



## CITY COUNCIL REGULAR SESSION

Monday, May 01, 2023 at 7:00 PM  
Council Chambers and YouTube Livestream

### MISSION STATEMENT

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

**Website:** [www.forestparkga.gov](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

James Shelby, Interim City Manager  
S. Diane White, City Clerk  
Mike Williams, City Attorney

## AGENDA

### VIRTUAL MEETING NOTICE

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

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

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

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

**CALL TO ORDER/WELCOME:**

**INVOCATION/PLEDGE:**

**ROLL CALL - CITY CLERK:**

**PRESENTATIONS:**

- 1. Proclamation for National Economic Development Week May 8-12 -ED Dept**

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

National Economic Development Week is May 8-12 in which communities showcase their economic development successes. In celebration of this week, the City of Forest Park will co-host with Clayton County Economic Development an Economic Development Day at Gillem Logistics Center, the largest job hub in

the county. The “Industrial Block Party” event will be on May 9, 2023, from 11 a.m. to 3 p.m. in the Amazon parking lot.

Residents and businesses are invited to attend the event which will feature a barbecue, small business open house, MARTA virtual train, Workforce Development truck, games, and giveaways. The Urban Redevelopment Authority (URA) is co-sponsoring, along with support from the Forest Park Development Authority and the Forest Park Downtown Development Authority.

Approve the Proclamation for National Economic Development Week to be accepted by representatives of the City, the Urban Redevelopment Authority, the Downtown Development Authority and the Development Authority.

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

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

**APPROVAL OF MINUTES:**

- 2. Council Approval of Council Work Session and Regular Meeting Minutes from April 17, 2023 - City Clerk**

**NEW BUSINESS:**

- 3. Confirmation of the New City Manager, Ricky L. Clark Jr. – Executive Offices**

**Background/History:**

City Council confirmation of candidate for the position of City Manager.

- 4. Council Discussion of a Change Order for the Main Street Streetscape Project - PCD**
- 5. Council Approval of Surplus items – Public Works Department**
- 6. Council Approval of transferring funds from one line item to another – Public Works Department**
- 7. Council Adoption of Text Amendments to the Zoning Ordinance – Planning & Community Development**
- 8. Council Approval of a Resolution for a Council Representative on Comprehensive Plan Steering Committee – Planning and Zoning**

**ADDENDUM ITEM:**

- 9. Council Approval to Separate the City Clerk and Executive Assistant Position within the City Manager’s Office**

**CLOSING COMMENTS BY GOVERNING BODY:**

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

**ADJOURNMENT:**

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

**File Attachments for Item:****1. Proclamation for National Economic Development Week May 8-12 -ED Dept****Background/History:**

National Economic Development Week is May 8-12 in which communities showcase their economic development successes. In celebration of this week, the City of Forest Park will co-host with Clayton County Economic Development an Economic Development Day at Gillem Logistics Center, the largest job hub in the county. The “Industrial Block Party” event will be on May 9, 2023, from 11 a.m. to 3 p.m. in the Amazon parking lot.

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Approve the Proclamation for National Economic Development Week to be accepted by representatives of the City, the Urban Redevelopment Authority, the Downtown Development Authority and the Development Authority.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Proclamation for National Economic Development Week May 8-12 -ED Dept

**Submitted By:** Economic Development Department

**Date Submitted:** April 17, 2023

**Work Session Date:** N/A

**Council Meeting Date:** May 1, 2023

**Background/History:**

National Economic Development Week is May 8-12 in which communities showcase their economic development successes. In celebration of this week, the City of Forest Park will co-host with Clayton County Economic Development an Economic Development Day at Gillem Logistics Center, the largest job hub in the county. The “Industrial Block Party” event will be on May 9, 2023, from 11 a.m. to 3 p.m. in the Amazon parking lot.

Residents and businesses are invited to attend the event which will feature a barbecue, small business open house, MARTA virtual train, Workforce Development truck, games, and giveaways. The Urban Redevelopment Authority (URA) is co-sponsoring, along with support from the Forest Park Development Authority and the Forest Park Downtown Development Authority.

Approve the Proclamation for National Economic Development Week to be accepted by representatives of the City, the Urban Redevelopment Authority, the Downtown Development Authority and the Development Authority.

**Cost: \$**

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

**Financial Impact:**

None

**Action Requested from Council:**

Approve the Proclamation for National Economic Development Week to be accepted by representatives of the City, the Urban Redevelopment Authority, the Downtown Development Authority and the Development Authority.



CITY OF  
**FORESTPARK**

# PROCLAMATION

**WHEREAS:** Communities across the United States will participate in National Economic Development Week from May 8-12 by showcasing their businesses and the contributions made through various economic development-related efforts, and;

**WHEREAS:** Economic Development Week was created in 2016 to help increase the awareness of impactful programs that create jobs, advance career development opportunities, and improve the quality of life in neighborhoods throughout the country, and;

**WHEREAS:** In observance of Economic Development Week, the City of Forest Park will join residents, business owners and employees at a special kick-off industrial block party celebration on May 9, 2023, at the Gillem Logistics Center, and;

**WHEREAS:** During the event, representatives from Clayton County, Georgia, will spotlight the Gillem Logistics Center - home to several global companies like Amazon, Boeing, Kroger, and HD Supply - as a true model of success between government and private-sector businesses, and;

**WHEREAS:** The city, along with the Urban Redevelopment Authority, Development Authority and Downtown Development Authority, continues to support comprehensive economic development strategies that attract, grow, and retain high-demand industry sectors.

**NOW, THEREFORE BE IT RESOLVED,** the Forest Park City Council hereby celebrates National Economic Development Week and recognizes all those who help to make the city a premier destination for commerce, business expansion and entrepreneurship.

**IN WITNESS WHEREOF,** we have hereunto set our hand on this 1st day of May 2023 and have caused the Official Seal of the great City of Forest Park to be affixed hereto:

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Angelyne Butler, MPA  
Mayor

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Councilmember Kimberly James  
Ward 1

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Councilmember Dabouze Antoine  
Ward 2

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Councilmember Hector Gutierrez  
Ward 3

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Councilmember Latresa Akins-Wells  
Ward 4

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Councilmember Allan Mears  
Ward 5

**File Attachments for Item:**

**2. Council Approval of Council Work Session and Regular Meeting Minutes from April 17, 2023 -**  
City Clerk



## CITY COUNCIL WORK SESSION

Monday, April 17, 2023 at 6:00 PM  
Council Chambers and YouTube Livestream

### MISSION STATEMENT

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

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The Honorable Mayor Angelyne Butler, MPA

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

The Honorable Dabouze Antoine  
The Honorable Latresa Akins-Wells

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

### **DRAFT MINUTES**

**CALL TO ORDER/WELCOME:** The meeting was called to order by Mayor Butler at 6:00pm and she read the Mission Statement.

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

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

Joshua Cox, IT Director; Chiquita Barkley, Finance Director; Jeremi Patterson, Deputy Finance Director; LaShawn Gardiner, Director Planning & Community Development; Shalonda Brown, Director of Human Resources; Diane Lewis, Deputy HR Director; Bobby Jinks, Director of Public Works; Nigel Wattley, Deputy Public Works Director;



Bruce Abrahams, Director Economic Development; Tarik Maxwell, Director Rec.& Leisure; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Chief; and Captain Kayla Gant, Police Department

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

**COMMUNITY INFORMATION/REMINDERS:**

- Tuesday, April 18, 2023, is Special Election Runoff Voting Day in Clayton County. The polls are open from 7:00am – 7:00pm. Photo I.D. is required. On election day go to your assigned polling location, if you need assistance locating your polling location, please visit [MVP.SOS.GA.GOV](http://MVP.SOS.GA.GOV). Go and express your right to vote. This runoff is for the position of Clayton County Sheriff.
- On Thursday, April 20, 2023 @ 5:00pm, Councilwoman Kimberly James will be hosting her monthly Ward 1 Meeting at the Hartsfield Community Center – 696 Main St, Forest Park, GA.
- On April 21, 2023, from 5:00pm – 10:00pm the City of Forest Park Recreation and Leisure Department in partnership with our Senior Panther's in Action presents its Senior Prom with a Western Night Theme at 696 Main St, Forest Park, GA 30297. For more information please contact Council aide Tenisha Dixon @ [Tdixon@forestparkga.gov](mailto:Tdixon@forestparkga.gov) or Senior Center Coordinator Myia Williams @ [mwilliams@forestparkga.gov](mailto:mwilliams@forestparkga.gov)
- On April 22, 2023, from 9:00am – 2:00pm, along Hendrix Drive from Conley Rd to Main St the Forest Park Fire Department in collaboration with the American Red Cross will be hosting the “National Sound the Alarm Campaign”. This campaign will be installing free smoke detectors in homes along the route. Training will be held at the Forest Park Baptist Church, located at 634 Main St. (immediately following the training, volunteers will head over to Hendrix Drive to install the fire alarms for residents). There is no advance sign-up for this event, it is strictly a canvassing campaign.
- On April 29, 2023, from 11:00 am – 3:00pm the City of Forest Park and Lifelink of Georgia presents a Health and Wellness Festival at Starr Park, 5031 Park Ave, Forest Park, GA 30297.

**CITY OPERATIONS:**

- On April 7, 2023, Deputy Chief Sandra Johnson, Captain Kayla Gant, and I met with the supervisor, union representative and postal workers of the Forest Park Post Office to address their safety concerns on their routes. It was reported last meeting that there were two robberies of workers, which occurred in the areas of unincorporated Forest Park. We have committed that the Forest Park Police Department will have special patrols and pay special attention to postal workers on their routes. DC Johnson gave a talk about what to do if they are approached on their route and information that could be helpful to the department in catching the perpetrators. We also committed to facilitate the conversation with the Clayton County Police Department.
- A partial road closure on both northbound and southbound Park Ave between Forest Parkway and Georgia Avenue will be taking place from April 17 through July 28, 2023, Monday through Friday, 8:00 am – 5:00pm, weather permitting. The City of Forest Park is conducting work inside the Forest Park Recreation Center and moving heavy equipment near the east side of the building. Detour signs will be installed around the immediate area prior to and for the duration of the closure.
- Municipal Court Citations issued by the Police Department, Code Enforcement and others had represented Forest Park City Hall as the court's location. This has been addressed and updated to reflect their correct address 320 Cash Memorial Blvd, Forest Park, GA 30297.

**EMPLOYEE SPOTLIGHT/SHOUT OUT:**

**THANK YOU AND HUGE SHOUT OUT** to Public Works own Daryl Carter, who dressed as our very own Easter Bunny for Food Truck Friday's Easter Egg Hunt. Thank you, Mr. Carter, for everything you do.

