



**CITY OF FOREST PARK MAYOR & COUNCIL
CITY COUNCIL WORK SESSION**

Monday, November 15, 2021 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

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

AGENDA

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James The Honorable Dabouze Antoine
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears

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

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

PRESENTATION(S):

- 1. 1st Quarter FY21-22 Budget Review – Executive Offices**

Background/History:

A review of the City of Forest Park FY2021-22 1st Quarter Budget results and expenditures.

NEW BUSINESS:

- 2. Approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court – Executive Offices**

Background/History:

Consideration and approval is requested by the City Manager and Chief Judge of the City of Forest Park to appoint a candidate to serve as Judge Pro Tem to the Forest Park Court. This individual will assist in handling the First Appearance Jail calendar which is conducted virtually, twice monthly, in addition to being called upon to back up the arraignment, trial, probation revocation and environmental sessions.

- 3. Adoption of Amending Banquet Hall Ordinance – Police Department**
- 4. Council Approval of a Public Information Office Communication Policy – Executive Offices**

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. 1st Quarter FY21-22 Budget Review – Executive Offices

Background/History:

A review of the City of Forest Park FY2021-22 1st Quarter Budget results and expenditures.



City Council Agenda Item

Subject: Presentation - 1st Quarter FY21-22 Budget Review – Executive Offices

Submitted By: Darquita Williams – Interim Finance Director

Date Submitted: November 09, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

A review of the City of Forest Park FY2021-22 1st Quarter Budget results and expenditures.

Cost: \$ 0

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

Financial Impact:

N/A

Action Requested from Council:

