



CITY COUNCIL WORK SESSION

Monday, December 05, 2022 at 6:00 PM
Council Chambers and YouTube Livestream

MISSION STATEMENT

It is the mission of the City of Forest Park to enhance, strengthen, and grow our city by collaborating with our community to provide the highest level of service. Striving to be recognized as a diverse community that values and respects all members. We will strive to provide fair, professional, and courteous service through transparency and open communication. As we work to achieve this mission, we will have integrity beyond reproach while employing fiscal discipline and innovation. In this work there are no praises and raises for mediocrity.

Website: 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 Allan Mears

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

Dr. Marc-Antonie Cooper, City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

AGENDA

VIRTUAL NOTICE

DISCLAIMER: For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

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

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

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

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager

COVID-19 / MONKEY- POX UPDATE: EMS Coordinator, Andrew Gelmini

OLD BUSINESS:

1. **Discussion and action regarding guidelines for Usage of Discretionary Ward Funds and Capital Outlay – Chief Executive Office**

Background/History:

We have been asked to review and prepare a set of guidelines regarding the usage of the discretionary funds and Capital Outlay Funds each Councilmember is entitled to spend in furtherance of their duties as a member of the City Council. These guidelines were requested to be brought forward for discussion during the FY22-23 budget talks in order to clearly define acceptable uses of Regular and Capital Outlay Ward Funds. Per Council's direction to the City Manager once a policy was approved Capital Outlay Ward Funds would be released to members.

In the September 6th City Council Meeting there was disagreement with the section regarding "donated funds and goods". This section has been removed from the policy, and the City Manager is seeking councils' direction, and/or approval on the guidelines as presented.

2. Council Discussion of Changes to IGA between City and URA - Legal

Background/History:

The City Finance Department currently manages the finances for the URA. Under the Intergovernmental Agreement with the URA (IGA) which was recently approved by the City Council, it was proposed that the URA would begin to manage its own finances.

Councilwoman James has requested that the City Council revisit this portion of the IGA. Attached to this agenda item is a draft of the IGA which shows the differences between the URA-approved version and the City-approved version.

NEW BUSINESS:

3. Council Discussion on Heritage Park Veterans Museum requesting donation of two military vehicles to restore for museum display – Economic Development and Police Department

Background/History:

The Heritage Park Veterans Museum, a non-profit operated by volunteer military veterans in McDonough, Georgia, is a 10,000 square foot facility owned by Henry County which has 8,000 visitors annually. The Museum requests the donation of two used military vehicles in the possession of the City which are stored at Fort Gillem. Both vehicles are in disrepair, and one of the vehicles will be restored by veteran volunteers while the other will serve as a parts vehicle. They are VIN 156651 and 071506.

The "United States Government Certificate to Obtain Title to a Vehicle" documents were delivered along with the vehicles by the US Defense Logistics Agency to the Forest Park Police Department Sept. 25, 2018. The vehicles were never titled by the City. The Museum has offered to pay for the two Georgia titles to be processed into the name of the City. The Museum then requests that the titles be transferred to the Museum where they will be restored and put on display.

4. Council Discussion of City Directory Brochures – Executive Office

Background/History:

In an effort to help increase the overall level of communication between the City of Forest Park and its residents, the city has created several department directory brochures. Each brochure contains department-specific information regarding available services, frequently asked questions, contact information and more. The city manager is seeking council's approval on the brochures.

5. Emergency Building Repair Appropriation (Public Works) –Public Works/IT Departments**Background/History:**

The Main Public Works building experienced a lightning strike at some point during the last few days. This strike severely damaged the transfer switch impacting all power to the building, as well as damaging several battery backups in the core server room affecting IT functionality.

An electrician is working on the building's power issues identifying what is needed to bring the building back online. Also, the battery backups for the servers are unable to carry any load, anytime the building loses power or switches from grid to generator, the servers perform a hard reset. This is not good and can cause long term damage, so Information Technology, and Public Works have taken preventative measures.

Due this unforeseen issue and the cost associated with it the City Manager is requesting a budget amendment to appropriate \$60,000 from emergency contingency in the following way - \$10,000 for Information Technology and \$50,000 to public works to purchase repair services and needed equipment to bring the building back online with full IT and Public Works functions.

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

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

File Attachments for Item:**1. Discussion and action regarding guidelines for Usage of Discretionary Ward Funds and Capital Outlay – Chief Executive Office****Background/History:**

We have been asked to review and prepare a set of guidelines regarding the usage of the discretionary funds and Capital Outlay Funds each Councilmember is entitled to spend in furtherance of their duties as a member of the City Council. These guidelines were requested to be brought forward for discussion during the FY22-23 budget talks in order to clearly define acceptable uses of Regular and Capital Outlay Ward Funds. Per Council's direction to the City Manager once a policy was approved Capital Outlay Ward Funds would be released to members.

In the September 6th City Council Meeting there was disagreement with the section regarding "donated funds and goods". This section has been removed from the policy, and the City Manager is seeking councils' direction, and/or approval on the guidelines as presented.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Discussion and action regarding guidelines for Usage of Discretionary Ward Funds and Capital Outlay – Chief Executive Office

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: November 29, 2022

Work Session Date: December 05, 2022

Council Meeting Date: December 05, 2022

Background/History:

We have been asked to review and prepare a set of guidelines regarding the usage of the discretionary funds and Capital Outlay Funds each Councilmember is entitled to spend in furtherance of their duties as a member of the City Council. These guidelines were requested to be brought forward for discussion during the FY22-23 budget talks in order to clearly define acceptable uses of Regular and Capital Outlay Ward Funds. Per Council's direction to the City Manager once a policy was approved Capital Outlay Ward Funds would be released to members.

In the September 6th City Council Meeting there was disagreement with the section regarding "donated funds and goods". This section has been removed from the policy, and the City Manager is seeking councils' direction, and/or approval on the guidelines as presented.

Cost: \$ 285,000

Budgeted for: Yes No

Financial Impact:

Funds have been budgeted and placed on hold

Action Requested from Council:

City Manager is seeking Council's Direction and/or approval of the policy.

CITY OF FOREST PARK WARD DISCRETIONARY FUNDS USAGE GUIDANCE

The following is a set of guidelines regarding the usage of the discretionary funds each Councilmember is entitled to spend in furtherance of their duties as a member of the City Council. The basic rules are fairly straightforward:

REGULAR WARD FUNDS

Types of Expenditures which are Proper:

The primary rule of thumb is to determine whether the expenditure is in furtherance of a council member's **official** duties. Examples of proper expenditures may include:

- Costs associated with keeping constituents informed of City business (newsletters are most common type of expense, but funds could be used to acquire official stationery and pay postage costs as well)
- Costs associated with member-sponsored City meetings/events such as town hall events, field hearings, or commemorative events so long as such events are open to all residents
- Costs (including travel costs and registration fees) associated with attendance for meetings where City business is discussed or issues affecting the City are discussed for which there is no existing reimbursement policy

The above listed items are not a comprehensive list but is set forth for illustrative purposes.

