



CITY COUNCIL WORK SESSION

Monday, November 18, 2024 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 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 Approval of Fire Catt Annual Hose/Nozzle Testing**-Fire & EMS Department

Background/History:

FPPD has an agreement with Fire Catt for three (3) years, with 2024 being the final year. This vendor performs the fire hose testing, which includes nozzles. Pricing is determined by the actual feet of the hoses. Other services include pressure testing, ID numbers, and labeling; inspecting outer jacket, inner liners, coupling, and threads; inspecting gaskets (replace if needed); lubricating couplings and apparatus connection points; tagging any defective hoses; and recording data and reports.

\$3,906.40 will be funded by capital 300-61-3510-54-2502. \$8,000 will be funded by 100-61-3510-52-2203.

2. **Council Discussion on the Approval of the Request of Blanket Purchase Order for (TEMS Consultants)- Procurement/Fire & EMS**

Background/History:

Trinity EMS Consultants (TEMS) is a contracted vendor that provides patient billing services for the FPDF. We are requesting a Blanket Purchase Order for the remaining months of FY24-25, not to exceed \$20,000. On average, we are paying about \$2,200 per month for these services from the general fund: 100-60-3610-52-3900.

3. **Council Discussion on the Approval of the Purchase of Computer Hardware-Procurement/ Information Technology**

Background/History:

The IT department is seeking approval to purchase 20 laptops, docking stations, and monitors from the DOAS cooperative contract 99999-SPD-SPD0000060 with CDWG. This hardware purchase was budgeted and is part of our regular maintenance under our computer hardware refresh cycle.

4. **Council Discussion on the Approval of a 6-month renewal for Nutanix Server Software- Procurement/Information Technology**

Background/History:

The City has two (2) core host clusters that host all of the City's virtual machines. These host servers are manufactured and supported by Nutanix. Both the support and the virtualization software can only be provided by Nutanix, and there is an annual renewal for the software/support. We historically have done the renewal for a one (1) year term as that is standard, but we have elected only to do a 6-month term. This is because we plan to migrate to new host servers for the new City Center. Depending on the timeline of that project, we would not want to extend the support past the point where the current hosts are needed. Renewing 6-months at a time is not more expensive and provides us with some additional flexibility. IT requests the 6-month renewal period with InterDev for \$43,936.28 from the General fund.

5. **Council Discussion on the Approval of a Task Order for Falcon Design to provide additional survey and perform environmental delineation as required by Starr Park Design Team-Planning and Community Development Department**

Background/History:

The architects for Starr Park are requesting an additional survey and an environmental delineation of a 3.23-acre site the city acquired from Clayton County. The site located southeast of Starr Park will be used for a proposed soccer field.

NEW BUSINESS:

6. **Council Discussion on the Approval of the Beautification Committee Members Appointments – Code Enforcement Department**

Background/History:

Staff is seeking approval for re-appointments for (4) Beautification Committee Members for Beautification Committee Members: Ward 2 – Ann Keith, Ward 3 – Lashawn Boykin, Ward 4 – Lois Wright, at large – Kwadernica Rhea for a (1) year term. Staff also recommends approval to appoint Zachary Lee to the Beautification Committee to represent Ward 5.

7. **Council Discussion to Enter Into a Contract for Website Redesign and Replacement Services-Procurement/Executive Office**

Background/History:

The City of Forest Park currently utilizes its dedicated website (www.forestparkga.gov) as a one-stop shop for information related to city services, news, department updates, and online payments. The city issued a Request For Proposal for website redesign and replacement services through the Office of Procurement because the website has not been updated in over five years. The project consists of providing overall website design, training, and maintenance services for implementing a new website. Eleven (11) proposals were received, and after evaluation of the technical and cost proposals, the dedicated Evaluation Committee recommends awarding the project to the following highest-scoring vendor: **Revize** (located at 150 Kirts Blvd., Troy, MI 48084). Staff is recommending approval of the submitted proposal from Revize for approval.