**CONGRATULATIONS:**

Captain Ghant introduced the new recruits – Mooi, Elhadi, Joshua Peterson, Channing Kimbell-Green and Ashira Reed

**PRESENTATIONS:**

1. **FY 2022-23 3<sup>rd</sup> Quarter Financial Report** – Finance Department

**Background/History:**

Presentation of COFP's 3<sup>rd</sup> Quarter Financial Report for FY 2022-23 for review and discussion.

Chiquita Barkley, Director of Finance - gave an update on the 3<sup>rd</sup> Quarter Financials for the city.

There were no comments from the governing body.

**NEW BUSINESS:**

**2. Discussion on an agreement between the City of Forest Park and Clayton County Public Schools on RedSpeed system revenue sharing – Executive Offices**

**Background/History:**

On May 6, 2019, the Governing Body approved resolution 19-10 to Execute the Agreement with Red Speed. The revenues generated by the system, excluding RedSpeed's monthly fees and any fees associated with electronic processing of violations, are wired to the City of Forest Park on or about the 15th of the calendar day of the month. Per the 2018 Georgia Code Title 40 Motor Vehicles and Traffic, Chapter 14 - Use of Speed Detection Devices and Red Light Cameras - Article 2 – section 40-14-18 - Speed Detection Devices states in part that the money collected and remitted shall only be used by such governing body to fund local law enforcement or public safety initiatives.

It was stated that there was a verbal agreement between both the Chief of Police with Clayton County Public Schools and the City of Forest Park at the time that five percent (5%) of annual RedSpeed revenues would be appropriated from the City of Forest Park to the Clayton County Public School to help fund law enforcement and public safety initiatives.

Since no written agreement could be found between the City of Forest Park and the Clayton County Public Schools designating these terms, the city manager is seeking the council's direction on how they wish to proceed with this matter.

**Comments and Discussion from Governing Body:**

**Councilmember James** - I would be in agreement with the verbal agreement, of 5 percent or more if the council chooses.

**Councilmember Antoine** – I agree with that.

**Councilmember Gutierrez** – Yes, I support this.

**Ms. Victoria Williams, Clayton County Public Schools** – It will be used to help with the crossing guards. The company we currently use does not have enough for us, so would like to hire our own to make sure kids get from school safely.

**3. Discussion and Approval for Funding of Specified Events – Legislative**

**Background/History:**

It was discussed that the governing body would like to fund certain events that had not been funded in the FY22-23 Budget. The total appropriation needing to be identified is \$14,500. The events to be funded are as follows –

100-20-1110-52-3913 - Special Events – Friday Nights (June 2023) for \$4,500

100-20-1110-52-3927 – Food Truck Friday (May and June 2023) for \$2,000

100-20-1110-52-3929 – Asian Heritage Month Event (May 2023) - \$8,000

The city manager is seeking direction and/or approval to identify available funding within the FY22-23 budget and reallocate the same to fund these respective events.

**Comments and Discussion from Governing Body:**

**Councilmember James** – The reason some of the funds were taken out of the budget is because of some of the comments we received from the public about funds being used to promote individuals. I would make sure that we have that in place. If the city is going to fund these events, it would be promoted as a city event and not an individual person.

**Councilmember Antoine** - We voted to send to pieces of equipment from the fire department, to be given to sister city in Haiti. They have a population of 12 million people and only have 5 fire trucks in the whole country. Forest Park has more than 5 fire trucks and only a population of 19 thousand people. It is sitting in the back collecting dust. If I am going to support this, I need you guys to support shipping the equipment like you voted on.

**Councilmember Gutierrez** - I am glad you are bringing this back up; it is good for the community and gives us a chance to bond outside. For a lot of the city this is the only way they get to get out. They do not have cars to go to the city but can walk here to the park and enjoy themselves. I hope we can support this.

**Councilmember Wells** – It is all about the community. I am not trying to negotiate what our community wants; it is what our community needs. If you feel like this is what the community needs, you will support it and if you do not you want. It is not about an individual name; elected officials support the events they initiate. It is not about promoting or voting for Councilwoman Wells, having an event, because I do it for the community. I am glad to see this back on the agenda, and yes, we voted for this. However, I will not negotiate on what the residents need here and what the residents need in another country. I serve the residents here.

**Mayor Butler** – I put this back on the agenda, because I recognize where compromise is key. I went to the members of the governing body and humbled myself. There are things that I really wanted and opened up the conversation with, it is not fair for me to ask for something I wholeheartedly believe in, and not being able to extend and reciprocate that same respect. With that it was a simple ask to have this placed back on the agenda, for the council to vote for. As we go through the events and initiative put forward, it is considering the project from start to finish. We agreed to the fire trucks being sent to Haiti, but we did not consider the cost to ship them. There have been some nonprofit organizations identified to aide with the cost and I encourage the legislative body to seek alternative funding, to aid in some of the expense. Which will include helping to get the trucks over there.

**Councilmember Antoine**- Point of Order

**Mayor Butler** – State your point.

**Councilmember Antoine** – The city manager did the research and found a budget to send the fire trucks, which was thirty thousand dollars.

**Mayor Butler** – Dr. Cooper

**City Manager** – No we did not find the money, I told you that was the cost. We did not find it in the budget to do that.

**Councilmember Antoine** – No, I did not say we found it in the budget. I said you found the budget, which was thirty-thousand dollars.

**City Manager** – That is what will be needed, that is the minimum of what would have been needed, to ship them over.

**Councilmember Wells** – I am all about supporting Sisters City, but the residents here come before anything. If we here negotiating a Fun Friday event or an Asian Heritage Festival for the residents of Forest Park, for something they want, but what our community needs. You are saying you want support this unless the city, the taxpayers pay \$30,000 dollars, to get a truck to another country.

**Councilmember Antoine** – That was not stated.

**Councilmember Wells** – It was.

**Mayor Butler** – Thank you both for your comments.

4. **Council Confirmation of the Police Chief Candidate** – Executive Offices

**Background/History:**

City Council confirmation of candidate for the position of Chief of Police.

This item will be discussed during Executive Session.

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

It was moved to recess into Executive Session at 6:18pm for Personnel, Litigation and Real Estate matters.

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

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

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

It was moved to reconvene back into the Council Work Session at 7:05pm

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

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

**ADJOURNMENT:**

It was moved to adjourn the Council Work Session at 7:05pm.

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

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





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The Honorable Kimberly James  
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The Honorable Allan Mears

The Honorable Dabouze Antoine  
The Honorable Latresa Akins-Wells

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

## DRAFT MINUTES

**CALL TO ORDER/WELCOME:** The meeting was called to order by Mayor Butler @ 7:05pm and she read the Mission Statement.

**INVOCATION/PLEDGE:** The invocation and pledge of allegiance was led by Dr. Wanda Miller Curry.

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

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

Joshua Cox, IT Director; Chiquita Barkley, Finance Director; Jeremi Patterson, Deputy Finance Director; LaShawn Gardiner, Director Planning & Community Development; Police Director of Human Resources; Diane Lewis, Deputy HR Director; Bobby Jinks, Director of Public Works; Nigel Wattley, Deputy Public Works Director; Bruce Abrahams,

Director Economic Development; Tarik Maxwell, Director Rec.& Leisure; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Chief; and Captain Kayla Gant, Police Department

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

There were four (4) Public Speakers:

**LaWanda Folami** – Thank the PD, for rising to the occasion of working under the deputy chief after losing the chief. She congratulated the candidate that was chosen to become the new chief and said they would aid him however it is needed. Glad to see the men in blue come to the city events, because they could be anywhere else. She is not coaching this year but is still active with her team and sitting on several committee boards this year. Wants them all to work collectively to help move the city and county forward.

**Carl Evans** – Concerned about the infrastructure and the roads that are in horrible shape. Some roads have 20 ft sections that need to be dug up and redone. Whomever designed Main Street did a horrible job. The median that was put into place is going to cause an accident, because the roads are so narrow. Near Phillips Road and the cemetery, the road floods because there is no drain in place. Also, nothing has been done about the speed bumps, they are still there with no markings on them, and they are still in the wrong place. An escalate came through our street doing double the speed, turn on another street and was speeding. We called the police around ten till seven, which was around shift change and it was about 20 minutes after 7 before anyone came. Every neighborhood has the same problem. We need to work on safety to protect the citizens.

**Felicia Davis** – First, I would like to say it is so great to see my city council working in such a professional manner. It is good to see you run through an agenda and get so much done. Each time I come; I always have an agenda item that can be an expense. I have to say that I agree wholeheartedly with my council member, we must take care of home first. Since I have been pushing the Sister's City, I want to step forward and say, I will support two city members to represent the city and travel this summer, to plan for future opportunities and commit to raising the funds. This is so the Sister's City account will have external contributions. That way it reframes what the city has to contribute to others. Then we can eventually plan for a future trip that the residents of Forest Park might also be able to participate in.

**Jay Evans** – Made the announcement that this Saturday, American Red Cross will be giving away Fire Detectors, for people who do not have one. They will also be checking the batteries for the ones that do have them and replacing the batteries if needed. There is no cost, I just want everyone to know.

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

It was moved the approved the Council Agenda with the following additions: add Item No. 5 – Council authorization of the mayor to execute a settlement agreement for the Collection Center litigation.

Motion made by Councilmember Antoine, Seconded by Councilmember Gutierrez

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

**Councilmember Antoine** - Point of Order

**Mayor Butler** – Yes sir.

**Councilmember Antoine** – I make a motion to approve \$30k in the budget for fire equipment to be shipped to Haiti.

**Comments from Governing Body:**

**Councilmember Gutierrez** – Ms. Davis I know that you are familiar with this we donated some equipment to our Sister City in Haiti. At some point we had momentum from some of the non-profits that wanted to help us fund this. I do not know if you have a connection with that but just throwing that out there.

**Felecia Davis** – I am aware of the contribution of the trucks, and I am aware of the additional need of resources. What I am committing to do is raise the money in the event the city does not allocate it. That way the city remains true to the residents, and together we can seek, and identify funds. The trucks need to go, and I respect councilman Antoine desire to get it done.

**Councilmember Akins-Wells** – I am not against Sister City. I would like to know how you fight more for another country, and we know you are from one. We also appreciate you being here, but the citizens of Forest ark is who you work for. You can vote to turn down a couple of thousand dollars to have an event but ask the city to pay \$30,000 dollars to ship trucks to another country. Make this make sense. How do you fight harder for another country than you do for the residents that voted you in, the residents that you work for?

