



City Council Information Letter

November 4, 2016

Airport West Parking Deck Art Commission

In response to dialogue offered publicly during previous BIDA Board of Directors meetings concerning the City of Atlanta Department of Aviation's planning and design of the airport's (ATL) future west parking deck to be built southwest of the Georgia International Convention Center Sky Train Station, please be advised that staff from both organizations are presently discussing details relative to proposed artistic features to accompany the project. As referenced in the attached electronic mail message exchange between Director of Airport Affairs Gary Young and ATL Art Program Manager David Vogt, direction to this effect includes a call to artists for proposals for a commission to screen the parking deck. Screening in this sense may involve sculptural and/or textural elements, such as architectural detailing consistent with the existing design features of the Gateway Center. As Gary will formally represent the City of College Park in related review processes, he will work with all involved to arrange a presentation to Mayor and City Council once a selection is made. Such is therefore anticipated during the next few months.

Current Direction and Progress Regarding Herschel Road Area Drainage Improvement Program

Despite positive momentum and direction concerning the Herschel Road Area Drainage Improvement Program, in particular, the east side of this vicinity, both the Department of Public Works and the Department of Engineering continue to experience an unanticipated challenge. As

City Council Information Letter

November 4, 2016

Page 2

referenced in the attached electronic mail message from Mike Mason, Herschel Road resident and property owner Mr. Anderson Smith is likewise requesting financial compensation in exchange for easements necessary to proceed with drainage improvements respectively. Although such transactions for this purpose are not uncommon, this was not originally anticipated or discussed prior to outlining a program and/or timeframe for completion. Despite the associated inconvenience, direction is being offered to work with Mr. Smith to help resolve his concerns accordingly. Meanwhile, staff continues to inform neighbors who were anxiously looking forward to the improvements of adjustments to schedules as a result of the aforementioned predicament.

Finalization of LIFT Community Development Corporation Agreement for Community Outreach Services

Pursuant to direction offered during the October 17th meeting concerning the possibility of an agreement with LIFT Community Development Corporation for community outreach coordinator services, I am pleased to report that both Director of Human Resources and Risk Management Rose Stewart and I had a productive meeting with its organizational leadership a few days ago to assemble agreement considerations respectively. As referenced in the attached draft, an initial one-year pact is being contemplated, including provisions for monthly financial transactions for related personnel services (akin to the current arrangement with the College Park Main Street Association for Main Street Manager services). An opportunity to review and consider recommendations as noted will therefore be afforded via the November 21st regular meeting.

Follow-Up Policy Considerations Regarding Delinquent Residential Utility Accounts

With tremendous progress having been made during the past several months in resolving outstanding commercial utility account delinquencies, leadership in the Customer Service Section is now offering more attention and focus relative to residential past due balances. As referenced in the attached electronic mail message exchange between Customer Service

City Council Information Letter

November 4, 2016

Page 3

Manager William Scott and Director of Finance and Accounting Derrick Cannon, a total of approximately 50 residential accounts were disconnected since April, until bills were either satisfied or payment arrangement agreements were executed. However, staff has recently calculated residential balances as noted to currently total over \$1.2 million, spread throughout numerous households in the community. Direction has since therefore been offered to issue delinquency notices respectively, resulting in a significant response from said customers to resolve issues accordingly. A follow-up discussion on the subject, to include a brief update relative to progress in reducing residential balances, as well as for Mayor and City Council to provide additional policy direction that may be deemed necessary, will be facilitated during the November 21st regular meeting.

Calendar of Meetings, Activities, and Functions

Earlier this week, I was provided a comprehensive physical tour of The Pad on Harvard complex, to achieve a sense of progress on completion, as well as secure an orientation relative to ancillary future development in the immediate area. Despite much interior work remaining to be accomplished during the next several weeks, Air Realty representative Rod Mullice is planning to host a ribbon cutting ceremony to officially declare the complex open circa December 13th. Meanwhile, direction is being offered to have the Department of Inspections to prepare necessary review processes to consider issuance of a temporary certificate of occupancy sometime this month.

