



CITY COUNCIL WORK SESSION

Monday, May 01, 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.

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

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

The Honorable Mayor Angelyne Butler, MPA

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

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

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

AGENDA

VIRTUAL NOTICE

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

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

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

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

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

CITY MANAGER'S REPORT:

NEW BUSINESS:

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

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.

2. Council Discussion of Surplus items – Public Works Department

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.

3. Council Discussion of transferring funds from one line item to another – Public Works Department

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.

4. Council Discussion on Adopting Text Amendments– Planning & Community Development

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.

5. Council Representative on Comprehensive Plan Steering Committee – Planning and Zoning

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.

6. Council Discussion on Sister Cities – Legislative Department Councilmember Antoine

Background/History:

Councilmember Dabouze Antoine would like to have a discussion on sending fire equipment to Haiti.

ADDENDUM ITEM:

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

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.

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



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.

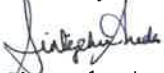
The cost below includes Material, labor, and equipment necessary to complete the proposed task.

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
Subtotal					\$53,150.00
O&P (15%)					\$7,972.50
TOTAL of OPTION 3					\$61,122.50

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



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.

File Attachments for Item:

2. Council Discussion of Surplus items – Public Works Department

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.



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 #2.

Units surplus / disposal / auction

2023

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:

3. Council Discussion of transferring funds from one line item to another – Public Works Department

Background/History:

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- 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.



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 #3.

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.lowelectric.com/page-terms.html>.

Subtotal	397.54
S&H Charges	0.00
Tax	34.80
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



Item #3.

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	
	SHIPPING INSTRUCTIONS			
	***** 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.	
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QUOTE TO:

SHIP TO:

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

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 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	258.02
Amount Due	3483.90

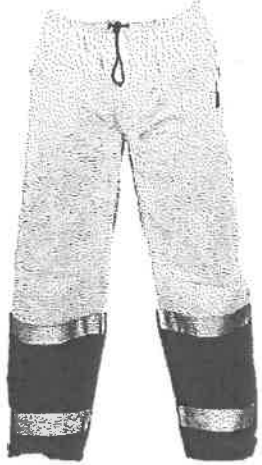
Rain pants

\$56⁰⁰ each... X 45

Item #3.

white
is
jacket
to
match

Rain pants and 2 options of jackets
3-pages

TINGLEY								
est. 1898								
Class E Icon LTE™ Pants								
Stock Number - P27122			Compliance Standards: ANSI/ISEA 107 Class E; ASTM E96.					
			<p>Garment Detail: Pants have a fly front with a center snap, elastic waistband with drawcord, and 2 pass through pockets with snap. There is 1 hook & 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>					
Garment Type: High visibility, waterproof, breathable pants.			Reflective Tape: ANSI/ISEA 107 compliant 2" silver glass bead tape.					
Sizes: S, M, L, XL, 2X, 3X, 4X, 5X			Configuration: 2 horizontal bands on lower leg.					
Color: Fluorescent Yellow-Green / Black			Labels/Tags:					
Material: Fluorescent yellow-green material is 3.7 oz./yd ² Polyurethane on 75D ripstop polyester. Black material is Polyurethane on 70D ripstop nylon.			<ol style="list-style-type: none"> 1. Woven label sewn at back of waist displays Tingley logo, size and country of origin. 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. 3. Printed hangtag with style, size, UPC bar code, and noting hi-vis compliance. 					
Seam Construction: Seams are 100% waterproof, double needle stitched and taped. Hems are single needle stitched.			Packaging: Printed polyethylene bag.					
Closure Type: Fly front with 1 snap in middle of flap.			Other: Breathable tested to ASTM E96.					
Pockets: 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"
Case Pack: 12 Each								
Case Dimensions / Weight:								
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 #3.

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
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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	87.44
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:

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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	49.98
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

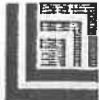
CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
32573	cooling towels			
CUSTOMER SERVICE REP	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dawn Moore		Cash on Delivery	04/13/2023	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
60ea	MPB10 - PYRAMEX Multi-purpose Cooling Band Lime ** 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	81.60
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	565.40
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./yd² 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.



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

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

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

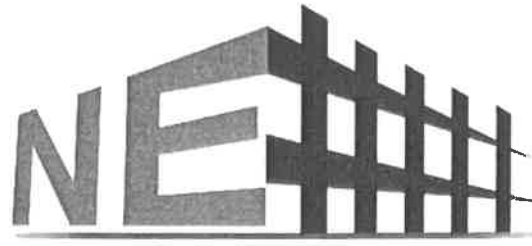
BUSINESS HOURS, NO STAIR CARRY**

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	550.00
Subtotal	3,583.60
Total Tax	286.00
Order Total	\$3,870



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

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			
		TOTAL	\$14,794.00

Natural Enclosures carries workman's comp. and flability 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



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:

File Attachments for Item:**4. Council Discussion on Adopting Text Amendments– Planning & Community Development****Background/History:**

The City Council adopted a moratorium on blood plasma 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.



