

## **City Council Information Letter**

**June 10, 2016**

### **City of College Park Surplus Vehicle Auction**

As committed during the Fiscal Year 2016-2017 Proposed Budget process, city administration is now working more assertively to publicly auction surplus vehicles and equipment. Staff in both the Department of Finance and Accounting and its Purchasing Section recently became successful in identifying titled vehicles that are no longer employed in day-to-day operations and service. As referenced in the attached electronic mail message from Purchasing Coordinator Barbara Gregory, this includes a number of vehicles that previously served the Police Department, Fire Department, Department of Inspections, Department of Recreation, and various sections of the Department of Public Works. A public auction event is scheduled to take place at Moody's Garage Saturday, June 25<sup>th</sup> beginning at 10:00 am. Therefore, we will continue to direct and encourage more public auctions in the future as we successfully close applicable title searches and other pertinent arrangements.

### **Compilation of Intergovernmental Agreement for Proposed Transportation Special Purpose Local Options Sales Tax**

As the City of College Park recently compiled its initial draft project list for funding consideration via the proposed Fulton County Transportation Special Purpose Local Option Sales Tax (TSPLOST), please be advised that all involved municipalities are currently working to finalize an intergovernmental agreement (IGA) that will ultimately govern a voter

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referendum currently scheduled for November. As referenced in the attached draft, an anticipated sum of \$655,000,000 is forecasted to become available if the TSPLOST is approved. Those funds would be distributed for eligible projects in all Fulton County cities except Atlanta. Unincorporated areas in Fulton County would also qualify for project funding. Again, project lists recently submitted by all noted entities are working documents to support the IGA. However, such can be revised and updated once successful voter approval has been achieved. Meanwhile, the IGA is to be presented for review and consideration for authorization during the June 20<sup>th</sup> meeting.

### **Considerations to Further Extend Main Street Streetscape Project**

Given various efficiencies associated with the implementation of the current phase of the Main Street Streetscape Project, benefiting the thoroughfare between Harvard Avenue and John Wesley Avenue, the City of College Park enjoys an opportunity to expand this effort further south to the Urban Foodie Feed Store property line. As referenced in the attached electronic mail message from Special Projects Administrator Jackson Myers, cost estimates for this purpose total roughly \$85,000. In addition to associated sound financial management related to project implementation, an approximate \$23,000 leftover offset funds allotment for various infrastructure improvements from the Atlanta Regional Commission and MARTA for the Harvard Avenue area, is also available for respective consideration. An opportunity for direction to this effect will therefore be offered during the June 20<sup>th</sup> regular meeting.

### **Considerations to Review and Update Alcohol Beverage Violations and Penalties**

In response to comments and thoughts offered during the May 16<sup>th</sup> regular meeting relative to the possibility of a follow-up review of alcohol sales to underage persons and applicable violations and penalties, please be advised that arrangements for a workshop meeting to this effect is being planned to take place in the coming weeks. Such will therefore serve as

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an opportunity for Mayor and City Council to consider revisions to the attached standard operating procedures respectively, including applicable civil penalties and suspension sentences. Meanwhile, the Office of the City Clerk will engage in research necessary to enable options for related dialogue and debate.

## **Calendar of Meetings, Activities, and Functions**

Given the recent completion of the stacking and blocking project at the Southern United States Regional Headquarters of the Federal Aviation Administration (FAA), both the Office of the City Manager and FAA leadership are currently working to schedule a ceremony to help celebrate this accomplishment. A specific date announcement is therefore anticipated during the next day or so, to include distribution of invitations to associates of all involved parties.

### Enclosures:

Public Notice of Auction Announcement – City of College Park Surplus Vehicle Auction  
Working Draft – IGA for Use and Distribution of Proceeds Generated By 2016 TSPLOST  
Electronic Mail Message from Jackson Myers – College Park Streetscape – John Wesley  
Excerpts from Municipal Code – Standard Operating Procedures for Alcohol Violation Process  
Microsoft Outlook Calendar for City Manager Terrence Moore – Business Week of June 6, 2016

CM/My Documents/CP City Council Information Letter 136

## PUBLIC NOTICE OF AUCTION

### CITY OF COLLEGE PARK SURPLUS VEHICLE AUCTION

An auction of the following vehicles is scheduled for 10:00am, Saturday, June 25, 2016 at Moody's Garage located at 3845 Conley Street, College Park, GA 30337.