Enclosures:

Electronic Mail Message Exchange between Gary Young and David Vogt, Atlanta Department of Aviation – Art Commission Panel
Electronic Mail Message from Mike Mason – Herschel Road Storm Drainage Project Update
Draft Professional Services Agreement – LIFT Community Development Corporation/Community Outreach Coordinator Services
Electronic Mail Message from William Scott – Residential Customer Disconnects from April 2016 to October 2016
Microsoft Outlook Calendar for City Manager Terrence Moore – Business Week of October 31, 2016

Gary Young

From: Vogt, David <David.Vogt@atl.com>
Sent: Tuesday, October 11, 2016 5:11 PM
To: David Hamilton; Maria Artemis; McDuffie, Dorian; Gary Young
Cc: Dirga, Katherine; Olivier, Corinne; Bennett, Basil; Cortes, Jorge; Leaf, Michael
Subject: Date set for ATL West Parking Deck art commission panel mtg

Hello everyone,

I have received final confirmations for Tuesday, November 15th for our meeting to review the qualifications of the four short-listed artists for the ATL West Parking Deck art commission. We will meet from noon until 5:00 p.m. here at the airport (at a room tbd). We will provide lunch, so please let me know if you have any dietary preferences. We will allocate approximately one hour per artist to review their presentations and allow time to ask them questions. In case you want to familiarize yourself with their work, below is a link to their websites:

Ned Kahn www.nedkahn.com

Rob Ley www.rob-ley.com

Christian Moeller www.christianmoeller.com

Charles Sowers www.charlessowers.com

Thank you again for agreeing to help us select an artist for this important commission opportunity. Please let me know if you have any questions.

Best,

David



David Vogt

Art Program Manager, Planning & Development Division
Hartsfield-Jackson Atlanta International Airport (ATL)
p: (404) 382-2478 **m:** (404) 538-4169
a: 6000 N. Terminal Pkwy, Atrium Suite 4000, Atlanta, GA 30320
w: atl.com **e:** david.vogt@atl.com

Terrence Moore

From: Mike Mason
Sent: Tuesday, October 25, 2016 9:57 AM
To: Terrence Moore
Subject: Herschel Road Storm Drainage Project: Update

Terrence,

Mr. Anderson Smith is now requesting to be compensated monetarily for granting the City an easement to perform work on his property. I don't believe anyone was aware of his desire to be compensated. He also stated that he has and will provide a list of items he believes the City is responsible for regarding damages to his property from the Links sub-division's storm water run-off. I'm in the process with working with Artie Jones to determine a fair market value for the permanent easement. If I receive his list of items by COB today, we can discuss tomorrow at legal the merit of his claims and how we wish to proceed with negotiating with him, so we can complete this project.

Thanks.

Mike Mason

Director of Public Works

City of College Park

2233 Harvard Avenue 30337

Office (404) 669-3778

CITY OF COLLEGE PARK PROFESSIONAL SERVICES AGREEMENT

The City of College Park, Georgia, a Municipal Corporation, hereinafter referred to as "City" and LIFT Community Development Corporation hereinafter referred to as "LIFT Community Development Corporation", who may also be collectively referred to as "Parties," do agree as follows:

1. For and in consideration of the salary payments and other consideration hereinafter mentioned to be made by the City, LIFT Community Development Corporation agrees to provide Community Outreach Coordinator Services to carry out, to the best of its ability, all duties imposed upon it by the City's Charter, the laws of the State of Georgia, City Ordinances, City Manager or the City's Council may, from time to time, require of her.
2. Unless terminated pursuant to O.C.G.A. § 36-60-13 and in accordance with Sections 2(a) and 2(b) below, this Agreement shall commence on January 9, 2017, terminate absolutely and without further obligation on behalf of the City on January 8, 2018 ("Term") and renew on January 9, 2018 on a month-to-month basis ("Successive Terms") until such time as the City shall enter into a new agreement with LIFT Community Development Corporation, or another organization to provide Community Outreach Coordinator Services.
 - a. Renewal of this Agreement will occur unless the City terminates in accordance with the following procedures: City shall determine no less than forty-five (45) days prior to the end of the Term whether or not said Agreement shall be renewed for Successive Terms. Such determination shall be made at the sole discretion of the City and may depend on factors such as budgeted funding for the subsequent calendar year, performance of LIFT Community Development Corporation, or any other factors the City may choose to consider. The City shall notify LIFT Community Development Corporation in writing of its decision not to renew this Agreement no less than thirty (30) calendar days before the end of the Term.
 - b. Notwithstanding anything contained above, this Agreement shall terminate at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City under the Agreement. This Agreement is not deemed to create a debt of the City for the payment of any sum beyond the Term, in the event of renewal, beyond the Successive Terms.
3. The City's contractual obligation to LIFT Community Development Corporation shall be \$35,000 and shall be paid monthly in the amount of \$2,916.67, on the first day of each month, unless the first day of the month falls on a weekend or holiday, then payment shall be made on the following workday, for services rendered during the previous month. To the extent that this agreement is renewed beyond January 7, 2018, LIFT Community Development Corporation's contract will be reviewed annually by the City Manager who shall make a recommendation to the Mayor and the City Council on the yearly anniversary, occurring on about January 8th of each respective year.
4. Nothing in this Agreement shall be construed to create an employer-employee relationship between the Parties. This Agreement shall not render the City an employer, partner, agent of or joint venturer with the Community Outreach Coordinator. The Community Outreach Coordinator shall have no claim against the City for vacation pay, sick leave, retirement, social

