk Installation at 6700 River Road**

Approval is requested for granting a variance to Section 7.10.1-Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.

### **3. Whatley Oil-Variance for Sidewalk Installation at 5401 Miller Road**

Approval is requested for granting a variance to Section 7.10.1-Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.

### **4. Columbus Police Department: Donation**

Approval is requested to accept a donation in the amount of \$200 given in support of the Columbus Police Department

### **5. Environmental Services Agreement**

Approval is requested to enter into a Third Amendment to an existing Environmental Services Agreement with Columbus Power Producers, LLC to allow for the design, installation, and operation of a landfill gas collection system at the Pine Grove Landfill, which is owned by the Columbus Consolidated Government.

### **6. 2023 Legislative Agenda – Add On:**

Lower Prescription Drug Prices

Approval is requested of the add on resolutions for the 2023 Legislative Session of the Georgia General Assembly, which the Mayor and Council deem appropriate.



**7. Historic Preservation Certified Local Government Grant for Design Guideline Updates**

Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Facade Board.

**8. Solid Waste Infrastructure for Recycling Grant**

Approval is requested to submit and accept grant funding to the Environmental Protection Agency for the Reimbursement of up to five million dollars for both a Citizen Drop Off Area and a Biosolids Composting Area.

**9. Georgia County Internship Program (GCIP) Grant**

Approval is requested to apply for and accept a grant in the amount of \$2,607.60, or as otherwise awarded, from the ACCG Civic Affairs Foundation to promote a community based “Risk and Safety Day” by the amount awarded.

**10. Approval is requested to apply for a grant in the amount of \$347,333.68 or as otherwise awarded from the FEMA Assistance to Firefighters Grant. With \$315,757.89 funded through FEMA Assistance to Firefighters Grant and a 10% local match of \$31,575.79 required with amendment made to the Multi-Government Fund by the award amount.**

**11. PURCHASES**

**A.** Watershed Fertilization (Annual Contract) RFB No. 23-0023

**B.** Pressure Washing Services for Civic Center Roof (Annual Contract) RFB No. 23-0026

**C.** Towable Electric Boom Lift for Parks and Recreation – Sourcewell Contract Cooperative Purchase

**D.** Compact Excavator for Parks and Recreation – Georgia State Contract Cooperative Purchase

**E.** Space Planning and Programming & Design Professional Services for Fire Station No. 5 Replacement – RFQ No. 23-0001

**F.** Rapid Access System Project – Cooperative Purchase

**G.** Prison Management Software for Muscogee County Prison – H-GAC Cooperative Purchase

**H.** Declaration of Surplus and Donation of Two Crown Victoria Vehicles

**EMERGENCY PURCHASES**

**1. Emergency Purchase – Information Only**



## **FORD 2023 FORD EXPLORER FOR INFORMATION TECHNOLOGY**

On October 27, 2022, the City Manager approved the emergency purchase of one (1) Ford Explorer for Information Technology, due to exigent circumstances related to supply chain issues, per the Procurement Ordinance, Article 3-115, Emergency Procurement.

This vehicle was purchased to replace a vehicle which presented a mold issue while being garaged over the weekend. There is no apparent cause for the mold, which could be a combination of the vehicle age and an unknown hidden issue; it is unsafe to drive. A vehicle ordered nearly two years ago has not been delivered because of supply chain issues. This emergency purchase would not be necessary if the ordered vehicle had been received.

The vehicle was purchased from Rivertown Ford (Columbus, GA) at a unit price of \$44,188.00. Rivertown Ford had an available vehicle on their lot commensurate with existing prices or less. This is a replacement vehicle.

Funding is available in the FY23 Budget via General Fund Reserves. The purchase will be made from: General Fund – Information Technology – Information Technology – Light Trucks; 0101-210-1000-ISS-7722.

## **12. UPDATES AND PRESENTATIONS**

- [A.](#) Risk Management Update - Anne- Marie Amiel, Risk Manager
- [B.](#) Ford Rd. /Farr Rd. Traffic Study Update - Keith Strickland, Stantec
- [C.](#) Knox Box Update – Homeland Security Director Chance Corbett
- [D.](#) Columbus Infrastructure / Roads Update - Pam Hodge, Deputy City Manager of Finance, Planning and Development.
- [E.](#) Critical Vacancies Update - Reather Hollowell, Human Resources Director

## **BID ADVERTISEMENT**

**February 15, 2023**

### **1. Alternator & Starters for METRA (Annual Contract) – RFP No. 23-0031**

#### **Scope of Bid**

Provide alternators and starters to METRA Transit System on an “as needed” basis. The contract term will be for three (3) years.



## **February 22, 2023**

### **1. Carbon Dioxide Liquid Bulk and Tank Rentals for City Swimming Pools (Annual Contract) – RFB No. 23-0028**

#### **Scope of Bid**

Provide carbon dioxide liquid in bulk, and the rental of six (6) 750lb tanks, for City swimming pools.

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

### **2. Property Clean Up Services (Annual Contract) – RFB No. 23-0027**

#### **Scope of Bid**

Provide services for the clearing of vacant or unoccupied properties, including cutting and removing grass, weeds, undergrowth and other vegetation, for Columbus Consolidated Government Department of Inspections and Code, as required by law, on an “as needed” basis.

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

## **March 8, 2023**

### **1. Tire Leasing Services for City Buses (Annual Contract) – RFB No. 23-0029**

#### **Scope of Bid**

Provide tire leasing services for City buses to the Columbus Consolidated Government Department of Transportation/METRA Transit System on an “as needed” basis.

The contract term will be for three (3) years with no renewal options.

## **CLERK OF COUNCIL’S AGENDA**

### **ENCLOSURES - ACTION REQUESTED**

- 1.** RESOLUTION - A resolution cancelling the remainder of the FY2023 Proclamation Sessions: March 7, April 4, May 2 and June 6, 2023.
- 2.** Email Correspondence from Attorney Jack Schley recommending consideration for the addition of Mr. Charles Hecht as one of the three nominees to succeed Ms. Susan McKnight on the Hospital Authority of Columbus.
- 3.** **Minutes of the following boards:**

Animal Control Advisory Board, December 13, 2022 & January 17, 2023

Board of Elections & Registration, November 15, 2022



Board of Tax Assessors, #01-23, #02-23 and #03-23

Board of Zoning Appeals, January 4, 2023

Columbus Board of Health, September 28, October 26 & December 7, 2022

Development Authority of Columbus, December 1, 2022 & January 5, 2023

Hospital Authority of Columbus, October 25, 2022

#### **BOARD APPOINTMENTS - ACTION REQUESTED**

#### **4. MAYOR'S APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

##### **A. BUILDING AUTHORITY OF COLUMBUS:**

**Renee Sturkie**- Interested in serving another term

*(Mayor's Appointment)*

*Eligible to succeed*

Term Expires: March 24, 2023

*This is a two-year term. Board meets as needed.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 3**

##### **B. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):**

**Eric Spears**- Interested in serving

*(Mayor's Appointment)*

*Eligible to succeed*

Term Expires: March 1, 2023

**Akear Mewborn**

*(Mayor's Appointment)*

*Does not desire reappointment*

Term Expired: March 1, 2022



*These are four-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 5**

**Senatorial District 29: 5**

**C. CRIME PREVENTION BOARD:**

**Joyce Dent-Fitzpatrick**- Interested in serving  
(**Law Enforcement Agency**)

*(Mayor's Appointment)*

*Eligible to succeed*

Term Expires: March 31, 2023

*These are three-year terms. Board meets monthly.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 5**

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

- A. BOARD OF ZONING APPEALS:** Mr. Alfred Hayes, Jr. was nominated to serve another term of office. *(Councilor Davis' nominee)* Term expires: March 31, 2026
- B. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Mr. John Jackson was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 1, 2027
- C. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Ms. Mary Quiller was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 1, 2027
- D. HISTORIC & ARCHITECTURAL REVIEW BOARD:** Ms. Fran Poole Carpenter was nominated to serve another term of office. *(Mayor Pro Tem Allen's nominee)* Term expires: January 31, 2026
- E. PLANNING ADVISORY COMMISSION):** Mr. John P. Steed was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 31, 2026



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

A. **CIVIC CENTER ADVISORY BOARD:**

**John Boyd**

*(District 9- Thomas)*

*Not Eligible to serve another term*

Term Expires: March 1, 2023

**Councilor Thomas is nominating Mr. Jack Rosenhammer to succeed Mr. John Boyd as the District 9 representative.**

*These are three-year terms. Board meets every other month.*

7. **COUNCIL'S CONFIRMATION- ORGANIZATION / AGENCY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

A. **HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Emily Flournoy**- Interested in serving another term  
(Uptown Business Association)

**(Council's Confirmation)**

*Eligible to succeed*

Term Expired: January 31, 2023

**The Uptown Business Association is recommending Ms. Emily Flournoy to serve another term of office.**

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

A. **BUILDING AUTHORITY OF COLUMBUS:**

**Leila Carr**

*Does not desire reappointment*

Term Expires: March 24, 2023

Open for Nominations

**(Council's Appointment)**



**Vincent Allen**

*Resigned*

Term Expires: March 24, 2023

Open for Nominations  
**(Council's Appointment)**

*This is a two-year term. Board meets as needed.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 3**

**B. HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Katie Bishop**

*Not Eligible to succeed*

Term Expired: January 31, 2023

Open for Nominations  
**(Council's Appointment)**

*These are three-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 9**

**Senatorial District 29: 2**

**UPCOMING BOARD APPOINTMENTS**

[A.](#) Employee Benefits Committee (Council & Public Safety Employees' selection)

[B.](#) Housing Authority of Columbus (Mayor's Appointment)

*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 January 31, 2023 Council Meeting.



**COUNCIL OF COLUMBUS, GEORGIA**  
**CITY COUNCIL MEETING**  
**MINUTES**

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

January 31, 2023  
9:00 AM  
Regular Meeting

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**M A Y O R ’ S   A G E N D A**

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**PRESENT:** Mayor Pro Tem R. Gary Allen and Councilors Joanne Cogle, Charmaine Crabb, Glenn Davis, R. Walker Garrett, John M. House, Bruce Huff, Judy W. Thomas, and Toyia Tucker. City Manager Isaiah Hugley, City Attorney Clifton Fay, Clerk of Council Sandra T. Davis, and Deputy Clerk of Council Lindsey G. McLemore were present.

**ABSENT:** Mayor B. H. “Skip” Henderson and Councilor Jerry “Pops” Barnes was absent for the meeting.

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**CALL TO ORDER:** Mayor Pro Tem R. Gary Allen, Presiding

**INVOCATION:** Offered by Pastor Craig Bowers, Wynnbrook Baptist Church of Columbus, Georgia

**PLEDGE OF ALLEGIANCE:** Led by Mayor Pro Tem Allen

**MINUTES**

1. Approval of minutes for the January 24, 2023, Council Meeting and Executive Session. Councilor Tucker made a motion to approve the minutes, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

**PROCLAMATION:**

2. **Proclamation:**     **KHS FBLA-PBL Week**

**Receiving:**     Kendrick High School Future Business Leaders Phi Beta Lambda

**Councilor Tovia Tucker** read the proclamation into the record, proclaiming the week of February 5 -11, 2023, as *Kendrick High School FBLA-PBL Week*, recognizing their hard work and dedication.

**CITY ATTORNEY’S AGENDA**

**ORDINANCES**

1. **Ordinance (23-002) - 2nd Reading-** REZN-11-22-2066: An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **1200 / 1226 6th Avenue** (parcel # 018-009-005 / 0T18-009-004A) from LMI (Light Manufacturing / Industrial) Zoning District to UP (Uptown) Zoning District. Planning



Department and PAC recommend approval. (Councilor Cogle) Councilor Davis made a motion to adopt the ordinance, seconded by Councilor Thomas and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

2. **Ordinance (23-003) - 2nd Reading-** REZN-11-22-2067: An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia; this amendment changes certain boundaries of a district located at **1947 Wynnton Road** (parcel # 184-019-001A) from RO (Residential Office) Zoning District to GC (General Commercial) Zoning District. Planning Department and PAC recommend approval.) (Councilor Huff) Councilor Davis made a motion to adopt the ordinance, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
3. **Ordinance (23-004) - 2nd Reading-** REZN-11-22-2068: An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia; to change certain boundaries of a district located at **8215 Cooper Creek Road** (parcel # 080-001-004) from RO (Residential Office) Zoning District to SFR1 (Single Family Residential 1) Zoning District. (Planning Department and PAC recommend approval.) (Mayor Pro-Tem) Councilor Davis made a motion to adopt the ordinance, seconded by Councilor Crabb and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
4. **Ordinance (23-005) - 2nd Reading-** REZN-11-22-2069 An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **4030 Veterans Court** (parcel # 072-010-028) from RO (Residential Office) Zoning District with conditions to GC (General Commercial) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Davis) Councilor Davis made a motion to adopt the ordinance, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
5. **Ordinance (23-006) - 2nd Reading-** REZN-11-22-2070: An ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **6330 Lynridge Avenue** (parcel # 071-009-003) from SFR3 (Single Family Residential) Zoning District to RO (Residential Office) Zoning District with proposed amended conditions. (Planning Department and PAC recommend approval with conditions.) (Councilor Davis) Councilor Davis made a motion to amend Condition #9 to read “no business signage or lettering shall be permitted, except that the property owner may place a small sign on or adjacent to the front door for identification purposes” and Condition #10 to read “6’ wood fence shall be required along the side and rear property lines”, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting. Councilor Davis made a motion to adopt the ordinance as amended, seconded by Councilor Crabb and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
6. **Ordinance (23-007) - 2nd Reading-** REZN-11-22-2158: An ordinance amending the Unified Development Ordinance (UDO) for Columbus, Georgia to add certain definitions and provide standards for various uses. (Planning Department and PAC recommend approval.) (Mayor Pro Tem) Councilor Davis made a motion to adopt the ordinance, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.



- 7. Ordinance (23-008) - 2nd Reading-** REZN-11-22-2184: An ordinance amending the Unified Development Ordinance (UDO) of the Columbus Code to revise the text of certain sections of Chapter 4 Article 9 – Short-Term Rentals. (As Amended) (Planning Department and PAC recommend approval.) (Mayor Pro-Tem) Councilor Davis made a motion to amend Section 4(A) of the ordinance pertaining to Historic District Limitation, changing the High Uptown Historic District limit from 5 to 15 short-term rental properties, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting. Councilor Tucker made a motion to adopt the ordinance as amended, seconded by Mayor Pro Tem Allen and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

**Inspections & Code Director Ryan Pruett** approached the rostrum to provide information on the permit sticker addressing in the proposed ordinance, stating the sticker would include a permit number and not any owner contact information. He explained this permit sticker would allow law enforcement to identify the property as a short-term rental. He stated there is another requirement where owners are to notify adjacent neighbors that the property is a short-term rental.

Councilor Crabb made a motion, as stated by City Manager Hugley, to notify the adjacent property owners that are not Airbnb, seconded by Councilor House. Councilor Crabb then made a substitute motion to remove from the ordinance the three areas of concerns: Section 4.9.7 (D), (E) and (F), seconded by Councilor Tucker. After further discussion, Councilor Crabb withdrew her motion for both amendments.

- 10. 1st Reading-** An ordinance providing a moratorium not to exceed 90 days on the consideration or approval of any application for a short-term rental permit submitted pursuant to Section 4.9.4 of the Unified Development Ordinance; that said moratorium shall expire no later than 11:59 on Saturday, April 15, 2023; and for other purposes. (Request of Council)

**Ms. Theresa El-Amin** approached the rostrum to voice her concerns pertaining to the proposed moratorium.

- 8. Ordinance (23-009) - 2nd Reading-** An ordinance providing for the demolition of various structures located at:

- 1) 2947 Schatulga Road (Linda Brantly Hood & Virginia S Hood, Owner)
- 2) 931 5th Avenue (Luel LLC, Owner)
- 3) 615 8th Street (Lula Lunsford Huff et al, Owner)
- 4) 926 Lawyers Lane (926 Lawyers Lane LLC, Owner)
- 5) 4110 2nd Avenue (Arguello Victor Manwell Rodriguez, Owner)
- 6) 2501 Hamilton Road (Joan Dannelly, Owner)
- 7) 21 Mathews Street (George Kebe Jr, Owner)

and for demolition services for the Inspections and Code Department in accordance with the attached Tabulation of Bid sheet. (Mayor Pro-Tem) Councilor Crabb made a motion to adopt the ordinance, seconded by Mayor Pro Tem Allen and carried unanimously by the eight members present, with Councilor Huff being absent for the vote, and Councilor Barnes being absent for the meeting.

- 9. Ordinance (23-010) - 2nd Reading-** An ordinance amending the new Classification and Pay Plan for the Consolidated Government (as adopted by Ordinance 22-045) to establish step-based career ladder advancement provisions for Official Superior Court Reporters; authorizing up to



\$15,000.00 in transcript page charges per fiscal year when authorized by a Superior Court Judge; adopting Policies and Procedures for Court Reporters; and for other purposes. (Mayor Pro Tem) Councilor Thomas made a motion to adopt the ordinance, seconded by Councilor Davis and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

## **RESOLUTION**

- 11. Resolution (038-23)** – A resolution authorizing the Tax Commissioner of Muscogee County to waive penalties and interest on certain taxes due for the 2022 tax year. **(Add-On)** Councilor Tucker made a motion to approve the resolution, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

## **CITY MANAGER'S AGENDA**

### **1. CCG Employee Health & Wellness Facility Lease Agreement**

**Resolution (039-23):** A resolution authorizing the City Manager to execute a ten (10) month agreement to continue a lease of the Employee Health and Wellness Center Office and medical space with ROA Investments, LLC. and KAGR2 Columbus, GA, LLC. Councilor Tucker made a motion to approve the resolution, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

### **2. PURCHASES**

- A. Side Loader Refuse Truck Bodies (Re-Bid) – RFB No. 22-0042 – Additional Options – Sourcewell Contract Cooperative Purchase

**Resolution (040-23):** A resolution authorizing the purchase of additional options for refuse truck bodies at \$5,993.11 per unit, and a total additional cost of \$239,724.40 for forty (40) units, from Sansom Equipment Company (Stonecrest, GA). The purchase will be accomplished by cooperative purchase via Sourcewell Contract #091219-NWY. Councilor House made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

- B. Annual Membership Dues for Association County Commissioners of Georgia (ACCG)

**Resolution (041-23):** A resolution authorizing payment to the Association County Commissioners of Georgia (ACCG) in the amount of \$26,259.89 the annual membership dues. Councilor Davis made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

- C. Comprehensive Camera System/Phases II and III – Federal GSA Cooperative Purchase

**Resolution (042-23):** A resolution authorizing the purchase of Phases II and III of the Comprehensive Camera System from Adapttosolve, Inc., (LaGrange, GA) in the amount of \$8,403,398.61 (Phase II - \$4,419,153.03 and Phase III - \$3,984,245.58), via Federal GSA Contract #GS-07F-0482W. Councilor House made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.



## **BID ADVERTISEMENT**

### **February 8, 2023**

1. **Oil & Lubricants for METRA (Annual Contract) – RFB No. 23-0030**

Scope of Bid

Provide various types of oil & lubricants on an “as needed” basis to the Columbus Consolidated Government (the City) to be utilized by METRA Transit System. The contract term will be for three (3) years.

### **February 15, 2023**

1. **Alternator & Starters for METRA (Annual Contract) – RFP No. 23-0031**

Scope of Bid

Provide alternators and starters to METRA Transit System on an “as needed” basis. The contract term will be for three (3) years.

## **CLERK OF COUNCIL’S AGENDA**

### **ENCLOSURES - ACTION REQUESTED**

1. **RESOLUTION (043-23)** - A resolution excusing Councilor Jerry “Pops” Barnes from the January 31, 2023 Council Meeting. Councilor Crabb made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
2. Email Correspondence from Attorney Jack Schley advising of the selection of Betty Tatum and Cynthia Williams Jordan to serve another term on the Hospital Authority of Columbus. Councilor Crabb made a motion for confirmation, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.
3. **Minutes of the following boards:**  
 Civic Center Advisory Board, December 1, 2022  
 Housing Authority of Columbus, December 14, 2022  
 Personnel Review Board, January 18, 2023

Councilor House made a motion to receive the minutes of various boards, seconded by Councilor Crabb and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

### **BOARD APPOINTMENTS - ACTION REQUESTED**

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



**A. BUILDING AUTHORITY OF COLUMBUS:**

A nominee for the seat of Renee Sturkie (*Interested in serving another term- Eligible to succeed*) for a term expiring on March 24, 2023 on the Building Authority of Columbus (*Mayor's Appointment*). Clerk of Council Davis deferred this appointment.

**B. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):**

A nominee for the seat of Eric Spears (*Eligible to succeed*) for a term expiring on March 1, 2023 on the Commission on International Relations & Cultural Liaison Encounters (CIRCLE) (*Mayor's Appointment*) Clerk of Council Davis deferred this appointment.

A nominee for the seat of Akear Mewborn (*Does not desire reappointment*) for a term that expired on March 1, 2022 on the Commission on International Relations & Cultural Liaison Encounters (CIRCLE) (*Mayor's Appointment*) Clerk of Council Davis deferred this appointment.

**C. CRIME PREVENTION BOARD:**

A nominee for the seat of Joyce Dent-Fitzpatrick (*Interested in serving – Eligible to succeed*) for a term expiring on March 31, 2023 as the Law Enforcement Agency Representative on the Crime Prevention Board (*Mayor's Appointment*). Clerk of Council Davis deferred this appointment.

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

- A. COLUMBUS AQUATICS COMMISSION:** Ms. Jensen Melton was nominated to fill the unexpired term of the vacant seat. (*Councilor Cogle's nominee*) Term expires: June 30, 2024. Councilor Garrett made a motion for confirmation, seconded by Councilor Huff and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

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

**A. CIVIC CENTER ADVISORY BOARD:**

A nominee for the seat of Jennifer Teague (*Interested in serving another term – Eligible to succeed*) for a term expiring on March 1, 2023 as the District 6 Representative on the Civic Center Advisory Board (*District 6- Allen*). Mayor Pro Tem Allen renominated Jennifer Teague to serve another term. Councilor Garrett made a motion for confirmation, seconded by Councilor House and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

A nominee for the seat of Latasha Lee (*Interested in serving another term – Eligible to succeed*) for a term expiring on March 1, 2023 as the District 10 Representative on the Civic Center Advisory Board (*District 10- House*). Councilor House renominated Latasha Lee to serve another term. Councilor House made a motion for confirmation, seconded by Councilor Garrett and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.



A nominee for the seat of Keith Higgins (*Not Eligible to serve another term*) for a term expiring on March 1, 2023 as the District 5 Representative on the Civic Center Advisory Board (*District 5-Crabb*). Councilor Crabb nominated Jacob Greer to succeed Keith Higgins. Councilor House made a motion for confirmation, seconded by Councilor Davis and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

A nominee for the seat of John Boyd (*Not Eligible to serve another term*) for a term expiring on March 1, 2023 as the District 9 Representative on the Civic Center Advisory Board (*District 9-Thomas*). There were none.

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

**A. BOARD OF ZONING APPEALS:**

A nominee for the seat of Alfred Hayes, Jr. (*Interested in serving another term- Eligible to succeed*) for a term expiring on March 31, 2023 on the Board of Zoning Appeals (*Council's Appointment*). Councilor Davis renominated Alfred Hayes, Jr. to serve another term.

**B. BUILDING AUTHORITY OF COLUMBUS:**

A nominee for the seat of Leila Carr (*Does not desire reappointment*) for a term expiring on March 24, 2023 on the Building Authority of Columbus (*Council's Appointment*). There were none.

A nominee for the seat of Vincent Allen (*Resigned*) for a term expiring on March 24, 2023 on the Building Authority of Columbus (*Council's Appointment*). There were none.

**C. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):**

A nominee for the seat of John Jackson (*Interested in serving another term- Eligible to succeed*) for a term expiring on March 1, 2023 on the Commission on International Relations & Cultural Liaison Encounters (CIRCLE) (*Council's Appointment*). Councilor Huff renominated John Jackson to serve another term.

A nominee for the seat of Mary Quiller (*Interested in serving another term- Eligible to succeed*) for a term expiring on March 1, 2023 on the Commission on International Relations & Cultural Liaison Encounters (CIRCLE) (*Council's Appointment*). Councilor Huff renominated Mary Quiller to serve another term.

**D. HISTORIC & ARCHITECTURAL REVIEW BOARD:**

A nominee for the seat of Fran Poole Carpenter (*Interested in serving another term- Eligible to succeed*) for a term expiring on January 31, 2023 on the Historic & Architectural Review Board (*Council's Appointment*). Mayor Pro Tem Allen renominated Fran Poole Carpenter to serve another term.



A nominee for the seat of Emily Flournoy (*Interested in serving another term- Eligible to succeed*) for a term expiring on January 31, 2023 as the Uptown Business Association Representative on the Historic & Architectural Review Board (*Council's Appointment*). Clerk of Council Davis explained she is checking with Uptown Columbus on this appointment.

A nominee for the seat of Katie Bishop (*Not Eligible to succeed*) for a term expiring on January 31, 2023 on the Historic & Architectural Review Board (*Council's Appointment*). There were none.

A nominee for the seat of Claire Berry (*Not Eligible to succeed*) for a term expiring on January 31, 2023 as the Board of Realtors Representative on the Historic & Architectural Review Board (*Council's Appointment*). Councilor Crabb nominated Jennifer Lamb to succeed Claire Berry. Councilor Crabb then made a motion for confirmation, seconded by Councilor Huff and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting.

#### **E. PLANNING ADVISORY COMMISSION:**

A nominee for the seat of John P. Steed (*Interested in serving another term- Eligible to succeed*) for a term expiring on March 31, 2023 on the Planning Advisory Commission (*Council's Appointment*). Councilor Huff renominated John P. Steed to serve another term.

With there being no further business to discuss, Mayor Pro Tem Allen entertained a motion for adjournment. Motion by Councilor Tucker to adjourn the January 31, 2023 Regular Council Meeting, seconded by Councilor Garrett and carried unanimously by the nine members present, with Councilor Barnes being absent for the meeting, and the time being 10:06 a.m.

#### **ADJOURN:**

##### **. Economic Development Bus Tour**

- ~ Depart City Services Center
- ~ Muscogee Technology Park
- ~ Midland Commons
- ~ Old Town / Greystone Pointe
- ~ Comer Gym
- ~ Mill District
- ~ Uptown / City Hall
- ~ Elliott's Walk
- ~ Camp David RV Park
- ~ Return to City Services Center

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



**File Attachments for Item:**

3. FY22 Annual Comprehensive Financial Report (ACFR) (Presented by David Irwin, External Auditors, Mauldin & Jenkins, LLC)



# Columbus Consolidated Government

Item #3.

**Financial & Compliance Audit – June 30, 2022**



**Presented by:**  
**David Irwin, CPA**

- Page 21 -





## Purpose of Today's Presentation

- Overview of:
  - Independent Auditor's Report
  - Compliance Reports
  - Financial Statements
- Required Communications
- Answer Any Questions



## Audit Opinion

- Columbus: responsible for financial statements.
- M&J: to express opinions.
- Auditing Standards = *Generally Accepted Auditing Standards and Governmental Auditing Standards*
- Financial Audit : Unmodified (Clean) Opinion
  - Highest level of Assurance
  - Financial Statements are fairly presented in all material respects, in accordance with GAAP



## Compliance Reports

**Financial Report contains two (2) Compliance Reports:**

- **Single Audit Report**
  - **Compliance audit**
  - **Required > \$750k in federal expenditures**
  - **Unmodified (Clean) Opinion**
- **Yellow Book Report**
  - **Report on Government's Internal Controls and Compliance**
  - **Not Intended to Provide an Opinion**
  - **One Material Weakness, No Significant Deficiencies Noted During Our Audit**



## Overview of Financial Statements

- **Government prepares an Annual Comprehensive Financial Report (ACFR)**
- **ACFR goes above and beyond basic reporting requirements**
- **Submitted annually to Government Finance Officers Association (GFOA)**
- **Government awarded ACFR Certificate for 32<sup>nd</sup> year in a row.**



# **Overview of Financial Statements**

- **Management's Discussion & Analysis (MD&A)**
  - **Written by Management**
  - **Introduces and Summarizes Basic Financial Statements**
  - **Comparative Information**
  
- **Government's Financial Statements Include Three (3) Components**
  - **Government-Wide Financial Statements**
  - **Funds Financial Statements**
  - **Notes to the Financial Statements**



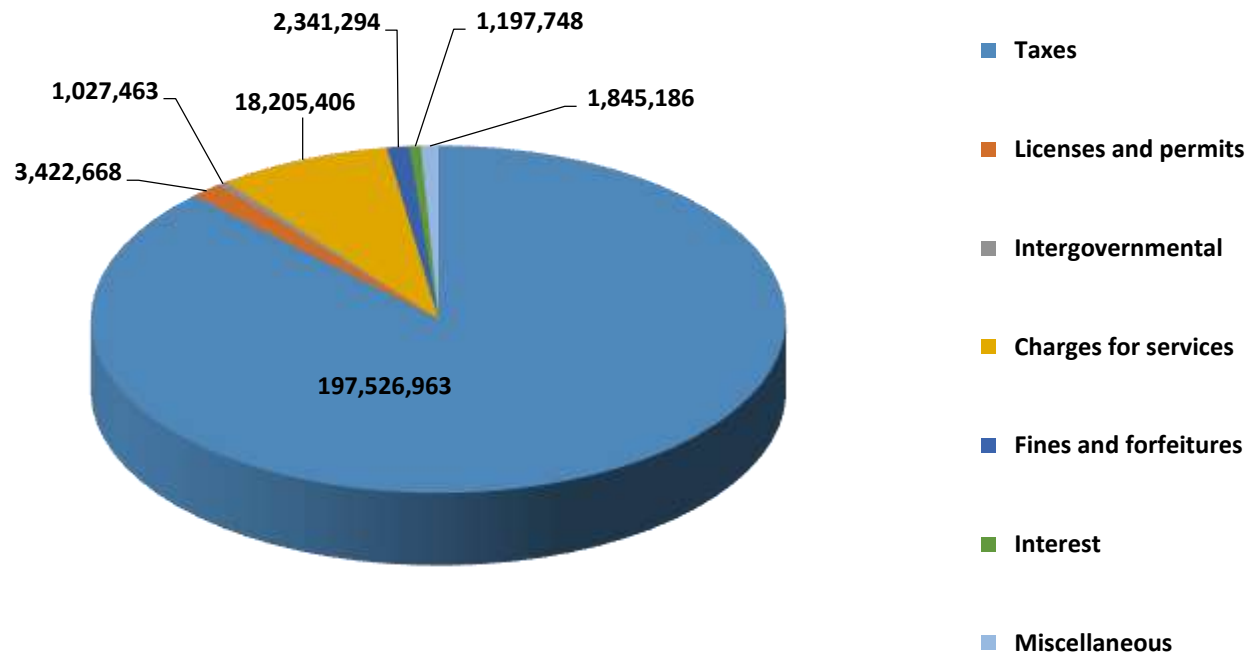
# Government-Wide Financial Statements

Primary Gov + Comp Units + Fiduciaries = Combined

• Assets	\$1.2 billion	\$890 million	\$548 million	\$2.6 billion
• Capital Assets	\$577 million	\$660 million	Not Applicable	\$1.2 billion
• Liabilities	\$717 million	\$351 million	\$8 million	\$1.1 billion
• Net Position	\$469 million	\$539 million	\$540 million	\$1.5 billion
• Revenues	\$367 million	\$166 million	\$174 million	\$707 million
• Expenses	\$324 million	\$152 million	\$256 million	\$732 million
• Change	\$43 million	\$14 million	\$(82) million	\$(25) million

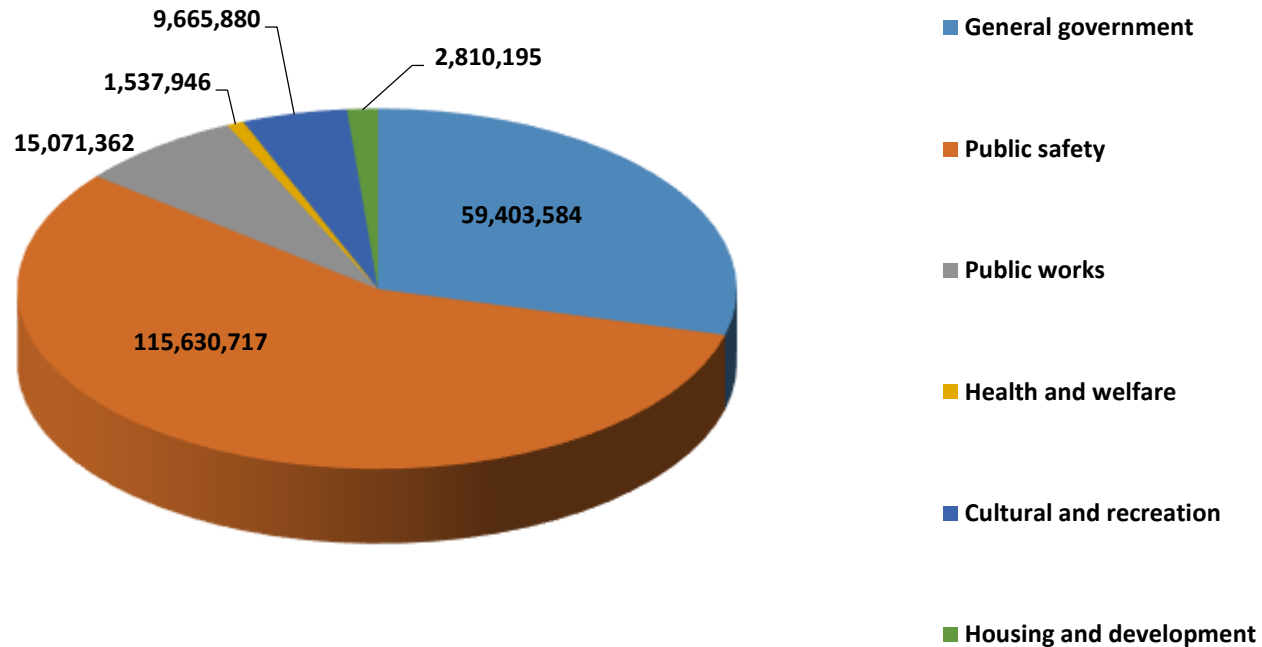


# General Fund Revenues



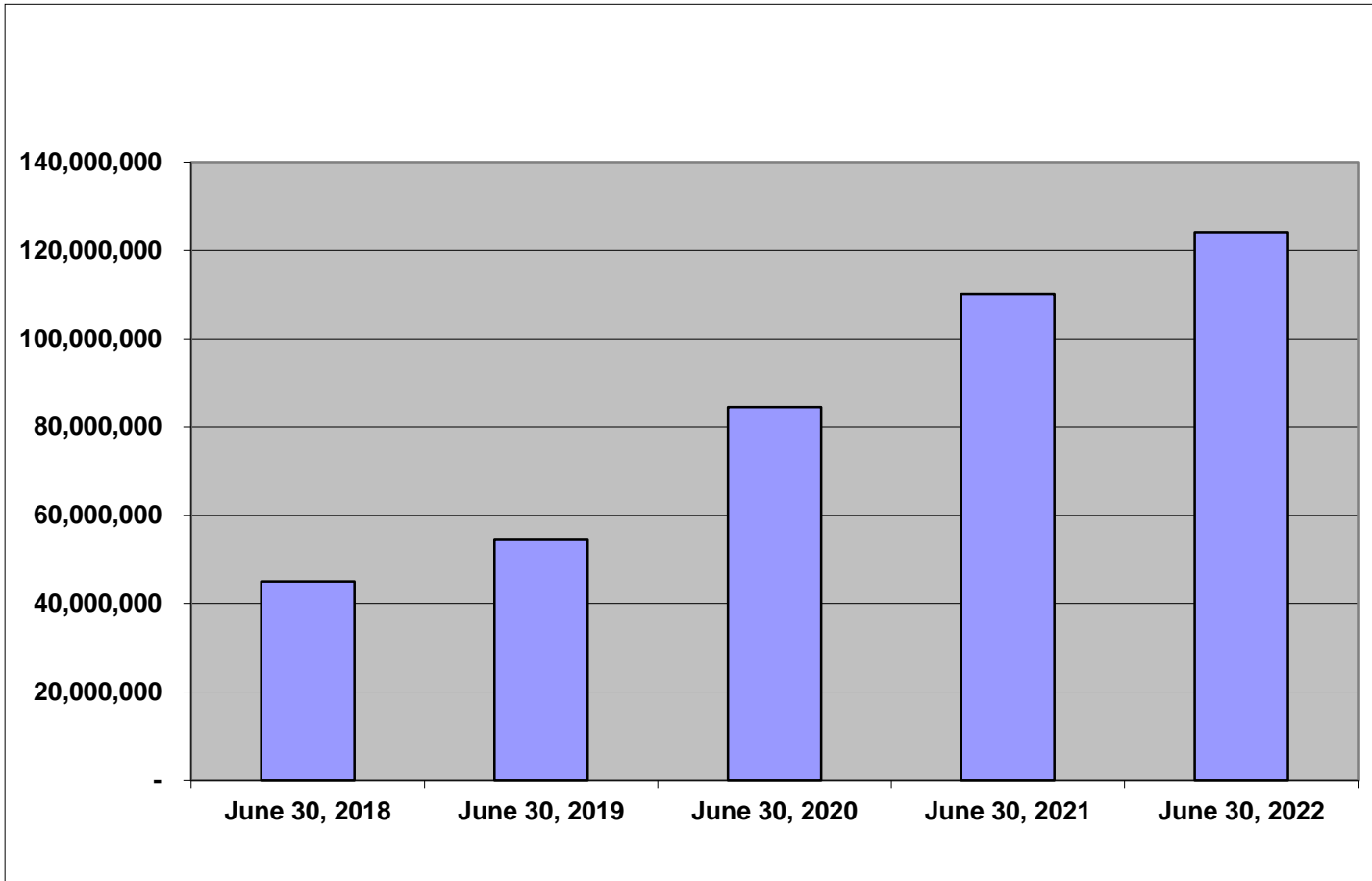


# General Fund Expenditures





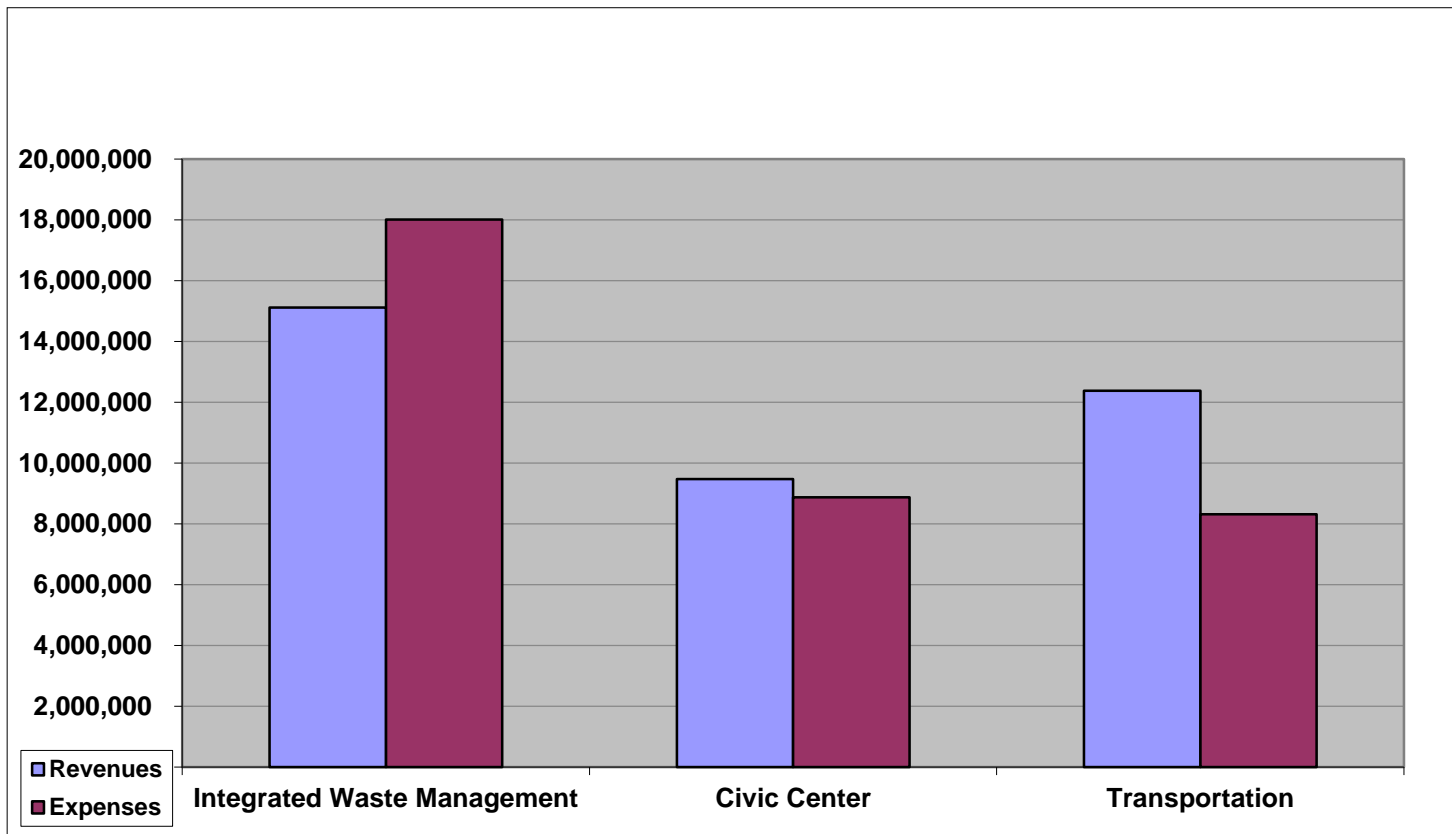
# General Fund – Fund Balance History





# Enterprise Funds

## Revenues vs. Expenses





## **Required Communications**

- **Clean Opinion, One Material Weakness, No Significant Deficiencies**
- **We Received Full Cooperation from Management and Staff**
- **No Disagreements with Management**
- **No Significant Issues Discussed with Management**
- **No Uncorrected Misstatements**
- **We are Independent of the Government as Required by Government Auditing Standards**



## Closing

We appreciate the opportunity to serve the Columbus Consolidated Government and look forward to serving the Government in the future.





**File Attachments for Item:**

**1. 2nd Reading-** An Ordinance providing a moratorium not to exceed 90 days on the consideration or approval of any application for a short-term rental permit submitted pursuant to Section 4.9.4 of the Unified Development Ordinance; that said moratorium shall expire no later than 11:59 on Saturday, April 15, 2023; and for other purposes. (Request of Council)



AN ORDINANCE  
No. \_\_\_\_\_

An Ordinance providing a moratorium not to exceed 90 days on the consideration or approval of any application for a short-term rental permit submitted pursuant to Section 4.9.4 of the Unified Development Ordinance; that said moratorium shall expire no later than 11:59 on Saturday, April 15, 2023; and for other purposes.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS:

SECTION 1.

There is hereby enacted a 90-day moratorium on the consideration or approval of any application for a short-term rental permit submitted pursuant to Section 4.9.4 of the Unified Development Ordinance. This 90-day moratorium will expire at 11:59 pm on Saturday, April 15, 2023 unless lifted earlier by resolution of the Columbus Council.

SECTION 2.

The purpose of this moratorium is to allow evaluation of a further amendments to Article 9 of Chapter 4 of the Uniform Development Ordinance which would provide additional guidelines to minimize any negative impact of short term rental uses on neighboring properties and insure the accountability of those operating such businesses. This moratorium shall not be construed to prevent or excuse current permit holders from renewing existing permits that are in good standing on the date such renewal comes due.

SECTION 3.

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

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Introduced at a regular meeting of the Council of Columbus, Georgia held on the 31st day of January, 2023; introduced a second time at a regular meeting of said Council held on the 14th day of February, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

**Sandra T Davis**  
Clerk of Council

**B. H. “Skip” Henderson, III**  
Mayor



**File Attachments for Item:**

**2. 1st Reading-** REZN-11-22-2153: An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **212 Railroad Street** (parcel # 005-007-010) from GC (General Commercial) Zoning District to UPT (Uptown) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Cogle)



**AN ORDINANCE****NO. \_\_\_\_\_**

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **212 Railroad Street** (parcel # 005-007-010) from GC (General Commercial) Zoning District to UPT (Uptown) Zoning District.

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

Section 1.

The Zoning Atlas on file with the Planning Department is hereby amended by changing the property described below from GC (General Commercial) Zoning District to UPT (Uptown) Zoning District.

All that lot, tract and parcel of land situate, lying and being in Columbus, Muscogee County, Georgia, being known and designated as ALL OF LOT NUMBERED THIRTEEN (13) and PART OF LOT NUMBERED TWELVE (12), in BLOCK NUMBERED THREE of the NORTH COMMONS of said City, the Tract and parcel hereby conveyed being shown upon a plat recorded in Plat Book 97, Folio 25, in the Office of the Clerk of the Superior Court of Muscogee County, Georgia, which is incorporated herein by reference thereto for a more particular description of the property conveyed herein.

Situated upon said property are dwellings numbered 21 A through E — Railroad Street (formerly 1617, 1619, 1623, and 1625 — 3"1 Avenue and 208, 212 and 214 Railroad Street) according to the present system of numbering dwellings in Columbus, Georgia.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 14th day of February, 2023; introduced a second time at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

Councilor Allen	voting _____
Councilor Barnes	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____



Councilor Garrett	voting _____
Councilor House	voting _____
Councilor Huff	voting _____
Councilor Thomas	voting _____
Councilor Tucker	voting _____

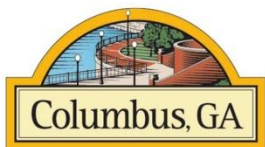
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**Sandra T Davis**  
Clerk of Council

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**B. H. “Skip” Henderson, III**  
Mayor





CONSOLIDATED GOVERNMENT  
*What progress has preserved.*  
 PLANNING DEPARTMENT

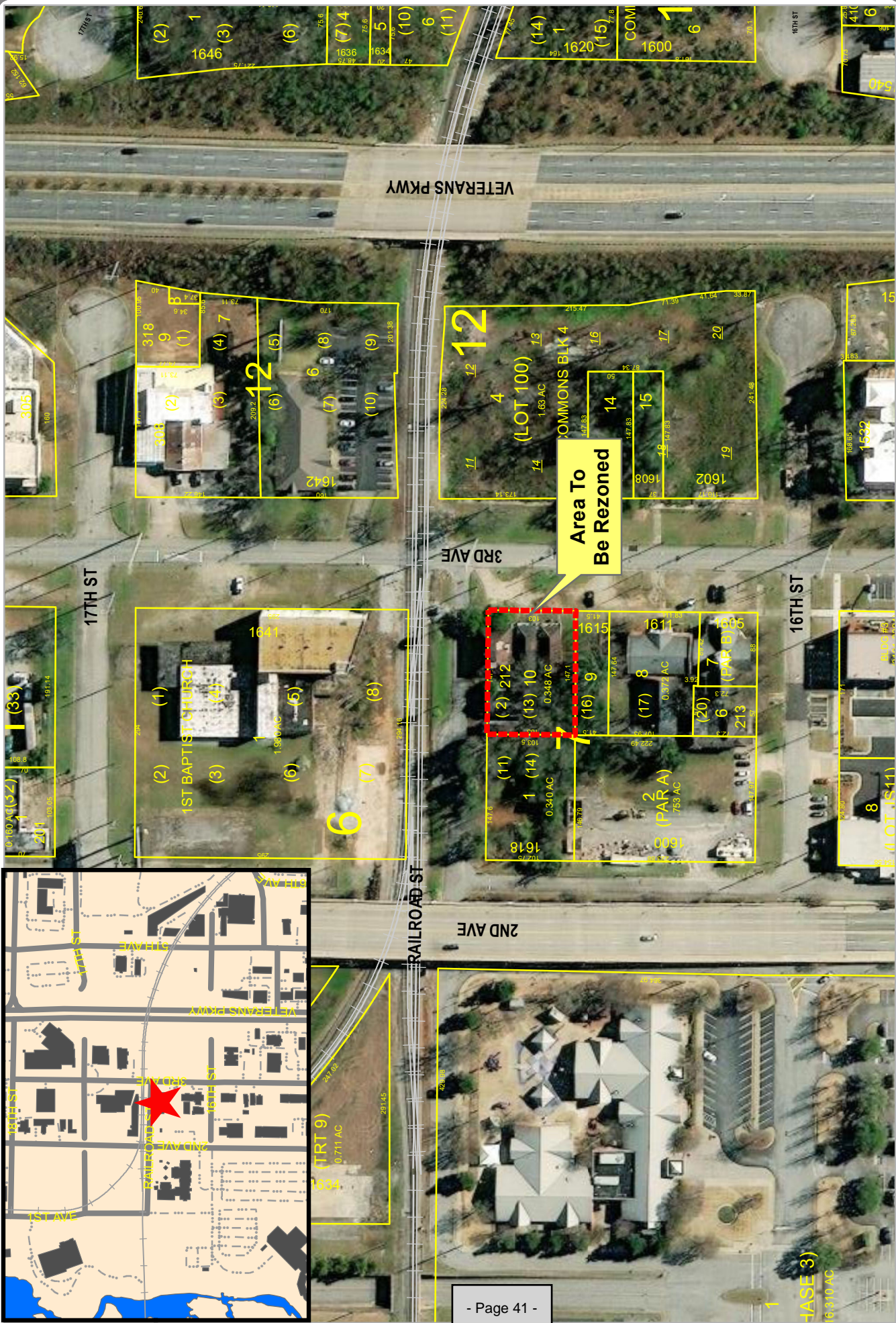
## COUNCIL STAFF REPORT REZN-11-22-2153

<b>Applicant:</b>	JSA Legacy
<b>Owner:</b>	Same
<b>Location:</b>	212 Railroad Street
<b>Parcel:</b>	005-007-010
<b>Acreage:</b>	0.35 Acres
<b>Current Zoning Classification:</b>	GC (General Commercial)
<b>Proposed Zoning Classification:</b>	UPT (Uptown)
<b>Current Use of Property:</b>	Vacant Houses
<b>Proposed Use of Property:</b>	Single Family, Detached
<b>Council District:</b>	District 7 (Cogle)
<b>PAC Recommendation:</b>	<b>Approval</b> based on the Staff Report and compatibility with existing land uses.
<b>Planning Department Recommendation:</b>	<b>Approval</b> based on compatibility with existing land uses.
<b>Fort Benning's Recommendation:</b>	N/A
<b>DRI Recommendation:</b>	N/A
<b>General Land Use:</b>	Consistent Planning Area F
<b>Current Land Use Designation:</b>	Multifamily
<b>Future Land Use Designation:</b>	Office / Professional
<b>Compatible with Existing Land-Uses:</b>	Yes



<b>Environmental Impacts:</b>		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.
<b>City Services:</b>		Property is served by all city services.
<b>Traffic Impact:</b>		Average Annual Daily Trips (AADT) will decrease to 47 trips from 61 trips if used for residential use. The Level of Service (LOS) will remain at level B.
<b>Traffic Engineering:</b>		This site shall meet the Codes and regulations of the Columbus Consolidated Government for residential usage.
<b>Surrounding Zoning:</b>	<b>North</b> <b>South</b> <b>East</b> <b>West</b>	GC (General Commercial) GC (General Commercial)) UPT (Uptown) GC (General Commercial)
<b>Reasonableness of Request:</b>		The request is compatible with existing land uses.
<b>School Impact:</b>		N/A
<b>Buffer Requirement:</b>		N/A
<b>Attitude of Property Owners:</b>		<b>Thirty-five (15)</b> property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received <b>one (1)</b> calls and/or emails regarding the rezoning.
	<b>Approval</b> <b>Opposition</b>	<b>0</b> Responses <b>1</b> Responses
<b>Additional Information:</b>		Section 3.2.30.1 – A single-family detached dwelling is permitted within the High Uptown Historic District
<b>Attachments:</b>		Aerial Land Use Map Location Map Zoning Map Existing Land Use Map Future Land Use Map Traffic Report Flood Map





Item #2.

0 75 150 Feet

1 inch = 150 feet

Data Source: IT/GIS

Author: David Cooper

Aerial Map for REZN 11-22-2153

Map 005 Block 007 Lot 010

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.

Date: 12/7/2022

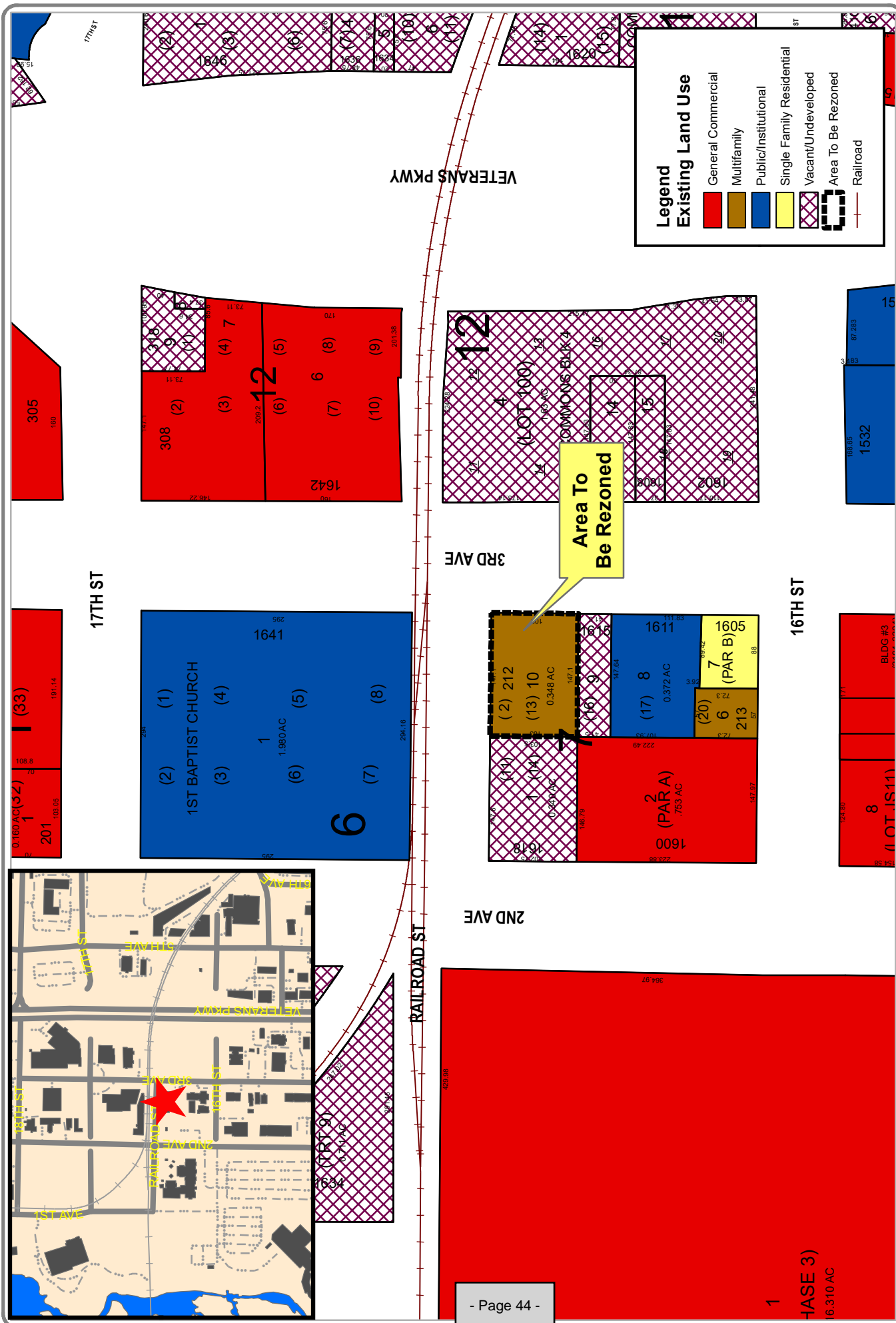




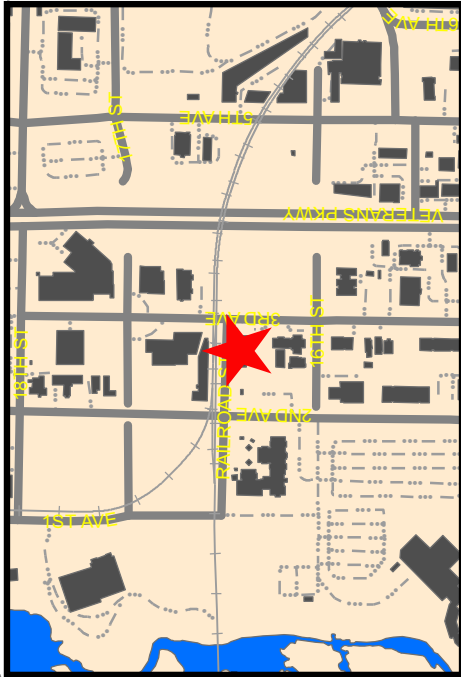


















REZONING TRAFFIC ANALYSIS FORM

ZONING CASE NO. REZN 11-22-2153  
PROJECT 212 Railroad Street  
CLIENT  
REZONING REQUEST GC to UPT

LAND USE

Trip Generation Land Use Code\* 210 & 814  
Existing Land Use General Commercial (GC)  
Proposed Land Use Uptown - (UPT)  
Existing Trip Rate Unit GC - Acreage converted to square footage.  
Proposed Trip Rate Unit UPT - Number of lots

TRIP END CALCULATION\*

Land Use	ITE Code	Zone Code	Quantity	Trip Rate	Total Trips
<b>Daily (Existing Zoning)</b>					
Variety Store	814	GC	0.35 Acres	2.97	11 Weekday - AM
				5.18	20 Weekday - PM
				3.86	15 Saturday
				4.05	15 Sunday
				<b>Total</b>	<b>61</b>
<b>Daily (Proposed Zoning)</b>					
Single Family Detached Housing	210	UPT	5 Lots	9.43	47
				<b>Total</b>	<b>47</b>

Note: \* Denotes calculation are based on Trip Generation, 8th Edition by Institute of Transportation Engineers

TRAFFIC PROJECTIONS

EXISTING ZONING (GC)

Name of Street	2nd Avenue
Street Classification	Undivided Arterial
No. of Lanes	4
City Traffic Count (2021)	12,100
Existing Level of Service (LOS)**	B
Additional Traffic due to Existing Zoning	61
Total Projected Traffic (2021)	12,161
Projected Level of Service (LOS)**	B

Note: \*\* Denotes Level of Service Based on National Standards for Different Facility Type (TABLE1- General Highway Capacities by Facility Type)

PROPOSED ZONING (UPT)

Name of Street	2nd Avenue
Street Classification	Undivided Arterial
No. of Lanes	4
City Traffic Count (2021)	12,100
Existing Level of Service (LOS)**	B
Additional Traffic due to Proposed	47
Total Projected Traffic (2021)	12,147
Projected Level of Service (LOS)**	B



ALL OF LOT 13 AND PART OF LOT 12  
IN BLOCK 3 NORTH COMMONS  
COLUMBUS, MUSCOGEE COUNTY, GEORGIA  
Prepared for:  
POWERS INVESTMENTS, LLC

**EMC ENGINEERING SERVICES, INC.**  
3575 Macaron Rd. Suite 15  
Columbia, GA 31907  
Fax (706) 565-5865  
columbi@emc-eng.com  
www.emc-eng.com

**PRELIMINARY DRAFT  
FOR REVIEW ONLY**

ENGINEERING DEPARTMENT FINAL PLAT APPROVAL

SUBJECT AND STORY DRAINAGE DESIGN, CONSTRUCTION PLANS AND EASEMENTS MEET THE REQUIREMENTS OF THE ENGINEERING DEPARTMENT AND ARE HEREBY APPROVED BY THE ENGINEERING DEPARTMENT OF COLUMBIA, GEORGIA

DATE: 11/11/2011

SIGNATURE OF ENGINEER: [Signature]

[illegible]

**OWNER'S CERTIFICATE**

*State of Georgia*  
*County of Muscogee*

THE UNDERSIGNED CERTIFIES THAT HE IS THE FEE  
 AND THAT THE PLAT AND THE PLAT RECORDS  
 ALL INTERESTS IN THE PROPERTY AND THAT HE  
 HAS NO OTHER INTERESTS IN THE PROPERTY.  
 IN WITNESS WHEREOF, I HAVE SIGNED THIS  
 CERTIFICATE AT THE CITY OF COLUMBUS, GA  
 THIS 15TH DAY OF MAY, 1994.

