



## CITY COUNCIL WORK SESSION

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

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

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

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

The Honorable Hector Gutierrez

The Honorable Allan Mears

The Honorable Dabouze Antoine

The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager

Randi Rainey, City Clerk

Danielle Matricardi, City Attorney

## AGENDA

### VIRTUAL NOTICE

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

The Council Meetings will be live-streamed and available on the City's

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

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

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

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

**CONSENT AGENDA:**

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

### **Background/History:**

As part of our ongoing efforts to streamline the procurement process, staff is recommending approval of contracted or single source vendors to create Blanket Purchase Orders. A blanket purchase order (BPO) is a type of purchase order used by organizations to streamline the procurement process for recurring purchases of goods or services over a specified period. Rather than issuing individual purchase orders for each transaction, a blanket purchase order sets up a contract with a supplier to provide certain items or services at agreed-upon prices, quantities, and terms.

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

**Background/History:**

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

**NEW BUSINESS:**

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

**Background/History:**

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by the city council on June 29th, 2023. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures.

- 2. Council Discussion on the Recommended Proposed Millage Rate-Finance Department**

**Background/History:**

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

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

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

**Background/History:**

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

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

**Background/History:**

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

**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 meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

**File Attachments for Item:**

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

**Background/History:**

As part of our ongoing efforts to streamline the procurement process, staff is recommending approval of contracted or single source vendors to create Blanket Purchase Orders. A blanket purchase order (BPO) is a type of purchase order used by organizations to streamline the procurement process for recurring purchases of goods or services over a specified period. Rather than issuing individual purchase orders for each transaction, a blanket purchase order sets up a contract with a supplier to provide certain items or services at agreed-upon prices, quantities, and terms.



**Title of Agenda Item:** Consent Agenda – Request for Blanket Purchase Orders

**Submitted By:** Nigel Wattley

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

**Work Session Date:** 9-16-2024

**Council Meeting Date:** 9-16-2024

**Background/History:**

As part of our ongoing efforts to streamline the procurement process, the following contracted or single source vendors are being presented to create Blanket Purchase Orders:

<b>Single Source Bellamy Strickland</b> – \$20,000	Repairs for Fleet/Auto	Fund: 100-27-4900-52-1712
<b>Single Source Best Drive</b> – \$18,000	Purchase of Tires	Fund: 100-27-4900-52-1712
<b>DOAS Cooperative Boswell Oil</b> – \$165,000	Purchase of Fuel/Oil	Fund: 100-27-4900-53-1270
<b>LSBD (Forest Park) Campbells</b> – \$22,300	Small tools repairs/parts	
-\$3000	Fund: 100-51-4210-53-1106	
-\$8000	Fund: 100-27-4900-52-1712	
-\$4000	Fund: 100-54-6220-53-1129	
-\$4500	Fund: 100-51-4210-52-1601	
-\$2800	Fund: 100-54-6210-53-1602	
<b>OMNIA Cooperative Cintas</b> – -\$26,000	Uniforms for PW Employees	
-\$6000	Fund: 100-27-4900-53-1701	
-\$20,000	Fund: 100-51-4210-53-1702	
<b>DeKalb County Cooperative Atl. Commercial Tires</b> – \$13,000	Purchase of Tires	Fund: 100-27-4900-52-1712
<b>Single Source Fleet Services</b> – \$18,000	Gas Cards	Fund: 100-27-4900-53-1270
<b>OMNIA Cooperative Home Depot</b> – \$14,000	City wide facility repairs	
-\$8000	Fund: 100-51-4210-53-1106	
-\$1000	Fund: 100-27-4900-52-1712	
-\$2000	Fund: 100-51-4210-52-1601	
-\$3000	Fund: 100-54-6230-53-1127	
<b>Single Source McDonald Collision</b> – \$25,000	Repairs for Fleet/Auto	Fund: 100-27-4900-52-1712
<b>DeKalb County Cooperative O’Reilly Auto Parts</b> – \$15,000	Auto parts for Fleet	Fund: 100-27-4900-52-1712
<b>Single Source Songbird Landscape</b> – \$13,000	Park Maintenance	Fund: 100-54-6230-53-1127
<b>City Contract Waste Management</b> – \$1,300,000	Solid waste Disposal	Fund: 540-72-4530-52-3001
<b>City Contract World Scapes LLC</b> – \$39,500	Cemetery Maintenance	Fund: 100-27-4900-52-1002

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**Action Requested from Council:**

Consideration and approval of Blanket Purchase Orders

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**Cost:** \$ 1,688,800

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

**Financial Impact:**

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

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE BLANKET PURCHASE ORDERS FROM THE CITY’S PURCHASING DEPARTMENT.**

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

**WHEREAS**, the City’s current purchasing policy allows for blanket purchases for supply commodities and/or services such as motor oil, gasoline, and other items for which monthly or periodic requirements can be reasonably forecast; and

**WHEREAS**, the City’s Purchasing Department (“Department”) requests approval for the contracted and single source blanket purchase orders (“BPO”) in a *total* amount not to exceed One Million, Six Hundred and Eighty-Eight Thousand, Eight Hundred Dollars and 00/100 Cents (\$1,688,800.00); and

**WHEREAS**, the BPO includes two (2) purchases of repairs for fleet / auto in the amount of Twenty Thousand Dollars and 00/100 Cents (\$20,000.00) from Single Source Bellamy Strickland and in the amount of Twenty-Five Thousand Dollars and 00/100 Cents (\$25,000.00) from Single Source McDonald Collision; and

**WHEREAS**, the BPO includes two (2) purchases of tires in the amount of Eighteen Thousand Dollars and 00/100 Cents (\$18,000.00) from Single Source Best Drive and in the amount of Thirteen Thousand Dollars and 00/100 Cents (\$13,000.00) from Dekalb County Cooperative Atl. Commercial Tires; and

**WHEREAS**, the BPO includes the purchase of fuel / oil in the amount of One Hundred and Sixty-Five Thousand Dollars and 00/100 Cents (\$165,000.00) from DOAS Cooperative Boswell Oil; and

**WHEREAS**, the BPO includes the purchase of small tools repairs / parts in the amount of Twenty-Two Thousand, Three Hundred Dollars and 00/100 Cents (\$22,300.00) from LSBD (Forest Park Campbells; and

**WHEREAS**, the BPO includes the purchase of uniforms for employees within the City’s Department of Public Works in the amount of Twenty-Six Thousand Dollars and 00/100 Cents (\$26,000.00) from OMNIA Cooperative Cintas; and

**WHEREAS**, the BPO includes the purchase of gas cards in the amount of Eighteen Thousand Dollars and 00/10 Cents (\$18,000.00) from Single Source Fleet Services; and

**WHEREAS**, the BPO includes the purchase of City-wide facility repairs in the amount of Fourteen Thousand Dollars and 00/100 Cents (\$14,000.00) from OMNIA Cooperative Home Depot; and

**WHEREAS**, the BPO includes the purchase of auto parts for fleet in the amount of Fifteen Thousand Dollars and 00/100 Cents (\$15,000.00) from Dekalb County Cooperative O’Reilly Auto Parts; and

**WHEREAS**, the BPO includes the purchase of overall park maintenance in the amount of Thirteen Thousand Dollars and 00/100 Cents (\$13,000.00) from Single Source Songbird Landscape; and

**WHEREAS**, the BPO includes the purchase of solid waste disposal in the amount of One Million, Three Hundred Thousand Dollars and 00/100 Cents (\$1,300,000.00) from City Contract Waste Management; and

**WHEREAS**, the BPO includes the purchase of cemetery maintenance in the amount of Thirty-Nine Thousand, Five Hundred Dollars and 00/100 Cents (\$39,500.00); and

**WHEREAS**, the approval of these blanket purchase orders is necessary to protect the welfare, health, and safety of City citizens.

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

**Section 1. Approval.** The Department’s request to approve the contracted and single source blanket purchase orders in a total amount not to exceed One Million, Six Hundred and Eighty-Eight Thousand, Eight Hundred Dollars and 00/100 Cents (\$1,688,800.00) as presented to the Mayor and City Council on September 16, 2024 is hereby approved; and

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

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

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

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

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

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

\_\_\_\_\_  
*City Clerk*

**APPROVED AS TO FORM:**

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



**File Attachments for Item:**

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

**Background/History:**

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



# City Council Agenda Item

**Subject:** Council Discussion on the purchase of firefighter uniforms from cooperative agreements with Read’s Uniforms, LLC

**Submitted By:** Procurement Department (on behalf of Fire & EMS Services)

**Date Submitted:** September 9, 2024

**Work Session Date:** September 9, 2024

**Council Meeting Date:** September 16, 2024

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**Background/History:**

Read’s Uniforms, LLC, a business located in Florida and Georgia has a contract with Sarasota County, Florida for Fire Fighter uniforms to include, but not limited to dress pants, dress shirts, t-shirts, polo shirts, shorts, sweatpants, sweatshirts, belts, embroidery, badges, insignias and hats. We are requesting to spend an annual amount not to exceed \$50,000 from Fund 100-61-3510-53-1702.

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**Cost: \$**                      **\$50,000**

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

**Financial Impact:** 100-61-3510-53-1702

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

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**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

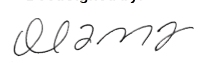
**THIS TERM CONTRACT** (Contract) is made and entered into as of the date of execution by both parties, by and between **Sarasota County**, a political subdivision of the State of Florida, hereinafter referred to as the "County" and **Read's Uniforms, LLC**, a Delaware limited liability company authorized to do business in the State of Florida, hereinafter referred to as "Contractor."

This Contract, including its Exhibits A, B, C, and Attachments 1 and 2 to Exhibit A, attached hereto, Solicitation #232512TEG and County Purchase Orders, all incorporated herein, represent the entire agreement between Contractor and County with respect to the subject matter hereof and supersedes all prior agreements, negotiations, or understandings between the parties in any way relating to the subject matter of this Contract.

Contractor and County acknowledge having read and understood this Contract and hereby agree to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the date last below written.

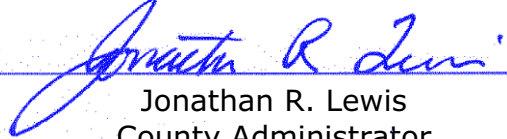
**READ'S UNIFORMS, LLC**

DocuSigned by:  
BY:   
FF0F9333C5744E8  
Vice President

12-27-2023

**SARASOTA COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

BY:   
Jonathan R. Lewis  
County Administrator **2/1/2024**

*Delegated pursuant to motion of the Board of  
County Commissioners at a Board Meeting*

Approved as to form and correctness:

BY:   
COUNTY ATTORNEY RWF

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

Terms and Conditions

**WITNESSETH**

**WHEREAS**, the County requires the services of a contractor to provide uniforms for emergency services personnel; and,

**WHEREAS**, the County issued an Invitation for Bids (IFB) # 232512TEG on September 8, 2023; and,

**WHEREAS**, the County evaluated the responses received and found the Contractor qualified to perform the necessary services; and,

**WHEREAS**, the County approved a Notice of Recommended Award on November 16, 2023; and,

**WHEREAS**, the Contractor has reviewed the services required pursuant to this Contract and is qualified, willing and able to provide and perform all such services in accordance with its terms.

**NOW, THEREFORE**, the County and the Contractor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. CONTRACTOR'S SERVICES**

The Contractor agrees to diligently provide all materials, services and labor for uniforms for emergency services personnel in accordance with the Scope of Services made part of this Contract as Exhibit A, attached hereto and incorporated herein.

**II. TERM**

This Contract shall commence on January 29, 2024, and shall continue for a period of three years. This Contract may be renewed for up to two additional one year periods subject to written agreement of both parties.

**III. COMPENSATION AND PAYMENT OF CONTRACTOR'S SERVICE**

- A. The County shall pay the Contractor for the services rendered hereunder and completed in accordance with the terms and conditions of this Contract a total amount not to exceed One Million One Hundred Eighty Nine Thousand One Hundred Twenty Nine Dollars and Sixty Five Cents (\$1,189,129.65) for the initial three-year term.
- B. Notwithstanding the preceding, Contractor shall perform no work under this Contract until receipt of a purchase order from the County. Contractor acknowledges and agrees that no minimum amount of work is guaranteed under this Contract and County may elect to issue no purchase orders. If

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

a purchase order is issued, the County reserves the right to amend, reduce or cancel the purchase order in its sole discretion.

