



## CITY COUNCIL WORK SESSION MEETING

Tuesday, September 02, 2025, at 6:00 PM  
Council Chambers and YouTube Livestream

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

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

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Delores A. Gunn  
The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr., City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### AGENDA

#### VIRTUAL NOTICE

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

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

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

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

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

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

**CONSENT AGENDA:**

1. **Council Discussion and Approval of Blanket Purchase Order for Tactical Gear Supply – The City of Forest Park Police Department- Police Department**

**Background/History:**

The City of Forest Park Police Department respectfully requests approval to create a Blanket Purchase Order (BPO) with **Tactical Gear Supply** for Fiscal Year 2025/2026 to cover the purchase of police officer uniforms and related equipment. This includes, but is not limited to, dress pants and shirts, BDU pants, polos, badges, patches, belts, hats, and other essential gear.

Approval of this BPO will ensure that the department can maintain consistent uniform standards and provide officers with the necessary equipment to perform their duties effectively and professionally.

The total requested amount is **\$58,000.00**, to be allocated from **Fund 100-31-3210-53-1702**

#### **NEW BUSINESS:**

**2. Council Discussion on the Proposed Amendment to the Charter to Amend Section 2.15 (Inquiries and Investigations) of Article II (Governmental Structure)-Executive Office**

**Background/History:**

In accordance with O.C.G.A. § 36-35-3, the Mayor and Council of the City of Forest Park are authorized to amend the City Charter. The proposed amendment seeks to revise Section 2.15, "Inquiries and Investigations," of Article II, "Governmental Structure."

At the recent strategic planning retreat, there was a general consensus to amend the Charter by revising the governing body's investigation process. With the adoption of this revision, investigations are still possible, but they would require approval of the Governing Body.

**3. Council Discussion for the selection of a professional recruitment firm to complete a nationwide search for the selection of a new City Manager – Executive Office**

**Background/History:**

Due to the recent vacancy of the city's current City Manager, the Governing Body is seeking to contract with a professional recruitment firm to complete a nationwide search for a new City Manager for the City of Forest Park. The Procurement Division has completed the attached reference of firms' comparison report for the Governing Body's consideration.

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

**Background/History:**

The City of Forest Park has tentatively adopted a 2025 millage rate requiring increased property taxes by 1.21 percent due to rising property values. Although the City proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

All concerned citizens are invited to the public hearing on the tax increase at the Forest Park City Hall on September 2, 2025, at 7:00 p.m.

Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 15, 2025, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.21 percent. Without this tentative increase, the millage rate will be no more than 2.0 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately \$8.00 (**Public Hearing to Follow in the Regular Session Meeting**).

**5. Council Discussion to Approve Case # RZ-2025-02 Rezoning Request for 486 Main Street (Zoned RM – Multiple Family Residential) and 0 Burks Rd (Zoned RT – Two Family Residential) from RM and RT to GC (General Commercial District) to allow the development of a unified parking area supporting future business operations- PCD Department**

**Background/History:**

The subject property consists of three vacant parcels totaling approximately 1.23+/- acres in Ward 2. The primary parcel is located at 486 Main Street, occupying the southwest corner of Main Street and Burks Road. The two additional vacant parcels are situated immediately behind the proposed parcel, west of the existing commercial structure, occupying the northwest portion of the block formed by Burks Road and North Avenue. The applicant requests a rezoning of all three parcels from residential to commercial to support the development of a unified off-street parking area in preparation for relocating future commercial operations to the site. Currently, the corner parcel fronting Main Street is zoned Multiple-Family Residential District (RM) and is adjacent to existing multifamily residential development to the west. The two interior parcels along Burks Road are zoned Two-Family Residential District (RT), surrounded by a mix of townhomes and single-family residences.

**6. Council Discussion to Approve Case # CUP-2025-04- Conditional Use Permit for 5000 Governors Dr to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2- PCD Department**

**Background/History:**

The applicant requests a Conditional Use Permit to establish and operate an Assisted Living **facility within the Single-Family Residential District (RS) in Ward 2**. Per Sec 8-8-28 - Single-family residential district (RS), Assisted living/nursing home, and residential care facility for children and adults require a conditional use permit to operate within the Single-Family Residential District. On August 21, 2025, the Planning Commission approved the Conditional Use Permit.

The proposed location is currently developed as a licensed memory care and assisted living facility known as Governor's Glen. It operates under a previously approved Conditional Use Permit (CUP) that allows for a long-term residential care facility within the RS zoning classification. The applicant is now requesting approval of a new CUP to reflect a change in ownership and business name. The new permit would formally recognize the new ownership entity while maintaining compliance with the City's land use requirements. No changes are proposed to the existing land use, building footprint, operations, or intensity of use. The facility will continue to serve as an assisted living residence for seniors requiring cognitive and physical care.

**7. Council Discussion to Approve Massage Establishments as a business license type within the City of Forest Park- PCD Department**

**Background/History:**

As part of the City's business licensing process, staff recently received an application for a proposed massage therapy business seeking to operate within the City of Forest Park.

Per Sec. 9-7-4. - Licensing of massage business operators and masseurs:

- (a)** No person, partnership, corporation or association shall operate a massage business as herein defined, or engage in the business or profession of massage, unless such person, partnership, corporation or association shall have first applied for and received the license provided by this chapter.
- (b)** Every application for the license prescribed herein shall be upon a form approved by the city manager and shall be filed with the city manager or his designated representative.

Upon review of this ordinance, it has been determined that applicants for a Massage Establishment license are required to appear before Mayor and Council for consideration and approval of the license

type. The application has been reviewed by Planning, Fire, Police, and Building departments, and no comments or objections have been noted at this time.

Should Mayor and Council approve the request, the applicant may proceed with establishing and operating the massage therapy business within the City.

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

**File Attachments for Item:**

**1. Council Discussion and Approval of Blanket Purchase Order (BPO) for Tactical Gear Supply – Police Department**

**Background/History:**

The City of Forest Park Police Department respectfully requests approval to piggyback from Clayton County's contract with **Tactical Gear Supply** for Fiscal Year 2025/2026 to cover the purchase of police officer uniforms and related equipment. This includes, but is not limited to, dress pants and shirts, BDU pants, polos, badges, patches, belts, hats, and other essential gear.

Approval of this BPO will ensure that the department can maintain consistent uniform standards and provide officers with the necessary equipment to perform their duties effectively and professionally. The total requested amount is **\$58,000.00**, to be allocated from **Fund 100-31-3210-53-1702**

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Council Discussion and Approval of Blanket Purchase Order for Tactical Gear Supply – The City of Forest Park Police Department

**Submitted By:** Chief Brandon Criss

**Date Submitted:** August 22, 2025

**Work Session Date:** September 2, 2025

**Council Meeting Date:** September 2, 2025

### Background/History:

The City of Forest Park Police Department respectfully requests approval to create a Blanket Purchase Order (BPO) with **Tactical Gear Supply** for Fiscal Year 2025/2026 to cover the purchase of police officer uniforms and related equipment. This includes, but is not limited to, dress pants and shirts, BDU pants, polos, badges, patches, belts, hats, and other essential gear.

Approval of this BPO will ensure that the department can maintain consistent uniform standards and provide officers with the necessary equipment to perform their duties effectively and professionally.

The total requested amount is **\$58,000.00**, to be allocated from **Fund 100-31-3210-53-1702**

**Action Requested from Council: Vote for Approval**

**Cost:** \$58,000.00

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

**Financial Impact:** Not applicable

**File Attachments for Item:**

**2. Council Discussion- Proposed Amendment to the Charter to Amend Section 2.15 (Inquiries and Investigations) of Article II (Governmental Structure)-Executive Office**

**Background/History:**

In accordance with O.C.G.A. § 36-35-3, the Mayor and Council of the City of Forest Park are authorized to amend the City Charter. The proposed amendment seeks to revise Section 2.15, "Inquiries and Investigations," of Article II, "Governmental Structure."

At the recent strategic planning retreat, there was general consensus to amend the Charter, by revising the process in which investigations are conducted by the governing body. With the adoption of this revision, investigations are still possible, but would require approval of the Governing Body.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Council Discussion- Proposed Amendment to the Charter to Amend Section 2.15 (Inquiries and Investigations) of Article II (Governmental Structure)

**Submitted By:** Executive Offices

**Date Submitted:** 8/26/2025

**Work Session Date:** 9/2/2025

**Council Meeting Date:** 9/2/2025

### Background/History:

In accordance with O.C.G.A. § 36-35-3, the Mayor and Council of the City of Forest Park are authorized to amend the City Charter. The proposed amendment seeks to revise Section 2.15, "Inquiries and Investigations," of Article II, "Governmental Structure."

At the recent strategic planning retreat, there was general consensus to amend the Charter, by revising the process in which investigations are conducted by the governing body. With the adoption of this revision, investigations are still possible, but would require approval of the Governing Body.

**Action Requested from Council:** Approval

**Cost:** \$

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

**Financial Impact:**

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

**ORDINANCE NO. 2025-\_\_\_\_**

1           AN ORDINANCE TO AMEND THE CHARTER OF THE CITY OF FOREST PARK BY  
2   AMENDING ARTICLE II (GOVERNMENTAL STRUCTURE), PART 1 (COUNCIL  
3   COMPOSITION), SECTION 2.15 (INQUIRIES AND INVESTIGATIONS); TO PROVIDE FOR  
4   SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN  
5   ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER  
6   LAWFUL PURPOSES.

7           **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia  
8   (hereinafter the “City”) is the Mayor and Council thereof; and

9           **WHEREAS**, the City desires to amend its Charter by home rule ordinance; and

10          **WHEREAS**, a synopsis of this Ordinance shall be advertised once per week for three (3)  
11   weeks within sixty (60) days preceding the final adoption of this Ordinance, in accordance with  
12   Section 36-35-3(b)(1) of the Official Code of Georgia, in a newspaper of general circulation on  
13   August 6, 2025, August 13, 2025, and August 20, 2025; and

14          **WHEREAS**, the notice of the adoption of this Ordinance provides that a copy of the  
15   proposed ordinance shall be available for inspection in the Office of the Forest Park City Clerk  
16   and the Office of the Clayton County Superior Court Clerk, in accordance with Section 36-35-  
17   3(b)(1) of the Official Code of Georgia, and a copy of the proposed ordinance shall be placed in  
18   said locations; and

19          **WHEREAS**, this Ordinance shall be considered at two (2) consecutive public meetings,  
20   no less than seven (7) and no more than sixty (60) days apart, in accordance with Section 36-35-

3(b)(1) of the Official Code of Georgia, with public meetings held on September 2, 2025 and September 15, 2025; and

**WHEREAS**, the amendments contained herein will benefit the health, safety, morals, and welfare of the citizens of the City.

**BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA THAT**, and by the authority thereof:

**Section 1.** Section 2.15 (“Inquiries and Investigations”) of Article II (“Governmental Structure”) of the Charter of the City of Forest Park, Georgia is hereby amended with permanent additions in **bold** font and permanent deletions in ~~striketrough~~ font to be read and codified as set forth below:

“Sec. 2.15. - Inquiries and investigations.

The city council may make inquiries and investigations into the affairs of the city and the conduct of any department, office or agency thereof, and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the city council shall be punished as provided by ordinance. ~~The mayor and council members may individually make inquiries of any city employee concerning the operations of the city.”~~

**Section 2.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

**Section 3.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

43           **Section 4.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
44 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their  
45 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

46           (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
47 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this  
48 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this  
49 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
50 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance  
51 is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this  
52 Ordinance.

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

62           **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
63 repealed.

64            **Section 6.** The effective date of this Ordinance shall be the date of adoption unless  
65 otherwise stated herein.

66            **ORDAINED** this 15th day of September, 2025.

**CITY OF FOREST PARK, GEORGIA**

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Angelyne Butler, *Mayor*

**ATTEST:**

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*City Clerk*

**APPROVED AS TO FORM:**

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*City Attorney*

**File Attachments for Item:**

**3. Council Discussion for the selection of a professional recruitment firm to complete a nationwide search for the selection of a new City Manager – Executive Office**

**Background/History:**

Due to the recent vacancy of the city's current City Manager, the Governing Body is seeking to contract with a professional recruitment firm to complete a nationwide search for a new City Manager for the City of Forest Park. The Procurement Division has completed the attached reference of firms' comparison report for the Governing Body's consideration.



CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Council Discussion for the selection of a professional nationwide recruitment firm for the selection of a new City Manager – Executive Office

**Submitted By:** Procurement

**Date Submitted:** 8-25-2025

**Work Session Date:** 9-02-2025

**Council Meeting Date:** 9-02-2025

### Background/History:

Due to the resignation of the city's current City Manager, the Governing Body is seeking to contract with a professional recruitment firm to complete a nationwide search for a new City Manager for the City of Forest Park. The Procurement Division has completed the attached reference of firms' comparison report for the Governing Body's consideration.

**Action Requested from Council:** Approval of selecting a professional recruitment firm to complete a nationwide search for the selection of a new City Manager.

|                        |                      |          |            |           |
|------------------------|----------------------|----------|------------|-----------|
| <b>Annual Cost: \$</b> | <b>Budgeted for:</b> | <b>X</b> | <b>Yes</b> | <b>No</b> |
|------------------------|----------------------|----------|------------|-----------|

**Financial Impact:**

Executive Recruitment Firms  
Reference Report

| Executive Recruitment Firm                                                                       | YRS in Business | Clients Serviced                                                                                     | Positions                                                                                   | Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Feedback                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sumter (Alpharetta)<br>404-535-0525<br>warren@sumterconsulting.com<br>shawn@sumterconsulting.com | 24              | City of Chamblee, Stone Mountain, Woodstock, Marietta, Stonecrest and Clayton County Water Authority | Director, City Manager, Police Chief, Deputy Director, Public Safety Director, and Director | <b>\$21,000</b> with Expenses to be reimbursed by the City of Forest Park based on actual documented expenses: Consultant travel and Advertising fees.The flat fee is broken into milestones: 1/3 fee – paid upon the completion of the advertising process; 1/3 fee – paid upon the completion of the semi-finalist interviews; and 1/3 fee – paid upon start date of the City Manager. Sumter LGC is confident in our process, and if the City of Forest Park decides to start over with the recruitment due to unsatisfactory candidates, or if the chosen candidate doesn’t last one year in the position for any reason, we offer a one-year guarantee. We will complete another search for the City at no charge (except reimbursable expenses). | Offer a one-year guarantee for candidates we recruit. We understand local politics and the complexities of a City or County Manager search process. We understand how to balance transparency and the confidentiality needs of your best candidates. We are cost-effective. With limited overhead, we can offer a competitive price, a customized solution, and personal service. |
| Slavin (Norcross)<br>770-449-4656                                                                | 27              | City of Stockbridge                                                                                  | City Manager                                                                                | <b>\$24,521</b> - total not to exceed with the cost for finalist candidates travel to Forest Park for interviews is in addition to the above not-to-exceed amount. Such costs are impossible to forecast and vary widely depending on candidate location, spouse involvement, time required for candidates to be in Forest Park, etc. We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City.<br><b>Anticipated timeline 60-90 days.</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                   |

Executive Recruitment Firms  
Reference Report

Item #3.

|                                                                          |    |                                                       |                                      |                               |                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------|----|-------------------------------------------------------|--------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Chasin Group (C                                                      | 22 | City of Brookhaven                                    | Director                             | N/A - no proposal provided    | Our expertise is not in this field. We focus on economic development organizations, chambers of commerce, CVBs, and other nonprofits. Referral: Alan Reddish is with the Mercer Group. He is an excellent executive recruiter for local governments and I highly recommend him to lead your search. |
| RSI (Atlanta)                                                            |    |                                                       |                                      |                               |                                                                                                                                                                                                                                                                                                     |
| Stanton Chase<br>(Atlanta)<br>770-672-6663                               | 30 |                                                       |                                      | Anticipated timeline 90 days. | Sent request for proposal - awaiting response                                                                                                                                                                                                                                                       |
| Mercer Group<br>Associates (Athens)<br>706-614-4961<br>alanreddish51@gma |    | Columbus, GA,<br>Griffin, Woodstock,<br>Bartow County | City Manager<br>Sr. Attorney,<br>CFO |                               | Sent request for proposal - awaiting response                                                                                                                                                                                                                                                       |

# Recruitment Proposal ----- City Manager



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[www.sumterlocalgovconsulting.com](http://www.sumterlocalgovconsulting.com)  
404.535.0525

City of Forest Park  
745 Forest Parkway  
Forest Park, GA 30297  
Attention: Mayor Angelyne Butler

Dear Mayor Butler,

Thank you for the opportunity to submit a proposal for executive search services for the City of Forest Park.

Founded in 2021 by seasoned public servant Warren Hutmacher, Sumter Local Government Consulting (Sumter LGC) delivers tailored management consulting services to local governments and organizations operating within the public sector. Core services include management consulting, interim staffing, and talent recruitment. With more than 25 years of executive leadership experience in municipal government, Warren brings unmatched insight and practical expertise to every engagement.

Sumter LGC understands that recruiting a City Manager is one of the most critical responsibilities a governing body undertakes. This process requires more than matching qualifications to a job description—it requires an in-depth understanding of municipal operations, the political and organizational landscape, and the ability to identify leadership qualities that align with a community's vision and challenges. Having served as City Manager for Johns Creek, Dunwoody, Norcross, and Avondale Estates, Warren has direct experience navigating complex community issues such as transportation, planning, economic development, neighborhood preservation, and parks. His deep familiarity with these issues ensures a high degree of discernment in identifying candidates who can meet the strategic and operational needs of a city.

Sumter LGC's approach to executive recruitment is proactive and highly customized. We engage deeply with stakeholders to understand community values and expectations, develop a candidate profile that reflects both technical competencies and cultural fit, and leverage a robust network of local government professionals to identify and attract top talent—including those not actively seeking new roles.

At the heart of our approach is a deep respect for the unique needs and complexities of local government. Here's what sets us apart:

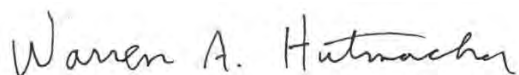
1. We aren't just local government specialists; we spend considerable time getting to know your specific culture, ultimately allowing us to create a customized candidate profile that differentiates good candidates from the right candidates for your local government.
2. We advertise strategically with smart recruitment materials and, most importantly, work aggressively with our extensive local government network and email database to find candidates who are not currently in job search mode. In other words, we do a lot more than place ads and sort resumes.
3. We've hired public sector leaders at all levels, acting as a bridge between candidates and your leadership. We've also been search consultants, clients, and candidates, so we know the process from every angle and always deliver positive results.

4. We have a comprehensive background check process that is both unique and thorough, involving extensive research to avoid surprises and provide you with meaningful information to make informed business decisions.
5. Public service is our passion, and we believe that local governments are most successful when there are strong synergies between the executive team and department heads.

Sumter LGC should be selected for its unique combination of public sector experience, proven leadership, and strategic recruitment capabilities. Our firm is committed to delivering thoughtful, informed, and results-oriented solutions that help local governments find the right leaders to guide their communities forward.

As President of Sumter LGC, I will personally handle this search. Our team is excited to partner with you and find your next City Manager.

Sincerely,

A handwritten signature in dark ink that reads "Warren A. Hutmacher". The signature is written in a cursive, flowing style.

Warren Hutmacher, President  
Sumter Local Government Consulting

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# OVERVIEW

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A successful executive search for a City Manager demands more than just recruitment expertise—it requires gaining a deep understanding of the community, its values, and its vision. As a firm focused on serving the public sector, we take pride in conducting thorough research and becoming true advocates for our clients.

We know Georgia and are looking forward to working with the City of Forest Park. We have conducted our research and have a basic understanding of the City of Forest Park and the growth and development challenges it is facing. Forest Park, located in Clayton County, is a city nine miles south of Atlanta, making it part of the wider Atlanta metropolitan area. Forest Park is a vibrant, diverse suburb characterized by affordable living and a youthful demographic. The recent initiatives implemented by the City reflect a strong commitment to workforce development, public safety, and civic participation.

We've reviewed your current projects and challenges. From managing community upliftment and engagement efforts to implementing economic development initiatives that align with sustainable infrastructure planning and improving quality of life, we understand the complexity of what lies ahead. Our successful recruitment efforts for City Managers in Tifton, Guyton, and Winder highlight our preparedness to help Forest Park find a City Manager who can be both a capable representative and a collaborative partner to City officials.

With experience working with cities, we know how to deliver candidates who will advance Forest Park's vision while serving the community professionally and purposefully. The following objectives are designed to align with Forest Park's governance structure, community priorities, and ongoing progressive initiatives. We seek to:

## **1. Attract and Recruit Top Executive Talent**

Implement a recruitment strategy that reaches national, regional, and Georgia-based candidates, ensuring a diverse pool of qualified professionals. Use targeted advertising in professional associations such as ICMA, Georgia City-County Management Association, and our database of management professionals. Recruit professionals with substantial experience in municipal government or comparable executive-level management, possessing deep knowledge of public administration, budgeting, and intergovernmental relations.

## 2. Align Leadership with Forest Park's Strategic Vision

Recruit a City Manager whose experience, values, and leadership style align with Forest Park's priorities, including sustainable growth, economic vitality, and community engagement. Identify candidates who understand the opportunities and challenges of a city. Prioritize a candidate with an unwavering commitment to ethical conduct, fiscal responsibility, and the highest standards of professional integrity.

## 3. Foster Civic Engagement and Transparency

Find a City Manager who values inclusive decision-making, effective stakeholder engagement, and open communication with residents. Prioritize candidates adept at building trust through accessibility, public outreach, and collaborative problem-solving.

## 4. Support Forest Park's Ongoing Projects and Priorities

Secure a leader prepared to oversee and advance key initiatives, like the **ELEVATE Workforce Development Program**, to create more opportunities for residents. Find a strategic thinker capable of anticipating challenges, capitalizing on opportunities, and guiding the City through changing political, economic, and social landscapes.

The following proposal outlines our professional background and explains how we will work with you to address your needs and challenges in recruiting your next City Manager.



# ABOUT SUMTER



## HISTORY OF SUMTER LOCAL GOVERNMENT CONSULTING

Sumter LGC was founded in 2021 by local government industry veteran Warren Hutmacher. We provide customized management consulting services to local governments and organizations that operate within the local government sphere of influence.



## PRIDE IN OUR EXPERTISE

Sumter LGC is dedicated to providing clients with executive-level assistance to solve complex problems and carefully handle important projects, leveraging years of experience and accomplishments for the benefit of our clients. Core services include management consulting, interim services recruitment, and talent recruitment.



## PRIDE IN THE PERSONAL ATTENTION WE PROVIDE TO CLIENTS

Sumter LGC provides the personal attention necessary to take on tough projects, meet deadlines, and provide top-level expertise. We believe that local government consulting is a relationship business and that our reputation depends on how we treat our partners.



## PRIDE IN PUBLIC SERVICE

Sumter LGC was founded by a career public servant who dedicated his career to working for the public good. Our work for local government clients is an extension of this mission. We strive in everything we do to earn the trust of our clients and the communities we serve.

# WHY WE'RE DIFFERENT

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## **We are local government professionals for local government professionals.**

- Many of us have served as City Managers and other positions in local government and understand the unique challenges faced by local government leadership.
- We have been both a candidate and a client of executive search firms, as well as a consultant helping local governments with their recruitments.
- Our team has over 100 years of cumulative experience in local government.
- We have hired for every position in local government.
- In just 4 years in business, we've helped nearly 50 different local governments achieve their operational and recruitment goals.
- Our proprietary search process sets us apart, both in our technical capabilities and our human approach—our experience on all sides of the table impacts how we treat our clients, how we treat candidates, and ultimately how we focus on creating positive outcomes for all.

The bottom line is we know what we are doing, can provide excellent advice throughout the process, and can ultimately help you select a candidate that is the best fit for the City of Forest Park.

# HOW WE WORK

We will work collaboratively with the City of Forest Park to recruit for a City Manager.

Sumter LGC will:

- Keep the client informed of key progress in the recruitment process.
- Place the client's best interest above all others.
- Provide candid and thoughtful assessments of the candidates.
- Represent the client with integrity, professionalism, and tact.



Our recruitment approach takes place in six phases:



# PHASE 1

## Developing the Candidate Profile & How They'll Be Assessed

### The Candidate Profile

We believe that the most critical element in the recruitment process is creating an ideal candidate profile for the City Manager position. This profile will be utilized to narrow the candidate pool and focus the remaining steps of the search process on locking in on the candidate that is the best fit for the City of Forest Park. This process includes challenging the client to think critically about what character traits, soft skills, and leadership abilities candidates will need to be successful.

### Getting Immersed

The Qualifications Assessment process includes a site visit to Forest Park to gain a thorough understanding of the unique nature of the community and organization.

During this phase, we will take a deep dive into the responsibilities of the City Manager and the issues facing the City of Forest Park. Through this process, we will be able to articulate the key short- and long-term challenges and opportunities facing the next City Manager.



We spend considerable time and effort talking with the City's leadership, key staff, and anyone else the client recommends to develop the ideal candidate profile.

We will conduct interviews to:

- Understand the functions of the City of Forest Park Executive Department.
- Articulate the expectations for success for the City Manager.
- Create a personality profile to outline the traits that will be most successful in the City of Forest Park and what type of traits are to be avoided—helping to narrow the candidate pool.

Please see Exhibit "A" for an example of a candidate profile.

# PHASE 2

## Creating Marketing Materials That Effectively Sell Your Story

### The Candidate Brochure

Sumter LGC creates a unique and informative digital candidate brochure to use in our marketing materials to catch the attention of top talent. The brochure is a storytelling opportunity and a staple in recruitment. It captures the essence of a community and articulates the value proposition for the position we are recruiting for.

Candidates can easily move through the brochure to find pertinent information and get a gut feeling for the community and the job. We have also included video in a previous brochure to stay on the cutting edge.

See Exhibit "B" for an example of a brochure we used in a previous recruitment. [Click here to view all of our current brochures on our website.](#)



# PHASE 3

## Building a Large, Qualified Pool of Candidates

### Sound Targeting Strategies

Effective recruitment demands a large, diverse pool of qualified candidates. Our experience enables us to build large, qualified pools efficiently and effectively—helping to find the ideal candidate. We know where to post the job and how to craft an effective job posting.

- We work diligently to craft job advertisements and brochures to attract a wide range of candidates.
- We target our placements to sites where the best qualified candidates are looking.
- We also proactively recruit candidates who aren't actively looking, to deliver candidates who most closely fit the ideal candidate profile.

### Equity and Diversity

The best way to achieve equity and diversity in the local government workforce is to attract a diverse candidate pool. The larger and more diverse the candidate pool is, the better the chance for an equitable hiring process.

- We use a wide range of advertising sources to enlarge and diversify our applicant pool.
- We dig deeper to advertise and recruit where diverse candidates are already looking. This is the right thing to do and reflects good business practices.

### Leveraging Our Connections

Recruiting is the most effective method of attracting candidates. We spend time working our network, researching candidates, and inviting the best candidates to apply. Sumter LGC President Warren Hutmacher also attends networking events and regional conferences. There are no shortcuts to recruiting. It takes time, effort, and persistence to find the right candidates. Our proactive, energetic approach separates us from our competition, who typically rely on conventional advertising and email blasting.

### Reaching Candidates

We recommend you advertise nationally; however, we will focus our recruitment efforts regionally as the most likely scenario is that your most interested candidates are already working in Georgia. For your recruitment, we will focus on the following job boards:

- International City/County Management Association (ICMA)
- Georgia Local Government Access (GLGA)
- All city manager associations within the southeast region/states
- National Forum for Black Public Administrators (NFBPA)
- SheLeadsGov (<https://icma.org/sheleadsgov>)

In addition, Sumter LGC will leverage our extensive email outreach network (25,000 targeted email addresses) and our LinkedIn presence to spread the word.

# PHASE 4

## Identifying the Short List of Candidates

### Initial Resume Reviews

Resumes will be collected directly by Sumter LGC. They are reviewed against the ideal candidate profile to narrow the pool to a semi-final group considered to be qualified for the job and genuine hiring possibilities.

- Unlike other firms, your executive recruiter will be solely responsible for the task of reviewing applicants. For this assignment, Sumter LGC President Warren Hutmacher will be handling the initial review of resumes.
- Larger firms sometime use lower hourly rate assistants to sort through resumes. This can lead to good candidates being discarded because the reviewer hasn't participated in all the buildup to this phase, including the site visit, tours, and interviews conducted in Phase One. This task requires an experienced professional with good judgment to differentiate qualified candidates from those qualified candidates who are a good fit for the City of Forest Park.

### Semi-Finalist Identification

After the initial review, we are ready to identify 10-12 (typically) semi-finalist candidates. Some clients prefer to review and approve the semi-finalist list prior to holding initial interviews. We will honor the client's preference related to conducting initial interviews.

### Initial Interviews

Once the list of semi-finalists is agreed upon, we conduct live two-way recorded initial interviews, whether in person or virtual, so the client can see what we see. We learn a great deal from body language, facial expressions, enthusiasm, and tone of voice. Clients are invited to participate.

### Semi-Finalist Summary Report

After the initial interviews are completed, we will recommend a manageable finalist group for a more formal in-person interview process. To accomplish this, we provide you with a written report summarizing each of the semi-finalist candidates. The report also includes links to the recorded interviews we conducted.

### On-Site Collaboration

We will set up another site visit to review the semi-finalist candidates with City leaders. Through this review, we encourage the client to narrow down the field of candidates to proceed with in-person interviews in Forest Park. (Typically, the client will choose 3-5 finalists.)

# PHASE 5

## Meeting Your Candidates

### Making the Best Evaluation

The in-person interview process can be handled in a variety of ways. We will formulate a unique interview process based on the individual needs, culture, and priorities of the City of Forest Park.

- Prior to the interviews, we fully prepare you with best practices for interviewing candidates and provide suggested interview questions.
- For this City Manager recruitment, Sumter LGC recommends a full-day interview. The day will be comprised of a tour of Forest Park, meetings with the staff leadership team, and a lengthy interview with the City of Forest Park's leadership.
- Having the candidates interact with a wide assortment of people provides different perspectives on the candidate's strengths and weaknesses. In addition to the more formal activities, we will have the candidates go to lunch or for coffee with City staff to interact in a more casual setting.
- We create every opportunity to expose the candidates to everything the City of Forest Park has to offer and to provide them with an accurate view of the challenges and opportunities that await them.
- This type of process affords the client multiple data points and interactions to get to know the candidate's true self.

### A Four-Step Approach to the Interview Day

**Step 1:** Candidates will interview with the staff leadership team. This will allow candidates to get a feel for the personalities of their future colleagues and for the staff to provide feedback to the hiring manager on which candidates they believe would most effectively work with the leadership team and employees.

**Step 2:** Candidates meet with City staff members individually over lunch and for coffee to create a casual atmosphere to get to know the candidate's personality and character.

**Step 3:** Tour of Forest Park by City staff to help the candidate learn more about the City of Forest Park and get another casual opportunity to get to know the candidate's personality and character.

**Step 4:** Mayor and City Council spend 75 to 90 minutes interviewing each candidate. At the end of the day, we recommend a feedback loop between the City's leaders and all the participants from the interview day.

Here are some additional approaches and activities the City can consider as part of this process:

- An interactive activity that the candidates participate in to allow the client to see them in action in a stressful or creative exercise. An example we have used previously is posted as Exhibit "C".
- Asking the candidates to prepare material ahead of time to present to the client/staff leadership team to gauge the candidate's presentation skills, preparation ability, critical thinking, research techniques, and attention to detail.
- Holding a meet and greet with the finalist candidates to allow them to interact with the staff.