CURRENT ADDRESSES: 210 MARSHALL STREET,  
 COLUMBUS, GA 31904

\_\_\_\_\_  
 REPRESENTATIVE

DATE: \_\_\_\_\_

[illegible]

NORFOLK SOUTHERN RAILROAD (R/W VARIES)

well over a decade for climate or business courts.

3RD AVENUE  
132 R/W

## GENERAL NOTES

[illegible]

## FLOODPLAIN INFORMATION

THE PROPERTY SHOWN HEREON IS LOCATED ON MAP NUMBER 13515800-046 OF THE FLOOD INSURANCE RATE MAP COVERING MAUSCOC COUNTY.

N/F  
PERCY FINOALL  
DEED BOOK 3628 PAGE 21  
PLAT BOOK 13 PAGE 44

**GEORGIA811**  
Utilities Protection Center, Inc.

**Know what's below.  
Call before you dig.**



**File Attachments for Item:**

**3. 1st Reading-** REZN-12-22-2286: An ordinance adding a new Section 3.2.76 of the Unified Development Ordinance (UDO) for Columbus, Georgia to provide standards for a Medical Cannabis Dispensary. (Planning Department and PAC recommend approval.)(Mayor Pro Tem)



## AN ORDINANCE

NO. \_\_\_\_\_

An ordinance adding a new Section 3.2.76 of the Unified Development Ordinance (UDO) for Columbus, Georgia to provide standards for a Medical Cannabis Dispensary.

### THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

#### SECTION 1.

Article 2 of Chapter 3 of the UDO is amended by adding a new Section 3.2.76 to provide specific standards applicable to the specific use of a Medical Cannabis Dispensary to read as follows:

#### **3.2.76. Medical Cannabis Dispensary.**

Medical Cannabis Dispensaries shall comply with the standards listed below:

*A. Prohibited Locations.* Georgia state law (O.C.G.A. § 16-12-215) prohibits a medical cannabis dispensary within 1,000 feet of a covered entity. The term 'covered entity' means a public or private school; an early care and education program; or a church, synagogue, or other place of public religious worship, in existence prior to the date of licensure of such licensee under State Law. A dispensing licensee may request a variance from Council to locate in places prohibited in this subsection based on a showing that such modification is needed to allow retail outlets to be established to service registered patients residing within this local jurisdiction.

*B. Lighting.* No flashing lights, search lights, spotlights, or other similar lighting systems may be used on the exterior of the building.

*C. Signage.* Electronic message boards and temporary signs are not allowed.

*D. Hours of Operation.* Hours of operation are 7:00 AM until 10:00 PM.

*E. Structure.* This use shall be in a stand-alone building.

---

Introduced at a regular meeting of the Council of Columbus, Georgia held on the \_\_\_\_ day of \_\_\_\_\_, 2023; introduced a second time at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_ members of said Council.



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

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**Sandra T Davis**  
Clerk of Council

---

**B. H. “Skip” Henderson, III**  
Mayor





## Planning Department

January 18, 2023

Honorable Mayor and Councilors  
City Manager  
City Attorney  
Clerk of Council

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

Various requests to the UDO from staff.

**Subject:** (REZN-12-22-2286) A request to amend the text of the Unified Development Ordinance (UDO) for various uses.

### UNIFIED DEVELOPMENT ORDINANCE REVISIONS (Explanation of Revisions)

#### 1. **Explanation of Revisions:** Amend Chapter 3 Article 2. Additional standards applicable to specific uses.

##### 3.2.76. Medical Cannabis Dispensary.

Medical Cannabis Dispensaries shall comply with the standards listed below:

- A. *Prohibited Locations.* Georgia state law (O.C.G.A. § 16-12-215) prohibits a medical cannabis dispensary within 1,000 feet of a covered entity. The term 'covered entity' means a public or private school; an early care and education program; or a church, synagogue, or other place of public religious worship, in existence prior to the date of licensure of such licensee under State Law. A dispensing licensee may request a variance from Council to locate in places prohibited in this subsection based on a showing that such modification is needed to allow retail outlets to be established to service registered patients residing within this local jurisdiction.
- B. *Lighting.* No flashing lights, search lights, spotlights, or other similar lighting systems may be used on the exterior of the building.



- C. *Signage*. Electronic message boards and temporary signs shall not be allowed.
- D. *Hours of Operation*. Hours of operation shall be 7:00 AM until 10:00 PM.
- E. *Structure*. This use shall be in a stand-alone building.

**ADDITIONAL INFORMATION:**


N/A

**Recommendations:**

The Planning Advisory Commission (PAC) considered this text amendment at their meeting on January 04, 2023. PAC recommended **approval** by a vote of 6-0.

The Planning Department recommends **approval**.

Sincerely,



Will Johnson  
Planning Director



**File Attachments for Item:**

**4. 1st Reading-** An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain portions of a district known as the Conservation Use Valuation Assessment, from RE1 (Residential Estate 1) Zoning District to RE5 (Residential Estate 5) or RE10 (Residential Estate 10) Zoning District. (Mayor Pro-Tem)



**AN ORDINANCE****NO. \_\_\_\_\_**

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain portions of a district known as the Conversation Use Valuation Assessment, from RE1 (Residential Estate 1) Zoning District to RE5 (Residential Estate 5) or RE10 (Residential Estate 10) Zoning District.

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

Section 1.

The Zoning Atlas on file with the Planning Department is hereby amended by changing the property described below from RE 1 (Residential Estate 1) Zoning District to RE 5 (Residential Estate 5) Zoning District:

0 WHITESVILLE RD	193 001 002A	RE1	to	RE5
1565 SMITH RD	194 001 013	RE1	to	RE5
1824 SMITH RD	194 002 033	RE1	to	RE5
1910 SMITH RD	194 002 031	RE1	to	RE5
2563 OLD RIVER RD	165 001 029H	RE1	to	RE5
2611 OLD RIVER RD	165 001 035	RE1	to	RE5
3252 OLD RIVER RD	163 001 007	RE1	to	RE5
4013 WOOLDRIDGE RD	075 001 037	RE1	to	RE5
0 MACON RD	155 002 003	RE1	to	RE5
0 WARM SPRINGS RD	133 001 001	RE1	to	RE5
7634 SHADY GLEN TRL	154 003 007	RE1	to	RE5
7634 SHADY GLEN TRL	154 003 008	RE1	to	RE5
7634 SHADY GLEN TRL	154 003 009	RE1	to	RE5
7634 SHADY GLEN TRL	154 003 010	RE1	to	RE5
8000 WARM SPRINGS RD	122 001 010H	RE1	to	RE5
8971 RUSSELL RD	133 001 012	RE1	to	RE5
9150 WARM SPRINGS RD	126 001 006	RE1	to	RE5
7070 LAYFIELD RD	155 002 005H	RE1	to	RE5
7200 LAYFIELD RD	155 002 001H	RE1	to	RE5
7416 MCKEE RD	148 002 003H	RE1	to	RE5
7860 JENKINS RD	145 002 014A	RE1	to	RE5
7867 LAYFIELD RD	149 001 029	RE1	to	RE5
1403 HUBBARD RD	193 001 038	RE1	to	RE5
7852 RIVER RD	172 002 001	RE1	to	RE5

Section 2.

The Zoning Atlas on file with the Planning Department is hereby amended by changing the property described below from RE 1 (Residential Estate 1) Zoning District to RE 10 (Residential Estate 10) Zoning District:



6560 CARTLEDGE RD	156 001 003	RE1	to	RE10
7050 CARTLEDGE RD	157 001 001P	RE1	to	RE10
7706 CARTLEDGE RD	158 001 009	RE1	to	RE10
7708 CARTLEDGE RD	154 001 007H	RE1	to	RE10
7800 E CARTLEDGE RD	158 001 008H	RE1	to	RE10
2915 OLD RIVER RD	162 001 012	RE1	to	RE10
0 RIVER RD	159 001 002	RE1	to	RE10
0 RIVER RD	163 001 014	RE1	to	RE10
0 RIVER RD	162 001 009	RE1	to	RE10
0 RIVER RD	165 001 001	RE1	to	RE10
0 RIVER RD	175 001 002	RE1	to	RE10
0 RIVER RD	175 001 003	RE1	to	RE10
0 RIVER RD	162 001 008	RE1	to	RE10
0 WHITESVILLE RD	193 001 004	RE1	to	RE10
0 WHITESVILLE RD	193 001 004A	RE1	to	RE10
1500 PRITCHETT RD	193 001 003	RE1	to	RE10
1705 OLD RIVER RD	165 001 004H	RE1	to	RE10
1700 SMITH RD	194 002 036	RE1	to	RE10
1915 OLD RIVER RD	165 001 005AH	RE1	to	RE10
1967 OLD RIVER RD	165 001 022H	RE1	to	RE10
2122 SMITH RD	194 002 004	RE1	to	RE10
2201-3 OLD RIVER RD	165 001 017H	RE1	to	RE10
2344 OLD RIVER RD	165 002 021	RE1	to	RE10
2380 OLD RIVER RD	165 002 007H	RE1	to	RE10
2553 OLD RIVER RD	165 001 030H	RE1	to	RE10
2555 OLD RIVER RD	165 001 027	RE1	to	RE10
2557 OLD RIVER RD	165 001 032H	RE1	to	RE10
2585 OLD RIVER RD	164 001 005	RE1	to	RE10
2601 OLD RIVER RD	165 001 034	RE1	to	RE10
2701 OLD RIVER RD	162 001 011H	RE1	to	RE10
278 LOOKOUT LP	175 001 001	RE1	to	RE10
2901 OLD RIVER RD	162 001 002AH	RE1	to	RE10
2901 OLD RIVER RD	164 001 004	RE1	to	RE10
3103 OLD RIVER RD	162 001 001	RE1	to	RE10
3170 OLD RIVER RD	163 001 021	RE1	to	RE10
3224 OLD RIVER RD	163 001 018	RE1	to	RE10
3250 OLD RIVER RD	163 001 019H	RE1	to	RE10
0 SCHLEY RD	175 001 024	RE1	to	RE10
10490-B COUNTY LINE RD	136 001 033	RE1	to	RE10
10490 COUNTY LINE RD	133 001 043H	RE1	to	RE10
12019 RANDALL WOODS DR	141 003 004H	RE1	to	RE10
12300 COUNTY LINE RD	141 002 004	RE1	to	RE10
12350 COUNTY LINE RD	141 002 003H	RE1	to	RE10
6257 PIERCE CHAPEL RD	107 001 008H	RE1	to	RE10
7340 PSALMOND RD	122 001 017H	RE1	to	RE10
7693 WARM SPRINGS RD	122 001 002A	RE1	to	RE10
7985 JOURNEY WAY	103 001 035	RE1	to	RE10
8000-7 MIDLAND RD	137 001 010H	RE1	to	RE10
8000-8 MIDLAND RD	136 001 020	RE1	to	RE10
8000 MIDLAND RD	137 001 005P	RE1	to	RE10
8000 MIDLAND RD	136 001 001	RE1	to	RE10
8000 MIDLAND RD	136 001 001	RE1	to	RE10



8015 JOURNEY WAY	103 001 033H	RE1	to	RE10
8301 GREY ROCK RD	108 001 008	RE1	to	RE10
8400 BIG SHINN RD	123 001 004	RE1	to	RE10
8569 BIG SHINN RD	123 001 007	RE1	to	RE10
8575 WARM SPRINGS RD	126 001 039	RE1	to	RE10
8601 GREY ROCK RD	107 001 004H	RE1	to	RE10
8991 WARM SPRINGS RD	126 001 001A	RE1	to	RE10
9300 VETERANS PKY	104 001 006	RE1	to	RE10
9301 COUNTY LINE RD	126 001 008H	RE1	to	RE10
0 WARM SPRINGS RD	123 001 005P	RE1	to	RE10
0 WARM SPRINGS RD	122 001 002B	RE1	to	RE10
0 WARM SPRINGS RD	123 001 003	RE1	to	RE10
12978 MACON RD	139 003 003A	RE1	to	RE10
7416 MCKEE RD	148 002 003H1	RE1	to	RE10
7775 LAYFIELD RD	149 001 004	RE1	to	RE10
7851 FULTON RD	140 001 002H	RE1	to	RE10
8001 FULTON RD	141 002 002P	RE1	to	RE10
8500 FULTON RD	145 002 001	RE1	to	RE10
1893-1 OLD RIVER RD	165 001 025	RE1	to	RE10
1893-2 OLD RIVER RD	165 001 024	RE1	to	RE10
2915 OLD RIVER RD	162 001 006H	RE1	to	RE10
3223 OLD RIVER RD	163 001 024	RE1	to	RE10
7500 HEARDMONT CT	167 001 033H	RE1	to	RE10

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Introduced at a regular meeting of the Council of Columbus, Georgia held on the 14th day of February, 2023; introduced a second time at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

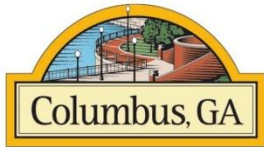
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**Sandra T Davis**  
Clerk of Council

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





CONSOLIDATED GOVERNMENT  
*What progress has preserved.*  
 PLANNING DEPARTMENT

## COUNCIL STAFF REPORT

### REZN-Conservation Use Valuation Assessment (CUVA)

**Applicant:**

CCG – Planning Department

Location	Parcel	Current	Proposed:
0 WHITESVILLE RD	193 001 002A	RE1 to	RE5
1565 SMITH RD	194 001 013	RE1 to	RE5
1824 SMITH RD	194 002 033	RE1 to	RE5
1910 SMITH RD	194 002 031	RE1 to	RE5
2563 OLD RIVER RD	165 001 029H	RE1 to	RE5
2611 OLD RIVER RD	165 001 035	RE1 to	RE5
3252 OLD RIVER RD	163 001 007	RE1 to	RE5
4013 WOOLDRIDGE RD	075 001 037	RE1 to	RE5
0 MACON RD	155 002 003	RE1 to	RE5
0 WARM SPRINGS RD	133 001 001	RE1 to	RE5
7634 SHADY GLEN TRL	154 003 007	RE1 to	RE5
7634 SHADY GLEN TRL	154 003 008	RE1 to	RE5
7634 SHADY GLEN TRL	154 003 009	RE1 to	RE5
7634 SHADY GLEN TRL	154 003 010	RE1 to	RE5
8000 WARM SPRINGS RD	122 001 010H	RE1 to	RE5
8971 RUSSELL RD	133 001 012	RE1 to	RE5
9150 WARM SPRINGS RD	126 001 006	RE1 to	RE5
7070 LAYFIELD RD	155 002 005H	RE1 to	RE5
7200 LAYFIELD RD	155 002 001H	RE1 to	RE5
7416 MCKEE RD	148 002 003H	RE1 to	RE5
7860 JENKINS RD	145 002 014A	RE1 to	RE5
7867 LAYFIELD RD	149 001 029	RE1 to	RE5
1403 HUBBARD RD	193 001 038	RE1 to	RE5
7852 RIVER RD	172 002 001	RE1 to	RE5
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7706 CARTLEDGE RD	158 001 009	RE1 to	RE10
7708 CARTLEDGE RD	154 001 007H	RE1 to	RE10
7800 E CARTLEDGE RD	158 001 008H	RE1 to	RE10
2915 OLD RIVER RD	162 001 012	RE1 to	RE10
0 RIVER RD	159 001 002	RE1 to	RE10
0 RIVER RD	163 001 014	RE1 to	RE10



0 RIVER RD	162 001 009	RE1	to	RE10
0 RIVER RD	165 001 001	RE1	to	RE10
0 RIVER RD	175 001 002	RE1	to	RE10
0 RIVER RD	175 001 003	RE1	to	RE10
0 RIVER RD	162 001 008	RE1	to	RE10
0 WHITESVILLE RD	193 001 004	RE1	to	RE10
0 WHITESVILLE RD	193 001 004A	RE1	to	RE10
1500 PRITCHETT RD	193 001 003	RE1	to	RE10
1705 OLD RIVER RD	165 001 004H	RE1	to	RE10
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2701 OLD RIVER RD	162 001 011H	RE1	to	RE10
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8000 MIDLAND RD	136 001 023	RE1	to	RE10
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8400 BIG SHINN RD	123 001 004	RE1	to	RE10
8569 BIG SHINN RD	123 001 007	RE1	to	RE10
8575 WARM SPRINGS RD	126 001 039	RE1	to	RE10
8601 GREY ROCK RD	107 001 004H	RE1	to	RE10
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9301 COUNTY LINE RD	126 001 008H	RE1	to	RE10
0 WARM SPRINGS RD	123 001 005P	RE1	to	RE10
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0 WARM SPRINGS RD	123 001 003	RE1	to	RE10
12978 MACON RD	139 003 003A	RE1	to	RE10
7416 MCKEE RD	148 002 003H1	RE1	to	RE10
7775 LAYFIELD RD	149 001 004	RE1	to	RE10
7851 FULTON RD	140 001 002H	RE1	to	RE10
8001 FULTON RD	141 002 002P	RE1	to	RE10
8500 FULTON RD	145 002 001	RE1	to	RE10
1893-1 OLD RIVER RD	165 001 025	RE1	to	RE10
1893-2 OLD RIVER RD	165 001 024	RE1	to	RE10
2915 OLD RIVER RD	162 001 006H	RE1	to	RE10
3223 OLD RIVER RD	163 001 024	RE1	to	RE10
7500 HEARDMONT CT	167 001 033H	RE1	to	RE10

**Acreage:** 5+ Acres

**Current Zoning Classification:** RE1 (Residential Estate 1)

**Proposed Zoning Classification:** RE5 (Residential Estate 5)  
RE10 (Residential Estate 10)

**Current Use of Property:** Land Use

**Proposed Use of Property:** Land Use

**Council District:** District 2 (Davis) / District 6 (Allen)

**PAC Recommendation:** N/A

**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 / Planning Area B



<b>Current Land Use Designation:</b>	Land Use
<b>Future Land Use Designation:</b>	Land Use
<b>Compatible with Existing Land-Uses:</b>	Yes
<b>Environmental Impacts:</b>	N/A
<b>City Services:</b>	N/A
<b>Traffic Impact:</b>	N/A
<b>Traffic Engineering:</b>	N/A
<b>Surrounding Zoning:</b>	N/A
<b>Reasonableness of Request:</b>	The request is compatible with existing land uses.
<b>School Impact:</b>	N/A
<b>Buffer Requirement:</b>	N/A
<b>Attitude of Property Owners:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	N/A



**File Attachments for Item:**

**5. 1st Reading-** An Ordinance approving prohibition of the download or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or used for Columbus Consolidated Government or State of Georgia business as Addendum 5 to the Acceptable and Supportable use of Technology Policy Number 210-1000-004. (Mayor Pro-Tem)



## AN ORDINANCE

NO. \_\_\_\_\_

An Ordinance approving *Prohibition of the download or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or used for Columbus Consolidated Government or State of Georgia business* as Addendum 5 to the Acceptable and Supportable use of Technology Policy Number 210-1000-004.

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THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

*Prohibition of the download or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or used for Columbus Consolidated Government or State of Georgia business* attached hereto as Exhibit A is hereby adopted and will be executed by the City Manager as Addendum 5 to the Acceptable and Supportable Use of Technology Policy Number 210-1000-004.

SECTION 3.

This revised policy will become effective upon signature by the City Manager.

SECTION 4.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 14<sup>th</sup> day of February, 2023, introduced a second time at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by affirmative vote of \_\_\_\_\_ members of said Council.

Councilor Allen voting  
 Councilor Barnes voting  
 Councilor Cogle voting  
 Councilor Crabb voting  
 Councilor Davis voting  
 Councilor Garrett voting

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Councilor House voting  
Councilor Huff voting  
Councilor Thomas voting  
Councilor Tucker voting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



## **Addendum to Acceptable and Supportable Use of Technology**

**POLICY NUMBER:**

**ADDENDUM NUMBER: 5**

**ADDENDUM TITLE:** Columbus Consolidated Government users are prohibited from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

**EFFECTIVE DATE:**

**REVISION DATE:**

**APPROVED BY:**

**Ordinance No.**

**Dated the \_\_ day of \_\_\_\_\_ 2023.**

**An addendum, which shall be included as part of the original policy, to Policy No. 210-1000-004, Acceptable and Supportable Use of Technology.**

### **STATEMENT OF ADDENDUM**

The Columbus Consolidated Government (CCG) establishes policies regarding the acceptable and supportable use of technology. This addendum prohibits all Columbus Consolidated Government users from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

### **SCOPE**

This policy applies to all technologies and technology-related devices and users, which are applicable to policy number 210-1000-004 and titled Acceptable and Supportable Use of Technology. This includes, but is not limited to, all computers, laptops, cell phones, mobile hotspots, printers, or other technology devices purchased, issued, owned, leased, or otherwise controlled by Columbus Consolidated Government or the State of Georgia.

Use of TikTok, WeChat and Telegram:

Effective immediately all Columbus Consolidated Government users are prohibited from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

### **DISCIPLINARY ACTIONS:**

Violations of this policy may result in disciplinary actions in accordance with the CCG Disciplinary Policies which may include removal of access privileges, termination of employment and/or criminal prosecution.



#### REPORTING RESPONSIBILITIES:

Any and all violation(s) of this policy will be reported to the department head or elected official that oversees the involved personnel, unless the department head or elected official is considered involved in the violation, at which time the Director of Human Resources shall be notified. The Director of Information Technology will also be notified by the department head or elected official of all reported violations.

#### DISCIPLINARY RESPONSIBILITIES:

It is the responsibility of the department head or elected official of involved personnel to administer necessary disciplinary actions and related sanctions; however, the Director of the Department of Information Technology, reserves the right to revoke, invalidate, or remove a user's usernames, passwords, passphrases, PINs, operator IDs, or any other login-type or related information, access or permissions at any time for any reason without notification of any user.

#### Retaliation Prohibited:

CCG prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.



**File Attachments for Item:**

**6. FY23 MID-YEAR BUDGET AMENDMENT**

Approve an Ordinance amending the budgets for the Fiscal Year 2023 by appropriating amounts in each fund for various operational activities.



## AN ORDINANCE

### NO.

AN ORDINANCE AMENDING THE BUDGETS FOR THE FISCAL YEAR 2023 BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, FOR CERTAIN FUNDS OF THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA, APPROPRIATING AMOUNTS SHOWN IN EACH FUND FOR VARIOUS ACTIVITIES; AND FOR OTHER PURPOSES.

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

#### SECTION 1.

1. The General Fund expenditure budget in the amount of \$176,214,189 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$15,793,674 to \$192,007,863 and the revenue budget in amount of \$166,039,189 is hereby increased by \$51,251 to \$166,090,440 for the departments listed on the attached chart.
2. The Other Local Option Sales Tax Fund expenditure budget in the amount of \$40,053,526 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$10,909,152 to \$50,963,078 for the departments listed on the attached chart.
3. The Stormwater (Sewer) Fund expenditure budget in the amount of \$5,878,662 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$301,340 to \$6,180,002 and the revenue budget in the amount of \$5,878,662 is hereby increased by \$261,334 to \$6,139,996 for the departments listed on the attached chart.
4. The Paving Fund expenditure budget in the amount of \$16,601,709 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$1,754,909 to \$18,356,618 and the revenue budget in the amount of \$16,601,709 is hereby increased by \$774,740 to \$17,376,449 for the departments listed on the attached chart.
5. The Integrated Waste Fund expenditure budget in the amount of \$18,278,000 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$758,481 to \$19,036,481 and the revenue budget in the amount of \$13,490,000 is hereby increased by \$537,890 to \$14,027,890 for the departments listed on the attached chart.
6. The Emergency Telephone Fund expenditure budget in the amount of \$4,022,087 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$147,380 to \$4,169,467 and the revenue budget in the amount of 4,022,087 is hereby increased by \$132,748 to \$4,154,835 for the departments listed on the attached chart.
7. The Metra Transportation Fund expenditure budget in the amount of \$14,133,688 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$647,227 to \$14,760,915 and the revenue budget in the amount of \$14,041,956 is hereby increased by \$358,013 to \$14,399,969 for the departments listed on the attached chart.



8. The Trade Center Fund expenditure budget in the amount of \$2,930,301 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$189,005 to \$3,119,306 and the revenue budget in the amount of \$2,930,301 is hereby increased by \$54,560 to \$2,984,861 for the departments listed on the attached chart.
9. The Bull Creek Golf Course Fund expenditure budget in the amount of \$1,609,331 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$506,072 to \$2,115,403 and the revenue budget in the amount of \$1,609,331 is hereby increased by \$393,808 to \$2,003,139 for the departments listed on the attached chart.
10. The Oxbow Creek Golf Course Fund expenditure in the amount of \$544,363 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$152,179 to \$696,542 and the revenue budget in the amount of 544,363 is hereby increased by \$82,493 to \$626,856 for the departments listed on the attached chart.
11. The Civic Center Fund expenditure in the amount of \$4,456,074 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$1,120,881 to \$5,576,955 and the revenue budget in the amount of \$4,456,074 is hereby increased by \$1,097,076 to \$5,553,150 for the departments listed on the attached chart.
12. The Community Development Block Grant Fund expenditure budget in the amount of \$1,736,936 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$928,787 to \$2,665,723 and the revenue budget in the amount of \$1,136,936 is hereby increased by \$57,149 to \$1,794,085 for the departments listed on the attached chart.
13. The Home Program Fund expenditure and revenue budget in the amount of \$1,037,335 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$302,101 to \$1,339,436 for the departments listed on the attached chart.
14. The Multi-Governmental Fund expenditure and revenue budget in the amount of \$6,297,287 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$246,761 to \$6,544,048 for the departments listed on the attached chart.
15. The Police Forfeiture Fund expenditure budget in the amount of \$150,000 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$37 to \$150,037 for the departments listed on the attached chart.
16. The VICE/Special Operations Forfeiture Fund expenditure budget in the amount of \$250,000 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$80,418 to \$330,418 for the departments listed on the attached chart.
17. The Recorder's Court Technology Fee Fund expenditure budget in the amount of \$0 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$2,866 to \$2,866 for the departments listed on the attached chart.



18. The Bond and Lease Purchase Pools Fund expenditure and revenue budget in the amount of \$0 for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby increased by \$678,834 to 678,834 for the departments listed on the attached chart.
19. Each budget increase provided herein is to be funded with fund balances and various revenue sources of the accounting fund for those funds that are being affected by stated actions.
20. Within the overall budget limitations, authority is hereby delegated to the City Manager, or the Finance Director when acting on the authority delegated by the City Manager, to effect such intra-fund transfers of appropriation and revenue anticipation as may be deemed necessary to the effective performance and delivery of services approved herein.
21. The minimum budget requirements set forth in O.C.G.A. Title 36, Chapter 81, are hereby adopted.

## 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 14th day of February, 2023; introduced a second time at a regular meeting held on the 28th day of February, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT

Item #6.

Fund	Original Expenditure Adopted Budget	(Reserved Fund Balance from FY21) PO Roll	(Reserved Fund Balance from FY21) Carryovers	FY22 Revenue Offset	FY22 Amendment	Pay Plan	Mid Year Amended Budget
<b><u>OPERATING FUNDS</u></b>							
0101 General Fund	\$176,214,189	\$2,662,302	\$8,329,146	\$51,251	\$4,750,976	\$0	\$192,007,863
0102 2009 Other LOST Public Safety Fund	28,053,826	1,830,770	6,092,323	0	385,264	0	36,362,184
0109 2009 Other LOST Infrastructure Fund	12,000,000	2,600,894	0	0	0	0	14,600,894
0202 Stormwater (Sewer) Fund	5,878,662	40,006	0	0	261,334	0	6,180,002
0203 Paving Fund	16,601,709	980,169	0	0	774,740	0	18,356,618
0204 Indigent Care Fund	12,542,459	0	0	0	0	0	12,542,459
0207 Integrated Waste Fund	18,278,000	220,591	0	0	537,890	0	19,036,481
0209 E911	4,022,087	14,632	0	0	132,748	0	4,169,467
0230 Economic Development Authority	2,388,492	0	0	0	0	0	2,388,492
0405 Debt Service	14,900,072	0	0	0	0	0	14,900,072
0751 METRA	14,113,688	289,214	0	0	358,013	0	14,760,915
0753 Trade Center	2,930,301	134,445	0	0	54,560	0	3,119,306
0755 Bull Creek Golf Course	1,609,331	112,264	0	0	393,808	0	2,115,403
0756 Oxbow Creek Golf Course	544,363	69,686	0	0	82,493	0	696,542
0757 Civic Center	4,456,074	23,805	0	0	1,097,076	0	5,576,955
<b>TOTAL OPERATING FUNDS</b>	<b>\$314,533,253</b>	<b>\$8,978,778</b>	<b>\$14,421,469</b>	<b>\$51,251</b>	<b>\$8,828,902</b>	<b>\$0</b>	<b>\$346,813,653</b>
<b><u>OTHER NON-OPERATING FUNDS</u></b>							
0210 CDBG Fund	\$1,736,936	\$871,638	\$0	\$0	\$57,149	\$0	\$2,665,723
0213 HOME Fund	1,037,335	265,608	0	0	36,493	0	1,339,436
0216 Multi-Government Project Fund	6,297,287	246,761	0	0	0	0	6,544,048
0223 Police Forfeiture Fund	150,000	37	0	0	0	0	150,037
0225 Vice/Special Operations Forfeiture Fund	250,000	80,418	0	0	0	0	330,418
0235 Recorder's Court Technology Fee Fund	0	2,866	0	0	0	0	2,866
0542 Lease Purchase Pools Fund	0	678,834	0	0	0	0	678,834
0860 Risk Management Fund	5,800,288	0	0	0	0	0	5,800,288
<b>TOTAL NON-OPERATING FUNDS</b>	<b>\$15,271,846</b>	<b>\$2,146,161</b>	<b>\$0</b>	<b>\$0</b>	<b>\$93,642</b>	<b>\$0</b>	<b>\$17,511,650</b>



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
GENERAL FUND 0101

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Revenue Offsets	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
100 COUNCIL	\$633,911					24,531	\$658,442
110 MAYOR	\$620,845		25,000			25,723	\$671,568
120 CITY ATTORNEY	\$1,756,508					57,641	\$1,814,149
130 CITY MANAGER	\$1,847,658					171,114	\$2,018,772
200 FINANCE	\$2,613,334					210,523	\$2,823,857
210 INFORMATION TECHNOLOGY	\$6,603,407	287,559	54,000			133,403	\$7,078,369
220 HUMAN RESOURCES	\$2,177,717	212,500		51,251		117,358	\$2,558,826
240 INSPECTION & CODES	\$2,587,884	12,976				110,381	\$2,711,241
242 PLANNING	\$321,454					11,366	\$332,820
245 COMMUNITY REINVESTMENT	\$145,682					863	\$146,545
250 ENGINEERING	\$2,065,499	49,140	395,846			65,108	\$2,575,593
260 PUBLIC WORKS	\$9,470,402	308,261	780,755			649,214	\$11,208,632
270 PARKS AND RECREATION	\$11,046,643	678,740	587,756			732,232	\$13,045,371
280 COOPERATIVE EXTENSION	\$137,865					0	\$137,865
290 BOARDS AND COMMISSIONS	\$3,114,456					207,941	\$3,322,397
400 POLICE	\$27,896,902	628,519				1,202,151	\$29,727,572
410 FIRE & EMS	\$26,170,087	6,712				2,314,956	\$28,491,755
420 MCP	\$8,428,435	150,148	38,599			514,362	\$9,131,544
450 HOMELAND SECURITY	\$305,739					30,523	\$336,262
500 SUPERIOR COURT	\$8,179,371	3,158				365,940	\$8,548,469
510 STATE COURT	\$1,899,262					72,468	\$1,971,730
520 PUBLIC DEFENDER	\$2,212,031					52,207	\$2,264,238
530 MUNICIPAL COURT	\$1,263,049					64,596	\$1,327,645
540 PROBATE COURT	\$565,638					49,051	\$614,689
550 SHERIFF	\$29,325,637	216,768				1,635,775	\$31,178,180
560 TAX COMMISSIONER	\$1,859,487	2,133				94,448	\$1,956,068
570 CORONER	\$386,238	2,098				35,553	\$423,889
580 RECORDER'S COURT	\$1,140,856					121,813	\$1,262,669
590 MISCELLANEOUS	\$21,258,512	100,868	6,447,190		4,750,976	(9,079,937)	\$23,477,609
610 PARKING MANAGEMENT	\$179,680	2,723				8,696	\$191,099
<b>TOTAL GENERAL FUND</b>	<b>\$176,214,189</b>	<b>\$2,662,302</b>	<b>\$8,329,146</b>	<b>\$51,251</b>	<b>\$4,750,976</b>	<b>\$0</b>	<b>\$192,007,863</b>
REVENUE**	\$166,039,189			51,251			\$166,090,440
USE OF FUND BALANCE	\$10,175,000						\$10,175,000
<b>TOTAL REVENUE</b>	<b>\$176,214,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,251</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,265,440</b>

FY23 Carryovers (Reserved from FY22)

\$25,000 - Mayor - Martin Luther King Event Donations & Expenses

\$38,599 - MCP - Warden Vehicle

\$54,000 - Information Technology - Vehicle

\$395,846 - Engineering - Capital Equipment

\$587,756 - Parks and Recreation - Capital Equipment/Vehicles

\$780,755 - Public Works - Building Maintenance/Repairs, Capital Equipment/Vehicles

\$480,069 - Miscellaneous - Demolitions/Lot Clearings For Blight Reduction Initiative

\$1,200,000 - Miscellaneous - CIP Transfer for Public Works Facility Improvement Projects

\$1,767,121 - Miscellaneous - Software Licensing for City-Wide Camera Project Phases 2 & 3

\$3,000,000 - Miscellaneous - CIP Transfer for Parks & Recreation Supercenter Roof Projects

FY23 Revenue Offsets

\$51,251 - Human Resources - Employee Health Initiative Workout Equipment Donation

FY23 Amendments

\$2,309,758 - Miscellaneous - Transfer To Various Funds for Evergreen Pay Plan Implementation

\$636,240 - Miscellaneous - City Hall Software Licensing & Garage Camera Expenses

\$500,000 - Miscellaneous - Moving Expenses Due to Multiple Building Purchases

\$1,000,000 - Miscellaneous - CIP Transfer for Liberty Theater Improvement Project

\$3,000,000 - Miscellaneous - CIP Transfer for New/Replacement Generators & Uninterrupted Power Sources Project



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**2009 Other Local Option Sales Tax Public Safety Fund 0102**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Revenue Offsets	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
110 Crime Prevention	\$843,987					1,466	\$845,453
260 Public Works	\$129,619						\$129,619
270 Parks & Rec	\$49,560						\$49,560
400 Police	\$10,949,340	467,915	1,233,336		206,654	104,845	\$12,962,090
410 Fire	\$3,288,974	178,942	1,014,665		21,036	16,539	\$4,520,156
420 MCP	\$807,521	16,284	86,711		20,936	4,021	\$935,473
450 Homeland Security	\$7,626		284,417				\$292,043
500 District Attorney	\$165,370				3,115	2,873	\$171,358
500 Clerk of Superior Court	\$45,312				1,653	734	\$47,699
510 State Court	\$229,047				6,420	3,689	\$239,156
520 Public Defender	\$187,252						\$187,252
530 Clerk of Municipal Court	\$93,558				1,251	1,920	\$96,729
540 Probate Court	\$46,290				5,909	753	\$52,952
550 Sheriff	\$3,590,466	1,153,129	880,871		116,940	28,679	\$5,770,085
570 Coroner	\$65,437						\$65,437
580 Recorder's Court	\$90,637				1,351	1,469	\$93,457
590 Non-Categorical	\$7,460,017	14,500	2,592,323			(166,988)	\$9,899,852
610 METRA	\$3,813						\$3,813
<b>EXPENDITURE TOTAL</b>	<b>\$28,053,826</b>	<b>\$1,830,770</b>	<b>\$6,092,323</b>	<b>\$0</b>	<b>\$385,264</b>	<b>\$0</b>	<b>\$36,362,184</b>
REVENUE	\$28,000,000						\$28,000,000
USE OF FUND BALANCE	\$53,826						\$53,826
<b>REVENUE TOTAL</b>	<b>\$28,053,826</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,053,826</b>

**FY23 Carryovers (Reserved from FY22)**

\$1,233,336 - Police - Use of Fund Balance for GETAC In-Car Video Solutions

\$1,014,665 - Fire/EMS - Use of Fund Balance for Staff Vehicles (Replacements)

\$86,711 - MCP - Use of Fund Balance for Dishwasher (Replacement)

\$284,417 - Homeland Security - Use of Fund Balance for Knox Box System with Installation

\$880,871 - Sheriff - Use of Fund Balance for Ballistic Vests, Weapons, & Pursuit Vehicles (Replacements)

\$2,592,323 - Non-Categorical - Land/Building Purchase for Sheriff Administration Building per Res# 220-22

**FY23 Amendments**

\$385,264 - Various Departments - Evergreen Pay Plan Implementation



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**2009 Other Local Option Sales Tax Infrastructure Fund 0109**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Revenue Offsets	FY23 Amendments	Mid Year Amended Budget
210 Information Technology	\$1,418,040	281,023				\$1,699,063
250 Roads/Bridges	\$1,500,000	687,981				\$2,187,981
250 Stormwater	\$1,200,000	1,099,189				\$2,299,189
260 Facilities	\$1,000,000	532,702				\$1,532,702
590 Non-Categorical	\$6,881,960					\$6,881,960
<b>EXPENDITURE TOTAL</b>	<b>\$12,000,000</b>	<b>\$2,600,894</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,600,894</b>
REVENUE	\$12,000,000					\$12,000,000
USE OF FUND BALANCE						
<b>REVENUE TOTAL</b>	<b>\$12,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000,000</b>



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
STORMWATER (SEWER) FUND 0202**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
250 ENGINEERING	\$785,300	35,775		15,634	\$10,945	\$847,654
260 PUBLIC WORKS	\$3,297,586	4,231		245,700	38,580	\$3,586,097
590 MISCELLANEOUS	\$1,795,776				(49,525)	\$1,746,251
<b>EXPENDITURE TOTAL</b>	<b>\$5,878,662</b>	<b>\$40,006</b>	<b>\$0</b>	<b>\$261,334</b>	<b>\$0</b>	<b>\$6,180,002</b>
REVENUE	\$5,878,662			\$261,334		\$6,139,996
USE OF FUND BALANCE	\$0					\$0
<b>REVENUE TOTAL</b>	<b>\$5,878,662</b>	<b>\$0</b>	<b>\$0</b>	<b>\$261,334</b>	<b>\$0</b>	<b>\$6,139,996</b>

FY23 Amendments

\$261,334 - Various Departments - Evergreen Pay Plan Implementation



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
PAVING FUND 0203

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
250 ENGINEERING	\$1,251,796	3,767		50,833	16,882	\$1,323,278
260 PUBLIC WORKS	\$12,926,452	976,402		723,907	118,083	\$14,744,844
590 MISCELLANEOUS	\$2,423,461				(134,965)	\$2,288,496
EXPENDITURE TOTAL	\$16,601,709	\$980,169	\$0	\$774,740	\$0	\$18,356,618
REVENUE	\$16,601,709			\$774,740		\$17,376,449
REVENUE TOTAL	\$16,601,709	\$0	\$0	\$774,740	\$0	\$17,376,449

FY23 Amendments  
\$774,740 - Various Departments - Evergreen Pay Plan Implementation



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
INDIGENT CARE FUND 0204

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
200 INDIGENT CARE	\$8,542,459					\$8,542,459
590 INDIGENT CARE-INMATES	\$4,000,000					\$4,000,000
EXPENDITURE TOTAL	\$12,542,459	\$0	\$0	\$0	\$0	\$12,542,459
REVENUE	\$12,542,459					\$12,542,459
REVENUE TOTAL	\$12,542,459	\$0	\$0	\$0	\$0	\$12,542,459



# FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT INTEGRATED WASTE FUND 0207

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
260 PUBLIC WORKS	\$14,772,814	220,591		530,614	87,501	\$15,611,520
270 PARKS & RECREATION	\$99,081			7,276	717	\$107,074
590 MISCELLANEOUS	\$3,406,105				(88,218)	\$3,317,887
<b>EXPENDITURE TOTAL</b>	<b>\$18,278,000</b>	<b>\$220,591</b>	<b>\$0</b>	<b>\$537,890</b>	<b>\$0</b>	<b>\$19,036,481</b>
REVENUE	\$13,490,000			\$537,890		\$14,027,890
USE OF FUND BALANCE	\$4,788,000					\$4,788,000
<b>REVENUE TOTAL</b>	<b>\$18,278,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$537,890</b>	<b>\$0</b>	<b>\$18,815,890</b>

FY23 Amendments

\$537,890 - Various Departments - Evergreen Pay Plan Implementation



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**E911 FUND 0209**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
400 E911	\$3,763,393	14,632		132,748	38,325	\$3,949,098
590 MISCELLANEOUS	\$258,694				(38,325)	\$220,369
<b>EXPENDITURE TOTAL</b>	<b>\$4,022,087</b>	<b>\$14,632</b>	<b>\$0</b>	<b>\$132,748</b>	<b>\$0</b>	<b>\$4,169,467</b>
REVENUE	\$4,022,087			\$132,748		\$4,154,835
<b>REVENUE TOTAL</b>	<b>\$4,022,087</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,748</b>	<b>\$0</b>	<b>\$4,154,835</b>

FY23 Amendments

\$132,748 - Various Departments - Evergreen Pay Plan Implementation



# FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT ECONOMIC DEVELOPMENT FUND 0230

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
590 MISCELLANEOUS	\$2,388,492					\$2,388,492
<b>EXPENDITURE TOTAL</b>	<b>\$2,388,492</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,388,492</b>
REVENUE	\$2,388,492					\$2,388,492
USE OF FUND BALANCE	\$0					\$0
<b>REVENUE TOTAL</b>	<b>\$2,388,492</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,388,492</b>

Funding for Economic Development is based on the **collection** of 0.50 mills, 0.25 mills allocated to the Development Authority.



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**DEBT SERVICE FUND 0405**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
200 DEBT SERVICE	\$14,900,072					\$14,900,072
<b>EXPENDITURE TOTAL</b>	<b>\$14,900,072</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,900,072</b>
REVENUE	\$14,900,072					\$14,900,072
USE OF FUND BALANCE	\$0					\$0
<b>REVENUE TOTAL</b>	<b>\$14,900,072</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,900,072</b>



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
METRA TRANSPORTATION FUND 0751**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
260 PUBLIC WORKS	\$15,000					\$15,000
590 MISCELLANEOUS	\$496,398				(75,266)	\$421,132
610 METRA	\$13,602,290	289,214		358,013	75,266	\$14,324,783
<b>EXPENDITURE TOTAL</b>	<b>\$14,113,688</b>	<b>\$289,214</b>	<b>\$0</b>	<b>\$358,013</b>	<b>\$0</b>	<b>\$14,760,915</b>
REVENUE	\$14,041,956			358,013		\$14,399,969
USE OF FUND BALANCE	\$71,732					\$71,732
<b>REVENUE TOTAL</b>	<b>\$14,113,688</b>	<b>\$0</b>	<b>\$0</b>	<b>\$358,013</b>	<b>\$0</b>	<b>\$14,471,701</b>

FY23 Amendments

\$358,013 - Various Departments - Evergreen Pay Plan Implementation



# **FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT** **TRADE CENTER FUND 0753**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
590 MISCELLANEOUS	\$157,544				(23,333)	\$134,211
620 TRADE CENTER	\$2,772,757	134,445		54,560	23,333	\$2,985,095
<b>EXPENDITURE TOTAL</b>	<b>\$2,930,301</b>	<b>\$134,445</b>	<b>\$0</b>	<b>\$54,560</b>	<b>\$0</b>	<b>\$3,119,306</b>
REVENUE	\$2,930,301			\$54,560		\$2,984,861
USE OF FUND BALANCE						
<b>REVENUE TOTAL</b>	<b>\$2,930,301</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,560</b>	<b>\$0</b>	<b>\$2,984,861</b>

FY23 Amendments

\$54,560 - Various Departments - Evergreen Pay Plan Implementation



# **FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT** **BULL CREEK GOLF COURSE FUND 0755**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
590 MISCELLANEOUS	\$58,787				(10,211)	\$48,576
630 BULL CREEK	\$1,550,544	112,264		393,808	10,211	\$2,066,827
<b>EXPENDITURE TOTAL</b>	<b>\$1,609,331</b>	<b>\$112,264</b>	<b>\$0</b>	<b>\$393,808</b>	<b>\$0</b>	<b>\$2,115,403</b>
REVENUE	\$1,609,331			\$393,808		\$2,003,139
<b>REVENUE TOTAL</b>	<b>\$1,609,331</b>	<b>\$0</b>	<b>\$0</b>	<b>\$393,808</b>	<b>\$0</b>	<b>\$2,003,139</b>

## **FY23 Amendments**

\$78,139 - Various Departments - Evergreen Pay Plan Implementation

\$315,489 - Bull Creek Budget Adjustment Due to Increase in Operational Revenue



# **FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT** **OXBOW CREEK GOLF COURSE FUND 0756**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
590 MISCELLANEOUS	\$23,849				(4,364)	\$19,485
640 OXBOW CREEK	\$520,514	69,686		82,493	4,364	\$677,057
<b>EXPENDITURE TOTAL</b>	<b>\$544,363</b>	<b>\$69,686</b>	<b>\$0</b>	<b>\$82,493</b>	<b>\$0</b>	<b>\$696,542</b>
REVENUE	\$544,363			\$82,493		\$626,856
<b>REVENUE TOTAL</b>	<b>\$544,363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,493</b>	<b>\$0</b>	<b>\$626,856</b>

## **FY23 Amendments**

\$49,637 - Various Departments - Evergreen Pay Plan Implementation

\$32,856 -Oxbow Creek Budget Adjustment Due to Increase in Operational Revenue



# FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT CIVIC CENTER FUND 0757

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
160 CIVIC CENTER	\$4,132,555	\$23,805		1,027,076	19,482	\$5,202,918
260 PUBLIC WORKS	\$125,000			70,000		\$195,000
590 MISCELLANEOUS	\$198,519				(19,482)	\$179,037
<b>EXPENDITURE TOTAL</b>	<b>\$4,456,074</b>	<b>\$23,805</b>	<b>\$0</b>	<b>\$1,097,076</b>	<b>\$0</b>	<b>\$5,576,955</b>
REVENUE	\$4,456,074			1,097,076		\$5,553,150
<b>REVENUE TOTAL</b>	<b>\$4,456,074</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,097,076</b>	<b>\$0</b>	<b>\$5,553,150</b>

## FY23 Amendments

\$47,076 - Various Departments - Evergreen Pay Plan Implementation

\$1,050,000 - Civic Center Creek Budget Adjustment Due to Ticket Sales



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**CDBG FUND 0210**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
245 COMMUNITY REINVESTMENT	\$1,731,765	871,638		57,149	5,171	\$2,665,723
590 MISCELLANEOUS	\$5,171				(5,171)	\$0
<b>EXPENDITURE TOTAL</b>	<b>\$1,736,936</b>	<b>\$871,638</b>	<b>\$0</b>	<b>\$57,149</b>	<b>\$0</b>	<b>\$2,665,723</b>
REVENUE	\$1,736,936			57,149		\$1,794,085
<b>REVENUE TOTAL</b>	<b>\$1,736,936</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,149</b>	<b>\$0</b>	<b>\$1,794,085</b>

**FY23 Amendments**

\$12,402 - Various Departments - Evergreen Pay Plan Implementation

\$44,747 - CDBG-CV Round 1 & 3 Carryover Funds



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
HOME PROGRAM FUND 0213

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
245 COMMUNITY REINVESTMENT	\$1,035,593	265,608		\$36,493	1,742	\$1,339,436
590 MISCELLANEOUS	\$1,742				(1,742)	\$0
EXPENDITURE TOTAL	\$1,037,335	\$265,608	\$0	\$36,493	\$0	\$1,339,436
REVENUE	\$1,037,335			\$302,101		\$1,339,436
REVENUE TOTAL	\$1,037,335	\$0	\$0	\$302,101	\$0	\$1,339,436

FY23 Amendments  
\$36,493 - CDBG Home Funds FY23 Entitlement Adjustment



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
MULTI-GOVERNMENTAL FUND 0216**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
VARIOUS	\$6,297,287	246,761				\$6,544,048
<b>EXPENDITURE TOTAL</b>	<b>\$6,297,287</b>	<b>\$246,761</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,544,048</b>
REVENUE	\$6,297,287	\$0		246,761		\$6,544,048
<b>REVENUE TOTAL</b>	<b>\$6,297,287</b>	<b>\$0</b>	<b>\$0</b>	<b>\$246,761</b>	<b>\$0</b>	<b>\$6,544,048</b>



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
POLICE FORFEITURE FUND 0223

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
POLICE FORFEITURE	\$150,000	37				\$150,037
EXPENDITURE TOTAL	\$150,000	\$37	\$0	\$0	\$0	\$150,037
REVENUE	\$150,000					\$150,000
REVENUE TOTAL	\$150,000	\$0	\$0	\$0	\$0	\$150,000



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
VICE/SPECIAL OPERATIONS FORFEITURE FUND 0225

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
VICE/SPECIAL OPERATIONS	\$250,000	80,418				\$330,418
EXPENDITURE TOTAL	\$250,000	\$80,418	\$0	\$0	\$0	\$330,418
REVENUE	\$250,000					\$250,000
REVENUE TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$250,000



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**RECORDER'S COURT TECHNOLOGY FEE FUND 0235**

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
RECORDERS COURT	\$0	2,866				\$2,866
<b>EXPENDITURE TOTAL</b>	<b>\$0</b>	<b>\$2,866</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,866</b>
REVENUE	\$0					\$0
<b>REVENUE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT  
BOND AND LEASE PURCHASE POOLS FUND 0542

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
LEASE PURCHASE POOL	\$0	678,834				\$678,834
EXPENDITURE TOTAL	\$0	\$678,834	\$0	\$0	\$0	\$678,834
REVENUE	0			678,834		\$678,834
REVENUE TOTAL	\$0	\$0	\$0	\$678,834	\$0	\$678,834



**FY23 (July 1, 2022 - June 30, 2023) BUDGET AMENDMENT**  
**RISK MANAGEMENT FUND 0860**

Item #6.

Department	Original Adopted Budget	(Reserved Fund Balance from FY22) PO Roll	(Reserved Fund Balance from FY22) Carryovers	FY23 Amendments	Pay Plan Adjustments	Mid Year Amended Budget
220 HUMAN RESOURCES	\$5,800,288				\$0	\$5,800,288
<b>EXPENDITURE TOTAL</b>	<b>\$5,800,288</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,800,288</b>
REVENUE	5,800,288					\$5,800,288
USE OF FUND BALANCE	\$0					\$0
<b>REVENUE TOTAL</b>	<b>\$5,800,288</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,800,288</b>



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #6.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>FY23 MID-YEAR BUDGET AMENDMENT</b>
<b>AGENDA SUMMARY:</b>	Approve an Ordinance amending the budgets for the Fiscal Year 2023 by appropriating amounts in each fund for various operational activities.
<b>INITIATED BY:</b>	Finance Department

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**Recommendation:** Approve an Ordinance amending the budgets for the Fiscal Year 2023 by appropriating amounts in each fund for various operational activities.

**Background:** The Council has adopted the City’s Annual Operating budget and in special actions has adopted various special purpose budgets. All of these budgets appropriate funding for planned operations. During the course of the year, adjustments become necessary to increase or redistribute funding based on actions of Council, changes in departmental activities and changes in funding sources.

Staff is requesting a budget amendment to appropriate monies needed for various operational activities. As provided in the charter and state law, only Council has the authority to change spending levels. Adjustments are included in this Ordinance to reflect changes needed to complete organizational objectives. These adjustments are necessary to modify budgets to change the legal level of control at the department level as per O.C.G.A. Chapter 36. Staff is requesting adjustments for operational expenditures like administrative and operating costs for the following funds. In order to keep an accurate record of authorized spending levels and positions, this budget amendment is submitted for Council consideration.

**Analysis:** The recommended budget adjustments are outlined on the attached summary table immediately following the memorandum identifying the amount to be appropriated in each accounting fund. The appropriation will change the total approved budget of each fund as indicated in the accompanying chart.

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

**Legal Considerations:** Council approval is required to modify spending levels.

**Recommendations/Actions:** Approve an Ordinance amending the budgets for the Fiscal Year 2023 by appropriating amounts in each fund for various operational activities.



**File Attachments for Item:**

**1. TSPLOST Projects, Band 1**

Approval is requested to proceed with executing and funding the pre-construction requirements for Band 1 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects that will be handled locally to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare projects for construction.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #1.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>TSPLOST Projects, Band 1</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to proceed with executing and funding the pre-construction requirements for Band 1 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects that will be handled locally to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare projects for construction.
<b>INITIATED BY:</b>	<b>City Manager's Office</b>

---

**Recommendation:** Approval is requested to proceed with executing and funding the pre-construction requirements for Band 1 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects that will be handled locally to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare projects for construction.

**Background:** In May 2022, voters in the River Valley District, of which Columbus is a part, approved a regional transportation special purpose local option sales tax (TSPLOST). This is also known as the Transportation Investment Act of 2010. This legislation authorized the funding of designated transportation projects as determined by a regional roundtable committee of local elected officials from the region and approved by the citizens. The collection of TSPLOST began January 1, 2023. The following list of Band 1 TSPLOST projects have been identified, budget estimates provided, managed by the city, and funded through 2022 TSPLOST:

Steam Mill Road - \$22,500,000

Whitesville Road Widening - \$12,800,000

Columbus Riverwalk Repaving and Maintenance - \$12,500,000

South Lumpkin Road Streetscapes - \$10,100,000

13<sup>th</sup> Ave./17<sup>th</sup> St./Linwood Blvd. Intersection Improvements - \$6,650,000

Liberty Theatre Block Enhancements - \$4,000,000

5<sup>th</sup> Ave. Trail Connector - \$690,000

The remaining Band 1 projects will be managed by the Georgia Department of Transportation. These projects include Brennan Road Improvements, Andrews Road Improvements, University Ave. Road Diet and Streetscapes, and Buena Vista Road Corridor Improvements.



**Analysis:** The completion of the pre-construction activities for road improvements, safety, and alternative transportation projects is required prior to the project being authorized for competitive bids.

Item #1.

**Financial Considerations:** Funding for said projects will be funded with the 2022 TSPLOST.

**Legal Considerations:** The City Attorney approves this resolution.

**Recommendation/Action:** Approve a resolution authorizing the City Manager to proceed with executing and funding the pre-construction requirements for Band 1 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Projects that will be handled locally to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare projects for construction.

## **A RESOLUTION**

No. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO PROCEED WITH EXECUTING AND FUNDING THE PRE-CONSTRUCTION REQUIREMENTS FOR ROAD IMPROVEMENT, SAFETY, AND ALTERNATIVE TRANSPORTATION PROJECTS FUNDED THROUGH THE TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX (TSPLOST) FUNDS, TO INCLUDE RIGHT OF WAY ACQUISITION, PERMANENT AND TEMPORARY CONSTRUCTION EASEMENTS, UTILITY RELOCATION,**



**ENVIRONMENTAL MITIGATION AND OTHER NECESSARY AGREEMENTS TO PREPARE THE PROJECTS FOR CONSTRUCTION.**

Item #1.

**WHEREAS**, the completion of pre-construction activities for road improvement projects is required prior to the project being authorized for competitive bid; and,

**WHEREAS**, these activities include but not limited to right of way acquisition, permanent and temporary construction easements, utility relocation, and environmental mitigation; and

**WHEREAS**, the following list of road improvement, safety and alternative transportation projects have been identified, budget estimates provided, and funded through TSPLOST, Band 1,

Steam Mill Road - \$22,500,000

Whitesville Road Widening - \$12,800,000

Columbus Riverwalk Repaving and Maintenance - \$12,500,000

South Lumpkin Road Streetscapes - \$10,100,000

13<sup>th</sup> Ave./17<sup>th</sup> St./Linwood Blvd. Intersection Improvements - \$6,650,000

Liberty Theatre Block Enhancements - \$4,000,000

5<sup>th</sup> Ave. Trail Connector - \$690,000

**WHEREAS**, funding for pre-construction and construction services for the above projects is available through the TSPLOST.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:**

The City Manager is hereby authorized to proceed with the executing and funding the pre-construction requirements for the road improvement, safety and alternative transportation projects funded through TSPLOST as identified above to include right of way acquisition, permanent and temporary construction easements, utility relocation, environmental mitigation and other necessary agreements to prepare the projects for construction.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 14th day of February, 2023, and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said council.

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







**File Attachments for Item:**

**2. Prose Apartments -Variance for Sidewalk Installation at 6700 River Road**

Approval is requested for granting a variance to Section 7.10.1-Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #2.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Prose Apartments -Variance for Sidewalk Installation at 6700 River Road</b>
<b>AGENDA SUMMARY:</b>	Approval is requested for granting a variance to Section 7.10.1- Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.
<b>INITIATED BY:</b>	<b>Department of Engineering</b>

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**Recommendation:** Approval is requested for granting a variance to Section 7.10.1. Required Sidewalks of the Unified Development Ordinance (UDO) excusing the requirements to install sidewalk in all residential, commercial and industrial developments.

**Background:** The owner of Prose Apartments, represented by Anthony Slaughter P.E. , has requested a variance to the sidewalk requirement. The development is located at the intersection of River Road and River Knoll Way. River Knoll Way dead ends at the entrance to Wynnbrook Church with no other development along the street.

**Analysis:** River Road is a rural arterial owned by the Georgia Department of Transportation (GDOT) with no curb and gutter and no sidewalk. River Knoll Way is a short Cul-de-Sac approximately 610 ft in length and currently has no sidewalk constructed.

**Financial Considerations:** The City or others would be required to construct sidewalk if added in the future.

**Legal Considerations:** Council has the authority to grant variances to Design Standards.

**Recommendation/Action:** Approval is requested for granting a variance to Section 7.10.1.- Required Sidewalks of the Unified Development Ordinance (UDO) excusing the requirements to install sidewalk in all residential, commercial and industrial developments.



**A RESOLUTION**

Item #2.

**NO.**

**A RESOLUTION OF THE COUNCIL OF COLUMBUS, GEORGIA, GRANTING A VARIANCE REQUEST TO THE UNIFIED DEVELOPMENT ORDINANCE (UDO), SECTION 7.10.1. -REQUIRED SIDEWALK, EXCUSING THE REQUIREMENT TO INSTALL SIDEWALK ALONG 6700 RIVER ROAD AND RIVER KNOLL WAY; AND FOR OTHER PURPOSES.**

**WHEREAS**, the owner of Prose Apartments is constructing an apartment complex at 6700 River Road; and,

**WHEREAS**, the owner has requested a variance to the UDO requirement to construct sidewalk along the street frontage; and,

**WHEREAS**, the location of the property is at the intersection of River Road and River Knoll Way; and,

**WHEREAS**, River Road has no curb and gutter and no other frontage along River Knoll Way currently has sidewalk,

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

That a variance be granted at 6700 River Road to the UDO requiring sidewalks as part of a development of residential, commercial, and industrial developments.

