

**The City of Atlanta and Fulton County Recreation Authority (“AFCRA”)
Executive Committee Meeting
101 Marietta Street NW, Suite 1070, Atlanta, Georgia 30303
January 27, 2020
8:30 a.m.**

After providing proper public notice, the City of Atlanta and Fulton County Recreation Authority (“AFCRA”) held an Executive Committee Meeting on Monday, January 27, 2020 at 101 Marietta Street NW, Suite 630 (6th Floor Boardroom), Atlanta, Georgia 30303. All actions taken by the committee are subject to approval by AFCRA’s Board of Directors.

Board Members:

Present: Chairperson, William K Whitner, Esq.
Vice Chairperson Michael Green
Treasurer, Commissioner Bob Ellis

Absent: Secretary, Ronald W. Sims, II

Quorum Present: Yes

Authority Representatives:

Kerry Stewart, Executive Director
Vivienne Kerr, Executive Assistant
Derrick Cannon, Staff Accountant
Alvin Kendall, Esq., Consultant

Proceedings:

The meeting was called to order at 8:42 a.m. by Chairperson Whitner.

Minutes

Mr. Green made a motion to approve the minutes from the December 9, 2019 meeting. Mr. Ellis second the motion. Motion **CARRIED**.

Executive Director’s Report

Mr. Stewart highlighted areas to be discussed later in the agenda.

Executive and Finance Committee Report

Procurement Policy

Chairperson Whitner explained that having a procurement policy in place will establish transparency and should be kept practical and functional.

Mr. Stewart provided a list of contractors performing services for AFCRA, and at the \$50,000.00 contractual amount as stated in the policy. Mr. Ellis felt that the language of Section 1 (a), line 2 “This Procurement Policy is required for long-term contractual agreements with a term reasonably expected to be eighteen (18) months or longer and an amount of \$50,000.00 and greater” should be reworded differently.

Chairperson Whitner asked if adding “and/or an amount of \$50,000.00” would be satisfactory. Mr. Ellis concurred.

The committee moved to approve the procurement policy with the noted change.

2020 Budget

Mr. Stewart presented the 2020 budget to the committee for review and consideration. Items that received attention were:

- a) UniverSoul Circus is not performing in Atlanta this year; consequently, AFCRA will not receive revenue from them in 2020.
- b) Mr. Ellis raised the question as to what payments could be made from the Project Coverage Account and if the funds are restricted. He would like for Mr. Stewart to verify the legalities surrounding the use of funds with Mr. Doug Selby, Esq. Chairperson Whitner would like the information presented at the next Board meeting.
- c) Mr. Stewart explained the decrease in the consulting fees are a result of Con-Real, LLP’s completion of services related to the Gateway project and once AFCRA’s lease ends on March 31, 2020, we will not have a rental expense.
- d) An increase is expected Utilities - It is presumed that AFCRA will cover the lighting expenses at the new parking deck. Chairperson Whitner would like Mr. Stewart to contact the City of Atlanta to confirm if they will cover the costs of lighting at the parking deck.
- e) Mr. Ellis asked what comprised the \$36,750.00 parking expense. Mr. Stewart will review the figures and make any needed adjustments.

Hawks Admission Fee Fund 2018 and 2019 Transfers

Mr. Stewart and Kendall are meeting with Mr. Roosevelt Council this afternoon to discuss the allocation of ticket sale revenue. From the outset, the City and AFCRA will have an understanding of how payments are allocated to the CONRAC, Stabilization, Traffic Management and Capital Improvement Reserve funds. Mr. Stewart added that a 4 percent increase can be expected annually.

Grounds, Facilities and Security Committee Report

Fanplex Update

Fence Repair

Since the damage is much greater than the previous accident, Mr. Stewart is awaiting an updated quote from J.B. Roofing and Construction Company to move forward with repair of the fence. Once received, the Grounds Committee will review and approve the new amount.