#### POLICE DEPARTMENT

- 2006 Dodge Charger, VIN ending in ...8777
- 2006 Ford Crown Victoria, VIN ending in ...2457
- 2002 Chevrolet Impala, VIN ending in ...1568
- 2002 Chevrolet Impala, VIN ending in ...1655

#### FIRE DEPARTMENT

- 1999 GMC Multi-purpose V, C2500 Suburban, VIN ending in ...9302
- 1996 Ford Crown Victoria, VIN ending in ...4083

#### INSPECTIONS DEPARTMENT

- 2001 Ford Ranger truck, VIN ending in ...6735
- 2000 Ford Multi-purpose V, Explorer, VIN ending in ...0549

#### PARKS & GROUNDS

- 1997 Ford F-150, VIN ending in ...3953

#### SANITATION

- 1995 Ford F-800, VIN ending in ...6259
- 1992 Ford F-800, VIN ending in ...5325

#### INSPECTIONS DEPARTMENT

- 2001 Ford Ranger truck, VIN ending in ...6735
- 2000 Ford Multi-purpose V, Explorer, VIN ending in ...0549

#### PARKS & GROUNDS

- 1997 Ford F-150, VIN ending in ...3953

**SANITATION**

1995 Ford F-800, VIN ending in ...6259

1992 Ford F-800, VIN ending in ...5325

**RECREATION DEPARTMENT**

1997 Ford E-150 3-door van, VIN ending in ...1765

Questions regarding this auction may be emailed to Kevin Greene, Moody's Wrecker Service Manager at [kevingreene@mindspring.com](mailto:kevingreene@mindspring.com).

STATE OF GEORGIA  
COUNTY OF FULTON

**INTERGOVERNMENTAL AGREEMENT FOR USE AND DISTRIBUTION OF  
PROCEEDS GENERATED BY THE 2016 TRANSPORTATION SPECIAL  
PURPOSE LOCAL OPTION SALES TAX REFERENDUM**

**THIS INTERGOVERNMENTAL AGREEMENT** ("IGA" or "Agreement") is made and entered into this \_\_\_\_\_ day of July, 2016 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereinafter referred to as "**Fulton County**" or "**County**"); the **CITY of ALPHARETTA**; the **CITY OF CHATTAHOOCHEE HILLS**; the **CITY OF COLLEGE PARK**, the **CITY OF EAST POINT**; the **CITY OF FAIRBURN**; the **CITY OF HAPEVILLE**; the **CITY OF JOHNS CREEK**; the **CITY OF MILTON**; the **CITY OF MOUNTAIN PARK**; the **CITY OF PALMETTO**; the **CITY OF ROSWELL**; the **CITY OF SANDY SPRINGS**; and the **CITY OF UNION CITY** (hereinafter collectively referred to as the "**Cities**").

**WITNESSETH**

**WHEREAS**, the parties to this Agreement consist of Fulton County and all qualifying municipalities (hereinafter referred to as Cities) located outside the city limits of the City of Atlanta, and located wholly or partially within Fulton County, Georgia; and

**WHEREAS**, the parties anticipate that Fulton County will approve and sign a Resolution authorizing the Fulton County Board of Registrations and Elections to call a Referendum on the issue of the imposition of a 0.75 percent Transportation Special Purpose Local Option Sales Tax ("TSPLOST" or "Tax") to begin on April 1, 2017 and to conclude on March 31, 2022 as to the Cities; and

**WHEREAS**, the law authorizing a Referendum on the issue of the imposition of the TSPLOST was amended during the 2016 Legislative Session of the Georgia General Assembly; and

**WHEREAS**, the parties desire to execute an Intergovernmental Agreement to control the distribution and use of TSPLOST proceeds received solely by Fulton County and one or more Cities located within Fulton County containing a combined total of not less than sixty percent of the aggregate population located within the County outside the City of Atlanta; and

**WHEREAS**, the distribution of proceeds for the April 1, 2017 through March 31, 2022 TSPLOST, the Special District shall be known as the boundaries of Fulton County outside the city limits of the City of Atlanta; and

**WHEREAS**, the thirteen Cities located wholly or partially within Fulton County and outside the city limits of the City of Atlanta have certified they are qualified municipalities and are eligible to receive distributions of the 0.75 percent TSPLOST Proceeds; and

**WHEREAS**, the parties hereto are interested in serving the needs of the residents of Fulton County by planning and performing transportation projects within the County and Cities which are parties to this Agreement; and

**WHEREAS**, the parties intend that the transportation projects which are the subject of this Agreement shall benefit residents of Fulton County and its Cities; and

**WHEREAS**, the County, the Cities located within Fulton County are committed to continue to work together to improve the County's transportation infrastructure; and

**WHEREAS**, the County and all its Cities have identified transportation needs that are important to the current and future well-being of their residents and have determined that proceeds from the TSPLOST should be used to address a portion of these needs.

