



# CITY COUNCIL WORK SESSION

Monday, October 07, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
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**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

## APPROVED MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 pm.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Vacant	Council Member, Ward 2		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Geoff May, Fire Dept; Rodney Virgil, Level 2 Support Engineer; Derry Walker, Code Enforcement Chief Brandon Criss, Police Dept.; Dorothy Roper-Jackson, Court Director; Nicole Dozier, PCD Director; Pauline Warrior, Chief of Staff; Tarik Maxwell, Recreation and Leisure Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to amend the consent agenda to remove items #5- Security Cameras, #7- Fire Alarm System, and item #13- 2025 Chevy Tahoe for Public Works Dept. and place them under New Business.

The motion was made by Councilmember James and seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

It was moved to adopt the amended consent agenda.

The motion was made by Councilmember James and seconded by Councilmember Akins-Wells.

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to amend the agenda to include Police Department Repairs and Facility Usage Request, remove item #23, Renaming of Trade Specialist Division, and add items #'s 5,7 and 13 from the consent agenda.

The motion was made by Councilmember Mears and seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

**CONSENT AGENDA: There was no discussion on these items.**

1. **Council Discussion to purchase a 2025 Chevy Tahoe from Hardy Chevrolet for the Code Compliance Department-Procurement/Code Compliance Department**

**Background/History:**

The Code Compliance Department requests approval to purchase a vehicle for the newly hired Code Compliance Supervisor, as the Director's current vehicle will be reassigned. To maintain compatibility with other City Directors' vehicles, the department seeks approval to purchase the vehicle from the DOAS cooperative contract #99999-SPD-40199373 with Hardy Chevrolet Buick GMC for an amount not to exceed \$56,538, funded by ARPA.

2. **Council Discussion to enter into a contract with Rubio and Son Interiors, Inc. for the Exterior Renovation of the former Rite Aid Building for a Business Incubator – Procurement/Executive Office**

**Background/History:**

Rubio and Son Interiors, Inc. has been selected through cooperative contract #GA-STI0-040820-RSI to perform exterior improvements on the former Rite Aid building at 833 Forest Parkway, transforming it into a business incubator for culinary entrepreneurs. The project, costing \$126,876.13 and funded by CDBG funds 250-55-7410-54-2501, includes pressure washing, cleaning, minor demolition, and repair of water-damaged areas as detailed in the attached scope of work.

3. **Council Discussion on Lexipol Annual Renewal - Procurement/Fire Department**

**Background/History:**

FPPD has an annual subscription with Lexipol for fire operations procedures. The service provides an annual policy manual and daily training bulletins, annual fire supplemental manuals, annual fire procedures, and renewal of the learning platform for Fire and EMS personnel. The Forest Park Fires Department requests approval to renew the yearly subscription for an amount not exceeding \$16,678.14.

4. **Council Discussion for Annual Lease Payment with Motorola Solutions** - Procurement/Fire Department

**Background/History:**

FPPD is requesting to pay \$34,869.30 for the annual lease payment for radios and radio equipment through the Sourcewell cooperative contract #042021-MOT for Radio Communications. The leasing period will be 11/1/2024 through 10/31/2025.

5. **Council Discussion for Stryker Annual Service Renewal (Year 3)** - Procurement/Fire Department

**Background/History:**

Renewal of Stryker Annual Service Agreement for Lifepaks & Lucas. Services include parts and labor, annual inspections, battery replacement, product equipment, and replacement parts. Request approval for the third-year renewal period 11/1/2024 through 10/31/2025 for an amount not to exceed \$23,580.58.

6. **Council Discussion and Approval for Blanket Purchase Orders (PO) for the Purchase of Uniforms/Equipment and Office Supplies**-Procurement/Police Department

**Background/History:**

The Police Department, in collaboration with the Procurement Division, is seeking Council approval for Blanket Purchase Orders to ensure officers are properly equipped, and staff has the necessary office supplies. The requested approvals include \$50,000 for Tactical Gear through a cooperative contract with Clayton County, \$20,000 for Smyrna Police Distributors through a DeKalb County contract, and \$15,000 for Staples through a DOAS contract. Funding will come from the General Fund for uniforms, rainwear, and office supplies under line items 100-31-3210-53-1702 and 100-31-3210-53-1102.