# PHASE 6

## The Hiring Process

### Post-Interview Process Feedback

After the interviews and activities are completed, Sumter LGC will gather the entire day's participants who interacted with the candidates to meet with the City's leadership.

- Everyone is invited to provide feedback on both substantive information and little things they believe would help to define the candidate's personality, character, style, and suitability for the job.
- This feedback loop will help add to the data the City's leadership needs to evaluate to make the final selection.
- The recruiter will sit with the Mayor and City Council after all the feedback is received. This discussion typically results in a definitive decision on which candidate to select.
- The recruiter is not the decision maker and is present to facilitate conversations, answer questions, and offer opinions only when asked.

### Negotiation

Sumter LGC will work with you to formulate a term sheet with the key business terms to begin the negotiation process.

- Sumter LGC is intimately familiar with this process as both a consultant and a candidate. We are on top of industry trends and methods of finding compromises each party can agree to.
- To help the process along, Sumter LGC will provide the client with salary and benefit data relevant to the size of the City of Forest Park and the marketplace in your competitive area.
- Sumter LGC will work with the Mayor, City Council, and the candidate to agree on an offer letter.

### Background Checks

Sumter LGC recommends performing background checks after the parties have established mutual interest and agreed to terms (subject to a background check).

- Sumter LGC will perform the requisite criminal and credit checks and education and employment verifications.
- Sumter LGC doesn't ask candidates for references, but we do fully investigate their background. We choose who we want to talk with from their professional background. We do this because candidates share only references who look upon them favorably. This limits the usefulness of the background check process.
- Sumter LGC digs into a candidate's professional background to eliminate surprises and to get a full view of the candidate's veracity and character. We believe that clients should know everything they can about candidates' backgrounds before making a final hiring decision. We have the experience and aptitude to conduct deep internet searches, looking at social media posts, blogs and other sources.

- At the discretion of the client, and only at the direct costs of travel, Sumter LGC will travel to the communities the final candidate has worked. Sumter LGC will fact check the candidate's resume and meet the people they worked with.
- Delivering this level of scrutiny gives you the best chance at knowing all you can to make a sound decision in selecting a City Manager.

### Press Release

Sumter LGC will write or assist the City of Forest Park in composing a press release as part of our flat fee.

- The initial press release and responses to media coverage can get the candidate and the City of Forest Park off on the right foot.
- The press release tells the story of how the candidate will benefit the City of Forest Park as well as explain the process that brought the candidate to the City.

### Notifying Candidates Not Selected

Sumter LGC will notify candidates who were not selected.

- We are sensitive to the compassion required to handle this duty and are skilled at delivering difficult news in a constructive manner to candidates.
- We respect that the reputation of the City of Forest Park is at stake, and we take every step to preserve the good name of the City during this process.

### Helping Deliver Success

Sumter LGC offers a follow-up service to work with the new City Manager for the first year of employment as a mentor and resource.

# SEARCH TIMELINE

We expect to move quickly once awarded this assignment.

- Our goal is a 56-day process to propose finalist candidates to the client.
- This can be streamlined by shortening the advertising period, however at least 2-3 weeks is recommended for this phase.
- Another method to streamline the process is to skip the semi-finalist process. This will cut the time for the recruitment down to 5-6 weeks.



## The Initial Kick-off meeting

This on-site meeting in Forest Park includes:

- Meeting with the Mayor and City Council and any key staff they recommend talking with to gain clarity and consensus on the roles and responsibilities expected of the City Manager.
- Interviewing the City's leadership team and key staff to develop a candidate profile.
- Agreeing to a recruitment schedule and handling administrative issues.
- Gaining familiarity with the City of Forest Park, reviewing expected challenges for the new City Manager, and completing a candidate profile, recruitment brochure and advertising plan.

## 2-week milestone

- Advertise position widely with a completed recruitment brochure

## 5-week milestone

- Initial review of resumes and scoring of proposed semi-finalist candidates

## 6-week milestone

- Selection of semi-finalist candidates (on site in Forest Park)

## 7-week milestone

- Interviews of semi-finalist candidates by Sumter LGC

## 8-week milestone

- Present finalist candidate recommendations

# PROPOSED FEE

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Sumter LGC is proposing a flat fee for this executive search assignment, excluding expenses.

## **Fee proposal for professional services: \$21,000**

Expenses to be reimbursed by the City of Forest Park based on actual documented expenses:

- Consultant travel
- Advertising fees

The flat fee is broken into milestones:

1/3 fee – paid upon the completion of the advertising process

1/3 fee – paid upon the completion of the semi-finalist interviews

1/3 fee – paid upon start date of the City Manager

Sumter LGC is confident in our process, and if the City of Forest Park decides to start over with the recruitment due to unsatisfactory candidates, or if the chosen candidate doesn't last one year in the position for any reason, we offer a one-year guarantee. We will complete another search for the City at no charge (except reimbursable expenses).

# OUR CONSULTANTS

**Warren Hutmacher**  
President, Sumter LGC



Warren has over 25 years of leadership experience and is familiar with all aspects of municipal government. As former City Manager for the cities of Johns Creek, Dunwoody, Norcross, Avondale Estates, and Hutto, Warren was involved in key community issues, including traffic congestion, planning, neighborhood preservation, economic development, revenue expansion, and park development. Serving various municipalities throughout his career, Warren maintains a keen understanding of community issues, including how to work with a wide variety of stakeholders to establish priorities that will provide the best and most meaningful results for clients.

## Experience:



## Education:



## Shawn Gillen, PhD

Senior VP, Sumter LGC



With a long track record in local government, Dr. Shawn Gillen has served as a Mayor, City Administrator, and City Manager in Illinois, Minnesota, and Georgia. He recently served as the City Manager in Doraville, GA, and Tybee Island, GA.

In addition to his leadership experience, Shawn brings a PhD and years of teaching at the university level to the table. His academic research centers around public finance and budgeting. Shawn is also a published author on the topic of City/County Consolidation. His unique skills and experiences will allow him to be a valued problem solver for local governments.

### Experience:



### Education:



**Billy Grogan**  
Senior VP, Sumter LGC



With a long track record in local government and law enforcement, Billy has served as a Police Chief, Interim City Manager, Instructor, and Leadership Consultant. He recently retired as the first Chief of Police for the City of Dunwoody, GA.

Billy has an MPA from Kennesaw State University and is a graduate of the 193rd session of the FBI National Academy. He is an accomplished author and subject matter expert on the use of social media in law enforcement. He has a long list of accolades and accomplishments in law enforcement, including serving as the President of the Georgia Association of Chiefs of Police and board service on the International Association of Chiefs of Police Human and Civil Rights Committee.

Billy will be helping local governments solve complex problems in law enforcement and leadership as well as helping clients with executive search and staffing challenges.

**Experience:**



**Education:**



**Gary La Venia**  
Senior VP, Sumter LGC



Gary has enjoyed a long professional career serving others through his work in local government. Gary has served as a City Manager in Florida and New Jersey. Gary earned both a bachelor's degree and a Master of Public Policy from Rutgers University. He has recently retired after a decade of service as the City Manager of Fruitland Park, FL. Gary has extensive expertise in shared services and economic development. He has relocated to South Carolina and will be investing in building relationships in South Carolina and North Carolina as well as servicing clients in Florida and Georgia. Gary will be helping local governments solve complex problems as well as aiding clients with executive search and staffing challenges.

**Experience:**



**Education:**



# WHO WE'VE HELPED

| Client                     | Assignment                               | Year |
|----------------------------|------------------------------------------|------|
| City of Smyrna, GA         | Assistant City Administrator             | 2020 |
| City of Winder, GA         | City Engineer                            | 2020 |
| City of Doraville, GA      | City Clerk                               | 2020 |
| City of College Park, GA   | City Manager                             | 2022 |
| City of Stone Mountain, GA | Interim City Manager                     | 2022 |
| City of College Park, GA   | Public Works Director                    | 2022 |
| City of Winder, GA         | Planning Leader                          | 2022 |
| City of College Park, GA   | Chief Building Official                  | 2022 |
| City of South Fulton, GA   | Internal Auditor                         | 2023 |
| City of College Park, GA   | Airport Affairs Director                 | 2023 |
| City of Fayetteville, GA   | Economic Dev. Director                   | 2023 |
| City of College Park, GA   | City Engineer                            | 2023 |
| City of Pompano Beach, FL  | Human Resources Director                 | 2023 |
| City of Winder, GA         | Human Resources Director                 | 2023 |
| City of Social Circle, GA  | Finance Director                         | 2023 |
| Georgetown County, SC      | County Engineer                          | 2023 |
| City of Suwanee, GA        | Public Works Director                    | 2023 |
| City of Clarkston, GA      | Interim City Manager                     | 2023 |
| City of Social Circle, GA  | Interim Finance Director                 | 2023 |
| City of Brookhaven, GA     | Interim Parks and Recreation Director    | 2023 |
| City of South Fulton, GA   | Fire Fee Analysis                        | 2023 |
| City of Powder Springs, GA | Fractional Deputy Finance Director       | 2023 |
| City of Doraville, GA      | Interim City Clerk                       | 2023 |
| City of Duluth, GA         | Purchasing Manual Revision               | 2023 |
| City of Palmetto, GA       | Budget Preparation                       | 2023 |
| City of College Park, GA   | Assistant City Manager                   | 2023 |
| City of Brookhaven, GA     | Interim Parks and Recreation Director    | 2023 |
| City of Chamblee, GA       | Interim City Manager                     | 2024 |
| City of Doraville, GA      | Interim Accountant                       | 2024 |
| City of Sylvester, GA      | Fractional Chief Financial Officer (CFO) | 2024 |
| City of Decatur, GA        | Senior City Engineer                     | 2024 |
| City of Atlanta, GA        | Interim Fleet Manager                    | 2024 |
| City of Powder Springs, GA | Agency Head - Infrastructure/Dev.        | 2024 |
| City of Brookhaven, GA     | Public Works Director                    | 2024 |
| City of East Point, GA     | Interim City Manager                     | 2024 |
| City of Villa Rica, GA     | City Engineer                            | 2024 |

|                            |                                        |      |
|----------------------------|----------------------------------------|------|
| City of Powder Springs, GA | Deputy Finance Director                | 2024 |
| City of Kennesaw, GA       | Information Technology Director        | 2024 |
| City of Stonecrest, GA     | Chief of Police                        | 2024 |
| Glynn County, GA           | Community Development Director         | 2024 |
| City of Winder, GA         | City Administrator                     | 2024 |
| City of New Carrollton, MD | Interim City Clerk                     | 2024 |
| City of Acworth, GA        | Finance Director                       | 2024 |
| City of Acworth, GA        | Deputy City Manager                    | 2024 |
| City of Germantown, TN     | Public Works Director                  | 2024 |
| City of Warner Robins, GA  | Finance Director                       | 2024 |
| City of Warner Robins, GA  | City Engineer                          | 2024 |
| City of College Park, GA   | HR and Risk Management Director        | 2024 |
| City of College Park, GA   | Purchasing Director                    | 2024 |
| City of College Park, GA   | City Clerk                             | 2024 |
| City of College Park, GA   | Economic Development Director          | 2024 |
| City of College Park, GA   | City Manager                           | 2024 |
| City of College Park, GA   | City Planner                           | 2024 |
| City of College Park, GA   | Grants Manager                         | 2024 |
| City of College Park, GA   | Public Works Director                  | 2024 |
| City of Sandersville, GA   | Finance Director                       | 2024 |
| City of Tucker, GA         | Deputy Parks and Recreation Director   | 2024 |
| City of College Park, GA   | Interim Finance Director               | 2024 |
| City of College Park, GA   | Interim Purchasing Administrator       | 2024 |
| City of Chamblee, GA       | Assistant City Manager                 | 2024 |
| Spartanburg County, SC     | Transportation Manager                 | 2024 |
| City of College Park, GA   | Fire Chief                             | 2024 |
| City of College Park, GA   | Finance Director                       | 2024 |
| City of College Park, GA   | Executive Director - Convention Center | 2024 |
| City of East Point, GA     | Finance Director                       | 2024 |
| City of East Point, GA     | IT Director                            | 2024 |
| City of Sandersville, GA   | Public Works Director                  | 2024 |
| City of Acworth, GA        | Public Works Director                  | 2024 |
| City of Fayetteville, GA   | Communications Director                | 2024 |
| Town of Easton, MD         | Town Manager                           | 2024 |
| City of Guyton, GA         | City Manager                           | 2024 |
| City of Port Wentworth, GA | Assistant City Manager                 | 2024 |
| City of Warner Robins, GA  | City Engineer                          | 2024 |
| City of Dade City, FL      | City Manager                           | 2024 |
| City of College Park, GA   | Communications Director                | 2024 |
| City of Tifton, GA         | City Manager                           | 2024 |
| Town of Ocean City, MD     | Chief of Police                        | 2024 |

|                                |                                           |      |
|--------------------------------|-------------------------------------------|------|
| City of Cape Canaveral, FL     | Chief Building Official                   | 2025 |
| City of College Park, GA       | Deputy Fire Chief                         | 2025 |
| City of Warner Robins, GA      | Interim Finance Director                  | 2025 |
| Washington County, GA          | County Administrator                      | 2025 |
| City of Winder, GA             | Interim Finance Director                  | 2025 |
| City of Winder, GA             | Finance Director                          | 2025 |
| City of College Park, GA       | Interim Purchasing Administrator          | 2025 |
| City of Clarkston, GA          | Interim Finance Director                  | 2025 |
| City of Villa Rica, GA         | Interim Community Development Director    | 2025 |
| City of Alpharetta, GA         | Interim Assistant City Clerk              | 2025 |
| City of Valdosta, GA           | Interim Senior Accountant                 | 2025 |
| St. Mary's County, MD          | EMS Chief                                 | 2025 |
| City of Chamblee, GA           | Interim Planning and Development Director | 2025 |
| Clayton County Water Authority | Engineering Director                      | 2025 |
| City of Marietta, GA           | Deputy Finance Director                   | 2025 |
| City of North Myrtle Beach, SC | Finance Director                          | 2025 |
| Town of Hilton Head Island, SC | Planning Director                         | 2025 |
| Town of Hilton Head Island, SC | Assistant Planning Director               | 2025 |
| Town of Hilton Head Island, SC | Assistant Finance Director                | 2025 |
| Town of Hilton Head Island, SC | Plans Examiner                            | 2025 |
| City of Stone Mountain, GA     | City Manager                              | 2025 |
| City of Woodstock, GA          | Chief of Police                           | 2025 |
| City of Chamblee, GA           | Planning and Development Director         | 2025 |

# EXHIBIT A – CANDIDATE PROFILE

[dadecityfl.com](http://dadecityfl.com)

## The Ideal Candidate

- Amiable leader with the ability to relate to a diverse workforce
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising elected officials on complex and/or controversial issues
- Exceptional communication skills
- Supportive leader, able to delegate tasks and allow a seasoned staff to work with autonomy
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Ability to refrain from being a chokepoint in the decision-making process
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests

## Qualifications

- The City Manager shall have, prior to appointment, a master's degree in business or public administration from an accredited college or university or at least five years' experience as an executive or administrator either in public administration or private business or an equivalent combination of education and experience
- Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation
- Knowledge and experience in developing municipal infrastructure, managing technical projects and personnel as well as communicating complex information to a diverse audience of consultants, City staff, elected officials, citizens and business owners

[CLICK HERE TO VIEW THE CITY MANAGER JOB DESCRIPTION](#)

# EXHIBIT B – RECRUITMENT BROCHURE



Item #3.

[dadecityfl.com](http://dadecityfl.com)

RECRUITMENT

# City Manager

FIRST REVIEW OF RESUMES - JUNE 6, 2025

Executive search provided by:



May 7

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[dadecityfl.com](http://dadecityfl.com)

**Regional Map**  
Tampa Bay Area, FL (Area)



**Dade City, FL**

**Pasco County, FL**



**Dade City, FL**

## The Community

The City of Dade City, incorporated in 1885, was named after U.S. Army Major Francis L. Dade, is the county seat of Pasco County, Florida, and is located approximately 35 miles north of Tampa, and 60 miles west of Orlando.

With a current population of approximately 10,000 residents and growing, Dade City is a community with a rich history, a small-town feel and a growth pattern that will lead to opportunities for prosperity. The City is looking for a City Manager who can help lead the City to a bright future while retaining its charm and character.

In September 1885, the first regular train of the Florida Central and Peninsular Railway passed through the City, beginning a history of a strong rail presence that has impacted the growth and development of the City.

The railroads and the citrus industry, along with Dade City's ideal location between the ocean and Orlando, have contributed to its economy and population increases. During World War II, the government established a prisoner-of-war (POW) camp in Dade City. The POW camp operated from approximately 1942 to the spring of 1946. The site has been redeveloped as the Naomi Jones Park and James Irvin Civic Center.


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## The Community

Modern Dade City offers an ideal family environment with affordable, quiet neighborhoods and an assortment of entertainment, cultural and park amenities, and activities. A drive through the heart of the community reveals a city with a proud heritage and promising future. Historical buildings that have been adapted for contemporary commercial enterprises are sprinkled throughout the community.

Visible signs of steady new growth are evidenced by the recent residential and commercial projects taking hold in the community. Dade City residents and visitors benefit from a lifestyle that values sound education, community pride, active lifestyles, and safe neighborhoods.

Dade City is a vibrant and family-oriented community. 70% of its population is below the age of 59. Dade City remains a vibrant and affordable community. The City has a diversity of housing types, including single-family homes, townhomes and apartments. Currently, 63.7% of homes are owner occupied. In 2023, the median home value in Dade City was \$157,416 compared to a median home value of \$284,798 for Pasco County, \$330,683 for Florida and \$308,943 for the U.S.

The Pasco County School District serves the students of Dade City. Dade City is home to four public schools—Rodney B. Cox Elementary, Pasco Elementary, Pasco Middle School, and Pasco High School.

Dade City still retains its “Old Florida” charm, with a thriving downtown and a strong sense of community sitting on the cusp of major growth, which will have a tremendous impact on this municipality.

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## The City Government

Dade City operates under a chartered Commission - Manager form of government. Citizens elect a governing body to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations. In Dade City, the five commissioners are elected at-large, and serve a four-year term. The Mayor is elected by the City Commission. The Mayor serves as the presiding officer of the Commission and as the head of the City for ceremonial purposes.

The Commissioners appoint the City Manager, City Clerk, Finance Officer, and the City Attorney. The City Manager is the Chief Executive Officer of the City and is responsible for the management of all City affairs and for ensuring that all laws, rules, and provisions of the City Charter are enforced and executed.

The total budget for the fiscal year 2024-2025 is \$40,714,965. This represents an increase of \$5,492,215 or 15.6% from the FY 2023-2024 budget.

A millage rate of 6.93, assessed on the taxable value of property within the city, was used to provide this level of funding. This is a reduction of approximately 1% from the previous millage rate of 7.00. The General Fund budget increase was mainly due to the hiring of additional staff, salary and benefits increases, the insurance crisis, inflationary effects, and supply chain issues.



Executive search provided by:





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## Elected Officials



**Scott Black**  
Mayor



**Normita Woodard**  
Mayor Pro Tem



**Kristin Church**  
Commissioner



**James Shive**  
Commissioner



**Ann Cosentino**  
Commissioner



[dadecityfl.com](http://dadecityfl.com)

## Key Staff



**Angie Guy**

City Clerk



**Catherine Ralston**

Director of Community &  
Economic Development



**Kendon Daniels**

Utilities Director



**Marieke vanErven**

Acting City Manager



**Will Toner**

Public Works Director



**Peter Altman**

Finance Officer



**Terri Dison**

Human Resources  
Director



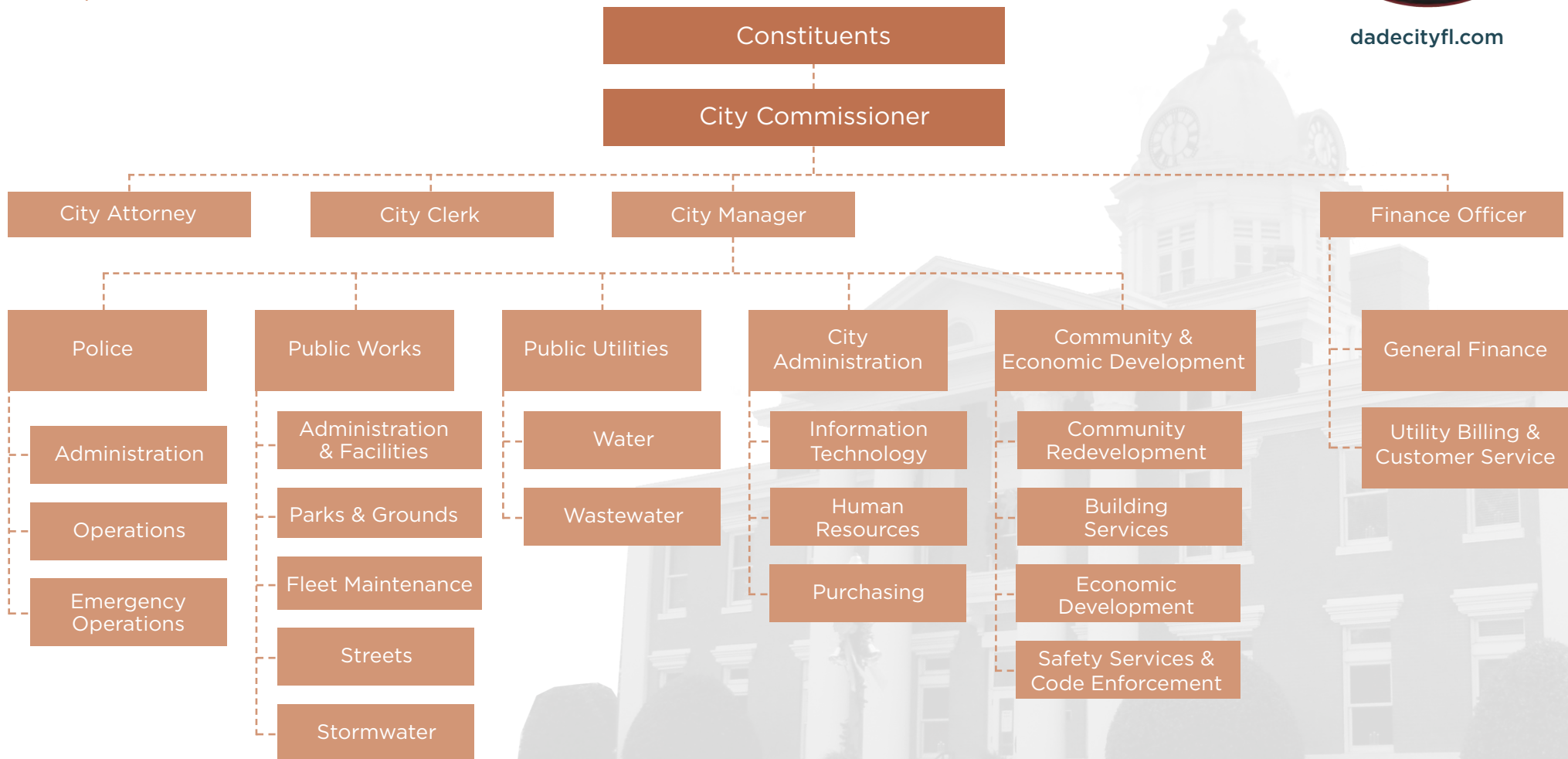
**Robert Tungate**

Acting Chief of Police



[dadecityfl.com](http://dadecityfl.com)

# Organizational Chart



[dadecityfl.com](http://dadecityfl.com)

## The Role

The City Manager is a well-established role for the City of Dade City. The City Manager will work for the elected officials and be responsible for overseeing the day-to-day operations of this growing local government. The City Manager also serves the needs of the Mayor and City Commission as they debate and develop citywide policies. The City Manager provides leadership and direction in the development of short- and long-term plans. The City Manager provides staff support to the elected officials and attends Commission meetings.

The City Manager is responsible for the hiring and management of the City's Department Heads. The City Manager makes sure there are proper procedures and policies in place for the efficient operation of the local government. The City Manager helps to prepare the annual budget and is responsible for helping to communicate the financial condition of the City to the elected officials. The City Manager should have experience and display competency in successfully overseeing municipal finances.

The City Manager also represents the City in interactions with citizens, business owners, other governments and key outside stakeholders.

The City Manager is a spokesperson for the City and is expected to be an involved member of the community.

The City Manager needs to be a leader, be progressive minded in both management and leadership style and understand the importance of and be fully prepared to partner with the City Commission, key staff and the community to move the City forward.



[dadecityfl.com](http://dadecityfl.com)

## Challenges & Opportunities

First and foremost, there is a strong consensus among the Commission, staff and the community that there exists an overall troubling lack of communication which has created a number of issues. The next City Manager must make it the number one priority to rectify this situation.

Personnel management will be another key component to the position. Managing the current staff, creating a cohesive constructive working environment and bringing in the right people to fill key positions will be of great importance and demand immediate attention.

The chosen individual must be prepared to deal with the tremendous growth outside of the center of the City. Preparing the City and the local government apparatus to meet the challenges of rapid growth is essential for success.

The City Manager must be prepared to be a unifier, embrace diversity, and act to create an atmosphere of inclusivity, fairness, and belonging.



[dadecityfl.com](http://dadecityfl.com)

## Challenges & Opportunities

Community involvement, visibility at community events, as well as a genuine connection between the City Manager and all members of the community is critical to success. Intractable introverts and candidates who see community involvement as a necessary but unappealing obligation need not apply. The Commission wants candidates who genuinely enjoy community engagement and see it as a critical part of the City Manager's core responsibilities.

The elected officials are seeking a City Manager who will tell them what they need to hear, not what he/she thinks they want to hear. Regular and frank communication is a must and a high priority for both the Commission and staff.

This position calls for someone who can think strategically and resist impulsivity. They weigh their actions based on the impact on the current and future circumstances. This individual must have strong, proven leadership abilities and have the skill to set realistic, attainable goals for staff with the expectation that staff can be given the resources to achieve these goals. The City needs a mentor to develop key staff; one who recognizes talent, sets high expectations and holds people accountable for their actions.

The City needs a relatable leader; someone who can create a stable, comfortable workplace employees will embrace. Strong people skills, strong organizational skills and strong customer service skills will serve the successful candidate well.

The successful candidate must possess strong financial skills. The City is wrestling with growth opportunities and will count on the City Manager to help evaluate the financial consequences when making strategic decisions.

The successful candidate will have to manage the expectations of a strong, active historical downtown business district that is cautiously measuring the potential impact growth may have on the district.



[dadecityfl.com](http://dadecityfl.com)

## The Ideal Candidate

- Amiable leader with the ability to relate to a diverse workforce
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising elected officials on complex and/or controversial issues
- Exceptional communication skills
- Supportive leader, able to delegate tasks and allow a seasoned staff to work with autonomy
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Ability to refrain from being a chokepoint in the decision-making process
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests

## Qualifications

- The City Manager shall have, prior to appointment, a master's degree in business or public administration from an accredited college or university or at least five years' experience as an executive or administrator either in public administration or private business or an equivalent combination of education and experience
- Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation
- Knowledge and experience in developing municipal infrastructure, managing technical projects and personnel as well as communicating complex information to a diverse audience of consultants, City staff, elected officials, citizens and business owners

[CLICK HERE TO VIEW THE CITY MANAGER JOB DESCRIPTION](#)

[dadecityfl.com](http://dadecityfl.com)

## Application Process

For more information on this position, including supplementary documents and resources, visit the recruitment webpage at:

[City of Dade City, City Manager Recruitment Page](#)

The first review of resumes will take place June 6, 2025. Please refrain from communicating with the staff or elected officials with the City of Dade City. Please direct inquiries, concerns, and/or problems to Sumter Consulting. Please contact the Executive Recruiter with any questions or concerns.

Email: [warren@sumterconsulting.com](mailto:warren@sumterconsulting.com)

Phone: 404-535-0525

Website: [www.sumterlocalgovconsulting.com](http://www.sumterlocalgovconsulting.com)





## Compensation

\$160,000-\$170,000 (salary negotiable based on experience)

## Benefits

In addition to a competitive market-based salary, the City offers all employees excellent employment benefits. Please note that contract negotiations will enable candidates to negotiate other benefits. Here is a summary of key benefits offered to all employees:

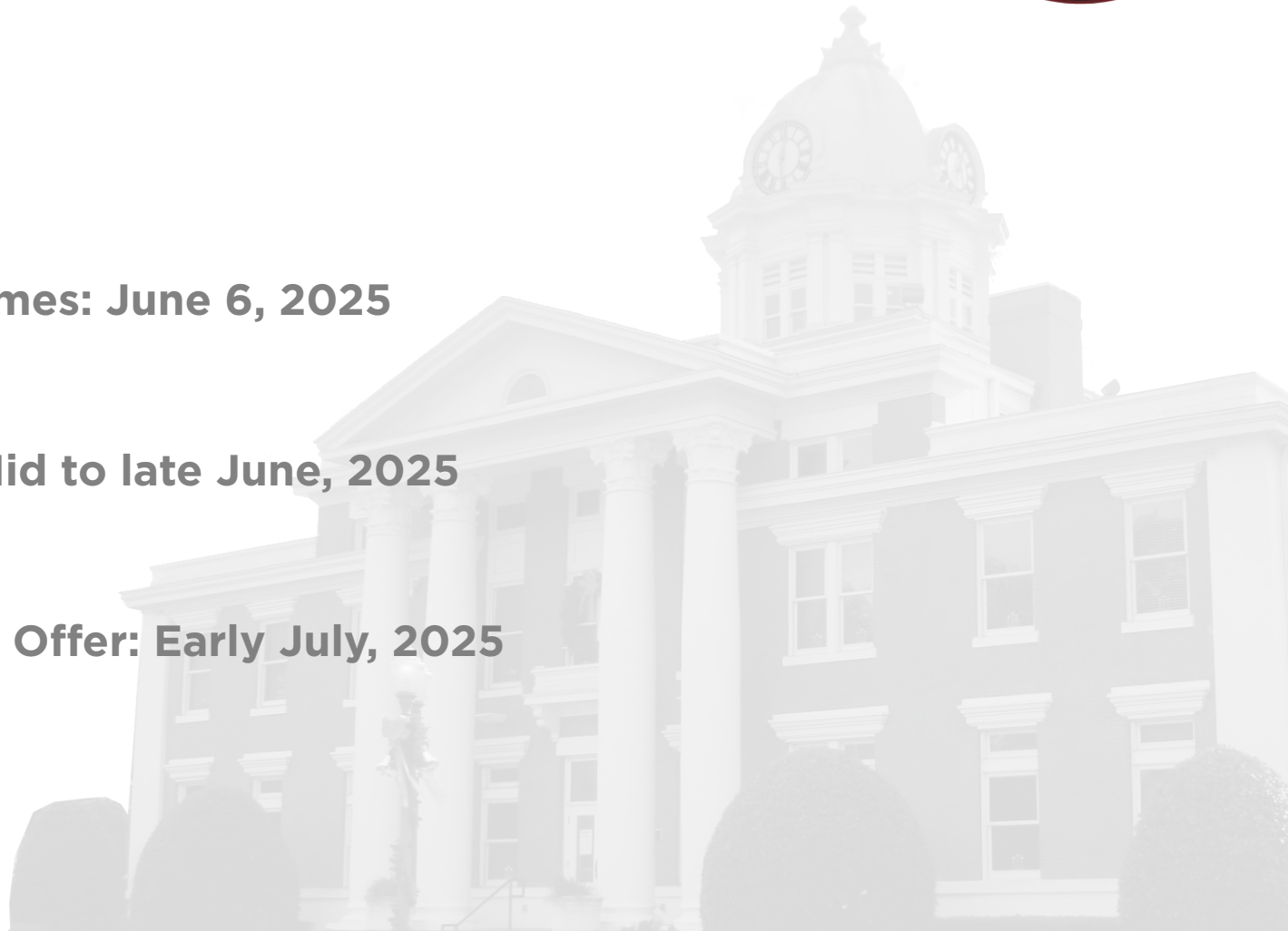
- City-paid health insurance for employee (United Healthcare); optional dental and vision (MetLife), with an option to include dependents at employee cost
- City-paid life insurance and accidental death & dismemberment insurance; optional additional life insurance, short-term disability and long-term disability (MetLife)
- Flexible Spending Account and Dependent Care Account; optional additional term and whole life insurance (American Fidelity)
- Optional supplemental insurance - Accident, Critical Illness-Cancer, Hospital Indemnity (Allstate)
- Dade City 401(a) Plan - (Florida Municipal Pension Trust Fund) - City contributes 8%; employee contributes 4%; fully vested after 6 years (for all City employees except sworn police officers; begin earning first day of employment)
- Optional deferred compensation - Florida Municipal Pension Trust Fund

[CLICK HERE TO VIEW THE CITY MANAGER BENEFITS](#)



## Hiring Process and Projected Timeline

- **Apply here**
- **First Review of Resumes: June 6, 2025**
- **Finalist Interviews: Mid to late June, 2025**
- **Background Check & Offer: Early July, 2025**



## EXHIBIT C – INNOVATIVE INTERVIEW

# INNOVATIVE INTERVIEWS

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The interview process is intended for candidates to be fully informed about their prospective employer as well as for the city to find out as much as it can about the candidate's abilities, qualifications, and character.