**NOW, THEREFORE**, in consideration of the mutual promises and understandings herein made and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do consent and agree as follows:

1.

This Intergovernmental Agreement is conditioned upon a Referendum to be approved by a majority of the voters of Fulton County to impose a TSPLOST of 0.75 percent which shall commence on April 1, 2017 and continue to, through and including March 31, 2022.

2.

Pursuant to O.C.G.A. § 48-8-269.94, one percent (1.0%) of the amount of TSPLOST proceeds collected beginning April 1, 2017 shall be paid into the General Fund of the State of Georgia ("State") treasury in order to defray the costs of administration of the Georgia Department of Revenue.

3.

One-half of one percent (0.5%) of the net tax proceeds shall be allocated to the County to provide for any costs associated with the administration of the TSPLOST Program. Such cost shall include the support, maintenance and operation of the Fulton Transportation Investment Citizen's Oversight Council, the annual audit and the overall program administration, at a minimum. Any funds that remain from these proceeds after

the final audit at the end of the tax shall be redistributed based on the percentages provided under this section. The remaining ninety-eight and one-half percent (98.5%) of the amount collected from the TSPLOST Tax proceeds (hereinafter known as the net proceeds) collected beginning April 1, 2017 and ending March 31, 2022, shall be distributed by the State of Georgia to all qualified Cities outside of the city limits of the City of Atlanta, and shall be allocated to each jurisdiction based on the percentages shown in the table below.

DISTRIBUTION PERCENTAGES

City of Alpharetta	11.02%
City of Chattahoochee Hills	0.47%
City of College Park	2.29%
City of East Point	6.13%
City of Fairburn	2.42%
City of Hapeville	1.15%
City of Johns Creek	14.41%
City of Milton	6.49%
City of Mountain Park	0.10%
City of Palmetto	0.76%
City of Roswell	16.34%
City of Sandy Springs	18.22%
City of Union City	3.60%
Fulton County	16.60%
<b>Total</b>	<b>100.00%</b>

(A) To facilitate the distribution of net proceeds, the parties agree that the sum of Six Hundred Fifty Million and 00/100 Dollars (\$655,000,000.00) shall represent an

estimate of the maximum proceeds to be derived from the subject TSPLOST during its five year term.

(B) The parties agree that the aggregate total distribution received by the Cities shall amount to eighty-three and thirty eight one hundredths percent (83.38%) of the net proceeds distributed by the State, with the remaining sixteen and sixty-two one hundredths percent (16.62%) of the net proceeds distributed by the State to be received by the County.

(C) The percentage of total net proceeds calculated for each City based on the above distribution shall be adjusted proportionally, if necessary, to ensure that the Cities on an aggregate basis receive the full eighty-three and thirty eight one hundredths percent (83.38%) of net proceeds distributed by the State, as agreed to by the parties.

(D) The parties agree that no project will be given preference in the funding and distribution process in such a way that the monthly distribution formula is affected.

(F) Should any jurisdiction choose not to be a party to this agreement, said jurisdiction's allocation of the proceeds shall be 0%. Such City's share of the proceeds shall be paid to the remaining Cities and Fulton County based on the above percentages adjusted for the removal of any City not signing agreement.

4.

In recognition of the need for transportation improvements across the County and its Cities, the parties agree that the total net proceeds shall be utilized for transportation purposes, as defined in O.C.G.A. § 48-8-260(5) and § 48-8-121.

5.

The projects and purposes ("Transportation Projects and Purposes") to be funded from the proceeds of the TSPLOST pursuant to this Agreement, the estimated dollar amounts allocated for each transportation purpose, and the schedule for distribution of funds are contained in Exhibit "A" which is attached hereto, incorporated herein by this reference, and made a part of this Agreement. The parties acknowledge and agree that 30% of the estimate revenues are being expended on projects that are consistent with the Statewide Strategic Transportation Plan as defined in O.C.G.A. § 32-2-22. The priority and order in which the TSPLOST proceeds will be fully or partially funded is shown in Exhibit A.

6.

Except as otherwise provided herein, the TSPLOST which is the subject of the November 8, 2016 Referendum shall continue for a period of five years from April 1, 2017 until March 31, 2022.

7.

All Transportation Projects included in this Agreement shall be funded in whole or in part from proceeds from the TSPLOST authorized by law except as otherwise agreed in writing by the parties.

8.

