



CITY COUNCIL WORK SESSION

Monday, June 02, 2025 at 6:00 PM
Council Chambers and YouTube Livestream

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

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

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez

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

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

AGENDA

VIRTUAL NOTICE

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

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

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

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

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CONSENT AGENDA:

1. **Council Discussion on the 1st Annual Renewal for Youth Sports Uniforms (Annual Contract) with Krown Sports** – Procurement/Recreation and Leisure Services Department

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for youth sports uniforms with Krown Sports under the same prices, terms, and conditions. This vendor will continue to provide uniforms for all youth sports (football, baseball, softball, soccer, and any other sports events planned by the Recreation and Leisure Services Department.

ANNUAL AMOUNT \$30,000 – General Operation Fund

2. **Council Discussion on the 1st Annual Renewal for Sound Equipment Services with Digital World Live – Procurement/Recreation and Leisure Services Department**

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for the sound equipment services contract with Digital World Live under the same prices, terms, and conditions. This vendor will continue to provide sound equipment and technician services for 15 city events. These events include (4 Fun Fridays, Forest Park Day, Hispanic Heritage Celebration, 3 Ultimate Tailgate Experiences, Fall Festival, Summer Soul Fest, and any other festival that is planned by the Recreation and Leisure Services Department).

ANNUAL TOTAL: \$77,850.00 – General Operation Fund

3. **Council Discussion on the 1st Annual Renewal for City-Wide Pest Control Services with Omega Pest Control – Procurement/Public Works**

Background/History:

The Department of Public Works is requesting approval to execute its first annual renewal option for city-wide pest control services with Omega Pest Control under the same prices, terms, and conditions. This vendor will continue to provide on-site pest control and rodent removal services as needed, servicing 18 buildings throughout the city.

ANNUAL TOTAL: \$6,360. Each department will appropriate and pay these costs monthly under its Professional Services line-item budget.

NEW BUSINESS:

4. **Council Discussion regarding the allocation and use of funds for each line item within the ward, including the establishment of a monthly reporting process, as well as clarification on the accounting and tracking of donations received- Legislative Offices**

Background/History:

Councilmember James requested a discussion regarding the use of funds allocated to each line item within each ward. Additionally, she inquired about the process for how donations are received and accounted for within the city's financial system.

5. **Council Discussion on the upcoming SPLOST funding on City Projects- Councilmember James, Ward 1**

Background/History:

Councilmember James requested a discussion on the upcoming SPLOST funding for city projects. She inquired whether the city has submitted proposed projects to the county for voter consideration and asked for a breakdown of the remaining SPLOST funds, including the total amount left to spend and how those funds are planned to be allocated.

6. **Council Discussion on the Boards and Commissions Application- Legislative Office**

Background/History:

The Mayor and Council of the City of Forest Park are committed to increasing civic engagement and transparency in the appointment process for city boards and commissions. The governing body would

like to mimic the City of Snellville's format to enhance the application process and better capture applicants' qualifications and interests.

This updated application includes a brief biography section, allowing applicants to share more about their background, experience, and interest in public service. The information provided will assist the Mayor and Council in identifying qualified, community-minded individuals willing to serve and contribute to the city's growth and development.

Boards and commissions serve as advisory bodies that provide critical recommendations to the governing body on planning, development, parks, zoning, economic growth, and other community needs. Appointments are made based on experience, qualifications, and the city's current priorities.

Applicants must:

- Be residents of the City of Forest Park unless otherwise specified
- Submit a completed application along with a brief biography
- Be willing to attend meetings regularly and participate in board-related activities
- Does not currently hold a position that would present a conflict of interest

We welcome applicants from all backgrounds who are passionate about public service and wish to help shape the future of our city.

7. **Council Discussion on the Appointment to the Urban Redevelopment Agency (URA)-Executive Offices**

Background/History:

The Urban Redevelopment Agency (URA) of the City of Forest Park is a public body corporate and politic, established under the provisions of the Georgia Urban Redevelopment Law (O.C.G.A. § 36-61-1 et seq.). The Mayor and City Council created the agency to address blight conditions, stimulate economic development, and promote reinvestment in targeted areas of the city.

The City of Forest Park is currently accepting applications to fill a vacancy on the Urban Redevelopment Agency Board due to Yasmine Julio's resignation. The appointment will serve the remainder of the unexpired term, which ends March 14, 2028. Interested applicants should be committed to community development and economic revitalization and must be willing to attend regular meetings and actively participate in agency matters.

8. **Council Discussion on Task Order No. PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center-Procurement/Executive Office**

Background/History:

The City has secured a contract with Carroll Daniel Construction for Construction Manager at Risk (CMAR) for construction of the City Center building (City Hall, Municipal Court, Police Headquarters and Recreation Facility). Precision Planning, Inc. (PPI) is providing Design Development Services and will coordinate with the CMAR during the preconstruction phase for the new City Center building that will be approximately 200,000 SF, including structured parking. Additionally, PPI will provide Construction Documents and Permitting Services and will coordinate with the CMAR during the preconstruction phase, per the Scope of Services outlined in the Task Order. Once the documents are finalized and a

Guaranteed Maximum Price (GMP) is approved, a separate task order proposal will be requested and issued for Construction Contract Administration (CA) services. Total Not to Exceed (N.T.E.) Fees:

Construction Documents and Permitting Services: \$2,209,500.00

Reimbursable Expenses N.T.E.: \$18,000.00

Total N.T.E. Fees: \$2,227,500.00

SPLOST 2021 Bonds (326-26-7520-54-1200)

9. **Council Discussion on the Proposed FY 25-26 Budget- 1st Public Hearing- Executive Office**

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. The budget meticulously allocates resources across various city priorities and programs. These allocations are made with the intent to enhance public safety, improve infrastructure, promote economic development, and provide essential services. From maintaining our parks and recreational facilities to supporting educational programs and ensuring the upkeep of our streets and utilities, the budget is designed to meet the diverse needs of our community. The City Manager will present a complete overview of the proposed budget.

The first Public Hearing will be at tonight's regular session meeting at 7pm.

The second Public Hearing will be held in a Special Called Meeting on June 16, 2025, at 5 p.m.

The third Public Hearing, with the adoption of the budget, will be on June 16, 2025, at 7 p.m. at the regular session meeting.

10. **Budget Amendment for General Fund and Police Special Funds- Finance Department**

Background/History:

The City of Forest Park's FY24- 25 Operating Budget was unanimously adopted by the city council on June 26th, 2024. Before adopting the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit, which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget amendment to accurately reflect the corrected operating revenue budget amount for General Fund - \$43,624,652 for FY24- 25.

11. **Council Discussion on the Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial – Fire &EMS Department**

Background/History:

The Forest Park Fire & EMS Department is seeking the Council's approval to trade in our 2015 Rosenbauer Fire Engine to Brindlee Mountain Fire Apparatus in exchange for parts and labor needed to refurbish our 1998 Engine One 95 ' Aerial. The council has already approved the inclusion of Rosenbauer on the City's Asset Surplus list.

This trade will provide the Fire Department with a more reliable and modern apparatus for fire suppression and rescue operations until a new vehicle can be purchased. The refurbishment will include:

A full vehicle inspection and necessary repairs

Bodywork, new paint, and updated graphics to match the current fleet

Upgrading all emergency lights to DOT-compliant LED systems

Inspection and any required repairs to the ladder, pump, drivetrain, and suspension systems

Approving this trade will allow the City to maintain a higher confidence level in the vehicle's reliability, ensuring it can effectively serve our citizens and business until it is eventually placed into reserve status.

12. **Council Discussion on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street-** Planning and Community Development Department

Background/History:

The subject property is a residential dwelling at 5116 Sargent Street, at the southeast corner of South Avenue and Sargent Street in Ward 3. The property spans approximately 0.208+/-/- acres and is currently zoned RS (Single-Family Residential District). According to Clayton County property records, the site contains a two-bedroom, one-bath, ranch-style single-family home. However, a visual inspection reveals that the structure now appears to be a two-story home, despite no recorded permits or documentation indicating that a second level was added. Surrounding properties to the north, south, east, and west are also zoned for single-family residential use, and the applicant is requesting to rezone the property to RT (Two-Family Residential District) to permit the use of the home as a two-family dwelling (duplex).

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

ADJOURNMENT:

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

File Attachments for Item:

1. Council Discussion on the 1st Annual Renewal for Youth Sports Uniforms (Annual Contract) with Krown Sports – Procurement/Recreation and Leisure Services Department

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for youth sports uniforms with Krown Sports under the same prices, terms, and conditions. This vendor will continue to provide uniforms for all youth sports (football, baseball, softball, soccer, and any other sports events planned by the Recreation and Leisure Services Department.

ANNUAL AMOUNT \$30,000 – General Operation Fund

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of 1st Annual Renewal for Youth Sports Uniforms (Annual Contract) with Krown Sports – Procurement/Recreation and Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: May 27, 2025

Work Session Date: June 2, 2025

Council Meeting Date: June 2, 2025

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for youth sports uniforms with Krown sports under the same prices, terms, and conditions. This vendor will continue to provide uniforms for all youth sports (football, baseball, softball, soccer, and any other sports events planned by the Recreation and Leisure Services Department.

ANNUAL AMOUNT \$30,000 – General Operation Fund

Cost: \$ 30,000

Budgeted for: ☒ Yes ☐ No

Financial Impact:

This amount was budgeted for the FY25 fiscal year.

Action Requested from Council:

We are asking approval renew the contract with the awarded vendor Krown Sports for the FY25 fiscal year.

From: [Alex @ Krown Sports](#)
To: [Talisa Clark](#)
Cc: [Tarik Maxwell](#); [John Wiggins](#); [Yazmin Huerta](#)
Subject: Re: Annual Renewal Request for Youth Sports Uniforms
Date: Wednesday, May 21, 2025 5:14:51 PM
Attachments: [image001.png](#)

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

Hi Talisa,

We highly appreciate the renewal and agree to the terms. Please proceed as we confirm and agree to the terms and conditions along with prices.

Let me know if you need anything on my end.

Thank you
Alex

Alex Javaid

Krown Sports

404-377-8181

KrownSports.com

On Thu, May 22, 2025 at 12:56 AM Talisa Clark <tclark@forestparkga.gov> wrote:

Good day Mr. Alex,

The awarded contract with Krown Sports is due to expire on July 31, 2025; therefore, the city is requesting to exercise the 1st annual renewal option under the same price, terms, and conditions, as specified in the contract.

Please confirm receipt of this email and agreement to exercise the 1st renewal option, so we can proceed with obtaining Council's approval prior to the contract's expiration date.

Thanks,



CITY OF
FORESTPARK

Talisa R. Clark, CPPO

Procurement Manager

City of Forest Park

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

[745 Forest Parkway | Forest Park, GA 30297](https://www.forestparkga.gov)

www.forestparkga.gov | tclark@forestparkga.gov

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CITY OF
FORESTPARK

Request For Bids

RFB NO. 051724

Youth Sports Uniforms for the City of Forest Park, Georgia

City of Forest Park

May 17, 2024

original

ATTENTION INTERESTED BIDDERS:

The anticipated schedule for the bid process is as follows:

Date Issued: **May 17, 2024**

Deadline for Submission of Questions: **5:00 P.M. ET, May 29, 2024**

Bid Opening: **2:00 P.M. ET, June 13, 2024**

****ABSOLUTELY NO RFBS WILL BE ACCEPTED AFTER 2:00 P.M.****

RFBS will be publicly opened and read at 2:01 p.m. on the respective due date in the City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297.

This RFB is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the City's website for any addenda to the RFB.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all RFBS when it is for good cause and in its best interest. The City reserves the right to select the lowest, responsive, and responsible respondent the City deems is in the best interest of the City.

Mission Statement

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

Thank you for your interest in doing business with the City of Forest Park, Georgia.

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REQUEST FOR BID NO. 051324

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REQUEST FOR BID OVERVIEW

A. PURPOSE:

Forest Park Government (the City) is soliciting bids for **Youth Sports Uniforms for the City of Forest Park, Georgia (Annual Contract with 2 Options to Renew)** from responsible bidders. This procurement is being conducted in accordance with all applicable provisions of the City's Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this RFB is Code Section 3-1-16; Competitive Sealed RFBs. **By submitting a RFB concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFB by reference. Each Proponent also agrees to participate in and abide by all requested information and abide by all City Programs.**

B. GENERAL INFORMATION:

1. BID OPENING:

Sealed bids are to be addressed and delivered to:

City of Forest Park City Hall Bldg.
Department of Finance - Purchasing
745 Forest Parkway

Forest Park, Georgia 30297, not later than **2:00 P.M. ET, June 13, 2024.**

Submit **one original bid package** (inclusive of the entire Request for Bid document and required documents) stamped "Original" and **two sealed identical copies** stamped "Copy" of the bid package to the address listed above. Bidders are responsible for informing any delivery service of all delivery requirements. No responsibility shall attach to the City for the premature opening of a submission not properly addressed and/or identified.

Bids Valid Until:

Bids shall be valid for 90 days from and including the bid opening date.

2. CONTACT PERSON:

The contact person for this bid is **Talisa Clark, Procurement Officer**. General inquiries concerning the meaning or interpretation of this Request for Bid (RFB) may be requested from the contact person via telephone at **470-421-0759** or via email at tclark@forestparkga.gov. Questions and requests for information or clarification concerning the specifications in this RFB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda.

3. QUESTIONS:

All requests must be in writing. Any explanation desired by a bidder regarding the meaning or interpretation of the Request for Bid, drawings, specifications, requirements, etc., must be requested in writing and with sufficient time allowed for a reply to reach

bidders before the submission of their bids. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the Bidder, Bidder is specifically instructed to make a written request to the Department of Finance – Purchasing Division as outlined *in* the preceding sentence. Any information given to a prospective bidder concerning a Request for Bid will be furnished to all prospective bidders, as an addenda to the RFB, if such information is necessary to bidders in submitting bids on the RFB or if the lack of such information would be prejudicial to uninformed bidders. Oral explanations or instructions given before the award of the contract will not be binding. **Questions must be submitted no later than 5:00 pm EST on “Wednesday, May 29, 2024.”**

4. ADDITIONAL INFORMATION/ADDENDA:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Bidders should not rely on any representations, statements, or explanations other than those made in this RFB or in any addendum to this RFB. Where there appears to be a conflict between the RFB and any addendum issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit it to the Department of Finance - Purchasing as requested. Bidders may contact the assigned Procurement Officer to verify the number of addenda prior to submission. Addenda issued for this RFB will be posted on the City's website, <http://www.forestparkga.gov/rfps>. Bidders should regularly check the City's website for addenda.

INVITATION TO BID PROCEDURES

A. BIDDER INFORMATION:

1. Bid Submittal and Required Signatures

All bids should be completed in ink or typewritten. Errors should be crossed out and corrections entered in ink or typewritten adjacent to the error. The person signing the bid should initial corrections in ink.

Bids must be signed by an officer or agent of the firm having the authority to execute contracts. Failure to return all pages of this Request for Bid may result in the bid being deemed non-responsive.

2. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform the Department of Finance - Purchasing whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid opening will not be acted upon unless the Department of Finance - Purchasing rules that it is in the best interest of the City to consider.

3. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. **Any** reference to a brand name shall not be

construed as restricting Bidders to that manufacturer (unless “no substitutes” is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.

4. By submitting a bid, the Bidder warrants that any goods or services supplied to the City of Forest Park Government meet or exceed the specifications set forth in this solicitation.
5. If any supplies, materials, and equipment are provided to the City under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer’s identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the City will be deemed to have breached the contract and appropriate action will be taken by the City of Forest Park Department of Finance - Purchasing.
6. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Bidder cannot meet the required service delivery dates, a bid should not be submitted. Failure to deliver in accordance with the contract could result in the Contractor being declared in default.
7. Bid Withdrawal
Respondents may withdraw their RFB at any time prior to the submittal deadline by submitting a written request to the assigned Procurement Officer for RFB inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the respondent. The respondent may submit another RFB at any time prior to the submittal deadline. No RFB may be withdrawn after the submittal date and time without approval by the City. Such approval shall be based on the respondent’s submittal, in writing of reason acceptable to the City in its sole discretion.
8. Expenses of Preparing Responses to this RFB
The City accepts no responsibility for any expenses incurred by Bidders who submit bids in response to this RFB. Such expenses are to be borne exclusively by the Bidders.
9. Electronic RFB Documents
This RFB is being made available to all Proponents by electronic means. By responding to this RFB, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFB, including any addenda issued by the City’s Department of Finance - Purchasing. Proponent acknowledges and agrees that in the event of a conflict between the RFB in the Proponent’s possession and the version maintained by the Purchasing Division, the version maintained by the City’s Department of Finance - Purchasing shall govern. The

RFB document is available for download at the City's websites www.forestparkga.gov/RFPs and www.RFPnetdirect.com/georgia/cityofforestpark and the Georgia Procurement Registry.

It is the responsibility of each Bidder to ensure that its submission is received by 2:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Finance - Purchasing shall serve as the official authority to determine the lateness of any bid. The bid opening time shall be strictly observed. Be aware that visitors to our offices may go through a security screening process upon entering the building. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Bidders should plan their deliveries accordingly. **Telephone or fax bids will not be accepted.**

10. Illegal Immigration Reform and Enforcement Act

This RFB is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its RFB proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Attachment D), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the RFB. Under state law, the City cannot consider any RFB which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Attachment D) on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Attachment D). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

11. Attention to General Terms and Conditions

Bidders are cautioned to thoroughly understand and comply with all matters covered under the General Terms and Conditions section of this RFB. The successful Bidder(s) will enter into a contract approved by the City. The City's RFB document and attachments, subsequent City addenda, and the Bidder's response documents are intended to be incorporated into a contract. All Bidders should thoroughly review this document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the bid. Since proposed revisions may result in a bid being rejected if the

revisions are unacceptable to the City, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made to the contract after award is made.

12. Applicable Diversity Program

The City's Diversity Program is applicable to this procurement. By submitting a RFB in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program.

13. Ethics Rules

Bidders are subject to the Ethics provision within the City of Forest Park Ordinance. Any violations will be addressed pursuant to these policies and rules.

14. Business License

Please provide a copy of a valid company business license with your bid or upon award. Georgia companies are to submit a valid county or city business license. Contractors that are not Georgia companies are to provide a certificate of authority to transact business in the State of Georgia and a copy of a valid business license issued by its home jurisdiction. If Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder may submit a copy of its valid professional license with Bidder's bid or upon award unless the Minimum Specifications require submittal with the bid. Any license submitted in response to this RFB shall be maintained by the Contractor for the duration of the contract.

B. CONTRACT AWARD:

1. Bids submitted will be evaluated and recommended for award to the lowest, responsive, and responsible Bidder(s).
2. The intent of this bid is to make an all-award; however, the City reserves the right to award by line item. The City may accept any item or group of items on any bid, whichever is in the best interest of the City.
3. The City reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
4. The judgment of Forest Park Department of Finance - Purchasing on matters, as stated above, shall be final. The City reserves the right to decide which Bid will be deemed lowest, responsive, and responsible.

GENERAL TERMS AND CONDITIONS

- A.** In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Change Orders or modifications; the Contractor's accepted Response; and the City's RFB.

- B.** The Contractor's services shall include all things, personnel, and materials necessary to provide the goods or services that are in compliance with the specifications as authorized by the City.
- C.** Bidder extends to the City the option to renew the contract for two (2) additional one-year terms, under the same price(s), terms and conditions, and in accordance with Paragraph L, *Term*.

D. DELIVERY:

1. Delivery of services or goods will commence within fifteen (15) days upon receipt of request.

Bidder state agreement: Yes ☒ No ☐

Contact Person: AMJAD JAVAID

Telephone Number: _____ Cellular Phone Number: 404-822-7739

Address: 278 LAREDO DR, DECATUR GA 30030

An alternative delivery time *may* be considered provided it is so stated. Bidder state alternate terms for delivery or services below.

-
2. All prices are to be firm, F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded, and placed in designated place. Delivery must be made five (5) days upon receipt of request, unless otherwise required. The successful bidder shall give a 24-hour prior notice of delivery to the Department or Division calling in the order and must ask for the caller's telephone number as well as Purchase Order form and address, since 24-hour Notice of Delivery is required.

E. DELIVERIES BEYOND THE CONTRACTUAL PERIOD:

This contract covers all requirements that may be ordered, as distinguished from delivered, during the contract term. This is for the purpose of providing continuity of supply by permitting the city to place orders as requirements arise in the normal course of supply operations. Accordingly, any order mailed (or received, if forwarded by other means than through the mail) to the Contractor on or before the expiration date of the contract and providing for delivery within the number of days specified in the contract, shall constitute a valid order.

F. FOREIGN PRODUCTS:

The City of Forest Park prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated. Bidder certifies that items offered on this bid is/are manufactured and produced in the United States.

Yes _____ No ✓

If "No", state the exact location of plant or facility where items will be produced:

SOME PRODUCTS ARE MANUFACTURED IN DECATUR GA AND SUBLIMATED
PRODUCTS ARE MADE IN PAKISTAN

G. CITY REQUIREMENT:

The contract will be an "Indefinite Quantity" type with City requirements to be satisfied on an "as ordered" basis. The City makes no promise, real or implied, to order any quantity whatsoever. This RFB and resulting contract will provide for the normal requirements of Forest Park, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each contractor is obligated to deliver all articles and services that may be ordered during the contract term.

H. WARRANTY AND/OR GUARANTY:

Contractor warrants that its services under this Agreement shall be free of defects in materials and workmanship for a period of ninety (90) days. The Contractor shall not be liable for indirect, special, or exemplary damages. The Contractor shall be liable for direct damages.

The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. **NOTE:** FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.

I. SAMPLES & TESTING:

Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the City, at no expense to the City. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the request for Bid. Since tests may require several days for completion, the City reserves the right to use a portion of any supplies before the results of the tests are known, without prejudice to any final adjustments, rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion. The

costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the bidder.

J. LITERATURE:

When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.

K. SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with City interpretation to prevail.

L. TERM:

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed ("Commencement Date"). The Initial Term of this Agreement shall be for twelve (12) calendar months, beginning on the Commencement Date. This annual contract comes with two (2) annual options to renew. Prior to the expiration of the Initial Term, the parties have the option to renew this agreement for a First annual Renewal Term of twelve (12) calendar months. Prior to the expiration of the First annual Renewal Term, the parties have the option to renew this Agreement for a Second annual Renewal Term of twelve (12) calendar months. Without further action by either party, this Agreement will terminate at the end of the Initial Term or at the end of each annual Renewal Term. Each option to renew must be exercised prior to the beginning of each annual Renewal Term and is only effective upon adoption and approval by the City of Forest Park Governing Authority and the Contractor in accordance with the terms of this Contract.

M. PRICING:

1. Alterations to the Price Schedule may result in the Bidder being deemed non-responsive and the bid may be rejected.
2. Price Reductions: If at any time after the date of award, the Contractor makes a general price reduction in the comparable price of any article or service covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such a price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a general price

reduction under this paragraph. For purposes of this paragraph, a general price reduction shall mean any reduction in the price of an article or service offered:

- To Contractor's customers.
- In the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract.

The Contractor shall invoice the City at such reduced price indicating on the invoice that the reduction is pursuant to General Terms and Conditions, as stated within the RFB.

3. **Price Escalation Clause:** During the life of the contract, the awarded bidder shall furnish price lists to the City for increases, and those of the bidder's supplier (e.g. factory) increase, as prices change. The bidder must also provide a list of the suppliers (e.g. factory's) previous price(s) to the City for purposes of comparison. Price changes will be in effect **only after receipt and approval by the Director of the Department of Finance - Purchasing.** Price lists and changes thereto are to be furnished under the contract and without charge to the City. Catalogue(s) or Price List(s) must be submitted to the Department of Finance - Purchasing, City Hall, 745 Forest Parkway, Forest Park, Georgia 30297.
4. By submission of this bid and completion of the non-collusion affidavit (Attachment F), the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization that in connection with this procurement:
 - a. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor,
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor: and
 - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

N. PAYMENT:

1. The City shall pay the Contractor based upon the accepted bid prices submitted by Bidder. Invoices should be signed by the Bidder or authorized delegate and **must** contain the authorizing City of Forest Park Purchase Order (PO) and/or Blanket Purchase Agreement (BPA) Number in order for payment to be processed. PO Number must also be on the delivery ticket.

A Blanket Purchase Agreement is being issued in lieu of a formal contract. Any reference to a contract refers to the BPA.

2. Invoice(s) must be submitted as follows:

- a. A copy of the original invoice(s) must be submitted to the department requesting services.

Parks & Leisure Department
785 Forest Parkway
Forest Park, GA 303297

3. The City's official payment terms are Net 30. Payment dates that fall on a weekend or on a holiday will be issued on the City's next business day.

O. ACCURACY OF WORK:

The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

P. ADDITIONAL WORK:

The City shall in no way be held liable for any work performed under this section which has not first been approved in writing by the City in the manner required by applicable law and/or the terms of this Contract. The City may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the City unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the City written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the City. No extra cost or extension of time shall be allowed unless approved by the City and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The City shall not be liable for payment for any work performed under this section which has not first been approved in writing by the City in the manner required by applicable law and/or the terms of this Contract.

Q. OWNERSHIP OF DOCUMENTS:

All documents, including drawings, estimates, specifications, and data are and remain the property of the City. The Contractor agrees that the City may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor, therefore. Any reuse of the documents by the City on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

R. RIGHT TO AUDIT:

The City shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with City funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The City also has the right to communicate with the Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the City or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such locations are available, then the books, records and supporting documents shall be made available for audit at a time and location which is convenient for the City.

S. SUCCESSORS AND ASSIGNS:

The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the City. If the City consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the City and any person, or entity or other Contractor.

T. REVIEWS AND ACCEPTANCE:

Work performed by the Contractor shall be subject to review and acceptance in stages as required by the City. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

U. TERMINATION OF AGREEMENT:

The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. Both parties may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of the party, elect to terminate the Contract by delivering to the other party, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to the other party at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the City, the termination will not affect any rights or

remedies of the City then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the City. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

V. INDEMNIFICATION AGREEMENT:

The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work to persons or property, including employees and property of the City. The Contractor shall exonerate, indemnify, and save harmless the City, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the City Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the City Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any City Indemnitee against claims, actions, or expenses based upon or arising out of the City Indemnitee's sole negligence. As between the City Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the City Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the City Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The City has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall

be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the City, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

W. INSURANCE:

The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFB will be issued (i.e., payment and performance bonds). However, each proponent must include a copy of their liability accord insurance document with this RFB submittal. All RFBs more than \$50,000.00 will require a RFB Bond and a Performance Bond.

Successful Bidder(s) will advise their insurance agent of the City's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements. Insurance must be from companies able to do business in Georgia and acceptable to the City. The Vendor/Contractor/Subcontractor shall purchase and maintain insurance of the following types of coverage and limits of liability:

1. **Commercial General Liability (CGL)** with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - a. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
 - b. CGL coverage shall be written on ISO Occurrence form CG 00 01 0413 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
 - c. CGL coverage shall be issued on an "Occurrence" basis. "Claims Made" coverage is not acceptable.
 - d. Defense costs shall be outside of policy limits. Eroding limits coverage is not acceptable.
 - e. The CGL coverage shall not be limited by excluding coverage for work performed by subcontractors (CG 22 94, CG 22 95 or equivalent).
 - f. Owner and all other parties as required by Owner, shall be included as insureds on the CGL, using combination of ISO Additional Insured Endorsements CG 20 10 04 13 and CG 20 37 04 13, or an endorsement approved by the Owner providing equivalent or broader coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured subcontractor. It shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Therefore, coverage provided the additional insureds shall not require or contemplate contribution by any other policy or policies obtained by, or available to, and additional insured; any

other such coverage shall be excess over the coverage to be provided by the subcontractor.

The limits of coverage provided to the additional insureds shall be the same as the limits available to the Vendor/Contractor/Subcontractor. Thus, in the event that the coverage obtained by Vendor/Contractor/Subcontractor contains greater limits than the minimum limits required above, the additional insureds shall be entitled to such greater limits, and this Agreement shall be deemed to require such greater limits.

- g. Vendor/Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least three (3) years after completion of the work.
- h. The CGL coverage shall not contain any deductible that exceeds \$10,000.00. If the CGL contains a deductible, the Vendor/Contractor/Subcontractor shall be responsible for the deductible amount for any paid claim. However, Owner, at its option, can choose to pay the deductible and recoup such payment from the Subcontractor.

2. Automobile Liability

- a. Business Auto Liability with limits of at least \$1,000,000 combined single limit.
- b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
- c. Owner, and all other parties required by the Owner, shall be included as insureds on the Business Auto policy. The Business Auto policy shall be primary and non-contributory to any applicable coverage acquired by the Owner, and all required parties.

3. Commercial Umbrella

- a. Umbrella limits must be at least \$2,000,000 with such coverage to include Employers' Liability, General Liability and Automobile Liability, as underlying policies.
- b. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
- c. Umbrella coverage for each additional insureds shall apply as primary and noncontributory basis before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Employers Liability coverages maintained by the Vendor/Contractor/Subcontractor.

4. Workers Compensation and Employers Liability

- a. Workers' Compensation Insurance Coverage for all of Vendor/Contractor/Subcontractor's employees at the site of the Project, with statutory required limits.
- b. Employers Liability Insurance limits of at least \$500,000 each accident for

bodily injury by accident and \$500,000 each employee for injury by disease and \$500,000 bodily injury by disease policy limit.

5. Personal Property

- a. Vendor/Contractor/Subcontractor shall secure, pay for, and maintain "all risk" Property Insurance necessary for protection against the loss of all capital equipment and tools, including but not limited to: staging towers, forms, scaffolding, hoists, and cranes, that are owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor (or its employees), or by any of its Sub-subcontractors (or their employees).
- b. The owner shall not be liable for any loss or damage whatsoever to Personal Property owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor, as described in sections a) above.
- c. Failure of Vendor/Contractor/Subcontractor to secure such insurance as described in sections a) above, or failure to maintain adequate levels of such, coverage, shall not render the Owner or any of its respective agents and employees legally liable or otherwise responsible for any personal property losses by Vendor/Contractor/Subcontractor.

Additional Requirements:

- a. Vendor/Contractor/Subcontractor and Vendor/Contractor/Subcontractor's insurers waived all rights against Owner and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by any commercial general liability, commercial umbrella liability, business auto liability or workers compensation, employers' liability insurance.
- b. Attached to each certificate of insurance shall be a copy of Additional Insured Endorsements that are part of the Vendor/Contractor/Subcontractor's Commercial General Liability, Auto Liability and Umbrella Policy.
- c. These certificates and the insurance policies required by this Exhibit shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner.
- d. Acceptance of said certificate will not be deemed to be a waiver of the requirements of this Agreement.
- e. All policies will be written by companies licensed to do business in the state where the property is located and which have a rating by Best's Key Rating Guide no less than "A-/VIII".
- f. The foregoing provisions relative to insurance shall in no way limit or fix the liability of Vendor/Contractor/ Subcontractor to Owner, or any other person or entity in respect of any act or omission of Vendor/Contractor/Subcontractor or any breach by Vendor/Contractor/Subcontractor of any obligations or duties owing under this Agreement or otherwise imposed by law.
- g. Additional Insureds under this Agreement shall be listed as Safeway Group, Inc. and (Owner).
 - a. Certificates shall be issued and delivered to the City and must identify the "Certificate Holder" as follows:

City of Forest Park, Georgia
 Director of Finance - Purchasing
 City Hall Building
 745 Forest Parkway
 Forest Park, Georgia 30297

- b. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

X. GEORGIA LAWS GOVERN:

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

Y. VENUE:

This Agreement shall be deemed to have been made and performed in the City of Forest Park, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of Clayton County, Georgia.

Z. CITY REPRESENTATIVE:

The City may designate a representative through whom the Contractor will contact the City. In the event of such a designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the City. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

AA. CONTRACTOR'S STATUS:

The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the City and the

Contractor shall be that of the owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any City employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking, or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the City. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures, or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the City.

BB. SOLE AGREEMENT:

This Contract constitutes the sole contract between the City and the Contractor. The terms, conditions, and requirements of this Contract may not be modified. No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after the award of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein.

CC. SEVERABILITY:

If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

DD. NOTICES:

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the Director of the Department of Finance - Purchasing or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the Director of the Department of Finance - Purchasing or by the City to the Contractor's authorized representative via certified first-class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the City:

Director of Finance
Department of Finance -
Purchasing
City Hall Building

745 Forest Parkway
Forest Park, Georgia
30297

If to the Contractor: Notices shall be sent to the contact information that is listed in the Bidder's Response to the RFB.

EE. GEORGIA OPEN RECORDS ACT:

Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]". Without regard to any designation made by the person or entity making a submission, City of Forest Park considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the Responder person or entity making the submission, unless a court order is presented with the submission. Bidders or Responders may wish to consult an attorney or obtain legal advice prior to making a submission.

FF. GEORGIA'S TITLE VI POLICY STATEMENT

The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all Proposers or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit RFBs in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

City of Forest Park, Georgia is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. City of Forest Park assures that no person shall on the grounds of race, color, sex, or national origin, as provided by Title VI of the Civil Rights Act of 1964, the Federal-Aid Highway Transportation Act of 1973, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. City of Forest Park further assures that no person shall on the grounds of age, low income, disability, sexual orientation or gender identity be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

City of Forest Park assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In addition, City of Forest Park will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency (LEP).

GG. COOPERATIVE PROCUREMENT

The City through the Department of Finance - Purchasing may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the agency. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12 months following entry, renewal, or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

SCOPE OF WORK

General Information

The City of Forest Park is located nine miles south of Atlanta and five miles east of Hartsfield-Jackson Atlanta International Airport. Forest Park is the largest city in Clayton County and centrally located in the northern part of the County. It is bordered on the west by I-75, to the north by the Mountain View/Conley areas and I-285, and to the southeast by Lake City and Morrow, Jonesboro, the county seat, is located directly south of Forest Park, Clayton County is included in the Atlanta Metropolitan Statistical Area and the ten county Atlanta Regional Commission (ARC). The city's population is approximately 19,823.

Project Description

This project consists of the furnishing of youth sports uniforms for the City of Forest Park's Recreation & Leisure Department. There are two sports seasons scheduled annually for the following youth sports and the tentative season schedules are listed below:

Sport Name	Season/Month
Cheerleading	Fall – September thru March
Girls Fast Pitch Softball	Spring – April thru June
Girl's Volleyball	Spring – April thru June
Soccer	Spring – April thru June
Soccer	Fall – September and October
Baseball	Spring – April thru June
Tee-Ball 4-5 Year Olds	Spring – April thru June
Youth Basketball	Winter – January thru March
Teen Summer League Basketball	Summer June and July
Flag Football	Fall – September and October

Bidder's Requirements:

1. The styles will include youth basketball Reversible Performance sleeveless Jerseys, youth flag football 100% Dri-Fit T-Shirt, youth volleyball 100% Dri-Fit long sleeve Shirt, and youth soccer t-shirts 100% Sublimated Jersey Shirt.
2. Colors: black, light blue, gray, green, maroon, navy, orange, purple, red, royal blue, yellow, and white.
3. Sizes: Youth small – X-large
4. Silk screened number on the back of jerseys and shirts.
5. Silk screened department logo in front of jerseys and shirts.

PRICE SCHEDULE SHEET

PRICE SCHEDULE				
ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNIT COST	PERCENTAGE DISCOUNT
1.	Cheerleading Uniform Set Shell Top and Skirt	100	\$ 35.00	%
2.	Girl's Fast Pitch Softball Uniform Set Sublimated Jersey Shirt, Drawstring Pants, Socks, and Visor	50	\$ 28.00	%
3.	Girl's Volleyball Uniform Set Dri-Fit Long Sleeve T-Shirt Only	109	\$ 10.00	%
4.	Fall Soccer Uniform Set Sublimated Jersey Shirt, Shorts, and Socks	163	\$ 19.00	%
5.	Spring Soccer Uniform Set Sublimated Jersey Shirt, Shorts, and Socks	163	\$ 19.00	%
6.	Spring Baseball Uniform Set Sublimated Jersey Shirt, Drawstring Pants, Socks, and Hat	41	\$ 30.00	%
7.	Tee Ball Uniform Set Sublimated Jersey Shirt, Shorts, and Hat	40	\$ 26.00	%
8.	Youth Basketball Uniform Set Reversible Jersey Sleeveless Shirt and Shorts	40	\$ 28.00	%
9.	Teen Summer League Basketball Uniform Set Dr-Fit Short Sleeve T-Shirt Only	300	\$ 8.00	%

PRICE SCHEDULE				
ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNIT COST	PERCENTAGE DISCOUNT
10.	Flag Football Uniform Set 100% Dri-Fit T-Shirt and Shorts	20	\$ 14.00	%
Screen Print/Logo/Design Set-up Charge <i>City logos provided for viewing purposes only.</i>				\$ NO CHARGES
<u>NOTES TO BIDDER:</u>				
Minimum Uniform numbers for each sports season are for historical guidance and planning purposes only and are not a guarantee of units to be purchased. Successful bidders must be able to supply the minimum uniforms without backorders within the time frames required by this bid. Bidders provide a catalog and price list for all uniform types listed on the price schedule or items that are deemed approved equivalents. Catalog and/or Price List must contain the following: ➤ Product name and part number (including both manufacturer part number and bidder's part number if different from manufacturers. ➤ Description ➤ Vendor's List Price ➤ Percent Discount off each item on the Vendor's List Price Upon request, bidders will provide samples of all uniform pieces bided. Successful bidder(s) will coordinate and schedule a fitting for uniforms prior to order completion.				





BID ACKNOWLEDGEMENT FORM

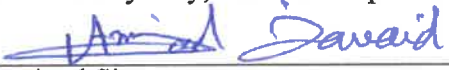
I, the undersigned, acknowledge that I have read the Bid Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this bid in the exact manner requested will be just cause to reject my entire bid.

KROWN USA INC
Name of Business Entity Submitting Bid

AMJAD JAVAID C.E.O
Print Name and Title of Authorized Signer

278 Laredo Dr
Business Entity Street Address

Decatur, GA 30030
Business Entity City, State and Zip Code


Authorized Signature

404-822-7739
Contact Person's Phone Number

aj@krownsports.com
Contact Person's E-mail Address

DEKALB
Business Entity County

Bidder acknowledges addendum(s): No. 1 __, No. 2 __, No. 3 __ (If Applicable) AJ (Initial)

Bidder acknowledges that this bid is valid for 90 days from and including the bid opening date AJ (Initial)

Bidder acknowledges that bid meets or exceeds minimum specifications AJ (Initial)
Any deviation from minimum specifications must be explained, in detail, by the bidder as to how the bid does not meet the exact specifications.

Bidder acknowledgement of Revisions to the above Terms and Conditions:

- No revisions AJ (Initial)
- There are revisions and they are included with the bid submittal ____ (Initial)

The above acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your bid and without it your bid is not complete and will be subject to rejection.

THIS PAGE MUST BE RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM WILL RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE.

ATTACHMENT A**REQUIRED DOCUMENTS CHECKLIST**

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
27	Bid Acknowledgement Form*	✓
28	Required Documents Checklist – Attachment A	✓
29	Contractor Reference and Release Form* – Attachment B	✓
30	Subcontractor Reference and Release Form, if applicable** – Attachment C	
32	Contractor Affidavit* – Attachment D	✓
33	Subcontractor Affidavit, if applicable** – Attachment D	
34	Acknowledgement of Insurance – Attachment E	✓
35	Non-Collusion Affidavit – Attachment F	✓
36	Debarment, Suspension & Other Legal Matters Affidavit – Attachment G	✓
37	Local Small Business Diversity Program – Attachment H	

***If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.**

****These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

AMJAD JAVAID

Printed Name



Signature

ATTACHMENT B**CONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name CITY OF DALTON	Contract Period 3 YEARS		
Contact Person Name and Title VICTOR RODRIGUEZ ATHLETIC COORDINATOR	Telephone Number (include area code) 706-463-2231		
Complete Primary Address 904 CIVIC DR	City DALTON	State GA	Zip Code 30721
Email Address VRodriguez@daltonga.gov	Fax Number (include area code)		
Project Name and Description 2021-2024 (SOCCER UNIFORM, FOOTBALL UNIFORM, LACROSSE, BASEBALL)			

Company Name WHITFIELD COUNTY GEORGIA	Contract Period 3 YEARS		
Contact Person Name and Title RYAN HOLLINGSWORTH ATHLETIC COORDINATOR	Telephone Number (include area code) 706-671-9882		
Complete Primary Address 115 EDWARDS PARK	City DALTON	State GA	Zip Code 30721
Email Address rhollingsworth@whitfieldcountyga.com	Fax Number (include area code)		
Project Name and Description 2021-2024 (SOCCER UNIFORM, FOOTBALL UNIFORM, LACROSSE, BASEBALL)			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFB.

Signed  Title C.E.O
(Authorized Signature of Bidder)

Company Name KROWN USA INC Date 06-13-2024

ATTACHMENT C**SUBCONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFB.

Signed _____ Title _____
(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)

INSTRUCTIONS TO OFFERORS:

All Offerors **must** comply with the **Illegal Immigration Reform and Enforcement Act, O.C.G.A §13-10-90, et seq. (IIREA)**. IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Offerors must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Offerors must not rely on these instructions for that purpose. The instructions are offered only as a convenience to assist Offerors in complying with the requirements of the City's procurement process and the terms of this solicitation document.

1. The attached Contractor Affidavit (Form 1) must be filled out **COMPLETELY** and submitted with the RFB.
2. The Contractor Affidavit must contain an active Federal Work Authorization User ID Number, also known as an E-Verify Company ID Number or E-Verify Number, and Date of Authorization (mm/dd/yyyy). **Please Note: The E-Verify Company ID Number is not a Tax ID Number, Social Security Number or formal contract number.**
3. If the Offeror is a Joint Venture and the Joint Venture has an EIN, **one** Contractor Affidavit must be completed by the Joint Venture, and it must include the E-Verify Company ID Number issued to the Joint Venture. Each business participating in the Joint Venture does **not** need to submit a separate Contractor Affidavit.
4. If the Offeror is a Joint Venture and the Joint Venture does not have an EIN, each business participating in the Joint Venture **must** complete and submit its own Contractor Affidavit. The Contractor Affidavit must include the participating business's E-Verify Company ID Number.
5. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
6. **All Contractor Affidavits must be sworn, signed and dated in the physical presence of a notary public. The signature dates for both the authorized representative and notary public must be the same.**
7. *Subcontractor and sub-subcontractor affidavits are not required at the time of RFB submission but will be required at contract execution phase or in accordance with the timelines set forth in IIREA.
8. **Offeror's failure to comply with the above instructions may result in the Offeror being deemed non-responsive.**

¹ O.C.G.A. § 13-10-91, as amended

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: (a) the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; (b) the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; (c) the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; (d) the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; (e) the Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c); (f) the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and (g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

484769

01/06/2012

Federal Work Authorization User Identification Number Date of Authorization (mm/dd/yyyy)

AMJAD JAVAID

RFB 051724 YOUTH SPORTS UNIFORMS

Name of Contractor (Legal Name of Offeror)

Name of Project/Solicitation Number

KROWN USA INC

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.Executed on June, 13, 2024 in DECATUR (City), GA (State).

Signature of Authorized Officer or Agent

AMJAD JAVAID C.E.O

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBER AND SWORN BEFORE ME
ON THIS 13 DAY OF JUNE, 2024

NOTARY PUBLIC

My Commission Expires:

*The signature dates for both the authorized representative and notary public must be the same.

Required Submittal (FORM 2b)**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization (mm/dd/yyyy)

Name of Subcontractor (Legal Name)

Name of Project/Solicitation Number

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

****The signature dates for both the authorized representative and notary public must be the same.***

ATTACHMENT E**Acknowledgement of Insurance**

I AMJAD JAVAID on behalf of KROWN USA INC ("Proponent"), acknowledge that if selected as the successful Proponent for (enter project name and number) RFB 051724 YOUTH SPORTS UNIFORMS, Proponent shall comply with all insurance requirements for the project listed above and any other attachments to the RFB which pertain to insurance.

Proponents understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to the award of a contract and to take all necessary steps to ensure compliance with the applicable requirements without delay. The Proponent understands, acknowledges and agrees that any failure to fully comply with the insurance requirements within 10 days of the date the Proponent receives a final contract.

By executing this Acknowledgement of Insurance, I represent that the Proponent understands and agrees to comply unconditionally with all requirements. I represent that I am authorized to make the representation contained herein on behalf of the Proponent.

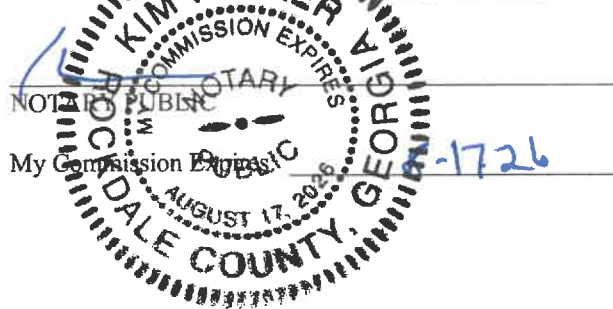


Signature of Authorized Officer or Agent

AMJAD JAVAID C.E.O

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS 14 DAY OF JUNE, 2024



My Commission Expires

ATTACHMENT E**NON-COLLUSION AFFIDAVIT**

The undersigned proponent or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to the RFB by anyone at such letting nor to prevent any person from submitting a RFB nor to include anyone to refrain from submitting a RFB, and that this RFB is made without reference to any other RFB and without any agreement, understanding or combination with any other person in reference to such RFB. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

Dated this 13th day of JUNE, 2024

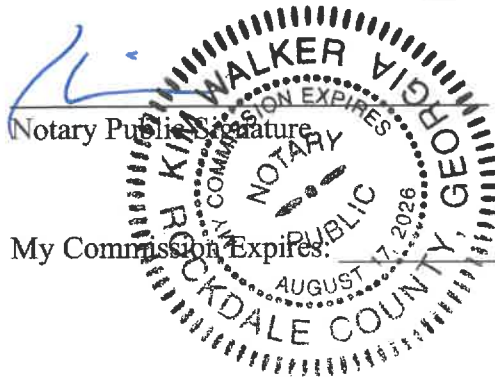
KROWN USA INC
(Name of Organization)

AMJAD JAVAID C.E.O
(Print Name) (Title)


(Signature)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 13th day of JUNE, 2024.



My Commission Expires 8-17-26 [SEAL]

ATTACHMENT G
DEBARMENT, SUSPENSION, AND OTHER MATTERS

The Proposer, KROWN USA INC, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this RFB been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/RFB had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the proposer is unable to certify any of the statements in this certification, such proposer shall attach an explanation to this RFB.

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.



Signature of Authorized Agent

AMJAD JAVAID C.E.O

Name/Title of Authorized Agent

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this _____ day of JUNE, 2024.


 Notary Public Signature

My Commission Expires: AUGUST 17, 2026 [SEAL]



ATTACHMENT H

Local Small Business Diversity Program

The City of Forest Park has implemented a Local, Small Business, Diversity Program to promote full and open competition in all city contracts. LSBSD participation goals are set on a contract-by-contract basis for each specific prime contract with subcontracting possibilities. The City wants to ensure that Proponents are non-discriminatory in their process of selecting sub-contractors. The City also wants to encourage Proponents to utilize local, veteran-owned, minority, women, and disadvantaged business enterprises whenever possible.

Included in this RFB are subcontracting/subconsultant forms that all proponents will be required to complete along with their RFBs. All forms included in this solicitation must be completed for Proponent to be considered responsive.

Each Proponent must propose to achieve the LSBSD participation goal that is equal or greater than the percentage required. Each Proponent will be required to submit evidence demonstrating that “good faith efforts” were made if you cannot meet the goal.

These forms are requirements under the City of Forest Park’s Local, Small Business, Diversity Program, and it is a requirement to comply with making the “good faith effort” to achieve the goal. Failure to complete these forms will deem you non- responsive.

The participation goal for this procurement is 25 percent (25%)

A business is considered Local if they meet the following:

1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of the city;

The business or supplier must provide a copy of a current occupational tax certificate;

The business or supplier must have paid all real and personal taxes (if any) owed the city and not otherwise owe the city any funds; and

The business or supplier must certify its compliance with the Georgia Security and Immigration Act.

A Small Business means a locally based business whose average annual gross receipts or number of employees averaged over the past five years must not exceed the size standards as defined pursuant to 15 C.F.R § 121.201 et al., who demonstrates that individual owner’s personal net worth and does not exceed \$750,000.00, exclusive of the individual’s ownership interest in their primary residence and the value of the LSBSD.

LSBD Required Forms –

To be submitted with RFB:

1. LSBD-1 Covenant of Non-Discrimination: The signed agreement stating that the firm will not discriminate on the basis of a firm's size (revenue or employee count) with regard to prime contracting, subcontracting, or partnering opportunities.
2. LSBD-2 Sub-Contractor Contact Form: A list of all firms contacted to participate as LSBD sub-contractors/suppliers on a contract.
3. LSBD-3 LSBD Sub-Contractor/Supplier Utilization Form: A list of all firms procured as LSBD sub-contractors/suppliers to be utilized on a contract.
4. LSBD-4 Statement of Good Faith Efforts (Including the Checklist): Documented efforts to seek and procure the utilization of LSBD's as sub-contractors/suppliers on a contract where a goal is required.

To be submitted post-award:

5. LSBE-5 Post Award Monthly LSBD Participation Report – Contract Goal: Report detailing percentage of LSBD participation (work performed) and payments to VOB/MBE/WBE/DBE subcontractors on a monthly basis.
6. LSBD-6 Request for Subcontractor Removal/Substitution Form: Required to fill out and obtain approval if a LSBD subcontractor is being substituted following post award.

Supplements

1. Form LSBD-1, Covenant of Non-Discrimination
2. Form LSBD-2, Sub-Contractor Contact Form – Contract Goal
3. Form LSBD-3, Local, Small Business, Diversity Project Participation Plan
4. Form LSBD-4, Statement of Good Faith Efforts
5. Form LSBD-5, Post-Award-Monthly LSBD Participation Report Contract Goal
6. Form LSBD-6, Subcontractor Removal/Substitution Form

FORM LSBD-1**COVENANT OF NON-DISCRIMINATION**

The undersigned understands that it is the policy of the City of Forest Park (COFP) to promote full and equal business opportunity for all persons doing business with the City. The undersigned covenants that we have not discriminated on the basis of a firm's revenue, employee count, social or economic disadvantages, minority, gender, or veteran status, with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms LSBD-2, LSBD-3 and LSBD-4. Set forth below is the signature of an officer of the RFB entity with the City of Forest Park to bind the entity.

I, AMJAD JAVAID (Name, Title), on behalf of
(Company), KROWN USA INC by my signature below, do
hereby promise:

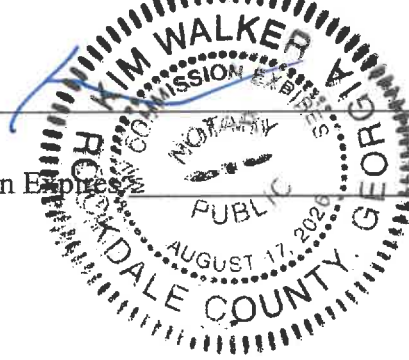
1. To adopt the policies of the City of Forest Park relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of COFP;
2. Not to otherwise engage in discriminatory conduct; To provide a discrimination-free working environment;
3. That this Covenant of Non-Discrimination shall be continuing in nature and shall remain in full force and effect without interruption; and
4. That this Covenant of Non-Discrimination shall be incorporated by reference into any contract or portion thereof which we may hereafter obtain.

We understand that our failure to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract.

By: AMJAD JAVAID 

Title: C.E.O

Sworn to and subscribed before me the 13th day of JUNE, 2024.