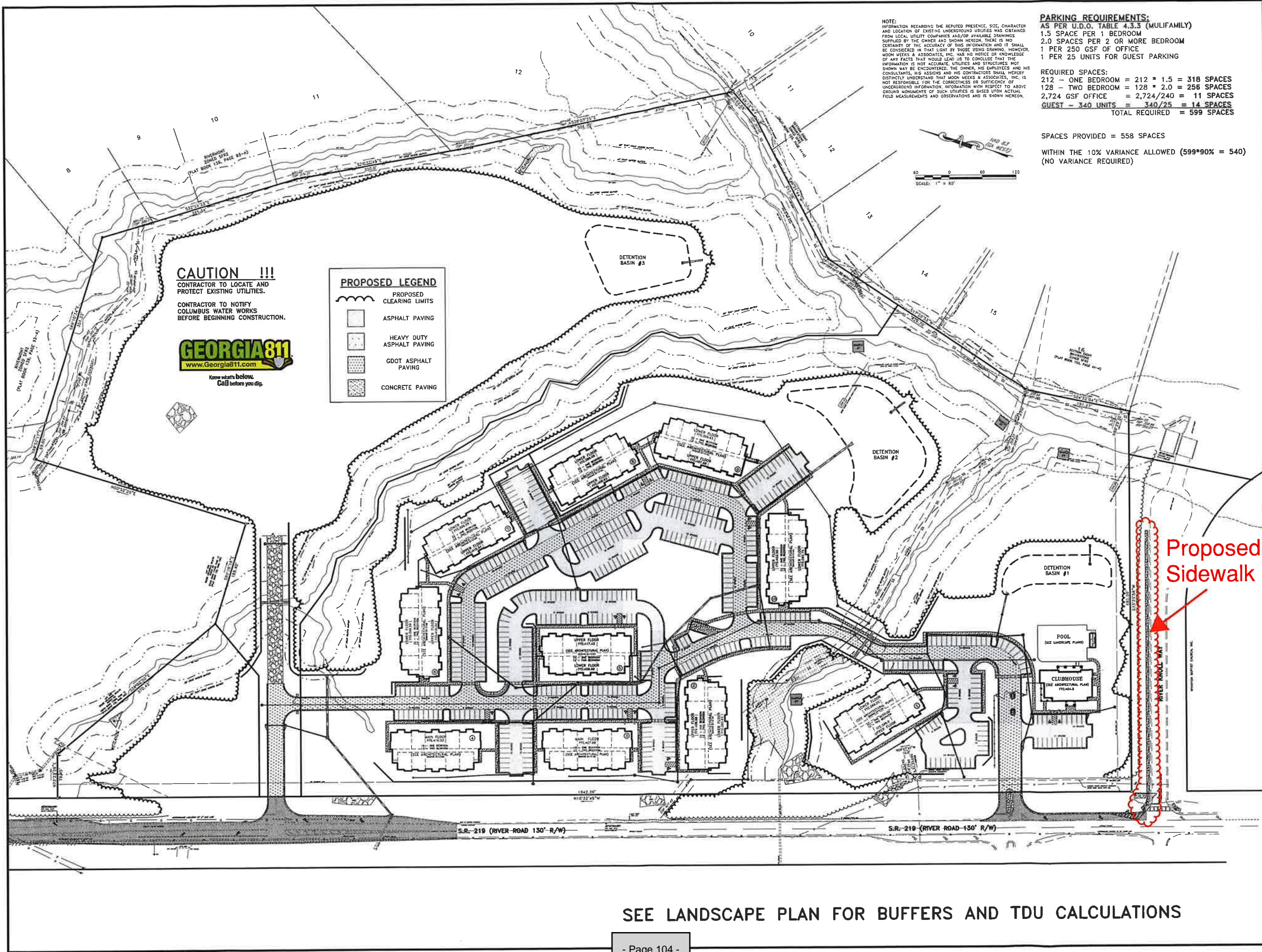
Introduced at a regular meeting of the Council of Columbus, Georgia held on the \_\_\_\_\_ day of February 2023 and adopted at said meeting by the affirmative vote of ten members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor





PHONE (706) 328-3036  
WWW.MOONWEEKS.COM  
800 SOUTHERN WAY, SUITE A  
COLUMBUS, GA 31906

**MOON WEEKS & ASSOCIATES, INC.**  
Civil Engineers Land Surveyors  
Landscape Architects Environmental Consultants

LAYOUT AND PARKING PLAN  
COLUMBUS

**PROSE APARTMENTS**

LAND LOT 8 OF THE 8th DISTRICT  
COLUMBUS, MUSCOGEE COUNTY, GEORGIA

REVISIONS

07/07/21	- REVISED AS PER GOVT
07/11/21	- REVISED AS PER COW
07/11/21	- REVISED FUTURE TOWNHOUSE GRABES AS PER SUMMIT
07/24/21	- REVISED PER CITY ENGINEERING

GEORGIA  
REGISTERED  
No. 25010  
Professional Engineer  
Professional Land Surveyor

GSWCC# 8182  
MMA# 2021116  
DATE: 06/10/22  
SCALE: 1" = 60'  
SHEET No.  
**C4.0**



**File Attachments for Item:**

**3. Whatley Oil-Variance for Sidewalk Installation at 5401 Miller Road**

Approval is requested for granting a variance to Section 7.10.1-Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #3.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Whatley Oil-Variance for Sidewalk Installation at 5401 Miller Road</b>
<b>AGENDA SUMMARY:</b>	Approval is requested for granting a variance to Section 7.10.1- Required Sidewalk of the Unified Development Ordinance (UDO) excusing the requirement to install sidewalks in all residential, commercial and industrial developments.
<b>INITIATED BY:</b>	<b>Department of Engineering</b>

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**Recommendation:** Approval is requested for granting a variance to Section 7.10.1. Required Sidewalks of the Unified Development Ordinance (UDO) excusing the requirements to install sidewalk in all residential, commercial and industrial developments.

**Background:** The owner of Whatley Oil Company, represented by Ryan Davis P.E., has requested a variance to the sidewalk requirement. The development is located at the intersection of Miller Court with Miller Road.

**Analysis:** Miller Road is a rural collector with no sidewalk. Miller Court is a fully developed industrial cul-de-sac street with no sidewalks. This area is zoned as LMI and consist of industrial businesses. The proposed business will have large truck traffic as it will serve as the Whatley Oil central fueling facility. Pedestrian activity is discouraged.

**Financial Considerations:** The City or others would be required to construct sidewalk if added in the future.

**Legal Considerations:** Council has the authority to grant variances to Design Standards.

**Recommendation/Action:** Approval is requested for granting a variance to Section 7.10.1.- Required Sidewalks of the Unified Development Ordinance (UDO) excusing the requirements to install sidewalk in all residential, commercial and industrial developments.



**A RESOLUTION**

Item #3.

**NO.**

**A RESOLUTION OF THE COUNCIL OF COLUMBUS, GEORGIA, GRANTING A VARIANCE REQUEST TO THE UNIFIED DEVELOPMENT ORDINANCE (UDO), SECTION 7.10.1. -REQUIRED SIDEWALK, EXCUSING THE REQUIREMENT TO INSTALL SIDEWALK ALONG 5401 MILLER ROAD AND MILLER COURT; AND FOR OTHER PURPOSES.**

**WHEREAS**, the owner of Whatley Oil Company is constructing an industrial business at 5401 Miller Road; and,

**WHEREAS**, the owner represented by Ryan Davis P.E. of Moon Meeks and Associates has requested a variance to the UDO requirement to construct sidewalk along the street frontage; and,

**WHEREAS**, the location of the property is at the intersection of Miller Court and Miller Road; and,

**WHEREAS**, Miller Road has no curb and gutter and no other frontage along Miller Court currently has sidewalk,

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

That a variance be granted at 5401 Miller Road to the UDO requiring sidewalks as part of a development of residential, commercial, and industrial developments.

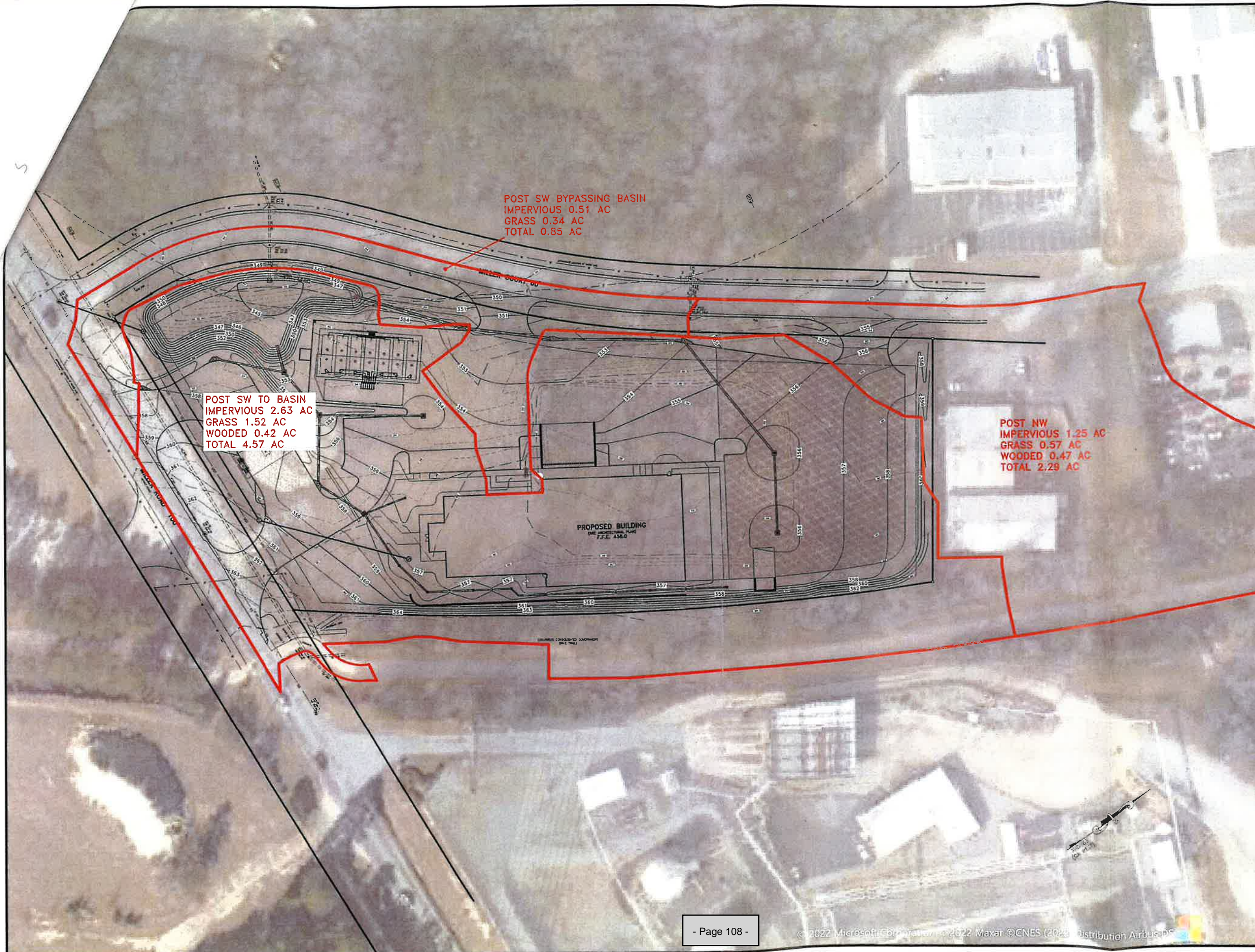
Introduced at a regular meeting of the Council of Columbus, Georgia held on the \_\_\_\_\_ day February 2023 and adopted at said meeting by the affirmative vote of ten members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor





POST SW TO BASIN  
IMPERVIOUS 2.63 AC  
GRASS 1.52 AC  
WOODED 0.42 AC  
TOTAL 4.57 AC

POST SW BYPASSING BASIN  
IMPERVIOUS 0.51 AC  
GRASS 0.34 AC  
TOTAL 0.85 AC

POST NW  
IMPERVIOUS 1.25 AC  
GRASS 0.57 AC  
WOODED 0.47 AC  
TOTAL 2.29 AC

PROPOSED BUILDING  
FOOTPRINT 438.0

MOON MEEKS & ASSOCIATES, INC.  
Civil Engineers Landscape Architects Environmental Consultants  
100 SOUTHERN WAY, SUITE A  
COLUMBUS, GA 31904  
WWW.MOONMEEKS.COM  
PHONE (706) 327-4886

POST-DEVELOPED DRAINAGE MAP  
FOR  
**WHATLEY OIL HEADQUARTERS**  
PART OF LAND LOT 5 OF THE 9TH DISTRICT  
COLUMBUS, MUSCOGEE COUNTY, GEORGIA

PRELIMINARY  
FOR REVIEW ONLY

GSWCC# 53175  
MMA# 2022048  
DATE: 12/02/2022  
SCALE: 1" = 30'

SHEET No.  
**POST**



**File Attachments for Item:**

**4. Columbus Police Department: Donation**

Approval is requested to accept a donation in the amount of \$200 given in support of the Columbus Police Department



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #4.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Columbus Police Department: Donation</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to accept a donation in the amount of \$200 given in support of the Columbus Police Department
<b>INITIATED BY:</b>	<b>Columbus Police Department</b>

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**Recommendation:** Approval is requested to accept one donation in the amount of \$200 given in support of the Columbus Police Department.

**Background:** Mr. Samir Patel, a citizen of Columbus, Georgia, wishes to donate \$200 to the Columbus Police Department. He wants to express his appreciation for the Department for their work and sacrifice to the citizens of Columbus, Georgia. He stated he would like this donation to be used by the Police Department however they deem appropriate.

**Analysis:** The Columbus Police Department will deposit the cash in accordance with policy and maintain records and receipts accordingly.

**Financial Considerations:** The donated funds are for the Columbus Police Department and will be placed within the Department's designated Donation fund.

**Legal Considerations:** The Consolidated Government of Columbus is eligible to receive the funds.

**Recommendation/Action:** Approval is requested to accept one financial donation in the amount of \$200 given in support of the Columbus Police Department.

**A RESOLUTION**

**NO.**



**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT DONATED FUNDS OF \$200.00 FROM MR. SAMIR PATEL ON BEHALF OF THE COLUMBUS POLICE DEPARTMENT, WITH NO ADDITIONAL FUNDS REQUIRED.**

Item #4.

**WHEREAS**, the Columbus Police Department is requesting the acceptance of these donated funds for use within the Department; and,

**WHEREAS**, Mr. Samir Patel donated \$200.00 to the Columbus Police Department, and,

**WHEREAS**, this generous donation expresses his appreciation of the Columbus Police Department; and

**WHEREAS** the Columbus Police Department wishes to express their sincere thanks and gratitude for this display of generosity; and

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:**

That the City Manager is hereby authorized to accept donated funds for the Columbus Police Department's use as designated by the grantor.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the \_\_\_\_\_ day of \_\_\_\_\_ 2023 and adopted at said meeting by the affirmative vote of ten members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor



**File Attachments for Item:**

**5. Environmental Services Agreement**

Approval is requested to enter into a Third Amendment to an existing Environmental Services Agreement with Columbus Power Producers, LLC to allow for the design, installation, and operation of a landfill gas collection system at the Pine Grove Landfill, which is owned by the Columbus Consolidated Government.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #5.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Environmental Services Agreement</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to enter into a Third Amendment to an existing Environmental Services Agreement with Columbus Power Producers, LLC to allow for the design, installation, and operation of a landfill gas collection system at the Pine Grove Landfill, which is owned by the Columbus Consolidated Government.
<b>INITIATED BY:</b>	<b>Department of Public Works</b>

**Recommendation:** Approval is requested to enter into a Third Amendment to an Environmental Services Agreement with Columbus Power Producers, LLC (CPP).

**Background:** It is advantageous for the continued operation of the Pine Grove Landfill to have the landfill gas extracted and used for the purpose of generating electricity for consumer use.

**Analysis:** Extensive analysis has been done by the Public Works Department and Atlantic Coast Consulting to determine the feasibility of this landfill gas project. The Department of Public Works will ensure all work is done to Georgia EPD and CCG standards. CPP, LLC shall, at its sole expense, purchase, design, modify, install, permit, construct, expand, operate and maintain the Collection System at the Landfill pursuant to the terms of the Environmental Services Agreement. The Third Amendment is being entered into to establish new Project Milestones as identified in the Third Amendment, Section 2. Amendment to Section 11.4 Project Milestones which is attached hereto.

**Financial Considerations:** The Landfill Gas that is sold to a third party for use as a fuel, used by the Power Plant, or used to produce Renewable Natural Gas, CPP, LLC shall pay to the CCG (Landfill Owner) the amount of Fifty Cents (\$0.50) for each MMBTU of Landfill Gas increasing five cents (\$0.05)/ MMBTU every fifth anniversary of commercial operations.

**Legal Considerations:** The Columbus Consolidated Government is eligible to receive the payments for the RNG produced by the Landfill.

**Recommendation/Action:** Approval is requested to enter into this Third Amendment to the Environmental Service Agreement with Columbus Power Producers, LLC.



**A RESOLUTION**  
**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
THIRD AMENDMENT TO THE CONTRACT WITH COLUMBUS POWER  
PRODUCERS TO DEVELOP BENEFICIAL USES FOR LANDFILL GAS AT PINE  
GROVE AND SCHATULGA ROAD MUNICIPAL SOLID WASTE (MSW) LANDFILLS.**

**WHEREAS,** The Columbus Consolidated Government (CCG) desires to use the landfill gas produced by Schatulga Road and Pine Grove Municipal Solid Waste Landfills in a beneficial way which would both be environmentally friendly as well as generate revenue for the Integrated Waste Fund;

**WHEREAS,** landfill gas is a greenhouse gas which is regulated by the Georgia Environmental Protection Division and as a regulated must be either used or destroyed to prevent or limit harm to the environment;

**WHEREAS,** effective June 30, 2017 CCG entered into an Environmental Services Agreement with Columbus Power Producers (CPP) to create a beneficial use for landfill gas as a fuel CPP agreed to develop this beneficial use at no cost to the Columbus Consolidated Government (CCG) within certain specified time deadlines;

**WHEREAS,** in June of 2020, CCG and CPP entered into a First Amendment to the Environmental Services Agreement which extended the certain time deadlines specified in the Agreement and proposed that CPP would obtain an agreement with a third party purchaser for the landfill gas which had the potential to increase the revenue shared with CCG from such beneficial use;

**WHEREAS,** on July 15, 2021, CCG entered into a Second Amendment identifying the third party purchaser and agreeing on a new schedule for price escalation during the term of the Agreement; and

**WHEREAS,** CCP has now identified a specific third party purchaser of the landfill gas and received project permitting for the construction of the gas collection system and wishes to update specific time milestones for gas sales and construction of a power plant under the Agreement;

**WHEREAS,** it is to the CCG's advantage to continue with the Agreement to develop a landfill gas extraction system and seek a market for the beneficial use of the gas.

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

The City Manager is authorized to execute the attached Third Amendment to Environmental Services Agreement, with Columbus Power Producers, LLC for the development of a landfill gas extraction system and beneficial use of said landfill gas.



Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_ 2023, and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of Council.

Item #5.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

**6. 2023 Legislative Agenda – Add On:**

Lower Prescription Drug Prices

Approval is requested of the add on resolutions for the 2023 Legislative Session of the Georgia General Assembly, which the Mayor and Council deem appropriate.



## Columbus Consolidated Government Council Meeting Agenda Item

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>2023 Legislative Agenda – Add On:</b>  - Lower Prescription Drug Prices
<b>AGENDA SUMMARY:</b>	Approval is requested of the add on resolutions for the 2023 Legislative Session of the Georgia General Assembly, which the Mayor and Council deem appropriate.
<b>INITIATED BY:</b>	Isaiah, Hugley, City Manager

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**Recommendation:** Approval is requested of the add on resolutions for the 2023 Legislative Session of the Georgia General Assembly, which the Mayor and Council deem appropriate.

**Background:** Each year elected and appointed officials of the Columbus Consolidated Government develop a list of issues important to the citizens of Columbus that requires action by the Local Legislative Delegation. Once approved, a meeting will be held with the Delegation to explain the rationale behind these issues and to solicit their support. The Hometown Connection and Legislative Agenda meeting was held on October 19, 2022.

**Analysis:** Staff, elected and appointed officials were asked to present issues they felt were important to the operation of city government. Research and justification for these issues were presented to the City Manager and a list was prepared for presentation to the Mayor/Council.

**Financial Considerations:** The City is expected to receive additional revenues if many of the issues are passed by the Georgia General Assembly.

**Recommendations/Actions:** Approve those resolution, which the Mayor and Council deem appropriate.



**A RESOLUTION**

No. \_\_\_\_\_

**A RESOLUTION REQUESTING THAT THE LOCAL LEGISLATIVE DELEGATION SUPPORT THE REINTRODUCTION OF H.B.867 FROM THE 2022 LEGISLATIVE SESSION TO LOWER PRESCRIPTION DRUG PRICES FOR GEORGIANS AND ASSURE THAT MORE FUNDS GO TOWARD DIRECT PATIENT CARE.**

**WHEREAS**, The House of Representatives passed H.B.867, known as the "Truth in Prescription Pricing for Patients Act." during the 2022 Legislative Session; and,

**WHEREAS**, H.B.867 requires pharmacy benefits managers to calculate cost sharing requirements for insureds at the point of sale based on the true net cost of prescription drugs, to provide for disclosure of true net cost to insureds; and to provide for the remittance to insureds of the difference in cost sharing payments to insureds based on final net cost.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:**

We hereby respectfully request that the Local Legislative Delegation to the Georgia General Assembly support legislation at 2023 Session to reintroduces the provisions contained in the as the "Truth in Prescription Pricing for Patients Act." which was adopted as H.B.867 in the 2022 Legislative Session in an effort to lower prescription drug prices for Georgians and assure that more funds go toward direct patient care.

Let a copy of this resolution be forwarded by the Clerk of Council to each member of the local delegation to the Georgia General Assembly.

Introduced at a regular meeting of the council of Columbus, Georgia, held the \_\_\_\_ day of \_\_\_\_\_ 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Deputy Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor



**File Attachments for Item:**

**7. Historic Preservation Certified Local Government Grant for Design Guideline Updates**

Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #7.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Historic Preservation Certified Local Government Grant for Design Guideline Updates</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.
<b>INITIATED BY:</b>	<b>Planning Department</b>

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**Recommendation:** Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board

**Background:** The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines. Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions. The Uptown Façade Board design guidelines have not been updated since 2000 and the Board of Historic and Architectural Review design guidelines since 2010.

**Analysis:** Update of the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board would incorporate up-to-date best practices for historic resource preservation in the documents that guide both review board members and applicants in making historic resource preservation decisions.

**Financial Considerations:** The cost of updating the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board is \$25,000 and will be funded by the Certified Local Government grant with the match being supplied by the Historic Columbus Foundation and Uptown Columbus.

**Legal Considerations:** The Columbus Consolidated Government is a Certified Local Government per the Georgia Department of Community Affairs and is authorized to apply for and receive this grant if awarded.

**Recommendation/Action:** Approve the resolution authorizing the City Manager to apply for funds via the Georgia Department of Community Affairs Certified Local Government Grant program to update both the Board of Historic and Architectural Review and Uptown Façade Boards design guidelines and, if authorized, to receive said funds.



**A RESOLUTION**

**NO.**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO RECEIVE FUNDS IN THE AMOUNT OF \$25,000 WITH REQUIRED 40% MATCH PAID BY THE HISTORIC COLUMBUS FOUNDATION TO UPDATE THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW AND UPTOWN FAÇADE BOARD DESIGN ES.**



**WHEREAS**, The design guidelines for the Board of Historic and Architectural Review have not been updated since 2010 and the Uptown Façade Board's since 2000; and,

Item #7.

**WHEREAS**, Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions; and,

**WHEREAS**, The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines; and,

**WHEREAS**, The Historic Columbus Foundation and Uptown Columbus have agreed to provide the required 40% funding match.

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

That the Council of the Consolidated Government of Columbus hereby authorizes and approves the city manager to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with a 40% required match supplied by the Historic Columbus Foundation and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.



Introduced at a regular meeting of the Council of Columbus, Georgia held on the \_\_\_\_\_ day  
of \_\_\_\_\_ 2022 and adopted at said meeting by the affirmative vote of ten members of said  
Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, Mayor



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #7.

<b>TO:</b>	Mayor and Councilors
<b>SUBJECT:</b>	Historic Preservation Certified Local Government Grant for Design Guideline Updates
<b>INITIATED BY:</b>	Planning Department

**Recommendation:** Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.

**Background:** The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines. Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions. The Uptown Façade Board design guidelines have not been updated since 2000 and the Board of Historic and Architectural Review design guidelines since 2010.

**Analysis:** Update of the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board would incorporate up-to-date best practices for historic resource preservation in the documents that guide both review board members and applicants in making historic resource preservation decisions.



**Financial Consideration:** The cost of updating the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board is \$25,000 and will be funded by the Certified Local Government grant with the match being supplied by the Historic Columbus Foundation and Uptown Columbus.

**Legal Considerations:** The Columbus Consolidated Government is a Certified Local Government per the Georgia Department of Community Affairs and is authorized to apply for and receive this grant if awarded.

**Recommendations/Actions:** Approve the resolution authorizing the City Manager to apply for funds via the Georgia Department of Community Affairs Certified Local Government Grant program to update both the Board of Historic and Architectural Review and Uptown Façade Boards design guidelines and, if authorized, to receive said funds.



## A RESOLUTION

Item #7.

NO.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO RECEIVE FUNDS IN THE AMOUNT OF \$25,000 WITH REQUIRED 40% MATCH PAID BY THE HISTORIC COLUMBUS FOUNDATION TO UPDATE THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW AND UPTOWN FAÇADE BOARD DESIGN GUIDELINES.**

**WHEREAS,** The design guidelines for the Board of Historic and Architectural Review have not been updated since 2010 and the Uptown Façade Board's since 2000; and,

**WHEREAS,** Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions; and,

**WHEREAS,** The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines; and,

**WHEREAS,** The Historic Columbus Foundation and Uptown Columbus have agreed to provide the required 40% funding match.

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

That the Council of the Consolidated Government of Columbus hereby authorizes and approves the city manager to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of \$25,000 with a 40% required match supplied by the Historic Columbus Foundation and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.



Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_ 2023, and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

Councilor Allen voting \_\_\_\_\_.  
Councilor Barnes voting \_\_\_\_\_.  
Councilor Cogle voting \_\_\_\_\_.  
Councilor Crabb voting \_\_\_\_\_.  
Councilor Davis voting \_\_\_\_\_.  
Councilor Huff voting \_\_\_\_\_.  
Councilor Garrett voting \_\_\_\_\_.  
Councilor House voting \_\_\_\_\_.  
Councilor Thomas voting \_\_\_\_\_.  
Councilor Tucker voting \_\_\_\_\_.

\_\_\_\_\_  
Sandra Davis, Clerk of Council

\_\_\_\_\_  
Skip Henderson, Mayor





**Executive Committee**

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George G. Flowers

*President*  
John M. Sheftall

*President-Elect*  
Margaret B. McCormick

*Vice Presidents*  
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Betsy B. Ramsay

*Secretary*  
Sally K. Walden

*Treasurer*  
Calvin A. Evans, Jr.

*Immediate Past President*  
Robert N. Kidd

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Mary B. Bradley  
Sally B. Hatcher  
F. Clason Kyle  
Virginia T. Peebles  
M. Garrett Pound  
J. Edward Sprouse

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Bobsie C. Swift  
Catherine B. Trotter  
Harrison C. Wallace  
Dina E. Woodruff

January 23, 2023

Georgia Department of Community Affairs  
2023 Historic Preservation Fund  
60 Executive Park South, NE  
Atlanta, GA 30329

To Whom It May Concern,

On behalf of Historic Columbus, please accept this letter of support for a 2023 Historic Preservation Fund Grant through the Georgia Department of Community Affairs for developing new design guidelines in Columbus, Georgia. These guidelines are essential for our two volunteer boards to function and for our historic resources to be properly protected.

It has been 13 years (2010) since the guidelines for our community's 11 National Register historic districts have been updated and 23 years (2000) for our historic Uptown district. These updates are way past due and Historic Columbus is grateful to our city for making this request to you. Historic Columbus is also pleased to provide a portion of the local required match.

We appreciate your consideration of this request to assist with new design guidelines. If you have any questions, please do not hesitate to contact me by email or phone ([elizabeth@historiccolumbus.com](mailto:elizabeth@historiccolumbus.com) or 706-322-0756). Thank you for all you do to assist our state's cultural arts resources.

Sincerely,

Elizabeth B. Walden  
Executive Director





**TO:** Georgia Department of Community Affairs

**FROM:** Columbus, GA Board of Historic and Architectural Review

**DATE:** January 17, 2023

**RE:** CLG Grant to Update Design Guidelines

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On behalf of the Board of Historic and Architectural Review please accept this letter of support for a 2023 Historic Preservation Fund Grant through the Georgia Department of Community Affairs for developing new design guidelines in Columbus, GA for both our Board (Board of Historic and Architectural Review) and the Uptown Façade Board.

Both boards are currently forced to utilize dated design guidelines that fail to account for new available technologies/techniques as well as updated best practices for historic preservation; our board's design guidelines are over 10 years old while the Uptown Façade Board's are over 20. These proposed updates will help applicants, board members, city/regional commission staff and other stakeholders make informed decisions about historic resource preservation.

Thank you,

Emily Flournoy, Board of Historic and Architectural Review Chairperson

P.O. Box 1340  
420 10th Street  
Columbus, GA 31902

Phone: 706-653-4421  
Fax: 706-653-4534  
Email: [CPCMPO@columbusga.org](mailto:CPCMPO@columbusga.org)  
[www.columbusga.com/mpo](http://www.columbusga.com/mpo)





## 2023 Historic Preservation Fund Application Guide

### I. Introduction

The Historic Preservation Fund grant program is structured to support local preservation efforts and to strengthen the Certified Local Government (CLG) program statewide. Only a federally designated Certified Local Government may apply for funding through this grant program. A list of CLGs can be found under the Files tab of the solicitation.

The grant application is for activities such as historic resources survey, National Register nominations, preservation planning, design guidelines, local designation reports, and information/education projects, historic structures reports, conditions assessment reports, structural assessment reports, preservation plans, architectural drawings, and specifications. Cemetery projects such as cemetery resource/monument surveys, ground-penetrating radar surveys, preservation plans, master plans, or conditions assessment reports are also eligible.

This grant application also supports physical “bricks and mortar” rehabilitation activities for historic site-specific buildings, structures, monuments, and places, including cemeteries and parks. Development project applications must provide the following three items to be considered eligible for HPF grant funding: a legal description of the property, listing in the National Register of Historic Places, and previous documentation of predevelopment/planning activities associated with the resource. At the completion of a development project, a preservation agreement or covenant is required for the property.

The following manual provides guidance for completing the online grant application.

#### **Applicant Information**

The applicant for a Historic Preservation Fund grant must be the local government itself. The Chief Executive Officer must have the legal authority to accept a federal grant on behalf of the local government.

The application must be signed by an authorized representative of the applicant, such as the mayor or city manager.

#### **Eligibility**

All CLGs applying for grant funding must be in good standing with HPD, including being up to date on all CLG evaluations. All CLGs that have submitted their most recent evaluation are eligible to apply, regardless of the evaluation result.



If your community has not completed a historic resources survey or archaeological survey or updated an existing survey since 2008, the CLG is only eligible to apply for a survey project. A list of surveys by county can be found [here](#). Contact [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov) with additional questions regarding the status of your CLG.

**Submittal Information**

Submit all supporting documentation with the application. Applications must be submitted by February 1, 2023. Late or incomplete applications will not be considered for funding.

*Questions? Contact [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov).*



## II. EVALUATION & SELECTION CRITERIA

### SURVEY AND PLANNING PROJECTS EVALUATION & SELECTION CRITERIA

The Historic Preservation Division's Grant Selection Committee will evaluate survey and planning projects and select the Historic Preservation Fund grant projects based on the following criteria:

1. Project or activity is appropriate in relation to previous and/or future preservation activities.
2. Project or activity is consistent with applicable preservation and/or professional standards and methodology.
3. Project or activity fills demonstrated preservation need.
4. Project or activity provides a public benefit.
5. ~~Project or activity is of a type identified by HPD as having a high priority for preservation assistance.~~ \*
5. Statewide distribution of projects in applicant pool.
6. Urgency of need/degree to which the (potential) historic resource/area is threatened.
7. Project or activity is an ongoing, recurring, or concluding project or activity that is identified by HPD as also beneficial to HPD programs/outreach activities.

### DEVELOPMENT AND PREDEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA

The Historic Preservation Division's Grant Selection Committee will evaluate development and predevelopment projects and select the Historic Preservation Fund grant projects based on the following criteria:

1. Resource meets eligibility requirements.
2. Project concept is appropriate for resource.
3. Project design is consistent with applicable preservation and/or professional standards.
4. Project fills demonstrated preservation need.
5. Project provides a public benefit.
6. Resource is exceptionally significant or one of a few surviving examples of an important type.
7. ~~Project or activity is of a type identified by HPD as having a high priority for preservation assistance.~~ \*
8. Statewide distribution of projects in applicant pool.
9. Urgency of need/degree to which the historic resource is threatened.

*\*For the FFY 2023 grant cycle, no project or activity type has been identified by HPD as having a high priority for preservation assistance.*



### III. APPLICATION GUIDANCE

In order to complete the grant application, users must complete three separate forms within GrAAM. They must complete the profile, the application, and a budget. Please review the below information on how to complete specific fields within each online form.

Not all fields mentioned in the following document will be available for you to complete. Only fields relevant to the project type you select will be visible.

For document uploads, only one document can be uploaded per document upload line. If you have multiple documents, you must combine them into one document before uploading. If you need to send additional documentation with your application, please email [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov) for guidance.



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*PROFILE FORM*

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**DUNS/UEI Numbers**

Please provide both the organization's DUNS and UEI (Unique Entity Identifier). If your organization only has one federal identifier at this time, please provide it in the corresponding field.

**GRANT PROJECT MANAGER**

The project manager is the person who 1) will have day-to-day responsibility for the project; 2) will be the liaison between the grant recipient organization and HPD; 3) will ensure that all grant requirements are met; and 4) has authority to make decisions concerning project work or finances. If you plan to hire a consultant to carry out the project, the organization must still appoint a project manager from their organization to whom the consultant will report.

**FINANCIAL MANAGER**

Identify the person who will handle financial documentation and reimbursement requests for the project. The financial manager must be a member or employee of the applicant organization.

Note: the project manager and financial manager may be the same person.



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*APPLICATION FORM*

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*The following pages include direction related to specific questions within the online application form. The item in **BOLD** below corresponds to a question field in the online form.*

*Note: Not all fields mentioned in the following document will be available for you to complete. Questions may populate depending on your response to previous questions.*

**Project Title**

Please provide a project title that is descriptive of the government and work to be completed. For example:

City of Hometown, Historic Resource Survey Phase 2  
or  
Georgia County, Main Street District Design Guidelines

**Additional Personnel**

Please provide the names, titles, and roles of any additional person that will be supporting or involved in the grant project. For example, if the HPC will be reviewing drafts of design guidelines, each HPC member completing that task should be listed.

*Example:*

Name	Title	Role
<b>Sarah Smith</b>	HPC Chair	Review design guideline drafts
<b>Rob Ryan</b>	Procurement Coordinator	Oversee RFP and bidding process
<b>Kate Jones</b>	Regional Commissioner	Provide administrative support to grant manager

The individuals in this table may be included in the budget calculations for any donated labor.

**Project Type**



In the application, select the most appropriate project type based on the descriptions below. You may select only one option. A separate application must be completed if you are applying for two separate project such as development work and a historic resources survey. These two projects cannot be applied for in the same application.

If you are completing multiple Information/Education items that relate to the same project, you may choose the most relevant label and describe the full scope of your project in the Project Description field.

For additional information on project types, visit the Historic Preservation Division website here: <https://www.dca.ga.gov/georgia-historic-preservation-division/technical-assistance>

#### Archaeological Survey and Report

Or data collection of a non-site-specific nature, that lead to the addition of information that will enhance the body of archaeological data for the state or significant regions of the state.

#### Conditions Assessment

A preservation and rehabilitation tool that report that describes, and generally evaluates the existing condition of a historic structure, typically a historic building, and its associated environment. It is a detailed accounting of the material elements and components of a historic structure, including its structural system, exterior and interior finishes, architectural ornamentation and features, and building systems at the particular point in time the report is completed.

#### Construction Drawings

Construction drawings, plans, or specifications to govern future construction work.

#### Design Guidelines

A preservation and redevelopment management tool used to help retain the historic character of a designated historic district (or districts, as they may be developed to cover more than one). Compiled and used in conjunction with a local preservation ordinance, project review by a local preservation commission, and other construction permitting regulations, they help ensure that historic properties are protected and that new construction respects district character.

Design guidelines establish the architectural character context of a historic district by identifying and categorizing existing historic properties and resources. They provide guidance addressing alterations and improvements to those historic properties, for new construction and development, for regulating demolition and dealing with neglected properties, and also recommendations for appropriate maintenance practices. They serve to guide individuals, businesses, architects, designers, as well as the local historic commission, in making consistent and objective decisions involving work and development within the historic district.

#### Development (Construction)

Bricks and mortar construction, repair, or rehabilitation of a historic structure. In order to qualify for a development project, the property must be listed in the National Register of



Historic Places. All development projects are required to complete a preservation easement or agreement at the completion of the project.

#### Historic Resources Survey

Historic resources surveys collect and record information about extant historic resources, usually on a county-wide, community-wide, or neighborhood-wide basis. City or county governments generally undertake surveys for their communities as a first step in documenting historic resources for planning purposes. Historic resource surveys in Georgia should be completed according to standards and parameters defined in the Georgia Historic Resources Survey Manual.

#### Historic Structure Report

A preservation and rehabilitation tool that thoroughly documents the history and material elements of a historic structure, typically a historic building, and its associated environment, evaluates its existing condition, and provides the general recommendations necessary to responsibly deal with existing issues and concerns about the structure in consideration of its current and potential adaptive use(s).

A Historic Structure Report may be commissioned as a stand-alone document or as part of a more comprehensive planning activity for a historic property. As a stand-alone document, a Historic Structure Report may be developed in order to understand in detail a historic property's physical character, evolutionary development, and the issues or challenges involved in maintaining it. In the context of more extensive preservation planning, all Preservation Plans for a Historic Property should include a Historic Structure Report as a major component and, therefore, there are certain similarities between these two types of documents, as well as with associated reports, such as Condition Assessment Reports and Structural Assessment Reports.

#### Information/Education Brochure

#### Information/Education Workshop

#### Information/Education Website

#### Information/Education Other

#### Master Plan

A planning document that is the culmination of all the activities and documentation associated with the overall management of a historic site. A Historic Site Master Plan should be developed as early as possible in the process of determining the future preservation of a property. It should include the ideas, goals, and visions of all the actively interested parties involved in the reservation process while also looking to the future so other appropriate ideas may be incorporated at a later date. Primarily, though, the Historic Site Master Plan should provide the guidance, year-after-year, to use, manage, and protect the property in its historic context. It should be a much-used reference tool that is regularly revised and updated as circumstances warrant, but which ultimately keeps the organization administering the historic property continually on the right course.

National Register District Nomination nominations, multiple property nominations, or amendments to existing districts or multiple property areas where the nomination needs to be



updated to comply with current standards. HPD strongly advises applicants to discuss with HPD staff the National Register eligibility of the project **before submitting an application**. National Register nominations must be completed on computerized forms provided by HPD. National Register Nominations for individual properties are not eligible for HPF funding.

Applications should describe the expected community impact/public benefit from nomination. Those applying for a grant to complete a National Register nomination for a proposed historic district must submit a copy of a current (dating to within three years) eligibility letter received from HPD's National Register staff with the application. If an eligibility letter has not been obtained or is out of date, then preliminary information must be submitted and an official eligibility determination letter from HPD's National Register staff must be received **PRIOR** to applying to this grant program. **Please contact [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov) before submitting any documentation related to National Register eligibility that relates to this grant project.**

After talking with HPD staff regarding eligibility documentation, plan accordingly to allow 45 days for HPD National Register staff to review and return an eligibility letter. If a proposed historic district has been previously identified as potentially eligible as part of an HPD-approved Georgia Historic Resources Survey or environmental review project, preliminary information for the district must still be submitted and HPD's National Register staff and an eligibility letter must be received prior to applying to this grant program. Georgia's National Register of Historic Places Preliminary Assessment of Eligibility Applications for proposed historic districts are available on HPD's website. For further guidance, see HPD document "National Register District Nomination HPF Grant Application Guidance," and for a sample project Scope of Work, contact [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov).

You must contact HPD in the event that preliminary documents are being submitted for an official eligibility determination letter at [hpgrants@dca.ga.gov](mailto:hpgrants@dca.ga.gov).

#### **Formal Letter of National Register Eligibility**

If a previous determination of eligibility has been provided, that letter must be attached as part of the digital application.

#### **Preservation Plan**

A Preservation Plan for a Historic Property is a planning and management tool that assembles information about a historic resource (including buildings, sites, structures, and archaeological resources) in order to provide the necessary information to responsibly deal with existing issues and concerns about the resource and plan for its future, guide implementation of recommendations resulting from the plan, and act as a reference source. It is a comprehensive document or series of documents that guides the development, prioritization, and implementation of repair, rehabilitation, and restoration projects, directs the use and maintenance of the historic property, and functions as a primary source of archival information for planning and reference. A Preservation Plan for a Historic Property integrates all other preservation planning activities, which may be developed separately, such as Historic Structure Reports, Conditions Assessment Reports, archaeological investigations, maintenance plans, and technical reports.



Preservation Planning Other projects relating to other areas of historic preservation planning not listed above.

Other such as local preservation handbooks, heritage education or heritage tourism materials and other activities which are designed to enhance the knowledge and appreciation of historic preservation within Georgia.

If Other is selected, you must provide a short description of your project type in the field Project Type: Other that will display.

### **Resource Type**

Select the most relevant category that describes the resources impacted by your project. You may select multiple choices. If completing an Information/Education Project not related to a specific building, site, or object, select Other as the resource type.

### **Project Location**

Describe where the project will take place. Describe the project area, such as the name and general boundaries for a local historic district if you are applying for design guidelines. Describe the general area location for a National Register district nomination. If you are applying for a preservation plan or master plan for a single site, enter N/A and provide a description of the property in the "Property Description" field.

### **Property Description**

Provide a brief description of the property, including architectural features, style, physical condition of the property (interior and exterior). Describe all structures on the property. Indicate the historic material remaining on the property and the surroundings or setting in which the property is situated. Describe the details of significant features, finishes, and materials. Is the property an example of a rare historic resource type? Provide a description of the current use of the property and what the property will be used for once this project and future bricks and mortar rehabilitation is completed.

### **Property Address**

List the street address (not post-office box) of the property. If no street address is known, please provide the parcel number. If the application is for a preservation or master plan covering multiple properties, enter "Multiple, see comments at end of application." At the end of the application enter in the addresses or area focus for the project. For example, enter "Property Address: Multiple properties located at 111 Maple Street and 109 Maple Street."

### **Property Parcel Number**

Provide the parcel number provided by the local county tax assessor's office.



**Applicant (owns/leases/neither owns nor leases) the property for which grant assistance is being sought**

Indicate the ownership status of the property for which grant assistance is sought. Properties and resources owned or controlled by a church, religious denomination or sectarian institution are not eligible for grant funding.

If the applicant leases the property for which grant assistance is being sought, you will be required to provide the owner's name and address, list the term of the lease, and provide a copy of the lease agreement. Note that the property owner also must provide a letter of support for the application.

**Property Owner Information**

If the property owner is not the grant applicant, please supply the contact information of the property owner.

**Formal Property Description**

Provide a copy of the property description from the deed of ownership.

**National Register of Historic Places Name**

If the property is listed in the National Register of Historic Places, please supply the official National Register property name. If the property is located within a National Register of Historic Places district, list the district name. In order to qualify for a development project, the property must be listed in the National Register of Historic Places.

**Other Name(s) of Historic Property**

Please provide any other historic names the property has been associated with.

**Project Description**

Describe the scope of the project. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Include a project methodology, briefly stating how the project will be conducted, what standards or procedures will be followed (for example, using state survey forms and procedures, documenting to National Register standards, following growth strategies minimum standards), and referencing any previous survey work or National Register listings in the area. Also, state the role/proposed duties of the local historic preservation commission in the project, such as conducting the project, reviewing drafts, serving on a project task force, etc. Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe the specific results of your project, including any pertinent information about the format (for example, forms, CDs, written reports, etc.), the number of copies, specific products to be produced, etc.



If the project is a phased project, the responses should relate to only the phase being applied for with this application. Information regarding additional phases may be provided minimally for context.

#### FOR HISTORIC RESOURCES SURVEY:

A historic resources survey is often the first step a community takes in a series of preservation activities. A survey is an inventory of historic resources that includes buildings, structures, sites, and objects. For the purposes of the Georgia Historic Resources Survey program, all resources that are 40 years of age or older, regardless of integrity, condition, and whether they are contributing or non-contributing to a historic district, are recorded in order to provide a longer lifespan for the survey than does the previously used 50 years of age or older guidance. Historic resources documented through surveys funded via this grant program must be entered into GNAHRGIS, Georgia's online GIS database. It is important to remember that CLGs are required to maintain a system for survey and inventory of historic properties as part of their CLG requirements. If your city or county has not completed a recent update to your historic resources survey (within the past 15 years), what has prevented this from happening? Does your community have a plan for maintaining/updating survey data on a regular basis moving forward? How will the proposed survey project factor into/support this plan and the community's system of survey?

Surveys are completed within a pre-defined, contiguous geographic boundary informed by the goals of the survey. Typically, this is county-wide, city-wide, or in some cases neighborhood wide. We require that tax data be referenced to determine all resources 40 years of age or older located within the proposed geographic boundary, and the total number of resources that meet this age requirement be included in the project description as the estimated number of resources to be surveyed. Applications must also include a map with legible street names and an identified, clear cut survey area boundary that can be justified. This justification is typically based on city or county limits, neighborhoods, or physical features – such as a river or major highway. If the application proposes a different approach to survey (such as a thematic survey), please contact HPD prior to submission to discuss. Projects may be phased; however, funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall timeframe of the project should be carefully planned and presented in the grant application. For further guidance on historic resource surveys, see HPD document “Georgia Historic Resources Survey Manual;” a sample project Scope of Work, can be provided on request.

#### **Description of Survey Area Boundaries**

Provide a brief narrative description of streets, roads, or natural barriers that will define the edge of the survey area. For example: The survey area is bounded by Main Street to the north, Broad Street to the south, 14<sup>th</sup> Street to the east and 1<sup>st</sup> Street to the west.

#### **Estimated Number of Resources to Be Surveyed**

Provide the number of parcels that will be surveyed with the grant funding. Utilize tax assessor data and previously conducted surveys to count the number of parcels that are 40 years of age or older within the defined survey area. HPD recommends that this number does not exceed



500 resources due to the grant cycle timeline.

### **Map of Proposed Survey Area**

A map of the survey area must be provided. The map should include the entire survey area with street names legible and the survey boundary clearly marked. Please limit the map to show only the survey area. You may provide additional maps that show other relevant areas such as local historic districts or National Register districts; however, these should not be overlaid onto your survey boundary map.

### **Project Need**

The project need should state the goals of the project and include explanation of why the project activity and work product is important for preservation or associated interests related to the subject resource, area, or community, how it will further those interests, how it fits with other completed or future survey/preservation planning projects, an explanation of the project's immediacy, and the public benefit resulting from the project. Narrative should also address any physical or developmental threats to the property, how to address those threats, and the necessity to complete the project at this time.

For survey applications, consider providing the following information. If your city or county has not completed a recent (within the past 15 years) update to your historic resources survey, what has prevented that from happening? Does your city or county planning department support the use of your historic resource survey for planning decisions? Have you made your historic resources survey(s) accessible to the public by offering paper copies at the city hall, planning office, public library, etc.? Do you intend for this survey project to become a visible part of your community outreach by making it part of your website and additional efforts for public outreach?

### **Project Schedule**

The project schedule should be carefully planned so that all project work can be completed by **September 30, 2024**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Consultants should be hired, and the first phase of the project should be underway by **December 31, 2023**. HPD will require preliminary materials to be submitted by **April 1, 2024**, the final draft by **June 1, 2024**, and the final product by **August 15, 2024**.

### **Project Funding and Support**

Summarize the existing financial capability to complete/not complete the project and how the HPF grant fits into the project funding structure. Explain whether the project could be successfully completed with a partial award and explain if it could be completed without grant funding. What are the contingency plans if the HPF grant is not or partially awarded?

Explain the public's role, if any, in the project, how the public will be informed of the project, and/or how the public information materials produced with the grant will be distributed. Describe the preservation commission's role in the project.



### **Additional Comments**

Use this field to provide any additional information or comments are necessary for HPD to review your project.

### **Funding Summary Section**

CLG grants are 60/40 matching grants. Grants are reimbursable for up to 60% of the total project cost. The applicant is responsible for providing 40% of the project cost as match. The applicant must be prepared to finance the project through the lifecycle, and then be reimbursement for 60% of project expenses at the time of reimbursement request.

HPD recommends including all project expenses, including donated labor, as part of the application budget. If additional federal funds become available or federal funds need to be reallocated, priority may be given to awardees that provide more than 40% of the project cost in match.

### **Grant Amount Requested**

Include the amount of federal funding being requested. The maximum award is \$25,000. The grant amount requested cannot be more than 60% of the total project cost.

### **Cash Match**

A cash match is not required, however a local match of 40% of the total project cost is required. Please note how much cash match will be contributed.

### **In-Kind Match**

An in-kind match is not required. In-kind match can be donated supplies, materials, labor, etc. If donated labor is included as part of the budget, applicants must submit a Rate of Pay Verification form for each person donating labor. The hours of donated labor per person will be required in the budget table.

### **Resolution**

A resolution authorizing the submission of the application and attesting to matching funds availability is required. It is recommended that the resolution also authorize the acceptance of the grant if awarded by the Historic Preservation Division. The resolution should have original signatures. If a signed resolution is not available at the time of the application, a draft resolution may be submitted. A signed resolution may be provided after close of the application, before HPD has made awards.

### **Property Photographs**

Photographs of the property or representative photographs of the area may support your application. Photos should be representative of the information given in the application concerning the historical and architectural significance of the resource, the condition, and threats to the resource. Each photo should display a different view which should be labeled (i.e. north façade) and structures should be identified if there are multiple structures.



Photographs are required for development projects. Include any maps, site plans, floor plans, and applicable photos that are keyed to these documents. If possible, provide a map showing the location of the property. Exterior photos should show each exterior elevation of the property and views should be identified and keyed to a site plan which has the north direction clearly marked. Interior photos should show each major room or those involved in the project, be labeled, and keyed to a floor plan. Location maps must have the property exactly and clearly marked. Each of the three hard copies of the application and the digital copy submitted should include an attached set of photographs. Clear photocopies of photographs are acceptable.

#### **Predevelopment Documents**

If planning or predevelopment documents (such as a master plan, feasibility study, preservation plan, historic structures report, archaeological survey report, or plans and specifications) have been prepared for the property, please submit a copy. This is required for any construction or development project.

#### **Letters of Support**

A letter of support from the local historic preservation commission is required, and other local groups or citizens may provide letters of support.

#### **Letter of Support from Property Owner**

Required for National Register nominations, construction projects, and archaeological reports if the property owner is different from the applicant.

#### **Additional Documentation**

Use this field to provide any additional documentation. Please name the file in a manner that translates the contents of the document.



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## BUDGET FORM

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### GENERAL BUDGETING REQUIREMENTS

Average grant awards from the HPF grant program range from \$10,000 to \$20,000. The award range is \$1,000 to \$25,000. Matching share should be a minimum of 40% of the total project cost. The grant funds must be matched by local, non-federal funds. The matching funds may consist of cash, donated labor, or donated materials. At least part of the match is encouraged to be cash, and the applicant is encouraged to provide as much cash match as possible.

HPD recommends including all project expenses, including donated labor, as part of the application budget. If additional federal funds become available or federal funds need to be reallocated, priority may be given to awardees that provide more than 40% of the project cost in match

HPF grant funds are reimbursable grants. The grant recipient will need a cash commitment strong enough to keep the project running. Invoices for reimbursement may be submitted as often as monthly and can be paid upon approval of project work completed. All invoices will be reimbursed at a rate of 60% of costs documented. Final payment amounts up to 25% of the grant will be withheld pending approval by HPD staff of completed work.

### BUDGETING CATEGORIES

#### Personnel

Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share.

Personnel performing grant duties as part of their paid positions cannot be reimbursed for their labor. Labor from paid professionals performing grant duties as part of their paid position can donate their labor to the project. Only time that is directly paid to an individual hired for the grant project and not paid from another source qualifies as paid labor. For example, an intern is hired to photo-document the site and will be paid via this fund, qualifies as paid labor.

Volunteers who are contributing their time to the project related to their volunteer roles cannot be paid from the grant. Volunteers can donate their time according to the hourly rates below. Untrained volunteers may claim only the current hourly minimum wage (\$7.25); trained volunteers may claim \$12.00 to \$30.00 per hour depending on training; and professionals donating professional services may claim their normal hourly rate up to \$92.16 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Coordinator after project award. No individual, including staff, consultants or volunteers donating time, may claim an hourly salary higher than \$92.16. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than \$92.16 per hour or, instead, may charge a lump sum fee for the project.



Unskilled Volunteer	Minimum Training	Medium Training	Extensive Training	Professional
<b>\$7.25</b> per hour; federal minimum wage. For a volunteer with no related training or experience.	<b>\$12.00</b> per hour. For a volunteer with minimum related training or experience.	<b>\$21.79</b> per hour. For a volunteer with related training or experience.	<b>\$30.00</b> per hour. For a volunteer with extensive experience or training related to the volunteer work.	Up to <b>\$91.16</b> per hour, the maximum amount currently allowed by federal regulation.
Minimum wage for such volunteers is required by federal regulations.	<b>Example:</b> Training given during the project, preservation commission member with no training and up to one year of experience.	<b>Example:</b> Preservation commission member with one year or more experience, previous work on a similar HPF grant, or college level courses in history, preservation, or related field.	<b>Example:</b> City historian, chairman of preservation commission, college major in history, preservation, or related field, or significant previous experience with similar HPF grant. Typically, this level would be used for the project manager or principle investigator.	This individual must provide documentation of his/her <i>normal</i> rate of pay for those professional services offered. We will reimburse at that amount up to a ceiling of \$92.16 per hour.



## HOW TO ACCESS THE BUDGET FORM

1. Once your main application is complete, save and scroll down to the “Application Budget” section. Using the “Actions” button, release the drop-down that allows you to edit both the budget and goals. Note: Selecting edit will open-up a new window in your browser.

Application Budget and Goals

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	03/15/2021	Draft	\$0.00	<div> <div></div> <div>Edit Budget &gt;</div> <div>Edit Goals &gt;</div> </div>

Showing 1 to 1 of 1 entries

1 Next

Reload

2. When editing your budget, click on the budget categories (Personnel, Supplies, Construction, Contractual) to expand the table.
3. A table will populate for you to enter your line item budgets.

	Ext Cost	Direct Cost	Ind Cost	Cost Share
<b>Personnel Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Name	Type (Paid/ Donated/ Volunteer)	0.00	\$0.00	\$0.00	\$0.00		Cost Share

[Add Row](#)



4. To remove a row, right-click on the desired row and select “Remove Row”. Be careful to NOT select the gears as this will allow you to delete the entire table – eliminating your ability to add costs to the budget category.

				<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>Engagement Personnel Totals:</b>				\$0.00	\$0.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
ESG Street Outreach	Engagement Personnel	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
		0.00	\$0.00	\$0.00	\$0.00		

⊞ Add Row

Insert row above  
 Insert row below  
 Remove row

5. Once you have completed inputting the budgetary figures, select “Save Changes”.

Save Changes

Discard Changes

6. Following, complete the budget narrative. This narrative should explain or justify the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Be sure to save your narrative.

Budget Narrative

Enter your budget narrative below.

<> H1 H2 H3 B I U
   
 [List Bulleted] [List Numbered] [List None] [List Toggle] %

Save Narrative

8000 characters remaining



7. When done, scroll back to the stop of the screen and select “Return to Application.” This will navigate you back to the Application Home Page.

### Application Budget for Atlanta Housing Organization

Program: TEST - ESG Street Outreach FY 2021

Project name: Atlanta Outreach Program

[Return to Application](#)

8. Now you are ready to submit your application. On the following screen, select “Application Process”.

Application Submission

To begin, click the “Application Process” button below. When you return to this Homepage, you can see the status submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Atlanta Outreach Program

Created on 03/15/2021

[Application Process](#)

9. At the top of the next screen, you will find a green button that says “Submit”. Select this option to submit your application. If you do not complete this step, your application will not be complete.



### Atlanta Outreach Program

Order by: [Newest to Oldest](#)

[Application Process](#)

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

To create a budget for this application, please go to the **Application Budget and Goals** section below.

[Submit](#)



## COMPLETING THE BUDGET FORM

### Direct Cost, Indirect Cost, and Cost Share

**Direct Cost:** Items paid in cash by the local government that will be reimbursed by HPD. The direct cost totals should equal the amount of the grant requested.

**Indirect Cost:** HPD does not allow for indirect costs as part of this grant. No values should be input into this category.

**Cost Share:** Local match. Can be either cash or in-kind expenses.

### Personnel Table

When creating the personnel table, there will need to be a line item for each individual contributing labor to the grant project. Please provide the following information in the columns:

- Title = Name of person donating labor, title, and organization
- Description = Describe the type of labor being provided. Volunteer is provided by a non-paid community member. Paid is labor paid to an individual not under contract or paid by another organization to provide services to the grant. Donated is used for a professional being paid by another organization.
- Units = Number of hours anticipated working on the grant
- Unit Cost = Hourly rate or hourly valuation of individual
- Extended Cost = Units X Unit Cost. This field should auto-populate.
- Cost = Units X Unit Cost. This field should auto-populate.
- GL Code = Anticipated actions and activities related to the grant the individual will complete
- Item Type = Direct cost for cash expensed to be reimbursed by the grant. Cost Share for cash and in-kind expenses serving as local match.

				<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>Personnel Totals:</b>				\$0.00	\$0.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Name	Type (Paid/ Donated/ Volunteer)	0.00	\$0.00	\$0.00	\$0.00		Cost Share

[Add Row](#)





### Contractual Table

All columns need to be completed for the contractual table.

- Title = Activity undertaken
- Description = Description of services
- Units
  - For survey projects, this is the number of parcels that will be surveyed
  - For non-survey projects, use 1 to indicate a lump sum price
- Unit Cost
  - For survey projects, this is the dollar per resource estimate
  - For non-survey projects, use the estimated project cost
- Extended Cost = Units X Unit Cost. This field should auto-populate.
- Cost = Units X Unit Cost. This field should auto-populate.
- GL Code = Cash or In-Kind Expense
- Item Type = Direct cost for cash expensed to be reimbursed by the grant. Cost Share for cash and in-kind expenses serving as local match.

If the consultant costs exceed the grant amount, the local government anticipates paying cash for the remaining service balance. This would be considered match, or a cost share. To document that in the budget table, you will need to create two-line items for the same service. For the first line item, the extended cost and the cost should equal the amount of the grant requested, with the item type of Direct Cost. For the second line, the remaining balance of the consultant service should be documented in the Extended Cost and Cost column with the item type of Cost Share.

Contractual Totals:				\$9,000.00	\$9,000.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Consultant Services	Fieldwork, GNAHRGIS entry, final report	180.00	\$50.00	\$9,000.00	\$9,000.00	Cash	Direct Cost
Consultant Services	Fieldwork, GNAHRGIS entry, final report	50.00	\$50.00	\$2,500.00	\$2,500.00	Cash	Cost Share

[Add Row](#)



### Budget Narrative

All major costs identified must be explained in the budget. Line item descriptions should be descriptive to provide justification of the expense.

Use the budget narrative section to provide additional detail and support to the expected costs of your project. For all projects, HPD recommends conducting market research to determine an average rate of service for project similar to those being undertaken with the grant. This section should document the market research efforts. Documentation can be brief such as:



- Construction fees for roof replacement based on quote from XYZ Firm for a project of this size.
- Consultant fees for historic structures report based on the cost of XYZ's completed project that is similar in scope of product and size of historic resource.



**File Attachments for Item:**

**8. Solid Waste Infrastructure for Recycling Grant**

Approval is requested to submit and accept grant funding to the Environmental Protection Agency for the Reimbursement of up to five million dollars for both a Citizen Drop Off Area and a Biosolids Composting Area.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #8.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Solid Waste Infrastructure for Recycling Grant</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to submit and accept grant funding to the Environmental Protection Agency for the Reimbursement of up to five million dollars for both a Citizen Drop Off Area and a Biosolids Composting Area.
<b>INITIATED BY:</b>	<b>Public Works</b>

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**Recommendation:** Approval is requested to apply and accept grant funding from EPA's Solid Waste Infrastructure for a Recycling Grant.