The net proceeds from the TSPLOST shall be maintained in the parties' separate accounts and utilized exclusively for the purposes specified in this Agreement. The parties acknowledge that TSPLOST proceeds are not guaranteed. Proceeds received under the amount estimated in the Referendum question shall be allocated in accordance with the percentages set forth in this Agreement and shall be used on the Transportation projects as outlined in Exhibit A to this Agreement.

9.

Proceeds over and above the amount estimated in Section 3(A) of this agreement during the quarter during which this amount is reached shall be allocated in accordance with the percentages set forth in this Agreement and shall be used solely for the transportation purposes listed herein. Each party shall expend its portion of the excess proceeds from the 2017 TSPLOST Program on the Transportation Projects as outlined in Exhibit A to this Agreement.

10.

At the end of each party's fiscal year wherein proceeds from the TSPLOST are distributed, each party shall cause an audit of the distribution and use of its portion of the net proceeds from the TSPLOST to be completed. Each party to this Agreement shall pay the cost of each such annual audit that it conducts. Each party shall publish each of its annual audits as required by law.

11.

In addition to the audit required by paragraph 10 of this Agreement, at the end of each calendar year wherein proceeds from the Transportation Special Purpose Local Option Sales Tax are distributed, the Cities and the County shall participate in a joint annual audit of the entire TSPLOST program approved by the voters during the November 8, 2016 Referendum. The purpose of this joint annual audit is to ensure compliance with the Resolution that resulted in the call of the Transportation Special Purpose Local Option Sales Tax Referendum. Fulton County shall choose the auditor to conduct the annual audit. The cost of such joint annual audit shall be paid from proceeds collected by the County as described under paragraph 3 of this document.

12.

Pursuant to O.C.G.A. § 48-8-269.993, not later than December 31 of each year, the County, shall publish annually, in a newspaper of general circulation in the boundaries of each City and the County and in a prominent location on each City's and the County's website, a simple nontechnical report, or consolidated schedule of projects, which shows the following for each Transportation Project or purpose outlined in this Agreement:

- A. Original estimated cost;
- B. Current estimated cost if it is not the original estimated cost;
- C. Amounts expended in prior years;
- D. Amounts expended in the current year;
- E. Any excess proceeds which have not been expended for a project or purpose;
- F. Estimated completion date, and the actual completion cost of a project completed during the current year; and
- G. A statement of what corrective action the City or County intends to implement with respect to each project which is underfunded or behind schedule.

13.

Fulton County and the Cities will create a Fulton Transportation Investment Citizen's Oversight Council ("Oversight Council") within ninety (90) days of the November 8, 2016 referendum. The Oversight Council will oversee the progress and implementation of the program and shall furnish annual reports to the Board of Commissioners and each Mayor and City Council of the Cities within the County outside the City of Atlanta. The report shall also be published periodically. The Oversight Council shall consist of 14 total members with one appointee for each City and one member appointed by the Fulton County Board of Commissioners. The Annual Report shall include a complete list of projects and the progress of the projects. The Oversight Council shall meet at least twice per year. Any administrative costs associated with the Oversight Council shall be paid from the one-half of one percent of the net TSPLOST Tax proceeds. Fulton County shall provide staff support to the Oversight Council.

14.

This Agreement constitutes all of the understanding and agreements of whatsoever nature or kind existing between the Parties with respect to distribution and use of the proceeds from the TSPLOST and the Atlanta TSPLOST.

15.

This Agreement shall not be changed or modified except by agreement in writing executed by all Parties hereto.

16.

This Agreement shall be deemed to have been made and shall be construed and interpreted in accordance with the laws of the State of Georgia.

17.

It is agreed that the illegality or invalidity of any term or clause of this Agreement shall not affect the validity of the remainder of the Agreement, and the Agreement shall remain in full force and effect as if such illegal or invalid term or clause were not contained herein.

18.

Each party to this Agreement shall comply with all applicable local, State, and Federal statutes, ordinances, rules and regulations.

19.

No consent or waiver, express or implied, by any party to this Agreement to any breach of any covenant, condition or duty of another party shall be construed as a consent to or waiver of any future breach of the same.

20.