Notary Public: 

My Commission Expires 8-17-26

[SEAL]

FORM LSBD-2

SUB-CONTRACTOR CONTACT FORM – CONTRACT GOALS Instructions to Contractors

The prime contractor must complete and sign the sub-contractor **contact form** and submit the completed and signed form with the RFB. **Failure to submit this form will result in being deemed nonresponsive.**

1. Name of contractor/supplier: Provide name of the contractor or supplier you contacted to perform on the task order.
2. Contact Name, Address and Phone Number: Provide the contact information of the contractor/supplier you contacted.
3. City of Forest Park Business License: State if the contractor/supplier you contacted is a City of Forest Park Licensed business.
4. Type or work solicited for: Describe the type of work for which you are soliciting from the contractor/supplier.
5. Business Ownership (Enter Code): State whether the contractor/supplier you contacted is an MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, or VOB – Veteran Owned Business **(if applicable)**
6. Results of Contact: Describe the results of your contact.
7. Sign and date the form.



CITY OF
FORESTPARK

FORM LSB-D-2

CITY OF FOREST PARK

SUBCONTRACTOR CONTACT FORM

List all subcontractors or suppliers (*LSBE and Non-LSBE*) that were **contacted** regarding this project

ame of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact
John Smith	Company ABC 123 Main Street Morrow, GA 30260 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	Will perform as sub

versity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB Veteran Owned Business

Sample

FORM LSBD-3

LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

Instructions to Contractors

The Proponent must complete the project participation plan for sub-contractor/supplier utilization and **submit the form with the RFB. Failure to submit this form will result in a RFB being deemed “nonresponsive”**. Each project participation plan for sub-contractor/supplier must include the following:

1. Name of subcontractor/supplier: Provide name of the subcontractor or supplier contacted to perform work on the project.
2. Contact Name, Address & Phone Number: Provide contact information of the subcontractor/supplier contacted.
3. City of Forest Park Business License: State if the subcontractor/supplier contacted is a City of Forest Park licensed business.
4. Type or Scope of Work to be Performed: Describe the type or scope of work subcontractor/supplier will perform.
5. Certification of Business Owner: Provide minority code/classification (if applicable). Examples include, but not limited to: Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Veteran Owned Business (VOB), etc.
6. Estimated Dollar Value of Work: Provide an estimated dollar value for the work to be performed by subcontractor/supplier within the project scope.
7. Percentage of Total RFB Amount: Provide an estimated percentage of the total RFB amount that will be paid to the subcontractor/supplier.
8. Signature of Proponent: All LSBD Participation Plans must be signed and dated by Proponents.

Estimated Dollar Value of the Work / Total RFB Amount = % of Total RFB Amount

FORM LSBD-3

CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

List all subcontractors/suppliers, including lower tiers, to be used on this project.

Name of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or no)	Type of Work to be Performed	Owner of Business (See code below)	Dollar (\$) Value of Work	Percentage of Total RFB Amount
John Smith	Company ABC 123 Main Street Forest Park, GA 30297 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	\$4200	8.4%

Total Local Business, % Total Small Business % Total Minority Business %

ersity Code: MBE -- Minority Business Enterprise, DBE -- Disadvantaged Business Enterprise, WBE -- Women Business Enterprise, VOB -- Veteran Owned Business

ponent's Company Name: Date: FC#: Project Name:

ponent's Contact Number:

nature:

Sample

FORM LSB-D-4**STATEMENT OF GOOD FAITH EFFORTS**Instructions:

If you will not meet the Local Small Business Diversity (LSBD) goal set forth in the RFQB, in addition to the information included on the LSB-D Form 2 Sub-contractors Contact Form submitted with your RF, please provide a narrative explanation of why you cannot meet the LSB-D goal and the steps taken to include LSB-Ds in your RFB. Describe specific actions (i.e. phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individuals from your organization who performed these activities. Attach additional pages as needed.

CERTIFICATION OF GOOD FAITH EFFORTS

I hereby attest that I have exercised good faith efforts to meet the Local Small Business Diversity goal for this RFB. Despite such good faith efforts, I have not been able to meet the LSB-D goal for this RFB.

KROWN USA INC

(Name of Organization)

AMJAD JAVAID

(Print Name)



(Signature)

C.E.O

(Title)

06-13-2024

(Date)

FORM LSBD-4 (Cont'd)

STATEMENT OF GOOD FAITH EFFORTS

Checklist

A Proponent that does not meet COFP's LSBD participation goal is required to demonstrate that it made "good faith efforts." Please indicate whether or not any of the following actions were taken:

- | | Yes | No | |
|-----|-------------------------------------|-------------------------------------|---|
| 1. | ☐ | ☒ | Attendance at a pre-bid meeting, if any, scheduled by COFP to inform LSBDS of subcontracting opportunities under a given solicitation; Advertisement for solicitation of LSBDS in general circulation media, trade association publications, and minority- focus media, to provide notice of subcontracting opportunities. |
| 2. | ☒ | ☐ | Advertisement in general circulation media at least seven (7) days prior to RFB opening any and all Sub-contractor opportunities. Proof of advertisement must be submitted with the RFB. |
| 3. | ☒ | ☐ | Provided interested LSBDS with timely, adequate information about the plans specifications, and other such requirements of the Contract to facilitate their quotation and conducted follow up to initial solicitations. |
| 4. | ☒ | ☐ | Provided written notice to LSBDS that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified sub-contractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained. |
| 5. | ☒ | ☐ | Efforts were made to divide the work for LSBD subcontracting in areas likely to be successful and identify portions of work available to LSBDS consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a Proponent to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting. |
| 6. | ☒ | ☐ | Efforts were made to assist potential LSBD sub-contractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that an LSBD could not readily and economically obtain them in the marketplace. |
| 7. | ☒ | ☐ | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSBDS. |
| 8. | ☒ | ☐ | Communication with the COFP Procurement Department seeking assistance in identifying available LSBDS. |
| 9. | ☒ | ☐ | Exploration of joint venture opportunities with LSBDS. |
| 10. | ☐ | ☒ | Other actions (specify): |

Please explain any "no" answers listed above (by number):

This list is a guideline and by no means exhaustive. The City of Forest Park will review these efforts, along with other documents, towards assessing the Proponent's efforts to meet COFP's LSBD goal. If you require assistance in identifying certified LSBDS, please contact the Procurement Department at procurement@forestparkga.gov or at 404-366-4720.

FORM LSBD-5

POST AWARD MONTHLY LSBD PARTICIPATION REPORT – CONTRACT GOAL

Instructions to Contractors

The prime contractor must complete the **participation report** and submit the form with each pay application to the COFP Department Project Manager in charge of the contract. **Failure to submit this form will result in payment application being deemed incomplete.**

1. **Report Number:** Reports must be consecutively numbered. It will only be necessary to submit a report in a period when the approved VOB/MBE/WBE/DBE has performed a portion of the work that has been designated for the contract.
2. **Date:** Actual date of the report.
3. **Pay application period end date:** Reports must acknowledge the end date for the period for which is being reported.
4. **VOB/MBE/WBE/DBE Amount:** The amount of the contract for which the VOB/MBE/WBE/DBE will earn.
5. **Prior Earned Pay Application Amount:** The amount previously submitted for payment on pay application.
6. **Current Earned Pay Application Amount:** The amount submitting with current payment application.
7. **Earnings To-Date:** The actual amount that each VOB/MBE/WBE/DBE has earned to-date under the contract.
8. **Percent of Contract:** This percentage is calculated using the contract amount and the total VOB/MBE/WBE/DBE earnings-to-date. Divide the total contract amount by the total VOB/MBE/WBE/DBE earnings-to-date.
9. **Certification:** The contractor's authorized representative must sign this form prior to submittal.

GENERAL INFORMATION

When the approved VOB/MBE/WBE/DBE is to provide materials, goods or services, this completed form must be submitted to the COFP Department Project Manager. The prime contractor must notify COFP of any changes to VOB/MBE/WBE/DBE firms.

When the prime contractor is an approved LSBD, it will only be necessary to complete the total LSBD earnings to-date. Joint ventures between non-LSBD and certified LSBD: Only that portion of the work for which the LSBD is responsible may be used to satisfy the requirement.

It is not necessary to complete this form if there are no subcontracting opportunities available for the use of VOB/MBE/WBE/DBE firms.

FORM LSBD-5
POST AWARD – LSBD PARTICIPATION REPORT – CONTRACT GOAL

PROJECT NO. (S): _____ REPORT NO.: _____

CONTRACTOR: _____ DATE: _____

CONTRACT AMOUNT: \$ _____ PAY APPLICATION PERIOD END DATE: _____

Check if final payment >>> ☐ FINAL PAYMENT

% LSBD GOAL _____ VOB/MBE/WBE/DBE AMOUNT \$: _____

NAME OF APPROVED VOB/MBE/WBE/DBE	DESCRIPTION OF WORK	PRIOR EARNED PAY APPLICATION AMOUNT	CURRENT EARNED PAY APPLICATION AMOUNT	EARNINGS TO-DATE

TOTAL VOB/MBE/WBE/DBE EARNINGS TO-DATE: _____

% CONTRACT: _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT AND SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY COFP AT ANY TIME.

SIGNED _____ CONTRACTOR

REMARKS _____

FOR DEPARTMENT USE ONLY:

THIS DOCUMENT HAS BEEN REVIEWED AT THAT PROJECT LEVEL BY:

SIGNED _____ TITLE _____

THIS DOCUMENT HAS BEEN REVIEWED AT THE PROGRAM LEVEL BY:

SIGNED _____ TITLE _____



FORM LSBD-6

Request for Subcontractor Removal/Substitution

Prior to submitting this form to the Department of Finance – Purchasing you must notify the LSBD in writing of your intent and allow the LSBD five (5) days to respond.

Request Date:		Contract/Project #:	
Contract Value:	LSBD Contract Amount:	Amount Paid to LSBD:	
Prime Contractor Name:			
Prime Contractor Address:			
Prime Contact Name:	Prime Contact Email:	Prime Contact Phone:	
Name of LSBD Firm:		LSBD Contact Name:	
LSBD Firm Address:	LSBD Email:	LSBD Phone:	

Was LSBD firm given five (5) days written notice of intent? ☐ Yes or ☐ No If yes, please attach written notice.
 Will the LSBD goal for the project still be met? ☐ Yes or ☐ No or ☐ N/A

Reason(s) for removal/substitution. Check all that apply

- ☐ The listed LSBD is no longer in business.
- ☐ The listed LSBD requested removal.
- ☐ The listed LSBD failed or refused to perform under the terms of the contract or failed to furnish the listed materials.
- ☐ The work performed by the listed LSBD was unsatisfactory and was not in accordance with the scheduled specifications.

Name/Address of Substitution Contractor:	Is the substituted contractor an LSBD? ☐ Yes or ☐ No
Fully describe the type of work the substitute subcontractor will perform:	

Prime Authorized Signature:	Date:
Approved ☐ Rejected ☐	Reason for rejection:
Procurement Manager Authorized Signature:	Date:

This form must be completed and submitted (with all required documentation) to the Department of Finance – Purchasing



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY)

05/16/2024

Item #1.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fenix Risk Management 800 Abbey Court Alpharetta GA 30004	CONTACT NAME: Paul Hundal PHONE (A/C, No, Ext): (770) 696-1388 E-MAIL ADDRESS: vik@fenixriskmanagement.com FAX (A/C, No): (770) 696-1358																					
INSURED Krown USA Inc 278 Laredo Dr Decatur GA 30030	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>TRAVELERS INDEMNITY CO. OF CT</td><td>25682</td></tr><tr><td>INSURER B:</td><td>TRAVELERS CASUALTY INSURANCE COMPANY</td><td>19046</td></tr><tr><td>INSURER C:</td><td>TRAVELERS PROP CAS CO OF AMERICA</td><td>25674</td></tr><tr><td>INSURER D:</td><td>STANDARD FIRE INSURANCE COMPANY</td><td>19070</td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	TRAVELERS INDEMNITY CO. OF CT	25682	INSURER B:	TRAVELERS CASUALTY INSURANCE COMPANY	19046	INSURER C:	TRAVELERS PROP CAS CO OF AMERICA	25674	INSURER D:	STANDARD FIRE INSURANCE COMPANY	19070	INSURER E:			INSURER F:		
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INSURER D:	STANDARD FIRE INSURANCE COMPANY	19070																				
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			6802N714995	02/22/2024	02/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			BA0X992893	08/09/2023	08/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 5000 OCCUR CLAIMS-MADE			CUP2N809517	02/22/2024	02/22/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PR/COMP OPS AGG \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	UB2N874051	04/26/2024	04/26/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul Hundal

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Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
KROWN USA INC.

Business name/disregarded entity name, if different from above
KROWN SPORTS, SOCCER WHOLESALE

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
278 LAREDO DRIVE

City, state, and ZIP code
DECATUR GA 30030

List account number(s) here (optional) _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

Employer identification number

2	0	-	1	7	3	0	0	5	6
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person** ▶ *Sajjanand* **Date** ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



CITY OF
FORESTPARK

June 13, 2024

TO: All Bidders under Request for Bid No. 051324
FROM: Department of Finance - Purchasing, City of Forest Park, Georgia

ADDENDUM NO. 1

Request for Bid (RFB) No. 051324, Youth Sports Uniforms, is hereby amended as follows:

1. **This bid opening has been extended to Tuesday, June 25, 2024 at 2:00 P.M.**
2. **This is an annual contract with two (2) one-year options to renew.**
3. The City of Forest Park has implemented the OpenGov e-solicitation platform. Bid submissions for this RFB can be delivered via mail, hand -delivered or uploaded at the City's OpenGov site at <https://www.forestparkga.gov/finance/page/bids-rfps>
4. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this RFB. Please sign and return this addendum. You may call Talisa Clark, Procurement Officer, at 470-421-0759 before the bids are due to confirm the number of addenda issued.
5. All other conditions remain in full force and effect.

RECEIVED
JUN 24 2024
BY: T.C.

Talisa Clark, MBA, CPPO
Procurement Officer
Department of Finance - Purchasing



CITY OF
FORESTPARK

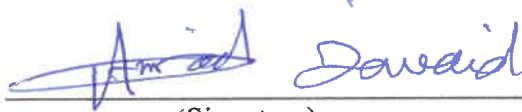
ACKNOWLEDGMENT

Date: 6-24-24

The above Addendum is hereby acknowledged:

KROWN SPORTS - USA INC.

(NAME OF BIDDER)



(Signature)

PRESIDENT.

(Title)

File Attachments for Item:

2. Council Discussion on the 1st Annual Renewal for Sound Equipment Services with Digital World Live – Procurement/Recreation and Leisure Services Department

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for the sound equipment services contract with Digital World Live under the same prices, terms, and conditions. This vendor will continue to provide sound equipment and technician services for 15 city events. These events include (4 Fun Fridays, Forest Park Day, Hispanic Heritage Celebration, 3 Ultimate Tailgate Experiences, Fall Festival, Summer Soul Fest, and any other festival that are planned by the Recreation and Leisure Services Department).

ANNUAL TOTAL: \$77,850.00 – General Operation Fund

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of 1st Annual Renewal for Sound Equipment Services with Digital World Live – Procurement/Recreation and Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: May 27, 2025

Work Session Date: June 2, 2025

Council Meeting Date: June 2, 2025

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for the sound equipment services contract with Digital World Live under the same prices, terms, and conditions. This vendor will continue to provide sound equipment and technician services for 15 city events. These events include (4 Fun Fridays, Forest Park Day, Hispanic Heritage Celebration, 3 Ultimate Tailgate Experiences, Fall Festival, Summer Soul Fest, and any other festival that are planned by the Recreation and Leisure Services Department).

ANNUAL TOTAL: \$77,850.00 – General Operation Fund

Cost: \$ 77,850.00

Budgeted for: ☒ Yes ☐ No

Financial Impact:

This item is budgeted for the FY25 budget year

Action Requested from Council:

We are asking for approval to renew the contract with the awarded vendor Digital World Live for the 1-year option.

From: [Henry Nesbitt](#)
To: [Talisa Clark](#)
Cc: [Tarik Maxwell](#); [John Wiggins](#); [Jeremi Patterson](#)
Subject: Re: Annual Renewal Request for Sound Equipment Services Contract
Date: Monday, May 12, 2025 9:07:32 PM
Attachments: [image001.png](#)

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

Received, and yes I agree to the same terms and conditions.

Regards,

Henry Nesbitt
470.723.4888
WWW.DIGITALWORLDLIVE.NET

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. Dissemination, distribution or copying of this e-mail or the information herein by anyone other than the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, is prohibited.

On Mon, May 12, 2025 at 1:13 PM Talisa Clark <tclark@forestparkga.gov> wrote:

Good day Mr. Nesbitt,

The awarded contract with Digital World is due to expire on June 30, 2025; therefore, the city is requesting to exercise the 1st annual renewal option under the same price, terms and conditions, as specified in the contract.

Please confirm receipt of this email and agreement to exercise the 1st renewal option, so we can proceed with obtaining Council's approval prior to the contract's expiration date.

Thanks,



CITY OF
FORESTPARK

Talisa R. Clark, CPPO

Procurement Manager

City of Forest Park

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

745 Forest Parkway | Forest Park, GA 30297

www.forestparkga.gov | tclark@forestparkga.gov

Confidential: Please be advised that the information contained in this email message, including all attached documents or files, is privileged and confidential and is intended only for the use of the individual or individuals addressed. Any other use, dissemination, distribution or copying of this communication is strictly prohibited. If you are not the intended recipient, please delete this message and notify us of incorrect delivery by immediate reply.



CITY OF
FORESTPARK

Request For Bids

RFB NO. 041924

Sound Equipment Services for the City of Forest Park, Georgia

City of Forest Park

April 19, 2024

ATTENTION INTERESTED BIDDERS:

The anticipated schedule for the bid process is as follows:

Date Issued: **April 19, 2024**

Non-Mandatory Pre-Bid Conference: **May 2, 2024 at 2:00 p.m.**, at Starr Park Amphitheater located at 785 Forest Parkway, Forest Park, GA 30297

Deadline for Submission of Questions: **5:00 P.M. ET, May 8, 2024**

Bid Opening: **2:00 P.M. ET, May 16, 2024**

The purpose of the Pre-Bid Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the appropriate City Department available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Bid Conference. Proponents will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are **not** authoritative.

****ABSOLUTELY NO RFBS WILL BE ACCEPTED AFTER 2:00 P.M.****

RFBS will be publicly opened and read at 2:01 p.m. on the respective due date in the City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297.

This RFB is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the City's website for any addenda to the RFB.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all RFBS when it is for good cause and in its best interest. The City reserves the right to select the lowest, responsive, and responsible respondent the City deems is in the best interest of the City.

Mission Statement

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

Thank you for your interest in doing business with the City of Forest Park, Georgia.

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FOR
REQUEST FOR BID NO. 041924

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REQUIRED DOCUMENTS CHECKLIST AND ATTACHMENTS	25

REQUEST FOR BID OVERVIEW

A. PURPOSE:

Forest Park Government (the City) is soliciting bids for **Sound Equipment Services for the City of Forest Park, Georgia (Annual Contract with 2 Options to Renew)** from responsible bidders. This procurement is being conducted in accordance with all applicable provisions of the City's Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this RFB is Code Section 3-1-16; Competitive Sealed RFBs. **By submitting a RFB concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFB by reference. Each Proponent also agrees to participate in and abide by all requested information and abide by all City Programs.**

B. GENERAL INFORMATION:

1. BID OPENING:

Sealed bids are to be addressed and delivered to:

City of Forest Park City Hall Bldg.

Department of Finance - Purchasing

745 Forest Parkway

Forest Park, Georgia 30297, not later than **2:00 P.M. ET, May 16, 2024.**

Submit **one original bid package** (inclusive of the entire Request for Bid document and required documents) stamped "Original" and **two sealed identical copies** stamped "Copy" of the bid package to the address listed above. Bidders are responsible for informing any delivery service of all delivery requirements. No responsibility shall attach to the City for the premature opening of a submission not properly addressed and/or identified.

Bids Valid Until:

Bids shall be valid for 90 days from and including the bid opening date.

2. CONTACT PERSON:

The contact person for this bid is **Talisa Clark, Procurement Officer**. General inquiries concerning the meaning or interpretation of this Request for Bid (RFB) may be requested from the contact person via telephone at **470-421-0759** or via email at **tclark@forestparkga.gov**. Questions and requests for information or clarification concerning the specifications in this RFB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda.

3. QUESTIONS:

All requests must be in writing. Any explanation desired by a bidder regarding the meaning or interpretation of the Request for Bid, drawings, specifications, requirements, etc., **must be requested in writing** and with sufficient time allowed for a reply to reach

bidders before the submission of their bids. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the Bidder, Bidder is specifically instructed to make a written request to the Department of Finance – Purchasing Division as outlined *in* the preceding sentence. Any information given to a prospective bidder concerning an Request for Bid will be furnished to all prospective bidders, as an addenda to the RFB, if such information is necessary to bidders in submitting bids on the RFB or if the lack of such information would be prejudicial to uninformed bidders. Oral explanations or instructions given before the award of the contract will not be binding. **Questions must be submitted no later than 5:00 pm EST on “Wednesday, May 8, 2024.”**

4. ADDITIONAL INFORMATION/ADDENDA:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Bidders should not rely on any representations, statements, or explanations other than those made in this RFB or in any addendum to this RFB. Where there appears to be a conflict between the RFB and any addendum issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit it to the Department of Finance - Purchasing as requested. Bidders may contact the assigned Procurement Officer to verify the number of addenda prior to submission. Addenda issued for this RFB will be posted on the City's website, <http://www.forestparkga.gov/rfps>. Bidder should regularly check the City's website for addenda.

INVITATION TO BID PROCEDURES

A. BIDDER INFORMATION:

1. Bid Submittal and Required Signatures

All bids should be completed in ink or typewritten. Errors should be crossed out and corrections entered in ink or typewritten adjacent to the error. The person signing the bid should initial corrections in ink.

Bids must be signed by an officer or agent of the firm having the authority to execute contracts. Failure to return all pages of this Request for Bid may result in bid being deemed non-responsive.

2. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform the Department of Finance - Purchasing whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid opening will not be acted upon unless the Department of Finance - Purchasing rules that it is in the best interest of the City to consider.

3. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. Any reference to a brand name shall not be

construed as restricting Bidders to that manufacturer (unless “no substitutes” is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.

4. By submitting a bid, Bidder warrants that any goods or services supplied to the City of Forest Park Government meet or exceed the specifications set forth in this solicitation.
5. If any supplies, materials, and equipment are provided to the City under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer’s identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the City will be deemed to have breached the contract and appropriate action will be taken by the City of Forest Park Department of Finance - Purchasing.
6. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Bidder cannot meet the required service delivery dates, a bid should not be submitted. Failure to deliver in accordance with the contract could result in the Contractor being declared in default.
7. Bid Withdrawal
Respondents may withdraw their RFB at any time prior to the submittal deadline by submitting a written request to the assigned Procurement Officer for RFB inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the respondent. The respondent may submit another RFB at any time prior to the submittal deadline. No RFB may be withdrawn after the submittal date and time without approval by the City. Such approval shall be based on the respondent’s submittal, in writing of reason acceptable to the City in its sole discretion.
8. Expenses of Preparing Responses to this RFB
The City accepts no responsibility for any expenses incurred by Bidders who submit bids in response to this RFB. Such expenses are to be borne exclusively by the Bidders.
9. Electronic RFB Documents
This RFB is being made available to all Proponents by electronic means. By responding to this RFB, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFB, including any addenda issued by the City's Department of Finance - Purchasing. Proponent acknowledges and agrees that in the event of a conflict between the RFB in the Proponent's possession and the version maintained by the Purchasing Division, the version maintained by the City's Department of Finance - Purchasing shall govern. The

RFB document is available for download at the City's websites www.forestparkga.gov/RFPs and www.RFPnetdirect.com/georgia/cityofforestpark and the Georgia Procurement Registry.

It is the responsibility of each Bidder to ensure that its submission is received by 2:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Finance - Purchasing shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Be aware that visitors to our offices may go through a security screening process upon entering the building. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Bidders should plan their deliveries accordingly. **Telephone or fax bids will not be accepted.**

10. Illegal Immigration Reform and Enforcement Act

This RFB is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its RFB proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Attachment D), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the RFB. Under state law, the City cannot consider any RFB which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Attachment D) on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Attachment D). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

11. Attention to General Terms and Conditions

Bidders are cautioned to thoroughly understand and comply with all matters covered under the General Terms and Conditions section of this RFB. The successful Bidder(s) will enter into a contract approved by the City. The City's RFB document and attachments, subsequent City addenda, and the Bidder's response documents are intended to be incorporated into a contract. All Bidders should thoroughly review this document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the bid. Since proposed revisions may result in a bid being rejected if the

revisions are unacceptable to the City, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award is made.

12. Applicable Diversity Program

The City's Diversity Program is applicable to this procurement. By submitting a RFB in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program.

13. Ethics Rules

Bidders are subject to the Ethics provision within the City of Forest Park Ordinance. Any violations will be addressed pursuant to these policies and rules.

14. Business License

Please provide a copy of a valid company business license with your bid or upon award. Georgia companies are to submit a valid county or city business license. Contractors that are not Georgia companies are to provide a certificate of authority to transact business in the State of Georgia and a copy of a valid business license issued by its home jurisdiction. If Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder may submit a copy of its valid professional license with Bidder's bid or upon award unless the Minimum Specifications require submittal with the bid. Any license submitted in response to this RFB shall be maintained by the Contractor for the duration of the contract.

B. CONTRACT AWARD:

1. Bids submitted will be evaluated and recommended for award to the lowest, responsive, and responsible Bidder(s).
2. The intent of this bid is to make an all-award; however, the City reserves the right to award by line item. The City may accept any item or group of items on any bid, whichever is in the best interest of the City.
3. The City reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
4. The judgment of Forest Park Department of Finance - Purchasing on matters, as stated above, shall be final. The City reserves the right to decide which Bid will be deemed lowest, responsive, and responsible.

GENERAL TERMS AND CONDITIONS

A. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Change Orders or modifications; the Contractor's accepted Response; and the City's RFB.

B. The Contractor's services shall include all things, personnel, and materials necessary to

provide the goods or services that are in compliance with the specifications as authorized by the City.

- C. Bidder extends to the City the option to renew the contract for two (2) additional one-year terms, under the same price(s), terms and conditions, and in accordance with Paragraph L, *Term*.

D. DELIVERY:

1. Delivery of services or goods will commence within five (5) hours prior to the start of the event.

Bidder state agreement: Yes X No

Contact Person: HENRY NESBITT

Telephone Number: 470.723.4888 Cellular Phone Number: 470.723.4888

Address: 9716 RABUN WAY JONESBORO, GA 30238

Alternate delivery time may be considered provided it is so stated. Bidder state alternate terms for delivery or services below.

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2. All prices are to be firm, F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded, and placed in designated place. Delivery must be made five (5) hours prior to the start of the event, unless otherwise required. The successful bidder shall give a 24-hour prior notice of delivery to the Department or Division calling in the order and must ask for caller's telephone number as well as Purchase Order form and address, since 24-hour Notice of Delivery is required.

E. DELIVERIES BEYOND THE CONTRACTUAL PERIOD:

This contract covers all requirements that may be ordered, as distinguished from delivered, during the contract term. This is for the purpose of providing continuity of supply by permitting the City to place orders as requirements arise in the normal course of supply operations. Accordingly, any order mailed (or received, if forwarded by other means than through the mail) to the Contractor on or before the expiration date of the contract, and providing for delivery within the number of days specified in the contract, shall constitute a valid order.

F. FOREIGN PRODUCTS:

The City of Forest Park prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is

so stated. Bidder certifies that items offered on this bid is/are manufactured and produced in the United States.

Yes X No

If "No", state the exact location of plant or facility where items will be produced:

G. CITY REQUIREMENT:

The contract will be an "Indefinite Quantity" type with City requirements to be satisfied on an "as ordered" basis. The City makes no promise, real or implied, to order any quantity whatsoever. This RFB and resulting contract will provide for the normal requirements of Forest Park, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each contractor is obligated to deliver all articles and services that may be ordered during the contract term.

H. WARRANTY AND/OR GUARANTY:

Contractor warrants that its services under this Agreement shall be free of defects in materials and workmanship for a period of ninety (90) days. The Contractor shall not be liable for indirect, special, or exemplary damages. The Contractor shall be liable for direct damages.

The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. **NOTE: FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.**

I. SAMPLES & TESTING:

Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the City, at no expense to the City. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the request for Bid. Since tests may require several days for completion, the City reserves the right to use a portion of any supplies before the results of the tests are known, without prejudice to any final adjustments, rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion. The costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the bidder.

J. LITERATURE:

When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.

K. SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with City interpretation to prevail.

L. TERM:

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed ("Commencement Date"). The Initial Term of this Agreement shall be for twelve (12) calendar months, beginning on the Commencement Date. This annual contract comes with two (2) annual options to renew. Prior to the expiration of the Initial Term, the parties have the option to renew this agreement for a First annual Renewal Term of twelve (12) calendar months. Prior to the expiration of the First annual Renewal Term, the parties have the option to renew this Agreement for a Second annual Renewal Term of twelve (12) calendar months. Without further action by either party, this Agreement will terminate at the end of the Initial Term or at the end of each annual Renewal Term. Each option to renew must be exercised prior to the beginning of each annual Renewal Term and, is only effective upon adoption and approval by the City of Forest Park Governing Authority and the Contractor in accordance with the terms of this Contract.

M. PRICING:

1. Alterations to the Price Schedule may result in the Bidder being deemed non-responsive and the bid may be rejected.
2. Price Reductions: If at any time after the date of award, the Contractor makes a general price reduction in the comparable price of any article or service covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a general price reduction under this paragraph. For purposes of this paragraph, a general price reduction shall mean any reduction in the price of an article or service offered:

- To Contractor's customers.
- In the Contractor's price schedule for the class of customers; i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract.

The Contractor shall invoice the City at such reduced price indicating on the invoice that the reduction is pursuant to General Terms and Conditions, as stated within the RFB.

3. Price Escalation Clause: During the life of the contract, the awarded bidder shall furnish price lists to the City for increases, and those of the bidder's supplier (e.g. factory) increases, as prices change. The bidder must also provide a list of the supplier's (e.g. factory's) previous price(s) to the City for purposes of comparison. Price changes will be in effect **only after receipt and approval by the Director of the Department of Finance - Purchasing.** Price lists and changes thereto are to be furnished under the contract and without charge to the City. Catalogue(s) or Price List(s) must be submitted to the Department of Finance - Purchasing, City Hall, 745 Forest Parkway, Forest Park, Georgia 30297.
4. By submission of this bid and completion of the non-collusion affidavit (Attachment F), the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization that in connection with this procurement:
 - a. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor,
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor: and
 - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

N. PAYMENT:

1. The City shall pay the Contractor based upon the accepted bid prices submitted by Bidder. Invoices should be signed by the Bidder or authorized delegate and must contain the authorizing City of Forest Park Purchase Order (PO) and/or Blanket Purchase Agreement (BPA) Number in order for payment to be processed. PO Number must also be on the delivery ticket.

A Blanket Purchase Agreement is being issued in lieu of a formal contract. Any reference to a contract refers to the BPA.

2. Invoice(s) must be submitted as follows:

- a. A copy of the original invoice(s) must be submitted to the department requesting services.

Parks & Leisure Department
785 Forest Parkway
Forest Park, GA 303297

3. The City's official payment terms are Net 30. Payment dates that fall on a weekend or on a holiday will be issued on the City's next business day.

O. ACCURACY OF WORK:

The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

P. ADDITIONAL WORK:

The City shall in no way be held liable for any work performed under this section which has not first been approved in writing by the City in the manner required by applicable law and/or the terms of this Contract. The City may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the City unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the City written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the City. No extra cost or extension of time shall be allowed unless approved by the City and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The City shall not be liable for payment for any work performed under this section which has not first been approved in writing by the City in the manner required by applicable law and/or the terms of this Contract.

Q. OWNERSHIP OF DOCUMENTS:

All documents, including drawings, estimates, specifications, and data are and remain the property of the City. The Contractor agrees that the City may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. Any reuse of the documents by the City on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

R. RIGHT TO AUDIT:

The City shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole

or in part with City funds and any documents or materials which support whose records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The City also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the City or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such locations is available, then the books, records and supporting documents shall be made available for audit at a time and location which is convenient for the City.

S. SUCCESSORS AND ASSIGNS:

The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the City. If the City consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the City and any person, or entity or other Contractor.

T. REVIEWS AND ACCEPTANCE:

Work performed by the Contractor shall be subject to review and acceptance in stages as required by the City. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

U. TERMINATION OF AGREEMENT:

The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. Both parties may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of the party, elect to terminate the Contract by delivering to the other party, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to the other party at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the City, the termination will not affect any rights or remedies of the City then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the City. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason

whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

V. INDEMNIFICATION AGREEMENT:

The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the City. The Contractor shall exonerate, indemnify, and save harmless the City, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the City Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the City Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any City Indemnitee against claims, actions, or expenses based upon or arising out of the City Indemnitee's sole negligence. As between the City Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the City Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the City Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The City has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the City, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

W. INSURANCE:

The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFB will be issued (i.e., payment and performance bonds). However, each proponent must include a copy of their liability accord insurance document with this RFB submittal. All RFBs more than \$50,000.00 will require a RFB Bond and a Performance Bond.

Successful Bidder(s) will advise their insurance agent of the City's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements. Insurance must be from companies able to do business in Georgia and acceptable to the City. The Vendor/Contractor/Subcontractor shall purchase and maintain insurance of the following types of coverage and limits of liability:

1. **Commercial General Liability (CGL)** with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - a. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
 - b. CGL coverage shall be written on ISO Occurrence form CG 00 01 0413 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
 - c. CGL coverage shall be issued on an "Occurrence" basis. "Claims Made" coverage is not acceptable.
 - d. Defense costs shall be outside of policy limits. Eroding limits coverage is not acceptable.
 - e. The CGL coverage shall not be limited by excluding coverage for work performed by subcontractors (CG 22 94, CG 22 95 or equivalent).
 - f. Owner and all other parties as required by Owner, shall be included as insureds on the CGL, using combination of ISO Additional Insured Endorsements CG 20 10 04 13 and CG 20 37 04 13, or an endorsement approved by the Owner providing equivalent or broader coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured subcontractor. It shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Therefore, coverage provided the additional insureds shall not require or contemplate contribution by any other policy or policies obtained by, or available to, and additional insured; any other such coverage shall be excess over the coverage to be provided by the subcontractor.

The limits of coverage provided to the additional insureds shall be the same as the limits available to the Vendor/Contractor/Subcontractor. Thus, in the event that the coverage obtained by Vendor/Contractor/Subcontractor contains greater limits than the minimum limits required above, the additional

insureds shall be entitled to such greater limits, and this Agreement shall be deemed to require such greater limits.

- g. Vendor/Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least three (3) years after completion of the work.
- h. The CGL coverage shall not contain any deductible that exceeds \$10,000.00. If the CGL contains a deductible, the Vendor/Contractor/Subcontractor shall be responsible for the deductible amount for any paid claim. However, Owner, at its option, can choose to pay the deductible and recoup such payment from the Subcontractor.

2. Automobile Liability

- a. Business Auto Liability with limits of at least \$1,000,000 combined single limit.
- b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
- c. Owner, and all other parties required by the Owner, shall be included as insureds on the Business Auto policy. The Business Auto policy shall be primary and non-contributory to any applicable coverage acquired by the Owner, and all required parties.

3. Commercial Umbrella

- a. Umbrella limits must be at least \$2,000,000 with such coverage to include Employers' Liability, General Liability and Automobile Liability, as underlying policies.
- b. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
- c. Umbrella coverage for each additional insureds shall apply as primary and noncontributory basis before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Employers Liability coverages maintained by the Vendor/Contractor/Subcontractor.

4. Workers Compensation and Employers Liability

- a. Workers' Compensation Insurance Coverage for all of Vendor/Contractor/Subcontractor's employees at the site of the Project, with statutory required limits.
- b. Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease and \$500,000 bodily injury by disease policy limit.

5. Personal Property

- a. Vendor/Contractor/Subcontractor shall secure, pay for, and maintain "all

risk" Property Insurance necessary for protection against the loss of all capital equipment and tools, including but not limited to: staging towers, forms, scaffolding, hoists, and cranes, that are owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor (or its employees), or by any of its Sub-subcontractors (or their employees).

- b. Owner shall not be liable for any loss or damage whatsoever to Personal Property owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor, as described in sections a) above.
- c. Failure of Vendor/Contractor/Subcontractor to secure such insurance as described in sections a) above, or failure to maintain adequate levels of such, coverage, shall not render the Owner or any of its respective agents and employees legally liable or otherwise responsible for any personal property losses by Vendor/Contractor/Subcontractor.

Additional Requirements:

- a. Vendor/Contractor/Subcontractor and Vendor/Contractor/Subcontractor's insurers waived all rights against Owner and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by any commercial general liability, commercial umbrella liability, business auto liability or workers compensation, employers liability insurance.
- b. Attached to each certificate of insurance shall be copy of Additional Insured Endorsements that are part of the Vendor/Contractor/Subcontractor's Commercial General Liability, Auto Liability and Umbrella Policy.
- c. These certificates and the insurance policies required by this Exhibit shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner.
- d. Acceptance of said certificate will not be deemed to be a waiver of the requirements of this Agreement.
- e. All policies will be written by companies licensed to do business in the state where property is located and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
- f. The foregoing provisions relative to insurance shall in no way limit or fix the liability of Vendor/Contractor/ Subcontractor to Owner, or any other person or entity in respect of any act or omission of Vendor/Contractor/Subcontractor or any breach by Vendor/Contractor/Subcontractor of any obligations or duties owing under this Agreement or otherwise imposed by law.
- g. Additional Insureds under this Agreement shall be listed as Safeway Group, Inc. and (Owner).
 - a. Certificates shall be issued and delivered to the City and must identify the "Certificate Holder" as follows:

City of Forest Park, Georgia
 Director of Finance - Purchasing
 City Hall Building
 745 Forest Parkway

Forest Park, Georgia 30297

- b. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

X. GEORGIA LAWS GOVERN:

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

Y. VENUE:

This Agreement shall be deemed to have been made and performed in the City of Forest Park, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of Clayton County, Georgia.

Z. CITY REPRESENTATIVE:

The City may designate a representative through whom the Contractor will contact the City. In the event of such a designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the City. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

AA. CONTRACTOR'S STATUS:

The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the City and the Contractor shall be that of the owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any City employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking, or retirement benefits. All services provided by

Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the City. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the City.

BB. SOLE AGREEMENT:

This Contract constitutes the sole contract between the City and the Contractor. The terms, conditions, and requirements of this Contract may not be modified. No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after the award of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein.

CC. SEVERABILITY:

If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

DD. NOTICES:

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the Director of the Department of Finance - Purchasing or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the Director of the Department of Finance - Purchasing or by the City to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the City:

Director of Finance
Department of Finance -
Purchasing
City Hall Building
745 Forest Parkway
Forest Park, Georgia
30297

If to the Contractor: Notices shall be sent to the contact information that is listed in the Bidder's Response to the RFB.

EE. GEORGIA OPEN RECORDS ACT:

Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]." Without regard to any designation made by the person or entity making a submission, City of Forest Park considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the Responder person or entity making the submission, unless a court order is presented with the submission. Bidders or Responders may wish to consult an attorney or obtain legal advice prior to making a submission.

FF. GEORGIA'S TITLE VI POLICY STATEMENT

The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all Proposers or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit RFBs in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

City of Forest Park, Georgia is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. City of Forest Park assures that no person shall on the grounds of race, color, sex, or national origin, as provided by Title VI of the Civil Rights Act of 1964, the Federal-Aid Highway Transportation Act of 1973, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. City of Forest Park further assures that no person shall on the grounds of age, low income, disability, sexual orientation or gender identity be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

City of Forest Park assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In addition, City of Forest Park will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency (LEP).

GG. COOPERATIVE PROCUREMENT

The City through the Department of Finance - Purchasing may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the

vendor will extend the same prices, terms, and conditions to the agency. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12 months following entry, renewal, or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

SCOPE OF WORK

General Information

The City of Forest Park is located nine miles south of Atlanta and five miles east of Hartsfield-Jackson Atlanta International Airport. Forest Park is the largest city in Clayton County and centrally located in the northern part of the County. It is bordered on the west by I-75, to the north by the Mountain View/Conley areas and I-285, and to the southeast by Lake City and Morrow, Jonesboro, the county seat, is located directly south of Forest Park, Clayton County is included in the Atlanta Metropolitan Statistical Area and the ten county Atlanta Regional Commission (ARC). The city's population is approximately 19,823.

Project Description

This project consists of the furnishing of sound equipment services for the City of Forest Park's annual festival events hosted by the Parks & Leisure Department. There are approximately fifteen (15) events scheduled annually. The tentative schedule is listed below:

Event Name	Date
Juneteenth Celebration	June 22, 2024 – Show Time 4pm-9pm
Fun Fridays	June 21, 2024 – Show Time 7pm-11pm
Fun Fridays	July 19, 2024 – Show Time 7pm-11pm
Fun Fridays	August 16, 2024 – Show Time 7pm-11pm
Fun Fridays	September 20, 2024 – Show Time 7pm-11pm
Forest Park Day	August 17, 2024 – Show Time 12pm-9pm
Hispanic Heritage Celebration	September 21, 2024 – (Showtime TBD)
Ultimate Tailgate Experience	August 24, 2024 – (Showtime TBD)
Ultimate Tailgate Experience	September 28, 2024 – (Showtime TBD)
Ultimate Tailgate Experience	October 19, 2024 – (Showtime TBD)
Ultimate Tailgate Experience	November 2, 2024 – (Showtime TBD)
Legislative/Executive Offices Events	TBD
Legislative/Executive Offices Events	TBD
Legislative/Executive Offices Events	TBD
Legislative/Executive Offices Events	TBD

The successful vendor(s) shall provide delivery, set-up, and breakdown of the sound equipment system, to include all labor, parts, cabling, and power necessary to produce quality sound distribution. Vendors shall provide an itemized and detailed list of items included with each line-item package listed in the price schedule.

PRICE SCHEDULE SHEET

PRICE SCHEDULE				
ITEM NO.	ITEM DESCRIPTION	NO. OF EVENTS	COST PER EVENT	LUMP SUM
1.	Main Speakers Package	15	\$ <u>1,500</u>	\$ <u>15,000</u>
2.	Stage Monitors Package	15	\$ <u>300</u>	\$ <u>4,500</u>
3.	Mixers and Microphones Package	15	\$ <u>300</u>	\$ <u>4,500</u>
4.	Power Package	15	\$ <u>1,350</u>	\$ <u>20,250</u>
5.	Labor Costs (1 Technician & 2 Stagehands)	15	\$ <u>1,390</u>	\$ <u>20,850</u>
6.	Delivery/Set-up and Breakdown/Pickup	15	\$ <u>350</u>	\$ <u>5,250</u>
GRAND TOTAL				\$ <u>70,350</u>

Note to Bidder: Provide Brand Name: Shure, Turbro sound, Falcon series Audio

More dates can be added once the NFL schedule drops for the Ultimate Tailgate Experience.

Events for Legislative and Executive Offices may require sound equipment services and those dates are to be determined (TBD) falling within the months of June - December.

The total hours for each event, to include set-up and break-down will be roughly twelve (12) to fifteen (15) hours.

BID ACKNOWLEDGEMENT FORM

I, the undersigned, acknowledge that I have read the Bid Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this bid in the exact manner requested will be just cause to reject my entire bid.

DIGITAL WORLD PRODUCTION GROUP

Name of Business Entity Submitting Bid

HENRY NESBITT PROJECT MGT

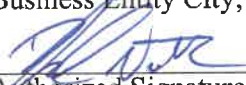
Print Name and Title of Authorized Signer

4015 VILLA LAKE RD

Business Entity Street Address

POWDER SPRINGS, GA 30127

Business Entity City, State and Zip Code



Authorized Signature

470.723.4888

Contact Person's Phone Number

HNESBITT@DIGITALWORLDLIVE.NET

Contact Person's E-mail Address

COBB

Business Entity County

Bidder acknowledges addendum(s): No. 1 X, No. 2 X, No. 3 X (If Applicable)  (Initial)

Bidder acknowledges that this bid is valid for 90 days from and including the bid opening date  (Initial)

Bidder acknowledges that bid meets or exceeds minimum specifications  (Initial)

Any deviation from minimum specifications must be explained, in detail, by bidder as to how the bid does not meet the exact specifications.

Bidder acknowledgement of Revisions to the above Terms and Conditions:

- No revisions  (Initial)
- There are revisions and they are included with the bid submittal _____ (Initial)

The above acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your bid and without it your bid is not be complete and will be subject to rejection.

THIS PAGE MUST BE RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM WILL RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE.

ATTACHMENT A**REQUIRED DOCUMENTS CHECKLIST**

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
24	Bid Acknowledgement Form*	X
25	Required Documents Checklist – Attachment A	X
26	Contractor Reference and Release Form* – Attachment B	X
27	Subcontractor Reference and Release Form, if applicable** – Attachment C	N/A
29	Contractor Affidavit* – Attachment D	N/A
30	Subcontractor Affidavit, if applicable** – Attachment D	N/A
31	Acknowledgement of Insurance – Attachment E	X
32	Non-Collusion Affidavit – Attachment F	X
33	Debarment, Suspension & Other Legal Matters Affidavit – Attachment G	X
34	Local Small Business Diversity Program – Attachment H	X

***If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.**

****These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

HENRY NESBITT

Printed Name



Signature

ATTACHMENT B**CONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

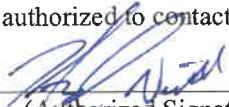
Company Name DESTINY WORLD CHURCH	Contract Period 11/22		
Contact Person Name and Title WALTER NORTH - FACILITY MANAGER	Telephone Number (include area code)		
Complete Primary Address 7400 FACTORY SHOALS RD	City AUSTELL	State GA	Zip Code 30128
Email Address WNORTH@DESTINYWORLDCHURCH.ORG	Fax Number (include area code)		
Project Name and Description LED VIDEO WALL AND SOUND INSTALL			

Company Name FOREST PARK	Contract Period JUNE - NOVEMBER 2023		
Contact Person Name and Title TARIK MAXWELL - PARKS AND RECS	Telephone Number (include area code)		
Complete Primary Address 785 FOREST PARKWAY	City FOREST PARK	State GA	Zip Code 30297
Email Address tmaxwell@forestparkga.gov	Fax Number (include area code)		
Project Name and Description SOUND FOR EVENTS / FUN FRIDAYS AND TAILGATES			

Company Name SOULSTAR TOURING	Contract Period 2018- PRESENT		
Contact Person Name and Title NORMAN - MANAGER	Telephone Number (include area code)		
Complete Primary Address 3316 A SOUTH COBB DR SE SUITE 294	City SMYRNA	State GA	Zip Code 30080
Email Address SOULSTARMGT@GMAIL.COM	Fax Number (include area code)		
Project Name and Description AUDIO SERVICES FOR MUSIQ SOULCHILD			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFB.

Signed  Title Project Manager
(Authorized Signature of Bidder)

Company Name Digital World Production Group Date 5.14.24

ATTACHMENT C**SUBCONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFB.

Signed _____ Title _____
(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)

INSTRUCTIONS TO OFFERORS:

All Offerors **must** comply with the **Illegal Immigration Reform and Enforcement Act, O.C.G.A §13-10-90, et seq. (IIREA)**. IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Offerors must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Offerors must not rely on these instructions for that purpose. The instructions are offered only as a convenience to assist Offerors in complying with the requirements of the City's procurement process and the terms of this solicitation document.

1. The attached Contractor Affidavit (Form 1) must be filled out **COMPLETELY** and submitted with the RFB.
2. The Contractor Affidavit must contain an active Federal Work Authorization User ID Number, also known as an E-Verify Company ID Number or E-Verify Number, and Date of Authorization (mm/dd/yyyy). **Please Note: The E-Verify Company ID Number is not a Tax ID Number, Social Security Number or formal contract number.**
3. If the Offeror is a Joint Venture and the Joint Venture has an EIN, **one** Contractor Affidavit must be completed by the Joint Venture and it must include the E-Verify Company ID Number issued to the Joint Venture. Each business participating in the Joint Venture does **not** need to submit a separate Contractor Affidavit.
4. If the Offeror is a Joint Venture and the Joint Venture does not have an EIN, each business participating in the Joint Venture **must** complete and submit its own Contractor Affidavit. The Contractor Affidavit must include the participating business's E-Verify Company ID Number.
5. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
6. **All Contractor Affidavits must be sworn, signed and dated in the physical presence of a notary public. The signature dates for both the authorized representative and notary public must be the same.**
7. *Subcontractor and sub-subcontractor affidavits are not required at the time of RFB submission but will be required at contract execution phase or in accordance with the timelines set forth in IIREA.
8. **Offeror's failure to comply with the above instructions may result in the Offeror being deemed non-responsive.**

¹ O.C.G.A. § 13-10-91, as amended

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: **(a)** the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; **(b)** the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; **(c)** the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; **(d)** the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; **(e)** the Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c); **(f)** the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and **(g)** Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number Date of Authorization (mm/dd/yyyy)

Name of Contractor (Legal Name of Offeror)

Name of Project/Solicitation Number

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

**The signature dates for both the authorized representative and notary public must be the same.*

Required Submittal (FORM 2b)**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization (mm/dd/yyyy)

Name of Subcontractor (Legal Name)

Name of Project/Solicitation Number

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

****The signature dates for both the authorized representative and notary public must be the same.***

ATTACHMENT E**Acknowledgement of Insurance**

I HENRY NESBITT on behalf of DIGITAL WORLD PRODUCTION GROUP ("Proponent"), acknowledge that if selected as the successful Proponent for (enter project name and number) SOUND EQUIPMENT NO. 041924, Proponent shall comply with all insurance requirements for the project listed above and any other attachments to the RFB which pertain to insurance.

Proponents understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to the award of a contract and to take all necessary steps to ensure compliance with the applicable requirements without delay. The Proponent understands, acknowledges and agrees that any failure to fully comply with the insurance requirements within 10 days of the date the Proponent receives a final contract.

By executing this Acknowledgement of Insurance, I represent that the Proponent understands and agrees to comply unconditionally with all requirements. I represent that I am authorized to make the representation contained herein on behalf of the Proponent.

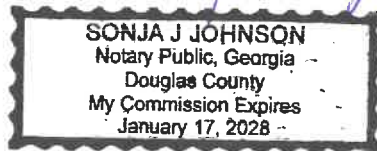

Signature of Authorized Officer or Agent

HENRY NESBITT - PROJECT MGT
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 14th DAY OF MAY, 2024


NOTARY PUBLIC

My Commission Expires: January 17, 2028



ATTACHMENT F**NON-COLLUSION AFFIDAVIT**

The undersigned proponent or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to the RFB by anyone at such letting nor to prevent any person from submitting a RFB nor to include anyone to refrain from submitting a RFB, and that this RFB is made without reference to any other RFB and without any agreement, understanding or combination with any other person in reference to such RFB. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

Dated this 14TH day of MAY, 2024

DIGITAL WORLD PRODUCTION GROUP

(Name of Organization)

HENRY NESBITT

(Print Name)

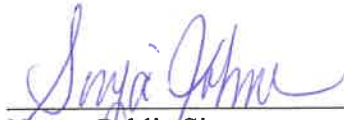
PROJECT MANAGER

(Title)

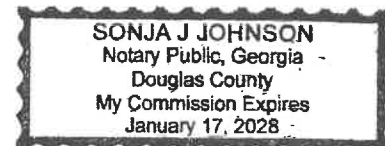

 (Signature)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 14th day of May, 2024.


 Notary Public Signature

My Commission Expires: January 17, 2028 [SEAL]



ATTACHMENT G
DEBARMENT, SUSPENSION, AND OTHER MATTERS

The Proposer, HENRY NESBITT, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this RFB been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/RFB had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the proposer is unable to certify any of the statements in this certification, such proposer shall attach an explanation to this RFB.

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.



