



CITY COUNCIL WORK SESSION

Monday, July 21, 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 CAD and RMS Annual Software Renewal** – IT Department

Background/History:

This is the annual renewal for the Police Department's CAD and RMS systems. This is the proprietary software used for dispatching officers, writing police reports, and issuing citations. This includes the annual cost for licensing and the support agreement and is a budgeted item in the IT Budget for June 2025 through June 2026.

Total Amount: \$161,008.21

General Fund

2. **Council Discussion on the Lighting Service Agreements for 4576-4650 Burks Rd & Springdale Rd.** – Public Works Department

Background/History:

The City of Forest Park is seeking Council approval to enter into two (2) separate Lighting Service Agreements with Georgia Power. These agreements are intended to address low-lighting concerns at the following two locations:

- #LP107362 – 4576–4650 Burks Road: Installation of 7 additional light fixtures with an Annual Cost of \$1,576.68.
- #LP107983 – Springdale Road: Installation of 5 additional light fixtures with an Annual Cost of \$1,480.80.

The total cost to the City for both service agreements is \$254.79 per month, or \$3,057.48 per year.

These expenses will be charged to the following budget account: Street Lighting – 100-51-4260-53-1233

3. **Council Discussion on the Request for Blanket Purchase Orders-** Public Works Department

Background/History:

As part of the City's ongoing efforts to streamline the procurement process and ensure timely payment for recurring services, the following contracted or sole-source vendors are being presented for the creation of Blanket Purchase Orders for FY25–26:

- **Waste Management** – \$1,365,000
Sanitation Services
Fund: 540-72-4520-52-3000
- **Boswell Oil** – \$400,000
Fuel and Oil Purchases
Fund: 100-27-4900-53-1270

These Blanket Purchase Orders will support operational efficiency by allowing departments to process regular payments without repeatedly requesting purchase orders for the same vendor.

OLD BUSINESS:

4. **Council Discussion on the First Annual Renewal of the 12-Month Sound Equipment Services Agreement with Digital World Live** – Procurement/Recreation and Leisure Services Department

Background/History:

City Council approved the 1st annual renewal option for 3 months 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 city events. This request is to exercise the full 12-month renewal period due to the city's representatives conducting a meeting with all parties to evaluate and provide mutual resolutions of the contract's expectations.

ANNUAL TOTAL: \$77,850.00 – General Fund

5. **Council Discussion and Presentation to create an Impact Fee Program, Capital Improvements Element, and discuss the creation of the Development Impact Fee Advisory Committee-** Planning and Community Development Department

Background/History:

In response to continued growth and increased demand on public infrastructure, the City is exploring the potential creation of a Development Impact Fee Program in accordance with the Georgia Development Impact Fee Act (DIFA), O.C.G.A. § 36-71-1 et seq. This program would provide a structured and legally supported method for funding capital improvements necessitated by new development, helping to ensure that growth pays for growth.

As part of this initiative, the City must prepare a Capital Improvements Element (CIE) outlining anticipated public facility needs over a defined planning period. The CIE identifies eligible capital projects and associated costs. It must be adopted as an amendment to the City's Comprehensive Plan and approved by the Georgia Department of Community Affairs (DCA).

In addition, DIFA requires the establishment of a Development Impact Fee Advisory Committee, consisting of stakeholders, including representatives from the development community and the general public. This committee will advise on the program's development and implementation, review annual reports, and recommend updates to the fee schedule and project lists.

This discussion intends to brief the Mayor and Council on the purpose and process of establishing an impact fee program, obtain direction on preparing the Capital Improvements Element, and consider appointing members to the required advisory committee.

6. **Council Discussion on the Stormwater waiver for Waldrop Drive-**Public Works Department

Background/History:

Falcon Design Consultants recommends that the City waive Clayton County stormwater requirements for this project regarding gutter spread, stormwater detention, water quality, and runoff reduction.

This project involves installing sidewalks, curbs, gutters, and drainage infrastructure along Waldrop Drive. Due to its linear nature and limited right-of-way space, we believe it will meet the exception for "Site Constraints" listed in Clayton County Water Authority's (CCWA) Appendix C. Policy on Practicability Analysis for Runoff Reduction. These constraints also preclude the installation of detention, water quality, and additional drainage infrastructure.

Stormwater detention, water quality, and runoff reduction measures are intended to reduce the flow rate and amount of stormwater runoff from a project and remove sediment from the flow. These measures tend to occupy large areas that the City does not have available within the current right-of-way of Waldrop Drive. Adding sidewalks to this roadway will not significantly increase runoff for this area. We do not believe these measures can be added to this project without significantly affecting nearby properties and utilities.

7. **Council Discussion on the Stormwater waiver for Metcalf Extension-**Public Works Department

Background/History:

Forest Park ordinance Section 8-11-7.4 requires that runoff reduction be provided to the maximum extent

practicable. Falcon Design Consultants recommends that the City waive runoff reduction requirements for the Metcalf Road Extension project based on Clayton County Water Authority's (CCWA) Appendix C. Policy on Practicability Analysis for Runoff Reduction. See attached. Due to "Extreme Topography" and "Site Constraints," we believe this project will qualify for a waiver.

The proposed roadway will run through steep existing topography and is near existing industrial facilities, stream buffers, wetlands, and floodplains. This leaves very little room for stormwater management infrastructure, and there is certainly not enough area for separate runoff reduction facilities along with their required pretreatment measures and setbacks. For these reasons, runoff reduction is not practicable and should be waived, in general accordance with the Georgia Stormwater Management Manual (GSMM) and Clayton County Water Authority (CCWA) standards.

8. **Council Discussion on the Ordinance to amend Title 2, Article E of the City's Code of Ordinances, which shall establish Regular Ward Fund Accounts and Capital Ward Fund Accounts-Executive Offices**

Background/History:

The City desires to establish restricted ward fund accounts for each elected official to be used for lawful expenditures on public services, projects, and capital expenditures within their respective wards or the City at large, which are outside the scope of regular office expenses. The funds in each elected official's Capital Ward Fund Account and Regular Ward Fund Account shall be determined annually as a part of the required municipal annual budget approval. This ordinance, which the City Attorney has drafted, establishes the accounts, the permissible uses for the accounts, the impermissible uses for the accounts, and the process and procedure to utilize the accounts.

9. **Council Discussion on the Ordinance to amend Section 7-1-3 ("Reservation of Facilities by Groups") in the City's Code of Ordinances, which shall establish and amend certain insurance and permit provisions for reservations of City parks and recreational facilities**

Background/History:

This ordinance establishes that applicants for permit reservations are required to obtain and present evidence of comprehensive liability insurance naming the "City of Forest Park, Georgia" as an additional insured. Additionally, all recreational leagues must employ off-duty, uniformed, and P.O.S.T. certified Forest Park police officers to provide adequate crowd and traffic control and security. The city attorney prepared this ordinance.

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.