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally or sent by registered or certified United States mail, postage prepaid, as follows:

a. If to the City of Alpharetta:

Mayor David Belle Isle  
City of Alpharetta  
2 Park Place  
Alpharetta, GA 3009

b. If to the City of Chattahoochee Hills:

Mayor Tom Reed  
City of Chattahoochee Hills  
6505 Rico Rd  
Chattahoochee Hills, GA 30268

- c. If to the City of College Park:  
Mayor Jack P. Longino  
City of College Park  
3667 Main St.  
College Park, GA 30337
  
- d. If to the City of East Point:  
Mayor Jannquell Peters  
City of East Point  
2777 East Point St.  
East Point, GA 30344
  
- e. If to the City of Fairburn:  
Mayor Mario Avery  
City of Fairburn  
56 Malone St.  
Fairburn, GA 30213
  
- f. If to the City of Hapeville:  
Mayor Alan Hallman  
City of Hapeville  
3468 N. Fulton Ave.  
Hapeville, GA 30354
  
- g. If to the City of Johns Creek:  
Mayor Mike Bodker  
City of Johns Creek  
12000 Findley Road, Suite 400  
Johns Creek, GA 30097
  
- h. If to the City of Milton:  
Mayor Joe Lockwood  
City of Milton  
13000 Deerfield Parkway, Suite 107  
Milton, GA 30004
  
- i. If to the City of Mountain Park:  
Mayor Jim Still  
City of Mountain Park  
118 Lakeshore Dr.  
Roswell, GA 30075
  
- j. If to the City of Palmetto:  
Mayor J. Clark Boddie

City of Palmetto  
P.O Box 190  
509 Toombs St.  
Palmetto, GA 30268

- k. If to the City of Roswell:  
Mayor Jere Wood  
City of Roswell  
38 Hill Street, Suite 115  
Roswell, GA 30075
  
- l. If to the City of Sandy Springs:  
Mayor Rusty Paul  
City of Sandy Springs  
7840 Roswell Rd.  
Sandy Springs. GA 30350
  
- m. If to the City of Union City:  
Mayor Vince Williams  
City of Union City  
5047 Union St.  
Union City, GA 30329
  
- n. If to Fulton County:  
Chairman, John, H. Eaves  
Fulton County  
141 Pryor St., 10<sup>th</sup> Floor  
Atlanta, GA 30303

Any party may at any time change the address where notices are to be sent or the person to whom such notices should be directed by the delivery or mailing to the above persons a notice stating the change.

21.

This Agreement shall become effective on \_\_\_\_\_, 2016. If the November 8, 2016 Referendum concerning the imposition of the TSPLOST is not approved by a majority of the voters of Fulton County, this Agreement shall expire and shall be of no force and effect after November 8, 2016.

22.

Notwithstanding the parameters of paragraph 21, this Agreement shall continue in full force and effect until July 1st of the year following completion of the last project funded from the net proceeds from the 2017 TSPLOST Program.

23.

This Agreement shall be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this Agreement to be signed, sealed and delivered for final execution by Fulton County on the date indicated herein.

APPROVED AS TO FORM

FULTON COUNTY, GEORGIA:

\_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
John Eaves, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk

ADDITIONAL SIGNATURE PAGES FOLLOW)

(Executed in Counterparts for each City)

APPROVED AS TO FORM

CITY OF ALPHARETTA, GEORGIA:

\_\_\_\_\_  
C. Sam Thomas, City Attorney

By: \_\_\_\_\_  
Mayor David Belle Isle

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF CHATTAHOOCHEE HILLS,  
GEORGIA:

\_\_\_\_\_  
Richard P. Lindsey, City Attorney

By: \_\_\_\_\_  
Mayor Tom Reed

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF COLLEGE PARK, GEORGIA:

\_\_\_\_\_  
Steven M. Fincher, City Attorney

By: \_\_\_\_\_  
Mayor Jack P. Longino

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF EAST POINT, GEORGIA:

\_\_\_\_\_  
Brad A. Bowman, City Attorney

By: \_\_\_\_\_  
Mayor Jannquell Peters

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF FAIRBURN, GEORGIA:

\_\_\_\_\_  
W. Randy Turner, City Attorney

By: \_\_\_\_\_  
Mayor Mario Avery

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF HAPEVILLE, GEORGIA:

\_\_\_\_\_  
Steven M. Fincher, City Attorney

By: \_\_\_\_\_  
Mayor Alan Hallman

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF JOHNS CREEK, GEORGIA:

\_\_\_\_\_  
Richard A. Carothers, City Attorney

By: \_\_\_\_\_  
Mayor Mike Bodker

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF MILTON, GEORGIA:

\_\_\_\_\_  
Kenneth E. Jarrard, City Attorney

By: \_\_\_\_\_  
Mayor Joe Lockwood

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF MOUNTAIN PARK,  
GEORGIA:

\_\_\_\_\_  
Brandon L. Bowen, City Attorney

By: \_\_\_\_\_  
Mayor Jim Still

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF PALMETTO, GEORGIA:

\_\_\_\_\_  
Dennis A. Davenport, City Attorney

By: \_\_\_\_\_  
Mayor J. Clark Boddie

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF ROSWELL, GEORGIA:

