



CITY COUNCIL WORK SESSION

Monday, June 17, 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 Allan Mears

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

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 livestreamed 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 Renewal of JustFOIA-Open Records Request Software-Executive Offices**

Background/History:

JustFOIA is software designed to streamline and manage the handling of Freedom of Information Act (FOIA) requests. Automating and organizing various aspects of FOIA management aims to make the request and compliance process more efficient for government agencies and organizations. This renewal period will be from July 24, 2024, to July 23, 2025, and will cost \$10,326.75. The funding source will be line item 100-21-1320-52-3210-Internet Website Maintenance.

- 2. Council Approval on the Purchase of Bunker Gear-Ratification-Fire and EMS Department**

Background/History:

FPFD was approved for the purchase of twelve (12) sets of Bunker Gear in February 2024. In order to be in compliance with the City's Procurement procedures, this purchase needs Council approval to ratify the purchase amount of \$35,844 with vendor Bennett Fire Products.

- 3. Council Discussion of Task Order 2024.02b for additional renderings and animation of the City Center project-Planning and Community Development Department**

Background/History: Precision Planning, Inc. (PPI) is currently completing Schematic Design services for the new Forest Park City Center project, including preparation of 3D rendered exterior elevations, four exterior elevations, and a bird's eye perspective are included in the scope of work for Task Order 2024.02a. To give the Citizens of Forest Park a better perspective and scope of the project, the City is requesting additional 3D renderings of the project interior and animation of the proposed project.

- 4. Council Discussion of Task Order for CROFT to perform Design Development, Construction Documents/Permitting, and Construction Administration for Starr Park-Planning and Community Development Department**

Background/History:

The renovation of Starr Park is part of the City's Capital Improvement projects. The renovation of the 18-acre park is divided into two phases and is based on the approved Starr Park Master Plan. The renovation will consist of the following vertical and horizontal facilities: new pool house, stage, pavilions, restroom facilities, dog park, walking path, and basketball and sand volleyball courts, The design and amenities are in consultation with the City's Parks and Recreation Director and the City Manager.

- 5. Council Discussion of Task Order FDC 2024.05 for Falcon Design to perform General Contractor Procurement and Construction Administration for the Rite Aid Renovation (Grapevine) Project-Planning and Community Development Department**

Background/History:

Precision Planning, Inc. (PPI) has completed the design and construction documents to renovate the existing Rite Aid building that will function as a business incubator. The staff is requesting to move forward with General Contractor Procurement and Construction Administration for the project.

- 6. Council Discussion of purchasing one (1) Sutphen Heavy Duty Rescue Fire Truck for use by the Fire & Rescue Department – Procurement Division**

Background/History:

Consists of one (1) Sutphen Heavy Duty Rescue Fire Truck. Request to piggyback from the Sourcewell cooperative contract with Sutphen – contract #113021-SUT. Recommend award to:

Sutphen Corporation, 6450 Eiterman Road, Dublin, OH. 43016

AMOUNT NOT TO EXCEED: \$1,098,071.00

FUNDING SOURCE: Grant: \$500,000 and 2015 SPLOST: \$598,071.00

7. **Council Discussion on the Extension of HVAC Maintenance Contract with ABM**-Public Works Department

Background/History:

The Department of Public Works, in collaboration with the Procurement Division, is requesting approval for a month-to-month extension of the current HVAC maintenance contract with ABM. Although a bid document for these services has been prepared, this extension is crucial to ensure uninterrupted and adequate maintenance of our air conditioning units, particularly during the hot summer months. The extension will remain effective until a new vendor has been selected and approved by the council. Our current monthly bill with ABM is \$9,748, which will remain unchanged until the completion of the bid process.

Funding: Costs will be appropriated and paid monthly by each department under their Professional Services line-item budget.

OLD BUSINESS:

8. **Council Discussion of Ordinance Increasing Hotel-Motel Tax to 8%**– Executive Offices and Legal

Background/History:

The City currently imposes a 3% hotel-motel tax. State law provides that cities can increase the tax to up to 8% after adopting a resolution urging the passage of local legislation by the Georgia General Assembly. The subsequent resolution has been adopted and the legislation has been approved by the General Assembly to increase to 8%. It is now required that the City Council adopt an ordinance amending Chapter 5 (Hotel, Motel, Lodging Excise Tax) Within Title 3 (Finance) in the City Code of Ordinances.

