



## CITY COUNCIL WORK SESSION

Monday, March 03, 2025 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://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 and Approval of a Fee Proposal to provide ROM (Rough Order of Magnitude) cost estimate for Starr Park-Executive Offices**

**Background/History:**

Croft Architects has completed contract documents and technical specifications for the Starr Park Renovations. In a prior bid, the city received only one bid that exceeded the project budget. Staff determined that it would be in the City's best interest to revise the drawings and obtain the assistance of a cost-estimating firm to prepare a cost estimate for each of the buildings/structures and for the three separate sites of the project before rebidding.

2. **Council Discussion and Approval of a one (1) year extension for On-Call Electrical Contractor Services**– Procurement/Public Works Departments

**Background/History:**

The Department of Public Works is requesting approval to extend the contractual agreements with the following three electrical contractor companies for an additional 1 year:

- Bell Electric Services LLC
- Brown Electrical Services, LLC
- MBEC Atlanta, Inc.

These contractors were originally selected following a request for qualifications conducted by the Department of Procurement and have been providing on-call electrical services as needed. They supplement Public Works by performing specific task orders and supporting the department's operations.

The City will continue to engage these contractors on an on-call basis, either through competitive bids for specific projects or by rotating assignments across various City sites, including for the City's boards. This 1-year extension will allow the City to maintain a consistent pool of qualified, reliable electrical contractors to ensure uninterrupted services.

Funding: Costs will be incurred by the user Department as needed.

3. **Council Discussion and Approval to enter into a contract for the On-Call Real Estate Appraisals and Right of Way Acquisition Consultant Services** –Public Works/Procurement Departments

**Background/History:**

The Department of Public Works requests the City Council's approval of a contractual agreement with Colliers Engineering and Design, Inc.

In March of 2022, the Procurement Department conducted a Request for Proposals (RFP) for consultant services to assist the City in acquiring property and easements for various projects, including those funded by the Federal and State governments. For federally and state-funded projects, compliance with the Georgia Department of Transportation (GDOT) and the Federal Highway Administration (FHWA) Real Estate Division is required.

Colliers Engineering and Design, Inc. provides essential services to ensure the City complies with these regulations. This contract extension is necessary to continue the City's sidewalk projects and maintain uninterrupted services.

Funding: Cost is to be determined on a project-by-project basis

**NEW BUSINESS:**

4. **Council Discussion and Approval – ELEVATE Workforce Development Initiative**– Executive Office

**Background/History:**

The Executive Office seeks approval to implement an initiative to empower displaced, unemployed, and underemployed individuals within the City by providing them with the necessary skills, resources, and comprehensive support systems to achieve sustainable employment, financial independence, and reintegration into society. The initiative, also known as ELEVATE, would foster dignity and economic stability through strategic community partnerships and holistic support systems.

5. **Council Discussion and Approval to enter into a contract with Aeras MEP for On-Call HVAC Equipment Repair, Installation, and Maintenance Services (Annual Contract)-** Procurement/Public Works Departments

**Background/History:**

Since 1997, the City has utilized the SWC vendor ABM for monthly maintenance services for the HVAC systems in City-owned facilities. Over the years, facilities have been added, and HVAC equipment has aged, causing frequent repairs. 22 pieces of equipment over 20 years old were replaced in 2022, and 2 locations were added - the Public Safety bldg. and the 696 Community Center. Public Works decided to expand the services to include repairs and new installations for HVAC units and allow for the addition and/or deletion of City-owned facilities.

On-Call HVAC Equipment Repair, Installation, and Maintenance Services (Annual Contract): Request for Bid No. 2024-RFB-004 for use by the Public Works-Facilities Department. It provides citywide equipment repairs, installations, and maintenance services for HVAC units in various city-owned buildings. Three (3) bids were received. Request award approval to the lowest, responsive, and responsible bidder: Aeras MEP, 217 Fulton Street, Peachtree City, GA 30269

Estimated Monthly Amount: \$10,322.00

General Operating – Various departments

6. **Council Discussion and Approval to enter into a contract with Hatley Plans, LLC for Impact Fee Study-** Procurement/Planning & Development Department

**Background/History:**

The City would like to consider the option of implementing impact fees. The City has not conducted an Impact Fee study in over ten years. The study will categorize key changes such as updated fee levels, expanded scope of the usage of funds, and improved transparency and administration for the following city departments: Parks, Recreation, and Open Space; Roads, Streets and Bridges; Planning & Development; Police, Fire EMS; and any other services which the consultant believes qualify for impact fee consideration.

Impact Fee Study: Request for Proposal No. 2024-RFP-008 for use by the Planning & Development Department. It provides a comprehensive Impact Fee study consistent with the Georgia Development Impact Fee Act of 1990. Two (2) proposals were received. After evaluating technical and cost proposals, the Evaluation Committee recommends an award to the highest-scoring proposer: Hatley Plans, LLC, 3175 Madison Ave. NE., Brookhaven, GA 30319, for a total of \$96,500.00.

7. **Council Discussion to approve Case # CUP-2025-01, Conditional Use Permit to combine the existing W.A. Fountain Elementary School and existing Unidos Language School to construct a new expanded elementary school located within the Single-Family Residential District (RS)-** Planning and Community Development Department

**Background/History:**

The applicant for 5215 West St. is requesting a Conditional Use Permit (CUP) to expand the existing W.A. Fountain Elementary School in response to projected community growth. The project will involve partial demolition and expansion to accommodate a combined population of W.A. Fountain Elementary School and Unidos Language School. The land use and zoning will remain unchanged, and improvements will include a new driveway, better circulation, parking, landscaping, and a new stormwater system. Although the property has operated as a school for many years, a CUP is required due to the scope of the work. The project will not negatively impact public services and will enhance safety and circulation. It will also involve work within a floodplain and stream buffer, with necessary

erosion control and permits. Post-construction stormwater management will improve runoff and water quality. The design respects the site's history by preserving significant features and maintaining vegetative areas, with exterior features chosen to blend with the area's character.

**On Thursday, February 20, 2025, the City of Forest Park Planning Commission voted to approve the conditional use permit request.** If the Mayor and Council approve the proposed Conditional Use Permit Request, The applicant will be able to move forward with their partial demolition plans and begin the combination and construction of the new expanded elementary school within the **Single-Family Residential District (RS)**.

**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.**