\_\_\_\_\_  
David Davidson, City Attorney

By: \_\_\_\_\_  
Mayor Jere Wood

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF SANDY SPRINGS, GEORGIA:

\_\_\_\_\_  
Wendell Willard, City Attorney

By: \_\_\_\_\_  
Mayor Rusty Paul

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

CITY OF UNION CITY, GEORGIA:

\_\_\_\_\_  
Dennis A. Davenport, City Attorney

By: \_\_\_\_\_  
Mayor Vince Williams

ATTEST:

\_\_\_\_\_  
City Clerk

# EXHIBIT "A"

## Terrence Moore

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**From:** Jackson Myers  
**Sent:** Thursday, June 02, 2016 8:42 AM  
**To:** Terrence Moore  
**Subject:** FW: College Park Streetscape - John Wesley

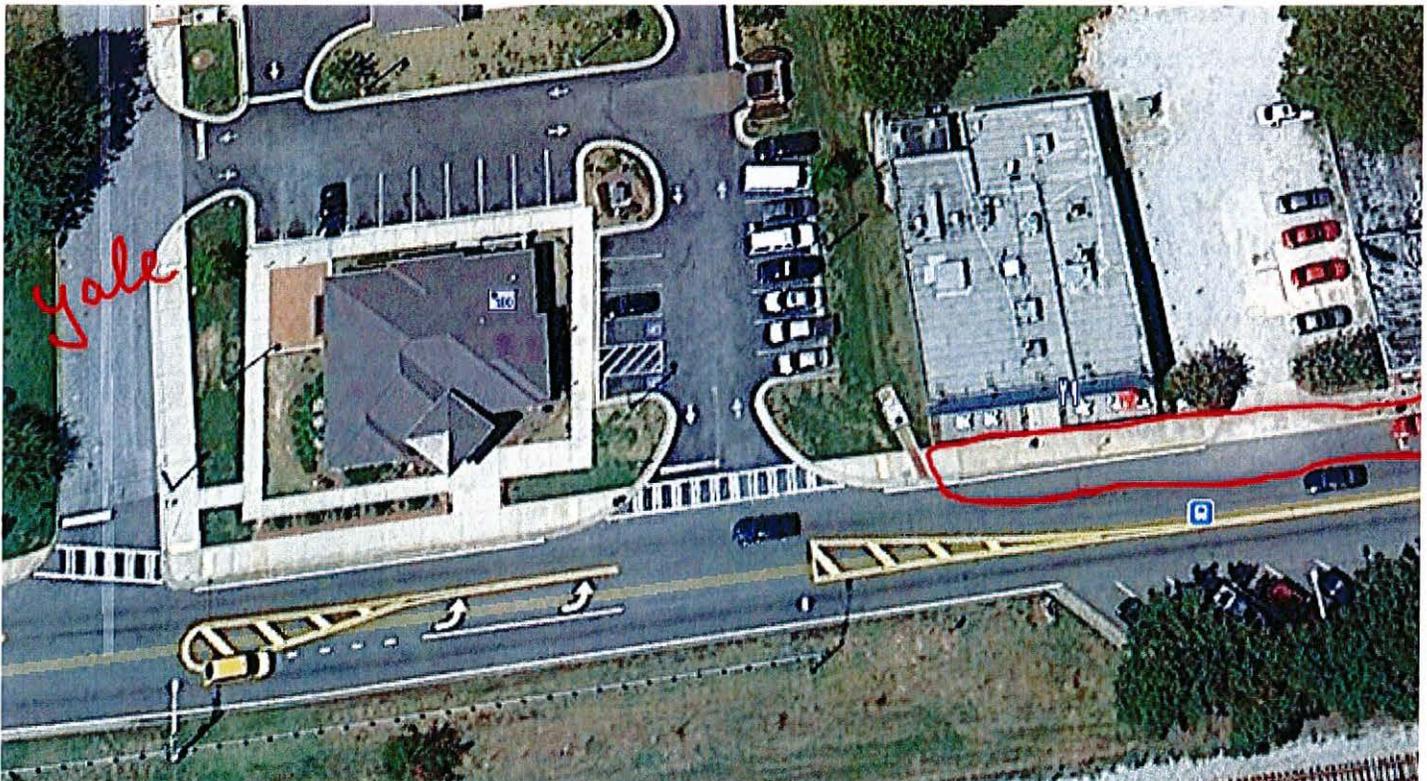
Terrence, information you requested for our 11 am meeting today, those improves going south to next block would be around \$85,000. Jackson

**From:** David Braswell [mailto:dbraswell@wkdickson.com]  
**Sent:** Thursday, June 02, 2016 08:21  
**To:** Jackson Myers  
**Cc:** Philip Cannon; Jamilie Rader  
**Subject:** College Park Streetscape - John Wesley

Jackson,

We have made some preliminary calculations on quantities for the area shown in red and would estimate that the construction cost would be in the range of \$50,000 to \$60,000. Engineering would run between \$20,000 to \$25,000 which would include the survey, plan development and construction phase assistance. Let us know if we can provide any additional information or if you would like for us to prepare a formal submittal to begin the work.