N/A

FY2022
1ST QUARTER
FINANCE REPORT
July 2021 – September 2021



CITY OF
FORESTPARK
a city for every season

OVERALL EXPENDITURES

APPROVED BUDGET

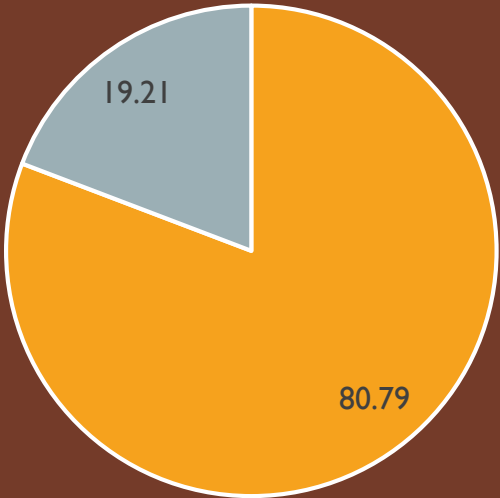
\$34,714,351

YEAR TO DATE EXPENDITURES

\$6,572,801.09

19.21% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

OVERALL REVENUES

APPROVED BUDGET

\$34,714,352

YEAR TO DATE REVENUES

\$1,574,799

4.54% OF THE TOTAL BUDGET

4th Quarter

October: \$12,100,000 in
Revenues

Tax Bills: Mailed November 1st

Pilot Payments: \$2,476,528

LEGISLATIVE OFFICE

APPROVED BUDGET

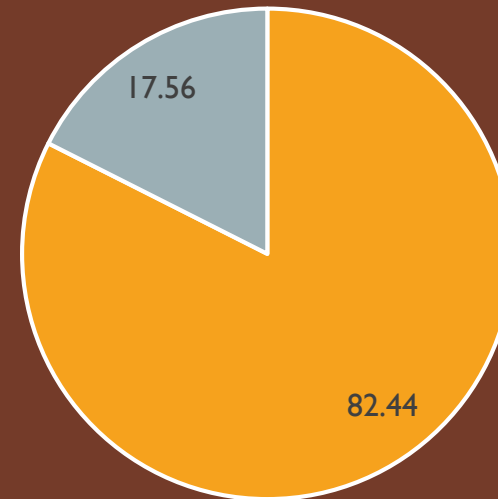
\$834,770

YEAR TO DATE EXPENDITURES

\$144,352.76

17.56% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

CHIEF EXECUTIVE OFFICE

APPROVED BUDGET

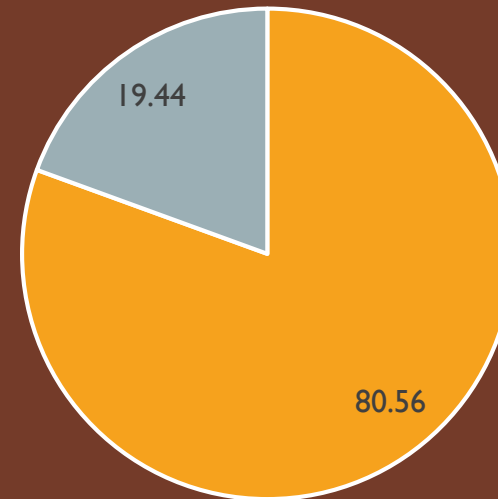
\$1,222,133

YEAR TO DATE EXPENDITURES

\$237,222.95

19.44% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

FINANCE OFFICE

APPROVED BUDGET

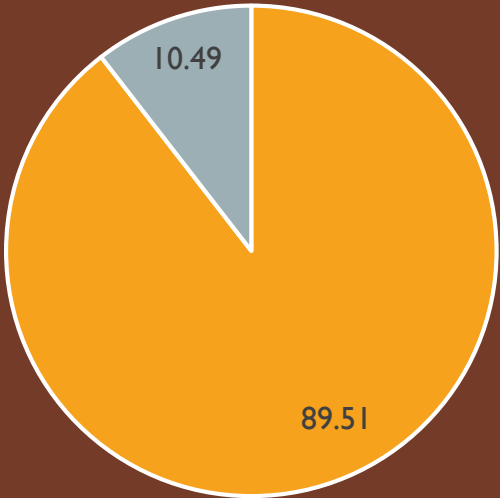
\$5,480,849

YEAR TO DATE EXPENDITURES

\$574,260.40

10.49% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

JUDGE & SOLICITORS

APPROVED BUDGET

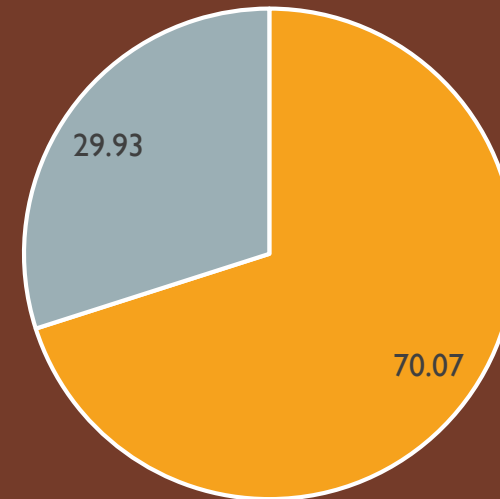
\$130,007

YEAR TO DATE EXPENDITURES

\$41,606.73

29.93% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

TECHNOLOGY SERVICES

APPROVED BUDGET

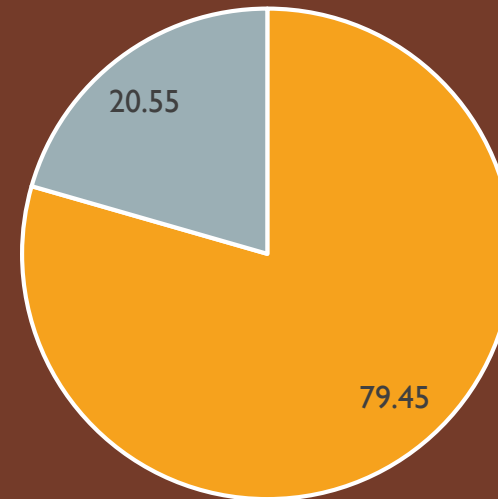
\$724,540

YEAR TO DATE EXPENDITURES

\$148,908.37

20.55 OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

HUMAN RESOURCES

APPROVED BUDGET

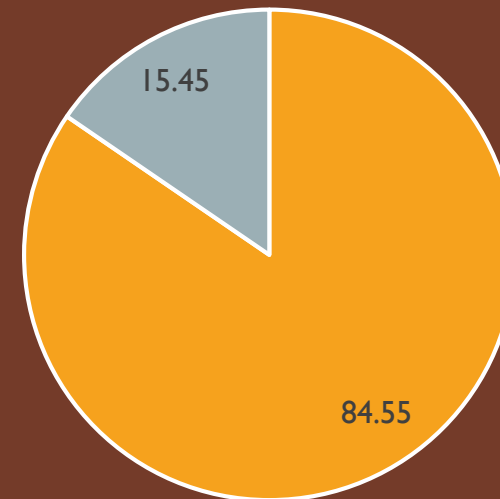
\$578,652

YEAR TO DATE EXPENDITURES

\$88,513.21

15.45% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

ECONOMIC DEVELOPMENT

APPROVED BUDGET

\$207,038

YEAR TO DATE EXPENDITURES

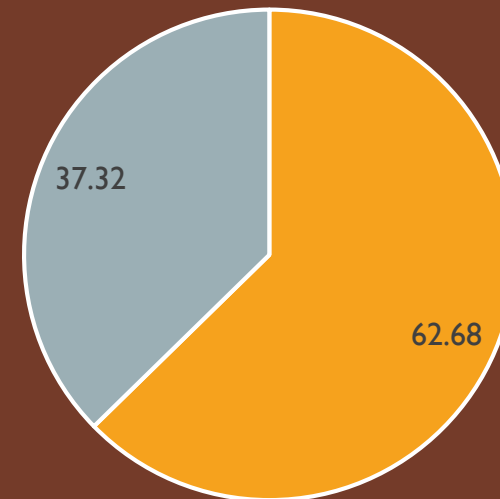
\$77,237.52

37.32% OF THE TOTAL BUDGET

SALARIES AT 41.15%

SALARY FOR AUTHORITY ASSISTANT HAS TO BE BILLED.