In addition, absent a policy to the contrary, a Council member may appropriately use their funds for any type of expenditure for which the City can lawfully incur. For instance, if there were a parcel of land in the City that the Council member was interested in having the City acquire, they could use their discretionary funds to order a title report, appraisal or survey on behalf of the City. Another example might be the payment of a stipend for a summer intern who is hired to assist the Councilmember with their official duties.

Types of Expenditures which are NOT Proper:

With respect to expenditures that may not be made, the primary rule of thumb is that the funds may not be used for the personal gain or benefit of the Councilmember.

- Funds may not be used any for personal expense or benefit whatsoever
- Funds may not be used for campaign expenses or events

- Funds may not be used in a manner that would constitute an illegal gratuity under the Georgia Constitution. The City must receive some benefit in return for the expenditure. Funds could not be used to buy toys for a holiday toy giveaway or food for a holiday food giveaway, for instance. Funds could not be used to sponsor a private group's event unless the City receives a benefit in return. Notwithstanding the provisions of Section 1.13(40) of the City's Charter is unconstitutional, charitable donations or similar contributions are not permitted.

To avoid any appearance of impropriety, the following rules should be adhered to:

1. Requests for cash advances of ward funds should be avoided. Check requests should be accompanied with receipts (for reimbursements) or a proper invoice (for advance payments).
2. Requests for purchases of gift cards or similar financial items should also be avoided.
3. For certain expenditures involving cooperative relationships with local governmental entities, a proper intergovernmental agreement should be utilized to memorialize the terms of the relationship. (For instance, the City could partner with a local school to provide educational/recreational services to Forest Park students utilizing ward funds provided a proper agreement is in place.)

CAPITAL WARD FUNDS

Types of Expenditures which are Proper:

The primary rule of thumb is to determine whether the expenditure is a capital expenditure. A definition of a capital expenditure is funds spent maintaining fixed assets, such as land, buildings, and equipment. In addition to the definition, examples of capital expenditures might include:

- Park equipment such as benches and playground equipment.
- Paying to repair roads and potholes.
- Vehicles.

The above listed items are not a comprehensive list but is set forth for illustrative purposes.

It is anticipated that all such expenditures are to be used for projects within a particular member's ward.

Global Considerations for All Types of Ward Fund Expenditures

Council members are reminded that ethics rules apply to both the “proper” expenditures category as well as the “improper” expenditures category. Additionally, all expenditures and any records related to them are public documents and subject to disclosure under the Open Records Act. In addition to those matters, Council members must follow the City’s procurement ordinance and policies for all expenditures. Council members should rely on the City staff to execute all aspects of the expenditures once an item is identified for purchase.

Should a Council member have any question about any specific proposed expenditure, they should contact the City Manager or the City Attorney before any expenditure is made.

~~DONATED FUNDS AND GOODS~~

~~Over the years, a number of businesses, individuals and civic groups have gifted funds and goods to the City in support of various programs and events. Section 1.13(12) of the Charter allows this. The City should no longer be responsible for accepting and disbursing funds from donors for such programs and events. Instead, prospective donors should pay directly and have the goods or services donated to the City for such events. For example:~~

- ~~• Rather than donating money for the City to buy toys, food or school supplies for programs, donors should buy the products themselves and then donate them to the City.~~
- ~~• Similarly, donors can directly pay for portions of the entertainment or food for events rather than cycling those funds through the City.~~

~~In doing so, this eliminates the potential for mistakes in the management of donated funds and reduces the potential for ethical problems associated with the solicitation of funds for City programs or events. Additionally, while elected officials may solicit donations for programs or events, City staff, including Council aides, should not in order to avoid any appearance of impropriety on their part.~~

File Attachments for Item:**2. Council Discussion of Changes to IGA between City and URA - Legal****Background/History:**

The City Finance Department currently manages the finances for the URA. Under the Intergovernmental Agreement with the URA (IGA) which was recently approved by the City Council, it was proposed that the URA would begin to manage its own finances.

Councilwoman James has requested that the City Council revisit this portion of the IGA. Attached to this agenda item is a draft of the IGA which shows the differences between the URA-approved version and the City-approved version.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion of Changes to IGA between City and URA-Legal

Submitted By: Michael Williams

Date Submitted: November 30, 2022

Work Session Date: December 5, 2022

Council Meeting Date: December 5, 2022

Background/History:

The City Finance Department currently manages the finances for the URA. Under the Intergovernmental Agreement with the URA (IGA) which was recently approved by the City Council, it was proposed that the URA would begin to manage its own finances.

Councilwoman James has requested that the City Council revisit this portion of the IGA. Attached to this agenda item is a draft of the IGA which shows the differences between the URA-approved version and the City-approved version,

Cost: \$ Budgeted for: _____ Yes _____ No

Financial Impact:

None

Action Requested from Council:

Discussion of IGA and direction to staff.

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") is made and entered into on this ____ day of _____, by and between the CITY OF FOREST PARK, GEORGIA (hereinafter referred to as the "City"), and THE URBAN REDEVELOPMENT AGENCY OF THE CITY OF FOREST PARK, GEORGIA (hereinafter referred to as the "URA");

WHEREAS, the City and the URA share a joint desire and ambition to spur economic redevelopment in various areas of the City; and

WHEREAS, the City and the URA wish to enter into this intergovernmental agreement by which they may set forth in writing the parameters for their relationship in pursuing their joint ambitions and goals for the development of the City.

NOW, THEREFORE, for and in consideration of the promises, mutual covenants, and agreements contained herein, the parties do hereby covenant and agree as follows:

ARTICLE I: PURPOSE OF AGREEMENT

The purpose of this Agreement shall be to establish the parameters under which the URA operates as it endeavors to facilitate the revitalization and development of underutilized and underdeveloped areas in the City, attract private investment, strengthen the City's economic base and tax digest, attract new industries, create jobs, and benefit the residents and citizens of the City.

ARTICLE II: FUNDING AND APPROPRIATIONS

- a. In consideration for the commitments made by the URA herein, the City may from time to time appropriate funds to be used by the URA, or on its behalf, in carrying out the development goals set forth in this Agreement and in carrying out those functions and activities provided for in this Agreement. In addition, from time to time during the term of this Agreement, the governing body of the City shall review the progress by the City and the URA, and the financial condition of the URA, and when it is deemed prudent and necessary by the City's governing body, it shall appropriate additional funds for use by the URA in carrying out the activities provided for herein. While all such decisions, and the appropriation function, shall remain the exclusive province of the City's governing body, which it may exercise in its sole discretion, the City will consult in good faith with the URA regarding the appropriate level of appropriation, and will, in all events, appropriate sufficient funds to meet all contractual obligations of the URA assumed with the consent of the City.
- b. The URA shall budget for and pay to the City the annual amount of \$ _____ (i) to supplement certain salaries of the City's economic development staff, (ii) for use of City facilities and (iii) for all services provided to the URA by the City.