Thanks  
David



**Standard Operating Procedures  
Alcohol Violation Process**

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- Purpose:** To establish standard operating procedures for handling violators of the City of College Park Alcohol Ordinance.
- Scope:** This operating procedure applies to all Licensee, Servers and Handlers of alcohol within the City of College Park.
- Violation:** If a licensee/server or handler is convicted for the first time of violating O.C.G.A. § 3-3-21 relating to the sale of alcoholic beverages to any person under the age of 21, the following shall apply:

**MUNICIPAL COURT APPEARANCE**

When a violation is committed, all violators will have a Municipal Court appearance and the Judge will determine appropriate civil penalty and suspension based on evidence submitted.

<b>Server or Handler</b>	<b>Civil Penalty</b>	<b>Suspension</b>
1 <sup>st</sup> Offense	\$500	12 months
2 <sup>nd</sup> Offense within 5 years	\$500 to \$1000	3 years
3 <sup>rd</sup> Offense within 10 years	\$500 to \$1000	Permanent forfeiture

<b>Licensee</b>	<b>Civil Penalty</b>	<b>Suspension</b>
1 <sup>st</sup> Offense	\$1000	5 to 10 days
2 <sup>nd</sup> Offense within 24 months	\$2500 to \$10,000	10 to 15 days
3 <sup>rd</sup> Offense within 24 months	\$10,000 to \$20,000	30 to 60 days

**PRIOR TO SUSPENDING OR REVOKING A LICENSE**

**STEP 1.**

College Park Police Chief submits a letter to the City Clerk’s office detailing the facts of the violation including: The name of the establishment that’s in violation, the server’s name, address of the establishment, type of violation and date of the incident.

**STEP 2.**

The case goes to municipal court for arraignment.  
The Licensee/owner or Server have their court appearance. (Judge could find guilty or not guilty and a civil penalty could be assessed).

**STEP 3.**

City Clerk is notified by Police Chief the outcome of the case.

City Clerk notifies the Licensee and the Server – Giving at least 10 days prior written notice of the time, place, and purpose of the administrative hearing at which license will be considered for suspension.

Notification shall be by personal service at the establishment by a city police officer or code enforcement officer. If personal service fails, tacking a copy of the notice to the door of the licensed premises and mailing the original to the named licensee will suffice.

## **ADMINISTRATIVE HEARING**

### **STEP 4**

The City Manager, City Clerk and Police Personnel shall hold an administrative hearing on date set by City Clerk to consider recommended charge for alcohol violation. Based on information received, the City Manager determines **monetary penalty and suspension**.

### **STEP 5**

The City Manager's recommendation shall be transmitted to the Mayor and City Council and shall be placed on the agenda of the next regular meeting or of a meeting specially called for that purpose.

### **STEP 6**

At the regular session council meeting, the City Manager shall outline the evidence heard, and his recommendation as to action to be taken.

### **STEP 7**

The Mayor and Council shall vote to ratify or reject the City Manager's recommendation. In the event the mayor and council rejects the recommendation the City Manager, they shall direct the City Manager to rehear the matter or such portion as is at issue and present new recommendations as such time as they establish.

### **STEP 8**

The City Manager notifies the Licensee and the Server – Giving at least 10 days prior written notice of the mayor and council's decision. The written notification will inform Licensee and Server of monetary penalty/suspension and the **Start Date of the suspension**.

### **Appeals.**

Appeals from the decision of the City Manager may be taken to the Mayor and Council. All appeals shall be filed, in writing, no later than the tenth day following the City Manager's decision. Appeals shall be on the record, with no additional evidence heard; provide the mayor and council may direct the City Manager to reopen his hearing for the purpose of investigating issues brought before it.

