



## CITY COUNCIL REGULAR SESSION

Monday, October 07, 2024 at 7:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

FOREST PARK CITY HALL  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

## AGENDA

### VIRTUAL MEETING NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestreamed and available on the City's

YouTube page - "*City of Forest Park GA*"

**CALL TO ORDER/WELCOME:**

**INVOCATION/PLEDGE:**

**ROLL CALL - CITY CLERK:**

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

**APPROVAL OF MINUTES:**

- 1. Council Approval of Special Called Meeting Minutes from September 16, 2024, Council Work Session and Regular Meeting Minutes from September 16, 2024, and Special Called Meeting from September 25, 2024- City Clerk**

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)**

**CITY MANAGER'S REPORT:**

**PRESENTATIONS:****2. Recognition of Ward 4 Yard of the Quarter-Legislative Offices****Background/History:**

The purpose of the Yard of the Quarter program is to promote goodwill and recognize and support the City of Forest Park Ward 4 residents who demonstrate exemplary efforts in maintaining their homes and yards to enhance the overall appearance of the community. This month, the award is being presented to residents at 470 Sirocco Court.

**3. Gen-Z Program Presentation**

**Background/History:** Gen-Z Program Presentation. The court recognizes that several individuals between the ages of 17-25 were present in court. The court sees a need to assist these individuals who are in high school, college, or graduate school and started the Gen-Z Program.

**CEREMONIAL:****4. Forest Park's Hometown Hero Certificate Presented to Jhyrod Finch****Background/History:**

Councilmember Akins-Wells Wells would like to honor Jhyrod Finch as "Forest Park's Hometown Hero" for his outstanding services within the community and for being a dedicated employee of the City of Forest Park. Mr. Finch's contributions include assisting with cutting grass for the city's legacy residents, maintaining lawns, coaching sports, volunteering to help with the upkeep of Forest Park High School's baseball field, and one day wishes to become a motivational youth speaker. The City of Forest Park and Councilmember Akins-Wells proudly present Mr. Finch with the Forest Park Hometown Hero Certificate.

**CONSENT AGENDA:**

**5. Council Approval for the Purchase of 2025 Chevy Tahoe-Procurement/Public Work**

**6. Council Approval to enter into a contract with Rubio and Son Interiors, Inc. for the Exterior Renovation of the former Rite Aid Building for a Business Incubator – Procurement/Executive Office**

**7. Council Approval on Lexipol Annual Renewal - Procurement/Fire Department**

**8. Council Approval for Annual Lease Payment with Motorola Solutions - Procurement/Fire Department**

**9. Council Approval to Purchase eighteen (18) Additional Security Cameras – Procurement/IT Department**

**10. Council Approval for Stryker Annual Service Renewal (Year 3) - Procurement/Fire Department**

**11. Council Approval to purchase a Fire Alarm System and Installation at the Police Department-Procurement/Police Services**

**12. Council Approval for a Blanket Purchase Order (PO) For Smyrna Police Distributors to Purchase Uniforms-Police Department**

- 13. Council Approval for Blanket Purchase Orders (PO) for the Purchase of Uniforms/Equipment and Office Supplies-Procurement/Police Department**
- 14. Council Approval to purchase two (2) fleet vehicles for Public Works-Procurement/Public Works Departments**
- 15. Council Approval to purchase a Landscape fleet vehicle for Public Works-Procurement/Public Works Departments**
- 16. Council Approval for the Purchase of Playground Swing Set for Perkins Parks-Procurement/Public Works**
- 17. Council Approval on the Conversion of a Heavy Equipment Operator Position to a Maintenance Worker Position – Public Works Department**
- 18. Council Approval to purchase a 2025 Chevy Tahoe from Hardy Chevrolet for the Code Compliance Department-Procurement/Code Compliance Department**
- 19. Council Approval for Floor Replacement at 696 Main Street-Procurement/Recreation & Leisure Services Departments**

**NEW BUSINESS:**

- 20. Council Approval on the Consideration of the Re-Enacting of the Forest Park Noise Ordinance- Executive Offices**
- 21. Council Approval on a Task Order to provide for the design of three restroom structures that will serve different areas throughout Starr Park- Executive Offices**
- 22. Council Approval on the City of Forest Park Financial Policies-Finance Department**
- 23. Council Approval of a Resolution to Establish a Rehire Eligibility Policy-Human Resources Department**
- 24. Council Approval on Clayton County Landbank Appointment- Planning and Community Development Department**
- 25. Council Approval on the Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study Update-Planning and Community Development Department**
- 26. Council Approval to approve Case # CUP-2024-02- Conditional Use Permit for 4914 West St. to establish a childcare center from Infancy to Pre-Kindergarten within the Multiple-Family Residential District (RM)-Planning and Community Development Department**
- 27. Council Approval to Deny Case # CUP-2024-03- Conditional Use Permit for 1042 and 1044 Main St. to establish a childcare center and preschool for children between the ages of 6 weeks to 12 years old within the Downtown Mainstreet District (DM)-Planning and Community Development Department**
- 28. Council Approval to purchase thirteen (13) Vehicles for the Police Department-Procurement/Police Department**

**29. Council Approval on the Renaming of Parks and Recreation Division to Grounds Maintenance Division**– Public Works Department

**30. Council Approval on the Renaming of Trade Specialist Division to Building Maintenance Division**  
– Public Works Department

**CLOSING COMMENTS BY GOVERNING BODY:**

**EXECUTIVE SESSION:** (An Executive Session will be called when necessary for the following issues: Personnel, Litigation, or Real Estate.)

**ADJOURNMENT:**

**In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**

**File Attachments for Item:**

- 1. Council Approval of Special Called Meeting Minutes from September 16, 2024, Council Work Session and Regular Meeting Minutes from September 16, 2024 and Special Called Meeting from September 25, 2024- City Clerk**



## CITY COUNCIL SPECIAL CALLED

Monday, September 16, 2024 at 5:00 PM  
Council Chambers and YouTube Livestream

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**FOREST PARK CITY HALL**  
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The Honorable Mayor Angelyne Butler, MPA

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The Honorable Allan Mears

The Honorable Dabouze Antoine

The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager

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Danielle Matricardi, City Attorney

### DRAFT MINUTES

#### VIRTUAL NOTICE

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YouTube page - "**City of Forest Park GA**"

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 5:01 pm.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1	✓	
Dabouze Antoine	Council Member, Ward 2	✓	
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4	✓	
Allan Mears	Council Member, Ward 5	✓	

**PUBLIC HEARING:****1. Public Hearing #2 for the Recommended Proposed Millage Rate- Finance Department****Background/History:**

The City of Forest Park has tentatively adopted a 2024 millage rate, which will require an increase in property tax by 1.57 percent due to property values increasing. Even though the City of Forest Park proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$10.40.

Mayor Butler opened the floor for the Public Hearing.

There were no speakers for or against the Proposed Millage Rate.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 5:03 pm.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**



# CITY COUNCIL WORK SESSION

Monday, September 16, 2024 at 6:00 PM  
 Council Chambers and YouTube Livestream

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**FOREST PARK CITY HALL**  
 745 Forest Parkway  
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The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
 The Honorable Hector Gutierrez  
 The Honorable Allan Mears

The Honorable Dabouze Antoine  
 The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager  
 Randi Rainey, City Clerk  
 Danielle Matricardi, City Attorney

## DRAFT MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 pm.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1- Arrived at 6:03		✓
Dabouze Antoine	Council Member, Ward 2		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Geoff May; Fire Dept; Rodney Virgil, Level 2 Support Engineer; Derry Walker, Code Enforcement Director Marselles Williams, Economic Director; Chief Brandon Criss, Police Dept.; Major Jones, Police Dept; Major Smith, Police Dept.; Dorothy Roper-Jackson, Court Director; Tarik Maxwell, Recreation and Leisure Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

### ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the consent agenda as printed.

The motion was made by Councilmember Antoine and seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, and Councilmember Mears.

#### **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to adopt the agenda as printed.

The motion was made by Councilmember Mears and seconded by Councilmember Akins-Wells.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, and Councilmember Mears.

#### **CONSENT AGENDA: There was no discussion on these items.**

- 1. Council Discussion on the Request for Blanket Purchase Orders-Procurement/Public Works Department**

##### **Background/History:**

As part of our ongoing efforts to streamline the procurement process, staff recommends that contracted or single-source vendors create Blanket Purchase Orders (BPOs). Organizations use a blanket purchase order (BPO) to streamline the procurement process for recurring purchases of goods or services over a specified period. Rather than issuing individual purchase orders for each transaction, a blanket purchase order creates a contract with a supplier to provide certain items or services at agreed-upon prices, quantities, and terms.

- 2. Council Discussion on the purchase of firefighter uniforms from a cooperative agreement with Read's Uniforms, LLC-Fire and EMS Department**

##### **Background/History:**

Read's Uniforms, LLC, a business located in Florida and Georgia, has a contract with Sarasota County, Florida, for Firefighter uniforms, including, but not limited to, dress pants, dress shirts, t-shirts, polo shirts, shorts, sweatpants, sweatshirts, belts, embroidery, badges, insignias, and hats. The Fire and EMS Department is requesting to spend an annual amount not exceeding \$50,000 from Fund 100-61-3510-53-1702.

#### **NEW BUSINESS:**

- 3. Council Discussion on a Budget Amendment for All Funds to conclude Year-End-Finance Department**

##### **Background/History:**

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by the city council on June 29th, 2023. Before adopting the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget for the General Fund, Special Funds, Capital Funds,

City Authorities, and Sanitation yearend closure procedure for the Annual Audit, which will decrease/increase the current revenues to amend the decrease/increase of expenditures.

**Mr. Wiggins, Finance Director, noted that staff recommends adopting the budget amendments for the General, Special, Capital, City Authorities, and Sanitation funds to close out the FY23-24 year.**

#### 4. Council Discussion on the Recommended Proposed Millage Rate-Finance Department

##### Background/History:

The City of Forest Park has tentatively adopted a 2024 millage rate, which will require an increase in property tax by 1.57 percent due to property values increasing. Even though the City of Forest Park proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$10.40.

**Mr. Wiggins, Finance Director-** gave a brief presentation on the proposed millage rate, noting that the tax rate is applied to the assessed value of taxable property to calculate the amount of property to be paid. Mr. Wiggins included the millage rate of 1 mil, which is \$1.00 per thousand of assessed value, and the millage rate is established by the levying authority each year.

#### 5. Council Discussion on the Georgia Outdoor Stewardship Grant Pre-Application Request- Planning and Community Development Department

##### Background/History:

Staff requests approval to pre-apply for the Georgia Outdoor Stewardship (Grant) Program. This program supports projects that acquire, improve, and maintain local parks and trails. The minimum grant amount is \$500,000, with a required match of 25%. The grant term is two (2) years.

**Nicole Dozier, PCD Director-** noted that staff must submit a resolution and pre-application to receive the grant. If awarded, the funds could be used to improve Starr Park and Bill Lee Park.

##### Comments/Discussion from Governing Body:

**Councilmember James-** inquired if the grant would pay 100%. Ms. Dozier noted that the city must contribute a 25% match.

**Councilmember Gutierrez-** inquired why only Bill Lee and Starr Park were listed. Ms. Dozier noted she only listed the two that were part of the Living Centers Initiative (LCI) program. She also stated that funding could be used for additional projects as long as some types of parks are for public use. Councilmember Gutierrez noted he would like to add Theater Park to the list.

**Councilmember Akins-Wells-** said she would also like her parks added to the list.

6. **Council Discussion on the Planning Community Development (PCD) Updates and 6-month Strategic Plan Overview**-Planning and Community Development Department

**Background/History:**

The PCD Director will give an overview of the department's procedural changes and review the projects that will take place over the next six (6) months.

**Nicole Dozier, PCD Director-** briefly overviewed the PCD department's procedural changes. Ms. Dozier noted that some changes included Developing a streamlined development review process from pre-development to permit application; Establishing new workflows and timelines for business licensing, building permits, and zoning verifications; Implementing weekly development and pre-permitting meetings for applicants as part of a one-stop shop initiative; and, Moved business licensing and police department licensing technicians to the PCD department to serve customers better.

**Ms. Dozier, PCD Director-** also noted the six-month strategic plan, which will include Proposing ten tax text amendments from October to January 2025 to clarify the ordinance. Hosting a permitting 101 workshop in January and developing informational brochures for the public in September; Organizing "Donuts and Development" and "Pastries and Planning" events in October and January 2025. Developing park improvement plans for all parks, including environmental improvements, playground updates, landscaping, and fitness equipment. Establishing a wayfinding signage program and a city mural program to encourage art throughout the community and Continuing work on implementing an Online Permitting System.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired about the mural committee. Mr. Clark noted that the committee has not met since he became city manager. He also stated he would contact the city clerk to find out who the board members are and, if needed, bring back the proper ordinance.

**Councilmember Antoine-** inquired how to obtain the information presented at the meeting. Ms. Dozier noted that the information could be updated on the city's website, the staff plans to create brochures or newsletters, and social media sites will be updated.

**Councilmember Gutierrez-** noted that he believes this is an excellent initiative for the city and wants to involve the community and hear their input on the selection of the type of equipment needed. Mr. Clark noted updating all of the playground equipment except Starr Park. He also mentioned the focus on the additional equipment and what extra equipment staff could leverage at the park, landscaping, etc, especially with the outdoor fitness space.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation, or Real Estate).

It was moved to recess into Executive Session at 6:35 p.m. for Personnel, Litigation, or Real Estate matters.

The motion was made by Councilmember James and seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to reconvene the work session at 6:59 p.m.

The motion was made by Councilmember Antoine and seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

**ADJOURNMENT:**

It was moved to adjourn the meeting at 6:59 p.m.

The motion was made by Councilmember Antoine and seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, and Councilmember Mears.

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The Honorable Dabouze Antoine  
The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

## DRAFT ACTION MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 7:00 pm.

**INVOCATION/PLEDGE:** Dr. Beeler led the invocation and prayer.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Latosha Clemons; Deputy Fire Chief David Halcomb; Rodney Virgil, Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Javon Llyod, PIO; Derry Walker, Code Enforcement Director; Marselles Williams, Economic Director; Nicole Dozier, Planning Community Director; Brandon Criss, Police Dept.; Talisha Clark, Procurement Manager, Dorothy Roper-Jackson, Court Director, and Danielle Matricardi, City Attorney.

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

There was a motion to approve the consent agenda with the removal of #5 to be placed on the regular agenda.

Motion made by Councilmember Antione, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

There was a motion to adopt the agenda with the addition of item #5.

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**APPROVAL OF MINUTES:**

1. **Council Approval of Council Work Session and Regular Meeting Minutes from September 3, 2024 - City Clerk**

There was a motion to approve the Council Work Session and Regular Meeting Minutes from September 3, 2024.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)**

**There were two (2) Public Comment Speakers.**

**Ms. Folami** thanked Councilmember Gutierrez, Tenisha, and Monica for collaborating on the volleyball banquet and noted a great turnout. She congratulated Ms. Hood for completing her courses and being recognized as a Georgia Certified Clerk. 1240 She said she heard they would be applying for some grants and encouraged them to apply for the most they could. She stated that Councilmember Akins-Wells did a great job with Forest Park Day, and it was a huge turnout. Ms. Folami noted that the Canton Jones event was rained out, but the community would like them to bring it back. She gave a shout to PD and Code Enforcement for a job well done.

**Elder Cook-** noted he is representing the Forest Park Minister Association and the Rock Church of Atlanta. He noted at their last meeting, they did get their business in order and had an insurance policy in place. He stated they will continue with the Day of Prayer this Saturday from 12 to 3 p.m. He invited them all to come out and participate. He noted the Rock Church of Atlanta is celebrating 22 years of ministry. He noted they received a big boost in partnerships and averaged about 60,000 lbs. of food. He said they are looking for partners to come out and participate. This is held every Friday, and the 27th is the date of the church anniversary.

**CITY MANAGER'S REPORT:**

**City Manager Clark** acknowledged that Ms. Hood is not the City Clerk but has officially graduated from the University of Carl Vinson Institute of Government with her Georgia Certified Clerks Certificate. He noted the City Clerk is attending a Records Management Course to receive a certification. He commends the deputy city clerk for her recent

graduation and the public safety divisions for their awards. The Forest Park Police Department's impact unit is recognized for its outstanding public safety program. He noted the city's focus is on operational efficiency, including the Georgia Municipal Association pension plan and the operations and performance audit. The city manager's report includes updates on neighborhood sustainability, fighting homelessness, small business incubator projects, and community engagement efforts.

## PRESENTATIONS:

### 2. Financial Reporting of the FY2024-2025 Monthly Financial Report-Finance Department

#### Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

**Director Wiggins-** gave an overview of the August financial snapshots, ending 8/31/2024. He noted revenues were at 41,893,898, taken in was 1,234,442, and the YTD ending August 2024 is 1,937,812. He noted the expenses are 41,863,898, and the monthly spending is 4,731,349. He noted this is a slow month for the city, and its revenue does not pick up until October. He proceeded to give an overview of each department's spending, noting that spending is only around 11 percent.

#### Comments/Discussion Governing Body:

**Councilmember James** noted that the Development Authority uses its own bank and wanted to know if there is a record of the funds that can be reported.

**Director Wiggins** noted that they can report that separately because it is not part of the system.

**City Manager Clark** noted that since the audit cleanup, he thinks the accountants have been getting a copy of the bank statement every month.

**Director Wiggins** noted that this is correct.

## CEREMONIAL:

**Council Introduction for newly onboarded recruits at the Forest Park Fire & EMS Department -Introductions Only**

#### Background/History:

The Forest Park Fire & EMS Department has recently recruited four (4) new employees.

Barry Bellamy

Heaven Fagan

Janeya Davis

Tony Taylor

**Division Chief Keith King** will present the introductions. He introduced two of the four new employees: Barry Bellamy, a firefighter 2 EMTB certified employee still in training to obtain his advanced certification to be released to the line. The other firefighter recruit is Heaven Fagan, who is currently enrolled in the EMTB program, and in the next 4 to 6 months she will be certified and join the line as well. He also introduced Janeya Davis, who has years of experience as a paramedic, and Firefighter Tony Taylor, coming from Riverdale, with years of experience to pass along to the recruits,

### **PUBLIC HEARINGS:**

#### **3. Public Hearing #3 and Approval for the Recommended Proposed Millage Rate-Finance Department**

##### **Background/History:**

The City of Forest Park has tentatively adopted a 2024 millage rate, which will require an increase in property tax by 1.57 percent due to property values increasing. Even though the City of Forest Park proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$10.40.

**Director Wiggins** noted finance is proposing a 16.74 millage rate.

**City Manager Clark** noted that they are proposing a flat millage rate, the same as last year. He noted that there is no recommended increase, and this is solely based on increasing property valuation.

It was motioned to close the regular meeting for the public hearing.

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

It was motioned to open the public hearing.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

There was one (1) speaker in favor of the Proposed Millage Rate.

**Ms. Folami** noted that she favors this because of the fair market. She noted that many of the homes here were built in the 1940s and 1950s and said this is good for the city.

There were no speakers in opposition to the Proposed Millage Rate.

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

It was motioned to close the public hearing

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

It was motioned to open the regular meeting.

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

It was motioned to approve the Proposed Millage Rate.

Motion made by Councilmember James, Seconded by Councilmember Antione.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

#### CONSENT AGENDA:

##### 4. Council Approval on the Request for Blanket Purchase Orders-Procurement/Public Works Department

Motion made by Councilmember Antione, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

##### 5. Council Approval on the purchase of firefighter uniforms from a cooperative agreement with Read's Uniforms, LLC-Fire and EMS Department

This item was moved under new business.

#### NEW BUSINESS:

##### 5. Council Approval on the purchase of firefighter uniforms from a cooperative agreement with Read's Uniforms, LLC-Fire and EMS Department

Motion made by Councilmember Antione, Seconded by Councilmember Mears.

#### Comments/Discussion Governing Body:

**Councilmember James-** noted she was confused about the city of Sarasota that was referenced.

**Procurement Manager Talisa Clark-** noted they are the municipality that has this contract and give the permission to piggyback off of it.

**Councilmember James** asked if this was a normal process of how fire uniforms work.

**Talisha Clark** noted when there is not a contract that has been put in place, we have the means to find other contracts within the government municipalities that have a contract that the city has a need for. She noted they reach out to the vendor and municipality for authorization to use it.

**Councilmember James-** asked how it works for vendors and municipalities in Georgia.

**Talisha Clark** noted that Reed is a vendor in Georgia, and the city has already been purchasing its uniforms from them through the open market. She noted that the amount that they are spending should be on a contract.

**Councilmember Antione** asked how someone would learn about these types of grants.

**Talisha Clark** noted it is put out for a bid for solicitation. It is put on the website for vendors to submit a bid to provide those services.

Councilmember James asked for a point of Order to call for the vote.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

**6. Council Approval on a Budget Amendment for All Funds to Conclude Year-End-Finance Department**

It was motioned to approve a Budget Amendment for All Funds to Conclude Year-End.

Motion made by Councilmember Antione, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

**7. Council Approval on the Georgia Outdoor Stewardship Grant Pre-Application Request- Planning and Community Development Department**

It was motioned to approve the Georgia Outdoor Stewardship Grant Pre-Application Request.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mear

**CLOSING COMMENTS BY GOVERNING BODY:**

**Councilmember James** noted that the Homecoming Parade is September 28th at 3 p.m. She noted that if any alumni would like to participate, they should contact her or Ms. Dixon to get in the parade lineup. She said her Ward meeting is this Thursday at 5 p.m., hosted by the Mayor, and refreshments will be served. Councilmember James noted that those who have not visited the new grocery store should because it is very nice and clean.

**Councilmember Antione** thanked everyone for coming out.

**Councilmember Gutierrez** thanked everyone for coming out and announced that he was excited and invited to the White House. He noted Food Truck Friday is the first Friday of the month, followed by clean up the next day. He noted that the Hispanic Heritage Festival is October 5th, the first Friday in November will be another Food Truck Friday, and the following day will be the Day of the Dead, November 2<sup>nd</sup>. He noted they had a great event this past week, and he thanked Ms. Dixon, Mr. Maxwell, and the Finance Department for putting things together so quickly. He stated he was thankful for the great staff here in the city. He noted for Fun Friday, he had never seen so many people at the park, and the beauty in this community is seeing all the diversity.

**Councilmember Akins-Wells** welcomed the new fire recruit. She thanked the police department Impact Team for fellowshiping and being in the community. She congratulated Sanai Fagen, who went to East Asia to represent Team USA and won a gold medal and MVP. She noted the Community Garden workday is tomorrow from 9 to 1 pm. She said they would get Mr. Willie Finch Garden together and give him his flowers. She shouted at the Public Works Department for getting this set up. She noted she is big on being in the community, and an ex-employee said: If you don't make deposits into the community bank, stop trying to withdraw from it. She told the people to hold them accountable as elected officials because they work for the citizens.

**Councilmember Mears** recognized Mr. Finch as the oldest member to attend the meetings. He noted they should be thankful for their performance in the city, and you cannot give fire, PD, Code Enforcement, and public works enough praise.

Mayor Butler thanked everyone for attending and welcomed the new staff. She noted that Chief Clemmons and her Leadership Clayton group are having their "We Are One Clayton" festival on September 21st from 11 a.m. to 6 p.m. at the International Park. There will be an "Up Early on Maine" event on September 21st at 8:00 a.m. with yoga and breakfast. Mayor Butler stated there will be a 5K and Homecoming Parade on the 28th, the State of the City Address will be October 10th, so please RSVP, and Blues on Maine will be on October 11th.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 7:54 pm.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.



## CITY COUNCIL SPECIAL CALLED MEETING

Wednesday, September 25, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

**FOREST PARK CITY HALL**  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells

The Honorable Allan Mears

Ricky L. Clark Jr, City Manager

Randi Rainey, City Clerk

Danielle Matricardi, City Attorney

### DRAFT MINUTES

#### CALL TO ORDER/WELCOME:

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Vacant	Council Member, Ward 2		
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Fire Chief Latosha Clemons; Josh Cox, IT Director; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director; Marselles Williams, Economic Director; Brandon Criss, Police Dept.; Dorothy Roper-Jackson, Court Director, and Winston Denmark, City Attorney.

#### NEW BUSINESS:

- Council Discussion Regarding the Resignation of Councilmember Dabouze Antoine, Ward 2, and Requirements for a Special Election- Executive Offices**

**Background/History:**

In response to the unforeseen and immediate resignation of Councilman Dabouze Antoine, a Special Called Meeting has been scheduled for tomorrow at 6:00 p.m. This meeting is of critical importance, as the governing body must decide whether to initiate a Special Election to fill the vacancy created by Councilman Antoine's departure. The term for this vacant seat is set to expire on December 31, 2025. The decision at hand is whether to hold the Special Election in November of this year or defer it until March 2025.

**City Manager Mr. Clark Jr.**, - explained the need to decide between holding a special election in November or March 2025 and referenced Section 5.17-Special Elections-Vacancies, noting, "In the event that the office of mayor or council member shall become vacant for any cause whatsoever, the city council or those remaining shall order a special election to fill the balance of the unexpired term of such official." Mr. Clark Jr. recommended allowing the County to handle the special election as they handled the last election, with the city clerk serving as the qualifying officer.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired if there would be qualifying fees and if they would be pro-rated, seeing there is an election in November 2025. Mr. Clark Jr. noted that the qualifying fees are statutory and offer 3% of the annual salary, with the salary staying the same.

**Councilmember James-** expressed that she is concerned that moving the election to March would require candidates to pay another qualifying fee to run again in November, so she prefers to keep it in November. Mr. Clark Jr. expressed that holding the election in November will give those campaigning a shorter period to collect funds. City Attorney Mr. Denmark included the deadline for a special election is October 7th. Mayor Butler noted she thought there was a 90-day requirement. Mr. Denmark pointed out that only 29 days are needed.

**Councilmember Gutierrez-** noted he hopes Mr. Antoine is well and inquired about having the election in January instead of March. Mr. Clark Jr. noted that the election calendar for the state of Georgia is statutorily established, and each year, the secretary of state elections office establishes an annual calendar of election activity that has to be followed.

**Councilmember Gutierrez-** asked to hear the reasoning for holding the election in March instead of November and what the preparations would be. Mr. Clark Jr. expressed a November election would give more preparation time for staff and allow coordination with the Clayton County election board, as it would coincide with the presidential election, simplifying logistics; he also noted it would be the will of the governing body to ultimately decide.

**Councilmember Akins-Wells-** noted going with staff recommendations and not putting a strain on staff within a short period. Mr. Denmark explained the deadline is October 7th, which must be 29 days before the election set for November 5th. Mr. Denmark then explained that the special election would be called, and then a qualifying date would be established. Mr. Clark Jr. added the election notice must be posted in the legal organ within a certain timeframe.

**Mr. Clark Jr.-** noted that while the city could consider holding its own election, it would place him, as city manager, in a difficult position, as he is the only Certified elections superintendent and would prefer to avoid that scenario. Instead, Mr. Clark Jr. suggested using an outside consultant, and assures that if the governing body chooses a November election, the executive offices will manage it transparently and effectively, presenting all options for informed decision-making.

**Councilmember Akins-Wells-** noted that she believes holding the election in March will give those who want to run time to prepare.

**Councilmember Mears-** noted he believes March is ideal because it should be done right; it would be timely and would be done correctly.

**Mayor Butler-** noted that she agrees with holding the election in March and that holding it in November is feasible within the statutory timeline, allowing candidates sufficient time to run effective campaigns.

**Councilmember James-** inquired if staff had contacted the county to see if they would conduct the election. Mr. Clark Jr. explained that he believes a March election would be easier, allowing time to transition from the presidential election. He notes that conducting their own election previously cost over \$20,000, while the county would charge around \$11,704 for a similar process, which would still include early voting and qualifying handled by the city clerk.

**Councilmember James-** inquired if staff sets the qualifying fees, noting she knows there's a minimum and a maximum number of days. Mr. Clark Jr. explained the minimum is three days and the maximum is five days and noted it would be the governing body's discretion.

**Mr. Clark Jr.-** recommended three (3) motions. The first motion will determine whether to conduct the election in November or March, the second will authorize staff to work with the Clayton County Elections Division on a memorandum of understanding for approval, and the third will establish the number of days for early voting, with a note that the city typically allows three days for qualifying.

It was moved to approve March 2025 as the special election date.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to approve staff to work with the Clayton County Elections Board to create and bring back an MOU (Memorandum of Understanding) for the March 2025 special election.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to approve to set the qualifying period for the special election for 5 days.

Motion made by Councilmember Mears, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

**Mr. Clark Jr.-** provided additional details regarding early voting for the special election noting State law allows the city to conduct one or two Saturdays of early voting, which is mandatory. Mr. Clark Jr. stated that if the council establishes all the other details for the special election tonight, the only remaining item would be for the council to approve the MOU, which would include the early voting dates.

**CLOSING COMMENTS:**

**Councilmember Gutierrez-** Thanked everyone for coming out and urged the residents to be safe and to look out for updates regarding the storm.

**Councilmember Akins-Wells-** thanked everyone for coming out and wants everyone to be safe. She also recommended allowing the public to speak at all of meeting.

**Councilmember Mears-** thanked everyone for coming out in the bad weather and urges everyone to be safe.

**Mayor Butler-** thanked everyone for coming out.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation, or Real Estate).

It was moved to recess into Executive Session at 6:17p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember Mears, Seconded by James.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to reconvene into the Council Regular Session at 6:45 p.m.

Motion made by Councilmember James, Seconded by Akins-Wells.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 6:45 p.m.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**

**File Attachments for Item:**

**2. Recognition of Ward 4 Yard of the Quarter-Legislative Offices**

**Background/History:**

The purpose of the Yard of the Quarter program is to promote goodwill and recognize and support the City of Forest Park Ward 4 residents who demonstrate exemplary efforts in maintaining their homes and yards to enhance the overall appearance of the entire community. The award this month is being presented to residents at 470 Sirocco Court.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Recognition of Ward 4 Yard of the Quarter

**Submitted By:** Legislative Offices

**Date Submitted:** 9/25/2024

**Work Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

**Background/History:**

The purpose of the Yard of the Quarter program is to promote goodwill and recognize and support City of Forest Park Ward 4 residents who demonstrate exemplary efforts in maintaining their homes and yards to enhance the overall appearance of the entire community. The award this month is being presented to residents at

**Action Requested from Council:** Approval of renewal

**Cost: \$**

**Budgeted for:** X Yes No  
\_\_\_\_\_

**Financial Impact:**



**File Attachments for Item:**

**3. Gen-Z Program Presentation**

**Background/History:** Gen-Z Program Presentation. The court recognizes that several individuals between the ages of 17-25 were present in court. The court sees a need to assist these individuals who are in high school, college or graduate school, and started the Gen-Z Program.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

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**Title of Agenda Item:** Gen-Z Program Presentation

**Submitted By:** Dorothy Roper-Jackson

**Date Submitted:** 09/30/2024

**Regular Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

---

**Background/History:** Gen-Z Program Presentation. The court recognizes that several individuals between the ages of 17-25 were present in court. The court sees a need to assist these individuals who are in high school, college or graduate school, and started the Gen-Z Program.

---

**Action Requested from Council:** Approval of Municipal Court Solicitor’s Contract.

---

**Cost:** \$ none

**Budgeted for:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Financial Impact:**

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Item # 3.

# **THE GENERATION-Z PROGRAM**

**DOROTHY ROPER-JACKSON**

**DIR/COURT ADMINISTRATOR**

**404-366-4720 | DJACKSON@FORESTPARKGA.GOV**



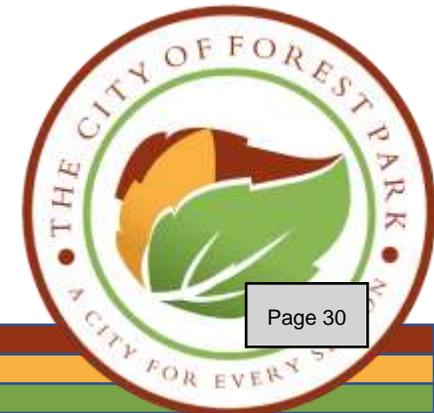
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# About the City of Forest Park

Item # 3.



- Located roughly 10 miles south of downtown Atlanta, the City of Forest Park is home to a population of nearly 20,000 residents in Clayton County, Georgia, as well as many flourishing small, medium and large businesses.
- The city was incorporated in 1908 and is approximately five miles from the Hartsfield-Jackson Atlanta International Airport, with easy access to I-75, I-285 and I-675.
- Notable area attractions include:
  - BlueStar Studios
  - Atlanta State Farmers Market
  - Jonesy's Place
  - Starr Park
  - Gillem Logistics Center



# Mayor and Forest Park City Council



***From left to right: City of Forest Park Mayor Angelyne Butler, MPA; Councilwoman Kimberly James (Ward 1); Councilman Dabouze Antoine (Ward 2); Councilman Hector Gutierrez (Ward 3) Councilwoman Latresa Akins-Wells (Ward 4); and Councilman Allan Mears (Ward 5).***

# City Manager & Department Directors



**Ricky L. Clark, Jr.**, City Manager

**Pauline Warrior**, Chief of Staff

**Javon Anthony Lloyd**, Public Information Officer

**John Wiggins**, Director of Finance

**James Shelby**, Capital Projects Manager

**Tarik Maxwell**, Director of Recreation and Leisure Services

**Josh Cox**, Director of Information Technology

**Derry Walker**, Director of Code Enforcement

**Randi Rainey**, City Clerk

**Shalonda Brown**, Director of Human Resources

**Dorothy Roper-Jackson**, Municipal Court Administrator

**Chief Brandon Criss**, Forest Park Police Department

**Chief Latosha Clemons**, Forest Park Fire and Emergency Services

**Bobby Jinks**, Director of Public Works

**Nicole Dozier**, Director of Planning & Community Development

**Marsellas Williams**, Director of Economic Development

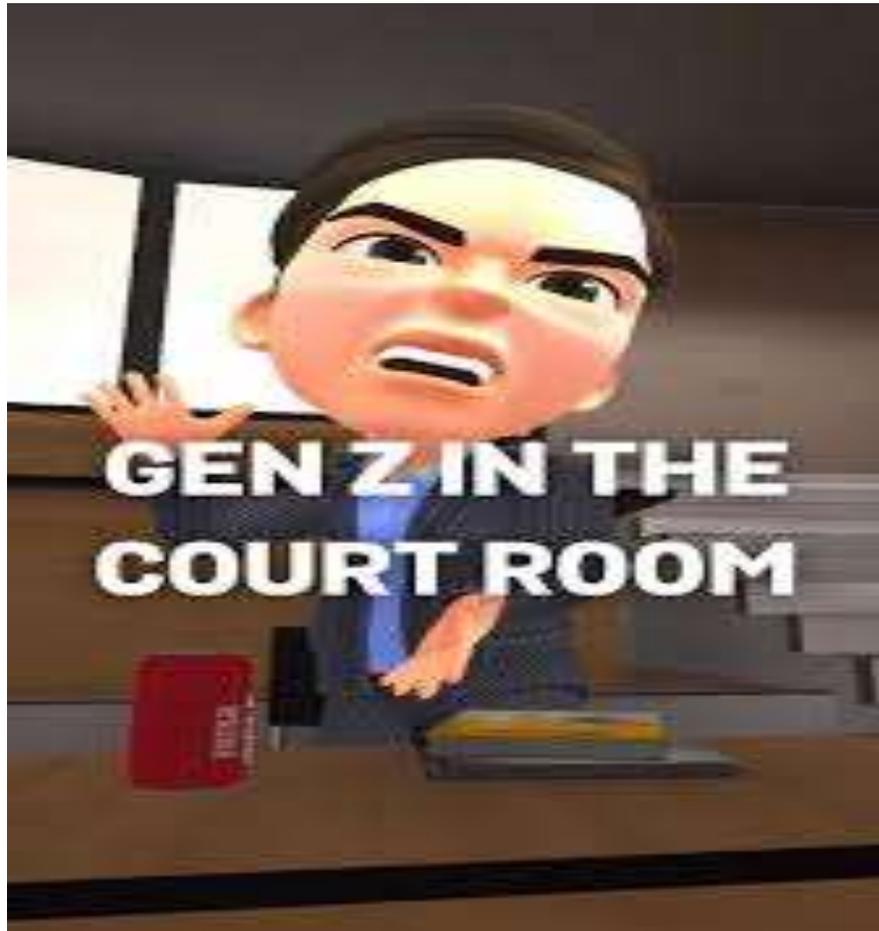
# WHO ARE GEN-Zs

- Generation-Z is best known as Gen-Z or Zoomers. They are born roughly between 1997 and 2012.
- Gen-Zs and the World of Technology.
- Gen-Z often prefer digital over traditional methods of communication.



# Gen-Z and The Courts

Item # 3.



- The Court recognizes the presence of individuals between the ages of 17-25 without representation and started the Program.
- The program targets high school, college and graduate students.
- The Gen-Z Program is an alternative sentencing program.

# Alternate Sentencing Program

Item # 3.

- Community Service – It is seen as a win-win situation.
- Probation – Alternative to jail time
- Counseling – Improve self-esteem.
- Educational Program – Drug and alcohol addiction education and treatment



# Gen-Z Program

- Participation of Gen-Z in the legal process.
- As of August 2024, sixty-four (64) cases were adjudicated under the program.



# Stay Informed & Connect With Us Online!

Item # 3.



 Introducing  
**ONEClick Forest Park**

Download the new ONEClick Forest Park App to easily report concerns and submit requests – all from the palm of your hand!

  **DOWNLOAD TODAY!**



**SCAN**  
TO CONNECT WITH US

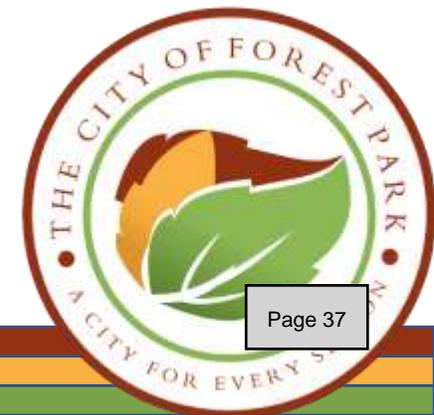
   

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We Are **#OneForestPark** 

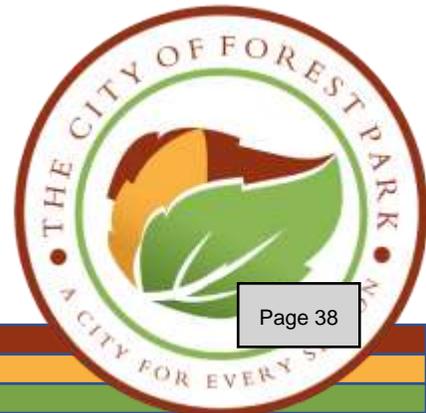


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# Q&A

Item # 3.

# THANK YOU!



**File Attachments for Item:**

**Forest Park's Hometown Hero Certificate Presented to Jhyrod Finch**

**Background/History:**

Councilmember Akins-Wells Wells would like to honor Jhyrod Finch as "Forest Park's Hometown Hero" for his outstanding services within the community and for being a dedicated employee of the City of Forest Park. Mr. Finch's contributions include assisting with cutting grass for the city's legacy residents, maintaining lawns, coaching sports, volunteering to help with the upkeep of Forest Park High School's baseball field, and one day wishes to become a motivational youth speaker. The City of Forest Park and Councilmember Akins-Wells proudly present Mr. Finch with the Forest Park Hometown Hero Certificate.



**Title of Agenda Item:** Forest Park’s Hometown Hero Certificate Presented to Jhyrod Finch

**Submitted By:** Legislative Offices

**Date Submitted:** 9/25/2024

**Work Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

---

**Background/History:**

Councilmember Akins-Wells Wells would like to honor Jhyrod Finch as “Forest Park’s Hometown Hero” for his outstanding services within the community and for being a dedicated employee of the City of Forest Park. Mr. Finch's contributions include assisting with cutting grass for the city’s legacy residents, maintaining lawns, coaching sports, and one day wishes to become a motivational youth speaker. The City of Forest Park and Councilmember Akins-Wells proudly present Mr. Finch with the Forest Park Hometown Hero Certificate.

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**Action Requested from Council: Approval of renewal**

---

**Cost: \$** **Budgeted for:**  **Yes**  **No**

**Financial Impact:**

---

**File Attachments for Item:**

**Council Approval for the Purchase of 2025 Chevy Tahoe-Procurement/Public Work**



**Title of Agenda Item:** Council Discussion and Approval for Replacement of Administrative Vehicle - Procurement/Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

---

**Background/History:**

As part of the City's aging vehicle replacement initiative, the Public Works Department, in collaboration with the Procurement Division, is requesting approval to purchase a new administrative vehicle for the fleet. This vehicle will replace the 2010 Chevrolet Tahoe currently driven by the Deputy Director of Public Works.

Details of the Replacement Vehicle:

- Vehicle: 2025 Chevrolet Tahoe
- Cost: \$57,188
- DOAS cooperative contract # 99999-SPD-ES40199373-005 with Hardy Chevrolet Buick GMC Inc.

Funding: Capital Vehicles: 301-51-1540-54-2503

---

**Action Requested from Council:**

Council approval is requested to authorize the purchase of the Administrative vehicle from the DOAS cooperative contract # [99999-SPD-ES40199373-005](#) with Hardy Chevrolet Buick GMC Inc.

---

**Cost:** \$ 57,188

**Budgeted for:**  Yes  No

**Financial Impact:**

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# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial





# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$55,500.00
Dest Charge	\$1,995.00
Total Options	\$2,520.00
<b>Subtotal</b>	<b>\$60,015.00</b>
FLEET ADJUSTMENT	( <b>\$2,977.00</b> )
DELIVERY	\$150.00
<b>Subtotal Pre-Tax Adjustments</b>	<b>(<b>\$2,827.00</b>)</b>
Less Customer Discount	\$0.00
<b>Subtotal Discount</b>	<b>\$0.00</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$57,188.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$57,188.00</b>

Dealer Signature / Date

Customer Signature / Date

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Data Version: 23564. Data Updated: Sep 29, 2024 7:54:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Selected Model and Options

### MODEL

CODE	MODEL
CK10706	2025 Chevrolet Tahoe 4WD 4dr Commercial

### COLORS

CODE	DESCRIPTION
GXD	Sterling Gray Metallic

### SUSPENSION PKG

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs

### EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs

### ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	0.00 lbs	0.00 lbs

### TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

### GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
C6G	GVWR, 7600 lbs. (3447 kg) (4WD models only.) (STD)	0.00 lbs	0.00 lbs

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Data Version: 23564. Data Updated: Sep 29, 2024 7:54:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GU5	Rear axle, 3.23 ratio	0.00 lbs	0.00 lbs

## PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
1FL	Commercial Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs

## WHEEL TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
NZV	Wheels, 20" x 9" (50.8 cm x 22.9 cm) machined aluminum wit Charcoal pockets (Includes (XCI) 275/60R20SL all-season, blackwall tires unless (QAE) 275/60R20SL all-terrain, blackwall tires are ordered.)	0.00 lbs	0.00 lbs

## TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs

## PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GXD	Sterling Gray Metallic	0.00 lbs	0.00 lbs

## SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
A50	Seats, front bucket (4WD only. When ordered with (9C1) Police Vehicle, requires (PQA) 1FL Safety Package and (UDA) OnStar deactivated. Includes (D07) floor console. Not available with SEO (5Y1) front center seat delete or SEO (5T5) front cloth and second row vinyl seats.)	0.00 lbs	0.00 lbs

## SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

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Data Version: 23564. Data Updated: Sep 29, 2024 7:54:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
URW	Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration (STD)	0.00 lbs	0.00 lbs

## ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails and (ATD) third row seat delete) (Also includes (NP0) active single-speed transfer case.)	0.00 lbs	0.00 lbs
AMF	Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
PQA	1FL Safety Package includes (UEU) Forward Collision Alert, (UKM) Enhanced Lane Keep Assist with Lane Departure Warning, (UKI) Blind Zone Steering Assist, (UHY) Automatic Emergency Braking, (UFB) Rear Cross Traffic Braking, (UKT) Front Pedestrian and Bicyclist Braking, (CTB) Intersection Automatic Emergency Braking, (UOW) Side Bicyclist Alert, (DRZ) Rear Camera Mirror and (TQ5) IntelliBeam headlamps (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

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# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
V76	Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	0.00 lbs	0.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs
TQ5	IntelliBeam, automatic high beam on/off (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, included and only available with (PQA) 1FL Safety Package.)	0.00 lbs	0.00 lbs
V53	Luggage rack side rails, delete (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Package.)	0.00 lbs	0.00 lbs
VK3	License plate front mounting package (Included on orders with ship-to-states that require a front license plate.)	0.00 lbs	0.00 lbs
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

## ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
UDA	OnStar deactivated (does not delete Bluetooth) (4WD only. Requires (PQA) 1FL Safety Package and (9C1) Police Vehicle.	0.00 lbs	0.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Power supply, 100-amp, auxiliary battery, passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
ATD	Seat delete, third row (Included and only available with (9C1) Police Package or (5W4) Special Service Package.)	0.00 lbs	0.00 lbs
AX2	Key, unique (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
B30	Floor covering, color-keyed carpeting in occupant area. Horizontal surface of cargo area covered in black vinyl.	0.00 lbs	0.00 lbs
B58	Floor mats, color-keyed carpeted first and second row, removable (Requires and only available with (B30) color-keyed carpeting floor covering. Not available with any LPO floor mats or LPO floor liners.)	0.00 lbs	0.00 lbs
BCV	Lock control, driver side auto door lock disable (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
BTV	Remote start (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
D07	Console, floor with storage area and removable storage tray (When ordered with (9C1) Police Vehicle, included and only available with (A50) front bucket seats.)	0.00 lbs	0.00 lbs
DRZ	Rear Camera Mirror, inside rearview auto-dimming with full camera display (Included with (PQA) 1FL Safety Package when ordered with (9C1) Police Package. When (PQA) 1FL Safety Package is not ordered, requires (UE1) OnStar and (AZ3) 40/20/40 split-bench seat.)	0.00 lbs	0.00 lbs
K34	Cruise control, electronic with set and resume speed (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

UBC	USB ports, 2 type-A and C, charge and data located inside center console (Requires (9C1) Police Vehicle. Included and only available with (A50) front bucket seats.)	0.00 lbs	0.00 lbs
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

## ADDITIONAL EQUIPMENT - SAFETY-MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
CTB	Intersection Automatic Emergency Braking intersection alert, braking (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (PQA) 1FL Safety Package.)	0.00 lbs	0.00 lbs
UHY	Automatic Emergency Braking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, included and only available with (PQA) 1FL Safety Package.)	0.00 lbs	0.00 lbs
UKT	Front Pedestrian and Bicyclist Braking (Included and only available with (PQA) 1FL Safety Package when ordered with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
—	Active Hill Hold Assist (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
AYH	Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Services Vehicle.)	0.00 lbs	0.00 lbs
UD7	Rear Parking Assist (Included and only available with (9C1) Police Vehicle and (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
UEU	Forward Collision Alert (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, included and only available with (PQA) 1FL Safety Package.)	0.00 lbs	0.00 lbs
UFB	Rear Cross Traffic Braking (Included and only available with (PQA) 1FL Safety Package when ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
UKI	Blind Zone Steering Assist (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (PQA) 1FL Safety Package.)	0.00 lbs	0.00 lbs
UKM	Lane Keep Assist with Lane Departure Warning, enhanced (Included and only available with (PQA) 1FL Safety Package when ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
UOW	Side Bicyclist Alert (Included and only available with (PQA) 1FL Safety Package when ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs

## ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs
<b>Options Total</b>		<b>0.00 lbs</b>	<b>0.00 lbs</b>

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## Standard Equipment

### Mechanical

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)

Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)

Rear axle, 3.23 ratio

Suspension, Premium Smooth Ride

GVWR, 7600 lbs. (3447 kg) (4WD models only.) (STD)

Keyless start, push button

Automatic Stop/Start

Engine control, stop/start system disable button, non-latching

Engine air filtration monitor

Fuel, gasoline, E15

Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed

Differential, mechanical limited-slip

4-wheel drive

Air filter, heavy-duty

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Alternator, 220 amps (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Trailer equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver

Trailer sway control

Hitch Guidance

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Exhaust, single system, single-outlet

Mechanical Jack with tools

### Exterior

Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Exterior

- Tires, 265/65R18SL all-season, blackwall (Standard with (RCV) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Tail lamps, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

## Entertainment

- Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration (STD)
- Audio system feature, 6-speaker system
- Bluetooth for phone personal cell phone connectivity to vehicle audio system
- 5G Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)
- Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)
- SiriusXM, delete

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Entertainment

Wireless Apple CarPlay/Wireless Android Auto

## Interior

Seats, front bucket (4WD only. When ordered with (9C1) Police Vehicle, requires (PQA) 1FL Safety Package and (UDA) OnStar deactivated. Includes (D07) floor console. Not available with SEO (5Y1) front center seat delete or SEO (5T5) front cloth and second row vinyl seats.)

Seat adjuster, driver 8-way power

Seat adjuster, front passenger 6-way power

Seat adjuster, front passenger 8-way power

Seat adjuster, driver 2-way power lumbar

Seat adjuster, front passenger 2-way power lumbar

Seats, heated driver and front passenger

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Package or (5W4) Special Service Package.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column lock, electrical

Steering column, manual tilt and telescopic

Steering wheel, vinyl

Steering wheel controls, mounted audio, Driver Information Center, Adaptive Cruise Control, Forward Collision Alert following gap button and heated steering wheel (when equipped)

Driver Information Center, 11" diagonal multi-color digital display

Door locks, power programmable with lockout protection and delayed locking

Keyless Open includes extended range Remote Keyless Entry

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Adaptive Cruise Control (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Universal Vehicle Module

Theft-deterrent system, electrical, unauthorized entry

Display, automatic occupant sensing (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Wireless Phone Charging, for portable devices

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Interior

USB ports, 2 type-A and C, charge and data, located on front console

USB ports, 2 type-C, charge-only, located in third row

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center console and rear cargo area

Sill plates, bright, front and rear door

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## Safety-Interior

Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Driver inboard seat-mounted side-impact airbag; Head-curtain airbags for all rows in outboard seating positions (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Hill Start Assist

OnStar Services capable (On 4WD model, deleted when (UDA) OnStar deactivated is ordered. See onstar.com for details and limitations. Services vary by model. Service plan required.)

Enhanced Automatic Parking Assist (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

HD Surround Vision

Rear Camera Mirror Washer

Rear Pedestrian Alert

Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

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## Safety-Interior

Safety Alert Seat

Rear Seat Reminder

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (Defaulted off. Feature can be turned on in the infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions, top tethers located in third row seating positions

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

## Safety-Mechanical

Enhanced Automatic Emergency Braking

Reverse Automatic Braking (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

StabiliTrak, stability control system with brake assist, includes traction control

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Vehicle: [Fleet] 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23564. Data Updated: Sep 29, 2024 7:54:00 PM PDT.

**Hardy Chevrolet**  
**2025 Chevrolet Tahoe Pursuit**  
**Colt Deems, Fleet Sales**

<b>2025 Tahoe - PPV (9C1)</b>			
<b>Standard Equipment : 4WD - V8 · Auto · A/C · AM/FM/BT</b> · Power Windows · Locks, & Mirrors · Power Drivers Seat 5T5 5Y1· Cloth Bucket Seats w/ No Console · Vinyl Rear Seat · Tilt Steering Wheel · Cruise Control · Remote Keyless Entry · Vinyl Floor Covering · Rear View Camera · Auxiliary Battery		\$53,645.00	
Available Options:	place "x" if desired	Cost	
Admin. 4WD PPV ONLY(Carpet, Console, Remote Start) D07 B30 B58	x	\$ 1,263.00	\$ 1,263.00
Inoperable Inside Door Handle, Windows, Locks 6N6 6N5		\$ 258.29	\$ -
Red/White Front Auxiliary Dome Light 6C7		\$ 320.00	\$ -
2WD Discount ( 9C1 Pursuit)		\$ (1,995.50)	\$ -
4 Extra Key Fobs/Keys	x	\$ 500.00	\$ 500.00
Spot lamp LED		\$ 904.00	\$ -
Grill Lamp & Speaker Wiring 6J3		\$ 264.00	\$ -
wheels, 20" machined aluminum wit Charcoal pockets	x	\$ 1,500.00	\$ 1,500.00
Wig-Wag Head/Tail (factory) 6J7	x	\$ 130.00	\$ 130.00
4WD (5W4 non-Pursuit)		\$ (650.00)	\$ -
Special Paint		\$ 520.00	\$ -
Delivery	x	\$ 150.00	\$ 150.00
Exterior Color( Add Number of Units Per Color)			
GBA	Black	_____	
GAZ	Summit White	_____	
G6M	Dark Ash Metallic	<u>1</u>	
GXD	Sterling Grey Metallic	_____	
9W5	Special Paint Silver Ice (Additional Charge \$520)	_____	
9V7	Special Paint Dark Blue Metallic (Additional Charge \$520)	_____	
5T4	Special Paint RED (Additional Charge \$520)	_____	
<b>Total Per Unit Price</b>		<b>\$57,188.00</b>	
<b>Total Vehicles Ordered</b>		<b>1</b>	
<b>Total Purchase Order</b>		<b>\$57,188.00</b>	

State Wide Contract # 99999-001-SPD0000183-0002  
 aharris@hardyautomotive.com  
 Cell 770-547-5964 / Office 770-445-9411 x 1204



## Supplier Information Sheet

<b>Statewide Contract Number</b>	99999-SPD-40199373	<b>NIGP Code</b>	See NIGP Tab
<b>Name of Contract</b>	Administrative Vehicles		
<b>Effective Date</b>	11-15-2013	<b>Expiration Date</b>	11/30/2024
Contract Table of Contents			
<b>Active Suppliers</b>	5	<b>Contract Information:</b>	<b>Mandatory Contract</b>
<b>Contract Information for Vendor</b>			<b>Click to Link to Page</b>
Hardy Chevrolet Buick GMC Inc			2
<b>Additional Contract Information</b>			
Contract Renewals, Extensions, Amendments			3
NIGP Codes			3
Pricing / Ordering Instructions			4
Vehicle Specifications			5-7
Special Contract Terms and Conditions			8
DOAS Contact Information			9

# Contact Information

<b>Statewide Contract Number</b>	<b>99999-SPD-ES40199373-005</b>		
<b>PeopleSoft Vendor Number</b>	<b>0000066877</b>	<b>Location Code</b>	<b>000001</b>
<b>Vendor Name &amp; Address</b>			
Hardy Chevrolet Buick GMC 1249 Charles Hardy Pkwy Dallas, Georgia 30157			
<b>Contract Administrator</b>			
Colt Deems <a href="mailto:cdeems@hardyautomotive.com">cdeems@hardyautomotive.com</a> Phone: 770-445-9411 x 198 Fax: 770-445-9659	Austin Harris <a href="mailto:aharris@hardyautomotive.com">aharris@hardyautomotive.com</a> 770-445-6655 x 1204		
<b>Contact Details</b>			
<b>Ordering Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Remitting Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Delivery</b>	Supplier is responsible for communicating with authorized user about production window, delivery to dealer lot from manufacturer, and delivery dates to customer.		
<b>Price Structure</b>	Firm, Fixed Line-Item Pricing		
<b>Payment Terms</b>	2% 20 Days / Net 30		
<b>Acceptable payment method</b>	Vendor does not accept P-cards. Payment must be made through ACH/check.		