ARTICLE III: DEVELOPMENT ACTIVITIES

In consideration of the payments and appropriations made by the City under this Agreement, and the other promises and commitments made hereunder, the URA agrees that it shall undertake the following activities whenever and wherever needed in the City, in coordination and cooperation with the City:

1. The URA may enter into and execute any contracts, leases, mortgages, or other agreements, including agreements with bondholders or lenders, determined by the URA to be necessary or convenient to implement the provisions and effectuate the purposes of this Agreement. All such contracts, leases, mortgages, or other agreements which impose upon the URA any monetary obligation which cannot be satisfied without money from the City's budget shall be approved by the City prior to being entered into by the URA.
2. From time to time, the URA may acquire property, real or personal, or interests therein, for redevelopment and development purposes, and use or dispose of such property or interests, either through the City or directly with private parties.
3. The URA may conduct other planning and implementation activities as are deemed necessary and prudent, including planning and predevelopment activities such as site analysis, environmental analysis, development planning, market analysis, financial feasibility studies, preliminary design, zoning compliance, facilities inspections, and overall analysis of proposed redevelopment plans to ensure consistency with the City's overall goals and short term and long-range plans.

ARTICLE IV: URBAN REDEVELOPMENT AGENCY OPERATIONS

- a. The City expressly authorizes the URA to utilize City Hall for its meeting and other operational purposes. The URA shall also have reasonable access to staff time and resources to conduct its operations. The ~~City~~City's Director of Economic Development shall ~~appoint one staff member to~~ function as ~~it~~the URA Executive Director, who shall be responsible for the maintenance of all URA minutes, records, contracts and other official documents, and for ensuring URA compliance with State Law and City ordinances. All such utilization shall be coordinated through and at the direction of the City Manager. The City Attorney shall provide legal support for the URA unless an actual conflict prevents the City Attorney from doing so.

Included within the assignments herein, the URA expressly authorizes the City, and the City pledges, to perform the following duties, including, but not limited to:

- i. Keep all official documents and records of the URA with the same solemnity as it keeps such documents for the City, and serve as the custodian thereof;

- ii. Provide for the lawful assembly of the URA as called for by State law, its bylaws, and the Chairman thereof, including all necessary pre-meeting notices and arrangements, adequate circulation of agenda and related documents as directed by the URA, sufficient places for assembly, appropriate security therefor, post-meeting formalities and all other lawful and necessary duties attendant for lawful assembly of the URA;
 - iii. Properly oversee the management of all URA assets, both tangible and intangible, and maintain all funds in appropriately, separately accounted for and secured accounts, and to manage, or arrange for the management of all real property assets of the URA, including assisting the URA with the negotiation of sales and leases, collection of rents and proceeds, the daily and regular maintenance and upkeep thereof, ensuring that all properties are appropriately insured, and paying all properly assessed invoices related thereto;
 - iv. Arrange for the acquisition of officers' error and omissions insurance in appropriate amounts for URA members.
- b. As Except as provided in subsection c below, as part of City staff functions, the Executive Director will take charge of all URA assets and property, and on behalf of the URA manage the day-to-day operation and maintenance of all such sites. Where appropriate, the Executive Director, or its assignee, shall market for sale or lease, such properties as is deemed in the best interest of the City and the URA. All such transfer of title or leasehold interest shall be approved by the URA board. The URA appoints the Executive Director as an agent of the URA who is hereby authorized to take administrative actions in this regard on behalf of the URA. The URA shall be allowed to provide reasonable input into the selection of any brokers or consultants engaged for the URA's benefit. The Executive Director shall deliver, at least quarterly, a report of activity of URA property. No individual board member shall interfere with the duties and assignments tasked to the Executive Director unless authorized to do so by the URA board.
- c. The URA agrees that, except as expressly provided in any other agreement between the City and, the URA, ~~the Executive Director, with such City staff support as directed by the City Manager,~~ shall perform the day-to-day be responsible for its own financial management, including budgeting ~~and,~~ annual audit review, of all funds, operation of bank accounts and the fiscal management of all assets of the URA.
- d. If the City has pledged its full, faith and credit for the repayment of any (i) outstanding bonds of the URA or (ii) any other debt for which funds to pay such debt are obtained from income of the URA derived from its bond transactions, the URA hereby delegates to the City the right to make any decisions with respect to those bonds.
- f. The URA acknowledges that this Agreement is not an exclusive agreement and that the City may contract with other governmental entities for the provision of similar services.

ARTICLE V: GENERAL PROVISIONS

- a. **ASSIGNMENT.** This Agreement may not be assigned without the express written consent of all other parties to this Agreement.
- b. **NOTICE.** Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States certified mail, return receipt requested, or statutory overnight delivery, at the addresses set forth below:

City of Forest Park, Georgia
 City Hall
 745 Forest Parkway
 Forest Park, Georgia 30297
 Attention: City Manager

Urban Redevelopment Agency of the City of Forest Park
 745 Forest Parkway
 Forest Park, Georgia 30297
 Attention: Chair

- c. **STATE LAW TO APPLY.** This contract shall be construed under and in accordance with the laws of the State of Georgia.
- d. **PARTIES BOUND.** The contract shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors, and assigns where permitted by this Agreement.
- e. **SEVERABILITY.** In case any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.
- f. **PRIOR AGREEMENTS SUPERSEDED.** Except as expressly provided for herein, this Agreement constitutes the sole and only Agreement of the Parties hereto with respect to the subject matter described herein, and supersedes any prior understandings or written or oral Agreements between the parties respecting the within subject matter. This provision shall not apply to the following agreements or transactions:
- i. Any agreements pertaining to any outstanding bonds of the URA.
 - ii. Any security agreements between the URA and the City.
 - iii. Any outstanding notes evidencing loans of funds from the City to the URA.
- g. **TIME OF ESSENCE.** Time is of the essence of this contract.

- h. AMENDMENT. This Agreement may not be modified, amended or terminated in whole or in part in any manner other than by an agreement in writing duly signed and appropriately approved by all parties hereto.
- i. GENDER. Words of any gender used in this contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.
- j. HEADINGS. The headings for each paragraph or section of this Agreement are for convenience of reference only and shall not be deemed a part of this. Agreement for the purposes of interpreting any provision of said Agreement.
- k. COUNTERPARTS. This Agreement may be executed in any number of identical counterparts, and each counterpart hereof shall be deemed to be an original instrument, but all counterparts hereof taken together shall constitute but a single instrument.
- l. CONSTRUCTION OF AGREEMENT. This Agreement shall not be construed more strongly against any party regardless of which party is responsible for its preparation.
- m. DATES. If the final date of any time period or the date for the performance of any obligation hereunder falls upon a Saturday, Sunday, or a bank or government holiday under the laws of the State of Georgia, then the time of such period or the time for the performance of such obligation shall be extended to the next day which is not a Saturday, Sunday, or a bank or government holiday under the laws of the State of Georgia.
- n. EFFECTIVE DATE AND TERM OF AGREEMENT. The Effective Date of this Agreement shall be the date on which the last party fully executed this Agreement, and the term of this Agreement shall extend for a period of 10 years.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the City and the URA as Parties hereto have caused this Agreement to be executed by their duly authorized representatives and delivered as their act and deed, intending to be legally bound by the terms and provisions of this Agreement.

