



CITY OF  
**FORESTPARK**

**CITY OF FOREST PARK  
CITY COUNCIL WORK SESSION MEETING**

Monday, December 1, 2025, at 6:00 PM  
Forest Park City Hall | Council Chambers  
745 Forest Parkway, Forest Park, GA 30297

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The Honorable Mayor Angelyne Butler, MPA  
The Honorable Kimberly James                      The Honorable Delores A. Gunn  
The Honorable Hector Gutierrez                      The Honorable Latresa Akins-Wells  
The Honorable Allan Mears  
Latosha Clemons, Interim City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

**AGENDA**

**VIRTUAL MEETING NOTICE**

Council Meetings will be live-streamed and available on [Forest Park's YouTube Channel](#)

- I. **CALL TO ORDER/WELCOME**
- II. **ROLL CALL - CITY CLERK**
- III. **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS**
- IV. **ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS**
- V. **CONSENT AGENDA**
  1. **Council Discussion on Surplus Items from the Public Works Fleet Department-Public Works Department**

**Background/History:**

The Public Works Department would like to declare the items listed in Exhibit A as surplus. The items consist of equipment and vehicles that are either broken or non-operational and occupy space that can be better utilized to secure operable equipment.

- VI. **NEW BUSINESS**
  2. **Council Discussion to approve Case # CUP-2025-06- Conditional Use Permit for 5370 Ash Street to establish and operate a Place of Worship within the Single-**

## **Family Residential District (RS) in Ward 4-Planning and Community Development Department**

### **Background/History:**

The subject property at 5370 Ash Street is located in the Single-Family Residential (RS) zoning district, where a Place of Worship is permitted only with a Conditional Use Permit (CUP). The property previously received CUP approval in July 2023, but has since transferred to new ownership, prompting the current request to reestablish the use under the new applicant. The Planning Commission reviewed this request and voted to recommend approval with conditions on November 20, 2025.

The site has historically operated as a religious facility, and the proposed continuation of a Place of Worship is consistent with the property's past use and surrounding residential context. No exterior changes or new construction are proposed, and the existing building, parking, and infrastructure are adequate to support the intended operations. All activities will occur within the existing structure, minimizing potential impacts related to traffic, noise, and neighborhood compatibility.

The request aligns with the City's Comprehensive Plan, which encourages the adaptive reuse of existing buildings and supports faith-based institutions that serve neighborhood needs. Staff finds the proposed use compatible with adjacent residential development and recommends approval with conditions to ensure continued protection of neighborhood character.

### **3. Council Discussion on 2025-RFP-019 Architectural & Engineering Design Services (Annual Contract) — Procurement & Public Works Department**

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

In 2020, the City entered into on-call contracts with two (2) A&E Design Services firms for as-needed architectural and engineering design services for the City's new constructions, renovations, and capital improvement projects. The Department of Public Works (PW) will manage the annual contract, and the PW Director will serve as the City's Project Leader to support these efforts.

2025-RFP-019 Architectural & Engineering Design Services consists of providing on-call A&E Design Services for an annual term with two (2) additional annual renewal options. Eight (8) proposals were received. After the evaluation of technical and cost proposals, the Evaluation Committee recommends an award to the highest-scoring proposer:

Precision Planning Inc., 400 Pike Blvd., Lawrenceville, GA. 30046  
Estimated Amount: \$500,000.00 – SPLOST and Capital Project Funds

### **4. Council Discussion on Purchasing New Police Vehicles from the DOAS Cooperative Contract with Wade Ford—Police Department**

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

The Police Department is requesting the purchase of fourteen (14) patrol and/or administrative vehicles through the Georgia Municipal Association (GMA) Direct Installment Program with a 4.40% interest rate guarantee by December 11, 2025. The

vehicles will be purchased from the Department of Administrative Services (DOAS) cooperative contract with Wade Ford - contract #99999-001-SPD0000218-0001 for the total cost, which includes the upfit for all vehicles, is \$956,461.50 from the General fund (Red Speed).

5. **Council Discussion on Local Funding Commitment for GDOT Transportation Alternatives Program (TAP) – Pedestrian Bridge Preliminary Engineering (PE)- Planning and Community Development Department**

**Background/History:**

In December 2024, Planning & Community Development, in partnership with Kimley-Horn, presented the Pedestrian Bridge Feasibility Study to the Mayor and Council. The study evaluated the physical, engineering, safety, and aesthetic considerations necessary to determine whether a pedestrian bridge over Forest Parkway and the railroad tracks could be reasonably constructed, along with identifying the preferred alignment and cost estimates.

On January 27, 2025, Kimley-Horn informed staff that GDOT had opened the Transportation Alternatives Program (TAP) grant cycle and noted that, if the city wished to pursue external funding for the pedestrian bridge project, this would be an opportunity to apply. Based on that information, Planning & Community Development, in coordination with Public Works, submitted the TAP application on February 28, 2025.

On September 26, 2025, GDOT notified the city that the project had not been selected; however, the agency later contacted staff requesting additional information for reconsideration. On October 29, 2025, GDOT advised that the pedestrian bridge project was under renewed review and requested further details related to Preliminary Engineering (PE). Staff submitted all required information by GDOT's October 31 deadline.

Most recently, GDOT has requested confirmation of the City's ability to commit the required 20% local match for the PE phase of the project. The total Preliminary Engineering cost is \$1,200,000, of which GDOT would fund 80% (\$960,000) through TAP. The City's required 20% local match is \$240,000. This commitment letter does not obligate immediate expenditure; rather, it confirms that the city can secure the match if the grant is awarded.

To move the application forward, GDOT requires an official commitment letter supported by a Council-approved action identifying the City's intent and identifying the funding source for the match.

**VII. EXECUTIVE SESSION**

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation, or Real Estate) OCGA is §50-14-1(A)(2).

**VIII. ADJOURNMENT**

**In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**



CITY OF  
**FORESTPARK**

**City of Forest Park City Council**  
**Agenda Item Summary**  
**December 1, 2025**

**Agenda Item #**  
**V1**

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| <b>Requested By</b><br>Alton Matthews, Public Works Director | <b>Sponsor(s)</b> |
| <b>Department</b><br>Public Works                            |                   |

|                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requested Action</b><br>Action Item                                                                                                                                                                                                                                                                      |
| <b>Requirement for Board Action</b>                                                                                                                                                                                                                                                                         |
| <b>Is this Item Goal Related?</b>                                                                                                                                                                                                                                                                           |
| <b>Summary &amp; Background</b><br>The Public Works Department would like to declare the items listed in Exhibit A as surplus. The items consist of equipment and vehicles that are either broken or non-operable and are occupying space that can be better utilized to secure equipment that is operable. |
| <b>Fiscal Impact</b><br>N/A                                                                                                                                                                                                                                                                                 |
| <b>Exhibits Attached</b><br>Surplus List November 2025, 2025-11-25 - FP Res (Unserviceable Property)                                                                                                                                                                                                        |
| <b>Staff Recommendation</b><br>Roscoe Lawrence, Fleet Supervisor                                                                                                                                                                                                                                            |

## EXHIBIT A

## SURPLUS LIST NOVEMBER 2025

[illegible]

STATE OF GEORGIA  
COUNTY OF CLAYTON

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

**A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, TO DECLARE CERTAIN PERSONAL PROPERTY AS UNSERVICEABLE FROM THE CITY’S PUBLIC WORKS 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 duly elected governing authority of the City is the Mayor and Council thereof; and

**WHEREAS**, pursuant to Section 3-1-24 of the City’s Code of Ordinances, the City Council shall determine whether a particular item or category of personal property can no longer be used advantageously by the City and has therefore become unserviceable; and

**WHEREAS**, within the City, there is currently personal tangible property consisting of equipment and vehicles that are either broken or non-operable (“Personal Property”), more particularly described in **Exhibit A** attached hereto and incorporated herein; and

**WHEREAS**, the City’s Public Works Department requests the Personal Property to be declared as unserviceable property since the items are occupying space that can be better utilized to secure equipment that is operable; and

**WHEREAS**, the approval of this Personal Property to be declared as unserviceable 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 declare the Personal Property, more particularly described in Exhibit A attached hereto and incorporated herein, as unserviceable pursuant to Section 3-1-24 of the City’s Code of Ordinances as presented to the Mayor and Council on December 1, 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 1st day of December 2025.

**CITY OF FOREST PARK, GEORGIA**

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Angelyne Butler, *Mayor*

**ATTEST:**

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

(SEAL)

**APPROVED AS TO FORM:**

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

## EXHIBIT A

### SURPLUS LIST NOVEMBER 2025

| Unit#         | Year | Make      | Model   | Vin#              | Date Acquired | Reason                                                            |
|---------------|------|-----------|---------|-------------------|---------------|-------------------------------------------------------------------|
| 1112          | 2015 | Chevrolet | Impala  | 2G1115SL8F9189574 | 4/28/2015     | Needs new Engine                                                  |
| 723           | 2011 | GMC       | Arcadia | 1GKKRSEDXBJ216056 | 9/26/2023     | Bad computer and accident damage<br>.repairs exceeds unit's value |
| 102-BED       | 2020 | FORD      | F-350   | 1FT8W3CN2LEC49465 | 3/24/2020     | NOT NEEDED                                                        |
| 102-TOW HITCH | 2020 | FORD      | F-350   | 1FT8W3CN2LEC49465 | 3/24/2020     | NOT NEEDED                                                        |
| 102-TAILGATE  | 2020 | FORD      | F-350   | 1FT8W3CN2LEC49465 | 3/24/2020     | NOT NEEDED                                                        |
| 110-BED       | 2020 | FORD      | F-150   | 1FTMF1CB5LKD12133 | 12/2/2019     | UNUSED                                                            |
| 110-TOW HITCH | 2020 | FORD      | F-150   | 1FTMF1CB5LKD12133 | 12/2/2019     | UNUSED                                                            |
|               |      |           |         |                   |               |                                                                   |



CITY OF  
**FORESTPARK**

**City of Forest Park City Council**  
**Agenda Item Summary**  
**December 1, 2025**

**Agenda Item #**  
**VI2**

|                                                                                      |                   |
|--------------------------------------------------------------------------------------|-------------------|
| <b>Requested By</b><br>Nicole Dozier, Planning and Community<br>Development Director | <b>Sponsor(s)</b> |
| <b>Department</b><br>Planning and Community Development                              |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requested Action</b><br>Action Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Requirement for Board Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Is this Item Goal Related?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary &amp; Background</b> <p>The subject property at 5370 Ash Street is located in the Single-Family Residential (RS) zoning district, where a Place of Worship is permitted only with a Conditional Use Permit (CUP). The property previously received CUP approval in July 2023, but has since transferred to new ownership, prompting the current request to reestablish the use under the new applicant. The Planning Commission reviewed this request and voted to recommend approval with conditions on November 20, 2025.</p> <p>The site has historically operated as a religious facility, and the proposed continuation of a Place of Worship is consistent with the property's past use and surrounding residential context. No exterior changes or new construction are proposed, and the existing building, parking, and infrastructure are adequate to support the intended operations. All activities will occur within the existing structure, minimizing potential impacts related to traffic, noise, and neighborhood compatibility.</p> <p>The request aligns with the City's Comprehensive Plan, which encourages the adaptive reuse of existing buildings and supports faith-based institutions that serve neighborhood needs. Staff finds the proposed use compatible with adjacent residential development and recommends approval with conditions to ensure continued protection of neighborhood character.</p> |
| <b>Fiscal Impact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Exhibits Attached</b><br>CUP-2025-06 CUP Agenda Item 5370 Ash Street, CUP-2025-06 FINAL STAFF REPORT, CUP-2025-06 PC Decision Letter, LEGAL AD FINAL 11-20-2025, 2025-11-25 - FP CUP (Ash St)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Staff Recommendation</b><br>Staff recommends approval with Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



CITY OF  
**FOREST PARK**

# City Council Agenda Item

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**Subject:** Council Discussion to approve Case # CUP-2025-06- Conditional Use Permit for 5370 Ash Street to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4.

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

**Date Submitted:** November 24, 2025

**Work Session Date:** December 01, 2025

**Council Meeting Date:** December 01, 2025

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**Background/History:**

The subject property at 5370 Ash Street is located in the Single-Family Residential (RS) zoning district, where a Place of Worship is permitted only with a Conditional Use Permit (CUP). The property previously received CUP approval in July 2023, but has since transferred to new ownership, prompting the current request to reestablish the use under the new applicant. The Planning Commission reviewed this request and voted to recommend approval with conditions on November 20, 2025.

The site has historically operated as a religious facility, and the proposed continuation of a Place of Worship is consistent with the property's past use and surrounding residential context. No exterior changes or new construction are proposed, and the existing building, parking, and infrastructure are adequate to support the intended operations. All activities will occur within the existing structure, minimizing potential impacts related to traffic, noise, and neighborhood compatibility.

The request aligns with the City's Comprehensive Plan, which encourages the adaptive reuse of existing buildings and supports faith-based institutions that serve neighborhood needs. Staff finds the proposed use compatible with adjacent residential development and recommends approval with conditions to ensure continued protection of neighborhood character.

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**Cost:** N/A

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

**Financial Impact:**

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**Action Requested from Council:** To approve case # CUP-2025-06 with the provided conditions provided by staff.





# CITY OF FOREST PARK

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

## Staff Report – Conditional Use Permit

Public Hearing Date: November 20, 2025

City Council Meeting: December 01, 2025

**Case:** CUP-2025-06

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

**Proposed Request:** Applicant is requesting a Conditional Use Permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4.

**Ward District:** 4

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

**Staff Recommendation:** Approval of Conditional Use Permit Request with Conditions

### APPLICANT INFORMATION

**Owner of Record:**

**Name:** GREEN PRAIRIES LLC

**Address:** 5370 Ash Street

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

**Applicant:**

**Name:** Waketa Brown

**Address:** 5370 Ash Street

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

### PROPERTY INFORMATION

**Parcel Number:** 13079D G010

**Address:** 5370 ASH ST

**Acreage:** 5.30 +/-

**FLU:** Commercial

### SUMMARY & BACKGROUND

The subject property at 5370 Ash Street is located within the Single-Family Residential (RS) zoning district in Ward 4, where a Place of Worship is permitted only through approval of a Conditional Use Permit (CUP). The CUP process allows the city to review and ensure that the proposed use is compatible with surrounding residential development, that adequate infrastructure is in place, and that potential impacts on the neighborhood are effectively mitigated.

The site has historically been used for religious purposes and retains the physical layout and design typical of such facilities. The proposed reestablishment of a Place of Worship is therefore consistent with the property's prior use and the surrounding neighborhood context. The existing structure and site

improvements appear adequate to accommodate the proposed congregation, and no exterior modifications or new construction are proposed.