CITY OF COLLEGE PARK
PROFESSIONAL SERVICES AGREEMENT

security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind whatsoever. The consideration set forth in the Paragraph 3 herein shall be the sole payment for services rendered.

5. LIFT Community Development Corporation will be responsible for withholding, accruing and paying all income, social security and other taxes and amounts required by law for all fees arising under this Agreement and all payments to staff, if any. LIFT Community Development Corporation shall also be responsible for all statutory insurance and other benefits required by law for the Community Outreach Coordinator, if any. LIFT Community Development Corporation shall provide the City with a completed W-9 form.

6. The City reserves the unilateral right to terminate the Agreement for any reason at any time. LIFT Community Development Corporation also reserves the unilateral right to terminate this Agreement by giving thirty (30) days advance notice of such termination to the City.

7. All notices required or permitted to be given under this Agreement shall be in writing (the "Notice") and deemed given when (a) hand delivered by the sender and properly received for by a responsible person of the receiving party, (b) deposited in the United States Mail, properly addressed, with sufficient postage affixed, via first class mail, return receipt requested, (c) via Federal Express, UPS or similar national overnight courier service with delivery charges prepaid, or (d) via facsimile with a copy sent that same day via (a), (b) or (c). All Notices shall be addressed as follows:

For the City:

City of College Park, Georgia
Attention: Terrence R. Moore, City Manager
3667 Main Street
College Park, Georgia 30337
Telephone No. 404-669-3756
Fax No. 404-762-4607

For LIFT Community Development Corporation:

LIFT Community Development Corporation
Attention: Ms. Barbara McKee, CEO
5134 Old National Highway
Suite C
College Park, GA 30349
Phone: 404-762-5600

CITY OF COLLEGE PARK
PROFESSIONAL SERVICES AGREEMENT

8. LIFT Community Development Corporation hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless the City, its officers and employees, (collectively, "Releasees"), from any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, for any loss or damage for bodily injury, property damages and attorneys' fees related thereto caused by, growing out of, or otherwise happening in connection with this Agreement, due to any act or omission on the part of LIFT Community Development Corporation, her agents, employees, subcontractors, or others working at the direction or on behalf of LIFT Community Development Corporation. LIFT Community Development Corporation's obligation to indemnify any Releasee shall survive the expiration or termination of this Agreement by either Party for any reason.

9. The Agreement may be amended at any time by the mutual consent of the Parties hereto, provided that no such amendment shall be effective unless reduced to writing and signed by all Parties.

DRAFT

**CITY OF COLLEGE PARK
PROFESSIONAL SERVICES AGREEMENT**

[SIGNATURES]

AGREED TO THE _____ DAY OF _____, 2016

Ms. Barbara McKee, CEO
Lift Community Development Corporation

CITY OF COLLEGE PARK

Jack P. Longino, Mayor

CITY OF COLLEGE PARK

Terrence R. Moore, City Manager

ATTEST:

Melissa Brooks, City Clerk

Terrence Moore

From: William Scott
Sent: Wednesday, November 02, 2016 4:35 PM
To: Terrence Moore
Subject: FW: Residential Customers cutoffs from April 2016 to October 2016

Thank you,

William Harvey Scott Jr.

Customer Service Manager

wscott@collegetparkga.com

Office: 404-767-1537 x1930

Fax: 404-669-5080

From: William Scott
Sent: Thursday, October 20, 2016 9:06 AM
To: Derrick Cannon
Cc: Angelita Lynn; Tammy Smith; Kayla Moss; Pat Lewis (plewis@collegetparkga.com); Nina Mallard (nmallard@collegetparkga.com)
Subject: Residential Customers cutoffs from April 2016 to October 2016

Mr. Cannon

I would like to inform you that due to the data validation of the Electric and Water meters and readings; we have not executed a formal cutoff cycle of residential customers. The AMI project has progress a great deal since April 2016. Therefore Customer Service team feels more confident in executing a formal cutoff cycle of residential customers. We will start with cycle 11 and proceed through cycle 18. We are starting with cycle 11 due to the large number past due accounts in cycle 11 going thru cycle 18.