## Contract Renewals/ Extensions/ Changes

Amendment #1	Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or below, plus 1%
Renewal #1:	12/01/2014 - 11/30/2015
Renewal #2	12/01/2015 - 11/30/2016
Renewal #3:	12/01/2016 - 11/30/2017
Extension #1:	12/01/2017 - 11/30/2018
Extension #2:	12/01/2018 - 11/30/2019
Extension #3:	12/01/2019 - 11/30/2020
Extension #4:	12/01/2020 - 11/30/2021
Extension #5:	12/01/2021 - 11/30/2022
Amendment #10:	Modified Vehicle Ordering Process
Extension #6:	12/01/2022 - 11/30/2023
Amendment #12	Pricing
Extension #7	12/01/2023 - 11/30/2024
Amendment #13	Pricing

NIGP Codes	
<b>07104</b>	Sedans
<b>07201</b>	Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
<b>07202</b>	Class II Trucks (6,001-10,000 lb. GVWR (F-350)
<b>07180</b>	SUV's, Crossover SUV's
<b>07190</b>	Vans, Cargo
<b>07192</b>	Vans, Passenger (Regular and Handicapped Equipped)

## Pricing

The Vehicle Availability Matrix contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (<https://doas.ga.gov/state-purchasing/statewide-contracts>). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

### **Report of Vehicle Availability Under Statewide Contracts**

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at [emily.harris@doas.ga.gov](mailto:emily.harris@doas.ga.gov).

[Vehicle Availability Report Under the Statewide Contract.](#)

## Ordering Instructions

1. Review current order window and base pricing according to the Vehicle Availability Matrix.
2. Reach out to the supplier for a quote.
  - a. The quote should contain all options listed that the authorized user is requesting.
  - b. **Note:** If the base price listed on the quote does not reflect the price listed on the Vehicle Availability Matrix, **PLEASE** reach out to the contract manager to resolve this.
3. Any state of Georgia Executive branch agency must submit purchase order for prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a. OFM Contact: Bobby Arrington, [bobby.arrington@doas.ga.gov](mailto:bobby.arrington@doas.ga.gov)
4. Authorized user submits a purchase order to the dealership for the vehicle.
5. Supplier submits order to the manufacturer and provides confirmation to the authorized user that the order has been placed

**State Of Georgia General Specifications  
For Automobiles, Sport Utility Vehicles and Light Duty Trucks**

NOTE:	Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.
APPLICABLE DOCUMENTS:	Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.
DESIGN:	New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean more than the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.
COMPONENTS, ASSEMBLIES AND ACCESSORIES:	The vehicle shall have all its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pickup trucks shall have Fleetside type cargo boxes with step type bumpers. Standard size pickup trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed, they shall meet or exceed factory standards, particularly about tongue weight and tow weight.
STANDARD EQUIPMENT:	The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".
EMISSION CONTROLS:	All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.
TOOLS:	Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM:	Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.
CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS	Located for left hand drive. Complete and conveniently accessible to drivers. Instruments and controls clearly identified as to function.
HEATER AND DEFROSTER	Hot water heating systems with fresh air intake. Discharge outlets to the floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.
EXTERIOR FINISHES	Standard production colors.
MATERIALS:	New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.
SERVICE AND REPAIR	The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non- warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.
WARRANTY	Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer for the period stated in the "Instructions to Bidders from the date of delivery and acceptance. However, if additional warranty coverage overall or any components of the vehicle, in the form of time and/or mileage including any proportional arrangements, is normally extended to commercial customers, the state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION	Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with the requirements of this and the applicable detail specifications. This action does not preclude subsequent inspection and testing by the State of Georgia to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

<p>PRE-DELIVERY SERVICING AND ADJUSTMENT</p>	<p>The dealer shall not attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the State inspector, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Focusing of lights</li> <li>• Tuning of engine</li> <li>• Adjustment of accessories</li> <li>• Checking of electrical, braking and suspension systems</li> <li>• Charging of batteries</li> <li>• Alignment of front-end Inflation of tires</li> <li>• Balancing of all wheels, including the spare</li> <li>• Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of delivery</li> <li>• Servicing of cooling system with permanent type antifreeze and summer coolant for minus 20 degrees F. protection.</li> <li>• Servicing windshield washer reservoir with water and appropriate additives</li> <li>• A minimum of 1/4 tank of fuel.</li> </ul>
<p>DOCUMENTS</p>	<p>Each vehicle shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.</p>

## **SPECIAL CONTRACT TERMS AND CONDITIONS**

- 1. SPECIFICATIONS AND TECHNICAL SUPPORT:** Awarded vendors will provide commercial bumper to bumper warranty for 36 months or 36,000 miles. The commercial power train warranty will be 5 years, or 60,000 miles and rust-through warranty shall cover 72 months or 100,000 miles. All other commercial warranties will apply.
- 2. PRICES:** Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at the dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.
- 3. FOB - Regional Delivery:** Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.
- 4. ORDERS:** Within five (5) days after the awarded vendor receives an order from a State Agency and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with all other pertinent information confirming that the order has been placed.
  - a.** State invoices will have the purchase order referenced.
- 5. VEHICLE EQUIPMENT DATA SHEET:** This document shall be submitted with a bid for every type of vehicle bidding on. Failure to provide information as required will result in rejection of the bid line item.
- 6. EMISSION CONTROL:** Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra- low emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as defined by the United States Environmental Protection Agency. For additional information see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.
- 7. PURCHASE ORDER APPROVALS:** Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a.** Vehicle purchases or leases from statewide contracts by county and municipal government agencies, and by the state of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp indicating approval should be referred to the DOAS, OFM.

## **DOAS CONTACT INFORMATION**

### **DOAS Contract Manager**

**Name:** Emily Harris

**Phone:** 470-668-2663

**Email:** emily.harris@doas.ga.gov

### **Procurement Help Desk**

**Telephone:** 404-657-6000

**Email:** procurementhelp@doas.ga.gov

**File Attachments for Item:**

**Council Approval to enter into a contract with Rubio and Son Interiors, Inc. for the Exterior Renovation of the former Rite Aid Building for a Business Incubator – Procurement/Executive Office**



# City Council Agenda Item

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**Title of Agenda Item:** Council Discussion and Approval to enter into a contract with Gordian for the Exterior Renovation of the former Rite Aid Building for a Business Incubator – Executive Offices

**Submitted By:** James Shelby, Project Manager

**Date Submitted:** September 20, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background and Summary:**

Gordian was selected through a cooperative contract with Southwell to perform certain exterior improvements to the former Rite Aid building located at 833 Forest Parkway to function as a business incubator. The project will provide space for culinary entrepreneurs to market their goods and provide alternative food options for residents and visitors.

Gordian will pressure wash and clean the entire exterior of the building and perform minor demolition as needed in areas of existing damage to scope and assess existing water damage inside the cavity of the building and replace or repair moisture protection layer, drainage material, insulation board as required and additional work as outlined in the attached scope of work.

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**Action Requested from Council:**

**Approval to enter into a contract with Gordian for the Exterior Renovation of the former Rite Aid Building to be used as a Business Incubator.**

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**Cost:** \$ 126,876.13

**Budgeted for:**  Yes  No

**Financial Impact:** No Fiscal Impact to General Funds. The project will be funded using CDBG Funds -

250-55-7410-54-2501

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**Work Order Signature Document**

<b>EZIQC Contract No.: GA-ST10-040820-RSI</b>			
<input checked="" type="checkbox"/>	<b>New Work Order</b>	<input type="checkbox"/>	<b>Modify an Existing Work Order</b>
Work Order Number:	133595.00	Work Order Date:	09/19/2024
Work Order Title:	City of Forest Park - Business Incubator Building Exterior Renovations		
Owner Name:	City of Forest Park	Contractor Name:	Rubio & Son Interiors, Inc.
Contact:	Talisa Clark	Contact:	Wesley Sparks
Phone:	4043664720	Phone:	7708803160

<b>Work to be Performed</b>	
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No GA-ST10-040820-RSI.	
<u>Brief Work Order Description:</u>	
City of Forest Park - Business Incubator Building Exterior Renovations	

<b>Time of Performance</b>	<i>See Schedule Section of the Detailed Scope of Work</i>		
<b>Liquidated Damages</b>	Will apply: <input type="checkbox"/>	Will not apply: <input checked="" type="checkbox"/>	

<b>Work Order Firm Fixed Price: \$126,876.13</b>
Owner Purchase Order Number:

**Approvals**

Owner	Contractor
Date	Date

**Detailed Scope of Work**

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**To:** Wesley Sparks  
Rubio & Son Interiors, Inc.  
Rubio and Son Interiors, Inc  
Hoschton, GA 30548  
7708803160

**From:** Talisa Clark  
City of Forest Park  
745 Forest Parkway  
Forest Park, GA 30297  
4043664720

**Date Printed:** September 19, 2024

**Work Order Number:** 133595.00

**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations

**Brief Scope:** City of Forest Park - Business Incubator Building Exterior Renovations

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Preliminary

Revised

Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Please see attached detailed scope of work (DSOW)

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

## Contractor's Price Proposal - Summary

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**Date:** September 19, 2024  
**IQC Master Contract #:** GA-ST10-040820-RSI  
**Work Order Number:** 133595.00  
**Owner PO #:**  
**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Contractor:** Rubio & Son Interiors, Inc.  
**Proposal Name:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Proposal Value:** \$126,876.13

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<b>01 - General Requirements</b>	<b>\$7,244.91</b>
<b>07 - Thermal &amp; Moisture Protection</b>	<b>\$57,755.09</b>
<b>09 - Finishes</b>	<b>\$61,876.13</b>
<b>Proposal Total</b>	<b>\$126,876.13</b>

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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

# Contractor's Price Proposal - Detail

**Date:** September 19, 2024  
**IQC Master Contract #:** GA-ST10-040820-RSI  
**Work Order Number:** 133595.00  
**Owner PO #:**  
**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Contractor:** Rubio & Son Interiors, Inc.  
**Proposal Name:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Proposal Value:** \$126,876.13

Sect.	Item	Modifier.	UOM	Description	Line Total												
Labor	Equip.	Material	(Excluded if marked with an X)														
<b>01 - General Requirements</b>																	
1	01 22 20 00 0006		HR	CarpenterFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$973.02												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>16.00</td> <td>57.89</td> <td>1.0505</td> <td></td> <td>973.02</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		16.00	57.89	1.0505		973.02	
Installation	Quantity	Unit Price	Factor	=	Total												
	16.00	57.89	1.0505		973.02												
				Two carpenters 8 hours to scab studs													
2	01 22 23 00 0010		MO	60' Engine Powered, Telescoping Boom Man Lift With Platform	\$5,662.63												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>1.50</td> <td>3,593.61</td> <td>1.0505</td> <td></td> <td>5,662.63</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		1.50	3,593.61	1.0505		5,662.63	
Installation	Quantity	Unit Price	Factor	=	Total												
	1.50	3,593.61	1.0505		5,662.63												
				6 weeks needed to complete work													
3	01 74 19 00 0015		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$609.26												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>1.00</td> <td>579.97</td> <td>1.0505</td> <td></td> <td>609.26</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		1.00	579.97	1.0505		609.26	
Installation	Quantity	Unit Price	Factor	=	Total												
	1.00	579.97	1.0505		609.26												
<b>Subtotal for 01 - General Requirements</b>					<b>\$7,244.91</b>												
<b>07 - Thermal &amp; Moisture Protection</b>																	
4	07 24 13 00 0012		SF	15.0 OZ, Fiberglass Reinforcing Mesh For Exterior Insulation Finishing Systems (EIFS) (Dryvit Panzer® 15), Embedded In A Layer Of Base Coat	\$7,096.38												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>1,124.00</td> <td>6.01</td> <td>1.0505</td> <td></td> <td>7,096.38</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		1,124.00	6.01	1.0505		7,096.38	
Installation	Quantity	Unit Price	Factor	=	Total												
	1,124.00	6.01	1.0505		7,096.38												
				For the columns, drive-thru, and parts of trim that are damaged and needed cut out and patched													
5	07 24 13 00 0017		SF	Water Resistant, Acrylic Co-Polymer Base Coat For Exterior Insulation Finishing Systems (EIFS) (Dryvit Dryflex®)	\$15,045.26												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>3,080.00</td> <td>4.65</td> <td>1.0505</td> <td></td> <td>15,045.26</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		3,080.00	4.65	1.0505		15,045.26	
Installation	Quantity	Unit Price	Factor	=	Total												
	3,080.00	4.65	1.0505		15,045.26												
				First coat for the patches in the columns, drive-thru, and skimming the panels affected by signage													
6	07 24 13 00 0025		SF	Mildew Resistant, 100% Acrylic-Based Aggregate Textured Finish Coat For Exterior Insulation Finishing Systems (EIFS) (Dryvit PMR™ Finish)	\$13,848.11												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>3,080.00</td> <td>4.28</td> <td>1.0505</td> <td></td> <td>13,848.11</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		3,080.00	4.28	1.0505		13,848.11	
Installation	Quantity	Unit Price	Factor	=	Total												
	3,080.00	4.28	1.0505		13,848.11												
				Finishing coat for the patches in the columns, drive-thru, and skimming the panels affected by signage													
7	07 24 13 00 0031		SF	100% Acrylic Emulsion Primer/Sealer For Exterior Insulation Finishing Systems (EIFS) (Dryvit SealClear™)	\$3,009.05												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>3,080.00</td> <td>0.93</td> <td>1.0505</td> <td></td> <td>3,009.05</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		3,080.00	0.93	1.0505		3,009.05	
Installation	Quantity	Unit Price	Factor	=	Total												
	3,080.00	0.93	1.0505		3,009.05												
				Primer for the patches in the columns, drive-thru, and skimming the panels affected by signage													
8	07 24 13 00 0047		SF	Demolish Exterior Insulation Finishing Systems (EIFS)Includes demolition of all finish coats, base coats, reinforcing layers and insulation layers down to the substrate. Excludes demolition of sheathing.	\$4,475.09												
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>1,124.00</td> <td>3.79</td> <td>1.0505</td> <td></td> <td>4,475.09</td> </tr> </table>	Installation	Quantity	Unit Price	Factor	=	Total		1,124.00	3.79	1.0505		4,475.09	
Installation	Quantity	Unit Price	Factor	=	Total												
	1,124.00	3.79	1.0505		4,475.09												
				For the columns, drive-thru, and parts of trim that are damaged and needed cut out and patched													

**Contractor's Price Proposal - Detail Continues..**

**Work Order Number:** 133595.00  
**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations

**Proposal Name:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Proposal Value:** \$126,876.13

Sect.	Item	Modifier.	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
<b>07 - Thermal &amp; Moisture Protection</b>					
9	07 62 19 00 0161		LF	>7" To 9" Girth, 24 Gauge, Galvanized Steel Drip Edge	\$9,699.90
				Installation	
				Quantity	Unit Price
				580.00 x	15.92 x
				Factor	Total
				1.0505 =	9,699.90
				Flashing for a trim edge around building and drive-thru	
10	07 91 23 00 0006		LF	3/4" Polyethylene Or Polyurethane Backer Rod	\$1,142.73
				Installation	
				Quantity	Unit Price
				420.00 x	2.18 x
				Factor	Total
				1.0505 =	961.84
				Demolition	
				420.00 x	0.41 x
				Factor	Total
				1.0505 =	180.90
				All caulk seams and backer rod will be cut out and replaced	
11	07 92 13 00 0062		CLF	3/4" x 1" Joint, Polysulfide Sealant And Caulking	\$3,733.70
				Installation	
				Quantity	Unit Price
				4.20 x	775.31 x
				Factor	Total
				1.0505 =	3,420.75
				Demolition	
				4.20 x	70.93 x
				Factor	Total
				1.0505 =	312.95
				All caulk seams and backer rod will be cut out and replaced	
12	07 92 13 00 0062 0120		MOD	For >2.5 CLF, Deduct	-\$295.13
				Installation	
				Quantity	Unit Price
				4.20 x	-66.89 x
				Factor	Total
				1.0505 =	-295.13
<b>Subtotal for 07 - Thermal &amp; Moisture Protection</b>					<b>\$57,755.09</b>
<b>09 - Finishes</b>					
13	09 01 90 52 0005		SF	Chemical Clean, Brush And Wash, Concrete And Masonry Surfaces, Surface Preparation	\$10,560.47
				Installation	
				Quantity	Unit Price
				16,480.00 x	0.61 x
				Factor	Total
				1.0505 =	10,560.47
				Clean mildew, grime, and other spots throughout building	
14	09 01 90 52 0005 0330		MOD	For >15,000 To 30,000, Deduct	-\$1,558.10
				Installation	
				Quantity	Unit Price
				16,480.00 x	-0.09 x
				Factor	Total
				1.0505 =	-1,558.10
15	09 01 90 52 0008		SF	2,000 To 5,000 PSI Pressure Wash, Concrete And Masonry Surfaces, Surface Preparation	\$5,366.79
				Installation	
				Quantity	Unit Price
				16,480.00 x	0.31 x
				Factor	Total
				1.0505 =	5,366.79
				Clean accumulated aggregates	
16	09 01 90 52 0008 0330		MOD	For >15,000 To 30,000, Deduct	-\$692.49
				Installation	
				Quantity	Unit Price
				16,480.00 x	-0.04 x
				Factor	Total
				1.0505 =	-692.49
17	09 22 16 13 0016		SF	4" Width, 16" On Center, 18 Gauge, Non-Load Bearing, Non-Structural, Galvanized Steel Stud Framing With Tracks And Runners	\$3,433.87
				Installation	
				Quantity	Unit Price
				720.00 x	4.07 x
				Factor	Total
				1.0505 =	3,078.39
				Demolition	
				720.00 x	0.47 x
				Factor	Total
				1.0505 =	355.49
				4' high on columns will be cut out, replaced, and then scabbed	

**Contractor's Price Proposal - Detail Continues..**

**Work Order Number:** 133595.00  
**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations

**Proposal Name:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Proposal Value:** \$126,876.13

Sect.	Item	Modifier.	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
<b>09 - Finishes</b>					
18	09 22 16 13 0016	0003	MOD	For Soffit, Columns Or Beams Up To 10' High, Add	\$1,036.21
				Installation	
				Quantity	Total
				720.00 x	1,036.21
				Unit Price	
				1.37 x	
				Factor	=
				1.0505	
19	09 91 13 00 0094		SF	1 Coat Primer, Brush/Roller Work, Paint Exterior Stucco Walls	\$15,581.02
				Installation	
				Quantity	Total
				16,480.00 x	15,581.02
				Unit Price	
				0.90 x	
				Factor	=
				1.0505	
				Primer for the exterior	
20	09 91 13 00 0094	0194	MOD	For Work >15' To 20' Above Floor, AddApplied only to work area above 15' to 20'.	\$756.36
				Installation	
				Quantity	Total
				8,000.00 x	756.36
				Unit Price	
				0.09 x	
				Factor	=
				1.0505	
21	09 91 13 00 0094	0206	MOD	For >10,000 To 20,000, Deduct	-\$2,423.71
				Installation	
				Quantity	Total
				16,480.00 x	-2,423.71
				Unit Price	
				-0.14 x	
				Factor	=
				1.0505	
22	09 91 13 00 0096		SF	2 Coats Paint, Brush/Roller Work, Paint Exterior Stucco Walls	\$33,239.50
				Installation	
				Quantity	Total
				16,480.00 x	33,239.50
				Unit Price	
				1.92 x	
				Factor	=
				1.0505	
				2 coats paint for exterior	
23	09 91 13 00 0096	0194	MOD	For Work >15' To 20' Above Floor, AddApplied only to work area above 15' to 20'.	\$1,596.76
				Installation	
				Quantity	Total
				8,000.00 x	1,596.76
				Unit Price	
				0.19 x	
				Factor	=
				1.0505	
24	09 91 13 00 0096	0206	MOD	For >10,000 To 20,000, Deduct	-\$5,020.55
				Installation	
				Quantity	Total
				16,480.00 x	-5,020.55
				Unit Price	
				-0.29 x	
				Factor	=
				1.0505	

**Subtotal for 09 - Finishes** **\$61,876.13**

**Proposal Total** **\$126,876.13**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

**Client - City of Forest Park**

**Detailed Scope of Work**

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**Print Date:** September 19, 2024  
**Work Order Number:** 133595.00  
**Work Order Title:** City of Forest Park - Business Incubator Building Exterior Renovations  
**Contractor:** GA-ST10-040820-RSI - Rubio & Son Interiors, Inc.  
**Brief Scope:** City of Forest Park - Business Incubator Building Exterior Renovations

---

**To:** Wesley Sparks  
 Rubio & Son Interiors, Inc.  
 Rubio and Son Interiors, Inc  
 Hoschton, GA 30548  
 7708803160

**From:** Talisa Clark  
 City of Forest Park  
 745 Forest Parkway  
 Forest Park, GA 30297  
 4043664720

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

**Detailed Scope:**

Please see attached detailed scope of work (DSOW)

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Owner \_\_\_\_\_ Date \_\_\_\_\_

---

**Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rubio and Son Interiors, Inc**  
**10 Frost Cove**  
**Hoschton Ga. 30548**  
**"We make it happen!"**

**SOW**

**City of Forest Park Business Incubator Building Exterior Renovations**

**Detailed Scope of Work:**

- Provide a lift required to perform the work below
- Pressure wash and chemically clean exterior of building
- Demo out damaged stucco and meshing particularly in columns and drive-thru
- Demo 4' high of track and studs on damaged faced columns and replace with 18-gauge non-structural galvanized steel studs and track and scab to remaining studs
- Replace meshing and patch base layer for dryvit stucco
- Add emulsion primer/sealer in columns, drive thru, and panels where signage was
- Add base coat in columns, drive thru, and panels where signage was
- Add textured finish coat (matching building) in columns, drive thru, and panels where signage was
- Cut out seals and backer rod and replace
- Paint primer for exterior of building (this includes stucco and masonry surfaces)
- Paint two coats of exterior of building (this includes stucco and masonry surfaces)
- Paint primer coat for masonry surfaces by the dumpster
- Paint two coats on the masonry surfaces by the dumpster
- Install 24-gauge trim on top of trim piece going around building
- Clean and haul off all refuse.

Our anticipated schedule is **six weeks** as long as weather mostly cooperates.

\*Please note this proposal does not include any roofing or additional water damage originating from the roof is not be covered in this proposal.

**General Notes:** Contractor will notify City of Forest Park 10—14 days in advance of starting

1. This scope of work does not include any asbestos abatement or lead paint abatement of any kind whatsoever. Any ACM or lead paint discovered that cannot remain undisturbed will not be considered part of this scope of work and abatement shall be the responsibility of City of Forest Park
2. Contractor shall check-in with the responsible City of Forest Park representative daily upon starting and completing work.

3. All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
4. Contractor shall verify all new and existing conditions and dimensions at job site prior to the start of construction and during construction.
5. The Contractor shall perform all work, make all deliveries and have access to work areas between 7:30 am and 6 pm. Monday through Friday and, upon written permission of the Owner, may make deliveries and have access to work areas at any hour of any day, but shall bear without any contribution from the Owner, any extra expense and responsibility for doing so, including, without limitation, its own overtime expense. Contractor shall coordinate inspections as required.
6. Parking will be made available for the Contractors by City of Forest Park and the Contractor shall coordinate all parking with the City of Forest Park prior to beginning work.
7. Contractor shall obtain approvals in advance for all lay down and storage areas.
8. Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc. This applies only to the areas of work and the path to the dumpster and material staging area.
9. Final clean up and disposal: Remove debris, rubbish, and waste material from the property of the University daily. Upon completion of work, all construction areas shall be left clean and free from debris. Clean all dust, dirt, stains, hand marks, paint spots, droppings, and other blemishes.

### **Submittals**

Dryvit – Paint – Metal Trim

### **Project Schedule**

1. Contractor to propose a detailed construction schedule and submit with Purchase Order package.
2. Contractor shall begin scheduling the work upon receipt of the Purchase order and shall coordinate the actual on-site work with the City of Forest Park.
3. City of Forest Park shall provide access to the worksite during normal working hours.
  1. The City of Forest Park shall provide a staging area for project related materials.
  2. The City of Forest Park shall be responsible for re-routing pedestrian traffic as necessary.



STATE OF GEORGIA

BRAD RAFFENSPERGER, Secretary of State  
State Licensing Board for Residential and General Contractors  
LICENSE NO. GCQA000137

Richard John Rubio  
10 FROST COVE  
Hoschton GA 30548

Company Name: Rubio and Son Interiors Inc  
Company License NO: GCCO000009  
**General Contractor Qualifying Agent**

EXP DATE - 06/30/2026 Status: Active  
Issue Date: 04/25/2008

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – [www.sos.ga.gov/plb](http://www.sos.ga.gov/plb).

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing  
237 Coliseum Drive  
Macon GA 31217  
Phone: (404) 424-9966  
[www.sos.ga.gov/plb](http://www.sos.ga.gov/plb)

Richard John Rubio  
4524 Shirley Road  
Gainesville GA 30506

STATE OF GEORGIA  
BRAD RAFFENSPERGER, Secretary of State  
Georgia State Licensing Board for Residential and General Contractors  
License No. GCQA000137

Richard John Rubio

10 FROST COVE  
Hoschton GA 30548

Company Name: Rubio and Son Interiors Inc  
Company License NO: GCCO000009  
**General Contractor Qualifying Agent**

EXP DATE - 06/30/2026 Status: Active  
Issue Date: 04/25/2008



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Table with 2 main columns: PRODUCER (License # 72125, Ash/Welborn Insurance) and CONTACT (Debra Vann, (706) 510-0221, dvann@ashwelbornins.com). Includes a table of INSURER(S) AFFORDING COVERAGE with NAIC #s: Home-Owners Insurance co (26638), Owners Insurance Company (32700), Auto-Owners (18988), Amerisafe Companies (31895).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include: A COMMERCIAL GENERAL LIABILITY (80021110), B AUTOMOBILE LIABILITY (4802111003), C UMBRELLA LIAB (4802111002), D WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (AVWCGA3276002024).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Table with 2 columns: CERTIFICATE HOLDER (City of Forest Park, 745 Forest Parkway, Forest Park, GA 30297) and CANCELLATION (SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature).

Performance  
Bond

# Westfield Insurance Co.

Westfield Group <sup>SM</sup> One Park Circle, P O Box 5001  
Westfield Center, Ohio 44251-5001

Bond No. 439441P

**KNOW ALL MEN BY THESE PRESENTS:**

That Rubio and Son Interiors, Inc.  
10 Frost Cove, Hoschton, GA 30548

(Insert name and address, or legal title, of contractor)

as Principal, hereinafter called Contractor, and WESTFIELD INSURANCE COMPANY, an Ohio Corporation, with principal office at Westfield Center, Ohio, as Surety, hereinafter called Surety, are held and firmly bound unto City of Forest Park

745 Forest Parkway, Forest Park, GA 30297

(Insert name and address, or legal title, of owner)

as Obligee, hereinafter called Owner in the amount of One Hundred Twenty Six Thousand Eight Hundred Seventy Six and 13/100 Dollars

Dollars (\$ 126,875.13)

for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated September 13, 2024 entered into a Contract with Owner for City of Forest Park - Business Incubator Building Exterior Renovations

in accordance with drawings and specifications prepared by City of Forest Park

(Insert full name and title)

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligation thereunder, the Surety may promptly remedy the default, or shall promptly

(1) Complete the Contract in accordance with its terms and conditions, or

(2) Obtain a bid or bids for submission to Owner for completing the Contract in accordance with its terms and conditions, and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

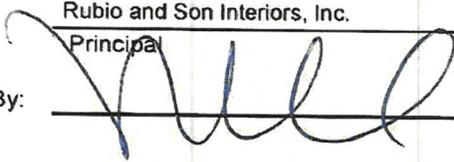
Any suit under this bond must be instituted before the expiration of two (2) years from the date on which Contractor ceases work on the Contract.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

Signed this 20th day of September, 2024

Rubio and Son Interiors, Inc.

Principal

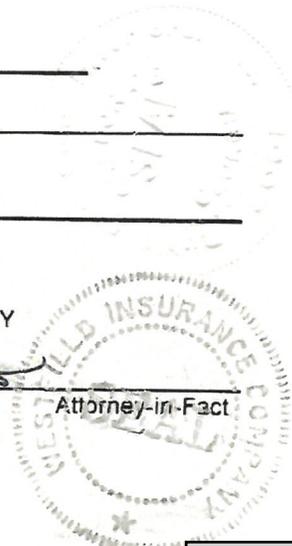
By: 

WESTFIELD INSURANCE COMPANY

By: 

Leanne Hammons

Attorney-in-Fact



BD 5047 (01-2000)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 02/17/23, FOR ANY PERSON OR PERSONS NAMED BELOW.

General Power of Attorney

POWER NO. 4111212 04

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint CHARLES C. MARTIN, JAMES F. OAKES, LAVONNE SHERROD, LINDA M. HOWARD, LEANNE HAMMONS, JOINTLY OR SEVERALLY

of KNOXVILLE and State of TN its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 17th day of FEBRUARY A.D., 2023.

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

[Signature of Gary W. Stumper]

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 17th day of FEBRUARY A.D., 2023, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



[Signature of David A. Kotnik]

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 20 day of A.D., September, 2024.



[Signature of Frank A. Carrino] Secretary Frank A. Carrino, Secretary





### CONTRACT EXTENSION AND AMENDMENT

**Contract Number: #GA-ST10-040820-RSI**

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Rubio and Son Interiors, Inc., 2242-B Hephzibag McBean Road, Hephzibah, GA 30815 (Contractor) have entered into Contract #GA-ST10-040820-RSI for the procurement of Indefinite Delivery Indefinite Quantity Construction Services in the State of Georgia. The Contract has an expiration date of April 19, 2024, but the parties may extend and amend the Contract by mutual consent.

Sourcewell and Contractor acknowledge that extending and amending the Contract benefits the Contractor, Sourcewell and Sourcewell’s Members. Contractor and Sourcewell agree to extend the Contract listed above for an additional period, with a **new Contract expiration date of April 19, 2025.**

Contractor and Sourcewell also agree that the following Construction Task Catalog shall be in effect April 19, 2024: [Sourcewell, Georgia - All Areas.](#)

All other terms and conditions of the Contract remain in full force and effect.

Sourcewell  
DocuSigned by:  
*Jeremy Schwartz*  
By: \_\_\_\_\_  
C0FD2A139D08489...  
Jeremy Schwartz  
Title: Chief Procurement Officer

Rubio and Son Interiors, Inc.  
DocuSigned by:  
*Richard Rubio*  
By: \_\_\_\_\_  
EFD35F94723E4F9...  
Name: Richard Rubio  
Title: President

Date: 4/12/2024 | 8:30 AM CDT

Date: 4/12/2024 | 5:32 AM PDT

**CONTRACT MODIFICATION**  
made by and between

**Rubio & Son Interiors, Inc.**  
**3207 Garden Valley Ct**  
**Dacula, GA 30019**  
**("Contractor")**

and

**Sourcewell**  
**202 12<sup>th</sup> Street NE, PO Box 219**  
**Staples, MN 56479**

Contractor and Sourcewell have entered into an Indefinite Quantity Construction Contract, Contract Number: **GA-ST10-040820-RSI**, with an effective date of April 20, 2020, an initial term of one year, and three (3) bilateral options to extend the term for an additional term. The parties have previously exercised the first bilateral option extending the Contract through April 19, 2022.

Under the Contract terms, new Construction Task Catalogs<sup>®</sup> are to be furnished on the anniversary of the solicitation to remain in effect for a twelve (12) month period. However, as a result of recent market conditions, the parties have agreed to modify the contract by the issuance of interim Construction Task Catalogs<sup>®</sup>, which will remain in effect until the earlier of the next issuance of each respective Construction Task Catalog<sup>®</sup> or contract expiration.

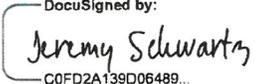
IN CONSIDERATION OF the mutual agreement described in this Modification, the parties agree as follows:

**MODIFICATION:**

The following will be the interim Construction Task Catalogs<sup>®</sup>, and will remain in effect until the earlier of the next issuance of each respective Construction Task Catalog<sup>®</sup> or contract expiration.

- [May 2021: Sourcewell Georgia, Northern](#)
- [May 2021: Sourcewell Georgia, East Central](#)
- [May 2021: Sourcewell Georgia, Southwest](#)
- [May 2021: Sourcewell Georgia, Southeast](#)

**Sourcewell**

DocuSigned by:  
  
 C0FD2A139D06489...  
 By: \_\_\_\_\_  
 Jeremy Schwartz  
 Title: Chief Procurement Officer  
 Date: 9/22/2021 | 3:11 PM CDT

**Rubio & Son Interiors, Inc. - GA-ST10-040820-RSI**

DocuSigned by:  
  
 668AAD63DEDF464...  
 By: \_\_\_\_\_  
 Richard Rubio  
 Title: President  
 Date: 9/22/2021 | 3:08 PM CDT

## INDEFINITE QUANTITY CONSTRUCTION CONTRACT

IFB NUMBER: GA-040820 – State of Georgia

GEOGRAPHIC AREA: State of Georgia, Statewide Area

This Contract dated April 20, 2020, by and between Sourcewell (Formerly NJPA) and Rubio & Son Interiors, Inc. at the following address, 2242-B Hephzibag McBean Road, Hephzibah, GA 30815 hereinafter referred to as the CONTRACTOR.

WITNESSETH: Sourcewell and CONTRACTOR for the consideration hereafter agree as follows:

### ARTICLE 1. CONTRACT DOCUMENTS

- A. Contract Documents: This Contract; the IFB Documents; (Book 1 - Project Information, Instructions to Bidders and Execution Documents; Book 2 - IQCC Standard Terms and Conditions and General Conditions; Book 3 - Construction Task Catalog (CTC); Book 4 - Technical Specifications) and Addenda thereto; all payment and performance bonds (if any), material and workmanship bonds (if any); wage rate decisions and certified payroll records (if any); Notice of Award; all modifications issued thereto, including Supplemental Purchase Orders/Change Orders and written interpretations and all Purchase Orders and accompanying documents (Requests for Proposals, Detailed Scopes of Work, Purchase Order Proposals, etc.) issued hereunder.
- B. The terms and conditions of a Purchase Order issued by a Sourcewell Member in connection with any Project, including supplemental technical specifications referenced therein, shall govern.
- C. The Contractor shall, within two (2) business days of receipt of a Purchase Order from a Sourcewell Member, provide notification to Sourcewell or their designated representative of each Purchase Order by forwarding a copy of the Purchase Order via email to PO@EZIQC.com or via facsimile to (864) 233-9100.
- D. The Contractor shall, within two (2) business days of sending an Invoice to a Sourcewell Member, provide notification to Sourcewell or their designated representative of each Invoice by forwarding a copy of the Invoice via email to Invoice@EZIQC.com or via facsimile to (864) 233-9100.

### ARTICLE 2. SCOPE OF WORK

- A. The Contractor shall provide the services required to develop each Purchase Order in accordance with the procedures for developing Purchase Orders set forth in the IQCC Standard Terms and Conditions and the Contract Documents.
- B. Each Purchase Order developed in accordance with this Contract will be issued by an individual Sourcewell Member. The Purchase Order will require the Contractor to perform the Detailed Scope of Work within the Purchase Order Completion Time for the Purchase Order Price.
- A. It is anticipated that the Contractor will perform Work primarily in the Geographic Area set forth above.

However, the parties may agree that the Contractor can perform Work in a different Geographic Area at its current Adjustment Factors.

### ARTICLE 3. THE CONTRACT PRICE

- A. This Contract is an indefinite-quantity contract for construction work and services. The Estimated Annual Value of this Contract is \$2,000,000. This is only an estimate and may increase or decrease at the discretion of Sourcewell.
- B. The Contractor shall perform any or all Tasks in the Construction Task Catalog for the Unit Price appearing therein multiplied by the following Adjustment Factors for the region in which the Work is Performed:

#### TO BE ENTERED BY SOURCEWELL:

##### Area A – Northern Georgia Area

- a. **Normal Working Hours – Non Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.0505.

(Specify to four (4) decimal places)

- b. **Other Than Normal Working Hours – Non Secure Areas :** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.0808.

(Specify to four (4) decimal places)

- c. **Normal Working Hours – Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2432.

(Specify to four (4) decimal places)

- d. **Other Than Normal Working Hours – Secure Areas:** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2865.

(Specify to four (4) decimal places)

- e. **Non Pre-priced Adjustment Factor:** To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

1.2757.

(Specify to four (4) decimal places)

Area B – East Central Georgia Area

- f. **Normal Working Hours – Non Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.0721.

(Specify to four (4) decimal places)

- g. **Other Than Normal Working Hours – Non Secure Areas :** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.1049.

(Specify to four (4) decimal places)

- h. **Normal Working Hours – Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2432.

(Specify to four (4) decimal places)

- i. **Other Than Normal Working Hours – Secure Areas:** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2865.

(Specify to four (4) decimal places)

- j. **Non Pre-priced Adjustment Factor:** To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

1.2865.

(Specify to four (4) decimal places)

Area C – Southwest Georgia Area

- k. **Normal Working Hours – Non Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.1891.

(Specify to four (4) decimal places)

- l. **Other Than Normal Working Hours – Non Secure Areas :** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2405.

(Specify to four (4) decimal places)

- m. **Normal Working Hours – Secure Areas:** Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2756.

(Specify to four (4) decimal places)

- n. **Other Than Normal Working Hours – Secure Areas:** Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.3296.

(Specify to four (4) decimal places)

- o. **Non Pre-priced Adjustment Factor:** To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

1. 2865.

(Specify to four (4) decimal places)

Area D – Southeast Georgia Area

- p. **Normal Working Hours – Non Secure Areas:** Work performed from 7:00am until 4:00pm Monday

to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.1891

(Specify to four (4) decimal places)

- q. **Other Than Normal Working Hours – Non Secure Areas** : Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2405.

(Specify to four (4) decimal places)

- r. **Normal Working Hours – Secure Areas**: Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2756.

(Specify to four (4) decimal places)

- s. **Other Than Normal Working Hours – Secure Areas**: Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.3296.

(Specify to four (4) decimal places)

- t. **Non Pre-priced Adjustment Factor**: To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

1.2865.

(Specify to four (4) decimal places)

#### **ARTICLE 4. TERM OF THE CONTRACT**

- A. This Contract has an initial term of one (1) year and a bilateral option provision for three (3) additional terms. The total term of the Contract cannot exceed two (4) years. One additional one-year renewal-extension may be offered by Sourcewell to Contractor beyond the original two-year term if Sourcewell deems such action to be in the best interests of Sourcewell and its Members. The Contractor may withdraw from the Contract on each anniversary of the award, provided that the Contractor gives 60 Days written notice of its intent to withdraw. Sourcewell may, for any reason, terminate this Contract at

any time.

- B. All Purchase Orders issued during a term of this Contract shall be valid and in effect notwithstanding that the Detailed Scope of Work may be performed, payments may be made, and the guarantee period may continue, after such term has expired. All terms and conditions of the Contract apply to each Purchase Order.

## ARTICLE 5. SOFTWARE LICENSING

- A. Sourcewell selected The Gordian Group's (Gordian) software, data and services (IQCC System) for their IQCC program. The system includes Gordian's proprietary eIQCC, eGordian and Bid Safe IQCC applications (IQCC Applications) and construction cost data (Construction Task Catalog), which shall be used by the Contractor to prepare and submit Price Proposals, subcontractor lists, and other requirements specified by Sourcewell and Sourcewell Members. The Contractor's use, in whole or in part, of Gordian's IQCC Applications and Construction Task Catalog and other proprietary materials provided by Gordian for any purpose other than to execute work under this Contract for Sourcewell and Sourcewell Members is strictly prohibited unless otherwise stated in writing by Gordian. The Contractor hereby agrees to abide by the terms of the following IQCC System License:

## ARTICLE 6. IQCC SYSTEM LICENSE

- A. Gordian hereby grants to the Contractor, and the Contractor hereby accepts from Gordian for the term of this Contract or Gordian's contract with Sourcewell, whichever is shorter, a non-exclusive right, privilege, and license to Gordian's proprietary IQCC System and related proprietary materials (collectively referred to as "Proprietary Information") to be used for the sole purpose of executing Contractor's responsibilities to Sourcewell and Sourcewell Members under this Contract ("Limited Purpose"). The Contractor hereby agrees that Proprietary Information shall include, but is not limited to, Gordian's IQCC Applications and support documentation, Construction Task Catalog, training materials, marketing materials and any other proprietary materials provided to Contractor by Gordian. In the event this Contract expires or terminates as provided herein, or the Gordian's contract with Sourcewell expires or terminates, this IQCC System License shall terminate and the Contractor shall return all Proprietary Information in its possession to Gordian.
- B. Contractor acknowledges that Gordian shall retain exclusive ownership of all proprietary rights to the Proprietary Information, including all U.S. and international intellectual property and other rights such as patents, trademarks, copyrights and trade secrets. Contractor shall have no right or interest in any portion of the Proprietary Information except the right to use the Proprietary Information for the Limited Purpose set forth herein. Except in furtherance of the Limited Purpose, Contractor shall not distribute, disclose, copy, reproduce, display, publish, transmit, assign, sublicense, transfer, provide access to, use or sell, directly or indirectly (including in electronic form), any portion of the Proprietary Information.
- C. Contractor acknowledges and agrees to respect the copyrights, trademarks, trade secrets, and other proprietary rights of Gordian in the Proprietary Information during and after the term of this Contract and shall at all times maintain complete confidentiality with regard to the Proprietary Information provided to Contractor, subject to federal, state and local laws related to public disclosure. Contractor further acknowledges that a breach of any of the terms of this Contract by Contractor will result in irreparable

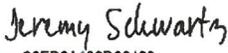
harm to Gordian for which monetary damages would be an inadequate remedy, and Gordian shall be entitled to injunctive relief (without the necessity of posting a bond) as well as all other monetary remedies available at law or in equity. In the event that it becomes necessary for either party to this IQCC System License to enforce the provisions of this Contract or to obtain redress for the breach or violation of any of its provisions, whether by litigation, arbitration or other proceedings, the prevailing party shall be entitled to recover from the other party all costs and expenses associated with such proceedings, including reasonable attorney's fees.

- D. In the event of a conflict in terms and conditions between this IQCC System License and any other terms and conditions of this Contract or any Purchase Order, Order or similar purchasing document (Purchase Order) issued by Sourcwell or a Sourcwell Member, this IQCC System License shall take precedence.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first above written.

By:

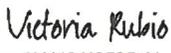
Sourcwell

DocuSigned by:  
  
 C0FD2A139D06489...

Authorized Signature

Jeremy Schwartz- Director of Operations & Procurement/CPO  
 Print Name

Contractor

DocuSigned by:  
  
 868AAD83DED484...

Authorized Signature

Victoria Rubio

Print Name

Contract Number: GA-ST10-040820-RSI (assigned by Sourcwell)

**File Attachments for Item:**

**Council Approval on Lexipol Annual Renewal - Procurement/Fire Department**



# City Council Agenda Item

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**Subject:** Request to Purchase Annual Renewal for Lexipol

**Submitted By:** Fire & EMS Department

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Council Discussion and Approval for annual renewal for Lexipol.**

FPPD has a subscription with Lexipol for fire operations procedures. The service provides annual policy manual & daily training bulletins, annual fire supplemental manuals, annual fire procedures and renewal of the learning platform for Fire & EMS personnel.

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**Cost: \$** 16,678.14

**Budgeted for:**  Yes  No

**Financial Impact:** 300-61-3510-54-2502 (Capital Contractual)

**Action Requested from Council:** Discussion and Approval

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2611 Internet Blvd  
 Ste 100  
 Frisco TX 75034  
 United States

# Subscription

Id SUB026225  
 Term Annual  
 Next Bill 10/1/2024

**Forest Park Fire & Emergency Services**  
 Forest Park Fire & Emergency Services  
 2336 Anvil block Road  
 Forest Park GA 30297  
 United States

**This is NOT an Invoice**

Quantity	Item	Rate	Amount
1	F_MAN_51-75_MAN_renewal Annual Fire Policy Manual & Daily Training Bulletins	8,680.85	\$8,680.85
1	Annual Fire Supplemental Manual(s)_01t1a000001riEMAAY_51-75_renewal Annual Fire Supplemental Manual(s)	1,580.28	\$1,580.28
1	Annual Fire Procedures_01t1a000001riELAAY_51-75_renewal Annual Fire Procedures	1,252.36	\$1,252.36
69	Fire & EMS Learning Platform With Services_01t1P000007u9kjQAA_renewal Fire & EMS Learning Platform With Services	74.85	\$5,164.65
		<b>Total</b>	<b>\$16,678.14</b>

**Exhibit B**  
**Terms and Conditions of Service**

**1. Definitions.** For purposes of Lexipol's Terms and Conditions of Service (the "Terms"), each of the following capitalized terms will have the meaning included in this Section. Other capitalized terms are defined within their respective sections below. Depending on the selected Service(s), Agency may receive support from, and be invoiced by, a Lexipol subsidiary, including The Praetorian Group and/or Cordico Inc.

**1.1 "Agency"** means the department, agency, office, company, or other entity purchasing and/or otherwise subscribing to Lexipol products or services.

**1.2 "Agreement"** means the combination of (a) the cover sheet to which these Terms are attached; (b) Lexipol's subscription and pricing information sheets, which are typically included as an Exhibit A ("Services Being Purchased and Related Fees") or as set forth in any similar pricing sheet (including by way of addendum); and (c) these Terms.

**1.3 "Derivative Work(s)"** means work(s) based on Lexipol's Subscription Materials, or any substantive portion thereof. Derivative Works include revision, modification, abridgement, condensation, expansion, or any other form in which the Subscription Materials or any portion thereof are recast, transformed, or adapted. For purposes of the Agreement, a Derivative Work also includes any compilation that incorporates any portion of the Subscription Materials. Further, "Derivative Work" includes any work considered a "derivative work" under United States copyright law.

**1.4 "Effective Date"** means the date specified on the cover sheet to which these Terms are attached, or as otherwise expressly set forth and agreed upon by Lexipol and Agency in a writing and defined as the "Effective Date."

**1.5 "Initial Term"** means the period commencing on the Effective Date and continuing for the length of time indicated on the cover sheet or subscription and pricing sheet provided by Lexipol. If the Initial Term is not so indicated, the default Initial Term is one (1) year from the Effective Date.

**1.6 "Service(s)"** means all Lexipol product(s) or service(s), including one-time and recurring (subscription) services, as may be offered by Lexipol and/or its subsidiaries and affiliates from time to time.

**1.7 "Subscription Materials"** means all policy manuals, supplemental publications, daily training bulletins, written content, images, videos, and all other data and multimedia provided by Lexipol and/or its licensors through the Services.

**2. Term.** The Agreement becomes enforceable upon signature by Agency's authorized representative. Following the Initial Term, the Agreement shall renew in successive one-year periods thereafter (each a "Renewal Term") unless one party provides written notice of non-renewal to the other party at least thirty (30) days prior to expiration of the then-current term. The Initial Term and all Renewal Terms collectively comprise the "Term" of the Agreement.

**3. Termination.**

**3.1 For Cause.** The Agreement may be terminated by either party, effective immediately, (a) in the event that the other party fails to discharge any obligation or remedy any default under the Agreement for a period of more than thirty (30) calendar days after it has been given written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

**3.2 For Convenience.** The Agreement may be terminated for convenience (including lack of appropriation of funds by Agency) upon sixty (60) days written notice. Note: fees already paid for Services are not eligible for refund, proration or offset in the event of Agency's termination for convenience.

4. **Effect of Expiration or Termination.** Upon the expiration or termination of the Agreement for any reason, Agency's access to Lexipol's Services shall cease. Termination or expiration of the Agreement shall not, however, relieve either party from any obligation or liability that has accrued under the Agreement prior to the date of such termination or expiration, including payment obligations. The right to terminate the Agreement shall be in addition to, and not in lieu of, any other remedy, legal or equitable, to which the parties are entitled at law or in equity. The provisions of Sections 1 (Definitions), 6 (Service-Specific Terms), 8 (Privacy Policy), 8 (Warranty Disclaimer), 9 (Confidentiality), 10 (Warranty Disclaimer), 11 (Limitation of Liability), 12 (General Terms), and this Section 4 shall survive the expiration or termination of the Agreement for any reason.

5. **Fees and Invoicing.** Unless otherwise agreed upon in writing, Lexipol (or, if applicable, The Praetorian Group or Cordico Inc.) will invoice Agency at the commencement of the Initial Term and thirty (30) days prior to each Renewal Term. Agency will pay to Lexipol the fee(s) specified on each invoice within thirty (30) days following receipt of the invoice. All invoices will be sent to Agency at the address specified on the cover sheet to which these Terms are attached or as otherwise designated by Agency in writing. All payments will be made by electronic transfer of immediately available funds or by mailing a check to Lexipol at 2611 Internet Blvd, Ste 100, Frisco, TX 75034 (Attn: Accounts Receivable). Lexipol reserves the right to increase fees for Renewal Terms. All amounts required to be paid under the Agreement are exclusive of taxes and similar fees now in force or enacted in the future. Unless otherwise exempt, Agency is responsible for and will pay in full all taxes properly imposed related to its receipt of Lexipol's Services, except for taxes based on Lexipol's net income. In the event any amount owed by Agency is not paid when due, and such failure is not cured within ten (10) days after written notice thereof, then in addition to any other amount due, Agency shall pay a late payment charge on the overdue amount at a rate equal to the lower of (a) one percent (1%) per month, or (b) the highest rate permitted by applicable law.

6. **Service-Specific Terms.** The following sections apply to specific Lexipol Services:

6.1 **Policy.** Lexipol's policy Subscription Materials and Knowledge Management System ("KMS") are proprietary, protected under U.S. copyright, trademark, patent, and/or other applicable laws, and Lexipol reserves all rights not expressly granted in these Terms. Agency may prepare Derivative Works using Lexipol's Subscription Materials, but Lexipol shall remain the sole owner of all right, title and interest in and to them, including all copyrights, intellectual property rights, and other proprietary rights therein or pertaining thereto. Agency shall retain a perpetual, personal, non-sublicensable and non-assignable right to use the Subscription Materials for Agency's internal purposes but will not remove any copyright notice or other proprietary notice of Lexipol appearing thereon. Agency acknowledges and agrees that Lexipol shall have no responsibility to update such Subscription Materials beyond the Term of the Agreement and shall have no liability whatsoever for Agency's creation or use of Derivative Works. Lexipol's Subscription Materials are to be treated as Confidential Information (per Section 9 herein), but Agency may disclose Subscription Materials pursuant to a valid court order, lawful government agency request, Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request. Agency acknowledges and agrees that all policies and procedures it implements have been individually reviewed and adopted by Agency, that neither Lexipol nor any of its agents, employees, or representatives shall be considered "policy makers" in any legal or other sense, and that Agency's highest-ranking official shall, for all purposes, be considered the "policy maker" with regard to same. Lexipol's KMS Service is subject to the Service Level Agreement attached to these Terms.

6.2 **Learning.** Lexipol's Learning Management System ("LMS"), offered by Praetorian Digital, is a proprietary Service protected under U.S. copyright, trademark, patent, and other laws. Lexipol and its licensors retain all rights, title, and interest in and to the LMS (including, without limitation, all intellectual property rights), including all copies, modifications, extensions, and Derivative Works thereof. Agency's right to use the LMS is limited to the rights expressly granted in the Agreement. Agency Data, defined as data owned by Agency prior to the Effective Date or which Agency provides during the Term for purposes of identifying authorized users, confirming agency or department information, or other purposes that are ancillary to receipt of the Service, remains Agency's property. Lexipol retains no right or interest in Agency Data and shall return or destroy Agency Data following termination of the Agreement. Lexipol's LMS Service is subject to the Service Level Agreement attached to these Terms.

**6.3 Wellness.** This Section applies when Agency subscribes to Lexipol's Wellness Application ("Wellness App") offered by Cordico®. All Subscription Materials delivered by the Wellness App, including but not limited to all object and source code, all information created, developed, or reduced to practice, and all written, image-based, or video-based content underlying the Wellness App that is not specifically provided by Agency is the proprietary intellectual property of Lexipol and/or its suppliers or licensors, protected to the maximum extent permitted by trademark, copyright, and patent laws. Agency is granted a nonexclusive limited right to access the Wellness App during the Term. If the Agreement is terminated or expires for any reason, Agency shall lose access to the Wellness App and to all associated Subscription Materials and shall discontinue all use of the same for any purpose. Nothing in this section or these Terms shall be construed as conferring any right of ownership or use to the Wellness App, whether by estoppel, implication or otherwise.

**6.4 Grants.** This Section applies when Agency selects Lexipol's Grant Writing, Consulting, and/or GrantFinder services. For Grant Writing services, Agency takes full responsibility for submitting information reasonably required by Lexipol's grant writing team in a timely manner (at least five (5) days prior to the applicable grant application close date). Agency is responsible for all submissions of final grant applications by grant deadlines, but Lexipol shall be considered Agency's duly authorized representative for submissions where applicable. Failure to submit requested materials to write grant applications on time will result in rollover of project services and fees to next grant application cycle; not a refund of the fees. Requests for cancellation of Grant Writing services will result in a 50% fee of the total value of the service. Invoices for Grant Writing services will be sent as soon as work begins for the applicable target grant. Complete payment must be received no later than thirty (30) days after receipt of invoice. In the event Agency has not made timely payment on an invoice, Lexipol reserves the right to suspend all grant Services to Agency until past-due payments are received in full, and may terminate Agency's access to GrantFinder, if applicable. Invoices over thirty (30) days past due may be charged a twenty-five dollar (\$25) late fee.

**6.5 Generally; Injunctive Relief.** Nothing in the Agreement shall be construed as conferring any rights or license to Lexipol's trade secrets, intellectual property, Confidential Information, Subscription Materials, KMS, LMS, Wellness App, or the software underlying such products and services, whether by estoppel, implication or otherwise. Agency may not, and may not assist others to, decompile, disassemble, reverse engineer, or otherwise attempt to discover any object code, source code, or proprietary data underlying the Services. Agency grants all rights and permissions in or relating to Agency Data as are necessary to Lexipol to enforce the Agreement, exercise Lexipol's rights, and perform Lexipol's obligations hereunder. Agency acknowledges that a breach or threatened breach of any portion of this Section may cause irreparable harm and shall entitle Lexipol to injunctive relief in addition to any other available remedy.

**7. Account Security.** The rights to access and use the Services under the Agreement are personal and unique to Agency and Agency shall not assign or otherwise transfer any such rights to any other person or entity. Except as set forth herein, Agency remains solely responsible for maintaining the confidentiality of Agency's username(s) and password(s) and the security of Agency's account(s), meaning the account by which Agency accesses the Services. Agency will not permit access to Agency's account(s) or use of Agency's username(s) and/or password(s) by any person or entity other than authorized Agency personnel. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's Account or Agency's username(s) and/or password(s).

**8. Privacy Policy.** Lexipol will hold Agency Data in confidence unless required to provide access in accordance with a court order, government agency request, or other legal process such as a Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request. Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data. Lexipol's systems use the Secure Socket Layer (SSL) Protocol for Lexipol Services, which encrypts information as it travels between Lexipol and each Agency. However, Agency acknowledges and agrees that data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits to or through the Services is 100% secure. Agency acknowledges that Lexipol may provide view-only access and summary information (which may include number of policies developed or in development, percentage of staff reviews of developed policies and DTBs) to Agency's affiliated Risk Management Authority, Insurance Pool or Group, or Sponsoring Association if they are actively funding member Agency Subscription Fees.

**9. Confidentiality.** During the term of the Agreement, either party may be required to disclose information to the other party that is marked "confidential" or is of such a type that the confidentiality thereof is reasonably apparent (collectively, "Confidential Information"). The receiving party will: (a) limit disclosure of any Confidential Information of the other party to the receiving party's directors, officers, employees, agents and other representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the Services; (b) advise its personnel and agents of the confidential nature of the Confidential Information and of the obligations set forth in the Agreement; (c) keep all Confidential Information confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing party. Notwithstanding the foregoing, a party may disclose Confidential Information pursuant to a valid governmental, judicial, or administrative order, subpoena, discovery request, regulatory request, Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, or similar method, provided that the party proposing to make any such disclosure will promptly notify, to the extent practicable, the other party in writing of such demand for disclosure so that the other party may, at its sole expense, seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this section by any of such party's personnel or agents.

**10. Warranty Disclaimer.** ALL SERVICES AND SUBSCRIPTION MATERIALS ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AS WELL AS ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE.

**11. Limitation of Liability.** Lexipol's cumulative liability resulting from any claims, demands, or actions arising out of or relating to the Agreement, the Services, or the use of any Subscription Materials shall not exceed the aggregate amount of subscription fees actually paid to Lexipol by Agency for the associated Services during the twelve-month period immediately prior to the assertion of such claim, demand, or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, exemplary damages, or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether the subject claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.