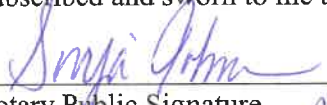
 Signature of Authorized Agent

HENRY NESBITT- PROJECT MANAGER

 Name/Title of Authorized Agent

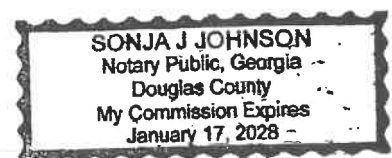
Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 14th day of MAY, 2024.



 Notary Public Signature

My Commission Expires: January 17, 2028 [SEAL]



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ATTACHMENT H

Local Small Business Diversity Program

The City of Forest Park has implemented a Local, Small Business, Diversity Program to promote full and open competition in all city contracts. LSBSD participation goals are set on a contract-by-contract basis for each specific prime contract with subcontracting possibilities. The City wants to ensure that Proponents are non-discriminatory in their process of selecting sub-contractors. The City also wants to encourage Proponents to utilize local, veteran-owned, minority, women, and disadvantaged business enterprises whenever possible.

Included in this RFB are subcontracting/subconsultant forms that all proponents will be required to complete along with their RFBs. All forms included in this solicitation must be completed for Proponent to be considered responsive.

Each Proponent must propose to achieve the LSBSD participation goal that is equal or greater than the percentage required. Each Proponent will be required to submit evidence demonstrating that “good faith efforts” were made if you cannot meet the goal.

These forms are requirements under the City of Forest Park’s Local, Small Business, Diversity Program, and it is a requirement to comply with making the “good faith effort” to achieve the goal. Failure to complete these forms will deem you non-responsive.

The participation goal for this procurement is 25 percent (25%)

A business is considered Local if they meet the following:

1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of the city;

The business or supplier must provide a copy of a current occupational tax certificate;

The business or supplier must have paid all real and personal taxes (if any) owed the city and not otherwise owe the city any funds; and

The business or supplier must certify its compliance with the Georgia Security and Immigration Act.

A Small Business means a locally based business whose average annual gross receipts or number of employees averaged over the past five years must not exceed the size standards as defined pursuant to 15 C.F.R § 121.201 et al., who demonstrates that individual owner’s personal net worth and does not exceed \$750,000.00, exclusive of the individual’s ownership interest in their primary residence and the value of the LSBSD.

LSBD Required Forms –

To be submitted with RFB:

1. LSBD-1 Covenant of Non-Discrimination: The signed agreement stating that the firm will not discriminate on the basis of a firm's size (revenue or employee count) with regard to prime contracting, subcontracting, or partnering opportunities.
2. LSBD-2 Sub-Contractor Contact Form: A list of all firms contacted to participate as LSBD sub-contractors/suppliers on a contract.
3. LSBD-3 LSBD Sub-Contractor/Supplier Utilization Form: A list of all firms procured as LSBD sub-contractors/suppliers to be utilized on a contract.
4. LSBD-4 Statement of Good Faith Efforts (Including the Checklist): Documented efforts to seek and procure the utilization of LSBD's as sub-contractors/suppliers on a contract where a goal is required.

To be submitted post-award:

5. LSBE-5 Post Award Monthly LSBD Participation Report – Contract Goal: Report detailing percentage of LSBD participation (work performed) and payments to VOB/MBE/WBE/DBE subcontractors on a monthly basis.
6. LSBD-6 Request for Subcontractor Removal/Substitution Form: Required to fill out and obtain approval if a LSBD subcontractor is being substituted following post award.

Supplements

1. Form LSBD-1, Covenant of Non-Discrimination
2. Form LSBD-2, Sub-Contractor Contact Form – Contract Goal
3. Form LSBD-3, Local, Small Business, Diversity Project Participation Plan
4. Form LSBD-4, Statement of Good Faith Efforts
5. Form LSBD-5, Post-Award-Monthly LSBD Participation Report Contract Goal
6. Form LSBD-6, Subcontractor Removal/Substitution Form

FORM LSBD-1**COVENANT OF NON-DISCRIMINATION**

The undersigned understands that it is the policy of the City of Forest Park (COFP) to promote full and equal business opportunity for all persons doing business with the City. The undersigned covenants that we have not discriminated on the basis of a firm's revenue, employee count, social or economic disadvantages, minority, gender, or veteran status, with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms LSBD-2, LSBD-3 and LSBD-4. Set forth below is the signature of an officer of the RFB entity with the City of Forest Park to bind the entity.

I, HENRY NESBITT - PORJECT MANAGER (Name, Title), on behalf of
(Company), DIGITAL WORLD PRODUCTION GROUP by my signature below, do
hereby promise:

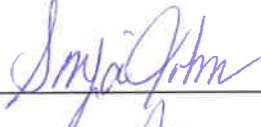
1. To adopt the policies of the City of Forest Park relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of COFP;
2. Not to otherwise engage in discriminatory conduct; To provide a discrimination-free working environment;
3. That this Covenant of Non-Discrimination shall be continuing in nature and shall remain in full force and effect without interruption; and
4. That this Covenant of Non-Discrimination shall be incorporated by reference into any contract or portion thereof which we may hereafter obtain.

We understand that our failure to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract.

By: 

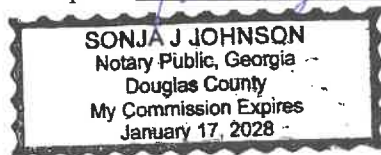
Title: PROJECT MANAGER

Sworn to and subscribed before me the 14th day of May, 2024.

Notary Public: 

My Commission Expires: January 17, 2028

[SEAL]



FORM LSBD-2**SUB-CONTRACTOR CONTACT FORM – CONTRACT GOALS**
Instructions to Contractors

The prime contractor must complete and sign the sub-contractor **contact form** and submit the completed and signed form with the RFB. Failure to submit this form will result in being deemed nonresponsive.

1. Name of contractor/supplier: Provide name of the contractor or supplier you contacted to perform on the task order.
2. Contact Name, Address and Phone Number: Provide the contact information of the contractor/supplier you contacted.
3. City of Forest Park Business License: State if the contractor/supplier you contacted is a City of Forest Park Licensed business.
4. Type or work solicited for: Describe the type of work for which you are soliciting from the contractor/supplier.
5. Business Ownership (Enter Code): State whether the contractor/supplier you contacted is an MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, or VOB – Veteran Owned Business (if applicable)
6. Results of Contact: Describe the results of your contact.
7. Sign and date the form.



CITY OF
FORESTPARK
FORM LSBDD-2

CITY OF FOREST PARK

SUBCONTRACTOR CONTACT FORM

List all subcontractors or suppliers (*LSBE and Non-LSBD*) that were **contacted** regarding this project

Name of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact
John Smith	Company ABC 123 Main Street Morrow, GA 30260 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	Will perform as sub

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Sample

FORM LSBD-3

LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

Instructions to Contractors

The Proponent must complete the project participation plan for sub-contractor/supplier utilization and **submit the form with the RFB**. Failure to submit this form will result in a RFB being deemed “nonresponsive”. Each project participation plan for sub-contractor/supplier must include the following:

1. Name of subcontractor/supplier: Provide name of the subcontractor or supplier contacted to perform work on the project.
2. Contact Name, Address & Phone Number: Provide contact information of the subcontractor/supplier contacted.
3. City of Forest Park Business License: State if the subcontractor/supplier contacted is a City of Forest Park licensed business.
4. Type or Scope of Work to be Performed: Describe the type or scope of work subcontractor/supplier will perform.
5. Certification of Business Owner: Provide minority code/classification (if applicable). Examples include, but not limited to: Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Veteran Owned Business (VOB), etc.
6. Estimated Dollar Value of Work: Provide an estimated dollar value for the work to be performed by subcontractor/supplier within the project scope.
7. Percentage of Total RFB Amount: Provide an estimated percentage of the total RFB amount that will be paid to the subcontractor/supplier.
8. Signature of Proponent: All LSBD Participation Plans must be signed and dated by Proponents.

Estimated Dollar Value of the Work / Total RFB Amount = % of Total RFB Amount

FORM LSBD-3

CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

List all subcontractors/suppliers, including lower tiers, to be used on this project.

Name of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or no)	Type of Work to be Performed	Owner of Business (See code below)	Dollar (\$) Value of Work	Percentage of Total RFB Amount
John Smith	Company ABC 123 Main Street Forest Park, GA 30297 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	\$4200	8.4%

Total Local Business, % Total Small Business % Total Minority Business %

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Proponent's Company Name: Date: FC#: Project Name: Signature:

Sample

FORM LSBD-4**STATEMENT OF GOOD FAITH EFFORTS**Instructions:

If you will not meet the Local Small Business Diversity (LSBD) goal set forth in the RFQB, in addition to the information included on the LSBD Form 2 Sub-contractors Contact Form submitted with your RF, please provide a narrative explanation of why you cannot meet the LSBD goal and the steps taken to include LSBDs in your RFB. Describe specific actions (i.e. phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individuals from your organization who performed these activities. Attach additional pages as needed.

CERTIFICATION OF GOOD FAITH EFFORTS

I hereby attest that I have exercised good faith efforts to meet the Local Small Business Diversity goal for this RFB. Despite such good faith efforts, I have not been able to meet the LSBD goal for this RFB.

(Name of Organization)

(Print Name)

(Title)

(Signature)

(Date)

FORM LSB-4 (Cont'd)

STATEMENT OF GOOD FAITH EFFORTS

Checklist

A Proponent that does not meet COFP's LSB participation goal is required to demonstrate that it made "good faith efforts." Please indicate whether or not any of the following actions were taken:

- | | Yes | No | |
|-----|--------------------------|--------------------------|---|
| 1. | ☐ | ☐ | Attendance at a pre-bid meeting, if any, scheduled by COFP to inform LSBs of subcontracting opportunities under a given solicitation; Advertisement for solicitation of LSBs in general circulation media, trade association publications, and minority- focus media, to provide notice of subcontracting opportunities. |
| 2. | ☐ | ☐ | Advertisement in general circulation media at least seven (7) days prior to RFB opening any and all Sub-contractor opportunities. Proof of advertisement must be submitted with the RFB. |
| 3. | ☐ | ☐ | Provided interested LSBs with timely, adequate information about the plans specifications, and other such requirements of the Contract to facilitate their quotation and conducted follow up to initial solicitations. |
| 4. | ☐ | ☐ | Provided written notice to LSBs that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified sub-contractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained. |
| 5. | ☐ | ☐ | Efforts were made to divide the work for LSB subcontracting in areas likely to be successful and identify portions of work available to LSBs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a Proponent to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting. |
| 6. | ☐ | ☐ | Efforts were made to assist potential LSB sub-contractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that an LSB could not readily and economically obtain them in the marketplace. |
| 7. | ☐ | ☐ | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSBs. |
| 8. | ☐ | ☐ | Communication with the COFP Procurement Department seeking assistance in identifying available LSBs. |
| 9. | ☐ | ☐ | Exploration of joint venture opportunities with LSBs. |
| 10. | ☐ | ☐ | Other actions (specify): |

Please explain any "no" answers listed above (by number):

This list is a guideline and by no means exhaustive. The City of Forest Park will review these efforts, along with other documents, towards assessing the Proponent's efforts to meet COFP's LSB goal. If you require assistance in identifying certified LSBs, please contact the Procurement Department at procurement@forestparkga.gov or at 404-366-4720.

FORM LSBD-5

POST AWARD MONTHLY LSBD PARTICIPATION REPORT – CONTRACT GOAL

Instructions to Contractors

The prime contractor must complete the **participation report** and submit the form with each pay application to the COFP Department Project Manager in charge of the contract. Failure to submit this form will result in payment application being deemed incomplete.

1. Report Number: Reports must be consecutively numbered. It will only be necessary to submit a report in a period when the approved VOB/MBE/WBE/DBE has performed a portion of the work that has been designated for the contract.
2. Date: Actual date of the report.
3. Pay application period end date: Reports must acknowledge the end date for the period for which is being reported.
4. VOB/MBE/WBE/DBE Amount: The amount of the contract for which the VOB/MBE/WBE/DBE will earn.
5. Prior Earned Pay Application Amount: The amount previously submitted for payment on pay application.
6. Current Earned Pay Application Amount: The amount submitting with current payment application.
7. Earnings To-Date: The actual amount that each VOB/MBE/WBE/DBE has earned to-date under the contract.
8. Percent of Contract: This percentage is calculated using the contract amount and the total VOB/MBE/WBE/DBE earnings-to-date. Divide the total contract amount by the total VOB/MBE/WBE/DBE earnings-to-date.
9. Certification: The contractor's authorized representative must sign this form prior to submittal.

GENERAL INFORMATION

When the approved VOB/MBE/WBE/DBE is to provide materials, goods or services, this completed form must be submitted to the COFP Department Project Manager. The prime contractor must notify COFP of any changes to VOB/MBE/WBE/DBE firms.

When the prime contractor is an approved LSBD, it will only be necessary to complete the total LSBD earnings to-date. Joint ventures between non-LSBD and certified LSBD: Only that portion of the work for which the LSBD is responsible may be used to satisfy the requirement.

It is not necessary to complete this form if there are no subcontracting opportunities available for the use of VOB/MBE/WBE/DBE firms.

FORM LSB-D-5

POST AWARD – LSB-D PARTICIPATION REPORT – CONTRACT GOAL

PROJECT NO. (S): _____

REPORT NO.: _____

CONTRACTOR: _____

DATE: _____

CONTRACT AMOUNT: \$ _____

PAY APPLICATION PERIOD END DATE: _____

Check if final payment >>> ☐ FINAL PAYMENT

% LSB-D GOAL _____

VOB/MBE/WBE/DBE AMOUNT \$: _____

NAME OF APPROVED VOB/MBE/WBE/DBE	DESCRIPTION OF WORK	PRIOR EARNED PAY APPLICATION AMOUNT	CURRENT EARNED PAY APPLICATION AMOUNT	EARNINGS TO-DATE

TOTAL VOB/MBE/WBE/DBE EARNINGS TO-DATE: _____

% CONTRACT: _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT AND SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY COFP AT ANY TIME.

SIGNED _____ CONTRACTOR

REMARKS _____

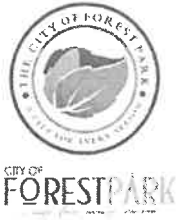
FOR DEPARTMENT USE ONLY:

THIS DOCUMENT HAS BEEN REVIEWED AT THAT PROJECT LEVEL BY:

SIGNED _____ TITLE _____

THIS DOCUMENT HAS BEEN REVIEWED AT THE PROGRAM LEVEL BY:

SIGNED _____ TITLE _____



FORM LSB-D-6

Request for Subcontractor Removal/Substitution

Prior to submitting this form to the Department of Finance – Purchasing you must notify the LSB-D in writing of your intent and allow the LSB-D five (5) days to respond.

Request Date:		Contract/Project #:	
Contract Value:	LSB-D Contract Amount:	Amount Paid to LSB-D:	
Prime Contractor Name:			
Prime Contractor Address:			
Prime Contact Name:	Prime Contact Email:	Prime Contact Phone:	
Name of LSB-D Firm:		LSB-D Contact Name:	
LSB-D Firm Address:	LSB-D Email:	LSB-D Phone:	

Was LSB-D firm given five (5) days written notice of intent? ☐ Yes or ☐ No If yes, please attach written notice.
 Will the LSB-D goal for the project still be met? ☐ Yes or ☐ No or ☐ N/A

Reason(s) for removal/substitution. **Check all that apply**

- ☐ The listed LSB-D is no longer in business.
- ☐ The listed LSB-D requested removal.
- ☐ The listed LSB-D failed or refused to perform under the terms of the contract or failed to furnish the listed materials.
- ☐ The work performed by the listed LSB-D was unsatisfactory and was not in accordance with the scheduled specifications.

Name/Address of Substitution Contractor:	Is the substituted contractor an LSB-D? ☐ Yes or ☐ No
Fully describe the type of work the substitute subcontractor will perform:	

Prime Authorized Signature:	Date:
Approved ☐ Rejected ☐	Reason for rejection:
Procurement Manager Authorized Signature:	Date:

This form must be completed and submitted (with all required documentation) to the Department of Finance – Purchasing

Equipment List: FOREST PARK EVENTS

Client:	City of Forest Park	Project number:	881
Location:	Starr Park Pavilion @ Forest Park	Weight:	1,968.00 KG
	Forest Parkway 803	Account manager:	Henry Nesbitt
	30297 Forest Park		
	Created on:		04/11/2024 07:10pm

Time schedule

Name	From	Until
Usage period	04/11/2024 11:00am	04/12/2024 06:00pm
Planning period	04/11/2024 11:00am	04/12/2024 11:00pm

Equipment

Quantity	Name	Code	Total
Audio			
4	[] FS-18X Dual 18 Subwoofer	494	8
1	[] Falcon Series Line Array Sound Package #1	648	1
4	[] FS-18X Dual 18 Subwoofer	494	8
2	[] NL4 Cable 100'	563	4
2	[] NL4 Cable 50'	562	18
2	[] NL4 Jumper 3'	559	16
8	[] FS-10X Falcon Series Line Array	492	8
1	[] FS-10X Amp Rack Case	487	1
3	[] FS-4000X 2x4000W Amplifier	490	
1	[] 4.8DPX System Processor 4x8	491	
6	[] NL4 Jumper 1.5'	558	26
2	[] FS-10X Array Fly Frame	650	2
8	[] Turbo Sound TFM122M-AN	674	8
2	[] Shure Axient AD4Q 4 CH. Microphone Package	619	2
2	[] Shure Axient AXT600 Spectrum Manager	527	2
2	[] Radial Catapult Cat 5 To XLR 4 CH. Audio snake	620	2
12	[] Shure SB900 Rechargeable Lithium-Ion Battery	531	12
4	[] PA825 Coax Antenna Cable 25 ft	501	4
8	[] Shure RF Mic Clip	540	8
4	[] Shure UA874 Active Directional Antenna Paddle	535	4
4	[] 1/2 Wave Antenna Wideband UA8 470- 636 MHz	593	4
2	[] IEC power cable	489	2
2	[] Shure Axient SBRC Rackmount Charging Station	528	2
2	[] OCD Custom 4U Litefly Rack Space	623	2
4	[] Cat 5 Jumper cable	488	4
1	[] DLIVE C1500 Package	625	1
1	[] DLIVE CDM48 MixRack	508	1
1	[] DLIVE C1500 Digital Mixer	505	1
1	[] DLIVE Dante Card	509	1
1	[] DLIVE Waves Card	510	1
1	[] DLIVE S3000 Digital Mixer	503	1
1	[] NL4 / NL8 Kit	581	1
8	[] NL4 Cable 15'	561	8

DIGITALWORLD live

Quantity	Name	Code	Total
20 []	NL4 Jumper 1.5'	558	26
16 []	NL4 Cable 50'	562	18
14 []	NL4 Jumper 3'	559	16
2 []	NL4 Cable 100'	563	4
1 []	OSP Pro Workbox Road Cases	659	1
1 []	Mic Cable Package	TEMP	1
1 []	Band Mic Package	TEMP	1
1 []	Mic Stand Kit	TEMP	1
15 []	Audio Rental	TEMP	15
Power			
15 []	Generator	TEMP	15
1 []	DWL Power Distros	663	1
1 []	Feeder Camlock 100'	574	1

Signature company

Signature customer

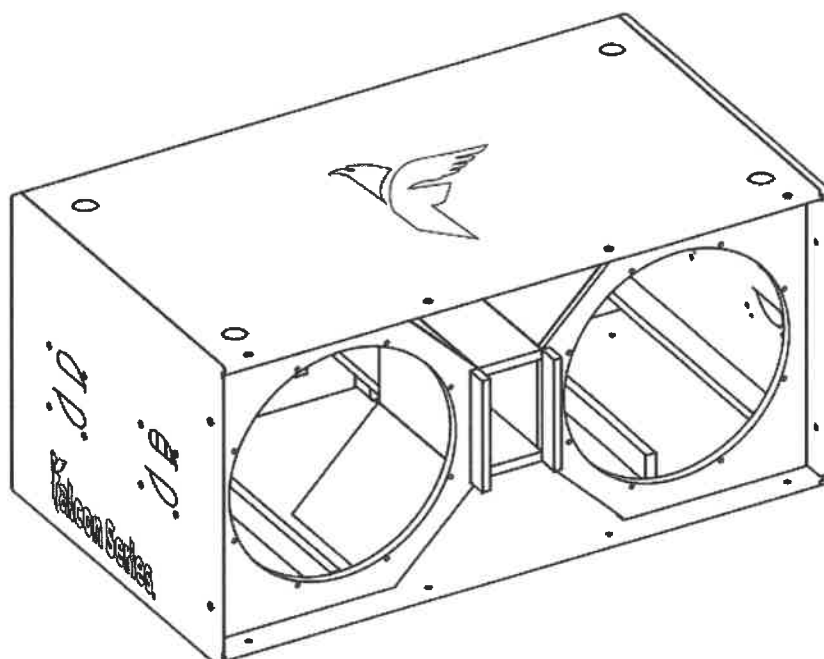
Compact Line Array Speaker System

[Home](#)[FS-10X Compact Line Array](#)[FS-18X Dual 18" Subwoofer](#)[Contact Us](#)

FS-18X Dual 18" Subwoofer

The high efficient FS-18X dual 18" subwoofer reproduces enormous low frequencies extending down to 30Hz. The cabinet is made from a high-grade Baltic birch plywood and finished with an anti-scratch and water-resistant protective texture coating. Along with its ground-stack configuration, this enclosure allows for a cardioid deployment.

- LF Driver Size: 2 x 18"
- Power Rating (RMS): 1800W
- Impedance: 8 ohms
- Inputs: 2 x Neutrik
- Frequency Range (-10db): 30Hz-180Hz
- Maximum Peak SPL: 141dB
- Enclosure Material: 18mm Birch Plywood
- Dimensions (H x W x D): 22" x 49" x 26"
- Weight: 168 lbs.



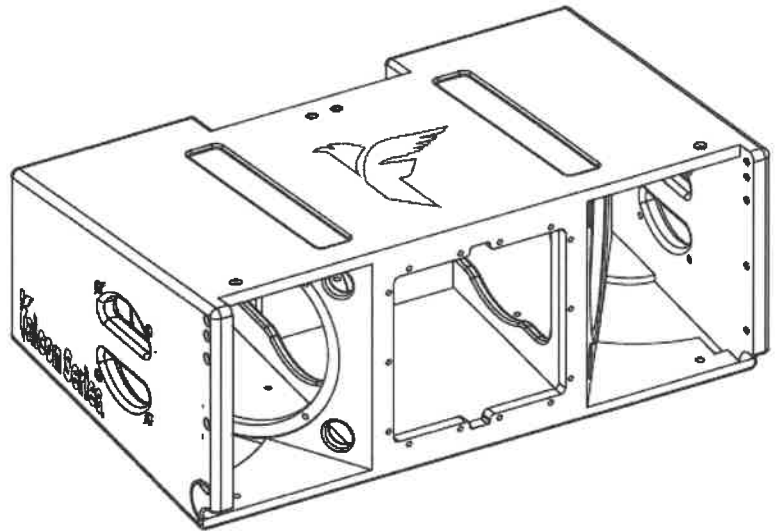
Compact Line Array Speaker System

[Home](#)[FS-10X Compact Line Array](#)[FS-18X Dual 18" Subwoofer](#)[Contact Us](#)

FS-10X Compact Line Array

Focus around size and power, The FS-10X is a two-way passive compact line array loudspeaker containing dual 10" LF drivers and a single 3" HF compression driver. This high performance loud speaker delivers outstanding performance with a 138 dB SPL level and a smooth throw distance beyond 130ft.

- Bi - Amp
- LF Driver Size: 2 x 10"
- HF Driver Size: 1 x 3"
- Power Rating (RMS): HF: 120W LF : 800W
- Impedance: 16 ohms
- Inputs: 2 x Neutrik
- Frequency Range (-10db): 40Hz-18kHz
- Maximum Peak SPL: 138dB
- Horizontal Coverage Angle: 100 Degrees
- Vertical Coverage Angle: 10 Degrees
- Enclosure Material: 18mm Birch Plywood
- Dimensions (H x W x D): 12" x 29" x 18"
- Weight: 78 lbs.



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Turbosound TFX122M-AN 1100- Watt 12" 2-Way Active Stage Monitor



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Listings Product Details Similar Products Price Guide Reviews



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Used – Mint

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Dorval, Canada
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The 2-way full range TFX122M-AN is a 1,100 Watt 12" powered loudspeaker system that is ideally suited for a wide range of portable speech and music sound reinforcement applications. Designed to work i... [read more](#)

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Dorval, Canada
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+ \$22.89 Shipping

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ShippingFREE Sweetwater
SupportFREE 2-year
Warranty

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Transmitter
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+ FREE ShippingShure UA874 Active
Directional Antenna
(470-698 MHz)
\$404.00
+ FREE ShippingShure AD610 Diversity
ShowLink Access Point
\$508.00
+ FREE ShippingShure AD2/B58
Wireless Handheld
Microphone
Transmitter
\$1,101.00
+ FREE ShippingShure AD2/K9B
Wireless Handheld
Microphone
Transmitter
\$1,835.00
+ FREE ShippingShure AD2/B87A
Wireless Handheld
Microphone
Transmitter
\$1,213.00
+ FREE ShippingShure
Wirele
Mi
Tre
\$1
+ FRI

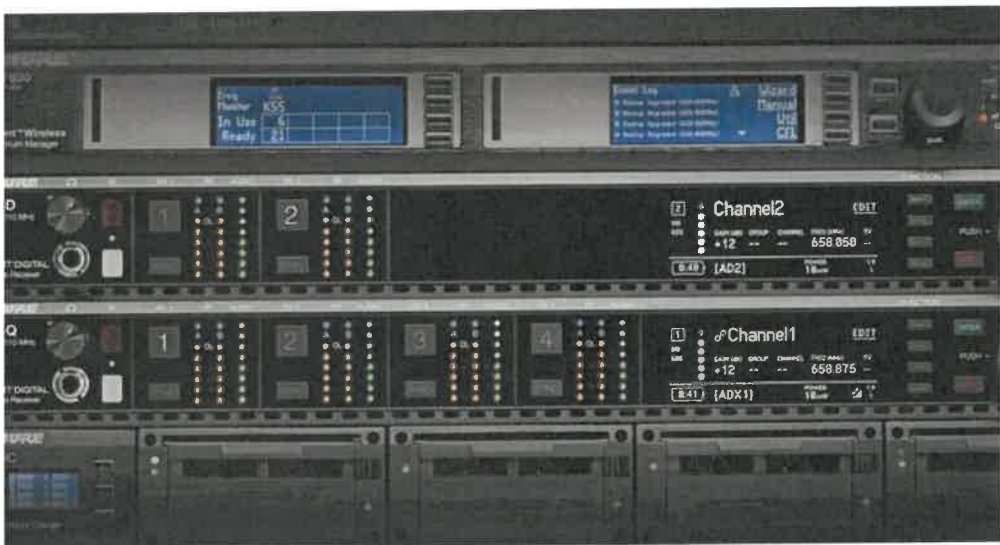
SHURE

CHECK OUT OUR EXCLUSIVE
WIRELESS MICS BUYING GUIDE



World-class sound quality and transmission security

We've used a lot of wireless technology over the years at Sweetwater, and the sound quality of Shure's Axient digital wireless is second to none. Wireless transmission latency is an ultra-low 2ms, best in its class. Transmissions remain secure, thanks to AES 256-bit encryption, making Axient the perfect choice for government facilities and other sensitive installations.



Frequency diversity for maximum reliability

Axient wireless stands out in the wireless realm with its Frequency Diversity capability. It essentially allows transmission of a single source on two independent radio frequencies — Axient continuously analyzes signal quality and uses both frequencies for optimized performance. You'll experience no interruptions, dropouts, or audio artifacts caused by direct RF interference.

All Axient wireless receivers and transmitters have a wide tuning range up to 184MHz for maximum spectrum coverage. And when you need to your system's channel count, switch on Axient's High Density mode for a dramatic increase in channel count while maintaining maximum audio quality and reliability.



Sold Separately

Manage your wireless gear with ShowLink Remote Control

Using Axient wireless, you'll be able to make remote adjustments to all ADX transmitter parameters in real time, using a wireless network connection between linked transmitters and receivers. At any point in the show, you'll be able to adjust transmitter settings without leaving your mix position. You can change frequencies, enable RF mute, adjust RF output power, and much more.



Wireless Workbench software and ShurePlus Channels app

Designed to give you complete control over your Axient wireless system, Shure's Wireless Workbench software provides advanced RF spectrum and Timeline plotting, frequency coordination, and live performance monitoring. You can also use your iOS device with the ShurePlus Channels app for control and system monitoring.



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Allen & Heath dLive C1500 12 Fader Control Surface for MixRack

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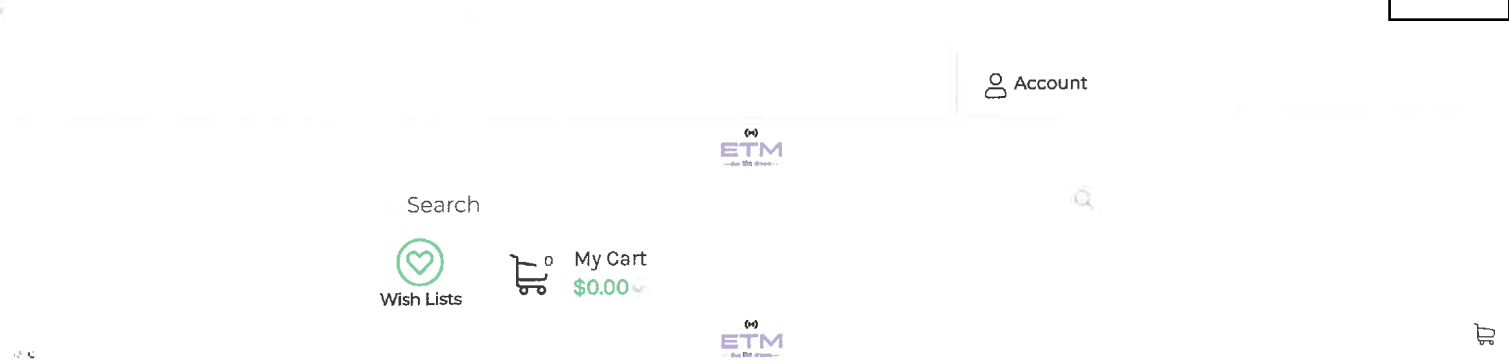
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s4e5 Allen & Heath dLive c1500 at the shop, Live Aug. eers Mixing



Product Specifications:

- Type: dLive Control Surface
- Channels: 12 faders with six layers of mixing
- Inputs - Mic Preamps: 6 x XLR (mic/line)
- Phantom Power: 6 channels
- Inputs - Digital: 1 x XLR (AES/EBU)
- Outputs - Digital: 1 x XLR (AES/EBU)
- Busses/Groups: 6 x XLR (line out)
- Headphones: 1 x 1/4", 1 x 1/8"
- USB: 2 x Type A
- Computer Connectivity: USB (2 x 2)
- Word Clock: 1 x BNC In/Out
- Faders: 12
- EQ Bands: 4-band parametric, Graphic EQ
- Effects: 16 RackExtra FX
- Screen: 12" touchscreen
- Rackmountable: Yes
- Height: 12.8"
- Depth: 26.2"
- Width: 19"
- Weight: 39.7 lbs.



Home / Pro Audio / Allen & Heath
/ Allen & Heath dLive S3000 Control Surface for MixRack

Allen & Heath dLive S3000 Control Surface for MixRack

Allen & Heath

\$24,999.00

★ ★ ★ ★ ★ (No reviews yet) Write a Review

SKU:
168634

UPC:
6938122242463

Condition:
New

Shipping:
Free Shipping



an analogue mixer, dLive is a true digital native, drawing on our familiarity with the ubiquitous smartphones and tablets that we all use without thinking. The single or twin 12" capacitive touchscreens on the dLive consoles feel instantly familiar, responding to every pinch, swipe, drag and drop exactly how you'd expect them to. Bespoke 'widget' areas can also be set up on the screens to keep track of scenes, meters, FX and other custom controls. The screen is framed by a set of one knob / one function rotary controls, allowing the creativity and immediacy of tactile control over key processing functions, working in harmony with the visual feedback displayed on the screen. The rotary knobs have been prototyped 20+ times to achieve optimal grip and precision control, and feature RGB illumination, with colours mapped to functions for instant visual orientation.

Transparent Workflow

As systems become ever more complex and as I/O counts grow exponentially, engineers can find themselves feeling increasingly removed from the action on stage as they are drawn more and more into managing the arsenal of technologies at their disposal. Throughout the dLive design process our guiding aim has been to create fast and transparent workflows that allow the engineer to focus on the mix, not the mixer. The dLive layout is fully customisable, allowing the user to create a mixing interface that matches their own mental map of the show. Every input or mix can be assigned to any and every bank and / or layer, virtual scribble strips allow inputs and mixes to be clearly named and colour coded for at-a-glance navigation, and the engineer has no less than 26 assignable SoftKeys at their disposal, plus 3 pages of 6 assignable rotaries per screen.

Built To Endure

Maybe it's no coincidence that our lead mechanical designer on the dLive project used to be a tank commander. All dLive consoles have been designed to deliver the optimal balance between strength and weight, employing higher grade metal on the sides and folded steel at key points for added rigidity. Not only does every console, MixRack and expander have dual power supply slots for redundancy, but we've also employed the same rugged, hot-swappable PSU design across the range for maximum peace of mind and minimum inventory. Dual redundancy is also built into every audio connection throughout the system. We have also paid particular attention to console illumination, conducting rigorous trials to ensure that dLive excels in the sunny, outdoor settings where many digital consoles become almost unusable.

Features:

- 20 faders
- Fully assignable layout – 120 fader strips
- Harmony UI integrates screen and wrap-around controls
- Single 12" capacitive touchscreen
- Gesture control – pinch, swipe, drag 'n drop
- Dedicated multi-mode EQ view
- Configurable widget areas for Scenes, meters, FX and more
- 3 pages of 6 assignable rotaries
- 26 assignable SoftKeys
- Engineer's Wedge and IEM fader strips
- Comprehensive multipoint metering
- Daylight visibility
- USB stereo recording and playback
- 8 XLR mic/line in, 8 XLR line out

File Attachments for Item:

3. Council Discussion on the 1st Annual Renewal for City-Wide Pest Control Services with Omega Pest Control – Procurement/Public Works

Background/History:

The Department of Public Works is requesting approval to execute its 1st annual renewal option for city-wide pest control services with Omega Pest Control under the same prices, terms, and conditions. This vendor will continue to provide on-site pest control and rodent removal services as needed, servicing a total of 18 buildings throughout the city.

ANNUAL TOTAL: \$6,360 – these costs will be appropriated and paid monthly by each department under their Professional Services line-item budget.

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval of 1st Annual Renewal for City-Wide Pest Control Services with Omega Pest Control – Procurement/Public Works

Submitted By: Nigel Wattley

Date Submitted: 5-27-2025

Work Session Date: 6-2-2025

Council Meeting Date: 6-2-2025

Background/History:

The Department of Public Works is requesting approval to execute its 1st annual renewal option for city-wide pest control services with Omega Pest Control under the same prices, terms, and conditions. This vendor will continue to provide on-site pest control and rodent removal services as needed, servicing a total of 18 buildings throughout the city.

ANNUAL TOTAL: \$6,360 – these costs will be appropriated and paid monthly by each department under their Professional Services line-item budget.

Action Requested from Council:

Council approval to extend the contract with Omega Pest Control Services for an additional 1 year.

Cost: \$ 6,360

Budgeted for: ☒ **X** **Yes** ☐ **No**

Financial Impact:

This item is budgeted for the FY25/26 budget year

PEST CONTROL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made and entered into this 20 day of May, 2024 by and between the **CITY OF FOREST PARK, GEORGIA**, a limited corporation, ("City") and **OMEGA PEST SOLUTION LLC**, a Georgia corporation ("Contractor").

WHEREAS, the City desires to engage Contractor, and Contractor agrees to render certain pest control services to the City pursuant to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. **SERVICES.** Contractor agrees to provide monthly pest control services and rodent removal to the City as detailed in **Exhibit A** ("Services"). If any services to be performed are not specifically listed in Exhibit A or herein, but are reasonably necessary to accomplish the purpose of this Agreement, Contractor agrees to perform such services at the direction and approval of the City Manager or his/her designee. In the event of any conflict between the terms of Exhibit A and this Agreement, the terms of this Agreement shall control.
2. **COMPENSATION.** In consideration for Services, the City shall pay to Contractor a fee not to exceed the amounts indicated in **Exhibit B** ("Fee Schedule"). The City agrees to pay Contractor's invoices within thirty (30) days of receiving same. As the City is a local government entity and thus exempt from sales taxation, notwithstanding the terms of the proposal, Contractor acknowledges that the City shall not be responsible for payment of any sales taxes on any invoices submitted for the services provided under this Agreement.
3. **TERM.** This Agreement shall commence on the date all parties have executed this Agreement ("Effective Date") and shall terminate absolutely without further obligation on the part of the City upon June 30, 2025 ("Initial Term"). This Agreement shall automatically renew upon the same terms and conditions at the expiration of the Initial Term and terminate at the end of each succeeding calendar year for which it may be renewed, for a total term not to exceed three (3) years from the Effective Date, unless the City provides written notice of non-renewal to Contractor thirty (30) days prior to the expiration of the applicable renewal term, or if the Agreement is otherwise terminated pursuant to the terms herein.
4. **RELATIONSHIP OF THE PARTIES.**
 - (a) **Independent Contractors.** Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between the City and Contractor. It is expressly agreed that Contractor is acting as an independent contractor and not as an employee in providing the Services under this Agreement.

- (b) Employee Benefits. Contractor shall not be eligible for any benefit available to employees of the City including, but not limited to, workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.
- (c) Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Contractor under this Agreement. Contractor shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Services for the City.

5. **WARRANTY ON SERVICES RENDERED.** The Contractor warrants its Services and shall be (i) performed as stipulated in the bid/proposal documents and conform to all specifications; (ii) performed by personnel experienced in and capable of doing the kind of work assigned to them; and (iii) performed in accordance to all applicable federal, state, and local laws, regulations, rules and policies.

6. **TERMINATION FOR DEFAULT.**

- (a) The City may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days after receipt of notice from the City specifying such failure.
- (b) In the event the City terminates this Agreement in whole or in part as provided in subparagraph (a) above, the City may procure, upon such terms and in such manner as the City may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for the same, including without limitation all cost and expenses of the type specified in the "WARRANTY" paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.
- (c) Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond

the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean subcontractor at any tier.

- (d) If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the "Termination for Convenience" paragraph of this Agreement.
 - (e) The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
7. **TERMINATION FOR CONVENIENCE.** The City may at any time by written notice terminate all or any part of this Agreement for the City's convenience. If this Agreement is terminated, in whole or in part, for the City's convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor's failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.
8. **DISPUTES.** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the City's direction.
9. **INDEMNIFICATION.** To the fullest extent permitted by law, Contractor agrees to indemnify and hold harmless the City and its governing officials, agents, employees, and representatives (collectively, the "City Indemnitees") from and against any and all liabilities, demands, losses, damages, fines, penalties, costs or expenses (including reasonable attorney's fees and costs), incurred by any City Indemnitee as a result of or arising out of (i) the wrongful misconduct or negligence (including fraud) of Contractor or its employees, agents, and representatives in performing this Agreement; (ii) a material breach by Contractor of its covenants; or (iii) failure by Contractor or its employees, agents, and representatives to comply with all applicable federal, state, or local law, rule or regulation in connection with services provided under this Agreement. These obligations shall survive termination.

10. RISK MANAGEMENT REQUIREMENTS. The Contractor shall abide by the City's applicable Risk Management Requirements, attached to this Agreement as **Exhibit C** and incorporated herein by reference.

11. STANDARD OF PERFORMANCE AND COMPLIANCE WITH APPLICABLE LAWS.

- (a) Contractor warrants and represents that it possesses the special skill and professional competence, expertise, and experience to undertake the obligations imposed by this Agreement.
- (b) Contractor agrees to perform in a diligent, efficient, competent, and skillful manner commensurate with the standard of care ordinarily provided by engineering/architectural professionals practicing in the same or similar locality under the same or similar circumstances, and to otherwise perform as is necessary to undertake the Services required by this Agreement.
- (c) Contractor warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations, relating to the provision of the Services to be provided by Contractor hereunder or which in any manner affect this Agreement.

12. WORK ON THE CITY'S DESIGNATED PREMISES. In the event that the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the City's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all safety regulations.

13. CONFLICTS OF INTEREST. Contractor warrants and represents that:

- (a) The Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing;
- (b) Contractor is not presently subject to any agreement with a competitor or with any other party that will prevent Contractor from performing in full accord with this Agreement; and
- (c) Contractor is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement. The parties agree that Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

14. ASSIGNMENT AND SUBCONTRACTING. The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor subcontract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the City. No assignment or subcontract by the Contractor,

including any assignment or subcontract to which the City consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all of the Contractor's obligations under the warranty provisions of this Agreement.

15. ATTORNEYS' FEES. Both parties agree to pay reasonable attorneys' fees to the other party should either party be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the other party.

16. GOVERNING LAW AND CONSENT TO JURISDICTION. This Agreement is made and entered into in the State of Georgia, and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the state courts of Clayton County, Georgia.

17. NOTICES. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties.

If to the City:

City Manager
City of Forest Park
745 Forest Parkway
Forest Park, Georgia 30297

With copies to:

Forest Park City Attorney
Denmark Ashby LLC
100 Hartsfield Centre Pkwy., Ste. 400
Atlanta, Georgia 30354

If to the Contractor:

18. NON-WAIVER. The failure by either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict performance with every provision of this Agreement.

19. SEVERABILITY. If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

20. INTERPRETATION. The Parties acknowledge that this Agreement and all the terms and conditions herein have been fully reviewed and negotiated by the Parties. Having acknowledged the foregoing, the Parties agree that any principle of construction or rule of law that provides that, in the event of any inconsistency or ambiguity, an agreement shall be

construed against the drafter of the agreement shall have no application to the terms and conditions of this Agreement.

21. **AMENDMENTS.** Any and all modifications or changes to this Agreement must be in writing and signed by the parties to this Agreement.
22. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall constitute the original, but all of which taken together shall constitute one and the same Agreement. PDF signatures shall constitute original signatures.
23. **ENTIRE AGREEMENT.** This Agreement, which includes the exhibits attached hereto, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written. In case of conflict between any term of the Contractor's Bid/Proposal and this Agreement, the terms of this Agreement shall control unless otherwise stated herein.
24. **CAPTIONS.** The captions appearing herein are for convenience of reference only and shall not affect the meaning or interpretation of this Agreement or any clause or provision hereof.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, said parties have hereunto set their seals the day and year written below.

Executed on behalf of:

CITY OF FOREST PARK, GEORGIA,

BY: _____

TITLE: Angelyne Butler, Mayor

ATTEST (sign here):

NAME (print):

DATE:

Kandi Rainey

Kandi Rainey

7/2/2024



[SIGNATURES CONTINUED ON NEXT PAGE]

Executed on behalf of:

CONTRACTOR: OMEGA PEST SOLUTION LLC

BY (sign here):

Name (print):

Title:

Kudurika C. Martin
Kudurika C. Martin (KC)
Director of operations

[Corporate Seal]

ATTEST (sign here):

Name (print):

Title:

DATE:

RESOLUTION NO. 24-53

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO AWARD A PEST CONTROL SERVICES CONTRACT TO OMEGA PEST SOLUTION LLC.

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

WHEREAS, in an effort to centralize some of our professional services throughout the City. The City of Forest Park initiated a competitive bidding process for citywide pest control services on March 14th, 2024.

WHEREAS, Omega Pest Solution LLC was the lowest and most responsible vendor.

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

SECTION 1. Approval of Vendor. The city-wide pest control services contract is hereby awarded to Omega Pest Solution LLC in the annual amount of \$5,940.00.

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

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

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

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

[SIGNATURES ON FOLLOWING PAGE]

SO RESOLVED this 20th day of May, 2024.

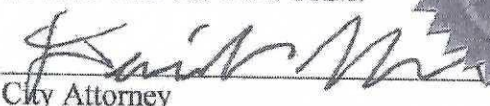

Angelyne Butler, Mayor

ATTEST:


Randi Rainey, City Clerk



APPROVED AS TO FORM:


City Attorney

SCOPE OF SERVICES

SPECIFICATIONS AND SCOPE OF WORK This section stipulates the elements of the BID under evaluation. Please remember that your solution will be evaluated for content, thoroughness, and clarity of response to all criteria requested in this Bid. Respond precisely and concisely to each and all specific questions and/or topics by providing the requested information on separate pages, clearly labeled in your response (IE 5.4). CITY OF FOREST PARK is not responsible for locating data included in your response that is not properly identified as instructed.

5.2 References- Contractor must submit three comparable references of contracts of similar scope and work. References must be filled out on the forms provided including all requested information.

5.3 All work shall be done in accordance with the Georgia Department of Agriculture Division of Regulatory Services and instruction from CITY OF FOREST PARK.

5.4 Workmanship shall be of good quality and must meet or exceed the standards of the industry.

5.5 Work Order- The contractor shall submit a work schedule prior to any work being performed. This schedule must show that the work is scheduled during non-building hours as specified. A sample copy of this schedule should be included in your submission.

5.6 Response Time- Contractor shall have qualified personnel available 24 hours a day, seven days a week in the event of any emergency to respond to any pest control issues. This service shall be provided at no additional cost. Please list the contact name, contact information and personnel available for this requirement. In addition, please list guaranteed response times for this service. (separate page, labeled)

5.7 Dedicated Technicians- CITY OF FOREST PARK requires the contractor to provide dedicated service technicians for this contract. The use of revolving technicians is not permitted. Include with your response how your company will manage this process.

5.8 Integrated Pest Management (IPM) - Contractor shall provide a comprehensive IPM plan for all areas to be treated under this contract. This plan shall conform to all CITY OF FOREST PARK specifications and is a process for achieving long-term, environmentally friendly sound, pest suppression through the use of a variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modification that reduce the food, water, harborage, and access used by pests. The contractor is required to provide training and information to the system-wide custodial staff describing preventative measures to eliminate pest through cleaning procedures. Please include your IPM on a separate page, labeled

5.8, Integrated Pest Management (IPM)

5.8.1 Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM

5.9 Structural Modifications and Recommendations- Contractor shall be responsible for advising the IPM coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. CITY OF FOREST PARK will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of sealing materials by contractor to eliminate pest harborage may be approved by CITY OF FOREST PARK on a case-by-case basis. Contractor shall obtain the approval CITY OF FOREST PARK prior to any application of sealing material or other structural modification.

5.10 Use of Pesticides- All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Georgia. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturers label instructions and all applicable Federal, State, and Local regulations.

5.11 The Contractor shall adhere to the following rules for pesticide selection and use:

5.11.1 Non-pesticide products and their use- Contractor shall use non-pesticide method of control whenever possible. For example: Allergen-filtering portable vacuums rather than pesticide sprays shall be used for initial clean-outs of cockroach infestations, swarming (winged) ants, termites, and spiders in webs.

5.11.2 Products- Please provide on separate page, labeled 5.11, a list of all products (pesticide and non-pesticide) to be used in the performance of this contract. CITY OF FOREST PARK 11 PROCUREMENT DIVISION

5.11.3 Application by need- Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specified area. Preventative pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation is acceptable on a case-by-case basis, as approved by CITY OF FOREST PARK.

5.11.4 Pesticide Products and their use- When it is determined that a pesticide must be used to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of product necessary to achieve control. When selecting pesticide products, highest priority should be given to pesticides with a signal work of caution. Containerized and other types of crack-and crevice applied bait formulations, rather than sprays, shall be used for cockroach control and ant control wherever appropriate. As a general rule, liquid aerosol or dust formulations shall be applied only as crack-and-crevice treatments with application devices specifically designed or modified for this purpose. "Crack-and-Crevise" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building. Application of pesticide liquid, aerosol, or dust to exposed surfaces and pesticide space sprays (including fogs and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical. Contractor shall obtain the approval of CITY OF FOREST PARK, Building Maintenance, prior to any application of pesticide liquid, aerosol, or dust to exposed surfaces, or any space spray treatment.

The contractor shall take all necessary precautions to ensure staff safety and all necessary steps to ensure the containment of the pesticide to the site application.

5.11.5 Pesticide Storage/Disposal- Contractor shall not store or dispose of any pesticide product on CITY OF FOREST PARK property.

5.11.6 Pesticide Sales and Distribution- Contractor shall not sell, share, or make available any pesticide products to any non-licensed CITY OF FOREST PARK employee.

5.12 Rodent Control- As a general rule, rodent control inside occupied buildings shall be accomplished by trapping devices. All such devices shall be concealed out of general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by Building Maintenance coordinator. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. Contractor shall be responsible for disposal of all trapped rodents and trapping devices in an appropriate manner. In circumstances when rodenticides are deemed essential for adequate rodent control occupied facilities, the Contractor shall obtain the approval of CITY OF FOREST PARK IPM coordinator prior to making any interior rodenticide treatments. All rodenticides, regardless of packaging, shall be placed in EPA approved, tamper resistant, bait boxes to be inaccessible to children, pets, wildlife and domestic animals. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, and with an emphasis on the safety of non-target organisms. The contractor shall adhere to the following rules: All bait boxes shall be placed out of the general view, in locations not to be disturbed by routine operations. The lids of all bait boxes shall be securely locked or fastened shut. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surfaces to ensure that the box cannot be moved. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway. All bait boxes shall be labeled with the Contractor's business name and address, and dated at the time of installation and at each servicing.

5.13 Program Evaluation- CITY OF FOREST PARK will continually evaluate the progress of this contract in terms of the effectiveness and safety, and will require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies, to the satisfaction of CITY OF FOREST PARK.

5.14 Quality Control Program- Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Contractor shall submit, for evaluation, a copy of his program as part of the Bid submission (separate page, labeled accordingly). The program shall include, but not limited to the following: City of Forest Park Building Maintenance.

5.14.1 Inspection System- Contractor shall develop a system for monitoring the effectiveness of the services provided for the purpose of detecting and correcting deficiencies before the level of performance becomes acceptable to CITY OF FOREST PARK and/or the Health Department.

5.14.2 Quality Control Checklist- A Quality Control Checklist shall be used in evaluating contract performance. Checklist shall include all facilities serviced by the Contractor, as well as, every task to be performed.

5.14.3 Quality Control File- A Quality Control File shall contain a record of all inspections conducted by Contractor and any corrective actions taken. This file shall be maintained throughout the term of the contract and made available to CITY OF FOREST PARK upon request.

5.15 Inspectors- The Contractor shall state the name(s) of the individual(s) responsible for performing quality control inspections, including qualifications. (Separate page, labeled)

5.16 The following pests shall be adequately controlled under the terms of this contract:

5.16.1 Indoor Populations of rodent (EG Norway and roof rats, house mice), cockroaches, all varieties of ants, spiders and any other arthropod pests. Treatment for these pests shall include a ten-foot perimeter around all building structures. A minimum of six times per year. In addition, all dumpsters shall be baited with bait maintained during the months of August through September to suppress fly infestation.

5.16.2 Termite Control- Swarms shall be knocked down as part of the fixed price contract as emergency work. Areas to be treated to control termites shall be measured and reviewed with CITY OF FOREST PARK and treatment shall be based on unit price.

5.16.3 Once a month, the Contractor shall remove all spider webs and wasp nests from interior doors, windows, and covered walkways.

5.16.4 Every other month, the Contractor shall remove all spiders and webs from interior hallways and doorways.

5.16.5 Contractor shall maintain baiters for yellow jackets at building dumpsters. This shall be maintained during the active months for yellow jackets.

5.17 Portables- All portable offices shall be treated for pests prior to opening.

5.18 Record Keeping- Contractor is responsible for providing records that will be maintained in a pest control log for each building or site specified in this contract. Contractor shall submit the required information for routine or emergency services along with the monthly invoice. A work order shall be issued for emergency services. Each log shall contain the following:

5.18.1 Pest Control Plan- A copy of the contractor's approved Control Plan for the facility, including labels and MSDS sheets for all pesticides used, brand names for all pest control devices, and equipment being used on CITY OF FOREST PARKS property, along with the Contractor's service schedule for each property/site.