**Background:** The Environmental Protection Agency seeks to offer funding for the needed solid waste infrastructure expansion in the United States to increase Waste Diversion and extend the life of MSW (Pine Grove) Landfill.

**Analysis:** The Department of Public Works researched and found available grant funding offered through The Environmental Protection Agency. The grant is a reimbursement for the construction of both projects after they have been completed.

**Financial Considerations:** The Environmental Protection Agency offers grant funding in various amounts to local governments to expand waste diversion infrastructure in the United States. The grant for CCG is up to Five Million dollars for the construction of infrastructure that promotes waste diversion. This is a reimbursement grant funded after the construction has been completed.

**Legal Considerations:** The Columbus Consolidated Government is eligible to receive the grant funding offered by The Environmental Protection Agency without any matching funds.

**Recommendation/Action:** Approval is requested to apply for the grant funding.

**RESOLUTION  
NO. \_\_\_\_\_**



**A RESOLUTION AUTHORIZING THE APPLICATION FOR GRANT FUNDING FOR WASTE DIVERSION AND RECYCLING TO ALLOW FOR THE EXPANSION OF THE COLUMBUS CONSOLIDATED GOVERNMENT’S CITIZEN DROP OFF AREA AND COMPOSTING PROGRAM.**

Item #8.

**WHEREAS**, The Columbus Consolidated Government (CCG) desires to provide citizens with the opportunity to divert recoverable materials from the Pine Grove Landfill;

**WHEREAS**, the ability to provide citizens with the ability to compost and dispose of their waste safely is critical to the extension of Pine Grove Landfill’s life;

**WHEREAS**, the Environmental Protection Agency is granting funds without any matching funds to deliver needed waste diversion infrastructure in the United States to increase material recovery:

**WHEREAS**, grant funding is available to support Columbus Consolidated Government’s Waste Diversion program;

**WHEREAS**, the Environmental Protection Agency has been identified as a partner for waste diversion infrastructure for communities seeking to expand their solid waste infrastructure and programs; and

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

The City Manager is authorized to apply for grant funds from The Environmental Protection Agency to reimburse the costs for the construction and expansion of Columbus Consolidated Government’s composting and drop off areas.

\_\_\_\_\_

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 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 Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Cogle voting	_____.







**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** Solid Waste Infrastructure For Recycling (SWIFR) Grant Program for Political Subdivisions of States and Territories.

**ACTION:** Request for Applications (RFA)

**FUNDING OPPORTUNITY NUMBER:** EPA-I-OLEM-ORCR-23-03

**Assistance Listing No:** 66.920

**KEY DATES:**

<b>Nov. 14, 2022</b>	RFA OPENS
<b>Dec. 5 and 7, 2022</b>	INFORMATION SESSION SERIES #1
<b>Dec. 13 and 19, 2022</b>	INFORMATION SESSION SERIES #2
<b>Jan. 16, 2023</b>	RFA CLOSSES – APPLICATIONS DUE BY 11:59 PM (EST)
<b>April 2023</b>	ANTICIPATED NOTIFICATION OF FUNDING SELECTION
<b>Oct. 2023</b>	ANTICIPATED AWARD

**APPLICATION SUBMISSION DEADLINE:** Application packages must be submitted electronically to the EPA through [Grants.gov](https://www.grants.gov) ([www.grants.gov](https://www.grants.gov)) no later than **January 16, 2023, at 11:59 p.m. (EST)** in order to be considered for funding.

To allow for efficient management of the competitive process, the EPA requests submittal of an informal Notice of Intent to Apply by **December 15, 2022** to [SWIFR@epa.gov](mailto:SWIFR@epa.gov). Please include your approximate funding amount, the track under which you are applying (refer to *Section I.F: Program Tracks* for more information), and one to two sentences about the scope of your project. Submission of an Intent to Apply is optional; it is a process management tool that will allow the EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications.

**Note** - Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner”, please carefully review Appendix A of [EPA’s Contracts and Subawards Solicitation Clause](#) that are incorporated by reference in this announcement (refer to *Section III.D: Named Contractors and Subrecipients*). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA’s rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor’s role in preparing an application or prior relationships with the contractor that were not established in compliance with competitive procurement requirements. Note that these competitive procurement requirements apply with equal force to contractual relationships established prior to or after the award of EPA funds.



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## **SECTION I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

Approximately half of global greenhouse gas emissions are the result of natural resource extraction and processing.<sup>1</sup> Increasing recycling reduces climate, environmental, and social impacts of materials use, and keeps valuable resources in use instead of in landfills. Municipal solid waste management has long suffered from a lack of investment. Some communities that lack waste management infrastructure do not have curbside waste collection services, recycling, or composting programs, which increases the burden on our landfills, decreases their capacity, and increases greenhouse gas emissions. For example, more than one-third (nearly 100 million tons) of the U.S. municipal waste stream is organic waste. The production and current management of organics contributes to a broad range of environmental impacts, including climate change, air pollutants, water scarcity, biodiversity loss, and soil and water quality degradation. For example, producing, grading, packing, processing, distributing, retailing, and preparing the amount of food that is currently wasted annually in the U.S. contributes greenhouse gas (GHG) emissions equivalent to that of 42 coal-fired power plants and requires enough water and energy to supply more than 50 million homes each year.<sup>2</sup> When food waste and other organics go to the landfill, they release methane, a powerful greenhouse gas. In 2020, 14.5% of human-related methane emissions came from landfills.<sup>3</sup> Mismanaged waste also can compound health, economic, and undesirable social conditions in historically underserved and overburdened communities.

To reduce the impacts of materials and strengthen the U.S. recycling system, the EPA and others have undertaken significant efforts to advance the circular economy in the United States. In 2015, the EPA and USDA announced the [U.S. 2030 Food Loss and Waste Reduction Goal](#), seeking to cut food loss and waste in half by the year 2030. In 2020, the EPA announced the [National Recycling Goal](#) to increase the U.S. recycling rate to 50 percent by 2030 and to galvanize efforts to strengthen the U.S. recycling system. One year later, the EPA released the [National Recycling Strategy: Part One of a Series on Building a Circular Economy for All](#), the same day that funding was made available to support the strategy when the [2021 Bipartisan Infrastructure Law \(BIL\)](#) was signed into law. The National Recycling Strategy proposes building a circular economy to reduce material use, redesign materials to be less resource intensive, and recapturing “waste” as a resource to manufacture new materials and products. This vision and strategy for a circular economy aligns with the language and the goals identified in the Save Our Seas 2.0 Act regarding solid waste infrastructure and management in the United States.

The Solid Waste for Infrastructure (SWIFR) grant program funded through the BIL is an historic investment in the health, equity, and resilience of American communities. The unprecedented funding provided by the BIL through the SWIFR grants will assist local waste management authorities by supporting improvements to local post-consumer materials management, including municipal recycling programs, and assisting local waste management authorities in making improvements to local waste management systems. The SWIFR grant program provides a critical opportunity to fund a range of high-

<sup>1</sup> Data from the 2019 Global Resources Outlook Report published by UN Environment.

<https://www.resourcepanel.org/reports/global-resources-outlook>

<sup>2</sup> More information available in the EPA’s 2021 Report titled From Farm to Kitchen: The Environmental Impacts of Food Waste (Part 1), available at [https://www.epa.gov/system/files/documents/2021-11/from-farm-to-kitchen-the-environmental-impacts-of-u.s.-food-waste\\_508-tagged.pdf](https://www.epa.gov/system/files/documents/2021-11/from-farm-to-kitchen-the-environmental-impacts-of-u.s.-food-waste_508-tagged.pdf)

<sup>3</sup> <https://www.epa.gov/lmop/frequent-questions-about-landfill-gas#:~:text=MSW%20landfills%20are%20the%20third,use%20a%20significant%20energy%20resource.>



impact projects to increase recycling, reduce contamination, and promote a circular economy for sustainable materials management by making much-needed investments in solid waste management infrastructure.

The SWIFR Grant Program is a covered program under the Justice40 Initiative, which aims to deliver 40 percent of the overall benefits of climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities. More information on Justice40 at the EPA can be found at: [www.epa.gov/environmentaljustice/justice40-epa](http://www.epa.gov/environmentaljustice/justice40-epa).

There are three types of grants within the SWIFR program, which are designed to fund a range of projects that will enable EPA to help states, territories, tribes, local governments, and communities advance from “where they are” to significantly transform their recycling and materials management infrastructure.

1. **SWIFR Grants for States and Territories** will provide states and territories with capacity building grants to support their long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a Circular Economy for materials. Territories also will be able to utilize funds for equipment and construction related costs as part of their implementation of plans.
2. **SWIFR Grants for Tribes and Intertribal Consortia** will provide funds for tribes and intertribal consortia to develop or update plans focused on encouraging environmentally sound post-consumer materials management; establish, increase, or expand materials management infrastructure, and identify, establish, or improve end-markets for the use of recycled materials.
3. **SWIFR Grants for Political Subdivisions** will establish, increase, expand, or optimize collection and improve materials management infrastructure; reduce contamination in the recycled materials stream; and identify, establish, or improve end-markets for the use of recycled materials.

This RFA is for the SWIFR sub-grant program for Political Subdivisions. This RFA is only applicable to the first round of funding described under this document and does not pertain to the entire three-year grant program. The total estimated funding for this competitive opportunity is approximately \$40,000,000. The EPA anticipates awarding approximately 25 assistance agreements, with at least one award per EPA Region, depending on the quality of applications received. The minimum individual award amount is \$500,000 and the maximum individual award is \$4,000,000 for the grant period, which is up to three years. Refer to *Section II: Award Information* of this announcement for more information. In alignment with the [Biden Administration’s Justice40 Initiative](#), up to 40%, or \$16,000,000, of the benefits, which in this program is defined as investments, will be set-aside specifically for awards to disadvantaged communities (refer to *Section III.A: Eligible Applicants* for more information).

Materials and waste streams considered under this announcement include: municipal solid waste (MSW), including plastics, organics, paper, metal, glass, etc. and construction and demolition (C&D) debris. In addition, materials and waste streams considered include the management pathways of source reduction, reuse, sending materials to material recovery facilities, composting, industrial uses (e.g., rendering, anaerobic digestion (AD)), and feeding animals.



## B. Statutory/Regulatory Authority Criteria

The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), provides \$275,000,000 for grants authorized under Section 302(a) “Post-Consumer Materials Management Infrastructure Grant Program” of the Save Our Seas 2.0 Act ([Public Law 116-224](#)) as codified at 33 U.S.C. 4282(a). The BIL funds will be available to EPA at \$55,000,000 per year from Fiscal Year 2022 to Fiscal Year 2026. Congress appropriated an additional \$2,500,000 for grants authorized under Section 302(a) of Save Our Seas Act 2.0 in EPA’s Fiscal Year 2022 Appropriation Act ([Public Law 117-103](#)).

Pursuant to Section 302(a) of the Save Our Seas Act 2.0, the SWIFR grant program must:

- Implement the series of strategies on building a circular economy for all;
- Support improvements to local post-consumer materials management, including municipal recycling programs; and
- Assist local waste management authorities in making improvements to local waste management systems.

## C. Key Definitions

**Circular economy:** As defined in the Save Our Seas Act 2.0, the term means an economy that uses a systems-focused approach and involves industrial processes and economic activities that are restorative or regenerative by design; enable resources used in such processes and activities to maintain their highest values for as long as possible; and aim for the elimination of waste through the superior design of materials, products, and systems (including business models). A circular economy is embraced within the sustainable materials management (SMM) approach that the United States federal government has pursued since 2009.

**Coalitions:** Groups of two or more eligible applicants (political subdivisions of states) may choose to form a coalition and submit a single application under this RFA; however, one entity **must** be responsible for the grant. Coalitions **must** identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). *Subawards must* be consistent with the definition of that term in 2 CFR 200.1 and comply with the [EPA’s Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to the EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR 200.332, subrecipients are accountable to the pass-through entity for proper use of EPA funding. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. **Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.**



**Disadvantaged community:** Under this announcement, a disadvantaged community is defined as a community that meets at least one of the following criteria:

1. is located in a U.S. Territory (Puerto Rico, Virgin Islands, Guam, American Samoa, Commonwealth of Northern Mariana Islands);
2. meets one or more of the eight disadvantaged categories identified in the [Climate and Economic Justice Screening Tool](#) (CEJST) developed by the Council on Environmental Quality;
3. is a Census-defined rural community that is at or above the 65th percentile for low income AND 80% or more of individuals 15 or older are not enrolled in higher education; or
4. is located in Indian country, is a former Indian reservation in Oklahoma (as determined by the Secretary of the Interior), or is an Alaskan Native Villages as defined in Public Law 92–203.

EPA has different tools available to help determine whether a community meets this definition. For example:

- Under criterion 2, an applicant can use a screenshot of CEJST along with a brief narrative to illustrate that the proposed project will benefit a disadvantaged community.
- Under criterion 3, an applicant can use screenshots of the map in this link (<https://www.epa.gov/rcra/grants-political-subdivisions>) along with a brief narrative to illustrate that their proposed project will benefit disadvantaged communities. Areas that are eligible are highlighted in blue. Applicants may use their street address, city, or ZIP code to search and should take a screenshot to demonstrate that they are located in or their project will benefit a rural area.

If you are unable to use the resources mentioned above or have other technical issues when determining eligibility, please email [SWIFR@epa.gov](mailto:SWIFR@epa.gov) for assistance.

**Environmental justice (EJ):** The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

**Political subdivisions:** Local governments are generally political subdivisions of states and differ from state and federal governments in that their authority is not based directly on a constitution. Each state constitution or other law describes in detail a procedure for establishing local governments as political subdivisions. In most cases the state legislature must approve the creation or incorporation of a local government. The local government then receives a charter defining its organization, authority and responsibilities, including the means for electing governing officials. Local government units bear a variety of names, such as city, county, township, village, parish, district, etc. The legal significance of



these terms may vary from state to state. The authority of local governments varies greatly. Generally, a local government has the authority to:

- Impose taxes
- Try people accused of breaking local laws or ordinances
- Administer local programs within its boundaries

Depending on state law, political subdivisions may include other types of entities including those identified in the definition of *Local government* at 2 CFR 200.1 and state institutions of higher education.

**Post-consumer materials management:** As defined in the Save Our Seas Act 2.0, the term refers to the systems, operation, supervision and long-term management of processes and equipment used for post-use material (including packaging, goods, products, and other materials), including collection; transport; and systems and processes related to post-use materials that can be recovered, reused, recycled, repaired, or refurbished.

When considering post-consumer materials management, it is important to include municipal solid waste (MSW), including plastics, food, paper, metal, glass, etc., and construction and demolition (C&D) debris), as well as the management pathways of source reduction and reuse, sending materials to material recovery facilities, composting, industrial uses (e.g., rendering and anaerobic digestion (AD)), and feeding animals.

#### D. Program Vision and Goals

This RFA has the following goals:

- Fund a range of projects that will help local governments and communities advance from “where they are” to significantly transform their post-consumer materials management infrastructure.
- Fund projects that will result in a significant decrease in the generation of MSW and/or an increase in the diversion of MSW from landfills and incineration.
- Fund innovative solutions and programs that provide or increase access to prevention, reuse, mechanical recycling, anaerobic digestion, and composting.

This program aims to deliver 40 percent of the overall benefits of climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities. More information on Justice40 at the EPA can be found

at: <https://www.epa.gov/environmentaljustice/justice40-epa>.

#### E. Project Labor Agreements

The EPA encourages project labor agreements (i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project); the use of an appropriately trained workforce (i.e., through registered apprenticeships and other joint labor-management training programs that serve all workers, particularly those historically excluded); the use of an appropriately credentialed workforce (i.e., requirements for appropriate and relevant professional training, certification, and licensure); and neutrality with respect to union organizing (i.e., BIL funds should not support or oppose union organizing).



## F. Program Tracks

Under this RFA, EPA will fund projects under two tracks:

- **Track 1:** Projects that benefit disadvantaged communities as defined under *Section I.C: Key Definitions* of this RFA. EPA anticipates that approximately 40% (or \$16,000,000) of the funding will be awarded to projects that benefit disadvantaged communities.
- **Track 2:** Projects that benefit all other communities that do not meet the definition of disadvantaged communities as defined under *Section I.C: Key Definitions* of this RFA.

Applications must clearly indicate if the proposed project(s) fall under Track 1 or Track 2. To qualify for Track 1, applications must demonstrate that the proposed project or project(s) will benefit a community that meets the definition of disadvantaged community as defined under *Section I.C: Key Definitions* of this RFA. EPA has different tools available to help determine whether a community meets this definition. For example, an application can include a screenshot of CEJST along with a brief narrative to illustrate that the proposed project will benefit disadvantaged communities. EPA reserves the right to determine under which track the application falls under based on the justification provided in the application.

There is no cost match requirement associated with this grant program.

## G. Scope of Work

The EPA is soliciting applications for a wide variety of projects that are designed to build and transform solid waste infrastructure in the United States to equitably reduce waste and manage materials to achieve a circular economy, reduce greenhouse gas emissions, and create cleaner, resilient, and healthier communities. It is anticipated that projects will enable the EPA to help eligible partners advance from “where they are” to significantly transform their post-consumer materials management infrastructure. Projects will create new capacity for, optimize existing capacity of, or identify strategies that result in an increase in management of post-consumer materials. The EPA also recognizes and encourages applications that demonstrate innovative solutions and programs that provide or increase access to prevention, reuse, recycling, anaerobic digestion, and composting opportunities in areas that currently do not have access.

In addition, the EPA is seeking post-consumer materials management projects that address environmental justice concerns and focus predominantly on addressing the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect people/communities of color, low income, tribal, and indigenous populations, and if applicable other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions.

All applications must address one or more of the following objectives, as they relate to the track under which the application is applying:



- Establish, increase, expand, or optimize collection and improve materials<sup>4</sup> management infrastructure<sup>5</sup>;
- Fund the creation and construction of tangible infrastructure, technology, or other improvements to reduce contamination in the recycled materials stream;
- Establish, increase, expand, or optimize capacity for materials management;
- Establish, improve, expand, or optimize end-markets for the use of recycled commodities; or
- Demonstrate a significant and measurable increase in the diversion,<sup>6</sup> recycling rate,<sup>7</sup> and quality of materials collected for municipal solid waste.

Applications **may include (but are not limited to)** projects that fund:

- Innovative solutions and/or programs that provide or increase access to prevention, reuse, and recycling in areas that currently do not have access; including development of and/or upgrades to drop-off and transfer stations (including but not limited to a hub-and-spoke model in rural communities), etc.
- The purchase of recycling equipment, including but not limited to sorting equipment, waste metering, trucks, processing facilities, etc.;
- Upgrades to material recovery facilities (MRFs) such as optical sorters, artificial intelligence, etc.;
- Development of and/or upgrades to composting facilities or anaerobic digesters to increase capacity for organics recycling;
- Development of and/or upgrades to curbside collection programs or drop-off stations for organics;
- Development of and/or upgrades to reuse infrastructure such as online reuse platforms, community repair spaces, technology and equipment to improve materials management reuse options, food donation, and upcycling, staging areas for material reuse/donation, reuse warehouses, and reuse centers, and electronic waste and computer recycling and refurbishing.
- Other activities that the applicant believes will further the objectives of the RFA.

## H. General Environmental Results and EPA Strategic Plan Information

Pursuant to Section 6.a. of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements with the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#)).

The activities to be funded under this solicitation support the [FY 2022-2026 EPA Strategic Plan](#). Awards made under this solicitation will support the following goals and objectives of the [Strategic Plan](#).

- **Goal 1: Tackle the Climate Crisis;**
  - Objective 1.1: Reduce Emissions that Cause Climate Change

<sup>4</sup> Materials and waste streams considered under SWIFR include: municipal solid waste (MSW), including plastics, organics, paper, metal, glass, etc., and construction and demolition (C&D) debris. In addition, materials and waste streams considered include the management pathways of source reduction, reuse, sending materials to material recovery facilities, composting, industrial uses (e.g., rendering, anaerobic digestion (AD)), and feeding animals.

<sup>5</sup> Examples of materials management infrastructure includes but is not limited to: recycling/composting facilities, secondary processing facilities, and other facilities that manage MSW.

<sup>6</sup> Measured in tons of material diverted from landfill disposal or incineration.

<sup>7</sup> As defined by the Modeling Recycling Program Toolkit, available on the [EPA’s website](#).



- Objective 1.3: Advance International and Subnational Climate Efforts
- **Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights;**
  - Objective 2.1: Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels
  - Objective 2.2: Embed Environmental Justice and Civil Rights into the EPA's Programs, Policies, and Activities
- **Goal 5: Ensure Clean and Safe Water for All Communities;**
  - Objective 5.2: Protect and Restore Waterbodies and Watersheds
- **Goal 6: Safeguard and Revitalize Communities**
  - Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities
  - Objective 6.2: Reduce Waste and Prevent Environmental Contamination

All applications must be for projects that support at least one of the goals and objectives identified above.

## **I. National Recycling Strategy Plan Linkage**

The activities to be funded under this solicitation support the [National Recycling Strategy](#) (NRS). Awards made under this solicitation will support the following objectives of the NRS:

- a) improve markets for recycled commodities,
- b) increase collection and improve materials management infrastructure,
- c) reduce contamination in the recycled materials stream,
- d) enhance policies and programs to support circularity, and
- e) standardize measurement and increase data collection.

## **J. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to *Section III: Eligibility Information*, *Section IV: Application and Submission Information*, *Section V: Application Review Information*, and *Section VI: Award Administration Information* of this solicitation and/or awards made under this solicitation, can be found at the [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation (in *Section VII: Agency Contact*) to obtain the provisions.

## **K. Minority Serving Institutions**

Under the SOS 2.0 Act, entities eligible to apply for funding under this solicitation include political subdivisions of states. State colleges and universities, including those that are state Minority Serving Institutions (MSIs), may be eligible for funding and must include in their applications proof of eligibility as an entity that is a political subdivision of the state. Examples of acceptable forms of proof include legal opinions from the state Attorney General or equivalent or from the Chief Legal Officer of the state college or university. Eligibility to apply for funding under this solicitation are discussed in more detail in *Section III.A: Eligible Applicants*.

The EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, the EPA seeks to expand the environmental conversation



by including members of communities which may have not previously participated in such dialogues to participate in the EPA's programs. For this reason, the EPA strongly encourages all eligible applicants identified in *Section III: Eligibility Information*, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#);
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#);
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#)
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. § 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

## L. Measuring and Reporting Environmental Results: Outputs and Outcomes

Pursuant to [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#), "EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. The EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes.

**Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a specified period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

**Outcomes.** The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Applicants must discuss the following environmental outputs and outcomes in the Project Narrative Application (see Appendix B). Grant recipients must report the following:

Activity Funded	Output/Outcome
Purchase, develop or enhance infrastructure; develop or enhance markets	<ul style="list-style-type: none"> <li>Number of infrastructure investments/enhancements made spanning the spectrum of collection through end market development (e.g., bins purchased, post-consumer materials management systems created, technology improvements made).</li> </ul>



	<ul style="list-style-type: none"> <li>• Tons of MSW/C&amp;D collected, recycled, composted, or managed via other management pathways in the community in which the project serves.</li> <li>• Tons of MSW/C&amp;D generated per material type and source in the community in which the project serves (e.g., plastic and food waste).</li> <li>• Number of temporary or permanent jobs created</li> </ul>
Establish, increase, expand, or optimize collection	<ul style="list-style-type: none"> <li>• Tons of MSW/C&amp;D collected, recycled, composted, or managed via other management pathways in the community in which the project serves.</li> <li>• Tons of MSW/C&amp;D generated per material type and source in the community in which the project serves (e.g., plastic and food waste).</li> <li>• GHG reduced (in MTCO<sub>2</sub>e) from collection, recycling, composting or management via other management pathways</li> <li>• Number of temporary or permanent jobs created.</li> <li>• Percentage of political subdivisions served as a result of establishing, increasing, expanding, or optimizing collection.</li> <li>• Number of disadvantaged communities served (as defined by this solicitation) as a result of establishing, increasing, expanding, or optimizing collection.</li> </ul>

#### **M. Additional Provisions For Applicants Incorporated Into The Solicitation**

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation *Section VII: Agency Contact* to obtain the provisions.



## **SECTION II. AWARD INFORMATION**

### **A. What is the amount of available funding?**

It is anticipated that approximately \$40,000,000 will be awarded under this announcement, depending on the availability of funds, quantity and quality of applications received, and other applicable considerations.

Additionally, because Justice40 sets a goal that 40% of program benefits flow to disadvantaged communities, which is defined in *Section I.C: Key Definitions* for the purposes of this RFA, the EPA expects to award approximately 40% of the total funding available, or \$16,000,000, to projects that benefit disadvantaged communities.

The EPA reserves the right to reject all applications and make no awards. The EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

### **B. Funding Structure and Program Tracks**

The total estimated funding for this competitive opportunity is approximately \$40,000,000. The EPA anticipates awarding at least one award per EPA Region, depending on the availability of funds, quantity and quality of the applications received, and other applicable considerations. The minimum individual award is \$500,000 and the maximum individual award is \$4,000,000 for the grant period, which is up to three years. Refer to *Section II: Award Information*, of this announcement for more information.

EPA has a goal of awarding up to 40%, or approximately \$16,000,000 to projects that benefit disadvantaged communities (refer to *Section I.F: Program Tracks* and *Section II.A: What is the amount of available funding?* for more information), depending on the quality of the applications received. There is no cost match requirement associated with this grant program.

### **C. How many agreements will EPA award in this competition?**

The EPA anticipates awarding approximately 25 assistance agreements, with at least one award per EPA Region, depending on the quality of the applications received. The minimum individual award is \$500,000 and the maximum individual award is \$4,000,000 for the grant period, subject to availability of funds and the quality of eligible applications received. Applicants may submit separate applications for one or more of the projects described in *Section I.G: Scope of Work*.

### **D. Type of Award**

The EPA intends to award cooperative agreements under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although the EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:



- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 2 CFR 200.325, review of proposed procurement;
- approving qualifications of key personnel (the EPA will not select employees or contractors employed by the award recipient); and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

The EPA does not have the authority to select employees or contractors employed by the recipient or subrecipients. The final decision on the content of reports rests with the recipient.

#### **E. Will applications be partially funded?**

In appropriate circumstances, the EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If the EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

#### **F. What is the project period for awards resulting from this solicitation?**

The estimated start date for projects resulting from this solicitation is **October 2023**. All project activities must be completed within the negotiated project performance period of three years.

#### **G. Changing the Ratio of Awards When There are Multiple Priorities In A Competition**

The actual award amounts and number of projects awarded described in *Section I: Funding Opportunity Description* may differ from the estimated amounts for many reasons, including the number of quality applications received, agency priorities, and funding availability. The EPA reserves the right to increase or decrease (including decreasing to zero) the total number and amount of awards under each track or change the ratio of assistance agreements it awards among the tracks.



### **SECTION III. ELIGIBILITY INFORMATION**

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

#### **A. Eligible Applicants**

Under this announcement, applications will be accepted from **political subdivisions of states and territories**. The EPA considers counties, cities, towns, parishes, and similar units of governments that have executive and legislative functions to be political subdivisions of states.

Local governments are generally political subdivisions of states and differ from state and federal governments in that their authority is not based directly on a constitution. Each state constitution describes in detail a procedure for establishing local governments. In most cases the state legislature must approve the creation or incorporation of a local government. The local government then receives a charter defining its organization, authority and responsibilities, including the means for electing governing officials. Local government units bear a variety of names, such as city, county, township, village, parish, district, etc. The legal significance of these terms may vary from state to state. The authority of local governments varies greatly. Generally, a local government has the authority to:

- Impose taxes
- Try people accused of breaking local laws or ordinances
- Administer local programs within its boundaries

Other entities (e.g., **state or territorial institutions of higher education, special districts, housing authorities**) must provide documentation that the state or territory in which they are located considers these entities to be a political subdivision of the state. Documentation must cite applicable state or territorial law. Examples of acceptable forms of proof include legal opinions from the state Attorney General or equivalent or from the Chief Legal Officer of the state college or university.

EPA has a goal of awarding up to 40% of the estimated total, or approximately \$16,000,000, to projects that benefit disadvantaged communities, depending on the quality of the applications received (refer to *Section I.F: Program Tracks* for more information).

**Tribes and intertribal consortia** are not eligible entities under this announcement but will be eligible entities under the SWIFR tribal grant solicitation. For more information on the SWIFR Tribal grant solicitation, visit: <https://www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management>.

**States** are not eligible entities under this announcement but are eligible entities under the SWIFR States and Territories grant program. For more information on the SWIFR States and Territories grant program, visit: <https://www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management>

**Individuals, for-profit, and non-profit organizations** are not eligible entities under this announcement but may participate in projects as contractors and subrecipients provided the transactions apply with applicable regulatory policy requirements. More information can be found in the [EPA's Subaward Policy](#).



**Coalitions:** Groups of two or more eligible applicants (political subdivisions of states) may choose to form a coalition and submit a single application under this RFA; however, one entity **must** be responsible for the grant. Reference *Section I.C.: Key Definitions* for more information on coalitions.

## **B. Leveraging or Matching Funds**

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under *Section V: Application Review Information* of this announcement the EPA will evaluate applications based on a leveraging criterion (refer to *Section V.A: Evaluation Criteria*).

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (See *Section IV.D: Application Materials*). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 2 CFR 200.306 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

## **C. Threshold Eligibility Criteria**

These are requirements that if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications from eligible applicants (refer to *Section III.A: Eligible Applicants* of this RFA) that meet all of these criteria will be evaluated against the ranking criteria in *Section V: Application Review Information* of this RFA. If necessary, the EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

The threshold eligibility criteria are:

1. Applications must address at least one of the mandatory objectives described in *Section I.G: Scope of Work*, of this announcement:



- Establish, increase, expand, or optimize collection and improve materials<sup>8</sup> management infrastructure;<sup>9</sup>
  - Fund the creation and construction of tangible infrastructure, technology, or other improvements to reduce contamination in the recycled materials stream;
  - Establish, increase, expand, or optimize capacity for materials management;
  - Establish, improve, expand, or optimize end-markets for the use of recycled commodities; or
  - Demonstrate a significant and measurable increase in the diversion,<sup>10</sup> recycling rate,<sup>11</sup> and quality of materials collected for municipal solid waste.
2. Applicants must be eligible, as described in *Section III.A: Eligible Applicants*, of this announcement.
  3. Named Contractors and Subrecipients. The EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for SWIFR grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must demonstrate compliance with applicable regulatory requirements even if the entity is referred to as a “partner” in the application as described under *Section III.D: Named Contractors and Subrecipients* for more information.
  4. Federal funds requested must be between \$500,000 and \$4,000,000, inclusive. Applications requesting federal assistance funding below or in excess of this value will not be considered.
  5. Qualification for Program Track. Applicants must indicate if their application qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.
  6. Applications must be for projects that support at least one of the goals and objectives from the EPA’s FY 2022-2026 Strategic Plan identified in *Section I.H: General Environmental Results and EPA Strategic Plan Information* above.
  7. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV.B: Submission Instructions* of this announcement or else they will be rejected. This includes submitting all of the mandatory application materials. **Please note, the budget table and description is separate from the SF424A form. Both are required to be completed submitted as part of the application.** In addition, where a page limit is expressed in *Section IV.D: Application Materials* with respect to the application, pages in excess of the page limitation will not be reviewed.

<sup>8</sup> Materials and waste streams considered under SWIFR include: municipal solid waste (MSW), including plastics, organics, paper, metal, glass, etc. In addition, materials and waste streams considered include the management pathways of source reduction, reuse, sending materials to material recovery facilities, composting, industrial uses (e.g., rendering, anaerobic digestion (AD)), and feeding animals.

<sup>9</sup> Examples of materials management infrastructure includes but is not limited to: recycling/composting facilities, secondary processing facilities, and other facilities that manage MSW.

<sup>10</sup> Measured in tons of material diverted from landfill disposal or incineration.

<sup>11</sup> As defined by the Modeling Recycling Program Toolkit, available on the [EPA’s website](#).



8. Initial applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in *Section IV: Application and Submission Information* of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section IV: Application and Submission Information*) on or before the application submission deadline published in *Section IV: Application and Submission Information* of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through [Grants.gov](https://www.grants.gov) should follow the instructions provided in *Section IV: Application and Submission Information*, which include both the requirement to contact [Grants.gov](https://www.grants.gov) and email a full application to EPA prior to the deadline.
9. Applications submitted outside of [Grants.gov](https://www.grants.gov) will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov). An applicant's failure to timely submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a submission outside of [Grants.gov](https://www.grants.gov).

If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

In addition, if necessary, the EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

Questions and answers will be posted on [EPA's Bipartisan Infrastructure Law website](https://www.epa.gov/bipartisan-infrastructure-law).

#### **D. Named Contractors and Subrecipients**

The EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with the following requirements even if the entity is referred to as a "partner" in the application.

**Note** – Successful applicants that do not name procurement contractors or subrecipients in their applications must also comply with the requirements described below, regardless of if the contractor was procured before or after the EPA cooperative agreement is awarded. For example, firms or individual consultants that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements as provided in [2 CFR Part 200.319\(b\)](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-200/subpart-319/section-200.319(b)).

- **Contractors.** Applicants that identify a procurement contractor(s) in their application where the amount of the contract will be more than the micro-purchase threshold in [2 CFR Part 200.320\(a\)\(1\)](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-200/subpart-320/section-200.320(a)(1)) (\$10,000 for most applicants) must demonstrate, in their application, how the



contractor (including consultants) was selected in compliance with the fair and open competition requirements in 2 CFR Part 200 and 2 CFR Part 1500. The EPA provides guidance on complying with the competition requirements in the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#). For example, the EPA will not accept sole source justifications for proposed procurement contracts for services such as environmental consulting and engineering that are available in the commercial marketplace.

Applicants must describe the procurement procedures that were followed to hire the contractor(s) that is named in this application and include information in where and when the Request for Proposals/Request for Qualifications was posted. Alternatively, state “n/a” or “not applicable” if a contractor is not named in this application.

- **Subrecipients.** All applicants must demonstrate that the named subrecipient is eligible for a subaward in compliance with [Appendix A of EPA’s Subaward Policy](#). This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual.

Refer to the EPA’s Contracts and Subawards Solicitation Clause for additional guidance on these requirements which must be met for all contractors (except for micro-purchases) and/or subrecipients specifically named in the application. Describe how the named subrecipient is eligible for subaward (e.g., is a nonprofit organization). Alternatively, state “n/a” or “not applicable” if a subrecipient is not named.

**Failure to demonstrate compliance with these requirements in the application will result in rejection of the application under Threshold Criterion 3.** EPA staff may contact the applicant to clarify issues or obtain additional information before making a final determination of compliance and rejection of the application.

## **E. Ineligible Costs or Activities and Other Considerations**

### **Prohibition on Use of Funds**

EPA funds (directly paid by EPA or from the recipient’s cost-share) cannot be used to design nor administer the collection of identical information from 10 or more parties, and EPA personnel may not participate in such activities. Reasonable costs for analyzing and publishing the independently collected information are allowable to the extent authorized in the EPA approved budget for this agreement.

All costs must meet the requirements for allowability in 2 CFR Part 200, Subpart E and applicable provisions of 2 CFR Part 1500.



## **SECTION IV. APPLICATION AND SUBMISSION INFORMATION**

**Note:** Additional provisions that apply to this section can be found in the [EPA Solicitation Clauses](#).

### **A. Requirements to Submit through Grants.gov and Limited Exception Procedures**

Applicants must apply electronically through [Grants.gov](#) under this funding opportunity based on the [Grants.gov](#) instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in *Section IV.C: Technical Issues with Submission* below.

### **B. Submission Instructions**

#### **1. SAM.gov (System for Award Management) Registration Instructions**

Organizations applying to this funding opportunity must have an active [SAM.gov](#) registration. If you have never done business with the Federal Government, you will need to register your organization in [SAM.gov](#). If you do not have a [SAM.gov](#) account, then you will create an account using [login.gov](#) to complete your [SAM.gov](#) registration. [SAM.gov](#) registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by [SAM.gov](#), and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. [SAM.gov](#) requires you renew your registration every 365 days to keep it active.

Please note that [SAM.gov](#) registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their [SAM.gov](#) registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for [Grants.gov](#) Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your [SAM.gov](#) account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.



## 2. Grants.gov Registration Instructions

Once your [SAM.gov](#) account is active, you must register in [Grants.gov](#). [Grants.gov](#) will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active [Grants.gov](#) registration. [Grants.gov](#) registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the [Grants.gov](#) registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in [Grants.gov](#). Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through [Grants.gov](#) and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) to resolve technical issues with [Grants.gov](#). Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [Grants.gov](#) representative by calling 606-545-5035. The [Grants.gov](#) Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

## 3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with [Grants.gov](#) and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov)

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through [Grants.gov](#) and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's [SAM.gov](#) account. If not, the application may be deemed ineligible.



#### 4. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to the EPA through [Grants.gov](https://www.epa.gov/grants) no later than **January 16, 2023 at 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through [Grants.gov](https://www.epa.gov/grants) will be time and date stamped electronically. Please note that successful submission of your application through [Grants.gov](https://www.epa.gov/grants) does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

#### 5. Releasing Copies of Applications

In concert with the EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on the EPA's Office of Resource Conservation and Recovery Bipartisan Infrastructure Law website or other public website for a period of time after the selected applications are announced. The EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with 40 CFR Part 2.203. (Review *Section IV.G: Confidential Business Information* for more information.)

**Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by the EPA, it may be made available to the public by the EPA without further notice to the submitter.**

#### C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

- 1) Contact [Grants.gov](https://www.epa.gov/grants) Support Center **before** the application deadline date.
- 2) Document the [Grants.gov](https://www.epa.gov/grants) ticket/case number.
- 3) Send an email with the "EPA-I-OLEM-ORCR-23-03" in the subject line to [SWIFR@epa.gov](mailto:SWIFR@epa.gov) **before** the application deadline time and date and **must** include the following:
  - a) [Grants.gov](https://www.epa.gov/grants) ticket/case number(s)



- b) Description of the issue
- c) The entire application package in PDF format.

Without this information, the EPA may not be able to consider applications submitted outside of [Grants.gov](https://www.grants.gov). Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

Please note that successful submission through [Grants.gov](https://www.grants.gov) or email does not necessarily mean your application is eligible for award.

The EPA will make decisions concerning acceptance of each application submitted outside of [Grants.gov](https://www.grants.gov) on a case-by-case basis. The EPA will only consider accepting applications that were unable to submit through [Grants.gov](https://www.grants.gov) due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) is **not** an acceptable reason to justify acceptance of an application outside of [Grants.gov](https://www.grants.gov).

Training opportunities related to grants management can be found on the [EPA's Grants Website](https://www.epa.gov/grants).

## D. Application Materials

**The following forms and documents are required under this announcement:**

### Mandatory Documents:

1. Application for Federal Assistance (SF-424);
2. Budget Information for Non-Construction Programs (SF-424A);
3. EPA Key Contacts Form 5700-54;
4. EPA Form 4700-4 Preaward Compliance Review Report; and
5. Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described in *Section IV.E: Content of Application Submission*.

### Optional Documents:

1. Other Attachments, if applicable. This includes Milestones (reference Appendix D for an example). These may also include references/works cited, letters of support, staff CV/resumes, documentation demonstrating that competitive procurement was followed if specific names of contractors or equipment is mentioned in the application, documentation demonstrating that institutes of higher education are political subdivisions of states (please combine each of these individual items into one PDF. E.g., all the letters of support should be in one combined PDF, all the references should be in another combined PDF).

## E. Content of Application Submission

In accordance with the mandatory documents listed in *Section IV.D: Application Materials*, all applications must contain the "Project Narrative Attachment Form" which is composed of the



“Summary Information Cover Letter,” the “Narrative Proposal,” and the “Budget Table and Description.”

The “Summary Information Cover Letter,” a maximum of 1 page in length, summarizes the overall project.

The “Narrative Proposal,” a maximum of 10 pages in length, must **explicitly** describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section V.A: Evaluation Criteria* and the threshold eligibility criteria in *Section III.C: Threshold Eligibility Criteria*.

The “Budget Table and Description” is described in more detail in *Section IV.E.v.: Budget and Expenditure of Awarded Grant Funds*, below, and must not exceed 4 pages in length. It provides a response to Criterion 5: Budget and Expenditure of Awarded Grant Funds.

**Project Narrative Attachment Form.** Project narratives should be concise and well organized. The following requirements apply.

- Must not exceed the above-mentioned page limits on the “Summary Information Cover Letter,” the “Narrative Proposal,” and the “Budget Table and Description.” Pages must be 8 1/2 x 11” typed pages.
- Must be single-line spaced, 12-point Times New Roman font, one column per page, and no indenting paragraphs.
- Must provide the information detailed in this section and **include responses to all *Section III.C, Threshold Eligibility Criteria; Section V.A, Evaluation Criteria*; as well as the information identified in *Section I: Funding Opportunity Description***. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. **Vague descriptions, redundancy, and failure to address each of the evaluation criteria will result in a lower ranking.**

**Note: Applicants may, but are not required to, use the Optional Template for The Project Narrative Attachment Form included in Appendix B. Applicants that do not use the template will not be penalized.**

- a. **The Summary Information Cover Letter** (maximum of one page) must include:
  - i. **Project Title.**
  - ii. **Applicant Name.** Identify the name of the organization submitting the application.
  - iii. **Eligible Entity Type.** Identify your organization’s organization type from *Section III.A: Eligible Applicants*.



- iv. **Qualification for Program Track.** Applicants must indicate if their application qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.
  - v. **UEI Number.** List the organization's UEI number.
  - vi. **Project Summary.** Briefly describe the project in two to four sentences.
  - vii. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.
  - viii. **Project Location.** Include the location where the project will be taking place. If project will occur in more than one location, indicate the city and state associated with the primary location.
  - ix. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.
  - x. **EPA Funding Requested.** Specify the amount you are requesting from the EPA.
  - xi. **Project Period.** Provide estimated beginning and ending dates.
  - xii. **Program Objective Elements.** State the mandatory program objective elements addressed from *Section I.G: Scope of Work*.
  - xiii. **Strategic Plan Elements.** State the goals and objectives from the EPA's FY 2022-2026 Strategic Plan identified above in *Section I.H: General Environmental Results and EPA Strategic Plan Linkage*.
  - xiv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any. Note that any transactions with partners financed with EPA funding must comply with applicable regulatory requirements.
- b. **The Narrative Proposal** (maximum of ten pages). Provide the information below on how the applicant will implement and conduct its project by addressing each of the evaluation criteria in *Section V: Application Review Information* of this announcement. The Narrative Proposal must include:
- i. **Project Summary and Approach.** The summary shall contain the following components:
    - a. **Detailed project summary, description of specific actions and methods to be undertaken, including estimated timeline for each task.**



- Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.G: Scope of Work*.
  - Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.H: General Environmental Results and EPA Strategic Plan Information* (with emphasis on results linked to the EPA's Goal 1: Tackle the Climate Crisis) and *Section I.I: National Recycling Strategy Plan Linkage*.
  - Clearly identify the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives.
  - Provide a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end. Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings). Reference *Appendix D* for an example you may wish to use.
  - Clearly describe each task and/or activity for the project.
- ii. Environmental Justice.** Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the communities the project would benefit. As part of this evaluation, applications will be evaluated based on:
- a. How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community; and
  - b. The extent to which the project addresses engagement with, local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project.

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.

Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater



susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

The application must include relevant information such as demographics, geographic location, and community history. The EPA encourages the use of the EPA's [EJSCREEN tool](#), the [Climate and Economic Justice Screening Tool](#) (or other EJ-based mapping tool) to help you characterize and describe your target community. Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please use this [webform](#) to contact the EPA.

- iii. **Measuring Environmental Results: Anticipated Outputs and Outcomes.** Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.L: Measuring Environmental Results: Anticipated Outputs and Outcomes*.
  - a. **Anticipated Outcomes.** Specify the expected environmental outcomes including those described in *Section I.L: Measuring Environmental Results: Anticipated Outputs and Outcomes* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. Include quantitative targets for outcomes when applicable (*Refer to Section V.A: Evaluation Criteria*).
  - b. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section I.L: Measuring Environmental Results: Anticipated Outputs and Outcomes* of this announcement and describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period. Include quantitative targets for outputs when applicable.
- iv. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:



- a. past performance in successfully completing and managing the assistance agreements identified in response to *Section IV: Application and Submission Information* of the solicitation;
- b. history of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;
- c. organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and,
- d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors in *Section V: Application Review Information*, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

- v. **Budget and Expenditure of Awarded Grant Funds.** Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

**Budget Table and Description.** Include a detailed budget narrative which clearly explains how funds will be used. The budget table and description should not exceed 4 pages (*Refer to Appendix C: Example Budget Table and Description*). Please note, the budget table and description is different than the SF424A form. Both are required to be completed as part of this RFA. The successful applicant's budget description should identify (1) specific tasks for which EPA funding will be used, (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. Refer to *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes* for a definition of outputs and outcomes.

If the project budget includes any voluntary cost-share, the Budget Detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. **If the EPA accepts an offer**



**for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding.** If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF-424 and SF-424A. Please refer to *Section III.B: Leveraging or Matching Funds* of this RFA for more detailed information on cost-share.

Applicants should be aware that if their proposals include using Federal funds for a project that includes the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States for identified EPA financial assistance funding programs, they must comply with the Build America, Buy America [Term and Condition](#) if they are selected for award. Please refer to *Section VI.F: Build America, Buy America* of this RFA for additional information and consider this information when preparing your budget.

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table (*see Appendix C, Example Budget Table and Description*) to complete the Budget Detail section of the work plan. Applicants should refer to the EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) for additional information relating to cost categories.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services), this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g., interns or volunteers) which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

If budget information is not provided on requested personnel costs, applications should include in their narrative how they expect to manage the administrative components of the grant.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee



insurance, pensions, and unemployment benefit plans. If the applicant's fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.

- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the "Contractual" category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g., trainees) which are included in the "Other" category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by the EPA's Office of International and Tribal Affairs prior to being taken.
- **Equipment** - Identify each item to be purchased and owned by the applicant which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence. Refer to the [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for the EPA's policies on competitive procurements and the Build America, Buy America provisions outlined in *Section VI.F Build America, Buy America*. When evaluating the budget criterion, the EPA will take into consideration costs necessary to successfully manage the project. This includes ensuring that your budget includes costs for the management of funds, reporting on outcomes/outputs, etc., in addition to the cost of equipment. Please include an explanation of this matter in the Budget Table and Description.
- **Supplies - "Supplies" means all tangible personal property other than "equipment."** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as, occasional photocopy services, and rental costs should be included in the "Other" category.
- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The EPA's [Subaward Policy and Supplemental Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the "Other" category.



If the application includes a subaward to a recipient (the “pass-through entity”), the applicant must explain how the pass-through entity will provide adequate resources to manage the award, including providing required financial and programmatic reports to the EPA, and for monitoring subrecipients as required by [2 CFR 200.332](#).

The EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$10,000 must include a justification. Note that it is unlikely that the EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to the [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for the EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Eligible Construction Costs.** Construction excludes the cost of land acquisition and off-site improvements unless authorized by statute. (e.g., the definition of “construction” in section 1004(2) of the Solid Waste Disposal Act includes acquisition of interests in lands).

Construction costs may include site preparation, demolishing and building facilities, making permanent improvements to facilities or other real property, major renovations of existing facilities, remediation of contamination and related architectural or engineering services. With very few exceptions, recipients carry out construction projects by hiring contractors which typically include a general contractor and an architectural or engineering firm for design work and in some cases purchasing equipment for installation at the site.

The recipient should provide a list of planned construction contracts along with a brief description of the scope of work or services to be provided, planned duration, and planned procurement method (competitive or non-competitive), if known. Recipients should consult the guidance on contracting in *Section VI: Award Administration Information* for additional information on competition requirements. The cost plus percentage of construction cost method of contracting is prohibited by [2 CFR 200.324\(d\)](#).

**Categorizing Construction Costs.** Construction costs are to be categorized on the SF 424A budget table as follows:

- Anticipated costs for hiring general contractors and other contractors performing activities described in the DBE Rule’s definition of *Construction* will be categorized as “Construction”.



- Anticipated costs for pre-construction architectural and engineering *Services* as defined in the DBE rule for design and specifications documents will be categorized as “Contractual”.
- Anticipated costs for separately purchased *Equipment* as defined in the DBE Rule that will be installed in a facility or used to remediate contamination will be categorized as “Equipment”.
- Anticipated costs for land acquisition or relocation assistance paid to individuals or businesses will be categorized as “Other”.
- Force Account – If recipient personnel or equipment are to be used to perform eligible construction project work (e.g., engineering, inspection, waste removal) under force account, approval must be obtained from an Authorized EPA Official either at time of award or in response to a post-award written request. Force account work must be more economical than contracting the work out or necessitated by emergency. Recipients must demonstrate that recipient personnel have the necessary competence to do the work. Force account costs for personnel are budgeted in the “Personnel” and “Fringe Benefit” categories. Costs for equipment purchased for the project are budgeted in the “Equipment” category. Usage charges for equipment in recipients’ existing inventory is categorized as “Other”. All force account costs must be supported by adequate financial records as required by 2 CFR 200.302, 2 CFR 200.430 and 2 CFR 200.431. Note that recipients must maintain records demonstrating that equipment usage charges are reasonable based on lease rates for similar equipment in the relevant market.
- **Other - List each item in sufficient detail for the EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; occasional photocopying; participant support costs such as non-employee training stipends and travel; subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs (e.g., stipends to encourage participation in community meetings) in a separate line item. Please refer to [EPA Guidance on Participant Support Costs](#) for additional information.

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term *Subaward* is defined in 2 CFR 200.1. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to the [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.



- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional or 10% de-minimis). Additional information is available in the [EPA's Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#). Examples of Indirect Cost Rate calculations are shown below:

- Personnel:  $(\text{Indirect Rate} \times \text{Personnel}) = \text{Indirect Costs}$
- Personnel and Fringe:  $(\text{Indirect Rate} \times \text{Personnel \& Fringe}) = \text{Indirect Costs}$
- Modified Total Direct Costs:  $(\text{Indirect Rate} \times \text{Modified Total direct costs}) = \text{Indirect Costs}$
- Direct Costs minus distorting or other factors such as contracts and equipment:  $(\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors})) = \text{Indirect Costs}$

Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.

- **Management Fees:** When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with the EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

Fundraising: EPA financial assistance under this RFA cannot be used for fundraising without prior approval. Therefore, any costs associated with fundraising may not be included in the budget for your application or charged to the resultant cooperative agreement.

Applicants should clearly identify any anticipated program income in their proposal.

- vi. **Project Sustainability.** Describe your organization's plan to promote and continue efforts to support post-consumer materials management after EPA funding for this project has ended. Include how the project will continue to sustain the outputs and outcomes as well as any direction for future results. Please note, the "sustainability" here refers to sustaining the project over time as opposed to overall environmental



sustainability.

**vii. Innovative Approaches and Solutions.** Describe how the proposed project includes innovative approaches (e.g., not usual, routine or established practices) to support the development of infrastructure for post-consumer materials management. Examples of innovative approaches and solutions include but are not limited to new or novel services, purchase or installation of emerging technologies, creating and encouraging the development of emerging markets, and solving local challenges around collection or operations.

**viii. Project Replicability.** Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application identifies and explains how results from the project can be replicated in other communities.

**ix. Leveraging.** Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.

**(Optional) Other Attachments.** The applicant can provide additional attachments such as references/works cited, milestones, letters of support, or CV/Resume. Letters of support should include the names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.

## F. Pre-Application Assistance

In accordance with the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/applications. However, consistent with the provisions in the announcement, the EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement. Please note that applicants should raise any questions they may have about the solicitation language to the contact identified in *Section VII: Agency Contacts* as soon as possible so that any questions about the solicitation language may be resolved prior to submitting an application.



In addition, if necessary, the EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

Questions and answers will be posted on [EPA's Bipartisan Infrastructure Law website](#).

The Office of Resource Conservation and Recovery will conduct two series of virtual webinar sessions entitled “**Solid Waste Infrastructure For Recycling Grants**” **Parts One and Two** to assist potential applicants under this competitive funding opportunity. The first series of webinars will be held on December 5 and 7, 2022, and the second series on December 13 and 19, 2022. The webinars will review the funding opportunity, key sections of the application, and the application process. Potential applicants seeking funding under this competitive announcement (EPA-I-OLEM-ORCR-23-03) are encouraged to participate.

To access the virtual webinar, you must register online using the site below. After registration, you will receive a link with instructions on how to access/attend the webinar. For those unable to attend, the webinar will be recorded and posted on the Office of Resource Conservation and Recovery (ORCR) Bipartisan Infrastructure Law website and may be used as a reference, as needed.

For additional information on registering for the webinar, other EPA Resources related to the circular economy, sustainable materials management, and new funding opportunities under the IIJA, please visit the [EPA's Bipartisan Infrastructure Law website](#).

## G. Confidential Business Information

The EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with [40 CFR 2.203](#). Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. The EPA will evaluate such claims in accordance with [40 CFR Part 2](#). If no claim of confidentiality is made, the EPA is not required to make the inquiry to the applicant otherwise required by [40 CFR 2.204\(c\)\(2\)](#) prior to disclosure. The agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act (FOIA) prior to the completion of the competitive selection process.

## H. Intergovernmental Review Act

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. The EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below:

- [Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.



## **SECTION V – APPLICATION REVIEW INFORMATION**

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

### **A. Evaluation Criteria**

Eligible entities whose applications meet the threshold criteria in *Section III: Eligibility Information* of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria as described in *Section IV.D: Application Materials*. Please reference *Appendix B* for an optional template for the Project Narrative Attachment Form. The information provided must be easily identifiable and clearly described to ensure the content of the application is clearly laid out for reviewers. Each application will be rated under a points system, with a total of 105 points possible. **To assist the EPA reviewers, applicants are strongly encouraged to reference the numbers and titles of the evaluation criteria in their project narratives to help identify where the criteria are being addressed.**

Evaluation Criteria and Description	Maximum Points per Criterion
<p><b>1. Project Summary and Approach.</b> Under this criterion, the Agency will evaluate:</p> <ul style="list-style-type: none"> <li>a. Project Narrative includes a clearly written description of the overall project (5 points);</li> <li>b. Project meets the requirements in <i>Section I.G: Scope of Work, Section I.H: General Environmental Results and Strategic Plan Information</i> (15 points);</li> <li>c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives (10 points);</li> <li>d. Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end (5 points).</li> </ul>	35
<p><b>2. Environmental Justice.</b> Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the communities the project would benefit. As part of this evaluation, applications will be evaluated based on:</p> <ul style="list-style-type: none"> <li>a. How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community (10 points); and,</li> </ul>	15



Evaluation Criteria and Description	Maximum Points per Criterion
<p>b. The extent to which the project addresses engagement with, local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project (5 points).</p> <p>Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.</p> <p>Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.</p>	
<p><b>3. Measuring Environmental Results: Anticipated Outputs and Outcomes.</b> Outputs and outcomes must be quantitative or qualitative and must measure environmental improvement described in <i>Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes</i> or should be directly linked to environmental improvement. Include quantitative targets as appropriate.</p>	10
<p><b>4. Programmatic Capability and Past Performance.</b> Under this criterion, applications will be evaluated based on their ability to successfully complete and manage the proposed project considering their:</p> <p>a. past performance in successfully completing and managing the assistance agreements identified in response to Section IV: <i>Application and Submission Information</i> of the solicitation (2.5 points);</p> <p>b. history of meeting the reporting requirements under the assistance agreements identified in response to Section IV: <i>Application and Submission Information</i> of the solicitation including whether the applicant</p>	10



Evaluation Criteria and Description	Maximum Points per Criterion
<p>submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (2.5 points);</p> <p>c. organizational experience and plan for timely and successfully achieving the objectives of the proposed project (2.5 points); and,</p> <p>d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (2.5 points).</p> <p>Note: In evaluating applications under item a. and b. of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p><b>5. Budget and Expenditure of Awarded Grant Funds.</b> Under this criterion, applications will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. The Agency will evaluate the proposed project budget and narrative to determine the extent and quality to which:</p> <p>a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)</p> <p>b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)</p> <p>c. The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)</p> <p><b>Please provide the response to this criterion as part of your budget table and description (see <i>Appendix C</i> for example).</b></p>	10
<p><b>6. Project Sustainability.</b> Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application continues to</p>	10



Evaluation Criteria and Description	Maximum Points per Criterion
<p>promote efforts to support post-consumer materials management after EPA funding for this project has ended. This may include a description of how new and expanded infrastructure and new programs will be funded following the EPA funding period.</p> <p>Please note, the “sustainability” here refers to sustaining the project over time as opposed to overall environmental sustainability.</p>	
<p><b>7. Innovative Approaches and Solutions.</b> Under this criterion, the Agency will evaluate the application based on the extent to which the application proposes a project that includes innovative approaches (e.g., not usual, routine or established practices) to support the development of infrastructure for post-consumer materials management. Examples of innovative approaches and solutions include but are not limited to: new or novel services, purchase or installation of emerging technologies, creating and encouraging the development of emerging markets, solving local challenges around collection or operations, and others.</p>	5
<p><b>8. Project Replicability.</b> Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application identifies and explains how results from the project can be replicated in other communities.</p>	5
<p><b>9. Leveraging.</b> Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities</p>	5
<b>Total points possible</b>	<b>105</b>

## B. Review and Selection Process

- 1. Threshold Eligibility Screening Process** - All applications received by the submission deadline will first be screened by the EPA using the threshold eligibility criteria in *Section III.C: Threshold Eligibility Criteria*. Applications that do not pass the threshold eligibility review will not be evaluated further or considered for funding. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination. Applications meeting the threshold eligibility criteria will be reviewed through a regional review process by an EPA panel, including SMM program staff.



**2. Panel Review and Evaluation Process** - All applications that meet the Threshold Eligibility Criteria after the screening review will be forwarded to the appropriate EPA Region (where the project will be performed) for technical review based on the criteria in *Section V: Application Review Information*. Separate ranking lists for Track 1 and Track 2 will be developed by each review group. Those ranking lists will also clearly identify projects eligible for track consideration, as described in *Section II.A: What is the amount of available funding?*

**3. Final Selection Process and Other Factors** – Final rankings and selection recommendations from the regional review panels based on the ranking lists will be presented to the Headquarters Selection Official who will then make the final selections for award based on the ranking lists. The EPA anticipates selecting at least one grant per EPA region, depending on the quality of the applications received. The EPA expects to select applications in Track 1 to meet the 40% Justice40 goal as described in *Section II: Award Information*. In addition to the ranking lists, the Selection Official may also consider any of the following other factors in making final selection decisions among the high-ranking applications from the regional lists:

- a. **Geographic Diversity** – The EPA may consider the mix of high-ranking projects located in urban and rural areas or different regions of the country when making final selections, as well as the geographical nature or impact of the project.
- b. **Programmatic Priorities** – ORCR priorities that may focus on certain SMM, environmental, and/or public health issues. These overarching priorities may be considered when making final selections among high-ranking applications.
- c. **Diversity of Project Types** – The EPA may consider the mix of high-ranking project types when making final selections to ensure that project types vary among those being awarded.
- d. **Diversity of Organization Types** – The EPA may consider the mix of high-ranking projects from various types of organizations when making final selections to ensure that project types vary among those being awarded.
- e. **“Shovel-Ready” Projects** – The EPA may consider projects that can be implemented in six to 12 months when making final selections.
- f. **Impactful Projects** – EPA may consider projects that will result in a substantial shift in the management pathways within the community, including a significant and measurable change in the diversion (in tons of material diverted from disposal) and/or recycling rate for municipal solid waste, including but not limited to food and organics waste and packaging materials.
- g. **Availability of funds.**

After final selections are made, the EPA will then make the awards. While the EPA expects to make awards of approximately \$40,000,000 in total, including approximately \$16,000,000 placed into a track specifically for awards that benefit eligible disadvantaged communities, these amounts may be increased or decreased subject to the number of quality applications received and other relevant



considerations. The EPA reserves the right to reject all applications and make no awards under this announcement.