- C. The County's performance and obligation to pay under this Contract is contingent upon an appropriation of lawfully available funds by the Board of County Commissioners. The County shall promptly notify the Contractor if the necessary appropriation is not made.

**IV. METHOD OF PAYMENT**

- A. The County shall pay the Contractor through payment issued by the Clerk of the Circuit Court in accordance with the Local Government Prompt Payment Act, §218.70, et seq. F.S., upon receipt of the Contractor's invoice and written approval of same by the County's Administrative Agent indicating that services have been rendered in conformity with this Contract.
- B. The Contractor shall submit invoices for payment to the address indicated on the purchase order for those specific services provided pursuant to Exhibit B, Fee Schedule, attached hereto and incorporated herein.
- C. The Contractor's invoices shall be in a form satisfactory to the Clerk of the Circuit Court, who shall initiate disbursements. The Contractor is responsible for providing all necessary documentation that may be required by the County.

**V. ADDITIONAL SERVICES**

- A. No changes to this Contract or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Contractor and the County.
- B. If the County's Administrative Agent requires the Contractor to perform additional services related to this Contract then the Contractor shall be entitled to additional compensation based on the Fee Schedule, as amended, to the extent necessary to accommodate such additional work. The additional compensation shall be agreed upon before commencement of any additional services or changes and shall be incorporated into this Contract by written amendment. The County shall not pay for any additional service or work performed before a written amendment to this Contract.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Contractor, the Contractor shall not be entitled to additional compensation.

**VI. LIABILITY OF CONTRACTOR**

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

- A. The Contractor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Contractor arising out of or in any way connected with the Contractor or subcontractor's performance or failure to perform under the terms of this Contract.
- B. This section shall survive the termination or expiration of this Contract.

**VII. CONTRACTOR'S INSURANCE**

Contractor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Contract.

**VIII. RESPONSIBILITIES OF THE CONTRACTOR**

- A. The personnel assigned by the Contractor to perform services shall comply with the terms set forth in this Contract. The Contractor shall ensure that all personnel and other agents are fully qualified and capable to perform their assigned tasks. Any change or substitution to the Contractor's key personnel must receive the County's Administrative Agent's written approval before said changes or substitution can become effective.
- B. The Contractor agrees to respond to communication from the County within three working days unless a shorter response time is specified by the County.
- C. The Contractor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Contractor), to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Contract.
- D. The Contractor covenants and agrees that it and its employees shall be bound by the Ethical Standards as set forth in the Sarasota County Procurement Manual. The Contractor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed.
- E. Contractor agrees that it and its employees shall communicate with County employees and members of the public in a civil manner. All aspects of a Contractor's performance, including complaints received from County employees or members of the public, may impact the County's decision to renew or terminate this Contract in accordance with the provisions contained herein. The County further reserves the right to suspend or debar the Contractor from consideration for award of future contracts in

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

accordance with the Sarasota County Procurement Code if the Contractor does not abide by the terms of this subsection.

- F. Pursuant to §287.133(2)(a), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
- G. The Contractor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Contract.
- H. The Contractor shall maintain books, records, documents, and other evidence directly pertaining to or connected with the services under this Contract which shall be available and accessible at the Contractor's offices for the purpose of inspection, audit, and copying during normal business hours by the County, or any of its authorized representatives. Such records shall be retained for a minimum of five (5) fiscal years (from October to September) after completion of the services.
- I. §287.135, F.S., prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

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UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

- J. The Contractor shall notify the County's Administrative Agent at least one (1) day in advance of any meeting between the Contractor and any County Commissioner, regulatory agency or private citizen related to this Contract.
- K. The Contractor is, and shall be, in the performance of all work, services and activities under this Contract, an independent contractor. Contractor is not an employee, agent or servant of County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Contractor's sole direction, supervision and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Contractor shall be solely responsible for providing benefits and insurance to its employees.

**IX. FORCE MAJEURE**

The Contractor specifically agrees that all work performed under the terms and conditions of this Contract shall be completed within the time limits as set forth herein, or as otherwise identified in the County's purchase order or specified by the County's Administrative Agent, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any cause affecting the performance of this Contract arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of the parties.

**X. OBLIGATIONS OF COUNTY**

- A. The County's Administrative Agent is designated to do all things necessary to properly administer the terms and conditions of this Contract, including, but not limited to:
  - 1. Review of all Contractor payment requests for approval or rejection.
  - 2. Periodic reviews of the work of the Contractor as necessary for the completion of the Contractor's services during the period of this Contract.
- B. The County shall not provide any services to the Contractor in connection with any claim brought on behalf of or against the Contractor.

**XI. TERMINATION**

- A. The County shall have the right at any time upon thirty (30) calendar days' written notice to the Contractor to terminate the services of the Contractor for convenience. The County shall pay to the Contractor and the Contractor



**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

shall accept as full payment for its services, a sum of money equal to the work completed in any commenced but incomplete services.

- B. Any failure of the Contractor to satisfy the requirements of this Contract, as documented by the Administrative Agent, shall be considered a default of the Contract and sufficient reason for termination.
  - 1. For defaults that are curable (as determined by the County), the Contractor shall be notified in writing by the County and shall have an opportunity to cure such default(s) within ten (10) working days after notification.
  - 2. For defaults that are not curable (as determined by the County), notice of the termination date shall be given as deemed appropriate by the County.
- C. In the event the County's termination of this Contract for default is in any way deficient, at the option of the County such termination shall be deemed to be a termination for convenience pursuant to Section XI.A. above.
- D. The parties may mutually agree to terminate this Contract. Such termination shall be evidenced by a notice issued by the County. The County shall pay to the Contractor and the Contractor shall accept as full payment for its services, a sum of money equal to the work completed in any commenced but incomplete services.
- E. In the event that the Contractor has abandoned performance under this Contract, then the County may terminate this Contract upon three (3) calendar days' written notice to the Contractor indicating its intention to do so. Payment for work performed prior to the Contractor's abandonment shall be as stated above. Contractor shall have one hundred and eighty (180) days to submit invoices. Invoices submitted after one hundred and eighty (180) days may not be accepted for payment.
- F. The Contractor shall have the right to terminate services only in the event of the County failing to pay the Contractor's properly documented and submitted invoice within ninety (90) calendar days of the approval by the County's Administrative Agent.
- G. The County reserves the right to terminate and cancel this Contract in the event the Contractor shall be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors.
- H. After consultation with and written notice to the Contractor providing a reasonable opportunity to cure, the County shall have the right to refuse to make payment, in whole or part due to:

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

1. The quality of a portion, or all, of the Contractor's work not performed in accordance with the requirements of this Contract;
2. The quantity of the Contractor's work not delivered or performed as represented in the Contractor's Payment Request, or otherwise;
3. Claims made, or likely to be made, against the County or its property;
4. Damages to the County or a third party caused by the Contractor;
5. The Contractor's failure or refusal to perform any other obligation under this Contract.

**XII. DISPUTE RESOLUTION**

- A. To the extent Chapter 558, F.S. is applicable, the parties expressly opt out of the requirements of Chapter 558, F.S., within the meaning of §558.005(1), F.S.
- B. In the event of a dispute or claim arising out of this Contract, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Sarasota County, Florida, with the parties sharing equally in the cost of such mediation.
- C. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- D. Any dispute, action or proceeding arising out of or related to this Contract will be exclusively commenced in the state courts of Sarasota County, Florida, or where proper subject matter jurisdiction exists in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- E. The parties hereby waive all rights to trial by jury for any litigation concerning this Contract.
- F. This Contract and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- G. Unless otherwise agreed in writing, the Contractor shall be required to continue its services and all other obligations under this Contract during the pendency of claim or dispute including, but not limited to, actual period of mediation or judicial proceedings.

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

**XIII. STOP WORK ORDER**

The County's Administrative Agent may at any time, by written order to the Contractor, require the Contractor to stop all or any part of the work called for by this Contract. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Contractor. Upon receipt of such an order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Contractor shall not resume work unless specifically so directed in writing by the County. The Administrative Agent shall take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Contract in accordance with provisions contained in Section XI.A.

In the event the County determines to not direct the Contractor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XI.A. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Contractor to resume work within ninety (90) days, the Contractor may terminate this Contract.

**XIV. PUBLIC RECORDS**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Sarasota County  
Public Records office  
1660 Ringling Blvd.  
Sarasota, FL 34236**

**Phone: 941-861-5886  
Email: publicrecords@scgov.net**

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

**XV. MISCELLANEOUS**

- A. This Contract constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written with respect to the subject matter. No amendment, change or addendum to this Contract is enforceable unless agreed to in writing by both parties and incorporated into this Contract.
- B. Time is of the essence with regard to each and every aspect of the Contractor's performance under this Contract.
- C. The language of this Contract shall be construed, in all cases, according to its fair meaning and not for or against any party hereto.
- D. The parties hereto do not intend nor shall this Contract be construed to grant any rights, privileges or interest to any third party.
- E. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation) without the prior written consent of the County, except that claims for the money due or to become due to the Contractor from the County under this Contract may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.
- F. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Contract or any applicable law.
- G. If any term, condition, or covenant of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Contract shall be valid and binding on each party.
- H. The parties covenant and agree that each is duly authorized to enter into and perform this Contract and those executing this Contract have all requisite power and authority to bind the parties.
- I. Neither the County's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract.
- J. The rights and remedies of the County provided for under this Contract are in addition to any other rights and remedies provided by law.
- K. If the Contractor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

**TERM CONTRACT FOR  
UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

- L. This Contract may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.
- M. The County may unilaterally extend this Contract up to ninety (90) days beyond its expiration. The unit prices in effect on the last day of this Contract shall remain in effect for the extension period.
- N. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

## Contractor's Representative:

Name: Stu Jackson  
 Title: Account Manager, Florida -  
Public Safety  
 Address: 705 N. 14<sup>TH</sup> Street  
Leesburg, FL 34748  
 Telephone: (860) 302-6570  
 E-mail: stu.jackson@readsuniforms.net

## County's Administrative Agent:

Name: Stephen Cantu  
 Title: Sarasota County -  
Emergency Services - Liason  
 Address: 1660 Ringling Blvd  
Sarasota, FL 34236  
 Telephone: (941) 500-4608  
(941) 861-5253  
 E-Mail: scantu@scgov.net

- O. Any change in the County's Administrative Agent or the Contractor's Representative will be promptly communicated by the party making the change.
- P. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- Q. The solicitation and all attachments and addenda thereto are hereby incorporated in the Contract by reference.
- R. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
1. Contract
  2. Solicitation
  3. County's Purchase Order

## **EXHIBIT A SCOPE OF SERVICES**

### **1. CONTRACTOR REQUIREMENTS**

- A. Contractor shall supply uniforms for Sarasota County Emergency Services Personnel.
- B. Contractor shall have a representative available onsite for fittings a minimum of once per quarter at a mutually agreed upon time. Fitting will be held at the following address:
  - Sarasota County Fire Department
  - 1805 Apex Road
  - Sarasota, FL 34240
- C. Contractor shall notify the County immediately if any product is discontinued.
- D. Contractor shall have an online catalog, provide the County with access to the online catalog and accept online orders.
- E. If available, Contractor shall ensure that the County's Administrative Agent is supplied with current print catalogs as they are published.

### **2. SAMPLES AND SAMPLE SETS**

- A. Required Samples Submittal
  - i. Samples are requested at the vendors expense so the County can ensure the logo is sewn correctly and that the shirt fabric and the logo look as expected once embroidered. The samples sets must include embroidery and printing on each item and must be delivered to the Sarasota County Fire Department within ten (10) business days of award. Contractor shall make any required updates and return revised samples for the County's review within 10 business days. This process shall repeat until the County is satisfied with the embroidering.

### **3. PRODUCT SPECIFICATION**

- A. Equivalentents will not be accepted by the County. Only the brands specified on the Fee Schedule and further described in Attachment 1 – Uniform Specifications will be accepted by the County. If an item becomes discontinued, the County, at its sole discretion, may approve a suitable substitution or may discontinue the purchase of that item with no substitution.
- B. Contractor shall apply patches, embroidery, or silkscreen to designated items, according to specifications listed in Attachment 2 - Applique.