5.18.2 Service Request Forms- Customer copies of the Contractor's Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental

status/ Building maintenance needs should be forwarded to CITY OF FOREST PARK IPM coordinator at least once a month, with emergency work orders submitted weekly.

5.19 Public Access to Records- Contractor shall fulfill all obligations with regard to public access to pest control service records or any other element of the execution of this contract.

5.20 Times of Service- Contractor shall perform routine pest-control services only during times when staff are not expected to be present for normal activities for at least three hours (or longer if required by product label). This contract requires flexibility and may require service times when it's convenient for the building and working around their schedule. Contractor must maintain records for any emergency treatments documenting rationale.

5.21 Safety and Health- Contractor shall observe all safety precautions throughout the performance of this contract and assume full responsibility and liability for compliance with all applicable regulations pertaining to the health liability for compliance with all applicable regulations. Contractor shall hold CITY OF FOREST PARK harmless for any action on its part, or on the parts of its employees or representatives that results in illness, injury, or death.

5.22 Uniforms and Protective Clothing- All Contractor personnel working on CITY OF FOREST PARK property shall wear distinctive uniform clothing. Contractor shall determine and provide additional personal protective equipment required for the safe performance of said work, which must at a minimum, conform to OSHA standard for the products/services being utilized in the accomplishment of this contract.

5.23 Vehicles- All Contractor vehicles must be clearly identified in accordance with State and Local regulations and shall be operated in a safe manner on CITY OF FOREST PARK property.

5.24 Licensing- Throughout contract term, the Contractor shall maintain a current license issued by the Georgia Department of Agriculture Division of Regulatory Services. In addition, all Contractor personnel providing on-site services must be under the direct supervision of a person licensed to apply pesticides. Please provide with your response on a separate page and labeled, copies of all pertinent licensing.

5.25 Project Management- CITY OF FOREST PARK desires single point of contact for all contract management related activities. Please provide on a separate page, labeled, the name and brief bio of the person responsible for satisfaction of this requirement.

5.26 Scope of Work- Please provide on a separate page and labeled, a detailed scope of work detailing the methodology you are proposing to meet the terms and specifications of this contract. Attention should be paid to the specified elements of this contract, but please include any other details that you are offering to ensure the most efficient and effective performance of this contract. Please note that this written SOW will be a primary element examined by the committee in the non-cost evaluation of this

5.27 Value Added- Please provide on a separate page and labeled any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract. CITY OF FOREST PARK is sole determinant of the validity of the value to CITY OF FOREST PARK.

5.28 Billing-Invoices shall be sent monthly or at the end of each project unless prior arrangements are made for submission at shorter intervals. Partial billing can be submitted for payment on projects lasting longer than one month, but must be clearly marked "Partial Billing". All invoices must match contract pricing exactly and must include relevant documentation

6.0 Bid Form

6.1 The corresponding Bid Form must be submitted with the BID response. It can be downloaded as a separate document entitled "Bid Form" from the CITY OF FOREST PARK Purchasing Webpage.

6.2 All relevant cost considerations should be noted on this Form, as CITY OF FOREST PARK will not consider additional costs after award.

6.3 Optional Termite Cost- Please provide optional termite cost as disclosed on the Bid Form to be used on an as needed basis.

EXHIBIT B FEE SCHEDULE

BID FORM FOR PEST CONTROL SERVICES				
NAME	ADDRESS	Building Square Feet	MONTHLY COST	ANNUAL COST
CITY HALL	745 FOREST PWKY	12,000	\$ 35.00	\$ 420.00
RECREATION	803 FOREST PWKY	25,000	\$ 65.00	\$ 780.00
PB&Z	785 FOREST PWKY	2,860	\$ 15.00	\$ 180.00
PERSONNEL	785 FOREST PWKY	3,536	\$ 25.00	\$ 300.00
PUBLIC WORKS FLEET	5230 JONES RD	18,349	\$ 55.00	\$ 660.00
SENIOR CENTER	5087 PARK DR	5,642	\$ 25.00	\$ 300.00
POLICE - NON EMER	320 CASH MEMORIAL BLVD	20,209	\$ 55.00	\$ 660.00
FIRE STATION #1	4537 JONESBORO RD	3,647	\$ 25.00	\$ 300.00
FIRE STATION #2	785 LINDA WAY	3,434	\$ 25.00	\$ 300.00
FIRE STATION #3	2336 ANVIL BLOCK RD	6,056	\$ 25.00	\$ 300.00
MUSEUM	4995 ASH ST	1,200	\$ 15.00	\$ 180.00
VIPER COP HOUSE	223 PARK AVE	1,200	\$ 15.00	\$ 180.00
OUTDOOR POOL	5031 PARK AVE	1,000	\$ 15.00	\$ 180.00
FOOTBALL STADIUM	144 LAKE DR	4,300	\$ 25.00	\$ 300.00
STARR PARK AMPHITHEATER	5031 PARK AVE	2,000	\$ 15.00	\$ 180.00
BLOCK BLDG	655 BRIDGE AVE	1,078	\$ 15.00	\$ 180.00
PUBLIC SAFETY BLDG.	2090 ANVIL BLOCK RD	13,800	\$ 45.00	\$ 540.00
TOTAL (MONTHLY & ANNUAL COST)			\$ 460.00	\$ 5,940.00

Company Name: Omega Pest Solution
 Signature: Kudumbe C. Martin
 Date: 04-02-2024

EXHIBIT C

RISK MANAGEMENT REQUIREMENTS

The Contractor shall provide minimum insurance coverage and limits as per the following: The Contractor shall file with the City Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the City in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by City Management, admitted to do business in the State of Georgia, and rated Secure ("B+" or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

CONTRACTS FOR UP TO \$50,000

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Forest Park" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

CONTRACTS FOR MORE THAN \$50,000

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Forest Park" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

EXHIBIT C
RISK MANAGEMENT REQUIREMENTS (Cont'd)

CONTRACTS FOR UP TO \$50,000

CONTRACTS FOR MORE THAN \$50,000

LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

RESOLUTION NO. 2025-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE RENEWAL OF THE CITY-WIDE PEST CONTROL PROFESSIONAL SERVICES AGREEMENT WITH OMEGA PEST SOLUTION, LLC BY THE 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 City’s Public Works Department (“Public Works”) requests the renewal of the City-Wide Pest Control Professional Services Agreement (“Agreement”) with Omega Pest Solution, LLC (“Omega”); and

WHEREAS, Public Works requests to renew the Agreement for an additional annual term at a cost of Six Thousand Three Hundred Sixty Dollars and 00/100 Cents (\$6,360.00) which shall be paid monthly by each department under the Professional Services line-item budget; and

WHEREAS, the renewal of this agreement 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. Public Works’ request to authorize an additional annual renewal term payment of \$6,360.00 for city-wide pest control services to Omega, as presented to the Mayor and Council on June 2, 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 2nd day of June 2025.

[SIGNATURES TO FOLLOW ON FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

From: [Talisa Clark](#)
To: [KC Martin](#)
Cc: [Nigel Wattley](#)
Subject: RE: Pest Control for 696 Main Street
Date: Tuesday, March 18, 2025 2:25:00 PM
Attachments: [image001.png](#)

Thanks!



CITY OF
FORESTPARK

Talisa R. Clark, CPPO
Procurement Manager
City of Forest Park
Phone: (404) 366-4720 Ext. 342 | Mobile: (470) 421-0759
745 Forest Parkway | Forest Park, GA 30297
www.forestparkga.gov | tclark@forestparkga.gov

Confidential: Please be advised that the information contained in this email message, including all attached documents or files, is privileged and confidential and is intended only for the use of the individual or individuals addressed. Any other use, dissemination, distribution or copying of this communication is strictly prohibited. If you are not the intended recipient, please delete this message and notify us of incorrect delivery by immediate reply.

From: KC Martin <info@omegapestsolution.com>
Sent: Tuesday, March 18, 2025 2:18 PM
To: Talisa Clark <tclark@forestparkga.gov>
Cc: Nigel Wattley <nwattley@forestparkga.gov>
Subject: RE: Pest Control for 696 Main Street

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

Good afternoon Talisa!

We will renew for 12 months.

Thanks

KC

On 03/18/2025 2:13 PM EDT Talisa Clark <tclark@forestparkga.gov> wrote:

Hello Ms. Martin,

The City will need approximately 90 days to rebid and re-award this contract. The contract is due to expire on June 30, 2025; therefore, let me know if Omega will be renewing the contract for another 12 months.

Thanks,



CITY OF
FORESTPARK

Talisa R. Clark, CPPO

Procurement Manager

City of Forest Park

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

745 Forest Parkway | Forest Park, GA 30297

www.forestparkga.gov | tclark@forestparkga.gov

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From: KC Martin <info@omegapestsolution.com>

Sent: Thursday, January 30, 2025 11:50 AM

To: Talisa Clark <tclark@forestparkga.gov>

Cc: Nigel Wattley <nwattley@forestparkga.gov>

Subject: Re: Pest Control for 696 Main Street

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

Hi Talisa,

Also, we have added 696 on schedule for February.

Thanks again!

On 01/30/2025 11:44 AM EST KC Martin
<info@omegapestsolution.com> wrote:

Hi Talisa,

If Omega opts out of the auto renewal, how much notice do you require? This is not a notice to end the contract, I just need to know what your terms are since it is not listed in the contract.

Thank you so much and have an amazing day!

KC

On 01/29/2025 11:12 AM EST Talisa Clark
<tclark@forestparkga.gov> wrote:

Thanks so much. Please start service for the month of February 2025.

Talisa Clark
Sent from my iPhone

On Jan 29, 2025, at 10:48 AM, KC Martin
<info@omegapestsolution.com> wrote:

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

File Attachments for Item:

4. Council Discussion regarding the allocation and use of funds for each line item within the ward, including the establishment of a monthly reporting process, as well as clarification on the accounting and tracking of donations received-Legislative Offices

Background/History:

Councilmember James requested a discussion regarding the use of funds allocated to each line item within each ward. Additionally, she inquired about the process for how donations are received and accounted for within the city's financial system.



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the use of allocated funds for each line item within each ward

Submitted By: Legislative Offices

Date Submitted: 5/29/2025

Work Session Date: 6/2/2025

Council Meeting Date: 6/2/2025

Background/History:

Councilmember James requested a discussion regarding the use of funds allocated to each line item within each ward. Additionally, she inquired about the process for how donations are received and accounted for within the city's financial system.

Action Requested from Council:

Cost: \$

Budgeted for:

Yes

No

Financial Impact:

File Attachments for Item:

5. Council Discussion on the upcoming SPLOST funding on City Projects-Councilmember James, Ward 1

Background/History:

Councilmember James requested a discussion on the upcoming SPLOST funding for city projects. She inquired whether the city has submitted proposed projects to the county for voter consideration and asked for a breakdown of the remaining SPLOST funds, including the total amount left to spend and how those funds are planned to be allocated.

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the upcoming SPLOST funding on City Projects

Submitted By: Legislative Offices

Date Submitted: 5/28/2025

Work Session Date: 6/2/2025

Council Meeting Date: 6/2/2025

Background/History:

Councilmember James requested a discussion on the upcoming SPLOST funding for city projects. She inquired whether the city has submitted proposed projects to the county for voter consideration and asked for a breakdown of the remaining SPLOST funds, including the total amount left to spend and how those funds are planned to be allocated.

Action Requested from Council:

Cost: \$

Budgeted for:

Yes

No

Financial Impact:

File Attachments for Item:

6. Council Discussion on the Boards and Commissions Application- Legislative Office

Background/History:

The Mayor and Council of the City of Forest Park are committed to increasing civic engagement and transparency in the appointment process for city boards and commissions. The governing body would like to mimic the format used by the City of Snellville to enhance the application process and better capture applicants' qualifications and interests.

This updated application includes a brief biography section, allowing applicants to share more about their background, experience, and interest in public service. The information provided will assist the Mayor and Council identify qualified, community-minded individuals willing to serve and contribute to the city's growth and development.

Boards and commissions serve as advisory bodies that provide critical recommendations to the governing body on topics such as planning, development, parks, zoning, economic growth, and other community needs. Appointments are made based on experience, qualifications, and the city's current priorities.

Applicants must:

Be residents of the City of Forest Park unless otherwise specified

Submit a completed application along with a brief biography

Be willing to attend meetings regularly and participate in board-related activities

Not currently hold a position that would present a conflict of interest

We welcome applicants from all backgrounds who are passionate about public service and wish to help shape the future of our city.



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the Boards and Commissions Application

Submitted By: Legislative Offices

Date Submitted: 5/28/2025

Work Session Date: 6/2/2025

Council Meeting Date: 6/2/2025

Background/History:

The Mayor and Council of the City of Forest Park are committed to increasing civic engagement and transparency in the appointment process for city boards and commissions. The governing body would like to mimic the format used by the City of Snellville to enhance the application process and better capture applicants' qualifications and interests.

This updated application includes a brief biography section, allowing applicants to share more about their background, experience, and interest in public service. The information provided will assist the Mayor and Council identify qualified, community-minded individuals willing to serve and contribute to the city's growth and development.

Boards and commissions serve as advisory bodies that provide critical recommendations to the governing body on topics such as planning, development, parks, zoning, economic growth, and other community needs. Appointments are made based on experience, qualifications, and the city's current priorities.

Applicants must:

- Be residents of the City of Forest Park unless otherwise specified
- Submit a completed application along with a brief biography
- Be willing to attend meetings regularly and participate in board-related activities
- Not currently hold a position that would present a conflict of interest

We welcome applicants from all backgrounds who are passionate about public service and wish to help shape the future of our city.

Action Requested from Council:

Cost: \$

Budgeted for:

Yes

No

Financial Impact:



CITY OF SNELLVILLE

SNELLVILLE CITY CENTER
2342 Oak Road, Georgia 30078

Telephone (770) 985-3500 ~ Fax (770) 985-3525

www.snellville.org

APPLICATION FOR BOARD APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Snellville uses to get this insight is through the various Boards and Commissions of the City of Snellville. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Snellville Departments and Mayor and Council. And, because of the number of persons expressing an interest in serving and the important issues that the Board and Commission members face, this questionnaire has been developed to assist the City Manager and the Mayor and Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- *As a registered voter in the City of Snellville, Do I fully understand what this Board or Commission expects from me?*
- *Am I committed to the goals/interests of the Board, Council or Commission... to the mission/purposes of the organization?*
- *Can I afford the demands on my time, resources and energy?*
- *Will I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and be well prepared for each meeting?*
- *Can I work effectively with the other members of the Board or Commission, the City Manager and Department Directors?*
- *What is my real motivation for accepting membership on the Board or Commission?*
- *Will I be there if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary Board/Commission training, education and development activities that will improve my effectiveness in my position?*
- *Am I current on all fees/taxes due to the City of Snellville?*

APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Applicant Name: _____

Home Address: _____ Subdivision: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-Mail: _____

Occupation: _____ Retired: ☐ Yes ☐ No

CITY OF SNELLVILLE**BOARD APPLICATION**

Page 2 of 4

- a) How long have you been a resident of the City of Snellville? _____ Years and _____ Months
- b) Are you a registered voter in the City of Snellville (required for application consideration)? ☐ Yes ☐ No
- c) Are you current with all of your financial obligations (property taxes, permit fees, etc.) to the City? ☐ Yes ☐ No
- d) Have you ever attended a meeting of the Board or Commission for which you are asking to serve on? ☐ Yes ☐ No
- e) Which Board(s) or Commission(s) do you wish to be appointed to? _____
- _____
- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☐ Yes ☐ No
- g) The Snellville City Code of Ordinances requires that Board and Commission members not miss three (3) consecutive meetings nor more than three (3) regular meetings annually. Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☐ Yes ☐ No
- h) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☐ No If yes, please explain: _____
- _____
- _____
- i) Do you or your employer, or your spouse or child or their employers, do business with the City of Snellville? ☐ Yes ☐ No
If yes, please explain: _____
- _____
- _____
- j) Do you have any employment or contractual relationship with the City of Snellville that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☐ No If yes, please explain: _____
- _____
- _____
- k) Please briefly explain your reasons for wishing to serve on the Board or Commission you select: _____
- _____
- _____
- _____
- _____
- l) What goals and objectives would you seek to achieve if you are appointed? _____
- _____
- _____
- _____
- _____

CITY OF SNELLVILLE

BOARD APPLICATION

Page 3 of 4

- m) Please provide a brief personal history, including education, occupation, previous civic, community, or other service involvement which would help the appointing authority make an informed decision regarding your candidacy: _____

- n) Would you be willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest): _____

- o) If not selected to serve an appointment to a Board or Commission position, do you have any interest in serving the City as a volunteer for special events such as the annual Snellville Days Festival or STAT events? ☐ Yes ☐ No
If yes, please explain:

Applicant Statement: I understand that I am applying for appointment to a Board or Commission office of the City of Snellville; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature

Printed Name

Date

Please return completed and signed application to: **Butch Sanders, City Manager**
CITY OF SNELLVILLE
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078

Telephone: (770) 985-3500
 Website: www.snellville.org

BOARD AND COMMISSION INFORMATION**Planning Commission**

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 4th Tuesday of the Month
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

Board of Appeals

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 2nd Tuesday of the Month
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

Parks & Recreation Advisory Board

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per quarter (January, April, June, October) or as necessary
When: 1st Tuesday of the Month
Time: 6:30 p.m. (Meeting)

Personnel Advisory Board

Positions: 4
Term: 2 years
Term Begins: July 1st
Regular Meetings: None
When: As announced

Alcoholic Beverage Review Board

Positions: 5 (4 members comprised of City staff and Planning Commission member)
Term: 2 years
Term Begins: July 1st
Regular Meetings: None
When: As announced

Downtown Development Authority

Positions: 7 (includes 1 City Official position)
Term: 4 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 2nd Thursday of the Month
Time: 3:30 p.m.

Urban Redevelopment Agency

Positions: 7 (includes 1 City Official position)
Term: 2 years; 4 years; and 6 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 1st Tuesday of the Month
Time: 1:00 p.m.

Election Workers

Term: Indefinite at the pleasure of the City Clerk
Regular Meetings: None
Term Begins: Not Applicable



CITY OF FOREST PARK

745 Forest Parkway
Forest Park, GA 30297

Telephone (404)366-4720

www.forestparkga.gov

boardsandcommissions@forestpark.ga.gov

APPLICATION FOR BOARD APPOINTMENT

Citizens provide extraordinary insight and knowledge to the City government. The City of Forest Park uses various boards and commissions to get this insight. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Forest Park Departments and the Mayor and Council. And, because of the number of persons expressing an interest in serving and the important issues that the Board and Commission members face, this questionnaire has been developed to assist the City Manager, the Mayor, and the Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- *As a registered voter in the City of Forest Park, do I fully understand what this Board or Commission expects from me?*
- *Am I committed to the goals/interests of the Board, Council, or Commission... to the mission/purposes of the organization?*
- *Can I afford the demands on my time, resources, and energy?*
- *Will I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside regularly scheduled Board or Commission meetings and be well prepared for each meeting?*
- *Can I work effectively with the other members of the Board or Commission, the City Manager, and Department Directors?*
- *What is my real motivation for accepting membership on the Board or Commission?*
- *Will I be there if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary Board/Commission training, education, and development activities that will improve my effectiveness in my position?*
- *Am I current on all fees/taxes due to the City of Forest Park?*
- *Am I willing to provide a biography about myself?*

APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Applicant Name: _____

Home Address: _____ Subdivision: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-Mail: _____

Occupation: _____ Retired: ☐ Yes ☐ No

CITY OF FOREST PARK**BOARD APPLICATION**

Page 2 of 4

- a) How long have you been a resident of the City of Forest Park? ____ Years and ____ Months
- b) Are you a registered voter in the City of Forest Park (required for application consideration)? ☐ Yes ☐ No
- c) Are you current with your financial obligations (property taxes, permit fees, etc.) to the City? ☐ Yes ☐ No
- d) Have you ever attended a meeting of the Board or Commission on which you are asking to serve on? ☐ Yes ☐ No
- e) Which Board(s) or Commission(s) do you wish to be appointed to? _____
- _____
- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☐ Yes ☐ No
- g) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☐ No If yes, please explain: _____
- _____
- _____
- h) Do you or your employer, or your spouse or child, or their employers, do business with the City of Forest Park? ☐ Yes ☐ No If yes, please explain: _____
- _____
- _____
- i) Do you have any employment or contractual relationship with the City of Forest Park that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☐ No If yes, please explain: _____
- _____
- _____
- j) Please briefly explain your reasons for wishing to serve on the Board or Commission you select: _____
- _____
- _____
- _____
- _____
- k) What goals and objectives would you seek to achieve if you are appointed? _____
- _____
- _____
- _____
- _____

CITY OF FOREST PARK**BOARD APPLICATION**

Page 3 of 4

- l) Please provide a brief personal history, including education, occupation, previous civic, community, or other service involvement, which would help the appointing authority make an informed decision regarding your candidacy: _____

- m) Would you be willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest): _____

- n) If not selected to serve an appointment to a Board or Commission position, do you have any interest in serving the City as a volunteer for special events such as the Forest Park Day events? ☐ Yes ☐ No
If yes, please explain:

Applicant Statement: I understand that I am applying for appointment to a Board or Commission office of the City of Forest Park; that the appointing authority may require an interview before consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are accurate to the best of my knowledge.

Signature _____

Printed Name _____

Date _____

Please return completed and signed application to:

Randi Rainey, City Clerk
CITY OF FOREST PARK
745 Forest Parkway
Forest Park, Georgia 30297

Telephone: (404) 366-4720
Website: www.forestparkga.gov

BOARD AND COMMISSION INFORMATION

BOARDS AND COMMISSION INFORMATION

Beautification Committee:

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Downtown Development Authority:

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Development Authority:

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- New ordinances on zoning
- Sub-divisions, commercial and residential property
- Zoning or rezoning of parcels of property
- Conditional uses in various zones, such as commercial activity in a residential zone or a daycare facility in a residential zone

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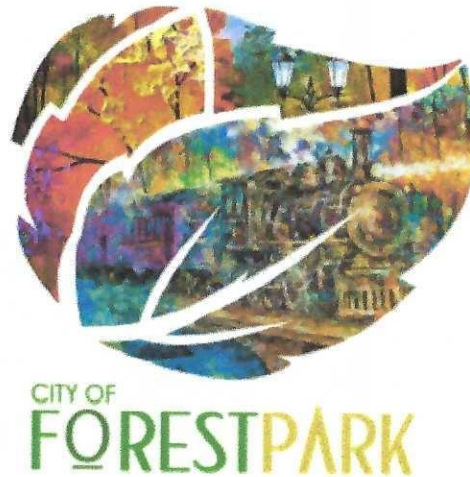
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- b. He or she shall be a design professional registered and licensed by the State of Georgia in one (1) of the following professional fields: architecture, engineering, or landscape architecture.

The Urban Design Review Board meets via Zoom on the third (3) Friday of each month.

Urban Redevelopment Agency:

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Submission Id: 79de2044-2b7b-4587-be73-9c331d5d0dd4



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- b. He or she shall be a design professional registered and licensed by the State of Georgia in one (1) of the following professional fields: architecture, engineering, or landscape architecture.

The Urban Design Review Board meets via zoom on the third (3) Friday of each month.

Urban Redevelopment Agency:

The purpose of the Urban Redevelopment Agency is to revitalize and redevelop blighted areas within a city or county, as allowed by O.C.G.A 36-61-

1. The City of Forest Park Urban Redevelopment Agency promotes trade, commerce, industry, and employment opportunities at the Gillem Logistics Center. The Urban Redevelopment Agency meets on the second (2nd) Thursday of each month at 5:30 PM.

**Board/Committee
Interest**

Planning Commission

Name:

Randi Rainey

Address:

745 Forest Pkwy

Telephone:

4043664720

Email:

rrainey@forestparkga.gov

**List set of skills that
you would bring to
this
board/committee:**

Retirement Board:

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Have you ever
previously served
on a Municipal
Board?:

No

Date of Birth:

05/09/2024

Date:

05/09/2024 11:31 AM

Signature:



CLOSE

File Attachments for Item:

7. Council Discussion on the Appointment to the Urban Redevelopment Agency (URA)-Executive Offices

Background/History:

The Urban Redevelopment Agency (URA) of the City of Forest Park is a public body corporate and politic, established under the provisions of the Georgia Urban Redevelopment Law (O.C.G.A. § 36-61-1 et seq.). The Mayor and City Council created the agency to address blight conditions, stimulate economic development, and promote reinvestment in targeted areas of the city.

The City of Forest Park is currently accepting applications to fill a vacancy on the Urban Redevelopment Agency Board due to the resignation of Yasmine Julio. The appointment will serve the remainder of the unexpired term, which ends March 14, 2028. Interested applicants should be committed to community development and economic revitalization and must be willing to attend regular meetings and actively participate in agency matters.



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the Appointment(s) to the Urban Redevelopment Agency (URA)

Submitted By: Executive Offices

Date Submitted: 4/30/2025

Work Session Date: 05/5/2025

Council Meeting Date: 05/5/2025

Background/History:

The URA has one (1) vacancy for an unexpired term that ends March 14, 2028.

Action Requested from Council:

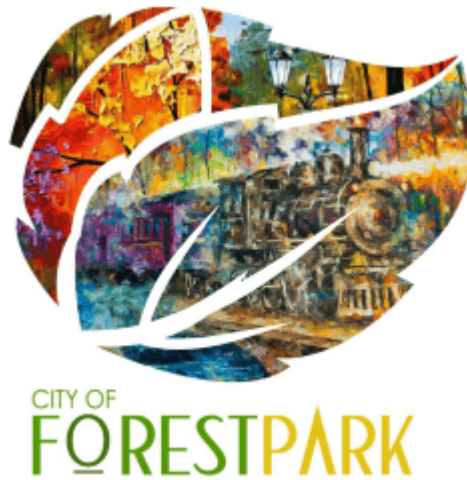
Cost: \$

Budgeted for:

Yes

No

Financial Impact:



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Item #7.

a. He or she shall be educated and/or experienced in the field of land development, arts and culture, engineering, architecture, urban planning, landscape architecture, real estate, or similar professional field; or

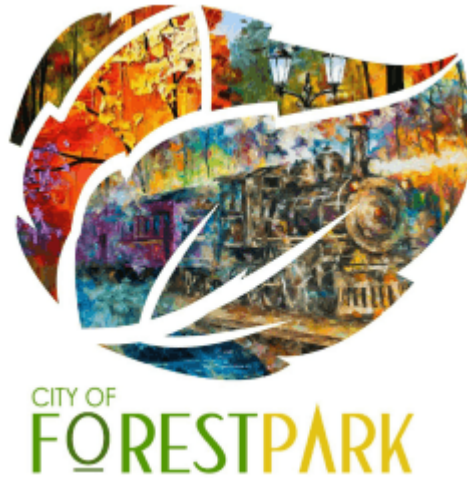
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Board/Committee Interest	Urban Redevelopment Agency
Name:	[REDACTED]
Address:	[REDACTED]
Telephone:	[REDACTED]
Email:	[REDACTED]
List set of skills that you would bring to this board/committee:	I have been a loyal citizen of Forest Park for nearly thirty years. I have seen the city at it's prime and it's current state. I am a loyal patron of various businesses and shops in my immediate and surrounding area. I want the best for my community. I would like to see the city grow and prosper. I worked in the Healthcare profession initially in a clinical aspect and then in a clerical setting. I pride myself on my awareness of my community and it's surroundings. I am very observant. I am able to assess the needs of my community by interacting with my fellow community members and citizens. I utilize community resources, support, and engagement activities. I have clerical skills, business skills, community outreach skills. I am knowledgeable regarding various aspects of business and trade.
Have you ever previously served on a Municipal Board?:	No
Date of Birth:	[REDACTED]
Date:	05/21/2025 7:01 PM (EDT)
Signature:	[REDACTED]



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Item #7.

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Board/Committee Interest	Urban Redevelopment Agency
Name:	
Address:	
Telephone:	
Email:	
List set of skills that you would bring to this board/committee:	I would bring dedication, loyalty, honesty, hard work habits and a sense of understanding about the project.
Have you ever previously served on a Municipal Board?:	No
Date of Birth:	
Date:	05/21/2025 12:30 PM (EDT)
Signature:	

File Attachments for Item:

8. Council Discussion on Task Order No.PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center-Procurement/Executive Office

Background/History:

The City has secured a contract with Carroll Daniel Construction for Construction Manager at Risk (CMAR) for construction of the City Center building (City Hall, Municipal Court, Police Headquarters and Recreation Facility). Precision Planning, Inc. (PPI) is providing Design Development Services and will coordinate with the CMAR during the preconstruction phase for the new City Center building that will be approximately 200,000 SF, including structured parking. Additionally, PPI will provide Construction Documents and Permitting Services and will coordinate with the CMAR during the preconstruction phase, per the Scope of Services outlined in the Task Order. Once the documents are finalized and a Guaranteed Maximum Price (GMP) is approved, a separate task order proposal will be requested and issued for Construction Contract Administration (CA) services. Total Not to Exceed (N.T.E.) Fees:

Construction Documents and Permitting Services: \$2,209,500.00

Reimbursable Expenses N.T.E.: \$18,000.00

Total N.T.E. Fees: \$2,227,500.00

SPLOST 2021 Bonds (326-26-7520-54-1200)

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval of Task Order No.: PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center-Executive Offices

Submitted By: Procurement

Date Submitted: 05-12-2025

Work Session Date: 05-19-2025

Council Meeting Date: 05-19-2025

Background/History:

The City has secured a contract with Carroll Daniel Construction for Construction Manager at Risk (CMAR) for construction of the City Center building (City Hall, Municipal Court, Police Headquarters and Recreation Facility). Precision Planning, Inc. (PPI) is providing Design Development Services and will coordinate with the CMAR during the preconstruction phase for the new City Center building that will be approximately 200,000 SF, including structured parking. Additionally, PPI will provide Construction Documents and Permitting Services and will coordinate with the CMAR during the preconstruction phase, per the Scope of Services outlined in the Task Order. Once the documents are finalized and a Guaranteed Maximum Price (GMP) is approved, a separate task order proposal will be requested and issued for Construction Contract Administration (CA) services. Total Not to Exceed (N.T.E.) Fees:

Construction Documents and Permitting Services: \$2,209,500.00

Reimbursable Expenses N.T.E.: \$18,000.00

Total N.T.E. Fees: \$2,227,500.00

Action Requested from Council: Approval of the Task Order PPI 2025.01a for PPI to provide Construction Documents and Permitting Services for the New City Center.

Cost: \$ \$2,227,500.00

Budgeted for: X Yes No

Financial Impact: There is no budgetary impact on the City's General Funds. The project will be funded from SPLOST 2021 Bonds (326-26-7520-54-1200)

Task Order PPI 2025.01a

400 Pike Boulevard
Lawrenceville, GA 30046

To: CITY OF FOREST PARK
745 Forest Pkwy.
Forest Park, GA 30297

Date: April 28, 2025

Attn: Ms. Talisa Clark
Procurement Manager

From: Precision Planning, Inc.

Project: CITY CENTER -Construction Documents and Permitting

Task Order No.: PPI 2025.01a

Project Understanding

We understand that the Client has contracted with a Construction Manager at Risk (CMAR) for construction of the City Center building (City Hall, Municipal Court, Police Headquarters and Recreation Facility). The new facility will be based on Schematic Design drawings completed by Precision Planning, Inc. (PPI) in August 2024 and will be further defined during the current Design Development phase. The project shall include a traffic signal and roadway modification at Forest Parkway. PPI will provide Construction Documents and Permitting Services and will coordinate with the CMAR during the preconstruction phase, per the Scope of Services outlined below. Once the documents are finalized and a Guaranteed Maximum Price (GMP) is approved, a separate task order proposal will be requested and issued for Construction Contract Administration (CA) services.

SCOPE OF WORK:

- I. Construction Documents and Permitting Services
 - A. Preparation of Construction Documents for permitting, GMP pricing and construction to include the following:
 - a. Civil Engineering, limited Transportation Engineering, and Landscape Architecture
 - b. Architecture, Interior Design, Structural, Mechanical, Plumbing, Fire Protection, Electrical and Low Voltage
 - B. Up to eight (8) design and value review meetings with the Client and the CMAR
 - C. Assistance in submitting the project for permitting review, addressing comments, and receiving permit approval
 - D. Issuance of two (2) Guaranteed Maximum Price (GMP) sets of documents, GMP #1 -Site Development, Demolition and Foundations, and GMP #2 -Building Construction

Compensation:

PPI proposes to provide the Scope of Services listed above for the following Not to Exceed (N.T.E.) Fees:

	<u>N.T.E. FEE</u>
I. Construction Documents and Permitting Services	\$ 2,209,500.00
<u>Reimbursable Expenses N.T.E.</u>	<u>\$ 18,000.00</u>
Total N.T.E. Fees:	\$ 2,227,500.00

PPI will invoice monthly based on actual man-hours according to the contracted Schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

Notes:

- Fees are based upon a maximum construction cost of \$100,000,000.00.
- Refer to attached schedule of hourly rates as amended by the City of Forest Park on March 03, 2025

Task Order PPI 2025.01a

400 Pike Boulevard
Lawrenceville, GA 30046

Additional Services:

The following are additional services which may be provided and invoiced according to the contracted Schedule of Hourly Rates:

1. Additional meetings or site visits required or requested by the Client
2. Services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. Additional construction contracts or GMP packages
4. Construction Contract Administration
5. Furniture Design and Specification
6. Commissioning services
7. LEED Certification services

Exclusions and Assumptions:

1. Re-zoning or special use permits
2. Environmental engineering, i.e., wetlands, Phase I audits, stream buffer variances
3. Geotechnical, special inspections or materials testing
4. Flood studies
5. Site retaining wall design

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Using Department

Authorized by: _____

Title: City of Forest Park City Manager

Print Name: Ricky L. Clark, Jr.

Date: _____

Approved for Funding

Authorized by: _____

Title: Director of Finance

Print Name: _____

Date: _____

Budget Line Item # _____

Project # _____



Schedule of Hourly Rates

Category	Hourly Rate
Principal-in-Charge	\$185.00
Senior Project Architect	\$140.00
Project Architect	\$120.00
Senior Project Manager	\$150.00
Project Manager	\$125.00
*Senior Job Captain	\$125.00
Job Captain	\$100.00
Intern Architect	\$90.00
*CADD Technician	\$85.00
*CADD Designer	\$65.00
Interior Designer	\$90.00
Senior Civil Engineer	\$140.00
Civil Engineer	\$120.00
Senior Landscape Architect	\$140.00
Landscape Architect	\$90.00
Project Administrator	\$90.00
Senior Project Assistant	\$80.00
Project Assistant	\$70.00
*Senior Structural Engineer	\$160.00
Structural Engineer	\$140.00
*Senior Mechanical/Plumbing Engineer	\$160.00
Mechanical/Plumbing Engineer	\$140.00
*Senior Electrical Engineer	\$160.00
Electrical Engineer	\$140.00
Cost Estimator	\$110.00
*Registered Land Surveyor (RLS)	\$165.00
Survey Manager	\$125.00
Survey Coordinator	\$100.00
Survey Technician	\$90.00
Surveying (4-Man Crew)	\$175.00
Surveying (3-Man Crew)	\$165.00
Surveying (2-Man Crew)	\$135.00

*Revised March 17, 2025

File Attachments for Item:

9. Council Discussion on the Proposed FY 25-26 Budget- 1st Public Hearing- Executive Office

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. The budget meticulously allocates resources across various city priorities and programs. These allocations are made with the intent to enhance public safety, improve infrastructure, promote economic development, and provide essential services. From maintaining our parks and recreational facilities to supporting educational programs and ensuring the upkeep of our streets and utilities, the budget is designed to meet the diverse needs of our community. The City Manager will present a full overview of the proposed budget.

The 1st Public Hearing will be at tonight's regular session meeting at 7pm.

The 2nd Public Hearing will be held in a Special Called Meeting on June 16, 2025 at 5pm.

The 3rd Public Hearing with the adoption of the budget will be on June 16, 2025 at the regular session meeting at 7 pm.

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the Proposed FY 25-26 Budget- 1st Public Hearing

Submitted By: Finance Dept

Date Submitted: 05/27/2025

Work Session Date: 06/02/2025

Council Meeting Date: 06/02/2025

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. The budget meticulously allocates resources across various city priorities and programs. These allocations are made with the intent to enhance public safety, improve infrastructure, promote economic development, and provide essential services. From maintaining our parks and recreational facilities to supporting educational programs and ensuring the upkeep of our streets and utilities, the budget is designed to meet the diverse needs of our community. The City Manager will present a full overview of the proposed budget.

Action Requested from Council:

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

City of Forest Park

PROPOSED BUDGET

BLUES ON MAIN





CITY OF
FORESTPARK



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FOREST PARK *History*

Item #9.

The City of Forest Park is located in the Metro Atlanta area in Clayton County. Forest Park is the largest city in Clayton County with a diverse population of close to 20,000 residents per the 2020 census.

The city...



The City of Forest Park was settled in the 1820s and incorporated in August 1908 as "Astor," Georgia. Astor served as a wood and water stop for the Central Georgia railroad for steam locomotive trains traveling in and out of Atlanta.

The railroad

The Railroad later renamed the city to "Forrest Park" (two r's) because of the many park areas deeded to the City by the Railroad. In 1952, the City Charter was changed to today's spelling of Forest Park.



Small Town, Big Growth

The town grew slowly until the 1950s post-war boom, when it became one of the fastest growing areas in the country. From 1950 to 1960 the population increased 461% and continues to increase today.



And it continues...

This growth was partially fueled by the Ford Assembly Plant in Hapeville, the General Motors Assembly Plant of Atlanta, and the Atlanta Army Depot (now called Fort Gillem). The major driving force in the growth of our city was the rapidly expanding Atlanta International Airport. Now called, Hartsfield-Jackson Atlanta International Airport.

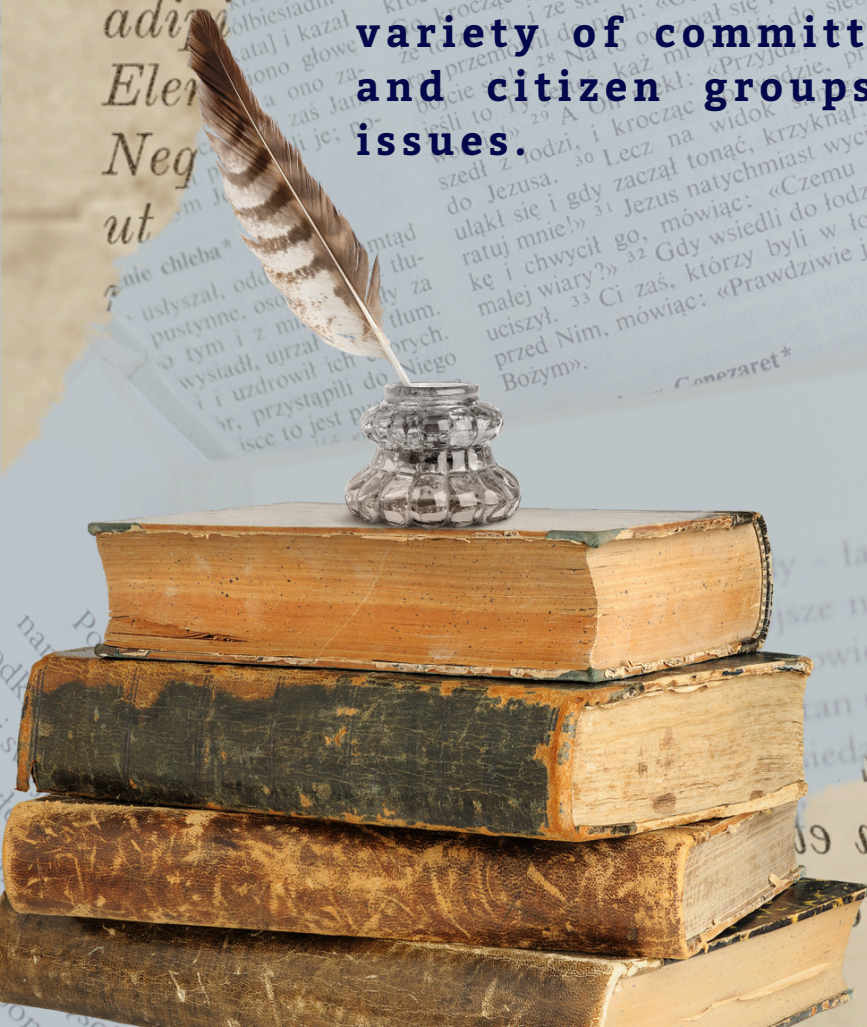


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Form of Government

The City Council serves as the community's legislative body responsible for enacting city ordinances and appropriating funds to conduct city business.

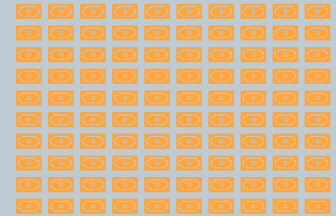
The City Council provides policy direction and leadership to the City Manager and serves as a liaison between the City and a variety of committees, boards, authorities, and citizen groups concerning community issues.



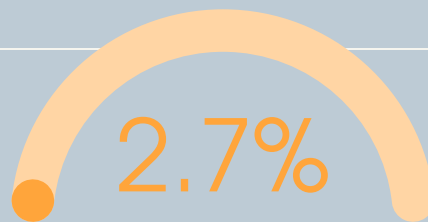


CITY OF FOREST PARK BUDGET GUIDE

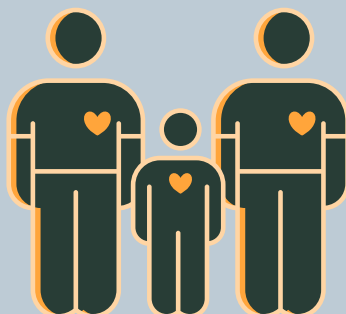
A budget is a financial plan for a city. It includes both estimates of resources available, including revenues and fund balance, and appropriations that are the authority to spend money for specific purposes. The budget is prepared by the City Manager and adopted by the City Council after extensive input from the various departments as well as the public.



The budget document is prepared to provide information about the City, both financial information and operational/policy information. The reader should first review the Table of Contents and read the City Manager's letter. Then the Table of Contents should be followed in order. The revenues budgets provide the sources for funding the department budgets. The specific department budgets provide detailed information as to the purposes for which the City's resources will be utilized during the fiscal year.



**GENERAL FUND
REVENUES**
The FY25-26 Operating Budget of \$43,034,857
is an increase of \$1,141,857 or 2.69% higher
than the FY24-25 Adopted Budget.



The financial structure is reflected in the reporting of expenditures and revenues by fund. A fund is a self-balancing set of accounts designed to track specific revenues and the use of those revenues. Each fund is independent of all other funds, and money cannot be transferred from one fund to another without the approval of the City Council.



CITY OF FOREST PARK QUESTION & ANSWER

Question: What is the Purpose of the City Budget?

Answer: The budget is an annual financial plan for the City of Forest Park. It specifies the level of municipal services to be provided in the coming year and the resources, including personnel positions, capital expenditures and operating expenses needed to provide these services. It reflects the policies and priorities set by the Mayor & City Council

Question: How and When is the Budget Prepared?

Answer: Each March, City Departments submit their plans and needs for the upcoming fiscal year to the Director of Finance, who compiles the proposed budgets and forwards to the City Manager for review. The City Manager then submits the recommended budget to the City Council in May. The City Council reviews the budget, holds at least two public hearings to obtain citizen input and then adopts the final budget which becomes the operating guide for the year.

Question: What is a Fiscal Year?

Answer: A Fiscal Year is a 12-month operating cycle that comprises a budget and financial reporting period. The City of Forest Park fiscal year begins on July 1st and ends on June 30th.

Question: From where does the City obtain revenues:

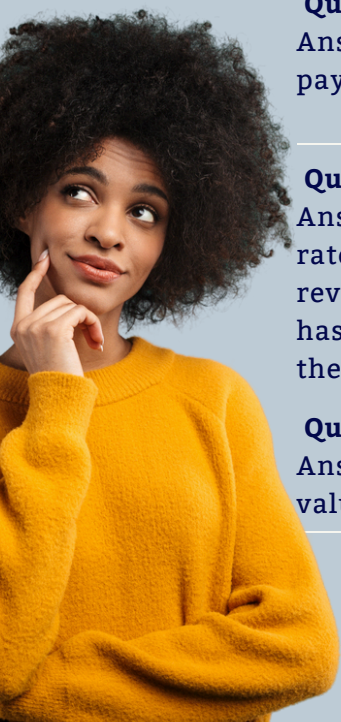
Answer: From local, state, and federal taxes, and licenses, in addition to payments for Municipal Services.

Question: What is a Millage Rate?

Answer: When the City adopts its annual budget, it determines the tax rate that must be applied on property in order to generate the necessary revenue in addition to all other sources that are available. The City has no control over the taxable value of property; it only has control over the tax rate that is levied.

Question: What is a Mill of Tax?

Answer: One mill is equal to \$1 for each \$1,000 of assessed property value.





CITY MANAGER'S BUDGET MESSAGE

To:

The Honorable Mayor Angelyne Butler
Members of the Forest Park City Council

Subject:

Transmittal of the Proposed FY2025–2026 Budget

Dear Mayor Butler and Esteemed Councilmembers,

It is with great respect, strategic vision, and unwavering commitment that I submit to you the Proposed Budget for Fiscal Year 2025–2026. This document represents far more than a financial plan—it is a reaffirmation of our shared values, a roadmap for continued progress, and a statement of confidence in our city’s future, even amid ongoing uncertainty.

This budget reflects the work of a city that is disciplined, forward-thinking, and people-centered. Crafted during a time of economic headwinds, including inflation, rising operational costs, and national funding volatility, it still manages to protect service levels, advance strategic initiatives, and invest meaningfully in both our infrastructure and our workforce.

Acknowledging Investments in Our People

First and foremost, I extend my deepest appreciation to this body for the approval of the Wage & Compensation Study and the implementation of a citywide pension program. These long-awaited efforts signal a defining shift in how Forest Park values and supports its employees. The gratitude from staff has been heartfelt, and the impact will be long-lasting—improving morale, retention, and recruitment across all departments.

Weathering Uncertainty with Clarity and Confidence

This year’s budget was prepared in a climate marked by global instability, federal funding unpredictability, and rising insurance premiums driven by broader market forces. While our insurance brokers confirm that the City of Forest Park is having one of its best years on record in terms of claims management and internal risk mitigation, industry-standard “look-back periods” still impact our current premiums. Nevertheless, we are positioned for future savings thanks to sound management and a citywide culture of accountability.

Technology, Cybersecurity, and Infrastructure Modernization

In response to the growing sophistication of cyber threats and the need for robust internal systems, this budget includes strategic investments in technology to bolster our digital infrastructure. These enhancements will strengthen our cybersecurity posture, improve operational integration across departments, and help us better serve residents with 21st-century tools. Our focus remains on ensuring the city is equipped with systems that are not only cutting-edge but also resilient and secure.

Geographic Advantage: A City Poised for Expansion

Strategically located just minutes from Hartsfield-Jackson Atlanta International Airport and inches from the rapidly developing Tri-Cities corridor (East Point, College Park, and Hapeville), Forest Park stands at the epicenter of regional growth and economic resurgence. Our proximity to major transit hubs, logistics networks, and commercial centers positions us not just as a neighbor to development—but as a partner in it.

This geographic advantage underscores the need for continued infrastructure investment, modernized permitting, and business-friendly practices—all of which are advanced in this year's budget.

One Forest Park: A Strategic Framework in Action

At its core, this budget is guided by the foundational tenets of the One Forest Park vision:

- **Operational Efficiency:** Delivering smarter, faster services through modernization and centralization.
- **Neighborhood Sustainability:** Investing in community wellness, blight removal, legacy programming, and educational enrichment.
- **Economic Development:** Attracting investment, expanding opportunity, and building infrastructure that fosters long-term growth.

This framework is not simply conceptual—it is being fully activated across departments, programs, and projects, as reflected in this year's funding priorities.

Key FY2025–2026 Budget Highlights

- **Public Safety:** Investment in body-worn and in-car cameras, advanced gunshot detection, deception detection systems for integrity-based hiring, and 95% staffing retention.
- **Planning & Development:** Launch of the Concierge Model for streamlined development services, enhancing customer experience and interdepartmental efficiency.
- **Human Resources:** Implementation of the HB 451 PTSD initiative, centralized background check procedures, expanded professional development, and onboarding of the new Risk Manager position.
- **Recreation & Leisure Services:** Enrichment-based summer camps focused on literacy, expanded legacy resident programs, and increased audio/production support for public events.
- **Code Enforcement:** Deployment of officer body cameras and a standardized annual uniform allowance to improve transparency and professionalism.

- E-911 Services: Rollout of RapidSOS for precise emergency location tracking, adoption of life-saving protocols, and sustained funding for the Zen Room to support employee mental wellness.
- Municipal Court: Budget-neutral increases for the Municipal Judge and Solicitor; reduction in docket wait times from 3–4 months to less than 30 days; improved citation resolution.
- Public Works & Infrastructure: Renovation of the Fleet Services facility for the first time in over two decades; centralized citywide vehicle repair tracking; beautification efforts near MARTA; and the replacement of 15 vehicles as part of our capital improvement strategy.

Procurement Excellence: A Model for Efficiency

One of the most remarkable success stories embedded in this budget is the performance of our Procurement Department. Through the centralization of city purchasing and the refinement of vendor management systems, we have realized significant savings in time, labor, and resources. These efficiencies have improved fiscal performance across departments and elevated the city's standards for transparency and accountability.

To further showcase our advancement, the City of Forest Park has recently submitted to the National Procurement Institute to be considered for the Achievement of Excellence in Public Procurement (AEP)—an honor awarded to less than 20% of public agencies across North America. This submission affirms our desire to meet the highest standards of procurement excellence and represents a major milestone in our pursuit of best-in-class operations.

A Call to Action: Stewardship with Vision

This budget is a powerful testament to what can be achieved when vision, discipline, and service intersect. But it is also a reminder of the continued responsibility we share. I encourage all departments and leaders to maintain a strong posture of fiscal discipline and operational responsiveness. We must remain conservative in our spending, intentional in our planning, and laser-focused on delivering value to our community.

Conclusion: A City on the Rise

Forest Park is not simply adjacent to opportunity—we are actively becoming a hub of innovation, culture, and strategic growth. This budget affirms that trajectory. It reflects a city that is not only prepared to meet today's demands but one that is ready to shape tomorrow's possibilities.

Thank you, Mayor Butler and Members of Council, for your steadfast leadership and partnership. I look forward to our continued collaboration as we steward this budget and build a future worthy of the people we serve.

Respectfully Submitted,



Ricky L. Clark, Jr.
City Manager, City of Forest Park





CITY OF
FORESTPARK

HIGHLIGHTS

CITY OF FOREST PARK

PROJECTED REVENUES & EXPENDITURES



**REVENUES FORECASTED AT A 2.7% INCREASE
HIGHER THAN PREVIOUS YEAR**



**FOREST PARK IS EXPERIENCING AN UPTICK IN
PROPERTY ASSESSMENTS**



**BALANCED BUDGET WITH CONTINGENCY FUNDS
APPROPRIATED AT \$387,302**



**EXECUTIVE LEADERSHIP TOOK CONSERVATIVE
APPROACH TO FORECASTING REVENUE
PROJECTIONS**



**EXECUTIVE OFFICE TO REVIEW BUDGET MID
YEAR FOR ANY ADJUSTMENTS**



CITY OF
FORESTPARK

City of Forest Park Presentation of Projected Budgeted Revenues

Item #9.