**Land Use Compatibility:**

Surrounding land uses consist primarily of single-family residences. The continued use of the property for worship-related activities is considered generally compatible with residential areas, provided that the church's operations are managed to minimize traffic, noise, and parking impacts. The applicant has indicated that services and gatherings will occur within the existing building, and staff will assist with traffic and parking management during larger events. These measures should help maintain neighborhood character and ensure safe and efficient circulation.

**Infrastructure and Public Services:**

The site is served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use is not expected to place significant additional demand on city services or utilities. Adequate off-street parking is available on-site to support the intended level of activity.

**Comprehensive Plan Consistency:**

The City's Comprehensive Plan encourages adaptive reuse of existing structures and supports the continued presence of faith-based and community-serving institutions within neighborhoods when appropriately scaled. The proposed Place of Worship aligns with these goals by preserving an existing facility, promoting neighborhood engagement, and contributing to the social and cultural vitality of the community.

**Neighborhood and Environmental Impacts:**

No adverse environmental impacts are anticipated. The applicant has stated that all activities will occur indoors and within the existing site boundaries, limiting potential noise or disturbance to adjacent residences. The property's established landscaping and building setbacks provide an appropriate buffer from surrounding homes.

Overall, staff finds that the proposed use is compatible with surrounding development, consistent with the Comprehensive Plan, and supportive of the City's goals for community enrichment and adaptive reuse. The request, as conditioned, would allow the property to be effectively utilized while maintaining neighborhood character and protecting adjacent residential properties.

**Property Zoned General Commercial District (GC)**

**ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES**

| Direction | Zoning & Use                  | Direction | Zoning & Use                  |
|-----------|-------------------------------|-----------|-------------------------------|
| North     | RS- Single Family Residential | East      | Clayton County (Morrow)       |
| South     | RS- Single Family Residential | West      | RS- Single Family Residential |

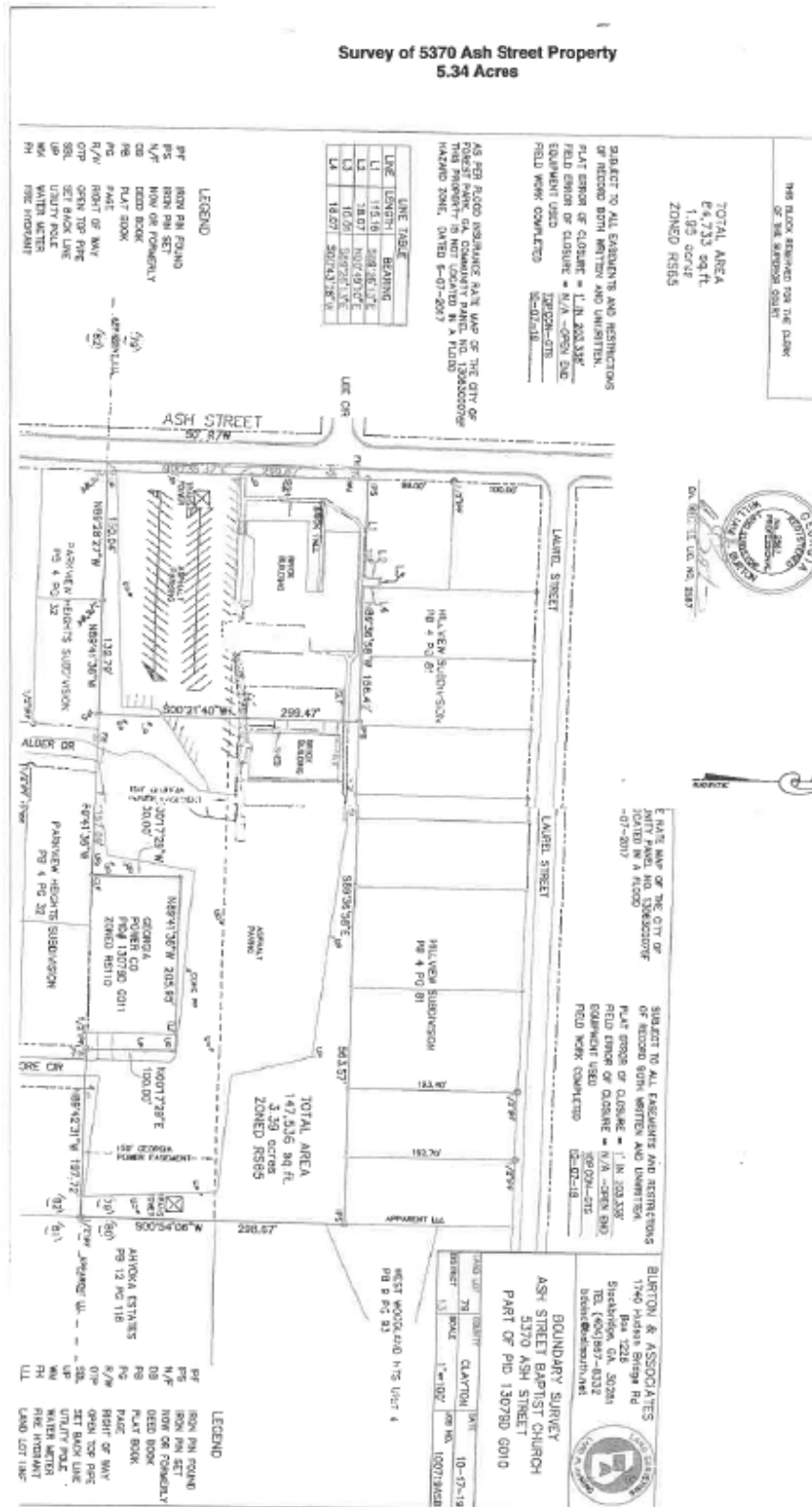
## AERIAL MAP



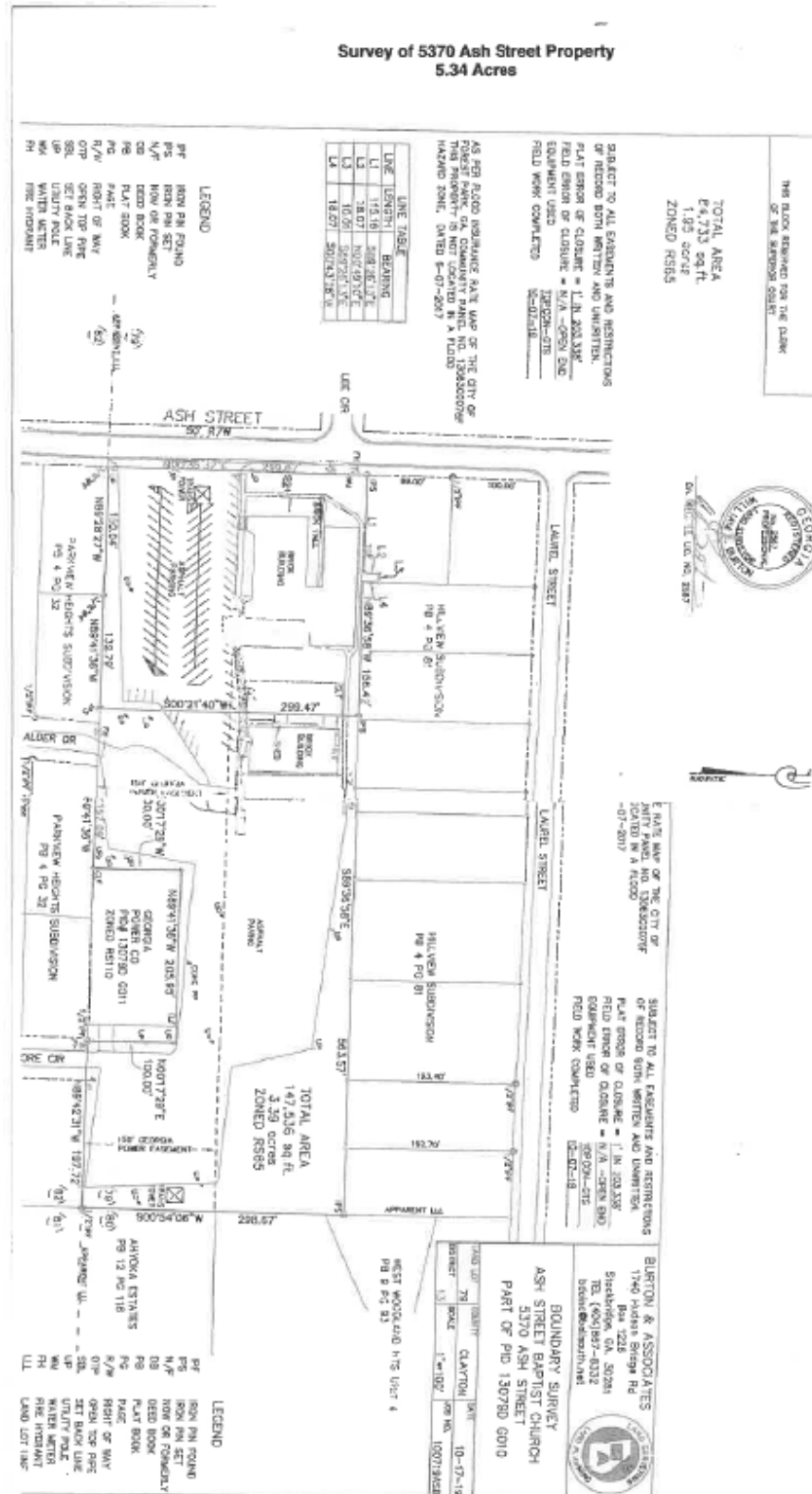
## ZONING MAP



# SURVEY



# 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 adopted land use and development goals. The reestablishment of a Place of Worship at 5370 Ash Street aligns with the City's Comprehensive Plan objective to support faith-based and community institutions within established neighborhoods. The proposed use represents the adaptive reuse of an existing facility originally constructed for religious purposes, maintaining neighborhood stability and reinforcing the City's goal of preserving community-serving uses within residential areas.
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 CUP is expected to have no adverse impact on traffic safety or congestion. The applicant anticipates modest attendance levels consistent with prior operations at the site. Adequate on-site parking is available, and no changes are proposed to access points. Traffic volumes are expected to remain within the capacity of the local street network, and staff support will be provided during services and special events to ensure safe and efficient circulation.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** No significant relationship to safety concerns is anticipated. No significant relationship to fire or life-safety concerns is anticipated. The applicant is not proposing new construction or structural expansion. Any interior improvements will be subject to review and permitting to ensure compliance with current fire, building, and life-safety codes.
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 CUP would promote public health, safety, and general welfare by facilitating the continued use of an existing facility for community-serving purposes. The Place of Worship provides opportunities for social connection, outreach, and neighborhood engagement, which enhance the overall well-being of the surrounding community.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** No influence. No influence. The proposal involves no building expansion, height increase, or site intensification. Existing building setbacks, landscaping, and open space will be retained, ensuring continued access to adequate light and air for surrounding properties.
6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** No influence. The project does not increase building footprint or site density. The existing structure will continue to be used for assembly purposes consistent with its original design, and no additional development or residential intensification 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? No impact.** The proposed use will not affect population distribution or density. The Place of Worship is a community-serving use that does not introduce residential occupancy or population-based intensification within the area.
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? No impact.** The site is adequately served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use will not generate demand beyond existing service capacity, and routine facility operations are comparable to previous use levels.
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 use is **compatible** with surrounding development and is not expected to diminish the value, use, or enjoyment of nearby properties. The church's activities will occur indoors within the existing building, minimizing potential noise or disruption. The existing landscaping and building setbacks provide appropriate buffers from adjacent residences, and no adverse environmental impacts are anticipated.

No known environmental constraints exist on-site, and the project includes landscaping and circulation upgrades that improve site permeability and appearance.
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 CUP would have **no negative influence** on aesthetics. The existing structure will be maintained and enhanced through routine upkeep, landscaping, and signage consistent with city standards. The continued use of the site for religious purposes preserves the established visual character of the area.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? No.** The reactivation of the site for compatible community use is expected to have a positive influence on surrounding property values by reducing vacancy and maintaining neighborhood vitality. The use is low-impact and compatible with surrounding residential development.
12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts? No.** The Place of Worship use is consistent with the surrounding **Single-Family Residential (RS)** zoning and compatible with adjacent neighborhood character. The proposed CUP does not create an isolated or incompatible use but instead continues a long-standing land use pattern that integrates well within the surrounding residential fabric.

## STAFF RECOMMENDATION

Based on the information provided by the applicant, the analysis of applicable zoning criteria, and consistency with the City's Comprehensive Plan, **staff recommends approval with conditions** of the **Conditional Use Permit (CUP)** request to establish and operate a **Place of Worship** at **5370 Ash Street**, located within the **Single-Family Residential (RS)** District in **Ward 4**, subject to the following conditions:

### Recommended Conditions of Approval

1. **Use Limitation:**  
The Conditional Use Permit shall be limited to the operation of a **Place of Worship** as described in the application and supporting materials. Any substantial expansion, intensification, or change in use shall require review and approval by the City through the appropriate permitting process.
2. **Compliance with Codes:**  
The applicant shall obtain all required building, fire, and life-safety permits and **inspections** prior to occupancy or commencement of operations. All improvements shall comply with the City of Forest Park Code of Ordinances and applicable State of Georgia regulations.
3. **Parking and Traffic Management:**
  - a. The applicant shall maintain on-site parking sufficient to accommodate worship services and associated activities.
  - b. During larger events or special gatherings, designated staff or volunteers shall be responsible for managing on-site circulation and parking to ensure safety and prevent overflow into adjacent residential streets.
4. **Noise and Hours of Operation:**  
All activities shall be conducted in a manner that does not create noise, vibration, or other disturbances inconsistent with the residential character of the area. Regular worship services, meetings, and events shall be limited to **6:00 a.m. – 10:00 p.m.**, unless otherwise approved by the Planning Director.
5. **Property Maintenance:**  
The site and all existing structures shall be maintained in good repair and kept free of debris and overgrowth. Landscaping and buffers shall be preserved and, where necessary, enhanced to maintain compatibility with surrounding residential properties.
6. **Signage:**  
Any proposed signage shall comply with the City's sign ordinance for the RS zoning district and be reviewed through the appropriate permitting process.
7. **Compliance Review:**  
The City reserves the right to conduct periodic inspections to verify compliance with the conditions of approval. Failure to comply may result in modification or revocation of the Conditional Use Permit in accordance with Section **Sec. 8-8-190. - Termination of conditional use permit.**

## Conclusion

Staff find the proposed **Conditional Use Permit for a Place of Worship at 5370 Ash Street**:

- Is consistent with the goals and policies of the Comprehensive Plan.
- Maintains compatibility with the surrounding Single-Family Residential neighborhood.
- Utilizes an existing facility with minimal physical or operational impacts; and
- Supports the City's objective of fostering community-oriented and faith-based institutions within established neighborhoods.