## **SECTION VI – AWARD ADMINISTRATION INFORMATION**

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

### **A. Award Notification**

The EPA anticipates notification to successful applicants will be made via electronic mail by April 2023. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the EPA's Grants and Interagency Agreement Management Division. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of the EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by the EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

### **B. Combining Applications into One Award**

If an applicant submits applications for multiple tasks/activities under this competition, and is selected for multiple tasks/activities, the EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

### **C. Administrative and National Policy Requirements**

1. Applicants selected for award will be required to submit a final cooperative agreement proposal package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms. Programmatic terms and conditions will be negotiated with the selected recipient.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. Terms and conditions may be viewed at: [Grant Terms and Conditions](#). A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [Introduction to Regulations, Policies and Guidance for EPA Grants](#).
3. **Reimbursement Limitation.** If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from the EPA, it does so at its own risk. The EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.



## D. Use of Funds

An applicant that receives an award under this announcement is expected to manage cooperative agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work plan in a timely manner. The cooperative agreement will include terms/conditions implementing this requirement. The Agency expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, other required financial reports will provide the Agency with information regarding progress being made.

## E. Program Income

In accordance with 2 CFR Part 200.307(e)(2) and 2 CFR 1500.8(b), the recipient is hereby authorized to retain program income earned during the project period.

The program income shall be added to funds committed to the project by the EPA and used for the purposes and under the conditions of the assistance agreement.

The recipient must provide as part of its quarterly performance report, a description of how program income is being used. Further, a report on the amount of program income earned during the award period must be submitted with the quarterly Federal Financial Report, Standard Form 425.

## F. Build America, Buy America

Applicants should be aware that if their proposals include using Federal funds for a project that includes the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States for identified EPA financial assistance funding programs, they must comply with the following Term and Condition if they are selected for award. Please consider this information when preparing budget information. Applicants should direct questions about this requirement to the program Point of Contact listed in *Section VII: Agency Contact* for the Notice of Funding Opportunity Notice.

- a. The recipient is subject to the Buy America Sourcing requirements under the Build America, Buy America provisions of the [Infrastructure Investment and Jobs Act](#) for the types of infrastructure projects under the EPA program and activities specified in the chart, [“Environmental Protection Agency's Identification of Federal Financial Assistance Infrastructure Programs Subject to the Build America Buy America Provisions of the Infrastructure Investment and Jobs Act.”](#) None of the funds provided under this award may be used for a project of infrastructure unless all iron and steel, manufactured products, and construction materials that are consumed in, incorporated into, or affixed to an infrastructure project are produced in the United States. The Buy America preference requirement applies to an entire infrastructure project, even if it is funded by both Federal and non-Federal funds. The recipient must implement these requirements in its procurements, and these requirements must flow down to all subawards and contracts at any tier. For legal definitions and sourcing requirements, the recipient must consult EPA's [Build America, Buy America website](#) and the Office of Management and Budget's (OMB) [Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).



- b. When supported by rationale provided in IIJA § 70914, the recipient may submit a waiver request to EPA. Recipients should request guidance on the submission instructions of an EPA waiver request from the EPA Project Officer for this agreement. A list of approved EPA waivers (general applicability and project specific) is available on the [EPA Build America, Buy America website](#).

## G. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in *Section VII: Agency Contact* of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

## H. Reporting Requirements

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Applicants should describe how they plan to meet the requirement to provide as part of its quarterly performance report, a description of how program income is being used. Applicants should also indicate how they plan to meet the requirement to submit a report on the amount of program income earned during the award period must be submitted with the quarterly Federal Financial Report, Standard Form 425.

At the close of the grant, the successful applicant will submit a final technical report to the EPA Project Officer within 90 calendar days of completion of the period of performance. The final technical report shall include a summary of the project or activity, advances or goals achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned during the project period.

## **SECTION VII – AGENCY CONTACT**

Dan Halpert, U.S. EPA, Office of Resource Conservation and Recovery (MC 5306P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; e-mail: [SWIFR@epa.gov](mailto:SWIFR@epa.gov).



## **APPENDIX A: NARRATIVE PROPOSAL CHECKLIST AND HELPFUL HINTS**

Disclaimer: This Narrative Proposal Checklist does not supersede the requirements in the Request for Applications (RFA). Applicants should address all criteria outlined in the RFA. This abbreviated checklist is intended to provide a streamlined representation of the RFA and to offer helpful hints to address a few select criterion that have presented challenges to past applicants.

### **Threshold Criteria**

Applicants must address **all** threshold criteria. Applications that fail to meet any one of the threshold criteria will not be considered further.

1. Applications must address at least one of the mandatory objectives described in *Section I.G, Scope of Work*, of this announcement.
2. Applicants must be eligible, as described in *Section III.A: Eligible Applicants*, of this announcement.
3. If an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with the requirements listed under *Section III.A: Eligible Applicants* of this RFA, even if the entity is referred to as a “partner” in the application.
4. Federal funds requested must be between \$500,000 and \$4,000,000, inclusive. Applications requesting federal assistance funding below or in excess of this value will not be considered.
5. Qualification for Program Track. Applications must indicate if it qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks*. Include information demonstrating that you qualify.
6. Applications must be for projects that support at least one of the goals and objectives from the EPA’s FY 2022-2026 Strategic Plan identified in *Section I.H: General Environmental Results and EPA Strategic Plan Linkage*
7. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV.B: Submission Instructions* of this announcement.
8. Applications must be submitted through [Grants.gov](https://www.grants.gov) as specified in *Section IV.B: Submission Instructions* of this announcement.
9. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to the EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues.

### **Summary Information Cover Letter**

The Project Narrative Attachment Form must include a Summary Information Cover Letter with the following information:



- i. **Project Title.**
- ii. **Applicant Name.** Identify the name of the organization submitting the application.
- iii. **Eligible Entity Type.** Identify your organization's organization type from *Section III.A: Eligible Entities*.
- iv. **Qualification for Program Track.** Applicants must indicate if their application qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.
- v. **UEI Number.** List the organization's UEI number.
- vi. **Project Summary.** Briefly describe the project in two to four sentences.
- vii. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.
- viii. **Project Location.** Include the location where the project will be taking place. If project will occur in more than one location, indicate the city and state associated with the primary location.
- ix. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.
- x. **EPA Funding Requested.** Specify the amount you are requesting from the EPA. Federal funds requested must be between \$500,000 and \$4,000,000, inclusive.
- xi. **Project Period.** Provide estimated beginning and ending dates.
- xii. **Program Objective Elements.** State the mandatory program objective elements addressed from *Section I.G: Scope of Work*.
- xiii. **Strategic Plan Elements.** Specify the goals and objectives from the EPA's FY 2022-2026 Strategic Plan.
- xiv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.

### **Evaluation Criteria**

Applicants must thoroughly address each of the following Evaluation Criteria.

*\*Helpful Hint: An excellent application will use the title of each criterion as a label or section header within the narrative. This will help ensure you address each criterion in the narrative.*

- **Project Summary and Approach (35 points)**

Applicants must address four elements under the project description criterion:



- ✓ Project Narrative includes a clearly written description of the overall project (5 points);
- ✓ Project meets the requirements in *Section I.G: Scope of Work* and *Section I.H: General Environmental Results and Strategic Plan Information* (15 points);
- ✓ Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives (10 points); and
- ✓ Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end (5 points).

- **Environmental Justice (15 points)**

Applicants must address two elements under the environmental justice criterion:

- ✓ How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above (10 points); and,
- ✓ The extent to which the project addresses engagement with, local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project (5 points).

- **Performance Measure: Anticipated Outputs and Outcomes (10 points)**

Outputs and outcomes must be quantitative or qualitative and must measure environmental improvement described in *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes* or should be directly linked to environmental improvement. Include quantitative targets as appropriate.

- **Programmatic Capability and Environmental Results Past Performance (10 points)**

Under this criterion, applications will be evaluated based on their ability to successfully complete and manage the proposed project considering their:

- ✓ past performance in successfully completing and managing the assistance agreements identified in response to *Section IV: Application and Submission Information* of the solicitation (2.5 points);
- ✓ history of meeting the reporting requirements under the assistance agreements identified in response to *Section IV: Application and Submission Information* of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (2.5 points);
- ✓ organizational experience and plan for timely and successfully achieving the objectives of the proposed project (2.5 points); and,



- ✓ staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (2.5 points).

- **Budget and Expenditure of Awarded Grant Funds (10 points)**

Describe how the project meets each of the three elements under budget and expenditure:

- ✓ Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)
- ✓ The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)
- ✓ The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)

- **Project Sustainability (10 points)**

Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application continues to promote efforts to support post-consumer materials management after the EPA funding for this project has ended. This may include a description of how new and expanded infrastructure and new programs will be funded following the EPA funding period. Please note, “sustainability” refers to sustaining the project over time as opposed to overall environmental sustainability.

- **Innovative Approaches and Solutions (5 points)**

Under this criterion, the Agency will evaluate the application based on the extent to which the application proposes a project that includes innovative approaches (e.g., not usual, routine or established practices) to support the development of infrastructure for post-consumer materials management. Examples of innovative approaches and solutions include but are not limited to: new or novel services, purchase or installation of emerging technologies, creating and encouraging the development of emerging markets, solving local challenges around collection or operations, and others.

- **Project Replicability (5 points)**

Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application identifies and explains how results from the project can be replicated in other communities.

- **Leveraging (5 points)**

Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged



resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities



## **APPENDIX B: OPTIONAL TEMPLATE FOR THE PROJECT NARRATIVE ATTACHMENT FORM**

All portions of the Project Narrative Attachment Form must substantially comply with the specific instructions, format, and content defined in the RFA. Page counts refer to one-side of a single-spaced typed page. Pages in excess of the identified limits will not be considered. The milestones, and budget table, and narrative have separate page limits and will be considered in the evaluation.

**Instructions:** The Project Narrative Attachment Form includes a Summary Information page, the Narrative Proposal, and the Budget Table and Description. The application's Summary Information page should follow the format below. **Italicized and bracketed text should be deleted before submission.**

All portions of the narrative proposal must substantially comply with the specific instructions, and content defined in the RFA. **Applicants may, but are not required to, use the Template for The Project Narrative Attachment Form here in Appendix B. Applicants that do not use the template will not be penalized.** Page counts refer to one-side of a single-spaced typed page. Pages more than the identified limits will not be considered. The milestones, and budget table, and narrative have separate page limits and will be considered in the evaluation.

### **Template for Summary Information Cover Letter**

*[The Summary Information should appear on the first page of the Proposal Attachment Form and should not exceed one page.]*

#### **ENVIRONMENTAL PROTECTION AGENCY (EPA) Solid Waste Infrastructure For Recycling Cooperative Agreement 2022 EPA-I-OLEM-ORCR-23-03**

- i. **Project Title:** *[Project title]*
- ii. **Applicant Name:** *[Name of organization]*
- iii. **Eligible Entity Type:** *[Eligible entity type]*
- iv. **Qualification for Program Track:** *[Include information demonstrating that your application qualifies for Track 1 (e.g., describe how the proposed project(s) benefit disadvantaged communities as defined in this solicitation) or Track 2].*
- v. **UEI Number:** *[UEI number]*
- vi. **Project Summary:** *[Briefly describe your project in two to four sentences]*
- vii. **Contact Information:** *[Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed]*
- viii. **Project Location:** *[Location where the project will be taking place]*



- ix. **Total Project Cost:** *[Specify the total cost of the project]*
- x. **EPA Funding Requested:** *[Specify the amount of funding requested from EPA]*
- xi. **Project period:** *[Provide anticipated project start date and anticipated project completion date]*
- xii. **Program Objective Elements:** *[Mandatory program objective elements in Section I.G: Scope of Work]*
- xiii. **Strategic Plan Elements:** *[Specify the goals and objectives from the EPA's FY 2022-2026 Strategic Plan]*
- xiv. **Cooperative Partners:** *[Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.]*



## **Template for Narrative Proposal**

*[Applicants may use the following template for their Narrative Proposal and should not exceed 10 pages in length. Text that is italicized and bracketed should be deleted when submitting the application. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]*

### **Criterion 1: Project Summary and Approach (35 points)**

- a. Project Narrative including a clearly written description of the overall project: *[Applicant's text goes here]*
- b. Application identifies and explains how project meets the requirements in Section I.G: Scope of Work and Section I.H: General Environmental Results and EPA Strategic Plan Linkage: *[Applicant's text goes here]*
- c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives: *[Applicant's text goes here]*
- d. Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end: *[Applicant's text goes here]*

### **Criterion 2: Environmental Justice (15 points)**

- a. How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community: *[Applicant's text goes here]*
- b. The extent to which the project addresses engagement local residents in communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project: *[Applicant's text goes here]*

### **Criterion 3: Performance Measure – Anticipated Outputs and Outcomes (10 points)**

*[Applicant's text goes here]*

### **Criterion 4: Programmatic Capability and Past Performance (10 points)**

- a. Past performance in successfully completing and managing the assistance agreements identified in response to Section IV: Application and Submission Information of the solicitation: *[Applicant's text goes here]*
- b. History of meeting the reporting requirements under the assistance agreements identified in response to Section IV: Application and Submission Information of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress



towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not:  
*[Applicant's text goes here]*

- c. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project: *[Applicant's text goes here]*
- d. Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project: *[Applicant's text goes here]*

#### **Criterion 5: Budget and Expenditure of Awarded Grant Funds (10 points)**

Please see Budget Table and Description *[Applicant's text goes in the 4-page Budget Table and Description. Please reference Appendix C for an example.]*

#### **Criterion 6: Project Sustainability (10 points)**

*[Applicant's text goes here]*

#### **Criterion 7: Innovative Approaches and Solutions (5 points)**

*[Applicant's text goes here]*

#### **Criterion 8: Replicability (5 points)**

*[Applicant's text goes here]*

#### **Criterion 9: Leveraging (5 points)**

*[Applicant's text goes here]*

#### **List of Attachments:**

*[List all attachments (budget table and description, timeline with milestones, letters of support) that are being submitted with this package.]*

*[You **do not** need to list the following mandatory documents:*

- *Standard Form 424: Application for Federal Assistance,*
- *Standard Form 424A: Budget Information for Non-Construction Programs*
- *EPA Key Contacts Form 5700-54*
- *EPA Form 4700-4: Pre-Award Compliance Review Report]*



## **APPENDIX C: EXAMPLE BUDGET TABLE AND DESCRIPTION**

Applications should include a detailed budget table and a detailed budget description, providing more detail than what is found in SF-424A. An applicant's budget narrative must account for both federal funds and any non-federal federal funds.

The budget description should clearly convey cost calculations, purpose of the costs, and correlate the costs to activities identified in the application. Where possible, the budget description should be keyed to tasks and deliverables from the proposal narrative. The Budget Table and Description **should not exceed 4 pages.**

The following budget tables and descriptions are provided as examples to follow. For additional guidance and examples, please see <https://www.epa.gov/grants/rain-2019-g02>. Other formats are also acceptable if total costs per category and specific descriptions of costs are included. Applicants who do not use this optional format will not be penalized in the evaluation process.

### **Budget Table:**

I. Salary and Wages for Organization X Employees (Monthly Rate x Months x FTE)						
Name	Hourly Rate	Yr 1 Hours	Yr 2 Hours	Year 1	Year 2	Total
PM	\$60.00/hr	300	200	\$18,000	\$12,000	\$30,000
SLE 1	\$35.00/hr	200	100	\$7,000	\$3,500	\$10,500
SLE 2	\$35.00/hr	200	100	\$7,000	\$3,500	\$10,500
TOTAL SALARY AND WAGES				\$32,000	\$19,000	\$51,000
II. Fringe Benefits	Fringe Rate			Year 1	Year 2	Total
PM + 2 SLE	28%			\$8,960	\$5,320	\$14,280
TOTAL FRINGE BENEFITS				\$8,960	\$5,320	\$14,280
III. Travel				Year 1	Year 2	Total
See budget justification				\$660	\$1,660	\$2,320
TOTAL TRAVEL				\$660	\$1,660	\$2,320
IV. Equipment				Year 1	Year 2	Total
See budget justification				\$1,209,500	\$0	\$1,209,500
TOTAL EQUIPMENT				\$1,209,500	\$0	\$1,209,500
V. Supplies				Year 1	Year 2	Total
See budget justification				\$2,000	\$2,000	\$4,000
TOTAL SUPPLIES				\$2,000	\$2,000	\$4,000
VI. Contractual				Year 1	Year 2	Total



Engineering support and design	\$30,000	\$15,000	\$45,000
<b>TOTAL CONTRACTUAL</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$45,000</b>
TOTAL DIRECT	\$1,408,120	\$42,980	\$1,451,100
INDIRECT 0%	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,408,120</b>	<b>\$42,980</b>	<b>\$1,451,100</b>

Budget Description:

**TOTAL PROJECT COST: \$1,451,100**

**TOTAL EPA FUNDING REQUESTED: \$1,451,100**

**I. Senior Personnel:**

The County has requested 300 hours for Year 1 and 200 hours for Year 2. These costs are reasonable because the County pays the Project Manager (PM) at the same rate for activities that are not federally funded, and the Project Manager's salary is consistent with the market rates for County employees in STEM fields.

	<b>Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Year 1	PM	\$60.00/hr	300	\$18,000
Year 2	PM	\$60.00/hr	200	\$12,000

**Other Personnel:**

Funds are requested to provide compensation for two staff-level employees (SLE) for 18 months of the project (1 year and six months) and will be managed by the Project Manager. These costs are reasonable because the County pays staff-level employees this rate regardless of the source of funding.

	<b>Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Year 1	SLE 1	\$35.00/hr	200	\$7,000
Year 1	SLE 2	\$35.00/hr	200	\$7,000
Year 2	SLE 1	\$35.00/hr	100	\$3,500
Year 2	SLE 2	\$35.00/hr	100	\$3,500

**TOTAL PERSONNEL: \$51,000**

**II. Fringe Benefits:**

Fringe benefits (to cover insurances, social security, and retirement) are requested at 28% of PM and two SLE salaries.



	Personnel	Total Salary	Fringe Rate	Fringe
Year 1	PM & 2 SLE	\$32,000	28%	\$8,960
Year 2	PM & 2 SLE	\$19,000	28%	\$5,320

TOTAL FRINGE: \$14,280

### III. Travel

Travel funds requested are for trips to *X* and *Y*. These funds include daytrips and overnight trips. Travel will allow us to complete Tasks (*insert task number or description here*) and the deliverables (*insert deliverables name/number here*).

Purpose	Location(s)	Item	# of Travelers	Rates	Cost
2 daytrips to research XXX: Task 1 and 2	Insert locations here	Mileage	1	\$0.545/mile x 606 miles	\$660
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging	4	\$91/night x 2	\$1,092
		Mileage	4	trips (3 rooms)	\$ 242
		Per diem	4	\$0.545/mile x 222 miles x 2 trips	\$ 336
				\$42/day x 2 days	

TOTAL TRAVEL: \$2,320

### IV. Equipment

The equipment costs to purchase equipment upgrades to the County Materials Recovery Facility (MRF) is necessary because X.

	Item	Cost
Year 1	AI/Robotic Sorting	\$600,000
Year 1	Glass Breaker Screen	\$150,000
Year 1	Glass Sorting Equipment	\$100,000
Year 1	Controls and Wiring	\$90,000
Year 1	Supports, Platforms, and Stairs	\$100,000
Year 1	HVAC and Building Modifications	\$44,500
Year 1	Equipment Installation	\$125,000
Year 2	N/A	\$0
<b>Total</b>		<b>\$1,209,500</b>

Equipment installation is characterized as equipment because it is part of the purchase price.

**Build America, Buy America Act Compliance:** We have confirmed that all iron, steel, manufactured products, and construction materials used as part of the optical sorter is produced in the US.



TOTAL EQUIPMENT: \$1,134,500

## V. Supplies

Funds are requested for supplies in the amount of \$2,000 for Year 1 and \$2,000 for Year 2. Supplies will be utilized for Tasks (insert task number or description here) and the following deliverables (insert deliverables name/number here). These costs are reasonable because X.

TOTAL SUPPLIES: \$4,000

## VI. Contractual

\$45,000 is requested for contractual costs, which includes both engineering design for MRF upgrades and ongoing support during and after equipment installation. These costs are reasonable because the consulting contract will be awarded competitively under the County's purchase procedures. Price will be one factor in determining which consultant offers the best value for the project. We understand that the consultant rate must comply with the restrictions on consultant fees described in 2 CFR 1500.10.

**Build America, Buy America Act Compliance:** We have confirmed that all iron, steel, manufactured products, and construction materials used as part of the optical sorter is produced in the US.

Year 1	Engineering Support/Design	\$30,000
Year 2	Engineering Support/Design	\$15,000
	<b>Total</b>	<b>\$45,000</b>

TOTAL CONTRACTUAL: \$45,000

## VII. Indirect

There are no indirect costs associated with the Count.

	<b>Total Direct Costs</b>	<b>Total Indirect Costs</b>	<b>Total Costs</b>
Year 1	\$1,408,120	\$0	\$1,408,120
Year 2	\$42,980	\$0	\$42,980
<b>Total</b>	<b>\$1,451,100</b>	<b>\$0</b>	<b>\$1,451,100</b>

TOTAL INDIRECT COSTS: \$0



## APPENDIX D: TIMELINE AND MILESTONES

*[Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. The following table is an **example** of a format from EPA's Underground Storage Tank Program applicants may review when developing their own timelines and milestone chart that includes information that is specific to their proposed project. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones **should not exceed one page. This Milestones page does not count towards the 11-page limit.**]*

### Timeline and Milestones:

Timeline / Workflow New actions for this Project <span style="background-color: #00FF00; color: black;"> </span> Existing program actions into which this project will be incorporated <span style="background-color: #808080; color: black;"> </span>	Winter 2018	2019												2020								
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Outreach to businesses to participate in Cohorts																						
EcoData Tracking Workshops																						
Cohort site visits + technical assistance/P2 recommendations + assessment for tanks & supplies																						
Permit guidance created																						
BMP toolkits produced (incl. Metrics Calculator)																						
Issue tanks RFP																						
Contracts issued for tanks																						
Permit assistance																						
Training on tracking waste stream impacts																						
Cohort Meetings																						
Cohort tracking and implementation period																						
Asset management training																						
3 training videos; 1 of which will be on side-streaming																						
Reimbursements for tanks																						
Cohort follow-up site visits																						
Green Manufacturing training																						
Results analysis, review, & report writing																						



Columbus Consolidated Government  
**GRANT APPLICATION APPROVAL & CHECKLIST**

Item #8.

*All grants from all departments must be approved by City Council via resolution before the application can be submitted. This form must be approved by Finance before resolution can be placed on Council agenda. Please complete items 1 through 9 and keep a copy of this form for use in subsequent progress tracking.*

**Your Name:** Matthew Dolan **Ext:** 46612 **Dept/Division:** Public Works

**Official Name of Grant:** Solid Waste and Infrastructure for Recycling Grant

**Grantor (issuer)** Environmental Protection Agency **Application Deadline:** 11/13/23

**Grant purpose** Waste Diversion Infrastructure for Recycling

1. The dates of this grant are from 11/15/23 to 11/15/26.

2. Total amount of award anticipated (including any local match): 5,000,000

3. ☒ There is no local match requirement for this grant.  
☐ The dollar amount of the required match is \$\_\_\_\_\_, which represents \_\_\_\_\_% of the grant, of which:

\$\_\_\_\_\_ represents the amount of cash match, and/or

\$\_\_\_\_\_ represents the amount of in-kind match.

**NOTE: If there is a match, it MUST be indicated in the Agenda Report and Resolution.**

4. The grant manager/finance manager/or other designated contact person for this grant is:

Matthew Dolan

The above person will be responsible for preparing the grant application, being aware of all requirements and conditions of the grant, preparing the grant reimbursement requests, preparing any other reports required by the grant, and submitting copies of all required documentation to the Grant Compliance Accountant, unless otherwise indicated below:

\_\_\_\_\_

5. ☒ The person(s) responsible for purchases and financial reporting for this grant is(are) aware of and will abide by all applicable Columbus Consolidated Government policies and procedures, including but not limited to the Grants Management Policy and Employment Process Policy. *(Please Initial)*

6. ☒ The budget for this grant (including revenue source, local match (if required), and expenditures per the grant) will be submitted ASAP to the Grant Compliance Accountant. *(Please Initial)*

7. Copies of the following will be submitted to the Grant Compliance Accountant:

☐ Grant Application  
☐ Grant Award Notification  
☐ Grant Contract  
☐ Approved Resolution  
☐ All required financial reports

☐ All drawdown requests  
☐ Budget amendment requests  
☐ Grant correspondence  
☐ Grant Closeout



**NOTE: The Agenda Report and Resolution must both include wording to state that, if the grant is accepted and approved, the applicable Grant Fund will be modified by the amount of revenues and expenditures of the grant.**

8. Will any personnel be paid out of this grant? Yes ☐ No ☒

If Yes, you MUST complete the personnel information section on Page Three.

**9. \_\_\_\_\_ Copies of the grant solicitation/announcement and application are attached to this request. If application is online, please attach printable versions or screen shots.**

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Grant Administrator

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Supervising Official

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
Grant Compliance Accountant

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director

### Subsequent tracking:

Date:

\_\_\_\_\_ Resolution/Agenda Report created for Council Agenda and submitted to Grant Compliance Accountant for review.

\_\_\_\_\_ Action Summary Sheet completed with Resolution/Agenda Report attached

\_\_\_\_\_ Date of Council Session for which Resolution/Agenda Report is submitted

\_\_\_\_\_ Approved by Council

\_\_\_\_\_ Application completed and submitted

\_\_\_\_\_ Application ☐ awarded ☐ not awarded

\_\_\_\_\_ If awarded, grant budget request completed and submitted to Financial Planning

\_\_\_\_\_ Copies of Council resolution, grant solicitation, grant application, grant award notification, and unsigned grant contract submitted to Grant Compliance Accountant for obtaining signatures as needed.

\_\_\_\_\_ Grant contract signed by signing authority and returned for submission.

\_\_\_\_\_ Communication with Grant Compliance Accountant regarding financial report submission, drawdown procedures and no \_\_\_\_\_ other grant requirements and reporting.



**THIS SECTION MUST BE COMPLETED IF ANY PERSONNEL WILL BE PAID WITH THIS GRANT.**

Position Title	New Slot	Existing Slot	Pay Grade	Rate of Pay	Hourly or Biweekly (Yes or No)	Hrs worked per week	% Level of effort

Note: Any new slots created for this grant will end upon the completion of this grant, unless otherwise authorized by the City Manager.



**File Attachments for Item:**

**9. Georgia County Internship Program (GCIP) Grant**

Approval is requested to apply for and accept a grant in the amount of \$2,607.60, or as otherwise awarded, from the ACCG Civic Affairs Foundation to promote a community based "Risk and Safety Day" by the amount awarded.



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #9.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Georgia County Internship Program (GCIP) Grant</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to apply for and accept a grant in the amount of \$2,607.60, or as otherwise awarded, from the ACCG Civic Affairs Foundation to promote a community based “Risk and Safety Day” by the amount awarded.
<b>INITIATED BY:</b>	<b>Human Resources/Risk Management</b>

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**Recommendation:** Approval is requested to apply for and accept a grant in the amount of \$2,607.60 or as otherwise awarded, from the ACCG Civic Affairs Foundation to promote a community based “Risk and Safety Day”.

**Background:** This program is designed to hire an intern to learn how communities and governments operate at a local level. The intern will oversee and plan a community-based event to promote risk and safety with various departments in and out of the Columbus Consolidated Government.

**Analysis:** The ACCG Civic Affairs Foundation is funding this grant at no cost to the Department of Human Resources/Risk Management or the City of Columbus.

**Financial Considerations:** The grant amount will be up to \$2,607.60 for the Georgia County Internship Program (GCIP).

**Legal Considerations:** Council is the approving authority for all grant applications and acceptances.

**Recommendation/Action:** Approval is requested to submit an application and if approved accept \$2,607.60 or the amount awarded from the ACCG Civic Affairs Foundation and amend the Multi-Governmental fund by the amount awarded.

**A RESOLUTION**



**A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT IF AWARDED A GRANT OF \$2,607.60, OR AS OTHERWISE AWARDED, FROM THE ACCG CIVIC AFFAIRS FOUNDATION FOR THE GEORGIA COUNTY INTERNSHIP PROGRAM (GCIP) AND AMEND THE MULTI-GOVERNMENTAL FUND BY THE AMOUNT AWARDED.**

**WHEREAS**, grant reimbursement is limited to the actual number of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern from May 1, 2023 to September 1, 2023.

**WHEREAS**, the City of Columbus will be reimbursed by the ACCG Civic Affairs Foundation in the amount of \$2,607.60 to cover one internship.

**WHEREAS**, the grant must be used to fund costs associated with the Intern's salary, FICA, and worker's compensation as specified in the agreement.

**WHEREAS**, the intern will be responsible for planning a community-based event based on risk and safety to include; water safety, fire safety, bus safety, pedestrian crossings, etc.

**WHEREAS**, the intern will work with the Risk Management Division and other departments in and out of the City of Columbus to plan this community wide event.

**WHEREAS**, the Risk Management Division shall serve as the principal contact of the Georgia County Internship Program (GCIP).

**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 \$2,607.60 or the amount awarded for Georgia County Internship Program (GCIP) from the ACCG Civic Affairs Foundation and amend the Multi-Governmental Fund by the amount awarded.

**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 \_\_\_\_\_ 2023, and adopted at said meeting by the affirmative vote of ten members of said Council.



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

Item #9.

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Sandra T. Davis, Clerk of Council

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B.H. “Skip” Henderson, Mayor



## GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.**, (the “**FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and \_\_\_\_\_ County (“**COUNTY**”), having its principal office at \_\_\_\_\_.

In exchange for valuable consideration, the parties agree as follows.

### I. GENERAL TERMS.

#### A. Agreement Term:

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY’S governing authority and entry on the COUNTY’S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the **COUNTY** Clerk’s Office as requested and incorporated into this Agreement.

#### B. Purpose of Agreement:

The **FOUNDATION** is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter (“Grant Award Letter”) (**Exhibit A**) to reimburse certain costs to the **COUNTY** to employ interns to complete projects as described in the county grant application (“County Grant Application”) (**Exhibit B**) from May 1, 2023 until September 1, 2023. This Agreement provides the terms and conditions under which the **COUNTY** may receive reimbursement from the **FOUNDATION**.

### II. REIMBURSEMENT TO COUNTY.

In exchange for the **COUNTY** hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the **FOUNDATION** shall provide reimbursement to the **COUNTY** as follows:

#### A. Use of Grant Funds.

##### 1. Amount of Reimbursement



# ACCG Civic Affairs Foundation

- a. **Hourly Rate.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

The **COUNTY** may pay the intern at a higher rate than \$12.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the reimbursed hourly rate of \$12.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost to cover the intern under the **COUNTY'S** workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$24.00 per intern, per internship.
  - c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$183.60 per intern, per internship.
2. **Additional Compensation for Intern.** The **COUNTY** may pay the intern(s) in an amount greater than \$12.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the **COUNTY** will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

## III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2023 to September 1, 2023, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The **COUNTY** shall pay interns funded in whole or in part by this grant a minimum of \$12.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the **COUNTY** shall provide the following information



# ACCG Civic Affairs Foundation

to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form”) (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form (“Reimbursement Form”) (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the **COUNTY** and received by the **FOUNDATION** by October 16, 2023 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the **COUNTY** must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The **COUNTY** may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The **COUNTY** must submit to the **FOUNDATION** no later than July 28, 2023; intern consent form (“Intern Consent Form”) (**Exhibit F**); the intern information form (“Intern Information Form”) (**Exhibit G**); and an intern photograph.
- F. Tax Withholdings.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
  2. **Fair Labor Standards Act**
  3. **Georgia Security and Immigration Compliance Act.** The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).



# ACCG Civic Affairs Foundation

- I. **Duty to Notify FOUNDATION.** It shall be the duty of the **COUNTY** to notify the **FOUNDATION** if an intern quits or is terminated by the **COUNTY** within five (5) days of separation.
- J. **Nepotism.** If the **COUNTY** has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the **COUNTY** shall refrain from hiring interns who are closely related by blood or marriage to **COUNTY** employees or officials who have a hiring or supervisory role over the intern. The **COUNTY** shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the **COUNTY** fails to follow these requirements, the **COUNTY** will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.
- K. **Campaign and Other Impermissible Activities.** Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the **COUNTY**. Interns are further not permitted to run personal errands for **COUNTY** officials and staff or work on projects that are unrelated to county government. If the **COUNTY** fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.

## IV. CONTRACT MODIFICATION

No amendment, modification, or alteration of this **AGREEMENT** shall be valid or effective unless such modification is made in writing and signed by both parties.

## V. TERMINATION

This Agreement may be terminated in the following circumstances:

- A. **Due to default or for cause.** The **FOUNDATION** may terminate this **AGREEMENT** at any time if the **COUNTY** fails to perform any of its obligations under this **AGREEMENT** and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the **FOUNDATION**. The **COUNTY** shall be required to submit all required information identified in Section III(D) not later than 20 days after the date of written notice of termination. The **COUNTY** shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
- B. **Due to Early Separation of Intern.** Should the intern funded by this grant be separated from the **COUNTY'S** employment prior to the expiration of their internship period, this **AGREEMENT** shall terminate within 20 days of the separation unless another



# ACCG Civic Affairs Foundation

undergraduate student, graduate student, recent graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2023.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

## VI. **Access to Records, Records Retention, and Investigation**

- A. The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

## VII. **Hold Harmless**

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

## VIII. **Program Publicity and COUNTY Participation**

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.



# ACCG Civic Affairs Foundation

- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

## **XI. Miscellaneous Provisions**

- A. The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

## **XII. CONTRACT EXHIBIT INCLUSION:**

This contract includes the following exhibits, which are attached and incorporated herein by reference:

Exhibit A	Grant Award Letter
Exhibit B	County Grant Application
Exhibit C	E-Verify Usage and Acknowledgement Form
Exhibit D	Reimbursement Form
Exhibit E	Intern Evaluation Form
Exhibit F	Intern Consent Form
Exhibit G	Intern Information Form



**COUNTY:**

**ASSOCIATION COUNTY COMMISSIONERS OF  
GEORGIA CIVIC AFFAIRS FOUNDATION, INC.:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Dave Wills  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title:

Secretary-Treasurer  
\_\_\_\_\_  
Title:

This \_\_\_\_ day of \_\_\_\_\_, 2023

This \_\_\_\_ day of \_\_\_\_\_, 2023

**COUNTY CLERK CERTIFICATION:**

The undersigned Clerk of the governing authority of \_\_\_\_\_ County, DOES HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the \_\_\_\_\_ County Governing Authority in a meeting that was properly advertised and open to the public on \_\_\_\_\_, 2023, and that the original of said agreement appears of record in the minute book of the County, which is in my custody and control.

WITNESS my hand and the official seal of the governing authority of County.

(SEAL)

\_\_\_\_\_  
Clerk



# ACCG Civic Affairs Foundation

February 1, 2023

Ms. Lauren Vance  
100 10th Street  
Phenix City, AL 36867

Dear Ms. Vance:

I am pleased to inform you that Columbus-Muscogee County has been awarded a **General Georgia County Internship Program (GCIP) grant** from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2023 summer program in the amount of **\$2,607.60** for the **Risk and Safety Awareness** intern project to cover **one** internship. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org) or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2023 grant program.

Sincerely,



Dave Wills  
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Berry Henderson  
Sandra Davis  
Isaiah Hugley



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Sincerely,



Dave Wills  
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Berry Henderson  
Sandra Davis  
Isaiah Hugley





## Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, \_\_\_\_\_, acknowledge that \_\_\_\_\_ County used the E-Verify program to verify the employment eligibility of \_\_\_\_\_, GCIP summer intern, on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
County Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Verify Number

\_\_\_\_\_  
Date of E-Verify Authorization





## Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the County before the end of the contract period, upon proper completion and submission of all required information and obligations pursuant to this Agreement.

County Requesting Reimbursement: \_\_\_\_\_

Requested By: \_\_\_\_\_

### Intern Information

Name: \_\_\_\_\_

Department Hired: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Cost of Wages: \_\_\_\_\_

Cost of FICA: \_\_\_\_\_

Cost of Worker's Compensation: \_\_\_\_\_

Total Amount of Reimbursement Requested: \_\_\_\_\_

For illustrative purposes, the County may request up to the maximum reimbursement amount of \$2607.60 as follows and pursuant to the Agreement. Where any conflict arises between this exhibit and the terms and conditions of the Agreement, the terms and conditions shall control.

Intern wages are paid through the grant at a rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

Reimbursement for Worker's Compensation may be requested at a rate of \$1 per \$100 salary for a maximum reimbursement of \$24.00.

Reimbursement for FICA may be requested at a rate of .0765% multiplied by salary for a maximum reimbursement of \$183.60.

All interns are required to be covered under the County's Workers Compensation Plan. The funds provided for Workers Compensation and for FICA must be used for those purposes. Any wages paid at a rate higher than \$12 per hour shall be paid by the county as well as the cost of FICA and Worker's Compensation associated with wages above that rate.



I, \_\_\_\_\_, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by **October 16, 2023**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Georgia County Internship Program (GCIP) Intern Evaluation Form

*Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org).*

Name: \_\_\_\_\_

County: \_\_\_\_\_

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?





## Georgia County Internship Program (GCIP)

### INTERN CONSENT FORM

I, \_\_\_\_\_, authorize the Association County Commissioners of Georgia Civic Affairs Foundation, Inc., and \_\_\_\_\_ County to use my name, college or university, year in school, major, terms of employment, image, audio, video, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional, and data collection and analysis purposes, which may include, but is not limited to social networking sites, website, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date



# ACCG Civic Affairs Foundation

GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM			
COUNTY INFORMATION			
Name of Supervisor:		Title:	
County:		Department:	
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Email Address:	
INTERNSHIP POSITION INFORMATION			
Full Name of Intern (Hired):			
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Personal Email address:	
College/University Student Attends:		Program or Major:	Expected Year of Graduation:
Post Graduation Plans:			
Intern Position Title:		Department:	
Start Date:	End Date:		Hours Worked Per Week:
SIGNATURES			
Signature of County Supervisor:			Date:
Signature of Hired Intern:			Date:

***This form must be completed in full for each intern the county has hired who is being paid through Georgia County Internship Program grant funds. will be granted without this form.***



# ACCG Civic Affairs Foundation

## MEMORANDUM

**To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2023 Grant Period**

**From: Michele NeSmith, ACCG Research and Policy Development Director on behalf of the ACCG Civic Affairs Foundation**

**Re: County Grant Information Packet and Grant Agreement**

**Date: February 3, 2023**

---

Congratulations on being a grant recipient for the Summer 2023 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The intern can perform their internship at any time from May 1, 2023-September 1, 2023. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Friday, October 16, 2023. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

The primary contact for the grant will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire. If the primary contact for the grant changes before the end of the grant period, please contact me immediately and provide the new contact with their email and phone numbers.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement through a meeting of the board of commissioners, please make every effort to return it as soon as possible so that it can be finalized by the Foundation. When an intern has been hired, the Foundation should be notified, and a copy of the Intern Consent Form and the Intern Information Form should be submitted as soon as possible, but no later than **July 28, 2023**. The county should not wait until the end of the grant period to submit this information.

Also, if you have previously participated in the grant program you are aware that we request that the intern evaluation form and photo(s) of the intern be submitted. In that past this has been an optional requirement, but it is now mandatory. Please ensure that both are submitted in order to be eligible for the reimbursement.

Enclosed in this packet is the grant checklist, frequently asked questions, and an intern supervisor's guide. The grant agreement is included in a separate attachment and includes the following: 1) grant award letter 2) county grant application, 3) E-Verify usage and acknowledgement form, 4) grant reimbursement form 5) intern evaluation form, 6) the intern consent form, and 7) the



# ACCG Civic Affairs Foundation

intern information form.

In order to receive the grant funds, the county must submit the following to the Foundation:

- 1) Signed Grant Agreement – as soon as possible
- 2) Signed Intern Consent Form – beginning of the internship but no later than July 28
- 3) Signed and Completed Intern Information Form – beginning of the internship but no later than July 28
- 4) Intern Photo-by September 1 (head shot and action photo)
- 5) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) by October 16, 2023
- 6) Signed and Completed Grant Reimbursement Form – by October 16, 2023
- 7) Proof of Payment-- by October 16, 2023
- 7) Completed Intern Evaluation -by October 16, 2023

Once the county has submitted all the items listed above, the Foundation will provide reimbursements for the wages, workers' compensation coverage, and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and workers' compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers' compensation policy. Grant reimbursements may take 6-8 weeks to process. **Please note that your county will not receive your grant reimbursement until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at [mnesmith@accg.org](mailto:mnesmith@accg.org) or at 404-992-8737.

Thanks again for your participation in this program.





## Georgia County Internship Program (GCIP) County Check List

- ☐ Read all provided information before completing required forms
- ☐ The **Grant Agreement** needs to be approved by the County Board of Commissioners at a Board meeting, signed, and returned to the Foundation **as soon as possible**. The Foundation will then sign the agreement and return it to the County.
- ☐ Send Foundation internship job posting and advertise locally **as soon as possible**
- ☐ Complete, sign and submit the **Intern Information Form** to the Foundation **at the beginning of the internship, but no later than July 28, 2023** (must be signed by intern and intern supervisor)
- ☐ Intern to complete and sign **Intern Consent Form** and submit to the Foundation **at the beginning of the internship, but no later than July 28, 2023**
- ☐ Submit photo(s) of Intern (head shot and action shot) by **September 1, 2023**
- ☐ Submit proof of hire (copy of Offer Letter and E-Verify Usage and Acknowledgement Form) to the Foundation by **October 16, 2023**
- ☐ Submit proof of payment to the Foundation by **October 16, 2023**
- ☐ Submit Intern Evaluation to the Foundation by **October 16, 2023**



# ACCG Civic Affairs Foundation

## Georgia County Internship Program (GCIP) Frequently Asked Questions

### **Will the grant contract need to be approved by the board of commissioners?**

Yes. The contract needs to be approved by the board of commissioners and entered on the minutes as required by state law at O.C.G.A. § 36-10-1.

### **What qualifications does an intern have to meet?**

The program is open to undergraduate and graduate students from a variety of educational backgrounds, provided a student's abilities are appropriate to the intern project proposed by the county. Since county governments provide a wide range of services, counties are encouraged to be creative in proposing internship opportunities across diverse areas of study from engineering and law to human resources and veterinary sciences.

Recent college graduates may be selected for an internship provided they can provide proof that their graduation was within six months of the start date of the internship. High school students who are dually enrolled in a college program **and** are 16 years of age or older may also participate.

### **How many hours should an intern work and how should this time be scheduled?**

GCIP grant funds will pay internship costs for up to a maximum of 200 internship hours. It will be up to the county and the intern to determine the work schedule in terms of the number of hours worked per week and total number of weeks to be worked. It is recommended that the minimum number of hours worked per week is 15.

If a grant for multiple interns is awarded to a county, this does not mean each intern has to work the same schedule or the same number of hours as long as the total number of hours worked under the grant does not exceed 200 for any one intern.

### **When can internships be completed?**

A student may start an internship at any time during the applicable Grant Period. Students must complete their internship no later than the last day of the applicable Grant Period.



**What if my intern doesn't complete the full 200 hours?**

Interns are not required to work the total 200 hours for the county to receive the grant, although the Foundation will only reimburse the county under the grant based on the actual number of hours worked if less than 200.

While GCIP grant funds cannot be provided past the applicable Grant Period, a county and an intern can extend the duration of any internship based on mutual agreement. All expenses incurred beyond the grant period will be paid by the county.

**My county was awarded one internship. Can I split the grant to hire two interns?**

Yes. If a county was awarded a grant for one intern and later determined that more than one intern was needed, the grant can be split into two 100-hour internships if the county abides by all the requirements of the grant agreement. However, the Foundation must first be contacted to ensure the requested split meets all the grant requirements. The grant for one intern cannot be split into more than two 100-hour internships.

**How much do interns get paid under GCIP and how is this funded?**

The county pays the intern directly and the Foundation reimburses the county for all approved costs after all required paperwork has been provided.

The wage for interns for the 2023 grant period is \$12.00 per hour. Interns cannot be paid less than \$12.00 per hour. The total hourly pay for a maximum 200-hour internship may not exceed \$2400 in wages, \$183.60 in FICA, and up to \$24 in workers' compensation costs for a maximum reimbursement of \$2607.60 per intern. An intern paid using GCIP grant funds must be covered under the county's workers' compensation plan.

If a county wants to pay an intern more than \$12.00 per hour, that amount over \$12.00 will need to be paid by the county along with the additional FICA and workers' compensation costs applicable to the additional salary. The GCIP grant does not cover wages paid over \$12.00 per hour nor does it pay for more than 200 hours of employment during any grant period.

**Can the county extend the internship beyond the 200 hours/grant period?**

Yes, but the county will be responsible for all related costs beyond the 200 hours and timeframe provided in the grant agreement.

**What if an intern needs academic credit?**

If a student wants to obtain academic credit for the internship, it will be the responsibility of the county to work with the student and the student's academic institution to fulfill this requirement. The Foundation is not responsible for securing academic credit or certifying work performed by the intern for this purpose.



**What if my county has already hired an intern for the grant period?**

If a county already has identified an intern who meets the requirements for this program for a specific Grant Period, the county is eligible to receive grant funding for that intern as long as it submits all required application materials by the applicable deadline and is selected to receive a grant. Note that the internship must be completed within the applicable Grant Period.

**Who is responsible for recruiting interns?**

It will be the responsibility of the county to recruit and hire their intern. This requires advertising through the county website, area technical colleges and universities, contacting department heads of colleges, etc. The county is also responsible for selecting applicants to interview, interviewing, and hiring interns.

The Foundation will assist in this process by posting county positions on its website [www.civicaffairs.org](http://www.civicaffairs.org) to provide statewide exposure to interested students and sharing these postings with career service directors across the state. If needed, the Foundation can further assist in this process if the county needs additional assistance or direction on how to recruit interns.

**What happens if a county is not able to recruit an intern for its GCIP grant?**

If no intern can be identified, the GCIP grant will be rescinded for that grant period.

**What if the grant project cannot be performed as provided in the county application ?**

Contact the Foundation immediately to see if a possible accommodation can be made. Grant awards are based on competitive scoring related to the project submitted. As such, grant projects should be performed as described. If an accommodation cannot be made, the grant will be rescinded.

**Can interns perform private projects for elected officials or staff?**

No. Interns are not allowed to work on projects that are not county-related. The purpose of the internship is for the student to learn about county government through a project that benefits the county, not a county staff member or elected official.

**Can interns work on political campaigns?**

Interns funded by GCIP are prohibited from participating in any type of political campaign work.





## **Georgia County Internship Program**

### **County Intern Supervisor's Guide**

#### ***Welcome to the Georgia County Internship Program!***

We are excited that you are participating in the Georgia County Internship Program (GCIP). Over the following months, you will have the opportunity to work with a student or recent graduate who is interested in learning about how communities and governments operate at the local level. Outside of working for a county or city it is very difficult for students to learn practical lessons about local government. It is our hope that this internship with your county not only will provide a valuable education on the operations of local government but may also help to motivate the student to consider a career in public service.

Serving as an Internship Supervisor is a big responsibility and will require a significant time commitment. As an Internship Supervisor, it is necessary to oversee all daily assignments and projects, provide direction and feedback and ensure that the intern has adequate workspace and needed resources. It is your responsibility that all the requirements for the program are met. These requirements are necessary to ensure that the student gets the most out of his or her internship experience.

The best way to have a successful internship program is to prepare as much as you can for the intern before he or she arrives. Please take a moment to look over the materials contained within this manual. These materials were prepared to ensure that you have adequate resources to take you from the interview process through to the exit evaluation. We encourage you to use these materials both to help you prepare for the arrival of your intern and to keep your intern on task so that projects are completed in a timely manner.

We wish you the best of luck with the internship and hope that your county decides to participate in the GCIP in the future. Please continue to visit our website at [www.civicaffairs.org](http://www.civicaffairs.org) to learn more about project ideas and how other counties are utilizing interns.



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## **The Interview Process**

While the Association County Commissioners of Georgia Civic Affairs Foundation (Foundation) helps to promote GCIP internship positions, counties are ultimately responsible for recruiting and hiring their intern. It is highly recommended that the county posts the internship position on the county website where jobs are advertised as well as post on area college student recruitment websites. Once applications for the internship position are received by the county, you will need to begin the interview process. Please schedule at least thirty minutes per interview in order to provide ample time to get to know each student or recent graduate. Once you have scheduled an interview, be sure to send a reminder confirmation along with directions to your office to the interviewee. It may be beneficial to include parking information, especially if your department does not have adequate parking available.

### ***Sample Intern Interview Questions***

1. What attracted you to this internship opportunity?
2. How does this internship fit into your schedule and educational goals?
3. What do you hope to gain from this experience?
4. Do you have any knowledge or experience with local government issues?
5. [Describe position/ project details] What coursework or former work/volunteer experience do you think best prepared you for a position like this?
6. Do you have experience working with customers/clients?
7. Any questions?



### Sample Internship Offer Letter

Dear \_\_\_\_\_,

It is with great pleasure that I offer you the position of \_\_\_\_\_ internship with \_\_\_\_\_ County. The intent of the Georgia County Internship Program is to provide outstanding students the opportunity to receive a “hands on” understanding of the inner workings of county government.

The position that you are being offered begins \_\_\_\_\_ and ends \_\_\_\_\_. During your internship, I will be your supervisor and will review your progress toward the timely completion of all assignments on a regular basis. By accepting this position, you are committing to work \_\_\_\_\_ hours a week on a regular weekly schedule to be determined at the start of the internship. You will be responsible for notifying me in advance if you will be absent on days that you are scheduled to be in the office. You will be paid \_\_\_\_\_ (weekly/monthly) at an hourly rate of \$\_\_\_\_ (there are no benefits associated with this position.) As part of the \_\_\_\_\_ County team, it will be important to note and adhere to \_\_\_\_\_ County’s standards regarding office conduct and work rules.

The projects that you are assigned will involve issues affecting county governments. These projects will be substantially, if not completely, your responsibility. At least one of these projects will result in a tangible work product at the completion of the internship. In addition, you may be assigned smaller research-related and administrative duties. It is our intention to ensure that the work that you will be assigned will result in a meaningful learning experience for you.

I look forward to working with you, and I thank you in advance for your contribution to \_\_\_\_\_ County.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ County Internship Supervisor



### Sample Internship Rejection Letter

Dear \_\_\_\_\_,

I enjoyed meeting with you on \_\_\_\_\_ regarding the \_\_\_\_\_ internship position with \_\_\_\_\_ County. I was very impressed with your resume and qualifications and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen another candidate at this time.

Please remember that you may re-apply for another internship position in the future as those become available. I wish you the best of luck with your future academic and career endeavors.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ County Internship Supervisor



### Before the Intern Arrives – Checklist

Prior to the new intern's arrival, it will be helpful to address some of the items listed below to ensure that the intern will be able to function in and around the office once he or she starts work. By completing these items ahead of time, you will be able to smoothly transition the intern into your office so that he or she can begin daily activities and assignments immediately upon arrival.

#### ☐ **Prepare an Intern Manual**

**Intern Manuals are a great way to provide your intern with basic information about your office and its operation. The following list suggests general information that should be applicable for most offices. It may be helpful, in the event your intern is the first for your county, that you have the intern put together a more thorough manual as a project so that you can use it with future interns.**

- Intern Expectations (Duties, Hours, Dress Code, Timesheets/Payroll, etc.)
- Office Personnel and Procedures Manual, if available
- Office Staff Information (Phones numbers, Office numbers)
- "How To" Section (How to operate phones, copier, fax, scanners, etc.)
- Transportation (Parking, Transit options)
- Local Areas of Interests (Lunch options, Nearby ATMs/Banks)
- Helpful Resources for completing assignments (Websites, Manuals, etc.)

#### ☐ **Develop a timeline of assignments and projects, including tentative due dates (see the sample Work Plan)**

#### ☐ **Set aside space for the intern to work (desk, office, cubicle, etc.)**

#### ☐ **Set up passwords for computers and/or phones if needed**

#### ☐ **Order name badge or employee ID if required**

#### ☐ **Send email to the intern regarding the 1<sup>st</sup> day of work (provide instructions on any documentation the intern needs to bring, appropriate dress, where to park, where to report to, etc.)**

#### ☐ **Set up a New Intern Breakfast/Luncheon to introduce the intern to the office staff (if resources are available)**

#### ☐ **Make arrangements with the Human Resources Department to schedule a time for the intern to be properly processed on the first day (fill out county personnel information, grant paperwork, etc.)**



## Sample Internship Project Plan

\_\_\_\_\_ County

**Project Assigned:**

\_\_\_\_\_

**Project Details:**

\_\_\_\_\_

**Project Deadline:**

\_\_\_\_\_

**Recommended Resources:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Mid-Project Review Date:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Final Project Review Date:**

\_\_\_\_\_



### Processing the Intern on Arrival

Once the intern arrives, the Human Resources Department will need to meet with the intern so that he or she can fill out all applicable paperwork required by the county and required by the GCIP grant. All interns must be covered under the county's workers' compensation plan and should be processed as an employee of the county. Interns should be verified through the E-Verify program just as any other new hire for the county. The county is required to submit the E-Verify Acknowledgement Form to the Foundation as proof of this requirement.

**GCIP grant-paid interns are also required to complete and submit the Intern Consent Form and Intern Information Form to the Foundation** as part of the grant paperwork.

### Establishing Goals for the Internship

On the first day of work, it is very important to meet with the intern in order to establish the goals that you want him or her to achieve during the internship. This should include discussion of projects, proposed timelines, available resources and general information about your expectations.

Furthermore, it is also very important over the course of the internship that you schedule periodic and regular meetings to ensure that the intern is meeting the required plan of action.

The following page provides a sample work plan you may wish to use for your county's program. Note that your work plan may not need to be as detailed as the one shown below, but it should contain at least one mid-term review of the project and the intern's performance. Not only will a work plan help the intern stay on track, it will also help you to adjust the workload in the event you need the intern to focus on certain tasks more than others due to changing priorities.



### Sample Internship Work Schedule (for a 12 Week Internship)

**Sample Project Assigned:** Create a Record Retention Schedule and Record Management Database and Provide Instructions on How to Use Both

**Project Details:** By using Microsoft Access, create a database which will store all records for the county manager's office that provides for searchable categories. Using the local government retention schedule provided by Georgia Archives, develop a retention plan for all the records provided within the county manager's office.

**Project Deadline:** End of Internship

#### Sample Project Schedule:

**Weeks 1-4:** Review all records currently in manager's office. Provide an inventory of each record.

**Weeks 5-6:** Using the local government retention schedule listed on the Georgia Archives website, divide all records inventoried into categories based on the schedule.

**Weeks 7-8:** Meet with county manager and IT director about the records inventoried and discuss implementation of the retention schedule. Discuss suggested schedules for the documents identified and create schedule based on meeting outcome.

**Weeks 9-10:** Create database and input approved inventory list by category. Create queries as needed.

**Weeks 11-12:** Draft directions on how to use database and retention schedule



**Georgia County Internship Program (GCIP) Intern Evaluation Form**

*Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org).*

**Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?



### **County Considerations for Future Internships**

The Foundation hopes that your county's experience with the Georgia County Internship Program is a success. Before applying for future GCIP grants, it may be helpful to review the following questions to ensure that your county is getting the most out of the program.

#### **Questions about the Project(s) Assigned:**

1. Was the intern able to complete the project assigned within the time allowed? If not, why?
2. Did the intern have too much "down time"? Was enough work available for the intern?
3. Was the type of project assigned suitable for college undergraduate or graduate students? Was it too challenging or not challenging enough?
4. Is there enough project work available for a future internship?
5. What type of future projects does your office need assistance with that would be suitable for an intern?

#### **Questions about Supervision of the Intern:**

1. Did your schedule permit you to be available to assist the intern by answering questions and/or providing input on a project?
2. Were you able to provide the intern with detailed, clear instructions on how to complete a project?
3. Did the intern have other staff members who could answer questions and provide assistance?
4. Should you increase or decrease the number of interns requested for the GCIP grant period based on your availability to supervise?

#### **Questions about Possible Future Requests for GCIP Intern Grant Support:**

1. Did the previous intern have the right skill set for your office?
2. Should you change the skill or academic qualifications required for the next intern?
3. Are undergraduate or graduate students better suited for the types of projects that your office provides?
4. Did the applicants that interviewed for the previous internship meet your expectations and/or have the right type of qualifications for the position?
5. Was your previous internship posting detailed enough to generate interest?



**File Attachments for Item:**

**10. Approval is requested to apply for a grant in the amount of \$347,333.68 or as otherwise awarded from the FEMA Assistance to Firefighters Grant. With \$315,757.89 funded through FEMA Assistance to Firefighters Grant and a 10% local match of \$31,575.79 required with amendment made to the Multi-Government Fund by the award amount.**



**Columbus Consolidated Government  
Council Meeting Agenda Item**

Item #10.

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>FEMA - Assistance to Firefighters Grant</b>
<b>AGENDA SUMMARY:</b>	Approval is requested to apply for a grant in the amount of \$347,333.68 or as otherwise awarded from the FEMA Assistance to Firefighters Grant with \$315,757.89 funded through FEMA Assistance to Firefighters Grant and a 10% local match of \$31,575.79 required with amendment made to the Multi-Government Fund by the award amount.
<b>INITIATED BY:</b>	<b>Fire/EMS</b>

**Recommendation:** Authorize the City Manager to apply for accept if awarded a grant application in the amount of \$347,333.68; with \$315,757.89 funded through FEMA Assistance to Firefighters Grant with a 10% match of \$31,575.79 paid by Columbus Fire and EMS. The Multi-Governmental Fund will be amended by the amount of the award.

**Background:** Funds will be requested from FEMA Assistance to Firefighters Grant for the purchase of new fitness equipment for the departments 14 stations and training division. Firefighting is physically demanding career; it is incumbent upon the department to provide this fitness equipment for personnel to maintain fitness levels and reduce injury.

**Analysis:** Columbus Fire and Emergency Medical Services is requesting funds for the purchase of: (16) Commercial Rower, (16) Jacobs Ladder 2, (16) Commercial Elliptical, (16) Cast Iron Kettlebell Set, (16) Rubber Hex Dumbbell Set w/Rack, (16) Rubber Grip Weights Plates, (16) Power Rack w/Accessories, (16) Additional Collars, (16) Medicine Ball Set, (16) Medicine Ball Rack, (16) Wall Ball 10# (16) Wall ball 20#, (32) Ab Mats (34) Weighted Vest 20#, (1100) Gym Flooring (rubber interlocking), Assembly and Installation, Shipping and Handling, IAFF/IAFC Peer Fitness Training for 9 personnel.

**Financial Considerations:** The grant is for equipment amounting to a total of \$347,333.68, \$315,757.89 will be grant funded with 10% matching funds of \$31,575.79 being paid by Columbus Fire and Emergency Medical Services.

**Legal Considerations:** The Consolidated Government of Columbus is eligible to receive these funds.

**Recommendation/Action:** Authorize the City Manager to apply for and accept a grant request for equipment totaling \$347,333.68 from FEMA Assistance to Firefighters Grant. Grant funding will be in the amount of \$315,757.89 with Columbus Fire and Emergency Medical Services paying the 10% match of \$31,575.89. The Multi-Governmental Fund will be amended by the amount of the award.



**A RESOLUTION  
NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT IF AWARDED A GRANT FOR FITNESS EQUIPMENT IN THE AMOUNT OF \$347,333.68, OR AS OTHERWISE AWARDED, FROM FEMA ASSISTANCE TO FIREFIGHTERS GRANT. FUNDS WITH COLUMBUS FIRE AND EMERGENCY MEDICAL SERVICES PAYING THE 10% MATCH OF \$31,575.79. THE MULTI-GOVERNMENTAL FUND WILL BE AMENDED BY THE AMOUNT OF THE AWARD.**

**WHEREAS**, the Columbus Fire and Emergency Medical Services is requesting funds for equipment amounting to a total of \$347,333.68. The amount of \$315,757.89 funded through the FEMA Assistance to Firefighters Grant with \$31,575.79 matching funds paid by Columbus Fire and EMS,

**WHEREAS**, the equipment requested in the grant proposal will provide standardized fitness equipment to all stations and training in an effort to maintain personnel fitness levels and reduce workplace injuries,

**WHEREAS**, the equipment will be utilized by personnel on shift to engage in physical fitness training to maintain fitness levels to provide the best possible service to the citizens of Columbus,

**WHEREAS**, this grant proposal requires 10% matching funds totaling \$31,575.79,

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

- 1) That the City Manager is hereby authorized to approve the Assistance to Firefighters Grant application for fitness equipment for Columbus Fire and Emergency Medical Services for \$347,333.68 with \$315,757.89 paid through the Assistance to Firefighter Grant and a 10% match of \$31,575.79 paid by Columbus Fire and EMS, or as otherwise awarded.
- 2) That the Multi-Governmental Fund will be amended by the amount of the award.