State Farm Arena

Moving Company

The Committee reviewed the submitted proposals from Flood Brothers and Dekalb Office Company and recommends Flood Brothers as the official moving company to pack and transport AFCRA's office furnishings to State Farm Arena. Mr. Stewart added that Flood Brothers assisted AFCRA with its 2016 move from Turner Field.

Office Furniture Purchase

Mr. Stewart explained that the quote presented today is only for the conference table and credenza. The quote for the office furniture is pending and will be available for the next Board meeting. Additionally, AFCRA's lease expires on March 31, 2020 and planning on the new space began one-week ago. Mr. Stewart asked, but AFCRA will not be granted an extension on its current lease. Chairperson Whitner advises Mr. Stewart to follow up with the Contractors to ensure the project is completed in a timely manner.

Atlanta Hawks Final Pay Application

Mr. Stewart informed the Executive Committee that a meeting is scheduled for Friday, January 31, 2020 with the Atlanta Hawks to discuss payment of the final application. There were payments made that need to be verified by AFCRA before the application can be paid.

Capital Improvement Consultant Agreement

The Committee reviewed and recommends renewal of The Walters Consulting Group's agreement with payments not to exceed \$50,000.00 per year.

AFCRA Owned Parking Lots

Satellite Lot Repair

The Committee reviewed proposals from J.B. Roofing and Construction and Reese Construction Company for the installation of removable Bollards. The Committee approved Reese Construction Company to complete the job.

Zoo Atlanta Update

Progress of Gateway Project and Invitation to Bid (ITB)

Mr. Stewart explained that the parking deck is complete and has been turned over to the City of Atlanta, Parks & Recreation Department. He expects to have the Parking Management ITB released on Tuesday, January 28, 2020.

Cherokee Parking Deck

Mr. Stewart explained that conversations need to take place with Councilwomen Carla Smith, neighborhood representatives and the conservancy before moving forward with approval of Tim Haahs and Associates payment structure for the deck.

Parking lot Security Enhancements

Mr. Stewart presented photographs to show the position of the rolling gate installation that will add security to the deck. The project is expected to be completed in March 2020.

Insuring the Parking Deck

Mr. Stewart will verify with the City of Atlanta on what entity is responsible to insuring the deck.

John A. White Park

Technology Center

Mr. Stewart will advise when a groundbreaking ceremony will be held. Water/sewer line designs are pending.

Community Learning Center and Clubhouse

Mr. Stewart informed the Executive Finance Committee that a term sheet has been issued which includes the build out of the community learning center and clubhouse, but negotiations will most likely take another four to five months.

The First Tee of Metro Atlanta

Mr. Stewart explained that he has presented the proposal to The First Tee of Metro Atlanta that will extend the current lease agreement another year with a one-year option. He has also proposed to renew the \$250,000.00 in operating assistance to coincide with the proposed lease. A new lease will be negotiated after the community learning center and clubhouse is built and operating.

Community Recreation Special Project Committee Report

Late Requests

Mr. Stewart asked Mr. Green how he wants to proceed with grant requests that are submitted after the December 31st deadline. Mr. Green recommends establishing a second submission cycle rather than turn organizations away who may need immediate assistance. Chairperson Whitner would like the CRSP Committee to review the proposal and make a request to the Board for an exception. Additionally, consider if an annual deadline is practical so that there are no lost opportunities.

Game of Life Initiative

Mr. Green will prepare a 2020 budget and present to the Board of Directors at its next meeting.

Community Donations

Approval of the submitted proposals are pending further information from each organization.

Velo City Atlanta

The Executive Committee approved the donation to Velo City/One Love in support of Team AFCRA in the amount of \$5,880.00.

The AFCRA HBCU Golf and Tennis Championship

Mr. Stewart was approved to proceed with planning efforts and will present the findings to the Board.

Adjournment

There being no further business, the meeting adjourned at 10:08 a.m.