Attachments Included:

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



November 24, 2025

Waketa Brown  
5370 Ash ST (Parcel ID# **13079D G010**)  
Forest Park, GA 30297

**RE: Conditional Use Permit Request (CUP-2025-06)**

Dear Waketa Brown,

On Thursday November 20, 2025, the City of Forest Park Planning Commission voted to recommend approval of your Conditional Use Permit with Conditions Permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4, for Mayor and Council. Conditions of Approval are as follows:

**1. Use Limitation:**

The Conditional Use Permit shall be limited to the operation of a **Place of Worship** as described in the application and supporting materials. Any substantial expansion, intensification, or change in use shall require review and approval by the City through the appropriate permitting process.

**2. Compliance with Codes:**

The applicant shall obtain all required building, fire, and life-safety permits and **inspections** prior to occupancy or commencement of operations. All improvements shall comply with the City of Forest Park Code of Ordinances and applicable State of Georgia regulations.

**3. Parking and Traffic Management:**

- a. The applicant shall maintain on-site parking sufficient to accommodate worship services and associated activities.
- b. During larger events or special gatherings, designated staff or volunteers shall be responsible for managing on-site circulation and parking to ensure safety and prevent overflow into adjacent residential streets.

**4. Noise and Hours of Operation:**

All activities shall be conducted in a manner that does not create noise, vibration, or other disturbances inconsistent with the residential character of the area. Regular worship services, meetings, and events shall be limited to **6:00 a.m. – 10:00 p.m.**, unless otherwise approved by the Planning Director. An annual Watch Night Service on New Year's Eve is permitted to extend past 10:00 p.m. as part of customary religious observance and shall not require separate approval.

**5. Property Maintenance:**

The site and all existing structures shall be maintained in good repair and kept free of debris and overgrowth. Landscaping and buffers shall be preserved and, where necessary, enhanced to maintain compatibility with surrounding residential properties.

6. **Signage:**

Any proposed signage shall comply with the City's sign ordinance for the RS zoning district and be reviewed through the appropriate permitting process.

7. **Compliance Review:**

The City reserves the right to conduct periodic inspections to verify compliance with the conditions of approval. Failure to comply may result in modification or revocation of the Conditional Use Permit in accordance with Section **Sec. 8-8-190. - Termination of conditional use permit.**

The recommendation to approve this Conditional Use Permit—with conditions—authorizes the ability establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4. Please note that the planning commission serves as an advisory board only. Final approval for your request will be considered by the Mayor and Council at their next meeting scheduled for Monday, December 01, 2025, at 6:00 PM. This Conditional Use Permit Request is for the property above listed as 5370 Ash ST (Parcel ID# **13079D G010**).

Please contact me if you have any questions.

Sincerely,

*SaVaughn Irons-Kumassah*

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development

October 28, 2025

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

Please run the following Public Hearings Section of November 05, November 12, and November 19, 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, November 20, 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 at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday December 01, at 6:00 p.m.

- **Case# CUP-2025-06** -Conditional Use Permit Request for 5370 Ash Street, Parcel **13079D G010**. The applicant, Waketa Brown, is requesting a conditional use permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

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

AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, TO APPROVE A CONDITIONAL USE PERMIT FOR CERTAIN REAL PROPERTY LOCATED AT 5370 ASH STREET, FOREST PARK, GEORGIA 30297 (PARCEL ID 13079D G010); TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

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

**WHEREAS**, the Mayor and Council of the City is the duly elected governing authority thereof; and

**WHEREAS**, the governing body is authorized by its authorized by its Charter to regulate zoning within the limits of the City; and

**WHEREAS**, the total subject property is approximately 5.30 acres located at 5370 Ash Street, Forest Park, Georgia 30297 (Parcel ID 13079D G010) (“Property”) and is currently zoned within the Single-Family Residential District (“RS Zoning District”); and

**WHEREAS**, Green Prairies LLC (“Applicant”) has requested a Conditional Use Permit (“CUP”) to allow a Place of Worship at the Property; and

**WHEREAS**, the Property has historically been used for religious purposes and retains the physical layout and design typical of such facilities; and

**WHEREAS**, the proposed reestablishment of a Place of Worship is therefore consistent with the Property’s prior use and the surrounding neighborhood context; and

**WHEREAS**, the City Planner and Planning Commission recommend approval of the CUP application *subject to certain conditions* included in the City’s Staff Report, more particularly

described in **Exhibit A** attached hereto and incorporated herein; and

**WHEREAS**, the City finds that the CUP application does conform to the requirements of its designated zoning district, and the proposed use shall not negatively impact the surrounding properties and is consistent with the City's future land use; and

**WHEREAS**, a public hearing pursuant to the provisions of the Zoning Procedures Act has been properly held prior to the adoption of this Ordinance; and

**WHEREAS**, the health, safety, morals and general welfare of the citizens of the City will be positively impacted by the adoption of this Ordinance.

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

**Section 1.** The Applicant's request for the CUP concerning the Property to establish and operate a Place of Worship within the RS Zoning District is hereby approved, *subject to all conditions being met contained within the City's Staff Report.*

**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.** (a) The approval granted herein is subject to all applicable local, state, and federal regulations, including but not limited to building codes, fire safety codes, and business licensing requirements.

(b) It is hereby declared to be the intention of the Mayor and Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the

valid judgement or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**Section 4.** The effective date of this Ordinance shall be the date of unless otherwise specified therein.

**Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

**Section 6.** The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Forest Park, Georgia. It is the intention of the governing body, and it is hereby ordained that the provision of this ordinance shall become and be made part of the Code Ordinances, City of Forest Park, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

**Section 7.** The City Clerk, with the concurrence of the City Attorney, is authorized to correct any scrivener's errors found in this Ordinance, including its exhibits, as enacted.

**SO ORDAINED** this 1st day of December, 2025.

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED BY:**

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

## EXHIBIT A



## CITY OF FOREST PARK

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

### Staff Report – Conditional Use Permit

Public Hearing Date: November 20, 2025

City Council Meeting: December 01, 2025

**Case:** CUP-2025-06

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

**Proposed Request:** Applicant is requesting a Conditional Use Permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4.

**Ward District:** 4

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

**Staff Recommendation:** Approval of Conditional Use Permit Request with Conditions

#### APPLICANT INFORMATION

**Owner of Record:**

**Name:** GREEN PRAIRIES LLC

**Address:** 5370 Ash Street

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

**Applicant:**

**Name:** Waketa Brown

**Address:** 5370 Ash Street

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

#### PROPERTY INFORMATION

**Parcel Number:** 13079D G010

**Address:** 5370 ASH ST

**Acreage:** 5.30 +/-

**FLU:** Commercial

#### SUMMARY & BACKGROUND

The subject property at 5370 Ash Street is located within the Single-Family Residential (RS) zoning district in Ward 4, where a Place of Worship is permitted only through approval of a Conditional Use Permit (CUP). The CUP process allows the city to review and ensure that the proposed use is compatible with surrounding residential development, that adequate infrastructure is in place, and that potential impacts on the neighborhood are effectively mitigated.

The site has historically been used for religious purposes and retains the physical layout and design typical of such facilities. The proposed reestablishment of a Place of Worship is therefore consistent with the property's prior use and the surrounding neighborhood context. The existing structure and site

improvements appear adequate to accommodate the proposed congregation, and no exterior modifications or new construction are proposed.

**Land Use Compatibility:**

Surrounding land uses consist primarily of single-family residences. The continued use of the property for worship-related activities is considered generally compatible with residential areas, provided that the church's operations are managed to minimize traffic, noise, and parking impacts. The applicant has indicated that services and gatherings will occur within the existing building, and staff will assist with traffic and parking management during larger events. These measures should help maintain neighborhood character and ensure safe and efficient circulation.

**Infrastructure and Public Services:**

The site is served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use is not expected to place significant additional demand on city services or utilities. Adequate off-street parking is available on-site to support the intended level of activity.

**Comprehensive Plan Consistency:**

The City's Comprehensive Plan encourages adaptive reuse of existing structures and supports the continued presence of faith-based and community-serving institutions within neighborhoods when appropriately scaled. The proposed Place of Worship aligns with these goals by preserving an existing facility, promoting neighborhood engagement, and contributing to the social and cultural vitality of the community.

**Neighborhood and Environmental Impacts:**

No adverse environmental impacts are anticipated. The applicant has stated that all activities will occur indoors and within the existing site boundaries, limiting potential noise or disturbance to adjacent residences. The property's established landscaping and building setbacks provide an appropriate buffer from surrounding homes.

Overall, staff finds that the proposed use is compatible with surrounding development, consistent with the Comprehensive Plan, and supportive of the City's goals for community enrichment and adaptive reuse. The request, as conditioned, would allow the property to be effectively utilized while maintaining neighborhood character and protecting adjacent residential properties.

**Property Zoned General Commercial District (GC)**

**ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES**

| Direction | Zoning & Use                  | Direction | Zoning & Use                  |
|-----------|-------------------------------|-----------|-------------------------------|
| North     | RS- Single Family Residential | East      | Clayton County (Morrow)       |
| South     | RS- Single Family Residential | West      | RS- Single Family Residential |

**AERIAL MAP**



## ZONING MAP



|        |
|--------|
| SURVEY |
|--------|



## 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 adopted land use and development goals. The reestablishment of a Place of Worship at 5370 Ash Street aligns with the City's Comprehensive Plan objective to support faith-based and community institutions within established neighborhoods. The proposed use represents the adaptive reuse of an existing facility originally constructed for religious purposes, maintaining neighborhood stability and reinforcing the City's goal of preserving community-serving uses within residential areas.
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 CUP is expected to have no adverse impact on traffic safety or congestion. The applicant anticipates modest attendance levels consistent with prior operations at the site. Adequate on-site parking is available, and no changes are proposed to access points. Traffic volumes are expected to remain within the capacity of the local street network, and staff support will be provided during services and special events to ensure safe and efficient circulation.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** No significant relationship to safety concerns is anticipated. No significant relationship to fire or life-safety concerns is anticipated. The applicant is not proposing new construction or structural expansion. Any interior improvements will be subject to review and permitting to ensure compliance with current fire, building, and life-safety codes.
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 CUP would promote public health, safety, and general welfare by facilitating the continued use of an existing facility for community-serving purposes. The Place of Worship provides opportunities for social connection, outreach, and neighborhood engagement, which enhance the overall well-being of the surrounding community.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** No influence. No influence. The proposal involves no building expansion, height increase, or site intensification. Existing building setbacks, landscaping, and open space will be retained, ensuring continued access to adequate light and air for surrounding properties.
6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** No influence. The project does not increase building footprint or site density. The existing structure will continue to be used for assembly purposes consistent with its original design, and no additional development or residential intensification 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? No impact.** The proposed use will not affect population distribution or density. The Place of Worship is a community-serving use that does not introduce residential occupancy or population-based intensification within the area.
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? No impact.** The site is adequately served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use will not generate demand beyond existing service capacity, and routine facility operations are comparable to previous use levels.
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 use is **compatible** with surrounding development and is not expected to diminish the value, use, or enjoyment of nearby properties. The church's activities will occur indoors within the existing building, minimizing potential noise or disruption. The existing landscaping and building setbacks provide appropriate buffers from adjacent residences, and no adverse environmental impacts are anticipated.

No known environmental constraints exist on-site, and the project includes landscaping and circulation upgrades that improve site permeability and appearance.
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 CUP would have **no negative influence** on aesthetics. The existing structure will be maintained and enhanced through routine upkeep, landscaping, and signage consistent with city standards. The continued use of the site for religious purposes preserves the established visual character of the area.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? No.** The reactivation of the site for compatible community use is expected to have a positive influence on surrounding property values by reducing vacancy and maintaining neighborhood vitality. The use is low-impact and compatible with surrounding residential development.
12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts? No.** The Place of Worship use is consistent with the surrounding **Single-Family Residential (RS)** zoning and compatible with adjacent neighborhood character. The proposed CUP does not create an isolated or incompatible use but instead continues a long-standing land use pattern that integrates well within the surrounding residential fabric.



## STAFF RECOMMENDATION

Based on the information provided by the applicant, the analysis of applicable zoning criteria, and consistency with the City's Comprehensive Plan, **staff recommends approval with conditions** of the **Conditional Use Permit (CUP)** request to establish and operate a **Place of Worship** at **5370 Ash Street**, located within the **Single-Family Residential (RS)** District in **Ward 4**, subject to the following conditions:

### Recommended Conditions of Approval

1. **Use Limitation:**  
The Conditional Use Permit shall be limited to the operation of a **Place of Worship** as described in the application and supporting materials. Any substantial expansion, intensification, or change in use shall require review and approval by the City through the appropriate permitting process.
2. **Compliance with Codes:**  
The applicant shall obtain all required building, fire, and life-safety permits and **inspections** prior to occupancy or commencement of operations. All improvements shall comply with the City of Forest Park Code of Ordinances and applicable State of Georgia regulations.
3. **Parking and Traffic Management:**
  - a. The applicant shall maintain on-site parking sufficient to accommodate worship services and associated activities.
  - b. During larger events or special gatherings, designated staff or volunteers shall be responsible for managing on-site circulation and parking to ensure safety and prevent overflow into adjacent residential streets.
4. **Noise and Hours of Operation:**  
All activities shall be conducted in a manner that does not create noise, vibration, or other disturbances inconsistent with the residential character of the area. Regular worship services, meetings, and events shall be limited to **6:00 a.m. – 10:00 p.m.**, unless otherwise approved by the Planning Director.
5. **Property Maintenance:**  
The site and all existing structures shall be maintained in good repair and kept free of debris and overgrowth. Landscaping and buffers shall be preserved and, where necessary, enhanced to maintain compatibility with surrounding residential properties.
6. **Signage:**  
Any proposed signage shall comply with the City's sign ordinance for the RS zoning district and be reviewed through the appropriate permitting process.
7. **Compliance Review:**  
The City reserves the right to conduct periodic inspections to verify compliance with the conditions of approval. Failure to comply may result in modification or revocation of the Conditional Use Permit in accordance with Section **Sec. 8-8-190. - Termination of conditional use permit.**

## Conclusion

Staff find the proposed **Conditional Use Permit for a Place of Worship at 5370 Ash Street:**

- Is consistent with the goals and policies of the Comprehensive Plan.
- Maintains compatibility with the surrounding Single-Family Residential neighborhood.
- Utilizes an existing facility with minimal physical or operational impacts; and
- Supports the City's objective of fostering community-oriented and faith-based institutions within established neighborhoods.