Sumter Consulting believes that there are methods outside the traditional interview process used to discover more about the applicant than a question and answer can produce.

When the City of Johns Creek was interviewing candidates for a Communications Director position, the ideal candidate profile called for the successful candidate to be capable of handling crisis communication while providing a sense of confidence and calm under heavy stress. They could have asked candidates to discuss a time in their careers when they dealt with a crisis, but instead the city created a crisis and put the applicants to the test....

Here is why Sumter Consulting approaches the recruitment process differently than other firms. The following is a retelling of a recruitment process Warren Hutmacher led for the City of Johns Creek, GA.



# INNOVATIVE INTERVIEWS

## Example: “The Crisis Unveiled”

Candidates entered the conference room for their individual interviews opposite three similarly dressed interviewers representing the city. Hands are shaken, introductions made, and the interviews proceed like any other interview held by a city government. While the employer is taking turns asking questions, the door suddenly comes flying open and a city staffer bellows into the room in an agitated state that the Communications Director candidate is urgently needed to help with a crisis in the making.



The candidate is whisked away to a separate conference room and is briefed by the Police Chief and Assistant City Manager regarding an officer involved shooting that has just occurred. The facts are hazy and are dribbling in. The candidate is then asked to go to the PD Headquarters and interview the Sergeant and Lieutenant on duty when the shooting happened.

After talking with an obviously flustered Sergeant and an overly tight-lipped Lieutenant, the candidate must take this information and what he learned from the Chief and Assistant City Manager to craft an immediate action plan and a press release and prepare for a press conference to be held in the next 30 minutes.

After 30 minutes alone with pen and paper, the candidate is taken by the Police Chief to the Roll Call room for a press conference. The video cameras are rolling, and a dozen city staff are in attendance. The candidate is called to the podium to give a statement and take questions from the “reporters” in the room. The candidate is peppered with questions, some of which are unfair, and some are hard hitting.

# INNOVATIVE INTERVIEWS

## Example: “The Crisis Unveiled” continued

After this 30-minute exercise, the candidate is taken back to the original panel interview to brief the panelists as to how they think they did with the exercise and finish up their formal question and answer interview.

This process is repeated for all three finalists. The videos are compiled and the participants from the staff (Police Chief, Assistant City Manager, Sgt., Lt., and staff acting as reporters) gather to review the press releases, view the press conference videos, and conduct a full debrief on the entire exercise. The City Manager learned the following from this experience:

The first candidate panicked and was very uncomfortable in dealing with the crisis. He was pushed around by the “reporters” at the mock press conference. His answers, press release and leadership through the exercise did not meet the expectations for the job.

The second candidate’s performance was rated as mediocre. She failed to keep certain confidential details off the public record after being warned by the Chief of Police that certain facts were not to be shared publicly.



The last candidate was sharp, unaffected by the stress and handled the reporters politely and directed the answers toward the city’s narrative. It didn’t hurt that this candidate was the former public affairs Captain for the United States Navy’s entire Pacific Fleet. When asked afterwards about the exercise, he joked that this crisis was rather easy to deal with compared to North Korea!

# EXHIBIT D – SEMI-FINALIST REPORT

EXECUTIVE SEARCH

# Semi-Finalist Candidate Review

City of Winder, GA

**Finance Director**



Executive search provided by:



May 7,

Page 65

# AGENDA

Review of Process

Review of Ideal Candidate Profile

Candidate Review

Semi-Finalist Recommendations

Review Next Steps

# INITIAL CANDIDATE REVIEW

## REVIEW OF PROCESS

Development of Ideal Candidate Profile and Recruitment Brochure

Advertising

Recruitment

Initial Candidate Review - Client

Selection of Semi-Finalists - Client

Recorded Interviews for Semi-Finalists with Search Consultant

## Review of Semi-Finalists with Client and Selection of Finalists

Finalist Interviews with...

Background Investigations, Selection, and Negotiations

## THE IDEAL CANDIDATE

Strong leadership abilities to effectively manage and inspire the finance and customer service team

Exceptional analytical and problem-solving skills to navigate complex financial scenarios

Extensive knowledge of governmental accounting, budgeting, and financial management

Excellent communication skills to clearly convey financial information to diverse audiences

Ability to think strategically and align financial planning with the city's long-term goals

Meticulous attention to detail in financial analysis, reporting, and compliance

Strong interpersonal skills to build effective working relationships with city leadership, departments, and external stakeholders

Flexibility and adaptability to respond to changing financial conditions and priorities

Proven experience in municipal finance or a related field, demonstrating a track record of success

Expertise in identifying and mitigating financial risks to protect the city's assets

Ability to recruit, train, and develop finance staff, fostering a culture of excellence and continuous improvement

In-depth understanding of local, state, and federal financial regulations

A strong commitment to contributing to the city's financial health and prosperity

A good sense of humor

## QUALIFICATIONS

Bachelor's degree in public administration, accounting, finance, or related field required; CGFO, CPA or master's degree preferred.

A minimum of five years' experience is required in municipal financial management, with increasingly responsible supervisory experience.

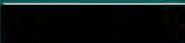
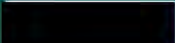
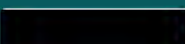
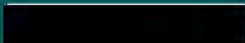
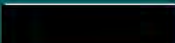
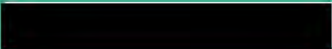
Must be proficient in governmental finance theory and concepts, including but not limited to Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) statements/pronouncements, and applicable municipal laws and regulations.

Must be team-oriented, with the ability to instill a sense of customer service and responsiveness in subordinates.

Knowledge of fiscal functions and practices of municipalities is required.

Municipal supervisory experience in accounting, cash and investments, debt management, property tax, purchasing, municipal court, and water customer services (utility billing and meter reading) preferred.

## Semi-Finalists selected by client

|                                                                                     |                                                                                     |                                                                                       |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|    |    |    |    |
|    |    |    |    |
|    |    |    |    |
|  |  |  |  |

## Semi-Finalists selected by client

### What I like

- She is well spoken and articulate
- She is a Certified Local Government Finance Officer and Certified Public Manager
- Has extensive experience with enterprise funds
- Strong accounting background
- She is in the final stages of receiving her Doctorate in Business Administration
- Lives within driving distance of Winder

### What concerns me

- She has spent the majority of her career as an Accounting Analyst
- No experience as a Finance Director
- Has no experience supervising staff

## Semi-Finalists selected by client

### What I like

- He has served for the last four years as the Finance Director of [REDACTED]
- Has extensive experience with Water & Sewer, including using Waterworth software that helped manage the system
- Has extensive experience as an Accountant in the private and non-profit sectors
- Based on information from the interview, he appears to be a self-starter who seeks out ways to make improvements to operations
- Approachable, sensible, and collaborative management style

### What concerns me

- Some of his answers lacked depth
- I'm not sure he is committed to relocating at this time

## Semi-Finalists selected by client

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### What I like

- She has extensive experience as a Finance Director, Assistant Finance Director, and County Manager with multiple local governmental organizations
- Extensive knowledge of all aspects of governmental accounting
- The candidate has experience with various enterprise funds, including rate setting
- The candidate has implemented various financial software systems during her career
- She is well spoken, articulate, and personable

### What concerns me

- Most of the candidate's experience is from out of state

## Semi-Finalists selected by client

### What I like

- She is well spoken and articulate
- The candidate has an extensive accounting background
- She has some limited experience as a Financial Services Manager for [REDACTED]
- The candidate has experience with multiple enterprise funds and the auditing of those funds
- She seemed to have a good understanding of the City of Winder

### What concerns me

- The candidate did not talk much about her time and experience with [REDACTED]
- This position would be a big move from her current role

## Finalist Recommendations

(in no particular order)

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

**CITY OF FOREST PARK, GEORGIA**  
**REQUEST FOR PROPOSAL**

**City Manager Search**

---

Prepared by Robert E. Slavin on August 18, 2025



3040 Holcomb Bridge Rd. Suite A-1 • Norcross, Georgia 30071 • (770) 449-4656 • FAX (770) 416-0848 • E-mail:  
[slavin@bellsouth.net](mailto:slavin@bellsouth.net) [www.slavinweb.com](http://www.slavinweb.com)  
With an affiliates in Alexandria, VA; Burlington, NC; Lake Mary, FL; Louisville, KY; Manteca, CA and Queen Creek, AZ

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 EEO Statement  
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 Minority and Female Placements

**COVER LETTER**

August 18, 2025

Talisa R. Adams, CPPO  
Procurement Manager  
City of Forest Park  
745 Forest Parkway  
Forest Park, GA 30297  
Via: [tadams@forestp.arkga.gov](mailto:tadams@forestp.arkga.gov)

***Re: Executive Search Services for City Manager***

Dear Talisa Adams:

The purpose of this project is to help the City Council to develop and agree to a comprehensive position profile for City Manager and then to identify, recruit and present outstanding candidates who meet these criteria. Once the profile has been approved by the City Council, SMC will have no difficulty identifying quality prospective candidates and becoming immediately productive. It is normal for a City Manager search to take between sixty and ninety days to complete.

This important engagement will be managed by me, Robert E. Slavin. I will be assisted by Barbara Lipscomb. Biographical info for both team members is provided in this proposal.

SMC is pleased to submit this proposal. We are most capable and interested in providing these services to Forest Park.

Our contact information is:

**Robert E. Slavin, President**  
Slavin Management Consultants  
3040 Holcomb Bridge Road, A1  
Norcross, GA 30071  
E-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)  
Phone: 770.449.4656  
Fax: 770.416.0848

Sincerely,

**SLAVIN MANAGEMENT CONSULTANTS**

Robert E. Slavin, President

From the City's Comprehensive Annual Financial Report and Budget we learned that Forest Park was incorporated in 1908 and that it is located approximately nine miles south of Atlanta's downtown business district. The City enjoys access to Interstate Highways I-75 and I-285, and Hartsfield-Jackson International Airport. The City currently covers a land area of 9.3 square miles and it serves a population of approximately 19,932, based on the latest census. The City is empowered to levy a property tax on both real and personal properties located within its boundaries.

Forest Park operates under the Council-Manager form of government. Policymaking and legislative authority are vested in the City Council, which consists of a mayor and a five-member council. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees and hiring the City Manager and the City's attorney.

The City Manager is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City. The Council members are elected on a non-partisan basis. Council members are elected to four-year staggered terms with three elected every two years. The Mayor is elected for a four-year term. All Councilmembers are elected from their districts, while the Mayor is elected at large.

Forest Park provides a full range of municipal services, including police and fire protection; sanitation services; the construction and maintenance of highways, streets, and infrastructure; and recreational activities and cultural events. Forest Park's FY 2026 -26 total overall budget is \$43,034,857.22.

### **SLAVIN MANAGEMENT CONSULTANT QUALIFICATIONS**

Slavin Management Consultants (SMC) is an independent management consulting firm formed in 1991 and incorporated in the State of Georgia. We operate nationwide from our home office near Atlanta, Georgia. I am the principal and only stock holder of the firm. SMC has affiliates in Alexandria, VA; Burlington, NC; Lake Mary, FL; Louisville, KY; Manteca, CA and Queen Creek, AZ. Our Federal ID number is 58-2377-314.

The company provides exceptionally high-quality consulting services to state and local governments, health care providers, transit authorities, utilities, special districts, and private sector clients. Specialty practice areas include executive recruitment, pay and classification, performance appraisal systems, and organization development and training. Our key consultants have conducted successful assignments for hundreds of public sector and not profit organizations nationally and offer many references as testimony of our work.

Over the years, SMC has recruited and placed more than 900 local government executives including several in Georgia where we have served the communities of Albany, Alpharetta, Bibb

County, Brookhaven, Cartersville, Clarkston, Cobb County, Decatur, Lithia Springs, Duluth, Dunwoody, Fulton County, Gainesville, Glenn County, Gwinnett County, Hall County, Lawrenceville, Lilburn, Perry, Quitman, Snellville, Statesboro, Stockbridge, Tift County, Valdosta, and Whitfield County. *SMC is proud that more than 25% of our placements have been with woman and/or minority candidates.*

Our process is designed to be minimally disruptive to the City's normal activities. However, it will be critical to have City Council member involvement at the beginning of the search to gather information critical to producing an accurate recruitment profile. We will meet with the Council at least two additional times - - once for an in-person progress meeting and then for finalist/Council interviews. We will need an assigned staff liaison to schedule necessary meetings and to facilitate orderly information exchange.

This proposal commits the highest level of our firm's resources. I, Bob Slavin, will manage and serve as the primary consultant for the project. I am the owner and president of SMC and am among the most experienced recruiters of governmental managers in the nation. I have a strong and proven commitment to providing exceptional recruitment services to public agencies and have received many accolades supporting this work. *I have the authority to bind the corporation.* Barbara Lipscomb will assist with the project. Both of us have been local government executives and are both now experienced human resources consultants.

#### **Recent SMC Chief Executive Searches**

| CLIENT              | POP     | SEARCH FOR     | START DATE | FINISH DATE | STAFF ASSIGNED (Mgr/Asst) | Contact Information                                                                     |
|---------------------|---------|----------------|------------|-------------|---------------------------|-----------------------------------------------------------------------------------------|
| Buncombe County, NC | 260,000 | County Manager | 10/29/18   | 1/7/19      | Slavin/Lipscomb           | Chair Brownie Newman<br>(828) 243-0107<br>newman@buncombecounty.org                     |
| Citrus County, FL   | 155,800 | County Manager | 7/20/22    | 10/18/22    | Slavin/Trager             | June Randall, H/R Director<br>(352) 527-5372<br>june.randall@citrusbocc.com             |
| Corpus Christi, TX  | 285,000 | City Manager   | 12/13/18   | 4/10/19     | Slavin/Wenbert            | Mayor Paulette M. Guajardo<br>(361) 826-3100<br>paulette.guajardo@cctexas.com           |
| Corinth, TX         | 20,600  | City Manager   | 7/11/22    | 8/30/22     | Slavin/Krings             | Guadalupe Ruiz<br>Human Resources Director<br>(940) 498-3277<br>gruiz@cityofcorinth.com |
| Danville, KY        | 17,000  | City Manager   | 9/16/20    | 11/30/20    | Slavin/Frank              | Mayor Mike Perros<br>(859) 238-1200<br>mayor@danvilleky.org                             |
| Daytona Beach, FL   | 68,900  | City Manager   | 12/08/20   | 03/12/21    | Slavin/Lipscomb           | James Sexton<br>(386) 671-8200<br>sextorj@codb.us                                       |

| CLIENT                             | POP                | SEARCH FOR              | START DATE | FINISH DATE | STAFF ASSIGNED (Mgr/Asst) | Contact Information                                                                                                                           | Item #3. |
|------------------------------------|--------------------|-------------------------|------------|-------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Dothan, AL                         | 68,500             | City Manager            | 7/29/24    | 01/06/25    | Slavin                    | Mayor Mark Saliba<br>(334) 615-3110<br>mayor@dothan.pog                                                                                       |          |
| Durango, CO                        | 19,071             | City Manager            | 2/4/20     | 7/3/20      | Slavin/<br>Krings         | Mayor Mayor Gilda Yazzie<br>gilda.yazzie@durangoCO.org                                                                                        |          |
| Evans, CO                          | 21,400             | City Manager            | 10/4/16    | 1/20/17     | Slavin/<br>Wenbert        | Julie Roeder H/R & Risk Mgmt Dir<br>(970) 475-1138<br>jroeder@evanscolorado.gov                                                               |          |
| Georgetown, SC                     | 10,000             | City Administrator      | 3/14/19    | 5/31/19     | Slavin                    | Mayor Carol Jayroe<br>(843) 545-4175<br>cjayroe@cogsc.com                                                                                     |          |
| Georgetown County, SC              | 61,000             | County Administrator    | 11/22/19   | 3/11/20     | Slavin/Lipscomb           | Board Chair John Thomas<br>(843) 327-3718<br>johnthomas@gtcounty.org                                                                          |          |
| Greenville, NC                     | 84,500             | City Manager            | 3/15/17    | 6/11/17     | Slavin                    | Mayor PJ Connelly<br>(252) 329-4419<br>amthomas@greenvillenc.gov                                                                              |          |
| Harnett County, NC                 | 133,568            | County Manager          | 9/15/21    | 11/22/21    | Slavin/Lipscomb           | Chair Lewis Weatherspoon<br>(919) 306-2900<br>Lweatherspoon@harnett.org                                                                       |          |
| Kettering, OH                      | 57,862             | City Manager            | 8/16/22    | 10/15/22    | Slavin/Krings             | Jenny Smith, H/R Director<br>(937) 296-2446                                                                                                   |          |
| Lubbock, TX                        | 340,000            | City Manager            | 7/18/16    | 10/28/16    | Slavin/ Wenbert           | Former Mayor Dan Pope<br>linkedin.com/dan-pope-95b3809                                                                                        |          |
| Maplewood, MO                      | 8,100              | City Manager            | 3/15/21    | 6/14/21     | Slavin                    | Anthony Traxler<br>Dir of Public Works/ Asst. City Manager<br>(314) 646-3635<br>atraxler@maplewoodmo.gov                                      |          |
| Mount Dora, FL                     | 12,500             | City Manager            | 7/13/21    | 9/14/21     | Slavin                    | Sharon Kraynik<br>Fmr Human Resources Dir<br>Current Port Orange HR Dir<br>(386) 506-5560                                                     |          |
| Mount Rainier, MD                  | 8,100              | City Manager            | 3/04/21    | 7/08/21     | Slavin                    | Mayor Celina Benitz<br>(301) 985-6585<br>mayorbenitez@mountrainiermd.org                                                                      |          |
| Metro/Plan Orlando                 | 3-County MPO       | Executive Director      | 3/23/18    | 6/1/18      | Slavin                    | Mr. Jason S. Loschiavo, CPA<br>Director of Finance & Admin<br>MetroPlan Orlando<br>(407) 481-5672 Ext. 310<br>jloschiavo@metroplanorlando.org |          |
| Metropolitan Washington COG (D.C.) | Regional COG & MPO | Chief Financial Officer | 3/23/19    | 9/20/19     | Slavin/Frank              | Mr. Clark Mercer, Executive Director<br>(202) 962-3260<br><a href="mailto:cmercer@mwkog.org">cmercer@mwkog.org</a>                            |          |

| CLIENT             | POP     | SEARCH FOR            | START DATE | FINISH DATE | STAFF ASSIGNED (Mgr/Asst) | Contact Information                                                                                                                                                                 | Item #3. |
|--------------------|---------|-----------------------|------------|-------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Quitman, GA        | 3,703   | City Manager          | 3/17/21    | 8/03/21     | Slavin/Lipscomb           | Councilman Mark De Vane<br>(229) 263-4166<br>mdevine@quitman.org                                                                                                                    |          |
| Sandusky, OH       | 25,000  | City Manager          | 5/5/23     | 7/28/23     | Slavin                    | Richard Brady, Comm. President<br>(419) 627-5850<br>rbrady@cityofsandusky.com                                                                                                       |          |
| Spring Hill, TN    | 62,000  | City Administrator    | 03/19/25   | 07/11/25    | Slavin/Kross              | Chris Clausi, J.D.<br>H/R Dir and Former Interim City Administrator<br>(931) 486-2252 ext.265<br>cclausi@springhilltn.org                                                           |          |
| Volusia County, FL | 550,000 | Deputy County Manager | 3/18/19    | 7/21/19     | Slavin/Lipscomb           | Mr. George Recktenwald<br>County Manager<br>(386) 736-5920<br>grecktenwald@volusia.org                                                                                              |          |
| Winter Springs, FL | 40,000  | City Manager          | 06/12/24   | 09/05/24    | Slavin                    | Mayor Kevin McCann<br>City of Winter Springs<br>1126 East State Road 434<br>Winter Springs, FL 32708<br>(404) 327-5956<br>City Manager Search (2024)<br>kmccann@winterspringsfl.org |          |

### **SCOPE OF SERVICES**

Slavin Management Consultants (SMC) uses a "critical path" search process which allows our clients to focus attention on the selection process rather than on identifying, recruiting, screening and evaluating candidates. We understand that each client's need for key executives is different and that there is no "best" person for all situations. The best prospects are typically happily employed and not responding to advertisements. These people need to be found and encouraged to become candidates. They are understandably reluctant to apply for positions when their interest could become a matter of public information prior to being assured that Forest Park is interested in their candidacy. Our approach to this assignment will reflect the unique qualities of Forest Park. It will honor the interests of candidates to the extent possible under Georgia law.

SMC provides comprehensive and thorough executive search services to its clients which are distinguished by our on-site visits to finalist candidates. Our work is of the highest quality. The average tenure of our chief executive placements is about eight years. The national average is about five years.

We recommend a proven and comprehensive five-step process to complete this project. The steps are as follows:

- Develop job qualifications and requirements for the position -- the *Recruitment Profile*.
- Identify and recruit qualified candidates.
- Evaluate prospective candidates.
- Make recommendations, help in selection and facilitate employment.
- Establish evaluation criteria and follow-up.

#### **A. Develop Position Profile**

We will meet with each City Council member individually and with staff and others of the Council's choosing to learn the City's needs, focus and requirements such as experience, education and training as well as preferred management style and personal traits. In developing the recruitment profile, we will spend a considerable amount of time at the beginning of the process in Forest Park to gather additional information about the City and to ascertain, the unique challenges of the job and the general environment within which the position functions.

Once we have gained the necessary information, we will prepare a draft recruitment profile and review it with the City Council to arrive at a general agreement regarding the specifications for the position. The final profile will include information about the region, Forest Park, the City government, major issues to be faced, the position and the selection criteria established.

#### **B. Identify Qualified Candidates**

We will first review our database to find those candidates whom we may already know and/or already have on file who may meet your specifications. Although the above process is valuable, we will rely heavily on our own contacts in related fields, on our own experience and increasingly of professional web based social networking. In other words, through "networking," we will conduct a professional search for the best-qualified candidates and invite them to apply for the position. In this effort, we utilize appropriate professional organizations, our established contacts, and our knowledge of quality jurisdictions and their employees.

We will prepare and place electronic and print based advertisements with national, state and regional professional organizations. We will acknowledge all resumes received and thoroughly screen all potential candidates.

#### **C. Evaluate Prospective Candidates**

##### ***Preliminary Screening and Progress Report***

Criteria for the preliminary screening will be contained in the approved recruitment profile. They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

We request that all candidates provide us, in writing, substantial information about their accomplishments and their management style and philosophy. This information is verified and, at the City's option, may be further tested by having the finalists respond to a supplemental questionnaire and/or complete management and leadership style inventories. We interpret these instruments for the City as well.

We will meet with the City Council to provide a progress report on a number of semifinalist candidates. These individuals will be top prospects who clearly meet the City's specifications for the position. With guidance from the City Council, we will narrow the semifinalist candidate group on the basis of refined criteria. During this meeting we will assist the City Council to develop a comprehensive plan for final candidate interviews. Details will include confidentiality issues, scheduling, candidate travel, community tours, staff and community involvement. We will also determine the City Council's expectations relative to interview questions that we will write as well as candidate rating and scoring processes which will be included in our final report.

#### **D. Selection and Employment**

##### ***In-depth Screening and Project Completion***

At this point, we will interview those semifinalist candidates whom the City Council has the greatest interest in. Proper "fit" is as important as technical ability. We assess both. In order to better assess candidates' management style and interpersonal characteristics, we personally interview each in his or her present work environment (site visits). We will closely examine each candidate's experience, qualifications, achievements, management style and interpersonal skills in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications, skills and achievements.

We conduct in-depth background checks on those individuals who continue to demonstrate their overall suitability for the position. Included are detailed and extensive reference checks which cover a minimum period of ten years. In conducting these, it is our practice to speak directly to individuals who are now or have been in positions to evaluate the candidate's job performance. We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates.

As part of our evaluation process we conduct credit checks and verify undergraduate and graduate college degrees. We also conduct national and local criminal history, social security, sex offender, civil court records and driving record checks. At the City Council's option, we can arrange for assessment centers and/or psychological (or similar) testing of the candidates. These optional items will result in extra cost.

We will then meet with the City Council to present a group of well-qualified finalist candidates for interviews in Forest Park. These final candidates will not be ranked because, at this point, they

will all be qualified and it will then be a matter of fit between the candidates and the City Council and staff that should produce the final selection decision.

Item #3.

Our final report will be presented in a meeting with the City Council. This written report is a comprehensive document. It contains our candidate recommendations, details about the search, interview tips, interview questions, candidate evaluation forms and information about legal vs. illegal inquiries. The report also includes the candidate interview schedule as well as our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews. The report contains comprehensive information about each recommended candidate. This includes educational and experience information, an evaluation of the candidate's experience relative to the criteria established by the City Council, a summary of reference comments and a statement of accomplishments and management style prepared by the candidate. Present compensation is also provided for each recommended candidate.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate roles for spouses, receptions, etc. We arrange schedules for top candidate interviews with the City Council and we will coordinate the entire process.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of Forest Park and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City Council to do so.

We will notify all unsuccessful candidates of the final decision reached. Finally, will continue to work for the City Council until a suitable candidate is recruited and hired by the City Council.

#### **E. Project Schedule**

The search process normally takes between sixty (60) and ninety (90) days to complete and typically follows the following pattern:

|       |                                                                                               | DAYS |       |       |        |
|-------|-----------------------------------------------------------------------------------------------|------|-------|-------|--------|
| STEPS |                                                                                               | 1-30 | 30-45 | 45-60 | 60-360 |
| 1.    | Develop Search Process, Recruitment Profile and Advertising Program for City Council Approval | ✓    |       |       |        |
| 2.    | Identify Qualified Candidates, Review Data Base, Network, Receive and Review Resumes          | ✓    | ✓     |       |        |
| 3.    | Screen & Evaluate Prospective Candidates                                                      |      | ✓     |       |        |
| 4.    | Progress Meeting and Report                                                                   |      | ✓     |       |        |
| 5.    | Interview and Evaluate Prospective Candidates                                                 |      | ✓     | ✓     |        |

|       |                                                                                               | DAYS |       |       |        | Item #3. |
|-------|-----------------------------------------------------------------------------------------------|------|-------|-------|--------|----------|
| STEPS |                                                                                               | 1-30 | 30-45 | 45-60 | 60-360 |          |
| 6.    | Submit Final Report and Recommendations, Assist in Selection, Facilitate Employment Agreement |      |       | ✓     |        |          |
| 7.    | Establish Evaluation Criteria and Follow-up                                                   |      |       |       | ✓      |          |

#### **F. Establish Evaluation Criteria**

Once the new City Manager has been on board for 30 days or so, we will conduct a session with the City Council and with the new City Manager to establish mutual performance criteria and goals for the position.

#### **G. Follow-up**

We will follow-up with the City Council and the new City Manager during the first year and assist in making any adjustments that may be necessary.

#### **H. Reporting**

We will keep the City Council informed and involved in strategic decisions throughout the search process. We will provide frequent progress reports to the City Council.

#### **I. Deliverables**

Deliverables include the recruitment profile (draft and final), the advertisement (draft and final), the progress report (presented in person), the final report with interview tips, interview schedule, interview questions, candidate resumes, candidate evaluations, candidate writing samples, rating sheets, ranking forms, tabulation forms and appropriate/inappropriate question list and negotiated employment agreement between the City Council and the selected candidate.

#### **J. Warranty Provisions**

We provide a comprehensive set of assurances and guarantees to our executive recruitment clients that include:

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue to work with the City Council until the City Council is satisfied with the candidates and a satisfactory candidate is selected and accepts employment.
- We guarantee our work and will redo the search if the position is vacated, for any reason, within two years of the employment date of a candidate selected by the City Council through our efforts.
- We will never actively recruit any candidate who we have placed nor will we actively recruit any employee from a client organization for at least two years from the completion date of an assignment.

### **K. Statement of Equality**

SMC is an equal opportunity employer and recruiter, and will not discriminate against any employee or applicant for employment because of age, sex, race, creed, color, national origin, disability, sexual orientation, gender expression or gender identity. SMC will take affirmative action to ensure that applicants and employees are treated fairly and legally during employment without regard to their age, sex, race, creed, color, national origin, disability, sexual orientation, gender expression or gender identity. Approximately twelve semifinalist candidates are presented to at the progress meeting. Generally, about five finalist candidates are presented for interviews with the City Council.

### **CONSULTING STAFF**

#### **Robert E. Slavin, President**

Mr. Slavin will manage and serve as the lead consultant for this project. He is a pioneer in public sector and nonprofit executive search. He is among the best known and respected professional recruiters in the business. He is a frequent speaker before professional groups and he has written several articles for professional journals concerning governmental management. By special invitation, Mr. Slavin assisted the United States Office of Personnel Management to define and set up the Senior Executive Service for the Federal Government.



Mr. Slavin began his local government career in 1967. His experience includes twelve years working directly for local governments and it includes seven years as a principal consultant with the government search practice of Korn/Ferry International, the largest private sector search firm in the world. He headed the local government search practices for Mercer/Slavin, Incorporated, Mercer, Slavin & Nevins and Slavin, Nevins and Associates, Inc. Mr. Slavin now heads the executive search practice for Slavin Management Consultants. Clients include state and local governments, nonprofit and private sector businesses all over the United States. His experience includes search assignments for the 1984 Los Angeles Olympic's Organizing Committee.

Mr. Slavin's experience and qualifications include organizational analysis, classification and compensation studies, and assessment centers and human resource's systems studies.

Before being invited to join Korn/Ferry International, Mr. Slavin served as Assistant City Manager/Director of Human Resources for the City of Beverly Hills, California.

While at Beverly Hills, Mr. Slavin conducted many executive level recruitment assignments involving nationwide search and placement. Before joining the City of Beverly Hills, Mr. Slavin was the Assistant Personnel Director for the City of San Leandro, California.