7. **Council Discussion to purchase of two (2) fleet vehicles for Public Works**-Procurement/Public Works Departments

**Background/History:**

As part of the vehicle replacement initiative, the Public Works Department, in collaboration with the Procurement Division, is requesting approval to purchase two (2) replacement trucks to enhance the Fleet and Building Maintenance divisions' operational efficiency. The purchase, totaling \$95,614, will be made through the DOAS cooperative contract #99999-SPD-ES40199373-005 with Hardy Chevrolet Buick GMC Inc. The breakdown includes \$36,070 for a 1500 Chevrolet Silverado for the Fleet Division and \$59,544 for a 2500 Chevrolet Silverado for the Building Maintenance Division, funded by Capital Vehicles: 301-51-1540-54-2503.

8. **Council Discussion to purchase a Landscape fleet vehicle for Public Works**-Procurement/Public Works Departments

**Background/History:**

The Public Works Department, in collaboration with the Procurement Division, is requesting approval to purchase a 2025 NPR Gas Crew Cab Landscape truck for \$74,009 from Bellamy Strickland, the lowest responsible bidder, as part of the vehicle replacement initiative to support Parks and Recreation operations, funded by Capital Vehicles: 301-51-1540-54-2503.

**9. Council Discussion and Approval for the Purchase of Playground Swing Set for Perkins Parks-Procurement/Public Works**

**Background/History:**

As part of the City's ongoing efforts to enhance parks, staff proposes purchasing playground swing equipment for Perkins Park in Ward #4, the only park still lacking a swing set. This request aims to fill that gap and improve recreational opportunities for children. The proposal includes materials and labor, with cost savings from the in-house installation of rubber mulch. The total cost of \$20,868.94 will be funded from the ARPA budget, and the equipment will be purchased through the Sourcewell cooperative contract with Playsouth Playground Creator. Approval is requested from the Council.

**10. Council Discussion on the Conversion of a Heavy Equipment Operator Position to a Maintenance Worker Position – Public Works Department**

**Background/History:**

The Public Works Department proposes converting one of the three vacant Heavy Equipment Operator positions in the Street Division to a Maintenance Worker position to better align with operational needs. Most tasks involve general Right-of-Way maintenance rather than specialized equipment use. This change would broaden the applicant pool without increasing costs, as the Maintenance Worker role falls into a lower pay tier. If approved, the department will update the organizational chart and necessary documentation.

**11. Council Discussion for Floor Replacement at 696 Main Street-Procurement/Recreation & Leisure Services Departments**

**Background/History:**

The Recreation and Leisure Services department plans to upgrade the flooring at the Leonard Hartsfield, Sr. Community Center, removing old tiles and carpet and installing new floor tiles. The materials will be purchased from Home Depot for \$16,347.20, and the labor will be provided by Accurate Property Services for up to \$24,121.14, bringing the total project cost to \$40,468.34, funded by ARPA.

**NEW BUSINESS:**

**12. Council Discussion on the Consideration of the Reenactment of the Forest Park Noise Ordinance-Executive Offices**

**Background/History:**

The City of Forest Park is proposing an ordinance to regulate the use of consumer fireworks by requiring a special permit, except on designated holidays, to ensure community safety and welfare. Additionally, the city council will review the re-enactment of the noise ordinance, outlined in Title 11, Chapter 5, Section 11-5-1 of the city's code of ordinances.

**Police Chief Criss-** noted that the Ordinance would help address issues and concerns regarding fireworks, which limits the days that they can be used outside without a permit. Chief Criss pointed

out that fireworks would require a permit outside of holidays, as outlined by Georgia law. Chief Criss also stated that the noise ordinance will be enforced after 10:00 p.m.

**Comments/Discussion from Governing Body:**

**Councilmember Gutierrez-** inquired about the software for identifying gunshots. Chief Criss noted that Shot Spotter is up and running.

**Councilmember Mears-** noted being in favor and mentioned knowing the difference between fireworks and gunshots; the gunshots seem more prevalent in his area.

**City Manager Ricky L. Clark Jr.-** inquired if the shot spotter reports could be divided by wards. Chief Criss noted it could be done; however, the shot spotter is not throughout the entire city but based on research conducted to determine the best locations.

