

Columbus Consolidated Government Council Referrals

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
1	Completed	4/23/2024	Charmaine Crabb	Audit Findings Funds I would like to see the general fund-fund balance history slide with both committed and uncommitted funds.	Deputy City Manager of Infrastructure and Financial Planning Finance	Finance: Please see attached. Attachments Included: Council Referral Fund Balance Slide.pdf
2	Completed	4/15/2024	Joanne Cogle	Demolition of Buildings Requests that we consider putting some sort of barrier to block foot traffic when we demolish 1118 Broadway and 1120 Broadway.	Inspections & Code/ Building	Inspections & Code/ Building: Included in the demolition price is a more substantial pedestrian barrier that will be temporarily erected around the work site to protect the public. The demolition contractor will be responsible for installing and maintaining the barrier

General Fund-Fund Balance History (assigned and unassigned)

FY	Unassigned/ Unreserved General Fund Balance	Assigned General Fund Balance
2019	40,556,973	12,455,998
2020	52,087,246	30,757,311
2021	61,804,021	46,392,595
2022	71,365,779	50,550,284
2023	73,485,123	60,039,034

Note: Includes General Fund and OLOST Funds

Source: ACFR

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
						throughout the demolition activity.
3	In Progress	4/15/2024	Toyia Tucker	Public Works Outreach I suggest involving the media to get the word about how the one-cart system will work. She also recommends attending churches and neighborhood watch meetings to give demonstrations on recycling and the one-cart system.	Integrated Waste Management	
4	In Progress	4/15/2024	Joanne Cogle	Cost Benefit Analysis I would like to ask for a cost-benefit analysis for Public Works to determine whether it's best to privatize, do a hybrid, or operate ourselves. They want to know how much it costs to operate. The previous presentation was potential, not actual. She is asking for all the information at one time (Competitive RFP, Hybrid, and our operations) and to compare them side by side.	Deputy City Manager of Operations Integrated Waste Management	
5	In Progress	3/15/2024	Tyson Begly	Crime Dash Board Councilor Begly is requesting a Crime Dashboard be created with the metrics from the report so that they can have the information readily available.	Police	
6	Completed	3/15/2024	Charmaine Crabb	Fund Balance Requests that the fund balance be broken down into days since the data on the slide prior was in days.	Finance	Finance: Please see attached. Attachments Included: FY23 Fiscal Conditions

Fund Balance Reserves

General Fund Reserves

\$11M – Estimated Use of Fund Balance (19 days)

- Estimated budgeted used of reserves in FY24

\$3.5M – General Govt Capital Equipment (6 days)

- Allocated to Departments with FY24 Mid-Year

\$3.65M – Parks & Recreation Facility Projects (6 days)

- Various Facility Improvement Projects for Parks & Recreation

\$1.2M - Integrated Waste Fund Subsidy (2 days)

- Above & Beyond Funding for Pay Plan Implementation

\$2.1M Public Works Facility Projects (4 days)

- Building Maintenance/Repair
- Emergency Management Relocation

OLOST Fund Reserves

\$6.3M – Public Safety Capital Equipment (11 days)

- Allocated to Departments with FY24 Mid-Year

\$3M – Jail Design Project (5 days)

- Jail Site Master Plan

\$5.M – Infrastructure Projects (8 days)

- Allocated Funding for Facility, Technology, Road, and Stormwater Projects.

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
						Reserve Slide revised.pdf
7	In Progress	3/15/2024	Tyson Begly	Expenses Chart Requests a slide that explains expenses the same way that the FY23 General Fund Budget vs Actuals (Revenue) slide does. He would like to see them side by side.	Finance	
8	Completed	3/15/2024	Joanne Cogle	Revenue Division Update Request that the Revenue Division Update be emailed to Council Members	Finance	Finance: Please see attached. Attachments Included: Revenue Division Update - 03-12-24 (PU).pdf
9	In Progress	3/15/2024	Joanne Cogle	Future Plans for Revenue Requests a report of the future plans for the Revenue Division. The report should include 30 days, 90 days, and 120 days moving forward.	Finance	
10	In Progress	2/21/2024	Glenn Davis	Budget for the Stadium Councilor Davis would like an explanation of how staff came up with the \$50 million dollar budget for Golden Park.	Deputy City Manager of Infrastructure and Financial Planning	
11	Completed	4/23/2024	Joanne Cogle	RFP Process Would like to have the RFP process explained to the public again.	Deputy City Manager of Infrastructure	Finance: Please see attached. Will work on