CITY OF FOREST PARK

**URBAN REDEVELOPMENT AGENCY OF
THE CITY OF FOREST PARK**

Mayor

Chair

ATTEST:

ATTEST:

City Clerk

Secretary

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:**3. Council Discussion on Heritage Park Veterans Museum requesting donation of two military vehicles to restore for museum display – Economic Development and Police Department****Background/History:**

The Heritage Park Veterans Museum, a non-profit operated by volunteer military veterans in McDonough, Georgia, is a 10,000 square foot facility owned by Henry County which has 8,000 visitors annually. The Museum requests the donation of two used military vehicles in the possession of the City which are stored at Fort Gillem. Both vehicles are in disrepair, and one of the vehicles will be restored by veteran volunteers while the other will serve as a parts vehicle. They are VIN 156651 and 071506.

The “United States Government Certificate to Obtain Title to a Vehicle” documents were delivered along with the vehicles by the US Defense Logistics Agency to the Forest Park Police Department Sept. 25, 2018. The vehicles were never titled by the City. The Museum has offered to pay for the two Georgia titles to be processed into the name of the City. The Museum then requests that the titles be transferred to the Museum where they will be restored and put on display.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Presentation by Heritage Park Veterans Museum requesting donation of two military vehicles to restore for museum display – Economic Development and Police Department

Submitted By: Danita Hamid

Date Submitted: November 22, 2022

Work Session Date: December 5, 2022

Council Meeting Date: December 5, 2022

Background/History:

The Heritage Park Veterans Museum, a non-profit operated by volunteer military veterans in McDonough, Georgia, is a 10,000 square foot facility owned by Henry County which has 8,000 visitors annually. The Museum requests the donation of two used military vehicles in the possession of the City which are stored at Fort Gillem. Both vehicles are in disrepair, and one of the vehicles will be restored by veteran volunteers while the other will serve as a parts vehicle. They are VIN 156651 and 071506

The “United States Government Certificate to Obtain Title to a Vehicle” documents were delivered along with the vehicles by the US Defense Logistics Agency to the Forest Park Police Department Sept. 25, 2018. The vehicles were never titled by the City. The Museum has offered to pay for the two Georgia titles to be processed into the name of the City. The Museum then requests that the titles be transferred to the Museum where they will be restored and put on display.

Cost: \$ none

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

N/A

Action Requested from Council:

Approval to transfer the ownership of the two military vehicles to Heritage Park Veteran’s Museum.

The United States Government

Certificate to Obtain Title to a Vehicle

(Must Be Machine Prepared. See Instructions on reverse.) Duplicate if Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this 25 day of September 20 18, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No. 156651		Certificate No. 13344GA104			
Year 1994	Make of Vehicle AM GENERAL	Series or Model M998A1		Body Style TRUCK, UTILITY	
Fuel DIESEL	No. of Cylinders 8	Weight (Shipping) 5,380 LBS	GVWR 7,800 LBS	Purchase Price N/A	
Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code) Defense Logistics Agency Disposition Services 74 Washington Avenue North Battle Creek MI 49037-3092 W907JH20931602 / H9DEB121430300			Transferee (Name of dealer, individual, etc, and address including ZIP Code) FOREST PARK POLICE DEPT 320 CASH MEMORIAL BOULEVARD FOREST PARK GA 30297		

Odometer Disclosure Statement	Date of Statement Sep 25, 2018
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Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

DAVID E. LORENCZ

I, _____ state that

Transferor's Name (Seller)

49,384


the odometer now reads _____ miles and to the

Odometer Reading (No Tenths)

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) I hereby certify that the odometer reading is not the actual mileage:
WARNING - ODOMETER DISCREPANCY.

Transferor's Signature (Seller) X 	Printed Name (Not Typed) and Title DAVID E. LORENCZ, TS	Date Sep 25, 2018
Transferee's Signature (Buyer) X	Printed Name (Not Typed) and Title	Date

E064529

ANY ALTERATION OR ERASURE
VOIDS THIS CERTIFICATE

STANDARD FORM 97-1 (Rev. 4-2012)
Prescribed by GSA FPMR (41 CFR) 102-38.285
Previous Edition Not Useable NSN 7540-01-509-5208

ANY ALTERATIONS OR ERASURE VOID THIS CERTIFICATE

The United States Government

Certificate to Obtain Title to a Vehicle

(Must Be Machine Prepared. See Instructions on reverse.) Duplicate if Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this 25 day of September 20 18, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No. 071506		Certificate No. 14258GA00013			
Year 1989	Make of Vehicle AM GENERAL	Series or Model M998		Body Style TRUCK, UTILITY	
Fuel DIESEL	No. of Cylinders 8	Weight (Shipping) 5,200 LBS	GVWR 7,700 LBS	Purchase Price N/A	
Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code) Defense Logistics Agency Disposition Services 74 Washington Avenue North Battle Creek MI 49037-3092 W32RRX40410002B / 2YTD6V42173559			Transferee (Name of dealer, individual, etc, and address including ZIP Code) FOREST PARK POLICE DEPT 320 CASH MEMORIAL BOULEVARD FOREST PARK GA 30297		

Odometer Disclosure Statement	Date of Statement Sep 25, 2018
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Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, DAVID E. LORENCZ state that
 Transferor's Name (Seller)
58,126
 the odometer now reads _____ miles and to the
 Odometer Reading (No Tenths)

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is not the actual mileage:
WARNING - ODOMETER DISCREPANCY.

Transferor's Signature (Seller) <i>David E Lorencz</i>	Printed Name (Not Typed) and Title DAVID E LORENCZ TUS	Date Sep 25, 2018
Transferee's Signature (Buyer) x	Printed Name (Not Typed) and Title	Date

E064444

**ANY ALTERATION OR ERASURE
VOIDS THIS CERTIFICATE**

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ANY ALTERATIONS OR ERASURE VOIDS THIS CERTIFICATE









File Attachments for Item:**4. Council Discussion of City Directory Brochures – Executive Office****Background/History:**

In an effort to help increase the overall level of communication between the City of Forest Park and its residents, the city has created several department directory brochures. Each brochure contains department-specific information regarding available services, frequently asked questions, contact information and more. The city manager is seeking council's approval on the brochures.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Approval of City Directory Brochures – Executive Office

Submitted By: Dr. Marc-Antonie Cooper, ICMA-CM, City Manager

Date Submitted: November 28, 2022

Work Session Date: December 5, 2022

Council Meeting Date: December 5, 2022

Background/History:

In an effort to help increase the overall level of communication between the City of Forest Park and its residents, the city has created several department directory brochures. Each brochure contains department-specific information regarding available services, frequently asked questions, contact information and more. The city manager is seeking council's approval on the brochures.

Cost: N/A

Budgeted for: _____ Yes _____ No

Financial Impact: Once the directory brochures have been approved, a quote will be obtained by staff from a local vendor to include the total cost for printing.

Action Requested from Council:

N/A



About Recreation & Leisure

Mission Statement:

The mission of the city's Recreation and Leisure Services Department is to contribute to the quality of life for the citizens of Forest Park by providing safe and accessible recreational facilities and a diversified program of recreational activities for all citizens. We are committed to enhancing the lives of individuals and families contributing to the City's economic development while bringing us together as a community.

Vision:

Recreation and leisure services has the ability to increase the quality of life and strengthen the foundation of the city. Our vision is to provide affordable recreational, physical and cultural opportunities for all our residents, with a focus on families, youth development, adults and seniors.

CITY OF FOREST PARK

Recreation & Leisure Department

803 Forest Parkway
Forest Park, GA 30297

Hours:

Monday through Friday

8 a.m. to 9 p.m.