**Councilmember Mears** – We have compassion for these foreign countries and what he is doing is fine. Forest Park has needs of its own, and we represent Forest Park. Charity and hard work begin at home.

**Councilmember Antoine** – Forest Park is in partnership with Sister's City International, which was voted on in 2018. We have been sending book bags, helping kids go to school and making a difference. After that we voted for a fire and water buffalo truck to be shipped. The truck has been sitting back there for a few years collecting dust and needs to be shipped. It is not that I do not support Forest Park, I have done a lot and that is why this is my 3<sup>rd</sup> time getting elected. I will support these events, but you have to do the right thing and support what you donated and support the Sister's City initiative.

**Mayor Butler** – There is a way to go about getting things accomplished, and unfortunately the way you presented it may be counter to what you truly desire. I want to always be in the forefront of when we want to get something done and how we want to work together. There was not an issue supporting Sister City, there was not an issue per se with sending the equipment to Haiti. When we look at what it is that we are trying to accomplish we have to look at everything. Unfortunately, one of the things that were omitted was the cost associated with sending items to another country. Particularly, there was some issue with the conflict that was going on in Haiti before the delivery of the equipment. There were a lot of questions about where it was going. I do not want this to be one against the other when there is good in everything, but the way it is being brought forth, is counted against what it is you are trying to do. This is something we can continue to have a conversation on this. There is a motion and there was a second to vote, but we also do need to make sure we are being proactive in what we want and how to bring in funding, to accomplish what we want. Government is not the end-all-be-all. This is a community we all play a role in and if there is something that we want, like when the events were cancelled, funds were raised, so the events could continue. With this let us continue to seek ways to raise funds to get the items sent to Haiti.

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

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

**APPROVAL OF MINUTES:**

1. **Council Approval of Council Work Session and Regular Meeting Minutes from April 3, 2023 - City Clerk**



It was moved to approve the Council Work Session and Regular Meeting Minutes from April 3, 2023.

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

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

## NEW BUSINESS:

### 2. Discussion on an agreement between the City of Forest Park and Clayton County Public Schools on RedSpeed system revenue sharing – Executive Offices

It was moved to approve an agreement between the City of Forest Park and Clayton County Public Schools 5% revenue sharing of RedSpeed System.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

**Councilmember James** - Point of Clarity. This is for the 5 percent.

**Mayor Butler** -Yes

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

### 3. Council Approval for Funding of Specified Events – Legislative

It was moved to approve funding of specified events.

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

#### Comments from Governing Body:

**Councilmember James** – I want to make sure we are following the guidelines as far as promotion of city funded events, so I do not get any more calls about the city promoting individuals.

**Mayor Butler** – Yes. This is noted.

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

### 4. Council Confirmation of the Police Chief Candidate – Executive Offices

It was moved to confirm Brandon Criss as the new Police Chief for City of Forest Park, and for the mayor to sign the employment contract for said candidate.

Motion made by Councilmember Antoine, Seconded by Councilmember Wells.

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

**City Attorney** – For full accuracy, can you announce the name of the nominee?

**Mayor Butler** – Brandon Criss

**5. Council authorization of the Mayor to execute a settlement agreement for the Collection Center litigation** – Legislative Offices

It was moved to give authorization of the Mayor to execute a settlement agreement for the Collection Center litigation.

Motion made by Councilmember Antoine, Seconded by Councilmember Wells  
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**6. Council Approval to Move \$30k in budget for fire equipment to be shipped to Haiti** – Legislative Offices

It was motioned to approve **\$30k in budget for fire equipment to be shipped to Haiti.**

Motion made by Councilmember Antoine. Motion failed for lack of a second.

**CLOSING COMMENTS BY GOVERNING BODY:**

**Comments from Governing Body:**

**Councilmember James** – Thanks to everyone for coming out. I would like to say congratulations to our new incoming chief. We had some great candidates, and we have a great person we selected. Thursday is my monthly ward meeting; it will be at 696 Main Street and streaming live on Zoom. There will be different directions talking about what is going on in the city. We will also have a couple of gentlemen there that are doing our development. The gentlemen building the new homes will be there to give renderings of the new townhomes that will be coming to Forest Park. I would like to address some of the things that are happening in our city. I know Main Street looks torn up right now, but we have cones out there to keep the streets narrower than they would be once the construction is done. With the design, we want our Main Street to be livable, and walkable. We want the entertainment district, the outdoor eating and walking. We do not want the big trucks coming down Main Street, so that is part of the process that we are going through and changing the look of Main Street. I am happy about the speed bumps we do have in place, and it is slowing down the traffic. Anytime there is change, there is always resistance, and we are not going to get everything right, but we are trying our best to serve the community. We are trying to make sure the community is safe, and the streets are safe for our kids. We want our speed bumps, and we are not going to remove them. We can look to see if there are reflectors for them, so people can see them. There are signs up, and if you are driving, the speed limit, you will not tear up your vehicle. They were placed where they are after having a traffic study done. Remember we are trying to improve our community. We appreciate you and hope that we are serving you well.

**Councilmember Antoine** – Huge shoutout to our new Chief Chris. Ward 2, it is all about you right now. I want to make sure we have a community meeting with the new chief, and we will be bringing back neighborhood watch. A big shoutout to Ms. Evans with the smoke detectors, I will be working with you too. We lost some lives a few years back because of this. I encourage all residents with an idea to bring it up. We do not know it all, it is you guys that make us better. Thank you for having patience, and my colleague's you guys are the best.

**Councilmember Gutierrez** – Thank you all for coming out and thank you Ms. William from our school board for coming. Dr. Anderson, thank you for coming out. Congratulations to Chief Chris, I love the smile and cannot wait to see that around our city. Shoutout to the new recruits, welcome, and the recruit that came with the recruits. Shoutout

to the citizens, I really appreciate you all for coming up, holding people accountable and saying what we need and how we can change it. That is what we are here for. Selena Day was a success, thanks to the people that came out, the PD and fire. We are approved for Food Truck Friday, which is the 1<sup>st</sup> Friday of the month so out everybody, and remember your city does this for you so that you do not have to go to other places. Thank you, Mr. Rashmir, for your support and Tarik for making things happen. We have a Spring Festival coming up and we are partnering with Unidos School, and there is going to be a whole lot of fun stuff at the park. Then we will have a Wellness Fair, where we partner with Ms. Sabrina Hill, to provide wellness for the community. Shoutout to Forest Park, soccer team for making it to the playoffs.

**Councilmember Akins-Wells** – I know we have an election going on, but I want to send my condolences to Sheriff Allen and his family. I attended his dad’s service on Saturday. The pastor said you do not beat a man when he down, let us put aside the campaign and the difference and lift him up. Thank you chief, we accept you and we appreciate you. The event I attended, you made me proud for speaking on community policing, because I am all about my community. I feel you can come in and get the job done. I am not going to say it will be easy, but we will pray for you and give you the tools to take the department where it needs to go. Felicia Davis, thank you for being the amazing person you are and for understanding we serve the citizens of Fores Park first. It does not mean that we do not support other things, we just want to make sure, or people here get what they need first. Mr. Rashmir of Rumors, I want to thank you for stepping up for the community, when the council took the events away. The events went on and Forest Park Day was the biggest since I have been in office. Elected people put their names on things all the time. I did it and, and things were taken away from the community and it was not fair, but it is all about the community. Fun Friday will be the 3<sup>rd</sup> Friday in June, May 20<sup>th</sup> is the Forest Park Reunion, for all the people that attended school here, but we are inviting the departments out also. Thank you all for coming out.

**Councilmember Mears** – I would like to congratulate the new Police Chief; I look forward to working with you. I apologize to everyone for not being at the last meeting, I do take my job seriously.

**Mayor Butler** – I echo the sentiments of my colleagues Chief Chris; I welcome you to the City of Forest Park. Everything prior to this part was easy. It is time to roll up your sleeves and do the job, I know you can do. You have the support of the mayor and council to fully execute your position. Thank you for being here.

**Councilmember James** – I would be remiss if I did not acknowledge Deputy Chief Johnson and being our interim, when we did not have a chief.

**Dr. Alika Anderson, Clayton County Commissioner** – Thank you all for the job that you do. I know you say this is a hard job, but it is easy, because you all do it well. Thanks for allowing me to work with you all. You have a wonderful police chief that is coming, and he is going to step up to the plate. To the citizens and everyone here, like Mrs. Wells was saying; please continue to pray for everyone and lift everyone up. We are trying to move Clayton County forward, and I would like us all to start working together.

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

It was moved to recess into Executive Session at 7:49 for Personnel, Litigation or Real Estate matters.

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

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

It was moved to reconvene back into the Council Regular Meeting at 8:04pm

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

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

It was moved to approve the termination of the City Manager pursuant to his contract.

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

**Comments from Governing Body:**

**Councilmember Antoine** – I think we have a great city manager, I did not vote for this, but I will support the transition.

**Councilmember Gutierrez** - As a leader we must make decisions in life that are hard. At first, I was not in support of this, but I had to separate my emotions from it. If the majority of the elected body do not want you in a space, then we will not succeed as a city. My job is to make sure we succeed as a city. Thank you, Dr. Cooper, I wish you the best and I will refer him to any city.

**Councilmember Wells** – We as leaders do have to make tough decisions, and I want what is best for the community. Just like the residents hold me accountable, we must hold our city manager accountable. It is not all bad, just because we must let someone go. We want to move in a different direction, the city has a lot of growing to do, we are growing, and the council is getting better. We need someone to hold our directors accountable, so we can give the residents and employees the best of the best. I appreciate you Dr. Cooper and thank you so much for what you have done. I supported this, it is no secret and I do not mind explaining why. I think things can be better and things will be better.

**Councilmember Mears** – I too would like to thank Dr. Cooper. I had mixed emotions about this but agreed with the council in general. You would think six heads is better than one. He has done an exceptional job up until this point. With the position that Forest Park is in and its new growth, the council decided we needed to make a change. I wish the best for Dr. Cooper, and I would recommend him anywhere, anytime.

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

Voting Nay: Councilmember Antoine

It was moved to appoint James Shelby as Interim City Manager and the Mayor to execute the contract.

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

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

It was moved to approve a Resolution naming Ricky Clark as Sole Finalist for the position of City Manager.

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

**Comments from Governing Body:**

**Councilmember Wells**- Just to support my vote, I support Ricky Clark. I know the things he has done for the City of Jonesboro. I know the vision we have for Forest Park, and I do not think we could choose a better candidate.