REVENUE DIVISION UPDATE

PRESENTED: MARCH 12, 2024



30-DAY UPDATE

- Restructuring of Revenue Division.
 - Personnel Changes
 - Realignment of Duties & Responsibilities
- Additional temporary staffing authorized by City Manager. Permanent positions will be requested in FY25 budget from Finance Department.
 - Administrative Assistant
 - Revenue Analyst*
 - License & Tax Clerks
 - Asst. Finance Director*
 - Revenue Auditor*

* Note: It may be challenging to recruit talent for temporary positions.

30-DAY UPDATE

- Reviewing/updating of operational policies and procedures.
 - Implemented changes to processing of mail.
 - Implemented changes to handling of cash.
 - Implemented changes to enforcement notification to Code Enforcement.
- Conducting weekly system improvement/online migration meetings with staff from Information Technology, Inspections and Code, and Finance.
- City Manager and Deputy City Manager employees are assisting with the organization of files.

30-DAY UPDATE

BEFORE



AFTER



“WHERE WE ARE”

UPDATED RECAP FROM EXECUTIVE SUMMARY REPORT PRESENTED TO COUNCIL ON 10/31/23

Active processed licenses to date are as follows:

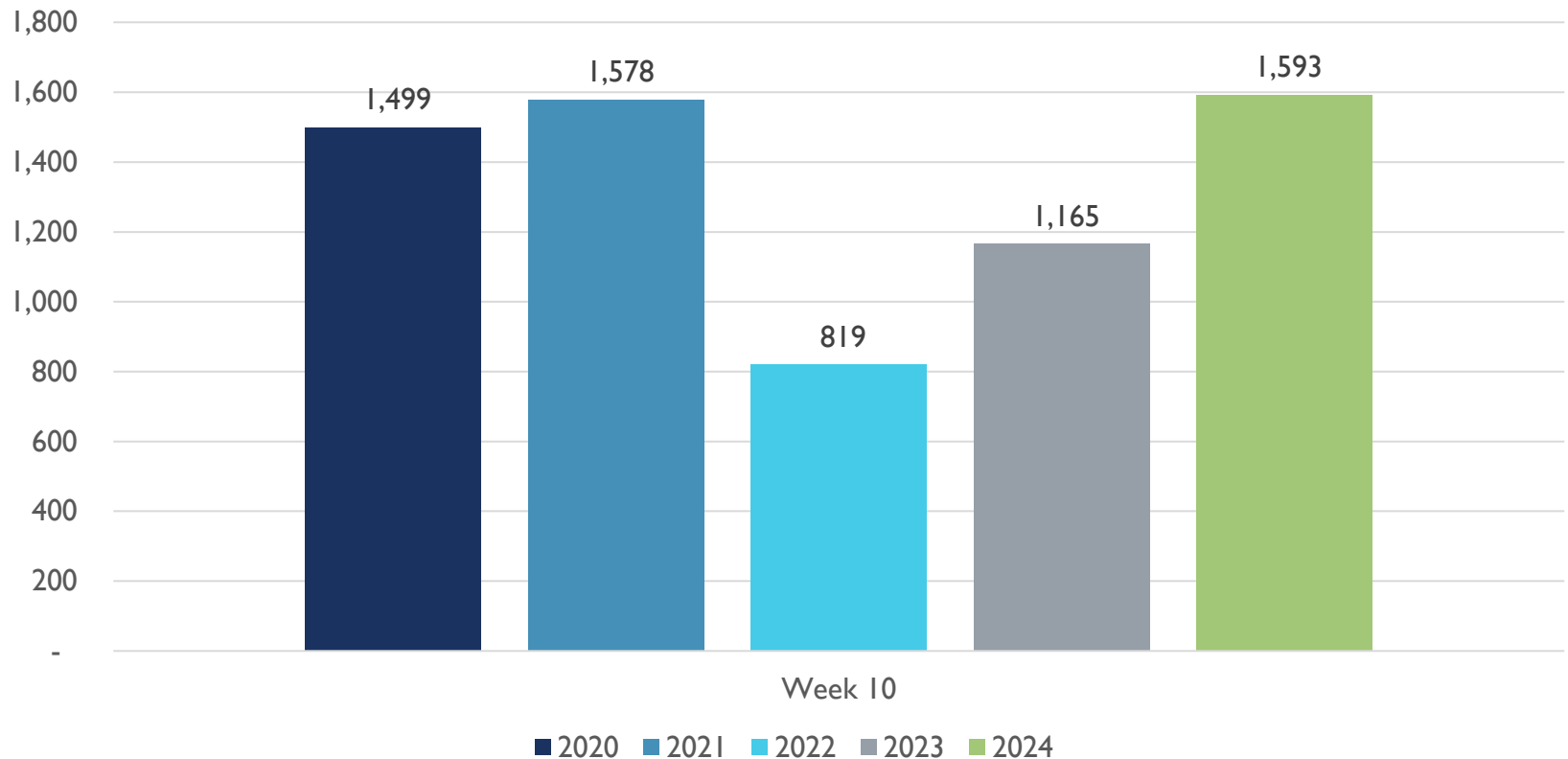
	Oct 2023	Jan 2024	Mar 2024
2020	7,892	7,910	7,912
2021	7,933	7,999	8,006
2022	7,387	7,579	7,626
2023	6,791	7,498	7,575