Before San Leandro, Mr. Slavin was on the personnel staff of Santa Clara County, California. His assignments included recruitment, classification and selection for the County's Health Department, Medical Center, Transportation Agency, Sheriff's Office, Superintendent of Schools, Fire Marshall, Assessor's Office, Library System and County Recorder's Office.

Mr. Slavin received his Bachelor of Science degree in Political Science from the University of Santa Clara, and has completed the graduate course work for a Master's degree in Public Administration at California State University at Hayward.

### **Organizations**

- International City/County Management Association
- National Forum for Black Public Administrators
- International Personnel Management Association
- IPMA - Human Relations Commission
- IPMA - Publications Review Committee
- Society for Human Resource Management
- Government Finance Officers Association

### **Barbara W. Lipscomb, ICMA-CM, CPM, MRP - SMC Managing Consultant**

#### **Professional Summary**

- Achievement oriented Certified Public Manager (Florida State University), possessing more than thirty-five years of progressively responsible experience in municipal administration at the city manager, deputy city manager and assistant city manager levels, primarily in the State of Florida
- Extensive experience with state-level leadership and mentoring of other public managers through the Florida City and County Managers Association
- Extensive experience and success with state and federal intergovernmental relations and special appropriations
- Proven track record for local government and community project development/ redevelopment projects
- Strong financial background, including organization downsizing, and profitability assurance

#### **Professional Experience**

##### **City of Greenville, North Carolina**

##### **City Manager August 2012 – August 2017 (Retirement)**

Greenville, North Carolina, 90,000+ population, \$131.2 M total budget, including \$82.6 million General Fund Budget, 750 full-time employees.

***City of Casselberry, Florida*****City Manager                      January 2007 – January 2012**

Casselberry, Florida, 26,000 population (approx), \$40.5 million General Government Budget, including \$18 million General Fund Budget

***City of Gainesville, Florida*****Assistant City Manager      February 2004 – January 2007**

Gainesville, Florida, 120,000 population, \$212 million General Government Budget, including \$92 million General Fund Budget

**Interim City Manager                      October 2004 – September 2005**

Directed all City of Gainesville general government operations and departments

**Assistant City Manager      February 2004 – October 2004*****City of Lakeland, Florida*****Assistant City Manager****Deputy City Manager, Assistant to the City Manager      May 1986 - February 2004**

Lakeland, Florida, 86,000 population, \$250 million total budget

***City of Grand Rapids, Michigan*****Management Analyst                      1982 - 1986**

Grand Rapids, MI, 200,000 population, \$200 million total budget

***Community Enrichment Services Group*****Administrative Assistant****Education and Professional Certifications****University of North Carolina, Chapel Hill, N.C.***Master of Regional Planning***University of Georgia, Athens, GA***BA (Geography and Political Science)*

- International City/County Managers' Association (ICMA), Credentialed Manager - 2004
- Florida State University, Certified Public Manager - 2003
- Florida Public Labor Relations Association, Certificate in Labor Relations - 2003
- National Forum for Black Public Administrators Executive Leadership Institute - 1988-89
- Florida Redevelopment Association Certified Redevelopment Administrator - 2011

## REFERENCES

Item #3.

### **Mayor Robert Craft**

City of Gulf Shores, AL  
City Hall  
1905 W. First Street  
Gulf Shores, AL 36542  
(251) 968-1124  
City Administrator Search (2023)  
[mayor@gulfshoresal.gov](mailto:mayor@gulfshoresal.gov)

### **Mr. Jared Jones**

Assistant City Manager  
City of Panama City  
501 Harrison Ave.  
Panama City, FL 32401  
City Clerk/Treasurer (CFO) Search (2021)  
[jjones@pcgov.org](mailto:jjones@pcgov.org)

### **Renee Wheeler**

Human Resources Manager  
City of Stockbridge  
4640 North Henry Blvd.  
Stockbridge, GA. 30281  
City Manager Search (2025)  
[rwheeler@stockbridgega.org](mailto:rwheeler@stockbridgega.org)

### **Mayor Kevin McCann**

City of Winter Springs  
1126 East State Road 434  
Winter Springs, FL 32708  
(407) 327-5956  
City Manager Search (2024)  
[kmccann@winterspringsfl.org](mailto:kmccann@winterspringsfl.org)

### **Guadalupe Ruiz**

Human Resources Director  
City of Corinth, TX  
3300 Corinth Parkway  
Corinth, TX 76208  
City Manager Search (2022)  
Planning Director Search (2021)  
(940) 498-3277  
[gruiz@cityofcorinth.com](mailto:gruiz@cityofcorinth.com)

### **Bo White**

Council Member  
City of Hardeeville  
205 Main Street  
Hardeeville, SC 29927  
(843) 784-2231 x1200  
City Manager Search (2024)  
[bwhite@hardeevillesc.gov](mailto:bwhite@hardeevillesc.gov)

**COST PROPOSAL**

Item #3.

**Professional Fee**

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

| PROJECT COSTS                                                                                           |                              |            |       |           |          |
|---------------------------------------------------------------------------------------------------------|------------------------------|------------|-------|-----------|----------|
| STEPS                                                                                                   | ASSIGNED HOURS (Approximate) |            |       | RATE (Hr) | FEES     |
|                                                                                                         | Project Manager              | Consultant | Total |           |          |
| 1. Project Planning/Develop Position Profile/Prepare and Place Announcements                            | 38                           |            | 38    | 80        | \$3,040  |
| 2. Identify & Recruit Candidate/Acknowledge all Resumes                                                 | 35                           |            | 35    | 80        | \$2,800  |
|                                                                                                         |                              | 36         | 36    | 30        | \$1,080  |
| 3. Preliminary Candidate Screening                                                                      | 12                           |            | 12    | 80        | \$960    |
|                                                                                                         |                              | 6          | 6     | 30        | \$180    |
| 4. Progress Report to the City Council/ Reduce Candidate Pool                                           | 10                           |            | 10    | 80        | \$800    |
|                                                                                                         |                              | 8          | 8     | 30        | \$240    |
| 5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates) | 38                           |            | 38    | 80        | \$3,040  |
|                                                                                                         |                              | 16         | 16    | 30        | \$480    |
| 6. Arrange for & Schedule Final Interviews                                                              | 4                            |            | 4     | 80        | \$320    |
| 7. Prepare Final Report with Interview Questions and Selection Criteria                                 | 8                            |            | 8     | 80        | \$640    |
|                                                                                                         |                              | 16         | 16    | 30        | \$480    |
| 8. Present Final Report and Attend Interviews                                                           | 16                           |            | 16    | 80        | \$1,280  |
| 9. Assist in Employee Selection                                                                         | 2                            |            | 2     | 80        | \$160    |
| 10. Negotiate Employment Agreement                                                                      | 4                            |            | 4     | 80        | \$320    |
| 11. Establish Performance Goals                                                                         | 6                            |            | 6     | No Charge | \$0      |
| 12. Follow-up                                                                                           | 4                            |            | 4     | No Charge | \$0      |
| TOTAL HOURS                                                                                             | 177                          | 82         | 259   |           |          |
| TOTAL COSTS                                                                                             |                              |            |       |           | \$15,820 |

## Expenses

**Consultant Travel Costs:** The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel; (3) SMC will comply with the current State of Georgia travel expense per diem rate schedule.

**Office Costs Include:** Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

**Average Advertising Costs:** Normally about \$2,500. Client controls these costs because the advertising program will be approved by the City prior to implementation.

Expenses for items identified above will not exceed 55% of the professional fee or \$8,701. Therefore, the total not-to-exceed cost for these services would be \$24,521. This proposal supports three trips to Forest Park by SMC consultants. Should more than three such trips be required by the City and the cost for the additional trip(s), causes the total allowable expense costs to exceed 55% of the fee, SMC will invoice the City for this added out of pocket cost.

The cost for finalist candidates travel to Forest Park for interviews is in **addition to the above not-to-exceed amount**. Such costs are impossible to forecast and vary widely depending on candidate location, spouse involvement, time required for candidates to be in Forest Park, etc.

Should the City's needs result in additional project scope that significantly increases consultant travel and/or advertising costs, it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City. Each invoice will be payable upon receipt for professional services. Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities. Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others and we expect to continue such work in

the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

Item #3.

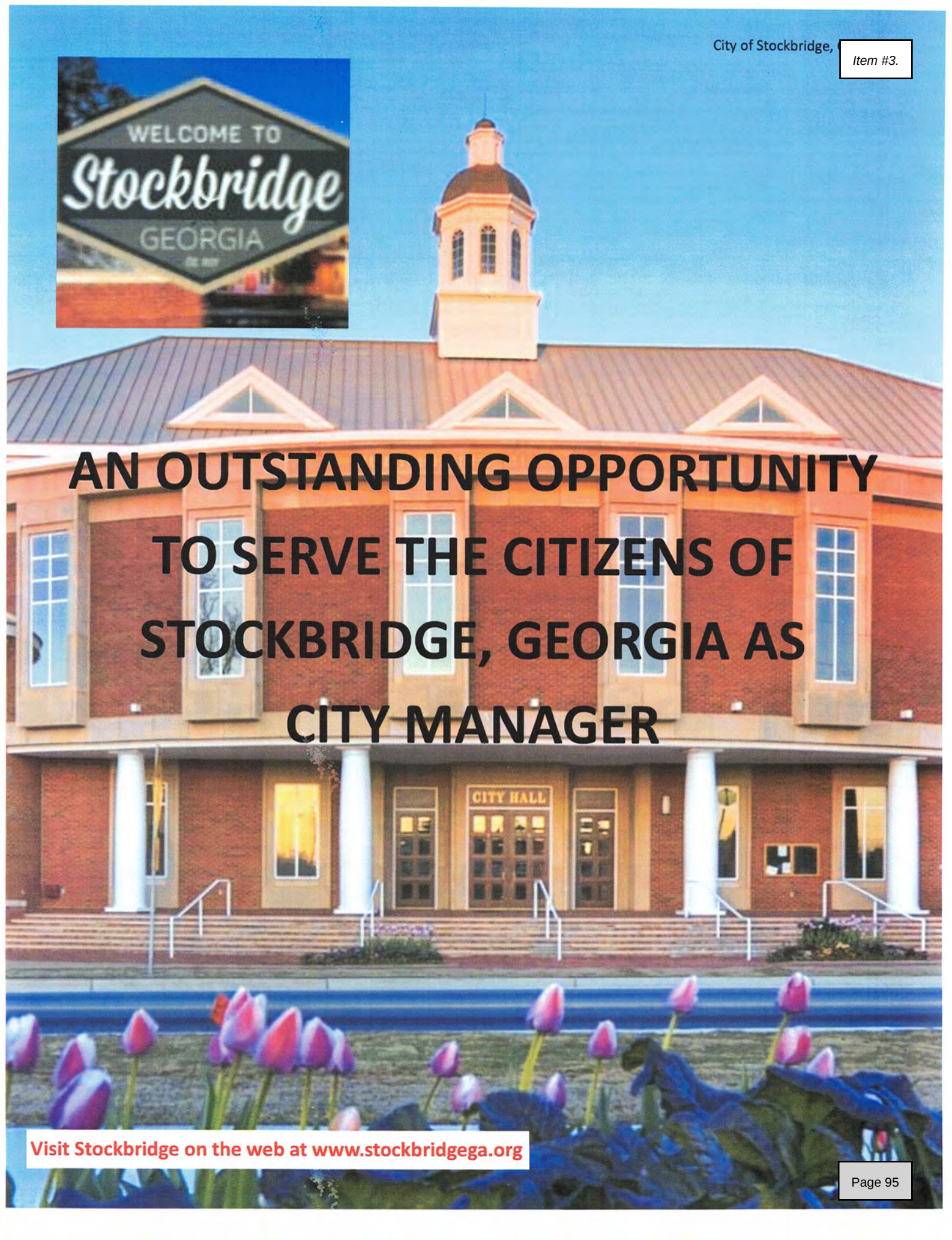
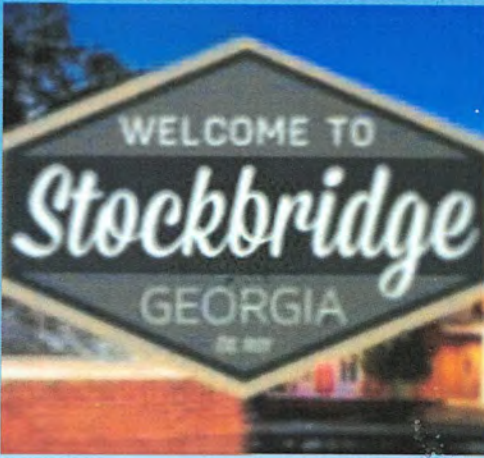
We assure you that we will devote our best efforts to carrying out the engagements. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered. This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Georgia.



**SLAVIN MANAGEMENT**  

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**CONSULTANTS**

A large, two-story brick building with a central cupola. The building has a red brick facade with white columns supporting a portico. The entrance is labeled "CITY HALL". In the foreground, there are purple tulips.

# **AN OUTSTANDING OPPORTUNITY TO SERVE THE CITIZENS OF STOCKBRIDGE, GEORGIA AS CITY MANAGER**

Visit Stockbridge on the web at [www.stockbridgega.org](http://www.stockbridgega.org)



Stockbridge Amphitheater

### About the City of Stockbridge

The City of Stockbridge was founded in 1829 and was incorporated as a city in 1920. Stockbridge is a diverse and fast growing city of approximately 36,000 residents. Stockbridge is located approximately twenty miles south of Atlanta and twelve miles east of Hartsfield-Jackson Atlanta International Airport.

Stockbridge is the largest city in Henry County which is the fourth fastest growing county in the United States. The City has close proximity to I-75 as well as I-675. Supportive economic development, excellent public services and small-town hospitality are all reasons why Stockbridge continues to provide residents with an excellent quality of life while accommodating rapid and well-planned growth..

Stockbridge is seeking new City Manager.

### About the City Government

Stockbridge is a municipal corporation created under the laws

of the State of Georgia. The affairs of the City are conducted by a Mayor and a five-member city council. The Mayor and City Council members are elected at-large and serve four-year staggered terms with no term limits. The City Council is responsible for the active coordination of community resources, to anticipate problems and meet community needs.

Along with the City Attorney, the City Clerk and the City Treasurer, the City Manager is appointed by the Mayor and City Council. He or she oversees the day-to-day operations of the City and ensures the smooth and efficient delivery of municipal services.

The City provides a full range of municipal services. These services are provided as a whole either directly by the City or through contractual agreements with Henry County. They include Police, Municipal Courts, Information Technology, Human Resources, Community Development (including Permitting and

*(Continued on page 3)*

Planning and Zoning), Economic Development, Public Works (including Water and Sewer, Stormwater and Sanitation), City Events, City Clerk, Treasurer and City Attorney, and general administrative services. Fire, Recreation and Library services are provided by Henry County



## Stockbridge Mayor and City Council



**Anthony S. Ford**  
Mayor



**LaKeisha T. Gantt**  
Councilwoman, District 1  
Mayor Pro Tem



**Alphonso Thomas**  
Councilman, District 2



**Kyle D. Berry Sr.**  
Councilman, District 3



**Yolanda Barber**  
Councilwoman, District 4



**Elton Alexander**  
Councilman, District 5

### Active Growth and Development

Establishing and fostering the most progressive business- and family-oriented community in the Metro-Atlanta area through initiatives that enhance the quality of life for its residents has always been an elevated priority for the City of Stockbridge. From the installation of a plethora of communal facilities to the annexation of land in 2022 that added 6,500 new City residents. The City has proven its standing as an epicenter of developmental excellence for the sake of its citizens. Notwithstanding the City's acclimated success, the City seeks to progressively move forward with several new community developments that will further compound the quality of life for residents.

As of June 9, 2024, there are 34 planned or proposed projects within the City of Stockbridge. Included in these are a mixture of residential, hotel, retail, office, and mixed-use projects or properties. Totally, where data is available, there are approximately 4,797 residential units; 284 hotel rooms; 235,294 square feet of retail space; and 251,782 square feet of office space. The total aggregated investment of these projects is \$208,987,720.

stockbridge

## City Council Stockbridge

# Strategic Priorities

The city council met at an offsite retreat in 2022 and developed a series of four core strategic priorities that the city will focus on in the next 3 to 5 years. Those strategic priorities are outlined below at a high level.

### Quality of Life

Create an environment that fosters an enjoyable life for our citizens and visitors, so they want to stay here, build businesses here and retire here.

### Economic Growth

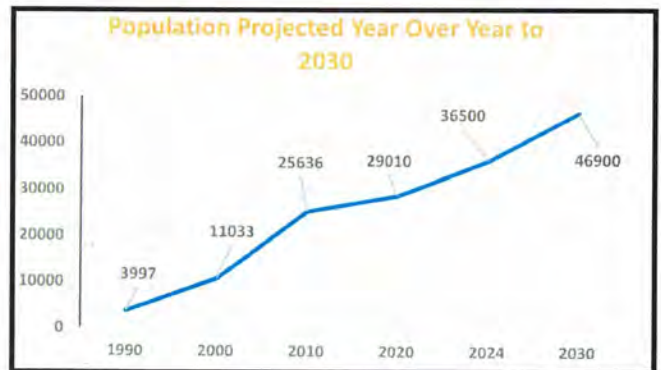
Support activities that stimulate the local economy, so the city can provide a higher standard of living for the citizens.

### Culture and Brand Development

Invest in and support things that positively affect the culture and brand of our staff and the city so that people will want to work and live here.

### Sustainability

Be sustainable in how we address our assets, our services, our finances, the environment, and our people, so we can thrive for many years to come.



## About the City Manager

The Stockbridge City Charter provides that the City Manager is responsible for implementing policy direction established by the City Council. Further, the City Manager provides management and leadership over all the affairs of the City; appoints and oversees department heads and subordinate staff in areas such as budget development and management, council meeting coordination and report preparation; initiating and implementing opportunities to enhance municipal service delivery; and striving for continuous improvement in all core City functions. The City Manager is expected to effectively guide a motivated and talented team of professionals who possess the expertise, enthusiasm and work ethic needed to ensure responsive and collaborative service. The successful applicant will be aggressive in facing and responding to the City's existing and future challenges; setting example for others and inspiring the staff to assume individual and collective responsibility. Stockbridge's City Manager must have a firm grasp of the full breadth of municipal management functions and must be particularly strong in Municipal Finance, Community Development, and Economic Development. He or she must be innovative and bring workable approaches that provide effective and efficient public services.

**Requires** a combination of education and experience equivalent to the attainment of a Bachelor's Degree (MPA or MBA preferred) complemented by at least ten (10) years of increasingly responsible management experience preferably gained in a local government. Recent experience as a local government

department head, assistant or deputy manager will also be considered. Although it is not a requirement, experience with diversity would be very helpful.

**Compensation** will be highly competitive. Beginning compensation is negotiable based on qualifications and experience. The City offers an excellent benefit package which includes 100% paid employee health benefits, 100% paid pension and no social security tax. Relocation expenses are negotiable.

## Application and Selection Process

The recruitment will remain open until the position is filled. The first review of applications is scheduled for Friday, April 18, 2025. To apply, please email a letter of interest, a detailed résumé, and current salary to:

**Robert E. Slavin or Barbara Lipscomb**

**SLAVIN MANAGEMENT CONSULTANTS**

e-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

[www.slavinmanagementconsultants.com](http://www.slavinmanagementconsultants.com).

Electronic submissions are required.

Additional information about the City of Stockbridge and the position is available at <http://stockbridgega.org>.

## EQUAL OPPORTUNITY EMPLOYER AND RECRUITER



**Stockbridge**  
Where Community Connects



**PRO FORMA INVOICE**

INVOICE DATE: \_\_\_\_\_

CLIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

Progress billing for professional services  
 rendered in connection with our agreement:

(Invoice \_\_\_ of \_\_\_)

\$XXXX.XX

Reimbursable expenses at cost:

|                       |           |
|-----------------------|-----------|
| Airfare               | \$ XXX.XX |
| Hotel                 | XX.XX     |
| Ground Transportation | XX.XX     |
| Meals                 | XX.XX     |
| Tips                  | XX.XX     |
| Telephone             | XXX.XX    |
| Clerical Support      | XXX.XX    |
| FAX                   | XX.XX     |
| Messenger Service     | XX.XX     |
| Copies                | XX.XX     |
| Postage               | XX.XX     |
| Misc. Direct Costs    | XX.XX     |

|                |           |
|----------------|-----------|
| Total Expenses | \$XXXX.XX |
|----------------|-----------|

|                      |                         |
|----------------------|-------------------------|
| <b>TOTAL INVOICE</b> | <b><u>\$XXXX.XX</u></b> |
|----------------------|-------------------------|

## CLIENT LIST BY CATEGORY

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans thirty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

### MUNICIPALITIES

|                                |                                     |
|--------------------------------|-------------------------------------|
| Aiken, South Carolina          | Concord, New Hampshire              |
| Albany, Georgia                | Coral Gables, FL                    |
| Alexandria, Virginia           | Coral Springs, Florida              |
| Alpharetta, Georgia            | Corpus Christi, Texas               |
| Altamonte Springs, Florida     | Corta Madera, California            |
| Anaheim, California            | Corinth, Texas                      |
| Ann Arbor, Michigan            | Creedmoor, North Carolina           |
| Arlington, Texas               | Culver City, California             |
| Arlington Heights, Illinois    | Dallas, Texas                       |
| Arvada, Colorado               | Danville, Kentucky                  |
| Atlanta, Georgia               | Davenport, Iowa                     |
| Atlantic Beach, Florida        | Davie, Florida                      |
| Asheville, North Carolina      | Daytona Beach, Florida              |
| Auburn, Maine                  | Decatur, Georgia                    |
| Aurora, Colorado               | Decatur, Illinois                   |
| Austin, Texas                  | Delaware, Ohio                      |
| Bartlesville, Oklahoma         | Delray Beach, Florida               |
| Bentonville, Arkansas          | Del Rio, Texas                      |
| Bergenfield, New Jersey        | Denton, Texas                       |
| Berkeley, California           | Destin, Florida                     |
| Beverly Hills, California      | Dothan, Alabama                     |
| Birmingham, Alabama            | Dubuque, Iowa                       |
| Bisbee, Arizona                | Duluth, Georgia                     |
| Blacksburg, Virginia           | Dunedin, Florida                    |
| Bloomington, Illinois          | Durango, CO                         |
| Bothell, WA                    | Durham, North Carolina              |
| Boynton Beach, Florida         | Eagle Pass, Texas                   |
| Branson, Missouri              | East Brunswick Township, New Jersey |
| Brea, California               | Edmond, Oklahoma                    |
| Bridge City, Texas             | Elgin, Illinois                     |
| Bridgeport, Connecticut        | Enfield, Connecticut                |
| Broken Arrow, Oklahoma         | Englewood, Colorado                 |
| Brownsville, Texas             | Escondido, California               |
| Bryan, Texas                   | Evanston, Illinois                  |
| Burbank, California            | Fort Collins, Colorado              |
| Camarillo, California          | Fort Pierce, Florida                |
| Carson, California             | Fort Lauderdale, Florida            |
| Cary, North Carolina           | Fort Smith, AR                      |
| Casper, Wyoming                | Fort Worth, Texas                   |
| Chapel Hill, North Carolina    | Frankfort, Kentucky                 |
| Charlotte, North Carolina      | Franklin, Tennessee                 |
| Cherry Hills Village, Colorado | Frisco, Colorado                    |
| Chesapeake, Virginia           | Gainesville, Florida                |
| Clarkston, Georgia             | Gainesville, Georgia                |
| Clearwater, Florida            | Galesburg, Illinois                 |
| Cleveland, OH                  | Garden City, New York               |
| Clinton, SC                    | Glastonbury, Connecticut            |
| Columbia, Missouri             | Glendale, Arizona                   |
| Columbus, Georgia              | Glen Ellyn, Illinois                |

|                              |                                      |
|------------------------------|--------------------------------------|
| Golden, Colorado             | Oxnard, California                   |
| Grand Rapids, Michigan       | Paducah, Kentucky                    |
| Greensboro, North Carolina   | Palm Bay, Florida                    |
| Groves, Texas                | Palm Beach Gardens, Florida          |
| Gulfport, Florida            | Palo Alto, California                |
| Hardeeville, SC              | Panama City, Florida                 |
| Hemet, California            | Park Ridge, Illinois                 |
| Hercules, California         | Pasadena, California                 |
| Highland Park, Illinois      | Peoria, Illinois                     |
| Hollywood, Florida           | Phoenix, Arizona                     |
| Homestead, Florida           | Pittsburg, Kansas                    |
| Huntington Beach, California | Pompano Beach, Florida               |
| Independence, Missouri       | Portage, Michigan                    |
| Independence, Kansas         | Pueblo, Colorado                     |
| Iowa City, Iowa              | Richmond, California                 |
| Jacksonville Beach, Florida  | Richmond, Virginia                   |
| Jupiter, Florida             | Riverside, California                |
| Kalamazoo, Michigan          | Riverview, Michigan                  |
| Kansas City, Missouri        | Roanoke, Virginia                    |
| Kettering, Ohio              | Rock Hill, South Carolina            |
| Lake Worth, Florida          | Rockville, Maryland                  |
| Lakewood, Colorado           | Sacramento, California               |
| Lapeer, Michigan             | St. Louis Park, Minnesota            |
| Laramie, Wyoming             | Salem, Oregon                        |
| Laredo, Texas                | San Diego, California                |
| Lenexa, Kansas               | San Fernando, California             |
| Liberty, Missouri            | San Francisco, California            |
| Lillburn, Georgia            | San Jose, California                 |
| Little Rock, Arkansas        | San Juan Capistrano, California      |
| Long Beach, California       | Sandersville, Georgia                |
| Longmont, Colorado           | Santa Ana, California                |
| Manassas, Virginia           | Santa Monica, California             |
| Mansfield, Massachusetts     | Sandusky, Ohio                       |
| Maplewood, Missouri          | Sarasota, Florida                    |
| Marshfield, Missouri         | Shaker Heights, Ohio                 |
| Miami Beach, Florida         | Simi Valley, California              |
| Milwaukie, Oregon            | Sioux City, Iowa                     |
| Minneapolis, Minnesota       | Snellville, Georgia                  |
| Miramar, Florida             | South Brunswick Township, New Jersey |
| Modesto, California          | South Fulton, GA                     |
| Muscatine, Iowa              | Springfield, Missouri                |
| Neptune Beach, Florida       | Spring Hill, Tennessee               |
| Newark, Delaware             | Steamboat Springs, Colorado          |
| New Smyrna Beach, Florida    | Stockbridge, Georgia                 |
| Norfolk, Virginia            | Stratford, Connecticut               |
| Norman, Oklahoma             | Storm Lake, Iowa                     |
| North Las Vegas, Nevada      | Sunnyvale, California                |
| North Miami Beach, Florida   | Sunrise, Florida                     |
| Northglenn, Colorado         | Takoma Park, Maryland                |
| North Port, Florida          | Tarpon Springs, Florida              |
| Norwich, Connecticut         | Topeka, Kansas                       |
| Oak Island, NC               | Titusville, Florida                  |
| Oberlin, Ohio                | Thornton, Colorado                   |
| Ocean City, Maryland         | Traverse City, Michigan              |
| Oceanside, California        | Topeka, Kansas                       |
| Olathe, Kansas               | Turlock, California                  |
| Oklahoma City, Oklahoma      | Upper Arlington, Ohio                |
| Orlando, Florida             | Urbana, IL                           |

Urbandale, Iowa  
 Valdez, Alaska  
 Venice, FL  
 Virginia Beach, Virginia  
 Waco, Texas  
 Warrensburg, Missouri  
 Washington, Illinois  
 West Des Moines, Iowa  
 West Hartford, Connecticut  
 West Hollywood, California

West Palm Beach, Florida  
 Wichita, Kansas  
 Windham, Connecticut  
 Winston-Salem, North Carolina  
 Winter Park, Florida  
 Winter Springs, Florida  
 Worthington, Minnesota  
 Ypsilanti, Michigan

## COUNTIES

Adams County, Colorado  
 Alameda County, California  
 Albemarle County, Virginia  
 Arapahoe County, Colorado  
 Beaufort County, South Carolina  
 Broward County, Florida  
 Brown County, Wisconsin  
 Buffalo County, Nebraska  
 Buncombe County, North Carolina  
 Chaffee County, Colorado  
 Cass County, Michigan  
 Chesterfield County, Virginia  
 Citrus County, Florida  
 Clark County, Nevada  
 Cobb County, Georgia  
 Dade County, Florida  
 Doña Ana, New Mexico  
 Dunn County, Wisconsin  
 Eagle County, Colorado  
 Escambia County, Florida  
 Fairfax County, Virginia  
 Forsyth County, Georgia  
 Fremont County, Colorado  
 Fresno County, California  
 Fulton County, Georgia  
 Georgetown County, South Carolina  
 Glynn County, Georgia  
 Gunnison County, Colorado  
 Hall County, Georgia  
 Hamilton County, Ohio  
 Harnett County, NC  
 Hertford County, South Carolina  
 Johnson County, Kansas  
 Ketchikan-Gateway Borough, Alaska  
 Lake County, Florida  
 Lake County, Illinois  
 La Plata County, Colorado  
 Leon County, Florida  
 Lincoln County, North Carolina

Livingston County, Illinois  
 Los Angeles County, California  
 Martin County, Florida  
 McHenry County, Illinois  
 Mecklenburg County, North Carolina  
 Mendocino County, California  
 Mesa County, Colorado  
 Moffat County, Colorado  
 Monterey County, California  
 Montgomery, Maryland  
 Muscatine County, Iowa  
 New Kent County, Virginia  
 Orange County, New York  
 Orange County, North Carolina  
 Palm Beach County, Florida  
 Peoria County, Illinois  
 Pinellas County, Florida  
 Polk County, Florida  
 Prince William County, Virginia  
 Ramsey County, Minnesota  
 St. Louis County, Minnesota  
 Saline County, Kansas  
 San Diego County, California  
 San Luis Obispo County, California  
 San Mateo County, California  
 Sarasota County, Florida  
 Sedgwick County, Kansas  
 Seminole County, Florida  
 Sonoma County, California  
 Springettsbury Township, Pennsylvania  
 Spotsylvania County, Virginia  
 Tazewell County, IL  
 Volusia County, Florida  
 Wake County, North Carolina  
 Washtenaw County, Michigan  
 Whiteside County, Illinois  
 Whitfield County, Georgia  
 Yolo County, California

## OTHER ORGANIZATIONS

### Development Groups

Arrowhead Regional Development, Duluth,  
 Minnesota

Columbia Development Corporation, South Carolina  
 Fresno Economic Development Commission, California  
 Fresno Redevelopment Authority, California  
 GoTopeka, Inc., Kansas  
 Lincoln Road Development Corporation, Miami Beach, FL  
 Los Angeles, California, Community Redevelopment Agency  
 Mid-American Regional Council, Kansas City, Missouri  
 West Palm Beach Downtown Development Authority, Florida

### **Housing Authorities**

California Housing Finance Agency  
 Jefferson County Housing Authority, Alabama  
 Las Vegas Housing Authority  
 Memphis Housing Authority, Tennessee  
 Ocala Housing Authority, Florida  
 Peoria Housing Authority, Illinois

### **Libraries**

Birmingham, Alabama Public Library  
 Central Arkansas Library System  
 Lexington, Kentucky Library System  
 Metropolitan Library System of Oklahoma  
 Moline Public Library

### **Non-Profits and Other Governmental Jurisdictions**

California State Government  
 CDC Federal Credit Union, Atlanta, Georgia  
 District of Columbia  
 Fresno Employment and Training Commission, California  
 Jefferson County Personnel Board, Alabama  
 Local Government Insurance Trust, Maryland  
 Los Angeles, California Department of Community Public Health Los Angeles,  
 California Music Center Operating Company  
 Los Angeles Olympics Organizing Committee  
 Metropolitan Nashville, Tennessee Arts  
 Mississippi Regional Housing Authority  
 Southeast Mississippi Rural Health Initiative Commission  
 Parkland Hospital, Texas  
 Southwest Florida Regional Planning Council

### **Professional Associations**

American Public Works Association  
 Association of County Commissioners, Georgia  
 Georgia Municipal Association  
 International City/County Management Association  
 Iowa League of Cities  
 Missouri Municipal League

### **School Districts**

Adams County School District #14, Commerce City, Colorado  
 Lake Sumpter Community College, Florida  
 Dallas Independent School District, Texas

### **Transportation Agencies**

Alameda-Contra Costa Transit District, Oakland, California  
 Bay Area Rapid Transit District, Oakland, California  
 Dallas Area Rapid Transit District, Dallas, Texas  
 Greater Dayton Regional Transportation Authority  
 Kalamazoo County Transportation Authority  
 Lee County Port Authority, Florida  
 Metra (Chicago Commuter Rail System)  
 MetroPlan Orlando (MPA)  
 Port Everglades Authority, Fort Lauderdale, Florida  
 Orlando - Orange County Expressway Authority  
 Port of Sacramento, California  
 Riverside Transit Agency, California  
 San Francisco Bay Area Rapid Transit District, California  
 Sarasota/Manatee Airport Authority, Florida  
 Southern California Rapid Transit District

### **Utilities**

Columbus Water Works, Georgia  
 Greater Peoria Sanitation District  
 Gulf Shores Utilities  
 Metropolitan Sewer District of Greater Cincinnati, Ohio  
 Orange Water and Sewer Authority (North Carolina)  
 Public Works Commission of Fayetteville, North Carolina  
 Rivanna Solid Waste Authority, Virginia  
 Rivanna Water and Sewer Authority, Virginia  
 Sacramento Municipal Utility District, California  
 South Florida Water Management District  
 Spartanburg Utility District, South Carolina

## EEO STATEMENT

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Slavin Management Consultants (SMC) is committed to building a diverse workforce which reflects the face of the community we serve, honors and respects the differences and abilities of all our employees and residents, and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, SMC will observe the practices outlined below:

- It is the policy of Slavin Management Consultants to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, age, sex (including gender identity, sexual preference, and pregnancy), marital status, national origin or ancestry, genetic make-up, disability status, protected veterans' status, equal pay or any other characteristic protected by law..
- Our recruiting efforts will ensure that applicant pools are both capable and diverse.
- We will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- We will ensure a workplace free of all forms of harassment.
- We will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

By creating a workplace where everyone can work towards their maximum potential, SMC will retain quality, productive employees who will provide excellent services to our clients.