Introduced at a regular meeting of the Council of Columbus, Georgia held the \_\_\_\_\_ day  
of \_\_\_\_, 2023 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 Cogle voting	_____.

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Sandra T. Davis, Clerk of Council

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B. H. "Skip" Henderson, Mayor



**File Attachments for Item:**

A. Watershed Fertilization (Annual Contract) RFB No. 23-0023



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Watershed Fertilization (Annual Contract) RFB No. 23-0023
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the annual contract for watershed fertilization services from Burts Fertilizer (Columbus, GA) for the estimated annual contract value of \$23,474.00.

This contract includes the fertilization of approximately 78.77 acres of watershed lakes to provide erosion control. The watershed lakes are as follows: Bull Creek - Psalmound Rd.; Cooper Creek-Gentian Blvd.; Smith-Schomburg Rd.; Charter Oaks-Papaya Dr.; Weems-Stinson St.; Pierce Chapel-Creekwood Ct.; DeBrabant-Macon Rd.; Anthony-Rockhurst; MCP-Schatulga Rd.; Airport-Airport Thruway; and Heath-Heath Park.

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

Bid specifications were posted on the web pages of DemandStar, the Purchasing Division, and the Georgia Procurement Registry on November 9, 2022. A Non-Mandatory Site Visit was held on November 21, 2022 with no attendance. Only one (1) bid was received by the due date of December 7, 2022. Consequently, due diligence was performed to seek more competition and the bid due date was extended one week. One additional vendor declined to bid at the last moment, therefore the one bid received was opened on December 14, 2022. This bid has been advertised, opened and reviewed. The bidder was:

	<b><u>Estimated Annual Cost</u></b>
<b>Burts Fertilizer (Columbus, GA)</b>	<b>\$23,474.00</b>

Funds will be budgeted each fiscal year for this ongoing expense: Sewer Fund - Public Works - Sewer Maintenance – Contractual Services; 0202-260-3210-SWRM-6319.



**A RESOLUTION**

NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE ANNUAL CONTRACT FOR WATERSHED FERTILIZATION SERVICES FROM BURTS FERTILIZER (COLUMBUS, GA) FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$23,474.00.**

**WHEREAS**, this contract includes the fertilization of approximately 78.77 acres of watershed lakes to provide erosion control; and,

**WHEREAS**, the watershed lakes include Bull Creek-Psalmond Road; Cooper Creek-Gentian Blvd; Smith-Schomburg Rd.; Charter Oaks-Papaya Dr; Weems-Stinson St.; Pierce Chapel-Creekwood Court; DeBrabant-Macon Rd.; Anthony-Rockhurst; MCP-Schatulga Rd.; Airport-Airport Thruway and Heath-Heath Park; and,

**WHEREAS**, this contract period is for two years, with the option to renew for three additional twelve-month periods. The renewal option is contingent upon the mutual agreement of the City and the Contractor.

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

That the City Manager is hereby authorized to execute an annual contract for watershed fertilization services from Burts Fertilizer (Columbus, GA) for the estimated annual contract value of \$23,474.00. Funds will be budgeted each fiscal year for this ongoing expense: Sewer Fund - Public Works - Sewer Maintenance – Contractual Services; 0202-260-3210-SWRM-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

B. Pressure Washing Services for Civic Center Roof (Annual Contract) RFB No. 23-0026



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Pressure Washing Services for Civic Center Roof (Annual Contract) RFB No. 23-0026
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the annual contract for pressure washing services for Civic Center roof from Express Pressure Washing (McDonough, GA) for the estimated annual contract value of \$2,800.00.

The contractor will provide pressure washing services for the ultraply78+ membrane roof of the Columbus Civic Center two (2) times per year.

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

Bid specifications were posted on DemandStar and the web pages of the Purchasing Division, and the Georgia Procurement Registry on November 30, 2022. VV where thirteen (13) vendors attended. Eight (8) bids were received and were opened on December 21, 2022. This bid has been advertised, opened and reviewed. The bidders were:

<b>Bidder(s)</b>	<b>Flat Rate (PER CLEANING)</b>	<b>Cleaning twice per year (Annual Cost)</b>	<b>Complete Work within ____ days</b>
<b>Express Pressure Washing, LLC (McDonough, GA)</b>	<b>\$1,400.00</b>	<b>\$2,800.00</b>	<b>3</b>
Applying Pressure, LLC (Phenix City, AL)	\$18,000.00	\$36,000.00	3
Atlanta Drone Pro, LLC (Canton, GA)	\$19,995.00	\$39,990.00	60
Elite Power Washing of Georgia (Douglasville, GA)	\$24,600.00	\$49,200.00	4
JJC Power Cleaning, LLC dba True Power Washing (Cataula, GA)	\$8,000.00	\$16,000.00	20
Ketom Construction Co, Inc dba Southern Preservation Systems (Loganville, GA)	\$29,092.50	\$58,185.00	30

Funds will be budgeted each fiscal year for this ongoing expense: Civic Center Fund – Civic Center – Civic Center Operations – Contractual Services; 0757-160-1000-CIVC-6319.



**A RESOLUTION****NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE ANNUAL CONTRACT FOR PRESSURE WASHING SERVICES FOR THE CIVIC CENTER ROOF FROM EXPRESS PRESSURE WASHING, LLC (MCDONOUGH, GA) FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$2,800.00.**

**WHEREAS**, the contractor will be required to pressure wash the ultraply 78+ membrane roof, approximately 78,513 square feet, of the Columbus Civic Center; and,

**WHEREAS**, the pressure washing services will be performed on a semi-annual basis; and,

**WHEREAS**, this contract period is for two years, with the option to renew for three additional twelve-month periods. The renewal option is contingent upon the mutual agreement of the City and the Contractor.

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

That the City Manager is hereby authorized to execute an annual contract for pressure washing services for the Civic Center roof from Express Pressure Washing, LLC (McDonough, GA) for the estimated annual contract value of \$2,800.00. Funds will be budgeted each fiscal year for this ongoing expense: Civic Center Fund – Civic Center – Civic Center Operations – Contractual Services, 0757-160-1000-CIVC-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

C. Towable Electric Boom Lift for Parks and Recreation – Sourcewell Contract Cooperative Purchase



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Towable Electric Boom Lift for Parks and Recreation – Sourcewell Contract Cooperative Purchase
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the purchase of one (1) 2023 34-35' towable electric boom lift (Caterpillar JLG T-350), at a unit price of \$29,500.00, from Yancey Rents (Columbus, GA). The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #062320-CAT.

The lift will be used by staff to support the daily operations of the Park Services Division of the Parks and Recreation Department when employees are required to work in elevated locations. This is new equipment.

The purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) Contract #062320, initiated by Sourcewell, whereby Caterpillar, Inc. was one of the successful vendors contracted to provide Rental Machines, Tools, & Equipment from Cat & 70+ Brands. Yancey Rents is an authorized dealer under the Caterpillar contract. The contract, which commenced September 17, 2020, is good through August 27, 2024, with an option to renew for a fifth year. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, Cooperative Purchasing is authorized per Article 3-118 of the Procurement Ordinance.

Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Infrastructure – Heavy Equipment/Vehicles – Parks & Recreation – Off Road Equipment; 0567 – 696 – 3115 – STIF – 7725 – 54451 – 20230.



**A RESOLUTION****NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2023 34-35' TOWABLE ELECTRIC BOOM LIFT (CATERPILLAR JLG T-350), AT A UNIT PRICE OF \$29,500.00, FROM YANCEY RENTS (COLUMBUS, GA). THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA SOURCEWELL CONTRACT #062320-CAT.**

**WHEREAS**, the lift will be used by staff to support the daily operations of the Park Services Division of the Parks and Recreation Department when employees are required to work in elevated locations. This is new equipment.

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

That the City Manager is hereby authorized to authorized to purchase one (1) 2023 34-35' towable electric boom lift (Caterpillar JLG T-350), at a unit price of \$29,500.00, from Yancey Rents (Columbus, GA). The purchase will be accomplished by cooperative purchase via Sourcewell contract #062320-CAT. Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Infrastructure – Heavy Equipment/Vehicles – Parks & Recreation – Off Road Equipment; 0567 – 696 – 3115 – STIF – 7725 – 54451 – 20230.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

D. Compact Excavator for Parks and Recreation – Georgia State Contract Cooperative Purchase



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Compact Excavator for Parks and Recreation – Georgia State Contract Cooperative Purchase
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the purchase of one (1) 2022 John Deere 60G Compact Excavator at a unit price of \$71,204.81, from Dobbs Equipment Southeast, LLC (Columbus, GA). The purchase will be accomplished by Cooperative Purchase via Georgia Statewide Contract #99999-001-SPD0000177-0023.

Georgia Statewide Contract #99999-001-SPD0000177-0023 is a cooperative contract available for use by any Georgia governmental entity. The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

The equipment will be used by Park Services employees to do repair and ground maintenance at City owned parks. This is new equipment.

Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Infrastructure – Heavy Equipment/Vehicles – Parks & Recreation – Off Road Equipment; 0567 – 696 – 3115 – STIF – 7725 – 54451 – 20230.



**A RESOLUTION**

NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2022 JOHN DEERE 60G COMPACT EXCAVATOR AT A UNIT PRICE OF \$71,204.81, FROM DOBBS EQUIPMENT SOUTHEAST, LLC (COLUMBUS, GA). THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA GEORGIA STATEWIDE CONTRACT #99999-001-SPD0000177-0023.**

**WHEREAS**, the equipment will be used by Park Services employees to do repair and ground maintenance at City owned parks. This is new equipment; and,

**WHEREAS**, Georgia Statewide Contract #99999-001-SPD0000177-0023 is a cooperative contract available for use by any Georgia governmental entity. The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

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

That the City Manager is hereby authorized to purchase one (1) 2022 John Deere 60G Compact Excavator at a unit price of \$71,204.81, from Dobbs Equipment Southeast, LLC (Columbus, GA). The purchase will be accomplished by Cooperative Purchase via Georgia Statewide Contract #99999-001-SPD0000177-0023. Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Infrastructure – Heavy Equipment/Vehicles – Parks & Recreation – Off Road Equipment; 0567 – 696 – 3115 – STIF – 7725 – 54451 – 20230.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

E. Space Planning and Programming & Design Professional Services for Fire Station No. 5 Replacement –  
RFQ No. 23-0001



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Space Planning and Programming & Design Professional Services for Fire Station No. 5 Replacement – RFQ No. 23-0001
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the execution of a negotiated contract with WSKF Architects (North Kansas City, MO) for space planning and programming & design professional services related to the replacement of Fire Station No. 5. The project cost is \$5,000,000.00, which is inclusive of the fees for space planning and programming & design services. The recommended firm's negotiated cost proposal is within the amount budgeted.

Fire Station No. 5 is located at 6700 Lynch Road and the facility is approximately 9,000 square feet, consisting of three parking bays for fire engines, a kitchen, sleeping rooms, and office space. The following deficiencies have been identified:

- Fragmented occupancy consisting of three engine bays in the middle of the building separating the living space, office space, and sleeping rooms.
- Lack of sufficient space.
- Inefficient use of space.
- Inadequate facilities.
- Leaks in the roofing system
- Overall deterioration of the structure.

It has been determined that the long-term facility requirements will be best served by demolishing the existing facility and constructing a new fire station on adjacent land. WSKF Architects and its team will provide complete schematic, design development, and construction documents, including architectural, civil, structural, mechanical, electrical, plumbing, security design, CCTV, Building Information Modeling (BIM), furniture, and fixtures and as-built drawings in pdf format, as well as construction contract administration.

The project will be accomplished in four phases.

- Phase I of this project will be for preconstruction services during the programming/planning phase. The services provided by WSKF Architects will help



determine the future growth space needs. Once a contract is awarded and executed with the Construction Manager as General Contractor company, the construction manager (CM) will provide cost estimates and constructability reviews for the various options developed by the design professional during the programming phase.

- Phase II of this project will be preconstruction services during design development. The CM shall actively participate in design coordination meetings with WSKF Architects and the City, for the purpose of collaborating and coordinating the final design and construction documents. The CM shall cooperate and assist in the coordination of the development of the design of the project within the budgeted cost and schedule. The objective of the coordination is to assure that the design meets the City's needs in all respects.
- Phase III of this project will be the construction phase where the selected CM shall serve as the general contractor. Prior to the commencement of construction, the CM shall propose a guaranteed maximum price (GMP) to complete the project. The CM will be responsible for all coordination, construction means and methods, and quality control necessary to complete the project in accordance with the approved construction documents.
- Following the completion of Phase III, the City at its sole option may include the remainder of the 2021 SPLOST for fire station projects. This includes the renovation and additions at fire stations 4 (Oakley Avenue), 6 (Brown Avenue), and 8 (Whitesville Road). Construction at each location will be completed before construction begins at each subsequent location. The City reserves the right to solicit other proposals for any or all of the renovation projects.

#### **RFQ Advertisement and Receipt of Qualifications:**

On October 6, 2022, RFQ specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar. This RFQ has been advertised, opened and evaluated. Seven qualification packages were received on October 28, 2022 from the following firms:

**WSKF Architects (North Kansas City, MO)**  
 2WR of Georgia, Inc. (Columbus, GA)  
 Hecht Burdeshaw Architects, Inc. (Columbus, GA)  
 Jericho Design Group (Cumming, GA)  
 Lyman Davidson Dooley, Inc. (Marietta, GA)  
 PRAXIS3 (Atlanta, GA)  
 Tarchitects, Inc. (Atlanta, GA)

The following events took place after receipt of the qualifications:



RFQ MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	11/09/22	The Purchasing Manager advised evaluation committee members of the RFQ rules and process, and the project manager provided an overview. Qualifications were distributed to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	11/30/22	The Evaluation Committee discussed each submission and determined clarifications were not required.
Evaluation Forms Sent	12/02/22	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	12/15/22	The last set of evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	12/21/22	Evaluation results were forwarded to the committee.
Shortlisting of Firms	01/06/23	With a vote of 4-to-1, the voting committee members decided to shortlist and request presentations and Design Team proposals from the three highest-ranking firms.
Presentations/Interviews	01/30/23	Each of the three highest-ranking firms provided a presentation followed by a question/answer session. Evaluation ballots were emailed to the voting committee members.
Ballots Results	01/31/23	The evaluation ballots were returned to the Purchasing Division for compilation of results. With a vote of 3-to-2, the voting committee members recommended entering into negotiations with WSKF Architects.
Cost Proposal Requested	01/31/23	A cost proposal was requested from WSKF Architects.
Cost Proposal Received	01/31/23	The cost proposal was received and forwarded to the Project Manager.
Negotiation Request	02/06/23	The Project Manager determined negotiations were necessary. A best and final offer was requested from WSKF Architects.
Negotiation Response	02/07/23	WSKF Architects provided an acceptable best and final offer.

### **Evaluation Committee:**

The qualification submittals and proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Columbus Fire & EMS Department, one voting member from the Engineering Department, one voting member from the Inspections & Code Department, and one voting member from the Public Works Department.

Two additional representatives from the Columbus Fire & EMS Department served as alternate voters.

An additional member from the Inspections and Code Department, an additional member from the Columbus Fire & EMS Department, an additional member from the Public Works Department, and an additional member from the Engineering Department served as nonvoting advisors.



**Award Recommendation:**

With a vote of 3-to-2, the evaluation committee recommends award to WSKF Architects for the following reasons:

- WSKF has extensive work in the public safety arena and specifically fire stations.
- During the interview, they were very knowledgeable about concerns regarding the health and safety of Fire and EMS personnel and appeared to have the most knowledge and understanding of how the concerns should be addressed in the station design.
- The firm, although out of town, has been very intentional about engaging local design teams and vendors.
- WSKF has sufficient experience in fire station design and during the interview, they were prepared for every possible question regarding fire station design.
- WSKF wants to involve everyone in the design process; they are aware of the need to use highly durable materials inside the fire station.

**Vendor Qualifications/Experience:**

- The WSKF Architects team includes the architectural partner of Architectural Innovations Design Group (Columbus, GA), the civil firm of Moon Meeks Associates (Columbus, GA), the mechanical, electrical and plumbing firm of Peach Engineering (Columbus, GA) and the structural engineering firm of Wright Engineering (Columbus, GA).
- WSKF Architects was founded 50 years ago and is based in metro Kansas City, MO and has a staff of nearly 20.
- The firm has designed 40 fire department/police department facilities in recent years and has served public safety agencies for over 38 years.
- WSKF Architects has a staff of nearly 20.

The RFP process is governed by the City's Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services and Article 3-111 Architectural/Engineering and Land Surveying Services. During the process of an RFP there is no formal opening, due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.



The project cost is \$5,000,000.00, which is inclusive of the fees for space planning and programming & design services. The recommended firm's negotiated cost proposal is within the amount budgeted. Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Public Safety – Fire Station #5 Replacement – Professional Services; 0567 – 696 – 3111 – STPS – 6311 – 54154 – 20230.



**A RESOLUTION**

NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE EXECUTION OF A NEGOTIATED CONTRACT WITH WSKF ARCHITECTS (NORTH KANSAS CITY, MO) FOR SPACE PLANNING AND PROGRAMMING & DESIGN PROFESSIONAL SERVICES FOR THE REPLACEMENT OF FIRE STATION NO. 5. THE TOTAL PROJECT COST IS \$5,000,000.00, WHICH IS INCLUSIVE OF THE FEES FOR THE SPACE PLANNING AND PROGRAMMING & DESIGN SERVICES. THE RECOMMENDED FIRM'S NEGOTIATED COST PROPOSAL IS WITHIN THE BUDGETED AMOUNT.**

**WHEREAS**, an RFQ was administered (RFQ No. 23-0001) and seven qualification packages were received; and,

**WHEREAS**, the qualifications submitted by WSKF Architects (North Kansas City, MO) met all proposal requirements and was evaluated most responsive to the RFP.

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

That the City Manager is hereby authorized to execute a negotiated contract with WSKF Architects (North Kansas City, MO) for space planning and programming & design professional services related to the replacement of Fire Station No. 5. The project cost is \$5,000,000.00, which is inclusive of the fees for space planning and programming & design services. The recommended firm's negotiated cost proposal is within the amount budgeted. Funds are budgeted in the FY23 Budget: 2021 Sales Tax Project Fund – 21 SPLOST Public Safety – Fire Station #5 Replacement – Professional Services; 0567 – 696 – 3111 – STPS – 6311 – 54154 – 20230.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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



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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor



**File Attachments for Item:**

F. Rapid Access System Project – Cooperative Purchase



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Rapid Access System Project – Cooperative Purchase
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the purchase of the Knox® Rapid Access System (Knox Box) from Knox Company, (Phoenix, AZ), in the amount of \$254,326.96. The purchase will be accomplished by cooperative purchase via RFP #JA-19-90 and resulting Resolution #R 2020-007, issued by The Town of Davie, Florida. In addition, it is requested that Council authorize the use of OLost Public Safety Reserve funds for this purchase, as well as, the installation services in the amount of \$30,090.00, which will be performed by the City's contracted vendor for Vehicle Build Out Services, Mobile Communications America (Columbus, GA). It is also requested that City Council approve payment of the annual license fees, after the first year, at approximately \$2,199.00; and the purchase of additional units, at approximately \$1,300 - \$1,400, when more vehicles or City buildings are added to the project. Funds will be budgeted in the appropriate fiscal years for these annual payments and additional purchases.

The Knox Box system will provide the City's first responders and public safety personnel with rapid entry to City buildings, schools, and participating businesses during emergency incidents. This system will help prevent damage to doors and entry points while also tracking the Columbus specific system keys for security and accountability. The project will place secured master ekey in select vehicles of the Columbus Police Department, Muscogee County Sheriff's Office, Columbus Fire and EMS, and Homeland Security/Emergency Management. The system purchase includes installation of the equipment as follows:

- 28 – Fire Trucks (Key access box, mounting bracket and key)
- 3 – Fire Battalion Chief Explorers (Key access box, mounting bracket and key)
- 40 – CPD vehicles (Key access box, mounting bracket and key)
- 45 – Sheriff vehicles (Key access box, mounting bracket and key)
- 2 – Homeland Security Vehicles (Key access box, mounting bracket and key)
- 156 – Mounted boxes on CCG buildings (single key access hardened steel box to be installed by Facilities)

Businesses, Schools and other entities wishing to participate in the program must purchase the equipment at approximately \$650 per box.

This purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #JA-19-90, initiated by Town of Davie (Davie, FL), whereby Knox Box was the successful vendor contracted to provide Fire Department Secure Access Box Program. The effective date of the contract began January 15, 2020 for an initial term of three years with the option to renew for additional three-year periods. The RFP process utilized by the Town of Davie meets the requirements of the City's Procurement Ordinance; additionally, cooperative purchasing is authorized per Section 3-118 of the Procurement Ordinance.

Funds are available in the FY23 Budget via OLOST Public Safety Reserves. Purchases will be made from: 0102-450-9900-LOST-7761; Other Local Option Sales Tax Fund – Homeland Security – Public Safety – LOST – Capital Expenditures - Over \$5,000.



## A RESOLUTION

NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF THE KNOX® RAPID ACCESS SYSTEM (KNOX BOX) FROM KNOX COMPANY, (PHOENIX, AZ), IN THE AMOUNT OF \$254,326.96. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA RFP #JA-19-90 AND RESULTING RESOLUTION #R 2020-007, ISSUED BY THE TOWN OF DAVIE, FLORIDA. IN ADDITION, IT IS REQUESTED THAT COUNCIL AUTHORIZE THE USE OF OLOST PUBLIC SAFETY RESERVE FUNDS FOR THIS PURCHASE, AS WELL AS, THE INSTALLATION SERVICES IN THE AMOUNT OF \$30,090.00, WHICH WILL BE PERFORMED BY THE CITY'S CONTRACTED VENDOR FOR VEHICLE BUILD OUT SERVICES, MOBILE COMMUNICATIONS AMERICA (COLUMBUS, GA). IT IS ALSO REQUESTED THAT CITY COUNCIL APPROVE PAYMENT OF THE ANNUAL LICENSE FEES, AFTER THE FIRST YEAR, AT APPROXIMATELY \$2,199.00; AND THE PURCHASE OF ADDITIONAL UNITS, AT APPROXIMATELY \$1,300 - \$1,400, WHEN MORE VEHICLES OR CITY BUILDINGS ARE ADDED TO THE PROJECT. FUNDS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEARS FOR THESE ANNUAL PAYMENTS AND ADDITIONAL PURCHASES.**

**WHEREAS**, the Knox Box system will provide the City's first responders and public safety personnel with rapid entry to City buildings, schools, and participating businesses during emergency incidents. This system will help prevent damage to doors and entry points while also tracking the Columbus specific system keys for security and accountability. The project will place secured master key in select vehicles of the Columbus Police Department, Muscogee County Sheriff's Office, Columbus Fire and EMS, and Homeland Security/Emergency Management. The system purchase includes installation of the equipment as follows:

- 28 – Fire Trucks (Key access box, mounting bracket and key)
- 3 – Fire Battalion Chief Explorers (Key access box, mounting bracket and key)
- 40 – CPD vehicles (Key access box, mounting bracket and key)
- 45 – Sheriff vehicles (Key access box, mounting bracket and key)
- 2 – Homeland Security Vehicles (Key access box, mounting bracket and key)
- 156 – Mounted boxes on CCG buildings (single key access hardened steel box to be installed by Facilities); and,

**WHEREAS**, businesses, Schools and other entities wishing to participate in the program must purchase the equipment at approximately \$650 per box; and,

**WHEREAS**, this purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #JA-19-90, initiated by Town of Davie (Davie, FL), whereby Knox Box was the successful vendor contracted to provide Fire Department Secure Access Box Program. The effective date of the contract began January 15, 2020 for an initial term of three years with the option to renew for additional three-year periods. The RFP process utilized by the Town of Davie meets the requirements of the City's Procurement Ordinance; additionally, cooperative purchasing is authorized per Section 3-118 of the Procurement Ordinance.

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

That the City Manager is hereby authorized to purchase of the Knox® Rapid Access System (Knox Box) from Knox Company, (Phoenix, AZ), in the amount of \$254,326.96. The purchase will be accomplished by cooperative purchase via RFP #JA-19-90 and resulting Resolution #R 2020-007, issued by The Town of Davie, Florida. In addition, the City Manager is authorized to use of OLost Public Safety Reserve funds for this purchase, as well as, the installation services in the amount of \$30,090.00, which will be performed by the City's



contracted vendor for Vehicle Build Out Services, Mobile Communications America (Columbus, GA). Full-time position available in the FY23 Budget via OLOST Public Safety Reserves. Purchases will be made from: 0102-450-9900-LOST-7761; Other Local Option Sales Tax Fund – Homeland Security – Public Safety – LOST – Capital Expenditures - Over \$5,000.

Item #F.

The City Manager is further authorized to pay annual license fees, after the first year, at approximately \$2,199.00; and purchase additional units, at approximately \$1,300 - \$1,400, when more vehicles or City buildings are added to the project. Funds will be budgeted in the appropriate fiscal years for these annual payments and additional purchases.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

G. Prison Management Software for Muscogee County Prison – H-GAC Cooperative Purchase



## Columbus Consolidated Government Council Meeting Agenda Item

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Prison Management Software for Muscogee County Prison – H-GAC Cooperative Purchase
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the purchase of prison management software from SmartCop, Inc., (Pensacola, FL), in the amount of \$103,508.40 for the installation, configuration, training, and license to use Eagle\*Corrections, a cloud-based prison management system. The license will begin at quote execution and extend for one year. The purchase will be accomplished by Cooperative Contract via H-GAC Contract #EC07-20. Approval is also requested for the subsequent annual subscription fee payments for usage of the software.

The Muscogee County Prison needs software capable of assisting with the management of daily operations. Eagle\*Corrections is an advanced correctional facility management solution designed with input and feedback from several Georgia-based correctional institutions. The system provides functionality to fully manage and administer the prison facility, its employees, and the inmates incarcerated within. It features a customizable user interface, alerts and live status tracking, with advanced searching, reporting, and auditing capabilities. Additionally, it comes with an integrated mobile web application and interfaces with third-party solutions such as commissary services and inmate phone systems.

This purchase will be accomplished by cooperative purchase via Request for Proposal (RFP) #EC07-20, initiated by H-GACBuy, whereby SmartCop was one of the successful vendors contracted to provide 911 Equipment & Emergency Notification Software and Services. The effective date of the contract began July 1, 2020 and will expire on June 30, 2023. The Houston-Galveston Area Council (H-GAC) is the largest of 24 Councils of Government (COG) in Texas, and is a political subdivision of the State of Texas. It has been serving local governments for more than 40 years. H-GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal document that establishes a link between the Member (local governments and certain non-profits) and HGACBuy, and gives the Member access to HGACBuy contracts. H-GAC has established Interlocal Contracts with thousands of Members throughout Texas and across the United States. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. The RFP process utilized by HGACBuy meets the requirements of the City's Procurement Ordinance; additionally, cooperative purchasing is authorized per Section 3-118 of the Procurement Ordinance.

Funds are budgeted in the FY23 Budget as follows: LOST – Infrastructure – Infrastructure - LOST – Software Lease – MCP Inmate Software Upgrade; 0109 – 210 – 9901 – LOST – 6541 – 90005 – 20220.



## A RESOLUTION

NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF PRISON MANAGEMENT SOFTWARE FROM SMARTCOP, INC (PENSACOLA, FL), IN THE AMOUNT OF \$103,508.40 FOR THE INSTALLATION, CONFIGURATION, TRAINING, AND LICENSE TO USE EAGLE\*CORRECTIONS, A CLOUD-BASED PRISON MANAGEMENT SYSTEM. THE LICENSE WILL BEGIN AT QUOTE EXECUTION AND EXTEND FOR ONE YEAR. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE CONTRACT VIA H-GAC CONTRACT #EC07-20. APPROVAL IS ALSO REQUESTED FOR THE SUBSEQUENT ANNUAL SUBSCRIPTION FEE PAYMENTS FOR USAGE OF THE SOFTWARE.**

**WHEREAS**, the Muscogee County Prison needs software capable of assisting with the management of daily operations. Eagle\*Corrections is an advanced correctional facility management solution designed with input and feedback from several Georgia-based correctional institutions. The system provides functionality to fully manage and administer the prison facility, its employees, and the inmates incarcerated within. It features a customizable user interface, alerts and live status tracking, with advanced searching, reporting, and auditing capabilities. Additionally, it comes with an integrated mobile web application and interfaces with third-party solutions such as commissary services and inmate phone systems; and,

**WHEREAS**, this purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #EC07-20, initiated by H-GACBuy, whereby SmartCop was one of the successful vendors contracted to provide 911 Equipment & Emergency Notification Software and Services. The effective date of the contract began July 1, 2020 and will expire on June 30, 2023. The Houston-Galveston Area Council (H-GAC) is the largest of 24 Councils of Government (COG) in Texas, and is a political subdivision of the State of Texas. It has been serving local governments for more than 40 years. H-GAC's Cooperative Purchasing Program, known as HGACBuy, was established pursuant to Texas Interlocal Cooperation Act [Texas Local Government Code, Title 7, Chapter 791]. The Act allows local governments and certain non-profits to contract or agree under the terms of the Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity. The Interlocal Contract (ILC) is the required legal document that establishes a link between the Member (local governments and certain non-profits) and HGACBuy, and gives the Member access to HGACBuy contracts. H-GAC has established Interlocal Contracts with thousands of Members throughout Texas and across the United States. Products and services are contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process. The RFP process utilized by HGACBuy meets the requirements of the City's Procurement Ordinance; additionally, cooperative purchasing is authorized per Section 3-118 of the Procurement Ordinance.

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

That the City Manager is hereby authorized to purchase prison management software from SmartCop, Inc (Pensacola, FL), in the amount of \$103,508.40, for the installation, configuration, training, and license to use Eagle\*Corrections, a cloud-based prison management system. The license will begin at quote execution and extend for one year. The purchase will be accomplished by Cooperative Contract via H-GAC Contract #EC07-20. The City Manager is further authorized to pay the subsequent annual subscription fees for usage of the software. Funds are budgeted in the FY23 Budget as follows: LOST – Infrastructure – Infrastructure - LOST – Software Lease – MCP Inmate Software Upgrade; 0109 – 210 – 9901 – LOST – 6541 – 90005 – 20220. Funding for the subsequent annual subscription fees will be budgeted in the appropriate fiscal years.



Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day  
of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of  
said Council.

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

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

H. Declaration of Surplus and Donation of Two Crown Victoria Vehicles



**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Declaration Of Surplus And Donation Of Two Crown Victoria Vehicles
<b>INITIATED BY:</b>	Finance Department

It is requested that Council declare the following two (2) Crown Victoria Vehicles, from the Police Department, as surplus, in accordance with section 7-501 of the Charter of Columbus Consolidated Government:

581	17586	2009	FORD	CROWN VIC	2FAHP71V89X108940	123,614
631	17386	2007	FORD	CROWN VIC	2FAFP71W87X123516	114,442

and authorize the donation of the vehicles to the Rochelle Police Department in Rochelle, Georgia.

Columbus Police Department wishes to donate the surplus equipment to the Rochelle Police Department to assist with their policing efforts. Although the vehicles no longer serve the Columbus Police Department, the vehicles are still useable.



**A RESOLUTION**

Item #H.

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING DECLARATION OF THE FOLLOWING TWO (2) CROWN VICTORIA VEHICLES, FROM THE POLICE DEPARTMENT, AS SURPLUS, IN ACCORDANCE WITH SECTION 7-501 OF THE CHARTER OF COLUMBUS CONSOLIDATED GOVERNMENT:**

581	17586	2009	FORD	CROWN VIC	2FAHP71V89X108940	123,614
631	17386	2007	FORD	CROWN VIC	2FAFP71W87X123516	114,442;

**AND AUTHORIZE THE DONATION OF THE VEHICLES TO THE ROCHELLE POLICE DEPARTMENT IN ROCHELLE, GEORGIA.**

**WHEREAS**, the Columbus Police Department wishes to donate the surplus vehicles to the Rochelle Police Department to assist with their policing efforts; and,

**WHEREAS**, although the vehicles no longer serve the Columbus Police Department, the vehicles are still useable.

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

That the City Manager is hereby authorized to declare the following two (2) Crown Victoria Vehicles, from the Police Department, as surplus in accordance with section 7-501 of the Charter of Columbus Consolidated Government:

581	17586	2009	FORD	CROWN VIC	2FAHP71V89X108940	123,614
631	17386	2007	FORD	CROWN VIC	2FAFP71W87X123516	114,442;

and is also authorized to donate the vehicles to the Rochelle Police Department in Rochelle, Georgia.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_members of said Council.

Councilor Allen voting \_\_\_\_\_.

Councilor Barnes voting \_\_\_\_\_.

Councilor Cogle \_\_\_\_\_.

Councilor Crabb voting \_\_\_\_\_.

Councilor Davis voting \_\_\_\_\_.

Councilor Garrett voting \_\_\_\_\_.

Councilor House voting \_\_\_\_\_.

Councilor Huff voting \_\_\_\_\_.

Councilor Thomas voting \_\_\_\_\_.

Councilor Tucker voting \_\_\_\_\_.

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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



**File Attachments for Item:**

1. Emergency Purchase – Information Only



**Columbus Consolidated Government  
Council Meeting Agenda Item**

**EMERGENCY PURCHASE**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Emergency Purchase – Information Only
<b>INITIATED BY:</b>	Finance Department

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**FORD 2023 FORD EXPLORER FOR INFORMATION TECHNOLOGY**

On October 27, 2022, the City Manager approved the emergency purchase of one (1) Ford Explorer for Information Technology, due to exigent circumstances related to supply chain issues, per the Procurement Ordinance, Article 3-115, Emergency Procurement.

This vehicle was purchased to replace a vehicle which presented a mold issue while being garaged over the weekend. There is no apparent cause for the mold, which could be a combination of the vehicle age and an unknown hidden issue; it is unsafe to drive. A vehicle ordered nearly two years ago has not been delivered because of supply chain issues. This emergency purchase would not be necessary if the ordered vehicle had been received.

The vehicle was purchased from Rivertown Ford (Columbus, GA) at a unit price of \$44,188.00. Rivertown Ford had an available vehicle on their lot commensurate with existing prices or less. This is a replacement vehicle.

Funding is available in the FY23 Budget via General Fund Reserves. The purchase will be made from: General Fund – Information Technology – Information Technology – Light Trucks; 0101-210-1000-ISS-7722.



**File Attachments for Item:**

A. Risk Management Update - Anne- Marie Amiel , Risk Manager



# Risk Management

Update January 2023



# Risk Management Update

- Workers' Compensation
  - Stats
  - Methods
- Liability Claims
- Damage Recovery
- Insurance
- Safety
- Spreading the Word



# Workers Compensation Statistics

- Claims Expenses
  - 2013        \$3.7 million
  - 2022        \$825,000
  - Last four years CCG has been under \$1 million in claims expenses
  - Estimated Savings Over 9 Years = \$30 million
- Average Savings Per Claim for Return to Work Under National Guidelines
  - 120 Days
- Percentage of Injured Workers Out of Work
  - Percentage considered acceptable        65%
  - CCG percentage out of work                Averages 12%



# Workers Compensation Methods

- Understand that the primary goal is to get the best treatment for our employees as quickly as possible
- Cooperation of Departments
  - Crews who are short-handed are more likely to have another employee injure themselves
  - Long-term injury will produce an invalid mentality in the employee
  - Ensure the few game players we have do not depress the morale of the entire department
- Choosing the right partners
  - Visit all medical providers and discuss expectations
  - Open door policy
- Weekly conference call with TPA and MCO
- Training for department personnel



# Liability Claims

- Number of Claims That Were Referred to Outside Counsel
  - About 200
- Initial Demands
  - About \$29,450,000
- Final Settlements
  - About \$2,090,000
- Number Closed Without Any Payment
  - About 100



# Damage Recovery Service

- Contracted with Peachtree Recovery Services in December, 2016 to recover damages done by civilian drivers to City property such as traffic signal boxes
- The City has not previously been able to recover any money for such damage
- Recovered about \$490,000 since inception



# Insurance

- Property and Casualty Insurance
  - CCG was able to retain our Travelers coverage even after the flooding claims
- Excess Workers' Compensation coverage
  - Safety National has given CCG successive 2-year rate guarantees – the first time they have ever done that
- Cyber coverage
  - Working with Forrest Toelle we obtained this coverage several years ago and have been able to maintain it even though most municipalities have been unable to obtain it in the last couple of years
- Cancer coverage for Firefighters as per State law



# Safety

- Safety training of employees was given a high priority in order to keep them safe and reduce work-related injuries
- In conjunction with our broker's Loss Control Director we have performed safety inspections of key areas which has contributed to a reduction in injuries and liability claims



# Spreading the Word

- Speaking at Conferences to spread the word about CCG's programs
  - National Workers' Compensation Conference – I received the national Teddy Award in 2015 and have been a presenter at the conference three times
  - State Workers' Compensation Conference – I was on three panels at the 2022 State Board Conference in 2022
  - PRIMA – I have spoken about CCG's various programs at annual PRIMA meetings
- Several articles have been printed about CCG's programs in national periodicals
- Seminars for CCG employees and external agencies



**File Attachments for Item:**

B. Ford Rd. /Farr Rd. Traffic Study Update - Keith Strickland, Stantec

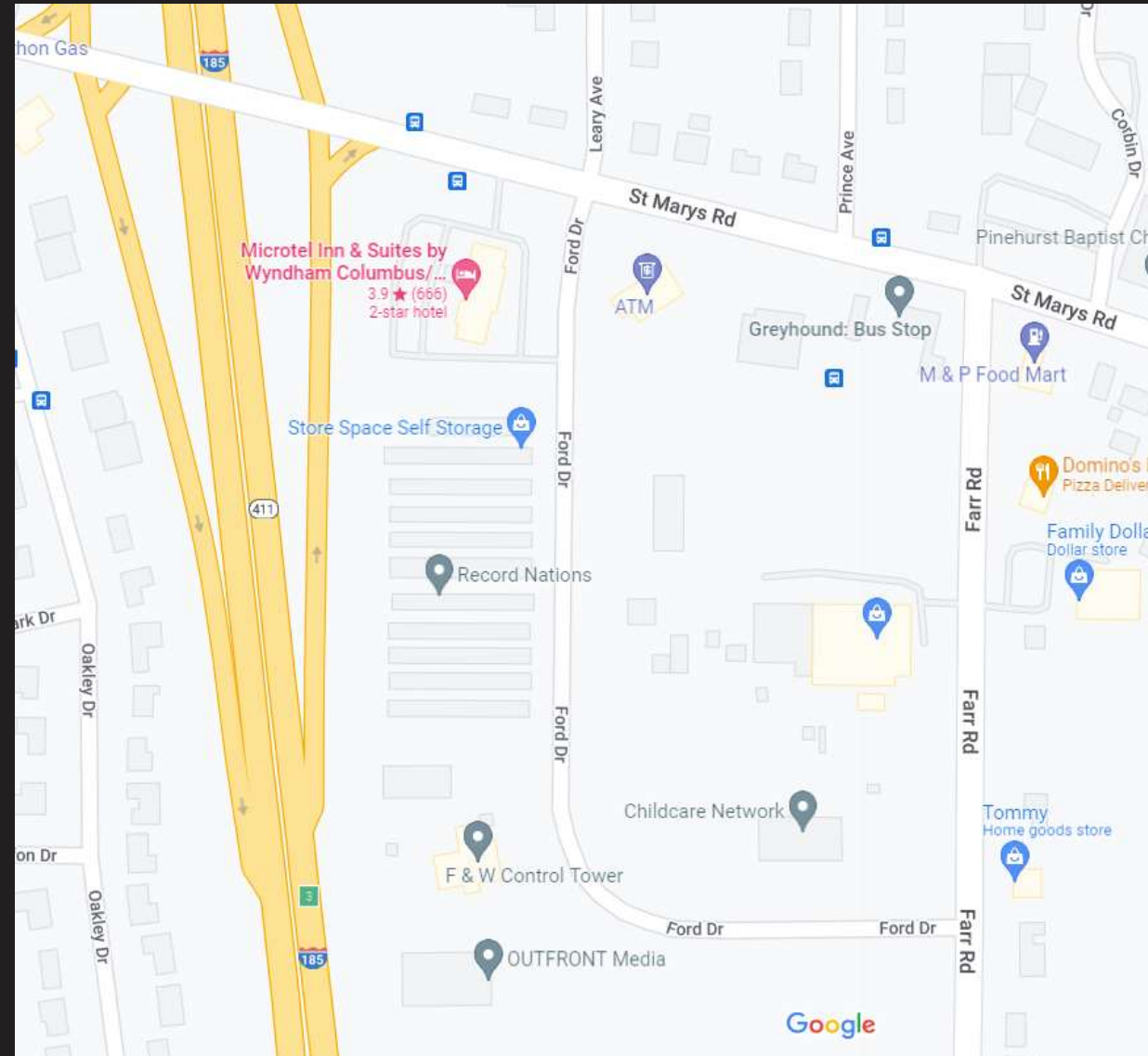


## Columbus Consolidated Government

# Ford Drive @ Farr Road Traffic Engineering Study

## City Council Presentation

### February 14, 2023





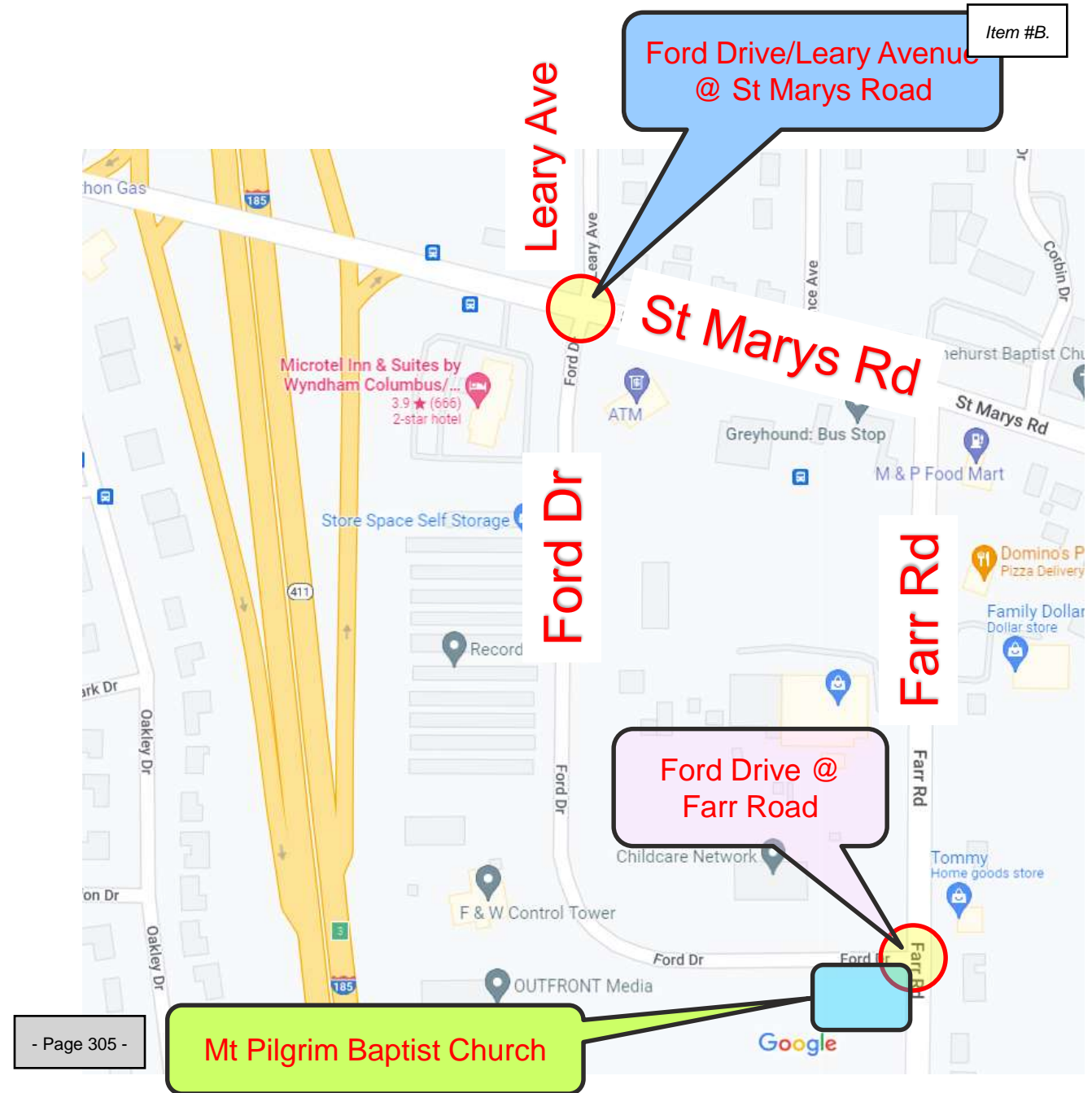
# Agenda

1. Study Purpose
2. Review Analysis
3. Recommendations
4. Questions/Comments



# Study Purpose

- Relocation of Mt Pilgrim Baptist Church
- Evaluate traffic operations at two intersections
  - Ford Drive @ Farr Road
  - Ford Drive/Leary Avenue @ St Marys Road

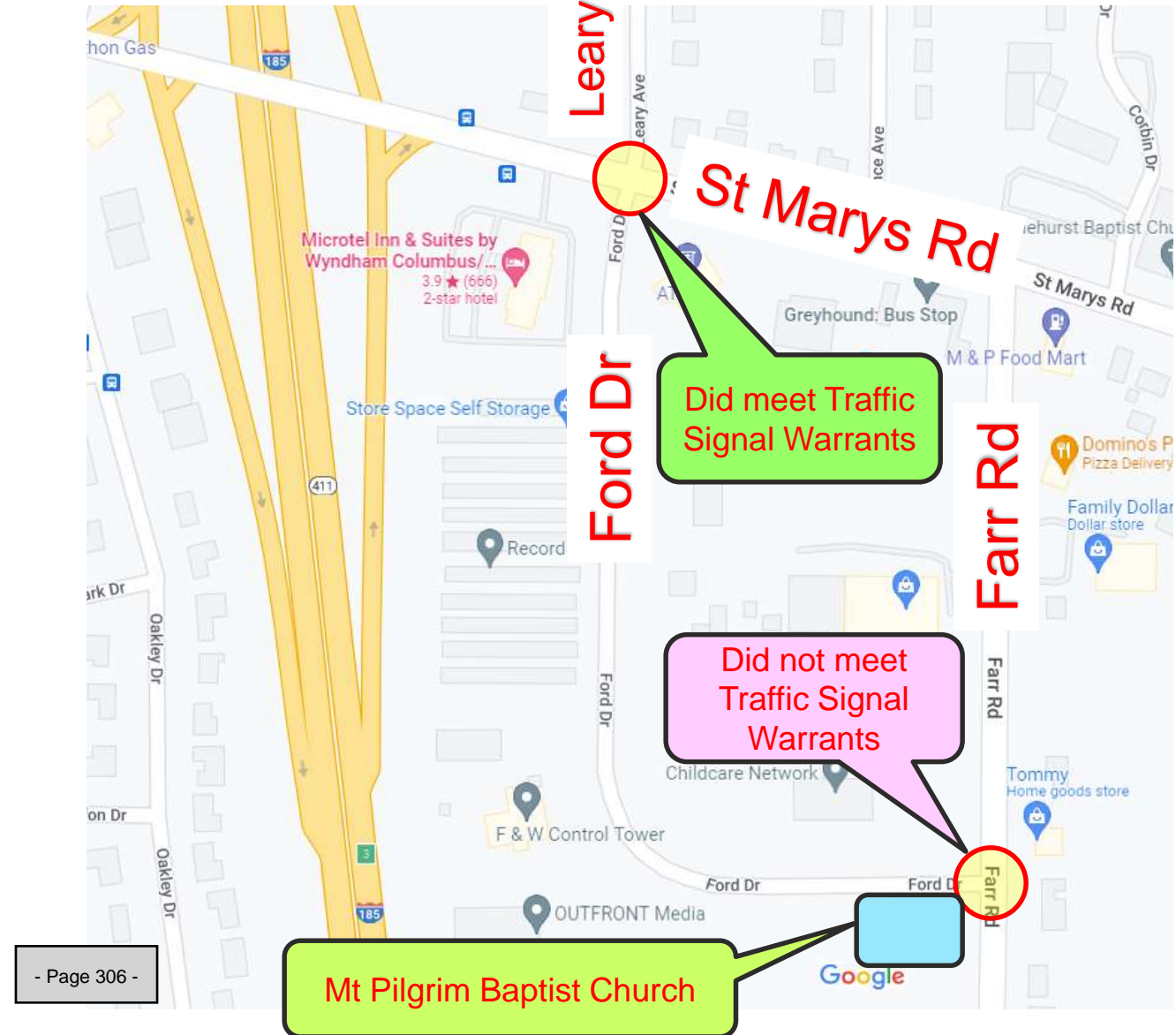




# Traffic Analysis Results

Item #B.

- Ford Drive @ Farr Road
  - Did not meet traffic signal warrant analysis
  - Limited Sight Distance
- Ford Drive/Leary Avenue @ St Marys Road
  - Did meet traffic signal warrant analysis
  - Traffic patterns subject to change

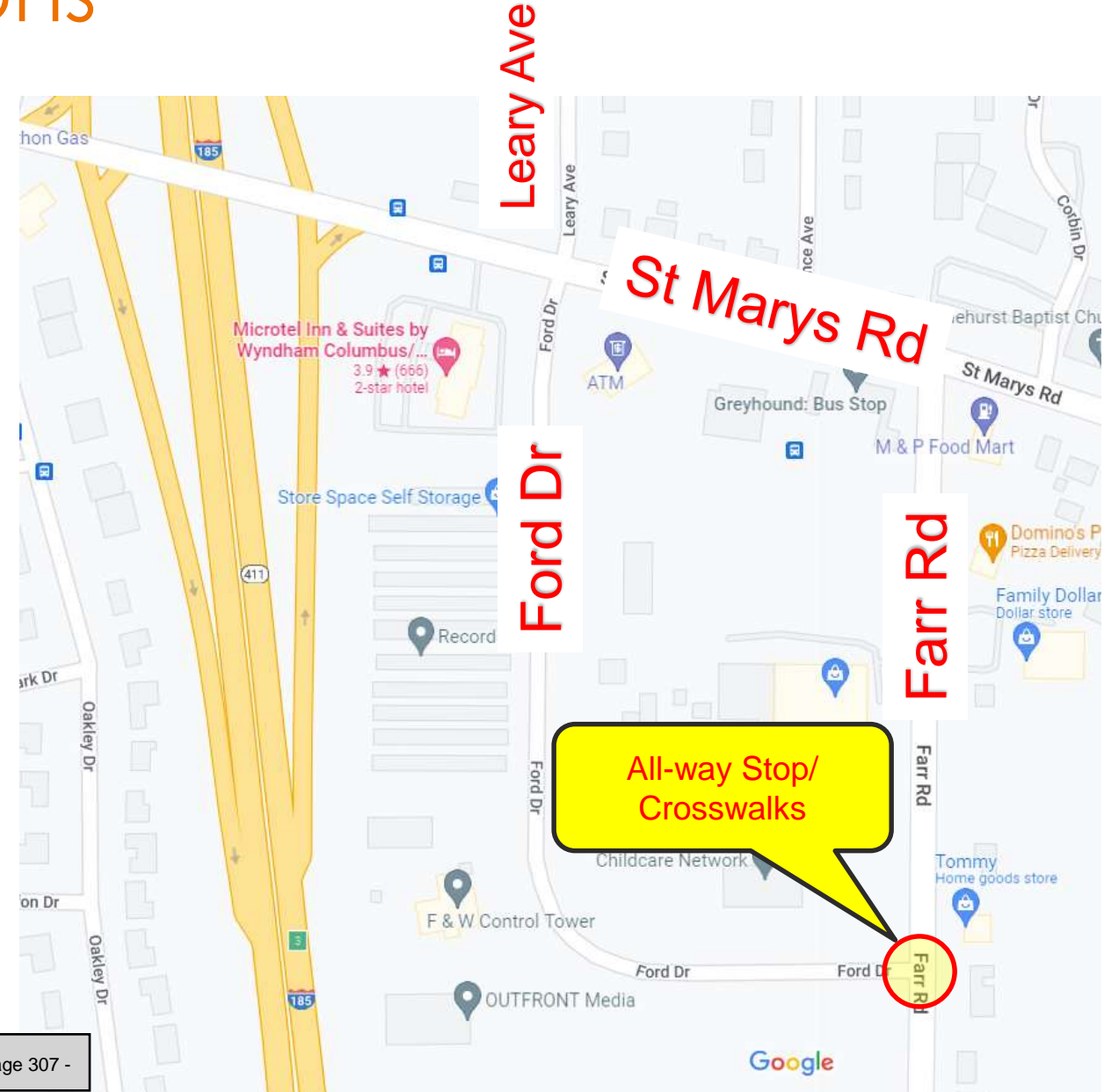




# Recommendations

Item #B.

- Ford Drive @ Farr Road (short-term)
  - All-way Stop Signs
  - Crosswalks
- Ford Drive @ Farr Road (long-term)
  - Evaluate annually
  - Additional supplemental safety improvements as needed

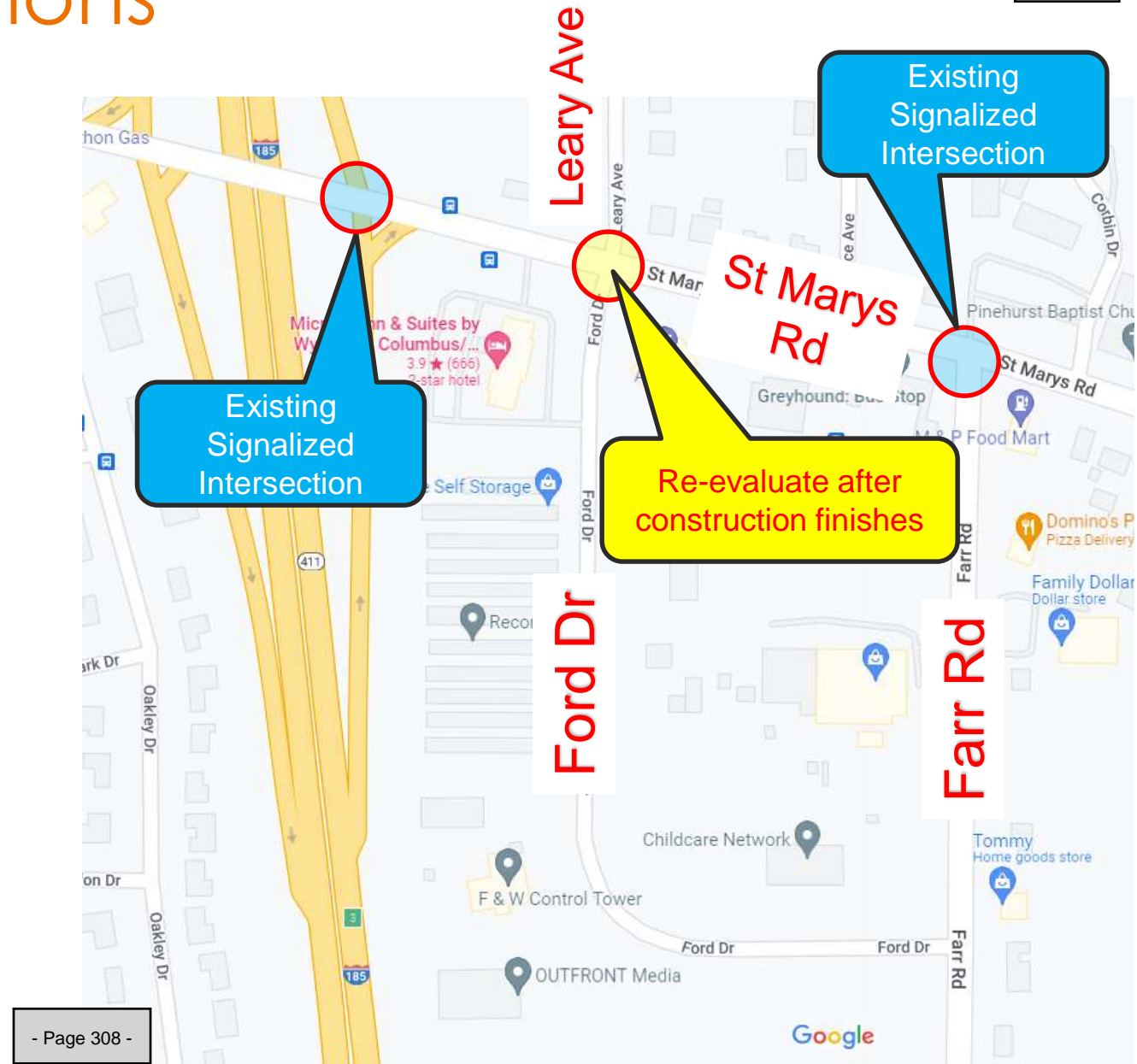




# Recommendations

Item #B.

- Ford Drive/Leary Avenue @ St. Marys Road (long-term)
- Re-evaluate after I-185/Old Cusseta Road Interchange





# Questions





**File Attachments for Item:**

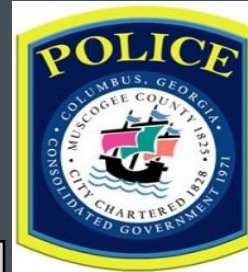
C. Knox Box Update – Homeland Security Director Chance Corbett





# PUBLIC SAFETY

## RAPID ACCESS SYSTEM







**Today, one revolutionary lock box has grown into a complete system for emergency response.**

**The Knox Rapid Access System has become the standard for security and reliability.**



# Rapid Access Challenge at Schools

Item #C.

Parkland drove high need for a solutions

What was thought to be an easy solution was not

Brainstorming at Manatee Schools resulted in the creation of a potential solution

## 3 Injured in Local School Shooting





# What We Brainstormed About? Who Needs Access

Item #C.

**Fire  
department(s)?**



**Law  
enforcement?**



**EMS?**

**Who Else Needs  
Access?**

**Where do they  
need access?**

- Page 314 -



**School Police Officers?**



# The Solution

# KNOX ELOCK™ SYSTEM



Knox eKey™



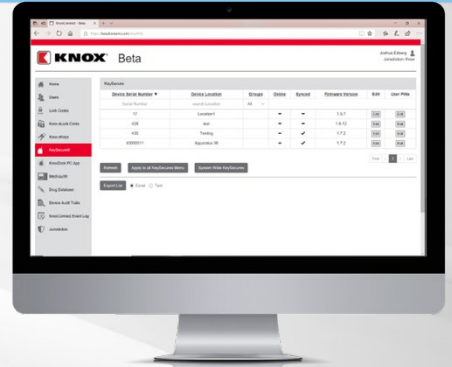
KeySecure® 6



KnoxDock™



Knox eLock Core™



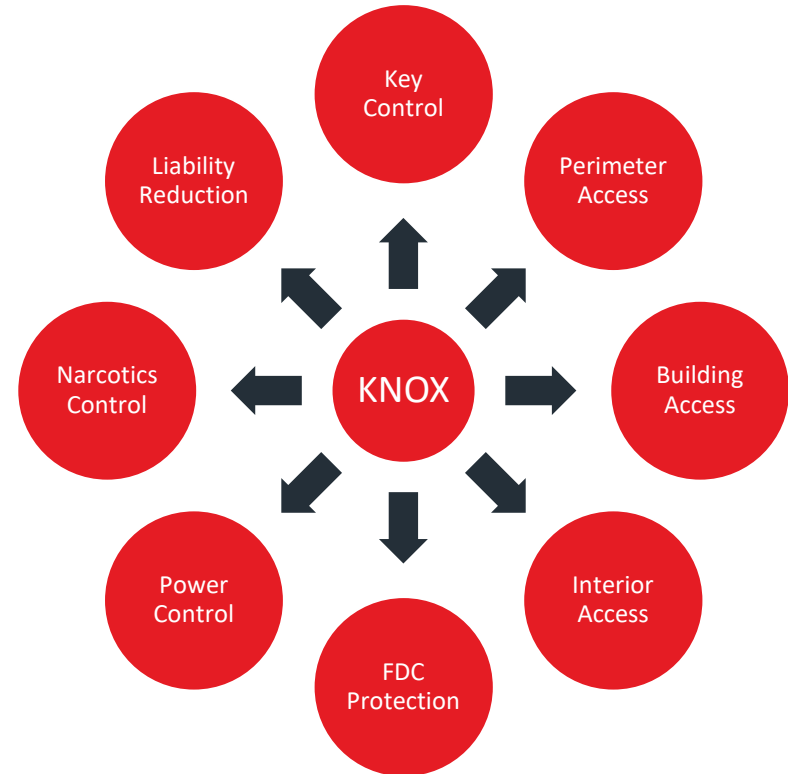
KnoxConnect™



# Rapid Access Program

Item #C.