### **4. COUNTY RESPONSIBILITIES**

- A. The County will provide Contractor with all required patches as needed.
- B. The County will provide Contractor with necessary embroidery and

**EXHIBIT A  
SCOPE OF SERVICES**

silkscreen artwork.

**5. PACKAGING REQUIREMENTS**

- A. Within each shipment, orders shall be internally bundled and labeled by individual name.
- B. All deliveries shall include a packing slip.

**6. ORDERING REQUIREMENTS**

- A. The County will place orders online, as often as needed. The County reserves the right to place phone orders when necessary.
- B. All orders will include a Purchase Order (PO) number. Contractor shall refer to PO number on all future correspondence, including invoices.
- C. The Contractor shall not require a minimum order.
- D. The County will make every effort to combine orders for more efficient processing and delivery.

**7. DELIVERY**

- A. Deliveries, including backorders, shall be made within three weeks of placing orders. Exceptions may only be made with written approval from the County's Administrative Agent.
- B. All deliveries shall be made to the following address, unless instructed otherwise, in writing by the County's Administrative Agent:

Sarasota County Fire Department  
Attn: Sonja Conover-Kuehn  
1805 Apex Road  
Sarasota, FL 34240

- C. Deliveries shall be Free On Board (FOB) destination.
- D. Delivery hours shall be defined as Monday – Friday, 7:30 am – 3:30 pm, except on County observed holidays.

**8. PRODUCT ACCEPTANCE**

- A. Following delivery, Sarasota County will inspect and determine if the delivery of the product is acceptable and as specified.
- B. Incorrect or inferior/defective materials shall be returned to Contractor at Contractor's expense.

**9. INVOICING AND PAYMENT**

- A. All Contractor invoices shall include a purchase order number.
- B. Items purchased from the Contractor not listed on the Fee Schedule shall

**EXHIBIT A**  
**SCOPE OF SERVICES**

be invoiced by the Contractor at the percentage discount off catalog price, as stated on the Fee Schedule.

- C. Contractor's invoices for items purchased at catalog price less discount shall clearly show the catalog price at the time of purchase (referencing the catalog number and date), and the percentage discount, as stated on the Fee Schedule

**10. WARRANTY**

- A. All materials provided by the Contractor shall be fully warrantied from the date of County's acceptance for a period of one year, or for the standard warranty period provided by the Contractor or by the materials manufacturer, whichever is greater.
- B. Vendor expressly warrants that all goods supplied shall be new, suitable for the use intended, of the grade and quality specified, free from all defects in design, material, and workmanship, in conformance with all samples, descriptions furnished by the Vendor and specifications furnished by the County. Vendor warrants that all goods shall strictly conform to the County's requirements.
- C. Vendor shall immediately replace any goods not conforming to any warranty at the Vendor's expense. If after notice, Vendor fails to replace goods not conforming to the County's requirements, Vendor shall promptly refund to the County the full purchase price paid by the County.

**11. PRICE ADJUSTMENTS**

- A. The County may consider price adjustments on an annual basis. Requests for price adjustments shall be made in writing at least 60 days prior to the end of each contract year in order to be considered.

(END EXHIBIT A)



## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

Some or all of the embroidery, patches and silkscreen applications listed below could be placed on uniform items, depending on the purchase order specifications.

- 1.1 Dress Pants (male):
  - a. Navy (NV)
  - b. Flying Cross, MFR: 47280
  - c. Fabric 75% polyester, 25% wool blend
  
- 1.2 Dress Pants (female):
  - a. Navy (NV)
  - b. Flying Cross, MFR: 47280W
  - c. Fabric 75% polyester, 25% wool blend
  
- 1.3 Dress Pants (male):
  - a. Navy (NV)
  - b. Flying Cross, MFR: 3900
  - c. Fabric 100% polyester
  
- 1.4 Dress Pants (female):
  - a. Navy (NV)
  - b. Flying Cross, MFR: 3900W
  - c. Fabric 100% polyester
  
- 1.5 Pants (male):
  - a. Any color
  - b. Fusion Flex Pant
  - c. Weight 5.9 oz. per square yard
  - d. VERTX, MFR: VTX 1201
  - e. Fabric 42% Lycra, 32% Cotton, 26% Polyester
  - f. Red embroidery centered over left pocket may be SCFD, SCEM or SCES (SCFD)  
Example attached as Attachment 2, 1A)
  
- 1.6 Pants (female):
  - a. Any color
  - b. VERTX
  - c. Fusion Flex Pant
  - d. Fabric 42% Lycra, 32% Cotton, 26% Polyester

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- e. Weight 5.9 oz per square yard
  - f. VERTX, MFR:VTX 1201W
  - g. Red embroidery centered over left pocket may be SCFD, SCEM or SCES (SCFD  
Example attached as Attachment 2, 1A)
- 1.7 Shorts (male):
- a. Any color
  - b. Tru-Spec
  - c. Men's Ascent Shorts
  - d. Style: 1108
  - e. Weight 6.5 oz. polyester/cotton micro rip-stop
  - f. Red embroidery centered over left pocket may be SCFD, SCEM, or SCES (SCFD  
Example attached as Attachment 2, 1A)
- 1.8 Bike Shorts (unisex)
- a. Navy
  - b. Mocean Tactical
  - c. 1081 Piping Short
  - d. MFR: 1081
  - e. Fabric:100% Taslan nylon
- 1.9 Long-sleeved shirts (male):
- a. White
  - b. Maltese cross on left arm (SCFD logo) – Example attached as Attachment 2, 2A, and 2B
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left arm measuring 3¾"x3¾" – 18,361 stitches.
  - c. Right arm is blank
  - d. Deluxe tropical weave
  - e. Flying Cross LS shirt, MFR: 35W54
  - f. Fabric 65% polyester, 35% cotton
- 1.10 Long-sleeved shirts (female):
- a. White
  - b. Maltese cross on left arm (SCFD logo) - Example attached as Attachment 2, 2A:
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left arm measuring 3¾"x3¾" – 18,361 stitches.
  - c. Right arm is blank

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- d. Deluxe tropical weave
  - e. Flying Cross LS shirt, MFR: 126R54
  - f. Fabric 65% polyester, 35% cotton
- 1.11 Short-sleeved shirts (male) - Example attached as Attachment 2 2A, 2B, and 2C:
- a. White shirt, Flying Cross short sleeved shirt, MFR: 85R5400
  - b. Blue shirt, Flying Cross short sleeved shirt, MFR: 85R5435
  - c. Maltese cross on left arm (SCFD logo)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left arm measuring 3¾"x3¾" - 18,361 stitches
  - d. Specialty patch on right arm (i.e.: EMT, Paramedic, Special Ops, Reverse Flying Flag)
  - e. Fabric 65% polyester, 35% cotton
- 1.12 Short-sleeved shirts (female) - Example attached as Attachment 2 2A, 2B, and 2C:
- a. White shirt, Flying Cross, MFR: 176R5400
  - b. Blue shirt, Flying Cross, MFR: 176R5435
  - c. Maltese cross patch embroidered on left arm (SCFD logo)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left arm measuring 3¾"x3¾" - 18,361 stitches.
  - d. Specialty patch on right arm (i.e.: EMT, Paramedic, Special Ops, Reverse Flying Flag)
  - e. Fabric 65% polyester, 35% cotton
- 1.13 Short-sleeved shirt (unisex):
- a. Mocean Tactical Two-Tone Reflective Bike Polo
  - b. Color: Hi Vis Navy
  - c. Maltese Cross patch embroidered on left chest (SCFD)
  - d. Embroidered up to 3 lines on right chest - Navy thread:
    - i. Job title
    - ii. First initial, last name
  - e. Mfg. 0354
  - f. Fabric: 5.95 oz, 97.5% polyester and 2.5% X-Static silver nylon
- 1.14 Polo Shirts (Unisex) -Example attached as Attachment 2 3A:
- a. VERTX Coldblack Polo
  - b. Fabric 100% polyester
  - c. Full dull yarn
  - d. Weight 6.5 oz double pique weave

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- e. Navy (NV), MFR: VTX 4000 Reg
  - f. Navy (NV), MFR: VTX 4000 Long (Torso)
  - g. White style, MFR: VTX 4000 Reg
  - h. White style VTX 4000 Long (Torso)
  - i. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty
    - iii. First initial, last name
  - j. Maltese Cross patch embroidered on left chest (Example attached as Exhibit 3A)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
  - k. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Attachment 2, 3B.
    - ii. Fire Department
- 1.15 Polo Shirts (Unisex) -Example attached as Attachment 2, 3A:
- a. VERTX Coldblack Long Sleeve Polo
  - b. Fabric 100% polyester
  - c. Full dull yarn
  - d. Weight 6.5 oz double pique weave
  - e. Navy (NV), MFR: VTX 4020 Reg
  - f. Navy (NV), MFR: VTX 4020 Long (Torso)
  - g. White style, MFR: VTX 4020 Reg
  - h. White style VTX 4020 Long (Torso)
  - i. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty
    - iii. First initial, last name
  - j. Maltese Cross patch embroidered on left chest (Example attached as Exhibit 3A)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
  - k. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Exhibit 3B or 8A.
    - ii. Fire Department
- 1.16 Polo Shirts (Unisex) -Example attached as Attachment 2, 3A:
- a. VERTX Coldblack Polo

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- b. Fabric 100% polyester
  - c. Full dull yarn
  - d. Weight 6.5 oz double pique weave
  - e. Any color, MFR: VTX 4000 Reg
  - f. Any color, MFR: VTX 4000 Long (Torso)
  - g. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty
    - iii. First initial, last name
  - h. Maltese Cross patch embroidered on left chest (Example attached as Attachment 2, 3A)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
- 1.17 Polo Shirts (Unisex) -Example attached as Attachment 2, 3A:
- a. VERTX Coldblack Long Sleeve Polo
  - b. Fabric 100% polyester
  - c. Full dull yarn
  - d. Weight 6.5 oz double pique weave
  - e. Any color, MFR: VTX 4020 Reg
  - f. Any color, MFR: VTX 4020 Long (Torso)
  - g. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty
    - iii. First initial, last name
  - h. Maltese Cross patch embroidered on left chest (Example attached as Attachment 2, 3A)
    - i. Full color "Sarasota County Fire Dept" Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
- 1.18 T-shirts (Unisex):
- a. 100% Gildan Classic Pre-Shrunk Cotton
  - b. Available in any color
  - c. No pockets
  - d. Silkscreened Maltese Cross applied on left chest (SCFD logo)
  - e. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Attachment 2, 4A.
    - ii. Fire Department
- 1.19 Moisture Wicking Short Sleeve T-shirts (Unisex):
- a. 100% Polyester