## **SMC SEXUAL HARASSMENT POLICY**

Slavin Management Consultants (SMC) is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. Should the company determine that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

### **What Is Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
- Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman.
- The victim can be of the same sex as the harasser.
- The harasser can be a supervisor, co-worker, other company employee, or a non-employee who has a business relationship with the Slavin Management Consultants.

### **SMC's Responsibilities Under This Policy:**

If SMC receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, SMC will take immediate and effective measures to end the unwelcome behavior. SMC is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

SMC will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SMC will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees who have been found by SMC to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to

separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

#### Employees' Rights and Responsibilities Under This Policy

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to his or her supervisor or to the President of SMC.

In addition to reporting sexual harassment concerns to a responsible SMC official, employees who believe they have been subjected to sexual harassment may elect to pursue resolution in several ways, including:

**Mediation:** Mediation is an informal way to resolve office problems using a trained mediator who facilitates communication between the parties to the dispute. If an employee chooses to attempt resolution through mediation, management is obligated by Company policy to send a representative to the table. If a resolution is not reached, the parties may continue to pursue their rights in any other appropriate forum.

**EEO processes:** All SMC employees can file an Equal Employment Opportunity (EEO) complaint with the United States Equal Employment Commission (EEOC). An employee who wishes to file a complaint under EEO procedures must consult an EEO counselor within 45 days of the alleged incident. It is not necessary for an employee to complain to his/her supervisor before approaching an EEO counselor, nor to attempt informal resolution through mediation or other means. EEOC contact Information:  
<https://eeoc.com>. Phone 1 (800) 669-4000

All SMC employees are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

## MINORITY AND WOMEN PLACEMENTS

| CLIENT                                             | POSITION                               | AFRICAN AMERICAN | WOMAN | LATINO |
|----------------------------------------------------|----------------------------------------|------------------|-------|--------|
| ALACHUA COUNTY, FL                                 | County Administrator                   |                  |       | X      |
| ALBANY, GA                                         | City Manager                           | X                |       |        |
|                                                    | Police Chief                           | X                |       |        |
|                                                    | Assistant City Manager                 | X                |       |        |
|                                                    | Human Resources Director               | X                |       |        |
| ALTAMONTE SPRINGS, FL                              | Finance Director                       |                  | X     |        |
| ASPEN, CO                                          | City Manager                           |                  | X     |        |
| AUSTIN, TX                                         | City Auditor                           |                  | X     |        |
|                                                    | City Manager                           |                  | X     |        |
|                                                    | Police Chief                           |                  |       | X      |
| BERKELEY, CA                                       | City Manager                           | X                |       |        |
|                                                    | Public Works Director                  |                  |       | X      |
| BEVERLY HILLS, CA                                  | Sanitation Director                    | X                |       |        |
|                                                    | Library Director                       |                  | X     |        |
| BOCA RATON, FL                                     | City Manager                           |                  | X     |        |
|                                                    | Asst. City Manager                     |                  | X     |        |
| BOTHELL, WA                                        | City Manager                           |                  | X     |        |
| BOISE, ID                                          | Chief Financial Officer                | X                |       |        |
| BROWARD COUNTY, FL                                 | Assistant Director of Equal Employment | X                | X     |        |
|                                                    | Director of Budget                     | X                |       |        |
|                                                    | 911 Center Director                    | X                |       |        |
|                                                    | Drug Addiction Recovery Cntr Dir       | X                | X     |        |
| BOISE, ID                                          | Chief Financial Officer                |                  | X     |        |
| BRYAN, TX                                          | Municipal Court Judge                  |                  | X     |        |
|                                                    | City Manager                           |                  | X     |        |
| BUNCOMBE COUNTY, NC                                | County Manager                         | X                | X     |        |
| CAMARILLO, CA                                      | City Clerk                             |                  | X     |        |
| CARSON, CA                                         | Planning Director                      |                  | X     |        |
| CHAPEL HILL, NC                                    | Transportation Director                |                  | X     |        |
|                                                    | Human Resources Director               |                  | X     |        |
| CHARLOTTE COUNTY, FL                               | County Attorney                        |                  | X     |        |
| CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA) | Director of Security                   | X                |       |        |
| CHARLOTTE, NC                                      | Neighborhood Services Director         | X                |       |        |

| CLIENT                                  | POSITION                                                              | AFRICAN AMERICAN | WOMAN            | LATINO |
|-----------------------------------------|-----------------------------------------------------------------------|------------------|------------------|--------|
| CLARKSTON, GA                           | City Manager                                                          | X                | X                |        |
| COLUMBIA, MO                            | Police Chief                                                          | X                |                  |        |
| CORINTH, TX                             | Director of Economic Development                                      |                  | X                | X      |
| CORPUS CHRISTI, TX                      | City Manager<br>Police Chief                                          | X                |                  | X      |
| CULVER CITY, CA                         | Finance Director                                                      |                  |                  | X      |
| DANE COUNTY, WI                         | Director of Human Services                                            |                  | X                |        |
| DALLAS INDEPENDENT SCHOOL DISTRICT (TX) | Chief Financial Officer                                               | X                | X                |        |
| DALLAS, TX                              | City Attorney                                                         |                  | X                |        |
| DAYTONA BEACH, FL                       | City Manager                                                          | X                |                  |        |
| DECATUR, GA                             | Chief of Police                                                       | X                |                  |        |
| DISTRICT OF COLUMBIA                    | Executive Director<br>Alcoholic Beverage Regulations Commission       |                  | X                |        |
| DURANGO, CO                             | City Manager                                                          |                  |                  | X      |
| DURHAM, NC                              | City Manager<br>City Manager<br>Police Chief<br>Public Works Director | X<br>X<br>X<br>X | X<br>X<br>X<br>X |        |
| ESCAMBIA COUNTY, FL                     | Assistant County Administrator                                        | X                |                  |        |
| ESCONDIDO, CA                           | Civic Center Construction Mgr                                         |                  | X                |        |
| FRANKFORT, KY                           | City Manager                                                          |                  | X                |        |
| EVANSTON, IL                            | City Manager                                                          |                  | X                |        |
| FRESNO, CA (PIC)                        | Executive Director                                                    | X                |                  |        |
| FORT COLLINS, CO                        | City Attorney                                                         |                  | X                |        |
| FORT LAUDERDALE, FL                     | Fire Chief                                                            | X                |                  |        |
| FORT MYERS, FL                          | City Manager<br>Police Chief                                          | X<br>X           |                  |        |
| FORT PIERCE, FL                         | City Attorney                                                         |                  | X                |        |
| FORT WORTH, TX                          | Auditor General<br>Police Chief                                       | X                | X                |        |
| FRANKLIN, TN                            | Director of Community Development                                     |                  | X                |        |
| FRESNO, CA (PIC)                        | Executive Director                                                    | X                |                  |        |
| GAINESVILLE, FL                         | Equal Employment Director                                             | X                |                  |        |
| GEORGETOWN, SC                          | City Administrator                                                    |                  | X                |        |
| GEORGETOWN COUNTY, SC                   | County Manager                                                        | X                | X                |        |
| GLASTONBURY, CT                         | Human Resources Director                                              | X                | X                |        |

| CLIENT                                               | POSITION                                        | AFRICAN AMERICAN | WOMAN | LATINO |
|------------------------------------------------------|-------------------------------------------------|------------------|-------|--------|
| GLENWOOD SPRINGS, CO                                 | City Manager                                    |                  | X     |        |
| GREENBELT HOMES, INC.<br>(MARYLAND)                  | Executive Director                              |                  | X     |        |
| GREENSBORO, NC                                       | Assistant City Manager                          | X                |       |        |
| GREENVILLE, NC                                       | City Manager                                    | X                | X     |        |
| HAMILTON COUNTY, OH                                  | Jobs and Family Services Director               |                  | X     |        |
| HILLSBOROUGH COUNTY (FL)<br>CHILDREN'S BOARD         | Executive Director                              |                  | X     |        |
| HOLLYWOOD, FL                                        | City Manager                                    | X                |       |        |
| JUPITER, FL                                          | Assistant to the City Manager                   |                  | X     |        |
|                                                      | Public Works Director                           |                  |       | X      |
| KALAMAZOO, MI                                        | City Manager                                    |                  | X     |        |
|                                                      | Assistant City Manager                          |                  | X     |        |
| LAKE COUNTY, FL                                      | County Attorney                                 |                  | X     |        |
| LAKE COUNTY, IL                                      | Purchasing Director                             |                  | X     |        |
|                                                      | Human Resources Director                        | X                |       |        |
|                                                      | Assistant County Administrator                  |                  | X     |        |
| LAKE COUNTY, IL HEALTH<br>DEPARTMENT                 | Executive Director                              |                  | X     |        |
| LAKE WORTH, FL                                       | Utilities Customer Services<br>Manager          | X                |       |        |
| LA PLATA COUNTY, CO                                  | Human Services Director                         |                  | X     |        |
| LAREDO, TX                                           | City Manager                                    |                  |       | X      |
| LEE COUNTY, FL                                       | County Administrator                            |                  | X     |        |
|                                                      | Human Resources Director                        | X                |       |        |
| LINCOLN ROAD<br>DEVELOPMENT CORP.                    | Executive Director                              |                  | X     |        |
| LONG BEACH, CA                                       | Police Chief                                    | X                | X     |        |
|                                                      | Executive Director, Civil Service<br>Commission |                  |       |        |
| LONGMONT, CO                                         | City Manager                                    |                  |       | X      |
| LONGVIEW, CO                                         | Assistant City Manager                          |                  | X     |        |
| LOS ANGELES, COMMUNITY<br>REDEVELOPMENT AGENCY       | Sr. Project Manager                             | X                |       | X      |
|                                                      | Project Manager                                 | X                |       |        |
|                                                      | Project Manager                                 |                  |       | X      |
| LOS ANGELES COUNTY (CA)<br>HEALTH SYSTEMS AGENCY     | Executive Director                              | X                | X     |        |
|                                                      | Deputy Exec. Dir.                               |                  |       | X      |
| LOS ANGELES COUNTY<br>DEPARTMENT OF PUBLIC<br>HEALTH | Public Health Director                          | X                |       |        |

| CLIENT                                                               | POSITION                       | AFRICAN AMERICAN | WOMAN | LATINO |
|----------------------------------------------------------------------|--------------------------------|------------------|-------|--------|
| <b>LOS ANGELES OLYMPICS<br/>ORGANIZING COMMITTEE</b>                 | Human Resources Director       | X                | X     |        |
|                                                                      | Director of Venues             |                  | X     |        |
| <b>MAPLEWOOD, MO</b>                                                 | City Manager                   | X                |       |        |
| <b>METROZOO (MIAMI FL)</b>                                           | Director of Marketing          |                  | X     |        |
| <b>MEMPHIS (TN) HOUSING<br/>AUTHORITY</b>                            | Executive Director             | X                |       |        |
| <b>MIAMI (FL) OFF-STREET<br/>PARKING SYSTEM</b>                      | Finance Director               |                  |       | X      |
| <b>MIAMI VALLEY REGIONAL<br/>TRANSIT AUTH. (DAYTON,<br/>OH)</b>      | Executive Director             | X                | X     |        |
| <b>MIRAMAR, FL</b>                                                   | City Manager                   |                  | X     |        |
| <b>MISSISSIPPI REGIONAL<br/>HOUSING AUTHORITY VIII</b>               | Executive Director             | X                |       |        |
| <b>MONTEREY COUNTY, CA</b>                                           | Hospital Administrator         | X                |       |        |
| <b>MONTGOMERY COUNTY<br/>BOARD OF DEVELOPMENTAL<br/>DISABILITIES</b> | Executive Director             | X                | X     |        |
| <b>MOUNT DORA, FL</b>                                                | City Manager                   |                  | X     |        |
| <b>NOAH DEVELOPMENT<br/>CORPORATION</b>                              | Executive Director             | X                |       |        |
| <b>NEWARK, DE</b>                                                    | City Manager                   | X                |       |        |
| <b>NORFOLK, VA</b>                                                   | Human Resources Director       | X                |       |        |
|                                                                      | Senior Engineer                |                  | X     |        |
| <b>NORFOLK, VA</b>                                                   | Social Services Director       | X                |       |        |
| <b>Oak Island, NC</b>                                                | Town Manager                   |                  | X     |        |
| <b>OAK PARK, IL</b>                                                  | Village Manager                |                  | X     |        |
| <b>OCALA (FL) PUBLIC HOUSING<br/>AUTHORITY</b>                       | Executive Director             | X                |       |        |
| <b>OBERLIN, OH</b>                                                   | City Manager                   |                  | X     |        |
| <b>ORANGE CITY, FL</b>                                               | City Clerk                     |                  | X     |        |
| <b>ORLANDO, FL</b>                                                   | Fire Chief                     | X                |       |        |
| <b>ORMOND BEACH, FL</b>                                              | City Manager                   | X                |       |        |
| <b>OKLAHOMA CITY, OK</b>                                             | City Manager                   | X                |       |        |
| <b>PALM BAY, FL</b>                                                  | Human Resources Director       |                  | X     |        |
| <b>PALM BEACH COUNTY, FL</b>                                         | Assistant County Administrator |                  | X     |        |
| <b>PALM BEACH COUNTY (FL)<br/>CHILDREN'S SERVICES<br/>BOARD</b>      | Executive Director             |                  | X     |        |

| CLIENT                                                 | POSITION                                                                                              | AFRICAN AMERICAN | WOMAN       | LATINO |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|-------------|--------|
| <i>PALM BEACH COUNTY (FL)<br/>HEALTH CARE DISTRICT</i> | Executive Director                                                                                    |                  | X           |        |
| <i>PALM BEACH GARDENS, FL</i>                          | City Manager (1992)<br>City Manager (1999)                                                            |                  | X           | X      |
| <i>PALO ALTO, CA</i>                                   | City Attorney                                                                                         |                  | X           |        |
| <i>PANAMA CITY, FL</i>                                 | City Clerk/Treasurer                                                                                  |                  | X           |        |
| <i>PARKLAND, FLORIDA</i>                               | City Manager                                                                                          |                  | X           |        |
| <i>PEORIA (IL) PUBLIC HOUSING<br/>AUTHORITY</i>        | Executive Director                                                                                    | X                |             |        |
| <i>PHOENIX, AZ</i>                                     | Chief of Police                                                                                       |                  |             | X      |
| <i>POWDER SPRINGS, GA</i>                              | City Manager                                                                                          |                  | X           |        |
| <i>PRINCE WILLIAM COUNTY, VA</i>                       | County Executive<br>Human Resources Director<br>Fire Chief                                            | X<br>X           | X<br>X<br>X |        |
| <i>RICHMOND, CA</i>                                    | City Manager                                                                                          | X                |             |        |
| <i>RICHMOND, VA</i>                                    | Director of Public Health                                                                             | X                |             |        |
| <i>ROANOKE, VA</i>                                     | Police Chief<br>Economic Development Director<br>Assistant City Manager<br>Director of Human Services | X<br>X           | X<br>X<br>X |        |
| <i>ROCKVILLE, MD</i>                                   | Assistant City Manager                                                                                |                  | X           |        |
| <i>SACRAMENTO, CA</i>                                  | Human Resources Director                                                                              | X                | X           |        |
| <i>SAGINAW, MI</i>                                     | Police Chief                                                                                          |                  |             | X      |
| <i>SAN DIEGO, CA</i>                                   | City Manager                                                                                          | X                |             |        |
| <i>SAN FRANCISCO, CA</i>                               | Assistant City Administrator                                                                          |                  | X           |        |
| <i>SAN JOSE, CA</i>                                    | Police Chief                                                                                          | X                |             |        |
| <i>SANTA MONICA, CA</i>                                | Deputy City Manager                                                                                   |                  | X           |        |
| <i>SANTA ROSA ISLAND<br/>AUTHORITY (FL)</i>            | Executive Director                                                                                    |                  | X           |        |
| <i>SARASOTA, FL</i>                                    | Human Resources Director                                                                              | X                |             |        |
| <i>SARASOTA COUNTY, FL</i>                             | Deputy County Administrator                                                                           | X                |             |        |
| <i>SELMA, AL</i>                                       | Chief of Police                                                                                       | X                |             |        |
| <i>SHAKER HEIGHTS, OH</i>                              | City Administrator                                                                                    |                  | X           |        |
| <i>SOUTH DAKOTA STATE<br/>LEGISLATURE</i>              | Chief Legislative Analyst                                                                             |                  | X           |        |
| <i>SOUTH FULTON, GA</i>                                | Finance Director                                                                                      | X                | X           |        |
| <i>SE MISSISSIPPI RURAL HEALTH<br/>INITIATIVE</i>      | General Manager                                                                                       | X                | X           |        |
| <i>SUNNYVALE, CA</i>                                   | Public Information Officer<br>City Clerk                                                              |                  | X<br>X      |        |
| <i>STRATFORD, CT</i>                                   | Human Resources Director                                                                              |                  | X           |        |

| CLIENT                                      | POSITION                                   | AFRICAN AMERICAN | WOMAN | LATINO |
|---------------------------------------------|--------------------------------------------|------------------|-------|--------|
| STOCKBRIDGE, GA                             | City Manager                               | X                |       |        |
| TAKOMA PARK, MD                             | City Manager                               |                  | X     |        |
|                                             | Recreation Director                        | X                | X     |        |
|                                             | Housing and Community Development Director |                  | X     |        |
|                                             | Public Works Director                      | X                |       |        |
| THORNTON, CO                                | Public Information Officer                 |                  | X     |        |
|                                             | City Attorney                              |                  |       | X      |
| TOPEKA, KS                                  | City Manager                               | X                |       |        |
|                                             | Police Chief                               | X                |       |        |
| URBANA, IL                                  | Chief Administrative Officer               |                  | X     |        |
| VALDEZ, AK                                  | City Manager                               |                  | X     |        |
| VENICE, FL                                  | Police Chief                               |                  | X     |        |
| VIRGINIA BEACH, VA                          | Human Resources Director                   | X                |       |        |
| VIRGINIA BEACH PARK TRUST (FL)              | Executive Director                         | X                |       |        |
| VOLUSIA COUNTY, FL                          | County Manager                             |                  | X     |        |
|                                             | Budget Director                            |                  | X     |        |
|                                             | Human Resources Director                   |                  | X     |        |
|                                             | Deputy County Manager                      |                  | X     |        |
| WACO, TX                                    | Deputy City Manager                        |                  | X     |        |
|                                             | Exec. Dir. - Support Services              |                  |       | X      |
|                                             | Assistant City Manager                     | X                |       |        |
|                                             | Director of Facilities                     |                  |       | X      |
| WAKE COUNTY, NC                             | Human Services Director                    |                  |       | X      |
| THE WEINGART CENTER (LOS ANGELES)           | Executive Director                         |                  | X     |        |
| WEST COVINA, CA                             | Planning Director                          | X                | X     |        |
| WEST MIFFLIN, PA                            | Town Administrator                         |                  | X     |        |
| WEST PALM BEACH, FL                         | Assistant City Administrator               | X                | X     |        |
| WICHITA, KS                                 | Human Resources Dir                        | X                | X     |        |
|                                             | Community Services Dir                     | X                | X     |        |
|                                             | Communications Director                    |                  | X     |        |
|                                             | Director of Libraries                      |                  | X     |        |
|                                             | Housing and Development Director           | X                | X     |        |
|                                             | City Manager                               | X                |       |        |
| WYOMING, OHIO                               | City Manager                               |                  | X     |        |
| YPSILANTI, MI                               | City Manager                               | X                |       |        |
| ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY) | Executive Director                         |                  |       | X      |

**From:** [Tim Chason](#)  
**To:** [Talisa Adams](#)  
**Cc:** [Alan Reddish W.](#)  
**Subject:** Re: Request for Executive Recruitment Proposal - City Manager Position  
**Date:** Wednesday, August 27, 2025 7:48:32 AM  
**Attachments:** [image001.png](#)

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

Talisa thank you for reaching out regarding an executive search for a city manager.

To be honest, TCG's expertise is not in this field. We focus on economic development organizations, chambers of commerce, CVBs, and other nonprofits.

Alan Reddish is with the Mercer Group. He is an excellent executive recruiter for local governments and I highly recommend him to lead your search.

Please let me know if I can assist you in any way.

Tim Chason  
404.735.0540

On Aug 25, 2025, at 3:01 PM, Talisa Adams <tadams@forestparkga.gov> wrote:

Good afternoon Mr. Chason,

The City of Forest Park is requesting a proposal for executive recruitment services for the City Manager position.

Please let me if you need any information to prepare the proposal for consideration.

Thanks,



CITY OF  
**FORESTPARK**

Talisa R. Adams, CPPO

Procurement Manager

City of Forest Park

Phone: (404) 366-4720 Ext. 342 | Mobile: (470) 421-0759

745 Forest Parkway | Forest Park, GA 30297

[www.forestparkga.gov](http://www.forestparkga.gov) | [tadams@forestparkga.gov](mailto:tadams@forestparkga.gov)

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**File Attachments for Item:**

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

**Background/History:**

The City of Forest Park has tentatively adopted a 2025 millage rate that will require an increase in property tax by 1.21 percent due to increasing property values. Even though the City of Forest Park is proposing to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

All concerned citizens are invited to the public hearing on the tax increase to be held at the Forest Park City Hall on September 2, 2025, at 7:00 p.m.

Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 15, 2025, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.21percent. Without this tentative increase, the millage rate will be no more than 2.0 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately \$8.00. **(Public Hearing to Follow in the Regular Session Meeting)**

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Public Hearing #1 for the Recommended Proposed Millage Rate

**Submitted By:** Finance Department

**Date Submitted:** 8/19/2025

**Work Session Date:** 9/2/2025

**Council Meeting Date:** 9/2/2025

### Background/History:

The City of Forest Park has tentatively adopted a 2025 millage rate which will require an increase in property tax by 1.21 percent due to property values increasing. Even though the City of Forest Park is proposing to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

All concerned citizens are invited to the public hearing on the tax increase to be held at the Forest Park City Hall on September 2, 2025, at 7:00 p.m.

Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 15, 2025, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.21 percent. Without this tentative increase, the millage rate will be no more than 2.0 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately 8.00.

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

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

**Financial Impact:**

## NOTICE OF PROPERTY TAX INCREASE

The City of Forest Park has tentatively adopted a 2025 millage rate which will require an increase in property tax by 1.21percent due to property values increasing. Even though the City of Forest Park is proposing to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

All concerned citizens are invited to the public hearing on the tax increase to be held at the Forest Park City Hall on September 2, 2025, at 7:00 p.m.

Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 15, 2025, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.21percent. Without this tentative increase, the millage rate will be no more than 2.0 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately 8.00.

## NOTICE

The Forest Park City Council does hereby announce that the millage rate will be set at a meeting to be held at Forest Park City Hall  
745 Forest PKWY, on September 15, 2025 at 6:00 pm and 7:00 pm and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the  
following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

### CURRENT 2025 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

| C<br>O<br>U<br>N<br>T<br>Y<br><br>W<br>I<br>D<br>E | COUNTY WIDE           |                                        | 2021        | 2022        | 2023        | 2024          | 2025          |
|----------------------------------------------------|-----------------------|----------------------------------------|-------------|-------------|-------------|---------------|---------------|
|                                                    | V<br>A<br>L<br>U<br>E | Real & Personal                        | 675,235,726 | 776,940,943 | 967,553,071 | 1,032,675,150 | 1,256,527,451 |
|                                                    |                       | Motor Vehicles                         | 2,085,100   | 8,208,270   | 8,281,670   | 7,848,860     | 3,126,020     |
|                                                    |                       | Mobile Homes                           | 90,021      | 91,589      | 97,073      | 96,971        | 95,625        |
|                                                    |                       | Timber -100%                           | 0           | 0           | 0           | 0             | 0             |
|                                                    |                       | Heavy Duty Equipment                   | 3,822       | 11,489      | 62,575      | 64,730        | 4,106         |
|                                                    |                       | Gross Digest                           | 677,414,669 | 785,252,291 | 975,994,389 | 1,040,685,711 | 1,259,753,202 |
|                                                    |                       | Less Exemptions                        | 44,695,519  | 44,717,195  | 44,715,846  | 91,956,833    | 92,894,037    |
|                                                    |                       | <b>NET DIGEST VALUE</b>                | 632,719,150 | 740,535,096 | 931,278,543 | 948,728,878   | 1,166,859,165 |
|                                                    | R<br>A<br>T<br>E      | Gross Maintenance & Operation Millage  | 0.0252      | 0.0201      | 0.0172      | 0.0176        | 0.0252        |
|                                                    |                       | Less Rollback (Local Option Sales Tax) | 0.0085      | 0.0034      | 0.0005      | 0.0009        | 0.0085        |
|                                                    |                       | <b>NET M&amp;O MILLAGE RATE</b>        | 0.0167      | 0.0167      | 0.0167      | 0.0167        | 0.0167        |
| TAX                                                |                       | <b>TOTAL M&amp;O TAXES LEVIED</b>      | \$10,560    | \$12,377    | \$15,590    | \$15,834      | \$19,447      |
|                                                    |                       | <b>Net Tax \$ Increase</b>             | (\$1,928)   | \$1,817     | \$3,212     | \$245         | \$3,613       |
|                                                    |                       | <b>Net Tax % Increase</b>              | -15.40%     | 17.21%      | 25.95%      | 1.57%         | 22.81%        |



# 2025 MILLAGE RATE PRESENTATION

**John Wiggins**

Finance Director

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



# MILLAGE RATE



THE TAX RATE THAT IS APPLIED TO THE ASSESSED VALUE OF TAXABLE PROPERTY TO CALCULATE THE AMOUNT OF PROPERTY TAX TO BE PAID.



- MILLAGE RATE OF 1 MIL IS \$1.00 PER THOUSAND OF ASSESSED VALUE.



- FOR CALCULATION PURPOSES, THE MILLAGE RATE IS STATED AS 0.001.



THE MILLAGE RATE IS ESTABLISHED BY THE LEVYING AUTHORITY EACH YEAR.

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

## NOTICE

The Forest Park City Council does hereby announce that the millage rate will be set at a meeting to be held at Forest Park City Hall 745 Forest PKWY, on September 15, 2025 at 7:00 pm and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

## CURRENT 2025 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

| C<br>o<br>u<br>n<br>t<br>y<br><br>w<br>i<br>d<br>e<br><br>A<br>r<br>e<br>a | COUNTY WIDE           |                                           | 2021        | 2022        | 2023        | 2024          | 2025          |
|----------------------------------------------------------------------------|-----------------------|-------------------------------------------|-------------|-------------|-------------|---------------|---------------|
|                                                                            | V<br>A<br>L<br>U<br>E | Real & Personal                           | 675,235,726 | 776,940,943 | 967,553,071 | 1,032,675,150 | 1,256,527,451 |
|                                                                            |                       | Motor Vehicles                            | 2,085,100   | 8,208,270   | 8,281,670   | 7,848,860     | 3,126,020     |
|                                                                            |                       | Mobile Homes                              | 90,021      | 91,589      | 97,073      | 96,971        | 95,625        |
|                                                                            |                       | Timber - 100%                             | 0           | 0           | 0           | 0             | 0             |
|                                                                            |                       | Heavy Duty Equipment                      | 3,822       | 11,489      | 62,575      | 64,730        | 4,106         |
|                                                                            |                       | Gross Digest                              | 677,414,669 | 785,252,291 | 975,994,389 | 1,040,685,711 | 1,259,753,202 |
|                                                                            |                       | Less Exemptions                           | 44,695,519  | 44,717,195  | 44,715,846  | 91,956,833    | 92,894,037    |
|                                                                            |                       | <b>NET DIGEST VALUE</b>                   | 632,719,150 | 740,535,096 | 931,278,543 | 948,728,878   | 1,166,859,165 |
|                                                                            | R<br>A<br>T<br>E      | Gross Maintenance & Operation Millage     | 0.0252      | 0.0201      | 0.0172      | 0.0176        | 0.0252        |
|                                                                            |                       | Less Rollback<br>(Local Option Sales Tax) | 0.0085      | 0.0034      | 0.0005      | 0.0009        | 0.0085        |
|                                                                            |                       | <b>NET M&amp;O MILLAGE RATE</b>           | 0.0167      | 0.0167      | 0.0167      | 0.0167        | 0.0167        |
| T<br>A<br>X                                                                | TAX                   | <b>TOTAL M&amp;O TAXES LEVIED</b>         | \$10,560    | \$12,377    | \$15,590    | \$15,834      | \$19,447      |
|                                                                            |                       | Net Tax \$ Increase                       | (\$1,928)   | \$1,817     | \$3,212     | \$245         | \$3,613       |
|                                                                            |                       | Net Tax % Increase                        | -15.40%     | 17.21%      | 25.95%      | 1.57%         | 22.81%        |

# Notice Of Property Tax Increase To Be Publish

The City of Forest Park has tentatively adopted a 2025 millage rate which will require an increase in property tax by 1.21 percent due to property values increasing. Even though the City of Forest Park is proposing to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

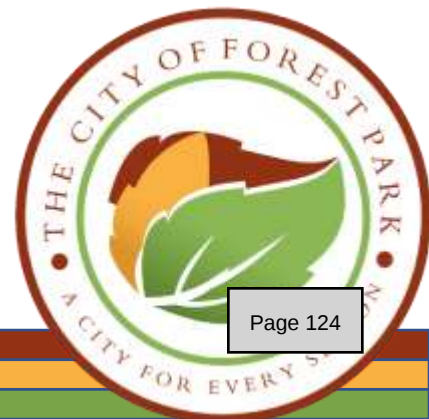
All concerned citizens are invited to the public hearing on the tax increase to be held at the Forest Park City Hall on September 2, 2025, at 7:00 p.m. Times and places of additional public hearings on this tax increase are at Forest Park City Hall at 745 Forest Parkway on September 15, 2025, at 6:00 p.m. and again at 7:00 p.m.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.21 percent. Without this tentative increase, the millage rate will be no more than 2.0 mills. The proposed tax increase for a home with a fair market value of \$100,000 is approximately 8.00.