9. **Council Discussion of a Memorandum of Understanding Between the City of Forest Park and Clayton County for GIS Services**-Planning and Community Development Department

The purpose of the MOU is to provide planning and zoning GIS support services for the Department of Planning and Community Development in assigning addresses; updating zoning maps after a rezoning; land use map amendments; and street name changes. The County's services under this MOU will be performed without fees from the City of Forest Park.

NEW BUSINESS:

10. **Council Discussion of a Vehicle Take-Home Policy** – Executive Office

Background/History:

In 2020, the City Council enacted a policy pertaining to Take Home Vehicles. The City Manager presently seeks guidance on necessary revisions. Subsequent to the transition to a new administration team and the absence of complete historical records, the City Manager has drafted a comprehensive update to the Take-Home Policy, predicated on discussions with the Governing Body. This matter is presented solely for the purpose of initial review, to solicit input from the City Council. (***First Read***)

11. **Council Discussion on GMA Pension Plan Agreement and Adoption of Ordinance**-Executive Office

Background/History:

As part of the City Manager's city-wide employee evaluation, a large percentage of employees stated that they would like to see a Pension Plan implemented. Earlier in the year, the City Manager is now presented the first full read of the proposed pension plan for input from the Governing Body and further approval.

Now that GMEBS Board of Trustees have finalized the document, the governing body must adopt the restated Adoption Agreement and Service Credit Purchase Addendum. If approved, our plan will begin August 1, 2024 with a service purchase window from September 1 - October 31st.

12. Council Discussion on the Proposed FY 24-25 Budget - Executive Offices

Background/History:

The Proposed Funded dollar amount of the FY24-25 Budget is \$41,893,897.00. 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.

13. Council Discussion on the Transition of the Police Department's Cellular Services from Verizon Wireless to T-Mobile – IT Department

Background/History:

The Police Department currently uses Verizon hotspots for in-car internet access to complete police reports, access drive data, issue citations, etc. We have been unsatisfied with the quality of signal strength from Verizon. We have attempted to resolve the issue by providing heat maps of problem areas, upgraded to 5G devices, and working with their network engineers to adjust Verizon's network in the City of Forest Park. We are looking to transition one patrol shift to T-Mobile to get confirmation the service meets expectations, then begin transitioning the City's mobile accounts from Verizon to T-Mobile.

14. Council Discussion of Sound Equipment Services (Annual Contract with 2 Options to Renew): Request for Bids No. 041924 for use by Recreation & Leisure Department-Procurement Department

Background/History:

Consists of the purchase of sound equipment services for City outdoor events. Three (3) bids were received. Recommend award to the lowest, responsive and responsible bidder:

Digital World Production, 9716 Rabun Way, Jonesboro, Georgia 30238

ANNUAL AMOUNT NOT TO EXCEED: \$77,850.00

FUNDING SOURCE: Operating - Special Events

15. Council Discussion of Clorox Park Use Request For "Culture Day" – Recreation & Leisure Services

Background/History:

Clorox, whose main office is in Forest Park, has been a partner with the Recreation & Leisure Services Department for nearly 2 years. With this partnership, Clorox has provided various giveaways to special events hosted by the city such as Spring Fest as well as back to school bags and supplies for the Summer Camp program. Clorox is requesting to use the Amphitheater and Pavilion 3 on Thursday, June 20, 2024, at no charge for their Culture Day event. This event is open to Clorox employees and their families.

16. Council Discussion of Fee Waiver for Fort Gillem Army Base Park Use Request For Family Day – Recreation & Leisure Services

Background/History:

The Army base, located at Fort Gillem, is requesting to use the Amphitheater and Pavilion 3 on Friday, July 12, 2024, at no charge for their Family Day event. This celebration is for the military members and their family for their contribution to the Army. This event will feature games, bounce houses, catered food and drinks.

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 accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.