Expenditures



■ Funds Left ■ Funds Spent ■ ■

FLEET SERVICES

APPROVED BUDGET

\$108,300

INCLUDES OTHER DEPT ALLOCATION

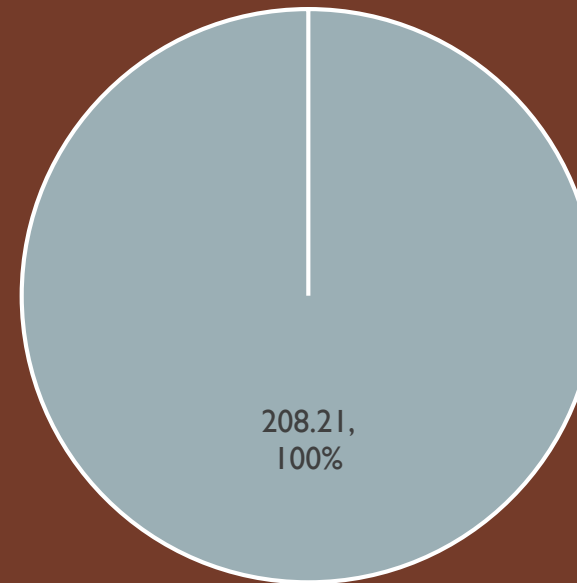
-1,002,463

Charged out to all departments through out the year for vehicle maintenance and gas.

YEAR TO DATE EXPENDITURES

\$224,447.05

Expenditures



■ Funds Left ■ Funds Spent ■ ■

208.21% OF THE TOTAL BUDGET

POLICE SERVICES

APPROVED BUDGET

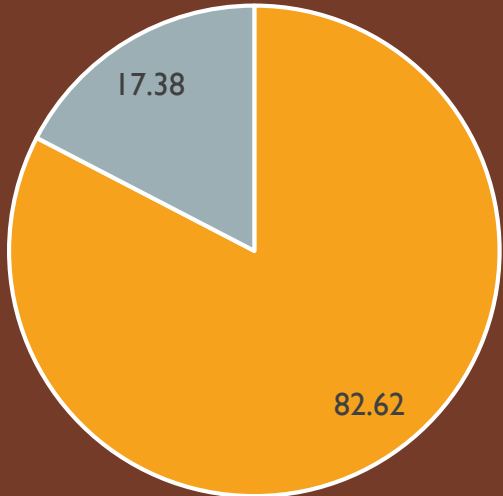
\$10,179,524

YEAR TO DATE EXPENDITURES

\$1,760,476.81

17.38% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

E911 SERVICES

APPROVED BUDGET

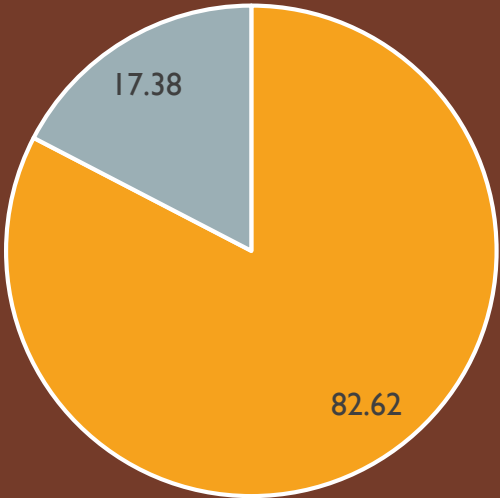
\$764,386

YEAR TO DATE EXPENDITURES

\$201,594.28

26.41% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

RECREATION & LEISURE

APPROVED BUDGET

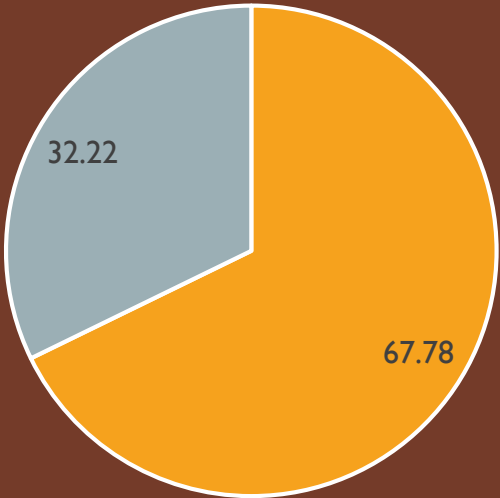
\$1,333,520

YEAR TO DATE EXPENDITURES

\$419,785.58

32.22% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PUBLIC WORKS - STREETS

APPROVED BUDGET

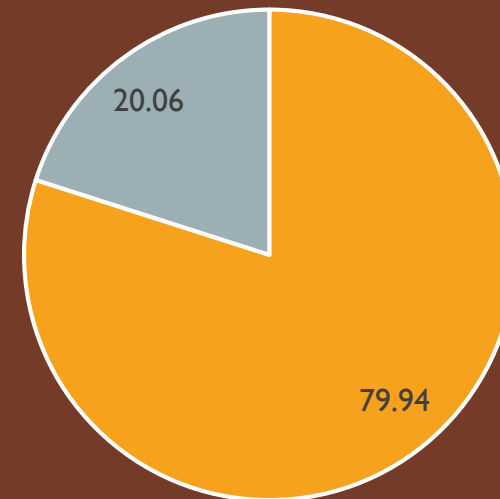
\$3,576,050

YEAR TO DATE EXPENDITURES

\$679,308

20.06% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PUBLIC WORKS - PARKS

APPROVED BUDGET

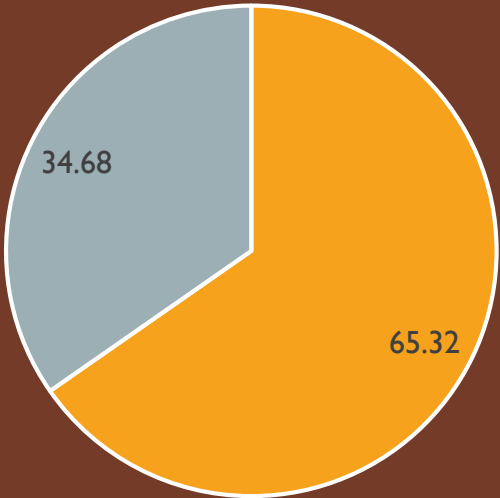
\$137,900

YEAR TO DATE EXPENDITURES

\$47,822.85

34.68% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PUBLIC WORKS - STREETS