**Councilmember Mears** – I have known Ricky ever since I have been on council, eight or nine years and before that. He will do a good job, and I hope he is stern and will move us forward.

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

**ADJOURNMENT:**

It was moved to adjourn the Council Regular meeting at 8:11pm.

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

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

DRAFT

**File Attachments for Item:**

**3. Confirmation of the New City Manager, Ricky L. Clark Jr. – Executive Offices**

**Background/History:**

City Council confirmation of candidate for the position of City Manager.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Confirmation of the New City Manager, Ricky L. Clark Jr. – Executive Offices

**Submitted By:** Interim James Shelby

**Date Submitted:** April 25, 2023

**Work Session Date:** April 25, 2023

**Council Meeting Date:** May 1, 2023

**Background/History:**

City Council confirmation of candidate for the position of City Manager.

**Cost:** \$ 0

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

**Financial Impact:**

N/A

**Action Requested from Council:**

Approval of Ricky L. Clark, Jr for City Manager for the City of Forest Park, Georgia

**File Attachments for Item:**

**4. Council Discussion of a Change Order for the Main Street Streetscape Project - PCD**





CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion of a Change Order for the Main Street Streetscape Project - PCD

**Submitted By:** James Shelby, Interim City Manger

**Date Submitted:** April 21, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

**Background/History:**

The City awarded a contract to BRTU Construction, Inc. to construct Phase IIA Main Street Streetscape Project. The contractor submitted a cost proposal at the request of the city to install a new ornamental fence and additional drainage lines and other miscellaneous changes based on redesign of certain sections of the proposed streetscape. The change proposal is outside the scope of the original contract and exceeds the Interim City Manager’s authority and requires City Council approval.

**Cost: \$ 61,122.50**

**Budgeted for:**  Yes  No

**Financial Impact:**

No financial impact on the general fund. The change order will be funded from TAD 270-00-0000-33-1101

**Action Requested from Council:**

The change proposal is outside the scope of the original contract and exceeds the Interim City Manager’s authority and requires City Council approval.



# BRTU CONSTRUCTION, INC.

April 15, 2023

Skip Layton  
Falcon Design Consultants, LLC  
235 Corporate Center Dr, Ste 200  
Stockbridge, GA 30281

**Re:** Forest Park Downtown Streetscape Project  
**Subject:** Change Proposal #9 New fence and other miscellaneous changed per rev 3-31-23

Dear Skip,

As per your request, we hereby submit cost proposal for the proposed new fence, additional drainage line and structure as well as other miscellaneous changes per drawing revision dated 3-31-23.

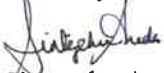
The cost below includes Material, labor, and equipment necessary to complete the proposed task.

Item #	Description	Qty	Unit	Unit Price	TOTAL
1	Remove Existing fence	800	LF	\$5.00	\$4,000.00
2	Install New Ornamental Fence, including end panels	800	LF	\$45.00	\$36,000.00
3	Install new 1019 Inlet	1	EA	\$4,600.00	\$4,600.00
4	Supply and Install 12" HDPE Pipe	1	LS	\$6,600.00	\$6,600.00
5	Core and connect storm line to existing structure	1	LS	\$850.00	\$850.00
6	Remove tree and items required for Ga power pole at NW corner of intersection	1	LS	\$1,100.00	\$1,100.00
<b>Subtotal</b>					<b>\$53,150.00</b>
<b>O&amp;P (15%)</b>					<b>\$7,972.50</b>
<b>TOTAL of OPTION 3</b>					<b>\$61,122.50</b>

We appreciate your prompt approval of this Change proposal.

We would like to request 30 days of time extension as a result of the various changes in this proposal.

Sincerely Yours,

  
Sintayehu Areda

6105 Lee's Mill Road, Forest Park, GA 30297  
Phone: 404-228-9074 Fax: 404-883-3385

**File Attachments for Item:**

**5. Council Approval of Surplus items – Public Works Department**



CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Council Discussion of Surplus items – Public Works Department

**Submitted By:** Bobby Jinks

**Date Submitted:** April 14, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

### Background/History:

The Public Works Department has received approval from the appropriate departments for their blessing on surplus items/vehicles/equipment. The vehicles will be placed on public surplus for auction and the broken no longer working equipment will be disposed of.

Please see attached documents for the listings we are requesting councils' approval for, so we can move forward with auctions and disposal.

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

**Financial Impact: Zero.**

**Action Requested from Council:**

Item # 5.

Units surplus / disposal / auction

2023

Page 29

Unit#	Year	Make	Model	Vin#	Date Acquired	Reason	Value
		Police Department					
51	2011	chevrolet	TAHOE-LS	1GNLC2E03BR190634	11/29/2010	bad transmission/repair exceeds unit value	More than \$500
9	2012	chevrolet	TAHOE-LS	1GNLC2E03CR319358	6/14/2012	bad engine/repair exceeds unit value	More than \$500
55	2010	chevrolet	TAHOE-LS	1GNMCAE03AR192093	3/31/2010	bad transmission/repair exceeds unit value	More than \$500
706	2003	chevrolet	trailblazer	1GNDS13SX32156738	1/20/2009	age of unit /none	More than \$500
716	1999	chevrolet	silverado	1GCCEC19T6XZ204128	10/1/2010	age of unit /none	More than \$500
717	2005	NISSAN	MAXIMA	1N4BA41E75C867088	10/30/2009	age of unit /none	More than \$500
70	2003	NISSAN	MURANO	JN8AZ08T83W117243	5/30/2009	age of unit /none	More than \$500
711	2002	chevrolet	tahoe	1GNEC13Z62J297342	4/11/2008	age of unit /none	more than \$500
		Public works					
203	2006	Ford	F-250	1FTSW20P46EC53205	1/30/2006	age of unit	more than \$500

681	2012	Toro Grandstand	74549	#312000186	3/28/2012
672	2008	Hustler Trimstar	929240	#09050750	6/1/2009
664	2009	Hustler Z	928663	#09070611	7/21/2009
666	2006	Kubota	RTV900W-H	KRTV900A51047418	2/1/2006
682	2013	Toro Grandstand	74549	#313001522	10/30/2013
<u>1</u>		Stihl	FC90	Edger	
<u>5</u>		Stihl	FS91	Weedeaters	
<u>4</u>		Stihl	FS90	Weedeaters	
<u>3</u>		Stihl	BR600	Blowers	
<u>1</u>		Stihl	BR420	Blower	
<u>1</u>		Honda	GCV160	Pressure Washer	

## **Building Maintenance Surplus Tools**

1. Black and Decker/Dewalt Radial Arm Saw with rollers
2. Dayton 10" Drill Press
3. Dayton 6 Speed Drill Press

### City halls furniture

1. 6 chairs
2. Coat rack
3. Brochure stand
4. End table

### Public Works Desk

1. Directors desk (fallen apart) drawer broken and legs came from Ft. Gillem









**File Attachments for Item:**

**6. Council Approval of transferring funds from one line item to another – Public Works Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion of transferring funds from one line item to another – Public Works Department

**Submitted By:** Bobby Jinks

**Date Submitted:** April 14, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

**Background/History:**

The Public Works Department would like to transfer funds from one line item to another. Public Works is wanting to purchase tables and chairs for our training room. It is not equipped to sit in training for 4-8 hours at a time. We are sharing this space so the Fire Dept. also has a place to hold classes for the recruits. We will also be purchasing a conference table with chairs (the table will also be equipped with docking stations to connect for display on the tv. Purchase of rain pants, jackets, hydration pops, sprayer/ paint, flashlights and emergency wands, vests, painting the outside of fleet building. We have the funds in this year’s budget and this will allow us to move forward and not ask for it in capital for next year.

100-27-4900-52-1712	\$15,000.00	transfer to	100-27-4900-53-1105
100-27-4900-53-1270	\$25,000.00	transfer to	100-27-4900-53-1105
100-27-4900-52-3701	\$5300.00	transfer to	100-27-4900-53-1105

Please see attached quotes for the goods we are requesting councils’ approval for.

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

**Financial Impact: Zero.**

**Action Requested from Council:**



SINCE 1903

Lowe Electric Supply -Macon  
1525 Forsyth Street  
MACON, GA 31201-1442  
478-743-8861  
Fax 478-742-3374

*State Contract*  
*Paint Machine*



Item # 6.

# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012369
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8861 Fax 478-742-3374	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

City of Forest Park  
5320 Jones Rd  
FOREST PARK, GA 30297

City of Forest Park  
5320 Jones Rd  
FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY
32573	Athletic Paint		
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE
Dawn Moore		Cash on Delivery	04/13/2023
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
✓ 2ea	K08350 - DIVBRAND Single Can Athletic Field Striping Machine (10" Wheels)	198.770/ea	397.54

*I'm waiting to hear from rep about the price for the paint + gal (5) gal of paint  
Pallet of white spray cans  
1/2 pallet yellow  
white 5 gallon - 6 buckets  
3:1 concentrate  
New sprayer for 5 gallon?*

*@500.*

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY LOWE ELECTRIC'S STANDARD TERMS, THE BUYER AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S) WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS AVAILABLE AT <https://www.loweelectric.com/page-terms.html>.