- Knox products provide first responders with rapid entry to properties and buildings during emergency incidents
- Each box is opened with a unique jurisdictional key
- Access with UL Listings for reduced liability:
  - Secure key control
  - Building, Interior and Perimeter Access
  - FDC Protection
  - Power Control
  - Controlled Substance Accountability
  - Reduced Liability






# System Benefits

Item #C.

- Eliminates delays while waiting for key holder's arrival
- Improves response rates
- Avoids tying up resources
- Reduces key liability
- Immediate access
- Provides secure onsite key storage
- Prevents forced entry delays and costs
- Helps prevent firefighter injuries and workers compensation claims
- Averts property damages
- Maintains the building's security







Item #C.

# Exterior Access Solutions

---

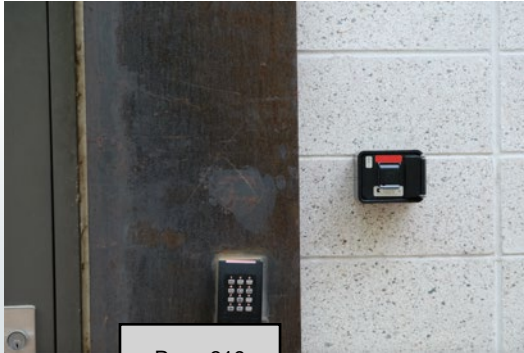


# KnoxBox® 3200

Item #C.



- Multiple color options colors
- Recess or surface mounted
- Holds up to 10 keys



- Page 319 -





# Knox Remote Power Shut Off

Item #C.

It is not just the utility shutting down anymore that is important to a safe environment. Back-up power and alternative power sources raise new concerns. Challenge was to give Fire Departments the ability to shut off all power sources when they arrive at a scene.

- Give first responders the ability to enter facilities safely
- Keep power off at scenes
- Control power to solar, generators, EV power charging stations, etc.
- Latest challenge – enormous growth of electric vehicle power charging stations. Is the fire service prepared?





- Available in Antique White
- Wall mount of door hanger options mount
- Single key capacity
- Resource for residents with access and functional needs
- Residential Use Only





# FDC Locks

Knox FDC Locking Caps securely protect fire sprinkler systems to ensure high-pressure water flow

Protects:

- Fire Sprinkler System
- Firefighters
- Connection Threads

Prevents:

- Stolen brass covers/connections
- Clogging
- Cost of back-flush with missing caps
- Building Vulnerability
- Drug Drop Location/Potential Terrorism





# What to Avoid

Item #C.

Animals



Insects



Trash





# Key Control Solutions

---



Item #C.



# KeySecure® Master Key Retention System

Item #C.

- Highest level of master key control and retention with flexibility and security
- Minimizes potential for a lost or misplaced keys
- The Master key is stored in a locked, visible position providing immediate accountability
- Designed to resist physical attack
- Warning light serves as a reminder that the key is missing
- Enables Flexibility to support shared jurisdictional access





# KeyDefender Single Comparison

Item #C.



**eKey KeyDefender**



**Mechanical Key KeyDefender**



# Master Key Retention Program

- **Provides Peace of Mind**
  - Quickly available when needed
  - Inventoried in a locked, visible position
- **Accountability**
  - The eKey is only released to authorized personnel via unique PIN codes
- **Security**
  - Reduces potential for theft or loss of Master Key
  - Enhanced security features





# One Unique Universal Key for Each Jurisdiction

Item #C.



First Responders arrive



KeySecure  
provides access to  
eKey



eKey delivers  
rapid ingress to  
building



Emergency  
services receives  
quick, secure and  
safe access



# The Solution: KnoxConnect™ Management System

Item #C.

## Manage

Authorized users manage the system from a desktop or mobile device

## Track

Access and create audit trail reports from any device connected to the web

- ✓ Cloud-based system software used to configure and manage the Knox eLock System devices and users
- ✓ Admins have the ability to manage users, PIN codes, retrieve audit trail information and create reports from any device using a web browser





# Questions

Item #C.





**File Attachments for Item:**

D. Columbus Infrastructure / Roads Update - Pam Hodge, Deputy City Manager of Finance, Planning and Development.



February 14, 2023

# COLUMBUS INFRASTRUCTURE UPDATE



# FUNDING

- Transportation
  - Other Local Option Sales Tax (OLOST)
  - Paving Fund
  - Transportation Special Purpose Local Option Sales Tax (TSPLOST)
  - Special Purpose Local Option Sales Tax (SPLOST)
  - GDOT Grants
  - LMIG
- Stormwater
  - Other Local Option Sales Tax (OLOST)
  - Stormwater Fund
  - Special Purpose Local Option Sales Tax (SPLOST)



# Completed Projects

Item #D.

---

Riverwalk / Gabion Baskets

---

Dragonfly Trail Connection – MLK to the River

---

Fort Benning Road Roundabout & Streetscapes

---

Warm Springs Road Culvert

---

Riverwalk Slope / Light Pole 88

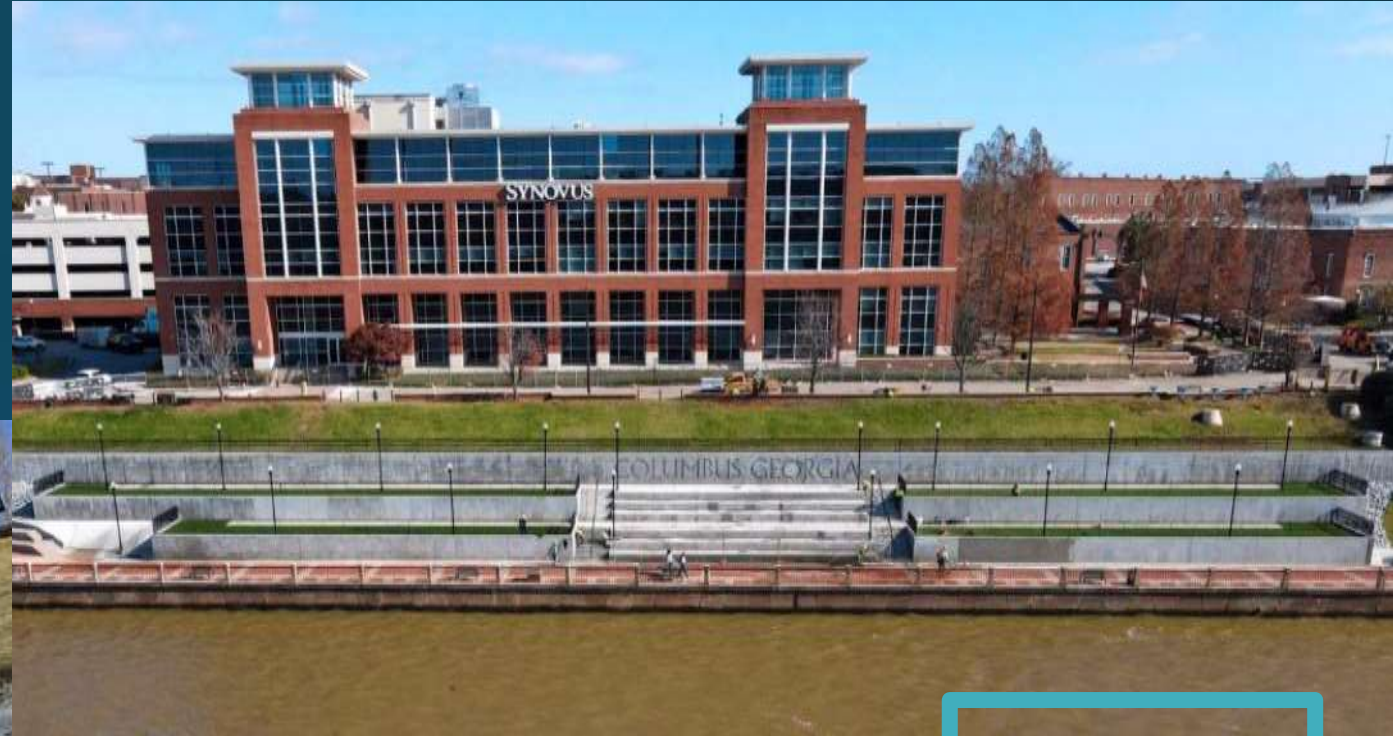
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Government Center Life Safety Improvements



# Riverwalk / Gabion Baskets

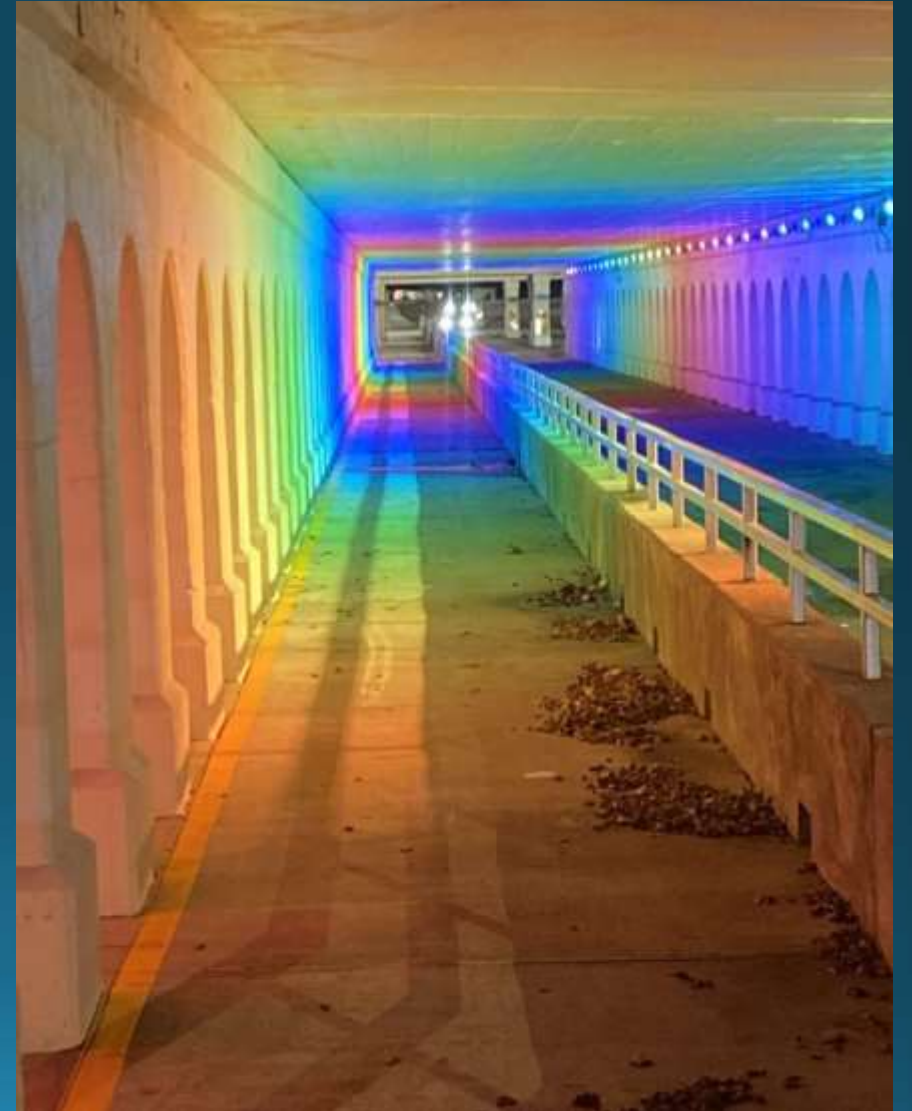
**BEFORE**



**AFTER**



# Dragonfly Trail Connection – MLK to the River





# Fort Benning Road Roundabout & Streetscapes

Item #D.





# Warm Springs Road Culvert





# Riverwalk Slope – Light Pole 88





# Riverwalk Slope – Light Pole 88

Feb 2023





# Other Projects Under Construction

Item #D.

---

Resurfacing / Striping

---

Psalmond Road Signal

---

River Road / J. R. Allen Signals & Lights

---

Spiderweb

---

I-185 / Buena Vista Diverging Diamond (Managed by GDOT)

---

Veterans Parkway-Turnberry to SR315 in Harris County (Managed by GDOT)



# Other Projects Under Development

Item #D.

---

19<sup>th</sup> Street Flood Abatement

---

Fortson Road / Williams Road Roundabout

---

30<sup>th</sup> Ave. Signal

---

10<sup>th</sup> Ave. Signal

---

Military Drive

---

Infantry Road

---

I – 185 / Cusseta Road Interchange

---

Mott's Green



# GDOT Projects Under Development / Construction

Item #D.

---

Olgethorpe Bridge

---

River Road Resurfacing

---

Miller Road / Manchester Expressway Bridge

---

J. R. Allen / Manchester Expressway  
Improvements

---

Bradley Park at J. R. Allen Diverging Diamond

---

Weracoba Creek Culvert



2022  
TSPLOST –  
Band 1  
  
City Managed

Item #D.

---

Steam Mill Road Improvements – Design Authorized

---

Riverwalk Repaving

---

Whitesville Road Improvements

---

South Lumpkin Road Improvements

---

13th Ave. / 17<sup>th</sup> St. / Linwood Blvd.

---

Liberty Theatre Block Enhancements (8<sup>th</sup> Ave.)

---

5<sup>th</sup> Avenue Connector



# 2022 TSPLOST – Band 1

## GDOT Managed

---

Buena Vista Road Corridor Improvements

---

University Ave. – Road Diet / Streetscapes

---

Andrews Road Improvements

---

Brennan Road Improvements



# FACILITIES UPDATE



# City Hall

- Acquisition: February 2022
- Synovus Vacated 3 of the 4 buildings: July 2022
- Renovations began: August 2022
- Phase 1 Relocation: June 2023
  - Mayor, City Manager, City Attorney, Clerk of Council, Finance Admin, IT, Human Resources, Print Shop, Workforce Investment, UGA Cooperative Extension, 311, Parks & Recreation Admin





# City Hall

Item #D.





# Other Facilities Under Development

Item #D.

---

Judicial Center

---

Sheriff's Administration Building

---

Jail Assessment

---

Fire Station #5 Replacement

---

Swimming Pool Replacements (Psalmond Road, Shirley B. Winston, Rigdon Park)

---

Liberty Theatre

---

River Road Tower



# QUESTIONS





**File Attachments for Item:**

E. Critical Vacancies Update - Reather Hollowell, Human Resources Director



# Critical Vacancies Update

# Columbus Consolidated Government

February 14,  
2023



- Page 352 -





# Critical Vacancies Defined

- ☐ Position vacant for six (6) months or longer
- ☐ Required for organization to function effectively
- ☐ Hard to fill due to specialized area of work
- ☐ Skills in high demand





# Public Safety Critical Vacancies

Department	Position Title	# of Positions	# of Vacancies	How Long Vacant
Police Department	<b>Police Officer</b>	444	142	Continuous since 2007
Sheriff's Office	<b>Sheriff Deputy and Corrections Officer</b>	337	41	Continuous since 2017
Muscogee County Prison	<b>Corrections Officer</b>	114	15	Continuous since 2018



# Public Safety Shortage – A National Issue

## *News Headlines*

**Shortage of police officers becoming 'a crisis across the country' as there are fewer cadets, more retirements**

**Columbus** law enforcement agencies grapple with staffing shortage

**Albany** Police Department facing significant shortage in patrol officers

The "perfect storm" is developing in police departments as fewer candidates are entering the profession,

**Police departments nationwide dealing with officer shortage**

**Is the Savannah** Police officer shortage just part of a national trend?

“It’s difficult during these times with the narrative of law enforcement,” Lt. Col. Calvin Chew of the **Richmond County** Sheriff’s Office says.



# General Government Critical Vacancies

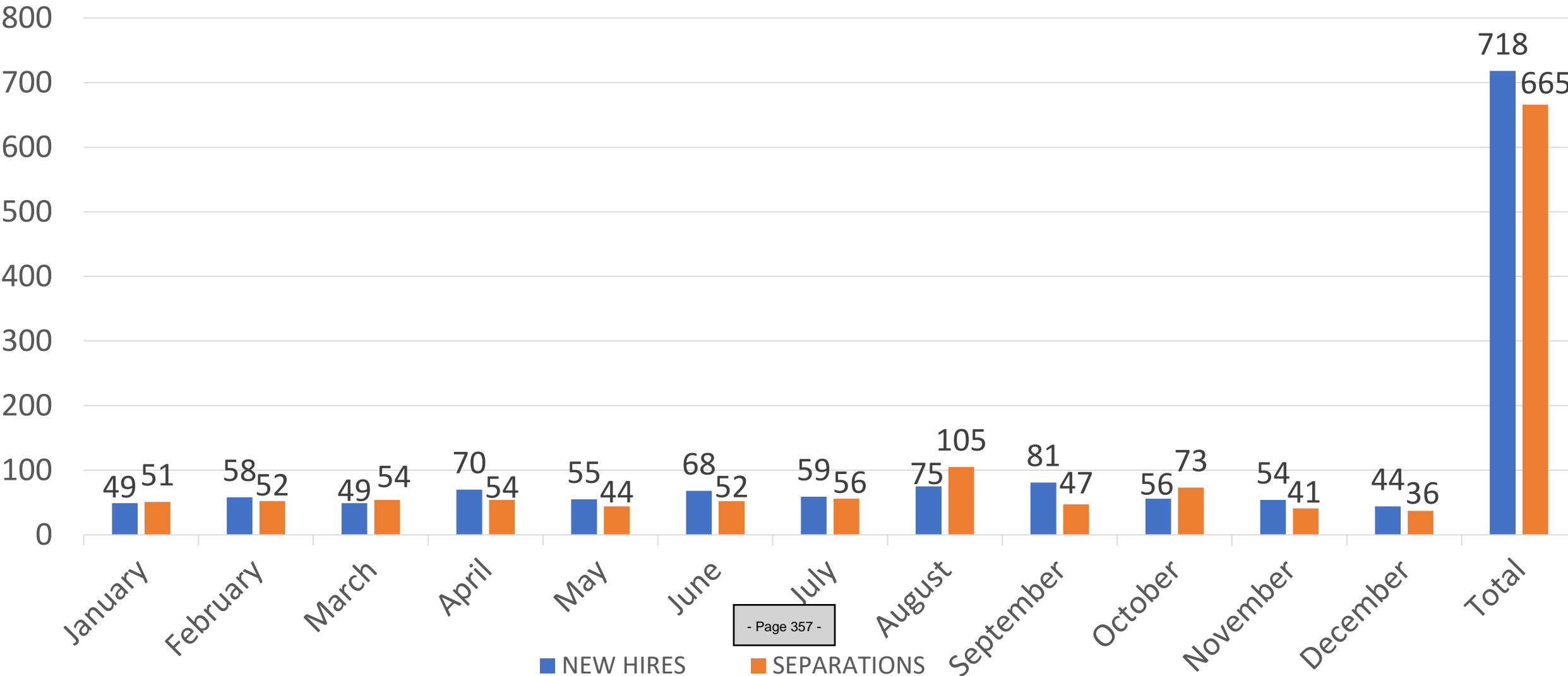
Department	Position Title	# of Positions	# of Vacancies	How Long Vacant
Metra Transit	Bus Operator (CDL)	52	22	Continuous since 2017
Parks and Recreation	Multiple Positions	328	121	Continuous since 2020
Public Works	Waste Equipment Operator/ Equipment Operators (CDL)	188	12 17 4	Continuous since 2020
Public Works	Fleet Maintenance Tech I, II, III (CDL)	28	2	Continuous since 2017
Public Defender	Attorney	22	6	Continuous Since 2021



# NEW HIRES & SEPARATIONS 2022

Item #E.

ALL CCG DEPARTMENTS





# Turnover Rate (2009 – 2022)

## Columbus Police Department

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Hired	103	43	44	40	41	57	49	50	56	40	46	50	37	42
Retired	-7	-12	-12	-10	-14	-7	-13	-17	-10	-11	-10	-13	-8	-6
Resigned	-33	-21	-33	-36	-35	-31	-54	-61	-37	-43	-40	-44	-74	-57
Terminated /Laid Off	-6	-7	-1	-2	-3	-3	-1	0	0	-1	-2	0	-2	-2
Deceased	0	0	0	0	-3	0	-1	0	0	-1	0	-1	0	-1
<b>Net Total</b>	<b>57</b>	<b>3</b>	<b>-2</b>	<b>-8</b>	<b>-14</b>	<b>16</b>	<b>-20</b>	<b>-28</b>	<b>9</b>	<b>-16</b>	<b>-6</b>	<b>-8</b>	<b>-47</b>	<b>-24</b>





Item #E.

Columbus Consolidated Government is

# HIRING

## JOIN OUR TEAM TODAY!

[Great Benefits]

Apply Online Now!

<https://www.governmentjobs.com/careers/columbusga>

or by QR Code:



Columbus Consolidated Government | 100 Tenth Street, Columbus, Georgia 31901  
Human Resources Department | 706-225-4059



# Recruitment Strategy

January – December 2022

Item #E.

## Hire and Retain Qualified Applicants

- Hosted or participated in 70+ Hiring Fairs
- Jobs Advertised:
  - CCG Career Opportunities webpage
  - Governmentjobs.com
  - Indeed.com
  - Glassdoor
  - Colleges, Universities and High Schools
- Weekly interviews on local radio and TV
- Press Releases
- Social media outlets
  - Facebook and Instagram
- Partners:  
Goodwill Career Center, Ft. Benning, DOL, Media outlets  
Colleges, Universities and High Schools, etc.







Item #E.



- Page 361 -





# Questions?





**File Attachments for Item:**

**DATE:** February 14, 2023

**TO:** Mayor and Councilors

**FROM:** Finance Department

**SUBJECT:** Advertised Bids/RFPs/RFOs

**February 15, 2023**

**Alternator & Starters for METRA (Annual Contract) – RFP No. 23-0031**

Scope of Bid

Provide alternators and starters to METRA Transit System on an “as needed” basis. The contract term will be for three (3) years.

**February 22, 2023**

**1. Carbon Dioxide Liquid Bulk and Tank Rentals for City Swimming Pools (Annual Contract) – RFB No. 23-0028**

Scope of Bid

Provide carbon dioxide liquid in bulk, and the rental of six (6) 750lb tanks, for City swimming pools.

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

**2. Property Clean Up Services (Annual Contract) – RFB No. 23-0027**

Scope of Bid



Provide services for the clearing of vacant or unoccupied properties, including cutting and removing grass, weeds, undergrowth and other vegetation, for Columbus Consolidated Government Department of Inspections and Code, as required by law, on an “as needed” basis.

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

**March 8, 2023**

**1. Tire Leasing Services for City Buses (Annual Contract) – RFB No. 23-0029**

Scope of Bid

Provide tire leasing services for City buses to the Columbus Consolidated Government Department of Transportation/METRA Transit System on an “as needed” basis.

The contract term will be for three (3) years with no renewal options.



**DATE:** February 14, 2023

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The contract term will be for three (3) years with no renewal options.



**File Attachments for Item:**

1. RESOLUTION - A resolution cancelling the remainder of the FY2023 Proclamation Sessions: March 7, April 4, May 2 and June 6, 2023.



**RESOLUTION****NO. \_\_\_\_\_**

A resolution cancelling the remainder of the FY2023 Proclamation Sessions: March 7, April 4, May 2 and June 6, 2023.

**WHEREAS**, regular Council meetings shall commence at the time or times as set forth in the rules of procedures by the Council of Columbus, Georgia; and,

**WHEREAS**, the Council desires to cancel the remainder of the FY2023 Proclamation Sessions as follows: March 7, April 4, May 2 and June 6, 2023; and,

**WHEREAS**, in accordance with Section 3-103 of the Charter, the Council may, by majority vote of the Council at least seven days prior to the meeting, cancel a regularly scheduled meeting.

**NOW THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:**

The March 7, April 4, May 2 and June 6, 2023 Proclamation Sessions are hereby cancelled.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 14th day of February 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

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

\_\_\_\_\_  
**Sandra T. Davis**  
 Clerk of Council

\_\_\_\_\_  
**B. H. "Skip" Henderson, III**  
 Mayor



**File Attachments for Item:**

2. Email Correspondence from Attorney Jack Schley recommending consideration for the addition of Mr. Charles Hecht as one of the three nominees to succeed Ms. Susan McKnight on the Hospital Authority of Columbus.



Ms. Davis,

The Board of the Hospital Authority would like to move forward with the nomination of Charles Hecht.

Please let me know if Council needs additional names for consider this final seat.

Thank you,

**JACK P. SCHLEY** | Page, Scrantom, Sprouse, Tucker & Ford, P.C.  
Synovus Centre | 1111 Bay Avenue, 3rd Floor | Columbus, Georgia 31901 (Street)  
P.O. Box 1199 | Columbus, Georgia 31902-1199 (Mailing)  
Direct: 706-243-5614 | Main: 706-324-0251 | Fax: 706-243-0417  
[jschley@pagescrantom.com](mailto:jschley@pagescrantom.com) | [www.psstf.com](http://www.psstf.com)

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**File Attachments for Item:**

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

Animal Control Advisory Board, December 13, 2022 & January 17, 2023

Board of Elections & Registration, November 15, 2022

Board of Tax Assessors, #01-23, #02-23 and #03-23

Board of Zoning Appeals, January 4, 2023

Columbus Board of Health, September 28, October 26 & December 7, 2022

Development Authority of Columbus, December 1, 2022 & January 5, 2023

Hospital Authority of Columbus, October 25, 2022



**Columbus Consolidated Government**

**Minutes of a Quarterly Meeting**

**Animal Control Advisory Board**

**December 13, 2022**

**5:30 pm**

**Location of Meeting:**

Public Works Driver's Training Room

602 – 11<sup>th</sup> Avenue Bldg E

Columbus, GA, 31901

Work Discussion/Ordinance Amendment

**Present at Meeting:**

Contreana Pearson

Jayne Dunn

Sabine Stull, Chairperson

Raymond Culpepper

Kristi Ludy

Dr. Scott McDermott

Courtney Pierce

Julee Fryer Co-Chairperson

Drale Short

Channon Emery

Patricia Montgomery

**Absent from Meeting:**

Dr. Scott McDermott

The quarterly meeting of the Animal Control Advisory Board of Columbus Consolidated Government was called to order at 5:42 pm on Tuesday December 13, 2022, by the chairperson Sabine Stull.

Approval of the minutes from the board meetings on **10/31/2022**; Raymond Culpepper made a motion to approve the minutes and Jayne Dunn second the motion. **\*\*\*ACTION TAKEN: ALL VOTING MEMBERS PRESENT APPROVAL MINUTES FROM BOARD MEETING 12.13.22**

**Agenda Items**

**1. Monthly Reports**

Contreana Pearson asked if there were any questions about the monthly reports form August 2022, October 2022, and November 2022. There were no questions for the board members put forward.



## **2. Animal in Crates ACC**

Contreana Pearson referred the board members to the Georgia Department of Agricultural Inspection Report in their packets. She stated the inspector came down to speak with the internal auditor and did a routine inspection in the building. The inspector found a violation of structural strength. Animal Control was found to have 12 dogs in crates more than 24 hours. Contreana Pearson read the structural strength definition to the board. Contreana Pearson stated the usage of crates started July 4, because a lot of dogs got out because of the firecrackers for the 4<sup>th</sup> of July holiday. She also stated, it was taxing on the staff, increase costs for vaccines, medical and food for the dogs. Julee Fryer stated she was out at Animal Control when all the crates were present, and it was very difficult cleaning on the staff. She planned a re inspection on November 22, 2022. Animal Control passed the re-inspection. She refereed the board members and the people in the audience that the inspection report is listed on the Animal Care & Control website for public viewing.

## **3. Animals Returned in Field**

Channon Emery asked if the field officers scan for microchips. Contreana Pearson stated ye, all Animal Control Officers have scanners in their trucks as well as the shelter staff. Contreana Pearson informed the board members officers are still returning in the field when possible. If chip has not been changed, notification door hangers are left. Animal Control still has a severe shortage in Animal Control Officers, full staff is 10 there are only 5 Officers.

## **4. Discussion Ordinance Amendment**

Sabine Stull stated, she has done some more research and found, tethering animals for long periods of time, a dog can die. Sabine Stull passed around paperwork for board members to see pictures of detrimental trolley systems that have harmed dogs. Raymond Culpepper stated we need to find a solution instead of total ban. Something that can work in our area. Jayne Dunn stated in Cobb County they have banned tethering. If changed to completely ban, how would they enforce it. Contreana Pearson stated that would be very taxing on her staff as well the citizens that don't have fences or allow dogs in their homes will end up at Animal Control. She states, the amendment should be suitable for inside and outside dogs.

Drale Short told the board everyone needs to get on the same page before submission to the City Attorney. More research needs to be done and the wording conducive to passage before the Council, otherwise it will not be passed. Boards members also stated they wanted to see how the community feels about a change. Contreana Pearson recommended a work session meeting and all board members bring information from other counties/cities to see their workable ordinances.

The meeting was adjourned at 6:15:pm The next scheduled work session is Tuesday, January 17, 2023, at 2:30pm.

C: Clerk of Council, ACAB Members



**Columbus Consolidated Government**  
**Minutes of a Special Called Meeting: Ordinance Amendment**  
**Animal Control Advisory Board**

**January 17, 2023**

**2:30 pm**

**Location of Meeting:**

Public Works Driver's Training Room

602 – 11<sup>th</sup> Avenue Bldg. E

Columbus, GA, 31901

Work Discussion/Ordinance Amendment

**Present at Meeting:**

Contreana Pearson

Jayne Dunn

Sabine Stull, Chairperson

Raymond Culpepper

Kristi Ludy

Dr. Scott McDermott

Courtney Pierce

Julee Fryer Co-Chairperson

Stephen Waters

**Absent from Meeting:**

Dr. Jean Waguespack

Channon Emory

Drale Short

A special called meeting for work session to discuss an ordinance amendment **Section 5-7.2** of the Columbus Consolidated Government, Animal and Fowl ordinance for tethering. The Animal Control Advisory Board was called to order at 2:35 pm on Tuesday, January 17, 2023, by the chairperson Sabine Stull.

Sabine Stull introduced the new board member Stephen Waters to the Animal Control Advisory Board. All present board members introduced themselves and any animal affiliations.

Sabine Stull stated, before everyone starts discussion of the ordinance, please let her know where each member stands on the proposed supervised tethering. She stated, dogs should be housed indoors. Jayne Dunn stated, that would be the great sentiment but that is not realistic view for every



dog owner. Sabine Stull stated, she feels supervision while outside is for safety. Contreana Pearson referred the board members to her research documents she had done within Georgia, Alabama, Texas, and California. She stated the tethering was not totally banned but hours were written similar to the Columbus ordinance.

The board members looked at time restrictions animals would not be tethered from 10 pm through 6 am. Weather restrictions was also mentioned. Courtney Pierce stated, people are still chaining dogs outside, she believes outreach community education should start their first. She also brought research from Bernalillo County Texas whereas their citizens must register their pets on trolley systems after all alternative methods of containment on their property are exhausted. Dr McDermott stated, a tethering system can be safe, and he has never seen an injury in his office from the usage of the 3-point system. Courtney Pierce also suggested changing the outside temperature violation from 32 degrees to 50 degrees, would that help? Stephen Waters stated dogs should be in the house, they should not stay outside, people are idiots.

Julee Fryer suggested speaking to councilman in their districts to maybe do a test pilot run on incorporating an amendment first before putting on the books. She believes areas that would need help are 31907 and 31903 zip codes. Dr. McDermott stated, being too restrictive, may be an overreach to ban tethering at this point.

Stephon Waters stated, his dogs have their own rooms in his home, and he has no problem with tethering but not using collars, harnesses instead. Contreana Pearson stated a lot of citizens animal control officers encounter cannot afford to supervise their dogs outside on tethering because they work eight or more hours a day. She feels those restrictions will lead to animals being let out as strays at the Animal Care & Control Center. Stephen Waters stated, do away with tethering animals and dogs be kept inside, people are idiots. Raymond Culpepper stated, yes, your area is good, we're talking about the bad areas that can't house animals inside. Stephen Waters stated, so you'll ban the good people doing the right thing, and just don't care. Julee Fryer stated, "what do you mean? What we are not going to do is starting to say ya'll people". She stated it is a lot of busy stuff going on outside of this group. Raymond Culpeper stated, you are not going to come in here and try to change everything on your first day. Dr. McDermott stated okay let's get back to talking about tethering.

Dr McDermott asked could Contreana Pearson get the calls that come in about cruelty so they can look at the data. Contreana Pearson stated yes, she will email numbers to the board, once she has requested the list from the IT Department.

The meeting was adjourned at 3:25pm The next scheduled work sessions is Thursday, February 2, 2023, at 5:30 pm.

C: Clerk of Council, ACAB Members









## Board of Elections and Registrations

Post Office Box 1340  
Columbus, Georgia 31902-1340  
"Georgia's First Consolidated Government"  
(706) 653-4392

Item #3.

Margaret S. Jenkins, Chair  
Uhland "U. D." Roberts, Vice-Chair  
Linda Parker  
Edwin Roldan  
Diane Scrimshire

### Muscogee County Board of Elections and Registration November 15, 2022 Minutes

The monthly meeting for the Muscogee County Board of Elections and Registration held Tuesday November 15th Vice-Chairperson Uhland Roberts called the meeting to order at 1:15 p.m. Chair Margaret Jenkins available by phone for the meeting for health reasons.

#### New Business:

- **December 6 Runoff-** See Packet
- **Early Voting Information-** Linda Parker made a motion to accept Sunday November 27<sup>th</sup> to begin early voting at CSC if no other accommodations could be made to begin sooner.
- **League of Women Voters-** Job well done for providing help for voters at the Elections off for the November 8<sup>th</sup> General election.

#### Executive Session:

- **Potential litigation** - started at 1:42p -1:54p ended. Board consulted with attorney by phone on a legal matter of regarding possible litigation. The Board decided to stand with the interpretation of the law as provided by counsel and if a differing opinion was provided, the Board would re-evaluate decision based on new information.

#### Old Business:

- **Audit Information-** A risk limiting audit will be performed after all counties in Georgia have certified the election. Certified election results will be submitted to state. The Secretary of State will select the race to be audited and the batches to audit.

#### Correspondence:

- The Board received no correspondence.

#### Comments:

- The vice-chair allowed attendees to address the board regarding the beginning of early voting. The following citizens were heard by the board:
  - Adrian Chester, concerned citizen
  - Marvin Broadwater, concerned citizen
  - Teddy Reese, State Representative-elect
  - Rocky Marsh, poll worker and concerned citizen

No further business Vice-Chair, Uhland Roberts, adjourned the meeting at 2:21p.m.

Respectfully Submitted,

*U. D. Roberts*





# Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

Item #3.

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

Jayne Govar  
Chairman

Lanitra Sandifer Hicks  
Assessor

Kathy J. Jones  
Assessor

Todd A. Hammonds  
Assessor

Trey Carmack  
Vice Chairman

Chief Appraiser  
Suzanne Widenhouse

## MINUTES #01-23

**CALL TO ORDER:** Chairman Jayne Govar calls the Columbus, Georgia Board of Assessors' meeting to order on Monday, January 9, 2023, at 9:00 A.M.

### FIRST ORDER OF BUSINESS:

Deputy Chief Appraiser Glen Thomason informs the Board that the first order of business is to select a Chairman, Vice Chairman and Secretary for the 2023 year.

Assessor Carmack nominates Assessor Jayne Govar as Chairman. Assessor Sandifer Hicks seconds the nomination and the motion carries.

Assessor Hammonds nominates Assessor Trey Carmack as Vice Chairman. Assessor Sandifer Hicks seconds the nomination and the motion carries.

Assessor Carmack nominates Chief Appraiser Suzanne Widenhouse as Secretary. Assessor Jones seconds the nomination and the motion carries.

### PRESENT ARE:

Chairman Jayne Govar  
Vice Chairman Trey Carmack  
Assessor Todd Hammonds  
Assessor Lanitra Sandifer Hicks  
Assessor Kathy Jones  
Chief Appraiser/Secretary Suzanne Widenhouse  
Deputy Chief Appraiser Glen Thomason  
Katrina Culpepper Recording Secretary

**APPROVAL OF AGENDA:** Assessor Sandifer Hicks motions to accept agenda with noted change. Assessor Jones seconds and the motion carries.

**APPROVAL OF MINUTES:** Vice Chairman Trey Carmack motions to accept minutes as presented. Assessor Sandifer Hicks seconds and the motion carries.

**MISCELLANEOUS:** Deputy Chief Appraiser Glen Thomason reminds the Board that next Monday the 16<sup>th</sup> is a holiday and there will be no meeting. The next BOA meeting will be held on January 23<sup>rd</sup>.



At 9:24, Attorney Rob McKenna presents a proposed bond project for Development Authority. He will update/correct several documents and resubmit for the City Attorney to review. At 9:33, he exits the board meeting.

At 9:34, Personal Property Manager Stacy Pollard presents to the Board:

- Audit Results – Signed & Approved.
- Motor Vehicle Appeals – Signed & Approved.
- BOE Hearing Results – placed into record, no vote needed.

At 9:43, Residential Manager Heidi Flanagan presents to the Board:

- BOE Hearing Results – placed into record, no vote needed.

At 9:57, Deputy Chief Appraiser Glen Thomason presents for Commercial Division to the Board:

- A2 Appeals with No Change Results – Signed as Denials.
- BOE Hearing Results – placed into record, no vote needed.

At 10:09, Deputy Chief Appraiser Glen Thomason presents to the Board:

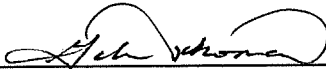
- Map Splits – # 100 014 079; 100 014 080; 100 014 081; 181 022 021; 181 022 024; 181 022 025; 181 022 026 - Signed & Approved.

At 10:20, Chairman Jayne Govar adjourns the meeting without any objections.

Suzanne Widenhouse  
Chief Appraiser/Secretary

**MIN 02 - 23 JAN 23 2023**

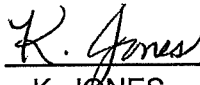
APPROVED: \_\_\_\_\_




J. GOVAR  
CHAIRMAN



L. SANDIFER HICKS  
ASSESSOR



K. JONES  
ASSESSOR

*absent*

T.A. HAMMONDS  
ASSESSOR

*absent*

T. CARMACK  
VICE CHAIRMAN





# Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

Item #3.

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## Board Members

Jayne Govar  
Chairman

Lanitra Sandifer Hicks  
Assessor

Kathy J. Jones  
Assessor

Todd A. Hammonds  
Assessor

Trey Carmack  
Vice Chairman

Chief Appraiser  
Suzanne Widenhouse

## MINUTES #02-23

CALL TO ORDER: Chairman Jayne Govar calls the Columbus, Georgia Board of Assessors' meeting to order on Monday, January 23, 2023, at 9:00 A.M.

### PRESENT ARE:

Chairman Jayne Govar  
Assessor Lanitra Sandifer Hicks  
Assessor Kathy Jones  
Chief Appraiser/Secretary Suzanne Widenhouse (via phone)  
Deputy Chief Appraiser Glen Thomason

APPROVAL OF AGENDA: Assessor Jones motions to accept agenda with noted change. Assessor Sandifer Hicks seconds and the motion carries.

APPROVAL OF MINUTES: Assessor Sandifer Hicks motions to accept minutes as presented. Assessor Jones seconds and the motion carries.

MISCELLANEOUS: Assessor Jones motions to excuse the absence today of Vice Chairman Carmack and Assessor Hammonds. Assessor Sandifer Hicks seconds and the motion carries.

At 9:05, Personal Property Manager Stacy Pollard presents to the Board:

- Audit Results – Signed & Approved.
- Motor Vehicle Appeals – Signed & Approved.

At 9:10, Commercial Property Manager Jeff Milam presents to the Board:

- BOE Hearing Results of Jan 9<sup>th</sup> through Jan 18<sup>th</sup> – placed into record, no vote needed.
- # 073-021-001 - pulled to look at map split.

At 9:35, Deputy Chief Appraiser Glen Thomason presents to the Board:

- Map Splits – # 073 021 001 Update on status; # 188 011 019; 188 011 025; 110 002 037; 110 002 038; 005 013 006; 005 013 007; 005 013 008; 109 013 004; 109 113 005; 004 008 015; 004 008 016; 182 002 050; 182 002 051; 174 001 003; 174 001 056; 165 002 019; 165 002 019H; 165 002 022; 086 031 010; 086 031 011 - Signed & Approved.




At 9:58, Chief Appraiser Suzanne Widenhouse presents to the Board:

- Nudura Systems Inc. Tax Agreement – Signed and Approved.
- Digest timeline discussed and will be brought back at a later date.

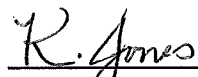
At 10:22, Chairman Jayne Govar adjourns the meeting without any objections.


Suzanne Widenhouse  
Chief Appraiser/Secretary


APPROVED:  01/30/2023

  
J. GOVAR  
CHAIRMAN

  
L. SANDIFER HICKS  
ASSESSOR

  
K. JONES  
ASSESSOR

  
T.A. HAMMONDS  
ASSESSOR

  
T. CARMACK  
VICE CHAIRMAN

~~MIN~~ 03 - 23 JAN 30 2023





# Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

Item #3.

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## Board Members

Jayne Govar  
Chairman

Lanitra Sandifer Hicks  
Assessor

Kathy J. Jones  
Assessor

Todd A. Hammonds  
Assessor

Trey Carmack  
Vice Chairman

Chief Appraiser  
Suzanne Widenhouse

## MINUTES #03-23

**CALL TO ORDER:** Chairman Govar calls the Columbus, Georgia Board of Assessors' meeting to order on Monday, January 30, 2023, at 9:00 A.M.

### **PRESENT ARE:**

Chairman Jayne Govar  
Vice Chairman Trey Carmack  
Assessor Lanitra Sandifer Hicks  
Assessor Kathy Jones  
Chief Appraiser/Secretary Suzanne Widenhouse (via phone)  
Deputy Chief Appraiser Glen Thomason  
Recording Secretary Katrina Culpepper

**APPROVAL OF AGENDA:** Vice Chairman Carmack motions to accept agenda. Assessor Jones seconds and the motion carries.

**APPROVAL OF MINUTES:** Vice Chairman Carmack motions to accept minutes as presented. Assessor Sandifer Hicks seconds and the motion carries.

**MISCELLANEOUS:** Assessor Sandifer Hicks motions to excuse the absence today of Assessor Hammonds. Assessor Jones seconds and the motion carries.

At 9:08, Residential Property Manager Heidi Flanagan presents to the Board:

- BOE Results Jan. 17<sup>th</sup> to 20<sup>th</sup> – placed into record, no vote needed.
- # 098-016-032 – pulled and Vice Chairman Carmack motions to appeal the Homestead Exemption of this parcel to Superior Court. Assessor Jones seconds and the motion carries.

At 9:30, Deputy Chief Appraiser Glen Thomason presents to the Board:

- Non-Disclosure Request – Signed & Approved.
- Map Splits – #013 026 003; #013 026 004; #084 029 011; #084 029 030; #084 029 031; #155 002 002; #155 002 002H; #155 002 002A; #018 016 002; #018 016 005; #044 001 007; #044 002 007; #067 012 017; #067 008 023; #067 012 008; #067 012 018A; #067 012 023; #067 012 032 – Signed & Approved.



At 9:50, Chief Appraiser Widenhouse presents to the Board:

- Timeline Discussion – Tentative dates for assessment notices and digest completion have been submitted to other departments. For information purposes only, no signatures needed.
- CAVEAT – dates for registration and 2023 conference have been announced. Board members will let us know by Friday, Feb 3<sup>rd</sup> if they plan to attend, so that we can register them on Feb 6<sup>th</sup> once registration opens.

At 10:00, Chairman Govar adjourns the meeting without any objections.


Suzanne Widenhouse  
Chief Appraiser/Secretary

APPROVED:  02/06/2023

MIN# 04 - 23 FEB 06 2023

  
J. GOVAR  
CHAIRMAN

absent  
L. SANDIFER HICKS  
ASSESSOR

  
K. JONES  
ASSESSOR

  
T.A. HAMMONDS  
ASSESSOR

  
T. CARMACK  
VICE CHAIRMAN



Board Members Present Were: Al Hayes, Tomeka Farley, Doug Jefcoat, Shaun Roberts

City Personnel Present Were: Fred Cobb, Jazmine Scott, Amer A Gonzalez

Meeting Called to Order: 2:00pm

First order of business approve minutes from January. Minutes have been approved 02/01/2023.

**BZA-12-22-002206**

3846 Trask Dr

Owner wants to place a metal carport in the front yard. Per UDO 2.1.6 Accessory Structures shall be located in the rear yard for all residential zoning districts. Property is zoned SFR3

**Case Decision:** Farley made motion to approve. Seconded by Jefcoat, but Roberts disapproves, Motion carries as approved.

**BZA-12-22-002210**

3250 JOTTINGS DR

Owner wants to reduce side setback from 8ft to 3ft. Per UDO Section 2.2.9 side setbacks for SFR3 are 8 feet. Property is zoned SFR3

**Case Decision:** Roberts made motion to approve. Seconded by Farley. Motion carries as approved.

**BZA-12-22-002215**

2512 WARM SPRINGS RD

Columbus Board of Realtors is requesting a variance to increase parking spaces from 35 to 63. They are also requesting a variance that 8 of the new proposed parking spaces be 18ft deep instead of 20ft deep. UDO section 4.3.9 sets number of parking spaces required. UDO section 4.3.8 sets depth of parking spaces required.

**Case Decision:** Farley made motion to approve. Seconded by Roberts. Motion carries as approved.

**BZA-12-22-002237**

7500 RIVER RD

Request a variance to reduce minimum lot frontage width from 100' to 60' to create lot 207 as illustrated.

**Case Decision:** Jefcoat made a motion to approve variance. Seconded by Hayes. Motion carries as approved.



**BZA-12-22-002238**

2807 10TH AVE

Appellant wishes to appeal the decision of the Board of Historic Architectural Review on the subject property.

**Case Decision:** Roberts made a motion to approve. Seconded by all members. Motion carries as approved.

**BZA-12-22-002239**

**Withdrawn until next BZA meeting on February 1<sup>st</sup>, 2023.**

Meeting adjourned.



**COLUMBUS BOARD OF HEALTH**

## Meeting Minutes

District Administration Conference Room B / MS Teams Hybrid

## Meeting

Item #3.

**Date:** September 28, 2022

<p><b>Presiding:</b> James Lopez, DDS</p> <p><b>Attending Board Members:</b> Sylvester McRae, MD, Joy Adegbile, MD, Crystal Farley (City Mgr office), Ms. Yasmin Cathright; Devica Alappan, MD</p> <p><b>Not Present:</b> Mayor- Elect Berry “Skip” Henderson</p> <p><b>Others Present:</b> Beverley Townsend, MD; Joanne Strickland; Asante’ Hilt’s; Pam Kirkland; Kristy Ludy; Kristi Ludy; LaKondria Curry; Tori Endres, Michelle Crawford; Brandi Nelson; Steve Gunby, Esq. Jeananne Polhamus (MCSD)</p>			
<b>Agenda Topic</b>	<b>Discussion</b>	<b>Decision</b>	<b>Responsibility</b>
<b>Call to order</b>	Dr. Lopez: <ul style="list-style-type: none"> <li>Called the meeting to order at 1:18pm.</li> <li>Acknowledged a quorum was present.</li> </ul>	Roll Call was done by LaKondria Curry.	None
<b>Approval of Agenda</b>	Dr. Lopez: Referred to the September meeting agenda as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the agenda.	Motioned by Dr. McRae; seconded by Dr. Adegbile; approved by all members present	None
<b>Discussion and Approval of Minutes</b>	Dr. Lopez: Referred to minutes from August meeting as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the minutes.	Motioned by Dr. Adegbile; seconded by Dr. McRae; approved by all members present	None
<b>Commissioner of Health Report</b>	Dr. Lopez: Called for the Director’s report. Dr.Townsend: <ul style="list-style-type: none"> <li>Greeted those present attending in the District Administration Conference Room B and those attending via MS Teams.</li> </ul>	None	None



	<ul style="list-style-type: none"> <li>• Excited to see DPH well represented at the Valley Healthcare Event on Saturday. WCHD was there to encourage the public to get vaccinated. 61 vaccines were given at the event.</li> <li>• September 30 we will be having our Wellness Day at St. Mark's activity center. The Health Departments will be closed for wellness day.</li> <li>• We have a centralized call center for District 7. We are still working out the kinks.</li> <li>• We have new staff that is coming on board, but we still need to hire more staff for DPH. There is a higher demand for salaries since Covid.</li> <li>• There was a main water break at Columbus Health Department a couple of weeks ago. There are sink holes in the parking lot. We have lost 56 parking spots due to water break.</li> <li>• The building will be shut down for 2-3 weeks for repair after Thanksgiving. All the staff will have to be relocated.</li> <li>• Emergency Preparedness does not anticipate setting up any shelter right now for Hurricane Ian. Governor has declared a state of emergency until October 28 or 29.</li> </ul> <p>No further comments or questions.</p>		Item #3.
<b>Financial Report</b>	<p>Dr. Lopez: Called for financial report.</p> <p>by Joanne Strickland, District Administrator:</p> <ul style="list-style-type: none"> <li>• Presented the FY23 financial overview, through the end of August 2022, provided to board members in their notebooks or email packets.</li> <li>• We began FY23 with an original budget of \$10,240.776. Line 3 shows total expenses through the end of August are \$1,394,508.77 which is below target for 2 months of operations and is 13.62% of our budget. Line 4 shows the comparison of expenses to last year with an increased variance of \$502,337.00. Line 5 shows total fee income is \$227,416.90 and lines 6 through 17 shows the breakdown of fund sources and their comparison to the same time last year.</li> </ul>	The Financial Report is attached and made a part of these minutes.	None



	<p>Line 18 shows variance at a decrease of \$25,072.97. Line 19 shows the prior year admin claiming income, which we received an increase of \$3,723.84</p> <p>As always, we provide the backup Excel by line item for expenses and revenue sources. Page 4 shows the total grants governed by the Columbus Board of Health (all are on target for the end of August).</p> <p>There were no questions.</p>		<div>Item #3.</div>
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<b>Excused Absences</b>	None	None	None
<b>Old Business</b>	None	None	None
<b>New Business</b>	None	None	None
<b>Program Reports</b>	<p><b>Epidemiology COVID 19 Update</b> by Brandi Nelson, Epidemiologist</p> <ul style="list-style-type: none"> <li>• Monkeypox cases is slowly decreasing in the state of Georgia, United States, and our district.</li> <li>• 25,341 confirmed cases of Monkeypox in the United States.</li> <li>• There are approximately 1,000-2,000 confirmed cases in Georgia. The female cases have increased. There are 40 confirmed cases in the state and majority is still African American men.</li> <li>• There have not been any deaths reported in Georgia.</li> <li>• Our district has 24 cases and majority is African American males.</li> <li>• For Covid-19 confirmed cases are 36,186.</li> <li>• 14-day confirmed cases per 100k is at 81.</li> <li>• Covid-19 probable antigen cases to date is 7,177.</li> <li>• 14-day probable Ag cases per 100k is 61.</li> <li>• 14-day PCR positivity rate is 11.8%.</li> <li>• Level of transmission is high.</li> <li>• Total hospitalization is at 2,991.</li> <li>• Total confirmed deaths is at 769.</li> </ul>	Program reports are attached and made a part of these minutes	None



	<ul style="list-style-type: none"> <li>Fully vaccinated is at 47%.</li> <li>Primary series breakthrough cases are at 18%.</li> </ul> <p>No further comments/questions.</p>		Item #3.
<b>Program Reports Continued</b>	<p><b>Public Information</b> by Pam Kirkland, Public Information Officer:</p> <ul style="list-style-type: none"> <li>Two press releases went out. Count the kicks app for pregnant women to monitor the baby movement through pregnancy. WIC is switching from Voucher to the E-WIC card.</li> <li>Interviews all this week.</li> <li>On 26<sup>th</sup> interview was about the temporary move from the Health Department.</li> <li>On the 27<sup>th</sup> we had an interview about Public Health on Wheels Opioid Overdose Prevention Event.</li> <li>Another Opioid Overdose Prevention on October 4, 2022.</li> <li>Today a live interview with Channel 9 with Jerome Dingle (Fatherhood Engagement Specialist) on dad's baby bootcamp. It will be on October 8.</li> <li>Social Media Post about Monkeypox availability, Move it Monday, closing at the Health Department, and HIV and Testing Day</li> <li>Billboard campaigns, and TV commercials, and video interviews.</li> </ul> <p>Dr. Adegible asked about Flu vaccines. Pamela Kirkland confirmed that Flu vaccines are on schedule for next week.</p> <p><b>Environmental Health</b> by Kristy Ludy, Deputy District Environmental Health Director: Referred members to the Environmental Health report of activities covering the month of August which was emailed to all members and provided in notebooks for in-person members.</p> <ul style="list-style-type: none"> <li>Food Service Program there are 682 Permitted food establishments and 65 permitted school cafeterias. 2 plans reviewed 63 Routine Inspections 9 Initial inspections</li> </ul>	None	None



	<p>7 Informal Inspections 8 Complaints 7 Investigated complaints</p> <ul style="list-style-type: none"> <li>Public Swimming 45 Permitted Pools, Spas and Recreation Water Park 1 Permitted / Opening Inspections 2 Re- Inspection for Permitting 10 Routine Inspection 1 Re-Inspection</li> <li>Tourist Accommodations Program 55 Permitted Establishments 1 Plans Reviewed 9 Routine Inspections 1 Re-Inspection 3 Informal Inspections 3 Complaints</li> <li>Body Art Studios / Body Artist Program 19 Permitted Body Art Studios 64 Permitted Body Artists (Annual) 1 Planned Reviewed.</li> <li>Rabies Control Program (Today is World Rabies Day) 22 Human Only Exposure 1 Human and Animal Exposure Investigation 36 Animals Confined. 9 Lost Animals (Victim Notified)</li> <li>Vector Control Program 41 Rodents, Mosquitoes, Roaches etc. 41 Complaint Investigations</li> <li>Onsite Sewage Management 4 New System Septic Permits 2 Repair Septic Permits 3 Repair Inspections 7 Currently permitted (annually) Sewage Removal Contractor Companies (Septic Tank/ Portable Sanitation Pumpers.</li> </ul> <p>No further questions / comments.</p> <p><b>Nursing</b> Michelle Crawford, Nurse Manager:</p>		<div>Item #3.</div>
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	<p>Referred to the FY23 Nursing report, emailed to all members and provided in notebooks for in-person members, representing services provided to patients for the time period of July 1, 2022, through August 31, 2022.</p> <ul style="list-style-type: none"> <li>• Total visits for this cycle have been 5,693</li> <li>• Total visits 8,394</li> <li>• Flu vaccine for staff has started this week and will be going out to the Muscogee County schools district to give flu shots. MOA and MOU are in process to go out and give flu shots to different companies.</li> <li>• Fast tract STD screening doing well.</li> <li>• Covid drive as far as testing. Giving Covid vaccine up until 4:00 p.m.</li> </ul> <p>No other questions / comments.</p>			Item #3.
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<b>Adjourned</b>	Dr. Lopez adjourned the meeting at 1:53 p.m.		
<b>Respectfully submitted by:</b> LaKondria Curry, Administrative Assistant 2			
<b>NEXT BOARD OF HEALTH MEETING</b>			
<b>Date/Time:</b> October 26, 2022, at 1:00 p.m.		<b>Place:</b> In-person: Conference Room B, 2 <sup>nd</sup> Floor, 2100 Comer Ave and via Teams Virtual Meeting (or phone)	



# COLUMBUS BOARD OF HEALTH

## Meeting Minutes

District Administration Conference Room / MS Teams Hybrid Meeting

Item #3.