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- b. Available in any color
  - c. No pockets
  - d. Silkscreened Maltese cross applied on left chest (SCFD logo)
- 1.20 Moisture Wicking Short Sleeve T-shirts (Unisex):
- a. 100% Polyester
  - b. Available in any color
  - c. No pockets
  - d. Silkscreened Maltese cross applied on left chest (SCFD logo)
  - e. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Attachment 2, 4A.
    - ii. Fire Department
- 1.21 Moisture Wicking Long Sleeve T-shirts (Unisex):
- a. 100% Polyester
  - b. Available in any color
  - c. No pockets
  - d. Silkscreened Maltese cross applied on left chest (SCFD logo)
- 1.22 Moisture Wicking Long Sleeve T-shirts (Unisex):
- a. 100% Polyester
  - b. Available in any color
  - c. No pockets
  - d. Silkscreened Maltese cross applied on left chest (SCFD logo)
  - e. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Attachment 2, 4A.
    - ii. Fire Department
- 1.23 Jackets:
- a. Elbeco Shield Performance Hi Vis Soft Shell
  - b. Black/Yellow
  - c. 7.6 oz., two-way stretch woven fabric 96% polyester, 4% Spandex, exterior with fleece interior
  - d. Maltese cross patch embroidered on left chest (Example attached as Exhibit 5A)
    - i. Full color "Sarasota County Fire Dept." Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
  - e. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- iii. First initial, last name
  - f. Sizes Regular and Long shall be available XSM-4XL
- 1.24 Job Shirt:
- a. 5.11 Job Shirt ¼ Zip 2.0, MFG #72534
  - b. Fire Navy (NV)
  - c. 11.6 oz., polyester, cotton fleece, 100% water repellent
  - d. Fade resistant, multiple pockets
  - e. Mic pockets at both shoulders and pen pockets on the left sleeve
  - f. Maltese cross patch embroidered on left chest (Example attached as Attachment 2, 6A)
    - i. Full color "Sarasota County Fire Dept." Maltese Cross patch embroidered on left chest measuring 3¾"x3¾" – 18,361 stitches.
  - g. Embroidered up to 3 lines on right chest:
    - i. Job title
    - ii. Specialty
    - iii. First initial, last name
  - h. Back silkscreen 1" font, 2 lines:
    - i. Sarasota County (arched) – Example attached as Attachment 2, 8A.
    - ii. Fire Department
  - i. Sizes Regular and Long shall be available XSM-4XL
- 1.25 Belts (Unisex):
- a. Manufacturer: Boston Leather, MFR# 6606
    - i. 1 ½" wide Off Duty Belt
    - ii. 8-9 oz struck through, top grain leather
    - iii. Solid brass snaps
    - iv. Buckles in solid brass or chrome finish
    - v. Leather in black with plain or basket weave finish
  - b. Manufacturer: 5.11 TDU Belt, MFR# 59551
    - i. Non-metallic buckle
    - ii. Nylon webbing is fade and rip resistant
    - iii. Reinforced with triple stitching
    - iv. 1 ½" wide
- 1.26 Women's Crossover Ties:
- a. Navy (NV)
  - b. Fabric 100% polyester
  - c. Size: N/A
  - d. Adjustable band with button snap

## **ATTACHMENT 1 UNIFORM SPECIFICATIONS**

- 1.27 Men's Ties:
  - a. Navy (NV)
  - b. Fabric 100% Polyester
  - c. 57" length
  
- 1.28 Hat (Flex Fit):
  - a. M2 Performance Pacflex Cap, MFR #498F
  - b. Any color
  - c. Fabric 100% Polyester
  - d. Mid profile, 3 ½" crown, curved visor
  - e. 6 panels
  - f. SCFD embroidery art work (Example attached as Exhibit 7A)
  - g. SCEM embroidery art work option similar to Exhibit 7, no example available
  
- 1.29 Hat (Adjustable):
  - a. Pacific Headwear M2 Performance Hook and Loop Adjustable Cap, MFR #298M
  - b. Any color
  - c. Fabric 100% Polyester
  - d. Mid profile, 3 ½ " crown, curved visor
  - e. 6 panels
  - f. SCFD embroidery art work (Example attached as Attachment 2, 7A)
  - g. SCEM embroidery art work option similar to Attachment 2, 7A, no example available
  
- 1.30 Hat (Boonie Style):
  - a. TRU-SPEC Gen 2 Adjustable Boonie Hat, MFR #3312
  - b. Any color
  - c. Fabric 65/35 polyester cotton rip-stop material
  - d. SCFD embroidered Maltese logo (Example attached as Attachment 2, 7A)

(END ATTACHMENT 1)



## ATTACHMENT 2 APPLIQUE

### 1 A. - PANTS (EMBROIDERY)



### 2 A. - DRESS SHIRT (PATCHES)



## ATTACHMENT 2 APPLIQUE

2 B.



2 C.



**(Please note that the Special Ops patch should be applied on a diamond)**

## ATTACHMENT 2 APPLIQUE

### 3 A. – POLO SHIRT (EMBROIDERY AND SCREEN PRINTING)



### 3 B.



## ATTACHMENT 2 APPLIQUE

### 4 A. - T-SHIRT (SCREENPRINTING)



### 4 B.



## ATTACHMENT 2 APPLIQUE

### 5 A. - JOB SHIRT (MALTESE CROSS & NAME, TITLE FRONT EMBROIDERY)



### 6 A. - MALTESE CROSS SCFD LOGO



## ATTACHMENT 2 APPLIQUE

### 7 A. - SCFD HAT LOGO



### 8 A. - SCFD BACK ARCHED SCREEN PRINTING LOGO



(END ATTACHMENT 2)

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
1	Dress Pants, navy, male, as specified in Attachment 1, Section 1.1.	Flying Cross MFR 47280	28-42	\$83.17
2	Dress Pants, navy, male, as specified in Attachment 1, Section 1.1.	Flying Cross MFR 47280	44+	\$91.49
3	Dress Pants, navy, female, as specified in Attachment 1, Section 1.2.	Flying Cross MFR 47280W	4-22	\$83.17
4	Dress Pants, navy, male, as specified in Attachment 1, Section 1.3.	Flying Cross MFR 3900	28-42	\$46.83
5	Dress Pants, navy, male, as specified in Attachment 1, Section 1.3.	Flying Cross MFR 3900	44+	\$51.51
6	Dress Pants, navy, female, as specified in Attachment 1, Section 1.4.	Flying Cross MFR 3900W	4-22	\$46.83
7	Pants, any color, male, red <b>SCFD</b> embroidery centered over left pocket, as specified in Attachment 1, Section 1.5. Embroidery as specified in Attachment 2, 1A.	VERTX MFR VTX 1201	28-42	\$75.42
8	Pants, any color, male, red <b>SCFD</b> embroidery centered over left pocket, as specified in Attachment 1, Section 1.5. Embroidery as specified in Attachment 2, 1A.	VERTX MFR VTX 1201	44+	\$82.57

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
9	Pants, any color, female, red <b>SCFD</b> embroidery centered over left pocket, as specified in Attachment 1, Section 1.6. Embroidery as specified in Attachment 2, 1A.	VERT MFR VTX 1201W	4-22	\$75.42
10	Shorts, any color, male, red <b>SCFD</b> embroidery centered over left pocket, as specified in Attachment 1, Section 1.7. Embroidery as specified in Attachment 2, 1A.	TruSpec Ascent #1108	30-44	\$50.14
11	Bike Shorts, navy, unisex, as specified in Attachment 1, Section 1.8.	Mocean MFR 1081	S-XL	\$70.00
12	Long-sleeved shirt, white, male, <b>Maltese Cross</b> embroidered on left arm, as specified in Attachment 1, Section 1.9. Embroidery as specified in Attachment 2, 2A and 2B.	Flying Cross MFR 35W54	XS-XL	\$43.63
13	Long-sleeved shirt, white, male, <b>Maltese Cross</b> embroidered on left arm, as specified in Attachment 1, Section 1.9. Embroidery as specified in Attachment 2, 2A and 2B.	Flying Cross MFR 35W54	2X-4X	\$56.71



**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
14	Long-sleeved shirt, white, female, <b>Maltese Cross</b> embroidered on left arm, as specified in Attachment 1, Section 1.10. Embroidery as specified in , 2A and 2B.	Flying Cross MFR 126R54	XS-XL	\$43.63
15	Long-sleeved shirt, white, female, <b>Maltese Cross</b> embroidered on left arm, as specified in Attachment 1, Section 1.10. Embroidery as specified in , 2A and 2B.	Flying Cross MFR 126R54	2X-4X	\$56.71
16	Short-sleeved shirt, white, male, <b>Maltese Cross</b> patch applied on left arm and Specialty patch ( <b>EMT, Paramedic, Special Ops or Reverse Flying Flag</b> ) applied on right arm, as specified in Attachment 1, Section 1.11. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 85R5400	XS-XL	\$38.21
17	Short-sleeved shirt, white, male, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm, as specified in Attachment 1, Section 1.11. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 85R5400	2X-4X	\$49.69

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
18	Short-sleeved shirt, blue, male, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm , as specified in Attachment 1, Section 1.11. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 85R5435	XS-XL	\$38.21
19	Short-sleeved shirt, blue, male, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm, as specified in Attachment 1, Section 1.11. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 85R5435	2X-4X	\$49.69

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
20	Short-sleeved shirt, white, female, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm , as specified in Attachment 1, Section 1.12. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 176R5400	XS-XL	\$38.21
21	Short-sleeved shirt, white, female, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm , as specified in Attachment 1, Section 1.12. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross MFR 176R5400	2X-4X	\$49.69

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
22	Short-sleeved shirt, blue, female, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm , as specified in Attachment 1, Section 1.12. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross 176R5435	XS-XL	\$38.21
23	Short-sleeved shirt, blue, female, <b>Maltese Cross</b> patch applied on left arm and specialty patch ( <b>EMT, Paramedic, Special Ops OR Reverse Flying Flag</b> ) applied on right arm , as specified in Attachment 1, Section 1.12. Patches as specified in Attachment 2, 2A, 2B, or 2C.	Flying Cross 176R5435	2X-4X	\$49.69
24	Short-sleeved bike polo shirt, unisex, Color: HiVis/Navy. <b>Maltese Cross</b> embroidered on left chest. <b>Name</b> embroidered on right chest, as specified in Attachment 1, Section 1.13. Embroidery as specified in Attachment 2, 3A.	Mocean 0354	S-XL	\$63.57

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
25	Short-sleeved bike polo shirt, unisex, Color: HiVis/Navy. <b>Maltese Cross</b> embroidered on left chest. <b>Name</b> embroidered on right chest, as specified in Attachment 1, Section 1.13. Embroidery as specified in Attachment 2, 3A.	Mocean 0354	2X-4X	\$71.43
26	Polo Shirt, white, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Reg	XS-XL	\$54.20
27	Polo Shirt, white, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Reg	2X-4X	\$58.33

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
28	Polo Shirt, navy, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 2, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 8A	VERTX VTX 4000 Reg	XS-XL	\$55.67
29	Polo Shirt, navy, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Reg	2X-4X	\$59.80

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
30	Polo Shirt, white, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Long	XS-XL	\$54.20
31	Polo Shirt, white, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Long	2X-4X	\$58.33

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
32	Polo Shirt, navy, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Long	XS-XL	\$55.67
33	Polo Shirt, navy, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B	VERTX VTX 4000 Long	2X-4X	\$59.80
34	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	XS-XL	\$51.34



**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
35	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	2X-4X	\$55.47
36	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	XS-XL	\$51.34
37	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.14. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	2X-4X	\$55.47
38	Polo Shirt, white, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B.	VERTX VTX 4020 Reg	XS-XL	\$57.62

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
39	Polo Shirt, white, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B.	VERTX VTX 4020 Reg	2X-4X	\$62.09
40	Polo Shirt, navy, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 8A.	VERTX VTX 4020 Reg	XS-XL	\$59.09

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
41	Polo Shirt, navy, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 8A.	VERTX VTX 4020 Reg	2X-4X	\$63.56
42	Polo Shirt, white, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B.	VERTX VTX 4020 Long	XS-XL	\$57.62

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
43	Polo Shirt, white, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 3B.	VERTX VTX 4020 Long	2X-4X	\$62.09
44	Polo Shirt, navy, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 8A.	VERTX VTX 4020 Long	XS-XL	\$59.09

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
45	Polo Shirt, navy, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, <b>Sarasota County Fire Dept</b> silkscreen on back, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A; silkscreen as specified in Attachment 2, 8A.	VERTX VTX 4020 Long	2X-4X	\$63.56
46	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4020 Reg any color	XS-XL	\$54.76
47	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4020 Reg any color	2X-4X	\$59.23

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
48	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4020 Long any color	XS-XL	\$54.76
49	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.15. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4020 Long any color	2X-4X	\$59.23
50	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.16. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	XS-XL	\$51.34
51	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.16. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	2X-4X	\$55.47

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
52	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.16. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	XS-XL	\$51.34
53	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.16. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	2X-4X	\$55.47
54	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.17. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	XS-XL	\$51.34
55	Polo Shirt, any color, unisex. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.17. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Reg any color	2X-4X	\$55.47

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
56	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.17. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	XS-XL	\$51.34
57	Polo Shirt, any color, unisex, long torso. <b>Name</b> embroidered on right chest and <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.17. Embroidery as specified in Attachment 2, 3A.	VERTX VTX 4000 Long any color	2X-4X	\$55.47
58	T-Shirt, any color, unisex, 100% Gildan ultra cotton, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, silkscreen <b>Sarasota County Fire Dept.</b> on back as specified in Attachment 1, Section 1.18. silkscreen as specified in Attachment 2, 4A.	Gildan Preshrunk Cotton (any color)	XS-XL	\$9.92