Subtotal	397.54
S&H Charges	0.00
Tax	<del>34.80</del>
Amount Due	429.34



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8661  
 Fax 478-742-3374



# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012198
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	PAGE NO.
	2 of 3

QUOTE TO:

SHIP TO:

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	Hydration Quote			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
1bx	10122524 FASPOWFPZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS FRUIT PUNCH * RCV: Case - Stock/Sell: Box * ***** BOX OF 50 SINGLES ***** ***** 44 BOXES MAKE A CASE - AND WITH A CASE YOU GET A FREE SMALL FREEZER - ONE TIME PURCHASE ONLY ***** *****	208.380/cs	20.84	
1bx	10122525 FASPOWGRZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS GRAPE * RCV: Case - Stock/Sell: Box *	208.380/cs	20.84	
1bx	10122523 FASPOWLLZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS LEMON LIME * RCV: case - Stock/Sell: Box *	208.380/cs	20.84	
** Continued on Next Page *		Subtotal		
		S&H Charges		
		Tax		
		Amount Due		



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8861  
 Fax 478-742-3374



# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012198
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8861 Fax 478-742-3374	
PAGE NO.	
1 of 3	

*Freeze  
 And Hydration*

QUOTE TO:

SHIP TO:

*3 pages.*

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	Hydration Quote			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
<b>SHIPPING INSTRUCTIONS</b>				
***** FREE FREEZER WITH A PURCHASE OF A 44 CASES OF FREEZE POPS - *****				
44cs	10121804 - 3 OZ. ALL SPORT FREEZER POP (1 case = 144 Freezer Pops) Variety Pack (44 Cases on a Pallet) Purple & Black Box FASFRZPOP-VAR	35.000/ea	1540.00	
44cs	10122566 - 3 OZ. ALL SPORT SUGAR FREE FREEZER POP (1 case = 144 Freezer Pops) Variety Pack (44 Cases on a Pallet) Yellow & Black Box ***** FREEZE POPS SUGAR FREE *** ***** *****	35.000/cs	1540.00	
** Continued on Next Page *		Subtotal		
		S&H Charges		
		Tax		
		Amount Due		



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8661  
 Fax 478-742-3374



# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012198
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	
PAGE NO.	
3 of 3	

QUOTE TO:

SHIP TO:

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

*Variety Pack?*

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	Hydration Quote			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
1bx	10122522 FASPOWORZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS ORANGE * RCV: Case - Stock/Sell: Box *	208.380/cs	20.84	
1bx	10122526 FASPOWSBZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS STRAWBERRY BANANA * RCV: Case - Stock/Sell: Box *	208.380/cs	20.84	
1bx	10122527 - 0.1OZ ALL SPORT ZERO PEA-MAN PWDSTK PEACH MANGO * RCV: Case - Stock/Sell: Box *	208.380/cs	20.84	
1bx	10122521 FASPOWBRZ - 0.1 OZ. ALL SPORT ZERO POWDER STICKS BLUE RAZ * RCV: Case - Stock/Sell: Box *	208.380/cs	20.84	

*@ 1700.00*

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY LOWE ELECTRIC'S STANDARD TERMS, THE BUYER AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S) WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS AVAILABLE AT <https://www.loweelectric.com/page-terms.html>.

Subtotal	3225.88
S&H Charges	0.00
Tax	<del>258.02</del>
Amount Due	3483.90



Rain pants

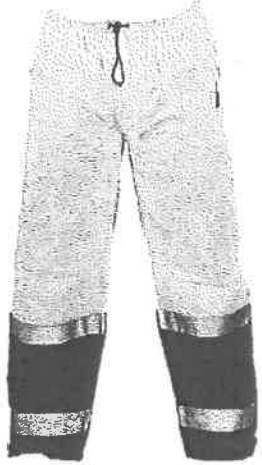
\$56<sup>00</sup> each... X 45

Item # 6.

Rain pants and 2 options of Jackets

3 - pages

white is jacket to match

<b>TINGLEY</b>								
est. 1898								
Class E Icon LTE™ Pants								
Stock Number - P27122			Compliance Standards: ANSI/ISEA 107 Class E; ASTM E96.					
			<p><b>Garment Detail:</b> Pants have a fly front with a center snap, elastic waistband with drawcord, and 2 pass through pockets with snap. There is 1 hook &amp; loop take-up strap and 1 zipper opening located on each leg cuff.</p> <p><i>These items are not in our system yet, so I have the estimated price at top</i></p>					
<b>Garment Type:</b> High visibility, waterproof, breathable pants.			<b>Reflective Tape:</b> ANSI/ISEA 107 compliant 2" silver glass bead tape.					
<b>Sizes:</b> S, M, L, XL, 2X, 3X, 4X, 5X			<b>Configuration:</b> 2 horizontal bands on lower leg.					
<b>Color:</b> Fluorescent Yellow-Green / Black			<b>Labels/Tags:</b>					
<b>Material:</b> Fluorescent yellow-green material is 3.7 oz./yd <sup>2</sup> Polyurethane on 75D ripstop polyester. Black material is Polyurethane on 70D ripstop nylon.			<ol style="list-style-type: none"> <li>1. Woven label sewn at back of waist displays Tingley logo, size and country of origin.</li> <li>2. Label sewn into left rear waist hem displays ANSI/ISEA 107 compliance. Care instructions, fabric composition, lot and date codes are located on the reverse.</li> <li>3. Printed hangtag with style, size, UPC bar code, and noting hi-vis compliance.</li> </ol>					
<b>Seam Construction:</b> Seams are 100% waterproof, double needle stitched and taped. Hems are single needle stitched.			<b>Packaging:</b> Printed polyethylene bag.					
<b>Closure Type:</b> Fly front with 1 snap in middle of flap.			<b>Other:</b> Breathable tested to ASTM E96.					
<b>Pockets:</b> Pass through pockets on each side. There is one snap centered on flap of each pass-through pocket.								
Dimensions	S	M	L	XL	2X	3X	4X	5X
Waist	44"	46"	48"	50"	52"	54"	57"	60"
Inseam	28"	29"	30"	31"	32"	33"	33"	33"
<b>Case Pack:</b> 12 Each								
<b>Case Dimensions / Weight:</b>								
S = 15"(L) X 13"(W) X 8"(H) / 10 lbs.			2X = 15"(L) X 13"(W) X 8"(H) / 12 lbs.					
M = 15"(L) X 13"(W) X 8"(H) / 11 lbs.			3X = 15"(L) X 13"(W) X 8"(H) / 13 lbs.					
L = 15"(L) X 13"(W) X 8"(H) / 11 lbs.			4X = 15"(L) X 13"(W) X 8"(H) / 13 lbs.					
XL = 15"(L) X 13"(W) X 8"(H) / 12 lbs.			5X = 15"(L) X 13"(W) X 8"(H) / 13 lbs.					

Icon LTE™ is a trademark of Tingley Rubber Corp.





SINCE 1903

Lowe Electric Supply -Macon  
1525 Forsyth Street  
MACON, GA 31201-1442  
478-743-8661  
Fax 478-742-3374



Item # 6.

# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012370
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	
PAGE NO.	
1 of 1	

Flash light  
- NSR-15148?

QUOTE TO:

SHIP TO:

City of Forest Park  
5320 Jones Rd  
FOREST PARK, GA 30297

City of Forest Park  
5320 Jones Rd  
FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	Streets			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
8 10ea	NSP-2424YMX - BAYCO X-Series Dual-Light Flashlight w/ Dual Magnets - Yellow - 3 AA		30.000/ea	300.00
X 10ea	NSR-2168R - BAYCO Multi-Purpose Rechargeable Floodlight With Magnetic Hooks and Replaceable Lens - Red		44.750/ea	447.50
X 10ea	NSP-1632 - BAYCO Traffic Wand - Red Lens / Black Handle - 3 AAA Batteries		17.270/ea	172.70
√ * 10ea	NSP-1634 - BAYCO Traffic Wand - Yellow Lens / Black Handle - 3 AAA Batteries		17.270/ea	172.70
* I need to add the one with the Magnet to Quote -				

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND  
CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY  
LOWE ELECTRIC'S STANDARD TERMS, THE BUYER  
AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S)  
WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS  
AVAILABLE AT <https://www.loweelectric.com/page-terms.html>.

Subtotal	1092.90
S&H Charges	0.00
Tax	<del>87.44</del>
Amount Due	1180.34



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8661  
 Fax 478-742-3374

*Ear protection*



# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/14/2023	S102012774
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	ear protection			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/14/2023	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
5ea	VGPME30BT - PYRAMEX Amp BT - NRR 28db Electronic Hearing Protector w/ Blue Tooth - Black ,		97.000/ea	485.00
1ea	RPD2001 - PYRAMEX Blue Yellow corded reusable metal detectable blue earplugs -100 pair/box		93.660/ea	93.66
1bx	RP3001 - PYRAMEX Corded reusable earplug - NRR24dB - 50 pair/box -		25.000/ea	25.00
1bx	DP1201 - PYRAMEX Bell Shaped Plug - corded - Polybag with dispenser- 100 pair/box -		20.860/ea	20.86

*Community Service*

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY LOWE ELECTRIC'S STANDARD TERMS, THE BUYER AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S) WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS AVAILABLE AT <https://www.loweelectric.com/page-terms.html>.

Subtotal	624.52
S&H Charges	0.00
Tax	<del>49.98</del>
Amount Due	674.48



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8661  
 Fax 478-742-3374

*Cooling towels*



# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012368
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	cooling towels			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
60ea	MPB10 - PYRAMEX Multi-purpose Cooling Band Lime ** lime cooling band **	9.000/ea	540.00	
60ea	C330 - PYRAMEX Microfiber Cooling Towel in a Canister ** lime ** cooling towel **	8.000/ea	480.00	

*one or the other*

*540.00*

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY LOWE ELECTRIC'S STANDARD TERMS, THE BUYER AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S) WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS AVAILABLE AT <https://www.loweelectric.com/page-terms.html>.

Subtotal	1020.00
S&H Charges	0.00
Tax	<del>81.60</del>
Amount Due	1101.60



SINCE 1903

Lowe Electric Supply -Macon  
 1525 Forsyth Street  
 MACON, GA 31201-1442  
 478-743-8661  
 Fax 478-742-3374

*Jackets.*

# Quotation

EXPIRATION DATE	QUOTE NUMBER
05/13/2023	S102012371
Lowe Electric Supply -Macon 1525 Forsyth Street MACON, GA 31201-1442 478-743-8661 Fax 478-742-3374	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

City of Forest Park  
 5320 Jones Rd  
 FOREST PARK, GA 30297

*Supervisor  
8 Sizes*

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY
32573	SA HIGH VIZ VEST		
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE
Dawn Moore		Cash on Delivery	04/13/2023
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
5ea	RVZT4410BL - PYRAMEX Hi-Vis Lime - Large Heavy Duty Utility Vest - Large <i>Large Vest that you have as a sample.</i>	37.240/ea	186.20
✓ 60ea	RVZ2110L - PYRAMEX Hi-Vis Lime - Size Large	4.670/ea	280.20
45 55ea	RJ3110L - PYRAMEX HI-Vis Lime Bomber Jacket - Size Large	56.330/ea	3098.15
48 55ea	RJR3410L - PYRAMEX Hi-Vis Lime - No Hat Windbreaker - Size Large *** 4 in 1 reversible windbreaker polyester jacket/ with removalbe sip out sleeves, converts class 3 to an class 2 *****	63.620/ea	3499.10

*@ 5500.00*

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY LOWE ELECTRIC'S STANDARD TERMS, THE BUYER AGREES THAT THIS QUOTE AND ANY RESULTING ORDER(S) WILL BE GOVERNED BY LOWE ELECTRIC'S TERMS AND CONDITIONS AVAILABLE AT <https://www.lowelectric.com/page-terms.html>.