**12. General Terms.**

**12.1 General Interpretation.** The language used in the Agreement and these Terms shall be deemed to express the mutual intent of Lexipol and Agency. The Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement.

**12.2 Invalidity of Provisions.** Each of the provisions contained in the Agreement and these Terms is distinct and severable. A declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of the Agreement to be invalid or unenforceable, the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

**12.3 Waiver.** Lexipol's failure to exercise, or delay in exercising, any right or remedy under any provision of the Agreement shall not constitute a waiver of such right or remedy.

**12.4 Governing Law.** The Agreement shall be construed in accordance with, and governed by, the laws of the State in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

**12.5 Compliance with Laws.** Each party shall maintain compliance with all applicable laws, rules, regulations, and orders promulgated by any federal, state, or local government body or agency relating to its obligations pursuant to the Agreement and these Terms.

**12.6 Attorney's Fees.** If any action is brought by either party to the Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and expenses of litigation.

**12.7 Notices.** Any notice required by the Agreement or given in connection with it shall be in writing and shall be made by certified mail (postage prepaid), recognized overnight delivery service, or (if mutually agreed upon) by email to authorized recipients at such address as each party may indicate from time to time. Alternatively, electronic mail or facsimile notice to established and authorized recipients is acceptable when acknowledged by the receiving party.

**12.8 Entire Agreement.** The Agreement, including these Terms, embodies the entire agreement and understanding of the parties hereto and expressly supersedes all prior written and oral agreements and understandings with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by any party hereto that is not embodied in the Agreement. Terms and conditions set forth in any purchase order or any other form or document that are inconsistent with or in addition to the terms and conditions set forth in the Agreement are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification, and shall not be considered binding unless specifically agreed to in writing by both parties. No amendment, modification, or supplement to the Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

**12.9 Counterparts.** The Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document for purposes of the Agreement.

### **Lexipol Service Level Agreement for Cloud-Based Services**

- 1. Response Times.** For issues relating to Lexipol's online, cloud-based Services (e.g. KMS, LMS, Wellness), Lexipol will make an industry standard and commercially reasonable effort to respond promptly (via Lexipol's Normal Support Channels) within two (2) Business Days after receipt.
- 2. Uptime Commitment.** The Uptime Percentage for the Service will be ninety-nine and five-tenths percent (99.5%) (the "Uptime Commitment"). Subject to the exclusions described in below, "Uptime Percentage" is calculated by subtracting from 100% the percentage of 1-minute periods during any annual billing cycle in which Agency's selected Service(s) are unavailable out of the total number of minutes in that billing cycle. "Unavailable" and "Unavailability" mean that, in any 1-minute period, all connection requests received by Agency failed to process (each a "Failed Connection"); provided, however, that no Failed Connection will be counted as a part of more than one such 1-minute period (i.e. a Failed Connection will not be counted for the period 12:00:00-12:00:59 and the period 12:00:30-12:01:29). The Yearly Uptime Percentage will be measured based on the industry standard monitoring tools.
- 3. Exclusions from Uptime Percentage.** All Service Unavailability resulting from the following will be excluded from calculation of Uptime Percentage: (a) Regularly-scheduled maintenance of the Service that does not exceed six (6) hours per 3-month period and is communicated by Lexipol at least twenty-four (24) hours in advance via Lexipol's support channels (Lexipol typically schedules such regularly scheduled maintenance once per month); (b) Any failures of the Lexipol Standard and Custom Reporting Services that does not exceed six (6) hours per 3-month period and is communicated by Lexipol at least twenty-four (24) hours in advance via Lexipol's Normal Support Channels; (c) Any issues with a third-party service to which Agency subscribes but does not control; (d) Any problems not caused by Lexipol that result from, computing or networking hardware, other equipment or software under Agency's control, the Internet, or other issues with electronic communications; (e) Lexipol's suspension or termination of the Service in accordance with the Terms; (f) Exceeding Lexipol's published Concurrent Request Limits; (g) Software that has been subject to unauthorized modification by Agency; (h) Negligent or intentional misuse of the Service by Agency.

**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE RENEWAL OF THE ANNUAL FIRE OPERATIONS PROCEDURES SUBSCRIPTION WITH LEXIPOL FROM THE CITY’S FIRE AND EMERGENCY SERVICES DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, Lexipol provides annual policy manual, daily training bulletins, annual fire supplemental manuals, annual fire procedures, and the renewal of the learning platforms for Department personnel (“Fire Operations Procedures”); and

**WHEREAS**, the City’s Fire and Emergency Services Department (“Department”) requests the approval to renew an annual subscription with Lexipol for Fire Operations Procedures in an amount not to exceed Sixteen Thousand, Six Hundred and Seventy-Eight Dollars and 14/100 Cents (\$16,678.14); and

**WHEREAS**, the approval of this annual subscription renewal for Fire Operations Procedures is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department’s request to renew an annual subscription with Lexipol for Fire Operations Procedures in an amount not to exceed Sixteen Thousand, Six Hundred and Seventy-Eight Dollars and 14/100 Cents (\$16,678.14) as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**Council Approval for Annual Lease Payment with Motorola Solutions - Procurement/Fire Department**



# City Council Agenda Item

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**Subject:** Council Discussion and Approval for Annual Lease payment – Motorola Solutions

**Submitted By:** Fire & EMS Department

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

---

**Council Discussion and Approval for annual lease Payment for Motorola.**

FPPD is requesting to pay \$34,869.30 for the annual lease payment with Motorola Solutions for radios and radio equipment. Motorola is under the Sourcewell cooperative agreement for Radio Communications.

Lease period 11/1/2024 thru 10/31/2025

Invoice 32875 and Contract fee schedule attached.

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**Cost: \$** 34,869.30

**Budgeted for:**  Yes  No

**Financial Impact:** 300-61-3510-54-2502 (Capital Contractual)

**Action Requested from Council:** Discussion and Approval

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RECEIVED SEP 16 2024

MOTOROLA SOLUTIONS CREDIT COMPANY LLC  
500 WEST MONROE ST. 44TH FLOOR  
CHICAGO, IL 60661



ATTN: EDDIE BUCKHOLTS  
CITY OF FOREST PARK  
745 FOREST PARKWAY  
FOREST PARK, GA 30297

Contract #	: 680-0024662-000
Date Due	: 11/01/2024
Invoice Number	: 32875
Invoice Date	: 09/07/2024
Current Charges	: 34,869.30
Total Due	: 34,869.30

FOR QUESTIONS CONCERNING THIS INVOICE CONTACT: SAM GAINER (201-605-7206)

THANK YOU FOR CHOOSING MOTOROLA FUNDING CORP FOR YOUR FINANCING NEEDS

Contract No. 680-0024662-000					
Date	Description	Base Payment	Sales/Use Tax	Late Charge	Contract Total
11/01/2024	ANNUAL PYMT-PUBLIC SAFETY COMM SYSTEMS FILE Current Lease Payment	34,869.30			34,869.30
680-0024662-000 Total					34,869.30

To ensure proper credit, please include this portion with your payment

ATTN: EDDIE BUCKHOLTS  
CITY OF FOREST PARK  
745 FOREST PARKWAY  
FOREST PARK, GA 30297

Contract #	: 680-0024662-000
Date Due	: 11/01/2024
Invoice Number	: 32875
Invoice Date	: 09/07/2024
Current Charges	: 34,869.30
Total Due	: 34,869.30

Remit To:

MOTOROLA SOLUTIONS CREDIT  
COMPANY LLC  
16588 COLLECTION CENTER DRIVE  
CHICAGO, IL 60693

# City of Forest Park (Schedule B Lease 24662)

Compound Period: Annual

Nominal Annual Rate: 3.180%

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Lease	11/1/2019	\$ 215,779.45	1		
2 Lease Payment	11/1/2020	\$ 34,869.30	7	Annual	11/1/2026

## AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Lease	Date	Lease Payment	Interest	Principal	Balance
	11/1/2019				\$215,779.45
1	11/1/2020	\$ 34,869.30	\$ 6,861.79	\$ 28,007.51	\$187,771.94
2	11/1/2021	\$ 34,869.30	\$ 5,971.15	\$ 28,898.15	\$158,873.79
3	11/1/2022	\$ 34,869.30	\$ 5,052.19	\$ 29,817.11	\$129,056.68
4	11/1/2023	\$ 34,869.30	\$ 4,104.00	\$ 30,765.30	\$ 98,291.38
5	11/1/2024	\$ 34,869.30	\$ 3,125.67	\$ 31,743.63	\$ 66,547.75
6	11/1/2025	\$ 34,869.30	\$ 2,116.22	\$ 32,753.08	\$ 33,794.67
7	11/1/2026	\$ 34,869.30	\$ 1,074.63	\$ 33,794.67	\$ -
<b>Grand Totals</b>		<b>\$ 244,085.10</b>	<b>\$ 28,305.65</b>	<b>\$215,779.45</b>	

INITIAL INSURANCE REQUIREMENT: \$215,779.45

Except as specifically provided in Section five of the Lease hereof, Lessee agrees to pay to Lessor or its assignee the Lease Payments, including the interest portion, in the amounts and dates specified in the above payment schedule.



Motorola Solutions Credit Company LLC  
500 West Monroe 44<sup>th</sup> Floor  
Chicago, IL 60661

12/30/19

City of Forest Park  
Attn: Eddie Bucholts  
4539 Johesboro Rd  
Forest Park, GA 30297

*EC*  
*START*  
*MOTOROLA*  
*SOLUTIONS*  
*file*  
*JB*

Notice of Assignment to Obligor

Motorola Solutions Credit Company LLC hereby gives notice of a transfer of assets from Motorola Solutions Inc., pursuant to which, among other things, Motorola Solutions Inc. assigned to Motorola Solutions Credit Company LLC, all of its interest in and to Equipment Lease Purchase No. 078-0024662-000 commencing on November 1, 2019 (the "Lease"), including the payments due thereunder, by and between Motorola Solutions Inc. and City of Forest Park ("Lessee").

Motorola Solutions Credit Company LLC hereby gives notice of a transfer of assets from Motorola Solutions Credit Company LLC to BAPCC, LLC pursuant to which, among other things, Motorola Solutions Credit Company LLC assigned to BAPCC, LLC all of its interest in and to Equipment Lease Purchase No.078-0024662-000 commencing November 1, 2019 (the "Lease"), including the payments due thereunder, by and between Motorola Solutions Credit Company LLC and City of Forest Park ("Lessee").

MSCC will continue to service the Lease.

\*When remitting payments please see attached document: Payment Instructions to Obligor.

For your information the Purchaser's address is:

BAPCC, LLC  
135 S. LaSalle Street  
IL4-135-10-12  
Chicago, IL 60603

*Hannah Clift*  
MOTOROLA SOLUTIONS CREDIT COMPANY, LLC

**Motorola Solutions  
Credit Co. LLC**

**PAYMENT INSTRUCTIONS TO OBLIGOR**

**Regular mail:**

Motorola Solutions Credit Co. LLC c/o  
Motorola Funding Corporation  
16588 Collections Center Drive  
Chicago, IL 60693

**Overnight address:**

Motorola Solutions Credit Co. LLC c/o  
Bank of America Lockbox Services  
16588 Collections Center Drive  
Chicago, IL 60693

**Wire instructions:**

Bank Name: Bank of America  
Account Name: Motorola Funding Corporation  
Bank location: 16588 Collections Center Drive / Chicago, IL 60693  
Routing/Transit #: 0260-0959-3  
SWIFT Address: BOFAUS3N  
Account #: 4426649407

**ACH Payments:**

Bank Name: Bank of America  
Account Name: Motorola Funding Corporation  
Bank location: 16588 Collections Center Drive / Chicago, IL 60693  
Routing/Transit #: 1110-0001-2  
SWIFT Address: BOFAUS3N  
Account #: 4426649407

\*If you have any questions, please contact:

Hannah Cliff

500 West Monroe St. 44<sup>th</sup> Floor Chicago, IL 60661  
Hannah.cliff@motorolasolutions.com  
847-260-7133



*file*  
*Motorola contract*  
*10/30/19*

10/23/19

City of Forest Park  
745 Forest Parkway  
Forest Park GA 30297

**RE: Municipal Lease # 24662**

Dear Lt. Cochran:

Enclosed for your review, please find the **Municipal Lease** documentation in connection with the radio equipment to be leased from Motorola. The interest rate and payment streams outlined in Equipment Lease-Purchase Agreement #24662 are valid for contracts that are executed and returned to Motorola on or before October 25, 2019. After 10/25/19, the Lessor reserves the option to re-quote and re-price the transaction based on current market interest rates.

Please have the documents executed where indicated and forward the documents to the following address:

Motorola Solutions Credit Company LLC  
Attn: Bill Stancik 44<sup>th</sup> Floor  
500 W. Monroe  
Chicago IL 60661

Should you have any questions, please contact me at 847-538-4531

Thank You,

Bill Stancik  
MOTOROLA SOLUTIONS CREDIT COMPANY LLC

# LESSEE FACT SHEET

Please help Motorola Solutions, Inc. provide excellent billing service by providing the following information:

1. Complete Billing Address City of Forest Park  
\_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Lessee County Location: \_\_\_\_\_
3. Federal Tax I.D. Number \_\_\_\_\_
4. Purchase Order Number to be referenced on invoice (if necessary) or other "descriptions" that may assist in determining the applicable cost center or department: \_\_\_\_\_
5. Equipment description that you would like to appear on your invoicing: \_\_\_\_\_

**Appropriate Contact for Documentation / System Acceptance Follow-up:**

6. Appropriate Contact & Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_
7. Payment remit to address: **Motorola Solutions, Inc.  
P.O. Box 71132  
Chicago IL 60694-1132**

Thank you

## EQUIPMENT LEASE-PURCHASE AGREEMENT

Lease Number: 24662

**LESSEE:**

City of Forest Park  
745 Forest Parkway  
Forest Park GA 30297

**LESSOR:**

Motorola Solutions, Inc.  
500 W. Monroe  
Chicago IL 60661

Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor, the equipment and/or software described in Schedule A attached hereto ("Equipment") in accordance with the following terms and conditions of this Equipment Lease-Purchase Agreement ("Lease").

**1. TERM.** The Initial Term of this Lease begins as of the Commencement Date identified by Lessor in the Schedule A attached hereto, relating to such Lease, in accordance with applicable provisions of Georgia law, the Initial Term expires absolutely and without further obligation on the part of Lessee at midnight on the last day of the calendar year in which this Lease was executed, subject to Lessee's option to extend the term of this Lease for up to the number of consecutive one-year renewal terms (each of such terms, a "Renewal Term," and collectively, "Renewal Terms") to pay the Lease Payments due hereunder. Each Renewal Term under this Lease shall also terminate absolutely and without further obligation on the part of Lessee at midnight on the last day of each succeeding calendar year that is a Renewal Term, unless this Lease has been renewed as set forth herein. Lessee's annual option to extend the term of this Lease shall be exercised by the adoption by the governing body of Lessee of a final budget in accordance with applicable law which appropriates, specifically with respect to this Lease, moneys sufficient (after taking into account any moneys legally available for such purpose) to pay the Lease Payments and all additional amounts for which Lessee is or may become responsible under this Lease for the next succeeding Renewal Term as provided herein. The adoption of such final budget, after the holding of a public hearing, if necessary, and compliance with the procedures required by applicable law, shall extend the term of this Lease with respect to which such action is taken for the succeeding Renewal Term without any further action required by any officers or officials of Lessee. Within ten (10) days after the adoption of such final budget, Lessee shall deliver written notice to Lessor stating that Lessee has extended the term of this Lease. The terms and conditions of any Renewal Term of this Lease shall be the same as the terms and conditions during the Initial Term of this Lease, except that the Lease Payments shall be as provided in Schedule B.

**2. RENT.** Lessee agrees to pay to Lessor or its assignee the Lease Payments (herein so called), including the interest portion, in the amounts specified in Schedule B. The Lease Payments will be payable without notice or demand at the office of the Lessor (or such other place as Lessor or its assignee may from time to time designate in writing), and will commence on the first Lease Payment Date as set forth in Schedule B and thereafter on each of the Lease Payment Dates set forth in Schedule B. Any payments received later than ten (10) days from the due date will bear interest at the highest lawful rate from the due date. Except as specifically provided in Section 5 hereof, the Lease Payments will be absolute and unconditional in all events and will not be subject to any set-off, defense, counterclaim, or recoupment for any reason whatsoever. Lessee currently intends, subject to Section 5, to continue the term of this Lease through the Initial Term and all Renewal Terms and to pay the Lease Payments hereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Lease Payments during the Initial Term and all Renewal Terms of this Lease can be obtained. Notwithstanding the foregoing, the decision whether or not to budget and appropriate funds or to extend this Lease for any Renewal Term is within the discretion of the governing body of the Lessee.

**3. DELIVERY AND ACCEPTANCE.** Lessor will cause the Equipment to be delivered to Lessee at the location specified in Schedule A ("Equipment Location"). Lessee will accept the Equipment as soon as it has been delivered and is operational. Lessee will evidence its acceptance of the Equipment by executing and delivering to Lessor a Delivery and Acceptance Certificate in the form provided by Lessor.

Even if Lessee has not executed and delivered to Lessor a Delivery and Acceptance Certificate, if Lessor believes the Equipment has been delivered and is operational, Lessor may require Lessee to notify Lessor in writing (within five (5) days of Lessee's receipt of Lessor's request) whether or not Lessee deems the Equipment (i) to have been delivered and (ii) to be operational, and hence be accepted by Lessee. If Lessee fails to so respond in such five (5) day period, Lessee will be deemed to have accepted the Equipment and be deemed to have acknowledged that the Equipment was delivered and is operational as if Lessee had in fact executed and delivered to Lessor a Delivery and Acceptance Certificate.

**4. REPRESENTATIONS AND WARRANTIES.** Lessor acknowledges that the Equipment leased hereunder is being manufactured and installed by Lessor pursuant to contract (the "Contract") covering the Equipment. Lessee acknowledges that on or prior to the date of acceptance of the Equipment, Lessor intends to sell and assign Lessor's right, title and interest in and to this Agreement and the Equipment to an assignee ("Assignee"). LESSEE FURTHER ACKNOWLEDGES THAT EXCEPT AS EXPRESSLY SET FORTH IN THE CONTRACT, LESSOR MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY NATURE OR KIND WHATSOEVER, AND AS BETWEEN LESSEE AND THE ASSIGNEE, THE PROPERTY SHALL BE ACCEPTED BY LESSEE "AS IS" AND "WITH ALL FAULTS". LESSEE AGREES TO SETTLE ALL CLAIMS DIRECTLY WITH LESSOR AND WILL NOT ASSERT OR SEEK TO ENFORCE ANY SUCH CLAIMS AGAINST THE ASSIGNEE. NEITHER LESSOR NOR THE ASSIGNEE SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY CHARACTER AS A RESULT OF THE LEASE OF THE EQUIPMENT, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, PROPERTY DAMAGE OR LOST PRODUCTION WHETHER SUFFERED BY LESSEE OR ANY THIRD PARTY.

Lessor is not responsible for, and shall not be liable to Lessee for damages relating to loss of value of the Equipment for any cause or situation (including, without limitation, governmental actions or regulations or actions of other third parties).

**5. NON-APPROPRIATION OF FUNDS.** Notwithstanding anything contained in this Lease to the contrary, in the event the funds appropriated by Lessee's governing body or otherwise available by any means whatsoever in any fiscal period of Lessee for Lease Payments or other amounts due under this Lease are insufficient therefor, this Lease shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to Lessee of any kind whatsoever, except as to the portions of Lease Payments or other amounts herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available. The Lessee will immediately notify the Lessor or its Assignee of such occurrence. In the event of such termination, Lessee agrees to peaceably surrender possession of the Equipment to Lessor or its Assignee on the date of such termination, packed for shipment in accordance with manufacturer specifications and freight prepaid and insured to any location in the continental United States designated by Lessor. Lessor will have all legal and equitable rights and remedies to take possession of the Equipment.

**6. LESSEE CERTIFICATION.** Lessee represents, covenants and warrants that: (i) Lessee is a state or a duly constituted political subdivision or agency of the state of the Equipment Location; (ii) the interest portion of the Lease Payments shall be excludable from Lessor's gross income pursuant to Section 103 of the Internal Revenue Code of 1986, as it may be amended from time to time (the "Code"); (iii) the execution, delivery and performance by the Lessee of this Lease have been duly authorized by all necessary action on the part of the Lessee; (iv) this Lease constitutes a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms; (v) Lessee will comply with the information reporting requirements of Section 149(e) of the Code, and such compliance shall include but not be limited to the execution of information statements requested by Lessor; (vi) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the Lease to be an arbitrage bond within the meaning of Section 148(a) of the Code; (vii) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, this Lease to be a private activity bond within the meaning of Section 141(a) of the Code; (viii) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the interest portion of the Lease Payments to be or become includible in gross income for Federal income taxation purposes under the Code; and (ix) Lessee will be the only entity to own, use and operate the Equipment during the Initial Term and each Renewal Term.

Lessee represents, covenants and warrants that (i) it will do or cause to be done all things necessary to preserve and keep the Lease in full force and effect, (ii) it has complied with all public bidding requirements where necessary and by due notification presented this Lease for approval and adoption as a valid obligation on its part,

and (iii) it has sufficient appropriations or other funds available to pay all amounts due hereunder for the current fiscal period.

If Lessee breaches the covenant contained in this Section, the interest component of Lease Payments may become includible in gross income of the owner or owners thereof for federal income tax purposes. In such event, notwithstanding anything to the contrary contained in Section 11 of this Agreement, Lessee agrees to pay promptly after any such determination of taxability and on each Lease Payment date thereafter to Lessor an additional amount determined by Lessor to compensate such owner or owners for the loss of such excludibility (including, without limitation, compensation relating to interest expense, penalties or additions to tax), which determination shall be conclusive (absent manifest error). Notwithstanding anything herein to the contrary, any additional amount payable by Lessee pursuant to this Section 6 shall be payable solely from Legally Available Funds.

It is Lessor's and Lessee's intention that this Agreement not constitute a "true" lease for federal income tax purposes and, therefore, it is Lessor's and Lessee's intention that Lessee be considered the owner of the Equipment for federal income tax purposes.

**7. TITLE TO EQUIPMENT; SECURITY INTEREST.** (a) During the term of this Lease, title to the Equipment shall be vested in Lessor, subject to the rights of Lessee under such Lease. Upon the first to occur of (i) the day after the last scheduled Rental Payment under such Lease is paid in full or (ii) the day after the Lessee exercises the prepayment option under the lease and such Lease is paid in full, Lessor shall transfer all of its right, title and interest in and to the Equipment under such Lease to Lessee without representation or warranty (except with respect to Lessor or anyone claiming by, through or under Lessor) "where is, as is" and "with all faults." Lessee, at its expense, will protect and defend Lessor's title to the Equipment identified in each Lease and will keep the Equipment under each Lease free and clear from any and all claims, liens, encumbrances and legal processes of Lessee's creditors and other persons.

(b) Upon the first to occur of (i) the expiration of the Initial Term or any Renewal Term under such Lease during which an Event of Nonappropriation occurs or (ii) an Event of Default under such Lease and a termination of Lessee's rights thereunder as provided therein, Lessor shall be entitled to repossess the Equipment identified in such Lease and otherwise to exercise its remedies as provided therein.

(c) All items of Equipment shall at all times be and remain personal property notwithstanding that any such Equipment may now or hereafter be affixed to realty.

**8. USE; REPAIRS.** Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer of the Equipment and shall comply with all laws, ordinances, insurance policies, the Contract, any licensing or other agreement, and regulations relating to, and will pay all costs, claims, damages, fees and charges arising out of the possession, use or maintenance of the Equipment. Lessee, at its expense will keep the Equipment in good repair and furnish and/or install all parts, mechanisms, updates, upgrades and devices required therefor.

**9. ALTERATIONS.** Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent unless such alterations, additions or improvements may be readily removed without damage to the Equipment.

**10. LOCATION; INSPECTION.** The Equipment will not be removed from, [or if the Equipment consists of rolling stock, its permanent base will not be changed from] the Equipment Location without Lessor's prior written consent which will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operation.

**11. LIENS AND TAXES.** Lessee shall keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Lease. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, licensing, leasing, rental, sale, purchase, possession or use of the Equipment, excluding however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes, Lessee shall reimburse Lessor therefor within ten days of written demand.

**12. RISK OF LOSS: DAMAGE; DESTRUCTION.** Lessee assumes all risk of loss or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment nor defect therein nor

unfitness or obsolescence thereof shall relieve Lessee of the obligation to make Lease Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Equipment is lost, stolen, destroyed or damaged beyond repair (an "Event of Loss"), Lessee at the option of Lessor will: either (a) replace the same with like equipment in good repair; or (b) on the next Lease Payment date, pay Lessor the sum of: (i) all amounts then owed by Lessee to Lessor under this Lease, including the Lease payment due on such date; and (ii) an amount equal to all remaining Lease Payments to be paid during the Initial Term and each Renewal Term as set forth in Schedule B.

In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Lease Payment and the Balance Payment (as set forth in Schedule B) to be made by Lessee with respect to that part of the Equipment which has suffered the Event of Loss.

**13. INSURANCE.** Lessee will, at its expense, maintain at all times during the Initial Term and each Renewal Term, fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurers as shall be satisfactory to Lessor, or, with Lessor's prior written consent, Lessee may self-insure against any or all such risks. All insurance covering loss of or damage to the Equipment shall be carried in an amount no less than the amount of the then applicable Balance Payment with respect to such Equipment. The initial amount of insurance required is set forth in Schedule B. Each insurance policy will name Lessee as an insured and Lessor or its Assigns as an additional insured, and will contain a clause requiring the insurer to give Lessor at least thirty (30) days prior written notice of any alteration in the terms of such policy or the cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its Assigns as their interests may appear. Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event that Lessee has been permitted to self-insure, Lessee will furnish Lessor with a letter or certificate to such effect. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice thereof and make available to Lessor all information and documentation relating thereto.

**14. INDEMNIFICATION.** Lessee shall, to the extent permitted by law, indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, proceedings, expenses, damages or liabilities, including attorneys' fees and court costs, arising in connection with the Equipment, including, but not limited to, its selection, purchase, delivery, licensing, possession, use, operation, rejection, or return and the recovery of claims under insurance policies thereon.

**15. ASSIGNMENT.** Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Lease or the Equipment or any interest in this Lease or the Equipment or; (ii) sublet or lend the Equipment or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Lease, the Equipment and any documents executed with respect to this Lease and/or grant or assign a security interest in this Lease and the Equipment, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Lease. Subject to the foregoing, this Lease inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

Lessee covenants and agrees not to assert against the Assignee any claims or defenses by way of abatement, setoff, counterclaim, recoupment or the like which Lessee may have against Lessor. No assignment or reassignment of any Lessor's right, title or interest in this Lease or the Equipment shall be effective unless and until Lessee shall have received a notice of assignment, disclosing the name and address of each such assignee; provided, however, that if such assignment is made to a bank or trust company as paying or escrow agent for holders of certificates of participation in the Lease, it shall thereafter be sufficient that a copy of the agency agreement shall have been deposited with Lessee until Lessee shall have been advised that such agency agreement is no longer in effect. During the Initial Term and each Renewal Term Lessee shall keep a complete and accurate record of all such assignments in form necessary to comply with Section 149(a) of the Code, and the regulations, proposed or existing, from time to time promulgated thereunder. No further action will be required by Lessor or by Lessee to evidence the assignment, but Lessee will acknowledge such assignments in writing if so requested.

After notice of such assignment, Lessee shall name the Assignee as additional insured and loss payee in any insurance policies obtained or in force. Any Assignee of Lessor may reassign this Lease and its interest in the

Equipment and the Lease Payments to any other person who, thereupon, shall be deemed to be Lessor's Assignee hereunder.

**16. EVENT OF DEFAULT.** The term "Event of Default", as used herein, means the occurrence of any one or more of the following events: (i) Lessee fails to make any Lease Payment (or any other payment) as it becomes due in accordance with the terms of the Lease, and any such failure continues for ten (10) days after the due date thereof; (ii) Lessee fails to perform or observe any other covenant, condition, or agreement to be performed or observed by it hereunder and such failure is not cured within twenty (20) days after written notice thereof by Lessor; (iii) the discovery by Lessor that any statement, representation, or warranty made by Lessee in this Lease or in writing ever delivered by Lessee pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; (iv) proceedings under any bankruptcy, insolvency, reorganization or similar legislation shall be instituted against or by Lessee, or a receiver or similar officer shall be appointed for Lessee or any of its property, and such proceedings or appointments shall not be vacated, or fully stayed, within twenty (20) days after the institution or occurrence thereof; or (v) an attachment, levy or execution is threatened or levied upon or against the Equipment.

**17. REMEDIES.** Upon the occurrence of an Event of Default, and as long as such Event of Default is continuing, Lessor may, at its option, exercise any one or more of the following remedies: (i) by written notice to Lessee, declare all amounts then due under the Lease, and all remaining Lease Payments due during the Fiscal Year in effect when the default occurs to be immediately due and payable, whereupon the same shall become immediately due and payable; (ii) by written notice to Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly discontinue use of the Equipment, remove the Equipment from all of Lessee's computers and electronic devices, return the Equipment to Lessor in the manner set forth in Section 5 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same; (iii) sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for all Lease Payments and other amounts due prior to the effective date of such selling, leasing or subleasing and for the difference between the purchase price, rental and other amounts paid by the purchaser, Lessee or sublessee pursuant to such sale, lease or sublease and the amounts payable by Lessee hereunder; and (iv) exercise any other right, remedy or privilege which may be available to it under applicable laws of the state of the Equipment Location or any other applicable law or proceed by appropriate court action to enforce the terms of the Lease or to recover damages for the breach of this Lease or to rescind this Lease as to any or all of the Equipment. In addition, Lessee will remain liable for all covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

**18. PURCHASE OPTION.** Upon thirty (30) days prior written notice from Lessee to Lessor, and provided that no Event of Default has occurred and is continuing, or no event, which with notice or lapse of time, or both could become an Event of Default, then exists, Lessee will have the right to purchase the Equipment on the Lease Payment dates set forth in Schedule B by paying to Lessor, on such date, the Lease Payment then due together with the Balance Payment amount set forth opposite such date. Upon satisfaction by Lessee of such purchase conditions, Lessor will transfer any and all of its right, title and interest in the Equipment to Lessee as is, without warranty, express or implied, except that the Equipment is free and clear of any liens created by Lessor.

**19. NOTICES.** All notices to be given under this Lease shall be made in writing and mailed by certified mail, return receipt requested, to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notice shall be deemed to have been received five days subsequent to such mailing.

**20. SECTION HEADINGS.** All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.

**21. GOVERNING LAW.** This Lease shall be construed in accordance with, and governed by the laws of, the state of the Equipment Location.

**22. DELIVERY OF RELATED DOCUMENTS.** (a) Lessee hereby agrees to complete, execute and deliver to Lessor with respect to this Lease a Certificate of Compliance with Georgia Law (in substantially the form attached hereto).

(b) Lessee will execute or provide, as requested by Lessor, such other documents and information as are reasonably necessary with respect to the transaction contemplated by this Lease.

If Lessee is a county or municipality under the laws of the State of Georgia, (a) the sum of (i) the aggregate principal component of Lease Payments under the Lease plus (ii) the amount of debt incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia (which was outstanding in the aggregate principal amount of \$ \_\_\_\_\_ on \_\_\_\_\_) does not exceed 10% of the assessed value of all taxable property within Lessee; and (b) the Equipment financed pursuant to the Lease has not been the subject of a referendum which failed to receive the approval of the Lessee's voters within the four calendar years immediately preceding the date of execution of the Certificate of Acceptance to which this Certificate is attached; or if Lessee is a county, independent or area school system under the laws of the State of Georgia, (a) the total combined annual payments for Lessee's contracts under Georgia Code §20-2-506 and contracts of such school system under Article IX, Section III, Paragraph I of the Constitution of Georgia in any calendar year, excluding guaranteed energy savings contracts, does not exceed an amount equal to 7.5 percent of the total local revenue collected for maintenance and operation of the school system in the most recently completed fiscal year; and (b) the Lease to which this Certificate relates is not being entered into within four calendar years after an election on the proposed issuance of bonded debt for goods, materials, real or personal property, services or supplies which are the same as or substantially similar to the Equipment financed pursuant to such Lease and which proposal was defeated by the Lessee's electors.

**23. ENTIRE AGREEMENT; WAIVER.** This Lease, together with Schedule A Equipment Lease-Purchase Agreement, Schedule B, Evidence of Insurance, Statement of Essential Use/Source of Funds, Certificate of Incumbency, Certified Lessee Resolution (if any), Information Return for Tax-Exempt Governmental Obligations and the Delivery and Acceptance Certificate and other attachments hereto, and other documents or instruments executed by Lessee and Lessor in connection herewith, constitutes the entire agreement between the parties with respect to the Lease of the Equipment, and this Lease shall not be modified, amended, altered, or changed except with the written consent of Lessee and Lessor. Any provision of the Lease found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the Lease.

The waiver by Lessor of any breach by Lessee of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach thereof.

**24. EXECUTION IN COUNTERPARTS.** This Lease may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the \_\_\_\_\_ day of October, 2019.

**LESSEE:**  
City of Forest Park

**LESSOR:**  
MOTOROLA SOLUTIONS, INC.

By: [Signature]  
Printed Name: Angela Butler  
Title: Treasurer

By: \_\_\_\_\_  
Title: Treasurer

**CERTIFICATE OF INCUMBENCY**

I, Shalonda Brown do hereby certify that I am the duly elected or appointed and acting Secretary or Clerk of the City of Forest Park, an entity duly organized and existing under the laws of the State of Georgia that I have custody of the records of such entity, and that, as of the date hereof, the individual(s) executing this agreement is/are the duly elected or appointed officer(s) of such entity holding the office(s) below his/her/their respective name(s). I further certify that (i) the signature(s) set forth above his/her/their respective name(s) and title(s) is/are his/her/their true and authentic signature(s) and (ii) such officer(s) have the authority on behalf of such entity to enter into that certain Equipment Lease Purchase Agreement number 24662,

between City of Forest Park and Motorola Solutions, Inc. If the initial insurance requirement on Schedule B exceeds \$1,000,000, attached as part of the Equipment Lease Purchase Agreement is a Certified Lessee Resolution adopted by the governing body of the entity.

IN WITNESS WHEREOF, I have executed this certificate and affixed the seal of City of Forest Park , hereto this \_\_\_\_\_ day of October, 2019.

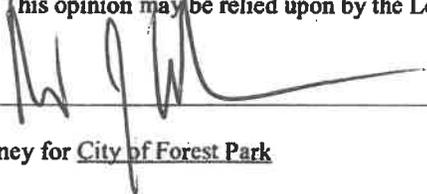
By:

  
\_\_\_\_\_  
(Signature of Secretary/Clerk)

SEAL

**OPINION OF COUNSEL**

With respect to that certain Equipment Lease-Purchase Agreement 24662 by and between Motorola Solutions, Inc. and the Lessee, I am of the opinion that: (i) the Lessee is, within the meaning of Section 103 of the Internal Revenue Code of 1986, a state or a fully constituted political subdivision or agency of the State of the Equipment Location described in Schedule A hereto; (ii) the execution, delivery and performance by the Lessee of the Lease have been duly authorized by all necessary action on the part of the Lessee, (III) the Lease constitutes a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms; and (iv) Lessee has sufficient monies available to make all payments required to be paid under the Lease during the current fiscal year of the Lease, and such monies have been properly budgeted and appropriated for this purpose in accordance with State law. This opinion may be relied upon by the Lessor and any assignee of the Lessor's rights under the Lease.

  
\_\_\_\_\_

Attorney for City of Forest Park

**SCHEDULE A  
EQUIPMENT LEASE-PURCHASE AGREEMENT**

**Schedule A                    24662  
Lease Number:**

This Equipment Schedule is hereby attached to and made a part of that certain Equipment Lease-Purchase Agreement Number 24662 ("Lease"), between Lessor and Lessee.

Lessor hereby leases to Lessee under and pursuant to the Lease, and Lessee hereby accepts and leases from Lessor under and pursuant to the Lease, subject to and upon the terms and conditions set forth in the Lease and upon the terms set forth below, the following items of Equipment

<b>QUANTITY</b>	<b>DESCRIPTION (Manufacturer, Model, and Serial Nos.)</b>
	Refer to attached Equipment List.
<b>Equipment Location:</b>	

**Initial Term: 84 Months**

**Commencement Date:        November 1, 2019**

**First Payment Due Date:    November 1, 2020**

**7 annual payments** as outlined in the attached Schedule B, plus Sales/Use Tax of \$0.00, payable on the Lease Payment Dates set forth in Schedule B.

**EVIDENCE OF INSURANCE**

Fire, extended coverage, public liability and property damage insurance for all of the Equipment listed on Schedule A number **24662** to that Equipment Lease Purchase Agreement number **24662** will be maintained by the City of Forest Park as stated in the Equipment Lease Purchase Agreement.

This insurance is provided by:

\_\_\_\_\_  
Name of insurance provider

\_\_\_\_\_  
Address of insurance provider

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone number of local insurance provider

\_\_\_\_\_  
E-mail address

In accordance with the Equipment Lease Purchase Agreement Number **24662** , City of Forest Park , hereby certifies that following coverage are or will be in full force and effect:

Type	Amount	Effective Date	Expiration Date	Policy Number
Fire and Extended Coverage	_____	_____	_____	_____
Property Damage	_____	_____	_____	_____
Public Liability	_____	_____	_____	_____

**Certificate shall include the following:**

Description: All Equipment listed on Schedule A number 24662 to that Equipment Lease Purchase Agreement number 24662. Please include equipment cost equal to the Initial Insurance Requirement on Schedule B to Equipment Lease Purchase Agreement number 24662 and list any deductibles.

**Certificate Holder:**

MOTOROLA SOLUTIONS, INC. and or its assignee as additional insured and loss payee  
1303 E. Algonquin Road  
Schaumburg, IL 60196

**If self insured, contact Motorola representative for template of self insurance letter.**

## **STATEMENT OF ESSENTIAL USE/SOURCE OF FUNDS**

To further understand the essential governmental use intended for the equipment together with an understanding of the sources from which payments will be made, please address the following questions by completing this form or by sending a separate letter:

1.     **What is the specific use of the equipment?**
  
2.     **Why is the equipment essential to the operation of City of Forest Park?**
  
3.     **Does the equipment replace existing equipment?**  

If so, why is the replacement being made?
  
4.     **Is there a specific cost justification for the new equipment?**  

If yes, please attach outline of justification.
  
5.     **What is the expected source of funds for the payments due under the Lease for the current fiscal year and future fiscal years?**

## **CERTIFIED LESSEE RESOLUTION**

At a duly called meeting of the Governing Body of the Lessee, City of Forest Park (as defined in the Lease No. 24662) held on *October* \_\_\_\_\_, 2019, the following resolution was introduced and adopted.

**BE IT RESOLVED** by the Governing Board of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment or other personal property described in the Lease between City of Forest Park (Lessee) and Motorola Solutions, Inc. (Lessor).
2. **Approval and Authorization.** The Governing body of Lessee has determined that the Lease, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment or other personal property, and the Governing Board hereby approves the entering into of the Lease by the Lessee and hereby designates and authorizes the following person(s) referenced in the Lease to execute and deliver the Lease on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transactions contemplated by the Lease.
3. **Adoption of Resolution.** The signatures in the Lease from the designated individuals for the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

**Information Return for Tax-Exempt Governmental Bonds**

(Rev. September 2018)

► Under Internal Revenue Code section 149(e)  
► See separate instructions.

OMB No. 1545-0720

Department of the Treasury  
Internal Revenue Service

Caution: If the issue price is under \$100,000, use Form 8038-GC.  
► Go to [www.irs.gov/F8038G](http://www.irs.gov/F8038G) for instructions and the latest information.

<b>Part I Reporting Authority</b>		If Amended Return, check here <input type="checkbox"/>
1 Issuer's name <b>City of Forest Park</b>		2 Issuer's employer identification number (EIN)
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) <b>745 Forest Parkway</b>	Room/suite	5 Report number (For IRS Use Only) <b>3</b>
6 City, town, or post office, state, and ZIP code <b>Forest Park GA 30297</b>		7 Date of issue <b>11/1/2019</b>
8 Name of issue <b>Equipment Lease-Purchase Agreement 24662</b>		9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a

<b>Part II Type of Issue (enter the issue price). See the instructions and attach schedule.</b>	
11 Education . . . . .	11
12 Health and hospital . . . . .	12
13 Transportation . . . . .	13
14 Public safety . . . . .	14 <b>215,779.45</b>
15 Environment (including sewage bonds) . . . . .	15
16 Housing . . . . .	16
17 Utilities . . . . .	17
18 Other. Describe ►	18
19a If bonds are TANs or RANs, check only box 19a . . . . . <input type="checkbox"/>	
b If bonds are BANs, check only box 19b . . . . . <input type="checkbox"/>	
20 If bonds are in the form of a lease or installment sale, check box <input checked="" type="checkbox"/>	

<b>Part III Description of Bonds. Complete for the entire issue for which this form is being filed.</b>				
(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
<b>21</b> 11/1/2026	\$ <b>215,779.45</b>	\$ <b>215,779.45</b>	<b>7</b> years	<b>3.18</b> %

<b>Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)</b>	
22 Proceeds used for accrued interest . . . . .	22
23 Issue price of entire issue (enter amount from line 21, column (b)) . . . . .	23 <b>215,779.45</b>
24 Proceeds used for bond issuance costs (including underwriters' discount) . . . . .	24
25 Proceeds used for credit enhancement . . . . .	25
26 Proceeds allocated to reasonably required reserve or replacement fund . . . . .	26
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V . . . . .	27
28 Proceeds used to refund prior taxable bonds. Complete Part V . . . . .	28
29 Total (add lines 24 through 28) . . . . .	29
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) . . . . .	30 <b>215,779.45</b>

<b>Part V Description of Refunded Bonds. Complete this part only for refunding bonds.</b>	
31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded . . . . .	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded . . . . .	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) . . . . .	_____
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)	_____

**Part VI Miscellaneous**

- 35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) 35
- 36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions 36a
  - b Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) \_\_\_\_\_
  - c Enter the name of the GIC provider ▶ \_\_\_\_\_
- 37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units 37
- 38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶  and enter the following information:
  - b Enter the date of the master pool bond ▶ (MM/DD/YYYY) \_\_\_\_\_
  - c Enter the EIN of the issuer of the master pool bond ▶ \_\_\_\_\_
  - d Enter the name of the issuer of the master pool bond ▶ \_\_\_\_\_
- 39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶
- 40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶
- 41a If the issuer has identified a hedge, check here ▶  and enter the following information:
  - b Name of hedge provider ▶ \_\_\_\_\_
  - c Type of hedge ▶ \_\_\_\_\_
  - d Term of hedge ▶ \_\_\_\_\_
- 42 If the issuer has superintegrated the hedge, check box ▶
- 43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶
- 44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶
- 45a If some portion of the proceeds was used to reimburse expenditures, check here ▶  and enter the amount of reimbursement ▶ \_\_\_\_\_
  - b Enter the date the official intent was adopted ▶ (MM/DD/YYYY) \_\_\_\_\_

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	Signature of issuer's authorized representative	Date	Type or print name and title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	Firm's name ▶	Firm's EIN ▶		
	Firm's address ▶	Phone no.		

## EQUIPMENT LEASE PURCHASE AGREEMENT DELIVERY AND ACCEPTANCE CERTIFICATE

The undersigned Lessee hereby acknowledges receipt of the Equipment described below ("Equipment") and Lessee hereby accepts the Equipment after full inspection thereof as satisfactory for all purposes of lease Schedule A to the Equipment Lease Purchase Agreement executed by Lessee and Lessor.

Equipment Lease Purchase Agreement No.: 24662

Lease Schedule A No. : 24662

### EQUIPMENT INFORMATION

QUANTITY	MODEL NUMBER	EQUIPMENT DESCRIPTION
		Equipment referenced in lease Schedule A# 24662. See Schedule A for a detailed Equipment List.

**LESSEE:**

City of Forest Park

By: \_\_\_\_\_

Date: \_\_\_\_\_

MOTOROLA, INC.  
Proposal Order Worksheet

COF No: \_\_\_\_\_ Proposal No: \_\_\_\_\_ Order No: \_\_\_\_\_

P.O. No: \_\_\_\_\_ B & Q No: \_\_\_\_\_ Proposal Date: 18-Jul-19

P.O. Date: \_\_\_\_\_ Carrier: \_\_\_\_\_ Partial/Early: \_\_\_\_\_

CRSD: \_\_\_\_\_ Billing: \_\_\_\_\_ Payment: \_\_\_\_\_ Net 30 Days

Sold To: Forest Park Fire Dept Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_

Address: 4539 Jonesboro Rd

City/State: Forest Park, GA

Attn: Major Joel Turner

Phone: \_\_\_\_\_

Item	Qty	Model Number	Description	List	Unit	Extended
4		H98UCH9PW7BN	APX6000 700/800 MODEL 3.5 PORTABLE	3,455.00	2245.75	8,983.00
	4	Q58AL	ADD: 3Y ESSENTIAL SERVICE	110	71.50	286.00
	4	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	515	334.75	1,339.00
	4	q361	ENH: P25 TRUNKING SOFTWARE APX	300	195.00	780.00
	4	H207EZ	DEL: DELETE STANDARD BATTERY	-30	-19.50	-78.00
	4	qa07576	PMNN4573	165	107.25	429.00
	4	Q629AK	ENH: AES ENCRYPTION	475	308.75	1,235.00
	4	QA00580AC	ADD: TDMA OPERATION	450	292.50	1,170.00
	4	H38BT	ADD: SMARTZONE OPERATION	1,200.00	780.00	3,120.00
	20	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	3,026.00	1966.90	39,338.00
	20	q361	ENH: P25 TRUNKING SOFTWARE APX	300.00	195.00	3,900.00
	20	Q58	ADD: 3Y ESSENTIAL SERVICE	110	71.50	1,430.00
	20	Q806	ADD: ASTRO DIGITAL CAI OPERATION	515	334.75	6,695.00
	20	qa05575	ALT: LI-ION IMPRES 2 4500 MAH UL/CSA RUGGED	165	107.25	2,145.00
	20	Q629	ENH: AES ENCRYPTION	475	308.75	6,175.00
	20	QA00580	ADD: TDMA OPERATION	450	292.50	5,850.00
	20	H38	ADD: SMARTZONE OPERATION	1,200.00	780.00	15,600.00
	20	QA01427	ALT: IMPACT GREEN HOUSING	25	16.25	325.00
	20	QA02006	ENH: APX6000XE RUGGED RADIO	800	520.00	10,400.00

MOTOROLA, INC.  
Proposal Order Worksheet

24	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2	165.00	107.25	2,574.00
20	NNTN8921A	BATT IMPRES 2 LION TIA4950 R IP68 4500T	204.00	132.60	2,652.00
4	PMNN4573	BATTERY PMNN4573	199.00	129.35	517.40
20	PMMIN4107C	XE RSM XT CABLE GREEN	550.00	357.50	7,150.00
4	PMMIN4065	REMOTE SPEAKER MICROPHONE	106.70	69.36	277.42
18	M25URS9PW1AN	APX6500 7/800 MHZ MID POWER MOBILE	2,438.00	1584.70	28,524.60
18	G78	ADD: 3Y ESSENTIAL SERVICE	168.00	109.20	1,965.60
18	G806	ADD: ASTRO DIGITAL CAI OPERATION	515.00	334.75	6,025.50
18	W22	ADD: STD PALM MICROPHONE APX	72.00	46.80	842.40
18	G442	ADD: O5 CONTROL HEAD	432.00	280.80	5,054.40
18	G67	ADD: REMOTE MOUNT MID POWER	297.00	193.05	3,474.90
18	G444	ADD: APX CONTROL HEAD SOFTWARE	0.00	0.00	0.00
18	G174	ADD: ANT 3DB LOW-PROFILE 762-870	43.00	27.95	503.10
18	G832	ADD: AUXILIARY SPKR 7.5 WATT	60.50	39.33	707.85
18	GA00235	ADD: NO GPS ANTENNA NEEDED	0.00	0.00	0.00
18	G51	ENH: SMARTZONE OPERATION APX6500	300.00	780.00	14,040.00
18	G361	ENH: P25 TRUNKING SOFTWARE APX	450.00	292.50	3,510.00
18	GA00580	ADD: TDMA OPERATION APX	475.00	308.75	5,557.50
18	G843	ENH: AES ENCRYPTION	2,438.00	1584.70	1,584.70
1	M25URS9PW1AN	APX6500 7/800 MHZ MID POWER MOBILE	168.00	109.20	109.20
1	G78AT	ADD: 3Y ESSENTIAL SERVICE	25.00	16.25	16.25
1	G610AC	ADD: REMOTE MOUNT CBL 30 FEET	515.00	334.75	334.75
1	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	72.00	46.80	46.80
1	W22BA	ADD: STD PALM MICROPHONE APX	432.00	280.80	280.80
1	G442AU	ADD: O5 CONTROL HEAD	297.00	193.05	193.05
1	G67BC	ADD: REMOTE MOUNT MID POWER	0.00	0.00	0.00
1	G444AE	ADD: APX CONTROL HEAD SOFTWARE	43.00	27.95	27.95
1	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	60.50	39.33	39.33
1	G832	ADD: AUXILIARY SPKR 7.5 WATT Water	0.00	0.00	0.00
1	GA00235AA	ADD: NO GPS ANTENNA NEEDED	1,200.00	780.00	780.00
1	G51AU	ENH: SMARTZONE OPERATION APX6500	300.00	195.00	195.00
1	G361AH	ADD: TDMA OPERATION APX	450.00	292.50	292.50
1	GA00580AA	ENH: AES ENCRYPTION	475.00	308.75	308.75
1	G843	APX DUAL-CONTROL HD HARDWARE	570.00	370.50	370.50
6	T7698	TDMA	518.00	336.70	2,020.20
6	GA00580AC	ENH: UPGRADE TO TDMA	11,416.00	11,416.00	11,416.00
1	SERVICE	PROGRAMMING, REMOVAL OF OLD RADIO			

MOTOROLA, INC.  
Proposal Order Worksheet

& INSTALLATION OF NEW

**TOTAL**

**\$ 215,779.45**

**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE ANNUAL LEASE PAYMENT TO MOTOROLA SOLUTIONS FOR RADIOS AND RADIO EQUIPMENT FROM THE CITY’S FIRE AND EMERGENCY SERVICES DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City’s Fire and Emergency Services Department (“Department”) requests the approval to pay the annual lease payment to Motorola Solutions for radio and radio equipment in an amount not to exceed Thirty-Four Thousand, Eight Hundred and Sixty-Nine Dollars and 30/100 Cents (\$34,869.30); and

**WHEREAS**, the annual lease period with Motorola Solutions commences on November 1, 2024 and terminates on October 31, 2025; and

**WHEREAS**, the approval to pay the annual lease payment for radio and radio equipment for the Department is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department’s request to pay the annual lease payment to Motorola Solutions for radio and radio equipment in an amount not to exceed Thirty-Four Thousand, Eight Hundred and Sixty-Nine Dollars and 30/100 Cents (\$34,869.30) as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**Council Approval to Purchase eighteen (18) Additional Security Cameras – Procurement/IT  
Department**



# City Council Agenda Item

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**Subject:** Nutanix Software and Support Renewal– IT Department

**Submitted By:** Josh Cox, IT Director

**Date Submitted:** September 23<sup>rd</sup>, 2024

**Work Session Date:** October 7<sup>th</sup>, 2024

**Council Meeting Date:** N/A

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**Background/History:**

The IT department has been upgrading all City security cameras to be on one, cloud-based platform. As we approach the completion of the deployment, we have received a request to add some additional cameras in locations that previously did not have camera coverage. The main request is to add cameras to inside the bays at the fire station. In addition to the fire stations, we have a few other areas and one additional building that was not in the original scope. The IT department is requesting approval to purchase 18 additional cameras along with cloud-based storage and licensing required to complete full coverage of all City facilities.

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**Cost:** \$ \$19,796.06

**Budgeted for:** \_\_\_\_\_ **Yes**   x   **No**

None

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**Action Requested from Council:** We are asking for approval to purchase these additional cameras that were not included in the budget.



**Southern Computer Warehouse**

1395 S. Marietta Parkway  
 Building 300  
 Marietta, Georgia 30067  
 United States  
 http://www.scw.com  
 (P) 877-GOTOSCW  
 (F) 770.579.8937

Quote (Open)	
<b>Date</b>	Jul 25, 2024 09:10 AM EDT
<b>Modified Date</b>	Jul 25, 2024 09:21 AM EDT
<b>Quote #</b>	1833647 - rev 1 of 1
<b>Description</b>	Verkada CB52-E, CD42, Junction boxes - 1yr
<b>SalesRep</b>	Shrader, Jamison (P) 770-579-8927 (F) 770-579-8937
<b>Customer Contact</b>	Cox, Josh jcox@forestparkga.gov

**Customer**

City of Forest Park GA (CO17279)  
 Cox, Josh  
 745 Forest Parkway  
 Forest Park, GA 30297  
 United States  
 (P) 404-366-4720  
 (F) 404-608-2343

**Bill To**

City of Forest Park GA  
 Payable, Accounts  
 745 Forest Pkwy  
 Forest Park, GA 30297  
 United States

**Ship To**

City of Forest Park GA  
 PO#, REF  
 745 Forest Pkwy  
 Josh Cox  
 Forest Park, GA 30297  
 United States

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> GROUND
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Tax	Qty	Unit Price	Total
1	Verkada - CB52-E Outdoor Bullet Camera, 256GB, 30 Days Max	CB52-256E-HW	Yes	7	\$1,088.11	\$7,616.77
	<b>Contract</b>					
	GA DOAS SPD0000172-014 - Integrated Security & Surveillance Prod/Serv					
2	Verkada - Square Junction Box Mount	ACC-MNT-SJBOX-1	Yes	7	\$69.22	\$484.54
	<b>Contract</b>					
	GA DOAS SPD0000172-014 - Integrated Security & Surveillance Prod/Serv					
3	Verkada - CD42 Indoor Dome Camera, 256GB, 30 Days Max	CD42-256-HW	Yes	11	\$776.99	\$8,546.89
	<b>Contract</b>					
	GA DOAS SPD0000172-014 - Integrated Security & Surveillance Prod/Serv					
4	Verkada - 1-Year Camera License	LIC-1Y	Yes	18	\$154.77	\$2,785.86
	<b>Contract</b>					
	GA DOAS SPD0000172-014 - Integrated Security & Surveillance Prod/Serv					

**Subtotal: \$19,434.06**  
 Tax (.0000%): \$0.00  
 Shipping: \$362.00  
**Total: \$19,796.06**

Quote valid for 30 days unless formal bid provides different term. Promotional pricing is valid only during term of promotion and while supplies last. All returns must be authorized and clearly marked with a valid RMA number. RMA's are subject to restock fees when applicable.

**Disclaimer**

These prices may not include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. Please note that expedited shipping charges are estimated, and could decrease or increase when invoiced. All prices are subject to change without notice. Supply subject to availability.



**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE PURCHASE OF ADDITIONAL SECURITY CAMERAS FROM THE CITY'S INFORMATION TECHNOLOGY DEPARTMENT.**

**WHEREAS**, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City's Information Technology Department ("Department") has recently been upgrading all City security cameras to be on one, cloud-based platform; and

**WHEREAS**, the Department has determined additional security cameras are needed to be in locations which previously did not have camera coverage; and

**WHEREAS**, the Department requests the approval to purchase eighteen (18) additional security cameras along with cloud-based storage and licensing from DOAS cooperative contract #99999-SPD0000172-014 with Southern Computer Warehouse in an amount not to exceed Nineteen Thousand, Seven Hundred and Ninety-Six Dollars and 06/100 Cents (\$19,796.06); and

**WHEREAS**, the approval of the purchase of this security equipment is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department's request to approve the purchase of eighteen (18) security cameras from DOAS cooperative contract #99999-SPD0000172-014 with Southern Computer Warehouse in a total amount not to exceed Nineteen Thousand, Seven Hundred and Ninety-Six Dollars and 06/100 Cents (\$19,796.06) as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**Council Approval for Stryker Annual Service Renewal (Year 3) - Procurement/Fire Department**



# City Council Agenda Item

**Subject:** Request Approval - Stryker Annual Service Renewal (Year 3)

**Submitted By:** SANDRA DAVIS – FPFD

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

**Background:**

Renewal of Stryker Annual Service Agreement for Lifepaks & Lucas. Services include parts & labor, annual inspections, battery replacement, product equipment and replacement parts.