# June 06, 2016 - June 12, 2016

June 2016							July 2016							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	4					1	2	
5	6	7	8	9	10	11		3	4	5	6	7	8	9
12	13	14	15	16	17	18		10	11	12	13	14	15	16
19	20	21	22	23	24	25		17	18	19	20	21	22	23
26	27	28	29	30				24	25	26	27	28	29	30
								31						

## Monday, June 06

- 7:30am - 8:00am Leave for Chick-Fil-La Corporate (City Hall) - Terrence Moore
- 8:00am - 9:30am Meet with Dan in Virtual Portal (Leadership Hub) - 'Michael Norton'
- 9:30am - 10:30am Follow-Up Direction Regarding Fulton County Annexation Objection (CM Office) - tmoore@collegeparkga.com
- 10:30am - 11:30am Public Works Projects and Special Projects Scheduling and Prioritizations (CM Office) - Terrence Moore
- 11:30am - 12:00pm Process Parker Contacts (CM/Lens Crafters)
- 2:30pm - 3:30pm Terrence Moore with Jill (Tj office - sport coats and pants) - Jill Poston
- 4:30pm - 5:30pm Begin CIL (CM Office)
- 6:00pm - 7:00pm City Council Workshop Session (Council Chambers) - Terrence Moore

## Tuesday, June 07

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 8:30am - 9:30am Compile June 8th Executive Team Meeting Agenda (CM Office) - Terrence Moore
- 9:30am - 10:30am Compile Information Letter Report - Considerations to Further Extend Main Street Streetscape Project (CM Office) - Terrence Moore
- 11:00am - 12:00pm FAA - Core Team Project Meeting / DATE CHANGE (FAA Campus Building - Dial In: 1-888-850-4523 / PC: 993038) - Nancy Trejo
- 2:00pm - 3:00pm Compile Information Letter Report - Upcoming Vehicle Auction at Moody's Garage Facility (CM Office) - Terrence
- 3:00pm - 4:00pm Keith James Annual Performance Evaluation (CM Office) - Terrence Moore
- 5:00pm - 6:30pm Compile and Deliver (CM Office)

## Wednesday, June 08

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 9:00am - 11:00am Weekly Staff Meeting (Administrative Conference Room) - Terrence Moore
- 11:00am - 11:30am Traffic Study Considerations - Hardie Real Estate Group Proposal for 31.32 Acre Site on Roosevelt Highway
- 11:00am - 11:30am Weekly Meeting-City Manager & Councilman Gay (Councilman Gay's Office) - Terrence Moore
- 1:30pm - 3:30pm Legal Review (City Manager's Conference Room) - Terrence Moore
- 2:00pm - 2:30pm Follow-Up w/AC - Assembly... (CM Office)
- 2:30pm - 3:30pm Follow-Up Regarding AT&T Review and
- 3:30pm - 4:30pm Direction Regarding Online Property Tax
- 4:30pm - 5:30pm Weekly Meeting-Councilman Carn & City
- 5:30pm - 6:30pm Process CC (CM Office)

## Thursday, June 09

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 8:30am - 9:30am Update on Projects & Improvement Program (College Park City Hall-Administrative Conference Room (1st FL)) -
- 9:00am - 10:00am Development Committee Meeting (Executive
- 9:00am - 10:00am Development Committee Meeting (Executive
- 10:30am - 11:30am Engage Selection Process for Impact Fee Study
- 11:30am - 12:30pm Compile Information Letter Report - Draft
- 1:00pm - 5:00pm Rosylene Robinson-Vacation (Out of Office) -
- 2:30pm - 4:00pm Various (Various)
- 3:00pm - 5:00pm Memorial Services for Lt. David Hough, Jr. (GICC)
- 4:30pm - 5:30pm Compile Information Letter Report -
- 5:00pm - 6:00pm Update: City of Sandersville Power Sales
- 6:30pm - 9:00pm BIDA Board of Directors Meeting (GICC)

## Friday, June 10

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 9:00am - 10:30am Finish CIL (CM Office)
- 10:00am - 2:00pm Summer Literacy Kickoff (At College Park Library Meeting Room) - Tasha Hall Garrison
- 10:30am - 11:00am Design Considerations for Golf Course (College Park City Hall Office of the Manager) - Terrence Moore
- 11:30am - 1:00pm Various (Various)
- 1:00pm - 5:00pm Rosylene Robinson - Vacation (Out of Office) - Rosylene Robinson
- 3:00pm - 4:00pm Finalization of Resulting Recommendations from Market Analysis Compensation Study (CM Office) - Terrence Moore
- 4:30pm - 5:30pm Review Customer Service Weekly Performance Report (CM Office) - Terrence Moore

## Saturday, June 11

- 12:30pm - 2:00pm Begin Mike Mason Annual Performance Evaluation (CM Office)
- 2:00pm - 3:30pm Various, CIL Notes, etc. (CM Office)
- 3:30pm - 4:30pm Process Chicago Travel (CM Office)

## Sunday, June 12