Subtotal	7063.65
S&H Charges	0.00
Tax	<del>565.40</del>
Amount Due	7628.75

\$ 110.00 each

Jacket  
She  
made  
on.

# TINGLEY

est. 1898

## Class 3 Icon LTE™ Jacket

Stock Number - J27122

Compliance Standards: ANSI/ISEA 107 Type R, Class 3; ASTM E96.



**Garment Detail:** Jackets are set-in sleeve construction with full cut shoulder and 180 degree sleeve-to-body angle. The jacket has a zippered storm fly front with snap closure and an attached hood-in-collar. Sleeve cuffs are elasticized with hook and loop take-up straps. The jacket has a full-vented mesh cape back with fall protection access, attachment tabs at each sleeve cuff and at the collar to accommodate optional zip-in liners, 2 mic tabs, clear badge holder, and 6 pockets.

**Garment Type:** High visibility, waterproof, breathable jacket.

**Reflective Tape:** ANSI/ISEA 107 compliant 2" silver glass bead tape.

**Sizes:** S, M, L, XL, 2X, 3X, 4X, 5X

**Color:** Fluorescent Yellow-Green / Black

**Configuration:** Harness tape layout with 2 horizontal bands on body and 2 bands on each sleeve.

**Material:** Fluorescent yellow-green material is 3.7 oz./yd<sup>2</sup> Polyurethane on 75D ripstop polyester. Black material is Polyurethane on 70D ripstop nylon.

**Labels/Tags:**

1. Woven label sewn at neck displays Tingley logo and size.
2. Printed hangtag with style, size, UPC bar code and noting hi-vis compliance.
3. Label sewn into left front hem displays ANSI/ISEA 107 compliance. Care instructions, fabric composition, lot and date codes are located on the reverse.

**Seam Construction:** Seams are 100% waterproof, double needle stitched and taped. Hems are single needle stitched.

**Packaging:** Printed polyethylene bag.

**Closure Type:** Storm fly front with two-way zipper and 5 snaps.

**Pockets:**

1. Two patch pockets with flap closures in front, and two additional side pockets located under the patch pockets and lined with black polyester tricot.
2. There is one hidden pocket located on inside left.
3. One front (radio) pocket on the left breast with flap closure, and a bottom metal grommet for drainage.

**Other:** Optional Liner Attachment Detail - A grey nylon zipper is sewn to the inner storm flap seam. Self material tabs are sewn to back center collar seam and the bottom hem of each sleeve cuff. Each attachment tab secures the liner with a plastic snap. Breathable tested to ASTM E96.

Dimensions	S	M	L	XL	2X	3X	4X	5X
Chest	44"	48"	52"	56"	60"	64"	68"	72"
Length	31.5"	32.5"	33.5"	33.5"	34.5"	34.5"	35.5"	35.5"
Sleeve Length	37"	38"	38.5"	39"	39.5"	40"	40.5"	41"

**Case Pack:** 12 Each

**Case Dimensions / Weight:**

S = 15"(L) X 13"(W) X 15"(H) / 24 lbs.	2X = 15"(L) X 13"(W) X 15"(H) / 27 lbs.
M = 15"(L) X 13"(W) X 15"(H) / 24 lbs.	3X = 15"(L) X 13"(W) X 15"(H) / 28 lbs.
L = 15"(L) X 13"(W) X 15"(H) / 25 lbs.	4X = 15"(L) X 13"(W) X 15"(H) / 29 lbs.
XL = 15"(L) X 13"(W) X 15"(H) / 26 lbs.	5X = 15"(L) X 13"(W) X 15"(H) / 30 lbs.

Icon LTE™ is a trademark of Tingley Rubber Corp.

State Contract



**Quote # QA500144** (v4)

National Business Furniture, LLC  
 770 South 70th Street Milwaukee, WI 53214  
 phone (800) 558-1010 x fax: (800) 329-9349

**Ship-To Address** [tthomas@forestparkga.gov](mailto:tthomas@forestparkga.gov)

TONYA THOMAS  
 ADMINISTRATIVE SUPERVISOR  
 FOREST PARK PUBLIC WORKS  
 5230 JONES ROAD  
 FOREST PARK, GA 30297  
 (404) 366-4720 ext. 610

Source: OS0007  
 Cat: 86-C  
 Cus#: BT6663

**Bill-To Address** [tthomas@forestparkga.gov](mailto:tthomas@forestparkga.gov)

**SAME**

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
32883	1	<b>Mark this item for #1</b> Bookcase w/Lower Doors	Gray	Ships Today	\$899.00	\$719.20	\$719.20
40984	1	16 Ft Conference Table	Gray	Ships Today	\$3,799.00	\$3,039.20	\$3,039.20
91738	2	Pop Up Power Grommet	Black Powered	Ships Today	\$99.00	\$76.00	\$152.00
41496	19	<b>Mark this item for #3</b> Mobile Flip Top Table 60x24	Mahogany Top/Black Frame	Ships Today	\$499.00	\$383.20	\$7,280.80
56043	38	Mesh Mid Back Chair	Black Mesh Back/Black Dove Fabric Seat/Black Frame	Ships Today	\$299.00	\$215.20	\$8,177.60
14394	2	<b>Mark this item for #5</b> 60" Reversible L Desk	Concrete Laminate Top/Black Accents	Ships Today	\$1,529.00	\$1,198.40	\$2,396.80
30936	2	Box/Box/File Mobile Pedestal	Concrete	Ships Today	\$599.00	\$469.60	\$939.20
33426	2	Open Bookcase	Concrete	Ships Today	\$799.00	\$626.40	\$1,252.80

**Important Information:**

Call Tonya Thomas @ (678-977-1081 in advance (24 hours) to make an appointment for delivery  
**DELIVERY LEVEL - TAILGATE DELIVERY, YOU WILL NEED PERSONNEL OR EQUIPMENT TO LOWER THE ITEMS FROM THE TRUCK AND BRING THEM INSIDE. PLEASE CONTACT US IF INSIDE DELIVERY IS REQUIRED**

Customer: Your local sales associate is Jennie Hancock

Merchandise	\$31,593.00
Total Discount	7,635.40
Merchandise Subtotal	23,957.60
Shipping	484.55
<b>Subtotal</b>	<b>24,442.15</b>
Total Tax	0.
<b>Order Total</b>	<b>\$24,442.15</b>



# NATIONAL BUSINESS FURNITURE

## Quote # QA500599 (v1)

National Business Furniture, LLC  
770 South 70th Street Milwaukee, WI 53214  
phone (800) 558-1010 x fax: (800) 329-9349

Ship-To Address [tthomas@forestparkga.gov](mailto:tthomas@forestparkga.gov)

TONYA THOMAS  
ADMINISTRATIVE SUPERVISOR  
FOREST PARK PUBLIC WORKS  
5230 JONES ROAD  
FOREST PARK, GA 30297  
(404) 366-4720 ext. 610

Source: OS0007  
Cat: 86-C  
Cust#: BT6663

Bill-To Address [tthomas@forestparkga.gov](mailto:tthomas@forestparkga.gov)

SAME

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
56622	12	Faux Leather Conference Chair	Black Polyurethane/Chrome Steel Base/Aluminum Arm	Ships Today	\$329.00	\$252.80	\$3,033.60
	1	LIFETIME GUARANTEE			FREE		

### Important Information:

Customer: Your local sales associate is Jennie Hancock

Shipping costs included in installation costs.

**DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL \*\*NORMAL**

**BUSINESS HOURS, NO STAIR CARRY\*\***

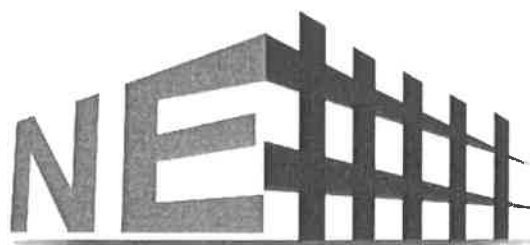
Price reflects quoted discount, valid for 30 days from 4/11/2023, with the exception of dated sales and promos.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Need a copy of our W-9? Please visit our website at:  
<https://www.nbf.com/Customer-Services/FAQs/Duns-and-Federal-Tax-Identification-Numbers>

Merchandise	\$3,948.00
Total Discount	914.40
Merchandise Subtotal	3,033.60
Shipping	0.00
Installation	<del>550.00</del>
<b>Subtotal</b>	<b>3,583.60</b>
Total Tax	<del>286.00</del>
<b>Order Total</b>	<b>\$3,870.00</b>





# NATURAL ENCLOSURES FENCE COMPANY

101 Jonesboro Road, McDonough, GA 30253 Phone: 770-506-3222 Fax: 770-506-3228

*Surround your grounds with custom fences and outdoor designs*

DATE: 04/07/23

Bill To: Brad Munroe  
Phone: 404-323-1504  
Email: [bmunroe@forestparkga.gov](mailto:bmunroe@forestparkga.gov)

Forest Park Public Works

SALESPERSON	JOB LOCATION	TYPE	TERMS
Rodrigo Velez	5230 Jones Rd, Forest Park, GA 30297	Commercial	As Agreed
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
200'ft	Replacement of 3 stran barb wire and arms on a 8'ft tall commercial galvanize chain link, and also installing a small section (20'ft) of tentlion wire and a couple of ties		\$1,520.00
2	Dismount existent 8'ft tall x 25'ft wide double gate and and re-set new 4" round gate post and mount existent gate back		\$700.00
479'ft	Installing 6'ft tall galvanize commercial chain link 9 gauge wire w/ plus 1'ft of barb wire ( 3 strans)  **Customer to remove existent fence and clear fence line and brush on the barb wire replacement area** Lead Time Is 3-5 Weeks Out		\$12,574.00
Price includes material and labor			
		<b>TOTAL</b>	<b>\$14,794.00</b>

Natural Enclosures carries workman's comp. and liability insurance.  
Make all checks payable to Natural Enclosures, LLC

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name

do herby agree to all the terms and Conditions set forth by Natural Enclosures, LLC on this \_\_\_\_ day of \_\_\_\_\_, 2023.

Work will not be scheduled until this sheet is signed, dated and faxed to Natural Enclosures, LLC

*Thank you for your business*

**File Attachments for Item:**

**7. Council Adoption of Text Amendments to the Zoning Ordinance – Planning & Community Development**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Text Amendments– Planning & Community Development

**Submitted By:** LaShawn Gardiner

**Date Submitted:** April 24, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

**Background/History:**

The City Council adopted a moratorium on blood plasm centers on October 3, 2022, and granted an extension of the moratorium on March 20, 2023. The purpose of the moratorium was to allow staff time to review the Zoning Ordinance and recommend a text amendment for the most appropriate zoning districts, based on an inquiry from a potential developer for such a center.