3<sup>rd</sup> Year Renewal Cost \$23,580.58

Period 11/1/2024 through 10/31/2025

**Cost: \$**                      **\$23,580.58**                                      **Budgeted for:**  **Yes**     **No**

**Financial Impact:** Capital Contractual (300-61-3510-54-2502)

**Action Requested from Council:** Approval

Sales Rep Name: Laura Persons  
 ProCare Service Rep: Dean Morse

3800 E. Centre Ave  
 Portage, MI 49009

Date: 10/10/2022  
 ID #: 221006100404

**PROCARE PROPOSAL SUBMITTED TO:**

Billing Acc Num: 1064617  
 Shipping Acct Num: 1064617  
 Account Name: Forest Park Fire  
 Account Address: 785 Linda Way  
 City, State Zip: Forest Park, GA 30297

Name: Drew Gelmini  
 Title: EMS Coordinator  
 Phone: 770.851.9891  
 Email: agemini@forestparkga.gov

**PROCARE COVERAGE**

Item No.	Model Number	Model Description	Serial Number	ProCare Program	Qty	Yrs			Total
1	LP15	LifePak 15	39258782	LP15 Prevent Onsite	1	1	End 10/31/2023		\$2,099.00
2	LP15	LifePak 15	39263613	LP15 Prevent Onsite	1	1	End 10/31/2023		\$2,099.00
3	LP15	LifePak 15	39263617	LP15 Prevent Onsite	1	1	End 10/31/2023		\$2,099.00
4	LP15	LifePak 15	49371387	LP15 Prevent Onsite	1	5			\$10,495.00
5	LP15	LifePak 15	49371418	LP15 Prevent Onsite	1	5			\$10,495.00
6	LP15	LifePak 15	49371998	LP15 Prevent Onsite	1	5			\$10,495.00
7	LUCAS	LUCAS	3015F114	LUCAS Prevent Onsite	1	1	End 10/31/2023		\$1,637.00
8	LUCAS	LUCAS	3522BZ19	LUCAS Prevent Onsite	1	4.1	Start 9/30/2023		\$6,968.00
9	LUCAS	LUCAS	3522BZ20	LUCAS Prevent Onsite	1	4.1	Start 9/30/2023		\$6,968.00
10	LUCAS	LUCAS	3522CB80	LUCAS Prevent Onsite	1	4.1	Start 9/30/2023		\$6,968.00
11	6390	Power-LOAD	2106012400059	EMS Prevent	1	5			\$10,095.00
12	6390	Power-LOAD	2106012400060	EMS Prevent	1	5			\$10,095.00
13	6390	Power-LOAD	2102012400031	EMS Prevent	1	2.8	Start 3/9/2025		\$5,384.00
14	6390	Power-LOAD	2102012400105	EMS Prevent	1	2.8	Start 3/9/2025		\$5,384.00
15	6390	Power-LOAD	2102012400292	EMS Prevent	1	2.8	Start 3/9/2025		\$5,384.00
16	6506	Power Cots	2106003502271	EMS Prevent	1	4.3	Start 7/12/2023		\$7,223.90
17	6506	Power Cots	2106003502272	EMS Prevent	1	4.3	Start 7/12/2023		\$7,223.90
18	6506	Power Cots	2104003500879	EMS Prevent	1	1.6	Start 5/4/2026		\$2,305.50
19	6506	Power Cots	2104003500880	EMS Prevent	1	1.6	Start 5/4/2026		\$2,305.50
20	6506	Power Cots	2104003500881	EMS Prevent	1	1.6	Start 5/4/2026		\$2,305.50

**PROGRAM INCLUDES:**

**EMS Prevent:**

- \*Includes parts, labor, travel
- \*Includes 1 annual PM inspection
- \*Includes unscheduled service
- \*Includes battery replacement
- \*Includes product equipment checklists.
- \*Replacement parts do not include mattresses, and other Disposable or expendable parts.

**LUCAS Prevent Onsite:**

ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage

**LP15 Prevent Onsite:**

ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage

Unless otherwise stated on contract, payment is expected upfront.

Annual Payments <b>\$23,580.58</b> See below for complete payment schedule	ProCare Total	\$118,029.30
	Discount	20%
	<b>FINAL TOTAL</b>	<b>\$94,423.44</b>

Start Date: 11/1/2022  
 End Date: 10/31/2027

Stryker Signature \_\_\_\_\_

Date \_\_\_\_\_

Customer Signature 

Date 10/27/2022

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com>

The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

Purchase Order Number \_\_\_\_\_

**This is not an invoice. A physical invoice will be mailed.**  
**Remit payment to: P.O. Box 93308 Chicago, IL 60673-3308**

**COMMENTS:**

Please email signed Proposal and Purchase Order to [procarecoordinators@stryker.com](mailto:procarecoordinators@stryker.com).  
 All information contained within this quotation is considered confidential and proprietary and is not subject to public disclosure.  
 \*\*Quote pricing valid for 30 days.

**PAYMENT SCHEDULE**

<u>Date</u>	<u>Payment</u>	<u>Int Paid</u>	<u>Prin. Remaining</u>	<u>Balance</u>
<b>Starting Balance</b>				<b>\$ 117,902.88</b>
11/1/2022	\$ 23,580.58	\$ -	\$ 94,322.30	\$ 94,322.30
11/1/2023	\$ 23,580.58	\$ -	\$ 70,741.73	\$ 70,741.73
11/1/2024	\$ 23,580.58	\$ -	\$ 47,161.15	\$ 47,161.15
11/1/2025	\$ 23,580.58	\$ -	\$ 23,580.58	\$ 23,580.58
11/1/2026	\$ 23,580.58	\$ -		\$ -

## **LIFEPAK<sup>®</sup> 15 service**

Stryker has been notified by our global parts providers that some components used on certain LIFEPAK 15 monitor/defibrillator models (Part Numbers beginning with V15-2) are no longer available in the market. Service on the LIFEPAK 15 with Part Number beginning with v15-5 or v15-7 is unaffected.

Stryker will continue to offer service support for this subset of the LIFEPAK 15 as follows:

- All service parts with available inventory can be purchased by our end users
- Transactional service (time and material) is available for non-contract customers
  - o If a component has failed on your device, your local Sales Representative should be contacted for support
- Contractual service
  - o Stryker will continue to offer contractual service on a yearly basis only
  - o Preventive maintenance will continue to be done on devices less than eight (8) years old. After this point, we will cease to conduct preventative maintenance and shift to device inspections
  - o If a component fails on your device, please contact your local Sales Representative for support. A pro-rated credit for any pre-paid service will be provided should a unit become non-serviceable due to part availability

It is important to note that the LIFEPAK 15 has an expected life of eight (8) years from the date of manufacture. If you are uncertain of the manufacture date of your products, please contact your local Sales Representative for a full fleet assessment.

We want to ensure the highest quality products and services for our customers. As such, it is important to know that Stryker is the only FDA-approved service provider for our products. We do not contract with third party service providers, nor will we be providing them with any additional parts for these repairs. As such, we cannot guarantee the safety and efficacy of any device that is repaired by a third-party service agency.

**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE ANNUAL RENEWAL OF THE STRYKER ANNUAL SERVICE AGREEMENT FOR LIFEPAKS AND LUCAS FROM THE CITY’S FIRE AND EMERGENCY SERVICES DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City’s Fire and Emergency Services Department (“Department”) requests the approval to renew the Stryker Annual Service Agreement for Lifepaks and Lucas (“Agreement”) with Stryker Corporation in an amount not to exceed Twenty-Three Thousand, Five Hundred and Eighty Dollars and 58/100 Cents (\$23,580.58); and

**WHEREAS**, the Agreement states services shall include parts and labor, annual inspections, battery replacement, product equipment, and replacement parts; and

**WHEREAS**, the annual lease period with Stryker Corporation commences on November 1, 2024 and terminates on October 31, 2025; and

**WHEREAS**, the approval to pay the annual lease payment for radio and radio equipment for the Department is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department’s requests the approval to renew the Stryker Annual Service Agreement for Lifepaks and Lucas with Stryker Corporation in an amount not to exceed Twenty-Three Thousand, Five Hundred and Eighty Dollars and 58/100 Cents (\$23,580.58); as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**Council Approval to purchase a Fire Alarm System and Installation at the Police Department-  
Procurement/Police Services**



# City Council Agenda Item

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**Subject:** Council Discussion and Approval to Fire Alarm at the Police Department

**Submitted By:** Brandon L. Criss (Chief of Police)

**Date Submitted:** September 27, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background/History:** The Forest Park Police Department operates around the clock, 365 days a year, and houses the Forest Park Municipal Court, E-911, the Criminal Investigations Section, and other administrative offices. The building at 320 Cash Memorial Boulevard is in need of a new fire alarm, as the current system is in disrepair. A new alarm is essential to ensure the safety of everyone who occupies or visits the facility.

To address this urgent need and for standardization, Ultimate Security has been selected as the vendor for this project. The total cost for the repair and installation will be \$19,500.00. This project will be funded through the American Rescue Plan Act (A.R.P.A.). Line Item # 253-24-1535-52-1003

---

**Cost:** \$ 19,500

**Budgeted for:** \_\_\_\_\_ Yes  X  No

**Financial Impact:** \$19,500

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**Action Requested from Council:**

Discussion and Vote for Approval

# Ultimate Security of america, inc.

P.O. BOX 1330 Fayetteville, Ga. 30214 (770) 460-1000 Fax (770) 460-8442

## Forest Public Police Access Control Proposal

08/05/24

Captain Owens  
Forest Park Police Department  
320 Cash Memorial Boulevard  
Forest Park, Ga. 30297  
404-308-4700  
[lowens@forestparkga.gov](mailto:lowens@forestparkga.gov)

Re: Proposal for complete upgrade/replacement of fire alarm system to a new Honeywell Firelite system.

### Fire and Security Proposal:

- 01) Firelite ES200 fire control panel
- 01) Large metal red fire can
- 01) Honeywell HWF2-COM fire cell back up
- 01) Firelite ANN80 annunciator (keypad)
- 01) Firelite power supplies
- 06) Firelite smoke duct detectors
- 06) Firelite smoke duct 3' tubes
- 20) System Sensor wall mounted red strobe only units
- 05) Firelite BG12LX fire pull stations
- 05) Firelite heat detectors
- 26) Firelite smoke detectors
- All necessary wire and connectors
- All necessary labor to install, program, test and demonstrate
- One (1) year warranty on all parts and labor

**Total Installed price ----- \$ 19,500.00**

**24 hour central station fire monitoring with cellular is \$ 45.00 per month**

If you have any questions please contact give me a call or email me.

**Ryan A. Griffith**  
Vice President  
Ultimate Security of america, inc.  
P.O. Box 1330  
Fayetteville, Georgia 30214  
770-460-1000 Ext 110  
770-460-8442 Fax  
[ryan@ultimate.us.com](mailto:ryan@ultimate.us.com)



**File Attachments for Item:**

**Council Approval for a Blanket Purchase Order (PO) For Smyrna Police Distributors to Purchase Uniforms**-Police Department



# City Council Agenda Item

**Subject:** Blanket PO Request Smyrna Police Distributors

**Submitted By:** Brandon Criss (Police Chief)

**Date Submitted:** 09/30/2024

**Work Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

**Background/History:**

The Forest Park Police Department employs over 100 individuals dedicated to serving the community. Throughout the year, these professionals experience wear and tear to their uniforms and equipment, necessitating timely replacements. Maintaining the professional appearance of our officers is crucial to ensuring they are well-equipped to effectively serve the citizens of Forest Park, Georgia.

We are seeking council approval for a Blanket Purchase Order in the amount of \$20,000 to be issued for Smyrna Police Distributors. This purchase order will allow the Forest Park Police Department to efficiently procure necessary uniforms and equipment throughout the year, ensuring our officers remain properly equipped to serve the community with professionalism. This request will be funded from 100-31-3210-53-1702 UNIFORMS & RAINWEAR.

<b>Cost: \$</b>	<b>Budgeted for:</b>	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
20,000		_____	_____	_____	

**Financial Impact: 0**

**Action Requested from Council: Vote for Approval**

**File Attachments for Item:**

**Council Approval for Blanket Purchase Orders (PO) for the Purchase of Uniforms/Equipment and Office Supplies-Procurement/Police Department**



# City Council Agenda Item

**Subject:** Council Discussion and Approval for a Blanket Purchase Order (PO) for Forest Park Tactical to Purchase Uniforms and Equipment

**Submitted By:** Brandon Criss (Police Chief)

**Date Submitted:** 09/30/2024

**Work Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

**Background/History:**

The Forest Park Police Department employs over 100 individuals dedicated to serving the community. Throughout the year, these professionals experience wear and tear to their uniforms and equipment, necessitating timely replacements. Maintaining the professional appearance of our officers is crucial to ensuring they are well-equipped to effectively serve the citizens of Forest Park, Georgia.

We are seeking council approval for a Blanket Purchase Order in the amount of \$50,000 to be issued for Forest Park Tactical. This purchase order will allow the Forest Park Police Department to efficiently procure necessary uniforms and equipment throughout the year, ensuring our officers remain properly equipped to serve the community with professionalism. This request will be funded from 100-31-3210-53-1702 UNIFORMS & RAINWEAR.

<b>Cost: \$</b>	<b>Budgeted for:</b>	<input checked="" type="checkbox"/> <b>X</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
50,000		_____	_____	_____

**Financial Impact: 0**

**Action Requested from Council: Vote for Approval**

**File Attachments for Item:**

**Council Approval to purchase two (2) fleet vehicles for Public Works-Procurement/Public Works  
Departments**



# City Council Agenda Item

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**Title of Agenda Item:** Council Discussion and Approval to purchase of two (2) fleet vehicles for Public Works-Procurement/Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

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**Background/History:**

As part of the aging vehicle replacement initiative, the Public Works Department, in collaboration with the Procurement Division, is requesting approval to purchase two replacement trucks in our fleet. These vehicles will replace the older models and increase the operational efficiency of the Fleet and Building Maintenance divisions.

- **Vehicle 1:** 1500 Chevrolet Silverado for the Fleet Division - \$36,070
- **Vehicle 2:** 2500 Chevrolet Silverado for the Building Maintenance Division - \$59,544

Funding: Capital Vehicles: 301-51-1540-54-2503

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**Action Requested from Council:**

Council approval is requested to authorize the purchase of the two vehicles from the DOAS cooperative contract # [99999-SPD-ES40199373-005](#) with Hardy Chevrolet Buick GMC Inc.

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**Cost:** \$ 95,614

**Budgeted for:**  **X**  **Yes**  **No**

**Financial Impact:**

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# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck





# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (✔ Complete)

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$37,000.00
Dest Charge	\$1,995.00
Total Options	(\$975.00)
<b>Subtotal</b>	<b>\$38,020.00</b>
FLEET ADJUSTMENT	(\$2,100.00)
DELIVERY	\$150.00
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$1,950.00)</b>
Less Customer Discount	\$0.00
<b>Subtotal Discount</b>	<b>\$0.00</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$36,070.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$36,070.00</b>

Dealer Signature / Date

Customer Signature / Date

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Data Version: 23422. Data Updated: Sep 12, 2024 7:43:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (  Complete )

## Selected Model and Options

### MODEL

CODE	MODEL
CC10703	2025 Chevrolet Silverado 1500 2WD Reg Cab 126" Work Truck

### COLORS

CODE	DESCRIPTION
GAZ	Summit White

### EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs

### ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
L3B	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.) *GROSS*	0.00 lbs	0.00 lbs

### TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
MFC	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)	0.00 lbs	0.00 lbs

### AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GU6	Rear axle, 3.42 ratio	0.00 lbs	0.00 lbs

### PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs

### WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)	0.00 lbs	0.00 lbs

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# Hardy Chevrolet Buick GMC Inc

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (  Complete )

## TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
QDV	Tires, 265/70R17 all-terrain, blackwall	0.00 lbs	0.00 lbs

## SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
XCQ	Tire, spare 265/70R17SL all-season, blackwall (Included and only available with (QDV) 265/70R17 all-terrain blackwall tires or all 18" wheels and tires.)	0.00 lbs	0.00 lbs

## PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GAZ	Summit White	0.00 lbs	0.00 lbs

## SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs

## SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs

## RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs

## OPTION DISCOUNT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
—	Option/package discount (Requires (L3B) TurboMax engine or (PEB) WT Value Package.) *DISCOUNT*	0.00 lbs	0.00 lbs

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# Hardy Chevrolet Buick GMC Inc

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (  Complete )

### ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
BAQ	Work Truck Package Includes (NZZ) skid plates and (K47) heavy-duty air filter (Requires (QDV) 265/70R17 blackwall all-terrain tires or (RC5) LT265/70R17C all-terrain tires. Not available with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs

### ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
K47	Air filter, heavy-duty (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package. Available free flow as a SEO.)	0.00 lbs	0.00 lbs
NZZ	Skid Plates (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (9C1) Police Pursuit Package. Available free flow with Fleet or Government order type.)	0.00 lbs	0.00 lbs

### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	0.00 lbs	0.00 lbs
<b>Options Total</b>		<b>0.00 lbs</b>	<b>0.00 lbs</b>

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# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (  Complete )

## Standard Equipment

### Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

### Mechanical

Durabed, pickup bed

Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)

GVWR, 6700 lbs. (3039 kg) (Requires 2WD Regular Cab Standard Bed model.)

Rear axle, 3.42 ratio

Push Button Start

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Rear wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)

Recovery hooks, front, frame-mounted, Black

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

### Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare

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# Hardy Chevrolet Buick GMC Inc

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (✔ Complete)

## Exterior

- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights
- Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, standard
- Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
- Tailgate, gate function manual, no EZ Lift

## Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
- Audio system feature, 2-speaker system (Requires Regular Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone, connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

## Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Seat trim, Vinyl
- Seat adjuster, driver 4-way manual

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# Hardy Chevrolet Buick GMC Inc

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (✔ Complete)

## Interior

- Seat adjuster, passenger 4-way manual
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Steering column lock, electrical
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on instrument panel
- Air conditioning, single-zone manual
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

## Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

## Safety-Exterior

- Daytime Running Lamps with automatic exterior lamp control

## Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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# Hardy Chevrolet Buick GMC Inc

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CC10703) 2WD Reg Cab 126" Work Truck (✔ Complete)

## Safety-Interior

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including select remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes select remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

HD Rear Vision Camera

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

## WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Silverado TurboMax<sup>TM</sup> engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Silverado TurboMax<sup>TM</sup> engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck





# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$47,200.00
Dest Charge	\$1,995.00
Total Options	\$0.00
<b>Subtotal</b>	<b>\$49,195.00</b>
<b>FLEET ADJUSTMENT</b>	<b>(\$3,800.00)</b>
SERVICE BODY W/ LADDER RACK	\$13,999.00
DELIVERY	\$150.00
<b>Subtotal Pre-Tax Adjustments</b>	<b>\$10,349.00</b>
Less Customer Discount	\$0.00
<b>Subtotal Discount</b>	<b>\$0.00</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$59,544.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$59,544.00</b>

\_\_\_\_\_  
Dealer Signature / Date

\_\_\_\_\_  
Customer Signature / Date

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Data Version: 23446. Data Updated: Sep 15, 2024 6:42:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Selected Model and Options

### MODEL

CODE	MODEL
CC20953	2025 Chevrolet Silverado 2500HD 2WD Double Cab 162" Work Truck

### COLORS

CODE	DESCRIPTION
GAZ	Summit White

### BODY CODE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
E63	Durabed, pickup bed (STD)	0.00 lbs	0.00 lbs

### EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs

### ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	0.00 lbs	0.00 lbs

### TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
MKM	Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs

### GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
JFG	GVWR, 10,200 lbs. (4627 kg) (STD) (Included and only available with CC20953 model and (L8T) 6.6L V8 gas engine with 17" wheels.)	0.00 lbs	0.00 lbs

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Data Version: 23446. Data Updated: Sep 15, 2024 6:42:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs

## PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs

## WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD)	0.00 lbs	0.00 lbs

## TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
QHJ	Tires, LT245/75R17E all-season, blackwall (STD)	0.00 lbs	0.00 lbs

## SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
ZHQ	Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHJ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHJ) LT245/75R17E all-season, blackwall tires are ordered.)	0.00 lbs	0.00 lbs

## PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GAZ	Summit White	0.00 lbs	0.00 lbs

## SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs

## SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs

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Data Version: 23446. Data Updated: Sep 15, 2024 6:42:00 PM PDT.



# Hardy Chevrolet Buick GMC Inc

Desmond Delesline | 6787803034 | ddelesline@hardyautomotive.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete )

RADIO			
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs
<b>Options Total</b>		<b>0.00 lbs</b>	<b>0.00 lbs</b>

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Standard Equipment

### Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

### Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Durabed, pickup bed (STD)

GVWR, 10,200 lbs. (4627 kg) (STD) (Included and only available with CC20953 model and (L8T) 6.6L V8 gas engine with 17" wheels.)

Push Button Start

Air filter, heavy-duty

Air filtration monitoring

Auto-locking rear differential

Rear wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Trailer brake controller, integrated

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Recovery hooks, front, frame-mounted, Black

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

Exhaust, single, side

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QH) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QH) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black (Not included on Regular Cab models.)

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

## Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Entertainment

- Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

## Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Vinyl seat trim
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- USB Ports, 2, Charge/Data ports located on instrument panel
- Power outlet, front auxiliary, 12-volt
- Air conditioning, single-zone
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt

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## Interior

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## Safety-Mechanical

Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

## Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

## Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Seat Belt Adjustable Guide Loops, front row only (Included and only available on Crew Cab and Double Cab models.)

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System

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Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CC20953) 2WD Double Cab 162" Work Truck ( Complete ) ✔

## Safety-Interior

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including select remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes select remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

## Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

## WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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## Supplier Information Sheet

<b>Statewide Contract Number</b>	99999-SPD-40199373	<b>NIGP Code</b>	See NIGP Tab
<b>Name of Contract</b>	Administrative Vehicles		
<b>Effective Date</b>	11-15-2013	<b>Expiration Date</b>	11/30/2024
Contract Table of Contents			
<b>Active Suppliers</b>	5	<b>Contract Information:</b>	<b>Mandatory Contract</b>
<b>Contract Information for Vendor</b>			<b>Click to Link to Page</b>
Hardy Chevrolet Buick GMC Inc			2
<b>Additional Contract Information</b>			
Contract Renewals, Extensions, Amendments			3
NIGP Codes			3
Pricing / Ordering Instructions			4
Vehicle Specifications			5-7
Special Contract Terms and Conditions			8
DOAS Contact Information			9

# Contact Information

<b>Statewide Contract Number</b>	<b>99999-SPD-ES40199373-005</b>		
<b>PeopleSoft Vendor Number</b>	<b>0000066877</b>	<b>Location Code</b>	<b>000001</b>
<b>Vendor Name &amp; Address</b>			
Hardy Chevrolet Buick GMC 1249 Charles Hardy Pkwy Dallas, Georgia 30157			
<b>Contract Administrator</b>			
Colt Deems <a href="mailto:cdeems@hardyautomotive.com">cdeems@hardyautomotive.com</a> Phone: 770-445-9411 x 198 Fax: 770-445-9659	Austin Harris <a href="mailto:aharris@hardyautomotive.com">aharris@hardyautomotive.com</a> 770-445-6655 x 1204		
<b>Contact Details</b>			
<b>Ordering Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Remitting Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Delivery</b>	Supplier is responsible for communicating with authorized user about production window, delivery to dealer lot from manufacturer, and delivery dates to customer.		
<b>Price Structure</b>	Firm, Fixed Line-Item Pricing		
<b>Payment Terms</b>	2% 20 Days / Net 30		
<b>Acceptable payment method</b>	Vendor does not accept P-cards. Payment must be made through ACH/check.		

## Contract Renewals/ Extensions/ Changes

Amendment #1	Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or below, plus 1%
Renewal #1:	12/01/2014 - 11/30/2015
Renewal #2	12/01/2015 - 11/30/2016
Renewal #3:	12/01/2016 - 11/30/2017
Extension #1:	12/01/2017 - 11/30/2018
Extension #2:	12/01/2018 - 11/30/2019
Extension #3:	12/01/2019 - 11/30/2020
Extension #4:	12/01/2020 - 11/30/2021
Extension #5:	12/01/2021 - 11/30/2022
Amendment #10:	Modified Vehicle Ordering Process
Extension #6:	12/01/2022 - 11/30/2023
Amendment #12	Pricing
Extension #7	12/01/2023 - 11/30/2024
Amendment #13	Pricing

NIGP Codes	
<b>07104</b>	Sedans
<b>07201</b>	Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
<b>07202</b>	Class II Trucks (6,001-10,000 lb. GVWR (F-350)
<b>07180</b>	SUV's, Crossover SUV's
<b>07190</b>	Vans, Cargo
<b>07192</b>	Vans, Passenger (Regular and Handicapped Equipped)

## Pricing

The Vehicle Availability Matrix contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (<https://doas.ga.gov/state-purchasing/statewide-contracts>). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

### **Report of Vehicle Availability Under Statewide Contracts**

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at [emily.harris@doas.ga.gov](mailto:emily.harris@doas.ga.gov).

[Vehicle Availability Report Under the Statewide Contract.](#)

## Ordering Instructions

1. Review current order window and base pricing according to the Vehicle Availability Matrix.
2. Reach out to the supplier for a quote.
  - a. The quote should contain all options listed that the authorized user is requesting.
  - b. **Note:** If the base price listed on the quote does not reflect the price listed on the Vehicle Availability Matrix, **PLEASE** reach out to the contract manager to resolve this.
3. Any state of Georgia Executive branch agency must submit purchase order for prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a. OFM Contact: Bobby Arrington, [bobby.arrington@doas.ga.gov](mailto:bobby.arrington@doas.ga.gov)
4. Authorized user submits a purchase order to the dealership for the vehicle.
5. Supplier submits order to the manufacturer and provides confirmation to the authorized user that the order has been placed

**State Of Georgia General Specifications  
For Automobiles, Sport Utility Vehicles and Light Duty Trucks**

NOTE:	Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.
APPLICABLE DOCUMENTS:	Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.
DESIGN:	New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean more than the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.
COMPONENTS, ASSEMBLIES AND ACCESSORIES:	The vehicle shall have all its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pickup trucks shall have Fleetside type cargo boxes with step type bumpers. Standard size pickup trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed, they shall meet or exceed factory standards, particularly about tongue weight and tow weight.
STANDARD EQUIPMENT:	The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".
EMISSION CONTROLS:	All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.
TOOLS:	Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM:	Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.
CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS	Located for left hand drive. Complete and conveniently accessible to drivers. Instruments and controls clearly identified as to function.
HEATER AND DEFROSTER	Hot water heating systems with fresh air intake. Discharge outlets to the floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.
EXTERIOR FINISHES	Standard production colors.
MATERIALS:	New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.
SERVICE AND REPAIR	The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non- warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.
WARRANTY	Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer for the period stated in the "Instructions to Bidders from the date of delivery and acceptance. However, if additional warranty coverage overall or any components of the vehicle, in the form of time and/or mileage including any proportional arrangements, is normally extended to commercial customers, the state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION	Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with the requirements of this and the applicable detail specifications. This action does not preclude subsequent inspection and testing by the State of Georgia to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

<p>PRE-DELIVERY SERVICING AND ADJUSTMENT</p>	<p>The dealer shall not attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the State inspector, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Focusing of lights</li> <li>• Tuning of engine</li> <li>• Adjustment of accessories</li> <li>• Checking of electrical, braking and suspension systems</li> <li>• Charging of batteries</li> <li>• Alignment of front-end Inflation of tires</li> <li>• Balancing of all wheels, including the spare</li> <li>• Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of delivery</li> <li>• Servicing of cooling system with permanent type antifreeze and summer coolant for minus 20 degrees F. protection.</li> <li>• Servicing windshield washer reservoir with water and appropriate additives</li> <li>• A minimum of 1/4 tank of fuel.</li> </ul>
<p>DOCUMENTS</p>	<p>Each vehicle shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.</p>

## **SPECIAL CONTRACT TERMS AND CONDITIONS**

- 1. SPECIFICATIONS AND TECHNICAL SUPPORT:** Awarded vendors will provide commercial bumper to bumper warranty for 36 months or 36,000 miles. The commercial power train warranty will be 5 years, or 60,000 miles and rust-through warranty shall cover 72 months or 100,000 miles. All other commercial warranties will apply.
- 2. PRICES:** Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at the dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.
- 3. FOB - Regional Delivery:** Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.
- 4. ORDERS:** Within five (5) days after the awarded vendor receives an order from a State Agency and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with all other pertinent information confirming that the order has been placed.
  - a.** State invoices will have the purchase order referenced.
- 5. VEHICLE EQUIPMENT DATA SHEET:** This document shall be submitted with a bid for every type of vehicle bidding on. Failure to provide information as required will result in rejection of the bid line item.
- 6. EMISSION CONTROL:** Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra- low emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as defined by the United States Environmental Protection Agency. For additional information see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.
- 7. PURCHASE ORDER APPROVALS:** Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a.** Vehicle purchases or leases from statewide contracts by county and municipal government agencies, and by the state of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp indicating approval should be referred to the DOAS, OFM.

## **DOAS CONTACT INFORMATION**

### **DOAS Contract Manager**

**Name:** Emily Harris

**Phone:** 470-668-2663

**Email:** emily.harris@doas.ga.gov

### **Procurement Help Desk**

**Telephone:** 404-657-6000

**Email:** procurementhelp@doas.ga.gov

**File Attachments for Item:**

**Council Approval to purchase a Landscape fleet vehicle for Public Works-Procurement/Public Works Departments**



# City Council Agenda Item

**Title of Agenda Item:** Council Discussion and Approval to purchase a Landscape fleet vehicle for Public Works-Procurement/Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

**Background/History:**

As part of the aging vehicle replacement initiative, the Public Works Department, in collaboration with the Procurement Division, is requesting approval to purchase a Landscape truck to enhance operational efficiency. This vehicle will replace the older model and support the Parks and Recreation division. Three (3) quotes were received.

2025 NPR Gas Crew Cab, 1D4 176" WB, 114.5"CA, 12000GVWR

- **Quote 1:** Rush ISUZU Truck Atlanta - \$74,676
- **Quote 2:** Jim Ellis Chevrolet - \$89,787
- **Quote 3:** Bellamy Strickland - \$74,009

Funding: Capital Vehicles: 301-51-1540-54-2503

**Action Requested from Council:**

Council approval is requested to authorize the purchase of this vehicle from Bellamy Strickland

**Cost:** \$ 74,009

**Budgeted for:**  Yes  No

**Financial Impact:**

# Jim Ellis Fleet

Date: 9/17/2024  
Salesperson: Darral Porter  
Manager: Darral Porter  
Deal Number: 963361  
Customer ID #: 1068053

## FOR INTERNAL USE ONLY

**BUSINESS NAME** CITY OF FOREST PARK Home Phone : (404) 925-6116  
**CONTACT**  
Address : 5230 B JONES RD  
FOREST PARK, GA 30297 Work Phone :  
CLAYTON  
E-Mail : wthomas@forestparkga.gov Cell Phone : (404) 925-6116

**VEHICLE**  
Stock # : LCF5013 New / Used : **New** VIN : 54DCDJ1D4SS203808 Mileage: 0  
Vehicle : 2025 Chevrolet 4500 HG LCF Gas Color :  
Type : 176" Wheelbase Crew Cab  
Body Size : Style : Weight : 0 Unit Class :  
Market Value Selling Price 73,070.00  
Doc Fee 699.00  
GATAVT .00  
Non Tax Fees 3.00  
Balance 73,772.00

Customer Approval: \_\_\_\_\_ Management Approval: A  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



# Vehicle Locator

### Dealer Information

**JIM ELLIS CHEVROLET**  
**5900 PEACHTREE INDUSTRIAL BLVD.**  
**CHAMBLEE, GA 30341**  
**Phone: 678-585-2314**  
**Fax: 770-936-5527**

54DCDJ1D4SS203808

**Model Year: 2025**

**Make: Chevrolet**

**Model: 4500 LCF Gas**

**CP34043-176" Wheelbase, Crew Cab**

**PEG: 1WT-PACKAGE WT OPTION 1**

**Primary Color: 16U-PRIMARY COLOR EXTERIOR, ISUZU WHITE (02)152D**

**Trim: H72-INTERIOR TRIM CONFIG CLOTH, LEVEL 1, MED ASH GRAY**

**Engine: L8T-ENGINE GAS, 8 CYL, 6.6L, SIDI, VVT, CAST IRON**

**Transmission: N8X-TRANSMISSION AUTO 8 SPD, 8L90, GEN 2**

**Event Code: 5000-Delivered to Dealer**

**Order #: DDBB84**

**MSRP: \$76,570.00**

**Order Type: TXN-Med Duty or Export Retail Stock**

**Stock #: LCF5013**

**Inventory Status: Available**

### Additional Vehicle Information

#### Vehicle Options

##### Chargeable Options

	MSRP
<b>DL8-MIRROR O/S LH &amp; RH, REMOTE CONTROL, ELECTRIC, HEATED</b>	<b>\$845.00</b>
<b>G86-AXLE LIMITED SLIP</b>	<b>\$995.00</b>
<b>MTE-PROVISIONS FIRE EXTINGUISHER/SAFETY REFLECTOR KIT MOUNTING</b>	<b>\$95.00</b>

##### No Cost Options

**066-RATIO 4.10 (4 1/10)**  
**L8T-ENGINE GAS, 8 CYL, 6.6L, SIDI, VVT, CAST IRON**  
**N4C-CERTIFICATION EMISSION, USA 50 STATE**  
**N8X-TRANSMISSION AUTO 8 SPD, 8L90, GEN 2**  
**NH3-FUEL TANK 147L, 38.8 GAL**



70 Pike Industrial Way  
Milner, GA 30257

# Estimate

Date	Estimate #
9/5/2024	24863

Name / Address
City of Forest Park 5230-B Jones Road Forest Park, GA 30297

Additional Info
Mark Knudsen

Rep	P.O. No.	Approx Lead Time	Terms	Make / Model	C/A & SRW-DRW
BRAD		16-18 weeks	NET 10	Isuzu Crew Cab Gas	

Description	Qty	Cost	Total
Exterior Weed Eater Rack *Holds 3 pcs. PN#BPCLT10	1	285.00	285.00
Water Cooler Rack *Adjustable Strap Included PN#BPCLT25	1	105.00	105.00

Phone #	Fax #	E-mail	Web Site	Subtotal	\$16,015.00
770-228-9974	770-228-7573	sales@kandkmfg.com	www.kandkmfg.com	Sales Tax (0.0%)	\$0.00

Thank you for allowing us to give you an estimate. If all information on the estimate, including chassis information is correct, please sign above to process order. The lead time above is estimated and is our "target" date of completion. This date is subject to the date of the quote. A 4% processing fee will be applied to all credit and debit card purchases. Deposits are non-refundable.

Total	\$16,015.00
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**Estimates are valid for 7 days unless otherwise noted.**

# Estimate



70 Pike Industrial Way  
Milner, GA 30257

Date	Estimate #
9/5/2024	24863

Name / Address
City of Forest Park 5230-B Jones Road Forest Park, GA 30297

Additional Info
Mark Knudsen

Rep	P.O. No.	Approx Lead Time	Terms	Make / Model	C/A & SRW-DRW
BRAD		16-18 weeks	NET 10	Isuzu Crew Cab Gas	

Description	Qty	Cost	Total
Stretch C.O.E. Chassis 176 to 200 WB	1	3,630.00	3,630.00
20' Landscape Body (16' Flat, 4' Dovetail) Main frame: 4" Channel Side Rail: 3-1/2" Angle x 1/4" Crossmembers: 3" Channel, 16" on Center Floor: 1/8" Treadplate Floor 4' Dovetail w/ HD Grating Floor 5' Split Ramps w/ Torsion Springs	1	11,235.00	11,235.00
24" x 24" x 96" Solid Toolbox			
12" Mesh Sides (Passenger Side Folds Down) Shovel & Rake Holder on Passenger Side of Box (Holds 5 Pieces) (4) D-Ring Tie Downs (2) Stirrup Steps on Dovetail HD Light Boxes with Grommet Style LED Lighting Mud Flaps Back Up Alarm 2,000 lb. Loading Capacity Paint: Black Enamel Installed on Chassis			
5" Amber / Clear Thinline Strobe BPC8892202 2- on front of enclosed box 2- on rear of body	4	190.00	760.00

Phone #	Fax #	E-mail	Web Site	Subtotal
770-228-9974	770-228-7573	sales@kandkmfg.com	www.kandkmfg.com	
				Sales Tax (0.0%)
				<b>Total</b>

Estimates are valid for 7 days unless otherwise noted.



**Rush Truck Center Atlanta**

2560 Moreland Avenue  
SE Atlanta, GA 30315  
(678) 420-7501

**Customer Proposal Letter**

City of Forest Park  
5230-B Jones Road  
Forest Park, GA 30297

Mark, Thank you for the opportunity to earn your business. Please review the proposal below, if you approve, sign and return to us at your convenience. We look forward to working with you and will continue to provide excellence for all future business

**VEHICLE INFORMATION**

Make Isuzu Model NPR Gas Crew Year 2025 Stock Number TBD

To be delivered on or about Spring 2025

Additional Vehicle and Accessories Description:

Quantity	1	Total
*Truck price per Unit	\$ 58,661.00	\$58,661.00
Georgia State Contract Discount		
Net Sale Price		
Optional Extended Warranty(ies)		
State Sales Tax		
Documentary Fee		
Administration Fee		
Vehicle Inventory Tax		
Additional Taxes		
Tire Recycling Program		
Battery Disposal Fee		
Out of State Vehicle Fee		
Rebate(s)		
Total Sales Price (Including Rebate(s))		\$ 58,661.00
Trade Allowance (see DISCLAIMER Below)		\$0.00

Sales Representative: Kurt Hohstein printed name  
 Purchaser: \_\_\_\_\_ signature printed name  
 \_\_\_\_\_ signature printed name  
 Accepted by Sales Manager or General Manager: \_\_\_\_\_ title date  
 \_\_\_\_\_ signature printed name

*Kurt Hohstein*  
*9/18/24*

Quote good until \_\_\_\_\_ Note: The above Customer Proposal is a quotation only. Sale terms subject to approval of Sales Manager of Dealer.

...executing Dealer's standard form Retail Purchase Order incorporating above terms. Any documentary fees, state tax, title registration license fees subject to adjustment and change. Actual F.E.T. to be paid to Dealer. Any F.E.T. variance will be responsibility of Dealer. Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If Quoted Vehicle(s) not currently in Dealer's stock, Dealer reserves right to change Quotation Total to reflect any price increases from Manufacturer. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer not obligated to retain any specific vehicles in stock, nor maintain any specific inventory level. Dealer shall not be obligated to fulfill Proposal in event quoted vehicle(s) not in stock or available within requested delivery schedule at time Proposal accepted. Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s), where such inability or delay is due, in whole or in part, to any cause beyond the reasonable control of Dealer or is without the gross negligence or intended misconduct of Dealer. Above listed Trade Value based upon current appraised value of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or market value of Trade Vehicle(s) at time of sale.

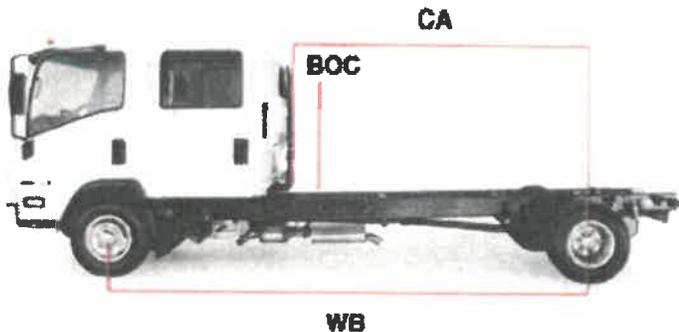


# RUSH ISUZU TRUCK ATLANTA

Michael "Michael John" Lovell

City of Forest Park (2025 NPR Gas Crew Cab, 1D4 176"WB, 114.5"CA, 12,000 GVWR. White, Standard model specifications with power windows and power door locks, air conditioning, rear body dome lamp switch, and an AM/FM/CD radio with Bluetooth

## Weight Distribution



Driver/Passenger Weight	350.0 lbs.
Rear Passengers	600.0 lbs.
Wheelbase (WB)	176 inches
Cab-to-Axle (CA)	114.5 inches
Body Length	
Body Weight	
Back of Cab (BOC)	5 inches

**\*\* You must fill in body length and weight to enable body and payload weight calculations.**

	WB	
Front Wt.	4,622.43 lbs.	67%
Rear Wt.	2,250.57 lbs	33%
GVWR	12,000.00 lbs.	
GVW	6,873.00 lbs	
Remaining Payload Weight	5,127.00 lbs.	

Weight (lbs.)	Front	Rear	Total
Chassis	3,848.00	2,075.00	5,923.00
Chassis Equipment	0.00	0.00	0.00
Subtotal	3,848.00	2,075.00	5,923.00
Driver/Passengers	774.43	175.57	950.00
Body/Body Equipment	0.00	0.00	0.00
Payload	0.00	0.00	0.00
Total	4,622.43	2,250.57	6,873.00
GAWR/GVWR	4,860.00	8,840.00	12,000.00
GCWR			18,000.00

## Chassis Equipment:

Code	Item	Center of Gravity	Front Axle	Rear Axle	Total
04	White, Standard model specifications with power windows and power door locks, air conditioning, rear body dome lamp switch, and an AM/FM/CD radio with Bluetooth		0.00 lbs.	0.00 lbs.	0.00 lbs.
WGW	60 months / 150,000 Miles		0.00 lbs.	0.00 lbs.	0.00 lbs.

## Driver/Passengers:

	Center of Gravity	Front Axle	Rear Axle	Total
Driver	front axle	350.00 lbs.	0.00 lbs.	350.0 lbs.
Rear Passengers	10 inches in front of the back of cab	424.43 lbs.	175.57 lbs.	600.00 lbs.

Current report content is based on data as of 2024-09-18 06:56:58. Any performance-related calculations are offered solely as guidelines. Actual vehicle performance will depend on your operating conditions. All information, specifications and pricing in this application are based on the latest information available. Isuzu Commercial Truck of America, Inc. reserves the right to discontinue or change, at any time, without prior notice, the pricing, specifications, options, materials, equipment, design and models.



70 Pike Industrial Way  
Milner, GA 30257

# Estimate

Date	Estimate #
9/5/2024	24863

Name / Address
City of Forest Park 5230-B Jones Road Forest Park, GA 30297

Additional Info
Mark Knudsen

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BRAD		16-18 weeks	NET 10	Isuzu Crew Cab Gas	

Description	Qty	Cost	Total
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Water Cooler Rack *Adjustable Strap Included PN#BPCLT25	1	105.00	105.00

Phone #	Fax #	E-mail	Web Site	Subtotal	\$16,015.00
770-228-9974	770-228-7573	sales@kandkmfg.com	www.kandkmfg.com	Sales Tax (0.0%)	\$0.00
				Total	\$16,015.00

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# Estimate



70 Pike Industrial Way  
Milner, GA 30257

Date	Estimate #
9/5/2024	24863

Name / Address
City of Forest Park 5230-B Jones Road Forest Park, GA 30297

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24" x 24" x 96" Solid Toolbox			
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Phone #	Fax #	E-mail	Web Site	Subtotal
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				<b>Total</b>

Estimates are valid for 7 days unless otherwise noted.

# BELLAMY STRICKLAND

McDonough, Ga. 30253

Office 678-583-3121 / Cell 404-626-1313  
John Winter

jw@bellamystrickland.net

DATE:

9-6-24  
2/1/2024

Customer City of Forest Park

mknudsen@forestparkga.gov

ATTN: Mark Knudsen 404-796-4856

Stk # 124U595

VIN: 54DB4J1D1RS208955

Year: 2024

Isuzu NPR CREW CAB 176 W/B GAS

MSRP \$70,324.00

DISCOUNT \$12,504.00

CHASSIS PRICE \$57,820.00

Body Description:

Pricing Cab & Chassis only

Other Locals:

DOT INSPECTION

Other Locals: N/C

Documentation and Temporary Operating Permit: \$174.00

Sub total: \$ 57,994.00

Rebates / Discount: INCLUDED

Pre Tax: \$57,994.00

County / Rate: n/a

TAVT Tax N/A

Title Fee N/A

\$           

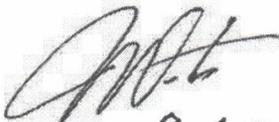
Total Price \$57,994.00

Options: Pricing cab & chassis only  
customer pricing body

  
John Winter

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

  
9-6-24

# Estimate



70 Pike Industrial Way  
Milner, GA 30257

Date	Estimate #
9/5/2024	24863

Name / Address
City of Forest Park 5230-B Jones Road Forest Park, GA 30297

Additional Info
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Total	\$16,015.00
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**Estimates are valid for 7 days unless otherwise noted.**

**File Attachments for Item:**

**Council Approval for the Purchase of Playground Swing Set for Perkins Parks-Procurement/Public Works**



**Title of Agenda Item:** Purchase of Playground Swings for Perkins Parks

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-29-2024

**Work Session Date:** 10-16-2024

**Council Meeting Date:** 10-16-2024

---

**Background/History:**

As part of ongoing efforts to enhance parks throughout the City, staff is proposing the purchase of swing equipment for Perkins Park located in Ward #4. While all other pocket parks have received new playground equipment, Perkins Park remains the only park without a swing set. This proposal aims to address that gap and further enhance recreational opportunities for the community's children.

**Proposal Details:**

The total cost of the equipment and materials is **\$20,868.94**, with specific items listed below:

- 550-0158 – 3.5” OD Arch Swing: \$2,099
- 550-0111 – 2 Molded Rubber Belt Seats: \$246
- Installation of equipment - \$820
- Freight - \$468.09
- 300 Bags Brown Rubber Mulch (delivered): \$14,400
- 300 Bags Brown Rubber Mulch (installed): \$3,000
- Sourcewell contract discount – **(\$164.15)**

**Contract Details:**

The purchasing agreement is with **PlaySouth Playground Creator**, under the following contract:

- **Burke Sourcewell Contract #010521-BUR**
- **Forest Park Member #77837**

**Funding Source:**

The total cost will be covered through the **Equipment line item 253-51-4226-54-1300**.

This proposal includes the purchase of all materials and labor. However, staff have negotiated an in-house installation of the rubber mulch upon delivery to reduce costs. The initiative seeks to provide a safe and engaging play environment for children at Perkins Park, further improving the quality of City parks.

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**Action Requested from Council:**

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Council approval is requested for the purchase of swing equipment for Perkins Park as outlined in the proposal **not to exceed \$20,868.94**

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**Cost:** \$20,868.94

**Budgeted for:**  X  **Yes**   **No**

**Financial Impact:**

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PO Box 492467  
 Atlanta, GA 30349  
 (770) 719-9005

Date: **7.24.2024**  
 Quote #: **FP7.24.02**  
 Rep: Tom Bengtson  
 Direct: (770) 823-8487

**QUOTATION**

	Bill to:	Ship to:
Name	City of Forest Park	Forest Park Public Works
Address	745 Forest Pkwy	5230 Jones Rd.
City, State Zip	Forest Park, GA 30297	Forest Park, GA 30297
Contact/Phone	Nigel Wattely (404)608-2310	
Email	<a href="mailto:nwattely@forestparkga.gov">nwattely@forestparkga.gov</a>	County: Clayton

Qty	Model Number	Description	Unit Price	TOTAL AMOUNT
1	550-0158	3.5" OD Arch Swing		\$ 2,099.00
2	550-0111	Molded rubber belt seat	\$ 123.00	\$ 246.00
<b>OPEN MARKET:</b>				
300	RBRMLCH	Brown rubber mulch (delivered, not installed)	\$ 48.00	\$ 14,400.00
300	MLCHINSTL	Install bagged mulch (300 bags)	\$ 10.00	\$ 3,000.00
<b>Less Sourcewell Contract Discount</b>				<b>\$ (164.15)</b>
<b>Burke Sourcewell Contract #010521-BUR</b> <b>Forest Park member #: 77837</b>				
<b>Notes to Customer:</b> All site prep to be performed by customer. Playground sites require a 1% gradient of compact soil. Playground borders are not included and must be provided by others. Customer will be responsible for offloading mulch at the public works facility.				
<b>NOTES:</b> *This quote is valid for 30 days only. Please allow 12-14 weeks lead time for production, transit and installation. **Please return this signed quote along with the official Purchase Order. The balance is due in full within 30 days after delivery. *Care will be taken, but PlaySouth is not responsible for landscaping and grass that is accidentally damaged during this construction project. * Any necessary utility relocation is sole responsibility of the customer. Please locate utilities prior to ordering equipment. * Pricing does not include permitting if required by city. Any permits will be responsibility of the customer.				

SubTotal	\$ 19,580.85
Freight	\$ 468.09
Sales Tax Rate	
Installation (Burke Only)	\$ 820.00
<b>GRAND TOTAL</b>	<b>\$ 20,868.94</b>

**COLORS:**  
 NEED INFO  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized signature & date:

**Your signature, date and color selections must be completed above for order acceptance.**  
**Full payment is due within 30 days after completion. Standard rock clause will apply to installation services.**

**Thank you for considering PlaySouth Playground Creators!!**



### CONTRACT EXTENSION

**Contract Number: 010521-BUR**

Sourcewell  
202 12th Street Northeast  
P.O. Box 219  
Staples, MN 56479  
(Sourcewell)

and

BCI Burke  
727 Northwest Way  
  
North Fond du Lac, Wisconsin 54987-1865  
(Vendor)

have entered into Contract Number: 010521-BUR  
for the procurement of: Playground and Water Play Equipment with Related Accessories and Services

The Contract has an expiration date of 2025-02-17 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2026-02-17 . All other terms and conditions of the Contract remain in full force and effect.

#### Sourcewell

DocuSigned by:  
*Jeremy Schwartz*  
C0FD2A139D06489  
Authorized Signature

Jeremy Schwartz  
Name

Director of Operations and Procurement/CPO  
Title

11/27/2023 | 3:06 PM CST  
Date

DocuSigned by:  
*Marianne Larson*  
560EA7AAB49D42D...  
Authorized Signature

Marianne Larson  
Name

Contract Administration & Events Manager  
Title

11/27/2023 | 1:33 PM PST  
Date

**File Attachments for Item:**

**Council Approval on the Conversion of a Heavy Equipment Operator Position to a Maintenance Worker Position – Public Works Department**



**Title of Agenda Item:** Conversion of a Heavy Equipment Operator Position to a Maintenance Worker Position – Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

**Background/History:**

The Heavy Equipment Operator position in the Street Division of the Public Works Department plays an important role in maintaining the City's infrastructure, including streets, sidewalks, and Right-of-Ways. The responsibilities of this position typically include:

- Operating heavy machinery, such as backhoes and other equipment.
- Performing routine maintenance tasks, such as tree trimming, lawn care, and landscaping.
- Installing asphalt and concrete for small-scale projects like sidewalk repairs and pavement patching.

Currently, there are three vacant Heavy Equipment Operator positions that have remained unfilled for the past year, largely due to a limited number of qualified applicants. Upon reviewing the department's operational needs, it has become apparent that most of the division's work does not require the specialized skills of a Heavy Equipment Operator. Instead, general Right-of-Way maintenance tasks can be efficiently handled by a Maintenance Worker.

Converting one of the vacant Heavy Equipment Operator positions to a Maintenance Worker position would better align with the department's requirements and broaden the pool of potential applicants. The new position would not add any financial burden, as it falls within a lower pay tier.

If approved, the department will update its organizational chart and revise relevant documentation, signage, and communication materials accordingly.

**Action Requested from Council:**

Council approval to convert one Heavy Equipment Operator position to a Maintenance Worker position in the Street Division.

**Cost:** \$ 0

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

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**File Attachments for Item:**

**Council Approval to purchase a 2025 Chevy Tahoe from Hardy Chevrolet for the Code Compliance Department-Procurement/Code Compliance Department**

**Hardy Chevrolet**  
**2025 Chevrolet Tahoe Pursuit**  
**Colt Deems, Fleet Sales**

<b>2025 Tahoe - PPV (9C1)</b>			<b>\$53,645.00</b>
<b>Standard Equipment : 4WD - V8 · Auto · A/C · AM/FM/BT</b> · Power Windows · Locks, & Mirrors · Power Drivers Seat 5T5 5Y1 · Cloth Bucket Seats w/ No Console · Vinyl Rear Seat · Tilt Steering Wheel · Cruise Control · Remote Keyless Entry · Vinyl Floor Covering · Rear View Camera · Auxiliary Battery			
Available Options:	place "x" if desired	Cost	
Admin. 4WD PPV ONLY(Carpet, Console, Remote Start) D07 B30 B58	x	\$ 1,263.00	\$ 1,263.00
Inoperable Inside Door Handle, Windows, Locks 6N6 6N5		\$ 258.29	\$ -
Red/White Front Auxiliary Dome Light 6C7		\$ 320.00	\$ -
2WD Discount ( 9C1 Pursuit)		\$ (1,995.50)	\$ -
4 Extra Key Fobs/Keys		\$ 500.00	\$ -
Spot lamp LED		\$ 904.00	\$ -
Grill Lamp & Speaker Wiring 6J3		\$ 264.00	\$ -
wheels, 20" machined aluminum wit Charcoal pockets	x	\$ 1,500.00	\$ 1,500.00
Wig-Wag Head/Tail (factory) 6J7	x	\$ 130.00	\$ 130.00
4WD (5W4 non-Pursuit)		\$ (650.00)	\$ -
Special Paint		\$ 520.00	\$ -
Delivery		\$ 150.00	\$ -
Exterior Color( Add Number of Units Per Color)			
GBA	Black	_____	
GAZ	Summit White	_____	
G6M	Dark Ash Metallic	_____	
GXD	Sterling Grey Metallic	x	
9W5	Special Paint Silver Ice (Additional Charge \$520)	_____	
9V7	Special Paint Dark Blue Metallic (Additional Charge \$520)	_____	
5T4	Special Paint RED (Additional Charge \$520)	_____	
<b>Total Per Unit Price</b>		<b>\$56,538.00</b>	
<b>Total Vehicles Ordered</b>		<b>0</b>	
<b>Total Purchase Order</b>		<b>\$0.00</b>	

State Wide Contract # 99999-001-SPD0000183-0002  
 aharris@hardyautomotive.com  
 Cell 770-547-5964 / Office 770-445-9411 x 1204

**Council Discussion and Approval to purchase a 2025 Chevy Tahoe from Hardy Chevrolet for the Code Enforcement Department in the amount of \$56,538.00-Code Compliance Department**

**Background/History:**

The Code Compliance Department is seeking approval to add a vehicle to the fleet. With the hiring of a Code Compliance Supervisor, there is a need for an additional vehicle. The Director currently drives a vehicle that will be assigned to the new Code Compliance Officer. The Director must have a vehicle to perform the job duties. The department would like to stay compatible with the other Director's vehicles. Hardy Chevrolet is a part of the governmental program for the state of Georgia.