# Q&A

Item #4.

# THANK YOU!



STATE OF GEORGIA  
COUNTY OF CLAYTON

RESOLUTION NO. 2025-\_\_\_\_

**A RESOLUTION BY THE CITY OF FOREST PARK, GEORGIA COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE ADOPTION OF THE 2025 MILLAGE RATE FROM THE CITY'S FINANCE DEPARTMENT.**

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

**WHEREAS**, the City has tentatively adopted a 2025 millage rate of 16.74 mills; and

**WHEREAS**, although the millage rate remains the same as the prior year, increases in assessed property values will result in an effective property tax increase of approximately 1.21 percent; and

**WHEREAS**, O.C.G.A. § 48-5-32 requires the City to hold three public hearings to receive input from the public before final adoption of the millage rate; and

**WHEREAS**, the three public hearings shall be held at City Hall on September 2, 2025 at 7:00 p.m., September 15, 2025 at 6:00 p.m., and September 15, 2025 at 7:00 p.m.; and

**WHEREAS**, the Mayor and Council have caused public notice of said hearings to be published in the City's legal organ and posted at City Hall; and

**WHEREAS**, the approval of this millage rate is necessary for the safety, health, and welfare of the City's citizens.

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

**Section 1. Approval.** The Department's request to adopt the 2025 millage rate of 16.74 mills, which constitutes a property tax increase of 1.21 percent as presented to the Mayor and Council on September 15, 2025, is hereby approved.

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

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

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

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

**SO RESOLVED** this 15th day of September 2025.

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**File Attachments for Item:**

**5. Council Discussion to Approve Case # RZ-2025-02 Rezoning Request for 486 Main Street (Zoned RM – Multiple Family Residential) and 0 Burks Rd (Zoned RT – Two Family Residential) from RM and RT to GC (General Commercial District) to allow the development of a unified parking area supporting future business operations- PCD Department**

**Background/History:**

The subject property consists of three vacant parcels totaling approximately 1.23+/- acres in Ward 2. The primary parcel is located at 486 Main Street, occupying the southwest corner of Main Street and Burks Road. The two additional vacant parcels are situated immediately behind the proposed parcel to the west of the existing commercial structure, occupying the northwest portion of the block formed by Burks Road and North Avenue. The applicant is requesting a rezoning of all three parcels from residential to commercial to support the development of a unified off-street parking area in preparation for relocating future commercial operations to the site.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # RZ-2025-02 Rezoning Request for 486 Main Street (Zoned RM – Multiple Family Residential) and 0 Burks Rd (Zoned RT – Two Family Residential) from RM and RT to GC (General Commercial District) to allow the development of a unified parking area supporting future business operations.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** August 25, 2025

**Work Session Date:** September 02, 2025

**Council Meeting Date:** September 02, 2025

## **Background/History:**

The subject property consists of three vacant parcels totaling approximately 1.23+/- acres in Ward 2. The primary parcel is located at 486 Main Street, occupying the southwest corner of Main Street and Burks Road. The two additional vacant parcels are situated immediately behind the proposed parcel to the west of the existing commercial structure, occupying the northwest portion of the block formed by Burks Road and North Avenue. The applicant is requesting a rezoning of all three parcels from residential to commercial to support the development of a unified off-street parking area in preparation for relocating future commercial operations to the site. Currently, the corner parcel fronting Main Street is zoned Multiple-Family Residential District (RM) and is adjacent to existing multifamily residential development to the west. The two interior parcels along Burks Road are zoned Two-Family Residential District (RT) and are surrounded by a mix of townhomes and single-family residences.

On Thursday August 21, 2025, the planning commission voted to approve this rezoning request with conditions. The following **conditions** shall apply:

1. **Limit of Rezoning:** Only the parcel at 486 Main Street (Parcel #13080A E005) shall be rezoned. The two rear parcels (Parcel #13051A A004 and #13051A A006) shall remain zoned RT.
2. **Site Plan Review:** Prior to any construction or use of the site for commercial purposes, the applicant shall submit a full site plan for review and approval by the Planning Department and applicable City departments. The site plan must address:
  - Parking layout and access points.
  - Landscaping and buffer requirements.
  - Stormwater management.
  - Compliance with all applicable zoning and development standards.

- 
3. **Buffering:** A landscape buffer, as required by the City's zoning ordinance, shall be provided along the western and northern edges of the commercial parcel to mitigate visual and noise impacts on adjacent residential properties.
  4. **Use Restrictions:** The commercial zoning shall be limited to uses that are compatible with neighborhood-scale development, as determined by the final zoning designation and subject to Planning Commission review and Final approval by Mayor & Council, if applicable.
  5. **Truck Parking Restriction:** To preserve the residential character of the rear parcels, truck parking shall be prohibited on all portions of the property, including the rear parcels zoned RT. Trucks may access the site for loading and unloading purposes only but shall not remain parked on the premises at any time.
- 

**Cost:** N/A

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

**Financial Impact:**

---

**Action Requested from Council:** Deliberate and decide on Case #RZ-2025-02 — a request to rezone the property at 486 Main Street (Zoned RM – Multiple Family Residential) and 0 Burks Rd (Zoned RT – Two Family Residential) from RM and RT to GC (General Commercial District) to allow the development of a unified parking area supporting future business operations.

July 29, 2025

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the August 06, August 13, and August 20, 2025, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, August 21, 2025, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Rezoning at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday September 1, at 6:00 p.m.

- **Case #CUP-2025-04** – Conditional Use Permit for 5000 Governors Dr, Parcel ID # **13051C A003B**. The applicant, Seacoast at Governors Glen, is requesting a conditional use permit to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2.
- **Case# VAR-2025-10**-Variance Request for 3953 Jonesboro Road, Parcel # **13015A A012**. The applicant, Robert King, is requesting a variance to allow the reduction of the rear yard setback from the required thirty (30) feet to twenty-five (25) feet, an increase in the maximum lot coverage from the required seventy percent (70%) to seventy-six percent (76%), and a reduction in the required parking from fifty-eight (58) spaces to twenty-nine (29) spaces. These variances are being requested to permit the construction of a gasoline service station with an attached restaurant suite/business space in the General Commercial (GC) District, located in Ward 1.
- **Case# VAR-2025-12** -Variance Request for 459 Cynthia LN, Parcel # **13083C B001**. The applicant, Brenda Lopez, is requesting a variance to allow an increase of the allowed maximum accessory structure square footage by 241.73 square feet. This variance is being requested to construct an 841.73 square foot accessory structure in the rear yard of the property located within the Single-Family Residential (RS) District, located in Ward 4.
- **Case# RZ-2025-02** - Rezone Request for 486 Main St, Parcel # **13051A A005** and 0 Burks Rd, Parcel # **13051A A004** and Parcel # **13051A A006**. The applicant, Yaritza Hernandez, is requesting to rezone the property from Multiple-Family Residential District (RM) to General Commercial District (GC) to allow the development of a unified parking area supporting future business operations in Ward 2.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department

404-366-4720

**STAFF REPORT**  
**Planning Commission Meeting: May 16, 2024**  
**City Council Meeting: June 3, 2024**

**Case:** RZ-2025-02

**Current Zoning:** RS- Single Family Residential

**Proposed Request:** Rezone property from Multiple-Family Residential District (RM) to General Commercial District (GC) to allow the development of a unified parking area supporting future business operations in Ward 2.

**Staff Report Compiled By:** SaVaughn Irons-Kumassah, Principal Planner

**Staff Recommendation:** Partial Approval of Rezoning Request.

**APPLICANT INFORMATION**

**Owner of Record:** Yaritza Hernandez

**Applicant:** Yaritza Hernandez

**Address:** 486 Main St

**Address:** 486 Main St

**City/State:** Forest Park, GA 30297

**City/State:** Forest Park, GA 30297

**PROPERTY INFORMATION**

**Parcel Number:** 13080A E005, 13051A A004, and 13051A A006

**Acreage:** 1.23 +/-

**Address:** 486 Main Street  
0 Burks Rd

**FLU:** Commercial  
**Medium Density Residential**

**SUMMARY & BACKGROUND**

The subject property consists of three vacant parcels totaling approximately 1.23± acres in Ward 2. The primary parcel is located at 486 Main Street, occupying the southwest corner of Main Street and Burks Road. The two additional vacant parcels are situated immediately behind the proposed parcel to the west of the existing commercial structure, occupying the northwest portion of the block formed by Burks Road and North Avenue.

Currently, the corner parcel fronting Main Street is zoned Multiple-Family Residential District (RM) and is adjacent to existing multifamily residential development to the west. The two interior parcels along Burks Road are zoned Two-Family Residential District (RT) and are surrounded by a mix of townhomes and single-family residences.

The applicant is requesting a rezoning of all three parcels from residential to commercial to support the development of a unified off-street parking area in preparation for relocating future commercial operations to the site. While County records classify one of the parcels as commercial, it remains zoned residential under current City zoning and thus requires formal rezoning to allow for commercial use. The intent is to consolidate the parcels into a single, functional parking area that will meet City code requirements for future business use, including provisions for customer access, staff parking, and delivery logistics.

As part of their proposal, the applicant has engaged a licensed architect to ensure compliance with City standards related to grading, access, stormwater management, landscaping, and buffer requirements, and has expressed commitment to maintaining compatibility with the surrounding residential context.

After careful staff analysis, it is recommended that only the RM-zoned corner parcel fronting Main Street be approved for rezoning to a commercial district. This recommendation is based on its strategic location at the intersection of two roads, its adjacency to a commercially trending corridor, and its suitability for accommodating commercial land use without disrupting the established residential character of the interior lots. Retaining the RT zoning for the two rear parcels will provide a necessary transition and buffer, preventing commercial encroachment into the residential core of the neighborhood and preserving land use compatibility along Burks Road.

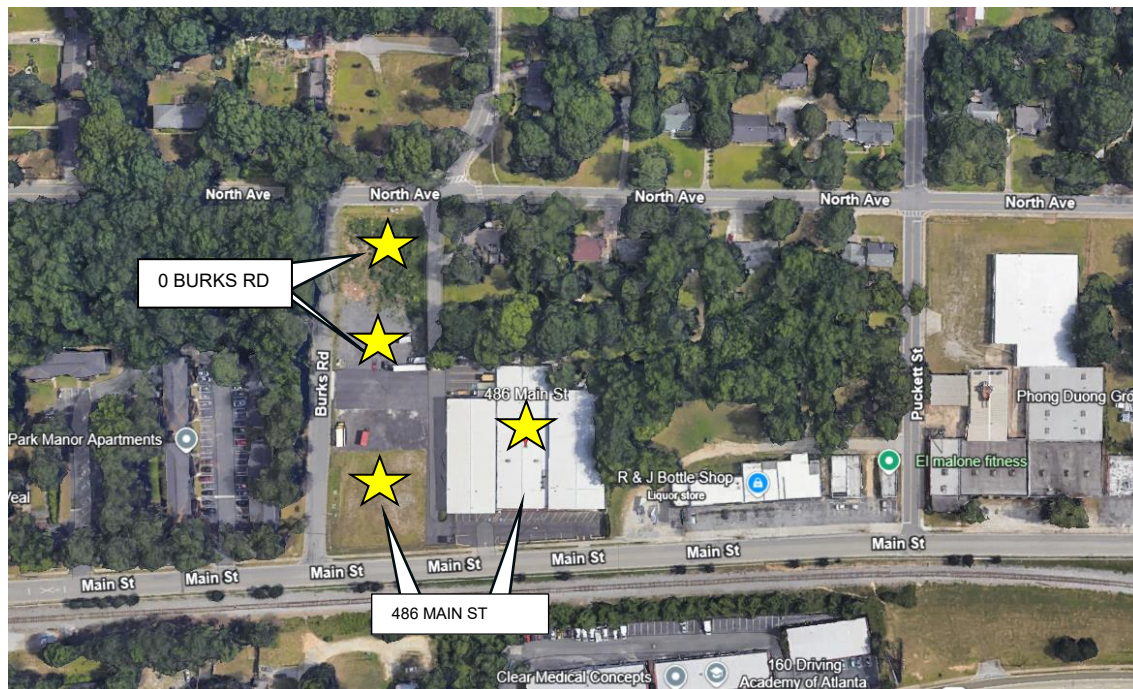
This approach balances the applicant's operational needs with the City's broader planning goals by facilitating appropriate commercial activity along Main Street, while protecting the residential scale and fabric of the surrounding community.

Should the request be approved, the applicant will be able to move forward with developing a compliant parking area on the front lot to support future commercial operations, while preserving residential integrity at the rear of the site.

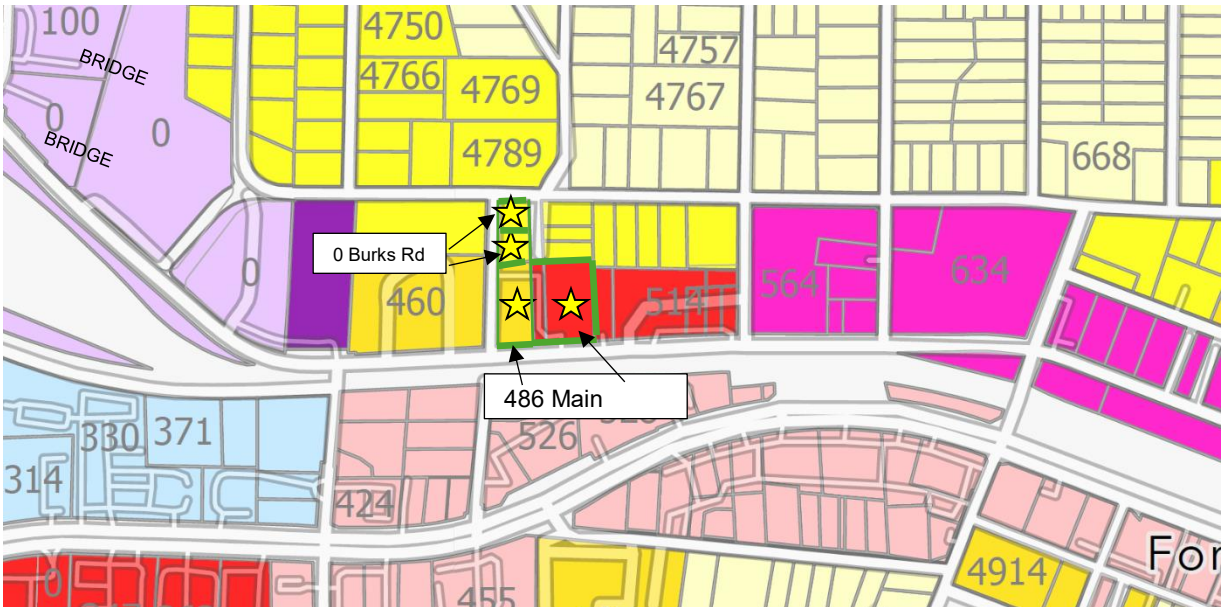
#### ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

|              |                                        |             |                                  |
|--------------|----------------------------------------|-------------|----------------------------------|
| <b>North</b> | RT (Two-Family Residential District)   | <b>East</b> | GC (General Commercial District) |
| <b>South</b> | IC (Institutional Commercial District) | <b>West</b> | RM (Multiple-Family Residential) |

#### AERIAL MAP

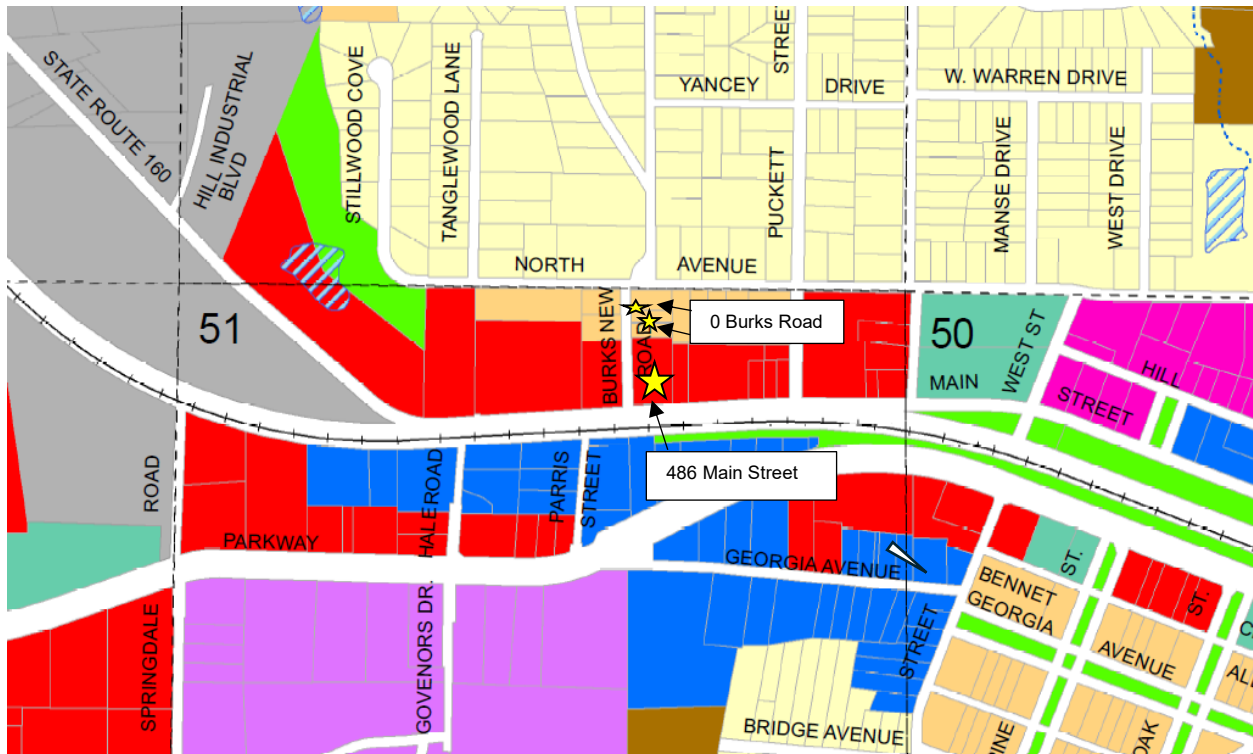


## ZONING MAP



**Current Zoning: RS (Single-Family Residential)**

## FUTURE LAND USE MAP



**Future Land Use: Commercial and Medium Density Residential**

## SITE PHOTOS



**486 Main Street. Vacant Parcel on the Corner of Main Street and Burks Rd.**



**Vacant parcel**



**Northwest Corner of Burks Rd and North Avenue**



Rear of site

## SURROUNDING PROPERTIES



Residential: Zoned RM (Multiple-Family Residential District)  
(West of Parcel)



**Residential: Zoned RT (Two-Family Residential District)  
(West of Parcel)**



**Commercial: Zoned GC (General Commercial District)  
(East of Parcel)**

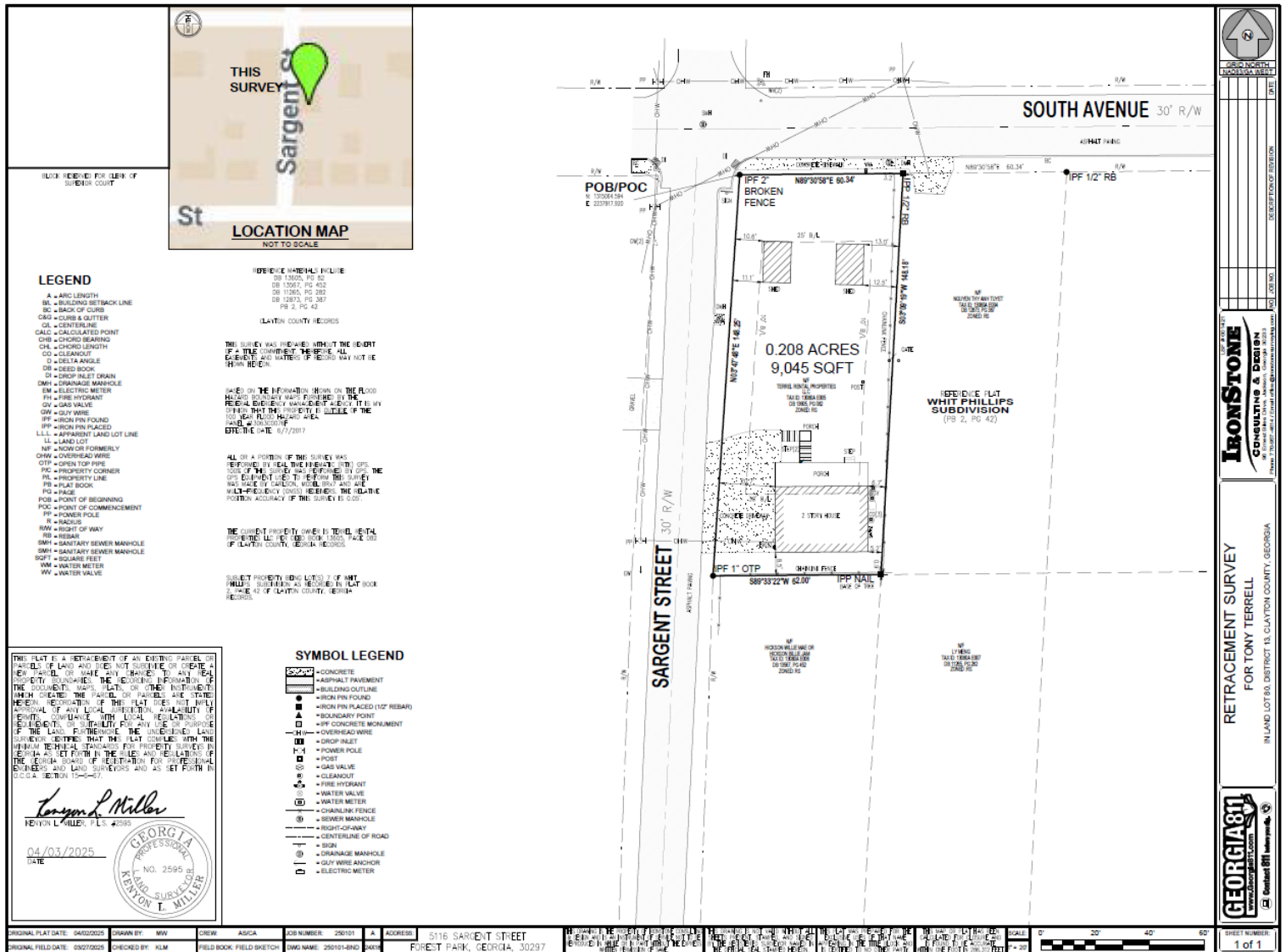


**Railroad and Commercial: Zoned IC (Institutional Commercial District)  
(South of Parcel)**



**Residential: Zoned RT (Two-Family Residential)  
(North of Parcel)**

## BOUNDARY SURVEY



# SITE PLAN



SITE

AOOI

## Impact Summary

Would the proposed amendment be consistent and compatible with the city's land use and development, plans, goals, and objectives? ☒ **Yes** ☐ **No** *Yes, the proposed amendment is consistent with the City's land use plans and goals. Rezoning only the corner lot supports commercial use along Main Street while preserving residential character behind it, aligning with the City's objective for balanced, context-sensitive development.*

Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets? ☐ **Increase** ☐ **Decrease** ☒ **No Impact** *The proposed amendment is expected to have minimal impact on traffic safety and congestion. Limiting the rezoning to the corner lot allows for controlled commercial use along Main Street, a corridor better suited to handle increased activity. The applicant's plan to develop a dedicated, code-compliant parking area in advance of operations will help manage vehicle circulation, reduce on-street parking, and minimize potential congestion.*

Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers? ☐ **Increase** ☐ **Decrease** ☒ **No Relationship** *The proposed amendment is expected to have no negative impact on safety from fire or other dangers. Any future development on the rezoned parcel will be required to meet all applicable fire codes, building standards, and safety regulations. The applicant is working with a licensed architect to ensure compliance, which supports safe site design and emergency access.*

Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city? ☒ **Promote** ☐ **Diminish** ☐ **No Influence** *The proposed amendment is expected to promote the public health and general welfare of the city. By supporting appropriately scaled commercial use along Main Street and preserving residential zoning in the rear, the amendment encourages orderly development, reduces potential land use conflicts, and ensures that future business operations can provide adequate parking and infrastructure—contributing to a safer, more functional environment for residents and visitors.*

Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air? ☐ **Promote** ☐ **Diminish** ☒ **No Influence** *Rezoning is limited to the corner lot along Main Street, which is adjacent to commercial and multifamily uses, while the rear residential parcels remain unchanged. This preserves the existing residential character and spacing that ensures adequate light and air for surrounding properties.*

Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land? ☐ **Cause** ☐ **Prevent** ☒ **No Influence** *The proposed amendment is expected to have no influence on the overcrowding of land. The rezoning is limited to the corner parcel and will facilitate organized commercial development with adequate parking, rather than increasing density or overloading the site. The surrounding residential parcels remain unchanged, maintaining existing land use patterns.*

Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city? ☐ **Cause** ☐ **Prevent** ☒ **No Influence** *The proposed amendment is expected to have no relationship to population distribution or density. The rezoning focuses on commercial use of a corner lot and does not involve residential development changes that would significantly affect population patterns or density in the area. Therefore, it will not impact the city's health, safety, or general welfare related to population concentration.*

Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?

☐ **Impede** ☒ **Facilitate** ☐ **No Impact.** *The proposed amendment is expected to facilitate the adequate provision of transportation, water, sewerage, and other public services. By allowing a planned commercial use with a dedicated parking area, the amendment supports organized development that meets City infrastructure standards. The applicant's commitment to working with licensed professionals ensures compliance with all necessary public service and utility requirements, promoting efficient and sustainable service provision.*

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties? ☒ **Yes** ☐ **No** *The proposed amendment is compatible with the surrounding environmental conditions and development patterns. Rezoning is limited to the corner lot along a busy corridor, which is already transitioning toward commercial use. The preservation of residential zoning on the rear parcels helps maintain neighborhood character and buffers. The applicant's plans for stormwater management, landscaping, and buffering will further minimize any potential negative impacts. Factors that could diminish the value or enjoyment of surrounding properties are expected to be minimal due to thoughtful site design and adherence to City standards. Continued monitoring of landscaping and buffer effectiveness is recommended to ensure ongoing compatibility.*

Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?

☒ **Promote** ☐ **Diminish** ☐ **No Influence** *The proposed amendment is expected to promote the aesthetic quality of the property and surrounding area. By concentrating commercial use on the corner lot along Main Street, where such development is appropriate, and preserving residential zoning in the rear, the amendment encourages a well-planned transition in land use. The applicant's commitment to landscaping, buffer zones, and compliance with design standards will enhance the visual appeal and maintain neighborhood character.*

Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? ☐ **Yes** ☒ **No** *The proposed amendment to rezone the property from RM (Multiple-Family Residential) to GC (General Commercial) is not expected to have a measurable adverse economic effect on the value of surrounding or adjacent properties. The rezoning is focused on a corner lot already suited for commercial use, and the preservation of residential zoning on the rear parcels helps protect the character and stability of the neighborhood. Thoughtful site design, buffering, and compliance with City standards will help maintain property values and neighborhood desirability.*

Would the proposed amendment create an isolated district, unrelated to adjacent and nearby districts?

☐ **Yes** ☒ **No** *No, the proposed amendment would not create an isolated district. Rezoning the corner parcel to commercial use aligns with existing commercial and multifamily uses along Main Street, creating a logical extension of the commercial corridor. The retention of residential zoning on the adjacent rear parcels maintains a cohesive transition to surrounding residential neighborhoods, ensuring land use compatibility.*

### **Staff Review**

Public Works, Police, and Fire departments did not conduct formal reviews for this rezoning request, as no site development or building plans have been submitted at this stage. Additional departmental reviews will be required during the site plan and permitting process.

### **Planning & Community Development Department**

Planning Staff has conducted a full review of the rezoning request and supports the recommendation to rezone only the corner parcel fronting Main Street. This recommendation is based on land use compatibility, existing zoning patterns, and alignment with the City's development goals. The remaining

parcels should retain residential zoning to preserve neighborhood character and provide an appropriate buffer between commercial and residential uses.