Attachments Included:

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



CITY OF  
**FORESTPARK**

**City of Forest Park City Council**  
**Agenda Item Summary**  
**December 1, 2025**

**Agenda Item #**  
**VI3**

|                                                                                                   |                   |
|---------------------------------------------------------------------------------------------------|-------------------|
| <b>Requested By</b><br>Alton Matthews, Public Works Director<br>Talisa Adams, Procurement Manager | <b>Sponsor(s)</b> |
| <b>Department</b><br>Public Works                                                                 |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requested Action</b><br>Purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Requirement for Board Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Is this Item Goal Related?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Summary &amp; Background</b><br>In 2020, the City entered into on-call contracts with two (2) A&E Design Services firms for as-needed architectural and engineering design services for the City’s new constructions, renovations, and capital improvement projects. The Department of Public Works (PW) will manage the annual contract, and the PW Director will serve as the City’s Project Leader to support these efforts.<br><br>2025-RFP-019 Architectural & Engineering Design Services consists of providing on-call A&E Design Services for an annual term with two (2) additional annual renewal options. Eight (8) proposals were received. After the evaluation of technical and cost proposals, the Evaluation Committee recommends award to the highest scoring proposer:<br><br>Precision Planning Inc., 400 Pike Blvd., Lawrenceville, GA. 30046<br>Estimated Amount: \$500,000.00 – SPLOST and Capital Project Funds |
| <b>Fiscal Impact</b><br>\$500,000.00 – SPLOST and Capital Project Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Exhibits Attached</b><br>Agenda Cover Page for 2025-RFP-019 Architectural and Engineering Design Services, Chairperson Report and Evaluation Committee Award Recommendation to Interim City Manager, 2025-RFP-019 A&E Design Services Evaluation Committee Scoring Tabulation Report, 2025-11-25 - FP Res (Precision)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Staff Recommendation</b><br><b>Approval to enter into a contract with Precision Planning Inc. (PPI) for Architectural &amp; Engineering Design Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



CITY OF  
**FORESTPARK**

## City Council Agenda Item

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**Title of Agenda Item:** Council Discussion and Approval to enter into a contract with Precision Planning Inc. (PPI) for Architectural & Engineering (A&E) Design Services: Public Works Department

**Submitted By:** Procurement

**Date Submitted:** 11-21-2025

**Work Session Date:** 12-01-2025

**Council Meeting Date:** 12-01-2025

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### **Background/History:**

In 2020, the City entered into on-call contracts with two (2) A&E Design Services firms for as-needed architectural and engineering design services for the City's new constructions, renovations, and capital improvement projects. The Department of Public Works (PW) will manage the annual contract, and the PW Director will serve as the City's Project Leader to support these efforts.

2025-RFP-019 Architectural & Engineering Design Services consists of providing on-call A&E Design Services for an annual term with two (2) additional annual renewal options. Eight (8) proposals were received. After the evaluation of technical and cost proposals, the Evaluation Committee recommends award to the highest scoring proposer:

Precision Planning Inc., 400 Pike Blvd., Lawrenceville, GA. 30046

Estimated Amount: \$500,000.00 – SPLOST and Capital Project Funds

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**Action Requested from Council:** Approval to enter into a contract with Precision Planning Inc. (PPI) for Architectural & Engineering Design Services

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**Cost:** \$ 500,000.00

**Budgeted for:** ☒ X Yes ☐ No

**Financial Impact:** SPLOST and Capital Funds

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CITY OF  
**FORESTPARK**

## MEMORANDUM

**TO:** Latosha Clemons, Interim City Manager  
Executive Office

**FROM:** Talisa R. Adams, CPPO, Procurement Manager  
Department of Finance – Procurement

**CC:** John Wiggins, Director of Finance  
Committee Members: Alton Matthews, Pauline Warrior, Joshua Cox,  
Jeremi Patterson, SaVaughn Irons-Kumassah, and Yazmin Huerta (Note-taker)

**SUBJECT:** Committee Recommendation for 2025-RFP-019 On-Call  
Architectural and Engineering Design Services

**DATE:** November 17, 2025

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Procurement would like to thank each committee member for serving on this committee. Your time, effort, analysis, and participation have led us to a logical recommendation. Again, thank you for your willingness to serve the City beyond your daily job duties, and help in our RFP process.

The Selection Committee has completed their work and is hereby recommending an award to the highest scoring proposer that they believe are most qualified to be awarded the contract for the services advertised under this RFP. **The firm is Precision Planning Inc.**

The committee received eight (8) proposals. The final scores for each firm are displayed below, and relevant attachments are enclosed with this correspondence. The department chooses to move forward with this recommendation; it will appear in a near future Council agenda for contract award.

### SCORES OF RESPONSIVE FIRMS

| FIRMS                                            | TOTAL SCORE | LSBD PARTICIPATION | Hourly Fee/Rate Schedule |
|--------------------------------------------------|-------------|--------------------|--------------------------|
| 1. Precision Planning Inc.                       | 94.8        | Yes                | Lowest                   |
| 2. EXP U.S. Services                             | 92.1        | Yes                | -                        |
| 3. Tunnell-Spangler & Associates, Inc. d/b/a TSW | 91.1        | Yes                | -                        |



CITY OF  
**FORESTPARK**

|                                                                                                                                                                                                                                                                                |      |     |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|---|
| 4. PRAXIS3, LLC                                                                                                                                                                                                                                                                | 86.2 | Yes | - |
| 5. POH+W Architects, LTD                                                                                                                                                                                                                                                       | 85.4 | Yes | - |
| 6. Kimley-Horn                                                                                                                                                                                                                                                                 | 84.2 | Yes | - |
| 7. Advance Engineering & Construction, LLC                                                                                                                                                                                                                                     | 83   | Yes | - |
| 8. TCHOUAFFE Architects, Inc.                                                                                                                                                                                                                                                  | 79.8 | Yes | - |
| The Evaluation Committee's cost methodology decision was to open the cost proposals for the top three (3) highest scoring proposals due to the cost criteria's maximum points being 5. The Committee recommends award to the highest scoring proposer: Precision Planning Inc. |      |     |   |

Sincerely,

*Talisa R Adams*

**Talisa R. Adams, CPPO**  
**Procurement Manager/Chairperson**

**Attachments:**

Chairperson and OpenGov Score Sheets



City of Forest Park  
Procurement

7, -  
745 Forest Parkway, Forest Park, GA 30297

EVALUATION TABULATION

RFP No. 2025-RFP-019

Architectural and Engineering Design Services

RESPONSE DEADLINE: September 16, 2025 at 2:00 pm

Report Generated: Monday, November 17, 2025

VENDOR QUESTIONNAIRE PASS/FAIL

| Question Title                                                   | Advance Engineering & Construction, LLC | EXP U.S. Services Inc. | Kimley-Horn | POH+W Architects | PRAXIS3 | Precision Planning Inc. | TCHOUAFFE ARCHITECTS, INC. | Tunnell-Spangler & Associates, Inc. d/b/a TSW |
|------------------------------------------------------------------|-----------------------------------------|------------------------|-------------|------------------|---------|-------------------------|----------------------------|-----------------------------------------------|
| Proposal Submittal Letter Form                                   |                                         | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Proponent's Technical Proposal                                   | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Upload Cost Proposal - Employee classifications and hourly rates |                                         |                        |             |                  |         |                         |                            |                                               |
| Illegal Immigration Reform and Enforcement Act                   | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Contractor's Statement of Legal Status and Financial Capability  | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |

EVALUATION TABULATION  
RFP No. 2025-RFP-019  
Architectural and Engineering Design Services

---

| Question Title                                                | Advance Engineering & Construction, LLC | EXP U.S. Services Inc. | Kimley-Horn | POH+W Architects | PRAXIS3 | Precision Planning Inc. | TCHOUAFFE ARCHITECTS, INC. | Tunnell-Spangler & Associates, Inc. d/b/a TSW |
|---------------------------------------------------------------|-----------------------------------------|------------------------|-------------|------------------|---------|-------------------------|----------------------------|-----------------------------------------------|
| Acknowledgement of Insurance and Bonding Requirements         | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Proponent's Contact Directory                                 | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| List of Clients                                               | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    |                            | Pass                                          |
| Non-Collusion Affidavit                                       | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Certificate Regarding Debarment, Suspension and other Matters | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| Local, Small Business, Diversity Program (Forms 1-4)          | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    |                            | Pass                                          |
| State of Georgia Certificate of Existence                     | Pass                                    | Pass                   | Pass        | Pass             | Pass    | Pass                    | Pass                       | Pass                                          |
| W-9                                                           | Pass                                    | Pass                   | Pass        | Pass             |         | Pass                    | Pass                       | Pass                                          |

## PHASE 1

## EVALUATION CRITERIA

| Criteria                          | Scoring Method | Weight (Points)   |
|-----------------------------------|----------------|-------------------|
| Executive Summary and Methodology | Points Based   | 25 (25% of Total) |

### Description:

Provide an Executive Summary detailing the Proponent's qualifications to accomplish the requirements listed in the Scope of Work. At a minimum, the Executive Summary shall contain, but is not limited to the following:

A. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.

B. Describe the nature of the Proponent's business; include a description of experience, competencies, and overall organizational capabilities to include financial stability.

C. Description of how the Proponent meets any Minimum Qualifications, Requirements and Methodology listed within the RFP.

D. A declarative statement as to whether the Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.

| Criteria                                     | Scoring Method | Weight (Points)   |
|----------------------------------------------|----------------|-------------------|
| Experience and Past Performance / References | Points Based   | 25 (25% of Total) |

### Description:

Describe the Proponent's and any subcontractor's experience as it pertains to the requirements described in the RFP's Scope of Work. Provide a matrix of at least three (3) projects from within the past five (5) years of similar size and scope, including, but not limited to:

A. Client Name

B. Project Description

C. Role of the Individuals involved

D. Project Completion Date

E. Reference Contact Name

F. Reference Contact Phone Number

G. Reference Contact Email address

EVALUATION TABULATION  
RFP No. 2025-RFP-019  
Architectural and Engineering Design Services

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| Criteria                                             | Scoring Method | Weight (Points)   |
|------------------------------------------------------|----------------|-------------------|
| Organizational Structure / Key Personnel and Resumes | Points Based   | 20 (20% of Total) |

Description:

The Proponent's Organizational Structure Section should introduce the proposed Proponent team by:

- A. Provide the Proponent's Management Organizational Chart
- B. Provide a description of how the organizational structure will facilitate managing the requirements of this RFP and how an efficient flow of information will be realized from the organizational structure.
- C. Provide resumes for the Key Personnel the Proponent intends to assign to this project, including, but limited to: Principal in Charge, Project Manager, and other Project Team Members. Resumes should be organized as follows:
  - 1. Name and Title
  - 2. Professional Background
  - 3. Current and Past Relevant Employment
  - 4. Education
  - 5. Certifications
  - 6. List of two (2) relevant projects including:
    - a. Client Name and Reference Contact Information
    - b. Project Description
    - c. Role of the Individual

| Criteria                     | Scoring Method | Weight (Points)   |
|------------------------------|----------------|-------------------|
| Management and Staffing Plan | Points Based   | 20 (20% of Total) |

Description:

Describe how the project will be organized and managed, ensuring that staffing needs are met to meet the requirements set forth within this RFP and its Scope of Work. Clearly outline the estimated staffing needed to complete the project. The Management and Staffing should include, but is not limited to:

- A. Estimated Staffing needed.
- B. Description of Proponent's process, procedures and methodology for monitoring the required outcomes and services set forth within this RFP and its Scope of

Work.

C. Description of Proponent's reporting process and capabilities and provide sample reports for this project, i.e., performance measures, quality of work, and deliverables.

D. Provide a list of resources used to accomplish the delivery of A&E Design Services.

| Criteria                                                     | Scoring Method | Weight (Points) |
|--------------------------------------------------------------|----------------|-----------------|
| Local, Small Business, and Diversity Program (Outreach Plan) | Points Based   | 5 (5% of Total) |

Description:

Proponent must provide complete the LSBD forms and an executive level plan (3 pages maximum) for achieving, at a minimum, the City LSBD participation goals including the description of their plan for performing good faith outreach efforts. This program should include Local Labor/Employees and local businesses.

| Criteria      | Scoring Method | Weight (Points) |
|---------------|----------------|-----------------|
| Cost Proposal | Points Based   | 5 (5% of Total) |

Description:

**DO NOT INCLUDE COST IN TECHNICAL PROPOSAL.**

Each Proponent must submit an Electronic Cost Proposal at the City's e-Procurement portal for this RFP located at <https://procurement.opengov.com/portal/forestparkga/projects/128927>. The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal.

## AGGREGATE SCORES SUMMARY

EVALUATION TABULATION  
RFP No. 2025-RFP-019  
Architectural and Engineering Design Services

| Vendor                                        | Evaluator 1 | Evaluator 2 | Evaluator 3 | Evaluator 4 | Evaluator 5 | Total Score<br>(Max Score 100) |
|-----------------------------------------------|-------------|-------------|-------------|-------------|-------------|--------------------------------|
| Precision Planning Inc.                       | 95          | 95          | 94          | 95          | 95          | 94.8                           |
| EXP U.S. Services Inc.                        | 91.5        | 93.5        | 91.5        | 92.5        | 91.5        | 92.1                           |
| Tunnell-Spangler & Associates, Inc. d/b/a TSW | 92.5        | 90.5        | 89.5        | 92.5        | 90.5        | 91.1                           |
| PRAXIS3                                       | 90          | 88          | 76          | 91          | 86          | 86.2                           |
| POH+W Architects                              | 86          | 84          | 85          | 86          | 86          | 85.4                           |
| Kimley-Horn                                   | 85          | 85          | 79          | 86          | 86          | 84.2                           |
| Advance Engineering & Construction, LLC       | 89          | 83          | 76          | 81          | 86          | 83                             |
| TCHOUAFFE ARCHITECTS, INC.                    | 79          | 80          | 79          | 81          | 80          | 79.8                           |

VENDOR SCORES BY EVALUATION CRITERIA

| Vendor                  | Executive Summary and Methodology Points Based 25 Points (25%) | Experience and Past Performance / References Points Based 25 Points (25%) | Organizational Structure / Key Personnel and Resumes Points Based 20 Points (20%) | Management and Staffing Plan Points Based 20 Points (20%) | Local, Small Business, and Diversity Program (Outreach Plan) Points Based 5 Points (5%) | Cost Proposal Points Based 5 Points (5%) | Total Score<br>(Max Score 100) |
|-------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|--------------------------------|
| Precision Planning Inc. | 24.8                                                           | 20                                                                        | 20                                                                                | 20                                                        | 5                                                                                       | 5                                        | 94.8                           |
| EXP U.S. Services Inc.  | 22                                                             | 25                                                                        | 19.2                                                                              | 19.4                                                      | 5                                                                                       | 1.5                                      | 92.1                           |

| Vendor                                        | Executive Summary and Methodology Points Based 25 Points (25%) | Experience and Past Performance / References Points Based 25 Points (25%) | Organizational Structure / Key Personnel and Resumes Points Based 20 Points (20%) | Management and Staffing Plan Points Based 20 Points (20%) | Local, Small Business, and Diversity Program (Outreach Plan) Points Based 5 Points (5%) | Cost Proposal Points Based 5 Points (5%) | Total Score (Max Score 100) |
|-----------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|
| Tunnell-Spangler & Associates, Inc. d/b/a TSW | 25                                                             | 20                                                                        | 18.6                                                                              | 20                                                        | 5                                                                                       | 2.5                                      | 91.1                        |
| PRAXIS3                                       | 24                                                             | 20                                                                        | 18                                                                                | 18.2                                                      | 5                                                                                       | 1                                        | 86.2                        |
| POH+W Architects                              | 24.4                                                           | 15                                                                        | 20                                                                                | 20                                                        | 5                                                                                       | 1                                        | 85.4                        |
| Kimley-Horn                                   | 23.6                                                           | 15                                                                        | 19.6                                                                              | 20                                                        | 5                                                                                       | 1                                        | 84.2                        |
| Advance Engineering & Construction, LLC       | 20.6                                                           | 20                                                                        | 18.4                                                                              | 18                                                        | 5                                                                                       | 1                                        | 83                          |
| TCHOUAFFE ARCHITECTS, INC.                    | 25                                                             | 10                                                                        | 18.8                                                                              | 20                                                        | 5                                                                                       | 1                                        | 79.8                        |

## INDIVIDUAL PROPOSAL SCORES

### Advance Engineering & Construction, LLC

#### Executive Summary and Methodology | Points Based | 25 Points (25%)

##### Evaluator 1: 23

SBA Certified, located in Stone Mountain, Dr. James Mark-Ige is a professional engineer with over 35 years of experience in civil and environmental engineering. Seems to meet all requirements in the RFP.