**Funding Source:** ARPA Funds



## Supplier Information Sheet

<b>Statewide Contract Number</b>	99999-SPD-40199373	<b>NIGP Code</b>	See NIGP Tab
<b>Name of Contract</b>	<b>Administrative Vehicles</b>		
<b>Effective Date</b>	11-15-2013	<b>Expiration Date</b>	11/30/2024
Contract Table of Contents			
<b>Active Suppliers</b>	<b>5</b>	<b>Contract Information:</b>	<b>Mandatory Contract</b>
<b>Contract Information for Vendor</b>			<b>Click to Link to Page</b>
Hardy Chevrolet Buick GMC Inc			2
<b>Additional Contract Information</b>			
Contract Renewals, Extensions, Amendments			3
NIGP Codes			3
Pricing / Ordering Instructions			4
Vehicle Specifications			5-7
Special Contract Terms and Conditions			8
DOAS Contact Information			9

# Contact Information

<b>Statewide Contract Number</b>	<b>99999-SPD-ES40199373-005</b>		
<b>PeopleSoft Vendor Number</b>	<b>0000066877</b>	<b>Location Code</b>	<b>000001</b>
<b>Vendor Name &amp; Address</b>			
Hardy Chevrolet Buick GMC 1249 Charles Hardy Pkwy Dallas, Georgia 30157			
<b>Contract Administrator</b>			
Colt Deems <a href="mailto:cdeems@hardyautomotive.com">cdeems@hardyautomotive.com</a> Phone: 770-445-9411 x 198 Fax: 770-445-9659	Austin Harris <a href="mailto:aharris@hardyautomotive.com">aharris@hardyautomotive.com</a> 770-445-6655 x 1204		
<b>Contact Details</b>			
<b>Ordering Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Remitting Information</b>	Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Colt Deems		
<b>Delivery</b>	Supplier is responsible for communicating with authorized user about production window, delivery to dealer lot from manufacturer, and delivery dates to customer.		
<b>Price Structure</b>	Firm, Fixed Line-Item Pricing		
<b>Payment Terms</b>	2% 20 Days / Net 30		
<b>Acceptable payment method</b>	Vendor does not accept P-cards. Payment must be made through ACH/check.		

## Contract Renewals/ Extensions/ Changes

Amendment #1	Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or below, plus 1%
Renewal #1:	12/01/2014 - 11/30/2015
Renewal #2	12/01/2015 - 11/30/2016
Renewal #3:	12/01/2016 - 11/30/2017
Extension #1:	12/01/2017 - 11/30/2018
Extension #2:	12/01/2018 - 11/30/2019
Extension #3:	12/01/2019 - 11/30/2020
Extension #4:	12/01/2020 - 11/30/2021
Extension #5:	12/01/2021 - 11/30/2022
Amendment #10:	Modified Vehicle Ordering Process
Extension #6:	12/01/2022 - 11/30/2023
Amendment #12	Pricing
Extension #7	12/01/2023 - 11/30/2024
Amendment #13	Pricing

NIGP Codes	
<b>07104</b>	Sedans
<b>07201</b>	Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
<b>07202</b>	Class II Trucks (6,001-10,000 lb. GVWR (F-350)
<b>07180</b>	SUV's, Crossover SUV's
<b>07190</b>	Vans, Cargo
<b>07192</b>	Vans, Passenger (Regular and Handicapped Equipped)

## Pricing

The Vehicle Availability Matrix contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (<https://doas.ga.gov/state-purchasing/statewide-contracts>). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

### **Report of Vehicle Availability Under Statewide Contracts**

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at [emily.harris@doas.ga.gov](mailto:emily.harris@doas.ga.gov).

[Vehicle Availability Report Under the Statewide Contract.](#)

## Ordering Instructions

1. Review current order window and base pricing according to the Vehicle Availability Matrix.
2. Reach out to the supplier for a quote.
  - a. The quote should contain all options listed that the authorized user is requesting.
  - b. **Note:** If the base price listed on the quote does not reflect the price listed on the Vehicle Availability Matrix, **PLEASE** reach out to the contract manager to resolve this.
3. Any state of Georgia Executive branch agency must submit purchase order for prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a. OFM Contact: Bobby Arrington, [bobby.arrington@doas.ga.gov](mailto:bobby.arrington@doas.ga.gov)
4. Authorized user submits a purchase order to the dealership for the vehicle.
5. Supplier submits order to the manufacturer and provides confirmation to the authorized user that the order has been placed

**State Of Georgia General Specifications  
For Automobiles, Sport Utility Vehicles and Light Duty Trucks**

NOTE:	Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.
APPLICABLE DOCUMENTS:	Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.
DESIGN:	New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean more than the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.
COMPONENTS, ASSEMBLIES AND ACCESSORIES:	The vehicle shall have all its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pickup trucks shall have Fleetside type cargo boxes with step type bumpers. Standard size pickup trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed, they shall meet or exceed factory standards, particularly about tongue weight and tow weight.
STANDARD EQUIPMENT:	The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".
EMISSION CONTROLS:	All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.
TOOLS:	Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM:	Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.
CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS	Located for left hand drive. Complete and conveniently accessible to drivers. Instruments and controls clearly identified as to function.
HEATER AND DEFROSTER	Hot water heating systems with fresh air intake. Discharge outlets to the floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.
EXTERIOR FINISHES	Standard production colors.
MATERIALS:	New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.
SERVICE AND REPAIR	The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non- warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.
WARRANTY	Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer for the period stated in the "Instructions to Bidders from the date of delivery and acceptance. However, if additional warranty coverage overall or any components of the vehicle, in the form of time and/or mileage including any proportional arrangements, is normally extended to commercial customers, the state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION	Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with the requirements of this and the applicable detail specifications. This action does not preclude subsequent inspection and testing by the State of Georgia to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

<p>PRE-DELIVERY SERVICING AND ADJUSTMENT</p>	<p>The dealer shall not attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the State inspector, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Focusing of lights</li> <li>• Tuning of engine</li> <li>• Adjustment of accessories</li> <li>• Checking of electrical, braking and suspension systems</li> <li>• Charging of batteries</li> <li>• Alignment of front-end Inflation of tires</li> <li>• Balancing of all wheels, including the spare</li> <li>• Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of delivery</li> <li>• Servicing of cooling system with permanent type antifreeze and summer coolant for minus 20 degrees F. protection.</li> <li>• Servicing windshield washer reservoir with water and appropriate additives</li> <li>• A minimum of 1/4 tank of fuel.</li> </ul>
<p>DOCUMENTS</p>	<p>Each vehicle shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.</p>

## **SPECIAL CONTRACT TERMS AND CONDITIONS**

- 1. SPECIFICATIONS AND TECHNICAL SUPPORT:** Awarded vendors will provide commercial bumper to bumper warranty for 36 months or 36,000 miles. The commercial power train warranty will be 5 years, or 60,000 miles and rust-through warranty shall cover 72 months or 100,000 miles. All other commercial warranties will apply.
- 2. PRICES:** Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at the dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.
- 3. FOB - Regional Delivery:** Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.
- 4. ORDERS:** Within five (5) days after the awarded vendor receives an order from a State Agency and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with all other pertinent information confirming that the order has been placed.
  - a.** State invoices will have the purchase order referenced.
- 5. VEHICLE EQUIPMENT DATA SHEET:** This document shall be submitted with a bid for every type of vehicle bidding on. Failure to provide information as required will result in rejection of the bid line item.
- 6. EMISSION CONTROL:** Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra- low emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as defined by the United States Environmental Protection Agency. For additional information see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.
- 7. PURCHASE ORDER APPROVALS:** Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a.** Vehicle purchases or leases from statewide contracts by county and municipal government agencies, and by the state of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp indicating approval should be referred to the DOAS, OFM.

## **DOAS CONTACT INFORMATION**

### **DOAS Contract Manager**

**Name:** Emily Harris

**Phone:** 470-668-2663

**Email:** emily.harris@doas.ga.gov

### **Procurement Help Desk**

**Telephone:** 404-657-6000

**Email:** procurementhelp@doas.ga.gov

**File Attachments for Item:**

**Council Approval for Floor Replacement at 696 Main Street-Procurement/Recreation & Leisure  
Services Departments**



## City Council Agenda Item

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**Subject:** Remodeling of 696 floors – Recreation and Leisure Services

**Submitted By:** Tarik Maxwell

**Date Submitted:** September 30, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background/History:**

The Recreation and Leisure Services department is looking to upgrade the floors at the Leonard Hartsfield, Sr community center at 696 Main Street.

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**Cost: \$ 40,448.54**

**Budgeted for:**  Yes  No

**Financial Impact:**

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**Action Requested from Council:**

We are seeking councils' approval to move forward with the selected contractor (Accurate Property Services, LLC) to remodel the floors at 696 Main Street.



CITY OF  
**FORESTPARK**

## MEMORANDUM

REVISED RECOMMENDATION

**TO:** Tarik Maxwell, Director  
Recreation & Leisure Department

**FROM:** Talisa R. Clark, CPPO, Procurement Officer *T.R.C.*  
Department of Finance – Purchasing

**SUBJECT:** RFQ No. 60724 – Community Center Flooring Replacement

**DATE:** September 11, 2024

---

Procurement has completed the evaluation of the revised quotes received for RFQ No. 60724 Community Center Flooring Replacement. Two (2) quotes were received. Procurement recommends award for labor services only to the lowest, responsive, and responsible bidder:

**Accurate Property Services, LLC 101 Peninsula Drive, Monticello, Georgia 31064**

**TOTAL AMOUNT: \$24,121.14**

With your concurrence, please submit the award recommendation to Council for approval along with the Home Depot quote for the City to purchase all necessary materials for this project. Upon approval, Procurement and Recreation & Leisure will work collaboratively to complete the award process to the selected vendor.

Please let me know if you need further assistance from Procurement.

Thanks,

cc: John Wiggins, Director of Finance

**Quote Tabulation Evaluation Report**  
**\*REVISED\* 9/11/24**

RFQ 60724 Community Center Flooring Replacement		Accurate Property Services	Hopkins Renovation & Design
Line Item	Description	Total	Total
	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the 1 front foyer.	\$9,134.04	\$12,141.36
	Labor cost for removal, disposal, and installation of new and existing carpet flooring and baseboards at 2 the center area.	\$11,642.46	\$16,072.36
	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the 3 kitchenette area.	\$3,344.64	\$2,477.68
	<b>Total</b>	<b>\$24,121.14</b>	<b>\$30,691.40</b>

**Evaluation Notes:**

Both bidders submitted a **revised quote for labor services only**, which added the installation of baseboards to the SOW.  
 Both vendors attended the mandatory pre-bid meeting and site visit.  
 References were favorable for both vendors.

**Procurement's award recommendation is for the lowest vendor providing labor services only. The City will purchase all necessary materials from the City's Home Depot account to obtain cost savings.**

**Award Recommendation to lowest, responsive and responsible vendor:**

Accurate Property Services, LLC  
 101 Peninsula Drive  
 Monticello, GA 31064

Attachment B

REVISED QUOTE FORM

TO: Talisa Clark, Procurement Officer for the City of Forest Park, GA

RFQ No. 60724: Community Center Flooring Replacement

The undersigned, as Responder, declares that he/she has carefully examined the work site located at the Community Center at 696 Main Street, Forest Park, GA. 30297, and the scope of work contained in the RFQ. The Responder proposes and agrees that if their submitted quote is accepted to provide the necessary services, they will furnish all materials, equipment, and labor necessary to complete the Work in the manner therein specified within the time specified. The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all RFQs when it is for a good cause and in its best interest.

Line Item	Description	Total
1.	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the front foyer.	\$ <u>9,134.04</u>
2.	Labor cost for removal, disposal, and installation of new and existing carpet flooring and baseboards at the center area.	\$ <u>11,642.46</u>
3.	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the kitchenette area.	\$ <u>3,344.64</u>
Grand Total		\$ <u>24,121.14</u>

Are you a City of Forest Park Firm? YES  NO

Signed and dated this 02 day of September, 2024.

101 Peninsula Dr. Monticello, GA 31064 Accurate Property Services LLC.

Mailing Address

Business Name

accuratepropertyservices@hotmail.com 6785028209

E-Mail Address

Phone Number

Michael Dawe / Consultant

Name and Title (Typed or Printed)

Michael Dawe  
Signature

Attachment B  
REVISEDQUOTE FORM

TO: Talisa Clark, Procurement Officer for the City of Forest Park, GA

RFQ No. 60724: Community Center Flooring Replacement

The undersigned, as Responder, declares that he/she has carefully examined the work site located at the Community Center at 696 Main Street, Forest Park, GA. 30297, and the scope of work contained in the RFQ. The Responder proposes and agrees that if their submitted quote is accepted to provide the necessary services, they will furnish all materials, equipment, and labor necessary to complete the Work in the manner therein specified within the time specified. The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all RFQs when it is for a good cause and in its best interest.

Line Item	Description	Total
1.	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the front foyer.	\$12,141.36
2.	Labor cost for removal, disposal, and installation of new and existing carpet flooring and baseboards at the center area.	\$16,072.36
3.	Labor cost for removal, disposal, and installation of new and existing tile flooring and baseboards at the kitchenette area.	\$2,477.68
<b>Grand Total</b>		<b>\$30,691.40</b>

Are you a City of Forest Park Firm? YES \_\_\_\_\_ NO X

Signed and dated this 5<sup>th</sup> day of September, 2024

1750 County line Rd SW ATL                      Hopkins Renovation & Design  
Mailing Address    Business Name

hopkinsrenovadesign@gmail.com                      (404)563-9716  
E-Mail Address    Phone Number

Willie Hopkins CEO\_\_

Name and Title (Typed or Printed)  
\_\_\_\_\_

Signature *Willie Willie Hopkins*



696 Main Street

**i** Price valid until: Sep. 03, 2024 at 11:59PM

Quote ID: HA100129188028  
Created By: Tarik Maxwell  
Created On: Aug. 27, 2024  
PO/Job Name:

**Tarik Maxwell**

**CITY OF FOREST PARK**  
745 FOREST PARKWAY  
FOREST PARK, GA 30297

Items: **284** Total: **\$16327.40**

	Item	How To Get It	Unit Price	Qty	Item Total
1	 <p><b>PERFORMANCE ACCESSORIES</b> Feather 0.31 in. T x 2 in. W x 78.7 in. L Vinyl 4-in-1 Molding</p> <p>Model #V4IN1-05075 Store Sku #1006872556</p>	Ship To Store	\$35.13/item	4	\$140.52
2	 <p><b>Lifeproof</b> Kacee Canyon Oak 22 MIL x 8.7 in. W x 48 in. L Click Lock Waterproof Luxury Vinyl Plank Flooring (20.1 sq. ft./case)</p> <p>Model #1224815L6 Store Sku #1010435367</p>	Delivery	\$53.16/item	234	\$12439.44
3	 <p><b>Alexandria Moulding</b> 3/4 in. D x 7 in. W x 96 in. L MDF White Primed Baseboard Moulding Pack (2-Pack)</p> <p>Model #90347-96096PK Store Sku #1012314533</p>	Ship To Store	\$79.88/item	44	\$3514.72
4	 <p><b>Liquid Nails</b> Extreme Heavy Duty 10 oz. White Interior and Exterior Construction Adhesive (12-pack)</p> <p>Model #LN-907 CP Store Sku #1005715507</p>	Ship To Store	\$53.86/item	2	\$107.72

**Notes and Description:**

<b>Subtotal</b>	<b>\$16867.20</b>
Pick Up In Store	FREE
Estimated Delivery*	\$125.00
Sales Tax (determined in checkout)	-
<b>Total</b>	<b>\$16327.40</b>
You Saved <b>-\$664.80</b> Off Your Items	

**File Attachments for Item:**

**4. Council Approval on the Consideration of the Re-Enacting of the Forest Park Noise Ordinance-  
Executive Offices**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Council Discussion on the Consideration of the Re-Enacting of the Forest Park Noise Ordinance

**Submitted By:** Executive Offices

**Date Submitted:** 9/25/2024

**Work Session Date:** 10/07/2024

**Council Meeting Date:** 10/07/2024

**Background/History:**

The City of Forest Park is proposing an ordinance to regulate the use of consumer fireworks by requiring a special permit, except on designated holidays, to ensure community safety and welfare. Additionally, the city council will review the re-enactment of the noise ordinance, outlined in Title 11, Chapter 5, Section 11-5-1 of the city's code of ordinances.

**Action Requested from Council:**

**Cost: \$**

**Budgeted for:**  **Yes**  **No**

**Financial Impact:**

STATE OF GEORGIA  
COUNTY OF CLAYTON

ORDINANCE 2024-\_\_\_

1 AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FOREST  
2 PARK, GEORGIA TO AMEND TITLE 9 (LICENSING AND REGULATIONS) BY ADOPTING  
3 CHAPTER 16 (CONSUMER FIREWORKS) IN THE CITY OF FOREST PARK, GEORGIA’S  
4 CODE OF ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN  
5 EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

6 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia (the  
7 “City”) is the Mayor and Council thereof; and

8 **WHEREAS**, section 36-35-3 of the Official Code of Georgia Annotated (O.C.G.A.)  
9 provides cities the power to adopt clearly reasonable ordinances, resolutions or regulations relating  
10 to the cities’ property and affairs; and

11 **WHEREAS**, the City desires to regulate the use of consumer fireworks as authorized by  
12 Article IX, Section II of the 1983 Constitution of the State of Georgia by adopting provisions in  
13 the City’s Code of Ordinances (“Code”) which will aid in the decrease of government services;  
14 and

15 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,  
16 and welfare of the citizens of the City of Forest Park, Georgia.

17 **BE IT AND IT IS HEREBY ODRAINED BY THE MAYOR AND COUNCIL OF**  
18 **THE CITY OF FOREST PARK, GEORGIA THAT**, and by the authority thereof:

19           **Section 1.** The text codified in Title 9 (“Licensing and Regulation”) in the City’s Code of  
20 Ordinances is hereby amended to include a new Chapter 16 (“Consumer Fireworks”), to be read  
21 and codified as set forth in **Exhibit A** attached hereto and incorporated herein.

22           **Section 2.** The preamble of this Ordinance shall be considered to be and is hereby  
23 incorporated by reference as if fully set out herein.

24           **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
25 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
26 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

27           (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
28 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this  
29 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this  
30 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
31 greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance  
32 is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this  
33 Ordinance.

34           (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance  
35 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable  
36 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of  
37 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
38 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
39 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to  
40 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and

41 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
42 effect.

43 **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
44 repealed.

45 **Section 5.** This Ordinance shall be codified in a manner consistent with the laws of the  
46 State of Georgia and the City.

47 **Section 6.** The effective date of this Ordinance shall be the date of adoption unless  
48 otherwise stated herein.

49 **Section 7.** The City Clerk, with the concurrence of the City Attorney, authorized to correct  
50 any scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

51 **SO ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

## EXHIBIT A

52 TITLE 9 - LICENSING AND REGULATION

53 CHAPTER 16- CONSUMER FIREWORKS

54 Sec. 9-16-1. – Definitions.

55 Except as otherwise provided by O.C.G.A. § 25-10-1, as amended, the following definitions  
56 shall apply when used in this chapter:

57 (a) “*Consumer fireworks*” means any small fireworks devices containing restricted  
58 amounts of pyrotechnic composition, designed primarily to produce visible or  
59 audible effects by combustion, that comply with the construction, chemical  
60 composition, and labeling regulations of the United States Consumer Product Safety  
61 Commission as provided for in Parts 1500 and 1507 of Title 16 of the Code of  
62 Federal Regulations, the United States Department of Transportation as provided for  
63 in Part 172 of Title 49 of the Code of Federal Regulations, and the American  
64 Pyrotechnics Association as provided for in the 2001 American Pyrotechnics  
65 Association Standard 87-1, and additionally shall mean Roman candles.

66 (b) As used in this chapter, the term “consumer fireworks” or “fireworks” shall not  
67 include:

68 (1) Model rockets and model rocket engines designed, sold, and used for the  
69 purpose of propelling recoverable aero models, toy pistol paper caps in  
70 which the explosive content averages one quarter (0.25) grains or less of  
71 explosive mixture per paper cap or toy pistols, toy cannons, toy canes, toy  
72 guns, or other devices using such paper caps; nor shall the term “consumer  
73 fireworks” or “fireworks” include ammunition consumed by weapons used  
74 for sporting and hunting purposes; and

75 (2) Wire or wood sparklers of one hundred (100) grams or less of mixture per  
76 item; other sparkling items which are nonexplosive and nonaerial and  
77 contain seventy-five (75) grams or less of chemical compound per tube or a  
78 total of five hundred (500) grams or less for multiple tubes; snake and glow  
79 worms; smoke devices; or trick noise makers which include paper  
80 streamers, party poppers, string poppers, snappers, and drop pops each  
81 consisting of (one quarter (0.25) grains or less of explosive mixture.

82 Sec. 9-16-2. – Consumer fireworks special use permit required.

83 (a) *Permit Required.* Except as otherwise permitted by state law or provided in this chapter, it  
84 shall be unlawful for any person, firm, corporation, association or partnership to discharge,  
85 use, ignite, or cause to be ignited any consumer fireworks anywhere in the city without first  
86 being issued a special use permit.

87 (b) *Exception.* No consumer fireworks special use permit is required for the ignition or use of  
88 consumer fireworks on the following days: on January 1, July 3, July 4, and December 31

89 of each year after the time of 9:00 p.m. and up to and including the time of 11:59 p.m.; and  
 90 on January 1 of each year beginning at the time of Midnight and up to and including the  
 91 ending time of 1:00 a.m.

92 Sec. 9-16-3. – Application for consumer fireworks special use permit.

93 (a) *Application Content.* An application for a consumer fireworks special use permit for the  
 94 discharge, use, or ignition of consumer fireworks shall be made to the city code  
 95 enforcement department located in the city police department and shall include the  
 96 following information:

97 (1) The name of the person, firm, corporation, association, or partnership seeking  
 98 the special use of consumer fireworks.

99 (2) The name of any official event or events associated with the special use of  
 100 consumer fireworks.

101 (3) The day and time of the requested use of consumer fireworks.

102 (4) The street address location or locations of the requested use of consumer  
 103 fireworks.

104 (b) *Fee.* The application for a consumer fireworks special use permit shall require an  
 105 administrative fee of one hundred dollars (\$100.00).

106 (c) *Deadline for Submittal.* Applications for a consumer fireworks special use permit must be  
 107 submitted no later than three (3) business days before the planned discharge, use, or ignition  
 108 of consumer fireworks within the city.

109 (d) *Decision.* City code enforcement will receive the application and make a determination as  
 110 to whether or not the issuance of special use permit is appropriate on a case-by-case basis.

111 (e) *Permit Duration.* The duration of the consumer fireworks special use permit shall not be  
 112 longer than seven (7) calendar days from the date of issuance.

113 (f) Consumer fireworks shall not be discharged, used, or ignited, and no special use permit  
 114 shall allow for the discharge, use, or ignition of consumer fireworks, within the city during  
 115 times and hours in conflict with the city's general noise ordinance contained in Title 11,  
 116 Chapter 5, of the City's Code of Ordinances.

**File Attachments for Item:**

**5. Council Approval on a Task Order to provide for the design of three restroom structures that will serve different areas throughout Starr Park- Executive Offices**



## City Council Agenda Item

**Subject: - Council Discussion and Approval of a Task Order to provide for the design of three restroom structures that will serve different areas throughout Starr Park. Executive Offices**

**Submitted By:** James Shelby, Project Manager

**Date Submitted:** September 30, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

### Background/History:

The original scope of services for Starr Park included restrooms that would be pre-engineered structures that would have been included in the bid package for the entire park. The architects have determined that it would be cost effective to design and build the restrooms versus pre-engineered structures. CROFT will produce (2) designs for a total of (3) restrooms. One design will be for a single Male and Female restroom that will be used in two separate parts of the park. The other will be for a double Male and Female restroom that will serve the Amphitheatre building. The design of these structures will be incorporated as part of the full design package for the park. This proposal includes the following design disciplines: Architectural, Structural, Mechanical, Electrical and Plumbing.

If the City Council approve the Task Order, the design will be started and included in the same submittal and schedule for the overall park.

**Cost: \$40,000.00**

**Budgeted for:**  Yes  No

**Financial Impact:** There is no budgetary impact to the City's General Funds. The project will be funded from SPLOST 2015 (325-51-4110-54-1201)

**Action Requested from Council:** Staff recommends the approval of the Task Order for CROFT to design three restroom structures that will serve different areas throughout Starr Park.

September 24, 2024

To: CITY OF FOREST PARK  
745 Forest Parkway  
Forest Park, GA 30297

Attn: Mr. Ricky Clark  
City Manager

Project: Starr Park Phase I

RE: Fee Proposal – Restrooms Design

Dear Mr. Clark:

We are pleased to submit this proposal to provide the design of 3 restrooms structures that will serve different areas throughout the park, previously anticipated to be pre-engineered structures.

**SCOPE OF SERVICES**

CROFT will produce (2) designs for a total of (3) restrooms. One design will be for a single Male and Female restroom that will be used in two separate parts of the park. The other will be for a double Male and Female restroom that will serve the area in front of the Amphitheatre building. The design of these structures will be incorporated as part of the full design package for the park. This proposal includes the following design disciplines: Architectural, Structural, Mechanical, Electrical and Plumbing.

**SCHEDULE**

Once approved, the design will be started and be included along the same schedule as the main part of design package.

**PROFESSIONAL FEES**

Professional fees for the project scope as outlined above will be as follows:

- Construction Documents \_\_\_\_\_ \$ 40,000

*Note: Expenses such as printing, shipping and travel are considered reimbursable.*

**AUTHORIZATION**

As our authorization to proceed with the scope of work, outlined herein, please sign in the space provided below and return one copy to this office for our records.

Authorized by: \_\_\_\_\_ Title: City Manager \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

**6. Council Approval on the City of Forest Park Financial Policies-Finance Department**



CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Financial Policies

**Submitted By:** John Wiggins

**Date Submitted:** 10/07/2024

**Work Session Date:** 9/23/2024

**Council Meeting Date:** 9/23/2024

### Background/History:

Financial policies provide written guidance for how the City of Forest Park officials and staff should approach fiscal issues and core financial areas. To continue a healthy financial support to the Citizens of Forest Park for services and infrastructure maintenance, the financial polices ensures accountability, minimize confusion on the direction to follow, protects the City, and helps determine the City's fiscal stability.

The polices included in this agenda packet is as followed:

1. Accounting, Auditing, and Financial Reporting
2. Accounts Payable Policy
3. Budget Line Transfer and Amendment Process
4. Fund Balance and Stabilization Policy
5. Long-term Debt Financing Policy
6. Grants Policy
7. Empower Retirement Payment Draft Procedures
8. Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts
9. Revenue Collection SOP
10. Stale Check Policy
11. Mail Policy
12. Cash Receipts Policy and Procedures

**Cost:** Budgeted for:  Yes  No

**Financial Impact:**

**Action Requested from Council:** The request of Council is to approve the Financial Policies.

## **LONG TERM DEBT FINANCING POLICY**

The City of Forest Park, Georgia (City) recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well.

The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

## **RECOMMENDATION**

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

- When non-continuous projects (those not requiring continuous annual appropriations) are desired;
- When it can be determined that future users will receive a benefit from the improvement;
- When it is necessary to provide basic services to residents and taxpayers;
- When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers;
- Determining that the benefits of the improvement exceed the costs, including interest costs;
- Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
- Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued;
- Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds;
- The Annual Budget and Capital Improvement Plan should include a statement of sources and uses for long term capital projects including debt service financing schedules and a capital debt capacity analysis;

- Professionals related to the financing transaction should be selected through a Request for Proposal process. Such professionals should include Bond Counsel, Financial Advisor, Underwriters, Placement Agent and Bond Trustee when such applicable services are needed. In no instance should the Underwriter selling and marketing the bonds serve as the Financial Advisor.



CITY OF  
**FORESTPARK**

**City of Forest Park, GA**  
**Policies**

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# CITY OF FOREST PARK FINANCE AND ADMINISTRATION DEPARTMENT

## ACCOUNTING, AUDITING AND FINANCIAL REPORTING



CITY OF FORESTPARK

# City of Forest Park, GA Policies

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## City of Forest Park, GA Policies

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### I. ACCOUNTING

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

#### A. **SCOPE**

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

#### B. **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

#### C. **FUND STRUCTURE**

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see link below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

 [Uniform Chart of Accounts \(UCOA\) - Fourth Edition 4.3 \(May 2020, Amended May 2023\)](#)



CITY OF  
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## **City of Forest Park, GA Policies**

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### **D. CHART OF ACCOUNTS**

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

## **II. AUDITING**

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the Single Audit Act.

### **A. SCOPE**

This policy applies to all funds that are the responsibility and under the management of the City of Sandy Springs and its Department of Finance.

### **B. AUDITOR QUALIFICATIONS**

A properly licensed Georgia independent public accounting firm shall conduct the audit.

### **C. CHOOSING THE AUDIT FIRM**

Every three to five years, the City will issue a request for proposal to choose an audit firm for a period of three years with two one-year renewal options. The City will request two proposals from qualified public accounting firms. One



CITY OF  
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## **City of Forest Park, GA Policies**

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proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be presented after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

### **D. AUDITING AGREEMENT**

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

### **III. INTERNAL AUDIT**

The City shall develop, and once developed, maintain a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

### **IV. MALFEASANCE AND EMBEZZLEMENT**

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

### **V. FINANCIAL REPORTING**

#### **A. SCOPE**



CITY OF  
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## **City of Forest Park, GA Policies**

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The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

### **B. ANNUAL COMPREHENSIVE FINANCIAL REPORT**

In conjunction with the annual independent audit, the City shall prepare and publish an Annual Comprehensive Financial Report (ACFR). The City shall prepare the ACFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its CAFR to the GFOA to determine its eligibility to receive the GFOA's "*Certificate of Achievement for Excellence in Financial Reporting*." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens.

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the ACFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required. Additionally, all external reports as required by the regulatory agencies shall be completed and filed as prescribed by state and federal law. This includes, but not limited to CVIOG, EMMA, Federal government (single audit), and DCA.

## **VI. ANNUAL BUDGET DOCUMENT**

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the subsequent fiscal year. This document shall be prepared in conformity to the GFOA program requirements. Annually, the City will submit the budget to the GFOA to determine its eligibility to receive the GFOA's "*Distinguished Budget Presentation Award*." The City shall make the report available to elected officials, citizens, and any interested parties.



CITY OF  
**FORESTPARK**

## **City of Forest Park, GA Policies**

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### **VII. ANNUAL CITIZEN'S REPORT**

At the direction of the City Manager, the Finance Department may coordinate with the Marketing Department (or similar provider) on the publication of an annual report to the citizen's (e.g., a popular report) which includes financial details. The citizen's report shall be in addition to the ACFR. This report shall follow the recommendations of the GFOA's "Popular Annual Financial Report" (PAFR) program guidelines. The City shall submit the Annual Citizen's Report to the PAFR program to determine its eligibility to receive the award.

### **VIII. INTERNAL REPORTING**

#### **A. FINANCIAL REPORTING TO THE CITY COUNCIL**

On a monthly basis, the Finance Department shall prepare and present a summarized "*Statement of Revenues and Expenditures*" to the City Council for all of the City's operating funds. The City also shall prepare a "Capital Project" report outlining appropriations (if any), expenses, outstanding encumbrances, and available appropriable balances for capital projects.

#### **B. FINANCIAL REPORTING TO THE ADMINISTRATION**

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item adjustments.

## FUND BALANCE AND STABILIZATION POLICY

This policy establishes guidelines for preserving an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues.

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net assets." Generally, fund balance represents the difference between the assets and liabilities under the current financial resources measurement focus of accounting.

In the fund financial statements, the City's governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Non-spendable.** Fund balances are reported as non-spendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or; (b) legally or contractually required to be maintained intact.

**Restricted.** Fund balances are reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the City, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

**Committed.** Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.

**Assigned.** Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through Resolution, the City Council has authorized the City Manager or his or her designee to assign fund balances.

**Unassigned.** Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balance only in the general fund. Negative unassigned fund balances may be reported in all funds.

The City's policy is to obtain and then maintain a minimum General Fund Balance and a related Stabilization Reserve equal to no more than **three months or 25 percent** of total annual operating expenditures.

The Stabilization Reserve provides the City with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and/or tax

collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unforeseen litigation.

## Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts

### **Identification of Returned Checks:**

Receive returned checks and/or notification from the bank indicating non-sufficient funds (NSF) or any other reason for the return.

Immediately mark the returned checks with the date received for tracking purposes.

### **Communication with Payee:**

Contact the payee immediately upon receipt of the returned check to inform them of the issue.

Notify the payee of the need to resolve the returned check and request them to make the payment promptly.

### **Certified Mail Notification:**

Prepare a certified mail notification to the payee regarding the returned check.

Include details such as the amount of the returned check, reason for return, and instructions for resolving the issue.

Ensure to retain proof of mailing and delivery for record-keeping purposes.

### **Recording Returned Checks in Receivable Account:**

Provide a copy of the NSF Notice and a copy of the check to the Senior Accountant to make a Journal Entry in Tyler ERP with the details of returned checks.

The Journal Entry will include information such as check number, date of original transaction, revenue account that is impacted, amount, reason for return, and customer/payee details.

### **Follow-Up and Resolution:**

Regularly follow up with the payee to inquire about the status of the returned check and resolution efforts.

Document all communication with the payee regarding the returned check.

### **Replacement Check Recorded:**

Cashier will record the repayment in a batch in Tyler ERP. The entry will debit the cash account and credit the NSF check receivable account and credit the NSF returned check revenue line.

### **Monitoring Period:**

Maintain a monitoring period of 12 months from the date of receipt of the returned check.

Continuously track the progress of resolution attempts during this period.

#### Writing Off Unresolved Amounts:

At the end of the 12-month monitoring period, review the status of unresolved returned checks.

If the returned checks remain unresolved after diligent efforts, prepare to write off the outstanding amounts as bad debt.

#### Approval Process for Write-Off:

Obtain necessary approvals from management or relevant authorities before proceeding with the write-off process.

#### Recording Bad Debt Write-Off:

Document the write-off of the unresolved returned checks in the receivable account.

Adjust the accounts receivable balance by the amount of the write-off and adjust the subsidiary account (Business License, Property Taxes, other) and revenue account as required.

#### Closing Records:

Close out the records associated with the unresolved returned checks, ensuring proper documentation and filing for audit purposes.

#### Continued Monitoring:

Maintain records of the written-off amounts and periodically review them for potential recovery opportunities, e.g. business license renewal or property tax liens.

#### Process Improvement:

Conduct periodic reviews of the returned check handling process to identify any areas for improvement.

Implement necessary changes to enhance efficiency and effectiveness in handling returned checks and resolving outstanding issues.

By following this procedure, the organization can effectively manage returned checks, diligently pursue resolution with payees, and appropriately write off uncollectible amounts after a reasonable period.

#### ADDENDUM

Sample of Letter to Payee

Journal entry to record NSF Check



CITY OF  
**FORESTPARK**  
*a city for every season*

March 22, 2024

Verdin Properties, LLC  
675 Seminole Avenue Suite 301  
Atlanta, GA 30307

Dear Sir or Madam:

You are hereby notified that check number #1000 issued by you on February 08, 2024, drawn upon Regions Bank payable to City of Forest Park has been dishonored.

Pursuant to Georgia Law, you have (10) days from receipt of the notice to tender payment of the full amount of the check, plus a service charge, payable **Cash, Money Order or Certified Check**.

Check Amount	\$ 11,801.37
Service Charge	\$ 35.00
Amount Due	\$11,836.37

Unless this amount is paid in full within (10) days, you will be turned over to Collections.

Sincerely,

Chaunda Melson  
Financial Service Tech  
404 366-4720 Ext. 323



**Journal Entry Input** [Close]

File Edit Functions Options Help Chat

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Journal No#   Posting Date

Packet   Reversing Date

Description

Receipt

---

Entry Notes

Account   Reference

Description

Project   Amount

---

FN	Account	PJ	Line	Reference	Description	Amount
100	00-0000-11-15			CK #xxxxxx	RECORD RETURNED CHECK	999.66
999	00-0000-11-11			Misc 012345	RECORD RETURNED CHECK	999.66CR

Transaction Balance

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## GRANTS POLICY

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified goals and objectives as set forth by the Mayor and Council. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects while maintaining financial independence should future grant sources diminish.

The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant scope of work. Operating departments have the primary responsibility for seeking out grant opportunities, preparing effective grant applications, and successfully managing grant programs after they have been awarded.

### A. Application and Acceptance of Grants

City Council approval to submit an application is required for Grants over \$100,000, any grant requiring match, or when approval or resolution is a requirement of the application. A detailed staff report and a resolution (where required) should be brought forth to City Council for Council adoption. The staff report should include the following information:

1. Project and grant details
2. Budget summary
3. Administration requirements and funding source
4. Match requirements
5. Compliance requirements
6. Grantee responsibilities
7. Maintenance and operations requirements
8. Long-term costs including staffing needs after the expiration of the grant.

In the event the application deadline does not allow the necessary lead time for council approval; and prior Council approval is not a requirement of the application; the Department Director should ensure the approval of the City Manager prior to submitting the application. Applications for grants under \$100,000 with no matching requirements can be submitted without City Council approval unless required by the granting agency.

### B. Grant Administration and Compliance

Each department must notify the City Clerk and Finance Director upon acceptance of any grant awards. The City Department which applied for and received the grant is responsible for compliance with all aspects of the grant requirements including monitoring to ensure that grant activities are properly accomplished; submitting requests for reimbursement accurately and on time; and maintaining sufficient documentation to properly account for the grant activity. Any and all communication between the City and the granting agency must be forwarded to the Finance Director, at least quarterly, unless grant requirements call for more frequent reporting. The outsourcing of grant management does not relieve the responsible staff from ensuring compliance with grant requirements.

# City of Forest Park

## Accounts Payable Policy

### 1. Purpose

To establish clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City of Forest Park's liabilities.

### 2. Scope

This policy applies to all employees involved in the accounts payable process, including finance, procurement, and relevant Department Head or designee.

### 3. Policy Statement

The City of Forest Park is committed to maintaining good relationships with its vendors by ensuring timely and accurate payments while safeguarding its own financial interests.

### 4. Vendor Management

- **Vendor Selection:** Vendors should be selected based on criteria such as quality, cost, reliability, and compliance with the City of Forest Park's standards as determined by Procurement Officer(s).
- **Vendor Information:** Procurement Officer(s) will maintain a master list of approved vendors, including contact information, payment terms, and banking details.

### 5. Invoice Processing

- **Receipt of Invoices:** All invoices must be:
  - Stamped with received date.
  - Attached to purchase order and forwarded to the Accounts Payable department within 5 business days.
    - Acceptable delivery methods include mail, interoffice mail, email ([accountspayable@forestparkga.gov](mailto:accountspayable@forestparkga.gov)), or electronic data interchange (i.e. Asana, Microsoft Groups, etc.)
- **Invoice Verification:** Accounts Payable will verify invoices against purchase orders for accuracy. A purchase order number must be included on the invoice. Discrepancies must be resolved before approval.
- **Approval Process:** Invoices must be approved by the relevant Department Head or designated approver before payment.
- **Data Entry:** Enter approved invoices into the accounting system within 7 business days.

## 6. Payment Processing

- **Payment Terms:** The City of Forest Park operates on a net-30 pay schedule unless otherwise negotiated with between the vendor & Procurement.
- **Payment Methods:** Payments will be made via check, electronic funds transfer (EFT), wire transfer, or credit card.
- **Payment Schedule:** To maintain volume levels, payments will be processed weekly. Invoices delivered to Accounts Payable by noon on Friday will be paid within 7 business days pending no discrepancies.
- **Payment Approval:** Payments must be reviewed and approved by authorized personnel before disbursement.
- **Disbursement:** Payments will be dispersed to the vendor by agreed upon payment method.

## 7. Record Keeping

- **Documentation:** Payment records will be retained in an alphabetized vendor file, in dated order and archived on an annual basis.
- **Reconciliation:** Reconcile accounts payable records with vendor statements regularly to ensure accuracy.

## 8. Internal Controls

- **Segregation of Duties:** Maintain separate responsibilities for invoice approval, data entry, and payment processing to prevent fraud.
- **Access Controls:** Restrict access to the accounts payable system to authorized personnel only.
- **Audit:** Conduct regular audits of the accounts payable process to identify and address any discrepancies or inefficiencies.

## 9. Dispute Resolution

- **Discrepancies:** Address any discrepancies or disputes with vendors promptly and professionally.
- **Dispute Escalation:** Escalate unresolved disputes to higher management for resolution.

## 10. Compliance

- **Regulatory Compliance:** Ensure all accounts payable activities comply with relevant laws and regulations.
- **Policy Review:** Review and update the accounts payable policy annually or as needed to ensure continued effectiveness and compliance.

## 11. Training and Communication

- **Employee Training:** Provide training to employees involved in the accounts payable process to ensure they are aware of and comply with the policy.
- **Communication:** Communicate any changes to the accounts payable policy to all relevant stakeholders promptly.

## 12. Responsibility and Accountability

- **Department Heads:** Responsible for ensuring their departments adhere to the accounts payable policy.
- **Accounts Payable Team:** Responsible for the accurate and timely processing of invoices and payments.
- **Internal Audit:** Responsible for auditing the accounts payable process to ensure compliance with the policy.

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By following this policy, the City of Forest Park can ensure a streamlined and efficient accounts payable process that supports strong vendor relationships and maintains financial integrity.

## City of Forest Park Standard Operating Procedure Revenue Collection

**Subject:** Revenue Collection and Reconciliation  
**Department(s):** All Revenue-Collecting Departments

### 1. Purpose

To establish a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City of Forest Park. This procedure ensures consistency, accuracy, and timely submission of financial data to the Finance Department.

### 2. Scope

This procedure applies to all departments responsible for collecting revenue through cash, check, or credit card payments for the City of Forest Park.

### 3. Responsibilities

- **All Revenue-Collecting Departments:**
  - Record all revenue in the City's accounting system (currently Tyler).
  - Open daily batches for each type of payment (cash, check, and credit card).
  - Reconcile daily batches at the end of each business day.
  - Deliver the cash letter and supporting documentation (cash, check, and credit card payments) to the Finance Department prior to 10:00 AM the following business day for verification and posting.
- **Finance Department:**
  - Verify the accuracy of daily batches and supporting documentation.
  - Post the verified information into the City's accounting system.

### 4. Procedure

#### 4.1 Revenue Recording in Accounting System

- Each department is responsible for recording revenue using the Tyler system. This includes:
  - Properly coding all revenue to the appropriate account line items.
  - Ensuring each transaction is reflected in the system.

## 4.2 Opening Daily Batches

- For each business day:
  - Open a separate batch for each payment type (cash, check, and credit card).
  - Record each transaction in the appropriate batch as payments are received throughout the day.

## 4.3 Daily Reconciliation

- At the end of each business day:
  - Reconcile all batches for cash, check, and credit card transactions.
  - Ensure the total amount in the batch matches the physical cash, checks, and credit card receipts on hand.

## 4.4 Preparation and Submission of Cash Letter

- Daily, before 10:00 AM:
  - Prepare a cash letter for each batch from the previous day.
  - Include the following supporting documentation:
    - Cash: Physical cash and cash receipts.
    - Check: Physical checks and check receipts.
    - Credit card: Receipts and corresponding transaction reports.
  - Submit the cash letter and all supporting documentation to the Finance Department for verification.

## 4.5 Verification and Posting

- Upon receipt of the cash letters and supporting documentation, the Finance Department will:
  - Verify the accuracy of the recorded revenue against the supporting documents.
  - Post the verified revenue into the City's accounting system.

## 5. Compliance

All departments must adhere to this procedure to ensure accurate and timely financial reporting. Non-compliance may result in delays in posting revenue and potential discrepancies in the City's financial records.

## 6. Review and Revision

This SOP will be reviewed annually by the Finance Department or as necessary to accommodate changes in the accounting system or revenue collection practices.

---

### Appendices:

- **Appendix A:** Example of a Cash Letter
- **Appendix B:** Tyler System Batch Entry Instructions

# STALE CHECK POLICY

## Purpose

The City of Forest Park issues checks for Payroll, Refunds and Accounts Payable. Once a check is issued, the recipient has 180 days to deposit the check. If the check has not cleared City of Forest Park's bank after 180 days, the check is considered stale dated. It is the City's policy to review and process stale dated and unclaimed checks monthly.

## Definition

A stale check is a check that has not been presented to the bank for encashment within a period of 6 months.

## Authority

Finance/City Manager

## Procedure

### 1. Determining Stale Dated Checks

- a) Staff will identify and generate a list of outstanding checks six months old or older, by issue date, utilizing its treasury management reporting each month.
- b) The identified funds are moved to the appropriate holding account in the General Ledger for up to five (5) years.
- c) Staff will attempt to locate the payee by using available search tools (e.g., LexisNexis, SPOKEO, DMV, etc.).

### 2. Canceling Stale Dated Checks

- a) Staff will notify the payee or beneficiary in writing that a check was issued more than six months ago and has not cleared The City's treasury account. The payee will be provided with a "[Declaration to Obtain Duplicate of a Lost or Destroyed Check](#)" form.
- b) 30 days after initial notification - If there is no reply from the payee or beneficiary, a second notification will be sent by certified mail.
- c) 60 days after initial notification - If no reply has been received a final notice will be sent to the payee or beneficiary. The funds will remain in the holding account for up to five (5) years and will be absorbed into the System's reserves if unclaimed.

### 3. Re-issuing Stale Dated Checks

- a) Payee or beneficiary must provide a completed "Declaration to Obtain Duplicate of a Loss of Destroyed Check" affidavit, signed by the payee or beneficiary.
- b) Once the required documents are received by the City, a new check will be issued to the payee or beneficiary through the City accounts payable process.

### 4. Redeposit to Reserves (5 Years)

- a) At fiscal year-end, the holding accounts will be reconciled; any unclaimed funds five (5) years and older, from the date of initial contact, will be moved to the appropriate reserve account(s).

# STALE CHECK POLICY

Policy Review:

This policy shall be reviewed at least every three years.

\_\_\_\_\_  
John Wiggins, Finance Director

POLICY APPROVAL DATE: January 22, 2024

FORM 1

**Declaration to Obtain Duplicate of a Lost or Destroyed Check Form**

I, \_\_\_\_\_, have examined the check numbered, dated \_\_\_\_/\_\_\_\_/\_\_\_\_, payable to me in the amount of \$ \_\_\_\_\_. I did not sign this check or authorize anyone to sign it. The signature on this check is not mine. I did not receive the whole or any part of the money. The signature below is my proper signature.

I certify under penalty of perjury that the information I have given in this statement is correct and true.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# City of Forest Park Mail Policy

## 1. Purpose

The purpose of this mail policy is to establish standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City of Forest Park.

## 2. Scope

This policy applies to all employees, contractors, and third parties involved in receiving mail at the City of Forest Park.

## 3. Mail Processing Operations

### 3.1. Hours of Operation

Mail will be received at City Hall from 8:00am to 5:00pm Monday through Friday, excluding holidays.

### 3.2. Mail Staff

Staff receiving mail are responsible for the following:

- Receiving all incoming mail and packages delivered to City Hall.
- Sorting and distributing mail to the appropriate departments or individuals.
- Sending outgoing mail from City Hall.
- Ensuring the security and confidentiality of mail.

## 4. Incoming Mail

### 4.1. Receipt of Mail

- All incoming mail should be delivered to City Hall.
- Mail will be received by front office staff
- Front office staff will open, date stamp and sort mail as delivered.
  - Note: Mail identified as Confidential will NOT be opened. Staff will date stamp outer face of mail piece.

### 4.2. Sorting and Distribution

- Mail (Confidential or otherwise) will be sorted and delivered to the designated mailbox located at City Hall.

## **5. Outgoing Mail**

### **5.1. Preparation**

- All outgoing mail must be placed in the designated area (on top of City Hall mailboxes) by 10am for same-day dispatch.

### **5.2. Special Handling**

- Packages and registered mail will be handled according to the carrier's requirements.

## **6. Security and Confidentiality**

### **6.1 Confidential Mail**

- Confidential mail must be sealed and marked appropriately.

## **7. Mail Equipment**

- Postage meter/ Scale is located at City Hall.
  - Can be accessed by individual department code.
- Letter openers
- Mail bag

## **8. Monitoring**

### **8.1 Monitoring**

- Finance will monitor postage usage and bill department line items monthly.

## **9. Review and Updates**

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

## Budget Line Transfer and Amendment Process

### Purpose:

To provide a structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget.

### Scope:

This procedure applies to all departments within the organization that seek to amend the budget to cover expenses that exceed the allocated amount for a specific line item.

### Procedure:

#### 1. Identify the Overbudget Line Item:

- The department identifies the line item that is over budget and determines the amount needed to cover the excess expense.
- If funds are not within budget, a budget amendment must be approved by resolution. The budget shall be adopted at the fund/department level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in the local economy, changes in priorities or services needed, and receipt of unbudgeted revenues and for unanticipated expenditures.

#### 2. Determine Source of Funds:

- The department identifies potential line items within their budget where funds are available and can be reallocated to the overbudget line item. The reallocation should not negatively impact the department's ability to meet its objectives.

#### 3. Complete the Budget Transfer Form:

- The department completes the Budget Transfer Form, including:
  - **Line Item Over Budget:** Description and account number of the overbudget line item.
  - **Amount Needed:** The amount required to cover the overbudget expense.
  - **Source of Funds:** Description and account number of the line item(s) from which funds will be reallocated.

- **Justification:** A detailed explanation of the need for the budget amendment and the impact of reallocation on the department's operations.
- **Department Head Approval:** The department head must sign the form indicating their approval of the proposed budget transfer.

#### 4. **Submit to Finance for Review:**

- The completed Budget Transfer Form is submitted to the Finance Department for review. Finance will:
  - **Review the Budget Transfer:** Assess the validity and necessity of the amendment.
  - **Check Availability of Funds:** Confirm that the proposed source of funds is available, and that the reallocation is feasible.
  - **Approve or Deny:** Finance will approve or deny the transfer. If denied, the department will need to revise the form or identify alternative solutions.

#### 5. **Submit to City Manager for Final Approval:**

- Upon Finance approval, the form is forwarded to the City Manager for final approval. The City Manager will:
  - **Review the Request:** Ensure the line transfer aligns with the overall budgetary strategy and organizational priorities.
  - **Approve or Deny:** The City Manager will approve or deny the request. If denied, the department must revisit the budget or seek alternative funding.

#### 6. **Execute the Budget Transfer:**

- Once approved by both Finance and the City Manager, the department may proceed with the reallocation of funds.
- The Finance Department will update the budget to reflect the approved changes.

#### 7. **Record Keeping:**

- The approved Budget Transfer Form, along with any supporting documentation, will be retained by the Finance Department for audit and review purposes.

#### 8. Reporting:

- The Finance Department will report all budget amendments to the City Council or appropriate governing body during the next budget report cycle.

#### Document: Budget Amendment Form (See Form Below)

##### Form Sections:

- **Line Item Over Budget:** (Include fields for description, account number, and amount needed)
- **Source of Funds:** (Include fields for description, account number, and amount to be transferred)
- **Justification:** (Provide space for a detailed explanation)
- **Approval Signatures:**
  - **Department Head:**
  - **Finance Department:**
  - **City Manager:**

This process ensures that all budget amendments are made transparently, with proper oversight and alignment with organizational financial strategies.

**CITY OF FOREST PARK  
FY2024-2025 BUDGET AMENDMENTS**

DEPARTMENT: \_\_\_\_\_  
FUND: \_\_\_\_\_

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

Amendment Number _____
---------------------------

**TRANSFER FROM: FINANCE**

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
0								
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**TRANSFER TO:**

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**JUSTIFICATION:**

--

Department Director:	Finance:	City Manager:	Date Incode Updated:
Date:	Recommend Approval: Date:	Recommend Approval: Yes / No Date:	Date: _____ Action: _____

City of Forest Park

Empower Retirement Payment Draft Procedures - Incode

Effective July 2024

### **Scope**

These guidelines apply to the activity associated with the processing of funds transmitted to EMPOWER Retirement Services on a weekly basis. Employees elect the retirement program they wish to enroll in, and the payroll department updates the deduction codes accordingly.

Deductions are processed weekly and entered in TYLER by uploading the payroll journal entry generated in the ADP system. The Deputy Finance Director processes the weekly journal entry associated with the TRUIST ZBA account.

These guidelines cover all transactions involving the collection of employee deductions and subsequent remittance to EMPOWER Retirement Services. **Note:** Effective August 1, 2024, the City will transition to a deferred pension plan administered by the GA Municipal Association with no employer match to calculate.

### **Purpose**

To establish and maintain a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement. Deductions and remittance amounts should match weekly. Any discrepancies should be identified and resolved immediately.

### **Processes Related to Plan Enrollment and Payroll Deductions**

Refer to the Human Resources department for procedures outlining the steps for onboarding employees and enrolling in various benefit programs, including retirement and pension. These processes are reviewed by the Finance Department to ensure compliance with guidelines.

*Note: These procedures should be reviewed at least annually to ensure they remain current.*

### **Procedure for Remitting to EMPOWER**

1. The Finance Manager will run the Custom Empowerment report from the ADP portal. See separate directions for generating this report.
2. Using the Empower Report and Confirmation of funds transmitted, the Finance Manager will ensure that the transaction is entered into the Tyler ERP Accounts Payable Module.

The distribution of amounts in the Tyler ERP system will align with the chart below (see Coding Empower Payments) to ensure matching of deductions and remittances. Transactions will be posted weekly for timely expense reporting and bank account and GL reconciliation.

3. The Accounts Payable entry will debit the General Ledger accounts shown below and credit the Accounts Payable system.
4. When the check is processed, the AP will be debited, and the cash GL account 999-00-0000-11-1103 will be credited for the check amount and batch amount in total.

**Coding Empower Payments**

Effective July 2024

<b>Empower Report Column Heading</b>	<b>GL Account Number</b>	<b>GL Account Name</b>
LP_Loan PMNT457_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
LP2_Thrift LOANS_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
PEN_Pension WKL_Deductions	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
PE2_Pension WK_Other Deduction	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
R_Roth_Deductions	100-00-0000-12-1315	PR DED PAYABLE PENSION AFT TAX
MAT_457ER MATCH_Match	100-00-0000-51-2401	RETIREMENT CONTRIBUTIONS

*Note: This Coding should be reviewed at least annually to ensure they remain current.*

By following these procedures, we ensure accurate and timely processing of payroll deductions and remittances, maintaining transparency and efficiency in our financial operations.

## **City of Forest Park**

### **Cash Receipt Policy and Procedures**

**June 2024**

#### **Scope**

These guidelines include all departments in the City of Forest Park that accept cash, credit card or check payments. These guidelines cover all transactions that involve an exchange of payments for goods or services. All City personnel that handle cash must have an awareness of and show a commitment towards maintaining strong internal controls for money handling responsibilities.

#### **Purpose**

To establish and maintain uniform cash receipt and reporting policies and procedures across the City of Forest Park.

#### **Guidelines**

City departments in a funds handling capacity should be committed to establishing and maintaining strong internal controls around the cash receipts process to prevent the mishandling of funds and safeguarding against loss. Strong internal controls also protect employees by defining crosschecking roles for funds handling responsibilities. Departments responsible for handling checks and cash must maintain written procedures outlining each step in the funds handling process. These procedures should be reviewed at least annually to ensure that the procedures are current. For those departments that do not have adequate staff to support proper separation of duties, compensating controls must be established to ensure procedures are followed. Compensating controls are additional procedures to help reduce the risk of error or loss. Departmental procedures should also address the security of funds (i.e., locking file cabinet, safe) during the workday, and storage for overnight safekeeping. The Finance Department, in consultation with city leadership and department heads, will conduct annual reviews of randomly selected cash collection areas to ensure the following:

Written procedures have been established for processing cash receipts and a copy has been sent to the Finance department. The procedures should indicate who is responsible for each duty by position title.

Staff are properly trained in these procedures.

The written procedures are being followed.

Revenues collected by the departments are not used to cash personal checks, third party checks or to make change.

Funds and receipts are kept in secure locations.

## Procedures

Departments must record all currency transactions in an electronic transaction register appropriate to their area of responsibility. Currency transactions include cash, check, money order, Finance check, and credit cards. All receipts must be generated from the system of entry - no handwritten receipts are to be used. Receipts must include, but are not limited to, the following information: the date received, the dollar amount, a receipt number, name of the person paying for the transaction, description of the service or product, name of the department or area collecting the funds, and name of the cash handler. Here are some key things to keep in mind when writing your procedures:

The cashier is responsible for assuring that the funds are deposited in the appropriate bank account at Truist bank. The cashier is responsible for having the reports from the entry system and City deposit ticket transported to the Finance Office for verification, entry and reconciliation.