APPROVED BUDGET

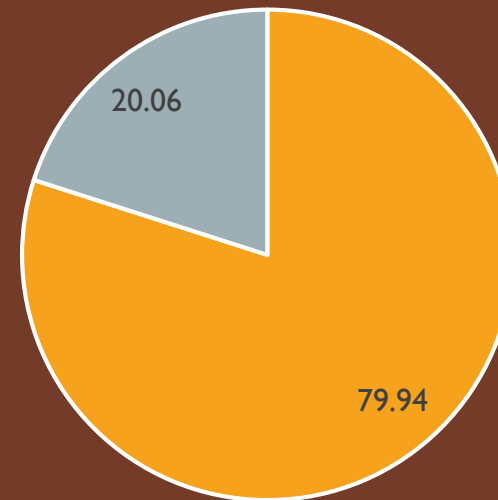
\$3,576,050

YEAR TO DATE EXPENDITURES

\$679,308

20.06% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PUBLIC WORKS - STREETS

APPROVED BUDGET

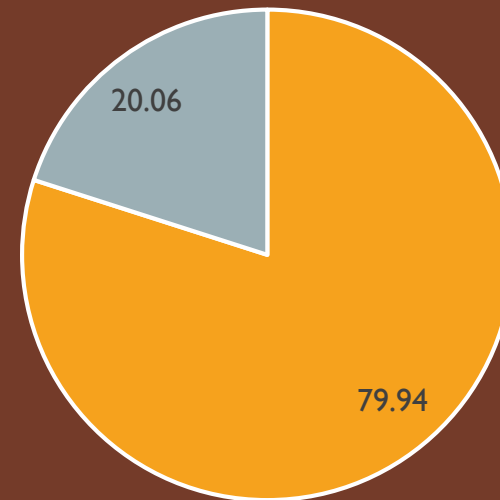
\$3,576,050

YEAR TO DATE EXPENDITURES

\$679,308

20.06% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PLANNING, BUILDING, ZONING