Of the 3,557 delinquent accounts turned over to Code Enforcement, a summary of list is below:

- Code Enforcement Officer Issued Warning Citations = 1,004
- Closed or Renewed Business or Code Enforcement Officer Verified Out of Business = 2,553
 - 459 Out of County Delinquent Licenses
 - 559 Non-Compliance Resolved
 - 1,535 Confirmed Out of Business by Code Enforcement

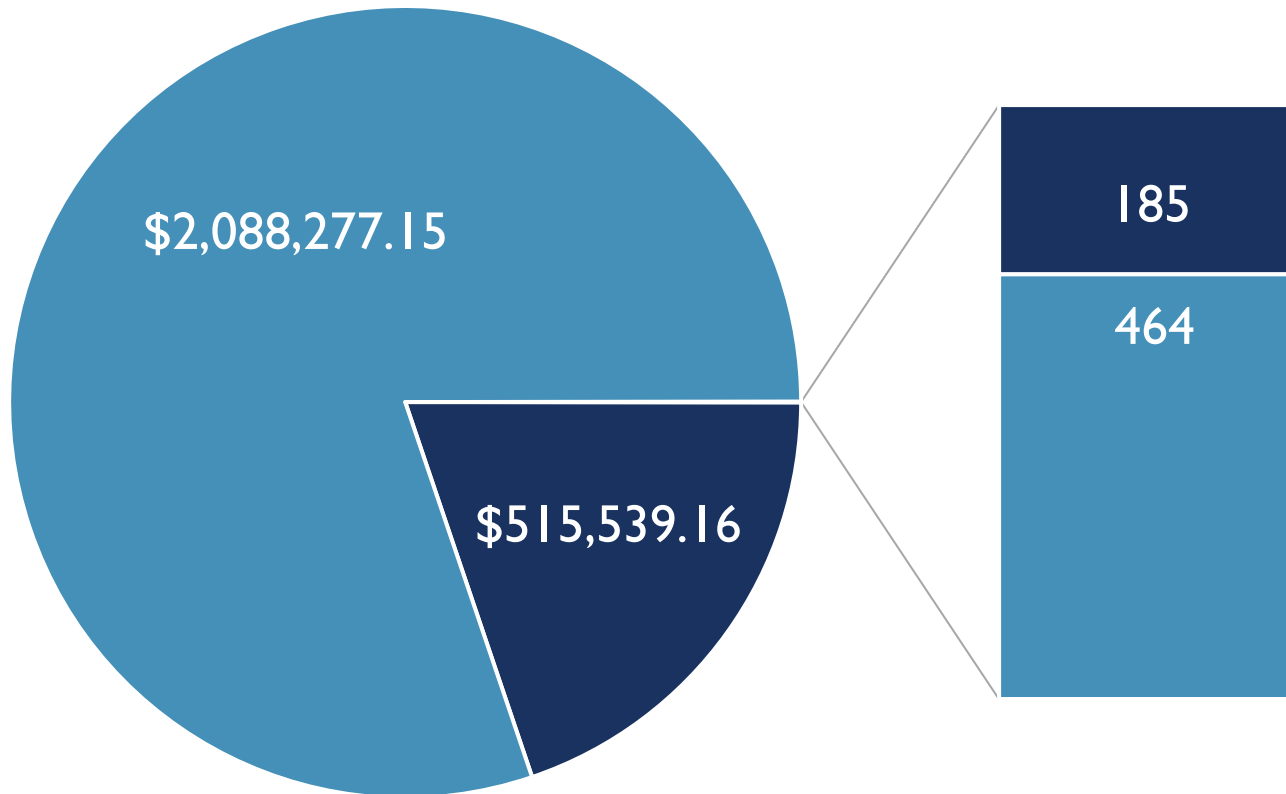
30-DAY UPDATE

Active Licenses Processed



30-DAY UPDATE

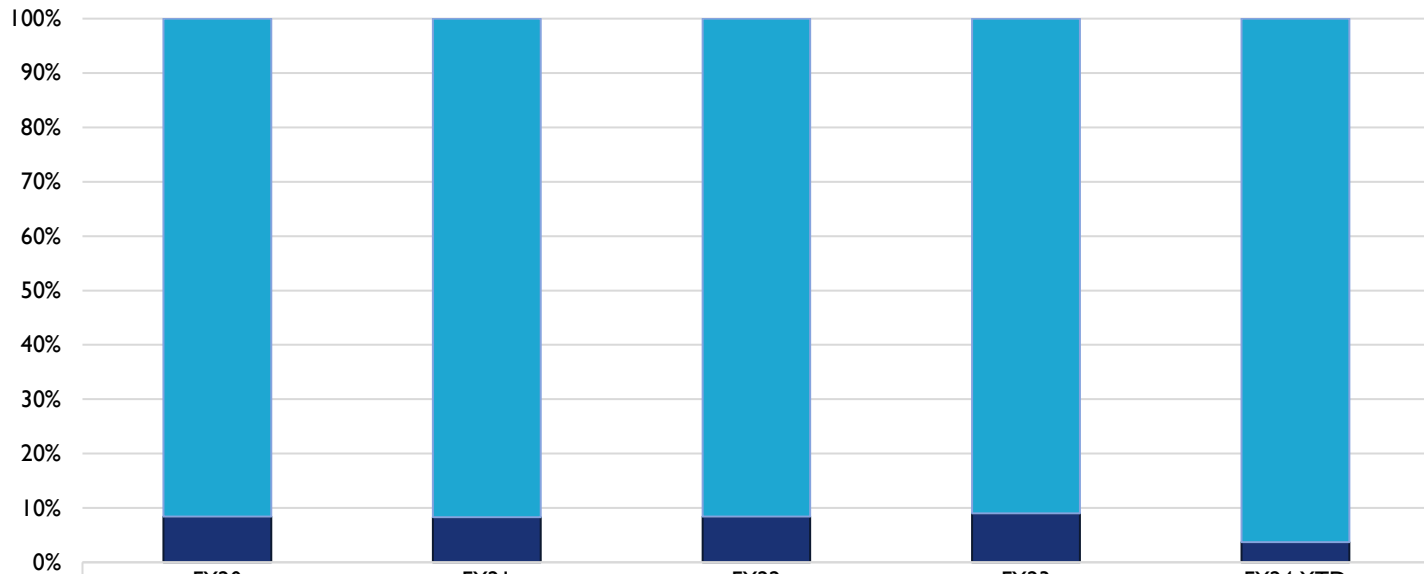
Lockbox



■ \$ Problems ■ \$ Pending ■ # Problems ■ # Pending

OCCUPATION TAX REVENUE

Occupation Tax Revenue as a Percentage of General Fund Revenue



	FY20	FY21	FY22	FY23	FY24 YTD
General Fund Revenue	169,037,828	175,854,048	179,127,553	190,500,721	134,088,528
Occ Tax Revenue	15,508,938	15,982,421	16,448,269	18,857,803	5,186,699

OCCUPATION TAX GAP

Tax gap occurs when taxpayers, intentionally or inadvertently, fail to file a required tax return altogether or on time.