All deposits must be made to the bank within 24 hours of the time close out of the daily activity. Reports are submitted to the finance department daily by 8:30 AM for the previous day's transactions.

If not using the Remote Deposit Scanner for deposits, Stamp the back of each check with a restrictive endorsement (such as "City of Forest Park for Deposit Only"). See User guide attached.

Funds, register, and receipts must be kept in secure locations. To protect the funds, they should be kept in a lockable container, such as a cash box, and stored in an area that is not visible to unauthorized personnel. The container should not be left unattended during the workday. At night or outside of business hours, all funds must be kept in a secured (locked) storage area, such as a locking file cabinet or safe. The transaction register/ receipts should be stored separately from the funds to maintain accountability for loss in the event of a theft.

In the event of Loss or theft, immediately notice the Police Chief and Finance director.

All transactions must be recorded on the transaction register. If an error is made, contact the direct supervisor to void and authorization to correct transaction entry. Corrections must be approved & dated by a supervisor or manager at the time of the transaction.

A receipt must be given for all transactions, especially those that involve cash.

ADDENDUMS AND REFERENCE MATERIALS ATTACHED

Tyler Cash Receipt training manual

Documents list that should be part of each daily cash packet.

Remote Deposit Capture (RDC) Machine.

# TYLER CASH RECEIPT TRAINING GUIDE

## CASH COLLECTION

### **OPENING BATCH PROCESS**

10/3/22, 8:40 AM

Open Batch for Payment Processing

## Opening a Batch for Payment Processing

Cash Collection > Processing >

Follow the steps below to open a batch for payment processing:

### [Click Here to OP-en an Existing Batch](#)

1. Click **Open Batch**. The Open Batch dialog box opens.
2. From the **Batch** dropdown list, select the batch the user wants to use.
3. Click **Ok**. operator entry in the Open Operators/Batches grid indicates the batch you are using and the date and time that you opened the batch.

### [Click Here to Open a New Batch](#)

1. Click **Open Batch**. The Open Batch dialog box opens. (If you have a batch open but no other batches exist for operator login, the system opens the New Batch dialog box immediately. Skip to step 3.)
2. Click **New**. The New Batch dialog box opens.
3. In the **Description** field, type a description for the new batch, using up to 25 characters.
4. Click **Ok**. operator entry in the Open Operators/Batches grid indicates the batch you are using and the date and time that you o-pened the batch.

If you open a batch when you already have another batch open, the system closes the original batch.

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## Closing a Batch

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that a batch is currently open.

Follow the steps below to close a batch:

1. In the **Open Operators/Batches** grid, highlight the row containing the batch the user wants to close.
2. Click **Close Batch**. The system updates the Closed Batches grid to include the batch you closed.

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## Approving a Batch of Receipts

Cash Collection > Processing > Operator Process

The method for approving batches of receipts depends on whether operators are set up in Operator Maintenance to require approval of their batches. Follow the procedure that applies to you.

Follow the steps below to approve a batch of receipts:

### [Click Here if Operator Requires AP-approval](#)

This procedure assumes that you are currently logged into the Operator Process, that the batches the user wants to approve are closed, and that you successfully printed the Receipt Register for the batches.

1. In the **Closed Batches** grid, ensure that the checkbox in the **Selected** column is marked for each batch the user wants to approve.
2. Click **Approve**. The Approve Batch dialog box opens.
3. In the **Total Dollars Received** field, type the total amount received for the transactions in all selected batches.
4. Click **Ok** to approve the batch(es). A Y displays in the Approved column of the Closed Batches grid for each approved batch.

### [Click Here if Operator Does Not Require Approval](#)

This procedure assumes that you are currently logged into the Operator Process, that the batches the user wants to approve are closed, and that you successfully printed the Receipt Register for the batches.

1. In the **Closed Batches** grid, ensure that the checkbox in the **Selected** column is marked for each batch the user wants to approve.
2. Click **Approve**. A Y displays in the Approved column of the Closed Batches grid for each approved batch.

## Emailing Receipts

Cashiering > Processing > Operator Process > Enter Payments

Follow the steps below to email receipts:

1. Enter payment information and click **Ok** to commit to the payment.
2. Click **Email Receipt** in the Document Printing window.

**NOTE** The Email Receipts button is only enabled if the Email Receipts flag is enabled in the transaction code.

3. After clicking the Email Receipt button, a window opens to allow the entry/edit of recipient addresses. For all transactions except court, enter the email address the user wants to send the receipt to.
4. For court transactions, mark the checkbox next to the name of each defendant the user wants to send a receipt to. The defendant's default email address appears in the field to the right of the defendant's name. the user can modify these addresses if necessary, but any changes will update the email address on the defendant record when you click **Ok**.
5. To add an additional email, such as a bondsperson, mark the **Other** checkbox and enter the corresponding email address in the adjacent field.
6. Click **Ok** to send the email and return to the Document Printing Window.

**NOTE** After sending emails, the Continue button is disabled. To return to Document Printing without disabling the Continue button, click **Cancel**.

**TIP** To enable emailing receipts on transaction, you must enable the email receipts option in Transaction Code Maintenance. the user can modify the system email settings in SMTP Maintenance.

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## Voiding a Receipt

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that the batch that contains the receipt you need to void is currently open.

Follow the steps below to void a receipt:

1. In the **Operator Process** window, click **Void Receipt**. The Void Receipt window opens with the Enter Receipt Number dialog box open in front of it.
2. In the **Receipt Number** field, type the number of the receipt the user wants to void.
3. Click **Ok**. The Enter Receipt Number dialog box closes and the system loads information for the selected receipt in the Void Receipt window.
4. Verify that the information for the receipt is correct; then click **Ok** to void the receipt. The system confirms that the receipt was successfully voided.
5. Click **Ok** to close the message box.

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## Accepting Multiple Payments in Multi Pay

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that a batch is currently open.

Follow the steps below to accept:

1. In the Operator Process window, click **Enter Payments**. The Payment Input window opens.
2. Click **Multi Pay** in the bottom left corner of the window. The Multi Pay window opens.
3. Select the Individual option to filter the Name display by the name of the individual whom the payment is to be entered for. If you select this option, the system enables the Last Name and First Name fields. If you do not want to filter by individual, skip the next step.
4. In the **Last Name** field, type the first few characters of the customer's last name. The system applies the filter when you TAB out of this field.
5. To filter the Name display by first name, type the first few characters of the customer's first name. The system applies the filter when you TAB out of this field.
6. Select the **Entity** option to filter the Name display by the name of the entity that the payment is to be entered for. If you select this option, the system enables the **Name** field.
7. In the **Name** field, type the first few characters of the customer's business name. The system applies the filter when you TAB out of this field.
8. In the **Name** display, select a name from the list to load it into the Multi Pay display. the user can highlight the name and click **Select** or the user can double-click in the row containing the name the user wants.
9. In the **Multi Pay** display, select an account from the list for payment and mark the **Pay** checkbox found within the same row as the account.

10/3/22, 8:47 AM

Accept Multiple Payments in MultiPay

**NOTE** The total amount of the account which will be applied to the payment will be displayed in the Total field.

10. Once you have selected all the accounts that the user wants to include in the payment, click **Ok** to return to the Payment Input window.

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## Resolving Cash Long and Short Conditions

Cash Collections > Operator Process

Use this program to input a transaction to balance a cash drawer that does not balance with the totals on the Daily Collection Register. You have the option to print a receipt for cash long and short transactions.

Follow the steps below to resolve:

1. In the **Operator Process** window, click **Cash Long & Short**. The Cash Long and Short window opens.
2. From the **Batch** dropdown list, select the batch for which you need to input a cash long or short transaction. The system enables the fields below when you TAB out of this field.
3. In the **Drawer is** field, select an option to indicate whether the drawer is long or short.
4. In the **Amount** field, type the amount by which the drawer is long or short.
5. In the **Transaction Code** field, type the code to use for the transaction or click to select from a list of transaction codes. You must choose a Cash Long & Short-type transaction code.
6. To print a receipt for the cash long or short transaction, click **Receipt**.
7. Click **Ok** to save the transaction.

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## Viewing Batch Totals

Cashiering > Operator Process

This procedure assumes that you are currently logged in to the Operator Process.

Follow the steps below to view:

1. Click **Batch Totals**. The Batch Totals window opens.
2. From the **Operator** dropdown list, select the operator for whom the user wants to view batch totals. The system loads batch information for the selected operator in the display grid.
3. To see transaction details for the batches represented in the display grid, mark the **Show Detail** checkbox. The system updates the grid with transaction information.
4. When you finish viewing batch information, click **Return** to return to the Operator Process window.

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## Printing the Receipt Register

Follow the link below for the procedure you need to perform.

### [Print the Receiru...Register in the Operator Process](#)

Cash Collection > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that the batches for which the user wants to print the register are closed.

1. In the **Closed Batches** grid, mark the checkbox in the Selected column for each batch the user wants to include on the Receipt Register. To print the register for all closed batches, click **Select All**.
2. Click **Register**. The Receipt Register window opens.
3. In the **Report Sequence** field, select the order in which to print the register. options are:
  - Receipt Number: Prints the register in order by receipt number.
  - Transaction Number: Prints the register in order by transaction code.
4. To order and total the Receipt Details section of the register by operator, mark the **By Operator** checkbox.
5. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
6. To print messages entered for GLB transactions on the register, mark the **Print Complete GLB Note** checkbox.
7. If you are set up in System File Maintenance to use Cash Collections with CMS Tax, the system makes the **Print nee Details** checkbox visible. Mark the checkbox to print details for CMS tax payments on the register.
8. If you are set up in System File Maintenance to use Cash Collections with CMS Miscellaneous Receipts, the system makes the **Print MRC Details** checkbox visible. Mark the checkbox to print details for CMS miscellaneous receipts on the register.

9. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

### Print the Receipt Register in the End of Day Process

Cash Collection > Processing > End of Day Process

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the Receipt Register.
2. Click **Register**. The Receipt Register window opens.
3. In the **Report Sequence** field, select the order in which to print the register. options are:
  - Receipt Number: Prints the register in order by receipt number.
  - Transaction Number: Prints the register in order by transaction code.
4. To order and total the Receipt Details section of the register by operator, mark the **By Operator** checkbox.
5. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
6. To print messages entered for GLB transactions on the register, mark the **Print Complete GLB Note** checkbox.
7. If you are set up in System File Maintenance to use Cash Collections with CMS Tax, the system makes the **Print nee Details** checkbox visible. Mark the checkbox to print details for CMS tax payments on the register.
8. If you are set up in System File Maintenance to use Cash Collections with CMS Miscellaneous Receipts, the system makes the **Print MRC Details** checkbox visible. Mark the checkbox to print details for CMS miscellaneous receipts on the register.

10/3/22, 8:49 AM

Print Receipt Register

9. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

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## Viewing Receipt Information for a Cash Collections Receipt

Cash Collection > Processing > Operator Process

Use this program to view details for a receipt or reprint a receipt by specifying the receipt number. The user can view details for receipts or reprint receipts in process, posted receipts, and voided receipts.

Follow the steps below to view:

1. Click **Receipt Inquiry**. The Receipt Inquiry window opens.
2. In the **Receipt** field, type the number of the Cash Collections receipt for which the user wants to view receipt information, and then press **TAB**.
3. When you finish viewing receipt information, click **Clear** to reset the Receipt Inquiry window.

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## CASH COLLECTION

## END OF DAY **PROCESS**

## Selecting Batches for End of Day Processing

- Cashiering > Processing > End of Day Process

Follow the steps below to select batches for End of Day processing:

1. In the **Packets Information** tree, expand the **Packets** branch and click on the folder for the packet to which the user wants to add batches for processing.
2. Click **Select Batches**. The Select Batches window opens.
3. Select batches to add to the packet. The batches in the Unselected pane are available for processing. Only the batches that you move to the Selected pane will be processed. Use the move icons to move one or more batches to the Selected pane.
4. When you finish, click **Ok** to add the selected batches to the packet.

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## Approving an End of Day Processing Packet

Cashiering > Processing > End of Day Process

The End of Day Process helps you perform final processing of receipt packets.

Follow the steps below to approve:

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet the user wants to approve.
2. Click **Approve**. The system prompts you to verify that the user wants to approve the selected packet.
3. Click **Ok** to approve the packet. A checkmark on the folder that represents the packet you selected indicates that it is approved.

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## Printing the Tender Register

- Cashiering > Processing > End of Day Process

The Tender Register lists the payment transactions in a selected end-of-day processing packet that meet selection criteria. For each payment transaction included, the register shows the method of payment, reference note, amount tendered, receipt number, and name of the person who made the payment (if provided). The register also summarizes the amount tendered by payment method.

Follow the steps below to print:

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the register.
2. Click **Tender Register**. The Tender Register window opens.
3. In the **Packet** field, verify that the packet for which the user wants to print the register is selected.
- ,..... 4. In the **Sequence** field, select an option to indicate the order in which to print the register. options are:
  - Method: Prints transactions in order by payment method.
  - Receipt #: Prints transactions in order by receipt number.
5. In the **Method Types** field, select the payment method types for which to include transactions on the register.
6. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria. save a criteria profile so that you do not have to set up the report each time.

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## Printing the Daily Collection Register

Cashiering > Processing > End of Day Process

Follow the steps below to print the Daily Collection Register:

1. In the **Packets Information** tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the register.
2. Click **Register**. The Daily Collection Register window opens.
3. In the **Packet** field, verify that the packet for which the user wants to print the register is selected.
4. In the **Posting Date** field, type the date that the transactions in the selected batch(es) will be transferred to the sub-systems and posted to the General Ledger or use the calendar button to select the date.
5. If the user wants the register to include a section with GL posting details, mark the **Print GL Posting Detail** checkbox.
6. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
7. Click **Ok** to run the register. The register prints to the preview window where the user can review, format and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

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## Transferring Transactions to Sub-Systems

, - Cashiering > Processing > End of Day Process

Follow the steps below to transfer transactions to sub-systems:

1. In the **Packets information** tree, expand the **Packets** branch and click on the folder for the approved packet the user wants to post.
2. Click **Posting**. The Transfer to Sub-Systems window opens.
3. From the **Packet** dropdown list, verify that the end-of-day processing packet for which to transfer transactions to sub-systems and to post transactions to the General Ledger is selected.
4. Click **Ok** to start the transfer process. When the process completes, the End of Transfer window opens, showing the number of transactions transferred to each sub-system.
5. Click **Ok** to close the End of Transfer window. The system notifies you when GL posting is complete.
6. Click **Ok** to close the message box.

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# DAILY PACKET SUBMISSION DOCUMENT LIST

**COURT/ JPD / PROBATION DAILY PACKET SUBMITTAL**

**Every day submit prior day monies activity/ Monday's submittal should include weekend monies activity.**

**Court Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail report
2. Bank Deposit Slip (Yellow/Pink)/ Remote Capture Image Deposit Items Detail Report with check **IMAGE**
3. Courtware Report & Back Up Corresponding to Deposit
4. Court Credit Card Report

**JPD Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail
2. Bank Deposit Slip (Yellow/Pink)/ Remote Deposit Capture Report with check image
3. Back Up Corresponding to Deposit
4. ERP Pro (Incode) Cash Receipts
5. ERP PRO (Incode) Reports
  - a. Tender Register
  - b. Cash Collection Receipt Register
  - c. Daily Cash Collection Register Operator Summary

**Probation Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail
2. Bank Deposit Slip (Yellow/Pink)/ Remote Capture Image Deposit Items Detail Report
3. Probation Report & Back Up Corresponding to Deposit

# REMOTE DEPOSIT CAPTURE (RDC) USER GUIDE

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## Getting started

Remote Deposit Capture is a depository service that allows you to create check image files that can be electronically transmitted to Truist for deposit. The service allows you to make multiple deposits per account per day. Payments received in the afternoon, which normally would have to be delivered for deposit the next day, can be transmitted to Truist for same-day credit. The service allows you to capture images of remittance coupons for reconciliation of your deposits. The service may not be used to deposit ineligible items. A list of items that are eligible and ineligible for transmission via the service is provided in this manual.

Imaged check transactions received by Truist before **10:30 p.m. ET** are deposited to your account the same business day. Deposits received after the deadline will be considered deposited on the next business day. Deposits submitted on a Saturday, Sunday or holiday will be considered deposited on the next business day following the weekend or holiday.

**The service may not be used outside of the United States, US territories, US military bases or US Embassies.**

We are not liable for any delays or errors in transmission of the images or associated information. If the service is not available, you must make your deposits by another method, such as an in-person deposit at one of our branches or alternatively, mobile application. If you must make a deposit by other means due to service being unavailable, you should deposit only checks and should retain in your possession the other documents you would normally scan with a Remote Deposit Capture deposit.

We will make funds for each substitute check or electronic item that we process for deposit to your account available to you under the same schedule that would have applied if you had deposited the original paper check to your account.

### If you need assistance

Remote Deposit Capture has an online help feature that provides information on screens within the application and information on how to perform tasks. You can access the online help by clicking on the Help link at the top right of each page.

Please refer to the Receivables section on the [Treasury Resource Center](#) for more information about Remote Deposit capture and client reference materials.

Truist recommends that you create a user ID with administrator entitlement for daily use. Keep all IDs and passwords in a secure location, and do not share passwords with other users.

## Security

### User ID and Password

You will need a valid user ID and password to access the Remote Deposit Capture application. Truist will assign a Primary Administrator designated by your company. Your administrator will set up users, locations, entitlements and permissions. You will receive your user ID and temporary password directly from your company's designated administrator. You are responsible for maintaining the confidentiality of your user authorization credentials. Do not share your user ID and password with anyone.

If your company has single sign-on (SSO) permissions, you will be automatically logged into Remote Deposit Capture.

Role	U•rIDs	Passwords
Length	8- 20 characters	8-28 characters
Requirements	1 Alpha 1 Numeric	Must contain three of the four One Uppercase One Lowercase 1 Numeric or Symbol Must begin with Alpha character

- *New users must have a user ID and password to access the system for the first time.*
- *A password must be at least eight characters in length.*
- *A password must contain each of these character types: upper-case alpha, lower-case alpha, numeric and special character(s).*
- *An administrator provided password is temporary and must be changed at log in. The system will prompt users to change their temporary password.*
- *A password is valid for 90 days. After 90 days, a user's password will expire. The system will automatically prompt users to change a password beginning 10 days before the expiration date.*
- *A user is disabled after five unsuccessful login attempts. The system will block access to any user after five failed login attempts, at which time the user must contact Truist Treasury Solutions Client Support at 800-774-8179.*

**For general questions related to your account** - Please contact Truist Treasury Solutions Client Support at 800-774-8179. Representatives are available from 8 am - 8 pm ET, Monday through Friday (except for bank holidays).

**For password resets**- Password resets may be initiated from the login page. An email will be sent to the address on file.

**For assistance:** Please contact Truist Treasury Solutions Client Support at 800-774-8179. Representatives are available from 8 am -8 pm ET, Monday through Friday (except for bank holidays).

## Understanding Remote Deposit Capture

Use of the Remote Deposit Capture service involves important preliminary steps in preparing your deposits, as well as steps to ensure the security of original checks, images and associated information once a deposit has been completed.

The terms and conditions in the agreement that governs your company's use of the service require that you develop internal procedures to be used in conjunction with the procedures described in this manual.

Before you begin using the service, please obtain and review your company's internal procedures to ensure that you understand the requirements and your responsibilities for use of the service.

### Eligible Items Accepted

The following items are acceptable for deposit through Remote Deposit Capture:

- Checks denominated in U.S. currency that are drawn on financial institutions located in the U.S.
- Money Orders\*
- Traveler's Checks\*
- Cashier's Checks\*
- Remittance items (coupon sized)\*\*

*\*These items may be designated as unknown in the system and may require additional action*

*\*\*Not Applicable to RDC Lite*

### Ineligible Items Not Accepted

Items not eligible for deposit through Remote Deposit Capture must be delivered to the bank for deposit. The following are examples of items not eligible for deposit through Remote Deposit Capture:

- Savings bonds
- Coupons (i.e. bond coupon, non-financial remittance coupon)
- Foreign items
- Items with illegible or missing account numbers or bank routing numbers in the *Magnetic Ink*

*Character Recognition* (MICR) line at the bottom of the check

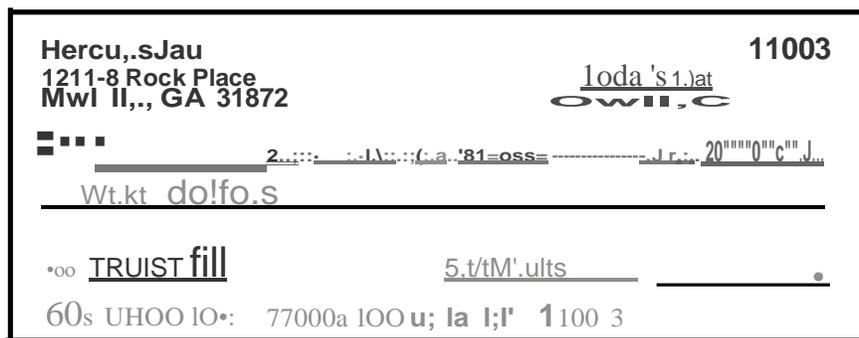
- Items in document carriers
- Remotely created checks

## Misread Information

The MICR line at the bottom of a check contains the account number, bank routing number, and check number information, all of which are required by banks for check processing.

Remote Deposit Capture analyzes checks for the common features, including the information provided by the check's maker, which includes:

1. Check Number
2. Payee
3. Courtesy Amount
4. Legal Amount
5. Makers / Drawers Signature
6. Routing/ Transit Number
7. Account Number



An item without a MICR line or a check with MICR line information damaged beyond recognition cannot be processed through Remote Deposit Capture service.

When information is present, but not readable, Remote Deposit Capture brings this condition to your attention by displaying the warning icon near the error field. Please see Handling Failed Image Quality for how to handle these errors.

## Serious Scanner Errors

If your system has been configured to disable a check scanner when a serious error occurs, you will see a new error message. You will not be able to continue using the scanner until you contact the Technical Services Group for assistance and provide the listed scanner information.

## Check Routing Symbols

The check routing symbols 1: and,; surrounding the Routing Transit number are used to distinguish this number from the Account Number. If both symbols are missing Remote Deposit Capture will prompt you to remove the check from your deposit. A check with this deficiency should be taken to the branch for processing or returned to the check's maker.

## Preparing Your Deposit

Before you log in to Remote Deposit Capture, follow these steps for preparing your deposit.

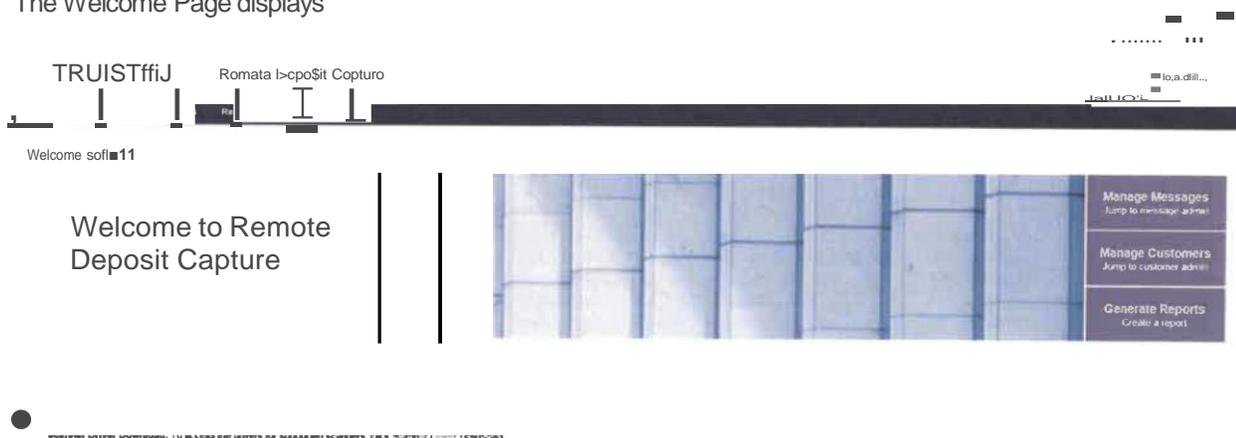
1. Confirm that all checks being batched for imaging are acceptable for deposit through Remote Deposit Capture.
2. Group your checks in batches.
3. For each batch, follow these guidelines:
  - a. Remove any attachments, including paperclips and staples from the checks.
  - b. Face checks in the same direction.
  - c. Run a list tape to establish the expected total amount of the deposit.
  - d. Place the list with the batch until you are ready to scan the checks.
  - e. Enter this total in a field on the Declared Amount screen in Remote Deposit Capture.

You must change the temporary password provided to you by your administrator the first time you access the system. Passwords must be seven or more characters in length and must contain each of these character types: upper-case alpha, lower-case alpha, and numeric character.

## Logging into the application

1. Access <https://remotedepositcapture.truist.com> for Login.
2. Enter your user ID and password in the corresponding login fields.
3. Click the Log In button.

The Welcome Page displays



## The Welcome Page

After you log in successfully, the Welcome page displays. From the Welcome page, you can access common deposit operations and see any messages that have been sent to you or all application users.

1. Home-To access the Home page
2. **Administration**-
3. **Deposits**- To access the deposit processing function of the application, including: view a list of current deposits, edit and complete open deposits, and create new deposits.

4. **Reports-** To access the Reports page allowing you to generate and view reports.
5. **Research** - To access the Research page allowing you to query information about completed deposits or specific deposit items.
6. **Web Banking Interface** - To access all service requests.
7. **User Information** - This area of the page shows your user information and which user roles you have been assigned.
8. **Application Links-** To access Help and user reference material; enable or disable the application tooltips (that provide supplemental information about the application controls when you mouse over a user interface element), and log off.
9. **User Alerts-** This area of the page shows messages that were sent to you directly from your administrator such as notices about your user account, changes made to a deposit you recently completed, or special handling instructions for a newly assigned deposit.
10. **Messages-** This area of the page shows general information that was sent to all application users such as upcoming system maintenance or scheduled downtime, or changes to deposit processing times.

#### Remote Deposit Capture Fields

Field	Description
Account	The item's account number.
Amount	The dollar amount of the item. Green indicates the deposit is in balance. Red indicates the deposit is not in balance.
Balance(\$)	Identifies whether the transaction is in balance. If the <b>Credit Total (\$)</b> matches the <b>Debit Total(\$)</b> , the <b>Balance (\$)</b> will be 0 and green, indicating the transaction is balanced. If the <b>Credit Total (\$)</b> does not match the <b>Debit Total(\$)</b> , the <b>Balance(\$)</b> will be red, indicating the transaction is not balanced. If the value is contained in brackets, the transaction credit total is less than the debit total. If the value is not in brackets, the transaction credit total is greater than the debit total.
Balancing Difference (\$)	The <b>Declared amount(\$)</b> for the deposit must match the <b>Current amount(\$)</b> . If the values match, the <b>Balancing difference(\$)</b> will be 0 and green.  If the <b>Declared amount(\$)</b> does not match the <b>Current amount (\$)</b> , the <b>Balancing difference(\$)</b> will be red.
Coupon Total (\$)	The total amount recognized for the coupon item (or items) in the transaction.
Credit Total(\$)	The total current amount recognized for all credit items in the transaction.

Field	Description
Current Amount (\$)	The total current amount for all items in the deposit
Debit Total (\$)	The total current amount recognized for all debit items in the transaction.
Declared Amount (\$)	The total amount entered for the deposit.
Errors	<p>Indicates whether the item contains an error. These items are identified with a warning icon.</p> <p>On large deposits it is sometimes difficult to see all the deposit items. You can use the filter feature to show only error items, (a to hide all errors).</p> <ul style="list-style-type: none"> <li>▪ Click <b>Show Errors</b> to show only errors</li> <li>▪ Click <b>No Errors</b> to hide all errors</li> </ul> <p>The total number of items that have errors (missing fields, misread characters, unknown items).</p>
@ All <input type="radio"/> With Errors	Allows you to filter the list of transactions to show only transactions with errors. Select the <b>With Errors</b> radio button to turn the filter on or select the <b>All</b> radio button to turn the filter off.
Items	The total number of items, scanned or virtual, in this deposit.
Item Type	The document identification applied to this item.
Post Amount (\$)	The dollar amount of the item.
Routing Transit	The item's routing transit number.
Sequence	The order in which the item was captured.
Status	The current processing state of the deposit (for example, Open-Processing or Open-Incomplete).
Tasks	Identify actions you can perform on the item.
Transactions	The total number of transactions in this deposit.
(Transaction Total)	Identifies whether the transaction is in balance.

### Scanner Setup

Scanners require the download and installation of drivers before they can properly interface with the Remote Deposit Capture application. Before installing the driver:

- Unplug your check scanner.

- Disconnect the USS connection from your check scanner to your computer.
- Verify that you are logged into your computer with administrator privileges.

### To Download the scanner driver

1. Login using a profile with deposit privileges.
2. Click Deposits.
3. The Driver Download page displays.
4. Click the check scanner image that most closely matches your check scanner.
5. A file download dialog displays.
6. Click the **Save** button.
7. Choose a location for the driver.

If you do not have administrator privileges the system will notify you. You will receive a pop up message informing you.

If the scanner download page does not load automatically, you can access the page directly by using this web address:

**<https://remotedepositcapture.truist/CPWECmpk!tion!PriverDowoload.faces>**

### To install the scanner driver

1. Double-click the scanner driver installation file.
2. Click the **Run** button and follow the instructions to install the driver.
3. Connect the scanner to the computer using the scanner USS cable.
4. Plug the scanner into the AC outlet.

### Scanner Guidelines

- Turn on the scanner.
- Connect the scanner in accordance with the manufacturer's guidelines.

## Deposits

Creating deposits, scanning deposit items, and making any corrections and changes to deposit information and deposit items required to complete a deposit are the primary Operator activities in the Online Deposit Application. Deposit processing activities are accessed from the **Deposits** tab.

Do not physically endorse the back of each item. The application will place a virtual endorsement on each check.

## Deposit Types

The Remote Deposit Capture application supports processing the following deposit types:

- Simple deposit -
  - o 1 transaction
  - o 1 or more checks
  - o 1 deposit slip, rtual only
- Remittance deposit-
  - a 1 or more transactions
    - o 1 or more checks
    - o 1 or more coupons
    - o 1 or more deposit slip, rtual only

### To create a new deposit:

From the Welcome page

1. Click Create New Deposit.
  - a. The New Deposit page displays.
2. Select the location:
  - a. Use the Find Locations link to search for a location if you have many locations. Use the Find Account link to search for an account if you have multiple accounts.
  - b. Use Ad hoc for locations that have not been defined in the application. A numeric designation (up to 10 numbers) may be used in the Serial Field to define an ad hoc location. The Serial Field will not overwrite a defined location number.
3. Enter the deposit information in all required fields (required fields are identified with an asterisk \*)
4. Scan the deposit items.

## Scanning Deposit Items

Once you have entered all required information for the new deposit, you are ready to scan your deposit items.

### Preparing Items for Scanning

To minimize the likelihood of jams and to decrease manual re-sequencing of captured items, complete the following steps to prepare your items for scanning:

- Remove any staples or paper clips and items that are torn or have bent corners
- Arrange and sequence all deposit items. Ensure that the bottom and leading edges of all items are aligned and facing in the same direction. As a general rule, place a payment coupon first, followed by check(s). If the deposit includes multiple transactions, repeat the same order for each transaction within the deposit.
- Load the deposit items into the check scanner according to the guidelines for your scanner.

## Scanning Items

To scan deposit items:

1. Click the **Start Capture** button, the Deposit List page will display.



## Responding to Scanner Errors

A variety of issues (for example, a scanner jam or item double feed) can cause scanning to stop and require attention. A message displays indicating that a problem has occurred.

**Note:** If your system has been configured with multi-feed override settings, you will **see a** scanner error message when a suspected multi-feed occurs during processing.

- If the multi-feed was caused by a carrier document click the **Yes** button and resume scanning.
- If the multi-feed was not caused by a carrier document, click the **No** button to perform the transport recovery steps outlined below.

To recover from a scanner error:

1. Click the **Recover** button.
- The system displays the error reason.
2. Empty the hopper of any items, then straighten and separate the items.
3. Reorder the items according to the directions in the message, then place the items back into the hopper.
4. Click the **Restart Scanner** button.

The system returns to the Deposit Item List page and resumes scanning.

### Correcting a Deposit

Once you have scanned all deposit items, you are ready to review the deposit and make any necessary corrections to the deposit or deposit items.

### Identifying Required Corrections

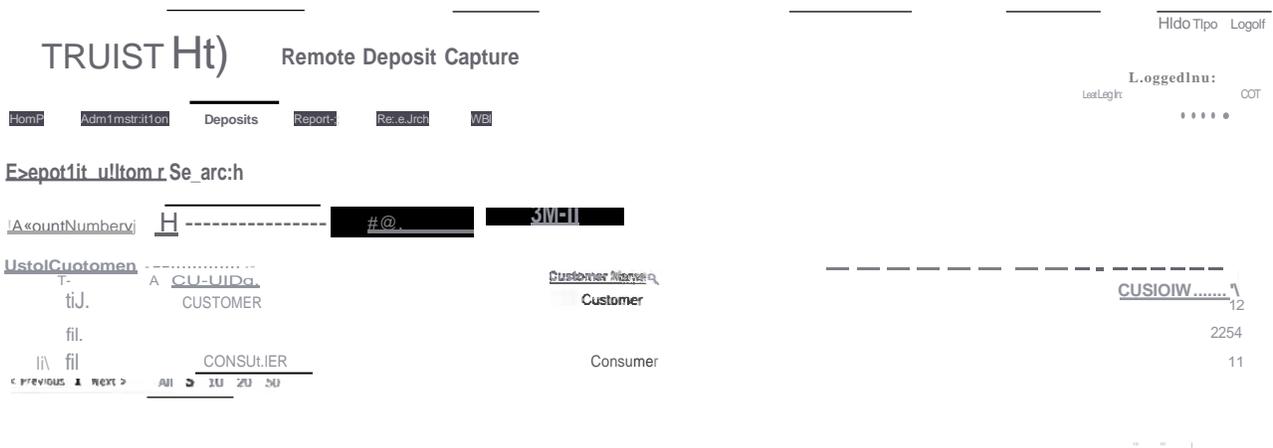
Typically, correcting a deposit involves clicking all items marked with warning

( ) icons to correct any errors, supplying missing information, and making any additional changes required to bring the deposit into balance.

For each deposit item requiring attention, click the item to display the Edit Item pop-up.

Once you have made all required corrections to the deposit items and deposit information, the **Complete** button will be visible and green, allowing you to send the deposit to Truist.

**Reminder:** If you require assistance, contact Truist Treasury Management Technical Services Group at 800-874-8179 and select the option for Remote Deposit Capture. Representatives are available from 8 am - 8 pm ET, Monday through Friday (except for bank holidays).



Once you determine what corrections you will need to make, you can perform the following actions from this page:

- Click the warning icon for any flagged items.
- Enter a new deposit value, then click the Save button to change the deposit amount.
- Click the **Edit Deposit** button to view or modify the deposit details.
- Click the **Delete Deposit** button to cancel and remove a deposit (with a deposit status of Open-Incomplete).
- Click the Edit icon next to an Item in the Scanned Items list to see details about that item and edit the item.

- Click the **Report View** button to view a printable summary report of the deposit and deposit details.
- Click the **Add Items** button to scan additional items for this deposit.
- Click the **Complete** button to finish the deposit (You can only click this button if it is green; if it is red, the deposit is not ready to be completed).
- Click the **Return to Deposit List** button to exit the deposit without completing it.
- Click the Virtual Credit icon to display the Virtual credit Item for the deposit.
- Click the Edit Transaction icon to display the transaction items in the Transaction Details list.
- Click the Delete Transaction Icon (or **Delete Transaction** button) to remove the transaction (and all items in the transaction) from the deposit.
- Click the Edit icon next to an item in the Transaction Details list to see details about that item
- Move deposit items within transactions or between transactions.
- Click the **Find Errors** button to display the first error in the selected transaction. Once you correct the first error, click the button again to locate the next error (The next error will only be found when the first error is corrected).
- Click the **Start Capture** button to scan additional transactions or items for this deposit.
- Click the **End Capture** button to signal to the application that you have finished adding items to the deposit.
- Click the **Report View** button to view a printable summary report of the deposit and deposit details.
- Click the **Complete** button to finish the deposit (You can only click this button if it is green; if it is red, the deposit is not ready to be completed).
- Click the **Re-Open Deposit** button to open a completed deposit to add items or make data corrections. Click the **Return to Deposit List** button to exit the deposit without completing it

Edit Item -10

Personal Check		Teec		UUeeeeoe	
(61000104 ftOuting Trmah	10987654321 AccOllnt	888806 TIC	10.00 Amount IS)		

Editing Item Details

When you edit an item within a deposit the Edit Item pop-up displays, showing the front image and current field results for the selected item.

- You may be allowed to change the item type (personal check, etc.). See *Handling Unknown Items/Reclassifying Items* for details. You may be required to enter valid data for fields, including a non-zero amount. See *Completing Field Data* for details.

- You may be required to enter valid data for defined optional fields. See *Completing Custom Field Data* for details.  
You may need to resolve duplicate items. See *Handling Duplicate Items* for details.
- You may need to resolve image quality errors. See *Handling Failed Image Quality Items* for details.

While correcting items on the Edit Item pop-up, you can manipulate your view of the current item, and other deposit items, in a number of ways:

- You can rotate the image, as well as zoom into specific portions of the image. The image controls in the upper-right corner of the window have hover-help tips to help you identify them. See *Manipulating Image Views* for details.
- You can navigate directly between items in the transaction or deposit using the arrow keys in the bottom-left of the page.
- You can view the remittance coupon associated with the current remittance debit item by hovering your mouse over one of the thumbnails on the right side of the Edit Item window to view that coupon image full size.

If validation or balancing is enabled, you can click the **Next Error** button to go to the first deposit item with an error. If you open an item with an error, you must correct that error before you can go to the next item with an error.

If you wish to make changes to a single item, click the **Save** button to accept your changes and close the Edit Item pop-up. (You can also click the **Cancel** button to abandon your changes.)

### Balancing a Deposit

The Remote Deposit Capture system requires that the check total match the declared amount before a deposit can be submitted to Truist. In the application, the Declared amount (\$) must equal the Current amount (\$).

\*Your company can decide to require remittance coupons to balance to checks or not.

*\*This does not apply to RDC lite*

For a simple deposit to be considered balanced, the Declared amount (\$) for the deposit must match the Current amount (\$). If the values match, the Balancing difference (\$) value in the top-right of the Deposit Item List page will be 0 and green, indicating the deposit is balanced. For a remittance deposit each transaction within the deposit must be in balance, as well as the overall deposit.

If the Declared amount (\$) does not match the Current amount (\$), the Balancing difference (\$) will be red, indicating the deposit is not balanced. If the value is contained in brackets, the declared deposit amount is less than the total value of the deposit items. If the value is not in brackets, the declared deposit amount is greater than the total value of the deposit items.

To balance the deposit, you must make changes to either the declared deposit amount or to individual deposit item amounts. You can make changes to the declared amount by entering a new deposit value in the Declared amount (\$) field and clicking the **Save** button.

To balance transactions, you must make changes to individual deposit item amounts.

### Changing the Declared Deposit Amount

If you need to change the declared deposit amount (for example, you added additional items after creating the deposit) you can enter a new value.

#### To change the declared amount:

From the Deposit Item List page

1. Enter a new value in the Declared amount(\$) field.
2. Click the **Save** button.

The deposit information updates to reflect your change.

#### Editing Deposit Details

If you need to change any details about the deposit (for example, to change the value you entered for the number of deposit items), you can edit the deposit information you specified when you first created the deposit.

To edit the deposit details

From the Deposit Item List page

1. Click the **Edit Deposit** button.  
The Edit Deposit page displays.
2. Make any desired changes to the deposit information.
3. When you have finished making your changes, click the **Save Changes** button to save your changes and return to the Deposit Item List page.

To add additional items to a deposit

1. Place your items in the scanner hopper.
2. From the Deposit Item List page, click the **Add Items** button (if you are processing a simple deposit) or the **Start Capture** button (if you are processing a remittance deposit).

The additional deposit items automatically feed through the scanner and are added to the current deposit, appearing in the deposit item list as they are captured.

### Rearranging Deposit Items

If an item is in the wrong place in your remittance deposit (for example, items were scanned out of order), you can use the mouse to drag that item to a new location either within the Transactions list (if you want to move the item to another location in the same transaction) or the Transaction Details list (if you want to move the item to another transaction).

You can move an item within a transaction by dragging and dropping the item in the desired position. This applies to completed transactions in the current deposit, but not to a current (Open-Incomplete) transaction:

- Drag the item icon and drop it on the item below its desired location. This item appears above the item you drop it on, which means it cannot be placed on top of the first credit item.
- If you drop an item on a second (or subsequent) credit, the lower credit(s) and checks become a new transaction.
- To place an item at the end of the list, drop it on the last item (it appears above the current last item), then drag and drop the current last item over what is now the second last item.

You can also drag an item from the Transaction Details list and drop it on a different transaction in the Transactions list:

- Credit items, virtual deposit slips, will appear after any existing credits or at the top of the list if there are no credits.
- Checks (debits) will appear at the top of the existing checks.
- Unknown items will appear at the top of the list. (You should fix unknown items before you move them.)

### To delete an item from a deposit:

From the Deposit Item List page

1. Click the delete icon for the item you want to remove from the deposit.

- A confirmation dialog displays.
- Click the OK button to confirm.

The Deposit Item List page displays.

#### To delete a transaction from a deposit:

From the Deposit Item List page

- Click the delete icon for the transaction you want to remove from the deposit.

A confirmation dialog displays.

- Click the **OK** button to confirm.

The Deposit Item List page displays.

#### To delete a deposit:

From the Deposit Item List page

- Click the **Delete Deposit** button.

A confirmation dialog displays.

- Click the **OK** button to confirm the deposit deletion and return to the Deposit List page

#### Correcting Deposit Items

You may have to complete one or more of the following activities to correct deposit items before you can send the deposit to Truist.

#### Manipulating Image Views

When you are viewing an image on the Edit Item pop-up, you can use the image viewer controls at the top of the page to see details of the images captured for the current item.

The following image viewer controls are available:

Field	Description	
@	Zoom in	Magnifies the image
0	Zoom out	Shrinks the image
	Zoom to signature	Magnifies the image's signature area

Field	Description	
	Zoom to endorsement	Magnifies the image's endorsement area
0	Zoom to Bank of First Deposit	Magnifies the image's Bank of First Deposit area
	Rotate image right	Rotates the image clockwise
@	Rotate image left	Rotates the image counter-clockwise
—	View front	Displays the front image of the item
t	View back	Displays the rear image of the item
	Rewrite video	Toggles between a regular and rewrite video image
	Toggle binary and grayscale	<i>Not applicable to this release</i>

#### To enter field data:

From the Deposit Item List page

1. Click the Edit icon beside the item.  
The Edit Item pop-up displays.
2. Correct or complete the data in any red bordered fields below the item image. Characters that are not recognized by the scanner appear as exclamation marks.
3. Click the **Save** button to save your changes.

#### Completing Custom Field Data

Custom fields are an application feature that can be assigned by your administrator. If custom fields are enabled, you will be prompted (and may be required) to enter supplemental information about a deposit item in additional fields on the Edit Item pop-up.

Custom fields follow standard display rules, so they have a red border when they contain invalid or missing data. If you change the item's document type, any data from custom fields common to the types will be retained.

#### To enter custom field data:

From the Deposit Item List page

1. Click the Edit icon beside the desired item.  
The Edit Item pop-up displays.
2. Key in custom field data in any red bordered fields below the item image.
3. Correct other field errors as appropriate.
4. Click the **Save** button to save your changes.

### Handling Unknown Items/Reclassifying Items

The application classifies items based on the data it reads from them. If data is missing from an item, or if the application is unable to interpret some of the item data, the application may classify the item as an "unknown" document type (or may classify the item incorrectly). When you see an Unknown Item message on the Edit Item pop-up, you may need to manually select the proper item type.

#### To specify the correct item type for an item:

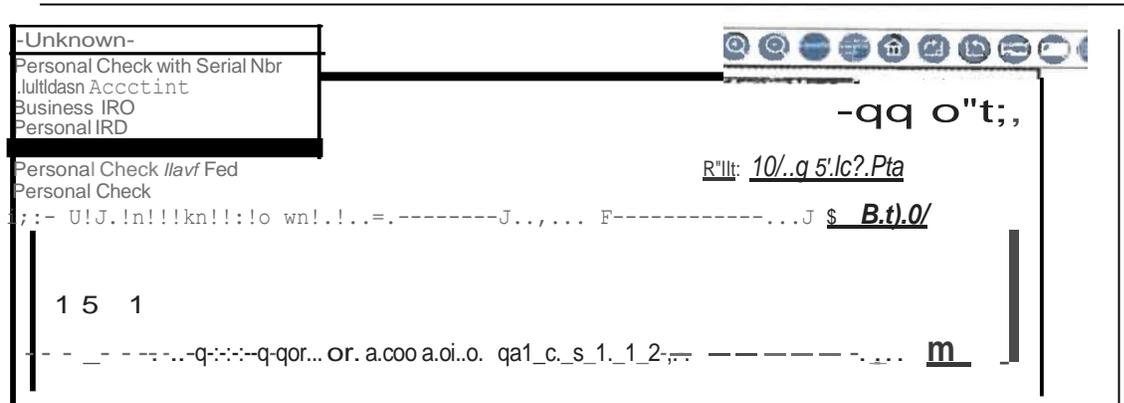
From the Deposit Item List page

1. Click the Edit icon beside the item flagged as an unknown, item (or the item you want to reclassify). The Edit Item pop-up displays.
2. From the drop-down menu on the top left side of the image window, select correct item type.

**Note:** With Edit Item - 4 validation1, un-----u-ni:r:-,c,-m-r.e.in

act1w, choosing a new item type causes the application to re-validate all item data. If the current data is incorrect for the new item type, you must either correct missing data or choose a different item type.

3. Click the **Save** button.



### Handling Duplicate Items

If, during processing, the application encounters a deposit item that matches an existing record in the Remote Deposit Capture database, the application will flag the deposit item as a duplicate item and require your attention.

### To respond to a duplicate item error:

From the Deposit Item List page

1. Click the Edit icon beside the item flagged as a duplicate. The Edit Item pop-up displays.
2. Click the **Duplicate** link in the message area at the top of the page. The Duplicate Items page displays.
3. **Review** the available information for both items (the current deposit item, shown in the top window, and the duplicate item record from the Remote Deposit Capture database, shown in the bottom window) to determine what corrective action to take:
  - You may decide that correcting incorrectly recognized codeline data would make the items unique. (Correct the codeline data after returning to the Edit Item pop-up.)
  - You may decide to delete the current item because it really is a duplicate.

(Click the **Delete** button after returning to the Edit Item pop-up.)

- You may decide to keep the current item because it really is not a duplicate and override the duplicate flag. (Click the **Override Duplicate** check box after returning to the Edit Item pop-up.)
4. Once you determine the proper action to take, click the **Return to Edit Item** button to return to the Edit Item pop-up to carry out your decision.

### Handling Failed Image Quality Items

If, during processing, the application encounters a deposit item that did not pass image quality testing, the application will flag the deposit item with a failed image quality error and require your attention.

### To respond to a failed image quality error:

From the Deposit Item List page:

Click the Edit icon beside the item flagged with a failed image quality error.

The Edit Item pop-up displays.

1. Click the **Failed Image Quality** link in the message area at the top of the page.

The Image Quality page displays the captured item images and the status of the image quality tests for the current item. When this page first appears, the image displayed is the first image that failed a configured quality test.

2. Examine the images to verify that the document was scanned correctly. If you see that the document was reversed, upside down, or folded you can delete the item and scan it again.

- To toggle between front and rear views of the item, click the **Back/Front** button.
  - To toggle between binary (black and white) and grayscale, select an option from the drop-down menu.
3. View the test results below the image. The test name, result, type, and value columns provide details to help you determine what corrective action to take:
    - You may decide the image quality of the current item is unacceptable, and delete the item and scan it again. (Click the **Delete** button after returning to the Edit Item pop-up.)
    - You may decide to keep the current item and override the image quality error flag. (Click the **Override Image Quality** check box after returning to the Edit Item pop-up.)
  4. Once you determine the proper action to take, click the **Return to Edit** Item button to return to the Edit Item pop-up to carry out your decision.

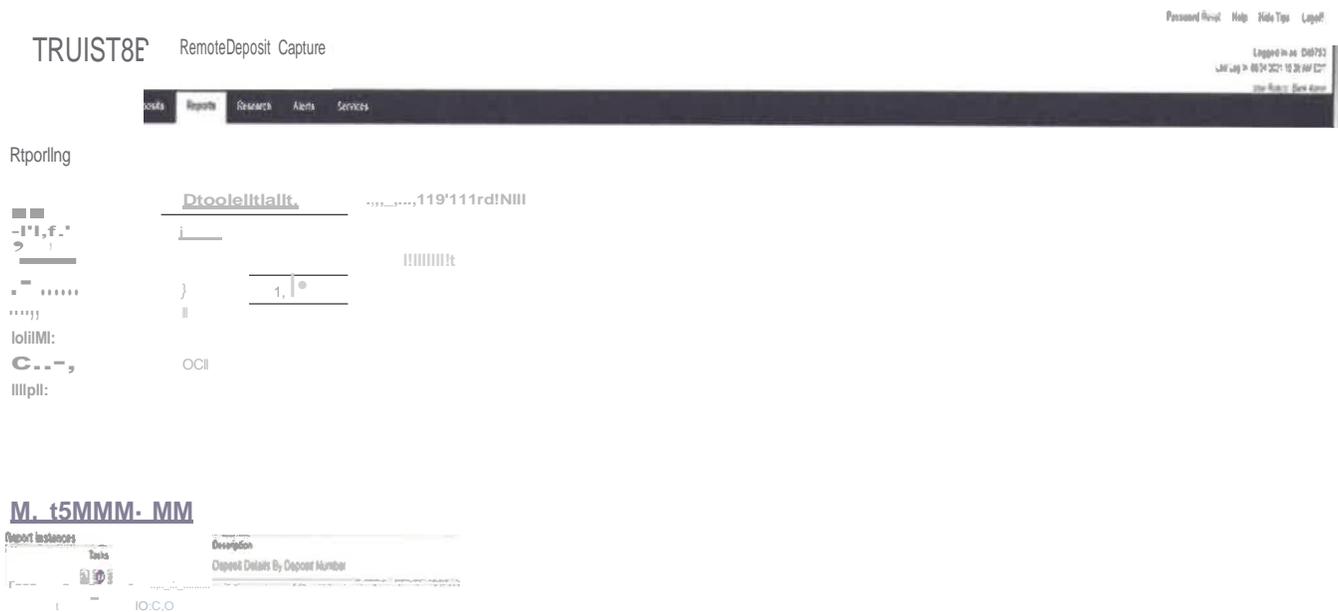
### Completing a Deposit

Once you have made all required corrections to the deposit and deposit items, you can complete the deposit and send it to Truist for additional processing.

Before you can complete a deposit, make sure:

- No warning icons remain for any items or transactions within the deposit -you have made all required corrections to the deposit and the items within the deposit.

The **Complete** button must be green - a red button indicates that the deposit is not ready to be completed and still requires your attention.



To complete a deposit

1. Ensure the **Complete** button is visible and green on the Deposit Item List page.
2. Click the **Complete** button.  
A confirmation dialog displays.
3. Click the **OK** button.

## Supervisor Tasks

By default, the following permissions are typically assigned to a supervisor role:

- Access Deposits
- Access Research
- Assign Deposits
- Create Customer Report for All Users
- Approve / Transmit Deposits created by Operators

Supervisors can perform a variety of deposit processing activities, including:

- Reversing deposits and deposit details
- Assigning deposits to operators
- Transmitting completed deposits
- Researching items
- Approve / Transmit Deposits created by Operators

## About Deposit States

Deposit states are used to identify where a deposit is within the Remote Deposit Capture application processing workflow. An Open Balanced state indicates that a deposit is ready for transmission to the Truist for processing. Research items and report queries can be filtered on the deposit state. Possible deposit states:

Field	Description
Open-Processing	<p><b>The initial deposit state</b> When:</p> <ul style="list-style-type: none"> <li>▪ You click <b>Start Capture</b> button While deposit items are scanned</li> <li>▪ After a user recovers from an Open- Jammed state</li> <li>• When a user clicks the <b>Add Items</b> button to add additional items to an Open-Incomplete or Open-Complete deposit</li> </ul> <p>Until you click to <b>End Capture</b> or <b>Complete</b> button.</p>
Open-Jammed	<p><b>An exception state</b></p> <p>When the scanner jams</p> <p>Until the jam is removed</p>
Open-Incomplete	<p><b>Deposit is in process</b> When:</p> <ul style="list-style-type: none"> <li>• Clicking the <b>End Capture</b> or <b>Complete</b> button for a deposit that is out of balance or has not met all deposit requirements</li> <li>▪ Clicking <b>Re-Open</b> button for a deposit to perform additional processing activities</li> </ul> <p>Until a user clicks the <b>End Capture</b> or <b>Complete</b> button after the deposit has been completed and all deposit completion conditions have been met.</p>
Open-Balanced	<p><b>Deposit is complete and ready to be transmitted</b></p> <p>When</p> <ul style="list-style-type: none"> <li>• Clicks the <b>End Capture</b> or <b>Complete</b> button and all deposit completion conditions have been met</li> </ul> <p>Until the deposit is transmitted</p>
Transmitting	<p><b>Deposit is being sent to Truist</b> When a user clicks Transmit until it is retrieved by Truist</p>
Queue Complete	<p><b>Deposit retrieved by Truist</b></p> <p>When retrieved by Truist</p> <p>Until retrieved by another bank system.</p>
Received	<p>Successfully transmitted from the receiving bank application, to another bank system</p>
Received Failed	<p>Unsuccessfully transmitted from the receiving bank application to another bank system</p>

Field	Descripbon
Open-Processing	<p><b>The initial deposit state</b> When:</p> <ul style="list-style-type: none"> <li>• You click <b>Start Capture</b> button</li> <li>▪ While deposit items are scanned</li> <li>▪ After a user recovers from an Open- Jammed state</li> <li>▪ When a user clicks the <b>Add Hems</b> button to add additional items to an Open-Incomplete or Open-Complete deposit</li> </ul> <p>Until you click to <b>End Capture</b> or <b>Complete</b> button.</p>
Open-Jammed	<p><b>An exception state</b></p> <p>When the scanner jams</p> <p>Until the jam is removed</p>
Open-Incomplete	<p><b>Deposit isin process</b> When:</p> <ul style="list-style-type: none"> <li>• Clicking the <b>End Capture</b> or <b>Complete</b> button for a deposit that is out of balance or has not met all deposit requirements</li> <li>▪ Clicking <b>Re-Open</b> button for a deposit to perform additional processing acti'Aties.</li> </ul> <p>Until a user clicks the <b>End Capture</b> or <b>Complete</b> button after the deposit has been completed and all deposit completion conditions have been met.</p>

- a paper shredder or other reliable means of destroying processed checks

- Develop internal procedures your employees must follow before beginning the scanning process and after deposit processing is completed.
- Please note that Truist requires you to retain the originals of scanned checks in a secure storage facility for a period as designated by your company policies. However, we recommend that you store the items no less than 30 calendar days. If you choose to store beyond 30 days, we recommend that you mark the front of the item as *previously deposited*.
- Consider developing an internal form that can be attached to batches processed on the same date to record the processed date and the destruction date for these batches.
- We strongly encourage implementing dual control procedures for the handling of processed checks from their Initial stage of placement in secure storage through the final stage of the destruction process as one of the ways to reduce risk and opportunity for fraud.