**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
59	T-Shirt, any color, unisex, 100% Gildan ultra cotton, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, silkscreen <b>Sarasota County Fire Dept.</b> on back as specified in Attachment 1, Section 1.18. silkscreen as specified in Attachment 2, 4A.	Gildan Preshrunk Cotton (any color)	2X-4X	\$12.71
60	T-Shirt, white, unisex, 100% Gildan pre-shrunk ultra cotton, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.18. Silkscreen as specified in Attachment 2, 4B.	Gildan Preshrunk Cotton (white)	XS-XL	\$6.42
61	T-Shirt, white unisex, 100% Gildan pre-shrunk ultra cotton, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.18. Silkscreen as specified in Attachment 2, 4B.	Gildan Preshrunk Cotton (white)	2X-4X	\$9.21

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
62	Moisture Wicking Short-sleeve T-shirt, any color, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.19. Silkscreen as specified in Attachment 2, 4A and 4B.	any color	XS-XL	\$8.88
63	Moisture Wicking Short-sleeve T-shirt, any color, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest as specified in Attachment 1, Section 1.19. Silkscreen as specified in Attachment 2, 4A and 4B.	any color	2X-4X	\$10.48
64	Moisture Wicking Short-sleeve T-shirt, any color, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest and silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.20. Silkscreen as specified in Attachment 2, 4A.	any color	XS-XL	\$12.38

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
65	Moisture Wicking Short-sleeve T-shirt, any color, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest and silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.20. Silkscreen as specified in Attachment 2, 4A.	any color	2X-4X	\$13.98
66	Moisture Wicking Long-sleeve T-shirt, any color, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.21. Silkscreen as specified in Attachment 2, 4A 4B.	any color	XS-XL	\$12.70
67	Moisture Wicking Long-sleeve T-shirt, white, unisex, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, as specified in Attachment 1, Section 1.21. Silkscreen as specified in Attachment 2, 4A 4B.	any color	2X-4X	\$14.87

**EXHIBIT B  
FEE SCHEDULE**

LINE ITEM	DESCRIPTION	MANUFACTURER ITEM #	SIZE	UNIT PRICE
68	Moisture Wicking Long-sleeve T-shirt, any color, unisex, moisture wicking, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.22. Silkscreen as specified in Attachment 2, 4A.	any color	XS-XL	\$16.20
69	Moisture Wicking Long-sleeve T-shirt, any color, unisex, moisture wicking, no pockets. Silkscreen <b>Maltese Cross</b> on left chest, silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.22. Silkscreen as specified in Attachment 2, 4A.	any color	2X-4X	\$18.37
70	Jacket - Hi Vis Soft Shell. <b>Maltese Cross</b> embroidered on left chest and <b>Name</b> embroidered on right chest, as specified in Attachment 1, Section 1.23. Embroidery as specified in Attachment 2, 6A.	Elbeco Shield Performance HiVis Soft Shell (black/yellow)	XS-XL	\$175.03

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
71	Jacket - Hi Vis Soft Shell. <b>Maltese Cross</b> embroidered on left chest and <b>Name</b> embroidered on right chest, as specified in Attachment 1, Section 1.23. Embroidery as specified in Attachment 2, 6A.	Elbeco Shield Performance HiVis Soft Shell (black/yellow)	2X-4X	\$175.03
72	Job Shirt, navy. <b>Maltese Cross</b> embroidered on left chest and <b>Name</b> embroidered on right chest, silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.24. Embroidery as specified in Attachment 2, 5A; silkscreen as specified in Attachment 2, 8A.	5.11 Tactical MFR 72534	XS-XL	\$69.27
73	Job Shirt, navy. <b>Maltese Cross</b> embroidered on left chest and <b>Name</b> embroidered on right chest, silkscreen <b>Sarasota County Fire Dept.</b> on back, as specified in Attachment 1, Section 1.24. Embroidery as specified in Attachment 2, 5A; silkscreen as specified in Attachment 2, 8A.	5.11 Tactical MFR 72534	2X-4X	\$77.94

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
74	Belt, unisex - 1.5" wide leather, solid brass snaps, solid brass Sam Browne buckles, chrome finish. Black plain, clarion or basket weave finishes, as specified in Attachment 1, Section 1.25.	Boston Leather MFG 6606	22-42	\$17.93
75	Belt, unisex - 1.5" wide leather, solid brass snaps, solid brass Sam Browne buckles, chrome finish. Black plain, clarion or basket weave finishes, as specified in Attachment 1, Section 1.25.	Boston Leather MFG 6606	44+	\$19.73
76	Belt - 1.5" wide Tactical Duty Uniform (TDU), non-metallic buckle, as specified in Attachment 1, Section 1.25.	5.11 Tactical TDU Belt 59551	28-42	\$15.67
77	Women's Crossover Tie, navy - 100% polyester, Adjustable band with button snap as specified in Attachment 1, Section 1.26.	N/A	One size fits all	\$6.64
78	Men's Tie, navy - 57" long, as specified in Attachment 1, Section 1.27.	N/A	57"	\$5.45
79	Hat - FlexFit Performance Pacflex Cap, any color, <b>SCFD</b> embroidery, as specified in Attachment 1, Section 1.28. Embroidery as specified in Attachment 2, 7A.	FlexFit MFR 498F	One size fits all	\$18.08

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
80	Hat - Adjustable, Pacific Headwear M2 Performance Hook and Loop Adjustable Cap, any color, <b>SCFD</b> embroidery, as specified in Attachment 1, Section 1.29. Embroidery as specified in Attachment 2, 7A.	MFR 298M	One size fits all	\$17.15
81	Hat - Boonie Style, any color, <b>SCFD</b> embroidery, as specified in Attachment 1, Section 1.30. Embroidery as specified in Attachment 2, 7A.	Tru Spec Adjustable MFG 3312	One size fits all	\$17.08
82	Hemming of pants to even or odd sizes	N/A	N/A	\$10.00
83	Additional Embroidery work other than that specified in Exhibit A. Price for up to 20,000 stitches per applique.	N/A	N/A	\$9.00

**EXHIBIT B  
FEE SCHEDULE**

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER ITEM #</b>	<b>SIZE</b>	<b>UNIT PRICE</b>
84	Discount off catalog price for the purchase of additional uniform items not listed in the individual line terms (1-81)	N/A	N/A	21.00%

(END EXHIBIT B)



## **EXHIBIT C INSURANCE REQUIREMENTS**

### **CONTRACTOR'S INSURANCE**

Contractor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Contract, insurance coverage (including endorsements) and limits as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Contractor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Insurance requirements itemized in this Contract and required of the Contractor shall extend to all subcontractors to cover their operations performed under this Contract. The Contractor shall be responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VII or better.

Each insurance policy required by this Contract shall apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.

The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject.

Contractor shall furnish Certificates of Insurance to the County Administrative Agent evidencing the types and amounts of coverage, including endorsements, required by this Contract prior to commencement of work and prior to expiration of the insurance contract, when applicable. Such Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day notice of cancellation (10 days for non-payment of premium) or non-renewal of coverage. Notwithstanding these notification requirements, the Contractor will be required to provide County with 5-day prior written notice of any policy cancellation or non-renewal.

The County reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Contract. County reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

**A. WORKERS' COMPENSATION:** Contractor agrees to maintain Workers' Compensation insurance in accordance with Florida Statutes, Chapter 440. Employers Liability to be included with a minimum limit of \$500,000.00 per accident/per disease/per employee. If work is to be performed over or adjacent to navigable water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included.

In the event the Contractor has "leased" employees, the Contractor or the employee leasing company must provide evidence of a Workers' Compensation policy for all personnel on the worksite.

**EXHIBIT C  
INSURANCE REQUIREMENTS**

Contractors who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation.

- B. COMMERCIAL GENERAL LIABILITY:** Contractor agrees to maintain Commercial General Liability per ISO form CG0001 or its equivalent, including but not limited to coverage for premises and operations, personal injury, products & completed operations, liability assumed under an insured contract, and independent contractors with limits of not less than \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate covering all work performed under this Contract. Contractor agrees to endorse **Sarasota County Government** as an additional insured on the Commercial General Liability coverage.
- C. BUSINESS AUTOMOBILE LIABILITY:** Contractor agrees to maintain Business Automobile Liability with limits not less than \$500,000.00 combined single limit for each accident covering all Owned, Non-Owned & Hired automobiles used in the performance of this Contract. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

If the Contractor is shipping a product via common carrier, the contractor shall be responsible for any loss or damage sustained in delivery/transit.

(END EXHIBIT C)

The City of Forest Park, Georgia has permission to utilize (piggyback) on the Sarasota County, Florida, Solicitation #232512TEG for Emergency Service Personnel.

Copy of signed contract is below and complete document is attached.

**TERM CONTRACT FOR UNIFORMS FOR EMERGENCY SERVICES PERSONNEL**

**THIS TERM CONTRACT** (Contract) is made and entered into as of the date of execution by both parties, by and between **Sarasota County**, a political subdivision of the State of Florida, hereinafter referred to as the "County" and **Read's Uniforms, LLC**, a Delaware limited liability company authorized to do business in the State of Florida, hereinafter referred to as "Contractor."

This Contract, including its Exhibits A, B, C, and Attachments 1 and 2 to Exhibit A, attached hereto, Solicitation #232512TEG and County Purchase Orders, all incorporated herein, represent the entire agreement between Contractor and County with respect to the subject matter hereof and supersedes all prior agreements, negotiations, or understandings between the parties in any way relating to the subject matter of this Contract.

Contractor and County acknowledge having read and understood this Contract and hereby agree to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the date last below written.

**READ'S UNIFORMS, LLC**

Delegated by  
BY:   
Vice President  
12-27-2023


**SARASOTA COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

BY:   
Jonathan R. Lewis  
County Administrator 2/1/2024

*Delegated pursuant to motion of the Board of County Commissioners at a Board Meeting*

Approved as to form and correctness:

BY:   
COUNTY ATTORNEY RWF

Please let us know if you have any questions.

**David George | Read's Uniforms**

VP of Public Safety  
4 Sweeten Creek Crossing  
Asheville, NC 28803  
Direct: 828.412.8950

## Talisa Clark

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**From:** Stephen Cantu <scantu@scgov.net>  
**Sent:** Wednesday, August 28, 2024 5:05 PM  
**To:** Talisa Clark; stu.jackson@readsuniforms.net  
**Subject:** RE: Permission to Piggyback on Contract #SR 2512

**CAUTION:** This email originated from outside of the organization. Please use caution when interacting with this email.

Talisa,

There is nothing in our policies and procedures that would prohibit the City of Forest Park from piggybacking on this contract. Please refer to your organizations policies and procedures for more information.

If you need anything further please do not hesitate to contact me.

Thank you.

Steve

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**From:** Talisa Clark <tclark@forestparkga.gov>  
**Sent:** Wednesday, August 28, 2024 1:38 PM  
**To:** Stephen Cantu <scantu@scgov.net>; stu.jackson@readsuniforms.net  
**Subject:** Permission to Piggyback on Contract #SR 2512  
**Importance:** High

**Caution:** This email originated from an external source. Be Suspicious of Attachments, Links and Requests for Login Information

Good afternoon,

The City currently procures our Public Safety Uniforms for employees from Read's Uniform via open market. We are requesting to piggyback from this contract to continue utilizing Read's Uniform and submit to our governing body approval to use this contract as a cooperative contract. We need both contractual parties consensus to this request.

Please let me know if the County of Sarasota and Read's Uniforms agree to this request.