GENERAL FUND PROJECTED REVENUES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
TAXES	\$32,458,556.00	\$34,306,216.00	\$35,897,192.00	\$1,590,976.00
LICENSE AND PERMITS	\$1,012,838.00	\$1,022,965.00	\$1,006,189.00	(\$16,776.00)
CHARGES FOR SERVICES	\$782,807.00	\$1,302,744.00	\$832,800.00	(\$469,944.00)
FINES AND FORFEITURES	\$861,687.00	\$1,246,534.00	\$3,056,856.00	\$1,810,322.00
INVESTMENT INCOME	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00
MISCELLANEOUS INCOME	\$3,659,993.00	\$3,710,438.00	\$1,769,746.00	(\$1,940,692.00)
INTERGOVERNMENTAL	\$0.00	\$3,000.00	\$229,139.00	\$226,139.00
CONTRIB & DONATIONS PRIVATE	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00
OTHER FINANCING SOURCES:	\$3,206,265.00	\$200,000.00	\$0.00	(\$200,000.00)
TOTAL ANTICIPATED REVENUE	\$41,986,503.00	\$41,893,897.00	\$43,034,857.00	\$1,140,960.00
DEPARTMENT EXPENDITURE REQUESTS	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
LEGISLATIVE OFFICE	\$1,121,850.00	\$921,428.00	\$967,952.20	\$46,524.20
CITY MANAGER OFFICE	\$1,111,640.00	\$1,441,124.00	\$1,387,074.69	(\$54,049.31)
FINANCE OFFICE	\$6,131,275.00	\$6,204,263.00	\$4,045,213.51	(2,159,049.49)
MUNICIPAL COURTS	\$498,184.00	\$810,700.00	\$781,167.44	(\$29,532.56)
INFORMATION TECHNOLOGY SERVICES	\$1,608,480.00	\$1,632,901.00	\$1,973,373.61	\$340,472.61
CODE COMPLIANCE	\$389,456.00	\$575,100.00	\$831,555.46	\$256,455.46
HUMAN RESOURCES	\$618,150.00	\$705,750.00	\$854,177.02	\$148,427.02
PLANNING & COMMUNITY DEVELOPMENT	\$1,062,331.00	\$919,000.00	\$1,062,813.70	\$143,813.70
ECONOMIC DEVELOPMENT	\$399,847.00	\$394,300.00	\$434,303.51	\$40,003.51
RECREATION AND LEISURE	\$2,046,988.00	\$1,976,379.00	\$3,043,865.82	\$1,067,486.82
PUBLIC WORKS MAINTENANCE	\$3,947,783.00	\$2,906,180.00	\$3,708,069.25	\$801,889.25
FLEET SERVICES	\$1,242,975.00	\$1,124,365.00	\$1,386,349.01	\$261,984.01
PUBLIC WORKS - PARKS BEAUTIFICATION MAINTENANCE	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)
EMS SERVICES	\$2,348,847.00	\$1,969,200.00	\$1,435,233.96	(\$533,966.04)
FIRE SERVICES	\$6,565,968.00	\$7,097,869.00	\$8,186,790.07	\$1,088,921.07
EMERGENCY MGT.	\$36,200.00	\$116,700.00	\$113,954.04	(\$2,745.96)
POLICE SERVICES	\$8,408,928.00	\$9,870,102.00	\$10,880,571.86	\$1,010,471.86
E911 COMMUNICATIONS	\$848,015.00	\$945,050.00	\$1,310,467.19	\$365,417.19
ANIMAL CONTROL	\$116,420.00	\$134,000.00	\$155,522.69	\$21,522.69
TOTAL GENERAL FUND PROPOSED	\$38,606,837.00	\$39,844,411.00	\$42,647,555.40	\$2,828,044.03
CAPITAL IMPROVEMENT (CIP) BUDGET REQUESTS	\$2,629,666.00	\$1,697,931.00	\$184,500.00	(\$1,301,431.00)
ESTIMATED CONTINGENCY	\$750,000.00	\$351,555.00	\$202,801.60	(\$148,753.40)
TOTAL OVERALL BUDGET	\$41,986,503.00	\$41,893,897.00	\$43,034,857.00	\$1,140,960.00
GENERAL FUND REVENUES OVER (UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00

City of Forest Park Presentation of Projected Revenues

Item #9.

TAXES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
REAL PROP TAX CURRENT	\$8,498,169.00	\$8,200,000.00	\$10,387,312.00	\$2,187,312.00
PROPERTY TAX- UTILITY	\$3,236,156.00	\$3,368,518.00	\$2,158,666.00	(\$1,209,852.00)
LIQUOR TAXES	\$200,594.00	\$202,600.00	\$181,800.00	(\$20,800.00)
BEER TAXES	\$356,186.00	\$359,748.00	\$303,000.00	(\$56,748.00)
WINE TAXES	\$48,616.00	\$49,102.00	\$40,400.00	(\$8,702.00)
REAL PROPERTY-PRIOR	(\$77.11)	(14,329.84)	\$538.00	\$14,867.84
PROPERTY - PERSONAL CURRENT	\$6,832,117.00	\$6,900,438.00	\$6,619,464.00	(\$280,974.00)
PROPERTY TAX - MOTOR VEHICLE	\$987,555.00	\$988,341.00	\$998,225.00	\$9,884.00
PROP TAX-PERSONAL MH	\$1,777.00	\$1,795.00	\$1,813.00	\$18.00
INTANGIBLE TAXES	\$55,559.00	\$56,115.00	\$56,677.00	\$562.00
HEAVY DUTY EQUIPMENT TAX	\$218.00	\$220.00	\$223.00	\$3.00
REAL ESTATE TRANS - INTANGIBLE	\$35,961.00	\$36,321.00	\$36,685.00	\$364.00
FRANCHISE - GA POWER	\$1,764,565.00	\$1,401,771.00	\$1,590,541.00	\$188,770.00
FRANCHISE - ATL GAS	\$94,870.00	\$95,819.00	\$96,778.00	\$959.00
FRANCHISE - COMCAST	\$137,340.00	\$138,713.00	\$140,101.00	\$1,388.00
FRANCHISE FEES AT&T/BELLSOUTH	\$58,324.00	\$58,907.00	\$59,497.00	\$590.00
FRANCHISE TAXES - MCI/VERIZON	\$121.00	\$122.00	\$162.00	\$40.00
SOUTHERN COMPANY GAS FRANCHISE	\$48,453.00	\$48,938.00	\$49,428.00	\$490.00
FRANCHISE - OTHER	\$11,689.00	\$480,000.00	\$484,800.00	\$4,800.00
LOCAL OPTION SALES TAX	\$7,559,937.00	\$7,635,536.00	\$8,131,200.00	\$495,664.00
BUSINESS OCCUPATION TAXES	\$2,265,750.00	\$2,277,298.00	\$2,300,071.00	\$22,773.00
BUS LIC & OCC TAX PENALTY	\$36,368.00	\$36,732.00	\$37,100.00	\$368.00
INSURANCE PREMIUM TAXES	\$37,933.00	\$1,760,000.00	\$1,910,435.00	\$150,435.00
PENALTY & INT - DELNQUENT TAX	\$190,206.00	\$300,000.00	\$303,000.00	\$3,000.00
PUBLIC WORKS LIENS	\$9,092.00	\$9,184.00	\$9,276.00	\$92.00
TOTAL TAXES	\$32,458,556.00	\$34,306,216.00	\$35,897,192.00	\$1,505,303,84

City of Forest Park Presentation of Projected Revenues

Item #9.

LICENSE AND PERMITS	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
BUSINESS LIC - BEER	\$147,443.00	\$148,917.00	\$121,200.00	(\$27,717.00)
BUSINESS LIC - WINE	\$69,524.00	\$70,219.00	\$70,922.00	\$703.00
BUSINESS LIC-LIQUOR	\$57,524.00	58,099.00	\$58,680.00	\$581.00
REG FEES - ADULT ENTERTAINMENT	\$216,333.00	\$218,496.00	\$220,681.00	\$2,185.00
REG FEES - LIQUOR	\$21,960.00	\$22,180.00	\$24,367.00	\$2,187.00
BUILDING STRUCTURES & EQPT	\$465,918.00	\$470,577.00	\$475,283.00	\$4,706.00
PERMITS - FILMING	\$31,333.00	\$31,646.00	\$31,963.00	\$317.00
PERMIT FEES - OTHER	\$173.00	\$175.00	\$411.00	\$236.00
PENALTIES & INT ON BUSN LICEN	\$2,629.00	\$2,655.00	\$2,682.00	\$27.00
TOTAL LICENSE AND PERMITS	\$1,012,838.00	\$1,022,965.00	\$1,006,189.00	\$16,775.00

FINES AND FORFEITURES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
FINES - COURT	\$727,788.00	\$735,066.00	\$1,850,000.00	\$1,114,934.00
FINES - PROBATION COLLECTED	\$122,544.00	\$200,000.00	\$870,000.00	\$670,000.00
FINES - ENVIRONMENTAL COURT	\$11,355.00	\$11,469.00	\$11,856.00	\$387.00
FINES - COUNTY	\$0.00	\$300,000.00	\$325,000.00	\$25,000.00
TOTAL FINES AND FORFEITURES	\$806,298.00	\$1,246,534.00	\$3,056,856.00	\$1,810,321.00

INVESTMENT INCOME	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
INVESTMENT INCOME -INTEREST	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00
TOTAL INVESTMENT INCOME	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00

INTERGOVERNMENT REVENUES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
GRANT REIMBURSEMENT	\$0.00	\$3,000.00	\$178,639.00	\$175,639.00
GRANT STATE	\$0.00	\$0.00	\$50,500.00	\$50,500.00
TOTAL INTERGOVERNMENTAL REVENUES	\$0.00	\$3,000.00	\$229,139.00	

City of Forest Park Presentation of Projected Revenues

Item #9.

CHARGES FOR SERVICES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
ELECTION QUALIFYING FEES	\$5,000.00	\$5,050.00	\$5,101.00	\$51.00
PUBLIC SAFETY - ACC REPORTS	\$18,807.00	\$18,995.00	\$19,185.00	\$190.00
PUBLIC SAFETY-FALSE ALARMS	\$7.00	\$7.07	\$0.00	(\$7.07)
PUBLIC SAFETY-AMBULANCE FEES	\$116,373.00	\$280,000.00	\$377,349.00	\$97,349.00
PUBLIC SAFETY-DRUG TASK FORCE	\$0.00	\$0.00	\$100,000.00	\$100,000.00
FBI REIMBURSEMENT	\$0.00	\$0.00	\$26,153.00	\$26,153.00
VEHICLE IMPOUND FEES	\$0.00	\$0.00	\$41,285.00	\$41,285.00
FIRE PREVENTION INSPECTIONS	\$0.00	\$0.00	\$8,529.00	\$8,529.00
BULLET PROOF VEST PROGRAM	\$4,218.00	\$4,260.00	\$4,303.00	\$43.00
EMPLOYEE REMUNERATION	\$2,500.00	\$2,525.00	\$2,551.00	\$26.00
FARMERS MARKET FEES	\$11,093.00	\$11,204.00	\$11,317.00	\$113.00
LARP REVENUES	\$92,491.00	\$93,416.00	\$0.00	(\$93,416.00)
LMIG RD GRANT 2022-2023	\$274,599.00	\$626,991.00	\$0.00	(\$626,991.00)
R/L - USE OF RECREATION BLDG	\$7,015.00	\$7,085.00	\$7,156.00	\$71.00
R/L - INSTRUCTIONAL CLASSES	\$4,100.00	\$4,141.00	\$4,183.00	\$42.00
R/L - FIELD RENTAL	\$59,754.00	\$60,352.00	\$60,956.00	\$604.00
R/L - IDENTIFICATION FEES	\$2,813.00	\$2,841.00	\$2,870.00	\$29.00
R/L - OUTDOOR POOL	\$3,223.00	\$3,255.00	\$3,288.00	\$33.00
R/L - MINIATURE GOLF	\$0.00	\$0.00	\$2,404.00	\$2,404.00
R/L - USE OF MAIN ST BUILDING	\$51,755.00	\$52,273.00	\$20,200.00	(\$32,073.00)
R/L - SPECIAL EVENTS	\$10,633.00	\$10,739.00	\$6,060.00	(\$4,679.00)
R/L - SWIM CLASSES	\$967.00	\$977.00	\$2,940.00	\$1,963.00
R/L - YOUTH BASKETBALL	\$11,994.00	\$12,114.00	\$19,690.00	\$7,576.00
R/L - T-BALL	\$6,415.00	\$6,479.00	\$6,544.00	\$65.00
R/L - DAY CAMP	\$62,589.00	\$63,215.00	\$63,848.00	\$633.00
R/L - SOCCER	\$7,695.00	\$7,772.00	\$9,418.00	\$1,646.00
R/L - ADULT RECREATION LEAGUE	\$7,916.00	\$7,995.00	\$8,075.00	\$80.00
R/L - SENIOR PROGRAMS	\$945.00	\$954.00	\$6,060.00	\$5,106.00
R/L - GIRL'S FAST PITCH	\$11,115.00	\$11,226.00	\$5,050.00	(\$6,176.00)
R/L - YOUTH BASEBALL	\$8,590.00	\$8,676.00	\$5,050.00	(\$3,626.00)
RECREATION - GLOBAL PMTS	\$200.00	\$202.00	\$205.00	\$3.00
R/L - CONCESSIONS	\$0.00.00	\$0.00	\$3,030.00	\$3,030.00
TOTAL CHARGES FOR SERVICES	\$782,807.00	\$1,302,744.00	\$832,800.00	(\$469,944.07)

City of Forest Park Presentation of Projected Revenues

Item #9.

CONTRIBUTIONS & DONATIONS PRIVATE	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
CONTRIBUTIONS & DONATIONS	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00
TOTAL CONTRIB & DONATIONS PRIVATE	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00

MISCELLANEOUS REVENUE	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
LEASE INCOME	\$5,600.00	\$5,656.00	\$5,713.00	\$57.00
RESIDENTIAL WARRANTY - ROYALTY	\$400.00	\$404.00	\$409.00	\$5.00
ADDITIONAL REVENUE	\$3,262,065.00	\$3,300,326.00	\$1,212,750.00	(\$2,087,576.00)
OTHER REVENUE	\$0.00	\$0.00	\$8,585.00	\$8,585.00
MISCELLANEOUS REVENUE - OTHER	\$75,000.00	\$75,750.00	\$219,839.00	\$144,089.00
MISC. REVENUE- EMPLOYEE CONTRACT	\$632.00.00	\$638.00	\$0.00	(\$638.00)
SPECIAL EVENTS TOWN CENTER	\$200.00.00	\$202.00	\$0.00	(\$202.00)
INSURANCE REIMBURSEMENT WC	\$316,096.00	\$319,527.00	\$322,450.00	\$2,923.00
USE OF FUND BALANCE	\$0.00	\$7,935.00	\$0.00	(\$7,935.00)
PENALTIES & INT ON BUSN LICEN	\$2,629.00	\$0.00	\$0.00	\$0.00
TOTAL MISCELLANEOUS REVENUE	\$3,662,622.00	\$3,710,438.00	\$1,769,746.00	(\$1,940,692.00)

OTHER FINANCING SOURCES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
TRANSFER FROM DEV AUTHORITY	\$1,155,000.00	\$1,155,000.00	\$0.00	\$0.00
TRANSFER FROM DTOWN DEV AUTHORITY	\$275,662.00	\$275,662.00	\$0.00	\$0.00
TRANSFER FROM SANITATION-OPERATIONS	\$1,675,603.00	\$1,675,603.00	\$0.00	\$0.00
PROCEEDS OF DISPOSITION OF FIXED ASSETS	\$100,000.00	\$100,000.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$3,206,265.00	\$3,206,265.00	\$0.00	\$0.00

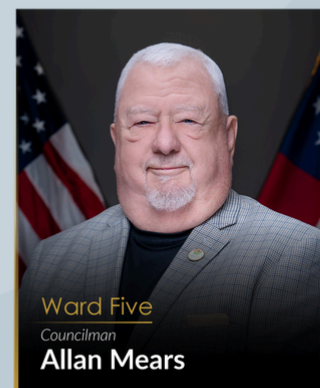


CITY OF
FORESTPARK

CITY OF FOREST PARK

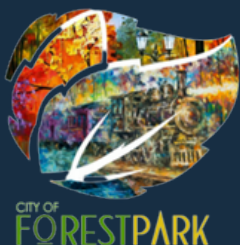
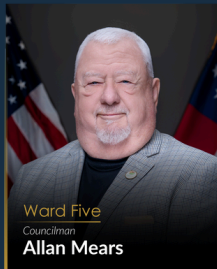
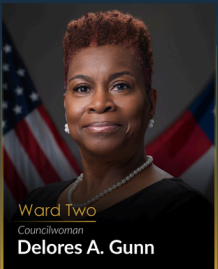
LEGISLATIVE OFFICES

Item #9.



CITY OF FOREST PARK

LEGISLATIVE OFFICES



BUDGET HIGHLIGHTS



**FUNDING FOR COMMUNITY
INITIATIVES**



FUNDING OF CAPITAL WARD PROJECTS



FUNDING FOR COMMUNITY EVENTS



**MEETINGS ARE HELD ON THE 1ST &
3RD MONDAY OF THE MONTH**



**EMERGENCY CONTINGENCY FUNDING FOR
UNKNOWN OCCURENCES**



PROCEDURES TO STREAMLINE EVENTS



**UPGRADE OF TECHNOLOGY &
COMMUNICATIONS**

City of Forest Park

Legislative Office - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
LEGISLATIVE OFFICE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
MAYOR AND COUNCIL SALARY	\$114,663.00	\$100,000.00	\$133,000.00	\$133,000.00	\$0.00
MAYOR AND COUNCIL MONTHLY EXPE	\$38,400.00	\$40,000.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$44,000.00	\$35,000.00	\$86,100.00	\$79,500.00	(\$6,600.00)
FICA	\$7,109.00	\$7,200.00	\$8,200.00	\$8,246.00	\$246.00
MEDICARE	\$1,663.00	\$1,400.00	\$2,000.00	\$1,928.50	\$71.50
RETIREMENT CONTRIBUTIONS	\$2,500.00	\$2,500.00	\$10,750.00	\$8,099.70	(\$2,650.23)
TOTAL PERSONAL SERV. & EE BENEFITS	\$210,535.00	\$186,100.00	\$240,050.00	\$230,774.20	(\$9,275.8)
PURCHASED/CONTRACT SERV.					
ELECTION EXPENSE	\$15,000.00	\$58,000.00	\$0.00	\$50,000.00	\$50,000.00
PUBLIC OFFICIALS INSURANCE	\$20,346.00	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$0.00
PRINTING CITY CODE AMENDMENTS	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$15,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$5,000.00
CLAYTON COUNTY MUNICIPAL ASSN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,800.00	\$800.00
MAYOR MTGS/CONVENTIONS	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
WARD 1 MTGS/CONV K JAMES	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
WARD 2 MTGS/CONV D GUNN	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
WARD 3 MTGS/CONV H GUTIERREZ	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
WARD 4 MTGS/CONV L WELLS	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
WARD 5 MTGS/CONV A MEARS	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
MAYOR'S PROJECTS	\$5,000.00	\$13,200.00	\$5,000.00	\$5,000.00	\$0.00
WARD 1 PROJECTS - K JAMES	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 2 PROJECTS - D GUNN	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 3 PROJECTS-H GUTIERREZ	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 4 PROJECTS - L WELLS	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 5 PROJECTS- A MEARS	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MAYORAL CITY EVENTS	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 1 CITY EVENTS - K JAMES	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 2 CITY EVENTS - D GUNN	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 3 CITY EVENTS - H GUTIERREZ	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 4 CITY EVENTS - L WELLS	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 5 CITY EVENTS - A MEARS	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
PUBLIC RELATIONS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
SPECIAL EVENTS - COMMUNITY DAY	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Forest Park

Legislative Office - Proposed Budget Continued

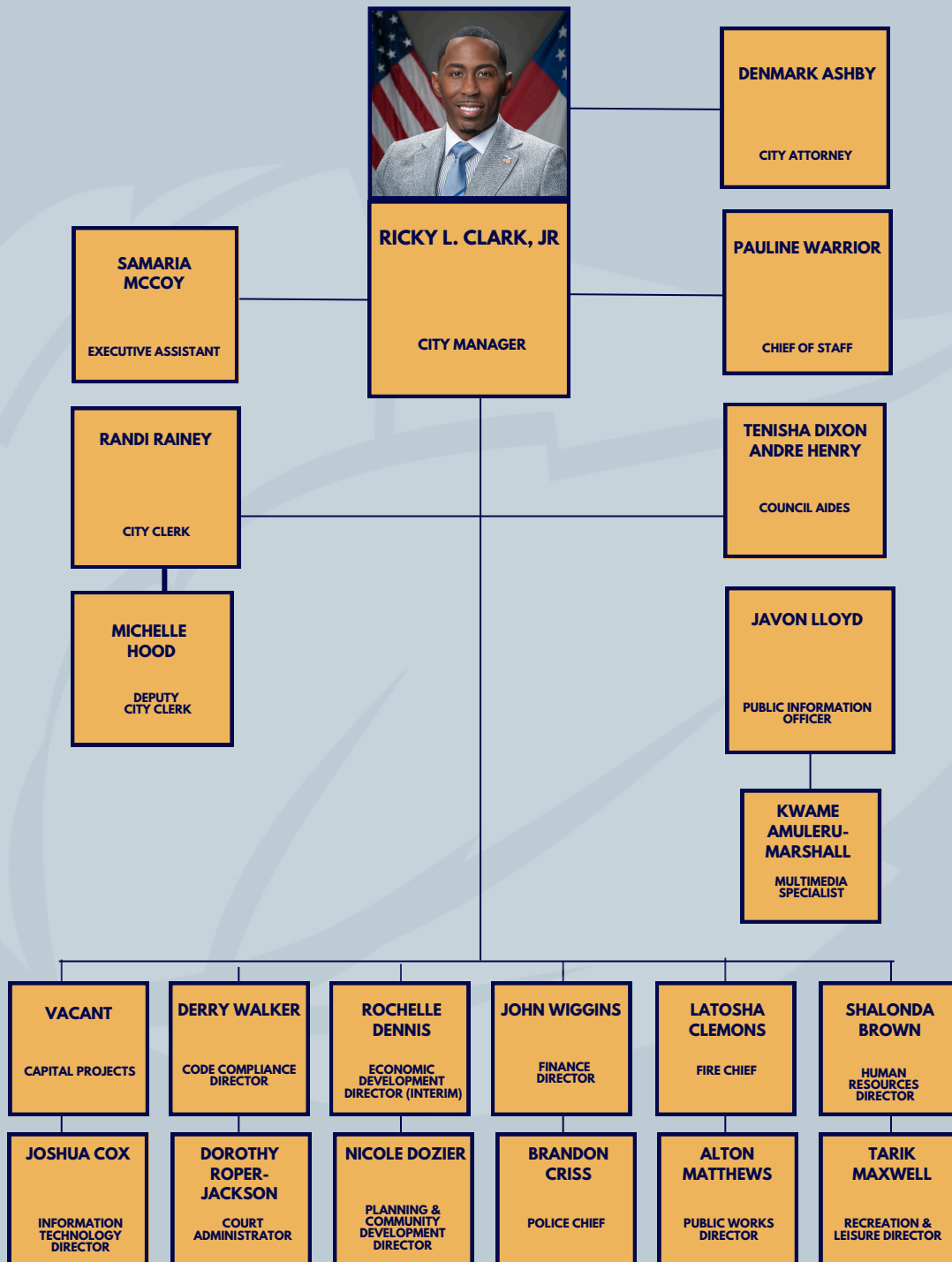
Item #9.

SPECIAL EVENTS - FRIDAY NIGHTS	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPECIAL EVENTS FOREST PARK DAY	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
MAYOR/COUNCIL RETREATS	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
STATE OF THE CITY ADDRESS	\$5,906.00	\$10,000.00	\$0.00	\$0.00	\$0.00
WOMEN OF WORTH LUNCHEON	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
HISPANIC HERITAGE MONTH EVENT	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
DAY OF THE DEAD EVENT	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
FOREST PARK FITNESS	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
FOOD TRUCK FRIDAY	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00
MEN'S BUSINESS EVENT	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00
ASIAN HERITAGE CELEBRATION	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
SENIOR COMMITTEE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00
TEEN COMMITTEE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00
SISTER CITIES	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00
A D R BOARD	\$1,300.00	\$500.00	\$0.00	\$0.00	\$0.00
PLANNING AND ZONING BOARD	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
ETHICS BOARD	\$8,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00
MAYORS READING CLUB	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
VETERANS DAY (EVENT)	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
HOMECOMING PARADE & ALUMNI	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
SENIOR CARAVAN / COMMUNITY FIELD DAY	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
STUDENT GOVERNMENT DAY	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
FOREST PARK 101	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$251,396.00	\$405,750.00	\$398,250.00	\$454,050.00	\$55,800.00
CAPITAL OUTLAY					
PROJECTS FUND - MAYOR	\$47,188.00	\$90,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 1 PROJECTS - K JAMES	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 2 PROJECTS - D GUNN	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 3 PROJECTS - H GUTIERREZ	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 4 PROJECTS - L WELLS	\$47,188.00	\$130,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 5 PROJECTS - A MEARS	\$47,188.00	\$70,000.00	\$47,188.00	\$47,188.00	\$0.00
TOTAL CAPITAL OUTLAYS	\$283,128.00	\$530,000.00	\$283,128.00	\$283,128.00	\$0.00
TOTAL LEGISLATIVE OFFICE	\$647,310.00	\$1,121,850.00	\$921,428.00	\$967,952.20	\$46,524.20

CITY OF FOREST PARK

EXECUTIVE OFFICES

Item #9.



CITY OF FOREST PARK

EXECUTIVE OFFICES

The Executive Department oversees the work and activities of city government and manages services that aid and represent the citizens of Forest Park, the Mayor, City Council and city departments.



Ricky L. Clark, Jr. City Manager

Departmental Personnel:

City Manager

Chief of Staff

Executive Assistant

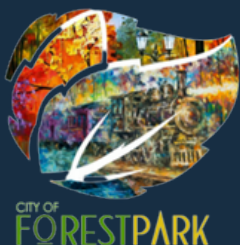
Public Information Officer

City Clerk

Deputy City Clerk

Council Aide x 2

Multimedia Specialist



BUDGET HIGHLIGHTS



NO PERSONNEL CHANGES



POSSIBLE THIRD ROUND FUNDING FOR FACADE ENHANCEMENTS



COMPLETE OVERHAUL OF CITY WEBSITE



CONTINUATION OF CITY'S PENSION PLAN - BUDGETED AT \$906,000



REDUCTION IN EMERGENCY CONTINGENCY

City of Forest Park

Chief Executive Office - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
CHIEF EXECUTIVE OFFICE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$414,241.00	\$662,900.00	\$755,360.00	\$842,588.00	\$87,228.00
OVERTIME	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	(\$10,000.00)
LIFE AND HEALTH INSURANCE	\$82,000.00	\$37,940.00	\$253,800.00	\$160,475.73	(\$93,324.27)
FICA	\$25,683.00	\$58,400.00	\$46,832.00	\$52,240.46	\$5,408.46
MEDICARE	\$6,007.00	\$11,000.00	\$10,953.00	\$12,217.53	\$1,264.53
RETIREMENT CONTRIBUTIONS	\$26,168.00	\$26,000.00	\$21,679.00	\$52,852.98	\$31,173.98
WORKER'S COMP -EXECUTIVE OFFICE	\$1,220.00	\$0.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$1,220.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$25,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
TOTAL PERSONAL SERV. & EE BENEFITS	\$566,539.00	\$831,240.00	\$1,123,624.00	\$1,140,374.69	\$16,750.69
PURCHASED/CONTRACT SERV.					
CONSULTING SERVICES	\$55,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$200.00	\$5,000.00	\$5,000.00	\$0.00
VEHICLE INSURANCE	\$900.00	\$1,200.00	\$1,000.00	\$1,200.00	\$200.00
POSTAGE	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00
INTERNET WEBSITE MAINTENANCE	\$25,000.00	\$25,000.00	\$25,000.00	\$38,000.00	\$13,000.00
LEGAL ADVERTISEMENTS	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00	\$7,500.00
ADVERTISING AND MARKETING	\$10,000.00	\$20,000.00	\$15,000.00	\$7,500.00	(\$5,000.00)
DUES AND SUBSCRIPTIONS	\$15,500.00	\$25,500.00	\$17,000.00	\$17,000.00	\$0.00
TRAINING & CONFERENCES	\$45,000.00	\$35,000.00	\$30,000.00	\$20,000.00	(\$10,000.00)
EMERGENCY CONTINGENCY	\$60,000.00	\$50,000.00	\$50,000.00	\$25,000.00	(\$25,000.00)
TRAVEL FOR EMPLOYEES			\$10,000.00	\$8,000.00	(\$2,000.00)
PROMOTIONAL ITEMS	\$0.00	\$10,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
STRATEGIC PLANNING RETREATS	\$0.00	\$0.00	\$40,000.00	\$0.00	(\$40,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$223,900.00	\$214,400.00	\$250,500.00	\$181,700.00	(\$68,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
GENERAL DEPARTMENT EXPENSE	\$25,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00
CITY MANAGER EXPENSE ALLOWANCE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
FLEET GAS CHARGE	\$2,500.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET LABOR CHARGE	\$2,138.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET EQUIPMENT MAINTENANCE	\$1,580.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET OVERHEAD CHARGE	\$494.00	\$1,000.00	\$500.00	\$0.00	(\$500.00)
TOTAL SUPPLIES	\$51,712.00	\$66,000.00	\$67,000.00	\$65,000.00	(\$2,000.00)
TOTAL CHIEF EXECUTIVE OFFICE	\$842,151.00	\$1,111,640.00	\$1,441,124.00	\$1,387,074.69	(\$54,

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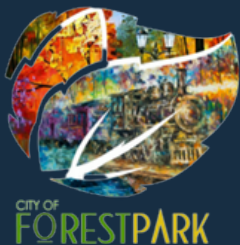
CITY OF
FORESTPARK

CITY OF FOREST PARK

CAPITAL IMPROVEMENT PLAN

The Forest Park The Capital Improvement Program (CIP) is an implementation plan for the construction, maintenance, and renovation of public facilities and infrastructure over the next 5 years.

Ricky L. Clark, Jr., City Manager



FY' 25-26 CAPITAL IMPROVEMENT



FIRE/EMS - \$184,500

TECHNOLOGY ENHANCEMENTS,
CONTRACTURAL SERVICES, AND
SUPPRESSION UNIFORMS



POLICE SERVICES - \$291,000

PATROL VEHICLES



PUBLIC WORKS - \$212,000

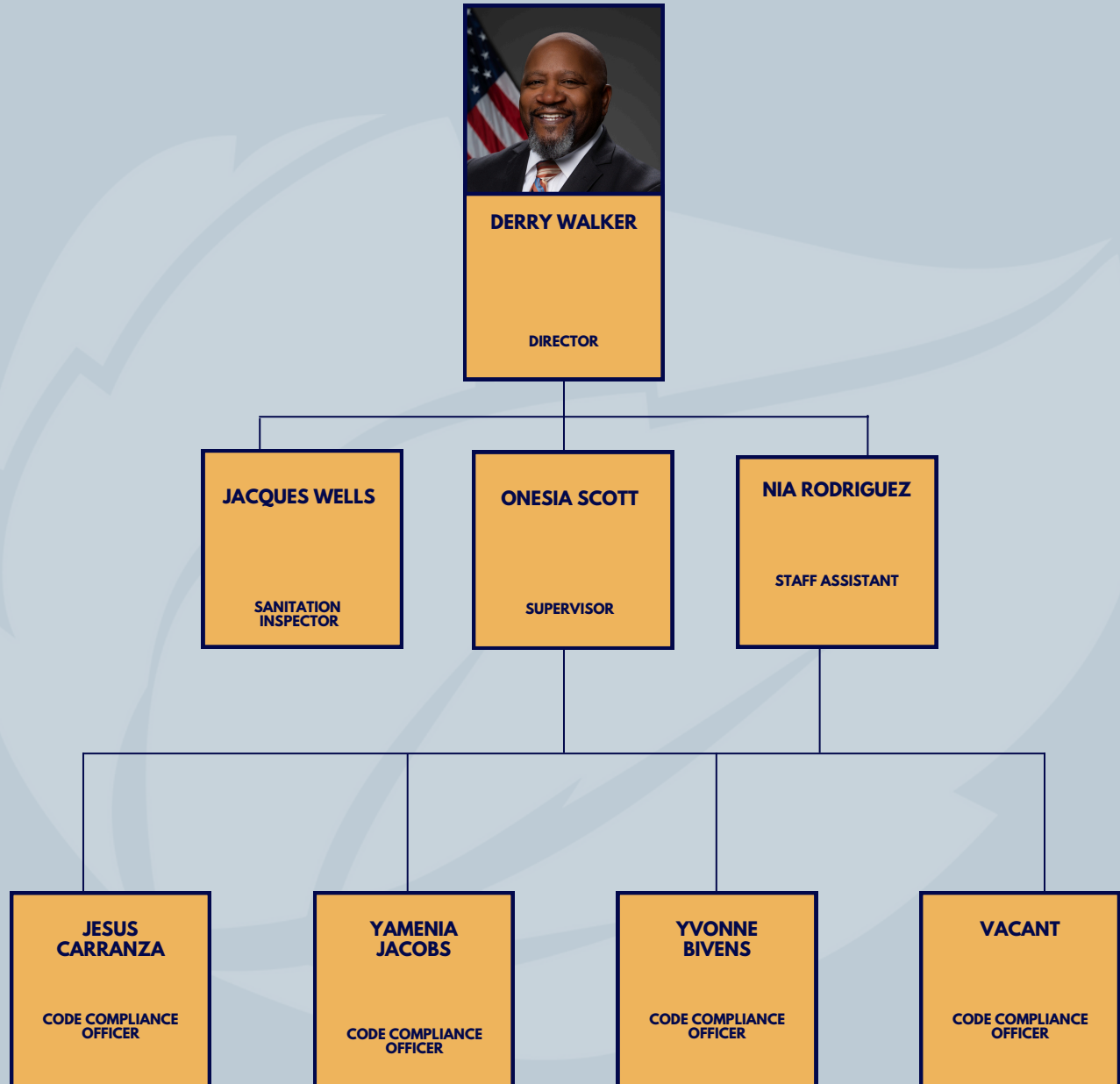
TAILGATE SPREADER, TIRE MACHINE, HEAVY
DUTY LIFT, ZERO TURN MOWERS



TOTAL CAPITAL - \$687,500



CITY OF FOREST PARK CODE COMPLIANCE



CITY OF FOREST PARK

CODE COMPLIANCE

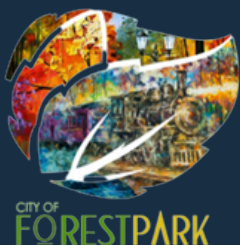
The City of Forest Park's Code Enforcement Department provides citizens with the creation of a safe and healthy environment by enforcing development regulations found in the City's Zoning Ordinance and Comprehensive Plan.



Derry Walker, Director

Departmental Personnel:

Director of Code Enforcement
 Code Enforcement Supervisor
 Code Enforcement Officer
 Code Enforcement Officer
 Code Enforcement Officer
 Code Enforcement Officer



BUDGET HIGHLIGHTS



BRANDING MATERIAL FOR THE DEPARTMENT



LITERATURE FOR MULTILINGUAL COMMUNITIES



INCREASE BEAUTIFICATION EFFORTS



ADDITIONAL CERTIFICATION TRAINING FOR STAFF



CONTINUATION OF COMMUNITY BLOCK PARTIES



ADDITION OF BODY CAMERAS FOR ENHANCED ACCOUNTABILITY AND TRANSPARENCY

City of Forest Park

Code Enforcement - Proposed Budget Continued

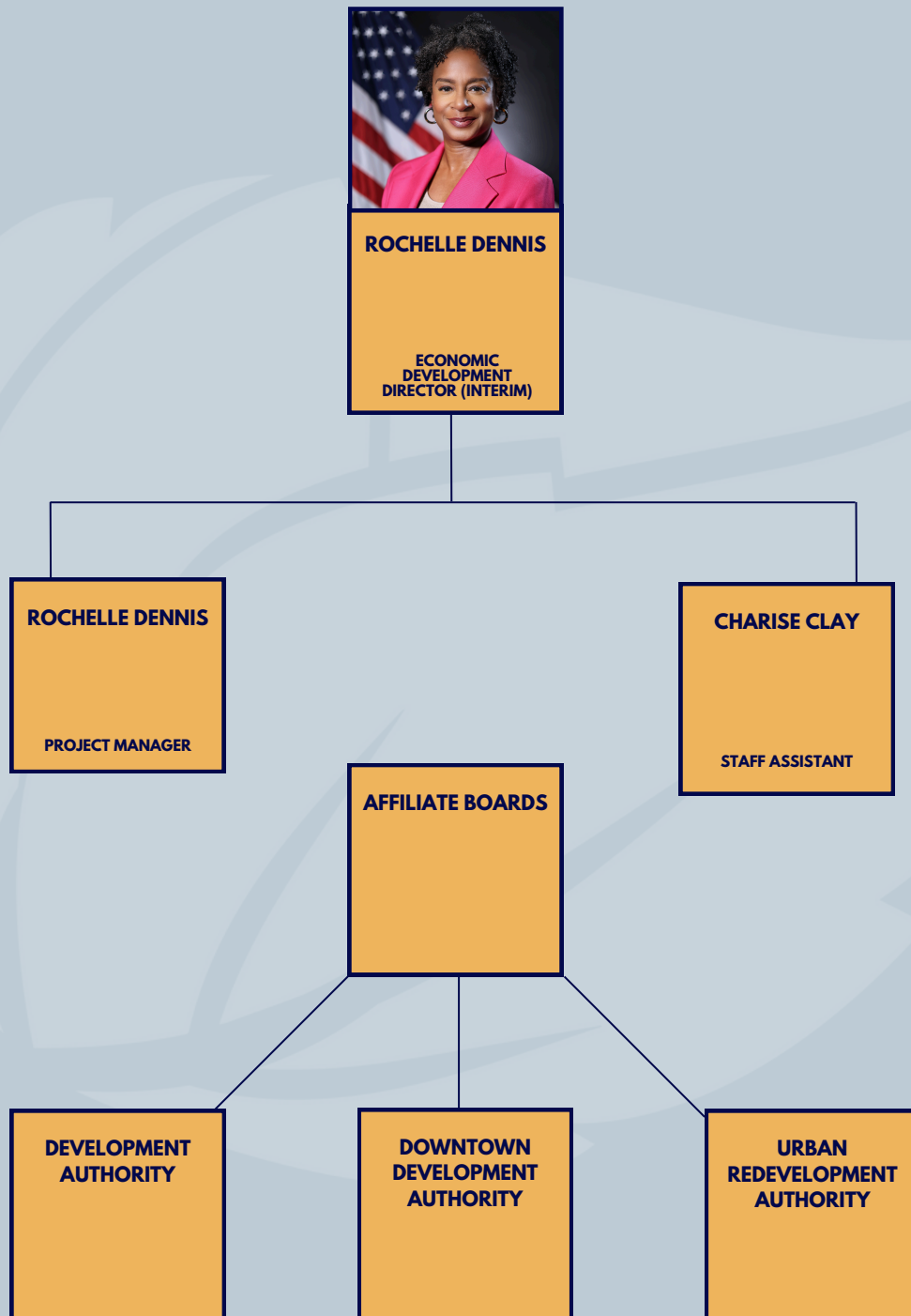
Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
CODE ENFORCEMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES			\$363,000.00	\$557,900.00	\$68,643.00
OVERTIME			\$500.00	\$2,000.00	(\$500.00)
LIFE AND HEALTH INSURANCE			\$130,300.00	\$142,100.00	\$94,300.00
FICA			\$22,500.00	\$34,589.80	\$2,370.00
MEDICARE			\$5,300.00	\$8,089.55	\$1,450.00
RETIREMENT CONTRIBUTIONS			\$13,000.00	\$33,976.11	\$10,563.00
WORKER'S COMP INSURANCE			\$2,000.00	\$2,400.00	\$1,350.00
SICK LEAVE SELL BACK			\$0.00	\$0.00	(\$500.00)
EMPLOYEE APPRECIATION			\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS			\$537,600.00	\$782,055.46	\$177,676.00
PURCHASED/CONTRACT SERV.					
VEHICLE INSURANCE			\$5,000.00	\$6,000.00	\$1,000.00
POSTAGE			\$1,500.00	\$1,500.00	\$0.00
TELEPHONES			\$3,000.00	\$11,000.00	\$8,000.00
PRINTING			\$1,000.00	\$1,000.00	\$0.00
TRAVEL FOR EMPLOYEES			\$2,000.00	\$5,000.00	\$3,000.00
DUES AND SUBSCRIPTIONS			\$2,000.00	\$1,000.00	(\$1,000.00)
TRAINING & CONFERENCES			\$4,000.00	\$5,000.00	\$1,000.00)
TOTAL PURCHASED/CONTRACT SERV.			\$18,500.00	\$30,500.00	\$12,000.00
SUPPLIES					
OFFICE SUPPLIES			\$5,000.00	\$4,000.00	\$0.00
GENERAL DEPARTMENT EXPENSES			\$5,000.00	\$5,000.00	\$0.00
UNIFORMS & RAINWEAR			\$3,000.00	\$4,000.00	\$0.00
BEAUTIFICATION EFFORTS			\$6,000.00	\$6,000.00	\$0.00
TOTAL SUPPLIES			\$19,000.00	\$19,000.00	\$0.00
TOTAL CODE ENFORCEMENT			\$575,100.00	\$831,555.46	\$256,455.46



CITY OF
FORESTPARK

CITY OF FOREST PARK ECONOMIC DEVELOPMENT



CITY OF FOREST PARK

ECONOMIC DEVELOPMENT

The City of Forest Park's Economic Development Department enhances the city's business competitiveness and develops a diverse economic base.



Rochelle Dennis, Interim Director

Departmental Personnel:

Economic Development Director
Economic Development Project
Manager

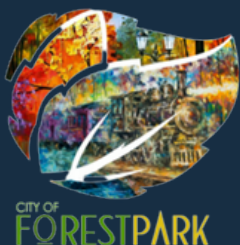
Staff Assistant

Affiliate Boards:

Development Authority

Downtown Development Authority

Urban Redevelopment Authority



BUDGET HIGHLIGHTS



QUARTERLY BUSINESS ASSOCIATION NETWORKING EVENTS



QUARTERLY MAIN STREET EVENTS



BI-ANNUAL DEVELOPER MEETINGS



CONSULTING SERVICES



EXPANSION OF FILM



STAFF TRAININGS (BUDGET, PLANNING, & ECONOMIC DEVELOPMENT BASICS)



ECONOMIC DEVELOPMENT MARKETING MATERIALS



WORKFORCE DEVELOPMENT



BUSINESS RETENTION AND EXPANSION VISITS BY WARD

City of Forest Park

Economic Development - Proposed Budget

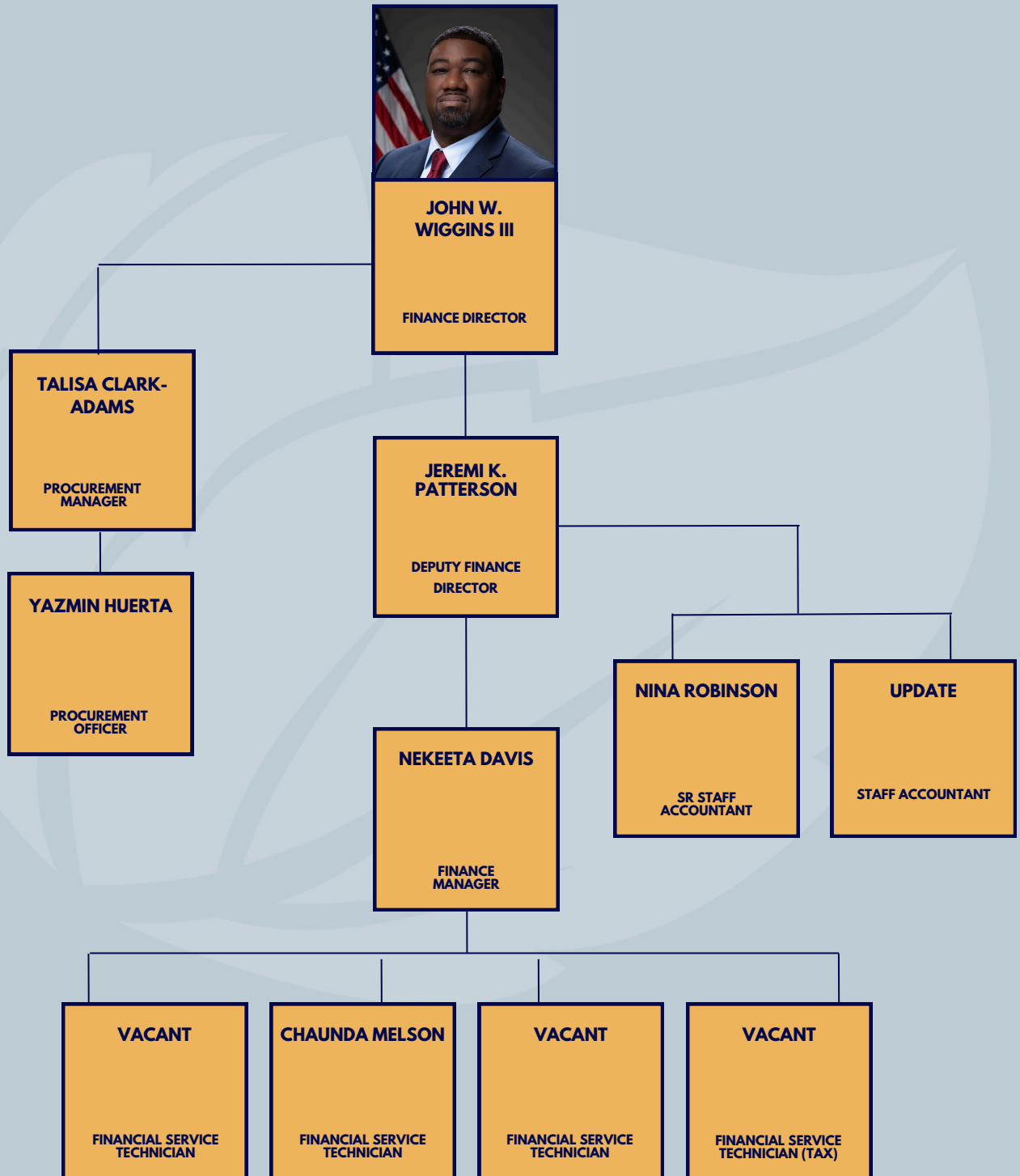
Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
ECONOMIC DEVELOPMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & BENEEFITS					
SALARIES	\$224,747.00	\$231,947.00	\$269,000.00	\$292,864.00	\$23,864.00
LIFE AND HEALTH INSURANCE	\$56,347.00	\$50,000.00	\$66,800.00	\$76,700.00	\$9,900.00
FICA	\$13,934.00	\$18,600.00	\$16,700.00	\$18,157.57	\$1,457.57
MEDICARE	\$3,259.00	\$35,000.00	\$3,900.00	\$4,246.53	\$346.53
RETIREMENT CONTRIBUTIONS	\$5,200.00	\$5,200.00	\$7,400.00	\$17,835.42	\$10,435.42
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$303,487.00	\$341,747.00	\$364,800.00	\$410,803.51	\$46,003.51
PURCHASED/CONTRACT					
CONSULTING SERVICES	\$2,500.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00
PRINTING	\$3,000.00	\$5,500.00	\$3,000.00	\$2,000.00	(\$1,000.00)
DUES AND SUBSCRIPTIONS	\$2,000.00	\$3,750.00	\$2,500.00	\$1,500.00	(\$1,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
TRAINING & CONFERENCES	\$5,000.00	\$5,250.00	\$4,000.00	\$3,000.00	(\$1,000.00)
MEETINGS AND EVENTS	\$8,500.00	\$10,500.00	\$4,000.00	\$4,000.00	\$0.00
OTHER PURCHASED SERVICES	\$0.00	\$1,100.00	\$500.00	\$500.00	\$0.00
PUBLIC RELATIONS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
PHOTOGRAPHY & GRAPHIC DESIGN	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
WEBSITE MAINT DEVELOPMENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$32,000.00	\$36,100.00	\$20,500.00	\$17,500.00	(\$3,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$2,000.00	\$13,000.00	\$5,000.00	\$3,500.00	(\$1,500.00)
GENERAL DEPARTMENT EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
UTILITIES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$5,000.00	\$7,000.00	\$2,000.00	\$500.00	(\$1,500.00)
FLEET GAS CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET LABOR CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINT	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$22,000.00	\$22,000.00	\$9,000.00	\$6,000.00	(\$3,000.00)
TOTAL ECONOMIC DEVELOPMENT	\$357,487.00	\$399,847.00	\$394,300.00	\$434,303.51	\$40,003.51



CITY OF
FORESTPARK

CITY OF FOREST PARK FINANCE



CITY OF FOREST PARK

FINANCE DEPT.

The Finance Department is responsible for billing and collection of revenue from property taxes, business licenses, sanitation services, miscellaneous other permits, and citations issued by the Police Department.



John Wiggins III, Director

Departmental Personnel:

Director of Finance

Deputy Finance Director

Finance Manager

Senior Staff Accountant

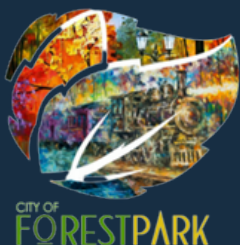
Staff Accountant

Procurement Officer

Procurement Officer

Financial Services Tech, Sr.

Financial Services Tech x 2



BUDGET HIGHLIGHTS



CONTINUE MONTHLY CLOSE OUT PROCESS TO ENSURE ACCURATE FINANCIAL REPORTING



SUBMIT ANNUAL AUDIT REPORT BY DUE DATE



IMPROVE BUDGET PROCESS WITH NEW PLATFORM



ENHANCED PROCUREMENT PROCESS WITH NEW PLATFORM



ENHANCED ACCOUNTING PROCESSES WITH UPDATED POLICIES & PROCEDURES



CONTINUATION OF BI-WEEKLY MEETINGS WITH CITY MANAGER'S FINANCIAL REVIEW

City of Forest Park

Finance - Proposed Budget

Item #9.

100 - GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FINANCE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$784,886.00	\$824,130.00	\$928,900.00	\$860,932.40	(\$67,967.60)
OVERTIME	\$10,000.00	\$0.00	\$500.00	\$0.00	(\$500.00)
LIFE AND HEALTH INSURANCE	\$163,700.00	\$163,700.00	\$186,500.00	\$126,739.00	(\$59,761.00)
FICA	\$48,663.00	\$48,663.00	\$57,600.00	\$53,377.81	(\$4,222.19)
MEDICARE	\$11,381.00	\$11,381.00	\$13,500.00	\$12,483.52	(\$1,016.48)
RETIREMENT CONTRIBUTIONS	\$16,640.00	\$16,640.00	\$9,300.00	\$52,430.78	\$43,130.78
RETIREMENT ADMINISTRATION FEES	\$50,000.00	\$50,000.00	\$44,100.00	\$80,000.00	\$35,900.00
RETIREE MEDICAL PLAN (OPEB)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
HEALTH REIMBURSEMENT EXP	\$45,000.00	\$45,000.00	\$45,000.00	\$30,000.00	(\$15,000.00)
UNEMPLOYMENT TAX	\$10,000.00	\$15,000.00	\$23,000.00	\$20,000.00	(\$3,000.00)
WORKERS' COMP ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
WORKERS' COMP - ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WORKERS COMP CHARGES POLICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WORKERS' COMP - ADMINISTRATOR	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
STATE AUDIT FEES	\$12,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$1,178,070.00	\$1,205,314.30	\$1,312,400.00	\$1,266,363.51	(\$46,036.49)
PURCHASED/CONTRACT SERV.					
ANNUAL AUDIT	\$60,000.00	\$44,000.00	\$70,000.00	\$77,000.00	\$7,000.00
CONSULTING SERVICES	\$30,000.00	\$112,000.00	\$75,000.00	\$100,000.00	\$25,000.00
CITY ATTORNEY FEES	\$180,000.00	\$185,000.00	\$210,000.00	\$350,000.00	\$140,000.00
LEGAL FEES	\$110,000.00	\$279,500.00	\$360,000.00	\$100,000.00	(\$260,000.00)
PERSONNEL ATTORNEY FEES	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
ADP PROCESSING FEES	\$0.00	\$30,000.00	\$30,000.00	\$216,000.00	\$186,000.00
BANK SERVICE CHARGES	\$50,000.00	\$61,000.00	\$80,000.00	\$80,000.00	\$0.00
SOFTWARE PROGRAM MAINTENANCE	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$4,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$1,000.00
COMPUTER EQUIPMENT MAINTENANCE	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
HVAC MAINTENANCE	\$3,600.00	\$1,000.00	\$0.00	\$0.00	\$0.00

City of Forest Park

Finance - Proposed Budget Continued

Item #9.