Ensure you are following your company's guideliies for storage andi destruction of deposited checks.

## Administratontasks

**Administratorsperfonn user and application management tasks. By default, the following permissions are typically assigned to an Administrator:**

## Creating Online Reports

The Remote Deposit Capture application also allows you to view and create online reports. This type of report allows you to view both complete and incomplete deposits as well as the details of a particular deposit in HXML format. The online report contains different information than the reports you create using the controls under the **Reports** tab.

### To create a Deposit Summary report:

From any page

1. Click the **Deposits** tab.

The Location Select page displays.

2. Select the location that created the deposits you wish to view.

The Deposit List page displays.

3. Click the **Report View** button.

The Deposit Summary Report displays summary information for the listed deposits.

4. If you want to print the report, click the **Print** button.
5. Click the **Close** button when you have finished viewing the report to return to the Deposit List page.

### To create a Deposit Details report:

From any page

1. Click the **Deposits** tab. The Location Select page displays.
2. Select the location that created the deposit you wish to view. The Deposit List page displays.
3. Click the Edit icon for the deposit you wish to report on. The Deposit Item List page displays.
4. Click the **Report View** button. The Deposit Items Detail Report displays summary information and detailed item information for the selected deposit.
5. Click the **Close** button when you have finished viewing the report.

The Remote Deposit Capture application includes an item research feature that lets you create and submit an item research query using a series of search filters to find deposit items stored in the Remote Deposit Capture database. In order to access the item research capability of the Remote Deposit Capture application, your role must include the proper permission. Report examples are located in Appendix: A.

## Researching an Item

The Item Research page presents multiple search filter options. While some of the criteria, like dates, have a very wide range, you must remember that you can only find items that are currently stored in the Remote Deposit Capture database. Items and their images remain in the Remote Deposit capture database for 90 rolling calendar days.

### To research an item: From any page

1. Click the **Research** tab.

The Item Research - Query page displays.

2. Select your search criteria filters from the drop-down menus. A maximum of five filters may be used. Many of the filters, once selected, require additional input or selections.
3. Click the **Search** button.

**Note:** By default query results are limited to 100 items.

4. Review your research results or refine your search query further, noting the following:
  - To refine your search query further, select additional (or different) search criteria and values, then click the **Search** button again.
  - To see the front image for a specific item, click the item in the results list.
  - To see the deposit associated with a specific item, click the view icon.
  - To save the results of your query, click the **Select All** button or select specific items from the results, then click the **Add to Stored Results** button. See *Storing Your Research Results* (for more information).
  - To generate a report on your research results, select the report type you wish to create and whether you want to include images in the generated report (only docx, rtf and pdf reports can include images), then click the **Create Report** button. See *Creating an Item Research Report* for more information.
  - To delete the current research results, click the **Clear List** button.

Search results. You can store all results or select specific items from your results to store. Once stored, you can construct and submit additional queries and continue adding additional items to your stored results. By selecting specific items from query results and adding them to a stored results list, you can build a list of items from multiple queries and report on those stored items. **Note:** All stored research results are deleted at logout or time-out

### To store research results:

1. Complete your item research query.

2. Select the items you want to store from your current query results:
  - Click the Select All button for all items
  - OR
  - Click the check box for the items that you want to display.
3. Click the **Add to Stored Results** button.
 

The selected items are added to you stored results.
4. To access your stored results, click the Go to Stored Results link. The Item Research - Stored Results page displays.
5. Review your stored results, noting the following:
 

To create a report containing all your stored results, select the report type you wish to create and whether you want to include images in the generated report, then click the **Create Report** button.
6. To return to the Item Research - Query page, click the Go to Query link. Continue constructing and submitting additional queries and adding more items to your stored results to suit your research needs.

### Creating an Item Research Report

Once you have completed an item research query, you can create a formatted report of your research results from either the Item Research-Query page or, if you stored research results, from the Item Research - Stored Results page.

**Note:** Generated reports contain item information for ALL items in the query results or stored results lists. Selecting specific items from either list before creating the report does not change the report contents.

#### To create a report based on your Item research results:

1. Complete your item research query (or access your stored results).
2. Select a **Report Type** in the drop-down menu. Options are: csv, pdf, rtf, and xis.
3. If you want to include images in the report, select the image type from the **Images** dropdown menu.

**Note:** Limit the inclusion of images to smaller reports as they add to the system load and increase the report page count significantly.

4. Click the **Create Report** button.
5. Click the **Save** button.

Open the saved report. The report contains item details for each item in your research query or stored results list and, if specified for inclusion in the report, the front and back images of each item.

## Appendix A: Reports

### Deposit Summary - Sample Report

The Deposit Summary Report provides a summary of deposits by the processing date and allows you to filter information using from date, to date, account number(s) and export formats.

The screenshot shows the TRUIST RemoteDepos Captura interface. At the top, it says "TRUIST RemoteDepos Captura". Below that, there are several dropdown menus and buttons for configuring the report. The "Report Summary" dropdown is set to "Deposit Summary". There are buttons for "DOCX" and "PDF". Below these are fields for "Create Date" and "From Date" (set to 12/01/2011) and "To Date" (set to 12/31/2011). There are also fields for "Account Number" and "Report Type".

Report Instance	Name	Description	Execution Date	Elapsed Time
1	Deposit Summary	Deposit Summary	08/04/21 10:44 AM	2:418

### Deposit Details by Deposit Number- Sample Report

The Deposit Details by Deposit Number Report provides detailed information about the simple deposit processing activities for a selected deposit number or consecutive range of deposit numbers for a selected customer's accounts (or for all customers' accounts). For each account, the report summarizes the total number of deposits submitted to the account, the total dollar value of the submitted deposits, and the total number of items deposited. For each deposit, there is detailed information about each item within the deposit.

The screenshot shows the TRUIST RemoteDepositCaptur1 interface. At the top, it says "TRUIST RemoteDepositCaptur1". Below that, there are several dropdown menus and buttons for configuring the report. The "Report Summary" dropdown is set to "Deposit Details by Deposit Number". There are buttons for "DOCX" and "PDF". Below these are fields for "Create Date" and "From Date" (set to 12/01/2011) and "To Date" (set to 12/31/2011). There are also fields for "Account Number" and "Report Type".

Report Instance	Name	Description	Execution Date	Elapsed Time
1	Deposit Details by Deposit Number	Deposit Details by Deposit Number	08/04/21 10:44 AM	2:418

### Summary of Remittances by Deposit Number- Sample Report

The Summary of Remittances by Account provides detailed information about the remittance deposit processing activities for a selected deposit number or consecutive range of deposit numbers for a selected customer's accounts (or for all customers' accounts). For each account, the report summarizes the total number of deposits submitted to the account, the total value of the deposits, and the total number of checks and payment coupons deposited. For each deposit, the report provides detailed information about each item within the deposit.



### Exception Item Export - Sample Report

The Exception Item Export Report lists all deposit items processed during the selected processing period that were flagged with an error during Rules application processing (specifically, all deposit items with a non-0 value in the recostatecode column of the pcwitem table of the Capture database), including CAR/I.AR, MICR, Image Quality Assessment, and duplicate detection processing errors.



### Detailed Item Export-Sample Report

The Detailed Item Export prm.;des detailed information about all items processed by a selected customer's locations over a specified processing period.

The screenshot shows the TRUISTBH Remote Deposit capture interface. At the top right, there are links for "Password Reset", "Help", "Hide Type", and "Logout". Below the header, a navigation bar includes "Home", "Administration", "Deposits", "Reports", "Research", "Alerts", and "Settings". The "Reports" section is active, displaying a "Reporting" page. A dropdown menu for "Item Export File" is set to "CSV", with a tooltip that reads: "Provides an exportable version of all received deposit(s) within the given date range. Tailored for CSV output." Below this, there are input fields for "Create Date" and "End Date". The "Create Date" field is set to "104 JJ iv" and the "End Date" field is set to "104 \*\*\*\*\*". A "Print Customer" link is visible. At the bottom of the page, there is a footer with the text "Truist Bank, Member FDIC. ©2021 Truist Financial Corporation. Truist, the Truist logo, and Truist Purple are service marks of".

## For more information

If you have any questions, contact your Treasury Consultant. For assistance with Remote Deposit Capture, please contact Truist Treasury Solutions Client Support at 800-777-1799, or you can email

[TreasuryClientServices@truist.com](mailto:TreasuryClientServices@truist.com). For more information **about** Remote Deposit Capture, please visit the RDC Treasury Resource Center.

**File Attachments for Item:**

**7. Council Approval of a Resolution to Establish a Rehire Eligibility Policy**-Human Resources Department



CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Resolution to Establish a Rehire Eligibility Policy

**Submitted By:** Human Resources Department

**Date Submitted:** September 25, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

**Background/History:**

The Human Resources Department would like the governing body's consideration and adoption of a Resolution that would establish a Rehire Eligibility Policy. This policy aims to provide former employees who voluntarily left the City of Forest Park on good terms with the opportunity to be considered for reemployment.

The policy outlines specific guidelines and criteria that must be met for individuals to qualify for rehire, ensuring that only those who demonstrated professionalism and strong performance during their previous employment are eligible. By adopting this policy, the city can strengthen its talent pool by welcoming back experienced and dedicated employees who meet the outlined requirements.

**Cost:** \$ n/a

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:** n/a

**Action Requested from Council:**

I am requesting that the Mayor and City Council approve the Resolution to establish a Rehire Eligibility Policy.



CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Resolution to Establish a Rehire Eligibility Policy

**Submitted By:** Human Resources Department

**Date Submitted:** September 25, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

**Background/History:**

The Human Resources Department would like the governing body's consideration and adoption of a Resolution that would establish a Rehire Eligibility Policy. This policy aims to provide former employees who voluntarily left the City of Forest Park on good terms with the opportunity to be considered for reemployment.

The policy outlines specific guidelines and criteria that must be met for individuals to qualify for rehire, ensuring that only those who demonstrated professionalism and strong performance during their previous employment are eligible. By adopting this policy, the city can strengthen its talent pool by welcoming back experienced and dedicated employees who meet the outlined requirements.

**Cost:** \$ n/a

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:** n/a

**Action Requested from Council:**

I am requesting that the Mayor and City Council approve the Resolution to establish a Rehire Eligibility Policy.

## RESOLUTION NO. 2024-\_\_

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE REQUEST TO ADOPT A REHIRE ELIGIBILITY POLICY FROM THE CITY'S HUMAN RESOURCES DEPARTMENT.**

**WHEREAS**, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City's Human Resources Department ("Department") is requesting the governing body to consider and adopt a Rehire Eligibility Policy ("Policy") which would provide former employees who voluntarily left the City on good terms with an opportunity to be considered for reemployment; and

**WHEREAS**, the Policy shall outline specific guidelines and criteria that must be met for individuals to qualify for rehire, ensuring that only those who demonstrated professionalism and strong performance during their previous employment are eligible for rehire;

**WHEREAS**, the approval of the Policy is necessary to strengthen the City's personnel talent pool which in turn shall protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department's request to adopt a Rehire Eligibility Policy which would provide former employees who voluntarily left the City on good terms with an opportunity to be considered for reemployment as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**8. Council Approval on Clayton County Landbank Appointment-** Planning and Community Development Department



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Clayton County Landbank Appointment

**Submitted By:** Nicole C.E. Dozier, PCD Director

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

**Background/History:** The PCD Director has historically represented the city at the Clayton County Landbank. The land bank was created in 2014 with only the County and Forest Park as its two original members. The Board has 11 members with each of the 7 cities holding one seat and the County holding the remaining 4. The purpose of the Land Bank is to be a tool to assist the community in dealing with vacant, abandoned, and often tax delinquent properties.

There are roughly 600 parcels currently in the land bank. The focus is on disposing of properties in ways that are consistent with their mission and values. That consists of a mix of turning properties over to our member jurisdictions and evaluating applications received from members of the public who wish to acquire property from the Land Bank.

**Action Requested from Council:** The PCD Director is requesting an official appointment to represent the city at the Clayton County Landbank.

**Cost:** \$ N/A

**Budgeted for:** Yes  No

**Financial Impact:** N/A



CITY OF  
**FORESTPARK**  
High Quality Living

## MEMORANDUM

**Date:** 9/23/24  
**To:** Mayor and City Council  
City Manager Clark  
**From:** Nicole C.E. Dozier, P&CD Director   
**Re:** Clayton County Landbank Appointment

---

To represent the city at the County Landbank, the P&CD Director requires an official appointment from the city council. Board member terms are for 4 years. The current term for the Forest Park seat on the Board runs through 4/21/26.

The land bank was created in 2014 with only the County and Forest Park as its two original members. The Board has 11 members with each of the 7 cities holding one seat and the County holding the remaining 4. The purpose of the Land Bank is to be a tool to assist the community in dealing with vacant, abandoned, and often tax delinquent properties.

There are roughly 600 parcels currently in the land bank. The focus is on disposing of properties in ways that are consistent with their mission and values. That consists of a mix of turning properties over to our member jurisdictions and evaluating applications received from members of the public who wish to acquire property from the Land Bank.

**File Attachments for Item:**

**9. Council Approval on the Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study Update-Planning and Community Development Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study Update

**Submitted By:** SaVaughn Irons-Kumassah

**Date Submitted:** September 30, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

---

**Background/History:**

Kimley Horn has been working to complete a feasibility study for the Forest Park Pedestrian Bridge. Per the timeline provided to staff by Kimley Horn, the draft feasibility study report is nearing completion, and they would like to share the progress made through stakeholder interviews, visioning sessions, pop ups, open house and online engagement.

---

**Cost:**

**Budgeted for:**        **Yes**        **No**

**Financial Impact:**

---

**Action Requested from Council:**

# Pedestrian Bridge Feasibility Study



Kimley»Horn



# Purpose of Study



Evaluate Feasibility of Pedestrian Bridge over Norfolk-Southern Railroad and Forest Parkway



Assess Design Constraints



Engage Public and Key Stakeholders



Determine Key Bridge Features



Develop cost estimate and project schedule

# Work Plan



1. Study existing conditions
2. Review previous planning efforts
3. Interview key stakeholders
4. Prepare initial layout options
5. Facilitate a visioning session with stakeholders
6. Refine preferred layout
7. Engage public feedback
8. Prepare final deliverables

# Previous Planning Efforts

- City of Forest Park 2018 Comprehensive Plan Update
- City of Forest Park 2023 Comprehensive Plan
- AeroATL Greenway Plan
- AeroATL Greenway Model Mile Feasibility Study
- Downtown Forest Park Livable Centers Initiative Study



# Stakeholder Interviews

- MARTA SR 54 BRT Team
- Clayton County DOT GDOT
- City of Forest Park
- Aerotropolis Alliance
- ATL Airport CIDs
- Georgia Power
- Local Business Owners



# Visioning Session

Item # 9.

May 22, City Hall

- Share and brainstorm ideas and details for the pedestrian bridge

Page 338



## Fun Friday Pop Up

- July 12 5-7
- Bill Lee Park
- Present Layout and Rendering

# Public Information Open House

## August 20, 2024 5:30-7:30 City Hall

**FOREST PARKWAY & MAIN STREET**

### PEDESTRIAN BRIDGE STUDY

Do you want a safer and easier way to cross Forest Parkway and the railroad tracks to access places like Starr Park, City Hall and shops on Main Street?

**LEARN MORE!**

**MEET US HERE!**

- July 12th, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park
- August 20th, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

**SCAN ME**



**ENGAGE ONLINE!**

[forestparkpedbridge.com](http://forestparkpedbridge.com)

**FOREST PARKWAY Y MAIN STREET**

### ESTUDIO DE PUENTE PEATONAL

¿Quisiera cruzar Forest Parkway y las vías ferroviarias de manera más segura y más rápida para llegar a lugares como Starr Park, City Hall y las tiendas en Main Street?

**¡OBTENGA MÁS INFORMACIÓN!**

**¡LO ESPERAMOS AQUÍ!**

- 12 de Julio, 5:00 - 7:00 P. M.  
Viernes de Food Trucks  
Bill Lee Park
- 20 de agosto, 5:30 - 7:30 P. M.  
Reunión abierta pública  
745 Forest Parkway Forest Park, GA 30297

**Escanee este código**



**¡PARTICIPE EN LÍNEA!**

[forestparkpedbridge.com](http://forestparkpedbridge.com)

**FOREST PARKWAY & MAIN STREET**

### NGHIÊN CỨU CẦU ĐI BỘ

Bạn có muốn có một cách an toàn và dễ dàng hơn để băng qua Forest Parkway và đường ray xe lửa như công viên Starr Park, Tòa thị Chính, và mua sắm trên đường Main Street không?

**TÌM HIỂU THÊM!**

**GẶP CHÚNG TÔI TẠI ĐÂY!**

- 12 Tháng 7, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park
- 20 Tháng 8, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

**SCAN ME**



**THAM GIA TRỰC TUYẾN!**

[forestparkpedbridge.com](http://forestparkpedbridge.com)

# Online Engagement Results

- Project Website
- Social Media
- A total of 1,311 visits from 1,177 unique visitors
- A total of 67 document downloads
- A total of 67 quick poll entries
- A total of 93 online survey entries

**Forest Parkway & Main Street Pedestrian Bridge Feasibility Study**

**Menu**

[Project Home](#) [Project Resources](#)

**Project Overview**

The City of Forest Park is launching a feasibility study for an overpass pedestrian bridge that will span across SR 331/Forest Parkway and Norfolk Southern Railroad tracks. The bridge will connect pedestrians to Main Street, City Hall, Starr Park, and the proposed Model Mile Greenway Project. This study is led by the City of Forest Park with Regional Transportation Planning Study funding from the Atlanta Regional Commission (ARC) and matching funds from the City of Forest Park.

**We Need Your Help!**

Community involvement and coordination with city staff and other agencies is an ongoing part of this feasibility study. A series of public engagement events will be hosted throughout the planning process to inform and hear from community members. This will include traditional public meetings and hearings, as well as pop-up appearances at City events to meet and engage with Forest Park residents and business owners. With the community's help, this study will help decide the best location for the pedestrian bridge.

**Please be sure to check this engagement site often to see how you can stay involved in the process!**

**Community Engagement Timeline**

Here's how you can stay involved!

- ✓ Key Stakeholder Interviews
- ✓ Pop Up #1: July 12
- ✓ Community Open House: Aug. 20
- ☆ City Council Public Hearing: Oct. 7

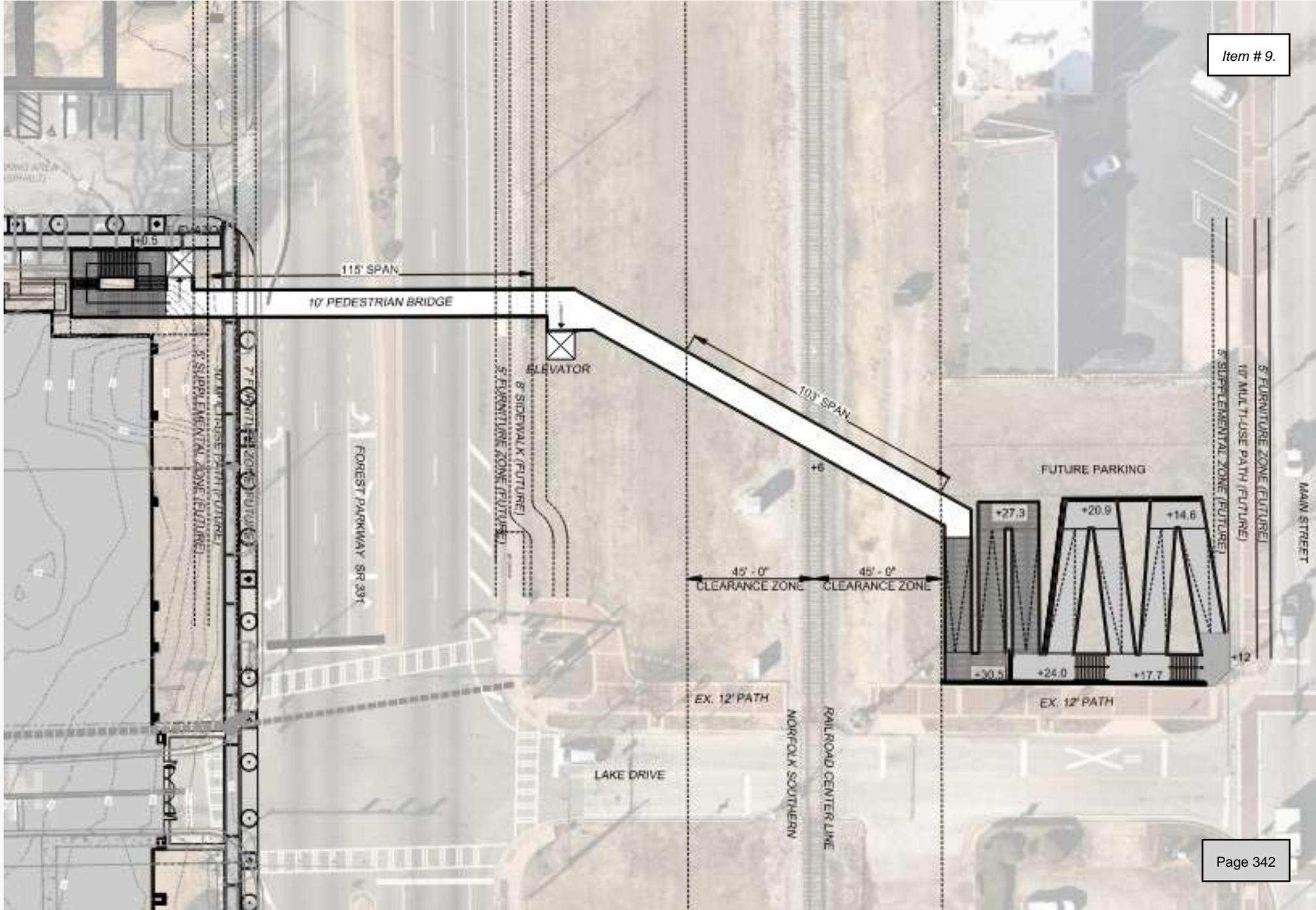
[See less](#)

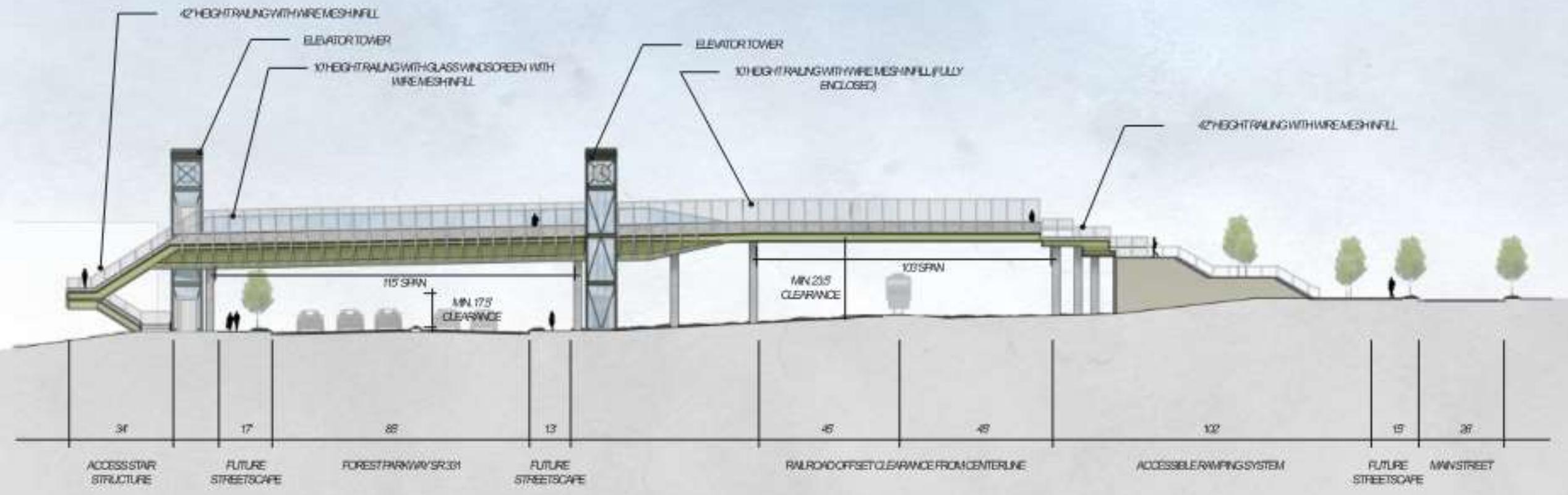
**Community Open House Displays Input: Give Us Your Feedback!**

We want to hear from you! Please review the Community Open House displays and provide your input below.

# Bridge Layout

Item # 9.





# Bridge Rendering

# Estimated Project Costs

Preliminary Engineering	\$1,200,000
Utility Relocation	\$200,000
Right of Way and Easement	\$50,000
Construction	\$5,600,000
<b>Total</b>	<b>\$7,050,000</b>

IIJA Grant  
Applications

# Next Steps

Atlanta Regional  
Transportation  
Improvement Program  
Call for Projects

# Kimley»»Horn

Expect More. Experience Better.

## Questions

**File Attachments for Item:**

**10. Council Approval to approve Case # CUP-2024-02- Conditional Use Permit for 4914 West St. to establish a childcare center from Infancy to Pre-Kindergarten within the Multiple-Family Residential District (RM)-Planning and Community Development Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # CUP-2024-02- Conditional Use Permit for 4914 West St. to establish a childcare center from Infancy to Pre-Kindergarten within the Multiple-Family Residential District (RM).

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background/History:**

The applicant is requesting approval for a Conditional use permit to own and operate a daycare center within the Multiple-Family Residential District (RM). **Per Sec 8-8-32. – Multiple Family Residential District (RM), Pre-k facilities and daycare centers require a conditional use permit to operate within the Multiple-Family Residential District.** On September 19, 2024, the Planning Commission voted to approve the Conditional Use Permit Request. If the Mayor and Council approve the Conditional Use Permit Request, the applicant will move forward with her business plans to own and operate a childcare facility serving children from Infancy to Pre-Kindergarten.

---

**Cost:**

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

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**Action Requested from Council:** To Approve Conditional Use Permit Request.



Planning & Community Development Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720

## Conditional Use Permit Staff Report

Planning Commission Hearing Date: September 19, 2024

**Date:** September 4, 2024

**Case #:** CUP-2024-02

**Prepared By:** Latemia Richards, Planner I *LR.*

**Staff Recommendation:** Approval

### APPLICANT & PROPERTY INFORMATION

**Name:** India Evans

**Site Address:** 4914 West Street

**City/State:** Forest Park, GA 30297

**Parcel ID #:** 13050A D001

**Ward #:** 2

**Acreage:** 1.38

**Zoning:** RM – Multiple Family Residential District

**FLU:** Medium Density Residential

**Request:** Applicant is requesting a Conditional Use Permit to open and operate a childcare center children from Infancy to Pre-Kindergarten within the Multiple Family Residential District (RM).

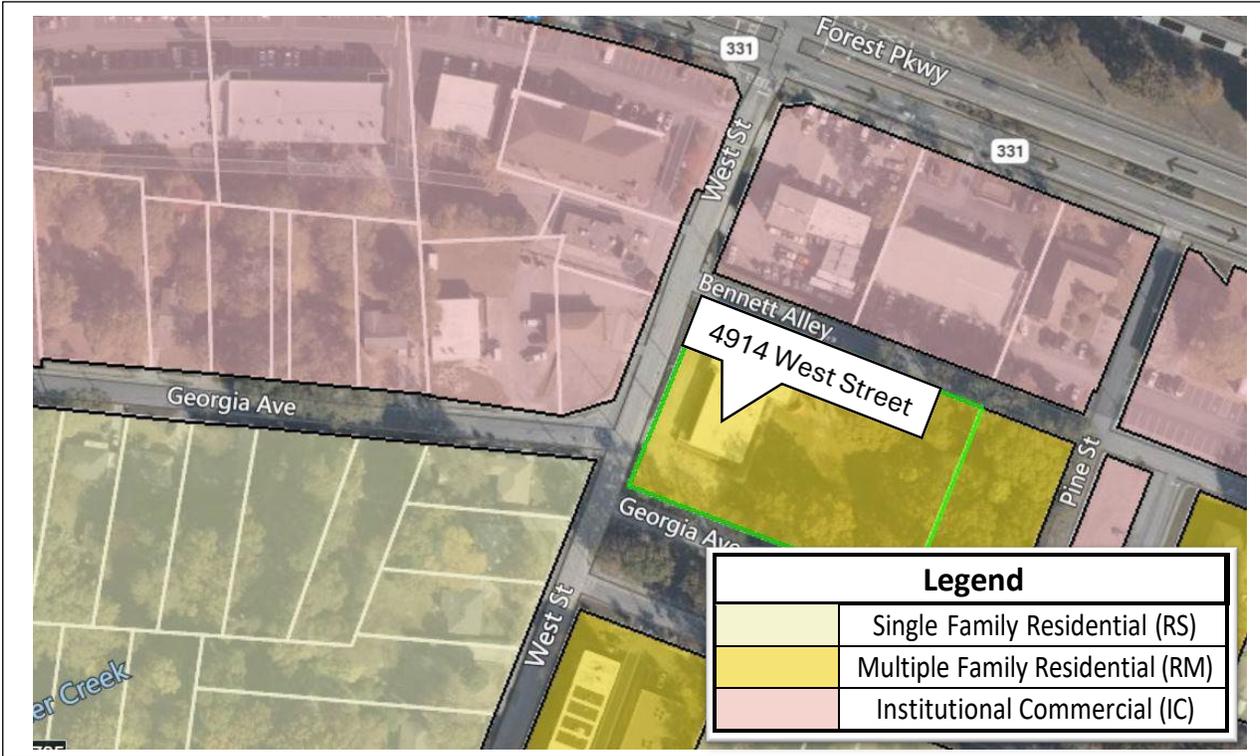
### BACKGROUND

The applicant is requesting a Conditional Use Permit to open and operate a childcare center for children from infancy to pre-kindergarten at 4914 West Street. The applicant is proposing to utilize the existing building to offer a safe, nurturing, and educational environment. The majority of the building will consist of five age-specific classrooms. The rest of the building will consist of an equipped kitchen for meal preparation, waiting area for parents and visitors, reception area, and administrative offices. The operation hours will be Monday through Friday 7am - 6pm. This property is located within the Multiple Family Residential District (RM). Per Sec. 8-8-32. – Multiple Family Residential District (RM), Pre-K and Day Care centers require a Conditional Use Permit to operate within this district. The property is located within a residential neighborhood.

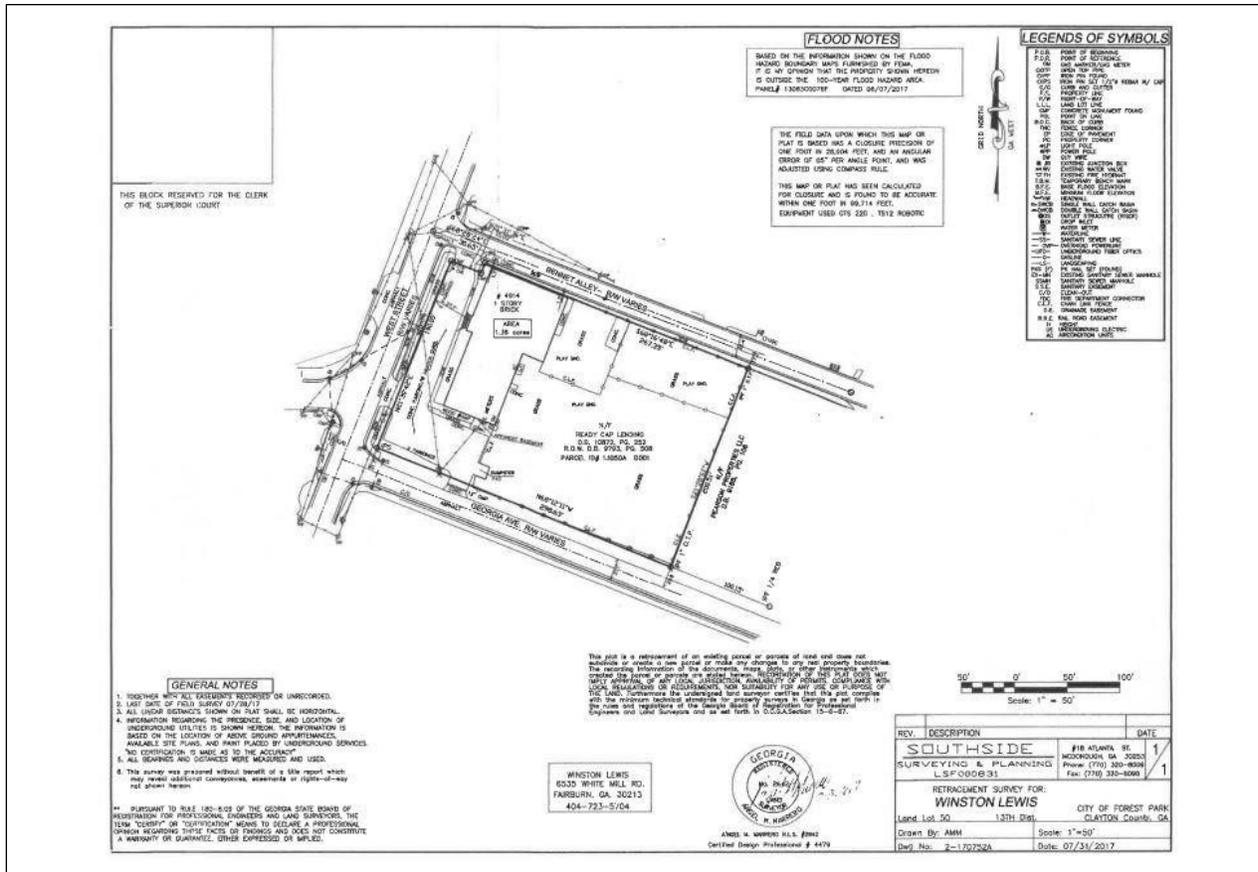
**AERIAL MAP**



# ZONING MAP



# SURVEY



**SITE PHOTOS**



Front – North View



Side – West View



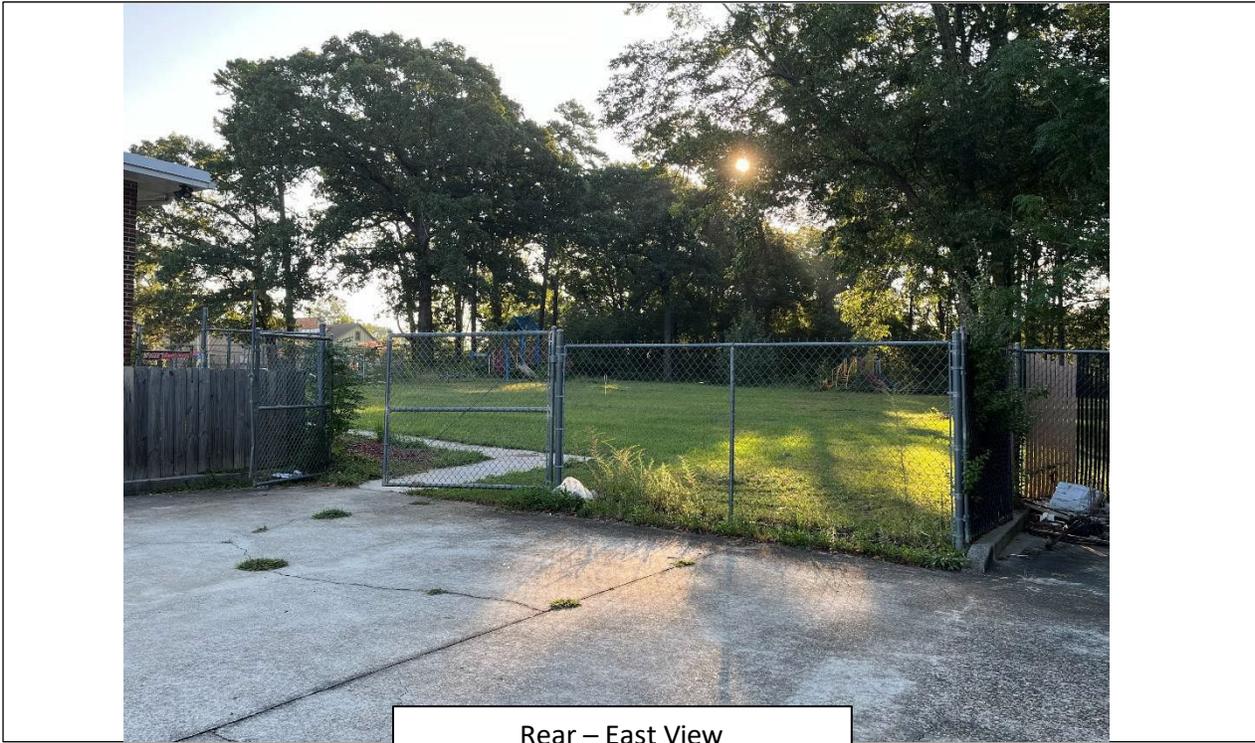
Rear – South View



Front – East View



Side – East View



Rear – East View

**ZONING CRITERIA AND ANALYSIS**

**1. The existing land uses and zoning classifications of nearby property.**

Direction	Zoning & Use	Direction	Zoning & Use
North	IC- Shopping Plaza and commercial businesses.	East	RM and IC- Multiple family homes and commercial businesses.
South	RM and RS- Single-family and multiple family homes.	West	IC- Shopping Plaza and Commercial businesses.

**2. The suitability of the subject property for the zoned purposes.**

The subject property is compatible with the uses permitted in the zoning district.

**3. The extent to which the property values of the subject property are diminished by the particular zoning restrictions.**

Property values will not be diminished because use is permitted as a conditional..

**4. The extent to which the diminution of property values of the subject property promotes the health, safety, morals, or general welfare of the public.**

The subject property will not cause diminution of property values.

**5. The relative gain to the public, as compared to the hardship imposed upon the individual property owner.**

The relative gain to the public is providing high-quality early education and care that fosters children’s growth and development.

**6. Whether the subject property has a reasonable economic use as currently zoned.**

The subject property has reasonable economic use as currently zoned. The site was previously a daycare center.

**7. The length of time the property has been vacant as zoned considered in the context of land development in the area in the vicinity of the property.**

The property is continuing its use as a daycare center and will be operated by the new tenant.

**8. Whether the proposed zoning will be a use that is suitable in view of the use and development of adjacent and nearby property.**

The proposed use is suitable for the site because the property is next to a local strip shopping and adjacent to a multi-family building.

**9. Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property.**

The proposed use might cause an adverse effect on the existing use of adjacent or nearby properties. The increased traffic during pick up and drop off times and the movement of traffic on a two-lane road.

**10. Whether the zoning proposal is in conformity with the policies and intent of the land use.**

The zoning proposal is not in conformity with the policies and intent of the land use because the Future Land Use Designation is Medium Density Residential which includes duplex, triplex, townhouse, condominiums, and single family attached and detached.

**11. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

The zoning proposal might cause excessive use of existing streets, transportation facilities, utilities, or schools between drop-off and pick up times.

**12. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.**

There are no existing or changing conditions that affect the use and development of the property.

**STAFF RECOMMENDATION**

The applicant meets 10 zoning criteria for approval. However, if the board chooses to approve this request staff recommends the following conditions:

- 1. The owner of property must repave and strip the parking lot, replace old signs with new signs, cut the grass at the front entrance, side, and rear of the property, and add entrance and exit signs.

**Attachments Included:**

- Accompanying materials

## Letter of Intent

1. We propose to establish a childcare center in Forest Park for children from infancy to pre-kindergarten, operating from 7am to 6pm, Monday through Friday. The center will offer a safe, nurturing, and educational environment.

### Proposed Use of Buildings:

#### \*Main Building:

- Five age-specific classrooms with appropriate furniture, educational materials, and play areas.
- Designated teacher areas for lesson preparation.
- Child-friendly restrooms accessible from all classrooms.

#### \*Auxiliary Building:

- A fully equipped kitchen for meal preparation and a communal dining area.
- Administrative offices, reception area, and a waiting area for parents and visitors.

#### \*Outdoor Spaces:

- A secure, age-appropriate playground for physical activity.
- A garden area for educational nature and gardening activities.

### Proposed Land Use:

The surrounding land will have secure fencing, landscaping, and adequate parking. Eco-friendly materials and sustainable practices will be used, including rainwater collection and native plantings.

In summary, the proposed childcare center aims to provide high-quality early education and care, fostering children's growth and development.

**\*Energy Efficiency:**

- Installation of energy-efficient lighting, heating, and cooling systems to minimize energy consumption.

**\*Water Conservation:**

- Implementation of rainwater collection systems and low-flow fixtures to conserve water.

**\*Green Landscaping:**

- Planting native species to reduce water usage and support local ecosystems.

**\*Waste Reduction:**

- Emphasis on recycling and composting to minimize waste.

**\*Educational Garden:**

- A garden area to teach children about sustainability and the environment.

Overall, the project aims to promote sustainability through efficient use of resources, waste reduction, and environmental education

6. The proposed childcare center in Forest Park will have the following effects on the existing flow of traffic:

**\*Managed Traffic Flow:**

- The center will implement staggered drop-off and pick-up times to prevent congestion during peak hours.

**\*Adequate Parking:**

.., The facility will provide sufficient parking spaces for staff and parents, reducing the likelihood of on-street parking and traffic disruption.

**\*Traffic Control Measures:**

- Proper signage and designated drop-off/pick-up zones will ensure smooth and safe traffic flow around the center.

**\*Impact on: Peak Hours:**

- While there may be a slight increase in traffic during morning and afternoon peak times, the managed scheduling and traffic control measures will mitigate potential congestion.

**\*Neighborhood Traffic Patterns:**

- The center's location and traffic management plans will aim to integrate seamlessly with existing neighborhood traffic patterns, minimizing disruption.

In summary, the proposed childcare center will carefully manage traffic flow through staggered scheduling, adequate parking, and effective traffic control measures, minimizing any negative impact on existing traffic conditions.

**FLOOD NOTES**

BASED ON THE INFORMATION SHOWN ON THE FLOOD HAZARD BOUNDARY MAPS FURNISHED BY FEMA, IT IS MY OPINION THAT THE PROPERTY SHOWN HEREON IS OUTSIDE THE 10D-YEAR FLOOD HAZARD AREA. PANI:1# 1J063C0076# DATE:06/07/2017

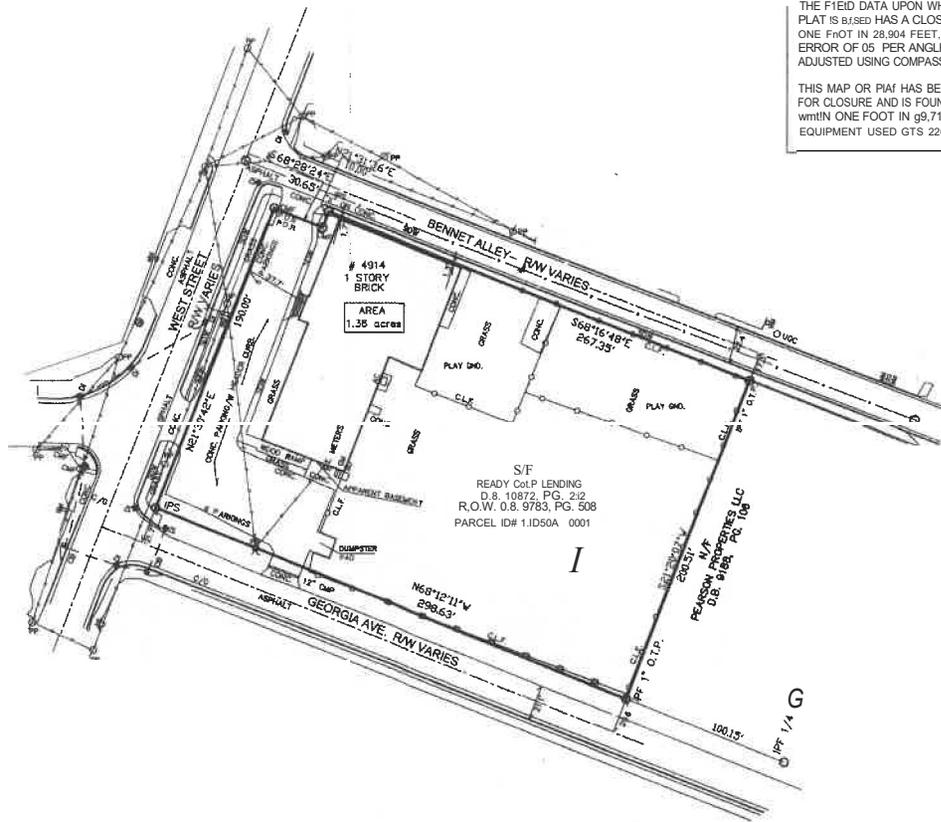
THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 28,904 FEET, AND AN ANGULAR ERROR OF 05 PER ANGLE POINT, AND IT ADJUSTED USING COMPASS RULE.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 99,711.1 FEET. EQUIPMENT USED GTS 220 , TS12 ROBOTIC

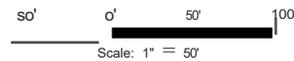
**LEGENDS OF SYMBOLS!**

- P.O.B POINT OF BEGINNING
- P.O.R. POINT OF REFERENCE
- GM GAS MARKER/GAS METER
- OTIP OPEN TOP PIPE
- IRIP IRON PIN FOUND
- ORIP IRON PIN SET 1/2" REBAR W/ CAP
- CRIP CURB AND GUTTER
- 8j PROPERTY LINE
- 8j RIGHT-OF-WAY
- LL LAND LOT LINE
- LI CONCRETE MONUMENT FOUND
- LI POINT ON LINE
- 80.C BACK OF CURB
- 80.C FENCE CORNER
- EP EDGE OF PAVEMENT
- PC PROPERTY CORNER
- LI LIGHT POLE
- PP POWER POLE
- WI WIRE
- 3B EXISTING JUNCTION BOX
- WI EXISTING WATER VALVE
- WI EXISTING FIRE HYDRANT
- T.B.M. TEMPORARY BENCH MARK
- S.F.E. BASE FLOOD ELEVATION
- W.F.E. MINIMUM FLOOR ELEVATION
- HW HEADWALL
- SWCC SINGLE WALL CATCH BASIN
- DBW DOUBLE WALL CATCH BASIN
- OS OUTLET STRUCTURE (R/SOR)
- DI DROP INLET
- WM WATER METER
- WL WATERLINE
- SS SANITARY SEWER LINE
- CP OVERHEAD POWERLINE
- UFO UNDERGROUND FIBER OPTICS
- GS GASLINE
- LS LANDSCAPING
- J.P. PK NAIL SET (FOUND)
- ES EXISTING SANITARY SEWER MANHOLE
- SM SANITARY SEWER MANHOLE
- ES SANITARY EASHERMENT
- CO CLEAN-OUT
- FC FIRE DEPARTMENT CONNECTOR
- CL CHAIN LINK FENCE
- D.E. DITCH/WEIR/SLUICE
- R.R.E. RAIL ROW/RAILROAD
- EE ELECTRIC
- AD AIRCONDITIONING

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT



This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in G.S.A. Section 15-6-67.



**GENERAL NOTES**

1. TOGETHER WITH ALL EASEMENTS RECORDED OR UNRECORDED.
2. LAST DATE OF FIELD SURVEY 07/28/17
3. ALL UTILITY DISTANCES SHOWN ON PLAT SHALL BE HORIZONTAL
4. INFORMATION REGARDING THE PRESENCE, SIZE, AND LOCATION OF UNDERGROUND UTILITIES IS SHOWN HEREON. THE INFORMATION IS BASED ON THE LOCATION OF ABOVE GROUND APPURTENANCES, AVAILABLE SITE PLANS, AND PLAT PLACED BY UNDERGROUND SERVICES. "NO CERTIFICATION IS MADE AS TO THE ACCURACY"
5. ALL BEARINGS AND DISTANCES WERE MEASURED AND USED.
6. THIS SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF A TITLE REPORT WHICH MAY REVEAL ADDITIONAL CONVEYANCES, ENCUMBRANCES, OR RIGHTS-OF-WAY NOT SHOWN HEREON.

WINSTON LEWIS  
6515 WHITE MILL RD.  
FAIRBURN, GA. 30213  
404-723-5704



ANGEL M. HARBER RLS 1254-2  
Certified Design Professional CII 4-4-7g

REV.	DESCRIPTION	DATE
1	<b>SOUTHSIDE</b> SURVEYING S. PLANNING L.SF000831	#18 J. TIAN L. ST. MCDONOUGH, GA. 30253 Phone: (770) 320-8009 Fax: (770) 520-8098
RITRACEMENT SURVEY FOR <b>WINSTON LEWIS</b>		
Land Lot 50	11TH Dist.	CITY OF FOREST PARK CLAYTON County, GA
Drawn By: AMM	Scale: 1"=50'	Date: 07/31/2017
Dwg No: 2-170752A		

PURSUANT TO RULE 180-6-09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE TERM "CERTIFY" OR "CERTIFICATION" MEANS TO DECLARE A PROFESSIONAL OPINION REGARDING THOSE FACTS OR FININGS AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER EXPRESSED OR IMPLIED.

**Legal Description of the Land**

**Tract 1:** All that tract or parcel of land lying and being in Land Lot 50 of the 13<sup>th</sup> District of Clayton County, Georgia, and being Lots 2, 4, 6, and 8 as shown in Plat Book 1, page 56, Clayton County records, and sold by Central of Georgia Railroad to Mrs. W.W. Edwards as is evidenced by Deed Book Y, at page 218, dated May 7, 1929, and more particularly described as follows:

BEGINNING at a point on Georgia Avenue and West Street where the right of way intersects at the Southwest corner of Lot 2, Block C, as set out on plat referred to, thence running in an Easterly direction along Georgia Avenue and the right of way of said Avenue for a distance of 200 feet; thence in a Northerly direction along the lot line of Lots 8 and 10 for 200 feet to an alley; thence along the South side of said alley in a Westerly direction for 200 feet to a point where said alley and West Street intersect; thence along the Easterly side of the right of way of West Street for 200 feet to the point of beginning.

**Tract 2:** All that tract and parcel of land lying and being in land lot 50 of the 13<sup>th</sup> District of Clayton County, Georgia, being Lots 10 and 12 of Block C, as per plat of the Town of Forest Park, recorded in Plat Book 1, page 182, Clayton County records, and more particularly described as follows:

BEGINNING at an iron pin on the Northerly side of Georgia Avenue One Hundred (100) feet Westerly from the Northwesterly corner of Georgia Avenue and Pine Street; thence running Westerly along the Northerly side of Georgia Avenue One Hundred (100) feet to an iron pin; thence Northerly Two Hundred (200) feet to a Twenty-foot alley; thence Easterly along the South side of said alley One Hundred (100) feet to Lot 14; thence Southerly Two Hundred (200) feet to Georgia Avenue and the point of beginning.

August 20, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the September 4, September 11, and September 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, September 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permits, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on October 7, 2024, at 6:00 p.m.

- Case # CUP-2024-02- Conditional Use for 4914 West Street, Parcel # **13050A D001**, - The applicant, India Evans is requesting a conditional use permit to establish a childcare center for children from infancy to pre-kindergarten within the Multiple Family Residential District (RM).
- Case # CUP-2024-03- Conditional Use for 1042 and 1044 Main Street, Parcel # **13049B F002B**, - The applicant, Dadrean Lakes, is requesting a conditional use permit to establish a childcare center for children from 6 weeks to 12 years of age within the Downtown Mainstreet District (DM).

Nicole Dozier, Director of Planning  
Planning & Community Development Department  
404-366-4720

RESOLUTION NO. 2024-\_\_

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE CONDITIONAL USE PERMIT FOR 4914 WEST STREET TO ESTABLISH A DAYCARE CENTER WITHIN THE MULTIPLE-FAMILY RESIDENTIAL DISTRICT FROM THE CITY’S PLANNING AND COMMUNITY DEPARTMENT.

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, on September 19, 2024, the City’s Planning Commission approved the City’s Planning and Community Department’s (“Department”) request to approve the Conditional Use Permit; and

WHEREAS, the applicant is requesting approval for a Conditional Use Permit to own and operate a daycare center within the Multiple-Family Residential District located at 4914 West Street which shall serve children from infancy to pre-kindergarten; and

WHEREAS, the approval of this Conditional Use Permit is necessary to protect the welfare, health, and safety of City citizens.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

**Section 1. Approval.** The Departments request to approve the Conditional Use Permit to own and operate a daycare center within the Multiple-Family Residential District located at 4914 West Street which shall serve children from infancy to pre-kindergarten as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**11. Council Approval to Deny Case # CUP-2024-03- Conditional Use Permit for 1042 and 1044 Main St. to establish a childcare center and preschool for children between the ages of 6 weeks to 12 years old within the Downtown Mainstreet District (DM)-Planning and Community Development Department**



Planning & Community Development Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720

## Conditional Use Permit Staff Report

Planning Commission Hearing Date: September 19, 2024

**Date:** September 4, 2024

**Case #:** CUP-2024-03

**Prepared By:** Latemia Richards, Planner I *LR*

**Staff Recommendation:** Denial

### APPLICANT & PROPERTY INFORMATION

**Name:** Dadrean Lakes

**Site Address:** 1042 Main Street

**City/State:** Forest Park, GA 30297

**Parcel ID #:** 13049B F002B

**Ward #:** 3

**Acreage:** 0.34

**Zoning:** DM – Downtown Mainstreet District

**FLU:** MXD TVD – Mixed-Use Transit Village

**Request:** Applicant is requesting a Conditional Use Permit to open and operate a childcare center for children aged 6 weeks to 12 years old within the Downtown Mainstreet District (DM).

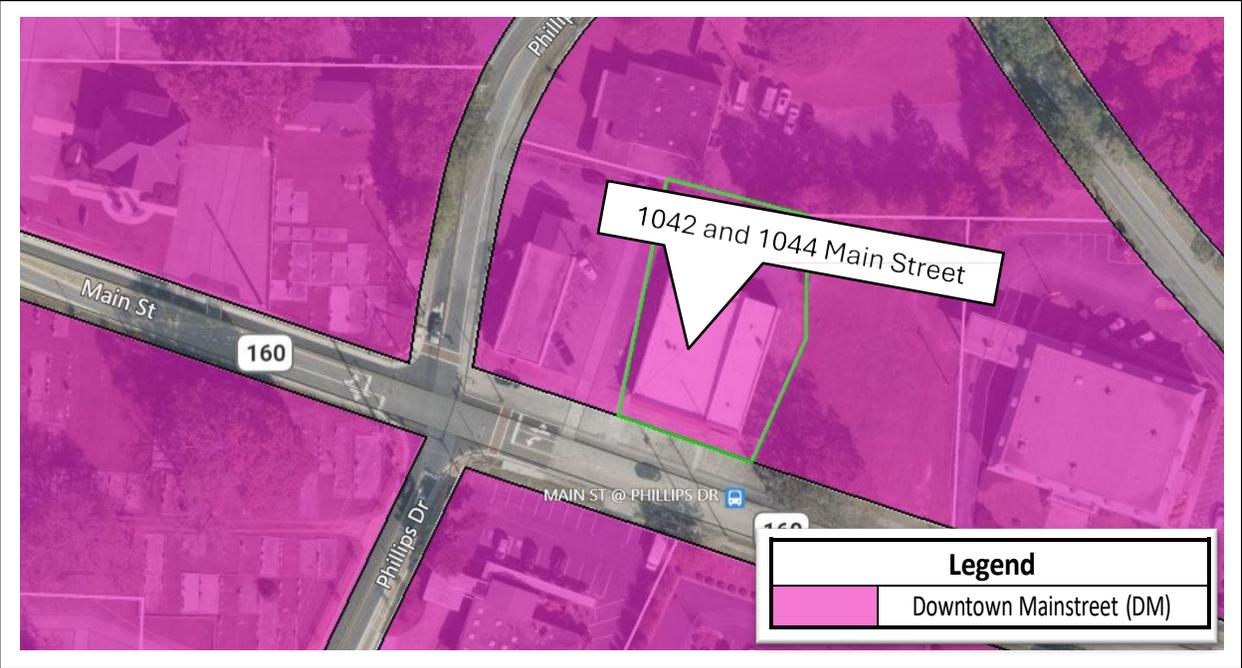
### BACKGROUND

The applicant is requesting a Conditional Use Permit to open and operate a childcare center for children aged 6 weeks to 12 years old at 1042 Main Street. The applicant is proposing to utilize two units addressed 1042 and 1044 Main Street at this location to cater to the specific needs of each age group. The operation hours will be Monday through Friday 7am - 6pm. This property is located within the Downtown Mainstreet District (DM). Per Section 8-8-30.- Downtown Mainstreet (DM), Pre-K and Day Care centers require a Conditional Use Permit to operate within this district.