Thanks,

RESOLUTION NO. 2024-\_\_

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE PURCHASE OF FIREFIGHTER UNIFORMS FROM THE COOPERATIVE AGREEMENT WITH READ’S UNIFORMS, LLC FROM THE CITY’S FIRE AND EMS DEPARTMENT.**

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

**WHEREAS**, the City’s Fire and Emergency Services Department (“Department”) requests approval to purchase firefighter uniforms from the cooperative agreement with Read’s Uniforms, LLC in an amount not to exceed Fifty Thousand Dollars and 00/100 Cents (\$50,000.00) from fund 100-61-3510-53-1702; and

**WHEREAS**, the purchase of these uniforms is necessary for the safety of City citizens.

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

**Section 1. Approval.** The Department’s request to purchase firefighter uniforms from the cooperative agreement with Read’s Uniforms, LLC in an amount not to exceed Fifty Thousand Dollars and 00/100 Cents (\$50,000.00) from fund 100-61-3510-53-1702 as presented to the Mayor and City Council on September 16, 2024 is hereby approved; and

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

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

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

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

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

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**File Attachments for Item:**

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

**Background/History:**

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by the city council on June 29th, 2023. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Budget Amendment for All Fund to conclude Year-end

**Submitted By:** John Wiggins

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

**Work Session Date:** 9/16/2024

**Council Meeting Date:** 9/16/2024

**Background/History:**

The City of Forest Park’s FY23-24 Operating Budget was unanimously adopted by the city council on June 29<sup>th</sup>, 2023. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that City Council approve a budget amendment to accurately reflect the corrected operating revenue budget amount for General Fund - \$38,411,454, Special Fund - \$5,310,848, Capital Fund - \$7,309,689, City Authorities - \$6,701,456, and Sanitation - \$1,760,523 for **FY23-24**.

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

**Financial Impact:**

The correction will decrease the stated General Fund revenue previously amended on June 17<sup>th</sup>, 2024, from \$39,788,185.00 to \$38,411,454 and decrease expenditures from \$39,788,185.00 to \$38,411,545. Also, will improve the City’s audit findings for the next fiscal year audit for the General Fund.

**Action Requested from Council:**

The request of Council is to approve the Budget Amendment for All Fund Revenues & Expenditures.

**RESOLUTION NO. 2024-\_\_****A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE FISCAL YEAR 2023-2024 BUDGET AMENDMENT FOR ALL FUND REVENUES AND EXPENDITURES.**

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

**WHEREAS**, the City’s Fiscal Year 2023-2024 Operating Budget (“Budget”) was unanimously adopted by the City Council on June 29, 2023; and

**WHEREAS**, prior to the adoption of the Budget, it was stated that funding and revenues would continuously be monitored for accuracy and reporting purposes; and

**WHEREAS**, City staff recommends the understated funds be added to the Budget for general fund, special funds, capital funds, City authorities, and sanitation year-end closure procedure for the annual audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures; and

**WHEREAS**, this Budget amendment shall show a new revenue Budget amount of Thirty-Eight Million, Four Hundred and Eleven Thousand, Four Hundred and Fifty-Four Dollars and 00/100 Cents (\$38,411,454.00) for the general fund; and

**WHEREAS**, this Budget amendment shall show a new revenue Budget amount of Five Million, Three Hundred and Ten Thousand, Eight Hundred and Forty-Eight Dollars and 00/100 Cents (\$5,310,848.00) for the special fund; and

**WHEREAS**, this Budget amendment shall show a new revenue Budget amount of Seven Million, Three Hundred and Nine Thousand, Six Hundred and Eighty-Nine Dollars and 00/100 Cents (\$7,309,689.00) for the capital fund; and

**WHEREAS**, this Budget amendment shall show a new revenue Budget amount of Six Million, Seven Hundred and One Thousand, Four Hundred and Fifty-Six Dollars and 00/100 Cents (\$6,701,456.00) for the City authorities; and

**WHEREAS**, this Budget amendment shall show a new revenue Budget amount of One Million, Seven Hundred and Sixty Thousand, Five Hundred and Twenty-Three Dollars and 00/100 Cents (\$1,760,523.00) for sanitation; and

**WHEREAS**, the approval of this Budget amendment is necessary to protect the welfare, health, and safety of City citizens.

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



**Section 1. Approval.** The request to approve the Fiscal Year 2023-2024 budget amendment for all fund revenues and expenditures as presented to the Mayor and City Council on September 16, 2024 is hereby approved; and

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

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

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

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

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

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

# 2023-2024 Budget Amendment #

Department	Current Budget	AMENDED BUDGET	INCREASE (DECREASE)
Legislative Office	\$ 777,050	\$ 547,588	\$ (229,462)
Chief Executive Office	\$ 1,242,600	\$ 1,187,147	\$ (55,453)
Finance	\$ 6,529,856	\$ 3,285,758	\$ (3,244,098)
Municipal Court	\$ 858,900	\$ 883,001	\$ 24,101
Information Technology	\$ 1,207,700	\$ 1,541,374	\$ 333,674
Code Enforcement	\$ 397,532	\$ 349,602	\$ (47,930)
Human Resources	\$ 613,150	\$ 599,674	\$ (13,476)
Economic Development	\$ 352,200	\$ 348,697	\$ (3,503)
Planning and Community Development	\$ 890,239	\$ 869,777	\$ (20,462)
Recreation and Leisure	\$ 2,151,903	\$ 2,009,354	\$ (142,549)
Public Works - Streets	\$ 2,903,237	\$ 3,112,357	\$ 209,120
Public Works - Parks	\$ 63,200	\$ 59,542	\$ (3,658)
Public Works - Fleet	\$ 509,200	\$ 272,351	\$ (236,849)
Fire - EMS Services	\$ 2,125,734	\$ 2,015,587	\$ (110,147)
Fire - Fire Administration	\$ 7,400,721	\$ 7,893,675	\$ 492,954
Fire - Emergency Management	\$ 25,700	\$ 20,777	\$ (4,923)
Police Services	\$ 9,848,926	\$ 10,986,606	\$ 1,137,680
E-911 Communications	\$ 884,900	\$ 899,676	\$ 14,776
Animal Control	\$ 112,875	\$ 107,551	\$ (5,324)
Estimated Contingency	\$ 765,408	\$ 1,421,361	\$ 655,953
<b>Total for General Fund</b>	<b>\$ 39,661,031</b>	<b>\$ 38,411,454</b>	<b>\$ (1,249,577)</b>
<b>Total Revenue</b>	<b>\$ 39,688,186</b>	<b>\$ 36,318,917</b>	<b>\$ (3,369,269)</b>
<b>Other Financing Sources</b>	<b>\$ 50,000</b>	<b>\$ 2,092,537</b>	<b>\$ 2,042,538</b>
<b>Surplus (Deficit)</b>	<b>\$ 77,154</b>	<b>\$ 0</b>	<b>\$ (77,154)</b>

# Special Funds 2023-2024 Budget Amendment #

## Revenue

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
210	DEA Fed Funds	\$ 7,575	\$ 15,748	\$ 8,173
211	Drug Task Force Fund	\$ 161,141	\$ 110,693	\$ (50,448)
212	212	\$ 500	\$ 717	\$ 217
214	Federal Funds	\$ 20,185	\$ 34,497	\$ 14,312
215	E911	\$ 566,135	\$ 462,225	\$ (103,910)
250	Multi Grant Funds	\$ 2,753,530	\$ 740,991	\$ (2,012,539)
253	ARPA Funds	\$ 5,098,748	\$ 3,544,076	\$ (1,554,672)
270	Tax Allocation District	\$ 63,000	\$ 355,240	\$ 292,240
275	Hotel Motel Tax	\$ 155,309	\$ 46,660	\$ (108,649)
<b>Total Revenue</b>		<b>\$ 8,826,123</b>	<b>\$ 5,310,848</b>	<b>\$ (3,515,275)</b>

## Expenditures

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
210	DEA Fed Funds	\$ 1,000	\$ 795	\$ (205)
211	Drug Task Force Fund	\$ 125,000	\$ 110,693	\$ (14,307)
212	212	\$ 1,000	\$ 717	\$ (283)
214	Federal Funds	\$ 295,190	\$ 345,885	\$ 50,695
215	E911	\$ 365,727	\$ 462,225	\$ 96,498
250	Multi Grant Funds	\$ 6,000	\$ 476,088	\$ 470,088
253	ARPA Funds	\$ 5,109,010	\$ 3,544,076	\$ (1,564,934)
270	Tax Allocation District	\$ 63,000	\$ 68,546	\$ 5,546
275	Hotel Motel Tax	\$ 155,309	\$ 6,884	\$ (148,425)
<b>Total Expense</b>		<b>\$ 6,121,236</b>	<b>\$ 5,015,909</b>	<b>\$ (1,105,327)</b>
<b>Net Suplus (Deficit)</b>		<b>\$ 2,704,887.00</b>	<b>\$ 294,938.91</b>	<b>\$ (2,409,948.09)</b>

NOTES
Using Fund Balance
Using Fund Balance
Using Fund Balance

NOTES
Using Fund balance reserves
Using Fund balance reserves

# Capital Funds 2023-2024 Budget Amendment #

### Revenue

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
300	Capital Improvement Fund	\$ 1,575,083	\$ 915,421	\$ (659,662)
320	2008 SPLOST	\$ -	\$ 36,861	\$ 36,861
325	2015 SPLOST	\$ -	\$ 115,296	\$ 115,296
326	2021 SPLOST	\$ 5,704,115	\$ 6,242,111	\$ 537,996
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Revenue</b>		<b>\$ 7,279,198</b>	<b>\$ 7,309,689</b>	<b>\$ 30,491</b>

### Expenditures

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
300	Capital Improvement Fund	\$ 1,874,251	\$ 878,527	\$ (995,724)
320	2008 SPLOST	\$ 1,442,381	\$ 238,588	\$ (1,203,793)
325	2015 SPLOST	\$ -	\$ 430,370	\$ 430,370
326	2021 SPLOST	\$ -	\$ 11,172	\$ 11,172
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Expense</b>		<b>\$ 3,316,632</b>	<b>\$ 1,558,657</b>	<b>\$ (1,757,975)</b>
<b>Net Surplus (Deficit)</b>		<b>\$ 3,962,565.67</b>	<b>\$ 5,751,032.30</b>	<b>\$ 1,788,466.63</b>

# Sanitation Fund 2023-2024 Budget Amendment #

### Revenue

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
540	Sanitation	\$ -	\$ 1,760,523	\$ 1,760,523
				\$ -
				\$ -
				\$ -
<b>Total Revenue</b>		<b>\$ -</b>	<b>\$ 1,760,523</b>	<b>\$ 1,760,523</b>

### Expenditures

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
540	Sanitation	\$ 3,457,747	\$ 1,760,523	\$ (1,697,224)
				\$ -
				\$ -
<b>Total Expense</b>		<b>\$ 3,457,747</b>	<b>\$ 1,760,523</b>	<b>\$ (1,697,224)</b>
<b>Net Surplus (Deficit)</b>		<b>\$ (3,457,747.00)</b>	<b>\$ -</b>	<b>\$ 3,457,747.00</b>

NOTES
Using Fund Balance

NOTES

# City Authorities Funds 2023-2024 Budget Amendment #

### Revenue

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
580	Development Authority	\$ -	\$ 1,551,682	\$ 1,551,682
585	URA	\$ 12,266,263	\$ 260,136	\$ (12,006,127)
586	URA Series SPLOST	\$ (398,182)	\$ 1,218,586	\$ 1,616,768
590	DDA	\$ 522,913	\$ 3,671,051	\$ 3,148,138
				\$ -
				\$ -
<b>Total Revenue</b>		<b>\$ 12,390,994</b>	<b>\$ 6,701,456</b>	<b>\$ (5,689,538)</b>

### Expenditures

FUND Number	FUND Name	Current Budget	Amended Budget	Increase (Decrease)
580	Development Authority	\$ -	\$ 1,533,009	\$ 1,533,009
585	URA	\$ 5,019,373	\$ 4,312,347	\$ (707,026)
586	URA Series SPLOST	\$ -	\$ 886,620	\$ 886,620
590	DDA	\$ 878,910	\$ 3,805,975	\$ 2,927,065
				\$ -
				\$ -
<b>Total Expense</b>		<b>\$ 5,898,283</b>	<b>\$ 10,537,952</b>	<b>\$ 4,639,669</b>
<b>Net Surplus (Deficit)</b>		<b>\$ 6,492,710.42</b>	<b>\$ (3,836,496.28)</b>	<b>\$ (10,329,206.70)</b>



**File Attachments for Item:**

**2. Council Discussion on the Recommended Proposed Millage Rate-Finance Department**

**Background/History:**

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

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



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Title of Agenda Item:** Public Hearing #2 for the Recommended Proposed Millage Rate

**Submitted By:** Finance

**Date Submitted:**9/10/24

**Work Session Date:** 9/16/24

**Council Meeting Date:**  
9/16/24

**Background/History:**

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

All concerned citizens are invited to the Public Hearing on the tax increase, which will be held at Forest Park City Hall on September 3, 2024, at 7:00 p.m.