- Points to consider for occupation tax gap analysis:
 - Occupation taxes are a derived income tax based on the economic activity and earnings of a business.
 - The city does not receive third party reporting information for businesses.
 - However, if the assumption is made that the last tax prepayment applied to a business account is indicative of subsequent tax payments then the value of delinquent accounts for 2020 – 2023 is estimated to be \$3.47 million.

2024 AND BEYOND

- Finance will continue resolution of license renewals received prior to FY24 through appropriate action with either the issuance of a license, follow-up to a problem letter, or enforcement action by targeted completion date of April/May 2024
- Begin recruitment for new temporary positions.
- Implement online processing for some taxes and permits by the end of second quarter in 2024.
- Implement online license renewals for next occupation tax renewal season.
- Continue review of policies & procedures.
- Continue quarterly progress updates to City Manager, Mayor, and Council.



Questions?

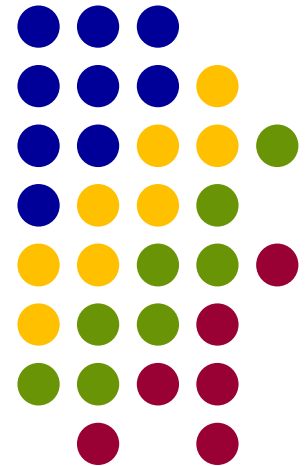
Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
					and Financial Planning Finance	coordinating another public presentation date. Attachments Included: RFP Process Presentation v2.pdf
12	In Progress	2/12/2024	Judith Thomas	Additional Flier for Call Centers Requests that Animal Control create a flier to describe procedures regarding animal attacks and sightings be sent to 911 and 311 operators.	Animal Control Deputy City Manager of Operations	
13	In Progress	1/12/2024	Glenn Davis	Tyler Technologies Representative Councilor Davis has requested a representative from Tyler Technologies to come before the council to discuss the finance software.	Information Technology Deputy City Manager of Infrastructure and Financial Planning Finance	
14	In Progress	1/12/2024	Tyson Begly	Finance Audit Information Request Requests a list containing the following: Renewal Notice, whether or not they paid, and whether they were shut down. In other words,	Finance Deputy City Manager of	

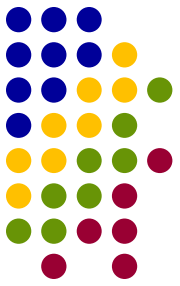
Request For Proposal (RFP) Process

Presented: March 12, 2019



We do amazing.

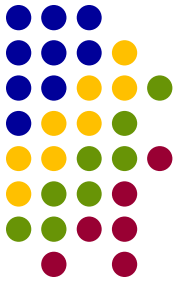




RFP PROCESS

- Administered by the Purchasing Division of the Finance Department initiated by the User Department/Office.
- User Department/Office assigns a Project Manager.

RFP PROCESS

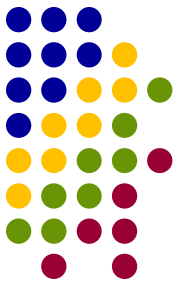


STEP 1

- The Project Manager contacts the Purchasing Division to obtain goods or services. The Purchasing Division determines if the RFP process is appropriate.

STEP 2

- The Project Manager submits a draft of the technical or detailed specifications including evaluation criteria and weighting based on the importance of the specific procurement. If a local preference is desired, it is included in the specifications and criteria.



RFP PROCESS

Step 3

- The Purchasing Manager reviews the draft and assigns the RFP to a Buyer.

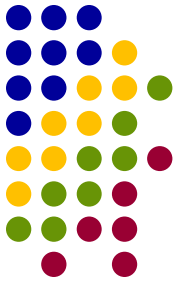
Step 4

- The Buyer assigns an RFP number, establishes the file, adds the necessary procurement boilerplate language, and completes the RFP.

Step 5

- If a Pre-Proposal Conference and/or Site Visit is required, the Buyer will coordinate with the Project Manager and the Purchasing Manager.