Thank you,

William Harvey Scott Jr.

Customer Service Manager

wscott@collegetparkga.com

Office: 404-767-1537 x1930

Fax: 404-669-5080

October 31, 2016 - November 06, 2016

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

Monday, October 31

- 8:00am - 9:00am Process Boys Winter Break Return/Air Travel (CM Office)
- 9:30am - 11:30am Agenda Review Committee (Administrative Conference Room) - Terrence Moore
- 11:00am - 12:00pm Process File for Bentley M & C Review (CM Office) - Terrence Moore
- 2:30pm - 3:30pm The PAD On Harvard Follow-Up Tour (The PAD On Harvard) - Terrence Moore
- 3:30pm - 4:30pm Begin CIL (CM Office)
- 4:00pm - 5:00pm Compile Information Letter Report - ATL West Parking Deck Art Commission (CM Office) - Terrence Moore

Tuesday, November 01

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 9:00am - 10:00am Weekly Staff Meeting (Administrative Conference Room) - Terrence Moore
- 10:30am - 11:30am TLG 2017 Case Study Application Round 2 - Bellevue, NE (log in info) - Brandi Allen
- 2:00pm - 3:00pm Artie Jones Annual Performance Evaluation (CM Office) - Terrence Moore
- 3:00pm - 4:00pm Public Benefit/Use Regarding Easement in the Vicinity of Wally Park (CM Office) - Terrence Moore
- 4:00pm - 5:00pm Collaborative Public Relations Concerning Direction for Multiple Purpose Facility (Georgia International Convention Center (GICC) - Executive Conf. Rm (See parking directions)) - Terrence Moore

Wednesday, November 02

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 9:00am - 10:00am Potential Hybrid Reporting Structure Involving Police and Code Enforcement (CM Office) - Terrence Moore
- 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
- 2:30pm - 3:30pm Follow-Up Review and Considerations Regarding GICC Multiple Purpose Facility Draft MOU (CM Office/Conference
- 3:30pm - 4:30pm Compile Information Letter Report - Policy Considerations Regarding Delinquent Residential Utility Accounts
- 4:30pm - 5:30pm Weekly Meeting-Councilman Carn & City
- 5:00pm - 5:30pm TLG 2017 Case Study Application Interview -
- 6:30pm - 10:00pm Interviews for Executive Secretary to Mayor

Thursday, November 03

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 9:00am - 10:00am Artist Mural Development-College Park (City Hall-City Manager's Office) - Terrence Moore
- 10:00am - 11:00am Compile Information Letter Report - Lift Community Development Corporation Agreement for Community
- 11:00am - 12:00pm Compile Information Letter Report - Progress and Direction Concerning Herschel Road Area Drainage
- 1:30pm - 2:00pm TLG 2017 Case Study Application Round 2 - Athens-Clarke County Unified Government (log in info below) -
- 2:30pm - 4:00pm Various (Various)
- 4:00pm - 4:30pm TLG 2017 Case Study Selection Round 2 - Mesa, AZ (log in info below) - Brandi Allen
- 4:30pm - 5:00pm TLG Case Study selection - Calendar hold - Brandi
- 5:00pm - 7:00pm Ribbon Cutting Event for Local Main Street

Friday, November 04

- 8:00am - 8:30am Mayor Longino (City Manager's Office) - Terrence Moore
- 8:00am - 8:30am Mayor's Birthday (Lobby/Atrium) - Wanda Anderson
- 8:30am - 10:00am Finish CIL (CM Office)
- 11:00am - 11:30am Follow-Up Concerning Finance and Accounting Matters (CM Office) - Terrence Moore
- 2:00pm - 3:00pm AeroATL Greenway LCI Grant Update Call (Conference Call: 515-604-9350 PIN: 834448) - Kirsten Berry
- 3:00pm - 4:00pm Final Review and Direction Concerning Executive Assistant Candidate (Office of Rose Stewart) - Terrence Moore
- 4:30pm - 5:30pm Review Customer Service Weekly Performance Report (CM Office) - Terrence Moore

Saturday, November 05

- 1:00pm - 2:30pm Begin Hugh Richardson Performance Evaluation (CM Office)
- 2:30pm - 4:30pm Various, CIL Notes, etc. (CM Office)

Sunday, November 06