Saturday

9 a.m. to 6 p.m.

****Closed On Sunday****

(404) 366-4720

(press option 2 on the main menu)

www.forestparkga.gov/parksrec



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- city for every season

Everyone's A Star In The Park!

Forest Park is a great place to live, work and enjoy the great outdoors. The city's Recreation & Leisure Department offers a never-ending source of family fun activities throughout the entire year. Signature annual events include:

- Spring Pop-Up Shop
- Ultimate Tailgate Experience
- Fall Festival
- 5K Autumn Fun Run/Walk
- Holiday Parade & Celebration



Available Programs / Activities

- After School Program (K-8)
- Youth Basketball
- Basketball Cheerleading
- Hip-Hop Step Aerobics

For a full list of available activities, visit forestparkga.gov/parksrec

City Parks and Facilities

- Alder Drive Park (5612 Alder Dr.)
- Bill Lee Park (721 Main St.)
- Perkins Park (5127 West St.)
- Scott Boulevard Park (562 Scott Blvd.)
- Second Street Park (377 2nd St.)
- Starr Park (5031 Park Ave.)
- Theater Drive Park (4375 Old Jonesboro Rd.)
- Senior Center (5087 Park Ave.)

City Gymnasium

Monday through Friday, 8 a.m. to 8:30 p.m.
Saturday, 9 a.m. to 5:30 p.m.

Hours are subject to change

Patrons 17 and under will not be admitted before 3:30 p.m. Monday through Friday during the school year.

Daily Gym Usage Fee(s)

- Forest Park residents - FREE
- Adult Non-Residents - \$3.00
- Youth Non-Residents - \$2.00

Gym Membership Fee(s)

- Forest Park residents - FREE
- Monthly Adult Non-Residents - \$15.00
- Monthly Youth Non-Residents - \$10.00
- Annual Senior Non-Residents (55+) - \$5.00

*Proof of residency is required for all city residents. All gym memberships provide access to gymnasium, weight room, fitness room and indoor and outdoor pools.

How Do I Rent A Facility?

Facility availability can be checked online through CivicRec or by contacting the Community Recreation Building by phone. The fees are established for short-term rentals by nonprofit groups. For long-term rentals or profit groups, a request in writing must be submitted to the director of Recreation and Leisure Services where terms, agreements, insurance and fees will be determined following approval.

Available facility rentals include:

- Athletic Fields
- Leonard Hartsfield Sr. Community Center
- 850 Mian Street Ballroom
- Starr Park Amphitheater
- Pavilions / Picnic areas

****Please be advised:** there is a two-hour rental minimum for all field rentals and a six-hour rental minimum for all indoor facilities. Pricing for all rentals may vary. For information on how to submit a rental request, call (404) 366-4720 (*press option 2 on the main menu*) or email recreationleisure@forestparkga.gov.



About The Forest Park Police Dept.



The City of Forest Park Police Department delivers effective and responsive law enforcement services to all citizens in a fair and equitable manner. As an integral part of the Forest Park community, the department is committed to communicating with all residents and businesses, while also establishing priorities that enhance the overall quality of life for the entire community.

Join Our Team!

Looking for your next career move? The City of Forest Park Police Department has several job openings available. To view a list of open positions, visit www.forestparkga.gov/hr.



CITY OF FOREST PARK

Police Department

320 Cash Memorial Blvd.
Forest Park, GA 30297

Non-Emergencies:

(404) 366-4720

(press option 8 on the main menu)

For Emergencies, Dial 9-11

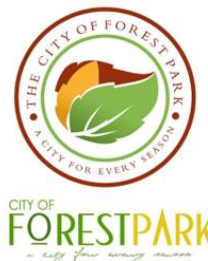
www.forestparkga.gov/police



CITY OF
FORESTPARK



INFORMATION GUIDE



Criminal Investigations

The investigative body of the Forest Park Police Department is the Criminal Investigation Division. The division's responsibilities include, but are not limited to, the following:

- Identifying and apprehending offenders
- Recovering stolen property
- Conducting preliminary and follow-up investigations
- Recovering and preserving evidence and property
- Documenting and evaluating facts



Animal Control

The department's Animal Control Unit serves the community by enforcing animal ordinances set forth by the city's governing body. Officers work to address the root causes of animal issues and provide resources and neighborhood-based programs to support the needs of each community they serve.

To contact the city's Animal Control Unit or report an issue, call (404) 366-4720, ext. 2014.

Uniform Patrol Division

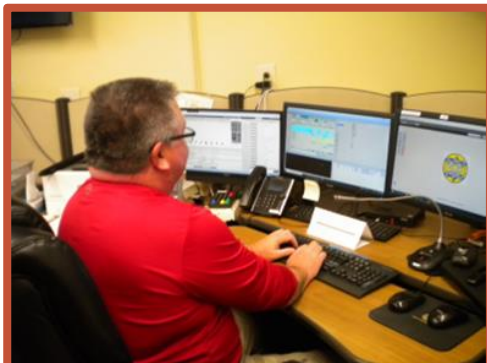
The city's Uniform Patrol Division is charged with the overall responsibility for field operations and the positive, proactive enforcement of state laws and local ordinances within the boundaries of the department's jurisdiction. The division aggressively identifies and apprehends criminals in order to prevent crime and help ensure public safety.

Emergency 911 Dispatch

Our call center is staffed 24/7 with certified communications officers who have been trained to respond to all types of emergency situations. If you have a need for police, fire or emergency medical service, dial 911 from any available phone, which will then connect you to the city's dispatch center allowing for a timelier response. If you are calling from your cell phone, be sure to confirm your location with the dispatch representative.

When calling 911, **always remember to:**

- Remain calm
- Speak clearly
- Listen to instructions
- Answer all questions



Forest Park Municipal Court

Located within police headquarters, the municipal court has jurisdiction over traffic offenses, local ordinances and most misdemeanor non-traffic offenses. Hours of operation are Monday through Friday, 8 a.m. to 4 p.m. (**court dates are held every Wednesday**).

Most citations can be paid before the court without a court appearance, but some charges require an appearance. Individuals can call (404) 366-4720, ext. 2012 to find out the amount of their fine. Fines may be paid by money order, cashier's check, debit or credit card. If you choose not to appear in court, you must pay your citation at least the (3) business days before the court date.

If you wish to mail your payment, please make your money order or cashier's check (no personal check) payable to the City of Forest Park and mail it to the following address:

- Forest Park Municipal Court
320 Cash Memorial Blvd.
Forest Park, GA 30297

Records Division

The Records Division maintains current and historical police accident and incident reports. Records are disseminated for individual citizens, insurance companies, police officers and other governmental jurisdictions. Hours of operation are Monday through Friday, 8 a.m. to 4 p.m.

- To make a records request, visit: forestparkga.justfoia.com/publicportal/home/track (**type as displayed**)



About the City of Forest Park

Located roughly 10 miles south of Atlanta, the City of Forest Park was incorporated in 1908 and 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 is roughly five miles from the Hartsfield-Jackson Atlanta International Airport, with easy access to I-75, I-285 and I-675.