RFP PROCESS



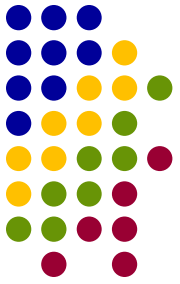
Step 6

- The revised draft of the RFP is reviewed by the Purchasing Manager.

Step 7

- The final draft of the RFP is forwarded to the Project Manager for review, modifications, and approval.

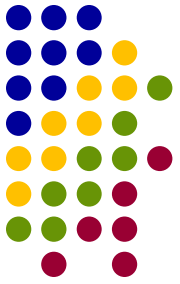
RFP PROCESS



Step 8

- The Project Manager submits the names for the Evaluation Committee members. The Evaluation Committee is comprised of 3 or 5 voting members with expertise or experience in the product or service being purchased. Advisory, non-voting, members can also be on the committee. All voting members cannot be from the same department.

RFP PROCESS



Step 9

- A due date is determined and the RFP is advertised. The advertisement appears in the local newspapers, City's Purchasing website, Georgia Procurement Registry, and in professional publications if deemed necessary. Existing and potential vendors are registered with the Georgia Procurement Registry and are notified of upcoming RFP's by email based on their area of expertise.



RFP PROCESS

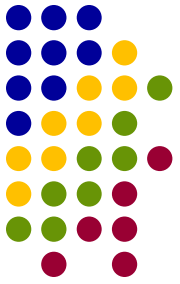
Step 10

- As vendors receive their RFP packages, they may have questions. All questions are coordinated thru the Purchasing Division in writing. The committee is prohibited from providing any responses directly to potential vendors and the vendor is prohibited from contacting any individual outside of the Purchasing Division regarding the solicitation.

Step 11

- The Purchasing Division prepares the responses to any questions/clarifications and the Buyer prepares an addendum to be posted on the Purchasing website and the Georgia Procurement Registry.

RFP PROCESS



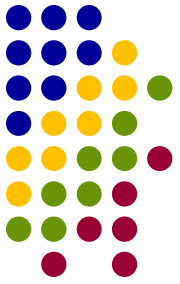
Step 12

- Proposals are received by the established deadline. The Purchasing Manager, or designee, will review the original response of each proposal to determine if all required inclusions are present in the proposal. The Buyer will record the information.

Step 13

- A Pre-Evaluation Committee meeting is scheduled by the Buyer. The committee will receive a copy of the proposals, an overview and expectations from the Project Manager, confidentiality rules, and the process.

RFP PROCESS



Step 14

- The first Evaluation Committee meeting is scheduled to discuss each proposal. Additional evaluation meetings are scheduled if further clarifications from the vendor(s) are required, or if deemed necessary by the Committee.

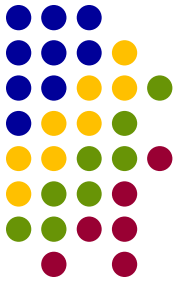
Step 15

- The voting members will individually complete the evaluation forms for each vendor.

Step 16

- The Buyer will compile the scores and review the results with the Purchasing Manager.

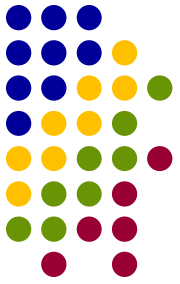
RFP PROCESS



Step 17

- The tabulation of the evaluation scores is forwarded to the committee for a vote on one of the following:
 - Meet to discuss scores and, if desired, short-list vendors for presentations, demonstrations, or site visit.
 - Recommend award to the highest ranking vendor.
 - Begin preliminary negotiations with the highest ranking vendor.

RPF PROCESS



Step 18

- The Committee decides on an award recommendation. Each committee member will sign off on the recommendation.

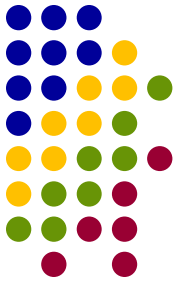
Step 19

- The Buyer prepares the RFP recommendation to appear on the City Manager's Agenda for the next available Council Meeting. A separate memo containing additional information related to the RFP is provided to the City Manager.

Step 20

- Award recommendation is either approved or not approved by a majority vote of Council.