The time and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 16, 2024, at 6:00 p.m. and 7:00 p.m.

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

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

**Cost:** \$

**Budgeted for:** X Yes No

**Financial Impact:**

## NOTICE OF PROPERTY TAX INCREASE

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

All concerned citizens are invited to the public hearing on the tax increase at Forest Park City Hall on September 16, 2024, at 5:00 p.m.

Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 16, 2024, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately 10.40.

**NOTICE**

The Forest Park City Council does hereby announce that the millage rate will be set at a meeting to be held at Forest Park City Hall 745 Forest PKWY, on **September 16, 2024, at (5:00 pm and 7:00 pm)**, and pursuant to the requirements of O.C.G.A. § 48-5-32, does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

**CURRENT 2024 PROPERTY TAX DIGEST AND 5-YEAR HISTORY OF LEVY**

		COUNTYWIDE	2020	2021	2022	2023	2024
C O U N T Y W I D E	V A L U E	Real & Personal	798,201,427	675,235,726	776,940,943	967,553,071	1,032,675,150
		Motor Vehicles	10,365,520	2,085,100	8,208,270	8,281,670	7,848,860
		Mobile Homes	92,189	90,021	91,589	97,073	96,971
		Timber - 100%	0	0	0	0	0
		Heavy Duty Equipment	16,919	3,822	11,489	62,575	64,730
		Gross Digest	808,676,055	677,414,669	897,113,084	975,994,389	1,040,685,711
		Less Exemptions	<b>58,853,644</b>	44,695,519	44,717,195	44,715,846	91,956,833
		<b>NET DIGEST VALUE</b>	<b>749,822,411</b>	<b>632,719,150</b>	<b>852,395,889</b>	<b>931,278,543</b>	<b>948,728,878</b>
A R R A T E	R A T E	Gross Maintenance & Operation Millage	0.0212	0.0252	0.0201	0.0172	0.0176
		less Rollback (Local Option Sales Tax)	0.0077	0.0034	0.0049	0.0005	0.0009
		<b>NET M&amp;O MILLAGE RATE</b>	<b>0.0167</b>	<b>0.0167</b>	<b>0.0152</b>	<b>0.0167</b>	<b>0.0167</b>
T A X	T A X	<b>TOTAL M&amp;O TAXES LEVIED</b>	<b>\$12,522</b>	<b>\$10,594</b>	<b>\$12,968</b>	<b>\$15,590</b>	<b>\$15,834</b>
		Net Tax\$ Increase	\$1,597	(\$1,928)	\$2,375	\$2,621	\$245
		Net Tax% Increase	14.62%	-15.40%	22.42%	20.21%	1.57%



Item #2.

# 2024 City of Forest Park Millage Rate Presentation

**John Wiggins**

Finance Director

470-599-8286 | [jwiggins@forestparkga.gov](mailto:jwiggins@forestparkga.gov)



# ABOUT THE MILLAGE RATE



The tax rate that is applied to the assessed value of taxable property to calculate the amount of property tax to be paid.



Millage rate of 1 mil is \$1.00 per thousand of assessed value.



For calculation purposes, the millage rate is stated as 0.001.



The millage rate is established by the levying authority each year.

# NOTICE OF CURRENT TAX DIGEST AND FIVE-YEAR HISTORY OF LEVY

## CURRENT 2024 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

		COUNTY WIDE	2020	2021	2022	2023	2024
C o u n t y  w i d e	V A L U E	Real & Personal	798,201,427	675,235,726	776,940,943	967,553,071	1,032,675,150
		Motor Vehicles	10,365,520	2,085,100	8,208,270	8,281,670	7,848,860
		Mobile Homes	92,189	90,021	91,589	97,073	96,971
		Timber - 100%	0	0	0	0	0
		Heavy Duty Equipment	16,919	3,822	11,489	62,575	64,730
		Gross Digest	808,676,055	677,414,669	897,113,084	975,994,389	1,040,685,711
		Less Exemptions	58,853,644	44,695,519	44,717,195	44,715,846	91,956,833
		<b>NET DIGEST VALUE</b>	<b>749,822,411</b>	<b>632,719,150</b>	<b>852,395,889</b>	<b>931,278,543</b>	<b>948,728,878</b>
	R A T E	Gross Maintenance & Operation Millage	0.0212	0.0252	0.0201	0.0172	0.0176
		Less Rollback (Local Option Sales Tax)	0.0077	0.0034	0.0049	0.0005	0.0009
<b>NET M&amp;O MILLAGE RATE</b>		<b>0.0167</b>	<b>0.0167</b>	<b>0.0152</b>	<b>0.0167</b>	<b>0.0167</b>	
T A X	<b>TOTAL M&amp;O TAXES LEVIED</b>	<b>\$12,522</b>	<b>\$10,594</b>	<b>\$12,968</b>	<b>\$15,590</b>	<b>\$15,834</b>	
	Net Tax \$ Increase	\$1,597	(\$1,928)	\$2,375	\$2,621	\$245	
	Net Tax % Increase	14.62%	-15.40%	22.42%	20.21%	1.57%	

# Notice of Property Tax Increase To The Public

Item #2.

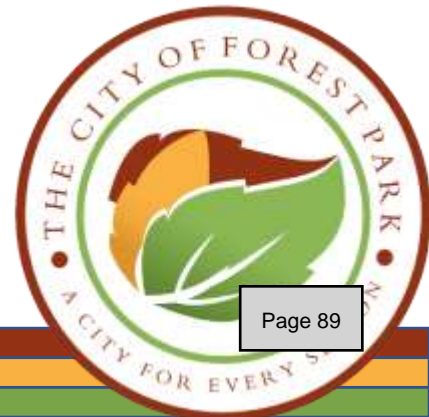
- The City of Forest Park has tentatively adopted a 2024 millage rate which will require an increase in property tax by 1.57 percent due to property values increasing. Even though the City of Forest Park is proposing to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.
- All concerned citizens are invited to the public hearing on the tax increase to be held at the Forest Park City Hall on September 3, 2024, at 7:00 p.m.
- Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 16, 2024, at 6:00 p.m. and again at 7:00 p.m.
- This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately 10.40.



# Q&A

Item #2.

# THANK YOU!



**File Attachments for Item:**

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

**Background/History:**

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



FORESTPARK

**MEMORANDUM**

**Date:** 9/3/24  
**To:** Mayor and City Council  
City Manger Clark  
**From:** Nicole C.E. Dozier, P&CD Director  
**Re:** Georgia Outdoor Stewardship Pre-Application Request

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To assist with funding for the city’s park improvement plans, staff is requesting authorization (in the form of a resolution) to pre- apply for the Georgia Outdoor Stewardship Program. I have attached a copy of quick facts regarding the grant for reference.



FORESTPARK

**ATTACHMENT #1 – GRANT QUICK FACTS SHEET**

## Quick Facts

<b>Program Name</b>	Georgia Outdoor Stewardship Program
<b>Funding Allocation</b>	Dependent on State sales and use tax collected by sporting goods stores
<b>Eligible Applicants</b>	Qualified local governments; Constituted recreation authorities; State agencies; and certain nongovernmental entities
<b>Permissible Uses</b>	<ul style="list-style-type: none"> <li>- Stewardship and acquisition projects that support local parks and trails</li> <li>- Stewardship projects that improve and maintain state owned land and facilities</li> <li>- Acquisition projects that protect critical conservation areas</li> </ul>
<b>Minimum Conserve Georgia Grant Amount</b>	Local Parks & Trails Projects: \$500,000 State Projects: No min. amount
<b>Maximum Conserve Georgia Grant Amount</b>	Local Parks & Trails Projects: \$3,000,000 State Projects: No max. amount
<b>Match Requirements</b>	25% Match Required (Minimum) \$125k
<b>Retainage</b>	25% held
<b>Grant Term</b>	2 years

GOSP.

## RESOLUTION NO. 2024-\_\_

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE PRE-APPLICATION OF THE TWO-YEAR GEORGIA OUTDOOR STEWARDSHIP GRANT PROGRAM FROM THE CITY'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.**

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

**WHEREAS**, the City's Planning and Community Development Department ("Department") requests approval to pre-apply for the two-year Georgia Outdoor Stewardship Grant Program ("Grant") which supports the acquisition, improvement, and maintenance of local parks and trails; and

**WHEREAS**, the minimum Grant amount is Five Hundred Thousand Dollars and 00/100 Cents (\$500,000.00) with a required match at twenty-five percent (25%); and

**WHEREAS**, the pre-application of this Grant is necessary to protect the welfare, health, and safety of City citizens.

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

**Section 1. Approval.** The Department's request to pre-apply for the two-year Georgia Outdoor Stewardship Grant Program to support the acquisition, improvement, and maintenance of local parks and trails as presented to the Mayor and City Council on September 16, 2024 is hereby approved; and

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

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

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

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

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

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**File Attachments for Item:**

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

**Background/History:**

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





CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** PCD Procedural Updates & Six-Month Strategic Plan Overview

**Submitted By:** Nicole C.E. Dozier, PCD Director

**Date Submitted:** September 9, 2024

**Work Session Date:** September 16, 2024

**Council Meeting Date:** September 16, 2024

**Background/History:** The PCD Director will give an overview of the procedural changes made in the Department and will review the projects that will take place over the next six months.

**Action Requested from Council:** Staffs requesting approval of the department six-month plan.

**Cost:** \$105,000.00


<b>Budgeted for:</b>	<b>Yes</b>	<b>X</b>	<b>No</b>
	_____	_____	_____

**Financial Impact:** Please note the cost above is an estimate. As part of the 6-Month Plan a consultant will have to be hired to conduct the housing analysis and a sign vendor will be needed to design and construct the wayfinding signage. Grants will be applied for (if available) to assist with costs.



CITY OF  
FORESTPARK

## MEMORANDUM

**Date:** 9/3/24  
**To:** Mayor and City Council  
City Manger Clark  
**From:** Nicole C.E. Dozier, P&CD Director   
**Re:** **Procedural Updates & 6-Month Strategic Plan**

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The following procedural updates have been implemented in the department:

- Established the development processes (*See Attachment #1*).
- New workflows with review timeframes have been established for:  
Business licensing  
Building permits- sign, fence and trade  
Zoning verification.  
(*See Attachment #2*)
- New workflow process timelines has been confirmed with outside department reviewers (Fire, Code Compliance and NOVA/building)
- Weekly pre-development/pre permitting meeting options available for applicants.  
Meetings include fire, building, planning & zoning and economic development as needed.
- Applicants are being shifted into using the existing online applications.
- The business licensing tech and a PD licensing tech have been moved into PCD as part of the cities "One Stop Shop" initiative. The PCD entry area is being updated to better accommodate customers as part of the initiative.
- Staff is being cross trained between divisions (business licensing, PD licensing, building permitting)
- The Planning Commission and Urban Design Review Board are now streamed live.

Item #4  
 11TH STRATEGIC PLAN  
 PROJECTS

Text Amendments

Updating the codes and ordinances as needed for clarity.