Major industries in the local area include construction, transportation, trade and logistics, healthcare and support services. The city is also a short drive from several major attractions, including the Gillem Logistics Center, Georgia State Farmer's Market, Atlanta Motor Speedway and Clayton State University. For more information, visit www.forestparkga.gov/building.

CITY OF FOREST PARK

Legislative / Executive Offices

785 Forest Parkway
Forest Park, GA 30297

(404) 366-4720

(press option 1 on the main menu)

www.forestparkga.gov



CITY OF
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Legislative / Executive Offices



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INFORMATION GUIDE

Mission Statement

It is the mission of the City of Forest Park to enhance, strengthen, and grow our city by collaborating with our community to provide the highest level of service. Striving to be recognized as a diverse community that values and respects all members. We will strive to provide fair, professional, and courteous service through transparency and open communication. As we work to achieve this mission, we will have integrity beyond reproach while employing fiscal discipline and innovation. In this work there are no praises and raises for mediocrity.

Vision

Our vision is to be a welcoming, safe, family-oriented, fiscally sound city with an emerging urban vibrancy that maximizes its geographic location to be the most attractive residential and commercial destination in the state.



Mayor and City Council

The mayor and council are the sole policymakers for the City of Forest Park. Their role is to provide a vision and enact local legislation necessary for public health, safety and the well-being of city residents. Both are also responsible for the adoption of an annual budget, as well as the levying of taxes necessary to finance government operations.

- **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)
- **Councilman Allan Mears** (Ward 5)

Executive Offices

The Executive Department oversees the work and activities of city government and manages services that aid and represent the citizens of Forest Park, the mayor, city council and municipal departments.

- **Dr. Marc-Antonie Cooper**, City Manager
- **S. Diane White**, City Clerk
- **Michelle Hood**, Deputy City Clerk
- **Joshua Cox**, IT Director
- **Tenisha Dixon**, Council Aide
- **Marsha Johnson**, Council Aide
- **Javon Anthony Lloyd**, Public Information Officer

City Council Meetings

The Forest Park City Council meets on the 1st and 3rd Monday of each month in the council chambers, located at 745 Forest Parkway, Forest Park, GA, 30297. The Work Session begins at 6 p.m., with the regular meeting starting at 7 p.m.

How Do I View Meeting Agendas and/or Minutes?

Agenda items, as well as minutes recorded from previous meetings, are available on the city’s website. To access the records, visit www.forestparkga.gov/meetings.

Public Comments

Residents and/or business owners must be signed up for public comments by 6:45 p.m. the day of the council meeting. Individuals who reside outside the city limits and wish to provide public comments must contact the City Clerk’s Office two weeks before the scheduled meeting. **All comments must be directed to the council chair.**

How Do I Submit A Open Records Request?

To obtain records, please submit a request for public records to the city clerk. All open record requests must immediately be forwarded to the city clerk to acknowledge receipt of such requests. Upon receipt of the request, the City Clerk’s Office will make the most requested information available within three (3) business days of the date received in the office, for review by the requestor. **Please note that fees do apply.**

Open records requests can be made in-person or online at: www.forestparkga.gov/city-clerk/open-records.



CITY OF FOREST PARK

Finance Department

745 Forest Parkway
Forest Park, GA 30297

(404) 366-4720

(press option 5 on the main menu)

www.forestparkga.gov/finance

For billing, email:

accountspayable@forestparkga.gov



About the City of Forest Park

Located roughly 10 miles south of Atlanta, the City of Forest Park was incorporated in 1908 and 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 is roughly five miles from the Hartsfield-Jackson Atlanta International Airport, with easy access to I-75, I-285 and I-675.

Major industries in the local area include construction, transportation, trade and logistics, healthcare and support services. The city is also a short drive from several major attractions, including the Gillem Logistics Center, Georgia State Farmer's Market, Atlanta Motor Speedway and Clayton State University. For more information, visit www.forestparkga.gov/building.



Finance Department



INFORMATION GUIDE

Mission Statement

The mission of the City of Forest Park's Finance Department is to administer the financial affairs of the city in a responsible and fiduciary manner and provide a customer-oriented support service to citizens, municipal departments, agencies and those doing business in the city.

Responsibilities

The Finance Department is responsible for billing and collection of revenue from property taxes, business licenses, sanitation services, miscellaneous other permits, and citations issued by the Police Department. Each year, the department collects revenues totaling approximately \$23,000,000.

The department is also responsible for the weekly payroll of more than 270 city employees. An annual city budget is prepared, with oversight by the City Manager. A monthly budget report is provided to all departments as a tool for monitoring expenditures. Finance also coordinates the annual audit. is also administers the city's Deferred Compensation Plan.



Business Renewals

Occupational Tax Certificates are issued on a calendar year basis and must be renewed each year by October 1. A 10% failure to file late fee is assessed if renewal is not returned by November 15 and interest on delinquent occupation taxes, regulatory fees and administrative fees at a rate of 1.5 percent per month.

Please note that no business license shall be issued or renewed unless all city taxes, sanitation fees and other assessments have been paid prior to payment of the annual license fee.

Business Services

Alcohol License Portal: As of January 12, 2022, applicants/licensee are now required to upload the Alcohol/Liquor applications using the ALP Portal. To apply or renew for a retail alcohol license using the Georgia Tax Center (GTC) visiting forestparkga.gov and search "Alcohol License Portal."

Once the application is received, it will be sent simultaneously to the state and the local licensing authority.

Notary & Witness Services:

The City of Forest Park provides notary services to assist the public with filing documents requiring notarization by the city. These services are provided for the following approved fees:

- Residents (Identification needed): Free
- Non-Residents: \$2 per document and \$2 per signature

Property Taxes

The Finance Department is responsible for the billing and collection of property taxes for the City government. Property tax bills provide the map number (map code), description and street address, fair market value, taxable value, tax rate and tax amount for property. **As of 2022, the property tax millage rate is 16.743.**

Property tax bills are normally prepared and mailed in mid-October. Taxes are due 60 days after the mail date. If you own property in the city and do not receive your tax bill during this time period, please contact the Finance Department.

Failure to receive a bill does not relieve property owners of the responsibility to make payment by the due date.

Property tax payments may be mailed to:

- City of Forest Park, P.O. Box 69 Forest Park, Georgia 30298
- Payments may also be made in-person at city hall, located at 745 Forest Parkway, during normal business hours (8 a.m. to 5 p.m., Monday through Friday). The city accepts cash, check, money order or credit card payments.

IMPORTANT: If you are a new owner and receive a tax bill in the previous owner's name or request a mailing address change, please complete the change request form by contacting the Finance Department. You will also need to notify the Clayton County Tax Commissioner's office of the correction. They can be contacted at (770) 477-3311.



Why Do Business In Forest Park?

Located roughly 10 miles south of Atlanta, the City of Forest Park was incorporated in 1908 and 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 is roughly five miles from the Hartsfield-Jackson Atlanta International Airport, with easy access to I-75, I-285 and I-675.

Major industries in the local area include construction, transportation, trade and logistics, healthcare and support services. The city is also a short drive from several major attractions, including the Gillem Logistics Center, Georgia State Farmer's Market, Atlanta Motor Speedway and Clayton State University. For more information, visit www.forestparkga.gov/building.