RFP PROCESS



Step 21

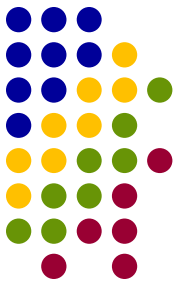
- The Buyer sends a letter to vendors not selected.

Step 22

- The Buyer coordinates the execution of the contract.

Step 23

- A copy of the contract is forwarded to the Project Manager who is responsible for monitoring the performance of the contractor.



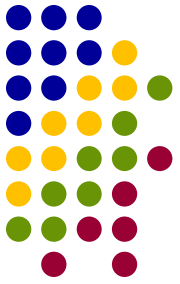
RFP PROCESS “Do’s and Don’t’s”

Prospective Vendors/Employees/Officials :

- Do contact the Purchasing Division with any questions or concerns regarding solicitations and/or vendor complaints.
- Do not engage in improper communication regarding a solicitation. The following language is included in the General Provisions of Bid Specifications for all RFP’s:

“ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING.”

- Violations may result in the disqualification of submissions.



Questions?

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
				combining the renewal list with the license year that it's being renewed, a delinquency list, a lockbox list, and a closed list.	Infrastructure and Financial Planning	
15	In Progress	1/12/2024	Joanne Cogle	Rigdon Park Requests that we purchase a gate at Rigdon Park similar to the gate that we installed at Carver Park.	Deputy City Manager of Operations Parks & Recreation	Parks & Recreation: The gates have been ordered and will be installed by the vendor once the gates are fabricated.
16	Partially Completed	4/17/2024	Glenn Davis	Integrated Waste Numbers Requests the following information: 1. What is the total operational cost of the recycling center? 2. The annual Cost of what we have to do on maintenance, excluding heavy equipment (EPD maintenance of landfill). 3. What is the total cost to mitigate the closure of portions of the landfill?	Deputy City Manager of Operations Integrated Waste Management	Integrated Waste Management: Q1. What is the total operational cost of the recycling center? FY'24 Budget total operational cost including staffing is \$1,063,597.00.

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
17	Completed	4/22/2024	Bruce Huff	<p>Community Meeting</p> <p>Would like to have a follow-up community meeting with staff and the people in his district from the meeting that took place before COVID at M.L. Harris United Methodist Church</p>	Deputy City Manager of Operations	Deputy City Manager of Operations: This Community Meeting has already taken place.
18	In Progress	4/22/2024	Charmaine Crabb	<p>Parks & Recreation Update - Clean Up</p> <p>Requests that a day of work or weekend of work be coordinated for citizens in Heath Park</p>	Deputy City Manager of Operations Parks & Recreation	Parks & Recreation: Councilor Crabb sent Holli an email on 9-18-23 stating that she had reached out to the homeowners association and would get back to us. As of 9-20-23, we have not heard back from Councilor Crabb. Update 10/24/23

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
						<p>Councilor Crabb is working on getting a grant from the Georgia Association of Realtors to fund the upgrades.</p> <p>12/12/2023 No other response can be provided by Parks and Recreation. Resources will be provided when the homeowner's association contacts the department to schedule a date.</p>
19	In Progress	1/12/2024	Toyia Tucker	Crime Prevention Grants Requests a breakdown and definition of the cost of personnel.	Crime Prevention	
20	In	1/23/2024	Tyson	Fire & EMS	Fire and	Fire and EMS:

Item #	Status	Date of Request	Requested By	Proposed Work Session Item and/or Referral	Assigned To	Responses
	Progress		Begly	<p>I had two follow-upsg from slide 7 of the Fire EMS PowerPoint in the last meeting:</p> <p>https://mccmeetingspublic.blob.core.usgovcloudapi.net/columgameet-9989af2150264ee3a984571dda5c6614/ITEM-Attachment-001-97400da668ce4bf79d68029ba871e2ef.pdf:</p> <p>- Numbers on the Medicare/Medicaid clearing house, to know how much to put in and the additional level of coverage received.</p> <p>Numbers of how much a private billing service would cost, and the amount of money it would save, and the potential impact to our acco</p>	EMS Deputy City Manager of Infrastructure and Financial Planning Finance	See the Attachment