**13. Council Discussion on a Task Order to provide for the design of three restroom structures that will serve different areas throughout Starr Park-** Executive Offices

**Background/History:**

The original plan for Starr Park included pre-engineered restroom structures as part of the bid package, but architects have determined that designing and building custom restrooms would be more cost-effective. CROFT will create two designs for three restrooms: one for a single male and female restroom to be used in two areas of the park and another for a double restroom for the Amphitheatre. These designs will be part of the overall park design package, covering architectural, structural, mechanical, electrical, and plumbing aspects. If the City Council approves, the design will proceed on the same timeline as the rest of the park project.

**Project Manager Mr. Shelby-** noted that the original plan for Star Park included pre-engineered restroom structures. Still, the architects determined that designing and building custom restrooms would be more cost-effective, saving around \$198,000. Mr. Shelby included Croft, who will create two designs—one for a single male/female restroom and another for a double restroom for the amphitheater area. Mr. Shelby stated that the new custom restrooms would be designed to match the architectural style of the new City Hall and integrate with the overall park design.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired if the existing bathrooms would be removed. Mr. Shelby explained that they would be removed, and a bathroom would be located by the amphitheater and pool.

**Councilmember James-** expressed that she had received concerns from residents, noting that a church group using the park facilities for youth activities has to walk by the baseball fields to access the restrooms. She also mentioned that some restrooms are currently closed and that she has not yet had the opportunity to address the issue with the city manager. Mr. Shelby noted that the restroom will be placed strategically throughout the park, one at the end and one near the city center.

**Mr. Clark, Jr.-** explained that the original plan at Star Park was to remove and demolish everything. However, staff have reconsidered this as a cost-saving measure and decided not to proceed. Mr. Clark Jr. added that removing the amphitheater will create an opportunity to install additional restrooms throughout the park. Mr. Clark Jr. said staff will present to the council within the next 30-60 days 3-Ds and renderings.

**Mr. Clark Jr.-** mentioned that the initial bid was \$22 million. Mr. Shelby noted it was \$21 million with only one (1) bidder.

**Councilmember Gutierrez-** noted his concern that there are no single-family restrooms with changing tables and inquired whether those could be added. Mr. Shelby said he would check to see if it could be added. Mr. Clark Jr. added it could be done; however, the staff does not know the size or what it would take.

**Councilmember Mears-** noted being confused and expressed that the restrooms near the T-ball field should not be touched, as he believes the T-ball fields serve as an emergency pit stop for every one. He mentioned there are five restrooms at the park. However, Mr. Clark Jr. stated that he is only familiar with four restrooms and deferred to the Recreation and Leisure Director, Mr. Maxwell, for clarification. Mr. Maxwell confirmed that four restrooms are in the concessions area and near the T-ball fields.

**Mr. Clark Jr.-** expressed that this portion of Starr Park is not included in the current renovations. Staff plans to completely redesign that area with a football field and other amenities, including brand-new restrooms.

#### **14. Council Discussion of a Resolution to Establish a Rehire Eligibility Policy-Human Resources Department**

##### **Background/History:**

The Human Resources Department would like the governing body to consider and adopt a Resolution establishing a Rehire Eligibility Policy. This policy aims to provide former employees who voluntarily left the City of Forest Park on good terms with the opportunity to be considered for re-employment.

**Human Resources Director Ms. Brown-** stated that the city currently uses general guidelines but does not have an official policy in place. The new policy aims to ensure consistency and transparency in the rehiring process. Ms. Brown mentioned that the policy would prohibit rehiring terminated employees for disciplinary or performance-related reasons. However, employees who voluntarily resigned in good standing would be eligible for rehire.

##### **Comments/Discussion from Governing Body:**

**Councilmember Mears-** inquired if the staff suggested updating the city's policy or creating a new one. Ms. Brown noted that the policy would be more specific about rehires.

**Mr. Clark Jr.-** reiterated for clarity purposes that the current policy does not allow the city to hire terminated employees. Ms. Brown clarified that while no explicit policy prohibits rehiring terminated employees, it has been a common practice to avoid doing so, mainly when the employee is ineligible for rehire. She emphasized that best practices support this approach. The current policy, however, still does not allow the rehiring of terminated employees. It only permits the rehiring of employees who have voluntarily or involuntarily resigned in good standing, meaning their resignation was not due to disciplinary actions or similar issues.

**Councilmember Mears** noted that he agrees that a policy should be in place for protection and that there should be checks and balances.

**Councilmember Gutierrez inquired-** about the maternity and paternity leave policy. Ms. Brown noted that the city does not have a paternity policy but instead follows the federal Family Medical Leave Act (FMLA) guidelines.