CITY OF FOREST PARK Economic Development Department

785 Forest Parkway
Forest Park, GA 30297

(404) 366-4720

(press option 6 on the main menu)

www.forestparkga.gov/building



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Economic Development Department

INFORMATION GUIDE

Business Recruitment & Retention

The Economic Development Department serves as a resource for business recruitment, retention and expansion. City staff can assist current and/or new business owners in a variety of ways including, but not limited to:

- Commercial Development
- Site Selection
- Federal, Local, & State Incentives

The department also works closely with the City of Forest Park Development Authority, Downtown Development Authority and Urban Redevelopment Authority to attract new industry and developments to the city.

Start A Business

If you're interested in starting a business, the city can assist with connecting you to available resources and organizations. Please contact the Economic Development Department for additional details.

Incentives

Opportunity Zone Tax Credit: The city has a designated Opportunity Zone through the State of Georgia. The Opportunity Zone allows new and existing businesses in the targeted area to qualify for a job tax credit of up to \$3,500 per job, as long as the business creates two or more jobs.

Façade Grant Program: covers a percentage of the cost of exterior improvements for commercial buildings in targeted areas of the city.

Forest Park Business Association

Mission

The Forest Park Business Association aims to foster a thriving business environment through professional development, community engagement, and the cultivation of new relationships between local business owners and the City of Forest Park. Organizations of all sizes and types who want to broaden their reach and develop longstanding partnerships are welcome to join.

Benefits

- Quarterly Meetings
- Access to Business Development Events
- Networking & Community Service Opportunities
- Business Directory listing on the FPBA website.

How Do I Become A Member?

There is **NO COST** to join the Forest Park Business Association. If you are interested in becoming a member of the association, please email econdev@forestparkga.gov or call 404-366-4720 ext. 521.



Filming in Forest Park

Film permitting for all productions taking place within the city limits are handled by the city's Economic Development Department. The city also offers several filming locations throughout the city for film and television productions. The following locations are available for filming:

- Old Forest Park Jail
- Starr Park & Starr Park Pool
- Kiwanis Stadium
- Forest Park Recreation & Aquatic Center
- Leonard Hartsfield Senior Community Center
- Forest Park Senior Center
- Main Street Fountain Area

How Do I Apply For A Film Permit?

Permit applications can be submitted in person to the Economic Development Project Manager at 785 Forest Parkway Forest Park, GA 30297 or emailed to dhamid@forestparkga.gov.

The application must be submitted at least 5 business days prior to the start of production, but once received, it typically takes two to three business days to receive the permit.

Film Permit Fees & Rates

Fees and rates for film permits vary based on the scope of production. The permit application and rates can be found at www.forestparkga.gov/building/page/filming-forest-park.

Code Enforcement

BY PHONE

To make a complaint, call our office at (404) 366-4720

ONLINE

To file a complaint online, go to our website and there is a link to report a violation at forestparkga.gov

IN-PERSON

To file a complaint in person visit us at 785 Forest Parkway Forest Park, GA 30297 Monday through Friday, 8 a.m. to 5 p.m.

When making a complaint please have the exact address where the complaint is located. Complaints can be made anonymously.

Code Enforcement Officers are assigned specific areas, please allow 24 hours after a complaint is received.



CITY OF FOREST PARK

Planning & Community Development Department

785 Forest Parkway
Forest Park, GA 30297

(404) 366-4720

(press option 4 on the main menu)

www.forestparkga.gov/planning



CITY OF
FORESTPARK

Planning & Community Development Department



INFORMATION GUIDE



Mission and Goals

The City of Forest Park’s Planning & Community Development Department provides citizens with the highest quality development and the creation of a safe and healthy environment by enforcing development regulations found in the city’s Zoning Ordinance and Comprehensive Plan. The department is guided by the principles of human scale development and equitable growth.

Our goal is to assist in the positive development and redevelopment of the city with a commitment to enhancing the quality of life of Forest Park residents through three divisions: Code Enforcement, Building Permits and Inspections, and Planning and Zoning.

Planning and Zoning Services

- Conditional Use
- Rezoning
- Variance
- Site Plan Review
- Zoning Ordinance
- Sign Ordinance
- Zoning Verification
- Annexation
- Land Use and Development
- Future Land Use
- Land Modification
- Architectural Design Review



Planning Boards and Commission

The department is affiliated with two appointed boards, whose members are appointed by city council:

Planning Commission Board: serves as a recommending body for mayor and council, and forwards recommended approvals or denials regarding comprehensive plan amendments, zoning maps, land regulations and more. The board meets every third Thursday of each month at 6 p.m. in the Environmental Court Room, located at 785 Forest Pkwy.

Architectural Design Review Board: reviews all proposed development in the Main Street Overlay District on an individual basis to ensure guidelines for site configuration, landscaping, streetscape, pedestrian and vehicle access, sidewalks, street trees, building facade, color scheme, etc. are met. The board meets on an as-needed basis.

Residential Rental Dwelling Unit Inspection & Maintenance Program

To protect the health and safety of residents living in single and multi-family rental housing, the city has adopted its Residential Rental Dwelling Unit Inspection and Maintenance Program. Effective October 1, 2022, all residential rental property owners must obtain an annual business license from the city for each individual non-owner-occupied rental property unit, except for short-term rentals.

The cost for an annual business license is \$150 per property. An additional \$25 will be charged for each dwelling unit on the property. Once the self-evaluation inspection is completed and all violations are cleared, a business license will be issued between one and 30 business days.

Building Permits & Inspections

The city requires permits and inspections to ensure safe building, coordinated development, effective land use, and high-quality site planning. The following permits are issued by the city:

- Trade Permits (*includes plumbing, mechanical/HVAC and electrical*)
- Building Permit
- Building Plan Review
- Fire Marshall Plan Review
- Sign and Temporary Sign Permits
- Land Disturbance Permit
- Tree Removal Permit
- Demolition Permit
- Fence Permit
- Mobile Food Truck Permit
- Sidewalk Permit
- Telecommunication Towers and Antennas
- Fire Ruling Permit

How Do I Apply For A Permit?

Applications can be submitted online or in-person and are typically processed within 48 to 72 hours; plan reviews can take up to two weeks. Costs vary for each permit. To obtain a permit, applicants must successfully submit three (3) sets of the following:

- A completed permit application
- Site drawings/specifications that detail the scope of work
- Site drawings/survey to scale that show locations of buildings, setbacks, proposed infrastructure, and other land uses
- Building floor plan, if applicable
- Additional information requested by the department director.

To submit a permit application, visit www.forestparkga.gov/planning.



CITY OF FOREST PARK

Fire and Emergency Services

**2336 Anvil Block Rd.
Forest Park, GA 30297**

Non-Emergencies:

(404) 366-4720

(press option 9 on the main menu)

For Emergencies, Dial 911

Burn Permits:

(404) 366-4720, ext. 9004

www.forestparkga.gov/fire



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CITY OF FOREST PARK

Fire and Emergency Services



INFORMATION GUIDE

About Us: ISO 1 Fire Department

The Forest Park Fire and Emergency Services Department provides an all-hazards approach to providing services to the citizens of Forest Park and its surrounding community.