**Cost:** \$ 0.00

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

**Financial Impact:** n/a

N/A

**Action Requested from Council:**

Approval of the text amendment.

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF FOREST PARK, GEORGIA TO PROVIDE FOR CERTAIN TECHNICAL TEXT AMENDMENTS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WITNESSETH:**

Be it ordained by the Governing Body of the City of Forest Park, Georgia as follows:

**SECTION 1.** That Section 8-8-4 Definitions of the Code of Ordinances, City of Forest Park, Georgia, is hereby amended by adding additional definitions to said section of definitions by the following in lieu thereof:

*“Sec. 8-8-4. Definitions.*

- A. The definitions contained in this article shall be observed and applied in the interpretation of all other actions in this chapter;*
  - 1) Words used in the present tense shall include the future;*
  - 2) Words used in the singular number shall include the plural;*
  - 3) Words used in the masculine gender shall include the feminine;*
  - 4) The word "shall" is mandatory, not discretionary;*
  - 5) The word "may" is permissive;*
  - 6) The word "lot" shall include the words "tract" and "parcel;"*
  - 7) The word "building" includes all other structures of every kind regardless of similarity to buildings;*
  - 8) The phrase "used for" shall include the phrase "arranged for," "designed for," "intended for," "maintained for," and "occupied for;"*
  - 9) The word "person" includes a corporation, firm, partnership or similar, as well as an individual;*
  - 10) All measured distances shall be to the nearest whole foot;*
  - 11) Parenthetical words or statements are integral parts of the definitions in which they are located;*
  - 12) Any words not defined in section 8-8-4 shall be construed in their generally accepted meanings as defined by standard dictionaries.*
    - (b) The words generally used in this chapter are defined in section 8-8-4, definitions and shall be viewed in that context.*
    - (c) For the purpose of these regulations, certain words or terms used shall be defined as follows:*

**Blood Banks** – *A Blood Bank or Blood banking is the process that takes place in the lab to make sure that donated blood, or blood products, are safe before they are used in blood transfusions and other medical procedures. Blood banking includes typing the blood for transfusion and testing for infectious diseases.*

**Blood Plasma Center** – A Blood Plasma Center is an establishment where patrons receive compensation for donating blood plasma.

**Blood Donation Center** – A Blood Donation Center is a facility, fixed or mobile, that is operated by a blood bank and used for the collection of blood, plasma or cytopheresis products, or separation of whole blood into components.

**Urgent Care Centers** – Urgent Care Centers are walk-in clinics that provide treatment for minor ailments and injuries outside of a traditional hospital-based or freestanding emergency department.

**Kidney Dialysis Centers** – Kidney Dialysis Centers are an independent or hospital-based units/facilities, approved and licensed to furnish outpatient dialysis services (maintenance dialysis services, home dialysis training and support services or both) directly to end stage renal disease (ESRD) patient(s).

**Primary Care Physician/Dentist Offices** - A primary care physician or a Primary Care Dentist Office is a specialist in family medicine, general internal medicine, Dental or general pediatrics who provides definitive care to the undifferentiated patient at the point of first contact and takes continuing responsibility for providing the patient's comprehensive care.

**Medical/Dental/Physical Therapy specialists** (specialized treatment of the human anatomy)

- a. **Medical Specialist** - Medical practitioner who has been registered as a specialist in a specialty or subspecialty in medicine in terms of the Regulations relating to the Specialties and Subspecialties in Medicine and Dentistry.
- b. **Dental Specialist** – Dental Specialist is any dental practitioner who is registered by the Dental Council under the Health Practitioners Competence Assurance Act 2003 as a dental specialist in one of the approved branches of dentistry and who is employed in that branch of dentistry or in a similar capacity with minimal oversight.
- c. **Physical Therapy Specialist** – Physical Therapy means services provided by a qualified physical therapist directed toward improving quality of life and well-being following an injury, with a specific focus on mobility and function.

**Public health center** (immunizations, vital records, etc.)

- d. **A Public Health Center** is a publicly owned facility for the provision of public health services, including related facilities such as laboratories, clinics, and administrative offices operated in connection with public health centers.

**SECTION 2.** That Section 8-8-38 of the Code of Ordinances, City of Forest Park, Georgia is hereby amended by updating permitted uses for Institutional Commercial (IC) district for types of medical offices, clinics, and physical therapy facilities said section and replacing it the following in lieu thereof.

***“Sec. 8-8-38. Institutional Commercial District (IC).***

*Intent.*

*The intent of the IC district is to allow a land use category for offices, banks, and personal business services which can serve as a transitional area between residential and commercial districts.*

*The provisions that regulate this land use district promote appropriate office and institutional uses that are clearly non-conflicting with residential areas.*

**Permitted Uses**

*Residential*

- *Assisted Living/Nursing Care Facility*
- *Boarding house/group home/personal care home having four (4) or more residents*
- *Homeless shelter and services*

*Retail/Business Uses*

- *Bakeries*
- *Banks and loan associations*
- *Barber shop and beauty salon*
- *Bookstores*
- *Child and adult day care centers*
- *Clothing and apparel store*
- *Convenience stores*
- *Coin laundry, dry cleaning, and pick up stations*
- *Day spa and aesthetician*
- *Dental offices and clinics*
- *Florist and gift shops*
- *Fruit, vegetable, meat seafood markets*
- *Grocery store*
- *Group day care home*
- *Hardware store*
- *Hospitals*
- *Jewelry store*
- *Medical offices, clinics, and physical therapy facility*
  1. *Urgent Care centers (medical and dental)*
  2. *Kidney dialysis centers*
  3. *Primary care physician/dentist offices*
  4. *Medical/dental/physical therapy specialists (specialized treatment of the human anatomy)*
  5. *Public health center (immunizations, vital records, etc.)*
- *Museums and art galleries*
- *Nonprofit fraternal organizations and clubs*
- *Pharmacy*

- *Private school K-12*
- *Professional offices*
- *Pub and tavern*
- *Repair shops (watches, radio, television, shoe, etc.)*
- *Restaurants having no drive through*

*Public/Institutional*

- *Municipal, county, state, or federal buildings*
- *Public school K-12*

*Conditional Uses*

*Retail/Business Uses*

- *Colleges, universities, and vocational technical schools*
- *Places of assembly*
- *Places of worship*
- *Funeral home/mortuary establishments*
- *Veterinary clinics*

**SECTION 3.** *That Section 8-8-44 of the Code of Ordinances, City of Forest Park, Georgia, Georgia is hereby amended the Permitted Uses, Retail and Businesses adding the following subsections:*

*District Intent, Permitted Uses, and Conditional Uses*

*Intent*

*The intent of the LI district is to allow a land use category for assembly, warehousing, wholesale activities, and other industrial operations.*

*The provisions that regulate this land use district should make the district compatible with Hartsfield-Jackson Atlanta International Airport, the state farmers market, the city's commercial districts, and environmentally sensitive areas.*

*This district should be used in combination with the GC district in areas with convenient access to the interstates and other major transportation routes.*

*Permitted Uses*



*District Intent, Permitted Uses, and Conditional Uses*

*Industrial and Warehousing*

- *Agricultural implementation and equipment establishments*
- *Auto engine, body repair, and undercoating shops when completely enclosed*
- *Automobile rental and leasing facilities*
- *Automobile, truck, or trailer repair facilities*
- *Breweries and distilleries*
- *Building materials and lumber supply establishments*
- *Commercial parking garages and lots*
- *Computer and data processing services*
- *Gasoline service stations and truck stops*
- *Greenhouses and nurseries, including landscaping services*
- *Manufacturing, compounding, processing, or assembling food or consumer goods*
- *Mini-warehouses and storage*
- *Newspaper and printing plants*
- *Nonprofit fraternal organizations and clubs*
- *Offices and administrative facilities*
- *Public utilities such as electric substations, storage of materials and trucks, repair facilities, offices and electric generating plants*
- *Recreational vehicle/boat sales and service*
- *Repair, reconditioning, and manufacturing*
  - *Research, experimental, testing laboratories, Blood Plasma Centers, Blood Banks, Similar blood products and/or Donation centers*
- *Truck, trailer, tractor sales and service*
- *Towing, wrecking, and impound service*
- *Tractor and trailer parking and storage*
- *Trade shops, including electrical, plumbing, heating/cooling, and roofing*
- *Trade/industrial/vocational schools*
- *Wholesale business, warehouse, distribution, trucking terminal, and similar non processing storage and distribution uses*

*Public/Institutional*

- *Municipal, county, state or federal buildings*

*Communications/Utilities*

- *Utility substation*
- *Water tower*

*Conditional Uses**Retail and Business Uses*

- *Bowling alley, billiard hall, indoor archery and firearm range, indoor tennis courts, indoor skating rink, or similar forms of indoor commercial recreation*
- *Automobile sales*
- *Places of assembly*
- *Places of worship.*

*Communications/Utilities*

**SECTION 4.** That Section 8-8-48 of the Code of Ordinances, City of Forest Park, Georgia, Georgia is hereby amended by amending Conditional Uses, Retail and Business uses for Planned Industrial District (PI) by adding the following subsections:

**Permitted Uses***Industrial and Warehousing*

- *Agricultural implementation and equipment establishments*
- *Building materials and lumber supply establishments*
- *Cafeteria/food courts and recreational services when completely enclosed solely for employees of businesses*
- *Computer and data processing services*
- *Greenhouses and nurseries, including landscaping services*
- *Manufacturing, compounding, processing, or assembling food or consumer goods*
- *Newspaper and printing plants*
- *Offices and administrative facilities*

- *Pre-K and day care centers solely for employees of businesses*
- *Research, experimental, testing laboratories*
- *Travel/motor coach/RV camper park*
- *Wholesale business, warehouse, distribution, trucking terminal, and similar non processing storage and distribution uses*

*Public/Institutional*

- *Municipal, county, state or federal buildings*
- *Trade/industrial/vocational schools*

*Communications/Utilities*

- *Utility substation*
- *Water tower*

Conditional Uses

*Retail and Business Uses*

- *Places of assembly*
- *Places of worship.*
- *Blood Plasma Centers, Blood Banks, Similar blood products and/or Donation centers*

Industrial and Warehousing

- *Tractor and trailer storage*

*Communications/Utilities*

- *Wireless telecommunications*

*Accessory Uses*

- *Gate and security buildings*
- *Outdoor storage*

**Industrial and Warehousing**

**SECTION 5.** That Section 8-8-84.1 of the Code of Ordinances, City of Forest Park, Georgia, Georgia is hereby amended by adding Blood Banks, Blood Plasma, and Similar Blood Donation Standards, by adding the following subsections:

1. *A blood plasma collection facility must not be located within one mile radius of another blood plasma collection facility.*
2. *Shall be located at least three hundred (300) Linear feet away from any single-family residential use; elementary, middle, or high school facility; church or other house of worship facility.*
3. *Hours of operation for Blood Plasma Facilities shall be between 8:00 a.m. and 8:00 p.m. only.*
4. *Facilities must include a waiting and departure area of at least five hundred (500) square feet in area to accommodate all customers.*
5. *No persons shall be permitted to stand in line outside or otherwise loiter around Blood Plasma Facilities.*
6. *Shall only be located on major roads or highways throughout the City of Forest Park.*
7. *The minimum floor area for the facility is ten thousand (10,000) square feet.*
8. *Separate restroom facilities for customers and staff must be provided.*
9. *Facilities must develop and follow a management plan for handling litter, security, and loitering. A copy of said plan must be provided to the city.*
10. *Cash transactions between the facility and customers are prohibited.*

**SECTION 6. Intention of the Governing Body.** It is the intention of the governing body, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Forest Park, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention.