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.

STAFF REPORT – Text Amendments
Public Hearing Date: April 20, 2023
City Council Meeting: May 1, 2023

Case: TA-2023-01

Proposed Request: Text Amendments to The City of Forest Park Zoning Code Of Ordinance

Staff Report Compiled By: SaVaughn Irons, City Planner

PROPOSED TEXT AMENDMENTS

1. The Planning & Community Development Department is proposing five text amendments to the Code of Ordinances. Case # TA-2023-01 includes an amendment providing an addition to SEC 8-8-4 Definitions, an update to *SEC. 8-8-38, SEC 8-8-44 and SEC 8-8-48 Permitted Uses and Conditional Uses, and an amendment addition of SEC. 8-8-84.1 Blood Banks, Blood Plasma, and similar blood donation center Standards – Text Amendment Report for Blood Plasma Centers, Blood Banks, and Similar Blood Product donation centers.*

BACKGROUND

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in a substantially adverse manner. The following text amendments have been proposed:

2. An amendment to Section 8-8-4 Definitions adding, Blood Banks, Blood Plasma Center, Blood Donation Center, Urgent Care Centers, Kidney Dialysis Centers, Primary Care physician/Dentist Offices, Medical/Dental/Physical Therapy Specialists and Public Health Center.
3. An amendment to Section 8-8-38 Institutional Commercial District (IC) permitted uses for types of medical offices, clinics, and physical therapy facilities.
4. An amendment to Section 8-8-44 Light Industrial District (LI) for Permitted Uses
5. An amendment to Section 8-8-48 Planned Industrial District (PI) for Conditional Uses
6. An amendment adding Section 8-8-84.1 Blood Banks, Blood Plasma, and similar blood donation center Standards.

This update creates a standard for the type of facilities allowed in per said zoning districts on a permitted or conditional use basis. The previous ordinance was not explicit in its requirements, leaving too much room for interpretation. This update will clarify the requirements.

ARTICLE A. GENERAL PROVISIONS

Sec. 8-8-4. Definitions – The Addition of New Definitions

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.

ARTICLE B. ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN GUIDELINES ESTABLISHED

Sec. 8-8-38. Institutional Commercial District—Retail/Business Uses. Amendment of Permitted Uses.

Permitted Uses. Retail/Business Uses.

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.

(Ord. No. 21-11, § 1(Exh. A), 9-7-2021)

Sec. 8-8-44. Light Industrial District— Amendment of Permitted Uses, Retail and Businesses

Permitted 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

(Ord. No. 21-11, § 1(Exh. A), 9-7-2021)

Sec. 8-8-48. Planned Industrial District (PI) – Amendment of Conditional Uses, Retail and Businesses.

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

(Ord. No. 21-11, § 1(Exh. A), 9-7-2021)

Sec. 8-8-84.1. Blood Banks, Blood Plasma, and similar blood donation center Standards.

1. *A blood plasma collection facility or similar blood centers 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 or similar blood centers 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 or similar blood centers.*
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.*

The Purpose of this amendment is to update the City of Forest Park Code of Ordinances for the Institutional Commercial District, The Light Industrial District, the Planned Industrial district and to add 8.8.84.1 Blood Banks, Blood Plasma, and similar blood donation center Standards. The permitted uses and conditional uses are used to specify the types of facilities, clinics, laboratories, researching, and testing facilities that are permitted under each code. The Blood Banks, Blood Plasma; and similar blood donation center Standards are set in place to regulate type of facilities and limitations set forth. With this amendment to the Ordinance, there will be specific standards for types of businesses allowed within the City of Forest Park in each specified Zoning Districts. The previous ordinance was not explicit in its standards, leaving too much room for interpretation. This update is more specific with its standards. Staff recommends approval of 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:

5. Council Representative on Comprehensive Plan Steering Committee – Planning and Zoning

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.



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 1st day of May, 2023.

Mayor Angelyne Butler

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

6. Council Discussion on Sister Cities – Legislative Department Councilmember Antoine

Background/History:

Councilmember Dabouze Antoine would like to have a discussion on sending fire equipment to Haiti.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion on Sister Cities – Legislative Department Councilmember Antoine

Submitted By: Michelle Hood

Date Submitted: April 26, 2023

Work Session Date: May 1, 2023

Council Meeting Date:

Background/History:

Councilmember Dabouze Antoine would like to have a discussion on sending fire equipment to Haiti.

Cost: \$ Budgeted for: _____ Yes _____ No

Financial Impact:

Action Requested from Council:

File Attachments for Item:**7. Council Discussion and Approval to separate the City Clerk and Executive Assistant Position within the City Manager's Office.****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.



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 #7.

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.