Established since 1952, the department is responsible for preparing for, responding to and mitigating incidents involving fire, emergency medical care, heavy rescue, vehicle extrication, confined spaces, building collapses, rope rescue, hazardous materials, biological, radiological, nuclear and explosives. Coupled along with all these areas of response are prevention efforts, safety education, citizen involvement and other efforts to keep our community safe.

Forest Park Fire and Emergency Services employs roughly 90 employees. In 2021, the department responded to approximately 4,600 EMS calls and 2,930 fire calls, while maintaining an average response time of four to five minutes.

Emergency Preparedness Planning

Forest Park's Emergency Management Agency provides emergency preparedness planning for both homes and local businesses. Planning for disasters and evacuation can be accomplished by EMA staff in conjunction with the general public at large.

Early Warning Sirens

The EMA Division maintains severe weather early warning sirens to warn citizens and business owners of approaching dangerous weather conditions. The department maintains five such sirens within its jurisdiction.

In addition, the neighboring community of Lake City maintains one early warning siren that is tied into Forest Park's system. A sixth early warning siren is currently being installed at the Georgia Power within the city limits. Early warning systems are tested the first Wednesday of each month, weather permitting.

C.E.R.T.

The C.E.R.T. Program was established in 2005. This program partners emergency management services and the community. The goal is to train members of neighborhoods, community organizations or workplaces in basic response skills.

CERT members are then integrated into the emergency services response capability for their area. This volunteer program is a valued part of our department.

Training Division

The Training Division provides in-house, progressive training and education. Keeping all employees highly educated and up to date on the newest and best practices and skills. This training includes AEMT courses and initial firefighter courses.

- **Basic Life Support (BLS)(CPR)**
Training is available to the community and local businesses with appointments through the **EMS Division**.

Fire Marshal's Office [FMO]

The **Fire Marshal's Office** provides professional fire investigation services to its citizens and business community.

The office also reviews plans for new construction for local businesses.

Individuals can contact the city's FMO by calling (404) 366-4720 (press option 9, then dial 2).



Fire and Emergency Services We Provide Item #4.

With a robust fire prevention program, we offer the following:

Fire Education & Training

- **Lecture or Interactive Sessions:** classes include fire prevention, home safety planning and home fire escape.
- **Fire Extinguisher Training:** Free training through lectures and hands-on demonstration for local businesses.

Smoke Detector Program

- The FMO provides free smoke detectors to citizens who cannot afford them.
- Committed to having smoke detectors installed in every residence, they will even come to your home and show you where you need smoke detectors and install them as needed.

Compliance

- The FMO conducts Fire Code Compliance inspections for business licensing and new construction projects.
- Routine code compliance and enforcement throughout the year.
- Also available to conduct and arrange home fire safety inspections for our citizens at no cost with appointments through the FMO.



(404) 366-4720

SHALONDA BROWN
Director of Human Resources
sbrown@forestparkga.gov
Ext. 420

DIANE LEWIS
Deputy Director of Human Resources
dlewis@forestparkga.gov
Ext. 421

KIMONE TRAWICK
Human Resources Generalist
ktrawick@forestparkga.gov
Ext. 419

YVONNE BRASWELL
Human Resources Assistant
ybraswell@forestparkga.gov
Ext. 424

MARQUIS HAYNES
Human Resources Assistant
mhaynes@forestparkga.gov
Ext. 428

CITY OF FOREST PARK

**Human Resources
Department**

**785 Forest Parkway
Forest Park, GA 30297**

(404) 366-4720
(press option 7 on the main menu)

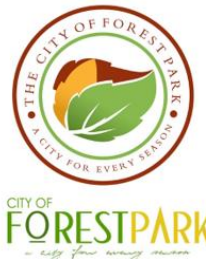
www.forestparkga.gov/hr



CITY OF
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**Human Resources
Department**

INFORMATION GUIDE





The City of Forest Park offers competitive salaries with excellent benefits. Full-time employees are eligible for benefits 30 days following their date of hire.

SUPPLEMENTAL BENEFITS

- AFLAC
- Colonial

ANNUAL LEAVE

- 6 months to 9 years = 12 equivalent days per year
- 10 years to 19 years = 15 equivalent days per year
- 20+ years to 20 equivalent days per year

SICK LEAVE

- 12 equivalent days per year

HOLIDAYS

- 11 paid holidays per year

EMPLOYEE ASSISTANCE PROGRAM

- Max Empowerment, LLC.

DEFERRED COMPENSATION PLAN

- Empower Retirement
 - Employees are enrolled in a deferred compensation plan 30 days after employment.

HOW TO APPLY

The city no longer accepts paper applications. Please visit our website at www.forestparkga.gov and follow the steps listed below:

- Click on **Departments**
- Choose **Human Resources**
- Click on **Job Opportunities**

Once you see the position that you wish to apply for, click "Apply Now." This will prompt you to create an account. Once you register, you will be able to apply for any job the city has posted.

Please note that you will have the option to attach your resume and cover letter. If you have any questions, please feel free to call (404) 366-4720 (*press option 7 on the main menu*).

E-Verify:

The City of Forest Park is a registered participant in the federal work authorization program commonly known as E-Verify and uses such program to verify the employment eligibility of all employees hired on or after July 24, 2008.

An Equal Opportunity Employer and Drug-Free Workplace

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.



OVERVIEW

The City of Forest Park's Human Resources Department provides support to the city's management staff, employees and city council in the areas of employee relations, compensation/classification, recruitment, health, safety and benefits administration.

MISSION STATEMENT

The goal of the Human Resources Department is to ensure that compliance with state and federal guidelines, as well as all other applicable labor laws. The department also strives to foster relationships with employees and provide a safe and professional environment.

CONTACT US

Phone: (404) 366-4720 (*press option 7 on the main menu*)

Email: hr@forestparkga.gov

Webpage: www.forestparkga.gov/hr

File Attachments for Item:**5. Emergency Building Repair Appropriation (Public Works) –Public Works/IT Departments****Background/History:**

The Main Public Works building experienced a lightning strike at some point during the last few days. This strike severely damaged the transfer switch impacting all power to the building, as well as damaging several battery backups in the core server room affecting IT functionality.

An electrician is working on the building's power issues identifying what is needed to bring the building back online. Also, the battery backups for the servers are unable to carry any load, anytime the building loses power or switches from grid to generator, the servers perform a hard reset. This is not good and can cause long term damage, so Information Technology, and Public Works have taken preventative measures.

Due this unforeseen issue and the cost associated with it the City Manager is requesting a budget amendment to appropriate \$60,000 from emergency contingency in the following way - \$10,000 for Information Technology and \$50,000 to public works to purchase repair services and needed equipment to bring the building back online with full IT and Public Works functions.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Emergency Building Repair Appropriation (Public Works) – Department

Submitted By: Dr. Marc-Antonie Cooper t

Date Submitted: November 30, 2022

Work Session Date: December 05, 2022

Council Meeting Date: December 05, 2022

Background/History:

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Cost: \$ 60,000

Budgeted for: _____ **Yes** **No**

Financial Impact:

Appropriate funds from Emergency Contingency line item to Public Works and IT.

Action Requested from Council:

The City Manager request approval of this item.