##### Evaluator 2: 19

qualifications

##### Evaluator 3: 20

Evaluator 4: 21

Adequate but limited narrative. Methodology lacks detail on design approach and quality control. Financials were not provided.

Evaluator 5: 20

Insufficient documentation provided to demonstrate financial stability.

#### Experience and Past Performance / References | Points Based | 25 Points (25%)

Evaluator 1: 20

Provided more than required including all information requested. Most of the projects listed seem similar/relevant.

Evaluator 2: 20

Evaluator 3: 20

Mostly water/stormwater projects

Evaluator 4: 20

Evaluator 5: 20

All items complete

#### Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)

Evaluator 1: 20

Provided everything requested as and all seem well qualified.

Evaluator 2: 19

Evaluator 3: 15

Mostly water/stormwater projects

Evaluator 4: 18

Evaluator 5: 20

#### Management and Staffing Plan | Points Based | 20 Points (20%)

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| Evaluator 1: 20                                                                                 |
| outlined a solid management and staffing plan along with reporting structure.                   |
| Evaluator 2: 19                                                                                 |
| adequate staffing room for improvement                                                          |
| Evaluator 3: 15                                                                                 |
| 6 staff members                                                                                 |
| Evaluator 4: 16                                                                                 |
| Staffing and reporting process described but lacks measurable deliverables or monitoring tools. |
| Evaluator 5: 20                                                                                 |

|                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| Local, Small Business, and Diversity Program (Outreach Plan)   Points Based   5 Points (5%)        |
| Evaluator 1: 5                                                                                     |
| AEC is a certified Disadvantaged Business Enterprise and an SBA Certified 8(a) Program Participant |
| Evaluator 2: 5                                                                                     |
| Evaluator 3: 5                                                                                     |
| Evaluator 4: 5                                                                                     |
| LSBD documentation provided; basic compliance met but outreach evidence limited.                   |
| Evaluator 5: 5                                                                                     |

|                                                       |
|-------------------------------------------------------|
| Cost Proposal   Points Based   5 Points (5%)          |
| Evaluator 1: 1                                        |
| Did not meet the committee cost methodology strategy. |
| Evaluator 2: 1                                        |
| Did not meet the committee cost methodology strategy. |

Evaluator 3: 1

Did not meet the committees cost methodology

Evaluator 4: 1

Did not meet the committee cost methodology strategy.

Evaluator 5: 1

Did not meet the Committee's cost methodology strategy.

### EXP U.S. Services Inc.

#### Executive Summary and Methodology | Points Based | 25 Points (25%)

Evaluator 1: 23

firm with over 4,400 professionals across North America, and 100+ offices

Evaluator 2: 22

I like how the put together their package and their summary highlight their methodology and approach to planning & engineering. all requirements not provided.

Evaluator 3: 22

Evaluator 4: 23

Comprehensive corporate overview with full compliance and clear project methodology. Financials not provided as requested.

Evaluator 5: 20

Insufficient documentation provided to demonstrate financial capability.

#### Experience and Past Performance / References | Points Based | 25 Points (25%)

Evaluator 1: 25

Did not list dates for when projects were completed. Did include reference letters form agencies.

Evaluator 2: 25

visual aspects and presentation of projects and highlights of each. I like the mention of the current trends.

Evaluator 3: 25

Evaluator 4: 25

National and international experience; excellent technical credentials but limited Georgia-specific municipal work.

Evaluator 5: 25

Very comprehensive plan

#### Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)

Evaluator 1: 19

Plenty of well qualified persons with experience. Not sure who all would be assigned to us directly though.

Evaluator 2: 20

Organizational structure seems to be well versed and roles highlighted accordingly.

Evaluator 3: 18

Evaluator 4: 19

Team well qualified, though less clarity on local project management oversight.

Evaluator 5: 20

#### Management and Staffing Plan | Points Based | 20 Points (20%)

Evaluator 1: 18

Not very detailed plan, very high level.

Evaluator 2: 20

staffing need met, expertise of each staff member and career highlights are a plus. included photos provide a personable review experience and there is a diverse background of experience5

Evaluator 3: 20

Evaluator 4: 19

Quality assurance plan sound but based on national standards rather than local project conditions.

Evaluator 5: 20

Comprehensive

#### Local, Small Business, and Diversity Program (Outreach Plan) | Points Based | 5 Points (5%)

Evaluator 1: 5

not a very detailed plan, very high level just expressing commitment.

Evaluator 2: 5

Has an array of diverse backgrounds in different fields of expertise as well as highlights.

Evaluator 3: 5

Evaluator 4: 5

Evaluator 5: 5

#### Cost Proposal | Points Based | 5 Points (5%)

Evaluator 1: 1.5

Highest cost estimate of the three finalist.

Evaluator 2: 1.5

Highest cost estimate of the three finalist

Evaluator 3: 1.5

Highest Cost of the (3) finalist

Evaluator 4: 1.5

Cost was the highest estimate of the 3 finalists.

Evaluator 5: 1.5

Highest cost of the three (3) finalists.

| Kimley-Horn                                                                           |                                                                                                                                                                  |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Executive Summary and Methodology   Points Based   25 Points (25%)                    |                                                                                                                                                                  |
| Evaluator 1: 24                                                                       | It is not practical to provide a complete list of litigation for private or public work in the past five years as part of this proposal. Missing insurance info? |
| Evaluator 2: 24                                                                       | all requirements met.                                                                                                                                            |
| Evaluator 3: 20                                                                       |                                                                                                                                                                  |
| Evaluator 4: 25                                                                       | Highly detailed and professional. Clear delivery process supported by national and regional teams.                                                               |
| Evaluator 5: 25                                                                       |                                                                                                                                                                  |
| Experience and Past Performance / References   Points Based   25 Points (25%)         |                                                                                                                                                                  |
| Evaluator 1: 15                                                                       | Lot of local experience, Brookhaven, COFP, Winder, etc.                                                                                                          |
| Evaluator 2: 15                                                                       | past performance and experience meets criteria. not all references provided response                                                                             |
| Evaluator 3: 15                                                                       |                                                                                                                                                                  |
| Evaluator 4: 15                                                                       | Only received 2 responses from their references. Other reference did not respond.                                                                                |
| Evaluator 5: 15                                                                       | Only two of three references received.                                                                                                                           |
| Organizational Structure / Key Personnel and Resumes   Points Based   20 Points (20%) |                                                                                                                                                                  |

|                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluator 1: 20                                                                                                                                                                                                |
| look good with good experience, a lot for FP or other municipalities.                                                                                                                                          |
| Evaluator 2: 20                                                                                                                                                                                                |
| Evaluator 3: 18                                                                                                                                                                                                |
| Evaluator 4: 20                                                                                                                                                                                                |
| Multidisciplinary team with strong engineering, planning, and design resources. Provides redundancy and depth. However, only received 2 responses and some references provided did not respond to the request. |
| Evaluator 5: 20                                                                                                                                                                                                |

| Management and Staffing Plan   Points Based   20 Points (20%)                                    |
|--------------------------------------------------------------------------------------------------|
| Evaluator 1: 20                                                                                  |
| Detailed plan with deliverables and expectations outlined.                                       |
| Evaluator 2: 20                                                                                  |
| Evaluator 3: 20                                                                                  |
| Evaluator 4: 20                                                                                  |
| Well-defined internal management systems, reporting cadence, and digital coordination processes. |
| Evaluator 5: 20                                                                                  |

| Local, Small Business, and Diversity Program (Outreach Plan)   Points Based   5 Points (5%) |
|---------------------------------------------------------------------------------------------|
| Evaluator 1: 5                                                                              |
| . In 2024, Kimley-Horn paid \$123.2 million to 774 DBE firms.                               |
| Evaluator 2: 5                                                                              |
| Evaluator 3: 5                                                                              |
| Evaluator 4: 5                                                                              |

Fully compliant LSBDD plan; good participation though fewer local partnerships compared to top peers.

Evaluator 5: 5

#### Cost Proposal | Points Based | 5 Points (5%)

Evaluator 1: 1

Did not meet the committee cost methodology strategy.

Evaluator 2: 1

Did not meet the committee cost methodology strategy.

Evaluator 3: 1

Did not meet the committees cost methodology

Evaluator 4: 1

Did not meet the committee cost methodology strategy.

Evaluator 5: 1

Did not meet the Committee's cost methodology strategy.

#### POH+W Architects

#### Executive Summary and Methodology | Points Based | 25 Points (25%)

Evaluator 1: 25

Located in Alpharetta, not too far. Seem to have a focus on municipalities. Insurance info?

Evaluator 2: 23

summary was short, there could have been additional elaboration on what they can offer and what they could do.

Evaluator 3: 24

Evaluator 4: 25

Well-written summary aligned with the Scope of Work. Demonstrates thorough understanding of municipal design needs.

Evaluator 5: 25

**Experience and Past Performance / References | Points Based | 25 Points (25%)**

Evaluator 1: 15

Lot of great experience in municipal buildings.

Evaluator 2: 15

they meet the minimum qualifications and provided information on past experience. Two out of 3 references responded.

Evaluator 3: 15

Evaluator 4: 15

Portfolio includes Gwinnett County, City of South Fulton, Cobb County Fire Department, and City of Fairburn facilities. Projects are recent and relevant. Only received 2 of 3 responses.

Evaluator 5: 15

only two of three references received.

**Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)**

Evaluator 1: 20

Look well qualified.

Evaluator 2: 20

Evaluator 3: 20

Evaluator 4: 20

Comprehensive organization chart and resumes for key staff and subconsultants. Roles and responsibilities clearly defined.

Evaluator 5: 20

**Management and Staffing Plan | Points Based | 20 Points (20%)**

Evaluator 1: 20

Really detailed and great plan with list of resources included as requested.

Evaluator 2: 20

Evaluator 3: 20

Evaluator 4: 20

Clear management hierarchy and reporting lines. Quality control processes well described, including design review and approval stages.

Evaluator 5: 20

#### Local, Small Business, and Diversity Program (Outreach Plan) | Points Based | 5 Points (5%)

Evaluator 1: 5

basically no plan, just a statement to participate.

Evaluator 2: 5

small firm and diverse backgrounds

Evaluator 3: 5

Evaluator 4: 5

Meets and exceeds City goals; includes documentation of four certified minority-owned business partners.

Evaluator 5: 5

Average

#### Cost Proposal | Points Based | 5 Points (5%)

Evaluator 1: 1

Did not meet the committee cost methodology strategy.

Evaluator 2: 1

Did not meet the committee cost methodology strategy.

Evaluator 3: 1

Did not meet the committees cost methodology

Evaluator 4: 1

Did not meet the committee cost methodology strategy.

Evaluator 5: 1

Did not meet the Committee's cost methodology strategy.

### PRAXIS3

#### Executive Summary and Methodology | Points Based | 25 Points (25%)

Evaluator 1: 25

GA based, in Atlanta.

Evaluator 2: 25

Evaluator 3: 20

Evaluator 4: 25

Clear, value-based design approach showing strong understanding of public architecture.

Evaluator 5: 25

#### Experience and Past Performance / References | Points Based | 25 Points (25%)

Evaluator 1: 20

Lot of good municipal buildings

Evaluator 2: 20

references check came back sufficient regarding past experiences.

Evaluator 3: 20

Evaluator 4: 20

Solid municipal portfolio (City of Decatur Fire Station, Austell Senior Center, Rockdale Sheriff's Office). Fewer recent public safety projects.

Evaluator 5: 20

#### Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)

Evaluator 1: 19

Good team with lots of experience. Do seem to use third party contractors for key roles.

Evaluator 2: 18

seems to utilize a lot of third party contractors

Evaluator 3: 15

Evaluator 4: 20

Key personnel highly qualified; organizational hierarchy clearly presented.

Evaluator 5: 18

#### Management and Staffing Plan | Points Based | 20 Points (20%)

Evaluator 1: 20

solid plan laid out in detail.

Evaluator 2: 19

Evaluator 3: 15

Evaluator 4: 20

Effective QA/QC framework using Building Information Modeling (BIM) technology and phase-based internal reviews.

Evaluator 5: 17

No sample reports.

#### Local, Small Business, and Diversity Program (Outreach Plan) | Points Based | 5 Points (5%)

|  |                |
|--|----------------|
|  | Evaluator 1: 5 |
|--|----------------|

Did not see any mention of this.

|  |                |
|--|----------------|
|  | Evaluator 2: 5 |
|--|----------------|

|  |                |
|--|----------------|
|  | Evaluator 3: 5 |
|--|----------------|

|  |                |
|--|----------------|
|  | Evaluator 4: 5 |
|--|----------------|

Demonstrated good-faith outreach and mentoring history.

|  |                |
|--|----------------|
|  | Evaluator 5: 5 |
|--|----------------|

Not comprehensive

|                                                     |
|-----------------------------------------------------|
| <b>Cost Proposal   Points Based   5 Points (5%)</b> |
|-----------------------------------------------------|

|  |                |
|--|----------------|
|  | Evaluator 1: 1 |
|--|----------------|

Did not meet the committee cost methodology strategy.

|  |                |
|--|----------------|
|  | Evaluator 2: 1 |
|--|----------------|

Did not meet the committee cost methodology strategy.

|  |                |
|--|----------------|
|  | Evaluator 3: 1 |
|--|----------------|

Did not meet the committees cost methodology

|  |                |
|--|----------------|
|  | Evaluator 4: 1 |
|--|----------------|

Did not meet the committee cost methodology strategy.

|  |                |
|--|----------------|
|  | Evaluator 5: 1 |
|--|----------------|

Did not meet the Committee's cost methodology strategy.

|                                |
|--------------------------------|
| <b>Precision Planning Inc.</b> |
|--------------------------------|

|                                                                           |
|---------------------------------------------------------------------------|
| <b>Executive Summary and Methodology   Points Based   25 Points (25%)</b> |
|---------------------------------------------------------------------------|

|  |                 |
|--|-----------------|
|  | Evaluator 1: 25 |
|--|-----------------|

Precision Planning, Inc. has no open disputes with the City, nor is it involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.