FACILITY IMPROVEMENTS	\$500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$15,636.00	\$21,700.00	\$15,700.00	\$180,000.00	\$164,300.00
INSURANCE DEDUCTIBLE-LAWSUIT	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	(\$20,000.00)
POSTAGE	\$18,000.00	\$12,000.00	\$15,000.00	\$0.00	(\$15,000.00)
TELEPHONES	\$25,000.00	\$20,000.00	\$20,000.00	\$0.00	(\$20,000.00)
PRINTING	\$8,000.00	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)
DUES AND SUBSCRIPTIONS	\$1,200.00	\$3,500.00	\$2,500.00	\$2,500.00	\$0.00
TRAVEL FOR EMPLOYEES			\$12,000.00	\$9,000.00	(\$3,000.00)
TRAINING & CONFERENCES	\$35,000.00	\$33,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
FIXED ASSET INVENTORY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TAX COLLECTION EXPENSE	\$6,000.00	\$500.00	\$0.00	\$0.00	\$0.00
BAD DEBT EXPENSE	\$2,000.00	\$500.00	\$0.00	\$0.00	\$0.00
REFUNDS PROPERTY TAX	\$10,000.00	\$90,000.00	\$100,000.00	\$50,000.00	(\$50,000.00)
PROPERTY TAX BILL CLAYTON CO		\$20,500.00	\$20,500.00	\$5,000.00	(\$15,500.00)
TOTAL PURCHASED/CONTRACT SERV.	\$692,936.00	\$944,700.00	\$1,064,700.00	\$1,194,500.00	\$31,800.00
SUPPLIES					
OFFICE SUPPLIES	\$12,000.00	\$17,000.00	\$15,000.00	\$8,000.00	(\$7,000.00)
COPIER EXPENSE	\$8,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
FACILITY SUPPLIES	\$7,000.00	\$0.00	\$0.00	0.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$2,500.00	\$21,000.00	\$10,000.00	\$45,000.00	\$35,000.00
FACILITY MAINT & REPAIR	\$15,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
UTILITIES - WATER/SEWER	\$10,000.00	\$13,500.00	\$10,000.00	\$15,000.00	\$5,000.00
UTILITIES - NATURAL GAS	\$400.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
UTILITIES-ELECTRICITY	\$30,000.00	\$39,000.00	\$32,000.00	\$25,000.00	(\$7,000.00)
OFFICE EQUIPMENT	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$89,900.00	\$109,500.00	\$82,000.00	\$108,000.00	\$26,000.00
LOAN					
INTEREST - TAX ANTICIPATION LOAN	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00
FISCAL AGENT FEES	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
BOND PAYMENT	\$1,152,850.00	\$1,152,850.00	\$1,662,520.00	\$0.00	(\$1,662,520.00)
BOND PAYMENT (2021B)	\$2,079,038.00	\$2,091,365.00	\$2,093,343.00	\$0.00	(\$2,093,343.00)
TOTAL LOAN	\$3,251,715.00	\$3,871,761.00	\$3,755,863.00	\$0.00	(\$3,755,863.00)

City of Forest Park

Finance - Proposed Budget Continued

Item #9.

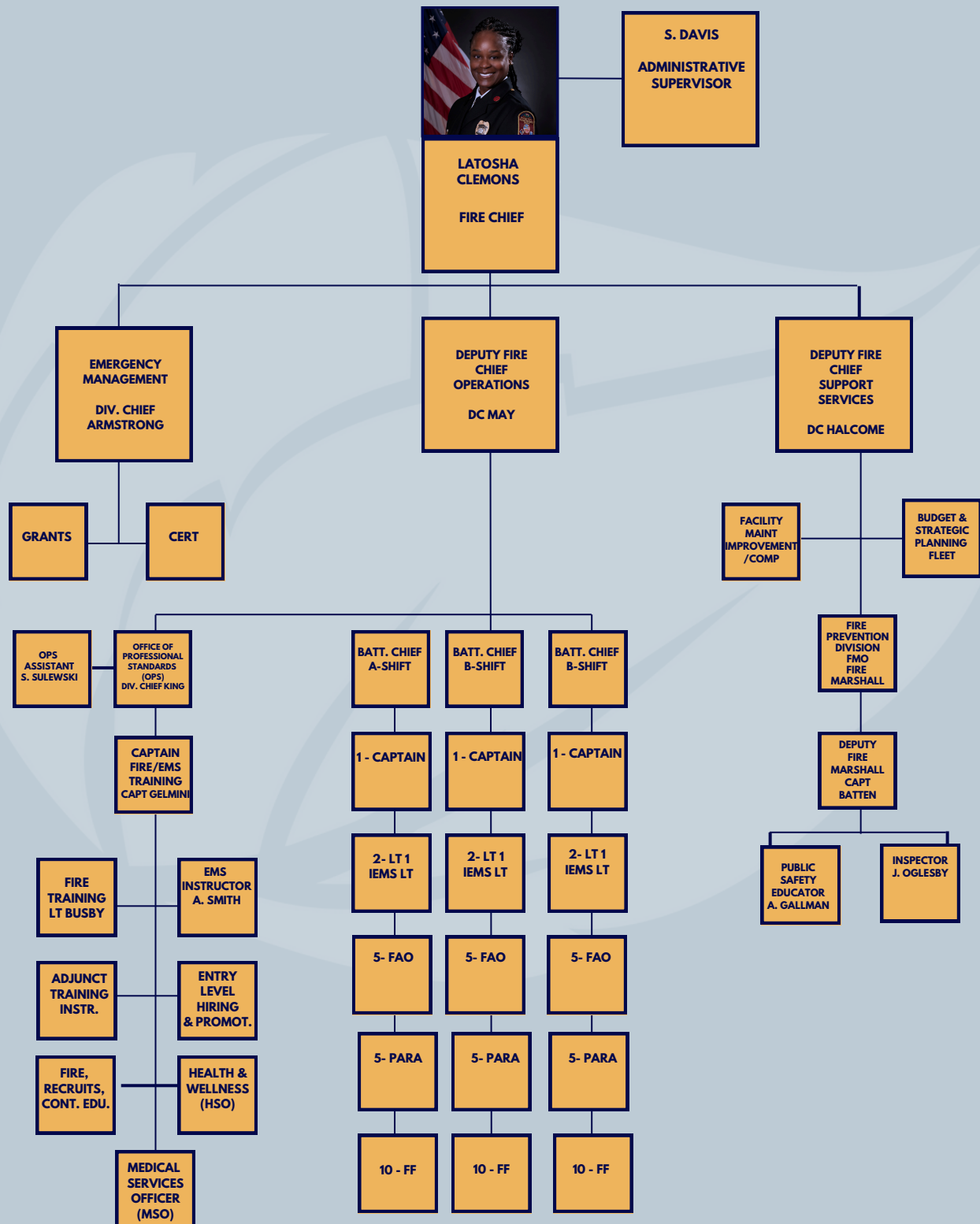
OTHER FINANCING USE					
RESERVE FOR CONTINGENCIES		\$620,046.00	\$199,730.00		\$306,940.00
RESERVE FOR INSURANCE	\$0.00	\$0.00	\$180,000.00	\$200,000.00	\$20,000.00
TRANS/CAPITAL WORKER'S COMP FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER OUT TO FLEET SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO GRANT FUNDS (220)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO GRANT FUNDS (250)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO LRA - FUND 251	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO LOCAL DRUG TASK FORCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO DEVELOPMENT AUTHOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO HOTEL/MOTEL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO SPLOST FUND (320)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO E911 FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING TRANSFER FR GEN FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO URA (585)	\$0.00	\$0.00	\$0.00	\$1,212,750.00	\$1,212,750.00
DDA-LOAN COLLATERAL AMOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING USES	\$0.00	\$0.00	\$379,730.00	\$1,919,420.00	\$1,539,690.00
TOTAL FINANCE OFFICE	\$5,212,621.00	\$6,131,275.00	\$6,555,818.00	\$4,045,213.51	(\$2,510,604.49)



CITY OF
FORESTPARK

CITY OF FOREST PARK

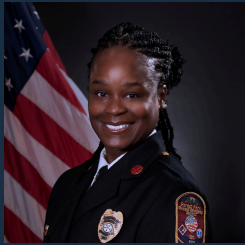
FIRE & EMERGENCY SERVICES



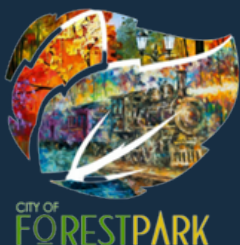
CITY OF FOREST PARK

FIRE & EMERGENCY SERVICES

The Forest Park Fire and Emergency Services Department provides an all-hazards approach to providing services to the citizens of Forest Park and its surrounding community.



Latosha Clemons, Fire Chief



BUDGET HIGHLIGHTS



ONGOING FACILITY IMPROVEMENTS

- HVAC AT STATION 1
- REMODELING AT HEADQUARTERS



FIRST ARRIVING DASHBOARDS



TRAINING GROUND



REPLACEMENT OF FIRE STATION 2



TWO NEW RESCUE TRUCKS



HELICOPTER LANDING ZONE



VEHICLE STORAGE FACILITY



TOWER TRUCK REFURBISHING



THERMAL IMAGING CAMERAS



EMPLOYEE APPRECIATION FUNDING

City of Forest Park

Fire Admin - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FIRE-FIREFIGHTERS & ADMIN	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$2,756,983.00	\$3,464,863.00	\$3,835,000.00	\$4,661,255.00	\$826,255.00
HOLIDAY PAY	\$68,505.00	\$68,505.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$340,000.00	\$300,000.00	\$250,000.00	\$350,000.00	\$100,000.00
LIFE AND HEALTH INSURANCE	\$584,331.00	\$900,000.00	\$1,245,000.00	\$1,382,000.00	\$137,000.00
FICA	\$170,933.00	\$312,000.00	\$237,800.00	\$298,297.81	\$60,497.81
MEDICARE	\$39,980.00	\$60,000.00	\$55,600.00	\$69,763.20	\$14,163.20
RETIREMENT CONTRIBUTIONS	\$39,934.00	\$69,900.00	\$134,100.00	\$293,005.43	\$158,905.43
WORKER'S COMPENSATION INSURANCE	\$13,309.00	\$13,300.00	\$30,000.00	\$27,000.00	(\$3,000.00)
WORKERS' COMP CLAIMS - FIRE SV	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	\$0.00
SICK LEAVE SELL BACK	\$10,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$7,500.00	\$7,500.00	\$7,500.00	\$8,200.00	\$700.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$4,036,475.00	\$5,207,068.00	\$5,815,000.00	\$7,109,521.44	\$1,294,521.44
PURCHASED/CONTRACT SERV.					
PROFESSIONAL AND CONTRACTUAL	\$5,000.00	\$5,000.00	\$80,000.00	\$140,300.00	\$60,300.00
PROFESSIONAL SERVICES	\$7,200.00	\$124,691.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$1,470.00	\$1,470.00	\$1,000.00	\$300.00	(\$700.00)
FIRE EQUIPMENT MAINTENANCE	\$30,000.00	\$35,000.00	\$30,000.00	\$30,000.00	\$0.00
RADIO EQUIPMENT	\$56,000.00	\$40,000.00	\$53,000.00	\$53,000.00	\$0.00
FIRE PREVENTION	\$50,000.00	\$50,000.00	\$30,000.00	\$20,000.00	(\$10,000.00)
FACILITY IMPROVEMENTS	\$50,000.00	\$105,000.00	\$105,000.00	\$20,000.00	(\$85,000.00)
VEHICLE INSURANCE	\$72,992.00	\$72,992.00	\$100,000.00	\$94,000.00	(\$6,000.00)
PROPERTY & LIABILITY INSURANCE	\$51,144.00	\$51,114.00	\$72,000.00	\$71,000.00	(\$1,000.00)
POSTAGE SHIPPING & COURIER	\$876.00	\$876.00	\$500.00	\$300.00	(\$200.00)
TELEPHONES & COMMUNICATION	\$46,890.00	\$46,890.00	\$35,000.00	\$25,000.00	(\$10,000.00)
RADIOS/PAGERS MAINTENANCE	\$1,598.00	\$1,598.00	\$0.00	\$0.00	\$0.00
PRINTING	\$564.00	\$564.00	\$300.00	\$0.00	(\$300.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$7,032.00	\$7,032.00	\$5,000.00	\$0.00	(\$5,000.00)
TRAINING & CONFERENCES	\$25,690.00	\$15,000.00	\$35,000.00	\$35,000.00	\$0.00
TRAINING AIDS - OTHER	\$19,188.00	\$20,000.00	\$15,000.00	\$20,000.00	\$5,000.00

City of Forest Park

Fire Admin - Proposed Budget Continued

Item #9.

COMPUTER TRAINING	\$940.00	\$940.00	\$940.00	\$0.00	(\$940.00)
SUPPRESSION UNIFORM SUPPLY	\$50,000.00	\$50,000.00	\$5,000.00	\$5,000.00	\$0.00
HVAC MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$476,554.00	\$628,167.00	\$572,740.00	\$518,900.00	(\$53,840.00)
SUPPLIES					
OFFICE SUPPLIES	\$13,535.00	\$8,535.00	\$10,000.00	\$7,500.00	(\$2,500.00)
COPIER EXPENSE	\$7,000.00	\$12,000.00	\$12,000.00	\$14,000.00	\$2,000.00
FACILITY SUPPLIES	\$19,911.00	\$17,911.00	\$25,000.00	\$15,000.00	(\$10,000.00)
GENERAL DEPARTMENT EXPENSES	\$1,180.00	\$3,180.00	\$5,000.00	\$5,000.00	\$0.00
FACILITY MAINT & REPAIRS	\$120,000.00	\$120,000.00	\$75,000.00	\$150,000.00	\$75,000.00
UTILITIES -WATER/SEWER	\$7,000.00	\$7,000.00	\$13,000.00	\$0.00	(\$13,000.00)
UTILITIES -NATURAL GAS	\$18,000.00	\$18,000.00	\$20,000.00	\$0.00	(\$20,000.00)
UTILITIES - ELECTRICITY	\$45,000.00	\$45,000.00	\$65,000.00	\$0.00	(\$65,000.00)
FLEET GAS CHARGE	\$46,000.00	\$46,000.00	\$46,000.00	\$0.00	(\$46,000.00)
OFFICE IMPROVEMENTS	\$10,470.00	\$10,470.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$100,000.00	\$150,000.00	\$125,000.00	\$125,000.00	\$0.00
FILM /PUB. RELATIONS EVENTS	\$1,188.00	\$1,188.00	\$1,200.00	\$2,000.00	\$800.00
FLEET LABOR CHARGE	\$25,751.00	\$25,751.00	\$18,000.00	\$0.00	(\$18,000.00)
FLEET EQUIPMENT MAINTENANCE	\$44,607.00	\$44,607.00	\$44,000.00	\$0.00	(\$44,000.00)
FLEET OVERHEAD CHARGE	\$12,091.00	\$12,091.00	\$12,000.00	\$0.00	(\$12,000.00)
DORMITORY EXPENSE	\$9,002.00	\$9,000.00	\$5,000.00	\$5,000.00	\$0.00
BREATHING APPARATUS	\$128,184.00	\$0.00	\$0.00	\$0.00	\$0.00
FIRE FIGHTING EQUIPMENT	\$20,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00
FIRE PREVENTION EDUCATION	\$5,872.00	\$0.00	\$0.00	\$0.00	\$0.00
FIRE HOSE	\$91,585.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$726,376.00	\$730,733.00	\$676,200.00	\$523,500.00	(\$152,700.00)
LOANS					
PRINCIPAL	\$0.00	\$0.00	\$33,794.00	\$33,794.00	\$0.00
INTEREST	\$0.00	\$0.00	\$1,074.63	\$1,074.63	\$0.00
TOTAL LOANS	\$0.00	\$0.00	\$34,868.63	\$34,868.63	\$0.00
TOTAL FIRE-FIREFIGHTERS & ADMIN	\$5,918,926.00	\$6,565,968.00	\$7,097,868.63	\$8,186,790.07	\$1,088,921.44

City of Forest Park

Fire Emergency Services - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FIRE-EMERGENCY MGMT SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$0.00	\$0.00	\$85,000.00	\$90,517.00	\$5,517.00
OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA	\$0.00	\$0.00	\$5,300.00	\$5,612.05	\$312.05
MEDICARE	\$0.00	\$0.00	\$1,200.00	\$1,312.50	\$112.50
RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$900.00	\$5,512.49	\$4,612.49
SICK LEAVE SELL BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$0.00	\$0.00	\$92,400.00	\$102,954.04	\$10,554.04
PURCHASED/CONTRACT SERV.					
POSTAGE SHIPPING & COURIER	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00
TELEPHONES & COMMUNICATION	\$930.00	\$930.00	\$300.00	\$0.00	(\$300.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)
DUES AND SUBSCRIPTIONS	\$10,000.00	\$10,000.00	\$8,000.00	\$0.00	(\$8,000.00)
TRAINING & CONFERENCES	\$5,500.00	\$8,500.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$16,680.00	\$19,680.00	\$13,300.00	\$4,000.00	(\$9,300.00)
SUPPLIES					
OFFICE SUPPLIES	\$500.00	\$1,500.00	\$0.00	\$0.00	(\$1,500.00)
GENERAL DEPARTMENT EXPENSES	\$4,995.00	\$6,500.00	\$5,000.00	\$3,500.00	(\$1,500.00)
EQUIPMENT	\$6,520.00	\$8,520.00	\$6,000.00	\$3,500.00	(\$2,520.00)
TOTAL SUPPLIES	\$12,015.00	\$16,520.00	\$11,000.00	\$7,000.00	(\$4,000.00)
TOTAL EMERGENCY MGMT SERVICES	\$28,695.00	\$36,200.00	\$116,700.00	\$113,954.04	(\$2,745.96)

City of Forest Park

Fire & EMS- Proposed Budget

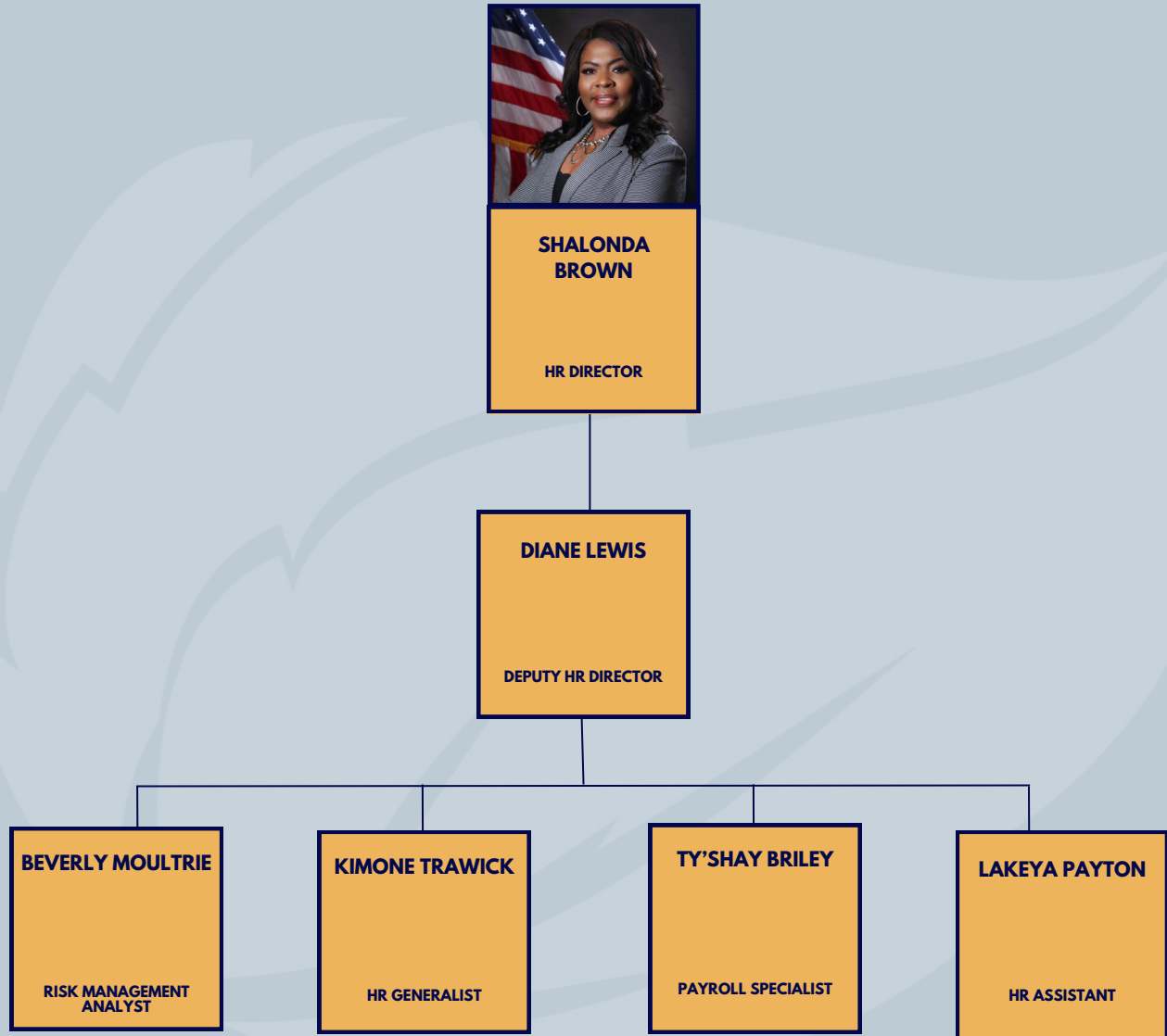
Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FIRE - EMS SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
SALARIES	\$951,396.00	\$982,005.00	\$1,206,500.00	\$817,860.00	(\$388,640.00)
HOLIDAY PAY	\$34,731.00	\$34,700.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$52,267.00	\$52,300.00	\$40,000.00	\$50,000.00	\$10,000.00
LIFE AND HEALTH INSURANCE	\$231,615.00	\$500,000.00	\$252,700.00	\$179,000.00	(\$73,700.00)
FICA	\$58,987.00	\$88,400.00	\$74,800.00	\$50,707.32	(\$24,092.68)
MEDICARE	\$13,795.00	\$17,000.00	\$17,500.00	\$11,858.97	(\$5,641.03)
RETIREMENT CONTRIBUTIONS	\$41,046.00	\$41,000.00	\$26,200.00	\$49,807.67	\$23,607.67
WORKER'S COMP INSURANCE	\$5,629.00	\$5,600.00	\$12,000.00	\$11,500.00	(\$500.00)
WORKER'S COMP CLAIMS - EMS SVC	\$4,267.00	\$4,200.00	\$15,000.00	\$64,000.00	\$49,000.00
SICK LEAVE SELL BACK	\$3,733.00	\$37,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$1,397,466.00	\$1,762,205.00	\$1,644,700.00	\$1,234,733.96	(\$409,966.04)
PURCHASED/CONTRACT SERV.					
EMS MEDICAL DIRECTOR	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00
PROFESSIONAL AND CONTRACTUAL	\$940.00	\$940.00	\$1,000.00	\$0.00	(\$1,000.00)
E M S EQUIPMENT MAINTENANCE	\$9,697.00	\$9,697.00	\$10,000.00	\$8,500.00	(\$1,500.00)
VEHICLE INSURANCE	\$16,023.00	\$16,023.00	\$20,000.00	\$21,000.00	\$1,000.00
EMT LIABILITY INSURANCE	\$14,646.00	\$14,646.00	\$0.00	\$0.00	\$0.00
RADIOS/PAGERS MAINTENANCE	\$8,690.00	\$8,690.00	\$0.00	\$0.00	\$0.00
WALKIE TALKIE RADIO MAINT	\$38,000.00	\$38,000.00	\$0.00	\$0.00	\$0.00
TRAINING & CONFERENCES	\$9,500.00	\$50,000.00	\$0.00	\$0.00	\$0.00
TRAINING AIDS - OTHER	\$25,000.00	\$37,500.00	\$25,000.00	\$0.00	(\$25,000.00)
PARAMEDIC RE-CERTIFICATION	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00	\$0.00
DIVERSIFIED COLLECTION AGENCY	\$29,305.00	\$29,305.00	\$24,000.00	\$24,000.00	\$0.00
AMBULANCE LICENSING FEE	\$9,500.00	\$9,500.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$190,301.00	\$243,301.00	\$107,000.00	\$80,500.00	(\$26,500.00)
SUPPLIES					
RESCUE TRUCK EQUIPMENT	\$20,000.00	\$140,000.00	\$30,000.00	\$30,000.00	\$0.00
FLEET GAS CHARGE	\$26,000.00	\$26,000.00	\$45,000.00	\$0.00	(\$45,000.00)
UNIFORMS & RAINWEAR	\$4,407.00	\$4,407.00	\$0.00	\$0.00	\$0.00
FIRST AID/MEDICAL SUPPLIES	\$100,000.00	\$125,000.00	\$100,000.00	\$90,000.00	(\$10,000.00)
FLEET LABOR CHARGE	\$13,443.00	\$13,443.00	\$13,500.00	\$0.00	(\$13,500.00)
FLEET EQUIPMENT MAINTENANCE	\$25,298.00	\$25,298.00	\$20,000.00	\$0.00	(\$20,000.00)
FLEET OVERHEAD CHARGE	\$9,193.00	\$9,193.00	\$9,000.00	\$0.00	(\$9,000.00)
TOTAL SUPPLIES	\$198,341.00	\$343,341.00	\$217,500.00	\$120,000.00	(\$97,500.00)
TOTAL FIRE - EMS SERVICES	\$1,786,107.00	\$2,348,847.00	\$1,969,200.00	\$1,435,233.96	(\$418,946.04)



CITY OF
FORESTPARK

CITY OF FOREST PARK HUMAN RESOURCES



CITY OF FOREST PARK

HUMAN RESOURCES

The Human Resources Department provides support to the City's management staff, employees, and City Council in the area of Employee Relations, Health, Safety, Recruitment, compensation/classification, and Benefits Administration.



Shalonda Brown, Director

Departmental Personnel:

HR Director

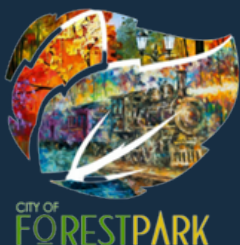
Deputy Director

Risk Management Analyst

HR Generalist

Payroll Specialist

HR Assistant



BUDGET HIGHLIGHTS



RISK MANAGEMENT ANALYST HIRED TO ENSURE COMPLIANCE THROUGHOUT THE CITY



MANDATE DIRECT DEPOSIT



ROLL-OUT ADP PERFORMANCE MODULE



IMPLEMENTATION OF CITYWIDE LUNCH AND LEARN ACTIVITIES TO INCLUDE RISK MANAGEMENT



PAPERLESS INITIATIVE



POLICY DEVELOPMENT FOR TUITION REIMBURSEMENT

City of Forest Park

Human Resources - Proposed Budget

Item #9.

100-GENERAL FUND	2023	2024	2025	2026	FY25-FY26
HUMAN RESOURCES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$352,942.00	\$365,000.00	\$468,000.00	\$552,000.00	\$84,000.00
OVERTIME	\$4,000.00	\$1,500.00	\$0.00	\$100.00	\$100.00
LIFE AND HEALTH INSURANCE	\$64,314.00	\$65,000.00	\$59,000.00	\$59,000.00	\$0.00
FICA	\$21,882.00	\$28,000.00	\$30,000.00	\$34,224.00	\$4,224.00
MEDICARE	\$5,118.00	\$6,000.00	\$6,000.00	\$8,236.22	\$2,236.22
RETIREMENT CONTRIBUTIONS	\$12,480.00	\$7,500.00	\$12,500.00	\$33,616.80	\$21,116.80
WORKER'S COMPENSATION CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$40,000.00	\$50,000.00	\$50,000.00	\$0.00
GIRMA	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
SICK LEAVE SELL BACK	\$1,005.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$461,741.00	\$514,000.00	\$625,500.00	\$762,177.02	\$136,677.02
PURCHASED/CONTRACT SERV.					
PROFESSIONAL AND CONTRACTUAL	\$0.00	\$0.00	\$30,000.00	\$25,000.00	(\$5,000.00)
OFFICE EQUIPMENT MAINTENANCE	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
HVAC MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANITORIAL SERVICES	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$0.00
WANT ADS	\$6,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$0.00	\$0.00	\$2,000.00	\$250.00	(\$1,750.00)
PRINTING	\$5,000.00	\$7,500.00	\$1,500.00	\$1,000.00	(\$500.00)
POSTAGE	\$3,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
DUES AND SUBSCRIPTIONS	\$2,500.00	\$2,500.00	\$2,000.00	\$2,250.00	\$250.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
TRAINING & CONFERENCES	\$17,000.00	\$17,000.00	\$8,000.00	\$8,000.00	\$0.00
EMPLOYEE SAFETY TRAINING	\$5,000.00	\$2,000.00	\$5,000.00	\$2,500.00	(\$2,500.00)
BOOKS FOR LIBRARY	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
ONBOARDING AND RECRUITMENT	\$32,500.00	\$38,000.00	\$8,000.00	\$10,500.00	\$2,500.00
RELOCATION REIMBURSEMENT	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
HOSPITALITY	\$3,000.00	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$119,800.00	\$80,900.00	\$60,500.00	\$51,500.00	(\$9,000.00)

City of Forest Park

Human Resources - Proposed Budget Continued

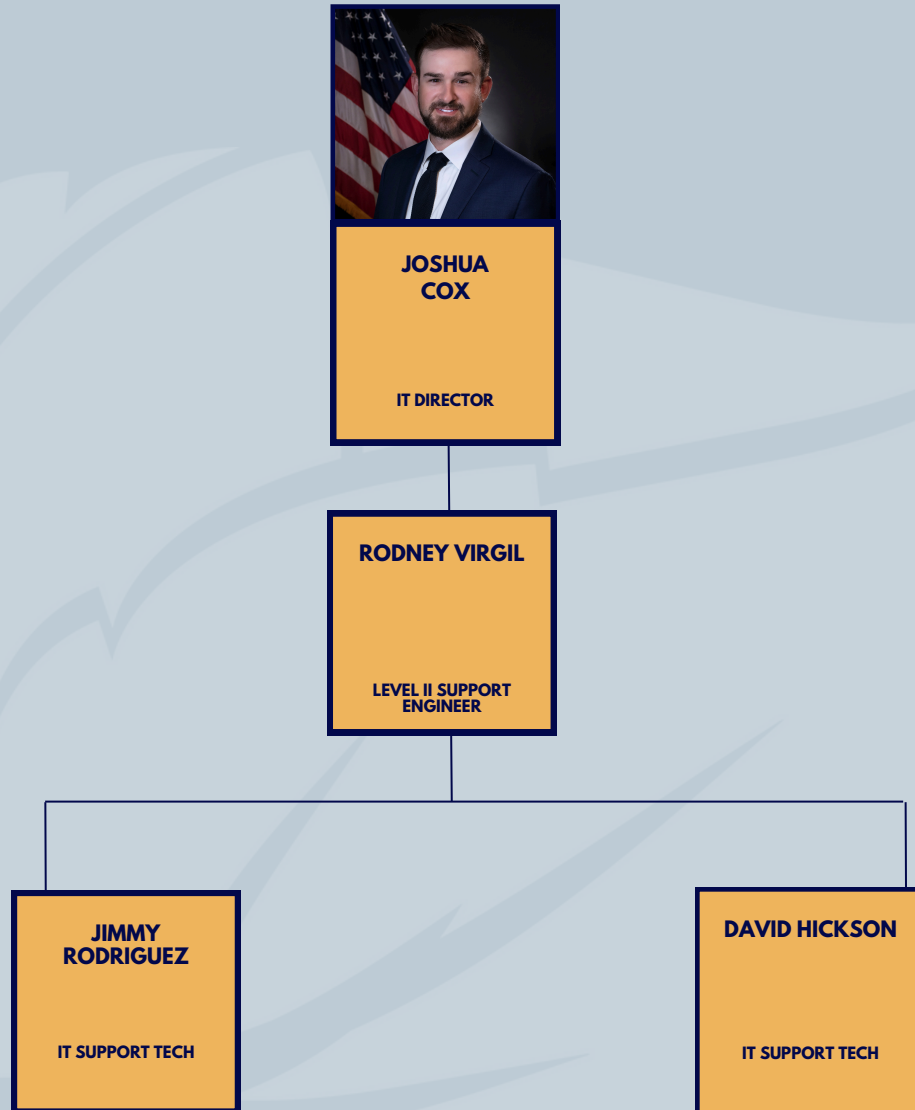
Item #9.

SUPPLIES					
OFFICE SUPPLIES	\$7,500.00	\$7,500.00	\$5,000.00	\$8,000.00	\$3,000.00
COPIER EXPENSE	\$2,500.00	\$2,500.00	\$3,000.00	\$6,500.00	\$3,500.00
GENERAL DEPARTMENT EXPENSES	\$7,500.00	\$7,500.00	\$8,250.00	\$20,000.00	\$11,750.00
EMPLOYEE ASSISTANCE PROGRAM	\$5,000.00	\$5,000.00	\$3,500.00	\$6,000.00	\$2,500.00
OFFICE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY SUPPLIES	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
ARCHIVES - RECORDS MANAGEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$23,250.00	\$23,250.00	\$19,750.00	\$40,500.00	\$20,750.00
TOTAL HUMAN RESOURCES	\$604,790.84	\$618,150.00	\$705,750.00	\$854,177.02	\$148,427.02



CITY OF
FORESTPARK

CITY OF FOREST PARK INFORMATION TECHNOLOGY



CITY OF FOREST PARK

INFORMATION TECHNOLOGY

The Information Technology Division manages the City's enterprise information systems, including Geographic Information Systems (GIS), software implementation and management, local and wide area networks and supporting infrastructure.



Josh Cox, Director

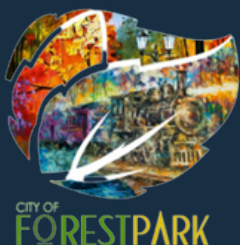
Departmental Personnel:

IT Director

Level II Engineer

IT Support Tech

Police Support Tech



BUDGET HIGHLIGHTS



ENHANCEMENT OF LOCAL SERVERS



POLICE DEPARTMENT SERVER REFRESH



POLICE MDT (IN-CAR COMPUTER) REFRESH



25% OF DESKTOPS PLANNED FOR REPLACEMENT



CONTINUATION OF CYBER SECURITY SOFTWARE

City of Forest Park

Information Technology - Proposed Budget

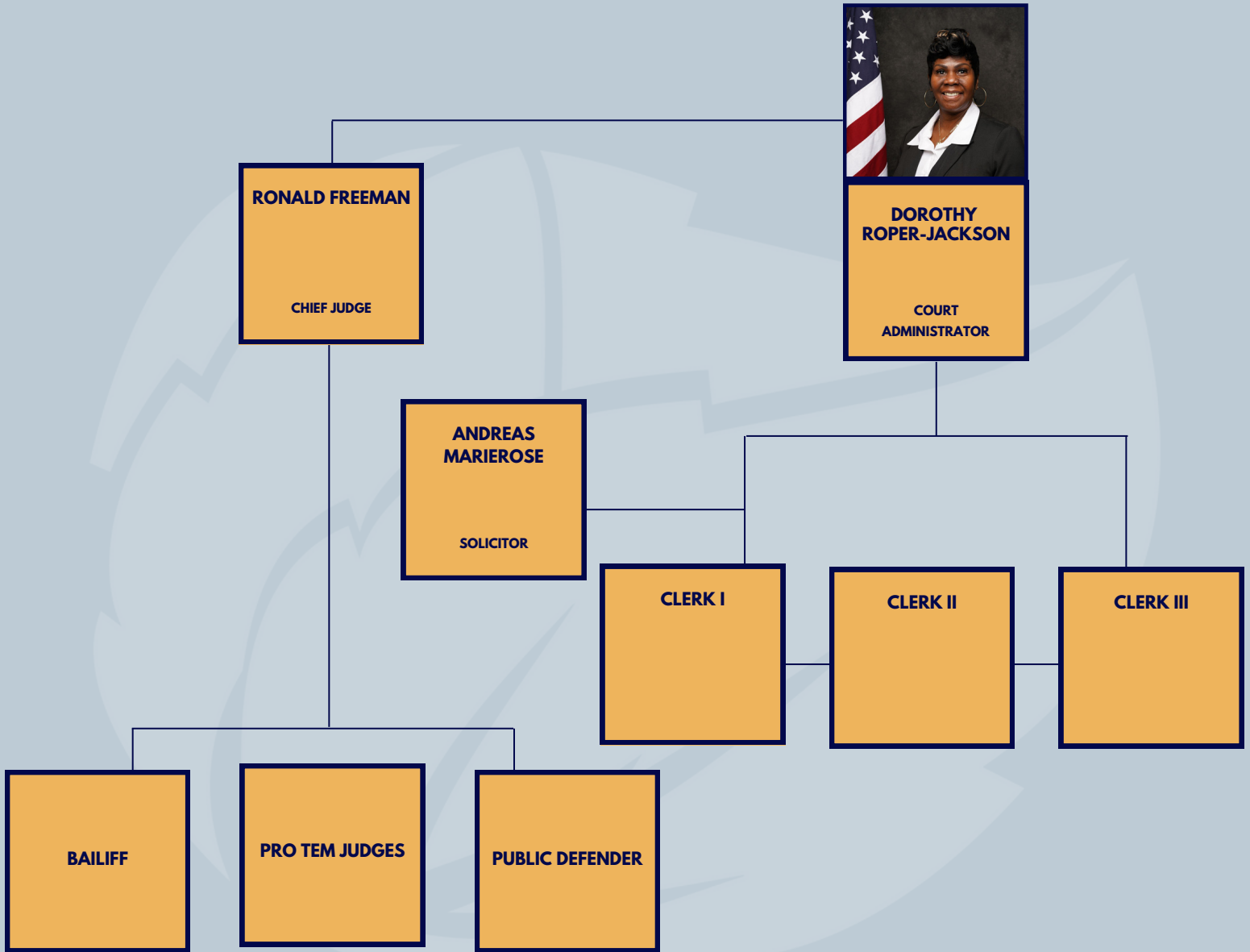
Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
INFORMATION TECHNOLOGY	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$227,511.00	\$342,500.00	\$339,000.00	\$365,987.00	\$26,987.00
OVERTIME	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$36,999.00	\$49,500.00	\$68,300.00	\$81,100.00	\$12,800.00
FICA	\$14,105.00	\$24,500.00	\$21,018.00	\$22,691.19	\$1,673.19
MEDICARE	\$3,298.00	\$4,600.00	\$4,915.50	\$5,306.81	\$391.31
RETIREMENT CONTRIBUTIONS	\$7,585.00	\$0.00	\$9,667.97	\$22,288.61	\$12,620.64
WORKER'S COMPENSATION CLAIMS	\$500.00	\$500.00	\$500.00	\$0.00	(\$500.00)
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$299,998.00	\$422,600.00	\$444,401.47	\$498,373.61	\$53,972.14
PURCHASED/CONTRACT SERV.					
PROPERTY & LIABILITY INSURANCE	\$0.00	\$0.00	\$35,000.00	\$0.00	(\$35,000.00)
POSTAGE SHIPPING & COURIER	\$150.00	\$500.00	\$500.00	\$500.00	\$0.00
TELEPHONES & COMMUNICATION	\$64,000.00	\$66,000.00	\$72,000.00	\$74,000.00	\$2,000.00
OTHER TELECOMMUNICATIONS	\$573,085.00	\$740,000.00	\$835,000.00	\$755,000.00	(\$80,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$15,000.00	\$2,333.00	\$5,000.00	\$2,000.00	(\$3,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$652,235.00	\$811,500.00	\$948,500.00	\$832,500.00	(\$116,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$1,500.00	\$500.00	\$0.00	\$1,500.00	\$1,500.00
GENERAL DEPARTMENT EXPENSES	\$1,000.00	\$500.00	\$1,000.00	\$1,000.00	\$0.00
TOOLS	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
COMPUTER HARDWARE/SOFTWARE	\$411,890.00	\$372,880.00	\$239,000.00	\$640,000.00	\$401,000.00
CITYWIDE COMPUTER MAINT	\$120,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$534,839.00	\$374,880.00	\$240,000.00	\$642,500.00	\$402,500.00
TOTAL TECHNOLOGY SERVICES	\$1,487,123.04	\$1,608,400.00	\$1,632,901.47	\$1,973,373.61	\$340,472.14



CITY OF
FORESTPARK

CITY OF FOREST PARK MUNICIPAL COURTS



CITY OF FOREST PARK

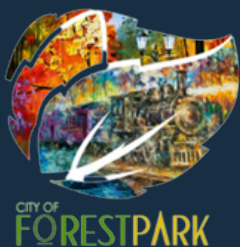
MUNICIPAL COURTS

The Municipal Court of Forest Park has jurisdiction over traffic offenses, local ordinances, and most misdemeanor non-traffic offenses.



Dorothy Roper-Jackson, Administrator

Departmental Personnel:
Municipal Court Judge
Solicitor
Court Administrator
Court Clerk



BUDGET HIGHLIGHTS



IMPLEMENT AN ELECTRONIC SYSTEM



ESTABLISH MULTI-CULTURAL EDUCATION SESSION



INTERN TO ASSIST WITH FAILURE TO APPEAR (FTA) WARRANTS



IN-HOUSE PROBATION

City of Forest Park

Municipal and Environmental Courts - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
MUNICIPAL & ENVIRONMENTAL COURT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$155,615.00	\$150,000.00	\$170,000.00	\$317,616.00	\$147,616.00
OVERTIME	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
LIFE AND HEALTH INSURANCE	\$2,500.00	\$2,500.00	\$46,000.00	\$46,000.00	\$0.00
FICA	\$20,000.00	\$11,500.00	\$10,500.00	\$19,692.19	\$9,192.19
MEDICARE	\$4,700.00	\$2,200.00	\$2,500.00	\$4,605.43	\$2,105.43
RETIREMENT CONTRIBUTIONS	\$4,669.00	\$4,000.00	\$11,000.00	\$19,342.81	\$8,342.81
WORKERS COMP INSURANCE	\$1,200.00	\$1,200.00	\$1,200.00	\$2,500.00	\$1,300.00
JUDGES - MUNICIPAL COURT	\$84,000.00	\$108,000.00	\$108,000.00	\$126,000.00	\$18,000.00
SOLICITORS-MUNICIPAL COURT	\$0.00	\$72,000.00	\$72,000.00	\$92,000.00	\$20,000.00
PUBLIC DEFENDER	\$6,000.00	\$24,000.00	\$6,000.00	\$10,500.00	\$4,500.00
PROTEM JUDGES	\$20,000.00	\$20,000.00	\$28,000.00	\$10,000.00	(\$18,000.00)
JUDGE - ENVIRONMENTAL COURT	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$318,684.00	\$396,400.00	\$461,200.00	\$649,256.44	\$188,056.44
PURCHASED/CONTRACT SERV.					
PROFESSIONAL & CONTRACTUAL	\$75,000.00	\$25,000.00	\$16,000.00	\$5,000.00	(\$11,000.00)
SOFTWARE PROGRAM MAINT	\$30,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00
POSTAGE SHIPPING & COURIER	\$3,000.00	\$3,000.00	\$3,000.00	\$7,000.00	\$4,000.00
TELEPHONES & COMMUNICATION	\$2,500.00	\$2,500.00	\$2,500.00	\$1,000.00	(\$1,500.00)
PRINTING	\$5,000.00	\$5,000.00	\$5,000.00	\$3,000.00	(\$2,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
DUES & SUBSCRIPTIONS	\$5,000.00	\$4,968.00	\$3,000.00	\$3,000.00	\$0.00
TRAINING & CONFERENCES	\$15,000.00	\$10,000.00	\$10,000.00	\$7,000.00	(\$3,000.00)
BAILIFF FEES	\$8,000.00	\$8,000.00	\$8,000.00	\$10,000.00	\$2,000.00
JUDGES SEMINARS /SUBSCRIPTIONS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
POAB MANDATES	\$0.00	\$40,000.00	\$70,000.00	\$0.00	(\$70,000.00)
STATE MANDATES	\$0.00	\$75,000.00	\$115,000.00	\$0.00	(\$115,000.00)
COUNTY MANDATES	\$0.00	\$50,000.00	\$50,000.00	\$0.00	(\$50,000.00)
COURT INTERPRETER	\$0.00	\$15,000.00	\$20,000.00	\$54,000.00	\$34,000.00
TOTAL PURCHASED/CONTRACT SERV.	\$146,000.00	\$264,968.00	\$332,000.00	\$117,500.00	(\$212,500.00)

City of Forest Park
Municipal and Environmental Court - Proposed Budget Continued

Item #9.

SUPPLIES					
OFFICE SUPPLIES	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
COPIER EXPENSE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,711.00	\$211.00
FACILITY SUPPLIES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL DEPARTMENT EXPENSE	\$5,000.00	\$10,500.00	\$7,000.00	\$3,000.00	(\$4,000.00)
FACILITY MAINT & REPAIR	\$5,000.00	\$5,000.00	\$3,000.00	\$1,700.00	(\$1,300.00)
UTILITIES - WATER/SEWER	\$500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
UTILITIES NATURAL GAS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
UTILITIES - ELECTRICITY	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
FLEET GAS CHARGE	\$1,500.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$33,500.00	\$28,500.00	\$17,500.00	\$12,411.00	(\$5,089.00)
TOTAL MUNI & ENVR. COURT	\$498,184.00	\$689,868.00	\$810,700.00	\$781,167.44	(\$29,532.56)



CITY OF
FORESTPARK

CITY OF FOREST PARK PLANNING & COMMUNITY DEVELOPMENT



**NICOLE
DOZIER**

PLANNING &
COMMUNITY
DEVELOPMENT
DIRECTOR

**LATONYA
TURNER**

OFFICE COORDINATOR

**SAVAUGHN
IRONS-KUMASSAH**

PRINCIPAL PLANNER

**BRIDGETTE
JACKSON-BARNEY**

PERMITTING &
LICENSING
SUPERVISOR

BOARDS

LATEMIA RICHARDS

PLANNER I

**NOVA
BUILDING
OFFICIAL/
INSPECTOR**

**FALCON
CITY
ENGINEER/PLAN
REVIEWER**

**TBD
SOIL & EROSION/
LANDSCAPING
REVIEWER**

**URBAN
DESIGN
REVIEW
BOARD**

**PLANNING
COMMISSION**

**PUBLIC ART
REVIEW BOARD**

**KANDICE
GARDNER-MILLER**

LICENSING TECH

**FATIMA
FERNANDEZ**

BUSINESS LICENSING
TECH

BUDGET HIGHLIGHTS

CITY OF FOREST PARK

PLANNING & COMMUNITY DEVELOPMENT

The City of Forest Park's Planning & Community Development Department provides positive development and redevelopment of the City with a commitment to enhance the quality of life through equitable growth of Forest Park residents.



Nicole Dozier, Director

Departmental Personnel:

PCD Director

Principal Planner

Project Manager

Administrative Supervisor

Planner I

Office Assistant

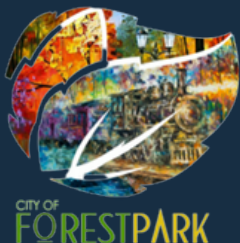
Permit Technician

Affiliate Boards:

Architectural Design

Planning Commission

Business License Technician



IMPLEMENT PCD ONLINE SERVICES SYSTEM



IMPLEMENT CONCIERGE DEVELOPMENT PROJECT SERVICES



TRANSFER AE/ALCOHOL PERMITTING ISSUANCE TO PLANNING & COMMUNITY DEVELOPMENT



INCREASED PUBLIC EDUCATION

City of Forest Park

Planning and Community Development - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PLANNING & COMMUNITY DEVELOPMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$624,476.00	\$505,284.00	\$414,060.00	\$425,500.00	\$23,500.00
OVERTIME	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
LIFE AND HEALTH INSURANCE	\$95,350.00	\$36,000.00	\$79,000.00	\$125,300.00	\$46,300.00
FICA	\$38,718.00	\$34,967.00	\$26,000.00	\$26,381.00	\$1,381.00
MEDICARE	\$9,055.00	\$6,700.00	\$6,000.00	\$6,169.75	\$169.75
RETIREMENT CONTRIBUTIONS	\$6,032.00	\$3,562.20	\$13,400.00	\$25,912.95	\$12,512.95
WORKER'S COMP INSURANCE	\$2,728.00	\$1,619.61	\$3,500.00	\$3,200.00	(\$1,300.00)
SICK LEAVE SELL BACK	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$778,859.00	\$590,632.81	\$544,160.00	\$614,463.70	\$82,563.70
PURCHASED/CONTRACT SERV.					
MUNICIPAL PLANNING	\$55,000.00	\$55,000.00	\$100,000.00	\$112,000.00	\$12,000.00
PROFESSIONAL AND CONTRACTUAL	\$0.00	\$0.00	\$50,000.00	\$220,000.00	\$170,000.00
OTHER PROFESSIONAL SERVICES	\$0.00	\$130,230.00	\$138,000.00	\$0.00	\$(138,000.00)
SOFTWARE MAINTENANCE	\$0.00	\$20,000.00	\$0.00	\$1,000.00	\$1,000.00
VEHICLE INSURANCE	\$3,574.00	\$1,000.00	\$1,300.00	\$1,300.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$7,502.00	\$7,502.00	\$10,500.00	\$10,500.00	\$0.00
POSTAGE	\$3,000.00	\$3,000.00	\$2,000.00	\$3,000.00	\$1,000.00
TELEPHONES & COMMUNICATION	\$17,788.00	\$4,000.00	\$4,000.00	\$3,000.00	\$(1,000.00)
PRINTING	\$2,000.00	\$3,000.00	\$2,500.00	\$6,000.00	\$3,500.00
DUES AND SUBSCRIPTIONS	\$3,000.00	\$2,300.00	\$2,300.00	\$43,550.00	\$41,250.00
TRAINING & CONFERENCES	\$10,000.00	\$6,000.00	\$4,000.00	\$5,000.00	\$(1,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$5,000.00	\$3,000.00
STATE MANDATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY MANDATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOIL EROSION /HYDRO STUDY EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSPECTION EXPENSE	\$240,000.00	\$160,000.00	\$0.00	\$0.00	\$0.00

City of Forest Park

Planning and Community Development - Proposed Budget Continued

Item #9.