### **Staff Recommendation**

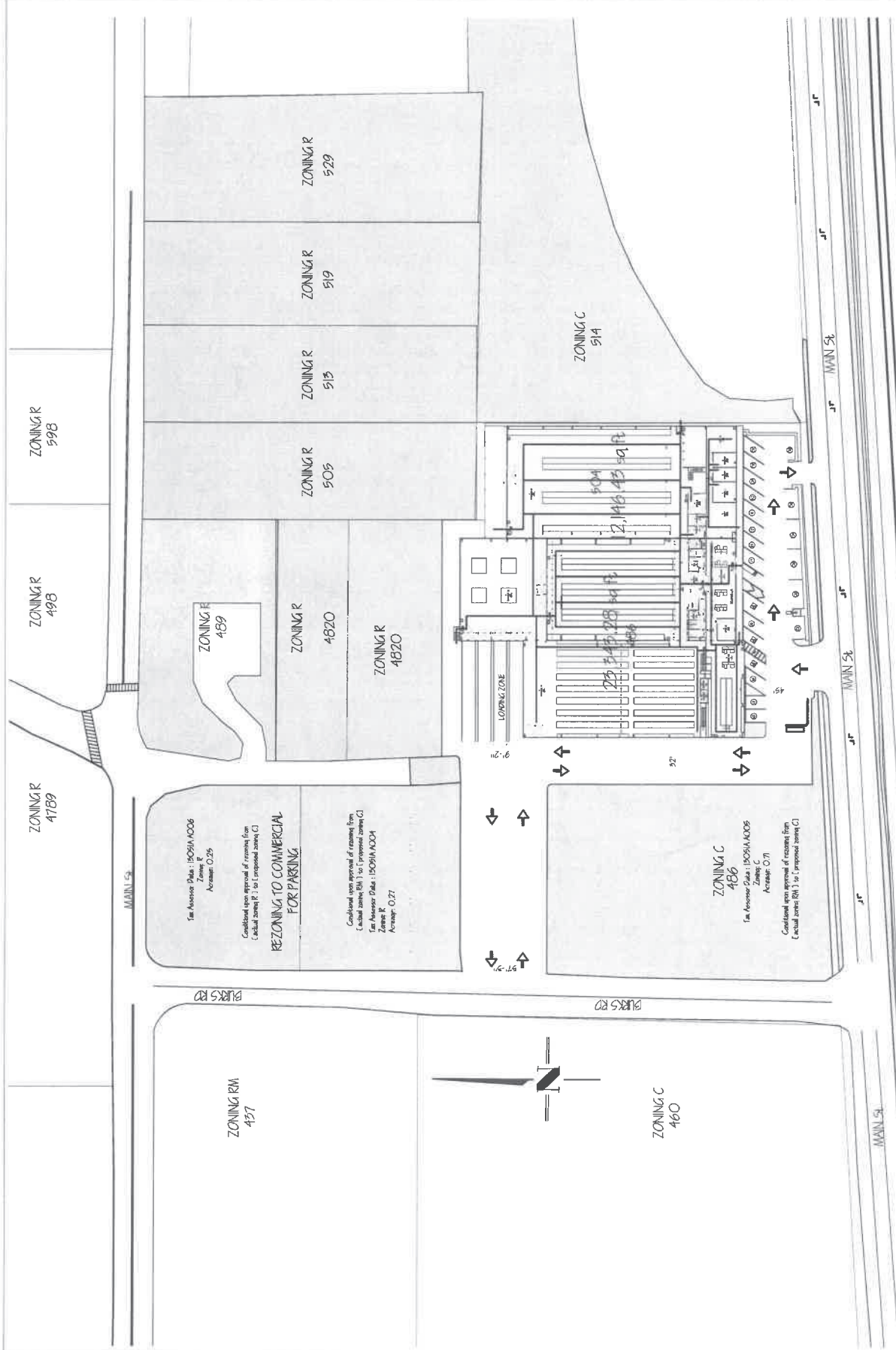
Staff recommends **APPROVAL** of the rezoning request for the corner parcel located at 486 Main Street (Parcel #13080A E005) from Multiple-Family Residential District (RM) to General Commercial District (GC), with the condition that the two rear parcels (Parcel #13051A A004 and #13051A A006) remain zoned Two-Family Residential (RT).

This recommendation is based on a detailed review of existing land use patterns, zoning compatibility, infrastructure capacity, and the City's long-range development goals. The subject corner lot fronts Main Street, a corridor that exhibits a mix of residential, institutional, and commercial uses, and is generally appropriate for limited commercial activity. The lot's location at a signalized intersection provides suitable access and visibility for commercial use without burdening the surrounding residential streets. Rezoning only the front-facing parcel strikes a balance between accommodating the applicant's stated intent, to develop a code-compliant parking area supporting future commercial operations and maintaining the integrity of the adjacent residential neighborhood. Staff finds that this approach creates a logical land use transition and avoids the potential for commercial encroachment deeper into the block, which could disrupt established residential patterns and diminish neighborhood character.

The following **conditions** shall apply:

1. **Limit of Rezoning:** Only the parcel at 486 Main Street (Parcel #13080A E005) shall be rezoned. The two rear parcels (Parcel #13051A A004 and #13051A A006) shall remain zoned RT.
2. **Site Plan Review:** Prior to any construction or use of the site for commercial purposes, the applicant shall submit a full site plan for review and approval by the Planning Department and applicable City departments. The site plan must address:
  - Parking layout and access points.
  - Landscaping and buffer requirements.
  - Stormwater management.
  - Compliance with all applicable zoning and development standards.
3. **Buffering:** A landscape buffer, as required by the City's zoning ordinance, shall be provided along the western and northern edges of the commercial parcel to mitigate visual and noise impacts on adjacent residential properties.
4. **Use Restrictions:** The commercial zoning shall be limited to uses that are compatible with neighborhood-scale development, as determined by the final zoning designation and subject to Planning Commission review and Final approval by Mayor & Council, if applicable.

Staff finds that this conditional approval facilitates the applicant's operational needs, supports orderly development along a transitioning corridor, and preserves the residential quality of the neighborhood interior. The recommendation aligns with sound planning principles and the City's broader goals for sustainable, context-sensitive growth.



RENOVATION

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Optimal Studio

**OPTIMAL**  
Studio  
JULIAN GONZALEZ  
DANIELA L. GONZALEZ  
ATLANTA, GEORGIA

GENERAL NOTES

1. ALL DIMENSIONS ARE IN FEET AND INCHES. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

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9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

OWNER

FRANCISCO  
HERNANDEZ  
770 900 0169

PROJECT

486 MAIN ST  
PARCEL # 000000000000  
486 MAIN ST LOT 100

PROJECT NUMBER

001

DATE

07/05/2019

DRAWN BY

JD

SCALE

As indicated

EXISTING SITE

AOO1

Item #5.

EXISTING SITE PLAN

1/64" = 1'-0"

Page 145

**Letter of Intent****Property Address: 486 Main Street and Adjacent Lots, Forest Park, GA**

I am submitting this Letter of Intent as part of our rezoning application for three parcels located at and behind 486 Main Street. We are requesting a change in zoning from residential to commercial to allow for the development of a unified parking area to support future business operations at the property.

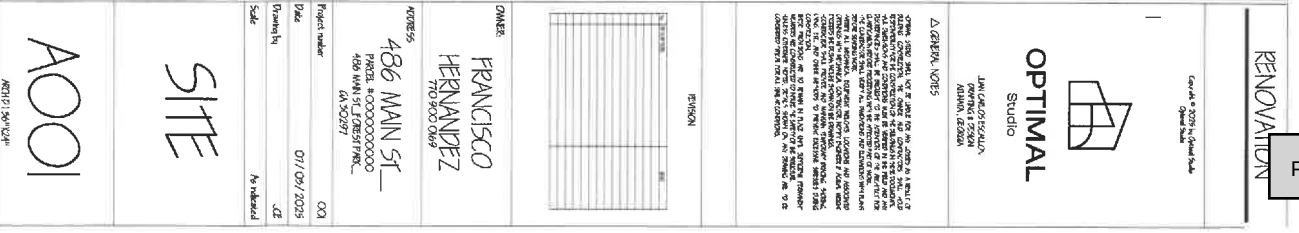
The lots include:

- A side lot (Parcel #13051A A005), which is already classified as commercial by county records, but currently zoned as residential by the City;
- Two side rear lots (Parcel #13051A A004 and #13051A A006), which are classified as residential by both City and County.

Our goal is to rezone all three parcels to commercial so they can be developed into a single, functional parking lot in preparation for relocating our business operations to this site. Although the facility is currently used as a storage facility, we plan to begin active commercial operations there and want to ensure there is sufficient, compliant parking to support customers, deliveries, and staff. Developing a designated parking area ahead of operations will help us minimize future congestion and meet City code requirements from the outset.

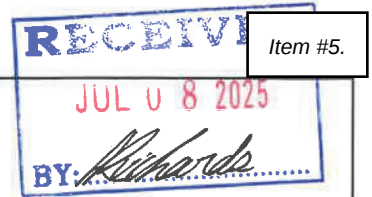
We are working with a licensed architect to help us meet all City requirements for grading, access, striping, stormwater management, landscaping, and buffer zones to protect surrounding properties. We are committed to developing a clean, organized, and code-compliant parking area that enhances the functionality of the property while maintaining harmony in the neighborhood.

We appreciate your time and consideration in reviewing this request. Please let us know if any further information is needed.





**CITY OF FOREST PARK**  
785 Forest Parkway  
Forest Park, Georgia 30297  
Planning & Community  
Development  
(404) 366-4720



## REZONING APPLICATION

### Important Notice:

Please read the application carefully. The Planning, Building & Zoning Department will not accept an incomplete application. Submittal of partial or incomplete applications will not be accepted. This request is subject to all Planning, Building and Zoning requirements under the jurisdiction of the City of Forest Park. If you have any further questions concerning these requirements, please contact the City of Forest Park Planning, Building and Zoning Department for clarification.

## Rezoning Application Checklist

**Please submit the following materials in addition to this application:**

1. **Authorization(s) of property owner(s);**
2. **Notarized authorization(s) of attorney** (only if an attorney is filing the application on behalf of a property owner);
3. **Letter of intent;**
4. **A copy of a survey plat of the property to be rezoned;**
5. **A written legal description** (in metes and bounds);
6. **A conceptual site plan.** This plan must be drawn to scale and must depict the proposed use of the property. This must include the following:
  - A scale and north arrow;
  - The proposed land use and building outline as it would appear (should the rezoning application be approved);
  - The present zoning classification of all adjacent parcels;
  - The gross square footage of all proposed buildings;
  - The proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement;
  - The location of all required off-street parking and loading spaces, including number of spaces and driveway dimensions;
  - Required yard setbacks (appropriately dimensioned);
  - The location and extent of required buffer areas, depicting extent of natural vegetation, as well as the type and location of additional vegetation (if required).
7. **File notarized application and all required materials with the City of Forest Park Planning, Building and Zoning Department.**
8. **Pay application fee.** The rezoning application fee is \$600. The fee is due upon submission of this application. Please make check payable to The City of Forest Park.

## Authorization of Property Owner

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

0 + 486 Main St

Forest Park, GA 30297

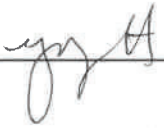
City of Forest Park, Clayton County, Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN PURSUIT OF A REZONING OF THE PROPERTY.

Name of Applicant: Yaritza Hernandez

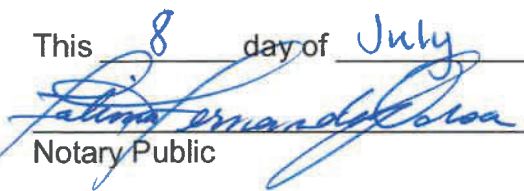
Applicant Address: 505 Church RD SE

Applicant Phone: 678-570-1737

 Owner Signature  
Yaritza Hernandez  
Owner Name (please print)

Sworn to and subscribed before me

This 8 day of July, 2025.

  
Notary Public

FATIMA FERNANDEZ OCHOA  
Notary Public - State of Georgia  
Clayton County  
My Commission Expires Apr 9, 2027

## Applicant Information

Applicant: Yaritza Hernandez  
 Address of Property: 486 Main Street, Forest Park, GA 30297  
 Email Address: Productos mex. hernandez@gmail.com Phone: 678-570-1737  
 Property Owner (if different from above): Yaritza Hernandez  
 Mailing Address (if different from above): 505 Church RD SE, Smyrna, GA 30082  
 Email Address: productosmex.hernandez@gmail.com Phone: 678-570-173  
 Size of Property: Square Footage: \_\_\_\_\_ Acres: 1.23  
 Present Zoning Classification: RM Proposed Zoning Classification: GC  
 Present Land Use: residential - multiple family  
 Proposed Land Use: general commercial

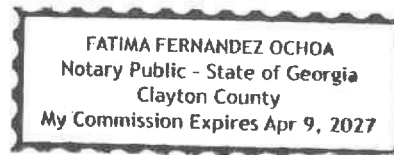
I hereby make application to the City of Forest Park to rezone the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete, and accurate. I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Forest Park reserves the right to enforce all ordinances regardless of any action or approval of this application. Furthermore, I understand that it is my/our responsibility to conform with all the City of Forest Park's ordinances in full. I hereby acknowledge that all requirements of the City of Forest Park shall be adhered to. I attest that I have read and understand this application or have had it read to me (if I could not read it myself). I understand that it is a felony to make false statements or writings to the City of Forest Park pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

SIGNATURE: [Signature] Date: 7/7/25  
 PRINT NAME: Yaritza Hernandez

Sworn to and subscribed before me

This 7th day of July, 20 25.

[Signature]  
 Notary Public





# CITY OF FOREST PARK

Planning & Community Development Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720

## AUTHORIZATION OF PROPERTY OWNER

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

0 Main Street  
Forest Park, GA 30297

City of Forest Park, Clayton County, Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE  
APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN PURSUIT OF THIS PERMIT  
OR REQUEST.

Name of Applicant: Yaritza Hernandez

Applicant's Address: 505 Church RD SE, Smyrna, GA 30082

Applicant's Phone: 678-570-1737

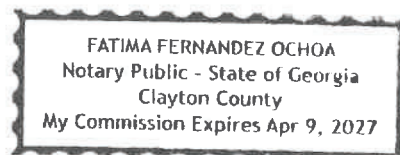
[Signature] Signature of the Owner

Yaritza Hernandez  
Name of the Owner (please print)

Sworn to and subscribed before me

This 8 day of July, 2025.

[Signature]  
Notary Public



## EXHIBIT "A"

**TRACT ONE: 13051AA005**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District of Clayton County Georgia, and being more particularly described as follows:

Beginning at a point at the northwest corner of Main Street and Burks Road; thence north 01 degrees 35 minutes west, 263.99 feet along the west side of Burks Road to a manhole; thence south 84 degrees 37 minutes west 154.27 feet to an iron pin; thence south 01 degrees 00 minutes east 263.99 feet to an iron pin on the north side of Main Street; thence east 160.8 feet along the north side of Main Street to an iron pin and the Point of Beginning, all as shown on plat of survey for William L. Meyers by Carl M. Maddox, Surveyor, dated May 6, 1977.

**TRACT TWO: 13051BC002**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District of Clayton County, Georgia, and being more particularly described as follows:

Beginning at an iron pin found on the north right of way of Main Street (Georgia Highway #160), said pin located 153.4 feet east of the northeast corner of Main Street and Burks Road; running thence north 01 degrees 54 minutes 38 seconds east, along the east line of property now or formerly owned by William L. Meyers 224.88 feet to an iron pin found; thence south 86 degrees 51 minutes 30 seconds east along the south line of property of David and Ruby Hitson, 64.93 feet to an iron pin; thence south 01 degrees 55 minutes 07 seconds west along property now or formerly owned by James L. and Theresa Turner, 219.62 feet to an iron pin found on the north right of way of Main Street; thence west along Main Street 65 feet to an iron pin found and the Point of Beginning as per survey for William Lewis Meyers dated 4/9/79 by Carl M. Maddox which is incorporated herein by reference.

**TRACT THREE: 13051AA007**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District, Clayton County, Georgia, being more particularly described as follows:

Beginning at an iron pin on the western right of way line of Burks Road (as formerly located) at its intersection with the north right of way line of Main Street, being 24 feet from centerline and also being 63.6 feet north of the centerline of Central of Georgia Railroad; thence north 01 degrees 35 minutes 43 seconds west along the western right of way line of Burks Road, 263.92 feet to an "x" in a sanitary sewer manhole, thence north 82 degrees 37 minutes 14 seconds east 39.72 feet to an iron pin on the eastern right of way line of Burks Road; thence south 01 degrees 35 minutes 43 seconds east along said right of way line 265.30 feet to an iron pin at the north right of way line of Main Street; thence south 84 degrees 36 minutes 06 seconds west along the north right of way line of Main Street, 39.64 feet to the Point of Beginning. The above described tract contains 10,461 square feet and is further described as Tract "A" on a plat of survey for City of Forest Park by Metro Engineering & Survey Co., Inc., dated April 24, 1984.

## EXHIBIT (A) CONTINUED

**TRACT FOUR: 13051BC001**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District of Clayton County, Georgia. Being a tract of land shown by plat of survey prepared for William Lewis Meyers by W. R. Franks, Registered Land Surveyor dated September 12, 1975 and recorded in Deed Book 783, page 857, Clayton County Records. Said plat being incorporated herein and made by reference a part of this description as follows:

Beginning at a point marking the northeast intersection of Main Street and Burks Road; at an iron pin running thence north along the east side of Burks Road north 1 degree 35 minutes 43 seconds west 263.99 feet to an iron pin; thence north 88 degrees 42 minutes 27 seconds east 153.85 feet to an iron pin; thence south 1 degree 26 minutes 01 seconds east 254.07 feet to an iron pin; thence west along the north side of Main Street, north 82 degrees 41 minutes 40 seconds west 153.4 feet to an iron pin at the intersection with Burks Road and The Point of Beginning.

**TRACT FIVE: 13051AA004**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District of Clayton County, Georgia, being a vacant lot on the west side of Burks Road aka Burk Street, and more particularly described as follows:

Beginning at a point on the west side of Burks Road at the northeast corner of the property now or formerly owned by William L. Meyers; and running thence west along the north line of the Meyers property 154.27 feet to a made corner; thence running north 98 feet to a made corner; thence running east 150 feet, more or less, to the east side of Burks Road; thence running south along the west side of Burks Road 98 feet to the Point of Beginning.

**TRACT SIX: 13051AA006**

All that tract or parcel of land lying and being in Land Lot 51 of the 13<sup>th</sup> District of Clayton County, Georgia, being a vacant lot, and more particularly described as follows:

Beginning at a point formed by the south side of North Avenue and the west side of Burks Road aka Burk Street; running thence south along the west side of Burks Road 98 feet to the property now or formerly owned by Patricia Wilson Newkirk; thence running west along the north line of the Newkirk property 150 feet, more or less, to the northwest corner of the Newkirk property; thence running North 98 feet to the south side of North Avenue; thence running east 147.7 feet along the south side of North Avenue to the Point of Beginning.

**NOTE:**

- (a) Tracts One, Five and Six are conveyed less and except that portion conveyed to the City of Forest Park for the creation of the new Burks Road. See Deed Book 1164, page 784.
- (b) All references to Burke Road in the legal descriptions in Tracts One – Six are referring to Burks Road as formerly located.

**File Attachments for Item:**

**6. Council Discussion to Approve Case # CUP-2025-04- Conditional Use Permit for 5000 Governors Dr to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2- PCD Department**

**Background/History:**

The applicant is requesting approval for a Conditional use permit **to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2.** Per Sec 8-8-28. - Single family residential district (RS), Assisted living/nursing home and residential care facility for children and adults require a conditional use permit to operate within the Single-Family Residential District. On August 21, 2025, The Planning Commission voted to approve the Conditional Use Permit.



CITY OF  
**FOREST PARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # CUP-2025-04- Conditional Use Permit for 5000 Governors Dr to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** August 25, 2025

**Work Session Date:** September 02, 2025

**Council Meeting Date:** September 02, 2025

## Background/History:

The applicant is requesting approval for a Conditional use permit to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2. Per Sec 8-8-28. - Single family residential district (RS), Assisted living/nursing home and residential care facility for children and adults require a conditional use permit to operate within the Single-Family Residential District. On August 21, 2025, The Planning Commission voted to approve the Conditional Use Permit.

The proposed location is currently developed as a licensed memory care and assisted living facility known as Governor's Glen. It operates under a previously approved Conditional Use Permit (CUP) that allows for a long-term residential care facility within the RS zoning classification. The applicant is now requesting approval of a new CUP to reflect a change in ownership and business name. The new permit would formally recognize the new ownership entity while maintaining compliance with the City's land use requirements. No changes are proposed to the existing land use, building footprint, operations, or intensity of use. The facility will continue to serve as an assisted living residence for seniors requiring cognitive and physical care.

**Cost:** N/A

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

**Financial Impact:**

**Action Requested from Council:** To approve case # CUP-2025-04

July 29, 2025

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the August 06, August 13, and August 20, 2025, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, August 21, 2025, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Rezoning at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday September 1, at 6:00 p.m.

- **Case #CUP-2025-04** – Conditional Use Permit for 5000 Governors Dr, Parcel ID # **13051C A003B**. The applicant, Seacoast at Governors Glen, is requesting a conditional use permit to establish and operate an Assisted living facility within the Single-Family Residential District (RS) in Ward 2.
- **Case# VAR-2025-10**-Variance Request for 3953 Jonesboro Road, Parcel # **13015A A012**. The applicant, Robert King, is requesting a variance to allow the reduction of the rear yard setback from the required thirty (30) feet to twenty-five (25) feet, an increase in the maximum lot coverage from the required seventy percent (70%) to seventy-six percent (76%), and a reduction in the required parking from fifty-eight (58) spaces to twenty-nine (29) spaces. These variances are being requested to permit the construction of a gasoline service station with an attached restaurant suite/business space in the General Commercial (GC) District, located in Ward 1.
- **Case# VAR-2025-12** -Variance Request for 459 Cynthia LN, Parcel # **13083C B001**. The applicant, Brenda Lopez, is requesting a variance to allow an increase of the allowed maximum accessory structure square footage by 241.73 square feet. This variance is being requested to construct an 841.73 square foot accessory structure in the rear yard of the property located within the Single-Family Residential (RS) District, located in Ward 4.
- **Case# RZ-2025-02** - Rezone Request for 486 Main St, Parcel # **13051A A005** and 0 Burks Rd, Parcel # **13051A A004** and Parcel # **13051A A006**. The applicant, Yaritza Hernandez, is requesting to rezone the property from Multiple-Family Residential District (RM) to General Commercial District (GC) to allow the development of a unified parking area supporting future business operations in Ward 2.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department

404-366-4720



# CITY OF FOREST PARK

Item #6.

Planning & Community Development Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720

## Staff Report – Conditional Use Permit

Public Hearing Date: August 21, 2025

City Council Meeting: September 01, 2025

**Case:** CUP-2025-04

**Current Zoning:** **Downtown** Single Family Residential District (RS)

**Proposed Request:** Applicant is requesting a Conditional Use Permit to establish and operate an assisted living facility within the Single-Family Residential District (RS) in Ward 2.

**Ward District:** 2

**Staff Report Compiled By:** SaVaughn Irons-Kumassah, Principal Planner

**Staff Recommendation:** Approval of Conditional Use

### APPLICANT INFORMATION

**Owner of Record:**

**Name:** Forest Park, GA Realco, LLC

**Applicant:**

**Name:** Seacoast at Governors Glen  
(Stephen Nadeau)

**Address:** 5000 GOVERNORS DR

**Address:** 2800 E Silver Springs BLVD STE 205

**City/State:** Forest Park, GA 30297

**City/State:** Ocala, FL 34470

### PROPERTY INFORMATION

**Parcel Number:** 13051C A003B

**Address:** 5000 GOVERNORS DR

**Acreage:** 6.7 +/-

**FLU:** Mixed Use Office/Professional

### SUMMARY & BACKGROUND

The applicant for 5000 Governors Dr is requesting a Conditional Use Permit (CUP) to establish and operate an assisted living facility on approximately 6.7+/- acre parcel. The subject property is located south of Forest Parkway, with its access terminating at the southern end of Governors Drive, a private loop road that serves the site exclusively. The site is currently developed as a licensed memory care and assisted living facility known as Governor's Glen, which includes one primary structure with supporting parking, access drives, and landscaped areas. The property is zoned within the Single-Family Residential District (RS) and is subject to a previously approved Conditional Use Permit (CUP) allowing operation of a long-term residential care facility within the RS zoning classification.

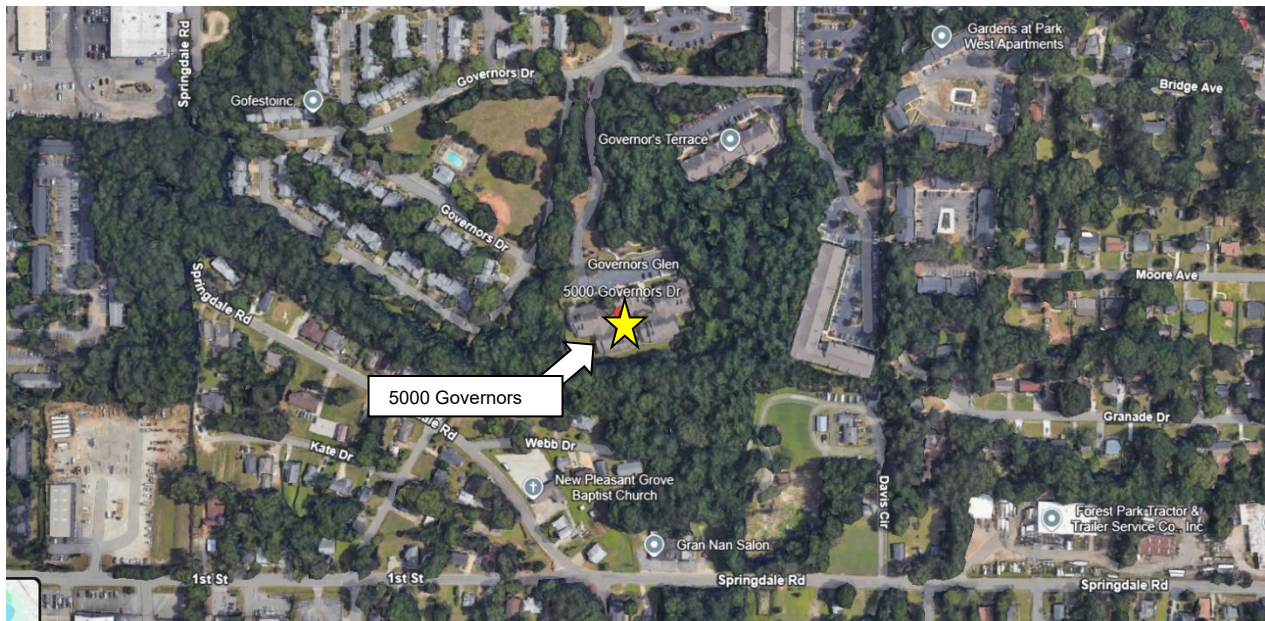
The applicant is requesting approval of a new Conditional Use Permit due to a change in ownership and business name. The proposed CUP would reflect the new ownership entity and maintain compliance with the City's land use requirements. No changes to the existing land use, building footprint, operations, or intensity of the use are proposed. The facility will continue to operate as an assisted living residence for seniors with cognitive and physical care needs.

### Property Zoned General Commercial District (GC)

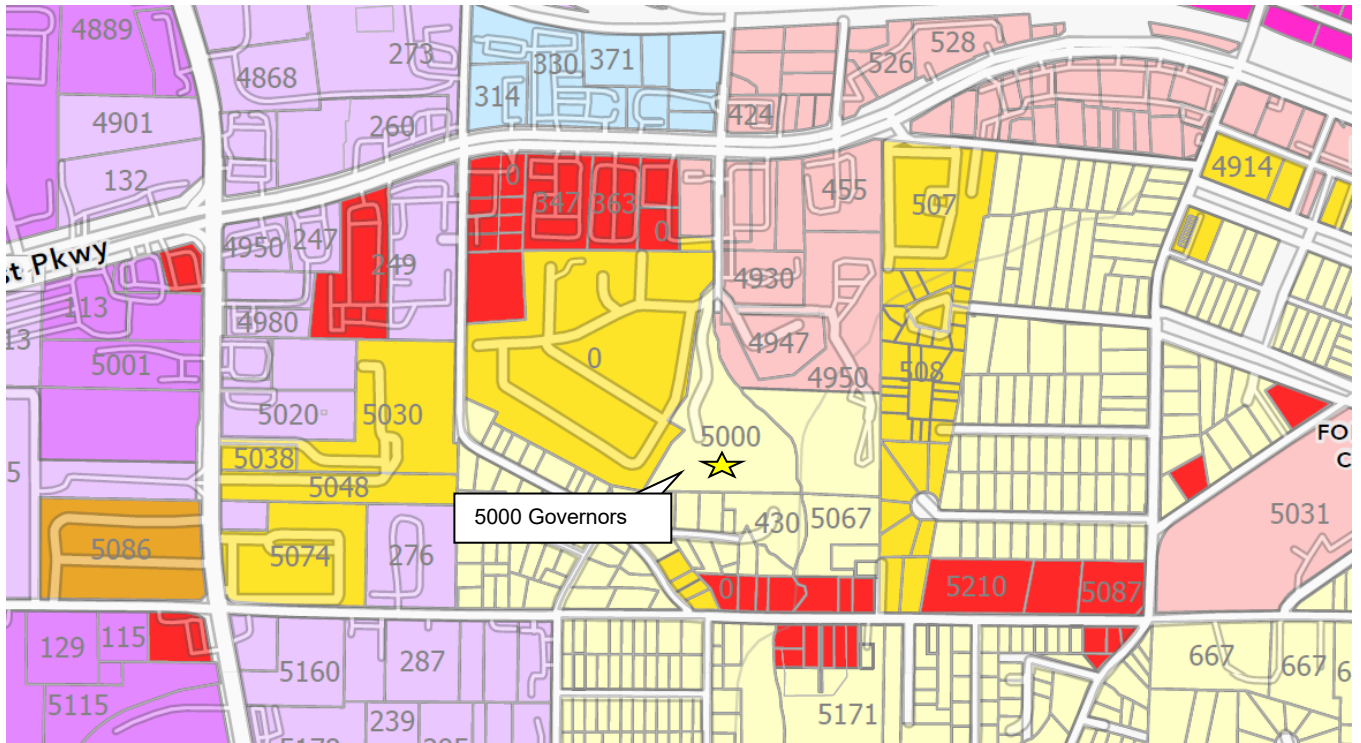
#### ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

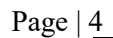
| Direction | Zoning & Use                                                                   | Direction | Zoning & Use                                                            |
|-----------|--------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------|
| North     | RM: Multiple Family Residential District and Institutional Commercial District | East      | IC: Institutional Commercial District And RS: Single-Family Residential |
| South     | RS: Single-Family Residential                                                  | West      | RM: Multiple Family Residential District                                |