APPROVED BUDGET

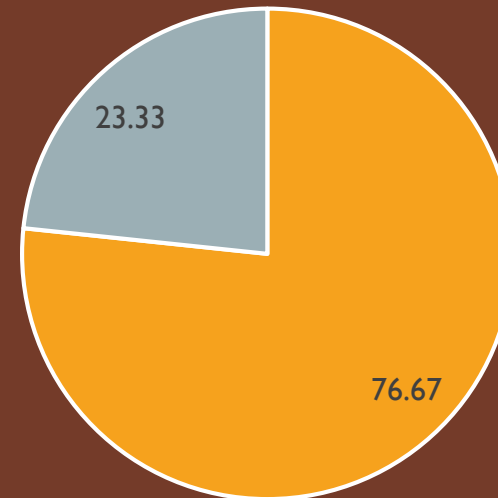
\$967,478

YEAR TO DATE EXPENDITURES

\$196,493.02

23.33% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

ANIMAL CONTROL

APPROVED BUDGET

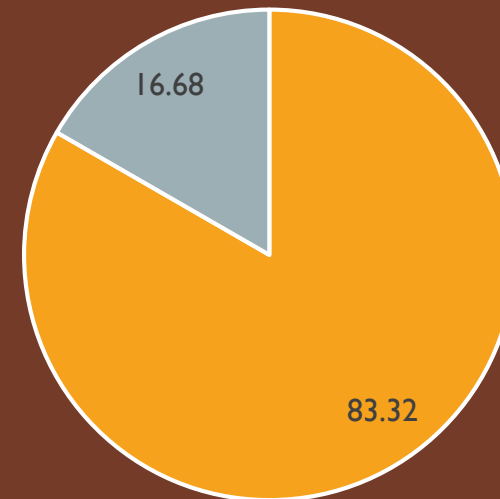
\$129,212

YEAR TO DATE EXPENDITURES

\$21,443.64

16.68% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

FIRE – EMS SERVICES

APPROVED BUDGET

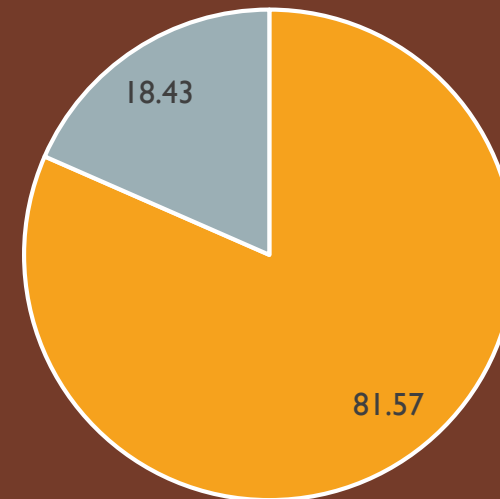
\$2,323,415

YEAR TO DATE EXPENDITURES

\$427,655.35

18.43% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

PLANNING, BUILDING, ZONING

APPROVED BUDGET

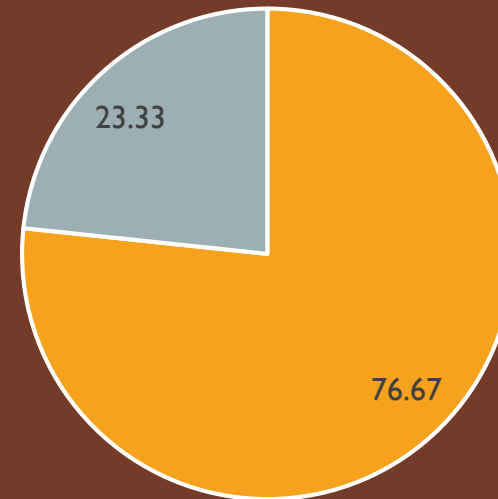
\$967,478

YEAR TO DATE EXPENDITURES

\$196,493.02

23.33% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

FIRE – FIREFIGHTER ADMIN

APPROVED BUDGET

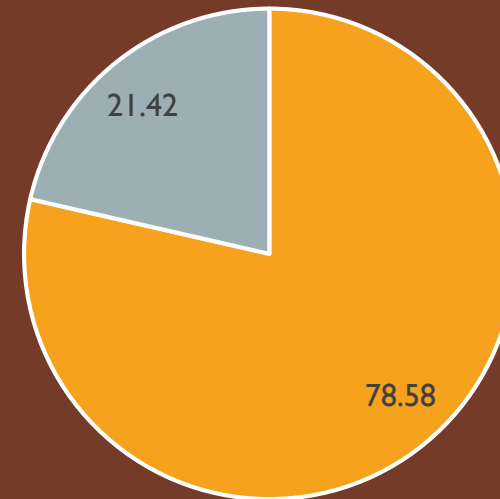
\$6,004,007

YEAR TO DATE EXPENDITURES

\$1,281,671.83

21.42% OF THE TOTAL BUDGET

Expenditures



■ Funds Left ■ Funds Spent ■ ■

File Attachments for Item:

**2. Approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court –
Executive Offices**

Background/History:

Consideration and approval is requested by the City Manager and Chief Judge of the City of Forest Park to appoint a candidate to serve as Judge Pro Tem to the Forest Park Court. This individual will assist in handling the First Appearance Jail calendar which is conducted virtually, twice monthly, in addition to being called upon to back up the arraignment, trial, probation revocation and environmental sessions.



City Council Agenda Item

Subject: Consideration and approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court – Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: November 05, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

Consideration and approval is requested by the City Manager and Chief Judge of the City of Forest Park to appoint a candidate to serve as Judge Pro Tem to the Forest Park Court. This individual will assist in handling the First Appearance Jail calendar which is conducted virtually, twice monthly, in addition to being called upon to back up the arraignment, trial, probation revocation and environmental sessions.

Cost: \$ 35,000 annually

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

Financial Impact:

Judge Pro Tem are only paid when they are called upon to serve.

Action Requested from Council:

Approve appointment of one of the Chief Judge's recommendations after discussion

File Attachments for Item:

3. Adoption of Amending Banquet Hall Ordinance – Police Department



City Council Agenda Item

Subject: Approval of Ordinance Amending Regulation of Banquet Halls – Police Department

Submitted By: Deputy Chief Michael J. Brunson

Date Submitted: October 26, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

In response to the wide-spread social unrest last year related to police department actions in other parts of the country, our insurance carrier has declined to extend insurance coverage for off-duty Forest Park Police Officers working security details at night clubs or other venues where alcohol is served.

Our current banquet hall ordinance requires the presence of a Forest Park Police Officer for security. It is recommended that this provision be replaced with a requirement for private security instead.

Cost: \$ variable

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

Financial Impact:

None.

Action Requested from Council:

It is requested that the city approve the ordinance.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF FOREST PARK, GEORGIA TO REVISE THE REGULATION OF BANQUET HALLS; TO PROVIDE FOR THE ESTABLISHMENT OF AN ETHICS OFFICER; TO PROVIDE FOR DISCIPLINE; AND FOR OTHER PURPOSES.

IT IS HEREBY ORDAINED by the Governing Authority of the City of Forest Park:

Section 1. The Code of Ordinances, City of Forest Park, Georgia is hereby amended by deleting Article E of Title 9, Chapter 2 of the Code and replacing it with a new Article E as shown on Exhibit A.

Section 2. In the event any word, phrase, sentence or paragraph is determined by a court of competent jurisdiction to be unconstitutional, the offending provisions shall be severed from the ordinance and the remaining words, phrases, sentences and paragraphs shall continue in effect as fully as though no challenge had been brought, it being the intent of the Council that severability be applied to the maximum extent allowed by law.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be effective immediately upon its adoption.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

ARTICLE E. BANQUET HALLS

Sec. 9-2-130. Definitions.

The definitions of those terms found in section 9-2-2 of this chapter shall be applicable to this article; in addition, the following terms found in this article are defined below.

Adequate parking means one (1) parking space for each seventy-five (75) square feet of customer service within the premises of the applicant and one (1) parking space per every four (4) employees.

Authorized catered function means an event at a location not otherwise licensed for consumption of alcoholic beverages by the drink at which alcoholic beverages are furnished, for consideration, and sold, dispensed or provided free of charge to persons present at the event, by the drink, pursuant to a permit obtained under this section.

Banquet means the gathering of people upon property or in a building other than a private residence, for the purpose of honoring a person or an event, where liquor, beers or wines can be consumed by persons in attendance. Examples include wedding receptions, retirement parties, birthdays, holiday parties, and similar types of functions.

Banquet hall means a facility, other than a private residence, hotel, motel, other lodging place, private club, restaurant, bottle house, or lounge, which serves for the purposes of honoring a person or an event, where liquor, beers or wines can be consumed by persons in attendance.

Event means a social event such as wedding reception, bridal shower, retirement party, holiday party, award dinner or luncheon, bar/bat mitzvah, or similar type of function.

Food caterer means any person who, for consideration, prepares food for consumption off the premises.

Licensed alcoholic beverage caterer means any person licensed for the sale of alcoholic beverages by the state and who possesses a license by a local government in the state authorizing such person to sell or dispense alcoholic beverages by the drink off licensed premises and in connection with an authorized catered function.

Sec. 9-2-131. Permit required.

- (a) It shall be unlawful for any person to hold or stage a banquet serving alcohol within the city, without having first obtained a permit therefore. Furthermore, it shall be unlawful for any person owning a building or other property to allow said building or property to be used for purposes of a banquet where alcohol is served for which a permit to conduct the same has not been granted.
- (b) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function in the city, such caterer shall obtain a permit. The application for an event permit shall include the name and address of the alcoholic beverage caterer, the caterer's license number, and the location, date, address and time of the event. No permit fee shall be charged for the alcoholic beverage caterers licensed by the city. For caterers, a fee for each event shall be charged in the amount established by this chapter. No permit shall be issued to any person under this section who does not hold an alcoholic beverage caterer's license from a local jurisdiction or the State of Georgia. The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.

Sec. 9-2-132. Issuance of banquet and/or alcohol beverage caterer permits.

- (a) Permits for banquets and alcohol beverage caterers shall be issued by the chief of police or other officer designated by the chief to issue permits in his absence. Permits may be issued only after the applicant provides satisfactory evidence of those items listed in section 9-2-8 of this chapter, and also the following:
- (1) The building or other facility where the banquet is to be held or conducted is a site or location meeting applicable building codes, fire codes, and otherwise appears to be a location where a banquet can be safely held;
 - (2) The availability of parking spaces/facilities so as not to cause traffic congestion, unlawful parking or unauthorized parking on surrounding properties, public safety and the effect of such operation on surrounding property values;
 - (3) The applicant shows proof of hiring private security obtained and paid for by the applicant to attend the banquet and provide order and security during the conduct of the proceedings;
 - (4) Caterers licensed by a jurisdiction other than Forest Park shall maintain a record of all alcoholic beverages transported into the city for the event, and shall pay an excise tax to the city covering all such beverages at the rates provided by section 3-4-1 of this Code. Failure to report and remit the tax within seven (7) days of the conclusion of the event shall be grounds for denial of subsequent permits to that caterer for similar events;
 - (5) Caterers licensed by the city shall maintain a record of all alcoholic beverages transported for each event, by event, and shall make report and remittance of such taxes with their regular monthly reports to the city;
 - (6) All employees serving, dispensing or handling alcohol are required to obtain a permit. Such employees must provide valid identification, a Social Security card and complete a notarized criminal history consent form, with a fee of twenty-five dollars (\$25.00).
- (b) As a condition to issuance of a permit, alcoholic beverage caterers licensed by jurisdictions other than the City of Forest Park shall be provided a copy of the city's alcoholic beverage ordinances, and shall indicate, by signature, that they have received such ordinances and acknowledge the applicability of such ordinances to their operations in the city. The chief of police or his designee shall consider the application, and if the applicant qualifies then the chief of police or his designee shall issue an event permit upon receipt of payment of a permit fee in an amount established by this chapter.

Sec. 9-2-133. Prohibitions.

Upon the obtaining of a permit, the permittee shall be responsible to ensure that the banquet is conducted in a reasonable and safe manner. In addition, the following prohibitions shall apply to any banquet:

- (1) The private security hired for the banquet shall be required to be on the banquet premises at all times and shall not be a participant in the banquet festivities;
- (2) The permittee shall comply with all laws of the State of Georgia and the provisions of this chapter. No alcohol shall be served to a person under the age of twenty-one (21) years, and no alcohol shall be served to any person who is in a state of noticeable intoxication or who is under the influence of alcohol or other drugs;
- (3) No controlled substances shall be permitted in or about the banquet premises, and no firearms shall be permitted in or about the banquet premises;
- (4) No person under the age of twenty-one (21) shall be employed to dispense, serve or handle alcoholic beverages.

Sec. 9-2-134. Violations, revocations and penalties.

- (a) *Periodic inspections.*
 - (1) Agents of the police department shall have the authority to inspect the premises of all licensees and permittees during legal hours of operation.
 - (2) Any person found to be in violation of any provision of this chapter shall have his/her banquet permit or alcoholic beverage caterer permit immediately revoked and the conduct of the banquet terminated. In addition, unless provided elsewhere in this chapter, any person violating any provision of this chapter shall, if convicted, be guilty of a misdemeanor and be fined in an amount of not more than one thousand dollars (\$1,000.00) for each violation, or be incarcerated for not more than twelve (12) months or both such fine and incarceration.

Sec. 9-2-135. Compliance.

- (a) It shall be unlawful for any person to dispense, sell or offer for sale at wholesale or retail any alcoholic beverages defined herein which include beer, wine, distilled spirits within the city, without having first complied with the provisions of this article, but the properly licensed sale of same is hereby declared lawful.
- (b) This article shall apply to:
 - (1) Any banquet hall desiring to serve alcohol.
 - (2) Private clubs where the facility is leased to non-members or others, where alcohol is provided by the private club or an alcoholic beverage caterer.

Sec. 9-2-136. Premises eligible for permit.

- (a) The following persons will not be considered eligible for holding of a banquet permit or alcoholic beverage caterer permit provided herein:
 - (1) Persons suffering under any judicially determined mental incapacity; or
 - (2) Any person, who, within the past ten (10) years from the date of the application, has been convicted of any crime involving moral turpitude, illegal gambling, or illegal possession or sale of controlled substances or the illegal sale or possession of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law, prostitution, solicitation of sodomy, or any sexual related crime or force or violence, or violation of any taxing statute. For purposes of this article, a conviction includes a plea of guilty, a verdict of guilty, a bond forfeiture, or plea of nolo contendere.
- (b) No location for a banquet permit shall be approved if it shall manifestly appear that any of the following, as determined by the chief of police and fire marshal or their designee, would result from the issuance of such license:
 - (1) Traffic congestion requiring the services of a police officer for the orderly movement of traffic in and out of the premises;
 - (2) There are inadequate parking facilities/spaces which could cause illegal or unauthorized parking on the street or on surrounding properties;
 - (3) Location within any area not otherwise appropriately zoned; and
 - (4) Proximity to churches, schools, or other premises as hereinafter set forth.

Sec. 9-2-137. General provisions.

- (a) *Banquet location.* The minimum distance requirements found in this chapter shall be applicable to banquets regulated by this article.
- (b) *Banquet entrance.* The main entrance of all permitted premises shall be clearly visible from a public street, except premises located within a motel, hotel, private club, shopping center or multiple story commercial building.
- (c) *Parking.* The fire marshal shall inspect the banquet location to determine if adequate parking spaces/facilities exist or whether provisions for adequate parking are available. If parking facilities are to be shared with adjoining property owners or with property in the surrounding area, applicant shall provide a written, signed agreement demonstrating such agreement. Said agreement shall contain language that would indemnify the city against any liability or damage from such agreement. The owner of such banquet facilities shall also be required to show proof of adequate insurance coverage for any such damage or liability.

Sec. 9-2-138. Hotels, motels.

Hotel and motel corporations and their franchise restaurant corporations operating as contemplated in these regulations are authorized to apply for and to hold a retail consumption license in their corporate names. They shall name on such application an agent and/or manager actively employed in the operation of said hotel, motel or franchise restaurant who shall be responsible for operation under said license, and who shall qualify in all respects under these regulations. Should said manager and/or agent leave the employment of the hotel or motel corporation or its franchise restaurant corporation in the city, a new agent and/or manager shall be named by the licensee within ten (10) days thereafter.

Sec. 9-2-139. Employment of certain persons prohibited.

- (a) It shall be unlawful for any licensee to employ on the premises any person in any capacity who has been convicted at any time within the past five (5) years of any crimes involving moral turpitude, illegal gambling, prostitution, controlled substances, or having to do with alcoholic beverages.
- (b) Minors may be employed, provided however, it shall be unlawful for any person under twenty-one (21) years of age to take orders for, dispense, serve, sell, handle or deliver alcoholic beverages.

File Attachments for Item:

4. Council Approval of a Public Information Office Communication Policy – Executive Offices



City Council Agenda Item

Subject: Public Information Office Communication Policy – Executive Offices

Submitted By: Javon Llyod, Public Information Officer/ Dr. Marc-Antonie Cooper, City Manager

Date Submitted: November 09, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

The Public Information Office Communications Policy exists to ensure that information released by the City of Forest Park is timely, accurate, comprehensive, and relevant to all aspects of communications with the public, internal staff, and members of the media. It is the mission of the Public Information Office to promote and enhance city government via media relations, print and digital publications, social media, strategic marketing campaigns and the city's website.

Cost: \$ 0

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

Financial Impact:

N/A

Action Requested from Council:

Approval of the Public Information Office Communication Policy



CITY OF
FORESTPARK

Title: Public Information Office Communications Policy
Date Adopted: XXXXXXXX, 2021
Effective Date: XXXXXXXX, 2021, as amended
Reference: XXXXXXXX
Policy Amended: XXXXXXXX

Mission Statement

The Public Information Office Communications Policy exists to ensure that information released by the City of Forest Park is timely, accurate, comprehensive and relevant to all aspects of communications with the general public, internal staff and members of the media. It is the mission of the Public Information Office to promote and enhance city government via media relations, print and digital publications, social media, strategic marketing campaigns and the city's website. This includes:

- Information on local government services
- General information to the public about city meetings and sponsored/managed events
- Emergency and public safety information
- Live and taped coverage of government meetings, events and activities

Roles of the Public Information Office

A. **External Communications**

1. All news releases and other external communications to the news media and for the city's website are to be written, distributed and/or approved through the city's Public Information Officer (PIO). At the discretion of the City Manager, the PIO is responsible for writing and distributing new releases for events, programs and happenings that are sponsored/managed/produced by the City of Forest Park Mayor, City Council and/or citywide departments. Exceptions can and will be made in the event of a declared emergency or at the discretion of the City Manager.
2. Every effort should be made to send information and requests for news releases about city events, meetings, workshops and programs to the PIO a minimum of 10 workdays prior to the event, with the exception of emergency situations (natural disasters, declared emergencies, etc.).