**Councilmember Akins-Wells-** inquired if the city could not create its own 6-week or month policy. City Attorney Matricardi expressed that the federal guidelines are FMLA with 12 weeks of unpaid leave, with the option of allowing the employee to use their paid time.

**Mr. Clark Jr.-** stated that the current policy states, "Former employees who held a less than satisfactory work record will not be considered for rehire. This includes employees with documented performance deficiencies and unresolved performance improvement by disciplinary record violation of Department of City Policy, resignation without notice, and performance review ratings are below expectations are lower in any evaluation category, employees who are involuntarily terminated from employment by the city, but disciplinary or performance reasons will also not be considered for rehiring".

**Mayor Butler-** asked if someone had returned after being re-hired and if they would have to start the process again. Ms. Brown clarified that, according to policy, the rehiring process would indeed start over from the beginning. This ensures that all necessary steps, including any testing or evaluations required for the position, are completed again.

**Councilmember Akins-Wells-** expressed that the city has employees terminated for reasons they shouldn't have been. Yet, they remain ineligible for rehire and inquired about who would be the one to investigate and if that would be included in the updated policy. Mr. Clark Jr. noted that it would not apply, as Ms. Brown explained the current practice regarding terminated employees and the steps that must be followed. He said that if an employee was hired before certain processes and practices were refined, and their paperwork is marked "ineligible for rehire," the policy does not allow them to be rehired since they are still considered terminated. Ms. Brown included that those employees could appeal through the appeals process when they are terminated.

**Councilmember Akins-Wells-** expressed that it's unfair because if an employee appeals to the city manager and the city manager agrees with what the director said, like in past administrations, it's unjust that the employee can't be rehired and believes that this should be changed. Mr. Clark Jr. noted that this issue has come up because some employees applied to specific departments, but their files were marked "do not rehire." The practice has been that if an employee is terminated for any reason and their file is marked "not eligible for rehire," they won't be considered for rehiring.

**Mr. Clark Jr.-** stated that when staff went to the personnel attorney regarding the policy, the question was posed whether the executive offices should have the alternative of hiring whoever, based upon the circumstances of the investigation and their legal opinion, was “no” to protect the city because it’s already on record.

**Ms. Brown-** included that staff consulted with employment attorneys, as Mr. Clark mentioned, and the attorneys provided an example for consideration. When employees are terminated, they often go through the unemployment process, during which the Department of Labor conducts an investigation. Based on the documentation provided, the department determines whether the employee qualifies for unemployment. Ms. Brown noted that if unemployment is denied, it usually indicates that the Department of Labor found the termination justified based on the paperwork. There are many factors that influence these decisions. While past practices may have been different, the team is now working to change them. Ms. Brown stated that HR reviews termination cases carefully rather than automatically deeming someone ineligible for rehire based solely on their file. For example, if someone gave proper notice or had a conflict, HR considers those factors when determining rehire eligibility. Certain circumstances may justify an employee being rehired after review.

**15. Council Discussion on Clayton County Landbank Appointment-** Planning and Community Development Department

**Background/History:**

The Land Bank, created in 2014 with the County and Forest Park as its original members, has a board of eleven members, with each of the seven cities holding one seat and the County holding four. The City Manager recommends appointing the Planning & Community Development Director to represent the City on the Clayton County Landbank.

**PCD Director Ms. Dozier-** noted that she is requesting permission to represent the city at the Clayton County Land Bank.

**Comments/Discussion from Governing Body:**

**Councilmember Gutierrez-** inquired who was previously on the board. Mr. Clark Jr. noted it was the old PCD Director, Director Gardiner.

**16. Council Discussion to approve Case # CUP-2024-02- Conditional Use Permit for 4914 West St. to establish a childcare center from Infancy to Pre-Kindergarten within the Multiple-Family Residential District (RM)-**Planning and Community Development Department

**Background/History:**

The applicant requests approval for a Conditional use permit to own and operate a daycare center within the Multiple-Family Residential District (RM). **Per Sec 8-8-32. – Multiple Family Residential District (RM), Pre-K facilities, and daycare centers require a conditional use permit to operate within the Multiple-Family Residential District.** On September 19, 2024, the Planning Commission approved the Conditional Use Permit Request. If the Mayor and Council approve the



Conditional Use Permit Request, the applicant will move forward with her business plans to own and operate a childcare facility serving children from Infancy to Pre-Kindergarten.