Evaluator 2: 25

all requirements met.

Evaluator 3: 24

Evaluator 4: 25

Excellent summary emphasizing 43-year firm history and financial stability. Methodology tailored to on-call architectural and engineering services.

Evaluator 5: 25

Well organized and comprehensive

### Experience and Past Performance / References | Points Based | 25 Points (25%)

Evaluator 1: 20

Really great experience with lots of municipal buildings

Evaluator 2: 20

Evaluator 3: 20

Evaluator 4: 20

Extensive municipal record including projects in Forest Park, Gwinnett County, Hall County, and Sugar Hill. Strong client retention and verified references. Received all 3 references but not perfect scores.

Evaluator 5: 20

Comprehensive

### Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)

Evaluator 1: 20

Well qualified staff.

|                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluator 2: 20                                                                                                                          |
| Evaluator 3: 20                                                                                                                          |
| Evaluator 4: 20                                                                                                                          |
| Senior leadership and technical staff clearly defined; structure supports efficient coordination among multiple engineering disciplines. |
| Evaluator 5: 20                                                                                                                          |
| Comprehensive                                                                                                                            |

| Management and Staffing Plan   Points Based   20 Points (20%)                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------|
| Evaluator 1: 20                                                                                                                    |
| Detailed plan with details covered like information requests process.                                                              |
| Evaluator 2: 20                                                                                                                    |
| Evaluator 3: 20                                                                                                                    |
| Evaluator 4: 20                                                                                                                    |
| Task-order procedures and QA/QC management protocols are clear; effective use of scheduling tools and internal review checkpoints. |
| Evaluator 5: 20                                                                                                                    |
| Comprehensive                                                                                                                      |

| Local, Small Business, and Diversity Program (Outreach Plan)   Points Based   5 Points (5%)                                        |
|------------------------------------------------------------------------------------------------------------------------------------|
| Evaluator 1: 5                                                                                                                     |
| Detailed plan.                                                                                                                     |
| Evaluator 2: 5                                                                                                                     |
| Evaluator 3: 5                                                                                                                     |
| Evaluator 4: 5                                                                                                                     |
| Four certified minority business partners with documented participation and good-faith outreach; all forms complete and compliant. |

|                |                |
|----------------|----------------|
|                | Evaluator 5: 5 |
| Fully complete |                |

|  |                                              |
|--|----------------------------------------------|
|  | Cost Proposal   Points Based   5 Points (5%) |
|--|----------------------------------------------|

|                                     |                |
|-------------------------------------|----------------|
|                                     | Evaluator 1: 5 |
| The lowest cost of the 3 finalists. |                |

|                               |                |
|-------------------------------|----------------|
|                               | Evaluator 2: 5 |
| highest score and lowest cost |                |

|                       |                |
|-----------------------|----------------|
|                       | Evaluator 3: 5 |
| Lowest submitted cost |                |

|                                          |                |
|------------------------------------------|----------------|
|                                          | Evaluator 4: 5 |
| Lowest cost estimate of the 3 finalists. |                |

|                                         |                |
|-----------------------------------------|----------------|
|                                         | Evaluator 5: 5 |
| Lowest cost of the three (3) finalists. |                |

|  |                            |
|--|----------------------------|
|  | TCHOUAFFE ARCHITECTS, INC. |
|--|----------------------------|

|  |                                                                    |
|--|--------------------------------------------------------------------|
|  | Executive Summary and Methodology   Points Based   25 Points (25%) |
|--|--------------------------------------------------------------------|

|                                                                                                                                                                                                                            |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                                                                                                                            | Evaluator 1: 25 |
| none of the firms or their principals have open disputes with the City. Furthermore, there has been no litigation related to ongoing or completed projects in the public or private sector within the past five (5) years. |                 |

|  |                 |
|--|-----------------|
|  | Evaluator 2: 25 |
|--|-----------------|

|  |                 |
|--|-----------------|
|  | Evaluator 3: 25 |
|--|-----------------|

|  |                 |
|--|-----------------|
|  | Evaluator 4: 25 |
|--|-----------------|

Provided a complete legal and organizational profile, including details of each partner firm. The methodology clearly mapped to the Scope of Work with strong quality assurance and quality control (QA/QC) procedures, digital project management systems such as Procore and Building Information Modeling (BIM 360), and a structured peer review process.

Evaluator 5: 25

No statement of financial stability

#### Experience and Past Performance / References | Points Based | 25 Points (25%)

Evaluator 1: 10

Not very many relevant projects.

Evaluator 2: 10

one reference replied, two references stated they did not work with the company.

Evaluator 3: 10

Evaluator 4: 10

Demonstrated extensive experience in civic, aviation, and municipal design projects, including the Forest Park Planning and Zoning Office, Helping Hands Community Center, and Hartsfield–Jackson Atlanta International Airport. References verified and no litigation disclosed. Only received one response back from the references provided when we extended further. They indicated that they did not work with the vendor.

Evaluator 5: 10

Received only one response; the other references indicated that they had no work history with the company

#### Organizational Structure / Key Personnel and Resumes | Points Based | 20 Points (20%)

Evaluator 1: 18

Less experienced staff.

Evaluator 2: 19

Evaluator 3: 18

Evaluator 4: 20

Clear organization chart integrating architectural, civil, mechanical, electrical, and structural disciplines. Resumes list licenses, certifications, and directly relevant municipal projects.

Evaluator 5: 19

No visual appeal

#### Management and Staffing Plan | Points Based | 20 Points (20%)

Evaluator 1: 20

Really detailed plan and deliverables.

Evaluator 2: 20

Evaluator 3: 20

Evaluator 4: 20

Strong, phase-based management structure (Concept through Construction Administration). Staffing plan aligns with anticipated workload; QA/QC checkpoints well-documented.

Evaluator 5: 20

#### Local, Small Business, and Diversity Program (Outreach Plan) | Points Based | 5 Points (5%)

Evaluator 1: 5

Very detailed plan

Evaluator 2: 5

Evaluator 3: 5

Evaluator 4: 5

Exceeds City participation goals; certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Small Local Business Enterprise (SLBE), Local Small Business Enterprise (LSBE), and African American Business Enterprise (AABE). Includes a mentorship and local outreach framework.

Evaluator 5: 5

**Cost Proposal | Points Based | 5 Points (5%)**

Evaluator 1: 1

Did not meet the committee cost methodology strategy.

Evaluator 2: 1

Did not meet the committee cost methodology strategy.

Evaluator 3: 1

Did not meet the committees cost methodology

Evaluator 4: 1

Did not meet scoring metrics.

Evaluator 5: 1

**Tunnell-Spangler & Associates, Inc. d/b/a TSW**

**Executive Summary and Methodology | Points Based | 25 Points (25%)**

Evaluator 1: 25

Located in Atlanta.

Evaluator 2: 25

Evaluator 3: 25

Evaluator 4: 25

Comprehensive company overview with full compliance disclosures. Methodology clearly explained and supported by examples from past projects.

Evaluator 5: 25

| Experience and Past Performance / References   Points Based   25 Points (25%)                                                                                                                                                  |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                                                                                                                                | Evaluator 1: 20 |
| Relevant experience.                                                                                                                                                                                                           |                 |
|                                                                                                                                                                                                                                | Evaluator 2: 20 |
|                                                                                                                                                                                                                                | Evaluator 3: 20 |
|                                                                                                                                                                                                                                | Evaluator 4: 20 |
| Broad municipal experience including Stockbridge On-Call Contract, Gwinnett–Snellville Library, and Morgan County Recreation Center. Demonstrated consistent on-time and on-budget delivery. Not all referenced provided a 10. |                 |
|                                                                                                                                                                                                                                | Evaluator 5: 20 |
| Organizational Structure / Key Personnel and Resumes   Points Based   20 Points (20%)                                                                                                                                          |                 |
|                                                                                                                                                                                                                                | Evaluator 1: 20 |
| Well experienced personnel with relevant projects.                                                                                                                                                                             |                 |
|                                                                                                                                                                                                                                | Evaluator 2: 18 |
| missing organizational chart..                                                                                                                                                                                                 |                 |
|                                                                                                                                                                                                                                | Evaluator 3: 17 |
|                                                                                                                                                                                                                                | Evaluator 4: 20 |
| Detailed organization chart with cross-disciplinary leads. Resumes show broad expertise and professional credentials.                                                                                                          |                 |
|                                                                                                                                                                                                                                | Evaluator 5: 18 |
| No org chart                                                                                                                                                                                                                   |                 |
| Management and Staffing Plan   Points Based   20 Points (20%)                                                                                                                                                                  |                 |
|                                                                                                                                                                                                                                | Evaluator 1: 20 |
| Detailed plan laid out                                                                                                                                                                                                         |                 |
|                                                                                                                                                                                                                                | Evaluator 2: 20 |

Evaluator 3: 20

Evaluator 4: 20

Quality assurance and quality control (QA/QC) process well defined; includes reporting schedule, performance metrics, and clearly assigned responsibilities.

Evaluator 5: 20

**Local, Small Business, and Diversity Program (Outreach Plan) | Points Based | 5 Points (5%)**

Evaluator 1: 5

Detailed plan

Evaluator 2: 5

Evaluator 3: 5

Evaluator 4: 5

Four certified local and diverse business partners identified. All required forms completed. Demonstrated active partnerships.

Evaluator 5: 5

**Cost Proposal | Points Based | 5 Points (5%)**

Evaluator 1: 2.5

Second highest cost of the 3 finalist.

Evaluator 2: 2.5

Second highest cost of three finalist options.

Evaluator 3: 2.5

2nd highest cost of the (3) finalist

Evaluator 4: 2.5

They were in the top highest scores.

Evaluator 5: 2.5

Second highest cost of the 3 finalists.

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

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

**A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, APPROVING THE AWARD OF ARCHITECTURAL & ENGINEERING DESIGN SERVICES TO PRECISION PLANNING INC., AND AUTHORIZING THE CITY ATTORNEY TO DRAFT THE AGREEMENT FOR EXECUTION FROM THE CITY'S PUBLIC WORKS 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 duly elected governing authority of the City is the Mayor and Council thereof; and

**WHEREAS**, in 2020, the City entered into on-call contracts with two architectural and engineering ("A&E") service firms to support new construction, renovations, and capital improvement projects, with the Department of Public Works ("Department") overseeing such contracts; and

**WHEREAS**, Request for Proposals 2025-RFP-019 was issued for on-call A&E services for an initial annual term with two (2) additional annual renewal options; and

**WHEREAS**, the City received eight (8) responsive proposals, which were evaluated by the Evaluation Committee based on technical qualifications and cost; and

**WHEREAS**, after completing the evaluation, the recommendation is awarded to the highest-scoring proposer, Precision Planning Inc., located at 400 Pike Blvd., Lawrenceville, Georgia 30046; and

**WHEREAS**, the estimated annual contract amount is Five Hundred Thousand Dollars (\$500,000.00), to be funded through SPLOST and Capital Project Funds; and

**WHEREAS**, the City desires to approve the award and authorize the preparation of the required contract documents.

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

**Section 1. Approval.** The Department's request to approve the award of Architectural & Engineering Design Services to Precision Planning Inc. in the amount of \$500,000 as presented to the Mayor and Council on December 1, 2025, is hereby approved. The City Attorney is hereby directed to draft the agreement with Precision Planning Inc. for Architectural & Engineering Design Services and prepare it for execution by the appropriate City officials.

**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 1st day of December 2025.

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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





CITY OF  
**FORESTPARK**

**City of Forest Park City Council**  
**Agenda Item Summary**  
**December 1, 2025**

**Agenda Item #**  
**VI4**

|                                                                                         |                   |
|-----------------------------------------------------------------------------------------|-------------------|
| <b>Requested By</b><br>Brandon Criss, Police Chief<br>Talisa Adams, Procurement Manager | <b>Sponsor(s)</b> |
| <b>Department</b><br>Police                                                             |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requested Action</b><br>Purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Requirement for Board Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Is this Item Goal Related?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Summary &amp; Background</b><br>The Police Department is requesting the purchase of fourteen (14) patrol and/or administrative vehicles through the Georgia Municipal Association (GMA) Direct Installment Program with a 4.40% interest rate guarantee by December 11, 2025. The vehicles will be purchased from the Department of Administrative Services (DOAS) cooperative contract with Wade Ford - contract #99999-001-SPD0000218-0001 for the total cost which includes the upfit for all vehicles is \$956,461.50 from the General fund (Red Speed). |
| <b>Purchase New Police Vehicles from DOAS Cooperative Contract with Wade Ford</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Fiscal Impact</b><br>\$956,461.50 from the General fund (Red Speed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Exhibits Attached</b><br>Agenda Cover Page - 2026 Police Vehicles , FOREST PARK QUOTE 10.29.2026, Supplier Information Sheet Wade Ford 2025, 2026 GMA Financing Approval Documents - Forest Park LS 111125, 2025-11-25 - FP Res (patrol vehicles)                                                                                                                                                                                                                                                                                                            |
| <b>Staff Recommendation</b><br>Approval to purchase fourteen (14) patrol and/or administrative vehicles                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## City Council Agenda Item

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**Subject:** Council Discussion and Approval to purchase new police vehicles from DOAS Cooperative Contract with Wade Ford

**Submitted By:** Talisa Adams (Procurement) and Brandon Criss (Police Chief)

**Date Submitted:** November 19, 2025

**Work Session Date:** December 1, 2025

**Council Meeting Date:** December 1, 2025

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**Background/History:**

The Police Department is requesting the purchase of fourteen (14) patrol and/or administrative vehicles through the Georgia Municipal Association (GMA) Direct Installment Program with a 4.40% interest rate guarantee by December 11, 2025. The vehicles will be purchased from the Department of Administrative Services (DOAS) cooperative contract with Wade Ford - contract #99999-001-SPD0000218-0001 for the total cost which includes the upfit for all vehicles is \$956,461.50 from the General fund (Red Speed).