RE-INSPECTION EXPENSE	\$200.00	\$200.00	\$200.00	\$0.00	(\$200.00)
INSPECTION ADJUSTMENTS & APPEALS	\$500.00	\$500.00	\$500.00	\$0.00	(\$500.00)
ENGINEERING CONSULTATION	\$8,000.00	\$15,000.00	\$7,000.00	\$0.00	(\$7,000.00)
GEO. INFORMATION SYSTEM (GIS)	\$10,000.00	\$10,000.00	\$30,470.00	\$29,000.00	\$530.00
CODE ENFORCEMENT EXPENSES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$287,078.00	\$369,064.00	\$430,202.00	\$439,350.00	\$9,148.00
SUPPLIES					
OFFICE SUPPLIES	\$6,000.00	\$6,000.00	\$4,661.00	\$4,000.00	(\$661.00)
COPIER EXPENSE	\$1,800.00	\$1,800.00	\$3,283.00	\$0.00	(\$3,283.00)
FACILITY SUPPLIES	\$1,850.00	\$1,850.00	\$0.00	\$0.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$1,400.00	\$1,400.00	\$1,033.00	\$5,000.00	\$3,967.00
FACILITY MAINT & REPAIRS	\$15,080.00	\$15,080.00	\$13,019.00	\$0.00	(\$13,019.00)
PHOTOGRAPHY	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00
UTILITIES -WATER/SEWER	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	(\$4,000.00)
UTILITIES -NATURAL GAS	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	(\$3,500.00)
UTILITIES -ELECTRICITY	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	(\$12,000.00)
FLEET GAS CHARGE	\$4,795.00	\$4,795.00	\$0.00	\$0.00	\$0.00
OFFICE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
FLEET LABOR CHARGE	\$3,291.00	\$3,291.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$998.00	\$998.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$399.00	\$399.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$58,363.00	\$58,363.00	\$41,496.00	\$9,000.00	(\$32,496.00)
TOTAL PLANNING & COMMUNITY DEVELOPMENT	\$967,478.00	\$1,206,286.00	\$1,062,331.00	\$1,062,813.70	(\$482.70)



CITY OF
FORESTPARK

CITY OF FOREST PARK POLICE DEPARTMENT



BRANDON CRISS
CHIEF OF POLICE

**CHAPLAIN
PASTOR J. TUCK**

**ADMINISTRATIVE
ASSISTANT**

**OFFICE OF PROFESSIONAL STANDARDS
CAPT. A. LASTER-KING**

**DEPUTY CHIEF
(VACANT)**

**STAFF
ASSISTANTS**

**OFFICE
ASSISTANTS**

**CALEA
SGT.
MUSTUFA**

**COMMUNITY
RELATIONS /
BACKGROUND
RECRUITING
DET. CROOM, OFC.
PITTERS, OFC. PARRISH**

**INTERNAL
AFFAIRS
SGT. WYSINGER,
DET. MALONE**

**MAJOR C. JONES
INVESTIGATIONS/SUPPORT SERVICES
BUREAU**

**MAJOR A. SMITH
UNIFORM BUREAU**

**CAPTAIN ADMIN
L. OWENS**

**CAPTAIN
SUPPORT
E. SKELTON**

**TRAINING
LT. M.
ANDERSON**

DETECTIVES

**FLEET
QTR-MASTER
(VACANT)**

EVIDENCE

**COURT SECURITY
OFC. BROWN
OFC JAMES**

CRIME SCENE

****E-911**

RECORDS

**LT. B.
SPARKS**

**LT. S.
JACKSON**

LT. A PITTS

LT. S. COMBS

**LT J
WILKERSON**

**SGT. T.
THICKLEN**

**SGT. K.
MILLS**

**SGT. S
MORGAN**

**SGT.
VAUGHN**

**SGT TRAFFIC
T. GLADDEN**

**SGT
NET/NARC
J. ARNOLD/
J. MCDONALD**

OFFICERS

OFFICERS

OFFICERS

OFFICERS

**ANIMAL
CONTROL**

**K-9
CORPORAL HUNTER, OFFICER HUNTER, OFFICER CRUZ LEON, OFFICER**

CITY OF FOREST PARK

POLICE DEPARTMENT

The City of Forest Park Police Services Department will deliver effective and responsive law enforcement services to all citizens of the City of Forest Park in a fair and equitable manner.



Brandon L. Criss, Chief

Departmental Personnel:

Chief of Police

Deputy Chief of Police

Major X 2

Captains

Lieutenants

Detectives

Patrol Officers

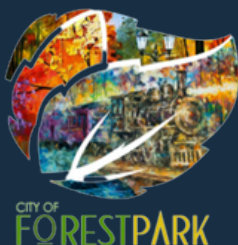
Administrative Assistant

Staff Assistant

Office Coordinator

Management Analyst

Officer Coordinator and more...



BUDGET HIGHLIGHTS



UPGRADE OF ALL RESTROOMS AT THE POLICE DEPARTMENT



ENHANCE COMMUNITY EVENTS TO EMBODY TRUE COMMUNITY POLICING



MAINTAIN STAFFING LEVELS ABOVE 95% AND ADDITION OF CHAPLAIN AND MEDICAL CLINICIAN



UPGRADE TO BODY-WORN AND IN-CAR CAMERA SYSTEMS



ADDITION OF INVESTIGATIVE TOOLS TO IMPROVE TRANSPARENCY AND ACCOUNTABILITY



SUSTAIN ADVANCED TECHNOLOGY TO PREVENT CRIMES, IMPROVE SAFETY, AND INCREASE CASE SOLVABILITY

City of Forest Park

Police Services - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
POLICE SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
SALARIES	\$4,146,008.00	\$4,776,686.00	\$5,768,000.00	\$6,563,180.82	\$795,180.82
HOLIDAY PAY	\$150,150.00	\$150,000.00	\$0.00	\$0.00	\$0.00
EXTRA DUTY/WITNESS FEE	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
RESERVE SALARY	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$258,500.00	\$258,500.00	\$300,000.00	\$250,000.00	(\$50,000.00)
LIFE AND HEALTH INSURANCE	\$861,101.00	\$861,100.00	\$1,950,000.00	\$2,140,500.00	\$190,500.00
FICA	\$257,052.00	\$433,700.00	\$357,616.00	\$416,217.21	\$58,601.21
MEDICARE	\$60,117.00	\$82,200.00	\$83,636.00	\$97,341.12	\$13,705.12
RETIREMENT CONTRIBUTIONS	\$130,830.00	\$130,800.00	\$206,800.00	\$408,832.71	\$202,032.71
WORKER'S COMPENSATION INSURANC	\$30,293.00	\$30,300.00	\$30,300.00	\$60,000.00	\$29,700.00
WORKERS' COMP CLAIMS - POLICE	\$140,000.00	\$140,000.00	\$140,000.00	\$90,000.00	(\$50,000.00)
SICK LEAVE SELL BACK	\$12,000.00	\$6,000.00	\$0.00		\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$3,000.00	\$7,500.00	\$7,500.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$6,086,051.00	\$6,872,286.00	\$8,843,852.00	\$10,033,571.86	\$1,189,719.86
PURCHASED/CONTRACT SERV.					
PROFESSIONAL SERVICES	\$0.00	\$1,859.00	\$0.00	\$0.00	\$0.00
ATTORNEY FEES COLLECTED	\$15,500.00	\$0.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL AND CONTRACTUAL	\$5,000.00	\$5,000.00	\$10,000.00	\$50,000.00	\$40,000.00
JAIL TERTIARY CARE	\$20,000.00	\$5,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
TECHNICAL CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$110,000.00	\$110,000.00
OFFICE EQUIP MAINT	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AIR CARD EXPENSE / MAINTENANCE	\$173,600.00	\$173,600.00	\$100,000.00	\$75,000.00	(\$25,000.00)
RADIO EQUIPMENT	\$50,000.00	\$50,000.00	\$20,000.00	\$20,000.00	\$0.00
FACILITY IMPROVEMENTS	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$86,406.00	\$86,406.00	\$110,000.00	\$70,000.00	(\$40,000.00)
PROPERTY & LIABILITY INSURANCE	\$83,307.00	\$83,307.00	\$115,000.00	\$120,000.00	\$5,000.00
LAW ENFORCEMENT LIABILITY INSU	\$85,081.00	\$85,081.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$6,000.00	\$6,000.00	\$1,000.00	\$500.00	(\$500.00)
TELEPHONES & COMMUNICATION	\$55,000.00	\$43,000.00	\$20,000.00	\$20,000.00	\$0.00
RADIOS/PAGERS MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Forest Park
Police Services - Proposed Budget Continued

Item #9.

WALKIE TALKIE RADIO MAINTENANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$5,000.00	\$5,032.00	\$3,000.00	\$7,000.00	\$4,000.00
TRAINING & CONFERENCES	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$0.00
EDUC SUPPLIES & INCENTIVES	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
EDUCATION & TRAINING OTHER	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
TRAINING AIDS - OTHER	\$30,000.00	\$30,000.00	\$15,000.00	\$5,000.00	(\$10,000.00)
PRISONER EXPENSE	\$55,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$730,894.00	\$665,285.00	\$426,000.00	\$504,500.00	\$78,500.00
OFFICE SUPPLIES	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00
COPIER EXPENSE	\$12,500.00	\$12,500.00	\$10,000.00	\$14,000.00	\$4,000.00
GENERAL DEPARTMENT EXPENSES	\$3,650.00	\$3,650.00	\$3,650.00	\$6,500.00	\$2,850.00
UTILITIES WATER/SEWER	\$10,000.00	\$10,000.00	\$8,000.00	\$9,000.00	\$1,000.00
UTILITIES -NATURAL GAS	\$7,000.00	\$7,000.00	\$6,000.00	\$6,000.00	\$0.00
UTILITIES ELECTRICITY	\$80,000.00	\$80,000.00	\$60,000.00	\$40,000.00	(\$54,000.00)
FLEET GAS CHARGE	\$219,588.00	\$219,588.00	\$220,000.00	\$0.00	(\$180,000.00)
OFFICE IMPROVEMENTS	\$7,500.00	\$7,500.00	\$4,000.00	\$3,000.00	(\$4,000.00)
UNIFORMS & RAINWEAR	\$30,000.00	\$45,000.00	\$90,000.00	\$90,000.00	(\$87,000.00)
FIRST AID /MEDICAL SUPPLIES	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$88,500.00
DETECTIVE SUPPLIES	\$10,000.00	\$10,000.00	\$10,000.00	\$9,000.00	(\$8,500.00)
CRIME PREVENTION EXPENSE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,000.00
POLICE EQUIPMENT	\$25,000.00	\$23,562.00	\$0.00	\$0.00	\$0.00
K-9 SUPPLIES AND EQUIPMENT	\$40,000.00	\$30,000.00	\$25,000.00	\$15,000.00	(\$10,000.00)
FILM/PUB. RELATIONS /EVENTS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
SERVICE WEAPONS AND AMMUNITION	\$20,000.00	\$20,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
RADIO/SURVEILLANCE EQUIP	\$45,500.00	\$45,500.00	\$10,000.00	\$10,000.00	\$0.00
FLEET LABOR CHARGE	\$82,099.00	\$82,099.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$144,631.00	\$100,000.00	\$30,000.00	\$30,000.00	\$0.00
FLEET OVERHEAD CHARGE	\$65,884.00	\$65,884.00	\$0.00	\$0.00	\$0.00
FACILITY SUPPLIES	\$18,600.00	\$18,600.00	\$18,600.00	\$10,000.00	(\$8,600.00)
FACILITY MAINT & REPAIRS	\$50,000.00	\$53,974.00	\$60,000.00	\$60,000.00	\$0.00
TOTAL SUPPLIES	\$908,452.00	\$871,357.00	\$600,250.00	\$342,500.00	(\$257,750.00)
TOTAL POLICE SERVICES	\$7,725,397.00	\$8,408,928.00	\$9,870,102.00	\$10,880,571.86	\$1,010,471.86

CITY OF FOREST PARK

COMMUNICATIONS & E-911

The City of Forest Park Police Services Department will deliver effective and responsive law enforcement services to all citizens of the City of Forest Park in a fair and equitable manner.

Brandon L. Criss, Chief



BUDGET HIGHLIGHTS



ON-GOING 911 DIGITAL UPGRADE



CONTINUE DIGITAL UPGRADES, INCLUDING TEXT AND VIDEO TO 911



MAINTAIN FULL STAFFING



IMPLEMENT EMERGENCY MEDICAL DISPATCHING (EMD)



CREATE ZEN DEN WELLNESS SPACE FOR DISPATCHERS



ENHANCED TRAINING AND CERTIFICATIONS

City of Forest Park
Police Services (E-911) - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
E911 COMMUNICATIONS	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$433,884.00	\$573,000.00	\$590,500.00	\$819,208.00	\$228,608.00
HOLIDAY PAY	\$9,900.00	\$9,900.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$44,000.00	\$44,000.00	\$44,000.00	\$85,000.00	\$41,000.00
LIFE AND HEALTH INSURANCE	\$144,796.00	\$144,700.00	\$230,200.00	\$287,500.00	\$57,300.00
FICA	\$26,901.00	\$43,800.00	\$36,600.00	\$50,790.90	\$14,190.90
MEDICARE	\$6,291.00	\$8,300.00	\$8,600.00	\$11,878.52	\$3,278.52
RETIREMENT CONTRIBUTIONS	\$10,525.00	\$10,525.00	\$29,400.00	\$49,889.77	\$10,489.77
SICK LEAVE SELL BACK	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$677,297.00	\$835,225.00	\$939,300.00	\$1,304,267.18	\$354,867.19
PURCHASED/CONTRACT SERVICES					
PSYCHOLOGICAL SERVICES	\$450.00	\$450.00	\$450.00	\$0.00	(\$450.00)
CPU/SOFTWARE PROG MAINT	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
RADIO EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING & CONFERENCES	\$4,500.00	\$4,500.00	\$1,000.00	\$2,000.00	\$1,000.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$9,950.00	\$9,950.00	\$2,450.00	\$3,000.00	\$550.00
SUPPLIES					
OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$0.00
UNIFORMS & RAINWEAR	\$1,840.00	\$1,840.00	\$1,500.00	\$1,500.00	\$0.00
TOTAL SUPPLIES	\$2,840.00	\$2,840.00	\$3,300.00	\$3,300.00	\$0.00
TOTAL E911 COMMUNICATIONS	\$690,087.00	\$848,015.00	\$955,050.00	\$1,310,467.19	\$355,417.19

CITY OF FOREST PARK

ANIMAL CONTROL

The City of Forest Park's Animal Control Division provides enforcement of animal control ordinances, nuisance complaints, and rescuing animals in distress.

Brandon L. Criss, Chief



BUDGET HIGHLIGHTS



UPDATE EQUIPMENT AND UNIFORMS



ENHANCED COMMUNICATIONS



STRENGTHEN INTERAGENCY PARTNERSHIPS



REVIEW OF TECHNOLOGICAL UPGRADES



REVIEW OF ONGOING CONTRACTURAL OBLIGATIONS



ENHANCED COMMUNITY EDUCATION

City of Forest Park

Police Services (Animal Control) - Proposed Budget

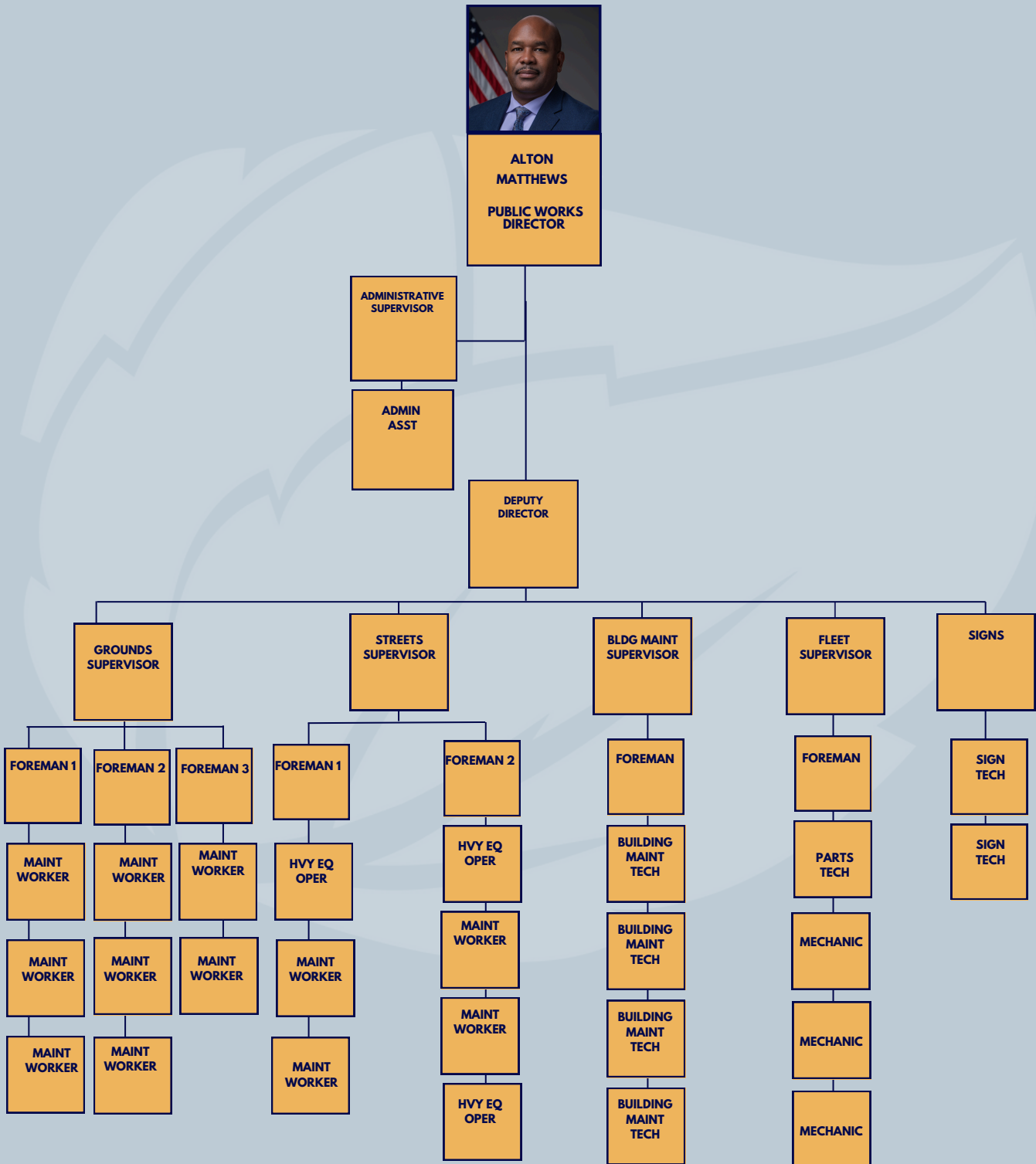
Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
ANIMAL CONTROL	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$88,067.00	\$81,500.00	\$91,000.00	\$116,420.00	\$25,420.00
HOLIDAY PAY	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$550.00	\$550.00	\$1,000.00	\$0.00	(\$1,000.00)
LIFE AND HEALTH INSURANCE	\$8,449.00	\$8,500.00	\$21,900.00	\$16,406.58	(\$5,493.42)
FICA	\$5,460.00	\$6,200.00	\$5,600.00	\$7,218.04	\$1,618.04
MEDICARE	\$1,277.00	\$1,100.00	\$1,300.00	\$1,688.09	\$388.09
RETIREMENT CONTRIBUTIONS	\$4,652.00	\$4,652.00	\$4,000.00	\$7,089.98	\$3,089.98
SICK LEAVE SELL BACK	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$109,455.00	\$103,502.00	\$124,800.00	\$148,822.69	\$24,022.69
PURCHASED/CONTRACT SERV.					
OFFICE SUPPLIES	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00
VEHICLE INSURANCE	\$893.00	\$893.00	\$1,200.00	\$1,200.00	\$0.00
RADIOS / PAGERS MAINTENANCE	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00
TOTAL PURCHASED/CONTRACT SERV.	\$4,293.00	\$4,293.00	\$3,200.00	\$3,700.00	\$500.00
SUPPLIES					
GENERAL DEPARTMENT EXPENSES	\$0.00	\$1,000.00	\$3,000.00	\$2,000.00	(\$1,000.00)
FLEET GAS CHARGE	\$3,065.00	\$3,065.00	\$4,000.00	\$0.00	(\$4,000.00)
UNIFORMS & RAINWEAR	\$1,500.00	\$1,500.00	\$2,000.00	\$1,000.00	(\$1,000.00)
FLEET LABOR CHARGE	\$1,733.00	\$1,733.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$928.00	\$928.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$399.00	\$399.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$7,625.00	\$8,625.00	\$9,000.00	\$3,000.00	(\$6,000.00)
TOTAL ANIMAL CONTROL	\$111,414.00	\$116,420.00	\$134,000.00	\$155,522.69	\$18,522.69



CITY OF
FORESTPARK

CITY OF FOREST PARK PUBLIC WORKS



BUDGET HIGHLIGHTS

CITY OF FOREST PARK PUBLIC WORKS

The Forest Park Public Works Department is a team of dedicated professionals serving the citizens of Forest Park. The department is made up of six divisions including street maintenance, sanitation, fleet maintenance, parks and grounds maintenance, building maintenance, and administration



Alton Matthews, Director

Departmental Personnel:

Director
Deputy Director
Street Supervisor
Parks Supervisor
Building Maintenance Supervisor
Administrative Supervisor
Foreman
Trade Specialists
Heavy Equipment Operators
Sign Techs
Maintenance Workers
Fleet Supervisor
Parts Manager & More



UPDATING PUBLIC WORKS EQUIPMENT



UPDATING FLEET DEPARTMENT EQUIPMENT



CITY INFRASTRUCTURE ENHANCEMENTS



FILLING VACANCIES



FOCUS ON TRAINING FOR ALL STAFF



FILLING ALL POTHOLES WITH THE POTHOLE RANGER BRIGADE

City of Forest Park

Public Works Streets - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PUBLIC WORKS - STREETS	ADOPTED	ADOPTED	PROPOSED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$1,559,932.00	\$1,665,004.00	\$1,340,000.00	\$2,038,095.00	\$698,095.00
OVERTIME	\$49,000.00	\$49,000.00	\$30,000.00	\$30,000.00	\$0.00
LIFE AND HEALTH INSURANCE	\$408,330.00	\$537,500.00	\$509,700.00	\$556,700.00	\$47,000.00
FICA	\$96,716.00	\$144,000.00	\$83,080.00	\$132,561.89	\$49,481.89
MEDICARE	\$22,619.00	\$27,300.00	\$19,400.00	\$31,002.99	\$11,602.99
RETIREMENT CONTRIBUTIONS	\$24,960.00	\$24,960.00	\$57,300.00	\$130,209.99	\$72,909.99
WORKER'S COMP INSURANCE	\$10,098.00	\$10,098.00	\$25,000.00	\$20,000.00	(\$5,000.00)
WORKERS' COMP CLAIMS - STREET	\$15,000.00	\$0.00	\$10,000.00	\$0.00	(\$10,000.00)
SICK LEAVE SELL BACK	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$2,800.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$2,191,455.00	\$2,463,862.00	\$2,078,480.00	\$2,942,569.25	\$864,089.87
PURCHASED/CONTRACT SERV.					
OTHER TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SMALL TOOLS AND EQUIPMENT	\$16,000.00	\$10,000.00	\$10,000.00	\$7,500.00	(\$2,500.00)
VEHICLE INSURANCE	\$42,933.00	\$42,933.00	\$60,000.00	\$55,000.00	(\$5,000.00)
PROPERTY & LIABILITY INSURANCE	\$27,769.00	\$27,769.00	\$45,000.00	\$50,000.00	\$5,000.00
POSTAGE	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$0.00
TELEPHONES & COMMUNICATION	\$26,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$0.00
RADIOS/PAGERS MAINTENANCE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$25,000.00	\$20,000.00	\$14,000.00	\$6,000.00	(\$8,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$6,000.00	\$4,000.00
WARNING REGULATORY	\$25,000.00	\$20,000.00	\$10,000.00	\$0.00	(\$10,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$185,752.00	\$134,202.00	\$150,500.00	\$134,000.00	(\$16,500.00)

City of Forest Park

Public Works Streets - Proposed Budget Continued

Item #9.

SUPPLIES					
OFFICE SUPPLIES	\$3,500.00	\$2,500.00	\$3,500.00	\$2,000.00	(1,500.00)
COPIER EXPENSE	\$1,700.00	\$3,700.00	\$3,400.00	\$3,500.00	\$100.00
FACILITY SUPPLIES	\$7,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$2,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$0.00
FACILITY MAINT AND REPAIR	\$25,000.00	\$40,000.00	\$80,000.00	\$80,000.00	\$0.00
UTILITIES -WATER/SEWER	\$15,000.00	\$15,000.00	\$15,000.00	\$12,000.00	(\$3,000.00)
UTILITIES -NATURAL GAS	\$4,000.00	\$4,000.00	\$2,000.00	\$0.00	(\$2,000.00)
UTILITIES - ELECTRICITY	\$20,000.00	\$20,000.00	\$31,000.00	\$10,000.00	(\$21,000.00)
FLEET GAS CHARGE	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$35,000.00	\$43,000.00	\$43,000.00	\$0.00	(\$43,000.00)
FLEET LABOR CHARGE	\$79,500.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$104,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
SAFETY EQUIPMENT	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)
RIGHT-OF-WAY ENHANCEMENTS	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	(\$16,000.00)
STREET MAINTENANCE	\$58,000.00	\$25,000.00	\$21,000.00	\$0.00	(\$21,000.00)
LMIG RD GRANT 2019-2020 (30%)	\$0.00	\$277,496.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2020-2021	\$201,376.26	\$0.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2023-2024 (30%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2021-2022 (30%)	\$0.00	\$261,789.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2022-2023 (30%)	\$0.00	\$267,734.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2024-2025 MATCH	\$0.00	\$0.00	\$83,300.00	\$0.00	(\$83,300.00)
STREET LIGHTING	\$340,000.00	\$349,000.00	\$350,000.00	\$500,000.00	\$150,000.00
UTLITIES-TRAFFIC ELECTRICITY	\$11,000.00	\$11,000.00	\$15,000.00	\$15,000.00	\$0.00
TOTAL SUPPLIES	\$1,088,580.00	\$1,349,719.00	\$677,200.000	\$631,500.00	(\$45,700.00)
TOTAL PUBLIC WORKS	\$3,465,787.00	\$3,947,783.00	\$2,906,180.00	\$3,708,069.25	\$801,889.25

City of Forest Park
Public Works Fleet Services - Proposed Budget Continued

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FLEET SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$260,753.00	\$270,020.00	\$257,500.00	\$311,543.00	\$54,043.00
OVERTIME	\$5,000.00	\$5,000.00	\$3,000.00	\$2,000.00	(\$1,000.00)
LIFE AND HEALTH INSURANCE	\$99,358.00	\$106,000.00	\$75,000.00	\$72,800.00	(\$2,200.00)
FICA	\$16,167.00	\$24,300.00	\$15,965.00	\$19,315.67	\$3,350.67
MEDICARE	\$3,781.00	\$4,600.00	\$3,700.00	\$4,517.37	\$817.37
RETIREMENT CONTRIBUTIONS	\$4,455.00	\$4,455.00	\$8,900.00	\$18,972.97	\$10,072.97
WORKERS' COMP INSURANCE	\$3,279.00	\$3,300.00	\$0.00	\$8,000.00	\$8,000.00
WORKERS' COMP CLAIMS - FLEET S	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELLBACK	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$394,793.00	\$419,675.00	\$364,065.00	\$437,149.01	\$73,084.01
PURCHASED/CONTRACT SERV.					
CONSULTING SERVICES	\$50,000.00	\$50,000.00	\$50,000.00	\$47,400.00	(\$2,600.00)
OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	(\$1,000.00)
SOFTWARE MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQPT MAINT/ALL DEPARTMENTS	\$330,000.00	\$340,000.00	\$300,000.00	\$350,000.00	\$50,000.00
FACILITY IMPROVEMENTS	\$7,000.00	\$3,100.00	\$4,000.00	\$0.00	(\$4,000.00)
VEHICLE INSURANCE	\$3,157.00	\$9,000.00	\$14,000.00	\$4,000.00	(\$10,000.00)
PROPERTY & LIABILITY INSURANCE	\$9,018.00	\$2,000.00	\$0.00	\$12,500.00	\$12,500.00
TELEPHONES	\$2,000.00	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)
TRAINING & CONFERENCES	\$6,000.00	\$3,000.00	\$3,000.00	\$0.00	(\$3,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
FUEL MASTER MAINTENANCE CONTRA	\$4,500.00	\$4,500.00	\$0.00	\$1,000.00	\$1,000.00
TOTAL PURCHASED/CONTRACT SERV.	\$412,675.00	\$412,600.00	\$372,000.00	\$416,900.00	\$42,900.00

City of Forest Park
Public Works Fleet Services - Proposed Budget Continued

Item #9.

SUPPLIES					
COPIER EXPENSE	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00
FACILITY SUPPLIES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$1,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$11,500.00	\$15,000.00	\$8,000.00	\$13,000.00	\$5,000.00
UTILITIES NATURAL GAS	\$4,000.00	\$4,000.00	\$4,000.00	\$5,500.00	\$1,500.00
UTILITIES ELECTRICITY	\$11,500.00	\$11,500.00	\$10,000.00	\$10,000.00	\$0.00
GAS ALL DEPARTMENTS	\$350,000.00	\$347,500.00	\$350,000.00	\$500,000.00	\$150,000.00
SMALL TOOLS AND EQUIPMENT	\$2,500.00	\$4,900.00	\$4,500.00	\$2,000.00	(\$2,500.00)
OFFICE IMPROVEMENTS	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
UNIFORMS/SHOP RAGS	\$13,000.00	\$16,000.00	\$10,000.00	\$0.00	(\$10,000.00)
TOTAL SUPPLIES	\$398,300.00	\$410,700.00	\$388,300.00	\$532,300.00	\$144,000.00
CAPITAL OUTLAYS					
CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOOL ALLOWANCE	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAYS	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FLEET SERVICES	\$1,208,168.00	\$1,242,975.00	\$1,124,365.00	\$1,386,349.01	\$261,984.01

City of Forest Park

Public Works Parks - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PARKS	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
SUPPLIES					
MAINTENANCE CITY LIMIT SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SMALL TOOLS AND EQUIPMENT	\$15,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
SMALL EQUIPMENT MAINTENANCE	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
MAINTENANCE CONTRACTS	\$32,500.00	\$32,500.00	\$20,000.00	\$20,000.00	\$0.00
PARKS MAINTENANCE	\$34,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
LANDSCAPING CITY	\$15,000.00	\$6,500.00	\$50,000.00	\$44,000.00	(\$6,000.00)
TOTAL SUPPLIES	\$103,500.00	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)
TOTAL PARKS	\$103,500.00	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)



CITY OF
FORESTPARK

CITY OF FOREST PARK

RECREATION & LEISURE

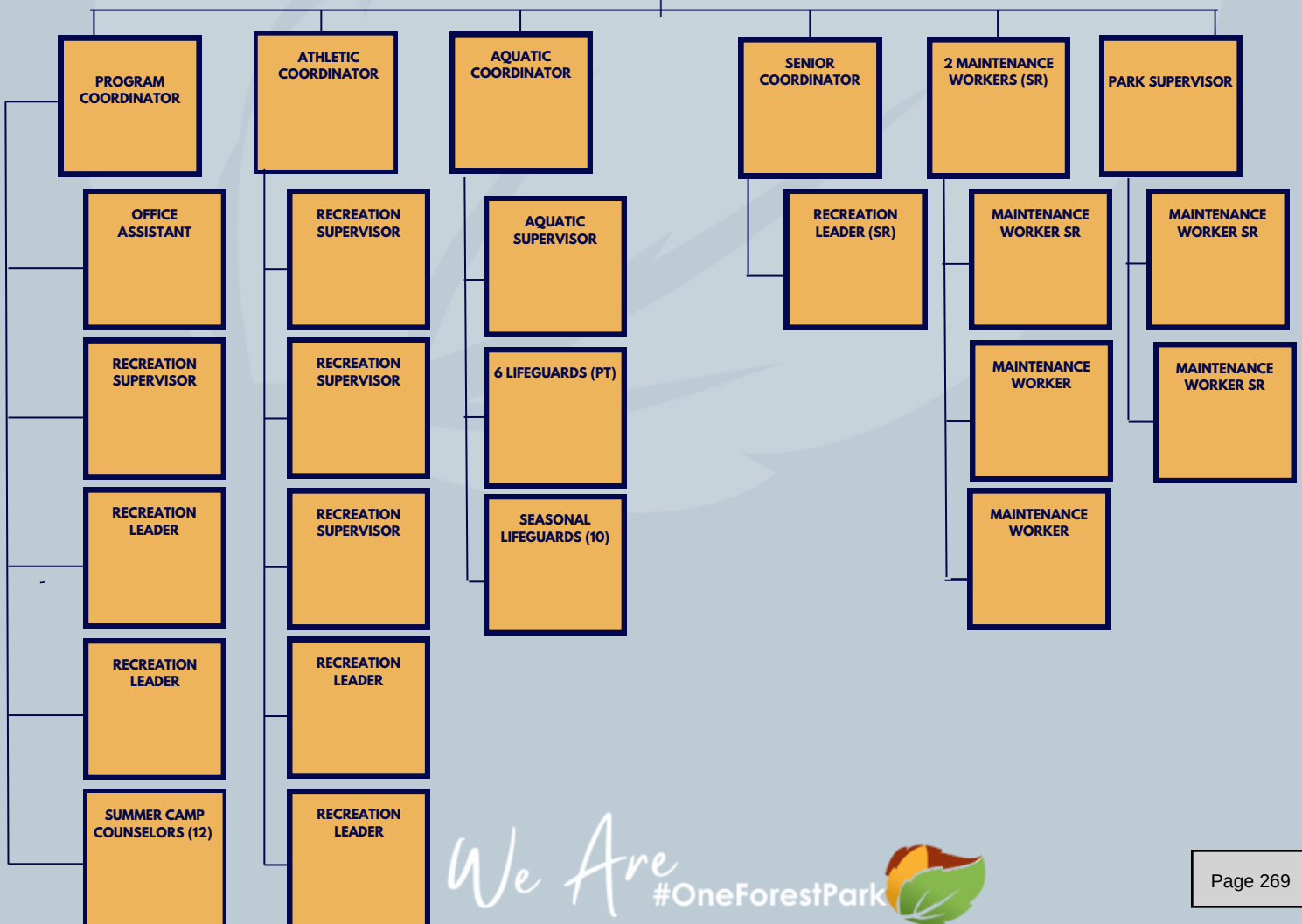


TARIK
MAXWELL

RECREATION &
LEISURE
DIRECTOR

DEPUTY DIRECTOR

ADMINISTRATIVE
ASSISTANT



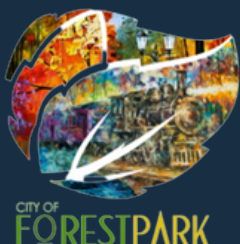
CITY OF FOREST PARK
**RECREATION &
 LEISURE**

The City of Forest Park Recreation & Leisure will increase the quality of life and strengthen the foundation of the city. Our vision is to provide affordable recreational, physical and cultural opportunities for all our residents, with a focus on families, youth development, adults, and building healthy communities.



Tarik Maxwell, Director

Departmental Personnel:
 Recreation & Leisure Director
 Deputy Director
 Administrative Assistant
 Program Coordinator
 Athletic Coordinator
 Aquatic Coordinator
 Senior Coordinator
 Maintenance Worker Senior
 Park Supervisor



BUDGET HIGHLIGHTS



**YOUTH ENRICHMENT PROGRAMS FOR
 SUMMER CAMP AND DAY CAMP**



**CONTINUE TO BUILD STRONG PARTNERSHIPS
 WITH LOCAL BUSINESSES AND SCHOOLS**



**ADVANCED TRAINING FOR EMPLOYEES AND
 VOLUNTEER COACHES**



**PURCHASE NEW EQUIPMENT FOR THE
 UPKEEP OF PARKS AND BALL FIELDS**



**CONTINUE BUILDING PARTNERSHIPS TO
 IMPROVE THE HEALTH AND WELL-BEING OF
 OUR LEGACY RESIDENTS**



**CONTINUE TO USE INNOVATIVE AND
 CREATIVE PROGRAMMING TO INCREASE
 LEGACY PARTICIPATION**

City of Forest Park

Recreation & Leisure - Proposed Budget

Item #9.

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
RECREATION AND LEISURE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$998,780.00	\$1,204,432.00	\$979,000.00	\$1,883,907.00	\$904,907.00
SALARIES SEASONAL	\$0.00	\$0.00	\$11,000.00	\$0.00	(\$11,000.00)
OVERTIME	\$1,000.00	\$0.00	\$3,000.00	\$0.00	(3,000.00)
LIFE AND HEALTH INSURANCE	\$117,676.00	\$117,000.00	\$290,000.00	\$313,300.00	\$23,300.00
FICA	\$61,924.00	\$80,000.00	\$60,698.00	\$126,102.23	\$65,404.23
MEDICARE	\$14,482.00	\$15,000.00	\$14,200.00	\$29,491.65	\$15,291.65
RETIREMENT CONTRIBUTIONS	\$15,600.00	\$4,500.00	\$43,700.00	\$123,864.94	\$80,164.94
WORKER'S COMP INSURANCE	\$3,835.00	\$3,800.00	\$3,800.00	\$8,000.00	\$4,200.00
WORKER'S COMP CLAIMS - REC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$1,215,097.00	\$1,427,532.00	\$1,406,398.00	\$2,485,665.82	\$1,079,267.82
PURCHASED/CONTRACT SERV.					
TECHNICAL SERVICES	\$17,200.00	\$20,000.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL SERVICES	\$0.00	\$0.00	\$20,000.00	\$25,000.00	\$5,000.00
SOFTWARE PROGRAM MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANITORIAL CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$3,928.00	\$3,928.00	\$5,000.00	\$5,000.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$10,547.00	\$10,547.00	\$15,000.00	\$15,000.00	\$0.00
POSTAGE SHIPPING & COURIER	\$14,000.00	\$8,000.00	\$10,000.00	\$3,000.00	(\$7,000.00)
TELEPHONES & COMMUNICATION	\$26,000.00	\$11,000.00	\$12,000.00	\$6,000.00	(\$6,000.00)
RADIOS/PAGERS MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,500.00	\$3,500.00	\$1,000.00
DUES AND SUBSCRIPTIONS	\$0.00	\$0.00	\$2,500.00	\$3,000.00	\$500.00
TRAINING & CONFERENCES	\$10,000.00	\$15,000.00	\$10,000.00	\$6,000.00	(\$4,000.00)
ELECTRICAL MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REDEVELOPMENT PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$81,675.00	\$68,475.00	\$77,000.00	\$65,500.00	\$10,500.00

City of Forest Park

Recreation & Leisure - Proposed Budget Continued

Item #9.

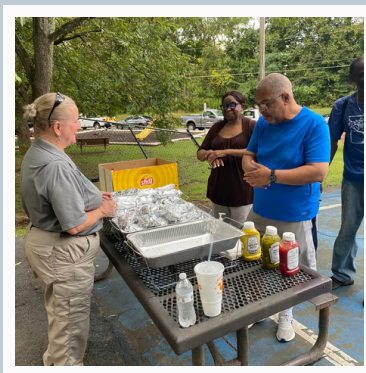
SUPPLIES					
OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
COPIER EXPENSE	\$6,200.00	\$8,200.00	\$6,200.00	\$6,200.00	\$0.00
FACILITY SUPPLIES	\$14,800.00	\$21,000.00	\$20,000.00	\$18,000.00	(\$2,000.00)
GENERAL DEPARTMENT EXPENSES	\$1,500.00	\$7,000.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$66,320.00	\$90,000.00	\$70,000.00	\$70,000.00	\$0.00
UTILITIES -WATER/SEWER	\$26,000.00	\$32,000.00	\$30,000.00	\$35,000.00	\$5,000.00
UTILITIES -NATURAL GAS	\$18,000.00	\$13,000.00	\$12,000.00	\$9,000.00	(\$3,000.00)
UTILITIES - ELECTRICITY	\$100,000.00	\$60,000.00	\$60,000.00	\$30,000.00	(\$30,000.00)
FLEET GAS CHARGE	\$5,281.00	\$5,281.00	\$5,281.00	\$0.00	(\$5,281.00)
OFFICE IMPROVEMENTS	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	(\$2,500.00)
UNIFORMS & RAINWEAR	\$2,500.00	\$5,000.00	\$8,000.00	\$8,000.00	\$0.00
FLEET LABOR CHARGE	\$3,032.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
SAFETY EQUIPMENT	\$500.00	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
SOCCER/SELF-PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SENIOR PROGRAMS	\$6,000.00	\$10,000.00	\$20,000.00	\$25,000.00	\$5,000.00
ADULT RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YOUTH BASKETBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T-BALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ATHLETIC PROGRAM	\$58,000.00	\$79,000.00	\$75,000.00	\$77,500.00	\$2,500.00
DAY CAMP	\$10,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$0.00
CONCESSIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSTRUCTIONAL CLASSES	\$20,000.00	\$20,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
GIRL'S FAST PITCH SOFTBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YOUTH BASEBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POOLS	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$0.00
COMMUNITY BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPECIAL EVENTS	\$120,000.00	\$142,000.00	\$130,000.00	\$165,000.00	\$35,000.00
SPECIAL PROJECTS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
TOTAL SUPPLIES	\$508,433.00	\$550,981.00	\$492,981.00	\$492,700.00	(\$281.00)
TOTAL RECREATION AND LEISURE	\$1,805,205.00	\$2,046,988.00	\$1,976,379.00	\$3,043,865.82	\$1,067,486.82

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OPERATIONAL EFFICIENCY | NEIGHBORHOOD SUSTAINABILITY | ECONOMIC DEVELOPMENT



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FOREST PARK CITY HALL | 745 FOREST PARKWAY, FOREST PARK, GA 30297 | 404-368-1234

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File Attachments for Item:

10. Budget Amendment for General Fund and Police Special Funds

Background/History:

The City of Forest Park's FY24-25 Operating Budget was unanimously adopted by the city council on June 26th, 2024. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget amendment to accurately reflect the corrected operating revenue budget amount for General Fund - \$43,624,652 for FY24-25.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Budget Amendment for General Fund and Police Special Funds

Submitted By: John Wiggins

Date Submitted: 5/28/2025

Work Session Date: 6/02/2025

Council Meeting Date: 6/02/2025

Background/History:

The City of Forest Park's FY24-25 Operating Budget was unanimously adopted by the city council on June 26th, 2024. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget amendment to accurately reflect the corrected operating revenue budget amount for General Fund - \$43,624,652 for FY24-25.

Cost: Budgeted for: _____ Yes ☒ No

Financial Impact:

The correction will increase the stated General Fund revenue previously amended on February 17th, 2025, from \$43,624,652 to \$43,394,482 and increase expenditures from \$43,624,652 to \$43,050,312. Also, it will improve the City's audit findings for the next fiscal year audit for the General Fund and Special Funds.

Action Requested from Council:

The request of the Council is to approve the Budget Amendment for General Fund and Special Funds Revenues & Expenditures.

2024-2025 Budget Amendment

DEPARTMENT	CURRENT BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
Legislative Office	\$ 1,015,543	\$ 1,015,543	\$ (0)
Chief Executive Office	\$ 1,474,026	\$ 1,474,026	\$ (0)
Finance	\$ 7,755,673	\$ 5,915,924	\$ (1,839,749)
Municipal Court	\$ 1,243,694	\$ 1,241,204	\$ (2,490)
Information Technology	\$ 1,656,758	\$ 1,656,758	\$ -
Code Enforcement	\$ 591,257	\$ 537,730	\$ (53,527)
Human Resources	\$ 752,082	\$ 752,082	\$ -
Economic Development	\$ 412,190	\$ 412,190	\$ -
Planning and Community Development	\$ 1,090,601	\$ 1,033,473	\$ (57,128)
Recreation and Leisure	\$ 2,091,395	\$ 1,951,588	\$ (139,807)
Public Works - Streets	\$ 3,090,586	\$ 2,890,582	\$ (200,004)
Public Works - Parks	\$ 94,000	\$ 94,000	\$ -
Public Works - Fleet	\$ 1,586,487	\$ 1,586,487	\$ -
Fire - EMS Services	\$ 2,024,538	\$ 2,008,538	\$ (16,000)
Fire - Fire Administration	\$ 7,427,299	\$ 7,427,299	\$ -
Fire - Emergency Management	\$ 120,520	\$ 120,520	\$ -
Police Services	\$ 10,223,669	\$ 9,871,015	\$ (352,654)
E-911 Communications	\$ 991,638	\$ 927,665	\$ (63,973)
Animal Control	\$ 139,900	\$ 139,900	\$ -
Estimated Contingency	\$ 106,730	\$ 1,993,788	\$ 1,887,058
Total for General Fund	\$ 43,888,586	\$ 43,050,312	\$ (838,274)
Total Revenue	\$ 43,624,381	\$ 42,666,503	\$ (957,878)
Other Financing Sources	\$ 127,979	\$ 727,979	\$ 600,000
Surplus (Deficit)	\$ (136,226)	\$ 344,170	\$ 480,396

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
20	100-20-1110-52-3705	WARD 3 MTGS/CONV H GUTIERREZ	\$355.61	\$8,450.00	\$8,805.61	\$8,805.61	-\$355.61	\$0.00
20	100-20-1110-52-3706	WARD 4 MTGS/CONV L WELLS	\$571.07	\$1,450.00	\$2,021.07	\$2,021.07	-\$571.07	\$0.00
20	100-20-1110-52-3907	WARD 1 PROJETS - K JAMES	\$377.86	\$4,000.00	\$4,377.86	\$4,377.86	-\$377.86	\$0.00
20	100-20-1110-52-4910	WARD 3 - CITY EVENTS	\$953.62	\$40,894.00	\$41,847.62	\$41,847.62	-\$953.62	\$0.00
21	100-21-1320-51-1301	OVERTIME		\$10,000.00	\$16,301.98	\$16,301.98	-\$63,01.98	\$0.00
21	100-21-1320-51-2702	WORKERS COMP - EXECUTIVE OFFICE	\$169.13	\$0.00	\$169.13	\$169.13	-\$169.13	\$0.00
21	100-21-1320-52-3601	INTERNET WEBSITE MAINTENANCE	\$11,003.87	\$25,000.00	\$36,003.87	\$36,003.87	-\$11,003.87	\$0.00
21	100-21-1320-52-3601	DUES AND SUBSCRIPTIONS	\$28,789.83	\$17,000.00	\$45,789.83	\$45,789.83	-\$31,069.83	\$2,280.00
22	100-22-1510-52-1004	ATTORNEY FEES	\$111,239.37	\$285,381.00	\$396,620.37	\$396,620.37	-\$111,239.37	\$0.00
22	100-22-1510-52-2201	OFFICE EQUIPMENT MAINTENANCE	\$1,078.68	\$4,000.00	\$5,078.68	\$5,078.68	-\$1,078.68	\$0.00
22	100-22-1510-53-1105	GENERAL DEPARTMENT EXPENSES	\$11,692.05	\$41,598.00	\$53,290.05	\$48,912.85	-\$7,377.20	\$4,377.20
23	100-23-1110-51-2201	FICA	\$6,828.61	\$11,010.00	\$17,838.61	\$15,502.28	-\$2,336.33	\$2,336.33
23	100-23-1110-51-2301	MEDICARE	\$1,468.39	\$2,600.00	\$4,068.39	\$3,625.56	-\$4,492.28	\$2,336.33
23	100-23-3210-52-3610	POAB MANDATES	\$25,848.94	\$147,000.00	\$172,848.94	\$172,848.94	-\$25,848.94	\$0.00
24	100-24-1535-51-1301	OVERTIME	\$414.80	\$1,000.00	\$1,414.80	\$1,414.80	-\$414.80	\$0.00
24	100-24-1535-52-3203	OTHER TELECOMMUNICATIONS	\$46,938.72	\$635,000.00	\$681,938.72	\$682,356.03	-\$47,356.03	\$417.31
24	100-24-1535-53-1102	OFFICE SUPPLIES	\$295.75	\$0.00	\$295.75	\$295.75	-\$295.75	\$0.00
24	100-24-1535-53-2401	COMPUTER HARDWARE/SOFTWARE	\$4,672.84	\$439,000.00	\$443,672.84	\$369,825.56	-\$69,174.44	\$73,847.28
25	100-25-1540-51-2101	LIFE AND HEALTH INSURANCE	\$1,464.85	\$39,000.00	\$60,464.85	\$2,079.34	-\$1,464.85	\$0.00
25	100-25-1540-51-2702	WORKERS' COMPENSATION CLAIMS	\$1,634	\$2,063.00	\$2,079.34	\$2,079.34	-\$1,634	\$0.00
25	100-25-1540-52-1202	PROFESSIONAL AND CONTRACTUAL	\$6,438.69	\$30,000.00	\$36,438.69	\$23,636.69	-\$6,363.31	\$12,802.00
25	100-25-1540-52-3201	POSTAGE SHIPPING & COURIER	\$252.94	\$90.00	\$342.94	\$342.94	-\$253.25	\$0.31
25	100-25-1540-53-1103	COPIER EXPENSE	\$1,063.79	\$4,150.00	\$5,213.79	\$5,213.79	-\$1,063.79	\$0.00
25	100-25-1540-53-1105	GENERAL DEPARTMENT EXPENSES	\$6,275.03	\$11,250.00	\$17,525.03	\$14,447.48	-\$3,077.55	\$3,077.55
31	100-31-3210-51-1101	SALARIES	\$311,606.90	\$5,941,010.00	\$6,252,616.90	\$5,576,933.65	-\$364,076.35	\$675,683.25
31	100-31-3210-51-2101	LIFE AND HEALTH INSURANCE	\$35,124.22	\$368,344.00	\$403,468.22	\$351,776.64	-\$16,567.36	\$51,691.58
31	100-31-3210-51-2201	FICA	\$5,293.13	\$86,145.00	\$92,068.13	\$82,270.37	-\$3,874.63	\$9,797.76
31	100-31-3210-52-1300	TECHNICAL CONTRACT SERVICES	\$1,225.96	\$90,816.00	\$92,041.96	\$91,593.87	-\$777.87	\$448.09
31	100-31-3210-52-3500	TRAVEL FOR EMPLOYEES	\$6,764.42	\$5,000.00	\$11,764.42	\$11,764.42	-\$6,764.42	\$0.00
31	100-31-3210-52-3601	DUES AND SUBSCRIPTIONS	\$459.95	\$7,000.00	\$7,459.95	\$7,459.95	-\$459.95	\$0.00
31	100-31-3210-52-3701	TRAINING & CONFERENCES	\$7,464.20	\$10,000.00	\$17,464.20	\$12,826.64	-\$7,464.20	\$0.00
31	100-31-3210-53-1103	COPIER EXPENSE	\$2,862.64	\$10,000.00	\$12,826.64	\$12,826.64	-\$2,826.64	\$0.00
31	100-31-3210-53-1105	GENERAL DEPARTMENT EXPENSES	\$598.52	\$5,750.00	\$6,348.52	\$6,272.52	-\$222.52	\$76.00
31	100-31-3210-53-1701	UTILITIES WATER/SEWER	\$624.54	\$8,000.00	\$8,624.54	\$8,624.54	-\$624.54	\$0.00
31	100-31-3210-53-1704	SHOP WITH A COP EXPENSE	\$106.28	\$0.00	\$106.28	\$106.28	-\$106.28	\$0.00
31	100-31-3210-53-1707	POLICE EQUIPMENT	\$2,306.20	\$0.00	\$2,306.20	\$2,306.20	-\$2,306.20	\$0.00
31	100-31-3260-53-1106	FACILITY MAINT & REPAIRS	\$38,490.54	\$60,000.00	\$98,490.54	\$93,126.63	-\$33,126.63	\$5,363.91
32	100-32-3801-51-1101	SALARIES	\$54,310.39	\$608,215.00	\$662,525.39	\$587,462.99	-\$20,752.01	\$75,062.40
32	100-32-3801-51-1301	OVERTIME	\$36,401.13	\$44,000.00	\$80,401.13	\$80,401.13	-\$36,401.13	\$0.00
32	100-32-3801-51-2301	FICA	\$1,767.73	\$37,700.00	\$40,532.36	\$40,532.36	-\$2,832.36	\$5,742.27
32	100-32-3801-51-2301	MEDICARE	\$166,895.73	\$1,008,370.00	\$1,175,265.73	\$1,047,120.13	-\$38,750.13	\$128,145.60
41	100-41-6110-51-2301	MEDICARE	\$11,111.01	\$62,519.00	\$73,630.01	\$63,826.81	-\$1,307.81	\$9,803.20
41	100-41-6110-51-2702	WORKERS' COMP CLAIMS - REC	\$120.36	\$1,151.00	\$1,271.36	\$1,271.36	-\$120.36	\$0.00
41	100-41-6110-51-2904	EMPLOYEE APPRECIATION	\$236.01	\$1,080.00	\$1,316.01	\$1,316.01	-\$236.01	\$0.00
41	100-41-6110-52-1300	TECHNICAL CONTRACT SERVICES	\$445.41	\$1,193.00	\$1,638.41	\$1,638.41	-\$445.41	\$0.00
41	100-41-6110-52-3701	TRAINING & CONFERENCES	\$201.13	\$2,500.00	\$2,701.13	\$2,701.13	-\$201.13	\$0.00
41	100-41-6110-53-1210	UTILITIES - WATER/SEWER	\$778.57	\$31,537.00	\$32,315.57	\$32,315.57	-\$778.57	\$0.00
51	100-51-4210-51-1101	SALARIES	\$183,644.09	\$1,380,200.00	\$1,563,844.09	\$1,369,186.14	-\$110,13.86	\$194,657.95
51	100-51-4210-51-1301	OVERTIME	\$16,781.80	\$30,000.00	\$46,781.80	\$46,781.80	-\$16,781.80	\$0.00
51	100-51-4210-51-2201	FICA	\$13,783.27	\$85,572.00	\$99,355.27	\$84,464.34	-\$1,107.66	\$14,890.93

TRANSFER TO: CODE ENFORCEMENT

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
22	100-22-8000-58-1102	BOND PAYMENT	\$1,887,058.36	\$2,093,343.00	\$206,284.64	\$206,284.64	\$0.00	\$206,284.64
TOTAL								

TRANSFER FROM: CODE ENFORCEMENT

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
22	100-22-8000-58-1102	BOND PAYMENT	\$1,887,058.36	\$2,093,343.00	\$206,284.64	\$206,284.64	\$0.00	\$206,284.64
TOTAL								

CITY OF FOREST PARK
FY2024-2025 BUDGET TRANSFER

DEPARTMENT: ALL DEPARTMENTS

FUND: 100

DATE: 5/28/2025

Amendment Number

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[illegible]

Special Revenue Funds
FY 2024-2025 Budget Amendment
19-May-25

Revenues					
FUND Number	FUND Name	Current Budget	Amendment	Amended Budget	NOTES
210	DEA Fed Funds	118,000.00	\$ 160,000	\$ 278,000	Using Fund balance reserves
211	Drug Task Force Fund	20,000.00	\$ -	\$ 20,000	
214	Federal Funds	\$ 20,000	\$ 50,000	\$ 70,000	Using Fund balance reserves
215	E911	\$ 300,000	\$ 70,000	\$ 370,000	Using Fund balance reserves
Total Revenue		\$ 320,000	\$ 280,000	\$ 738,000	

Expenditures					
FUND Number	FUND Name	Current Budget	Amendment	Amended Budget	NOTES
210	DEA Fed Funds	\$ 278,000	\$ -	\$ 278,000	
211	Drug Task Force Fund	\$ 20,000	\$ -	\$ 20,000	
214	Federal Funds	\$ 20,000	\$ 50,000	\$ 70,000	Using Fund balance reserves
215	E911	\$ 370,000	\$ -	\$ 370,000	
Total Expense		\$ 688,000	\$ 50,000	\$ 738,000	
Net Supplus (Deficit)		\$ (368,000.00)	\$ 230,000.00	\$ -	

File Attachments for Item:

11. Council Discussion on the Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial – Fire & EMS Department

The Forest Park Fire & EMS Department is seeking Council's approval to trade in our 2015 Rosenbauer Fire Engine to Brindlee Mountain Fire Apparatus in exchange for parts and labor needed to refurbish our 1998 Engine One 95'Aerial. The Rosenbauer has already been approved by the Council for inclusion on the City's Asset Surplus list.