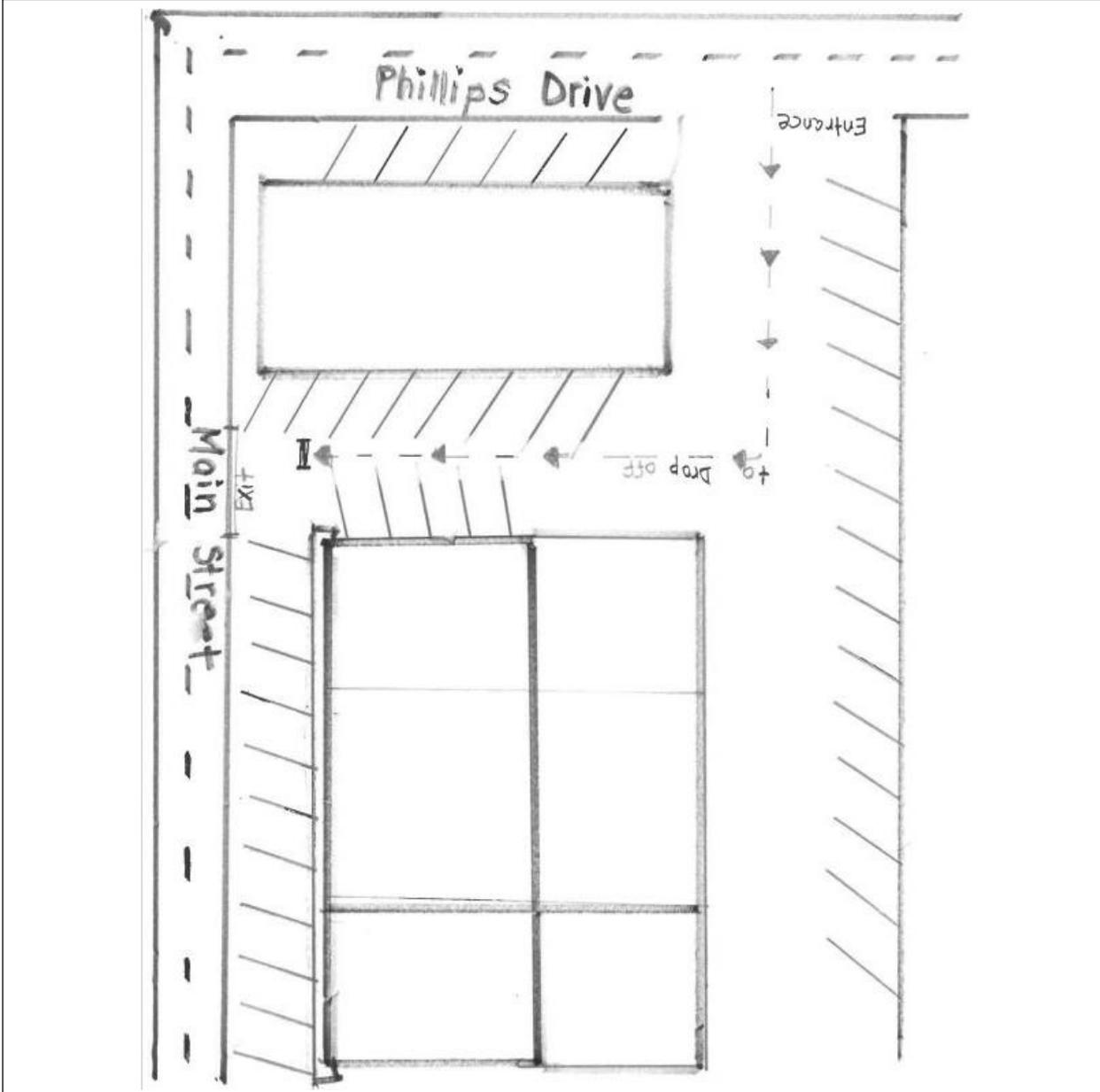
**AERIAL MAP**



**ZONING MAP**



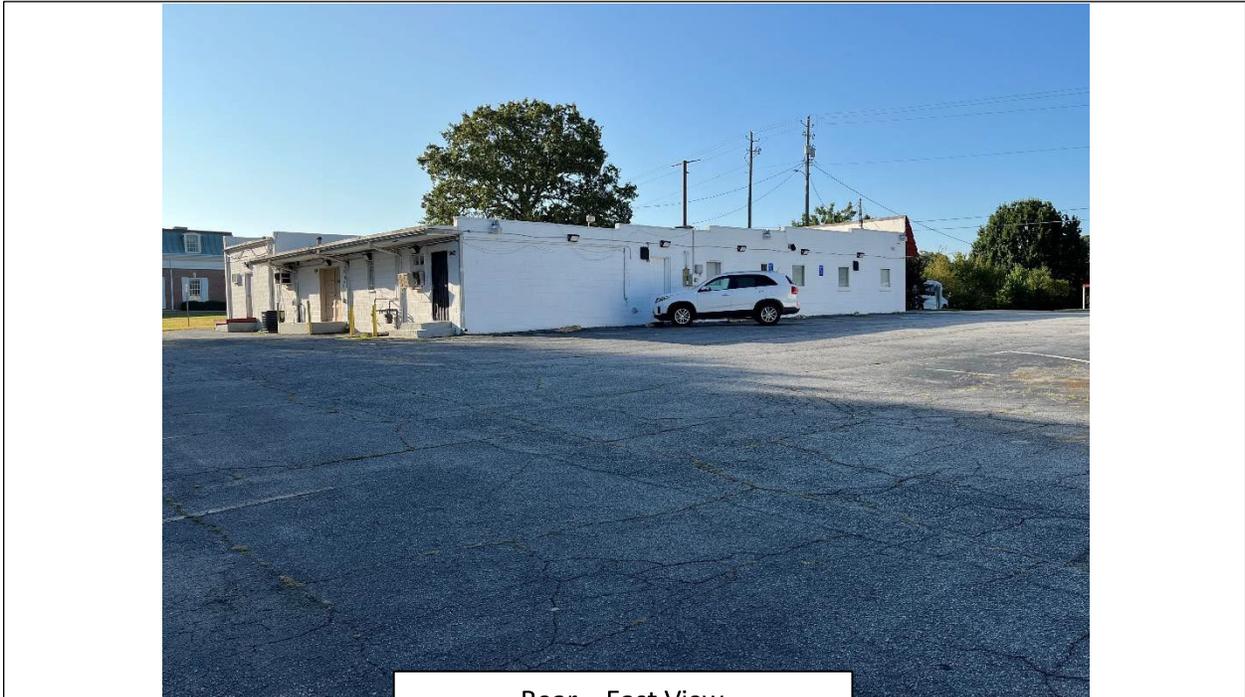
SURVEY



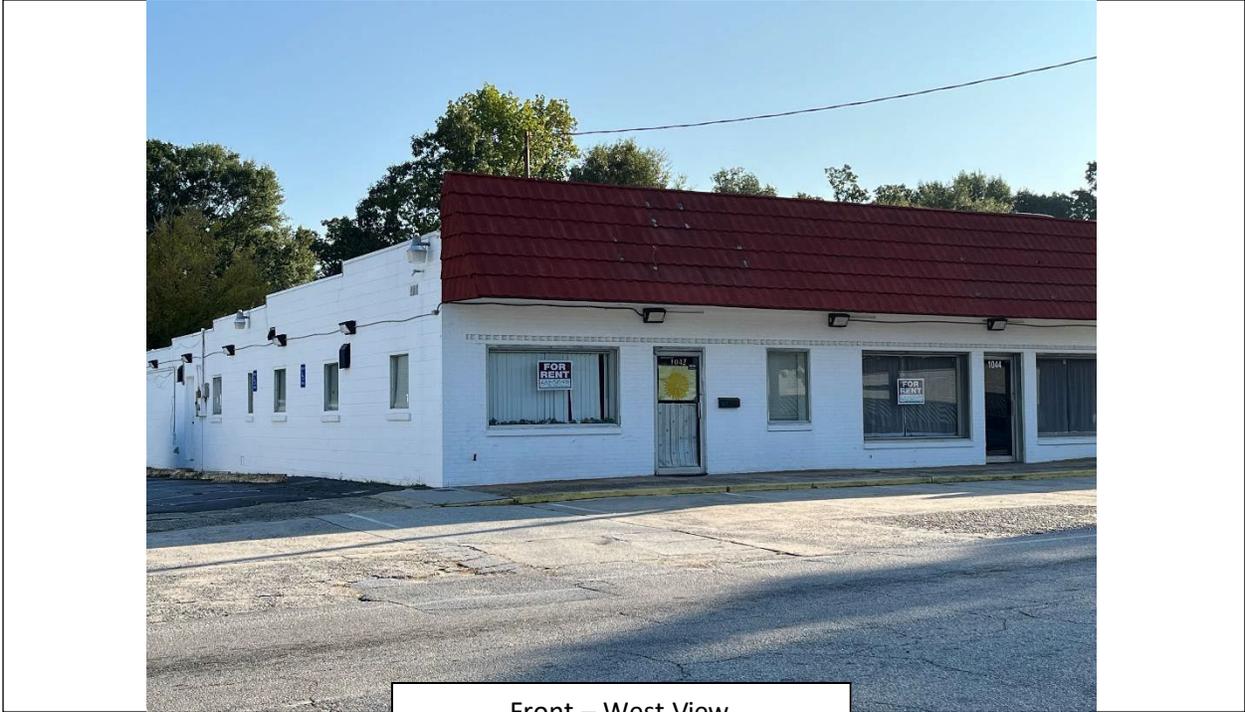
**SITE PHOTOS**



Front – East View



Rear – East View



Front – West View



Rear – West View

**ZONING CRITERIA AND ANALYSIS**

**1. The existing land uses and zoning classifications of nearby property.**

Direction	Zoning & Use	Direction	Zoning & Use
North	DM- Child Daycare Center	East	DM- Commercial businesses
South	DM- Shopping Plaza	West	DM- Church

**2. The suitability of the subject property for the zoned purposes.**

A daycare center is permitted as a conditional use.

**3. The extent to which the property values of the subject property are diminished by the particular zoning restrictions.**

The property values of the subject property will not diminish the zoning restrictions.

**4. The extent to which the diminution of property values of the subject property promotes the health, safety, morals, or general welfare of the public.**

The subject property will not cause diminution of property values.

**5. The relative gain to the public, as compared to the hardship imposed upon the individual property owner.**

The relative gain to the public is providing quality childcare for the community.

**6. Whether the subject property has a reasonable economic use as currently zoned.**

The subject property has reasonable economic use as currently zoned.

**7. The length of time the property has been vacant as zoned considered in the context of land development in the area in the vicinity of the property.**

The subject property has been vacant for almost one year. Previous businesses were a supermarket and clothing retail store.

**8. Whether the proposed zoning will be a use that is suitable in view of the use and development of adjacent and nearby property.**

The proposed zoning is not suitable for the use and development of adjacent property and nearby property as there is a daycare center behind the property and traffic congestion will increase on Phillips Drive and Main Street.

**9. Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property.**

The proposed use may have adverse effects on the existing uses within the building as the two units are right next to Minuteman Press.

**10. Whether the zoning proposal is in conformity with the policies and intent of the land use.**

The zoning proposal is not in conformity with the policies and intent of the land use as the site has a Future Land Use Designation as Mixed-Use Transit Village which allows for a mixture of neighborhood-friendly, commercial, office, and residential uses in vertical arrangement.

**11. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.**

The zoning proposal might cause excessive use of existing streets, transportation facilities, utilities, or schools. The daycare center behind the subjected property uses Phillips Drive as an entrance for drop-off and pick up times.

**12. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.**

The existing condition affecting the use and development of the property is the spacing for the outdoor play area for each child. Per Sec. 8-8-78.3(3)- *Daycare standards, each child day care facility shall provide not less than 200 feet of outdoor play area for each child based on maximum permissible enrollment.*

**STAFF RECOMMENDATION**

The applicant does not meet all zoning criteria for approval. Therefore, Staff recommends **Denial** of the Conditional Use Permit to open and operate a childcare center for children from this location.

**Attachments Included:**

- Accompanying materials

## Letter of Intent\*

In detail, provide a summary of the proposed project in the space provided below or on a separate sheet. Include the proposed use of each existing or proposed building, and the proposed land use.

The facility intended for use will be proposed for existing childcare services. Little Angels Christian Academy has been in business for 3 years, currently located on West St. here in Forest Park. LACA would like the opportunity to continue providing quality childcare for our community children. We have acquired building located at 1042 & 1044 Main Street Building (A) is 1800sqft and building (B) is 1800sqft, which will house our students and staff. We will utilize the entire wrap around parking lot for employee parking and pick up & drop off of our student

How is the proposed use consistent with the existing zoning requirements?

It would be consistent and mesh in fine, as there is another school in close proximity. It meets zoning requirements.

To what extent will or could the proposed use cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or other public facilities?

Our proposed use would cause little to no burdensome of traffic or interference due to the facilities wrap around parking lot. We will provide detailed signage, located in the parking lot as well as a parking lot attendant to assure is ran properly.

What environmental impacts would the proposed project have?

There will be no negative environment impact from the facility. All trash would be bagged and properly placed in the trash dumpster, located in the back of the building.

What adverse affects does the proposed use have on the adjacent properties and how it will impact the character of the neighborhood?

There will be little to no adverse affects to any adjacent properties as I have already established a clientele. LACA will provide a fresh look to the area, which will increase awareness of thriving and quality businesses within the area.

What impact will the proposed use have on established property values and on the public health, safety, morality, comfort, and general welfare of the residents of the city?

The improvements made to the building will raise the property value and provide quality childcare for the community and surrounding areas.

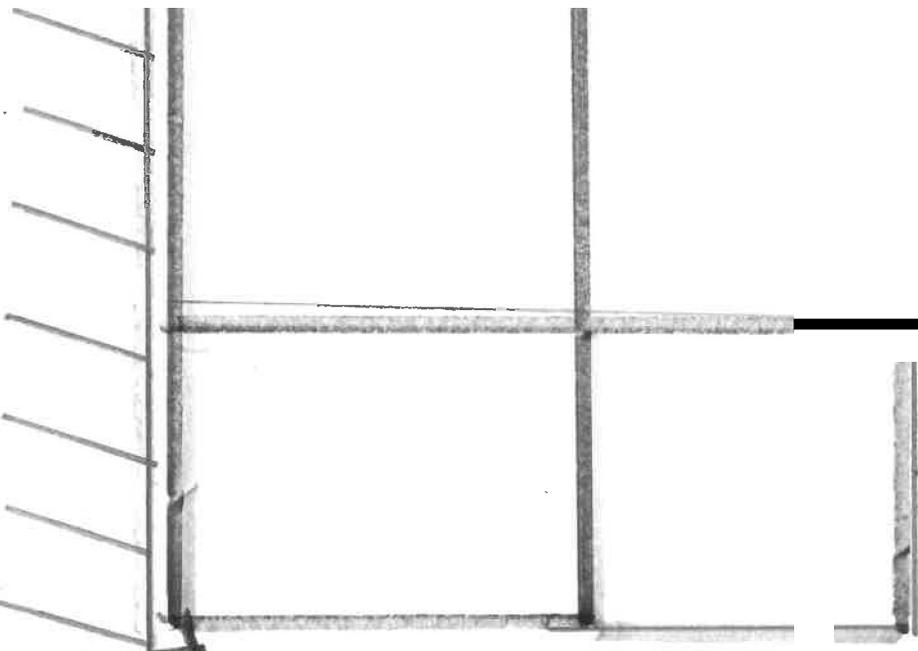
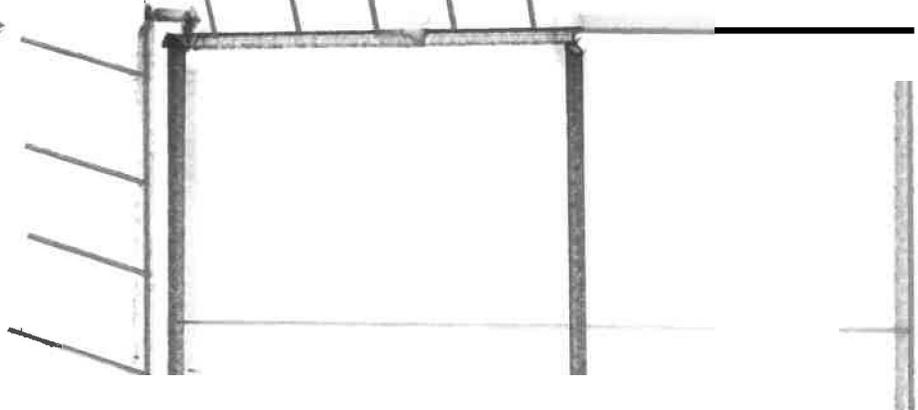
Phillips Drive

Entrance



Main Street

Exit



SCHEDULE A  
Continued

Exhibit "A"

BEGINNING ON THE NORTHERN SIDE OF **MAIN** STREET, FOREST PARK, GEORGIA, A DISTANCE OF 100.96 FEET S 74° 21' 30" E (AS MEASURED ALONG THE NORTHERN SIDE OF MAIN STREET FROM THE EASTERN SIDE OF PHILLIPS DRIVE); RUNNING THENCE N 15° 31' E 149.64 FEET TO A NAIL IN PAVEMENT; THENCE S n° 56' E 80.93 FEET TO A NAIL IN PAVEMENT; THENCE S 14° 18' 39" W 154.73 FEET TO AN IRON PIN ON THE NORTH SIDE OF MAIN STREET; AND THENCE N 74° 21'30" W 84.04 FEET TO THE POINT OF BEGINNING.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to Deny Case # CUP-2024-03- Conditional Use Permit for 1042 and 1044 Main St. to establish a childcare center and preschool for children between the ages of 6weeks to 12 years old within the Downtown Mainstreet District (DM).

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** September 23, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background/History:**

The applicant is requesting approval for a Conditional use permit to own and operate a daycare center within the Downtown Mainstreet District (DM). **Per Section 8-8-30.- Downtown Mainstreet (DM), Pre-k facilities and daycare centers require a conditional use permit to operate within the Downtown Mainstreet (DM).** On September 19, 2024, The Planning Commission voted to deny the Conditional Use Permit Request. This denial was based on the applicant not meeting the zoning criteria, staff recommendation and safety concerns. If the Mayor and Council denies the Conditional Use Permit Request, the applicant will not be able move forward with her business plans to own and operate a childcare facility for children ages 6 weeks of age to 12 years of age.

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**Cost:** N/A

**Budgeted for:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Financial Impact:** N/A.

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**Action Requested from Council:** To Deny Conditional Use Permit Request.

August 20, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the September 4, September 11, and September 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, September 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permits, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on October 7, 2024, at 6:00 p.m.

- Case # CUP-2024-02- Conditional Use for 4914 West Street, Parcel # **13050A D001**, - The applicant, India Evans is requesting a conditional use permit to establish a childcare center for children from infancy to pre-kindergarten within the Multiple Family Residential District (RM).
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Nicole Dozier, Director of Planning  
Planning & Community Development Department  
404-366-4720

RESOLUTION NO. 2024-\_\_

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO DENY THE CONDITIONAL USE PERMIT FOR 1042 AND 1044 MAIN STREET TO ESTABLISH A DAYCARE CENTER WITHIN THE DOWNTOWN MAINSTREET DISTRICT FROM THE CITY’S PLANNING AND COMMUNITY DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the applicant is requesting approval for a Conditional Use Permit to own and operate a daycare center which shall serve children from infancy to twelve years old within the Downtown Mainstreet District located at 1042 and 1044 Main Street; and

**WHEREAS**, on September 19, 2024, the City’s Planning Commission denied the request to approve a Conditional Use Permit for 1042 and 1044 Main Street to establish a daycare center within the Downtown Mainstreet District; and

**WHEREAS**, the City’s Planning Commission voted to deny the Conditional Use Permit request because the applicant did not meet the zoning criteria, staff recommendation, and other safety concerns; and

**WHEREAS**, the denial of this Conditional Use Permit request is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The City’s Planning and Community Department’s request to *deny* the Conditional Use Permit request to own and operate a daycare center within the Downtown Mainstreet District located at 1042 and 1044 Main Street which shall serve children from infancy to twelve years old as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**12. Council Approval to purchase thirteen (13) Vehicles for the Police Department-  
Procurement/Police Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion and Vote for the purchase of Police Vehicles

**Submitted By:** Brandon Criss (Police Chief)

**Date Submitted:** September 25, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

## Background and History:

The Forest Park Police Department is seeking to finance the purchase of 14 patrol and administrative vehicles through GMA, and the vehicles are currently available under a cooperative agreement. This acquisition will allow the department to retire vehicles that are over 10 years old and/or have accumulated 150,000 miles or more. The maintenance and repair costs for the vehicles we are considering retiring have become increasingly expensive, with repairs often exceeding the value of the vehicles themselves.

The total cost for the vehicles we wish to procure is \$857,178.90, which includes an interest rate of 4.89%. The cost will be spread across three payments of \$285,726.30 each. The first payment is available within our Capital Improvement Vehicles budget line item. This purchase will immediately address the department's vehicle needs, align with current staffing levels, and support the overall mission of the police department.

Funding Source: 253-31-3210-54-2201

**Cost: \$ 857,178.90**

**Budgeted for:**  X  Yes       No

**Financial Impact: \$285,726.30**

**Action Requested from Council: Vote for approval**



Prepared for: **CITY OF FOREST PARK**

Wednesday, September 4, 2024

Address: 320 Cash Memorial Blvd

Forest Park, GA 30297

phone: (770) 769-7374

email: lloyd.owensjr@gmail.com

Commercial

Account Manager: DAVID TYLER

(404) 717-9915

dtyler@wade.com

VEHICLE			TRADE VEHICLES	
Vehicle:	2024 POLICE INTERCEPTOR		<b>TRADE 1</b>  <b>VIN</b>  <b>Mileage:</b>  PAYOFF \$0  Actual Value: TRADE 1 <b>\$0.00</b>	
	3.0L ECOBOOST V6 SILVER			
ST#	X7 UNITS			
VIN:				
Miles:	5			
Vehicle Price:		\$46,274.00	Mileage Adjustment: - Mechanical repairs: - Scratches / Paint: - Allowance: + \$0.00	
UPFIT PROLOGIC		\$0.00		
FLEET Discount/REBATE	INCLUDED			
LOGISTICS/TRANSPORT		\$0.00		
MILITARY DISCOUNT		\$0.00		
	<b>total</b>	<b>\$46,274.00</b>		
Dealer Fees	\$1,799 WAIVED	\$0.00		
Etch		\$0.00		
Elect File Fee		\$0.00		
Trade		0.00		
<b>SUB TOTAL</b>		<b>\$46,274.00</b>	<b>LIEN HOLDER INFORMATION</b>	
Taxes	GA 7%	\$0.00		
<b>TOTAL</b>		<b>\$46,274.00</b>		
Payoff		\$0.00		
DOWN PAYMENT	optional	\$0.00		
Tag/Registration Fee : \$38		\$0.00		
State Lemon Law: \$3		\$0.00		
<b>Balance Due</b>		<b>\$46,274.00</b>		
<b>NOTES</b>				
Extended Service Protection Warranty Offered Ford Finance options available \$46,274 X 7 UNITS = \$323,918				

X \_\_\_\_\_  
Buyer Date

X  9/4/24  
Sales Manager Date



Prepared for: **CITY OF FOREST PARK**

Wednesday, September 4, 2024

Address: 320 Cash Memorial Blvd

Forest Park, GA 30297

phone: (770) 769-7374

email: lloyd.owensjr@gmail.com

Commercial

Account Manager: DAVID TYLER

(404) 717-9915

dtyler@wade.com

VEHICLE				TRADE VEHICLES	
Vehicle:	2024 Mustang Mach-E GT			<b>TRADE 1</b>	
	91KWH EXT RANGE BATT				
ST#	RMA31398, RMA22365				
VIN:					
Miles:	5			<b>VIN</b>	
				<b>Mileage:</b>	
				PAYOFF	\$0
				Actual Value: TRADE 1	<b>\$0.00</b>
Vehicle Price:			\$0.00		-
RMA31398 BLACK GT			\$60,000.00		
RMA22365 BLACK GT			\$61,355.00		
			\$0.00		
GPC GOV DISCOUNT		INCLUDED			
		<b>total</b>	<b>\$121,355.00</b>		
Dealer Fees	\$1,799	WAIVED	\$0.00	Mileage Adjustment:	-
Etch			\$0.00	Mechanical repairs:	-
Elect File Fee			\$0.00	Scratches / Paint:	-
Trade			0.00	Allowance:	+ \$0.00
<b>SUB TOTAL</b>			<b>\$121,355.00</b>		
Taxes	GEORGIA		\$0.00		
<b>TOTAL</b>			<b>\$121,355.00</b>	<b>LIEN HOLDER INFORMATION</b>	
Payoff			\$0.00		
DOWN PAYMENT		optional	\$0.00		
Tag/Registration Fee : \$38			\$0.00		
State Lemon Law: \$3			\$0.00		
<b>Balance Due</b>			<b>\$121,355.00</b>		
<b>NOTES</b>					
Extended Service Protection Warranty Offered Ford Finance options available					

X  
Buyer \_\_\_\_\_ Date \_\_\_\_\_

 9/5/24  
Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

President  
Randall Walker  
Mayor, Perry

September 24, 2024

First Vice President  
Fred Perriman  
Mayor, Madison

Ms. Nina Robinson  
Senior Accountant  
City of Forest Park  
745 Forest Parkway  
Forest Park, Georgia 30297

Second Vice President  
Bianca Motley Broom  
Mayor, College Park

Third Vice President  
Andrea Gibby  
Mayor, Young Harris

RE: Direct Installment Program

Immediate Past President  
Julie Smith  
Mayor, Tifton

Dear Ms Robinson:

CEO & Executive Director  
Larry H. Hanson

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by October 31, 2024 to guarantee the 4.89% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

**PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.**

If you have any questions, please contact me at (678) 686-6274.

Sincerely,



Philip Potter  
Financial Services Manager

/PP  
Enclosures

**DOCUMENT NOTES****LEASE SUPPLEMENT**

**NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.**

*Exhibit E - Lease Supplement:* Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

*Exhibit E - Schedule A:* Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

*Exhibit E- Schedule B:* No action is required for this schedule.

*Exhibit E- Schedule C:* Please date, sign, and have the City Clerk attest this document.

*Exhibit E- Schedule D:* IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

*Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease:* Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association  
Attention: Financial Services Program Manager  
P.O. Box 105377  
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

**EXHIBIT "E"**  
**LEASE SUPPLEMENT**

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated June 6, 2000, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
  - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
  - (b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than \$10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);
  - (c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;
  - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
  - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

- (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;
- (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
- (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
- (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
  - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
- (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
- (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.
7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed \$10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

	TITLE	DATE	AMOUNT
(1)	_____	_____	_____
(2)	_____	_____	_____

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

<u>NAME AND ADDRESS OF VENDOR</u>	<u>INVOICE #</u> (attach invoices)	<u>AMOUNT</u>
City of Forest Park 745 Forest Parkway Forest Park, GA 30297 Attn: Ms. Nina Robinson (404) 366-4720	Enclosed	\$817,838.00

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Magnolia Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: \_\_\_\_\_.

**IN WITNESS WHEREOF,** Lessor and Lessee have caused this Lease Supplement to be duly executed.

**LESSEE:**  
(SEAL)

**City of Forest Park**

**Signed By:** \_\_\_\_\_  
City Manager or Mayor

**Print Name:** \_\_\_\_\_

**Attested By:** \_\_\_\_\_  
City Clerk

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LESSOR:**  
(SEAL)

**GEORGIA MUNICIPAL ASSOCIATION, INC.**

**Signed By:** \_\_\_\_\_  
**Executive Director**

**Attested By:** \_\_\_\_\_  
**Financial Services Program Manager**

**Date of Execution:** \_\_\_\_\_

**Schedules Hereto:**

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Form 8038G or 8038GC**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement  
(Schedule G will be completed by GMA)**

SAMPLE  
Payment Amortization Report

XXXXXXXXXXXXXXXXXXXX  
Customer: City of Foxes Mills

Interest Rate:

4.8900% (Annual)

<u>Per</u>	<u>Date</u>	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>	<u>Accrued Interest</u>	<u>Accrued Int Bal</u>	<u>Net Balance</u>
0	9/24	285,726.30	285,726.30	0.00	532,111.70	0.00	0.00	532,111.70
12	9/25	285,726.30	259,706.04	26,020.26	272,405.66	26,020.26	0.00	272,405.66
24	9/26	285,726.30	272,405.66	13,320.64	0.00	13,320.64	0.00	0.00
Totals:		857,178.90	817,838.00	39,340.90		39,340.90		

**SCHEDULE A**

**PROPERTY SCHEDULE**

<u>DESCRIPTION OF PROPERTY</u>	<u>IDENTIFICATION OR VIN NUMBER</u>	<u>AMOUNT FINANCED</u>
Various Vehicles		\$817,838.00

**SCHEDULE C**

**APPROPRIATION CERTIFICATE**

Re: Master Lease dated June, 6, 2000 and Lease Supplement (the "Lease Supplement") dated \_\_\_\_\_, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Forest Park (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: \_\_\_\_\_

**City of Forest Park**

*Signed by:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Attested By:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

(SEAL)

**INSTRUCTIONS:**

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

**SCHEDULE D**

Form **8038-G**

(Rev. September 2011)

Department of the Treasury  
Internal Revenue Service

**Information Return for Tax-Exempt Governmental Obligations**

▶ Under Internal Revenue Code section 149(e)

▶ See separate instructions.

**Caution:** If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0047

Item # 12.

<b>Part I Reporting Authority</b>		If Amended Return, check here <input type="checkbox"/>
<b>1</b> Issuer's name City of Forest Park		<b>2</b> Issuer's employer identification number (EIN) 58-6002562
<b>3a</b> Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		<b>3b</b> Telephone number of other person shown on 3a
<b>4</b> Number and street (or P.O. box if mail is not delivered to street address) 745 Forest Parkway	Room/suite	<b>5</b> Report number (For IRS Use Only) 3
<b>6</b> City, town, or post office, state, and ZIP code Forest Park, GA 30297		<b>7</b> Date of issue
<b>8</b> Name of issue City of Forest Park / GMA Essential Equipment Lease-Purchase		<b>9</b> CUSIP number None
<b>10a</b> Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Ms. Nina Robinson, Senior Accountant		<b>10b</b> Telephone number of officer or other employee shown on 10a (404) 366-4720

<b>Part II Type of Issue (enter the issue price).</b> See the instructions and attach schedule.		
<b>11</b> Education . . . . .	<b>11</b>	
<b>12</b> Health and hospital . . . . .	<b>12</b>	
<b>13</b> Transportation . . . . .	<b>13</b>	
<b>14</b> Public safety . . . . .	<b>14</b>	\$817,838.00
<b>15</b> Environment (including sewage bonds) . . . . .	<b>15</b>	
<b>16</b> Housing . . . . .	<b>16</b>	
<b>17</b> Utilities . . . . .	<b>17</b>	
<b>18</b> Other. Describe ▶ Various Vehicles	<b>18</b>	
<b>19</b> If obligations are TANs or RANs, check only box 19a . . . . . ▶ <input type="checkbox"/>		
If obligations are BANs, check only box 19b . . . . . ▶ <input type="checkbox"/>		
<b>20</b> If obligations are in the form of a lease or installment sale, check box . . . . . ▶ <input checked="" type="checkbox"/>		

<b>Part III Description of Obligations.</b> Complete for the entire issue for which this form is being filed.				
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity
<b>21</b>		\$ 817,838.00	\$ N/A	years %

<b>Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)</b>				
<b>22</b> Proceeds used for accrued interest . . . . .	<b>22</b>			
<b>23</b> Issue price of entire issue (enter amount from line 21, column (b)) . . . . .	<b>23</b>	\$817,838.00		
<b>24</b> Proceeds used for bond issuance costs (including underwriters' discount) . . . . .	<b>24</b>	0	00	
<b>25</b> Proceeds used for credit enhancement . . . . .	<b>25</b>			
<b>26</b> Proceeds allocated to reasonably required reserve or replacement fund . . . . .	<b>26</b>			
<b>27</b> Proceeds used to currently refund prior issues . . . . .	<b>27</b>			
<b>28</b> Proceeds used to advance refund prior issues . . . . .	<b>28</b>			
<b>29</b> Total (add lines 24 through 28) . . . . .	<b>29</b>	0	00	
<b>30</b> Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) . . . . .	<b>30</b>	\$817,838.00		

<b>Part V Description of Refunded Bonds.</b> Complete this part only for refunding bonds.	
<b>31</b> Enter the remaining weighted average maturity of the bonds to be currently refunded . . . . . ▶	_____ years
<b>32</b> Enter the remaining weighted average maturity of the bonds to be advance refunded . . . . . ▶	_____ years
<b>33</b> Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) . . . . . ▶	_____
<b>34</b> Enter the date(s) the refunded bonds were issued ▶ (MM/DD/YYYY)	_____

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 63773S Form **8038-G** (Rev. 9-2011)

Item # 12.

**Part VI Miscellaneous**

- |            |  |
|------------|--|
| <b>35</b>  |  |
| <b>36a</b> |  |
| <b>37</b>  |  |
- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .
  - 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) . . . . .
  - b** Enter the final maturity date of the GIC ▶ \_\_\_\_\_
  - c** Enter the name of the GIC provider ▶ \_\_\_\_\_
  - 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .
  - 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box  and enter the following information:
    - b** Enter the date of the master pool obligation ▶ \_\_\_\_\_
    - c** Enter the EIN of the issuer of the master pool obligation ▶ \_\_\_\_\_
    - d** Enter the name of the issuer of the master pool obligation ▶ \_\_\_\_\_
  - 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . .
  - 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . .
  - 41a** If the issuer has identified a hedge, check here  and enter the following information:
    - b** Name of hedge provider ▶ \_\_\_\_\_
    - c** Type of hedge ▶ \_\_\_\_\_
    - d** Term of hedge ▶ \_\_\_\_\_
  - 42** If the issuer has superintegrated the hedge, check box . . . . .
  - 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . .
  - 44** If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . .
  - 45a** If some portion of the proceeds was used to reimburse expenditures, check here  and enter the amount of reimbursement . . . . . ▶ \_\_\_\_\_
  - b** Enter the date the official intent was adopted ▶ \_\_\_\_\_

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.				
	Signature of issuer's authorized representative	Date	Type or print name and title		
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶			Firm's EIN ▶	
	Firm's address ▶			Phone no.	

**SCHEDULE F**

**ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES**

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND DIRECT AN OFFICER OF THE CITY TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of June, 6, 2000, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The \_\_\_\_\_ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Various Vehicles (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2.  An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

*(check box if applicable)*

An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.

3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.

4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Forest Park, Georgia (the "City"), and that the foregoing is a true copy of the  Resolution or,  Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the \_\_\_\_\_, 20 \_\_, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this \_\_\_\_\_, 20 \_\_.

(SEAL)

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



Prepared for: **CITY OF FOREST PARK**

Wednesday, September 4, 2024

Address: 320 Cash Memorial Blvd

Forest Park, GA 30297

phone: (770) 769-7374

email: [lloyd.owensjr@gmail.com](mailto:lloyd.owensjr@gmail.com)

Commercial

Account Manager: DAVID TYLER

(404) 717-9915

[dtyler@wade.com](mailto:dtyler@wade.com)

VEHICLE				TRADE VEHICLES	
Vehicle:	2024 Mustang Mach-E			<b>TRADE 1</b>  <b>VIN</b>  <b>Mileage:</b>  PAYOFF \$0  Actual Value: TRADE 1 <b>\$0.00</b>	
	91KWH EXT RANGE BATT				
ST#	RMA27074, RMA12262, RMA05636, RMA31163				
VIN:					
Miles:	5				
Vehicle Price:	RMA27074	RED	\$54,550.00		
	RMA12262	BLUE	\$49,580.00		
	RMA05636	WHITE	\$54,780.00		
	RMA31163	VAPOR DARK BLUE	\$52,825.00		
GPC GOV DISCOUNT			INCLUDED		
			<b>total</b>	<b>\$211,735.00</b>	
Dealer Fees	\$1,799	WAIVED	\$0.00	Mileage Adjustment:	-
Etch			\$0.00	Mechanical repairs:	-
Elect File Fee			\$0.00	Scratches / Paint:	-
Trade			0.00	Allowance:	+ \$0.00
<b>SUB TOTAL</b>			<b>\$211,735.00</b>		
Taxes	GEORGIA		\$0.00		
<b>TOTAL</b>			<b>\$211,735.00</b>		
Payoff			\$0.00		
DOWN PAYMENT	optional		\$0.00		
Tag/Registration Fee : \$38			\$0.00		
State Lemon Law: \$3			\$0.00		
<b>Balance Due</b>			<b>\$211,735.00</b>		
<b>NOTES</b>					
Extended Service Protection Warranty Offered Ford Finance options available					

X  
Buyer \_\_\_\_\_ Date \_\_\_\_\_

X  9/5/24  
Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

Greetings, .

Please see the below comparison for Electric cars vs Gasoline cars. I have also attached a news link for your to review:

<https://www.brookhaviga.gov/sustainablebrookhaven/page/brookhaven-moves-forward-cost-savings-conversion-electrichybrid-fleet>

<https://wgxa.tv/news/local/fort-valley-police-department-leads-the-charge-with-new-electric-vehicles-in-middle-georgia>

<https://www.politico.com/news/2024/07/29/california-pasadena-electric-police-car-00171486>

[https://www.southpasadenaca.gov/files/assets/public/v/1/public-works/documents/fact-sheets\\_sopas\\_press-conference\\_july-29\\_first-electric-police-fleet\\_resized.pdf](https://www.southpasadenaca.gov/files/assets/public/v/1/public-works/documents/fact-sheets_sopas_press-conference_july-29_first-electric-police-fleet_resized.pdf)

This comparison does not include the cost to install charging stations. The estimated cost is per station 7k-9k. Each station can charge 2 vehicles. These charging stations can charge a depleted battery to 80% in 20 minutes.

Comparing the cost savings between electric police cars and gasoline police cars involves evaluating various factors such as fuel costs, maintenance expenses, and potential incentives. Here's a general breakdown:

### **Initial Purchase Price**

- Electric Police Cars: (Ford Mach E \$49k-60K), Currently offering up to \$7,500 tax credit per unit.
- Gasoline Police Cars: (Ford Interceptor \$46k-49K)

## Fuel Costs

- Electric Police Cars:

Charging Costs: Electric vehicles (EVs) are cheaper to fuel. According to the U.S. Department of Energy, the cost of electricity is typically less than gasoline on a per-mile basis. For example, if electricity costs 13 cents per kWh and an EV uses 30 kWh per 100 miles, the cost per mile is around 3.9 cents.

- Gasoline Police Cars:\*\*

Fuel Costs: Gasoline is more expensive. Assuming a gasoline price of \$3.50 per gallon and a fuel economy of 20 miles per gallon, the cost per mile is 17.5 cents.

## Maintenance Costs

- Electric Police Cars:

Maintenance: Generally lower. EVs have fewer moving parts and don't require oil changes. Maintenance mainly involves tires, brakes, and occasional checks of the battery and electric motor. The absence of an internal combustion engine reduces the likelihood of certain types of repairs. Brake repairs are drastically cut down due to the electric motors stopping the vehicle.

- Gasoline Police Cars:\*\*

Maintenance: Higher. Gasoline vehicles require regular oil changes, exhaust system repairs, and other maintenance tasks associated with internal combustion engines. An oil change ranges to approximately \$30-50 every 2/3 months.

## Longevity and Resale Value

- Electric Police Cars:

Longevity: EVs can have high longevity, but battery degradation over time might affect their performance. However, battery technology is improving, and many manufacturers offer warranties on batteries. The warranty on the Ford Mach E is 8 year/100K miles.

- Gasoline Police Cars:

Longevity: Traditional engines might be more familiar to mechanics and generally have a longer history of reliability. However, higher wear and tear might result in increased maintenance costs over time.

- Total Cost of Ownership Over Time
- When you combine all these factors, electric police cars can often prove to be more economical in the long run despite the higher initial purchase price. The key savings areas are lower fuel costs and reduced maintenance expenses.

#### Example Calculation

Let's assume a police car drives 20,000 miles per year:

#### **\*\*Electric Vehicle:\*\***

- Fuel Cost: 20,000 miles × \$0.039/mile = \$780 per year
- Maintenance: Approx. \$200 per year

#### **\*\*Gasoline Vehicle:\*\***

- Fuel Cost: 20,000 miles × \$0.175/mile = \$3,500 per year
- Maintenance: Approx. \$800 per year

#### **\*\*Annual Savings with EV:\*\***

- Fuel Savings: \$3,500 - \$780 = \$2,720
- Maintenance Savings: \$800 - \$200 = \$600

#### **\*\*Total Annual Savings:\*\***

- \$2,720 (fuel) + \$600 (maintenance) = \$3,320

Thus, over a year, the total savings with an electric police car could be around \$3,220 compared to a gasoline police car. Over several years, these savings can accumulate significantly, making the electric vehicle more cost-effective in the long term.

Keep in mind that specific numbers can vary based on vehicle models, local fuel prices, maintenance practices, and available incentives.



## Statewide Contract Information Sheet

<b>Statewide Contract Number</b>	<b>99999-SPD-40199373</b>	<b>NIGP Code</b>	<b>See NIGP Tab</b>
<b>Name of Contract</b>	<b>Administrative Vehicles</b>		
<b>Effective Date</b>	<b>11-15-2013</b>	<b>Expires</b>	<b>11-30-2024</b>
Contract Table of Contents			
<b>Active Suppliers</b>	<b>5</b>	<b>Contract Information:</b>	<b>Mandatory Contract</b>
<b>Contract Information for Supplier</b>			<b>Click to Link to Page</b>
Wade Ford			2
<b>Additional Contract Information</b>			
Contract Renewals, Extensions, Amendments			3
NIGP Codes			3
Pricing / Ordering Instructions			4
Vehicle Specifications			5-7
Special Contract Terms and Conditions			8
DOAS Contact Information			9

# Supplier Contract Information

<b>Statewide Contract Number</b>	99999-SPD-ES40199373-009S		
<b>PeopleSoft Vendor Number</b>	0000011786	<b>Location Code</b>	000001
<b>Supplier Name &amp; Address</b>			
Smyrna-F, LLC d.b.a Wade Ford 3860 S Cobb Dr Smyrna, GA 30080			
<b>Contract Administrator</b>			
Rollins Walker Phone: 404-317-6495 Fax: 770-433-2412 Email: <a href="mailto:rollins.walker@wade.com">rollins.walker@wade.com</a>			
<b>Contact Details</b>			
<b>Ordering Information</b>	Smyrna-F, LLC d.b.a Wade Ford 3860 S Cobb Dr Smyrna, GA 30080 866-847-5880		
<b>Remitting Information</b>	Smyrna-F, LLC d.b.a Wade Ford 3860 S Cobb Dr Smyrna, GA 30080		
<b>Delivery Days</b>	Supplier is responsible for communicating with authorized user about production window, delivery to dealer lot from manufacturer, and delivery dates to customer.		
<b>Discounts</b>	0%		
<b>Payment Terms</b>	Net 30 days		
<b>Price Structure</b>	Firm, Fixed Line-Item Pricing		
<b>Acceptable payment method</b>	Purchase Orders, EFT		

**Contract Renewals/ Extensions/ Amendments:**

Amendment #1	Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or below, plus 1%
Renewal #1:	12/01/2014 - 11/30/2015
Renewal #2	12/01/2015 - 11/30/2016
Renewal #3:	12/01/2016 - 11/30/2017
Extension #1:	12/01/2017 - 11/30/2018
Extension #2:	12/01/2018 - 11/30/2019
Extension #3:	12/01/2019 - 11/30/2020
Extension #4:	12/01/2020 - 11/30/2021
Extension #5:	12/01/2021 - 11/30/2022
Amendment #10:	Modified Vehicle Ordering Process
Extension #6:	12/01/2022 - 11/30/2023
Extension #7	12/01/2023 - 11/30/2024
Amendment #13	Pricing
Amendment #14	Pricing
Amendment #15	Pricing

NIGP Codes	
<b>07104</b>	Sedans
<b>07201</b>	Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
<b>07202</b>	Class II Trucks (6,001-10,000 lb. GVWR (F-350)
<b>07180</b>	SUV's, Crossover SUV's
<b>07190</b>	Vans, Cargo
<b>07192</b>	Vans, Passenger (Regular and Handicapped Equipped)

## Pricing

The Vehicle Availability Matrix contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (<https://doas.ga.gov/state-purchasing/statewide-contracts>). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

### **Report of Vehicle Availability Under Statewide Contracts**

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at [emily.harris@doas.ga.gov](mailto:emily.harris@doas.ga.gov).

[Vehicle Availability Report Under the Statewide Contract.](#)

## Ordering Instructions

1. Review current order window and base pricing according to the Vehicle Availability Matrix.
2. Reach out to the supplier for a quote.
  - a. The quote should contain all options listed that the authorized user is requesting.
  - b. **Note:** If the base price listed on the quote does not reflect the price listed on the Vehicle Availability Matrix, **PLEASE** reach out to the contract manager to resolve this.
3. Any state of Georgia Executive branch agency must submit purchase order for prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM.
  - a. OFM Contact: Bobby Arrington, [bobby.arrington@doas.ga.gov](mailto:bobby.arrington@doas.ga.gov)
4. Authorized user submits a purchase order to the dealership for the vehicle.
5. Supplier submits order to the manufacturer and provides confirmation to the authorized user that the order has been placed.

**State Of Georgia General Specifications  
For Automobiles, Sport Utility Vehicles and Light Duty Trucks**

<b>NOTE:</b>	Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.
<b>APPLICABLE DOCUMENTS:</b>	Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.
<b>DESIGN:</b>	New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean more than the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.
<b>COMPONENTS, ASSEMBLIES AND ACCESSORIES:</b>	The vehicle shall have all its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pickup trucks shall have Fleetside type cargo boxes with step type bumpers. Standard size pickup trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed, they shall meet or exceed factory standards, particularly about tongue weight and tow weight.
<b>STANDARD EQUIPMENT:</b>	The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".
<b>EMISSION CONTROLS:</b>	All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.
<b>TOOLS:</b>	Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM:	Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.
CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS	Located for left hand drive. Complete and conveniently accessible to drivers. Instruments and controls clearly identified as to function.
HEATER AND DEFROSTER	Hot water heating systems with fresh air intake. Discharge outlets to the floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.
EXTERIOR FINISHES	Standard production colors.
MATERIALS:	New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.
SERVICE AND REPAIR	The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non- warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.
WARRANTY	Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer for the period stated in the "Instructions to Bidders from the date of delivery and acceptance. However, if additional warranty coverage overall or any components of the vehicle, in the form of time and/or mileage including any proportional arrangements, is normally extended to commercial customers, the state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION	Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with the requirements of this and the applicable detail specifications. This action does not preclude subsequent inspection and testing by the State of Georgia to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

<p>PRE-DELIVERY SERVICING AND ADJUSTMENT</p>	<p>The dealer shall not attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the State inspector, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:</p> <ul style="list-style-type: none"><li>• Focusing of lights</li><li>• Tuning of engine</li><li>• Adjustment of accessories</li><li>• Checking of electrical, braking and suspension systems</li><li>• Charging of batteries</li><li>• Alignment of front-end Inflation of tires</li><li>• Balancing of all wheels, including the spare</li><li>• Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of delivery</li><li>• Servicing of cooling system with permanent type antifreeze and summer coolant for minus 20 degrees F. protection.</li><li>• Servicing windshield washer reservoir with water and appropriate additives</li><li>• A minimum of 1/4 tank of fuel.</li></ul>
<p>DOCUMENTS</p>	<p>Each vehicle shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.</p>

## **SPECIAL CONTRACT TERMS AND CONDITIONS**

- 1. SPECIFICATIONS AND TECHNICAL SUPPORT:** Awarded vendors will provide commercial bumper to bumper warranty for 36 months or 36,000 miles. The commercial power train warranty will be 5 years, or 60,000 miles and rust-through warranty shall cover 72 months or 100,000 miles. All other commercial warranties will apply.
- 2. PRICES:** Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at the dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.
- 3. FOB - Regional Delivery:** Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.
- 4. ORDERS:** Within five (5) days after the awarded vendor receives an order from a State Agency and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with all other pertinent information confirming that the order has been placed.
  - a.** State invoices will have the purchase order referenced.
- 5. VEHICLE EQUIPMENT DATA SHEET:** This document shall be submitted with a bid for every type of vehicle bidding on. Failure to provide information as required will result in rejection of the bid line item.
- 6. EMISSION CONTROL:** Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra- low emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as defined by the United States Environmental Protection Agency. For additional information see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.
- 7. PURCHASE ORDER APPROVALS:** Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" date, stamp, and signature from DOAS OFM
  - a.** Vehicle purchases or leases from statewide contracts by county and municipal government agencies, and by the state of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp indicating approval should be referred to the DOAS, OFM.

## **DOAS CONTACT INFORMATION**

### **DOAS Contract Manager**

**Name:** Emily Harris

**Phone:** 470-668-2663

**Email:** emily.harris@doas.ga.gov

### **Procurement Help Desk**

**Telephone:** 404-657-6000

**Email:** procurementhelp@doas.ga.gov



1 American Road, MD 7500  
 Dearborn, Michigan 48126  
 1-800-241-4199, press 1

# Financing Quote #5651501

September 16, 2024

Municipality: City of Forest Park  
 Dealer: Wade Ford, Inc.

Ford Credit Municipal Finance is pleased to provide the following quote for your consideration.  
 Expiration Date: 9/27/2024

### VEHICLE INFORMATION

Description	Unit Price
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Police Interceptor Utility w/equipment	\$61,249.00
2024 Ford Mustang Mach-E GT w/equipment	\$76,330.00
2024 Ford Mustang Mach-E GT w/equipment	\$75,030.00
2024 Ford Mustang Mach-E w/equipment	\$61,050.00
2024 Ford Mustang Mach-E w/equipment	\$56,080.00
2024 Ford Mustang Mach-E w/equipment	\$61,280.00
2024 Ford Mustang Mach-E w/equipment	\$59,325.00

### COST INFORMATION

Total Asset Cost	Underwriting Fee	Amount Financed
\$817,838.00	\$545.00	\$818,383.00

### FINANCING OPTIONS

Number of Payments	Payment Timing	Rate	Payment Amount
12	Quarterly	6.95%	\$74,843.42
3	Annual	6.95%	\$291,314.98
16	Quarterly	6.95%	\$58,019.80
4	Annual	6.95%	\$225,654.05
20	Quarterly	6.95%	\$47,957.48
5	Annual	6.95%	\$186,375.74

This quote was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code and is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review.

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact by using the information below.

Sincerely,

*Janet Doty*

Janet Doty  
 Marketing Coordinator  
 jdoty@ford.com  
 1-800-241-4199, press 1

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.

**RESOLUTION NO. 2024-\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE PURCHASE OF FOURTEEN PATROL / ADMINISTRATIVE VEHICLES FOR THE CITY’S POLICE DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City’s Police Department (“Department”) is requesting the purchase of fourteen (14) patrol and/or administrative vehicles through the Georgia Municipal Association’s Direct Installment Program with a 4.89% interest rate guarantee by October 31, 2024;

**WHEREAS**, the acquisition of these vehicles will allow the Department to retire vehicles that have accumulated 150,000 miles or more with increasingly expensive maintenance and repair costs; and

**WHEREAS**, the purchase of the fourteen (14) vehicles shall not exceed Eight Hundred and Fifty-Seven Thousand, One Hundred and Seventy-Eight Dollars and 90/100 Cents (\$857,178.90) and shall consist of three (3) total payments of Two Hundred and Eighty-Five Thousand, Seven Hundred and Twenty-Six Dollars and 30/100 Cents (\$285,726.30) each; and

**WHEREAS**, the first payment is available within the City’s Capital Improvement Vehicles budget line item 253-31-3210-54-2201; and

**WHEREAS**, the approval of the purchase is necessary to protect the welfare, health, and safety of City citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department’s request to purchase fourteen (14) patrol / administrative vehicles for a total cost of Eight Hundred and Fifty-Seven Thousand, One Hundred and Seventy-Eight Dollars and 90/100 Cents (\$857,178.90) with a 4.89% interest rate as presented to the Mayor and City Council on October 7, 2024, is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**13. Council Approval on the Renaming of Parks and Recreation Division to Grounds Maintenance Division**– Public Works Department



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Renaming of Parks and Recreation Division to Grounds Maintenance Division– Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

**Background/History:**

Currently, the Parks and Recreation Division within the Public Works Department focuses primarily on landscaping, maintenance, and repair of city properties, including parks and rights-of-way. However, the name "Parks and Recreation Division" has led to confusion, particularly between this division and the Parks and Leisure Department, which handles recreational programming, park events, and leisure activities.

To avoid overlap and clarify duties, staff is requesting that the Parks and Recreation Division be renamed to the Grounds Maintenance Division.

Renaming this division provides a clearer understanding of the specific duties it handles, which include:

- Landscaping and Grounds Maintenance: Management of Starr Park, and other public spaces.
- Maintenance of City-Owned Properties and Right-of-Ways: Ensuring the upkeep of green spaces, streetscapes, and medians within the City's rights-of-way.

This clear distinction will help both internal operations and public understanding of the division's responsibilities. The renaming is also part of the broader recommendations from a meeting between the Executive team and Public Works staff to improve efficiency and communication within departments.

If approved, the department will officially adopt the Grounds Maintenance Division name and update all relevant documents, signage, and communication materials to reflect this change.

**Action Requested from Council:**

Council approval to officially rename the Parks and Recreation Division to the Grounds Maintenance Division.

**Cost:** \$ 0

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**



**File Attachments for Item:**

**14. Council Approval on the Renaming of Trade Specialist Division to Building Maintenance Division – Public Works Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Renaming of Trade Specialist Division to Building Maintenance Division – Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 9-30-2024

**Work Session Date:** 10-7-2024

**Council Meeting Date:** 10-7-2024

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**Background/History:**

. The Trade Specialist Division within the Public Works Department is responsible for maintaining systems and infrastructure across City buildings and structures. Their tasks involve a range of semi-skilled work, including:

- **Carpentry:** Fabricating, repairing, and installing shelves, doors, windows, and other structures.
- **Plumbing:** Replacing or repairing faucets, valves, toilets, sinks, basins, and unblocking drains.
- **Painting and Electrical:** Performing electrical work, painting, and masonry repairs.

The current division name, "Trade Specialist," does not clearly reflect these responsibilities, particularly for external audiences or job applicants. Renaming the division to the Building Maintenance Division provides a more accurate representation of the team's scope of work and functions. Additionally, staff believes that this name change will attract more qualified applicants for the currently vacant positions, as the new title will provide a clearer understanding of the job's nature and duties.

- **Attracting Talent:** The updated name is more transparent, potentially increasing the interest of qualified applicants seeking positions related to building maintenance.
- **Recruitment:** The new title may attract a wider and more qualified pool of applicants for vacant positions within the division.

If approved, the department will officially adopt the Building Maintenance Division name and update all relevant documents, signage, and communication materials to reflect this change.

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**Action Requested from Council:**

Council approval to officially rename the Trade Specialist Division to the Building Maintenance Division

**Cost:** \$ 0

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

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