---

| Cost: \$   | Budgeted for: | X     | Yes   | No |
|------------|---------------|-------|-------|----|
| 956,461.50 |               | _____ | _____ |    |

**Financial Impact: \$956,461.50 from the General fund (Red Speed)**

---

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

Approval to purchase fourteen (14) patrol and/or administrative vehicles

# Wade Ford INVOICE

Government Sales  
3860 South Cobb Drive  
Smyrna, GA 30080 **DATE:**



OCTOBER 29TH, 2025

**FOR:**

404-637-3924 **OFFICE PHONE**

*UPFIT*

**Bill To:** CITY OF FOREST PARK

*UNITS AND UPFIT*

CAPTAIN DERRELL WHITEHEAD

Phone (678) 951-3148

**PO PENDING  
INVOICE # FP162**

Please make separate line items on the Purchase Order as it relates to Units / Upfit

| DESCRIPTION<br>UPFIT AND UNITS                      | UNIT | QUANTITY | UNIT COST<br>ONLY  | TOTAL        |
|-----------------------------------------------------|------|----------|--------------------|--------------|
| 2025 ICONIC SILVER PIU 3.0<br>ECOBOOST (IN STOCK)   | ea   | 7        | \$50,553           | \$353,871    |
| 2023 DARK BLUE PIU 3.3L V6 (IN<br>STOCK)            | ea   | 3        | \$42,585           | \$127,755    |
| 2024 EXPLORER RWD OXFORD<br>WHITE (IN STOCK)        |      | 1        | \$38,784           | \$38,784     |
| 2025 MUSTANG MACH-E AGATE<br>BLACK (IN STOCK)       |      | 1        | \$42,990           | \$42,990     |
| 2026 DARK BLUE 3.3L V6<br>(ORDER)                   |      | 1        | \$47,705           | \$47,705     |
| 2026 Expedition 4x4 Platinum<br>Agate Black (ORDER) |      | 1        | \$69,945           | \$69,945     |
| UNIT TOTAL-                                         |      |          |                    | \$681,050    |
| UPFIT FOR ALL UNITS TOTAL-                          |      |          |                    | \$275,411.50 |
| UNIT COST DO NOT HAVE UPFIT INCLUDED                |      |          | <b>GRAND TOTAL</b> | \$956,461.50 |

Make all checks payable to Wade Ford  
If you have any questions concerning this invoice, contact Ron Morgan, Government Sales  
404-637-3924 phone  
RONMORGAN@LITHIA.COM



## Supplier Information Sheet

|                                      |               |                            |                    |
|--------------------------------------|---------------|----------------------------|--------------------|
| <b>Contract Description</b>          |               | Administrative Vehicles    |                    |
| <b>Statewide Contract Number</b>     |               | 99999-001-SPD0000218-0001  |                    |
| <b>Supplier ID Number</b>            |               | 0000011786                 |                    |
| <b>Supplier Name</b>                 |               | Smyrna-F LLC dba Wade Ford |                    |
| <b>Effective Date</b>                | June 16, 2025 | <b>Expiration Date</b>     | June 15, 2027      |
| <b>Number of Suppliers Awarded</b>   | 15            | <b>Contract Type:</b>      | <b>Mandatory</b>   |
| <b>Table of Contents</b>             |               |                            | <b>Page Number</b> |
| Supplier Information                 |               |                            | <b>2</b>           |
| General Contract Information         |               |                            | <b>3</b>           |
| Ordering Instructions                |               |                            | <b>4</b>           |
| Where to Find Additional Attachments |               |                            | <b>5</b>           |
| Renewals / Extensions / Amendments   |               |                            | <b>6</b>           |
| NIGP Codes                           |               |                            | <b>7</b>           |
| DOAS Contact Information             |               |                            | <b>8</b>           |

## Supplier and Contract Information

### Supplier Name & Address

Smyrna-F LLC dba Wade Ford  
3860 South Cobb Dr.  
Smyrna, GA 30080

#### Supplier Website:

[CLICK HERE](#)

#### Contract Administrator

Ron Morgan  
[ronmorgan@lithia.com](mailto:ronmorgan@lithia.com)  
770-874-1426

#### Alternate Supplier Contact

Mike Westbrook  
[MichaelWestbrook@lithia.com](mailto:MichaelWestbrook@lithia.com)  
714-720-3164

#### Alternate Supplier Contact

Scott Troxell  
[ScottTroxell@lithia.com](mailto:ScottTroxell@lithia.com)  
510-685-6598

### Contract Details

#### Remittance Address

3860 South Cobb Dr  
Smyrna, GA 30080  
ATTN: Ron Morgan

#### Pricing Structure

**New Vehicles:** % off MSRP  
**New Vehicle Add-Ons:** % off MSRP  
**Used Vehicles:** Black Book Value or Less

#### Delivery Days

The supplier is responsible for communicating with an authorized user about the production window, delivery to the dealer lot from the manufacturer, and delivery dates to the customer.

#### Payment Terms

Net 30

#### Authorized Users

State and Local Government

#### Acceptable Payment Method(s)

Purchase Orders

## **General Contract Information**

The Administrative Vehicles Statewide Contract provides Authorized Users considerable flexibility in purchasing administrative vehicles and related options, equipment, and accessories by establishing a robust selection of **multiple line items of vehicles offering multiple brands and makes/models per manufacturer**. The ordering process is an "a la carte menu" style that allows Authorized Users to build the vehicle they want by the addition of preferred options. The contract provide the options of purchasing **new vehicles from the Dealer's inventory** (on the Dealer's lot) and purchasing **certified pre-owned vehicles** (on the Dealer's lot).

[CLICK HERE](#) to access the **Notice of Award** document to see the awarded categories and the awarded suppliers.

**The Vehicle Availability Matrix** contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (<https://doas.ga.gov/state-purchasing/statewide-contracts>). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

### **Report of Vehicle Availability Under Statewide Contracts**

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at [emily.harris@doas.ga.gov](mailto:emily.harris@doas.ga.gov).

[Vehicle Availability Report Under the Statewide Contract.](#)

# **Ordering Instructions**

## **1. Initial Contact:**

Call or email Ron Morgan at 404-637-3924 or [RonMorgan@lithia.com](mailto:RonMorgan@lithia.com). Ron will then follow up with an email to the guest confirming their request in writing.

## **2. Ford Approved Vehicle Specifications:**

**We will send the guest a Ford Approved Vehicle Specifications form. Guests will be asked to highlight their desired features and return the form to the email address above.**

## **3. Inventory Check & Order Request:**

We will check our inventory for available stock. If the desired vehicle is not in our physical inventory, we will submit an order request.

## **4. Price Quotes:**

Formal price quotes will be sent within 48 hours (two business days) of receiving the guest's request.

- If the unit is **in stock**, the quote will reflect its availability.
- If the unit needs **to be ordered**, we will provide a quote based on the order.

## **5. Team Notification:**

Once the guest confirms their decision to purchase an in-stock unit, we will notify the entire team.

## **6. Purchase Order:**

A Purchase Order (PO) is required to guarantee availability and to place orders with Ford.

- The PO must include:
  - Correct title information
  - Municipality name and address
  - Delivery details and overnight address for paperwork (if needed)

## **7. Order Processing:**

- For units that need to be ordered, once the PO is received, we will place the order and provide the guest with the order number and the Ford build date ETA.
- For in-stock units, once the PO is received, we will pull the keys, inspect the vehicle, send it for detailing, and verify the pick-up or delivery details.

# **Where to Find Additional Contract Documents**

All additional contract documents may be found under the “Attachments” dropdown when viewing the contract in TGM, including, but not limited to:

- Pricing (current)
- Original Contract/Terms and Conditions
- Program Requirements Document (PRD)
- Attachment A (original solicitation document)
- Cost Workbook (from solicitation bid, for evaluation purposes)
- Mandatory Questions
- Mandatory Scored Questions
- Certificate of Insurance
- E-Verify Affidavit
- Addendums
- Renewals/Extensions/Amendments
- Notice of Intent to Award (NOIA)
- Notice of Award (NOA)

**Figure 1: May vary by contract**

| ▼ Attachments |                                                 |
|---------------|-------------------------------------------------|
| Display Order | Attachment                                      |
| 1             | <a href="#">Supplier Information Sheet</a>      |
| 2             | <a href="#">Pricing</a>                         |
| 3             | <a href="#">Original Contract</a>               |
| 4             | <a href="#">Contract Terms &amp; Conditions</a> |
| 5             | <a href="#">Attachment A</a>                    |
| 6             | <a href="#">Mandatory Questions</a>             |
| 7             | <a href="#">Certificate of Insurance</a>        |
| 8             | <a href="#">E-Verify</a>                        |
| 9             | <a href="#">Addendum 1</a>                      |
| 10            | <a href="#">Addendum 2</a>                      |

## **Amendments / Renewals / Extensions**

**Base Term: 06/16/2025 – 06/15/2027**

**Renewal 1:**

**Renewal 2:**

**Renewal 3:**

**Renewal 4:**

**Renewal 5:**

## **NIGP Codes**

|       |                                                   |
|-------|---------------------------------------------------|
| 07104 | Automobiles                                       |
| 07180 | SUV Type Vehicles, Including Carryalls            |
| 07190 | Vans, Cargo                                       |
| 07192 | Vans, Passenger, Regular and Handicapped Equipped |
| 07201 | Class 1 Trucks (6,000 lb. GVWR or less)           |
| 07202 | Class 2 Trucks (6,001 – 10,000 lb. GVWR)          |

## **DOAS CONTACT INFORMATION**

### **DOAS Contract Manager**

View **Contract Summary** Page in **Team Georgia Marketplace ("TGM")** to see the current contract manager and contact information.

- Please CC [contract.management@doas.ga.gov](mailto:contract.management@doas.ga.gov) on **all communications** to the contract manager, in case that the contract manager is unavailable to respond.

### **Procurement Help Desk**

**Telephone:** 404-657-6000

**Email:** [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)



President  
Bianca Motley Broom  
Mayor, College Park

First Vice President  
Andrea Gibby  
Mayor, Young Harris

Second Vice President  
James Burnette  
Mayor, Suwanee

Third Vice President  
Garnett Johnson  
Mayor, Augusta

Immediate Past President  
Fred Perriman  
Mayor, Madison

CEO & Executive Director  
Larry H. Hanson

November 13, 2025

Ms. Talisa Adams  
Procurement Manager  
City of Forest Park  
745 Forest Parkway  
Forest Park, Georgia 30297

RE: Direct Installment Program

Dear Ms. Adams:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by December 11, 2025 to guarantee the 4.4% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

**PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.**

If you have any questions, please contact me at (678) 686-6274.

Sincerely,

A handwritten signature in black ink, appearing to read 'Philip Potter', with a stylized flourish at the end.

Philip Potter  
Financial Services Manager

/PP  
Enclosures

**DOCUMENT NOTES**

**LEASE SUPPLEMENT**

**NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.**

*Exhibit E - Lease Supplement:* Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

*Exhibit E - Schedule A:* Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

*Exhibit E- Schedule B:* No action is required for this schedule.

*Exhibit E- Schedule C:* Please date, sign, and have the City Clerk attest this document.

*Exhibit E- Schedule D:* IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

*Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease:* Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association  
Attention: Financial Services Program Manager  
P.O. Box 105377  
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

**EXHIBIT "E"**  
**LEASE SUPPLEMENT**

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated June 6, 2000, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
  - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
  - (b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than \$10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);
  - (c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;
  - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
  - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

- (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;
  - (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
  - (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
    - (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
    - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
  - (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
  - (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.
7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

☐ The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

☒ The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed \$10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

|     | TITLE | DATE  | AMOUNT |
|-----|-------|-------|--------|
| (1) | _____ | _____ | _____  |
| (2) | _____ | _____ | _____  |

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

| <u>NAME AND ADDRESS OF VENDOR</u>                                                                               | <u>INVOICE #</u><br>(attach invoices) | <u>AMOUNT</u> |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------|
| City of Forest Park<br>745 Forest Parkway<br>Forest Park, GA 30297<br>Attn: Finance Department<br>404) 366-4720 | Enclosed                              | \$956,461.50  |

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Magnolia Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: \_\_\_\_\_.

**IN WITNESS WHEREOF,** Lessor and Lessee have caused this Lease Supplement to be duly executed.

**LESSEE:**  
(SEAL)

**City of Forest Park**

**Signed By:** \_\_\_\_\_  
City Manager or Mayor

**Print Name:** \_\_\_\_\_

**Attested By:** \_\_\_\_\_  
City Clerk

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LESSOR:**  
(SEAL)

**GEORGIA MUNICIPAL ASSOCIATION, INC.**

**Signed By:** \_\_\_\_\_  
**Executive Director**

**Attested By:** \_\_\_\_\_  
**Financial Services Program Manager**

**Date of Execution:** \_\_\_\_\_

**Schedules Hereto:**

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Form 8038G or 8038GC**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement  
(Schedule G will be completed by GMA)**

**SCHEDULE A**

**PROPERTY SCHEDULE**

| <u>DESCRIPTION OF PROPERTY</u> | <u>IDENTIFICATION OR VIN NUMBER</u> | <u>AMOUNT FINANCED</u> |
|--------------------------------|-------------------------------------|------------------------|
| Various Vehicles               |                                     | \$956,461.50           |

|                       |              |
|-----------------------|--------------|
| Annual Interest Rate: | 4.40%        |
| Years:                | 3            |
| Payments Per Year:    | 1            |
| Amount:               | \$956,461.50 |

| Payment Number | Payment               | Principal           | Interest           | Balance      |
|----------------|-----------------------|---------------------|--------------------|--------------|
| 1              | \$347,279.27          | \$305,194.97        | \$42,084.31        | \$651,266.53 |
| 2              | \$347,279.27          | \$318,623.55        | \$28,655.73        | \$332,642.98 |
| 3              | \$347,279.27          | \$332,642.98        | \$14,636.29        | \$0.00       |
| <b>TOTALS</b>  | <b>\$1,041,837.82</b> | <b>\$956,461.50</b> | <b>\$85,376.32</b> |              |

**SCHEDULE C**

**APPROPRIATION CERTIFICATE**

Re: Master Lease dated June, 6, 2000 and Lease Supplement (the "Lease Supplement") dated \_\_\_\_\_, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Forest Park (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: \_\_\_\_\_

**City of Forest Park**

***Signed by:*** \_\_\_\_\_

***Print Name:*** \_\_\_\_\_

***Title:*** \_\_\_\_\_

***Attested By:*** \_\_\_\_\_

***Print Name:*** \_\_\_\_\_

***Title:*** \_\_\_\_\_

(SEAL)

**INSTRUCTIONS:**

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

**SCHEDULE D**  
**Information Return for Tax-Exempt Governmental Obligations**

► Under Internal Revenue Code section 149(e)

► See separate instructions.