**Date:** October 26, 2022

<p><b>Presiding:</b> James Lopez, DDS</p> <p><b>Attending Board Members:</b> Joy Adegbile, MD, Danielle Frazier (City Mgr. office) Rebecca Covington (Mayor's Office), Devica Alappan, MD, Yasmin Cathright</p> <p><b>Not Present:</b> Sylvester McRae. MD</p> <p><b>Others Present:</b> Beverley Townsend, MD; Gwen Cunningham; Pam Kirkland; Kristy Ludy; Jeananne Polhamus (MCSD), Michelle Crawford, Brandi Nelson, Berta Cox</p>			
Agenda Topic	Discussion	Decision	Responsibility
<b>Call to order</b>	Dr. Lopez: <ul style="list-style-type: none"><li>Called the meeting to order at 1:00pm.</li><li>Acknowledged a quorum was present.</li></ul>	Roll call was done by Berta Cox. A quorum was present.	None
<b>Approval of Agenda</b>	Dr. Lopez: Referred to the October meeting agenda as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the agenda.	Motioned by Dr. Adegbile; seconded by Dr. Alappan; approved by all members present	None
<b>Discussion and Approval of Minutes</b>	Dr. Lopez: Referred to minutes from September meeting as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the minutes.	Motioned by Dr. Adegbile; seconded by Dr. Alappan; approved by all members present	None
<b>Commissioner of Health Report</b>	Dr. Lopez: Called for the Director's report.  Dr. Townsend:	None	None



	<ul style="list-style-type: none"> <li>• Greeted those present attending in the District Administration Conference Room and those attending via MS Teams.</li> <li>• Announced that we had an Employee and Appreciation Day on September 30<sup>th</sup> at St. Marks Activity Center. All health departments were closed so that everyone could participate</li> <li>• Announced that the health departments are now mask optional for employees. Employees are required to wear the mask when serving patients. We ask that patients wear mask, however they will not be denied services if they do not.</li> <li>• Announced the recent death of our HR Director Katrina Jakes, her husband and 10-year-old daughter. They were killed in a tragic automobile accident.</li> <li>• Thanked the Board of Health Members for their continued support.</li> </ul>		Item #3.
<b>Financial Report</b>	<p>Dr. Lopez: Called for financial report.</p> <p>Gwen Cunningham, Business Support Analyst III:</p> <ul style="list-style-type: none"> <li>• Presented the FY23 financial overview as of September 30, 2022, emailed to all members and provided in notebooks for in-person members.</li> <li>• We began FY23 with an original budget of \$10,240,776. There has been one budget revision during this period. Line 3 shows total expenses through the end of September are \$2,307,452.25 which is below target for 3 months of operations and is 22.53% of our budget. Line 4 shows the comparison of expenses to last year with an increased variance of \$739,323.72. This is due to the COLA mentioned last month, the cost-of-living adjustment that all employees received, and we are also now centralized for payroll and accounting. Line 5 shows total fee income is \$305,195.19 and lines 6 through 17 shows the breakdown</li> </ul>	The Financial Report is attached and made a part of these minutes.	None



	<p>of fund sources and their comparison to the same time last year. Line 18 shows variance at a decrease of \$41,195.97 due mostly to less COVID19 vaccines being administered. Line 19 shows the prior year admin claiming income, which we received an increase of \$3,723.84.</p> <p>As always, we provide the backup Excel by line item for expenses and revenue sources. Page 4 shows the total grants governed by the Columbus Board of Health (all are on target for 3 months of operation).</p> <p>There were no questions.</p>		<div>Item #3.</div>
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<b>Excused Absences</b>	Sylvester McRae, MD	None	None
<b>Old Business</b>	None	None	None
<b>New Business</b>	None	None	None
<b>Program Reports</b>	<p><b>Epidemiology COVID 19 Update</b> by Brandi Nelson, Epidemiologist Supervisor: Monkey Pox</p> <ul style="list-style-type: none"> <li>As of October 25, 2022, there have been confirmed Monkeypox/Orth poxvirus in the United States; 2,000 in Georgia. There has been estimate of 51 female cases, but the majority being male and 77% being African American men; 27 in our district with 98% males and 2% females.; age groups 0-17 there is one case; 18-25 there are five cases; 26-35 there are 16 cases; 36-45 there is four cases; 45+ age group there is one case.</li> </ul> <p>COVID 19</p> <ul style="list-style-type: none"> <li>Confirmed cases 36,368 to date; 7,266 probable antigen cases</li> <li>Total hospitalizations: 3,032</li> <li>Total confirmed deaths: 777</li> <li>14 days Confirmed cases per 100,000 is 40 cases: 5.8 PCR %</li> </ul>	Program reports are attached and made a part of these minutes.	None



	<p>32 probable antigen cases</p> <ul style="list-style-type: none"> <li>• 2,700 hospitalizations; 751 deaths.</li> <li>• Muscogee County is still in a moderate transmission zone.</li> <li>• We are at 47% fully vaccinated for our population</li> <li>• 18% primary series break-through cases</li> </ul> <p>Influenza</p> <ul style="list-style-type: none"> <li>• Widespread flu activity across the state of Georgia</li> <li>• Promote vaccinations</li> <li>• Remain at home if ill</li> <li>• Practice prevention measures: proper handwashing, cover your cough, encourage masking, and cleaning/disinfecting.</li> </ul> <p>No further comments/questions.</p>		Item #3.
<b>Program Reports Continued</b>	<p><b>Public Information</b> Pam Kirkland, Public Information Officer:</p> <ul style="list-style-type: none"> <li>• Release went out in September about World Rabies Day.</li> <li>• Release about Flu shot and Bivalent Covid 19 Booster available in October.</li> <li>• Release about Pregnancy, Infant and Child Loss Awareness Month; National Lead Poisoning Prevention Week.</li> <li>• Interview with Channel 9 with Valerie Scruggs, RN about our Breast and Cervical Cancer program.</li> <li>• Interviews with Channel 9 about our Public Health on Wheels which is our mobile unit that went to several locations in our District.</li> </ul> <p>No further questions / comments.</p> <p><b>Environmental Health</b> by Kristy Ludy, Deputy District Environmental Health Director: Referred members to the Environmental Health report of activities covering the month of September which was emailed to all members and provided in notebooks for in-person members.</p> <ul style="list-style-type: none"> <li>• The Food and Service program has 684 permitted establishments, and 65 permitted schools. For the period</li> </ul>		



	<p>September 1<sup>st</sup> - September 30<sup>th</sup> have conducted 0 temporary food service inspections, 63 routine inspections, 1 follow up inspection, 4 initial inspections and 2 plan reviews. There were 8 informal inspections and invested 3 complaints.</p> <ul style="list-style-type: none"> <li>• Public Swimming Pools, Spas, &amp; Recreational Water Parks Program has 41 permitted public pools, conducted 6 permitting/opening inspections, 1-re-inspection for permitting and investigated no complaints.</li> <li>• Tourist accommodations has 53 permitted establishments. We conducted 2 routine inspections, 1 informal inspection, 0 plan reviews, investigated 2 complaints.</li> <li>• Body Art Studios – 19 studios and 73 permitted body artists, no routine inspections at this time and conducted 0 permitting/opening studio inspection.</li> <li>• Rabies Control - there were 23 humans only exposure investigations, 1 animal-only exposure investigations and 0 human/animal exposure investigations, 9 animals were confined, 1 animal tested for rabies.</li> <li>• Vector Control Program investigated 27 complaints.</li> <li>• On-Site Sewage Management Program issued 7 new system permits, conducted 2 repair inspections, 0 sites were evaluated, and 8 complaints was investigated.</li> <li>• Pages 3 – 8 are the scores for all establishments that were inspected during the period.</li> </ul> <p>No further questions / comments.</p> <p><b>Nursing</b> Michelle Crawford, Columbus Nurse Manager</p> <p>Referred to the FY23 Nursing report, emailed to all members and provided in notebooks for in-person members, representing services provided to patients for the time of July 1, 2022, through September 30, 2022.</p> <ul style="list-style-type: none"> <li>• Total patients receiving services during the reporting period is 6,723, in comparison to 12,133 same time last</li> </ul>		<div data-bbox="1913 66 2032 131" data-label="Page-Header">Item #3.</div>
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	<p>year</p> <ul style="list-style-type: none"> <li>• Community collaborations continue with providing community education on COVID-19 as needed/requested.</li> <li>• Community awareness activities continue with clinical rotation for BSN Nursing Students from CSU. Muscogee County Attendance Panel (MCAP), via Zoom Monthly. Children in Needs of Service Panel (CHINS), via Zoom Monthly. MOU's and MOAs with several community partners for various services, such as PPD's and immunizations. Multidisciplinary Team (MDT) meeting monthly (face to face and via Zoom)</li> <li>• Activities for this time frame include continued COVID-19 drive through testing with LTS Monday – Friday from 9am – 2pm, COVID-19 vaccines Monday – Friday no appointment required, Monkey Pox Vaccination Clinic, Monday-Friday, Fast track clinic for STD testing and awareness, Covid-19 conference call with district staff and Nurse Managers each month, School immunization audits.</li> <li>• Strike Team Events for this time frame include New Horizons in the park, Columbus State University, Latino Festival at Columbus Civic Center, Columbus Dream Team, Stay Well Columbus Valley Health Care, Steam Mill Food Mart, Community Baby Shower Resource Fair</li> <li>• Upcoming Activities include school-based flu.</li> </ul> <p>No other questions / comments.</p>			Item #3.
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<b>Adjourned</b>	Dr. Lopez adjourned the meeting at 1:32 p.m.	None	None
<b>Respectfully submitted by:</b> Berta Cox, District Admin Operations Liaison			
<b>NEXT BOARD OF HEALTH MEETING</b>			
<b>Date/Time:</b> December 7, 2022, at 1:00 PM		<b>Place:</b> In-person: Administration Conference Room, 2 <sup>nd</sup> Floor, 2100 Comer Ave and via Teams Virtual Meeting (or phone)	



COLUMBUS BOARD OF HEALTH  
Meeting Minutes  
District Administration Conference Room / MS Teams Hybrid Meeting

Item #3.

**Date:** December 7, 2022

<p><b>Presiding:</b> James Lopez, DDS</p> <p><b>Attending Board Members:</b> Danielle Frazier (City Mgr. office) Rebecca Covington (Mayor's Office), Devica Alappan, MD, Yasmin Cathright, Sylvester McRae, MD</p> <p><b>Not Present:</b> Joy Adegbile, MD</p> <p><b>Others Present:</b> Beverley Townsend, MD; Tori Endres; Joanne Strickland; Gwen Cunningham; Pam Kirkland; Jeananne Polhamus (MCSD),</p>			
Agenda Topic	Discussion	Decision	Responsibility
<b>Call to order</b>	Dr. Lopez: <ul style="list-style-type: none"> <li>Called the meeting to order at 1:00pm.</li> <li>Acknowledged a quorum was present.</li> </ul>	Roll call was done by Gwen Cunningham. A quorum was present.	None
<b>Approval of Agenda</b>	Dr. Lopez: Referred to the December meeting agenda as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the agenda.	Motioned by Yasmin Cathright; seconded by Dr. Alappan; approved by all members present.	None
<b>Discussion and Approval of Minutes</b>	Dr. Lopez: Referred to minutes from October meeting as delivered to all board members. With no questions or discussion from the members, asked for a motion for approval of the minutes.	Motioned by Yasmin Cathright; seconded by Dr. Alappan; approved by all members present.	None
<b>Commissioner of Health Report</b>	Dr. Lopez: Called for the Director's report.  Dr. Townsend:	None	None



	<ul style="list-style-type: none"> <li>• Greeted those present attending in the District Administration Conference Room and those attending via MS Teams.</li> <li>• Announced that we have basic things going on in the health departments such as continue to hire staff for vacant positions; efforts for Public Health and Safety with all things going on right now.</li> <li>• Announced that we are going to be updating our strategic plan at the beginning of next year. We have sent out surveys to Board of Health Members by email and really need them to be filled out and returned. We have not done it this way in the past but as large as Columbus areas are we have a company that is assisting us in seeing which way we are going in Public Health.</li> <li>• Announced that this is Asante' Hilts, District Program Manager's final Board of Health Meeting because her last day is January 13<sup>th</sup>. We are thankful to have her especially during this pandemic. I congratulate her on her new position and wish her well.</li> <li>• Stated that she appreciated all the hard work everyone has done for public health.</li> </ul>		Item #3.
<b>Financial Report</b>	<p>Dr. Lopez:</p> <p>Called for financial report.</p> <p>Gwen Cunningham, Business Support Analyst III:</p> <ul style="list-style-type: none"> <li>• Presented the FY23 financial overview as of October 31, 2022, emailed to all members and provided in notebooks for in-person members.</li> <li>• We began FY23 with an original budget of \$10,240,776. There has been one budget revision during this period. Line 3 shows total expenses through the end of October are \$3,166,217.06 which is below target for 4 months of operations and is 31% of our budget. Line 4 shows the comparison of expenses to last year with an increased variance of \$1,085,793.80. This is due to the COLA mentioned previously, the cost-of-living adjustment that all employees received, and we are also now centralized for payroll and accounting. Line 5 shows total fee income is \$380,899.74 and lines 6 through 17 shows the breakdown of fund sources and their comparison to the same time last year. Line 18 shows variance at a decrease of \$49,021.14 due mostly to less COVID19 vaccines being administered. Line 19 shows the prior year admin claiming income,</li> </ul>	The Financial Report is attached and made a part of these minutes.	None



	<p>which we received an increase of \$39,125.49.</p> <p>As always, we provide the backup Excel by line item for expenses and revenue sources. Page 4 shows the total grants governed by the Columbus Board of Health (all are on target for 4 months of operation).</p> <p>Dr. Lopez: Asked what the reason was for the large decrease in Private Insurance Fee Income?</p> <p>Gwen Cunningham: Explained that we bill insurance for an administration fee for Covid Vaccines and testing and we are not doing as much of that this year.</p>		Item #3.
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<b>Excused Absences</b>	Joy Adegbile, MD	None	None
<b>Old Business</b>	<p>Dr. Townsend: Columbus Health Department Building on Veterans Parkway repair updates on septic back up:</p> <ul style="list-style-type: none"> <li>• Saturday, December 3, 2022, the City did repairs on one area. It was recommended that 3 areas needed to be repaired.</li> <li>• There are additional flooring repairs to be done.</li> <li>• There is a strong odor in room that is different from any smell in any other room. We need a mold evaluation done on that area.</li> <li>• WIC had to move their charts because the floor is remaining wet in that area. Floors need to be checked. A mold evaluation also needs to be done in the area.</li> <li>• The sinkhole in the parking lot is getting worse. We need higher barriers because people are driving around/through the cones. Our maintenance manager, Jimmy Snyder has stopped several vehicles trying to go into the area including stopping a city truck from driving right into the hole. The parking lot needs to be repaired soon.</li> <li>• We are thankful that we did not have to relocate the health department while repairs were being done.</li> </ul> <p>Jimmy Snyder, Maintenance</p> <ul style="list-style-type: none"> <li>• We just had someone drive through the barrier that I couldn't stop, and</li> </ul>	None	None



	<p>it flatten their tires. They kept driving after that, so we are assuming the occupants are okay. I am afraid that someone is going to get seriously hurt if we don't do something to keep this from happening.</p> <p>Dr. Lopez</p> <ul style="list-style-type: none"> <li>We have people on this call representing the city. Who do we need to contact about this issue?</li> </ul> <p>Rebecca Covington</p> <ul style="list-style-type: none"> <li>Please forward any emails or information about who you have spoken with regarding the parking lot. I will get with Danielle Frazier, and we will work on it.</li> </ul> <p>Joanne Strickland</p> <ul style="list-style-type: none"> <li>We have spoken to Johnny Harp, Drale Short, Pam Hodge, and Lisa Goodwin and City Manager, Isaiah Hughley is aware of the situation.</li> </ul>		Item #3.
<b>New Business</b>	Dr. Lopez opened the floor for nominations for Chairperson.	Yasmin Cathright nominated Dr. Lopez to remain as Chairman. Accept by Acclamation.	Berta Cox
	Dr. Lopez opened the floor for nominations for Vice-Chairperson.	Yasmin Cathright nominated Dr. Mcrae to remain as Vice Chairman. Accepted by Acclamation.	Berta Cox
	Dr. Lopez opened the floor for nominations for Commissioner of Health.	Yasmin Cathright nominated Dr. Townsend as Commissioner of Health. Accepted by Acclamation.	Berta Cox
<b>Program Reports</b>	<p><b>Epidemiology COVID 19 Update – Report Attached</b></p> <p>Monkey Pox</p> <ul style="list-style-type: none"> <li>As of December 2, 2022, there have been confirmed Monkeypox/Orth poxvirus in the United States; 2,000 in Georgia.</li> </ul>	Program reports are attached and made a part of these minutes.	None



	<p>There has been estimate of 58 female cases, but the majority being male and 97% being African American men; 31 in our district with 97% males and 3% females.; age groups 0-17 there is one case; 18-25 there are six cases; 26-35 there are seventeen cases; 36-45 there is six cases; 45+ age group there is one case.</p> <p>COVID 19</p> <ul style="list-style-type: none"> <li>• Confirmed cases 36,579 to date</li> <li>• 14 days Confirmed cases per 100K is 43 cases</li> <li>• COVID-19 probable antigen cases to date:7,354</li> <li>• 14-day probable Ag cases per 100K:23</li> <li>• 14-day PCR% Positivity rate: 10.3%</li> <li>• 7-day PCR% Positivity rate: 12.4%</li> <li>• Level of transmission: high</li> <li>• Total hospitalizations:3094</li> <li>• Total confirmed deaths:781</li> <li>• “Fully vaccinated” “47%</li> <li>• Primary series breakthrough cases:18%</li> </ul> <p>Influenza</p> <ul style="list-style-type: none"> <li>• Widespread flu activity across the state of Georgia</li> <li>• Promote vaccinations</li> <li>• Remain at home if ill</li> <li>• Practice prevention measures: proper handwashing, cover your cough, encourage masking, and cleaning/disinfecting.</li> </ul> <p>Additional Updates</p> <ul style="list-style-type: none"> <li>• In November, CDC posted a new resource for administrators and staff members of schools and early care and education programs related to monkeypox: <a href="#">Monkeypox Toolkit for Schools and Early Car and Education Programs</a>. This toolkit provides a new, user-friendly format for existing monkey pox considerations in schools and early care and education. In addition, <a href="#">Monkey pox toolkit for Institutions of Higher Education</a> is also available.</li> </ul> <p>No further comments/questions.</p>		<div>Item #3.</div>
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<p><b>Program Reports Continued</b></p>	<p><b>Public Information</b> Pam Kirkland, Public Information Officer:</p> <ul style="list-style-type: none"> <li>• No press releases for October 2022.</li> <li>• Two Tv Stations aired the story about “Take Back Event” that was held where we collected 500 lbs. of unused medication consisting of OTC and prescription medication. We also gave out Narcan Nasal Spray to 4 people that asked for the spray.</li> <li>• Halloween Safety</li> <li>• You Tube interview about new programs; Flu and Covid updates</li> <li>• TV and Billboards about new EWIC cards that have replaced vouchers.</li> <li>• Talbot County Flu Clinic</li> <li>• District Closures for Holidays</li> </ul> <p>No further questions / comments.</p> <p><b>Environmental Health – Report attached</b></p> <p>Referred members to the Environmental Health report of activities covering the month of October which was emailed to all members and provided in notebooks for in-person members.</p> <ul style="list-style-type: none"> <li>• The Food and Service program has 675 permitted establishments, and 65 permitted schools. For the period October 1<sup>st</sup> – October 31<sup>st</sup> have conducted 0 temporary food service inspections, 66 routine inspections, 0 follow up inspection, 5 initial inspections and 3 plan reviews. There were 5 informal inspections and investigated 6 complaints.</li> <li>• Public Swimming Pools, Spas, &amp; Recreational Water Parks Program has 41 permitted public pools, conducted 1 permitting/opening inspection, 1-re-inspection for permitting and investigated no complaints.</li> <li>• Tourist accommodations has 54 permitted establishments. We conducted 0 routine inspections, 2 informal inspections, 0 plan reviews, investigated 3 complaints.</li> <li>• Body Art Studios – 18 studios and 73 permitted body artists, no routine inspections at this time and conducted 0 permitting/opening studio inspection.</li> <li>• Rabies Control - there were 34 humans only exposure investigations, 1 animal-only exposure investigations and 0</li> </ul>		<div data-bbox="1913 69 2032 131">Item #3.</div>
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	<p>human/animal exposure investigations, 20 animals were confined, 0 animal tested for rabies.</p> <ul style="list-style-type: none"> <li>• Vector Control Program investigated 27 complaints.</li> <li>• On-Site Sewage Management Program issued 0 new system permits, conducted 3 repair inspections, 3 sites were evaluated, and 27 complaints was investigated.</li> <li>• Pages 3 – 8 are the scores for all establishments that were inspected during the period.</li> </ul> <p>No further questions / comments.</p> <p><b>Nursing</b> Tori Endres, District Nursing and Clinical Director</p> <p>Referred to the FY23 Nursing report, emailed to all members and provided in notebooks for in-person members, representing services provided to patients for the time of July 1, 2022, through October 31, 2022.</p> <ul style="list-style-type: none"> <li>• Total patients receiving services during the reporting period is 4,314, in comparison to 6,724 same time last year.</li> <li>• Community awareness activities continue Muscogee County Attendance Panel (MCAP), via Zoom Monthly. Children in Needs of Service Panel (CHINS), via Zoom Monthly. Multidisciplinary Team (MDT) meeting monthly (face to face and via Zoom)</li> <li>• Community collaborations continue with providing community education on COVID-19 as needed/requested. MOU's and MOA's with several community partners for various services, such as PPD's and immunizations. Clinical rotation for BSN Students from CSU.</li> <li>• Activities for this time frame include continued COVID-19 drive through testing with LTS Monday – Friday from 9am – 2pm, COVID-19 vaccines Monday – Friday no appointment required, Monkey Pox Vaccination Clinic, Monday-Friday, Fast track clinic for STD testing and awareness, Covid-19 conference call with district staff and Nurse Managers each month, School immunization audits, Breast Cancer Awareness Events.</li> <li>• Strike Team Events for this time frame include Columbus Police Department, Columbus State University, Columbus Dream Team, Steam Mill Food Mart, Big Cup Ministries and Cooper Foods.</li> <li>• Upcoming Activities include continue COVID-19 drive through testing with LTS Monday – Friday from 9am – 2pm, continue</li> </ul>		<div data-bbox="1913 66 2032 131" data-label="Page-Header">Item #3.</div>
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	<p>administering COVID-19 vaccines Monday – Friday no appointment required, continue to provide COVID-19 Vaccines to homebound residents. WCHD Strike Team for COVID-19 Vaccine Outreach Clinics. Public Health on Wheels (PHOW) Outreach Clinics. School Based Flu Clinics</p> <ul style="list-style-type: none"> <li>• Stats – COVID 19 vaccines administered through October 31=35,145</li> <li>• Holiday Closures – Columbus Health Department will be closed Friday, December 23-Monday, December 26. LTS will be closed for COVID-19 testing Saturday, December 24-Monday, December 26</li> </ul> <p>No other questions / comments.</p>		<div>Item #3.</div>
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<b>Adjourned</b>	Dr. Lopez adjourned the meeting at 1:43 p.m.		
<b>Respectfully submitted by:</b> Berta Cox, District Admin Operations Liaison			
<b>NEXT BOARD OF HEALTH MEETING</b>			
<b>Date/Time:</b> January 25, 2023, at 1:00 PM		<b>Place:</b> In-person: Administration Conference Room, 2 <sup>nd</sup> Floor, 2100 Comer Ave and via Teams Virtual Meeting (or phone)	



MINUTES OF THE MEETING OF THE  
DEVELOPMENT AUTHORITY OF COLUMBUS GEORGIA  
December 1, 2022

MEMBERS PRESENT: Heath Schondelmayer, Selvin Hollingsworth, Tyson Begly, Dallis Copeland, Charles Ray Sheffield, Geniece Granville

MEMBERS NOT PRESENT: Travis Chambers

ALSO PRESENT: Meghan Richardson, Conner Miller, Joe Sanders, Brian Sillitto, Katelin Bahten, Robert McKenna, Jerald Mitchell, Kristie Bozeman, Josh Beard, Pam Hodge

The meeting was called to order by Heath Schondelmayer.

I. WELCOME

- A. October 13, 2022 Minutes - **Upon motion made by Selvin Hollingsworth and seconded by Dallis Copeland, the Authority unanimously approved the minutes of the October 13, 2022 meeting attached as "Exhibit A".**

II. FINANCES

- A. November Financial Update – Tyson Begly commented on several line expenses. Heath Schondelmayer commented on future expenses, future SPLOST and CDC funding. **Upon motion made by Charles Ray Sheffield and seconded by Dallis Copeland, the Authority unanimously approved the November 2022 Financial Reports attached as Exhibit "B".**
- B. **Upon motion made by Charles Ray Sheffield, seconded by Tyson Begley, unanimously approved the audit review from Robinson Grimes.**

III. ECONOMIC DEVELOPMENT REPORT

- A. Meghan Richardson presents economic development snapshot. She reported the following items:
- Discussion on the Project Pipeline. Announced new and upcoming projects, prospect movements, and investments. Highlights on Net Impact Strategies visit and making Columbus one of their home sites in 2023.
  - Recap on project development risk mitigation and the incentive for new companies being "Product Readiness", five step plan and the development process. Tyson Begley fielded questions about what the risk mitigation intel's.
  - Discussion on the snapshot of parcels. Questions fielded from Selvin, Heath and Geniece on the clearing process, upcoming movements and if there are other parcels cleared. Geniece commented on marketing and advertisement of jobs and interests of skillsets needed at these companies' locations. Meghan previewed a CTAE video to the board and attendees.
  - Workforce Development: Meghan gave a brief update on past events and upcoming roundtable meetings to include the Healthcare roundtable meeting on December 13<sup>th</sup>.

IV. CITY OF COLUMBUS REPORT

- A. Pam Hodge gave a brief report of the City of Columbus. She mentioned getting a bigger platform for the advertisement on projects and upcoming jobs. Pam gave an update on



## Exhibit A

the funding from the City, to include the ARP Grant Program, Police Department, and Camera Program. Discussion of forward movement on the SPLOST Program and restoration of the Liberty Theater.

V. CHAMBER REPORT

- A. Jerald Mitchell presents Chamber snapshot. He reported on the following items:
- Discussion on the ARP Program and hosting the weekly workshops for small business to apply and submit their applications.
  - The Annual Meeting on December 2<sup>nd</sup> to celebrate 175 years. The Keynote speaker being the CEO of the Atlanta Falcons, Rich McKay.
  - Discussion on the Senate run-off election, voting polls and legislative updates.

VI. OLD BUSINESS

- A. Nothing significant to report.

VII. NEW BUSINESS

- A. Nothing significant to report.

VIII. LEGAL ISSUES

- A. EDGE Grant Inducement Resolution for AFB International. Upon motion by Dallis Copeland, seconded by Heath Schondelmayer, the Authority approved the Edge Grant Resolution in support of the Applied Food Biotechnology, Inc., Project.
- B. Project Agreement and Inducement Resolution for Project Nudura. Upon motion by Selvin Hollingsworth and seconded by Tyson Begley, the Authority approved the Inducement Resolution and Project Agreement in connection with Project Nudura and the issuance of Industrial Revenue Bonds in support of the Project.
- C. Corrective Deed for B&L Properties. Upon motion made by Selvin Hollingsworth and seconded by Charles Ray Sheffield, The Authority approved a corrective Warranty Deed conveying the Hammett Steel Project back to the Company at the Company's request.

IX. EXECUTIVE SESSION

- A. None.

X. MEETING ADJOURNED

There being no further business the Authority was declared adjourned by the Chairman.



Heath Schondelmayer, Chairman



Tyson Begly, Secretary/Treasurer



MINUTES OF THE MEETING OF THE  
DEVELOPMENT AUTHORITY OF COLUMBUS GEORGIA  
January 5, 2023

MEMBERS PRESENT: Heath Schondelmayer, Selvin Hollingsworth, Tyson Begly, Charles Ray Sheffield, Geniece Granville, Travis Chambers

MEMBERS NOT PRESENT: Dallis Copeland

ALSO PRESENT: Meghan Richardson, Conner Miller, Joe Sanders, Brian Sillitto, Katelin Bahten, Robert McKenna, Jerald Mitchell, Pace Halter, Jack Key, Deborah Kidder, Audrey Hollingsworth, Ben Moser, Matthew Sellers, Cotton Companies, Barge Engineering, Pam Hodge, Chris Woodruff,

The meeting was called to order by Heath Schondelmayer. He introduced everyone to the meeting and also introduced the Columbus Economic Development Corporation.

I. WELCOME

- A. Jack Key, the Chair of the CEDC, expressed his thanks for The Chamber of Commerce.
- B. December 1, 2022 Minutes - **Upon motion made by Tyson Begly and seconded by Geniece Granville, the Authority unanimously approved the minutes of the December 1, 2022 meeting attached as "Exhibit A".**

II. FINANCES

- A. December Financial Update – Tyson Begly commented on several line expenses to include CEDC audit, accounting fees, and being on track for 2023. Joe Sanders commented on the millage funds. **Upon motion made by Travis Chambers and seconded by Charles Ray Sheffield, the Authority unanimously approved the December 2022 Financial Reports attached as Exhibit "B".**
- B. Matthew Sellers gave a brief presentation of the audit review. He discussed the highlights of the positive cash flow, debt payoffs and operating revenues. He also brought up the pledges received and using it towards income. Audrey Hollingsworth fielded questions in regards to the Chamber fees and how it correlates back to the CEDC. Matthew discussed the investments, assets and notes to consolidated financial statements. Tyson Begly and Heath Schondelmayer fielded questions about market value. Discussion on the long-term debt and CEDC payables to the Development Authority. **Upon motion made by Jack Key and seconded by Audrey Hollingsworth and Pace Halter, the CEDC unanimously approved the Audit Review from Robinson Grimes.**
- C. **Upon motion made by Charles Ray Sheffield, seconded by Tyson Begly, unanimously approved the audit review from Robinson Grimes.**

III. ECONOMIC DEVELOPMENT REPORT

- A. Meghan Richardson presents economic development snapshot. She reported the following items:
  - Recap on the successes of the 2022 year, including jobs created, investments and
  - Discussion on the Columbus Economic Development strategy for 2023. Goals, strategic industries, tactics for workforce development and success building opportunities.



- Discussion on the 2023 project pipeline focusing on the 23K jobs created and \$6.5 Billion in investments.
- Meghan projected upcoming events and efforts towards growing Columbus past the county lines.
- Meghan spoke on workforce development concerns, goals and initiatives to retain the workforce such as reaching over 200 referrals and 85 existing industries.

IV. CITY OF COLUMBUS REPORT

- A. Pam Hodge gave a brief report of the City of Columbus. She mentioned swearing in the newest District 7 councilwoman, JoAnne Cogle. The city is scheduling a tour for council on January 31<sup>st</sup>. There was discussion on the increase of sales tax, TSPLOST, the forward movement with the ARP Grants. Jerald mentioned setting up a date to give a presentation to the council. Heath Schondelmayer fielded questions in regards to TSPLOST and keeping up with the projects.

V. CHAMBER REPORT

- A. Jerald Mitchell presents Chamber snapshot. He reported on the following items:
- Recap on the 2022 organizational goals and highlights from each of the departments adding 112 new chamber partners, over 2000 jobs created, and over 4000 engagements. Continuation of growing the Chamber and bringing statewide visibility for Columbus.

VI. OLD BUSINESS

- A. Nothing significant to report.

VII. NEW BUSINESS

- A. Heath Schondelmayer briefly discussed the CHIPS Act and involvement from Columbus to help move the needle and how the Development Authority can deliver.

VIII. LEGAL ISSUES

- A. License Agreement with Liberty Utilities. Upon motion made by Geniece Granville and seconded by Charles Ray Sheffield, the Authority unanimously approved the License Agreement with Liberty Utilities, allowing Liberty Utilities to use the Veterans Parkway Property given to the Authority by Atmos (now Liberty) on a short term basis as a "lay-down" area during the construction of the widening of Veterans Parkway.

IX. EXECUTIVE SESSION

- A. None.

X. MEETING ADJOURNED

There being no further business the Authority was declared adjourned by the Chairman.



Heath Schondelmayer, Chairman



Tyson Begly, Secretary/Treasurer



BOARD MINUTES  
OF THE  
HOSPITAL AUTHORITY OF COLUMBUS, GEORGIA  
October 25, 2022

A regularly scheduled meeting of the Board of the Hospital Authority of Columbus, Georgia (HAC) was held at 11:00 AM on Tuesday, October 25, 2022. The meeting was held in the conference room at Orchard View on Whitesville Road in Columbus, Georgia, and by Zoom video conference. A notice was emailed to each member of the Board prior to the meeting. A copy of the notice was posted more than 24 hours before the meeting on the door of the building in which the meeting was held.

Present at the meeting were Chairman Ernie Smallman, Vice Chairman Sarah Lang, members Mike Welch, Warner Kennon, Jr., Betty Tatum, and Dr. John Kingsbury. Members Jennings Chester and Cynthia Jordan were excused.

Britt Hayes, CEO, Rick Alibozek, CFO, and Jack P. Schley, Secretary/Attorney were also present at the meeting.

INVOCATION AND WELCOME

Chairman Ernie Smallman called the meeting to order and welcomed everyone to the meeting. Britt Hayes opened the meeting with a prayer.

DETERMINATION OF QUORUM

It was determined by Ernie Smallman at the start of the meeting there was a quorum.

REVIEW OF MINUTES

The Board Minutes from the September 27, 2022, Board meeting were reviewed and Mike Welch moved for their approval. Dr. John Kingsbury seconded the motion and the September 27, 2022 Minutes were unanimously approved by the Board.



## BOARD BUSINESS

Jack Schley reported that nominations for individuals to fill the vacant seats on the Board were received and will be reviewed for potential submission to City Council.

## PRESIDENT'S REPORT

Britt Hayes gave the President's report:

**Financial Presentation:** Britt introduced Kelly Thrift, a CPA from FORVIS, to present a draft of the annual audit. Kelly presented two draft documents: Report to the Board of Directors and Financial Statements. Kelly stated there were no difficulties encountered with the audit, nor any disagreements with members of management at HAC, and all documentation was well prepared by management when it was presented to FORVIS. Kelly stated further that there were no issues revealed by the audit needing disclosure. Britt thanked Rick for all his work to ensure the audit was smooth with no surprises, and credited the successful audit to Rick's experience as a CPA and auditor before joining HAC. Rick commented that the results of the audit confirm the monthly financial statements presented at each Board meeting are accurate. Kelly affirmed Rick's comment. Chairman Ernie Smallman requested that FORVIS move forward with finalizing the audit for the Board's acceptance.

**MHH Sale:** Britt reported that no issues have arisen with the sale of Muscogee Home Health, and the sale is being finalized.

**Elections:** Britt reported that early voting opened in Georgia on October 17, 2022, and HAC is assisting residents with their needs regarding participation in the election through mail-in and absentee ballots. A few candidates have stopped by HAC's facilities; including, Dr. Patrick Leonard who is running for John House's seat on City Council (District 10) and Senator Randy Robertson. Britt reported he spoke with the Senator regarding bills currently before the Senate and



how the bills would impact HAC's activities and residents. Britt extended an invitation to the Senator to call Britt if he had any questions regarding the bills and their application at HAC.

**New Staffing Initiatives:** Britt reported many new initiatives are underway: HAC has never employed a deaf individual, but HAC just hired a deaf person to work in the laundry and she is doing very well. Britt knows sign language and communicates with the new team member that way, and this has increased interest amongst other team members to learn sign language. HAC has also opened the door to hiring autistic individuals, and two current team members, who have autism, are both doing well in their current positions. A new administrator in training candidate named Kyle Fisette will start January 1, 2023. Britt will train Kyle for the new position. Kyle is currently the director of rehabilitation at Orchard View, where he has worked for four years. Britt also reported that a new phone app was made available to team members for scheduling purposes through Paycom. The app also includes a survey feature for team members to indicate benefits they would like to see provided by HAC. A shoe allowance was the top request followed by car washes, pet insurance, and discounted childcare. Britt reported all four of these benefits will be implemented. Pet insurance and discounted childcare will be provided at no cost to HAC, as these benefits will be accounted for through payroll deduction. Britt is also looking into offering a discounted gym membership at no cost to HAC.

**Columbus Administrator Coalition Alliance:** Britt reported he started this group for managing members of various local organizations to share expertise and experiences with one another. The first meeting was attended by Britt and administrators from Magnolia Manor and Spring Harbor. Britt hopes the organization can benefit all local organizations without disclosing proprietary information of each organization. Britt is working to determine how often the group will meet; perhaps quarterly or annually.



**Lab Services:** Britt reported that the quality of work-product of HAC's current provider of lab services has been falling so he is looking into potential replacement providers.

**COVID-19 Update:** Reported by Britt: Covid activity within our facilities continues to dissipate. Since our last Board meeting, NO residents and only 1 staff member has tested positive.

DPH showed that Muscogee County's Positivity Rate has fallen dramatically during the last month and stands at 6.2% for the last two weeks (13.0% at last Board meeting). Georgia's positivity rate is 5.5% for the last two weeks (9.4% at last Board meeting).

Per NEW federal directives, the County's Community Transmission rate from the CDC now shows masking/source control protocols based on color frequency (also affected by the cases in each facility). The Community Transmission rate map shows Muscogee County as an **ORANGE** county, or 'substantial' level of transmission. This map in conjunction with new regulations dictate that Orchard View, Ridgecrest and Muscogee Manor DO NOT have to routine test staff at this time (with the exception of those who received an exemption request) but must adhere to the infection control legend below:

High (Red)	All must wear masks
Substantial (Orange)	Masks in resident areas
Moderate (Yellow)	Masks during resident interactions
Low (Blue)	Masks optional

HAC has administered over 1,000 Covid-19 vaccine doses to staff and residents Company-wide. HAC currently has Moderna vaccines to be administered in-house. HAC offers them weekly to those residents and staff who want them.

HAC has also procured 200 of the new Moderna bi-valent boosters and are offering them weekly to residents and staff. Last week, HAC administered 27 of the bivalent vaccines during



HAC's first clinic. The Department of Public Health held the first Pfizer bivalent boosters clinic for Orchard View & Ridgecrest on October 12<sup>th</sup>. 78 doses were given to residents and 24 doses were given to staff members for a total of 104 doses administered. A second clinic will be held at Muscogee Manor on October 26<sup>th</sup>.

DHHS has continued supplying antigen 'quick swab' tests. The CDC now recommends annual vaccination for COVID-19.

**Flu Vaccines:** Britt reported that Georgia currently has the highest transmission rate for the flu in the United States. HAC is offering flu shots to residents and team members.

**HR Personnel Handbook:** Britt reported that the internal review of the new HR Handbook has been completed and the draft is ready for attorney review by attorneys at Hall Booth Smith. The new handbook includes new holidays and updated language regarding gender designations and social media policies. Rick referred to the current handbook as a pamphlet and the new handbook as a fifty-two page document. Sarah asked if under the terms of the new handbook will vaccination be required for staff members. Britt explained they intentionally left that term vague in the handbook to permit flexibility based on federal guidelines, but commented further that new team members must have at least a first shot of a vaccine to be hired.

**Insurance Renewals:** Britt asked Rick to present an update on the insurance renewals. Rick reported that the policies for Workers Compensation and Healthcare will renew January 1, 2023. Rick explained the latest average for claims has been \$18,000 annually while prior averages were over \$200,000 annually for worker's compensation. Rick expects the lower averages will make renewal smoother.

### CFO'S REPORT

Rick Alibozek presented the Financial and Statistical Reports.



**Statistical Report:** Attached to these Minutes is the FY 2023 YTD Statistical Report. Rick indicated they are working to increase admissions to HAC's facilities.

**Financial Report:** Attached to these Minutes is the Hospital Authority of Columbus YTD Consolidated Income Statement through September 30, 2022.

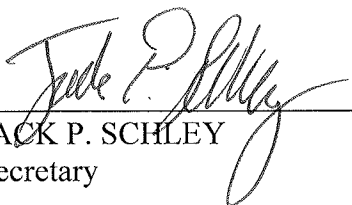
#### NEXT MEETING

The next meeting will be Tuesday, January 31, 2023.

#### DISCUSSION

Chairman Ernie Smallman asked that the final draft of the new handbook be circulated for review by the Board members before the next meeting. Then Ernie opened the floor to discussion and Sarah asked whether HAC has cyber security insurance coverage. Britt answered the question stating HAC had cyber security at one time, but HAC's current cyber security infrastructure is too antiquated for any provider to offer a quote for coverage. Britt and Rick are working to install upgrades to HAC's cyber infrastructure, including a new server which was recently installed, as well as implementing multi-step authentication safeguards to HAC's systems. Once these upgrades are completed, Britt and Rick will pursue quotes for cyber security insurance from various providers.

There being no further business the meeting was adjourned.

  
\_\_\_\_\_  
JACK P. SCHLEY  
Secretary

  
\_\_\_\_\_  
ERNEST SMALLMAN, IV  
Chairman



HOSPITAL AUTHORITY OF COLUMBUS  
FY 2023 YTD Statistical Report

	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	August	July	Average	Prior Year
<b>Orchard View</b>														
% Occupancy										66.07%	63.32%	62.63%	64.01%	60.27%
Medicaid%										68.95%	72.90%	72.98%	71.61%	76.76%
Medicare%										10.42%	4.99%	8.65%	8.02%	6.94%
Private %										10.19%	11.08%	6.77%	9.35%	7.19%
Hospice %										7.24%	8.02%	8.34%	7.87%	7.66%
ADV %										3.20%	3.01%	3.26%	3.16%	1.45%
Daily Medicare and ADV Census										18.00	10.13	14.90	14.34	10.19
Employment (Full Time Equivalents)										183.37	182.03	190.35	185.25	195.23
<b>Ridgecrest</b>														
% Occupancy										26.23%	26.73%	24.42%	25.79%	23.59%
Medicaid%										34.95%	26.72%	29.09%	30.25%	24.48%
Medicare%										23.75%	23.28%	25.00%	24.01%	40.93%
Private %										23.90%	31.61%	37.74%	31.08%	24.27%
Hospice %										9.08%	8.91%	6.76%	8.25%	1.82%
ADV %										8.32%	9.48%	1.42%	6.41%	8.50%
Daily Medicare and ADV Census										7.06	7.36	5.42	6.61	9.70
Employment (Full Time Equivalents)										31.72	28.75	30.21	30.23	32.24
<b>Muscogee Manor</b>														
% Occupancy										57.50%	55.89%	55.00%	56.13%	59.69%
Medicaid%										84.65%	88.43%	89.47%	87.52%	90.85%
Medicare%										4.53%	2.65%	0.60%	2.59%	4.29%
Private %										0.98%	1.27%	1.47%	1.24%	0.87%
Hospice %										5.97%	6.83%	7.03%	6.61%	3.06%
ADV %										3.87%	0.82%	1.43%	2.04%	0.95%
Daily Medicare and ADV Census										9.47	3.80	2.20	5.16	5.55
Employment (Full Time Equivalents)										130.77	125.51	121.46	125.91	114.82
<b>Muscogee Home Health</b>														
Employment (Full Time Equivalents)										1.18	2.35	3.21	2.25	6.84



HOSPITAL AUTHORITY OF COLUMBUS  
12 MONTH MOVING STATISTICAL REPORT

	Sep-22	Aug-22	Jul-22	Jun-22	May-22	Apr-22	Mar-22	Feb-22	Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	12 Mo Average	Prior Year Avg
<b>Orchard View</b>															
% Occupancy	66.07%	63.32%	62.63%	63.13%	63.10%	61.98%	59.23%	59.88%	60.37%	59.71%	60.42%	61.23%	60.50%	61.66%	60.03%
Medicaid%	68.95%	72.90%	71.96%	71.67%	75.46%	74.78%	78.27%	76.14%	73.80%	76.50%	75.83%	79.85%	79.37%	75.12%	77.27%
Medicare%	10.42%	4.99%	8.65%	10.48%	8.56%	6.13%	5.42%	8.20%	7.81%	7.67%	8.94%	6.22%	5.26%	7.58%	6.72%
Private %	10.15%	11.08%	6.77%	8.00%	6.77%	7.53%	7.19%	5.96%	9.20%	7.27%	5.93%	4.26%	5.56%	7.36%	7.23%
Hospice %	7.24%	8.02%	8.34%	7.76%	7.87%	8.79%	7.22%	7.46%	7.75%	8.54%	7.72%	8.40%	7.85%	7.92%	7.43%
ADV %	3.20%	3.01%	3.26%	2.09%	1.34%	2.77%	1.90%	2.24%	1.44%	0.53%	1.57%	1.29%	1.96%	2.05%	1.34%
Daily Medicare and ADV Census	18.00	10.13	14.90	15.86	12.49	11.03	8.68	12.50	11.16	9.20	12.70	9.19	8.74	11.89	9.76
Employment (Full Time Equivalents)	353.37	382.03	390.35	390.42	375.69	378.05	380.66	390.72	205.95	213.60	203.14	199.32	202.60	191.99	195.84
<b>Rickoverest</b>															
% Occupancy	26.25%	26.73%	24.42%	26.91%	24.52%	25.18%	23.20%	25.06%	21.74%	26.08%	22.38%	23.27%	20.24%	24.23%	23.45%
Medicaid%	34.95%	26.72%	29.09%	24.04%	33.85%	17.03%	19.87%	32.35%	35.69%	30.78%	31.03%	25.58%	20.78%	27.83%	23.48%
Medicare%	23.73%	23.28%	25.00%	31.55%	35.37%	45.43%	44.54%	21.72%	29.51%	38.73%	35.46%	45.38%	43.93%	34.14%	43.27%
Private %	23.90%	31.01%	37.76%	35.22%	21.37%	29.03%	26.32%	31.67%	25.97%	22.63%	26.59%	23.76%	18.04%	27.21%	21.05%
Hospice %	9.08%	8.91%	6.76%	4.59%	4.84%	4.73%	3.13%	2.49%	0.00%	0.00%	0.00%	0.00%	0.00%	3.58%	1.68%
ADV %	8.32%	9.48%	1.42%	4.59%	4.37%	3.79%	4.14%	11.77%	8.85%	7.96%	6.31%	5.28%	17.25%	7.24%	8.52%
Daily Medicare and ADV Census	7.06	7.36	5.42	7.87	8.25	10.40	9.49	7.05	7.00	10.22	7.97	8.90	10.40	8.34	10.08
Employment (Full Time Equivalents)	33.72	28.75	30.21	34.86	32.05	31.64	29.02	28.32	34.14	31.50	30.49	31.74	33.11	31.35	32.59
<b>Muscogee Manor</b>															
% Occupancy	57.50%	55.89%	55.00%	54.68%	53.14%	54.76%	54.33%	60.06%	60.76%	64.46%	62.57%	62.96%	60.84%	58.23%	60.17%
Medicaid%	84.65%	88.43%	89.47%	91.10%	89.50%	91.30%	84.99%	89.40%	88.54%	85.05%	90.13%	92.13%	98.90%	89.51%	91.10%
Medicare%	4.53%	2.65%	0.60%	3.05%	3.50%	3.70%	6.50%	6.44%	5.28%	7.95%	5.42%	3.62%	1.13%	4.19%	4.33%
Private %	0.98%	1.27%	1.47%	0.78%	1.34%	-2.83%	1.83%	-0.87%	2.47%	2.77%	2.13%	1.12%	-1.22%	0.60%	0.73%
Hospice %	5.97%	6.83%	7.03%	4.57%	5.36%	4.91%	4.90%	4.83%	3.12%	2.62%	1.79%	1.79%	1.68%	4.20%	2.90%
ADV %	3.87%	0.82%	1.43%	0.50%	0.40%	2.92%	1.63%	0.30%	0.59%	1.61%	0.53%	2.20%	-0.48%	1.25%	0.94%
Daily Medicare and ADV Census	9.42	3.80	2.20	3.80	4.07	7.10	8.77	6.78	6.06	10.48	6.34	6.22	0.67	5.83	5.64
Employment (Full Time Equivalents)	230.77	175.51	171.46	114.53	112.00	111.76	113.47	110.77	116.43	128.58	121.20	112.24	118.85	118.27	114.46
<b>Muscogee Home Health</b>															
Employment (Full Time Equivalents)	1.18	2.35	3.21	3.52	4.30	4.87	5.17	6.23	7.22	8.32	7.68	8.06	8.46	5.44	7.07

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**HOSPITAL AUTHORITY OF COLUMBUS  
CONSOLIDATED SUMMARY REPORT  
MONTH ENDED SEPTEMBER 30, 2022**

	Orchard View	Home Office	Ridgecrest	Muscogee Manor	Total Nursing Home	Cabis PCH	Muscogee Home Health	River Mill	Consolidated
<b>BALANCE SHEET</b>									
Cash	\$ 3,869,557	\$ -	\$ 8,247,223	\$ 11,636,037	\$ 23,752,817	\$ 1,156	\$ 3,804	\$ 2,867,841	\$ 26,625,618
Other Current Assets	2,421,111	-	516,575	1,600,210	4,537,896	-	35,677	-	4,573,573
Intercompany Balances	21,580,281	-	1,941,637	(13,916,613)	9,605,305	(6,383,016)	(2,301,971)	(920,318)	-
Noncurrent Assets	33,136,191	-	35,496,852	7,188,212	75,821,255	158,290	83,642	564,920	76,628,107
<b>Total Assets</b>	<b>\$ 61,007,140</b>	<b>\$ -</b>	<b>\$ 46,202,287</b>	<b>\$ 6,507,846</b>	<b>\$ 113,717,273</b>	<b>\$ (6,223,570)</b>	<b>\$ (2,178,848)</b>	<b>\$ 2,512,443</b>	<b>\$ 107,827,298</b>
Current Liabilities	\$ 1,406,270	\$ -	\$ 506,123	\$ 840,304	\$ 2,752,697	\$ -	\$ 32,159	\$ 625	\$ 2,785,481
Non-current Liabilities (excluding bonds)	7,463,067	-	3,196,985	4,648,579	15,308,631	360,100	450,668	-	16,119,399
Bonds Payable	23,766,970	-	29,753,269	-	53,520,239	-	-	-	53,520,239
<b>Total Liabilities</b>	<b>32,636,307</b>	<b>-</b>	<b>33,456,377</b>	<b>5,488,883</b>	<b>71,581,567</b>	<b>360,100</b>	<b>482,827</b>	<b>625</b>	<b>72,425,119</b>
Fund Balance	28,370,833	-	12,745,910	1,018,963	42,135,706	(6,583,670)	(2,661,675)	2,511,818	35,402,179
<b>Total Liabilities and Fund Balance</b>	<b>\$ 61,007,140</b>	<b>\$ -</b>	<b>\$ 46,202,287</b>	<b>\$ 6,507,846</b>	<b>\$ 113,717,273</b>	<b>\$ (6,223,570)</b>	<b>\$ (2,178,848)</b>	<b>\$ 2,512,443</b>	<b>\$ 107,827,298</b>
<b>INCOME STATEMENT</b>									
Revenue	\$ 1,249,619	\$ 41,195	\$ 303,555	\$ 1,060,966	\$ 2,655,335	\$ -	\$ -	\$ -	\$ 2,655,335
Operating Expenses	1,281,663	206,982	339,780	1,159,825	2,988,250	374	18,130	694	3,007,448
<b>Net Profit (Loss) before Noncash expense</b>	<b>(32,044)</b>	<b>(165,787)</b>	<b>(36,225)</b>	<b>(98,859)</b>	<b>(332,915)</b>	<b>(374)</b>	<b>(18,130)</b>	<b>(694)</b>	<b>(352,113)</b>
Provision for Bad debts	(453)	-	(6,731)	(7,702)	(14,886)	-	-	-	(14,886)
Interest expense	(60,062)	-	(81,232)	-	(141,294)	-	-	-	(141,294)
Depreciation and Amortization	(85,892)	-	(95,349)	(9,508)	(190,749)	(377)	-	-	(191,126)
<b>Current Month Income (loss)</b>	<b>\$ (178,451)</b>	<b>\$ (165,787)</b>	<b>\$ (219,537)</b>	<b>\$ (116,069)</b>	<b>\$ (679,844)</b>	<b>\$ (751)</b>	<b>\$ (18,130)</b>	<b>\$ (694)</b>	<b>\$ (699,419)</b>
<b>YTD Income (loss)</b>	<b>\$ (533,590)</b>	<b>\$ (622,412)</b>	<b>\$ (648,193)</b>	<b>\$ (318,988)</b>	<b>\$ (2,123,183)</b>	<b>\$ (2,253)</b>	<b>\$ (70,517)</b>	<b>\$ (832)</b>	<b>\$ (2,196,785)</b>
<b>YTD Net Income (loss)</b>	<b>\$ (178,451)</b>	<b>\$ (165,787)</b>	<b>\$ (219,537)</b>	<b>\$ (116,069)</b>	<b>\$ (679,844)</b>	<b>\$ (751)</b>	<b>\$ (18,130)</b>	<b>\$ (694)</b>	<b>\$ (699,419)</b>
Add: Depreciation	85,892	-	95,349	9,508	190,749	377	-	-	191,126
Add: Interest Expense	60,062	-	81,232	-	141,294	-	-	-	141,294
Less: Monthly bond payment	(197,445)	-	(144,554)	-	(341,999)	-	-	-	(341,999)
Less: Property & Equipment Additions	-	-	-	-	-	-	-	-	-
<b>Net Cash Flow</b>	<b>\$ (229,942)</b>	<b>\$ (165,787)</b>	<b>\$ (187,510)</b>	<b>\$ (106,561)</b>	<b>\$ (689,800)</b>	<b>\$ (374)</b>	<b>\$ (18,130)</b>	<b>\$ (694)</b>	<b>\$ (708,998)</b>



**File Attachments for Item:**

**MAYOR'S APPOINTMENTS- ANY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

**BUILDING AUTHORITY OF COLUMBUS:**

**Renee Sturkie**- Interested in serving another term *(Mayor's Appointment)*  
*Eligible to succeed*

Term Expires: March 24, 2023

*This is a two-year term. Board meets as needed.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 3**

**COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):**

**Eric Spears**- Interested in serving *(Mayor's Appointment)*

*Eligible to succeed*

Term Expires: March 1, 2023

**Akear Mewborn** *(Mayor's Appointment)*

*Does not desire reappointment*



Term Expired: March 1, 2022

*These are four-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 5**

**Senatorial District 29: 5**

**CRIME PREVENTION BOARD:**

**Joyce Dent-Fitzpatrick**- Interested in serving (Mayor's Appointment)

(Law Enforcement Agency)

*Eligible to succeed*

Term Expires: March 31, 2023

*These are three-year terms. Board meets monthly.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 5**

**COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:**

**BOARD OF ZONING APPEALS:** Mr. Alfred Hayes, Jr. was nominated to serve another term of office. (Councilor Davis' nominee) Term expires: March 31, 2026



**COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Mr. John Jackson was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 1, 2027

**COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Ms. Mary Quiller was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 1, 2027

**HISTORIC & ARCHITECTURAL REVIEW BOARD:** Ms. Fran Poole Carpenter was nominated to serve another term of office. *(Mayor Pro Tem Allen's nominee)* Term expires: January 31, 2026

**PLANNING ADVISORY COMMISSION:** Mr. John P. Steed was nominated to serve another term of office. *(Councilor Huff's nominee)* Term expires: March 31, 2026

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

**CIVIC CENTER ADVISORY BOARD:**

**John Boyd**

*(District 9- Thomas)*

*Not Eligible to serve another term*

Term Expires: March 1, 2023

Councilor Thomas is nominating Mr. Jack Rosenhammer to succeed Mr. John Boyd as the District 9 representative.

*These are three-year terms. Board meets every other month.*



**COUNCIL’S CONFIRMATION- ORGANIZATION / AGENCY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

**HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Emily Flournoy**- Interested in serving another term (Council’s Confirmation)

(Uptown Business Association)

*Eligible to succeed*

Term Expired: January 31, 2023

The Uptown Business Association is recommending Ms. Emily Flournoy to serve another term of office.

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

**BUILDING AUTHORITY OF COLUMBUS:**

**Leila Carr**  
*reappointment*

Open for Nominations *Does not desire*  
(Council’s Appointment)

Term Expires: March 24, 2023

**Vincent Allen**  
*Resigned*

Open for Nominations  
(Council’s Appointment)

Term Expires: March 24, 2023

*This is a two-year term. Board meets as needed.*

**Women: 3**



**Senatorial District 15: 2**

**Senatorial District 29: 3**

**HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Katie Bishop**

*Not Eligible to succeed*

Term Expired: January 31, 2023

**Open for Nominations**

**(Council's Appointment)**

*These are three-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 9**

**Senatorial District 29: 2**



**Columbus Consolidated Government  
Board Appointments – Action Requested**

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

**A. BUILDING AUTHORITY OF COLUMBUS:**

**Renee Sturkie**- Interested in serving another term *(Mayor’s Appointment)*  
*Eligible to succeed*  
 Term Expires: March 24, 2023

*This is a two-year term. Board meets as needed.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 3**

**B. COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):**

**Eric Spears**- Interested in serving *(Mayor’s Appointment)*  
*Eligible to succeed*  
 Term Expires: March 1, 2023

**Akear Mewborn** *(Mayor’s Appointment)*  
*Does not desire reappointment*  
 Term Expired: March 1, 2022

*These are four-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 5**

**Senatorial District 29: 5**

**C. CRIME PREVENTION BOARD:**



**Joyce Dent-Fitzpatrick**- Interested in serving  
(Law Enforcement Agency)

(Mayor's Appointment)

*Eligible to succeed*

Term Expires: March 31, 2023

*These are three-year terms. Board meets monthly.*

**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 5**

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

A. **BOARD OF ZONING APPEALS:** Mr. Alfred Hayes, Jr. was nominated to serve another term of office. (*Councilor Davis' nominee*) Term expires: March 31, 2026

B. **COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Mr. John Jackson was nominated to serve another term of office. (*Councilor Huff's nominee*) Term expires: March 1, 2027

C. **COMMISSION ON INTERNATIONAL RELATIONS & CULTURAL LIAISON ENCOUNTERS (CIRCLE):** Ms. Mary Quiller was nominated to serve another term of office. (*Councilor Huff's nominee*) Term expires: March 1, 2027

D. **HISTORIC & ARCHITECTURAL REVIEW BOARD:** Ms. Fran Poole Carpenter was nominated to serve another term of office. (*Mayor Pro Tem Allen's nominee*) Term expires: January 31, 2026

E. **PLANNING ADVISORY COMMISSION):** Mr. John P. Steed was nominated to serve another term of office. (*Councilor Huff's nominee*) Term expires: March 31, 2026

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

A. **CIVIC CENTER ADVISORY BOARD:**



**John Boyd***(District 9- Thomas)**Not Eligible to serve another term*

Term Expires: March 1, 2023

**Councilor Thomas is nominating Mr. Jack Rosenhammer to succeed Mr. John Boyd as the District 9 representative.**

*These are three-year terms. Board meets every other month.*

7. **COUNCIL'S CONFIRMATION- ORGANIZATION / AGENCY NOMINATIONS MAY BE CONFIRMED FOR THIS MEETING:**

**A. HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Emily Flournoy**- Interested in serving another term  
(Uptown Business Association)

**(Council's Confirmation)***Eligible to succeed*

Term Expired: January 31, 2023

**The Uptown Business Association is recommending Ms. Emily Flournoy to serve another term of office.**

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

**A. BUILDING AUTHORITY OF COLUMBUS:**

**Leila Carr***Does not desire reappointment*

Term Expires: March 24, 2023

Open for Nominations

**(Council's Appointment)****Vincent Allen***Resigned*

Term Expires: March 24, 2023

Open for Nominations

**(Council's Appointment)**

*This is a two-year term. Board meets as needed.*



**Women: 3**

**Senatorial District 15: 2**

**Senatorial District 29: 3**

**B. HISTORIC & ARCHITECTURAL REVIEW BOARD:**

**Katie Bishop**

Open for Nominations

*Not Eligible to succeed*

**(Council's Appointment)**

Term Expired: January 31, 2023

*These are three-year terms. Board meets monthly.*

**Women: 6**

**Senatorial District 15: 9**

**Senatorial District 29: 2**



**File Attachments for Item:**

A. Employee Benefits Committee (Council & Public Safety Employees' selection)



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**BOARDS, COMMISSIONS & AUTHORITIES**

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**Employee Benefits Committee:** The mission of the Employee Benefits Committee is to advise and assist the Mayor and Columbus Council with respect to issues concerning the benefits provided to employees of the Columbus, Georgia Consolidated Government, including but not limited to, provision of a health plan, life insurance coverage, voluntary deferred compensation and similar benefits. This board shall be composed of seven (7) members, five of which shall be appointed by the Columbus Council, including two department directors or assistant directors. The sixth member shall be selected by general government employees and the seventh member shall be selected by public safety employees. The five members appointed by Council shall consist of one sworn officer from any public safety department, two members chosen from general government employees and two department directors or assistant directors. The Director of Human Resources or his or her designee shall be an ex-officio member of the Committee. The public safety appointees shall serve for terms of two years. The general government and department director appointees shall serve for terms of three years. All appointees shall be eligible to serve two consecutive full terms. (In accordance with Ordinance 13-9, members do not have to be residents of Columbus, Georgia.)

<u>Board Members</u>	<u>Term Expiration</u>	<u>Appointment</u>
Timothy A. Smith	04/30/2023	Council (Sworn Officer)
Lance Deaton	04/30/2023	Public Safety Employees (Public Safety)
Holli Browder	04/30/2025	Council (Dept Dir./Assistant Dir.)
Nancy Boren	04/30/2025	Council (Dept Dir./Assistant Dir.)
Shannon Hubbard	04/30/2025	Council (General Government Employee)
Troy Vanerson	04/30/2025	Council (General Government Employee)
Ardria McGruder	04/30/2025	Gen. Gov. Employees (General Gov Employee)

**Expiring Term(s):**

The terms of office for Assistant Fire Chief Timothy A. Smith and Deputy Chief Lance Deaton expire on April 30, 2023. These are two (2) year terms that would expire on April 30, 2025. The seat of Assistant Fire Chief Smith is Council's Appointment; and he is eligible to serve another term. The seat of Deputy Chief Deaton is selected by Public Safety Employees; and he is not eligible to succeed himself.



**File Attachments for Item:**

B. Housing Authority of Columbus (Mayor's Appointment)



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**BOARDS, COMMISSIONS & AUTHORITIES**

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**Housing Authority of Columbus:** This board is responsible for all public housing projects. It is also, in conjunction with the Department of Community Development, responsible for the various urban renewal projects. It has seven (7) members, all of which are appointed exclusively by the Mayor. (Ga Laws, 1937, Page 210 and Columbus Charter, Sec. 4-620) (Increased by one member approved by Res. No. 444-99 pursuant to O.C.G.A. Sec. 8-3-50 appoint a Resident Advisory Board Member). These are five (5) year terms, with the exception of the Resident Position which is a one (1) year term. (Ordinance No. 11-23 removes the limitation of two full consecutive terms for this authority.)

<u>Board Members</u>	<u>Term Expiration</u>	<u>Appointment</u>
Edward Burdeshaw (SD-15)	04/30/2023	Mayor
Tiffani Stacy	11/16/2023	Mayor (Resident Position)
Linda Hadley (SD-29)	04/30/2024	Mayor
John F. Greenman	04/30/2025	Mayor
John Sheftall (SD-15)	04/30/2026	Mayor
Larry Cardin (SD-29)	04/30/2026	Mayor
Jeanella Pendleton (SD-29)	04/30/2027	Mayor

**Expiring Term(s):**

The term of office for Edward Burdeshaw will expire on April 30, 2023. This is a five (5) year term with the new term expiring on April 30, 2028. This is the Mayor's Appointment; Mr. Burdeshaw is eligible to succeed himself.