#### AERIAL MAP

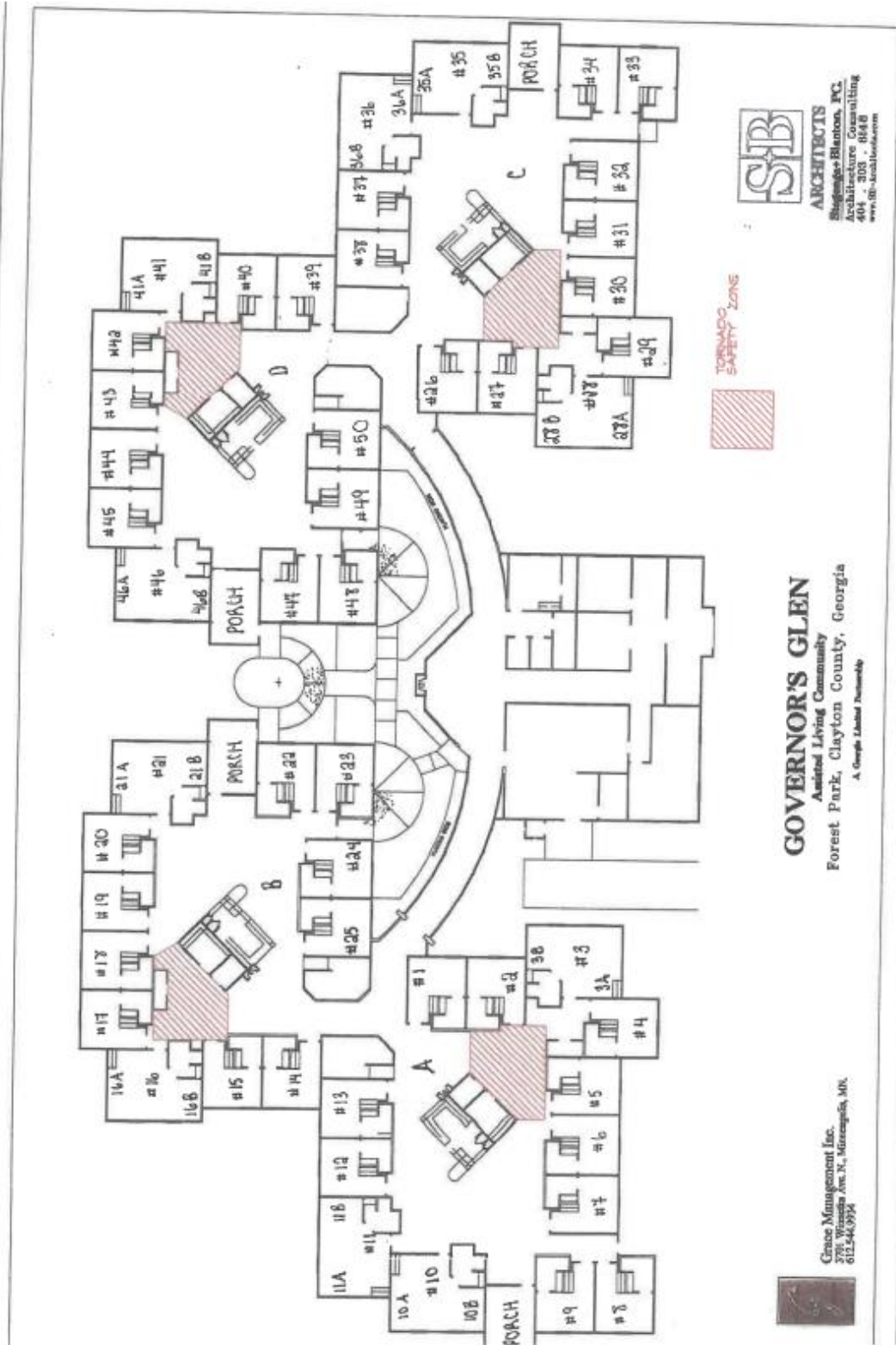


## ZONING MAP

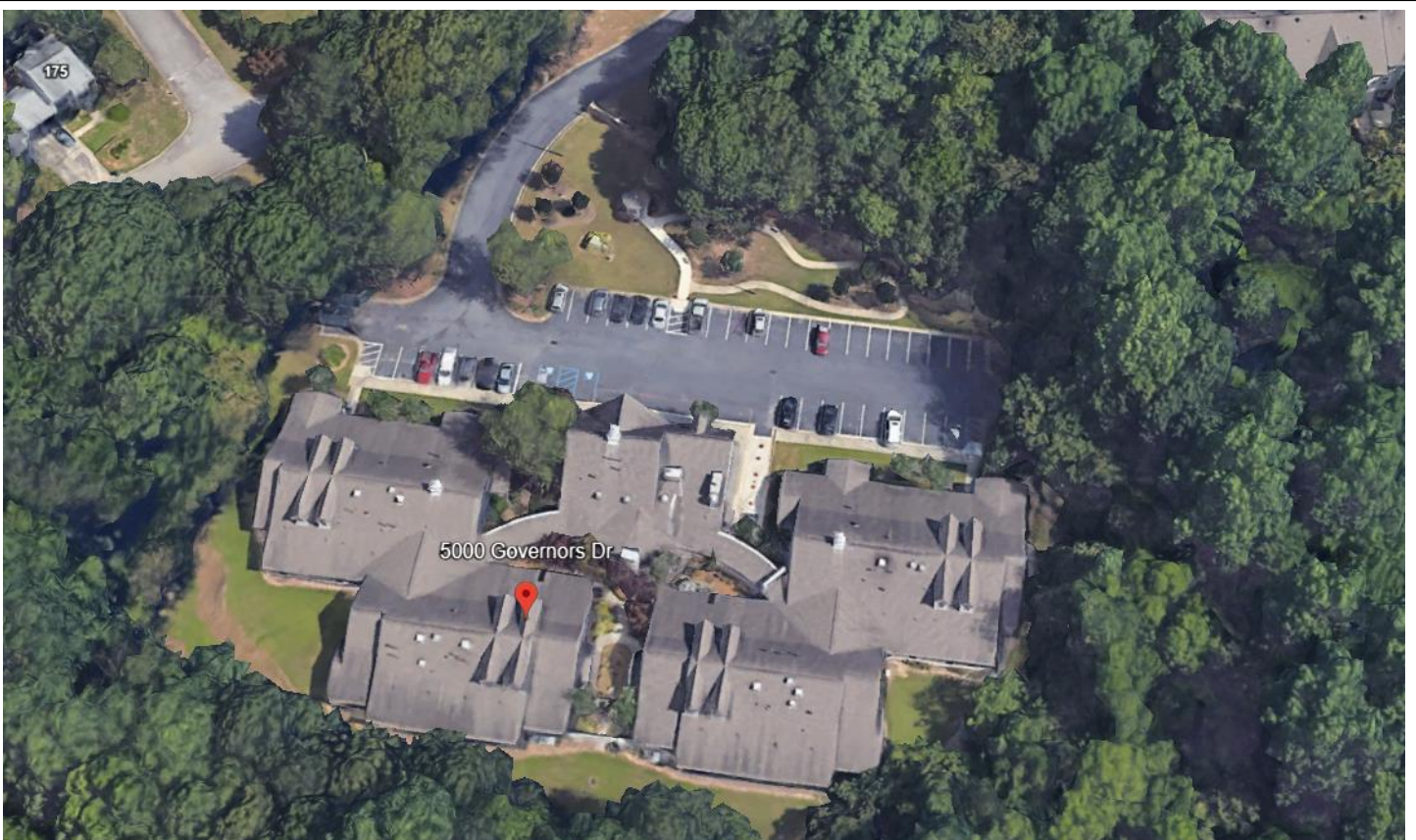




# SITE PLAN



**SITE PHOTOS**



## ZONING CRITERIA AND ANALYSIS

1. **Would the proposed amendment be consistent and compatible with the City's land use and development, plans, goals, and objectives?** Yes, the proposed Conditional Use Permit is consistent with the City's land use and development plans. The use remains unchanged and continues to align with the intent of the existing zoning and previously approved CUP. The amendment reflects a change in ownership only and maintains compatibility with surrounding development.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposed amendment is expected to have **no impact** on traffic safety or congestion. No changes are proposed to the site's operations, intensity of use, or access points, and the facility will continue to operate as it has under the existing CUP.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** The proposed amendment is expected to have **no relationship** to safety from fire or other dangers. There are no changes to the building, operations, or site layout, and the facility will continue to meet all applicable safety codes and licensing requirements.
4. **Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?** The proposed amendment would **promote** the public health and general welfare by ensuring the continued operation of a licensed assisted living facility that provides essential care services to seniors, without altering the existing use or intensity.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** The proposed amendment is expected to have **no influence** on the adequacy of light and air, as no changes are proposed to the building footprint, height, or site layout.
6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** The proposed amendment would have **no influence** on the overcrowding of land. The existing facility is appropriately scaled for the 6.7-acre site, and no expansion or intensification of use is proposed.
7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship with the population distribution within the city, thus creating any area so dense in population as to adversely affect the health, safety, and general welfare of the city?** The proposed amendment would have **no relationship** with population distribution within the city. It does not increase residential density or alter the use of the site, and therefore poses no adverse impact on health, safety, or general welfare related to population concentration.
8. **Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other**

**public services, utilities, or facilities?** The proposed amendment would have **no impact** on the provision of transportation, water, sewerage, utilities, or other public services. Existing infrastructure is already in place and sufficient to support the continued use of the facility without modification.

9. **Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?** The proposed amendment would be compatible with environmental conditions and surrounding developments. The use remains unchanged, and the facility has operated without known negative impacts. No factors are anticipated that would diminish the value, use, or enjoyment of surrounding properties.
10. **Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?** The proposed amendment would have **no influence** on the aesthetic effect of existing or future uses of the property and surrounding area. No physical changes to the site, structures, or landscaping are proposed.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?** The proposed amendment is expected to have **no measurable adverse economic effect** on the value of surrounding or adjacent properties. The use remains the same, and the facility has operated compatibly within the area without negatively impacting property values.
12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts?** No, the proposed amendment would not create an isolated district. The use is consistent with the existing Conditional Use Permit and remains integrated within the surrounding zoning and land use.

### STAFF RECOMMENDATION

Staff recommends **APPROVAL OF THE CONDITIONAL USE PERMIT REQUEST** to establish and operate an assisted living facility within the Single-Family Residential District (RS) in Ward 2.

Attachments Included:

- Application
- Letter of Intent
- Authorization of Property Owner
- Floor Plan

**File Attachments for Item:**

**7. Council Discussion to Approve Massage Establishments as a business license type within the City of Forest Park-PCD Department**

**Background/History:**

As part of the City's business licensing process, staff recently received an application for a proposed massage therapy business seeking to operate within the City of Forest Park.

Per Sec. 9-7-4. - Licensing of massage business operators and masseurs: **(a)** No person, partnership, corporation or association shall operate a massage business as herein defined, or engage in the business or profession of massage, unless such person, partnership, corporation or association shall have first applied for and received the license provided by this chapter. **(b)** Every application for the license prescribed herein shall be upon a form approved by the city manager and shall be filed with the city manager or his designated representative.

Upon review of this ordinance, it has been determined that applicants for a Massage Establishment license are required to appear before Mayor and Council for consideration and approval of the license type. The application has been reviewed by Planning, Fire, Police, and Building departments, and no comments or objections have been noted at this time.

Should Mayor and Council approve the request, the applicant may proceed with establishing and operating the massage therapy business within the City.



CITY OF  
**FOREST PARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Massage Establishments as a business license type within the City of Forest Park.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** August 25, 2025

**Work Session Date:** September 02, 2025

**Council Meeting Date:** September 02, 2025

---

**Background/History:**

As part of the City's business licensing process, staff recently received an application for a proposed massage therapy business seeking to operate within the City of Forest Park.

Per Sec. 9-7-4. - Licensing of massage business operators and masseurs:

**(a)** No person, partnership, corporation or association shall operate a massage business as herein defined, or engage in the business or profession of massage, unless such person, partnership, corporation or association shall have first applied for and received the license provided by this chapter.

**(b)** Every application for the license prescribed herein shall be upon a form approved by the city manager and shall be filed with the city manager or his designated representative.

Upon review of this ordinance, it has been determined that applicants for a Massage Establishment license are required to appear before Mayor and Council for consideration and approval of the license type. The application has been reviewed by Planning, Fire, Police, and Building departments, and no comments or objections have been noted at this time.

Should Mayor and Council approve the request, the applicant may proceed with establishing and operating the massage therapy business within the City.

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**Cost:** N/A

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

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**Financial Impact:**

**Action Requested from Council:** To Approve Massage Establishments as a business license type.





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RECEIVED JUL 0

Item #7.

Department of Finance  
745 Forest Parkway Forest Park, GA 30297  
Phone: (404)366-4720 Fax: (404)608-2344  
www.forestparkga.gov

**NEW APPLICATION FOR COMMERCIAL OCCUPATIONAL/BUSINESS TAX CERTIFICATE**

Business License are valid for one calendar year, January 1 through December 31, and must be renewed by October 1<sup>st</sup> of each year.  
Failure to renew on or before November 15<sup>th</sup>, will result in a 10% penalty Ord. Sec. 3-3-18.

Ownership: ☐ Sole Proprietor ☒ Limited Liability Company ☐ Corporation ☐ Partnership ☐ Non-Profit ☐ Other

ESTIMATED GROSS RECEIPTS FOR THE YEAR OR REMAINDER OF YEAR: \$ 49,700 NUMBER OF EMPLOYEES: 1

E-Verify#: \_\_\_\_\_ FEIN# \_\_\_\_\_ SSN#(Owner): \_\_\_\_\_ GA SALES TAX ID#: \_\_\_\_\_

\*Corporations and Partnerships must provide the Names of all Officers and Partners, their Titles, Mailing Addresses, and SSN# on a separate sheet of paper

Have you registered your Trade Name? (optional) ☐ Yes ☒ No (Trade Names are registered through Clayton County Clerk of Superior Court)

Will your Business operate as an Adult Entertainment Establishment or offer and form of Adult Entertainment? ☐ Yes ☒ No

Will your Business operate as a Night Club or Late-Night Entertainment? ☐ Yes ☒ No

Is this Business required by the State of Georgia to have a Professional License, a Clayton County Health/Food Permit or Approved Inspection Report, or any other Regulatory Approval Documentation? ☒ Yes ☐ No (Copy is required)

Detailed Description of Business: Client focused body work to release pain and stress

Corporation Name: Serenity In Every Touch LLC

D/B/A (doing business as): Serenity In Every Touch

Business Address: 1105 Forest Parkway City: Forest Park State: GA Zip: 30297

Business Phone: 404-735-9633 Business Fax: \_\_\_\_\_ Business Email: serenityineverytouch@gmail.com

Owner 1: CATHERINE LINDSEY Phone: \_\_\_\_\_ Email Address: serenityineverytouch@gmail.com

Mailing Address: 1105 Forest Parkway City: Forest Park State: GA Zip: 30297

Owner 2: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: Catherine Lindsey Phone Number: \_\_\_\_\_

I, Catherine Lindsey, being the Owner, do hereby certify that the above information is true and correct to the best of my knowledge and belief, completion of this form does not guarantee or grant issuance of an occupational tax certificate/business license. The City of Forest Park reserves the right to not issue or renew a certificate in cases which there are documented violations of the city code and/or ordinances, other taxes or fees are owed to the city by the business or its owners, or in which the business fails to meet the requirements set forth by the City of Forest Park. I understand all occupational taxes and corresponding fees shall be due October 1 and not later than November 15 to avoid a 10% penalty plus monthly 1.5% accrued interest city ordinance code SEC. 9-1-1(A). All city taxes (real & personal), sanitation fees and any other assessments must be paid before payment of license will be accepted. If paying by check you must pay all fees with SEPARATE CHECKS! All delinquent businesses are subject to fines imposed by the city. The business tax division will mail you a renewal application in August each year. **In the event that you do not receive a renewal notice, remember that it is YOUR responsibility to pay your fee by November 15 of the following year to avoid a 10% penalty. ORD SEC. 3-3-18** Any certificate issued without payment of all such assessments shall be revoked if the outstanding assessments are not paid within 30 days of the business owner being notified by the department of finance. For purposes of determining the demand date or the notification date, the date shall be 3 days after the mailing date, excluding, Saturdays, Sundays, and holidays. Please notify us of any changes with your business. All changes should be submitted in writing. Applicants must comply with all applicable state regulations of the proposed business activity.

**IMPORTANT INFORMATION FOR APPLICANTS/BUSINESS OWNERS:**

- 1) All required licenses/certificates must be obtained prior to the issuance of the occupational tax certificate.
- 2) Non-Profit organizations are required to register with the city before operations may begin, copies of state and federal registration documents need to be submitted with the application
- 3) Licenses are not transferable. If you sell your business, it is your responsibility to notify the city so that your license can be closed. The new owner must apply for a license. If you move your business, you must complete a new application for a business license
- 4) You may check the status of your application at [www.egovlink.com/forestpark/action.asp](http://www.egovlink.com/forestpark/action.asp).
- 5) All trash receptacles will be provided by the city.
- 6) A license contractor must obtain all applicable permits prior to any new construction, renovation, demolition, or signage.

Signature of Owner 1/Agent: Catherine Lindsey Signature of Owner 2/Agent: \_\_\_\_\_

Date Submitted: 7/1/25

(IRS USE ONLY) 575G

11-06-2024 SERE O [REDACTED] SS-4

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.
- \* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is SERE. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records.

CP 575 G (Rev. 7-2007)

Return this part with any correspondence  
so we may identify your account. Please  
correct any errors in your name or address.

CP 575 G  
[REDACTED]

Your Telephone Number Best Time to Call  
( ) -

DATE OF THIS NOTICE: 11-06-2024  
EMPLOYER IDENTIFICATION NUMBER: [REDACTED]  
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023  
[REDACTED]

SERENITY IN EVERY TOUCH LLC  
CATHERINE LINDSEY SOLE MBR  
[REDACTED]  
[REDACTED]

**Affidavit Verifying Status for City of Forest Park Business License Application**

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) ☒ I am a United States Citizen.2) ☐ I am a legal permanent resident of the United States.3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: GA Driver's License

**Private Employer of Compliance Pursuant to O.C.G.A. § 36-60-6 (d)**

- (A) **More than 10:** By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than 10 employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization
- (B) **Less than 10:** By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs 10 or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. user identification number and date of authorization are as follows:



More Than 10 Employees



Less Than 10 Employees

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully make a false fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation O.C.G.A. 16-10-20, and face criminal penalties as allowed by such statute.

Catherine Lindsey  
Signature of Applicant

CATHERINE LINDSEY  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME

Executed on 1<sup>st</sup> day of July, 2025 (city), Forest Park State GA

Fatima Fernandez Ochoa  
(Notary Signature/Seal)

4/9/2027  
My Commission Expires

FATIMA FERNANDEZ OCHOA  
Notary Public - State of Georgia  
Clayton County  
My Commission Expires Apr 9, 2027



Department of Finance - Business License Division  
 745 Forest Parkway Forest Park, GA 30297  
 Phone: (404)366-4720 Fax: (404)608-2344

## APPLICATION FOR COMMERCIAL SANITATION

**\*\*Please fill out this form completely\*\***

**\*In accordance with City Ordinance 5-2-2-(11)**

### 1. BUSINESS INFORMATION:

(a) Date Applied: 7/1/2025 Telephone #: 404-735-9633  
 (b) BUSINESS/CORPORATION/ORGANIZATION NAME: Serenity In Every Touch LLC

(b) DBA name: Serenity In Every Touch LLC

(c) Business Location: 1105 Forest Parkway  
 Address(Suite/Unit#) (NO P.O. BOX OR VIRTUAL OFFICE)

Forest Park GA 30297 (404)-735-9633  
 City State Zip Code Business Phone

(d) Mailing Address: 1105 Forest Parkway  
 Address(Suite/Unit#)

Forest Park GA 30297 (404) 735-9633  
 City State Zip Code Business Phone

(e) Type of Business: Massage Therapy

### 2. BUSINESS OWNER INFORMATION

(a) FULL NAME: Catherine Lindsey Title: Owner

(b) Mailing Address: 1105 Forest Parkway  
 Address(Suite/Unit#)

Forest Park GA 30297 404 735-9633  
 City State Zip Code Business Phone

Email: Serenityineverytouch@gmail.com Other: \_\_\_\_\_

Signature: Catherine Lindsey Date: 7/1/25

#### Account Changes Request

Type of Changes:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- ☐ Name
- ☐ Service Change
- ☐ Discontinue Service

Reason for Request \_\_\_\_\_

#### OFFICE USE ONLY

Acct #: \_\_\_\_\_ ENTERED IN COMPUTER: \_\_\_\_/\_\_\_\_/\_\_\_\_



Department of Finance  
 745 Forest Parkway Forest Park, GA 30297  
 Phone: (404)366-4720 Fax: (404)608-2344  
 www.forestparkga.gov

**M.A.R.C.**  
**Merchant Awareness Reduces Crime**

Please print, read, and fill out this form completely.

Date: 7/1/25 Type of Business: Massage Therapy  
 Business Name: SERENITY IN EVERY TOUCH LLC  
 Business Address: 1105 FOREST PARKWAY, FOREST PARK, GA  
 Email address (if available): serenityineverytouch@gmail.com  
 Business Phone#: 404 735-9633 Alternate#: [REDACTED] Fax#: [REDACTED]  
 Owner's Name: CATHERINE LINDSEY Owner's Home Phone#: [REDACTED]  
 Owner's Home Address: [REDACTED]

Alarm Type(s) (circle all that apply): Burglar Fire Panic Hold-up Other: \_\_\_\_\_

Alarm Company: N/A Phone#: \_\_\_\_\_

Do you have any security concerns? If so, please explain:  
N/A

Have you noticed any problems in the area of your business? If so, what are they:  
N/A

What can we the police do to help maintain a safe working environment? N/A

Emergency contact person: Valene Farrell Phone#: [REDACTED] Cell#: \_\_\_\_\_  
 Back-up person: \_\_\_\_\_ Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_  
 Back-up person: \_\_\_\_\_ Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_

**OFFICE USE ONLY**

**CITY HALL:** Please route this completed form to the police department upon license approval.

**COMMUNICATIONS USE ONLY:**

Keyword: \_\_\_\_\_

Rolodex date: \_\_\_\_\_

CAD Date: \_\_\_\_\_



745 Forest Parkway Forest Park, GA 30297

Phone: (404)366-4720 Fax: (404)608-2344

www.forestaprkga.gov

**PROFESSIONAL PRACTITIONER**

Have you ever obtained a Professional Business License in the City of Forest Park? Yes \_\_\_ No \_\_\_

I, CATHERINE D LINDSEY, hereby register my  
First Name Middle Initial Last NameProfession as Massage Therapist; and further certify that I  
am duly licensed by the State of Georgia.**PRINCIPAL OFFICE NAME AND LOCATION**(a) Firm/Company Name: Serenity In Every Touch LLC  
d/b/a Serenity In Every touch(c) Business Location: 1105 Forest Parkway, 2<sup>nd</sup> Floor  
Address (Suite/Unit#) (NO P.O. BOX OR VIRTUAL OFFICE) 9633Forest Park GA 30297 404-735-9633  
City State Zip Code Business Phone(d) Mailing Address: 1105 Forest Parkway  
Forest Park GA 30297 404 735 9633  
City State Zip Code Business Phone(e) Telephone: 404-735-9633 (f) Fax Number: \_\_\_\_\_

*Under penalty of law, I hereby certify and declare that the above information to the best of my knowledge and belief is true and complete. I agree to notify the Office of Occupational Tax should any of the information change.*

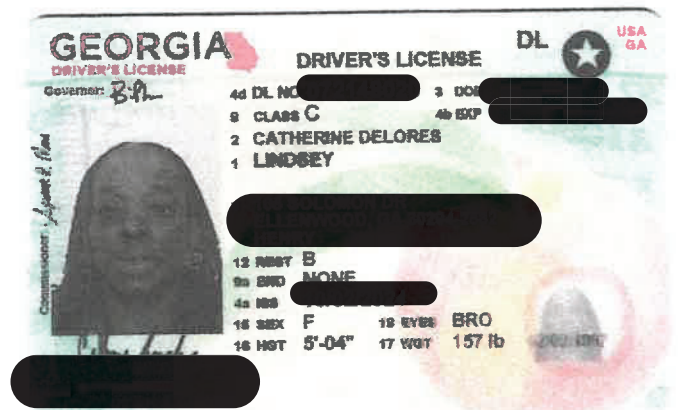
Signature Catherine Lindsey Date: 7/1/25

I. New applicants must attach a copy of their State of Georgia license for application can be processed.

**OFFICE USE ONLY**

Acct #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Due: \_\_\_\_\_ Approved by: \_\_\_\_\_



# SUBLEASE AGREEMENT

## PARTIES

- This Sublease Contract Agreement (hereinafter referred to as the **"Agreement"**) is entered into on 23RD day of May 2025 (the **"Effective Date"**), by and between Catherine Lindsey, (hereinafter referred to as the **"Subtenant"**) and Valerie Farrell (Innovative Hub), (hereinafter referred to as the **"Sublessors"**) (collectively referred to as the **"Parties"**).

Subtenant: Catherine Lindsey  
Trade Name: Serenity In Every Touch

## PREMISES

- The premises that are to be subleased are located at (address)  
1105 Forest Parkway (upstairs)  
Forest Park, GA 30297

## TERM

- This Agreement shall be effective on the date of signing this Agreement (hereinafter referred to as the **"Effective Date"**) and will end on July 1, 2026.

## PAYMENT AND COSTS

- The monthly rent to be paid is \$750. It is to be paid on or before the first day of every month, so that the first rent payment is due on June 1, 2025. The method of payment preferred by both parties is Zelle or Cash.

## UTILITIES

- Hereby, both parties agree that the Subtenant is responsible for paying a portion of the Electric bill. Also Water and Gas are the only utilities that are included within the rent payment.



**DEPOSIT**

- Prior to taking the occupancy of the premises, the Subtenant will pay the Sublessor an amount of     \$0     as a security deposit to cover the cost of any damages suffered by the premises and cleaning.

**INSURANCE**

- The Subtenant is to arrange renter's insurance that meets the minimum standards required under the Sublessor's original lease.
- In the event the structure of the Premises is damaged as a result of any neglect or negligence of Subtenant, their employees, agents, business invitees, or any independent contractors serving the Subtenant or in any way as a result of Subtenant's use and occupancy of the Premises, then the Subtenant shall be primarily responsible for seeing that the proper claims are placed with the Subtenant's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage are made in a timely fashion, including notice to the Tenant and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Subtenant.

**Condition of Premises/Inspection by Subtenant**

- The Subtenant has had the opportunity to inspect the Premises and acknowledges with its signature on this Agreement that the Premises are given in "as is" condition and comply in all respects with the requirements of this Agreement. Furthermore, the Tenant makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Tenant shall not be liable for any latent or patent defect therein. Furthermore, the Subtenant represents that Subtenant has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof.

**TERMINATION**

- This Agreement may be terminated in the event that any of the following occurs: 1. At any given time by providing written notice to the other party   60   days prior to terminating the Agreement.

Handwritten signature and initials, possibly "VJ" and "CDL", in blue ink.

**ENTIRE AGREEMENT**

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

**Landlord Info**

- Landlord has given consent for subletting office space at  
1105 Forest Parkway  
Forest Park, GA 30297

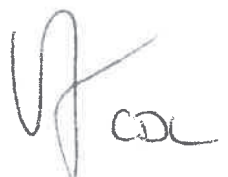
Landlord's Mailing Address:  
RSDC GROUP LLC  
660 Ripple Water Run  
Lilburn, GA 30047  
Attn: Jay Gill

**AMENDMENTS**

- The Parties agree that any amendments made to this Agreement must be in writing, where they must be signed by both Parties to this Agreement. Accordingly, any amendments made by the Parties will be applied to this Agreement.

**SIGNATURE AND DATE**

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

A handwritten signature in blue ink, appearing to read "J. Gill", with the letters "CDL" written below it.

Witness the following signatures:

SUBLESSOR: INNOVATIVE HUB

Registered Tenant:- Valerie Farrell

Signature  5/23/25

Name: VALERIE FARRELL

Title: Tenant of 1105 Forest Parkway, Forest Park GA 30297  
Innovative Hub

SUBTENANT: Serenity In Every Touch

Signature:  5/23/25

Name: Catherine Lindsey

Title: Owner Serenity In Every Touch

## COMMERCIAL LEASE ADDENDUM

1. **THE PARTIES.** This Lease Addendum ("Addendum"), made effective as of 05/15/2025, is by and between:

Landlord: RSDC GROUP / JASDEV GILL ("Landlord") and

Tenant: VALERIE FARRELL ("Tenant").

The Landlord and Tenant are each referred to herein as a "Party" and, collectively, as the "Parties."

2. **ORIGINAL LEASE.** This Addendum is being added to the lease agreement between the Parties, dated 07/01/2024, for the property located at 1105 FOREST PARKWAY, FOREST PARK GA 30297 ("Original Lease").

3. **ADDITIONAL TERMS.** The following terms and conditions shall be added to the Original Lease:

TENANT WILL TAKE ON LEASING RESPONSIBILITIES FOR THE UPSTAIRS UNIT AT MENTIONED PROPERTY. THE RENT WILL INCREASE TO \$1500 MONTHLY STARTING JUNE 1, 2025. ALSO SUBLEASING IF NOT MENTIONED IN THE ORIGINAL LEASE IS ALLOWED AND TENANT WILL TAKE FULL RESPONSIBILITY FOR SUBTENANT. ORIGINAL LEASE TERMS STILL APPLY

Except as specifically mentioned in this Addendum, all other terms and conditions of the Original Lease shall remain in full force and effect.

4. **EXECUTION.** This Addendum may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Landlord Signature: [Signature]

Date: 5/1/2025

Print Name: JASDEV GILL

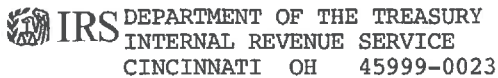
(678) 778-4125

Tenant Signature: [Signature]

Date: 5/15/25

Print Name: VALERIE FARRELL

(646) 538-5405



Date of this notice: 11-06-2024

Employer Identification Number:  
[REDACTED]

Form: SS-4

Number of this notice: CP 575 G

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

SERENITY IN EVERY TOUCH LLC  
CATHERINE LINDSEY SOLE MBR  
[REDACTED]  
[REDACTED]

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

|                                                                         |                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Affix your 2"x2"<br/>photo, taken within<br/>the last two years.</p> |                                                                                                                                                                                                       |
|                                                                         | <p><b>STATE OF GEORGIA</b><br/> <b>Brad Raffensperger, Secretary of State</b><br/> Georgia Board of Massage Therapy<br/> Massage Therapist<br/> <b>LICENSE NO. MT015292</b><br/> Catherine D Lindsey<br/> [Redacted]<br/> [Redacted]<br/> <b>EXP DATE - 10/31/2026</b><br/> Active</p> |

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – [www.sos.state.ga.us/plb](http://www.sos.state.ga.us/plb).

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing  
237 Coliseum Drive  
Macon GA 31217  
Phone: (404) 424-9966  
[www.sos.ga.gov/plb](http://www.sos.ga.gov/plb)

|                                                                         |                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Affix your 2"x2"<br/>photo, taken within<br/>the last two years.</p> |                                                                                                                                                                                                     |
|                                                                         | <p><b>STATE OF GEORGIA</b><br/> <b>Brad Raffensperger, Secretary of State</b><br/> Georgia Board of Massage Therapy<br/> Massage Therapist<br/> <b>LICENSE NO. MT015292</b><br/> Catherine D Lindsey<br/> [Redacted]<br/> [Redacted]<br/> <b>EXP DATE - 10/31/2026</b><br/> Active</p> |

Control Number : 24209352

**STATE OF GEORGIA****Secretary of State****Corporations Division****313 West Tower****2 Martin Luther King, Jr. Dr.****Atlanta, Georgia 30334-1530****CERTIFICATE OF ORGANIZATION**

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

**Serenity In Every Touch LLC**  
a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **11/06/2024** by the filing of articles of organization in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta  
and the State of Georgia on **11/14/2024**.



Brad Raffensperger  
Secretary of State

**ARTICLES OF ORGANIZATION**

\*Electronically Filed\*

Secretary of State

Filing Date: 11/6/2024 4:56:04 PM

**BUSINESS INFORMATION**

|                       |                                    |
|-----------------------|------------------------------------|
| <b>CONTROL NUMBER</b> | 24209352                           |
| <b>BUSINESS NAME</b>  | Serenity In Every Touch LLC        |
| <b>BUSINESS TYPE</b>  | Domestic Limited Liability Company |
| <b>EFFECTIVE DATE</b> | 11/06/2024                         |

**PRINCIPAL OFFICE ADDRESS**

|                |                                                  |
|----------------|--------------------------------------------------|
| <b>ADDRESS</b> | 1105 Forest Parkway, Forest Park, GA, 30297, USA |
|----------------|--------------------------------------------------|

**REGISTERED AGENT**

| <b>NAME</b>       | <b>ADDRESS</b>                                   | <b>COUNTY</b> |
|-------------------|--------------------------------------------------|---------------|
| Catherine Lindsey | 1105 forest Parkway, Forest park, GA, 30294, USA | Fulton        |

**ORGANIZER(S)**

| <b>NAME</b>       | <b>TITLE</b> | <b>ADDRESS</b>                                   |
|-------------------|--------------|--------------------------------------------------|
| Catherine Lindsey | ORGANIZER    | 1105 Forest Parkway, Forest park, GA, 30297, USA |

**OPTIONAL PROVISIONS**

N/A

**AUTHORIZER INFORMATION**

|                             |                   |
|-----------------------------|-------------------|
| <b>AUTHORIZER SIGNATURE</b> | Catherine Lindsey |
| <b>AUTHORIZER TITLE</b>     | Organizer         |