**Ms. Dozier**- stated that the planning commission recommends approval for conditions such as repaving and striping the parking lot, replacing the old signage, cutting and cleaning up the lawn, and adding an entry sign and an exit sign to this facility.

**Comments/Discussion from Governing Body:**

**Mayor Butler**- inquired about a timeframe for completion with the conditions placed. Ms. Dozier noted that they do not have a time frame for completion and explained that when they come in for their business license, staff requires everything to be completed so that they can approve with conditions that have already been met. Ms. Dozier also included that it determines how long the applicant takes to improve.

**Mayor Butler**- inquired with Attorney Matricardi if something is in place to give those allotted time. Attorney Matricardi noted she believes it is six (6) months, or they would lose the conditional use, and mentioned she would verify.

- 17. Council Discussion to Deny Case # CUP-2024-03- Conditional Use Permit for 1042 and 1044 Main St. to establish a childcare center and preschool for children between the ages of 6 weeks to 12 years old within the Downtown Mainstreet District (DM)-Planning and Community Development Department**

**Background/History:**

The applicant is requesting approval for a Conditional use permit to own and operate a daycare center **within the Downtown Mainstreet District (DM). Per Section 8-8-30.- Downtown Mainstreet (DM), Pre-K facilities, and daycare centers require a conditional use permit to operate within the Downtown Mainstreet (DM).** On September 19, 2024, The Planning Commission voted to deny the Conditional Use Permit Request. This denial was based on the applicant not meeting the zoning criteria, staff recommendation, and safety concerns. If the Mayor and Council deny the Conditional Use Permit Request, the applicant will not be able to move forward with her business plans to own and operate a childcare facility for children ages 6 weeks of age to 12 years of age.

**Ms. Dozier**- noted that the planning commission recommended the denial of this applicant. Ms. Dozier stated that the denial was based on zoning criteria, staff recommendations, and safety concerns. Additionally, the site was deemed inappropriate because it lacked the required outdoor space for this type of childcare facility, as mandated by the state. There were also concerns about the site's proximity to a busy roadway, which further contributed to the planning commission's recommendation for denial.

- 18. Council Discussion to purchase thirteen (13) Vehicles for the Police Department-Procurement/Police Department**

**Background and History:**

The Forest Park Police Department is seeking approval to finance the purchase of thirteen (13) patrol and administrative vehicles through the Georgia Municipal Association Direct Installment Program at a 4.89% interest rate, with payments of \$285,726.30 spread over three installments. This purchase will replace outdated vehicles, reduce high maintenance costs, and support the department's mission. The vehicles, costing up to \$817,838.00, will be purchased through the DOAS cooperative contract with Wade Ford using Capital and ARPA funds.

**Chief Criss-** noted that this initiative will help meet the Police Department vehicle needs while also moving toward greener options. Chief Criss stated that six new vehicles will be electric and will have donated charging stations, which must be installed at the department. The Police Department is also seeking grants to support this effort. Chief Criss mentioned that electric vehicles will reduce maintenance costs, minimize wear and tear, and extend the fleet's lifespan due to fewer moving parts. Chief Criss mentioned the plan is first to use them with the administrative staff to see if they work well for patrols, hoping to use them for that purpose eventually. This shift to electric vehicles should result in significant cost savings for the city compared to our current hybrid vehicles.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired about what DOAS meant and whether the city had the infrastructure for electric vehicles. Chief Criss explained its Department of Administrative Services and noted that staff is working toward that with electric vehicles. Chief Criss added that Ford would provide the electric chargers, and the city would be responsible for installing them.

**Councilmember Gutierrez-** noted he wanted to ensure everything was set before obtaining the vehicles. Chief Criss noted being in agreement and mentioned that staff have done their due diligence with research on electric vehicles and have reached out to three (3) other agencies to see how it is going for them who have seen immediate cost savings. The closest neighbor is Avondale Estates, and with three (3) vehicles, they've seen over \$800 in savings.

**Councilmember Mears-** expressed that he deals with many electric vehicles at his other job, stated he does not know the type of maintenance or long-range service they have, and noted the battery expense. Chief Criss said that he believes the batteries have an eight (8) year warranty.

**19. Council Discussion on the Renaming of Parks and Recreation Division to Grounds Maintenance Division– Public Works Department****Background/History:**

The Parks and Recreation Division within the Public Works Department, primarily responsible for landscaping, maintenance, and repairs of city properties, is requesting a name change to the Grounds Maintenance Division to prevent confusion with the Parks and Leisure Department, which oversees recreational programming and park events.