This trade will provide the Fire Department with a more reliable and modern apparatus for fire suppression and rescue operations until a new vehicle can be purchased. The refurbishment will include:

A full vehicle inspection and necessary repairs

Bodywork, new paint, and updated graphics to match the current fleet

Upgrading all emergency lights to DOT-compliant LED systems

Inspection and any required repairs to the ladder, pump, drivetrain and suspension systems

Approving this trade will allow the City to maintain a higher level of confidence in the vehicle's reliability, ensuring it can effectively serve our citizens and business until it is eventually placed into reserve status.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial – Council Approval

Submitted By: Sandra Davis – Office Coordinator

Date Submitted: May 27, 2025

Work Session Date: June 2, 2025

Council Meeting Date: June 2, 2025

The Forest Park Fire & EMS Department is seeking Council's approval to trade in our 2015 Rosenbauer Fire Engine to Brindlee Mountain Fire Apparatus in exchange for parts and labor needed to refurbish our 1998 Engine One 95'Aerial. The Rosenbauer has already been approved by the Council for inclusion on the City's Asset Surplus list.

This trade will provide the Fire Department with a more reliable and modern apparatus for fire suppression and rescue operations until a new vehicle can be purchased. The refurbishment will include:

- A full vehicle inspection and necessary repairs
- Bodywork, new paint, and updated graphics to match the current fleet
- Upgrading all emergency lights to DOT-compliant LED systems
- Inspection and any required repairs to the ladder, pump, drivetrain and suspension systems

Approving this trade will allow the City to maintain a higher level of confidence in the vehicle's reliability, ensuring it can effectively serve our citizens and business until it is eventually placed into reserve status.

Cost: \$ No Cost (This will be an exchange)

Budgeted for: _____ Yes _____ No

Financial Impact: NONE

Action Requested from Council: Approval to Trade Rosenbauer for Refurbishment of Engine One Aerial



Refurbishment Proposal (Draft)

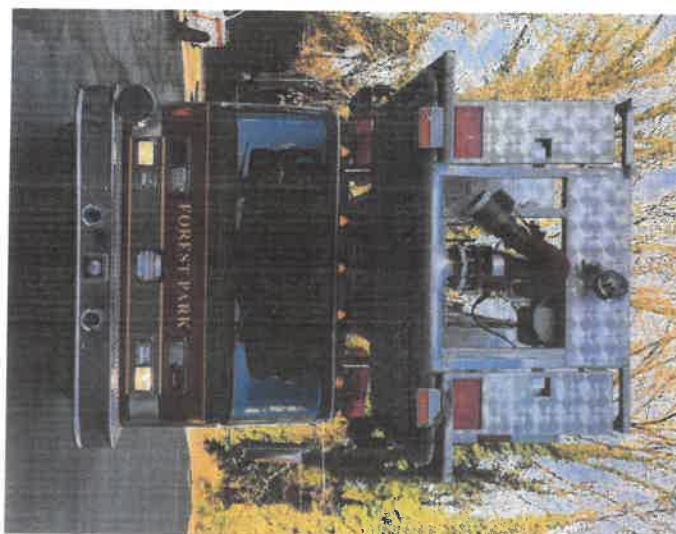
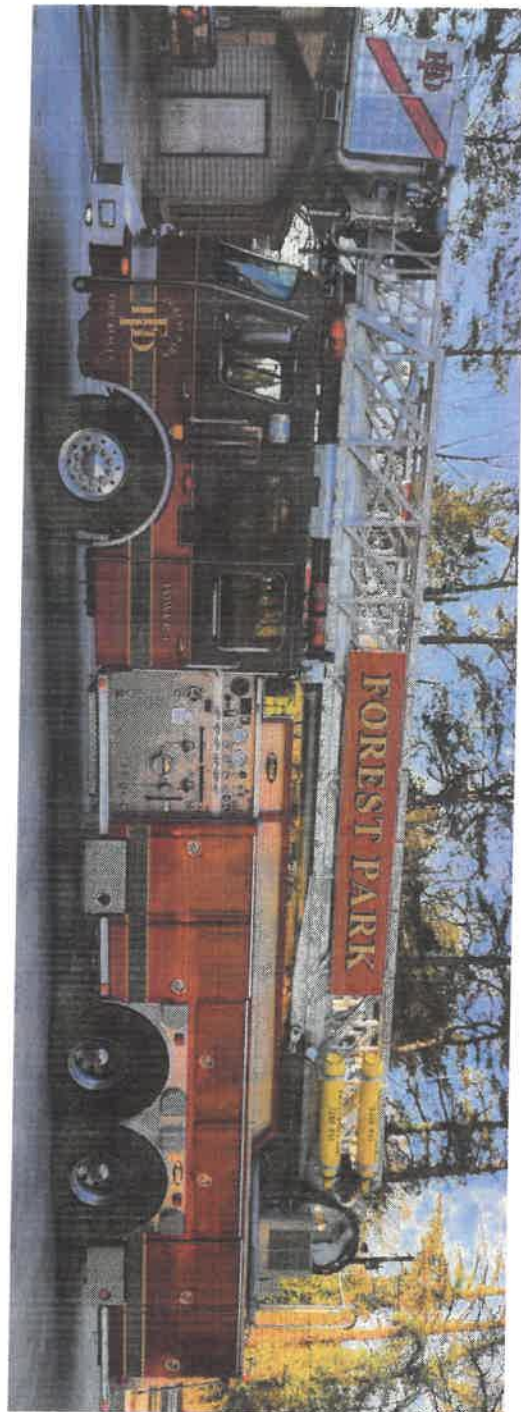
April 23, 2025

Incoming Inspection	Upon arrival, the apparatus shall be inspected, road tested, and pumped (if applicable) per the NFPA 1910 Standard for Inspection, Maintenance, and Testing of In-Service Automotive Fire Apparatus. An inspection checklist shall be completed and system/component deficiencies identified which are not scheduled to be repaired/replaced shall be communicated to the Purchaser. As part of the incoming inspection, the apparatus shall be weighed (both axles). Upon completion of the refurbishment, the apparatus shall be weighed again (both axles). The refurbished apparatus will not exceed the GAWR & GCWR, or GVWR of the chassis when carrying the estimated in-service weight of the unequipped apparatus as defined in NFPA 1910 Section 4.8.2.
Apparatus Paint	The truck shall be repainted to the Forest Park FD paint scheme. Grey over Red.
Ladder Sign and Aerial Base Paint	The ladder sign will be repainted red and the aerial lift cylinders and base sections that are white shall be painted grey
Gaskets	The acab door and compartment door gaskets will be replaced with new gaskets
Emergency Lighting	The emergency lighting, including light bars will be upgraded to Whelen LED. Body lighting shall be Whelen M series, where applicable. Lights that are already LED and in good condition shall be retained
Dot Lighting	The DOT lighting will be upgraded to LED
Compartment Lighting	The compartment lighting shall be upgraded to new puck style LED lighting
Ground Lighting	The ground lighting shall be upgraded to new puck style LED lighting
Interior Cab Lights	The cab interior overhead and step lights will be replaced with LED
Scene Lighting	The 4 x Pole lights shall be upgraded to FRC pole lights mounted in the existing locations. The unity lights shall be upgraded with new FRC Sobrite lights. The cab-mounted scene lights shall be upgraded to Whelen 900 series scene lights.
Diamond Plate Polishing	The diamond plate shall be chemically cleaned and polished
Wheel Polishing	The chrome wheels shall be polished on the exterior faces
Graphics Package	A department specific graphics package shall be installed
Aerial Damage	The damage on the corner of the aerial shall be cut and sectioned with new metal portions. The entire assembly will not be replaced as this is a spot repair
Manual Cab Lift Pump	The leaking manual lift pump will be rebuilt/replaced

Engine Insulation	The engine insulation will be removed and new insulation will be cut and installed
Aerial Service	An aerial service will be performed to include degreasing, regreasing, waterway lube, filter replacement, cable lube, and cable adjustmet to factory spec
Pump Test	The truck shall pass a new BMFA pump test within 30 day of delivery
Aerial Testing	The truck shall pass a new third party aerial test to include ground ladders
A/C System	The inop A/C system shall be repaired
Chassis Service	The motor and chassis will recieve a full service to include fluids and filters
Engine Overhead	The motor overhead will be run an tolerances set to facotry spec. The valve cover gasket will be replaced
Aerial Emergency Pump Leak	The aerial emergency pump will be rebuilt to repair the leak
Power Steering Leak	The engine power steering leak will be repaired
Engine Oil Leak	The engine oil leaks will be repaired



1998 E-one
95' Aerial



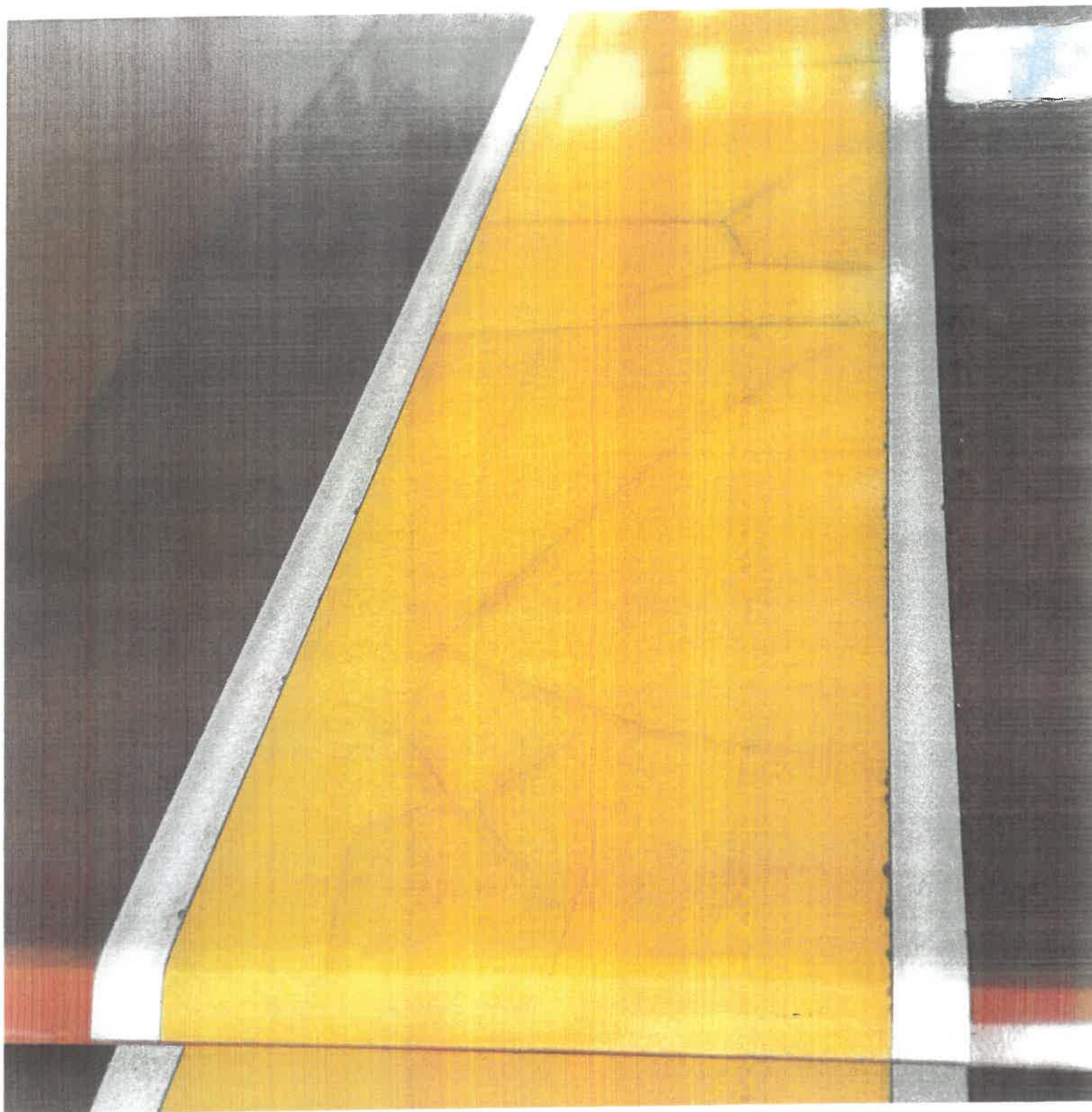
GRAPHICS DEPT: 256-929-6590
kendersson@firetruckmail.com
MAIN: 256-776-7786
firetruckmail.com

GRAPHICS PROOF FOREST PARK FIRE RESCUE TOWER 1

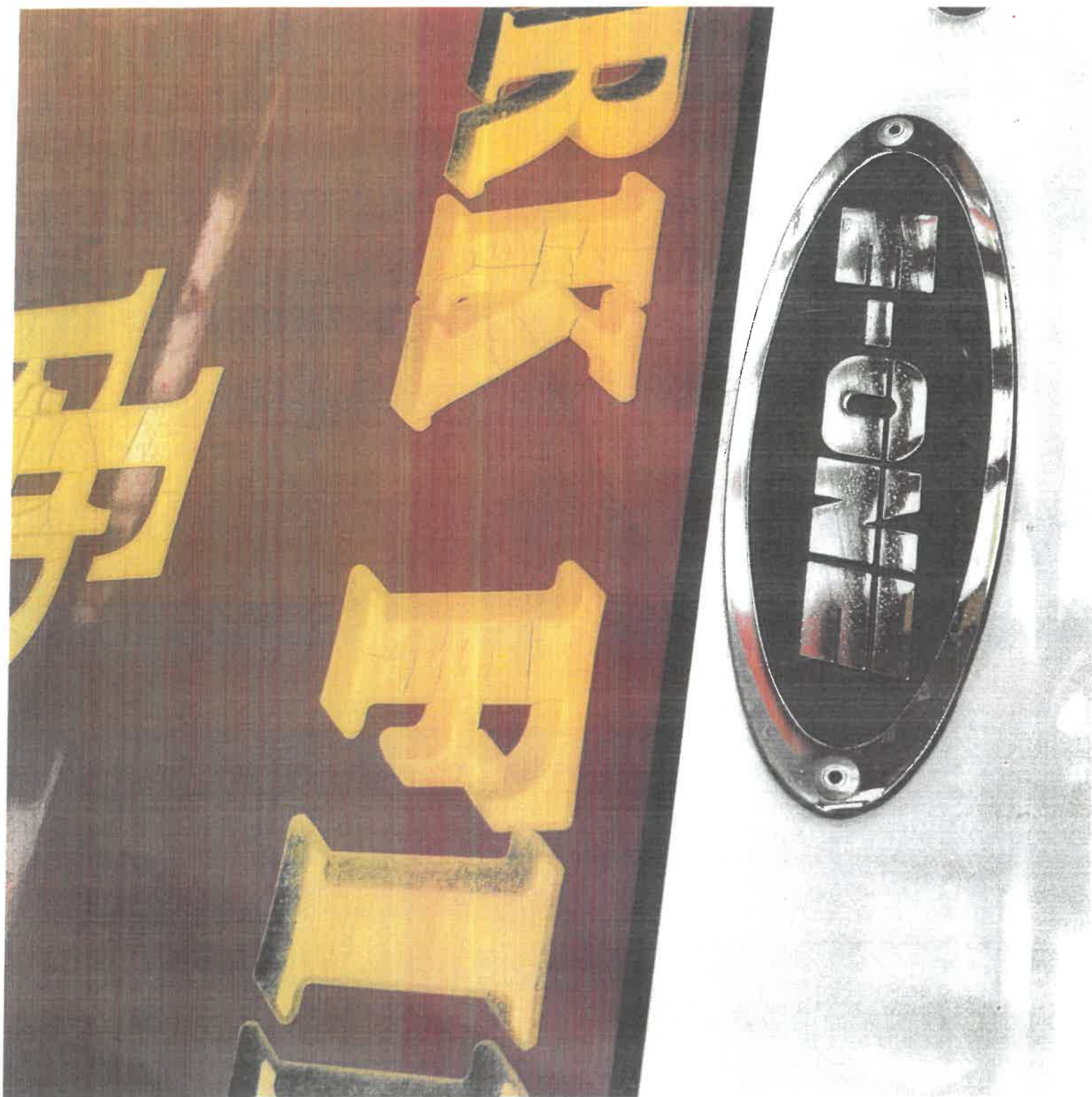
*** NOTICE:** THE ATTACHED DRAWING IS PROVIDED FOR GRAPHICS REFERENCE ONLY AND IS NOT INTENDED AS A PAINT PROOF. PLEASE REVIEW THIS PROOF CAREFULLY AND CONFIRM PLACEMENT, COLORS AND SIZING OF ALL GRAPHIC ELEMENTS. EXACT PLACEMENT OF GRAPHIC ELEMENTS AND TEXT MAY VARY SLIGHTLY FROM THE PROOF, AS SOME ADJUSTMENTS OF THE MATERIAL ARE NECESSARY DURING INSTALLATION. COLORS MAY VARY FROM SCREEN REPRESENTATION OF THE DIGITAL PROOF. MATERIAL IMAGES/SAMPLES AVAILABLE UPON REQUEST. BRINDLEE MOUNTAIN FIRE APPARATUS ASSUMES NO LIABILITY FOR ERRORS AND OMISSIONS ONCE THE PROOF HAS BEEN APPROVED.



2015
Rosenbauer







RESOLUTION NO. 2025-01

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE SURPLUS OF SEVEN (7) VEHICLES FROM THE CITY'S FIRE AND EMERGENCY SERVICES DEPARTMENT.

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

WHEREAS, the City's Fire and Emergency Services Department ("Department") requests the approval to surplus seven (7) vehicles since these vehicles are deemed too costly to repair due to age and faulty components; and

WHEREAS, the information regarding the seven (7) vehicles is listed as follows:

YEAR, MAKE, AND MODEL	VIN #	UNIT #	DEPARTMENT
2012 Chevrolet Tahoe	1GNLC2E0XCR309099	303	Fire / EMS
2012 Chevrolet Tahoe	1GNSK2E01CR311337	304	Fire / EMS
2015 Rosenbauer	54F2CB619FWM10929	320	Fire / EMS
1992 E- One	4ENRAAA86N1000455	321	Fire / EMS
1988 Ford F800	1FDXK84A7JVA2	Squad 6	Fire / EMS
400 Gal. Water Tank	SERIAL # 07101790	N/A	Fire / EMS
2009 Dodge Charger	2D3LA43T49H520316	342	Fire / EMS

WHEREAS, the surplus of these seven (7) vehicles is of no cost to the City and is necessary for the health, safety, and welfare of the citizens.

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

Section 1. Approval. The Department's request to surplus seven (7) vehicles as presented to the Mayor and Council on January 6, 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 6th day of January 2025.

CITY OF FOREST PARK, GEORGIA


Angelyne Butler, Mayor

ATTEST:


Michelle Hood, Deputy City Clerk (SEAL)

APPROVED AS TO FORM:


City Attorney



File Attachments for Item:

12. Council Discussion on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street- Planning and Community Development Department

Background/History:

The subject property is a residential dwelling located at 5116 Sargent Street, at the southeast corner of South Avenue and Sargent Street in Ward 3. The property spans on approximately 0.208+/- acres and is currently zoned RS (Single-Family Residential District). According to Clayton County property records, the site contains a two-bedroom, one-bath, ranch-style single-family home. However, a visual inspection reveals that the structure now appears to be a two-story home, despite no recorded permits or documentation indicating that a second level was added. Surrounding properties to the north, south, east, and west are also zoned for single-family residential use and the applicant is requesting to rezone the property to RT (Two-Family Residential District) to permit the use of the home as a two-family dwelling (duplex).



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Decision on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street

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

Date Submitted: May 27, 2025

Work Session Date: June 02, 2025

Council Meeting Date: June 02, 2025

Background/History:

The subject property is a residential dwelling located at 5116 Sargent Street, at the southeast corner of South Avenue and Sargent Street in Ward 3. The property spans on approximately 0.208+/- acres and is currently zoned RS (Single-Family Residential District). According to Clayton County property records, the site contains a two-bedroom, one-bath, ranch-style single-family home. However, a visual inspection reveals that the structure now appears to be a two-story home, despite no recorded permits or documentation indicating that a second level was added. Surrounding properties to the north, south, east, and west are also zoned for single-family residential use and the applicant is requesting to rezone the property to RT (Two-Family Residential District) to permit the use of the home as a two-family dwelling (duplex).

In March 2024, the applicant submitted plans for a deck renovation, which were approved based on the stated scope. Revised plans later described a full property renovation, but no change of use was disclosed. After construction was completed and inspections passed, the Planning & Community Development Department discovered the property had been converted into a two-family dwelling—a use not allowed under the current RS zoning. The applicant is now requesting rezoning to RT to bring the property into compliance.

Planning staff has reviewed the request and notes that the property's limited size and its location within a well-established single-family residential area may not be suitable for two-family use. Rezoning to RT could create an inconsistency with the surrounding land use pattern, potentially disrupting the character and zoning continuity of the neighborhood. As such, staff finds that the proposed rezoning does not align with the intent of current zoning regulations or the broader vision for the area as outlined in the City's future land use plan. However, given the unique circumstances surrounding the permitting and construction process, staff defers to the Mayor and City Council for final determination and

recommends that this request be carefully evaluated in the context of applicable zoning standards, community impact, and long-term planning goals.

Should the Mayor and Council choose to approve the request, staff recommends the following conditions be applied:

1. **Use Limitation:** The property shall be limited to a maximum of two dwelling units and shall not be further subdivided or converted into any form of multi-family or short-term rental use.
2. **Occupancy and Licensing:** The applicant shall obtain all necessary occupancy permits, inspections, and business licensing (if applicable) prior to any residential use of the second unit.
3. **Architectural Review Compliance:** The applicant will be required to apply to the Urban Design Review Board for review and approval of the landscaping, exterior architectural design, and the building façade. Any future exterior modifications or additions shall require review and approval by the Urban Design Review Board (UDRB) to ensure compatibility with surrounding properties.
4. **Tax Record Update:** Should the rezoning be approved, the applicant would be required to coordinate with Clayton County to update the property classification and structure details in the official tax records to reflect its current two-family use and appropriate square footage.
5. **Parking Compliance:** The applicant shall ensure that adequate off-street parking is provided on site in accordance with the City's zoning ordinance.
6. **Conformance with RT Zoning Standards:** Approval of the rezoning from RS to RT shall require the applicant to comply with the requirements of Section 8-8-31: Two-Family Residential District (RT) Standards, including:
 - a. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the side yard setback from the required 10ft to 8.5ft for the left side of the home.
 - b. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the rear yard setback from the required 30 ft to 5.2ft.
 - c. Each Unit proposed should have a parking capacity of two vehicles per unit.
7. **Zoning Map Amendment:** This approval shall apply solely to the property at 5116 Sargent Street and shall not be construed as precedent for similar requests in surrounding RS-zoned neighborhoods.

Cost: N/A

Budgeted for: N/A Yes No

Financial Impact: N/A

Action Requested from Council: Deliberate and decide on Case #RZ-2025-01 — a request to rezone the property at 5116 Sargent Street from RS (Single-Family Residential) to RT (Two-Family Residential) to allow for the construction of a new two-family (duplex) dwelling.

April 22, 2025

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

Please run the following Public Hearings Section of the April 30, May 07, and May 14, 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, May 15, 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 rezone, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday June 02, 2025, at 6:00 p.m.

- Case # RZ-2025-01 – Rezone Request for 5116 Sargent Street., Parcel # **13080A E005**. The applicant, Terrell Rental Properties, LLC (Tony Terrell), is requesting a rezone of the .208+/- acre lot within the Single-Family Residential District (RS) to Two-Family Residential District (RT) to allow a two-family home/duplex in Ward 3.

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

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

Case: RZ-2025-01

Current Zoning: RS- Single Family Residential

Proposed Request: Rezone property from RS (Single-Family Residential) to RT (Two-Family Residential District) to allow a two-family home/duplex in Ward 3.

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

Staff Recommendation: Defer to Mayor & Council to Rezone to RS (Single-family residential district) to RT (Two-Family Residential District).

APPLICANT INFORMATION

Owner of Record: Terrell Rental Properties, LLC
Address: 449 Trouseau LN.
City/State: McDonough, GA 30252

Applicant: Tony Terrell
Address: 5116 Sargent St.
City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13080A E005
Address: 5116 Sargent St.

Acreage: 0.208 +/-
FLU: Low Density Residential

SUMMARY & BACKGROUND

The subject property is a residential dwelling located at 5116 Sargent Street, situated on approximately 0.208+/- acres at the southeast corner of South Avenue and Sargent Street in Ward 3. It is currently zoned RS (Single-Family Residential District) and, according to Clayton County property records, consists of a two-bedroom, one-bath, ranch-style single-family home measuring approximately 1,632 square feet. On March 6, 2024, the applicant submitted a plan check application with the stated scope of work described as "Complete renovation / Rebuild Deck." On March 11, 2024, Planning & Zoning reviewed and approved the application based solely on the deck rebuild, as no information was provided indicating a change of use or exterior structural remodel. The following day, March 12, 2024, the Building Official conducted its initial review of the building renovation plans and issued a denial letter. The denial cited insufficient detail to confirm compliance with the 2018 International Residential Code (IRC) R507 requirements for decks and requested full construction details, including footings, framing, stair attachments, railings, and electrical plans.

On March 22, 2024, the applicant submitted revised plans with an updated description of work: "Full renovation of property inside and out. Not extending or altering structure – rebuilding old deck." Because the zoning review had already been completed based on the original scope, the Building Division solely reviewed the resubmitted plans. The Building Official approved the plans and included a standard disclaimer on the approved plan set stating: *"Every effort has been made to identify code violations. Any oversight by the reviewer shall not be considered as authority to violate, set aside, cancel, or alter applicable codes and ordinances. The plan review and permit issuance shall not be considered a warranty or guarantee."*

Following the approval, construction was completed and inspections passed; however, it was during the final stages that the City identified the property had been converted into a two-family dwelling—a use not permitted in the RS zoning district. The applicant now seeks to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential District) to bring the use into compliance.

It is also noted that the Clayton County tax records continue to classify the property as a single-family ranch home. City records do not show any permits issued for structural additions, such as a second level or expanded square footage, which would typically be associated with a conversion to a two-family dwelling. Additionally, had the applicant disclosed a full interior and exterior remodel upfront with their initial submission on March 06, 2024, the project would have required review and approval by the City's Mayor and council for the duplex/rezoning to RT and Urban Design Review Board (UDRB) for exterior alterations, which was not conducted.

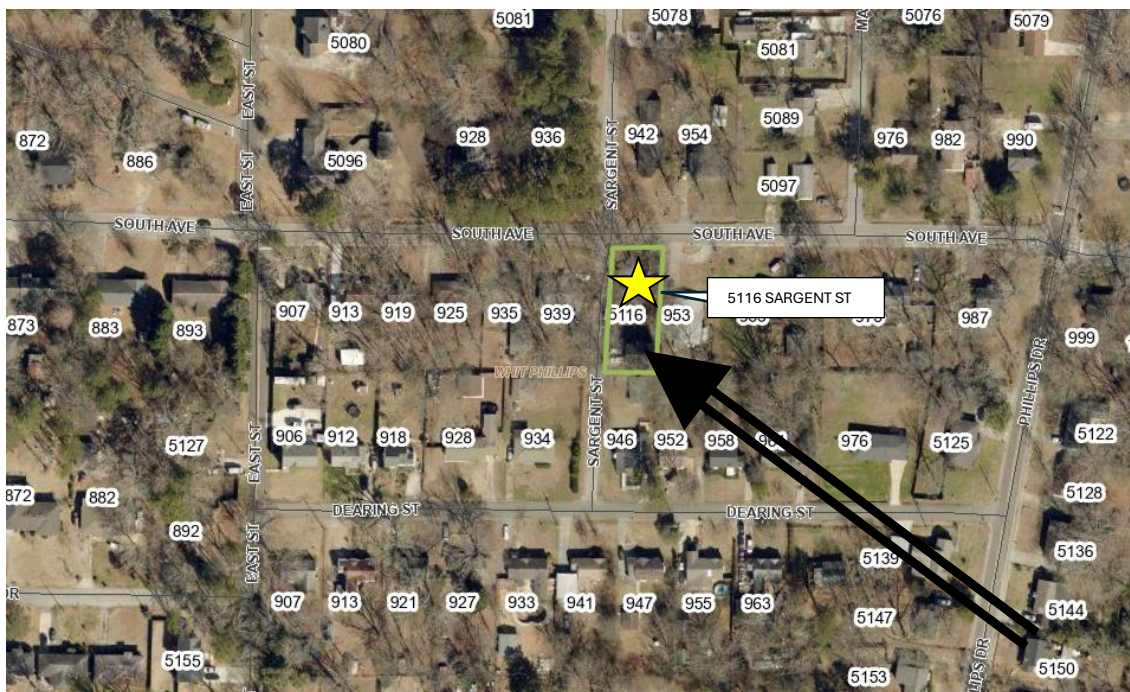
Per Section 8-8-28 of the zoning ordinance, the RS (Single-Family Residential District) district is intended to promote an average residential density of five (5) dwelling units per acre. The subject property, at 0.208+/- acres, is below the minimum size generally needed to accommodate two dwelling units while maintaining the intended density and character of the surrounding single-family neighborhood.

As such, the current request for rezoning aims to reconcile the built condition of the property with the City's zoning regulations.

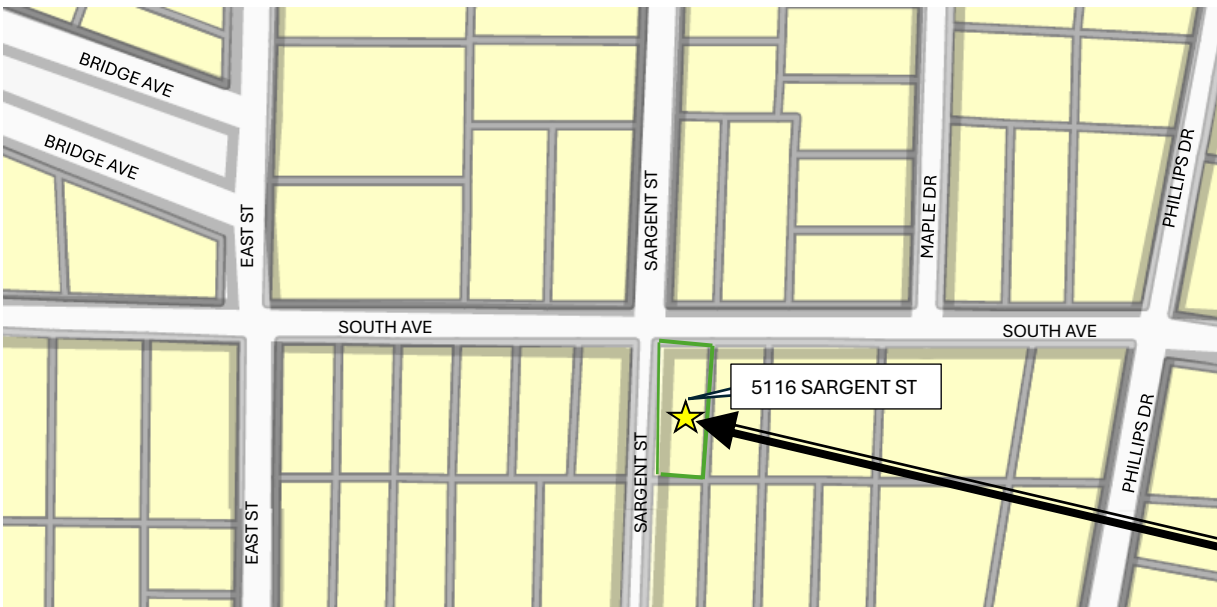
ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

North	RS (Single-Family Residential)	East	RS (Single-Family Residential)
South	RS (Single-Family Residential)	West	RS (Single-Family Residential)

AERIAL MAP

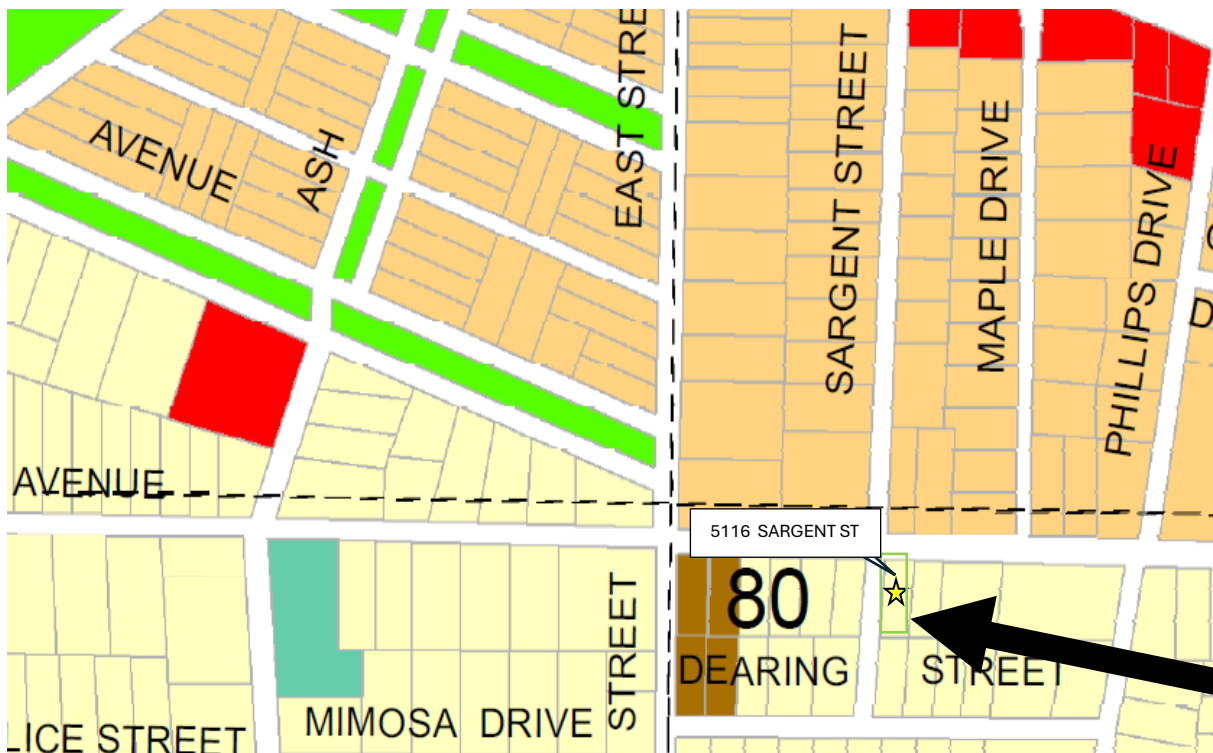


ZONING MAP



Current Zoning: RS (Single-Family Residential)

FUTURE LAND USE MAP



Future Land Use: Low Density Residential

SITE PHOTOS





SURROUNDING PROPERTIES



**Residential: Zoned RS (Single-Family Residential)
(West of Parcel)**



**Residential: Zoned RS (Single-Family Residential)
(East of Parcel)**



**Residential: Zoned RS (Single-Family Residential)
(South of Parcel)**



**Residential: Zoned RS (Single-Family Residential)
(North of Parcel)**



Impact Summary

Would the proposed amendment be consistent and compatible with the city's land use and development, plans, goals, and objectives? ☐ **Yes** ☒ **No** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) is not consistent or compatible with the City's adopted land use plans, zoning ordinance, or development goals. The property is designated for Low-Density Residential use, which supports single-family development and limits residential density. The introduction of a two-family dwelling on this lot would exceed the intended density, disrupt the surrounding single-family character, and conflict with the City's policy against spot zoning.*

Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets? ☒ **Increase** ☐ **Decrease** ☐ **No Impact** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could increase traffic in the area due to the addition of a second dwelling unit. While the property is located on a residential street, the introduction of a duplex may lead to higher vehicle volumes, potentially impacting on traffic safety and congestion, particularly on South Avenue and Sargent Street, which may not be designed to accommodate the increased traffic load.*

Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers? ☐ **Increase** ☐ **Decrease** ☒ **No Relationship** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) is unlikely to have a significant impact on safety from fire or other dangers, provided that the structure complies with all building and fire codes. However, the introduction of a second dwelling unit may increase the overall density and occupancy, which could slightly elevate risks in the event of an emergency, depending on the building's design, accessibility, and safety features.*

Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city? ☐ **Promote** ☒ **Diminish** ☐ **No Influence** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) may diminish the public health and general welfare of the city by introducing a duplex in an area designated for low-density, single-family housing. This change could alter the character of the neighborhood, potentially affecting the quality of life for existing residents. Additionally, the increased density may strain local infrastructure and public services, potentially impacting overall neighborhood stability and community well-being.*

Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air? ☐ **Promote** ☐ **Diminish** ☒ **No Influence**

Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land? ☒ **Cause** ☐ **Prevent** ☐ **No Influence** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could tend to cause overcrowding of land by allowing a higher-density residential use on a lot that is currently designated for single-family homes. The addition of a second dwelling unit on a 0.208± acre lot may not be consistent with the intended low-density development of the area, potentially leading to increased density and strain on available space.*

Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city? ☒ **Cause** ☐ **Prevent** ☐ **No Influence** *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could tend to cause an increase in population density in the area. While the impact may be limited to this particular property, the introduction of a duplex in a low-density residential neighborhood could set a precedent for higher density in the surrounding area, potentially affecting the health, safety, and general welfare of the city if it leads to overcrowding or strain on infrastructure and services.*

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

☒ **Impede** ☐ **Facilitate** ☐ **No Impact.** *The proposed amendment to rezone the property from RS (Single-Family*

Residential) to RT (Two-Family Residential) could tend to impede the adequate provision of public services and utilities. The increase in residential density may place additional demand on local transportation, water, sewer, and other public services, which could strain the existing infrastructure, potentially affecting the quality and availability of services in the area.

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties? ☐ Yes ☒ No *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) may not be fully compatible with the surrounding environmental conditions and development patterns. The surrounding area consists primarily of single-family homes, and the introduction of a duplex could alter the neighborhood's character. Factors such as increased density, potential strain on local infrastructure, and changes in the aesthetic appeal of the area could diminish the value, use, and enjoyment of neighboring properties.*

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

☐ Promote ☒ Diminish ☐ No Influence *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could diminish the aesthetic effect of the existing and future uses of the property and surrounding area. The introduction of a duplex may disrupt the prevailing single-family character of the neighborhood, potentially altering the visual cohesion and appeal of the area, particularly if the structure is not in harmony with existing architectural styles.*

Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? ☒ Yes ☐ No *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could have a measurable adverse economic effect on the value of surrounding or adjacent properties. The remodel of the property into a duplex, within a neighborhood of older homes built in the 1950s, may create a visual and aesthetic contrast. This change in use and potential exterior alterations could disrupt the architectural harmony of the area, potentially reducing the appeal of surrounding properties and affecting their market value.*

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

☒ Yes ☐ No *The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could create an isolated district that is not well-integrated with the adjacent and nearby single-family residential areas. The introduction of a duplex in a predominantly single-family neighborhood may result in a zoning change that disrupts the continuity of the surrounding district, potentially creating a distinct, isolated use that is inconsistent with the existing residential fabric of the area.*

Staff Review

Public Works, Police and Fire did not conduct a review due to the structure being built and modified without full staff review. The Building Inspector is the only additional department staff to review.

Planning & Community Development Department

Planning staff recognizes that the property is approximately 0.208 acres (9,065 square feet) and may limit its ability to accommodate the proposed two-family use under the current zoning. The request to rezone from RS (Single-Family Residential) to RT (Two-Family Residential) could result in a use that is inconsistent with the surrounding single-family residential district, especially given the property's size. The proposed rezoning may create an isolated district that does not align with the established pattern of low-density, single-family development in the area, disrupting the zoning continuity and potentially affecting the character of the neighborhood. If rezoning is approved, the current Two Family Residential (RT) zoning district requires the following minimum front, side, and rear setbacks:

Front: 25 ft.
 Side: 10 ft.
 Rear: 30 ft.

Staff Recommendation

Staff has reviewed the applicant's request to rezone the property at 5116 Sargent Street from RS (Single-Family Residential) to RT (Two-Family Residential) to permit the continued use of the structure as a two-family dwelling. While the applicant has stated that the work was completed in good faith and in coordination with the City's permitting process, the current zoning designation, zoning ordinance (Section 8-8-28), future land use map, and surrounding neighborhood all support low-density, single-family residential development at an average of five (5) dwelling units per acre. The subject property, at approximately 0.208± acres, does not meet the intended density when proposed for two units and is located within a consistently RS-zoned area.

Additionally, the City's planning policies generally discourage spot zoning, which is the rezoning of individual parcels in a way that is inconsistent with the surrounding zoning pattern and long-term land use vision. Such practices can undermine the integrity of the zoning map and create compatibility challenges within stable residential neighborhoods.

Given these factors, staff finds that the proposed rezoning does not align with current zoning guidelines or the character of the surrounding area. However, in recognition of the unique permitting circumstances, staff defers the final decision to the Mayor and City Council for consideration and recommends that the body weigh this request carefully in light of applicable zoning regulations and future land use guidance.

Should the Mayor and Council choose to approve the request, staff recommends the following conditions be applied:

1. Use Limitation: The property shall be limited to a maximum of two dwelling units and shall not be further subdivided or converted into any form of multi-family or short-term rental use.
2. Occupancy and Licensing: The applicant shall obtain all necessary occupancy permits, inspections, and business licensing (if applicable) prior to any residential use of the second unit.
3. Architectural Review Compliance: The applicant will be required to apply to the Urban Design Review Board for review and approval of the landscaping, exterior architectural design, and the building façade. Any future exterior modifications or additions shall require review and approval by the Urban Design Review Board (UDRB) to ensure compatibility with surrounding properties.
4. Tax Record Update: Should the rezoning be approved, the applicant would be required to coordinate with Clayton County to update the property classification and structure details in the official tax records to reflect its current two-family use and appropriate square footage.
5. Parking Compliance: The applicant shall ensure that adequate off-street parking is provided on site in accordance with the City's zoning ordinance.
6. Conformance with RT Zoning Standards: Approval of the rezoning from RS to RT shall require the applicant to comply with the requirements of Section 8-8-31: Two-Family Residential District (RT) Standards, including:
 - a. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the side yard setback from the required 10ft to 8.5ft for the left side of the home.

- b. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the rear yard setback from the required 30 ft to 5.2ft.
 - c. Each Unit proposed should have a parking capacity of two vehicles per unit.
- 7. Zoning Map Amendment: This approval shall apply solely to the property at 5116 Sargent Street and shall not be construed as precedent for similar requests in surrounding RS-zoned neighborhoods.

STATE OF GEORGIA
CITY OF FOREST PARK
COUNTY OF CLAYTON

ORDINANCE RZ-2025-07

1 AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF
2 FOREST PARK, GEORGIA, BY REZONING THAT CERTAIN PARCEL OF REAL
3 PROPERTY LOCATED AT 5116 SARGENT STREET IN WARD 3; TO PROVIDE FOR
4 SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN
5 EFFECTIVE DATE; AND FOR ALL OTHER LAWFUL PURPOSES.

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

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

10 **WHEREAS**, the subject parcel of real property consists of approximately 0.208+/-
11 acres located at 5116 Sargent Street, according to the present system of numbering property
12 in Forest Park, Clayton County, Georgia (Tax Parcel Identification Number: 13080A E005)
13 (the “Property”); and

14 **WHEREAS**, the Property is currently zoned as RS (Single Family Residential);
15 and

16 **WHEREAS**, the owner (“Applicant”) of the Property filed an application
17 requesting the governing authority to rezone the Property to RT (Two-Family Residential
18 District); and

19 **WHEREAS**, the Planning Commission recommend approval of the application
20 subject to certain conditions included in the City Staff Report and said report is hereby
21 incorporated by reference herein; and

22 **WHEREAS**, the governing body of the City has considered the criteria of a
23 rezoning request, provided in Section 8-8-186 (Zoning Amendment Process) of Article G
24 (Zoning Amendments) in Chapter 8 (Zoning) of the Code of Ordinances, City of Forest
25 Park, Georgia; and

26 **WHEREAS**, the City has complied with the notice and hearing requirements
27 pursuant to O.C.G.A. § 36-66-1 *et seq.*; and

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

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

32 **Section 1.** That certain parcel of real property consisting of approximately 0.208+/-
33 acres located at 5116 Sargent Street, according to the present system of numbering property
34 in Forest Park, Clayton County, Georgia (Tax Parcel Identification Number: 13080A E005)
35 is hereby rezoned to RT (Multiple Family Residential). Such rezoning is to be noted on the
36 official City of Forest Park Zoning Map and Future Land Use Map approved by Mayor and
37 Council (“Zoning Map”), as soon as reasonably possible following adoption of this
38 Ordinance along with an editorial note on the map specifying the parcel affected by this
39 Ordinance and the date of its adoption. Until this rezoning is indicated on the Zoning Map,
40 this Ordinance shall govern to the extent of any discrepancy between this Ordinance and
41 the Zoning Map. This rezoning is subject to the following conditions:

1. Use Limitation: The property shall be limited to a maximum of two dwelling units and shall not be further subdivided or converted into any form of multi-family or short-term rental use.
2. Occupancy and Licensing: The applicant shall obtain all necessary occupancy permits, inspections, and business licensing (if applicable) prior to any residential use of the second unit. Any changes or deviations from the approved plans shall be submitted to the Planning Commission for approval.
3. Architectural Review Compliance: The applicant will be required to apply to the Urban Design Review Board for review and approval of the landscaping, exterior architectural design, and the building façade. Any future exterior modifications or additions shall require review and approval by the Urban Design Review Board (UDRB) to ensure compatibility with surrounding properties.
4. Tax Record Update: Should the rezoning be approved, the applicant would be required to coordinate with Clayton County to update the property classification and structure details in the official tax records to reflect its current two-family use and appropriate square footage.
5. Parking Compliance: The applicant shall ensure that adequate off-street parking is provided on site in accordance with the City's zoning ordinance.
6. Conformance with RT Zoning Standards: Approval of the rezoning from RS to RT shall require the applicant to comply with the requirements of

65 Section 8-8-31: Two-Family Residential District (RT) Standards,
66 including:

- 67 a. Based on the submitted site plan, the applicant must apply for
68 a variance request to allow the reduction of the side yard
69 setback from the required 10ft to 8.5ft for the left side of the
70 home.
- 71 b. Based on the submitted site plan, the applicant must apply for
72 a variance request to allow the reduction of the rear yard
73 setback from the required 30 ft to 5.2ft.
- 74 c. Each Unit proposed should have a parking capacity of two
75 vehicles per unit.

76 7. Zoning Map Amendment: This approval shall apply solely to the property
77 at 5116 Sargent Street and shall not be construed as precedent for similar
78 requests in surrounding RS-zoned neighborhoods.

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

81 **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council
82 that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
83 upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and
84 constitutional.

85 (b) It is hereby declared to be the intention of the Mayor and Council that, to the
86 greatest extent allowed by law, each and every section, paragraph, sentence, clause or
87 phrase of this Ordinance is severable from every other section, paragraph, sentence, clause

88 or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor
89 and Council that, to the greatest extent allowed by law, no section, paragraph, sentence,
90 clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph,
91 sentence, clause or phrase of this Ordinance.

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

101 **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby
102 expressly repealed to the extent of such conflict.

103 **Section 5.** The City Clerk is authorized to execute, attest to, and seal any
104 documents which may be necessary to effectuate this ordinance, subject to approval as to
105 form by the City Attorney.

106 **Section 6.** Penalties in effect for violations of the Zoning Ordinance of the City of
107 Forest Park, Georgia at the time of the effective date of this Ordinance shall be and are
108 hereby made applicable to this Ordinance and shall remain in full force and effect.

109 **Section 7.** This ordinance shall become effective immediately upon its adoption
110 by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

111 **Section 8.** The City Clerk, with the concurrence of the City Attorney, is authorized
112 to correct any scrivener's errors found in this Ordinance, including any exhibits, as enacted.

113

114 **ORDAINED** this 2nd day of June, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, Mayor

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney