



3667 MAIN STREET COLLEGE PARK, GEORGIA 30337

WWW.COLLEGEPARKGA.COM

**WORKSHOP SESSION
COLLEGE PARK CITY COUNCIL
OCTOBER 10, 2024**

This will be an in-person meeting that will also broadcast via [Facebook Live](#), and [YouTube Live](#).

A Workshop Session of the Mayor and City Council of the City of College Park shall be held on Thursday, October 10, 2024, at 6:00 p.m. in the Council Chambers in the City Hall Complex, 3667 Main Street, College Park, to discuss the following item(s):

1. Discussion on a special event permit from Iota Phi Theta Foundation, Inc. to hold a Party to the Polls to be held on October 21, 2024 from 4:00 p.m. to 7:00 p.m at Charles E. Phillips Park. This item is requested by Deputy City Clerk Queenie Brown. This event will be in Ward 4.
2. Discussion on a special event permit from Marci Garner/Oxford Walk HOA to hold a Howl N' Meow Pet Costume Party to be held on October 27, 2024 from 11:00 a.m. to 4:00 p.m at College Park Auditorium lawn. This item is requested by Deputy City Clerk Queenie Brown. This event will be in Ward 1.
3. "Let Us Power Up Our Neighbors" Donation Program

DocuSigned by:

Dr. Emmanuel Adediran

FA8A48ADAE24433...



3667 MAIN STREET COLLEGE PARK, GEORGIA 30337
WWW.COLLEGEPAKGA.COM

**CITY OF COLLEGE PARK
COUNCIL AGENDA MEMO (CAM)
WORKSHOP SESSION**

DOC ID: 11475

TO: Honorable Mayor and Council Members

FROM: Dr. Emmanuel Adediran, City Manager

DocuSigned by:

Dr. Emmanuel Adediran

FA8A48ADAE24433...

DATE: October 3, 2024

TITLE: Discussion on a special event permit from Iota Phi Theta Foundation, Inc. to hold a Party to the Polls to be held on October 21, 2024 from 4:00 p.m. to 7:00 p.m at Charles E. Phillips Park. This item is requested by Deputy City Clerk Queenie Brown. This event will be in Ward 4.

Recommendation

Discussion on special event permit.

Background

Iota Phi Theta Fraternity, Inc. was founded on September 19, 1963, at Morgan State University in Baltimore, Maryland. It was established during a time of social change and civil rights movements, focusing on brotherhood, scholarship, and service within the African American community. The fraternity was created by a group of young Black men who sought to provide an alternative to existing organizations, emphasizing the importance of community engagement and academic achievement.

To push their initiatives, the organizations are seeking to host an event at Charles Phillips Park to encourage people to exercise their right to vote in the presidential election.

Resource Impact

N/A

Strategic Connections

This agenda item is aligned with Strategic Goal # 2 - Quality of Life, "Advance ways to increase community collaboration and implement initiatives to become "One" College Park."

Attachments

Party at the polls - Special Event Permit Redacted (PDF)

Prepared by: Queenie Brown
Department Director: Emmie Niethammer, Interim City Clerk

Review:

Emmie Niethammer Pending

Police Pending

Fire Pending

City Clerk Pending

City Manager's Office Pending

Mayor & City Council Pending 10/10/2024 6:00 PM

City of College Park | Special Event Form

3667 Main Street
College Park, GA 30337

Organizer Name: Anthony Harden

Event Title: Party At The Polls

Type of Event: Civic Engagement

Event Organizer's Name/Organization: Iota Phi Theta Foundation, Inc.

Mailing Address: 10961 Wheeler Trace Hampton, GA 30228

E-Mail Address:

Contact Number:

Event Information: Promoting the community to participate in early voting.

Date: 10/31/2024

Location of the Event: Charles Phillips Park

Time: Start: 4pm End: 7pm

Anticipated Attendance: 100

Will the City of College Park incur any expenses? If yes, explain:

No

Will there be a need for City Staff to work this event (i.e., Police, Fire, Public Works)? If yes, list needed staff. Expenses incurred are the responsibility of the Event Organizer.

No

What responsibilities will the Event Organizer assume?

The event planning, setup, and breakdown.

Event materials (flyers, banners, signs, agendas, handouts, etc.) will be the responsibility of:

Iota Phi Theta Foundation, Inc.

The Event Organizer is requesting that the City be responsible for providing:

Event space/Pavillion

What methods of advertising will be used?

Social media

City of College Park | Special Event Form

3667 Main Street
College Park, GA 30337

City mandated deadlines: At least one month prior to the event.

It is the responsibility of the Event Organizer to obtain Special Event Insurance. Please provide a copy of the Certificate of Insurance. Insurance attached? Yes ☒ or No ☐

It is the responsibility of the Event Organizer to notify property owners/lease holders and obtain approval to hold the event on their property. Please provide documentation of notification to and subsequent approval from property owners/lease holders.

Please include any other special needs:

Certification of Applicant

I certify the the information contained in the foregoing application is true and correct. I have read and understand and agree to abide by the rules and regulations under the City of College Park's Code of Ordinances. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity which may pertain to the use of the Event venue and conduct of the Event. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred or on behalf of the Event to the City of College Park.

Host/Producing Organizer Name Iota Phi Theta Foundation, Inc.

Title Program Director

Applicant Signature

Date 09/05/2024

HOLD HARMLESS AND RELEASE AGREEMENT REGARDING PARTICIPATION IN ACTIVITIES HELD ON CITY OWNED PROPERTY

The Undersigned, to the fullest extent permitted by law, agrees to release, discharge, indemnify and hold harmless the City of College Park, its officers, management, employees, agents, representative and members of City Council, of and from any and all claims, actions, demands, damages, loss, and causes of action, including costs and expenses, arising from injury, including death, to any person, or damage to any property arising out of or by virtue of the participation of the Undersigned in activities; **such as yard sales, family reunions, or any other gathering** held on City owned property, except damage caused by the sole negligence of the City of College Park. Indemnification of the City of College Park shall include, but not be limited to, any expenses, including but not limited to attorney fees and court cost, incurred by the City of College Park in the defense of any claim described herein or as a result of any breach by the Undersigned of the terms of this Agreement.

The Undersigned also understands and acknowledges that the terms of this Agreement apply to any and all present or future demands actions, causes of actions, liens of any kinds, costs, expenses, debts, liabilities, judgments, sums of money, damages, or claims of any kind or character that in any way relate to the participation in activities held on City owned property and that Undersigned may have against the City of College Park, as well as its officers, management, employees, agents, representatives and members of the City Council.

This Agreement is executed by the Undersigned for and on behalf of the Undersigned, his or her heirs, administrators, executors, personal representatives, and assigns, and is intended to be a full and complete release of the City from any and all claims that the Undersigned may now or hereafter have against the City arising out of, or in any way connected with, the Authority's presence on or near the Property. Undersigned understands and acknowledges that this Agreement binds Undersigned's heirs, administrators, executors, personal representatives, and assigns to the greatest extent allowed by law.

UNDERSIGNED HAS BECOME FAMILIAR WITH THE TERMS OF THIS FORM. UNDERSIGNED UNDERSTANDS AND AGREES TO ITS CONTENTS. UNDERSIGNED HAS HAD AN OPPORTUNITY TO ASK QUESTIONS AND UNDERSIGNED HAVE BEEN ANSWERED TO UNDERSIGNED'S SATISFACTION.

As evidenced by the below signature, the Undersigned has read and agrees to abide by the above Hold Harmless and Release Agreement.

SIGNED

DATE

NAME (Printed)

ORGANIZATION NAME

ADDRESS

ORGANIZATION ADDRESS

APPLICANT PHONE NUMBER

Sworn to and subscribed
Before me this _____ day
Of _____ 20____

Nature of Activity:

Notary Public

Location of Event



3667 MAIN STREET COLLEGE PARK, GEORGIA 30337
WWW.COLLEGEPARKGA.COM

**CITY OF COLLEGE PARK
COUNCIL AGENDA MEMO (CAM)
WORKSHOP SESSION**

DOC ID: 11477

TO: Honorable Mayor and Council Members

FROM: Dr. Emmanuel Adediran, City Manager

DocuSigned by:

Dr. Emmanuel Adediran

FA8A48ADAE24433...

DATE: October 3, 2024

TITLE: Discussion on a special event permit from Marci Garner/Oxford Walk HOA to hold a Howl N' Meow Pet Costume Party to be held on October 27, 2024 from 11:00 a.m. to 4:00 p.m at College Park Auditorium lawn. This item is requested by Deputy City Clerk Queenie Brown. This event will be in Ward 1.

Recommendation

Discussion on special event permit.

Background

This is a pet/human Halloween costume party.

Resource Impact

Organizer will be responsible for staff time at 35/hour - \$ 175

Strategic Connections

This agenda item is aligned with Strategic Goal # 2 - Quality of Life, "Advance ways to increase community collaboration and implement initiatives to become "One" College Park."

Attachments

Howl n' Meow Pet Costume Party - Special Event Permit (PDF)

Prepared by: Queenie Brown
Department Director: Emmie Niethammer, Interim City Clerk

Review:

Queenie Brown Completed 10/03/2024 11:38 AM

Police Pending
Fire Pending
City Clerk Pending
City Manager's Office Pending
Mayor & City Council Pending 10/10/2024 6:00 PM

City of College Park | Special Event Form

3667 Main Street
College Park, GA 30337

Organizer Name: Marci Garner/Oxford Walk Hoa

Event Title: Howl N' Meow Pet Costume Party

Type of Event: Pet Costume Party

Event Organizer's Name/Organization: marci garner/oxford walk Hoa
Mailing Address: 2432 Muirfield Place 30337
E-Mail Address: info@fortheculturepet.com
Contact Number: 615-330-7457

Event Information: Pet Costume Party to benefit local pet non-profits.
Date: October 27th, 2024
Location of the Event: Lawn area/circular area in front of city hall
Time: Start: 1:00 PM End: 4:00 PM
Anticipated Attendance:

75-100

Will the City of College Park incur any expenses? If yes, explain:

no

Will there be a need for City Staff to work this event (i.e., Police, Fire, Public Works)? If yes, list needed staff. Expenses incurred are the responsibility of the Event Organizer.

no

What responsibilities will the Event Organizer assume?

Event materials (flyers, banners, signs, agendas, handouts, etc.) will be the responsibility of:

Event organizer

The Event Organizer is requesting that the City be responsible for providing:

Access to gym for restroom facilities

What methods of advertising will be used?

Signage around College Park, Neighborhood

1 | Page Social Media Pages

City of College Park | Special Event Form

3667 Main Street
College Park, GA 30337

City mandated deadlines: At least one month prior to the event. → Initial Email Request: July 19, 2024

It is the responsibility of the Event Organizer to obtain Special Event Insurance. Please provide a copy of the Certificate of Insurance. Insurance attached? Yes ☐ or No ☐ → Will forward to Q. Brown

It is the responsibility of the Event Organizer to notify property owners/lease holders and obtain approval to hold the event on their property. Please provide documentation of notification to and subsequent approval from property owners/lease holders. N/A

Please include any other special needs:

Request to have access to gym/auditorium for restroom facilities

Certification of Applicant

I certify the the information contained in the foregoing application is true and correct. I have read and understand and agree to abide by the rules and regulations under the City of College Park's Code of Ordinances. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity which may pertain to the use of the Event venue and conduct of the Event. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred or on behalf of the Event to the City of College Park.

Host/Producing Organizer Name Marci Garner
Title CP Resident
Applicant Signature Marci Garner
Date 9/16/2024

HOLD HARMLESS AND RELEASE AGREEMENT REGARDING PARTICIPATION IN ACTIVITIES HELD ON CITY OWNED PROPERTY

The Undersigned, to the fullest extent permitted by law, agrees to release, discharge, indemnify and hold harmless the City of College Park, its officers, management, employees, agents, representative and members of City Council, of and from any and all claims, actions, demands, damages, loss, and causes of action, including costs and expenses, arising from injury, including death, to any person, or damage to any property arising out of or by virtue of the participation of the Undersigned in activities; **such as yard sales, family reunions, or any other gathering** held on City owned property, except damage caused by the sole negligence of the City of College Park. Indemnification of the City of College Park shall include, but not be limited to, any expenses, including but not limited to attorney fees and court cost, incurred by the City of College Park in the defense of any claim described herein or as a result of any breach by the Undersigned of the terms of this Agreement.

The Undersigned also understands and acknowledges that the terms of this Agreement apply to any and all present or future demands actions, causes of actions, liens of any kinds, costs, expenses, debts, liabilities, judgments, sums of money, damages, or claims of any kind or character that in any way relate to the participation in activities held on City owned property and that Undersigned may have against the City of College Park, as well as its officers, management, employees, agents, representatives and members of the City Council.

This Agreement is executed by the Undersigned for and on behalf of the Undersigned, his or her heirs, administrators, executors, personal representatives, and assigns, and is intended to be a full and complete release of the City from any and all claims that the Undersigned may now or hereafter have against the City arising out of, or in any way connected with, the Authority's presence on or near the Property. Undersigned understands and acknowledges that this Agreement binds Undersigned's heirs, administrators, executors, personal representatives, and assigns to the greatest extent allowed by law.

UNDERSIGNED HAS BECOME FAMILIAR WITH THE TERMS OF THIS FORM. UNDERSIGNED UNDERSTANDS AND AGREES TO ITS CONTENTS. UNDERSIGNED HAS HAD AN OPPORTUNITY TO ASK QUESTIONS AND UNDERSIGNED HAVE BEEN ANSWERED TO UNDERSIGNED'S SATISFACTION.

As evidenced by the below signature, the Undersigned has read and agrees to abide by the above Hold Harmless and Release Agreement.

Marc Garner
SIGNED

Marc Garner
NAME (Printed)

2432 Muirfield Place
ADDRESS

615-330-7457
APPLICANT PHONE NUMBER

Sept. 16, 2024
DATE

Oxford Walk HOA
ORGANIZATION NAME

Same
ORGANIZATION ADDRESS

Sworn to and subscribed
Before me this _____ day
Of _____ 20____

Notary Public

Nature of Activity:

Howl N' Meow Pet Costume Party

Front Lawn - City Hall
Location of Event



3667 MAIN STREET COLLEGE PARK, GEORGIA 30337
WWW.COLLEGEPARKGA.COM

**CITY OF COLLEGE PARK
COUNCIL AGENDA MEMO (CAM)
WORKSHOP SESSION**

DOC ID: 11490

TO: Honorable Mayor and Council Members

FROM: Dr. Emmanuel Adediran, City Manager

DocuSigned by:

Dr. Emmanuel Adediran

FA8A48ADAE24433...

DATE: October 3, 2024

TITLE: "Let Us Power Up Our Neighbors" Donation Program

RECOMMENDATION:

We are requesting the Mayor and Council to assist in the drawing for contest winners. This would not only celebrate our employees' efforts but bring additional visibility to the program and further promote community engagement.

BACKGROUND:

"Let Us Power Up Our Neighbors" is a donation drive held by The Customer Service Department. This peer-to-peer initiative allows residents to donate over their utility bill amounts to assist fellow residents to donate over their utility bill amounts to assist fellow citizens in need of utility bill support.

The Customer Service Department recognized employee interest in assisting residents as well. Recognizing this they started in internal contest opening the drive to City of College Park employees. No amount was too small. The Customer Service Department is excited by the employees' enthusiastic participation and their commitment to helping our community.

As part of the initiative, the Customer Service Department would like to recognize employee contest participants by holding a drawing to select winners.

BUDGETED ITEM:

This item has been supported by strategic business partners and community stakeholders. We are thankful for their support in providing the prizes to introduce the employees to the program.

Prepared by: Emmie Niethammer
Department Director: Karen Slaton-Dixon

Review:

City Manager's Office Pending
Emmie Niethammer Pending
City Clerk Pending
City Manager's Office Pending
Mayor & City Council Pending 10/10/2024 6:00 PM