Sec. 8-9-83 Banquet Hall- Use standards Sec 8-9-50 Gilman District- Additional housing Add new Section Tree Bank Code Sec 8-7-12(d) Plat Language 8-7.13. (b)(c)(d) Sec. 8-2.302 Remove self inspectors Sec. 8-9-238 Zoning Verification Updates Update PCD Fee Schedule Update building code references	Research codes from neighboring cities. Draft text. Bring to the Planning Commission for recommendation Bring to City Council for final approval/adoption.		
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Community Information Programs Educate the public on when permits are needed and how to apply for them online.	Permitting 101 Workshop Planning & Community Development Brochures	Develop brochure work with Media Dept.	Staff will arrange, develop and conduct training.
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Start Park Design Master Plan This plan will design the park in accordance with the new city hall to be implemented in phases.	Playground landscaping, Outdoor fitness area Develop design plan	Research codes, review other pocket park designs. Hire LA to draft rendering - (3) quotes. Bring to PIC and City Council	Research codes, review other park designs, draft text, hire LA to draw renderings/drafting, bring to PIC and City Council
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Bill Lee Park Improvement Plan Design small scale improvements that can be done quickly at all pocket parks showing consistent park design/development.	Hire LA	Obtain quotes (3) confirm design and site locations.	
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City -Wide Wayfinding Signage Design directional signage to key city locations/landmarks.	Obtain design and bids for sign companies (3)	Research other similar programs, work with other agencies, draft program	
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City Mural Program This program will encourage the use of murals on large empty walls, painted crosswalks and the use of sculptures in vacant green spaces and pocket parks.	Work with Claydon Arts, ARC and identify sites Pocket-Park Educational mini activity: Phase 1 Program Development: Phase 2 Funding & Implementation	Hire Consultant	
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Housing Analysis Identify housing needs, conduct inventory, evaluate home condition, vacancy/vacant lot & applicable housing programs/funding.	Hire Consultant	Work with procurement to poll on BFP	Staff will arrange, develop and conduct training.
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Community Outreach Establishing a relationship with the community while education the public about permitting and development in the city.	Donuts & Development with the Building Official Pastries & Planning w/ Sr Planner	Staff will arrange, develop and conduct training.	
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On-line Permitting System- "One Stop Shop" Once complete - all services will be on-line in the new system. The new system will send email notifications to staff (reviewers), correspondence to customers, process payments and schedule appointments/inspections.	Energov - Tyler Challenge Services - The Sr. Planner or Capital Project Manager will oversee/manage projects from start (idea) to completion (built as point of contact for developer.	Continuously working with vendor to develop and implement the planning & zoning, business license, building and code enforcement modules.	Staff will arrange, develop and conduct training.
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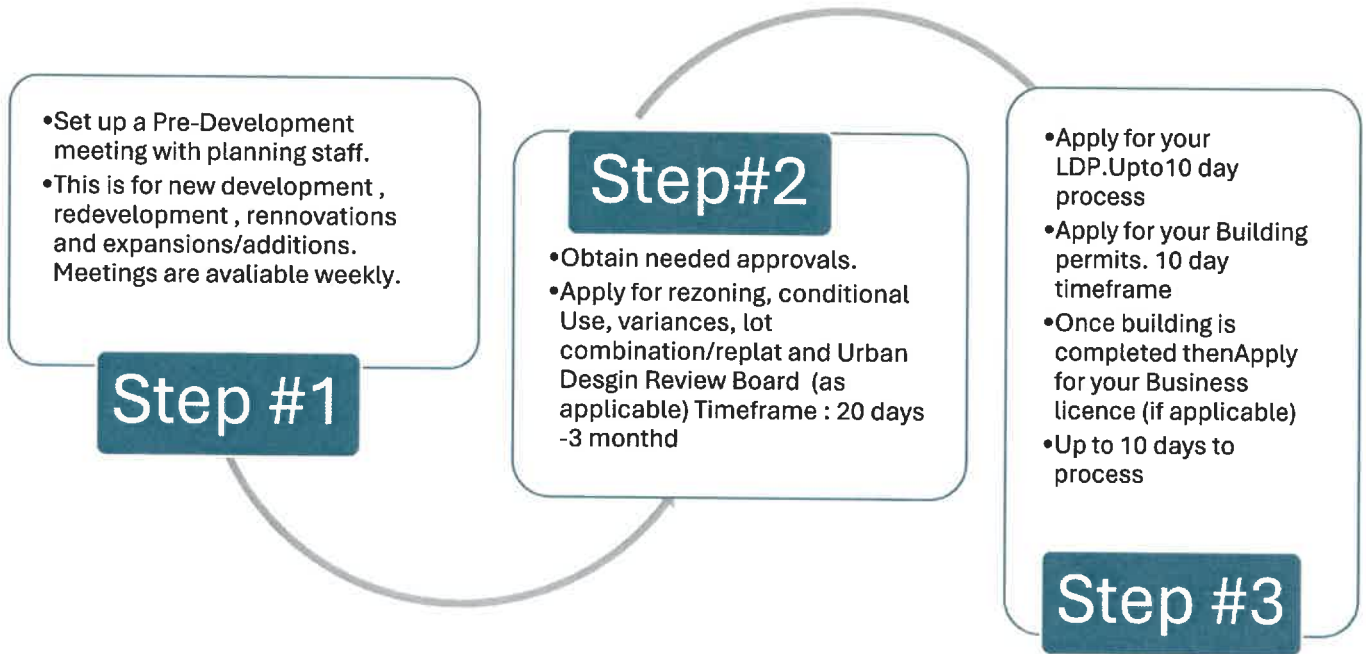


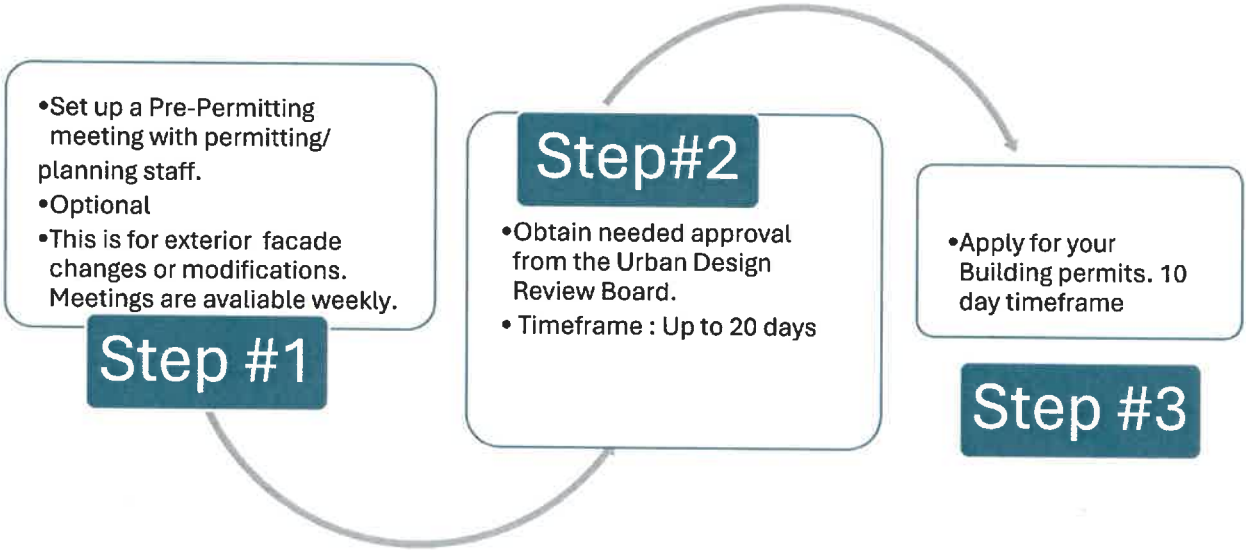


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*Living. Growing. Thriving.*

## **ATTACHMENT #1 – DEVELOPMENT PROCESS**

## DEVELOPMENT PROCESS







City of  
**FORESTPARK**  
*A City for Great Things*

## ATTACHMENT #2 – REVIEW WORKFLOWS & TIMELINES

**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONS PLAN  
2024/2025**

**ONE-STOP SHOP**

**New Division: Permitting & Licensing (Services) (KPI 2)**

- ✓ Building/plan review, trade, special event/yard sale, sign, fence, LDP and tree removal permits.
- ✓ Business, alcohol, adult entertainment and short-term rental permits.

All services will be on-line in the new system. The new system will send email notifications to staff (reviewers), correspondence to customers, process payments and schedule appointments. Review due dates (in accordance with the workflows outlined below) and application tracking and status/ approval/denials/ holds as well as review comments, notes and reports. All permits will be issued/emailed by the new system once approved. **(Checking with Tyler to see if all these functions are available and incorporated into project. If not, we will incorporate whatever functions are available.)**

A Permit Kiosk would be installed in the PCD entry area for customers. To eventually phase out paper applications. Will add bi-lingual applications and instructions.

Economic Development will have access to the system to intake and process film permits.

**Link to Concierge Services: If customers need assistance with information regarding starting a business, business support or funding, local businesses/DWNTWN Main St, housing and or possible housing development/projects – staff will immediately call economic development staff to meet with the customer.**

**Workflow for Business Licensing:**

- ✓ *Business Licensing* (1 day timeframe)- accepts application, review for completeness and process payment and then forward it to:
- ✓ *Zoning* (2-day timeframe) for review and approval.  
Zoning once they approve forwards it to:
- ✓ Fire for review/inspection (5-7 day review timeframe).  
Fire then sends it to:  
**\*\*Fire and Building/plan review can review at the same time\*\***
- ✓ Code compliance (2-day timeframe) for Building inspection.  
Building then sends it back to:
- ✓ Business licensing and they issue the license.  
**Complete: 2 -week process**



**Workflow for Building Permit:**

*Trade Permits* (electric, plumbing, mechanical) (1-2 day timeframe)

- ✓ Permits intake, review for completeness, payment processing and issue permits.

**Complete: 3-days process**

- **This is the same process for “Yard sales” – (up to 3 days)**

*Sign/Fence Permit*

- ✓ *Permitting* Intake, review for completeness and payment processing. The forward to:
- ✓ *Zoning* (2-day timeframe) review, approve or request additional information.

Forward back to:

- ✓ **(Or forward to Building/plan review (1-2 day timeframe) if the sign is a light sign/requires electrical work)**
- ✓ *Permitting* issue permit

**Complete: 3-5 day process**

*Special Event Permit* (up to 7 days; X times per year?)

- ✓ *Permitting* Intake, (including drawings/plans) review for completeness and payment processing. The forward to:
- ✓ *Zoning* (2-day timeframe) review, approve or request additional information.
  - Fire (if applicable)* review
  - PD (if applicable)*
- ✓ Forward back to *Permitting* to issue permit.

**Complete: 3-5 day process**

*Building Permits*

- ✓ *Permitting* Intake, (including construction drawings/plans etc.) review for completeness and payment processing. Then forward to:
- ✓ *Zoning* (5- day timeframe) Review, provide comments or request additional information. All reviews are conducted at the same time.

*Building/Plan Review* (5-10 day timeframe)

*Fire* (5-10 day timeframe)

- ✓ Once reviews are complete forward back to *permitting* to issue permit

**Complete: 10-day process***Land Disturbance Permits (LDP)*

- ✓ *Permitting Intake*, (including construction drawings/plans etc.) review for completeness and payment processing. The forward to:
- ✓ *Zoning* (3-5- day timeframe) Review, provide comments or request additional information.
- ✓ *Soil & Erosion/Engineering* (5-7 day time frame)

All reviews are conducted at the same time

**Complete: 7-10 day process***Tree Removal Permit*

- ✓ *Permitting Intake*, (including landscape drawings/plans etc.) review for completeness and payment processing. The forward to:
- ✓ *Landscape Architect (LA)*\*\*\* (3-5- day timeframe) Review, provide comments or request additional information.

\*\*\* *This would be a new position for landscape reviews (commercial and residential) and tree bank and tree ordinance operation/management.*

**Complete: 5-7 days process**

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

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE SIX-MONTH STRATEGIC PLAN OVERVIEW FROM THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.**

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

**WHEREAS**, the City’s Planning and Community Development Department (“Department”) requests the approval of its proposed six (6) month strategic plan (“Plan”); and

**WHEREAS**, the Plan states that the Department Director shall give an overview of the procedural changes made in the Department and shall review the projects that will take place over the next six (6) months; and

**WHEREAS**, the overall financial impact is estimated not to exceed One Hundred and Five Thousand Dollars and 00/100 Cents (\$105,000.00); and

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

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

**Section 1. Approval.** The request to approve the proposed six (6) month strategic plan with an overall estimated financial impact not to exceed One Hundred and Five Thousand Dollars and 00/100 Cents (\$105,000.00) as presented to the Mayor and City Council on September 16, 2024 by the City’s Planning and Community Development Department is hereby approved; and

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

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

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

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

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

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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