8. **Council Discussion on the Approval of Ambulance and Emergency Service Equipment Agreement with The City of Hapeville Fire Department -Fire and EMS Department**

Background/History:

The City of Hapeville requests to use one of FPDF 's ambulances temporarily. The nature of the agreement is that both entities agree that the City of Hapeville Fire Department will take temporary possession of an ambulance owned by FPDF. Hapeville employees will operate the ambulance and equipment. All employees operating the ambulance and equipment will be certified, trained, and legally able to do so. The term of the agreement will terminate in one year unless extended. The agreement is attached for review, discussion, and approval.

9. **Council Discussion on the Approval of The City of Forest Park Financial Policies-Finance Department**

Background/History:

The City of Forest Park's financial policies provide clear guidelines for officials and staff on managing fiscal matters and core financial areas. These policies aim to maintain fiscal health, ensuring accountability, clarity, and protection for the City while supporting services and infrastructure for residents. The policies included are:

- Accounting, Auditing, and Financial Reporting
- Accounts Payable Policy
- Budget Line Transfer and Amendment Process
- Revenue Collection SOP
- Stale Check Policy
- Cash Receipts Policy and Procedures
- Purchasing Policy
- PCARD Policy
- Travel Policy

These policies collectively support the City's fiscal stability and guide financial practices

10. **Council Discussion on the Approval to purchase of Copier Rentals for use by citywide departments**-Procurement/Information Technology Departments

Background/History:

The City has had individual copier leases for the past couple of years. The Procurement division has worked to consolidate our copier leases from multiple vendors to a single, reliable source from the Sourcewell cooperative contract #030321-KON with NovaTech, an authorized distributor for Konica Minolta. This strategic move simplifies our administrative processes and ensures consistency and efficiency across all our copier needs. Under this agreement, NovaTech will provide the city with the necessary devices and comprehensive support and maintenance services. This consolidation will streamline operations, reduce costs, and enhance the reliability of the departments' copier equipment.

Annual Amount: \$25,620.00

Funding Source: Various General Operating Accounts

11. **Council Discussion on the approval of a Task Order for Precision Planning to provide Design Development Services for the new City Center**-Planning and Community Development Department

Background/History:

The City is contracting with a Construction Manager at Risk (CMAR) to construct 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 approximately 200,000 SF, including structured parking. PPI will provide Design Development 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 Documents (CDs) and Construction Contract Administration services.

12. **Council Discussion on the Approval of a Task Order for Falcon-Design to provide pre-construction assistance and construction administration for the new City Center Project**-Planning and Community Development Department

Background/History:

The City is contracting with a Construction Manager at Risk (CMAR) to construct the City Center building, which would include the Administration, City Hall, Municipal Court, Police Headquarters, and Recreation Facility. Falcon Design will provide support throughout the design and construction phase, including pre-construction assistance and construction administration.

13. **Council Discussion on the Approval of the Purchase of Administrative Vehicles**-Procurement/Information Technology

Background/History:

The IT department currently uses vehicles supplied by the Public Works Department. The vehicles that are currently being used are more than ten (10) years old and/or have over 150K miles. The IT department requests to purchase two small trucks and a small cargo van from DOAS cooperative contract 9999-SPD-40199373 with Wade Ford. The cost for the van is \$46,210.00, and the cost for each truck is \$ 32,030.00 for a total cost of \$110,270.00 utilizing ARPA funds, which was approved during this year's budget meeting with the City Manager and the Finance Director.

14. **Council Discussion on the approval of a Facility usage request** – Recreation and Leisure Services

Background/History:

Hand, Heart, and Soul Project (HHSP) is a nonprofit organization dedicated to nurturing, celebrating, and advancing the needs of the people they serve by providing equitable access to quality educational, nutritional, and community resources. Single Parent Alliance & Resource Center (SPARC), located in Gwinnett County, Georgia, is a 501(c)(3) nonprofit organization with a mission to empower and equip single parents with the tools, resources, and support they need to create healthy home environments and raise productive, successful children. SPARC envisions single parents becoming empowered and equipped to take their place among society's most successful families.

These two organizations are partnering to offer valuable resources and support to the Forest Park community, enhancing their collective impact and commitment to community well-being. They are going to do eight (8) Free Financial Literacy Classes held once a month starting in December 2024 on Tuesdays. This class will help City of Forest Park citizens become financially literate.

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.