**Caution:** If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

**Part I Reporting Authority**

If Amended Return, check here ☐

|                                                                                                                                                                                    |            |                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------|
| <b>1</b> Issuer's name<br><b>City of Forest Park</b>                                                                                                                               |            | <b>2</b> Issuer's employer identification number (EIN)<br><b>58-6002562</b>                    |
| <b>3a</b> Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)                                                                |            | <b>3b</b> Telephone number of other person shown on 3a                                         |
| <b>4</b> Number and street (or P.O. box if mail is not delivered to street address)<br><b>745 Forest Parkway</b>                                                                   | Room/suite | <b>5</b> Report number (For IRS Use Only)<br><b>3</b>                                          |
| <b>6</b> City, town, or post office, state, and ZIP code<br><b>Forest Park, GA 30297</b>                                                                                           |            | <b>7</b> Date of issue                                                                         |
| <b>8</b> Name of issue<br><b>City of Forest Park / GMA Essential Equipment Lease-Purchase</b>                                                                                      |            | <b>9</b> CUSIP number<br><b>None</b>                                                           |
| <b>10a</b> Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)<br><b>Ms. Talisa Adams, Procurement Manager</b> |            | <b>10b</b> Telephone number of officer or other employee shown on 10a<br><b>(404) 366-4720</b> |

**Part II Type of Issue (enter the issue price).** See the instructions and attach schedule.

|                                                                                                                                    |           |              |
|------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|
| <b>11</b> Education . . . . .                                                                                                      | <b>11</b> |              |
| <b>12</b> Health and hospital . . . . .                                                                                            | <b>12</b> |              |
| <b>13</b> Transportation . . . . .                                                                                                 | <b>13</b> |              |
| <b>14</b> Public safety . . . . .                                                                                                  | <b>14</b> | \$956,461.50 |
| <b>15</b> Environment (including sewage bonds) . . . . .                                                                           | <b>15</b> |              |
| <b>16</b> Housing . . . . .                                                                                                        | <b>16</b> |              |
| <b>17</b> Utilities . . . . .                                                                                                      | <b>17</b> |              |
| <b>18</b> Other. Describe ► <b>Various Vehicles</b>                                                                                | <b>18</b> |              |
| <b>19</b> If obligations are TANs or RANs, check only box 19a . . . . . ► <input type="checkbox"/>                                 |           |              |
| If obligations are BANs, check only box 19b . . . . . ► <input type="checkbox"/>                                                   |           |              |
| <b>20</b> If obligations are in the form of a lease or installment sale, check box . . . . . ► <input checked="" type="checkbox"/> |           |              |

**Part III Description of Obligations.** Complete for the entire issue for which this form is being filed.

|           | (a) Final maturity date | (b) Issue price | (c) Stated redemption price at maturity | (d) Weighted average maturity | (e) Yield |
|-----------|-------------------------|-----------------|-----------------------------------------|-------------------------------|-----------|
| <b>21</b> |                         | \$ 956,461.50   | \$ N/A                                  | years                         | %         |

**Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)**

|                                                                                                              |           |              |
|--------------------------------------------------------------------------------------------------------------|-----------|--------------|
| <b>22</b> Proceeds used for accrued interest . . . . .                                                       | <b>22</b> |              |
| <b>23</b> Issue price of entire issue (enter amount from line 21, column (b)) . . . . .                      | <b>23</b> | \$956,461.50 |
| <b>24</b> Proceeds used for bond issuance costs (including underwriters' discount) . . . . .                 | <b>24</b> | 0 00         |
| <b>25</b> Proceeds used for credit enhancement . . . . .                                                     | <b>25</b> |              |
| <b>26</b> Proceeds allocated to reasonably required reserve or replacement fund . . . . .                    | <b>26</b> |              |
| <b>27</b> Proceeds used to currently refund prior issues . . . . .                                           | <b>27</b> |              |
| <b>28</b> Proceeds used to advance refund prior issues . . . . .                                             | <b>28</b> |              |
| <b>29</b> Total (add lines 24 through 28) . . . . .                                                          | <b>29</b> | 0 00         |
| <b>30</b> Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) . . . . . | <b>30</b> | \$956,461.50 |

**Part V Description of Refunded Bonds.** Complete this part only for refunding bonds.

|                                                                                                           |       |
|-----------------------------------------------------------------------------------------------------------|-------|
| <b>31</b> Enter the remaining weighted average maturity of the bonds to be currently refunded . . . . . ► | years |
| <b>32</b> Enter the remaining weighted average maturity of the bonds to be advance refunded . . . . . ►   | years |
| <b>33</b> Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) . . . . . ►         |       |
| <b>34</b> Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)                                 |       |

**For Paperwork Reduction Act Notice, see separate instructions.**

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

**Part VI Miscellaneous**

- |            |  |  |
|------------|--|--|
| <b>35</b>  |  |  |
| <b>36a</b> |  |  |
| <b>37</b>  |  |  |
- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) . . . . .
- b** Enter the final maturity date of the GIC ▶ \_\_\_\_\_
- c** Enter the name of the GIC provider ▶ \_\_\_\_\_
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:
- b** Enter the date of the master pool obligation ▶ \_\_\_\_\_
- c** Enter the EIN of the issuer of the master pool obligation ▶ \_\_\_\_\_
- d** Enter the name of the issuer of the master pool obligation ▶ \_\_\_\_\_
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . . ☒
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . . ☐
- 41a** If the issuer has identified a hedge, check here ☐ and enter the following information:
- b** Name of hedge provider ▶ \_\_\_\_\_
- c** Type of hedge ▶ \_\_\_\_\_
- d** Term of hedge ▶ \_\_\_\_\_
- 42** If the issuer has superintegrated the hedge, check box . . . . . ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . . ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . . ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement . . . . . ▶ \_\_\_\_\_
- b** Enter the date the official intent was adopted ▶ \_\_\_\_\_

**Signature and Consent**

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ \_\_\_\_\_ Signature of issuer's authorized representative Date ▶ \_\_\_\_\_ Type or print name and title

**Paid Preparer Use Only**

|                            |                      |      |                                                 |      |
|----------------------------|----------------------|------|-------------------------------------------------|------|
| Print/Type preparer's name | Preparer's signature | Date | Check <input type="checkbox"/> if self-employed | PTIN |
| Firm's name ▶ _____        |                      |      | Firm's EIN ▶ _____                              |      |
| Firm's address ▶ _____     |                      |      | Phone no. _____                                 |      |

Form **8038-G** (Rev. 9-2011)

**SCHEDULE F**

**ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES**

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND  
DIRECT AN OFFICER OF THE CITY  
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE  
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE  
SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS;  
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of June, 6, 2000, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The \_\_\_\_\_ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Various Vehicles (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

*(check box if applicable)*

☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.

3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.

4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Forest Park, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

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

STATE OF GEORGIA  
COUNTY OF CLAYTON

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

**A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCIL MEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, TO PURCHASE FOURTEEN (14) PATROL AND/OR ADMINISTRATIVE VEHICLES FROM THE CITY'S POLICE 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 duly elected governing authority of the City is the Mayor and Council thereof; and

**WHEREAS**, the City's Police Department ("Department") has identified the need to purchase fourteen (14) new patrol and/or administrative vehicles to support departmental operations, ensure public safety, and maintain fleet reliability; and

**WHEREAS**, the Georgia Municipal Association (GMA) Direct Installment Program has provided the City a guaranteed interest rate of 4.40% for financing the purchase of said vehicles if secured by December 11, 2025; and

**WHEREAS**, the vehicles shall be procured through the State of Georgia Department of Administrative Services (DOAS) cooperative contract with Wade Ford for a total purchase and upfit cost of \$956,461.50; and

**WHEREAS**, funding for said purchase is available and budgeted within the City's General Red Speed Fund; and

**WHEREAS**, the Mayor and City Council find that approving the purchase of these vehicles is in the best interest of the City and its residents.

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

**Section 1. Approval.** The Department's request to purchase of fourteen (14) patrol and/or administrative vehicles through the DOAS cooperative contract with Wade Ford at a total cost of \$956,461.50 as presented to the Mayor and Council on December 1, 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 1st day of December 2025.

**CITY OF FOREST PARK, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



CITY OF  
**FORESTPARK**

**City of Forest Park City Council**  
**Agenda Item Summary**  
**December 1, 2025**

**Agenda Item #**  
**VI5**

**Requested By**

SaVaughn Irons-Kumassah, Senior Planner  
Alton Matthews, Public Works Director

**Sponsor(s)**

Nicole Dozier, Planning and Community  
Development Director

**Department**

Planning and Community Development

**Requested Action**

Action Item

**Requirement for Board Action**

**Is this Item Goal Related?**

**Summary & Background**

In December 2024, Planning & Community Development, in partnership with Kimley-Horn, presented the Pedestrian Bridge Feasibility Study to Mayor and Council. The study evaluated the physical, engineering, safety, and aesthetic considerations necessary to determine whether a pedestrian bridge over Forest Parkway and the railroad tracks could be reasonably constructed, along with identifying the preferred alignment and cost estimates.

On January 27, 2025, Kimley-Horn informed staff that GDOT had opened the Transportation Alternatives Program (TAP) grant cycle and noted that, if the city wished to pursue external funding for the pedestrian bridge project, this would be an opportunity to apply. Based on that information, Planning & Community Development, in coordination with Public Works, submitted the TAP application on February 28, 2025.

On September 26, 2025, GDOT notified the city that the project had not been selected; however, the agency later contacted staff requesting additional information for reconsideration. On October 29, 2025, GDOT advised that the pedestrian bridge project was under renewed review and requested further details related to Preliminary Engineering (PE). Staff submitted all required information by GDOT's October 31 deadline.

Most recently, GDOT has requested confirmation of the City's ability to commit the required 20% local match for the PE phase of the project. The total Preliminary Engineering cost is **\$1,200,000**, of which GDOT would fund **80% (\$960,000)** through TAP. The City's required **20% local match is \$240,000**. This commitment letter does not obligate immediate expenditure; rather, it confirms that the city can secure the match if the grant is awarded.

To move the application forward, GDOT requires an official commitment letter supported by a Council-approved action identifying the City's intent and identifying the funding source for the match.

**Fiscal Impact**

\$240,000.00

**Exhibits Attached**

Additional Application Information Requested, 2025-11-25 - FP Res (GDOT)

**Staff Recommendation**

Staff respectfully requests that Mayor and Council discuss and approve the City's commitment to providing the required 20% local match (\$240,000) for the Preliminary Engineering phase of the Pedestrian Bridge project and authorize staff to prepare and transmit the formal commitment letter to GDOT. Council direction is also requested regarding the funding source for the local match.

---

## Additional Application Information Requested

---

From: Walker, Emily <[REDACTED]>

Date: Tue 11/11/2025 9:51 AM

To: SaVaughn Irons <[REDACTED]>, Tonya Thomas <[REDACTED]>

Cc: CFP\_Help <[REDACTED]>

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

11.1Dear Tonya Thomas and SaVaughn Irons-Kumassah,

Thank you for your interest in the Georgia Department of Transportation's (GDOT's) Competitive Funding Proposal for the Transportation Alternatives (TA) and Congestion Mitigation and Air Quality (CMAQ) programs. We appreciate the time and effort you have invested in preparing your application materials.

Upon our initial review, we found that your application requires additional information to proceed to the next step in the application review process. To ensure your application can be considered for funding eligibility and initiate evaluation of TA eligible projects, please respond to the following questions:

- The local match amount (required to be at least 20% of the request amount) is not specified for this project. Please provide your total local funding commitment for this project and documentation (official letter of support or other official, signed City document) providing backup for this commitment.
- The project scope does not clearly define the proposed bridge location. Is the location still in question? Would the applicant consider only receiving PE funding if the project was selected?
- Your project is eligible for TA funding. As part of the evaluation of your project, can you confirm if the proposed project reduces conflict points within the project limits? (yes or no response). Conflict points are specific locations where two or more traffic movements intersect. Conflict points also include intersecting movements between non-motorized users (bikes and pedestrians) and vehicle traffic.

Kindly submit the requested information by **November 24, 2025** to [REDACTED]. If you have any questions or need clarification on the requirements, please do not hesitate to contact us at [REDACTED].

When submitting, please include your Application ID number so your supporting materials can be connected to your initial application.

Your Application ID is **[REDACTED]**

We value your interest in this program and look forward to receiving the additional materials so we may complete the review process. Following the application review step, we will enter project evaluation and may reach out to you with additional requests.

Sincerely,

Georgia Department of Transportation (GDOT)  
Office of Planning

---

Human trafficking impacts every corner of the globe, including our state and local communities. Georgia DOT is committed to end human trafficking in Georgia through education enabling its employees and the public to recognize the signs of human trafficking and how to react in order to help make a change. To learn more about the warning signs of human trafficking, visit <https://doas.ga.gov/human-resources-administration/human-trafficking-awareness/trafficking-in-georgia>. To report any suspicious activity, call the Georgia Human Trafficking Hotline at 866-363-4842. Let's band together to end human trafficking in Georgia.

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

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

**A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, CONFIRMING THE CITY’S COMMITMENT TO PROVIDE THE REQUIRED LOCAL MATCH FOR THE PRELIMINARY ENGINEERING PHASE OF THE PEDESTRIAN BRIDGE PROJECT THROUGH THE GDOT TRANSPORTATION ALTERNATIVES PROGRAM FROM THE CITY’S PLANNING AND COMMUNITY DEVELOPMENT 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 duly elected governing authority of the City is the Mayor and Council thereof; and

**WHEREAS**, in December 2024, the City’s Planning & Community Development Department (“Department”), in partnership with Kimley-Horn, presented the Pedestrian Bridge Feasibility Study, which evaluated engineering, safety, alignment, and cost considerations associated with constructing a pedestrian bridge over Forest Parkway and the adjacent railroad corridor; and

**WHEREAS**, the City applied to the Georgia Department of Transportation (“GDOT”) Transportation Alternatives Program (“TAP”) on February 28, 2025, seeking funding for the contemplated pedestrian bridge project; and

**WHEREAS**, following GDOT’s initial determination, the agency requested additional information for further review and later requested confirmation of the City’s capacity to provide the required twenty percent (20%) local match for the Preliminary Engineering (“PE”) phase of the project; and

**WHEREAS**, the total PE cost is \$1,200,000, of which GDOT would fund eighty percent (80%) or \$960,000.00 through TAP, and the City’s required local match would be twenty percent (20%) or \$240,000.00; and

**WHEREAS**, GDOT requires an official City Council action confirming the City’s intent and identifying the source of the required match for the TAP application to proceed; and

**WHEREAS**, this commitment does not obligate the immediate expenditure of funds, but instead confirms that the City is able and willing to secure the match if the TAP grant is awarded; and

**WHEREAS**, the City finds that continued pursuit of external funding for the pedestrian bridge project is in the best interest of the City and its residents.

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

**Section 1. Approval.** The Department's request to authorize the required twenty percent (20%) local match in the amount of \$240,000 for the Preliminary Engineering phase of the pedestrian bridge project, contingent upon award of TAP funding by GDOT as presented to the Mayor and Council on December 1, 2025 is hereby approved. The Mayor, City Manager, and/or their respective designees are authorized to execute the funding commitment letter requested by GDOT and to take any and all additional actions necessary to advance the City's TAP application.

**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 1st day of December 2025.

**CITY OF FOREST PARK, GEORGIA**

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Angelyne Butler, *Mayor*

**ATTEST:**

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

**APPROVED AS TO FORM:**

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