**SECTION 7. Approval of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

**SECTION 8. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 9. Codification and Severability.**

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable, and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause, or phrase of this ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause, or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 10. Repeal of Conflicting Provisions.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 11. Effective Date.** This ordinance 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.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Angelyne Butler

ATTEST:

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

APPROVED AS TO FORM:

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

**File Attachments for Item:**

**8. Council Approval of a Resolution for a Council Representative on Comprehensive Plan Steering Committee – Planning and Zoning**





CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Council Representative on Comprehensive Plan Steering Committee – Planning and Zoning

**Submitted By:** LaShawn Gardiner

**Date Submitted:** April 25, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

### Background/History:

The Atlanta Regional Commission is assisting the City in the update of our Comprehensive Plan. As part of the update process, a steering committee is being formed of various stakeholders to provide input.

It is proposed that Councilman Hector Gutierrez serve as the City Council representative on the Comprehensive Plan Steering Committee.

Staff is requesting Council approval of the resolution appointing the Councilman.

**Cost:** \$ N/A

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

**Financial Impact:**  
N/A

**Action Requested from Council:**  
Approval of the resolution.

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPOINTING HECTOR GUTIERREZ AS CITY COUNCIL REPRESENTATIVE TO SERVE ON COMPREHENSIVE PLAN STEERING COMMITTEE**

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, the City is in the process of updating its Comprehensive Plan; and

WHEREAS, it is proposed that Councilman Hector Gutierrez shall serve as the City Council representative on the Comprehensive Plan Steering Committee;

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

**SECTION 1. Appointment.** Councilman Hector Gutierrez is hereby appointed to serve as the City Council representative on the Comprehensive Plan Steering Committee.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

**SECTION 3. Authorization of Execution.** The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, 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.

**[Remainder of Page Left Intentionally Blank]**

SO RESOLVED this 1<sup>st</sup> day of May, 2023.

\_\_\_\_\_  
Mayor Angelyne Butler

ATTEST:

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

APPROVED AS TO FORM:

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

**File Attachments for Item:**

**9. Council Approval to Separate the City Clerk and Executive Assistant Position within the City Manager's Office**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion and Approval to separate the City Clerk and Executive Assistant Position within the City Manager’s Office.

**Submitted By:** Interim City Manager, James Shelby

**Date Submitted:** May 1, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

**Background/History:**

The City Clerk/Executive Assistant position is combined and according to the recent organizational audit by Mauldin & Jenkins the positions should be separate. The Executive Assistant position will report directly to the City Manager and Mayor. This position will handle all administrative duties and other duties as assigned. This split will not affect nor have a major impact on the position of City Clerk. It will just split the two positions and be more defined according to the updated job descriptions.

**Cost: \$ 55,000 – 60,000**

**Budgeted for:**  Yes  No

**Financial Impact:**

There is currently a funded position that is not being utilized (Deputy City Manager). I would like to utilize those funds to fund this position for the remainder of the Fiscal Year.

**Action Requested from Council:**

My request is for the Council to approve my request to amend the budget to utilize the funds allocated for the Deputy City Manager position to fund the position of Executive Assistant for the remainder of this Fiscal Year.

# CITY OF FOREST PARK, GA

## JOB DESCRIPTION



Item # 9.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### CITY CLERK

**Department:** CHIEF EXECUTIVE OFFICE

**Pay Grade:** 109

**FLSA Status:** Exempt

#### JOB SUMMARY

The purpose of this classification is to provide highly responsible secretarial, administrative, and clerical support. Work involves providing and managing clerical and administrative support functions at the highest level of City government. Employees in this class are in highly visible positions requiring frequent communication with all levels of City government, external agencies and businesses, the media, and the general public.

#### ESSENTIAL JOB FUNCTIONS

- Maintains frequent communication with all levels of City government, external agencies, local businesses, community groups, the media, constituents, and the general public. Serves as the initial point of contact for the Department and presents a professional and positive image for the City. Receives and screens calls and visitors; provides assistance and information; responds to inquiries and requests for information; and coordinates the collection and/or distribution of information pertaining to City government and/or Council activities. Refers callers/visitors to other departments as appropriate.
- Prepares reports, correspondence, executive summaries, agenda and agenda packet materials, and other documents upon request.
- Maintains and numbers resolutions and ordinances adopted and distributes to all departments.
- Maintains lists of council members, monitors term expirations where applicable; coordinates meeting schedules; and tracks project status, due dates, scheduled presentations, etc.
- Responds, as appropriate, issues and complaints received on the Citizens Solution Hotline.
- Attends meetings including staff meetings, special called meetings, and Mayor and Council retreats; attends meetings and acts as secretary for the Urban Redevelopment Authority,

- Development Authority, Downtown Development Authority, and Retirement Board; prepares agenda; and transcribes and distributes minutes.
- Maintains all open records requests and record retention; files campaign contribution and financial disclosure forms for elected officials and creates proclamations.
- Establishes and maintains a variety of files and records, to include both automated and manual files.
- Organize, maintain, archive, records according to Georgia Law and city's retention policy.
- Assists in the preparation of ordinances and resolutions that are being proposed by the governing body for approval; notifies the legal organ of meetings, dates, and times.
- Comply with all federal, state, and local laws and regulations.
- Operates a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Supervises the Deputy City Clerk and Council Aides.
- Performs other related duties.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires an Associate's degree with secretarial or business coursework; and three (3) years of related experience that includes progressively responsible experience performing executive secretarial work, or equivalent combination of education and experience.

#### **Special Qualifications:**

N/A

#### **Knowledge, Skills, and Abilities:**

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fraction; ability to interpret graphs.

- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **PHYSICAL DEMANDS**

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

#### **WORK ENVIRONMENT**

Work is performed without exposure to adverse environmental conditions.





*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## EXECUTIVE ASSISTANT

**Department:** CHIEF EXECUTIVE OFFICE

**Pay Grade:** 109

**FLSA Status:** Exempt

### JOB SUMMARY

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. Incumbent operates fairly independently but results are monitored by the Mayor and City Manager. Content of work priorities are largely self-determined.

### ESSENTIAL JOB FUNCTIONS

- Assess incoming communications to the City Manager & Mayor and uses independent judgment to determine the communications requiring priority attention. Facilitate appropriate and timely responses and ensure satisfactory closure is achieved.
- Manage high-priority projects in the Office of the City Manager and Mayor, frequently involving Department Directors and other senior staff.
- Manage office details by relieving executive management of routine requests and matters.
- Prioritize, channel, and facilitate communication from department heads, and department coordinators through the City Manager's office. Ensure appropriate and timely responses are provided by following up as needed.
- Review and research statistical and administrative information as needed for the City Manager and/or Mayor.
- Manage purchasing activities for the City Manager. Prepare and process requisitions and gather quotes for submittal to the City's Finance Department
- Research and analyze administrative projects; Review finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Anticipate, identify, and troubleshoot issues of concern or significance; exercises discretion to provide timely information and necessary updates across multiple stakeholders.
- Coordinate travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff as requested.

- Assist in supporting a variety of operations-based projects; perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager's Office.
- Assist with efforts for all City's special events including concerts, outdoor movies, festivals, business breakfasts, and any other events as directed. This will require some weekend and after-hour work.
- Help to lead and sustain a culture of service, professionalism, and continuous improvement in the Executive Office.
- Use current computer software programs to prepare drafts of documents and finished documents, reviewing finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Receive and distribute incoming and outgoing mail; Review and evaluate mail to identify those items requiring priority attention.
- May Prepare, type, proofread, and/or complete various forms, reports, correspondence, newsletters, lists, logs, notices, schedules, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, accident/incident reports, inventory records, charts, graphs, spreadsheets, or other documents.
- Coordinate complex meetings, assist in the design and preparation of presentations and other meeting materials.
- Independently respond to letters and general correspondence of a high level to routine nature
- Maintain appointment schedules and calendars for the City Manager; arrange meetings and conferences.
- Assemble background materials, prepare agendas, and records actions of meetings as directed by City Manager.
- Provide follow-up to assignments given to management staff by the City Manager; provides status reports to the City Manager
- Establishes and nurtures highly effective relationships with employees, customers and stakeholders that support and advance business goals and objectives.
- Leads the development of strategies and operational plans for all external affairs including business and community relationships, government and legislative affairs.
- Prioritize task effectively in order to maximize task completion. Reports to City Manager if tasks are incomplete/insurmountable.
- Maintains confidentiality of departmental documentation and issues.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires an Associate's Degree or equivalent experience required. Must have at least 10 years of increasingly responsible secretarial and/or administrative support work for management personnel. Experience working for a Chief Executive Officer or top manager in an organization preferred.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of municipal departments, their functions, and contact information; ability to learn policies, codes, regulations, and procedures.
- Exemplary customer satisfaction skills, including dealing effectively with the public, elected officials and City staff, both in person and over the telephone.
- Skill in operating modern office equipment; Microsoft Office to include Excel.
- Ability to perform accurate typing (60wpm) and/or data-entry work.
- Proper spelling, grammar, and punctuation usage. Basic mathematical computations, accounting and record keeping.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read and interpret a variety of documents. Ability to write short correspondence.
- Ability to maintain confidentiality.

#### **PHYSICAL DEMANDS**

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.