Each department shall be responsible for informing the PIO when there is a newsworthy event happening.

3. The PIO serves as the primary point of contact for the media. At the direction of the City Manager, each media request shall be independently researched, evaluated and discussed in order to determine the best way to provide information that responds to the request and is in line with the city's overall mission and objectives.
4. If a member of the news media contacts a city employee directly to obtain information or comment regarding recent events or actions, their request shall be immediately referred directly to the PIO. City of Forest Park employees are under no obligation required to respond to a reporter nor can they be compelled to answer questions on the spot. It is the city's policy to refer all media inquiries to the PIO or assigned designee. The PIO will be on-call 24 hours a day, seven days a week to respond to requests from members of the media.
 - There are times when the PIO may request for a city employee (department directors, project lead, etc.) to serve as the subject matter expert and respond directly to a media request. This will only be done after vetting the story with the reporter and receiving prior approval from the City Manager.
 - If a city employee does respond to questions from the media without first notifying the City Manager or the PIO, they should do so as soon as the media request has been made.
5. In certain situations, the PIO will work with the Mayor, City Council, City Manager and department directors to set up news conferences. In general, while news conferences are useful, most members of the media prefer one-on-one interviews rather than a large news conference. **All city-related interviews with members of the media shall be coordinated through the Public Information Officer and approved by the City Manager.**
6. The PIO or designee serves as the lead communications officer during activations of the city's emergency command Center. During an emergency activation, all information shall be channeled through the Public Information Office and approved by the City Manager, assigned incident commander and/or applicable department director before being released to the media and general public.
7. For special events, including ribbon cuttings, building dedications and/or groundbreaking, city departments should coordinate the event with the PIO, who will assist with the communications aspects for the planned event. The PIO will assist all departments and divisions with publicity and promotions for City of Forest Park events and activities via news releases, media coverage, video, photography, advertising and the use of social media.
8. Letters, op-eds, blogs (online columns) and guest columns shall not be submitted to the media as an official city statement, unless it is reviewed by the PIO and approved by the City Manager or designee. However, city employees are permitted to write letters, blogs and columns stating their personal opinion on issues, as long as it does not reflect an official statement from the City of Forest Park.

9. The City of Forest Park has a series of official logos. There is also a set palette of colors to complement the use of these elements in printed and electronic productions.



Palette Colors (RGB Color Code):

- Brown (150, 48,12)
- Autumn (251, 178, 51)
- Green (135, 185, 79)
- Mustard Yellow (230, 198, 22)



10. The official logos for the City of Forest Park shall be maintained by the PIO. **City departments, divisions and offices are not authorized to alter or use a different logo for city promotions without prior approval from the City Manager.** Digital copies of the city logos can be obtained from the PIO.
12. All printed materials must include the City of Forest Park logo prior to distribution. All printed materials include, but are not limited to:
- Flyers and Signs
 - Brochures
 - Posters
 - Newsletters
 - Print Ads

B. Internal Communications

1. Distribution of newsworthy mass emails to all city employees can be done by the PIO, City Manager or other assigned designee. Only mass emails that relate to city government and/or public service information will be sent to city employees except when otherwise directed by the City Manager.
2. The PIO will handle promotions for internal employee communications and activities. This can include newsletters, news clippings, links to media stories, directives and more.

C. Website

1. City of Forest Park webpages for departments and/or divisions must be located on the city's official website (www.forestparkga.gov) and are to be coordinated through the Public Information Office.
2. Information posted on the city's website must relate to programs, services and/or events managed or primarily sponsored by the City of Forest Park Mayor, City Council and/or city departments, divisions and offices. Posting information regarding other governmental agencies and community centers will be at the discretion and approval of the City Manager.
3. Each council member may post information or opinions about city or ward events and issues on ward-specific pages of the city's official website. However, these postings may not be used for campaign or personal purposes. **Further, due to public records laws, no council member shall criticize or comment on any other council member's opinion, position or vote on any topic in any posting on any official city website.**
4. All city departments, divisions and offices shall have a designated staff person responsible for regularly updating the content on their webpages and ensuring the accuracy of all posted information. Information on the website is considered a public document.
5. Departments, divisions and offices are encouraged to utilize the city's website to provide convenient public access to current information, forms and procedures.
6. The request to add an external link to the city's website shall be coordinated through the Public Information Office and/or, in some instances, the city's Information Technology Department. Primary consideration will be given to government agencies or committees specified by the Mayor, City Council and/or City Manager. All those who request external links will be notified as to the direction of their request.
7. The City of Forest Park's website provides links to federal, state and local governmental agencies and educational institutions including school districts, colleges and universities.
8. Websites are considered official when:
 - They are created and presented to communicate information on official City of Forest Park services, events and programs.
 - Contain official City of Forest Park branding or logos and/or events or programs managed by the city.
 - Websites containing any of these official elements will appear under one of the official City of Forest Park domains. Unique subdomains and URLs are to be used only after approval has been obtained from the PIO and City Manager.