**Public Works Director Mr. Jinks-** noted two (2) budgets prior; the parks division was transferred to Recreation and Leisure. Mr. Jinks explained that to provide better clarity, especially for job seekers, the "Parks Division" was proposed to be renamed "Grounds Maintenance." This change is intended

to make it easier for individuals to find related job openings, as "Grounds Maintenance" is more specific and likely to appear more quickly in job searches than the current title.

**20. Council Discussion on the Renaming of Trade Specialist Division to Building Maintenance Division – Public Works Department- **this item was removed from the agenda****

**Background/History:**

The Trade Specialist Division within the Public Works Department is responsible for maintaining systems and infrastructure across City buildings and structures. The current division name, "Trade Specialist," does not clearly reflect these responsibilities, particularly for external audiences or job applicants. Renaming the division to the Building Maintenance Division provides a more accurate representation of the team's scope of work and functions. Additionally, staff believes that this name change will attract more qualified applicants for the currently vacant positions, as the new title will provide a clearer understanding of the job's nature and duties.

**21. Council Discussion to Purchase eighteen (18) Additional Security Cameras – Procurement/IT Department**

**Background/History:**

The IT department, nearing completion of the citywide security camera upgrade to a cloud-based platform, requests approval to purchase 18 additional cameras for fire station bays and other locations not covered in the original plan at a cost not exceeding \$19,796.06, using DOAS cooperative contract #99999-SPD0000172-014 with Southern Computer Warehouse, funded by budget line 100-24-1535-52-3203.

**IT Director Mr. Cox-** noted that staff purchased and installed 66 security cameras, replacing most of the existing infrastructure. Mr. Cox added that the project has been completed; however, one (1) facility was identified as lacking security cameras. Mr. Cox stated that the staff is looking to add cameras to the building and plans to install two (2) internal cameras in each fire station bay.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired if it had been budgeted. Mr. Cox noted that it was not budgeted for and cannot recommend where funding should come from. Mr. Clark Jr. included that the city has a discretionary fund that could be used.

**Councilmember James-** expressed that she realizes the need for cameras and inquired about a budget amendment or whether it would be automatic. Mr. Clark Jr. noted that it would happen simultaneously if approved by the governing body and would need to be included in the motion language, such as "a motion to approve and authorize the city manager to transfer the necessary funds." Mr. Cox included that there is a line item in the IT budget for hardware that could be used. Mr. Clark Jr. said that when it's time for a mid-year budget amendment, staff will look at the line item, forecast the remaining six (6) months, and reallocate funding from a different funding source.

**22. Council Discussion to purchase a Fire Alarm System and Installation at the Police Department-Procurement/Police Services**

**Background/History:**

The Forest Park Police Department, which operates 24/7 and houses various critical services, needs a new fire alarm system at 320 Cash Memorial Boulevard because the current system is inoperable. Ultimate Security, the City's existing fire system monitoring vendor, has been selected for the project at a cost of \$19,500, funded through the American Rescue Plan Act (A.R.P.A.) under Line Item # 253-24-1535-52-1003.

**Chief Criss-** noted that the police department houses a significant number of administrative staff, including 911 dispatchers, as well as the municipal court, but it lacks a working fire alarm system. The request is for the installation of a new system to ensure the safety of everyone inside the building.

**Comments/Discussion from Governing Body:**

**Councilmember James-** noted that she agreed and inquired about not being budgeted for. Mr. Clark Jr. explained that a specific line item had already been allocated for the purchase. Therefore, upon approval, the staff asks the governing body to direct the city manager to transfer the necessary funds.

**Councilmember James-** asked if funding would come from the American Rescue Plan Act (ARPA) funds and noted not understanding how funding would come from ARPA if not funded. Mr. Clark Jr. explained that the state has issued guidance requiring all funds to be obligated by December 31. To comply with this, the goal is to shift some expenses from the general fund to the grant fund, as the grant funds will expire if not obligated by December 2024. Mr. Wiggins added that this came after the budget and after seeing there are no fire alarms, but APRA funds are available.

**Mr. Clark Jr.-** explained the governing body appropriated \$1.3 million for the HOME program. Although 66 applicants have been approved, only 35 have fully completed the process, and payments have been made to the contractor. While \$1.3 million was approved, some costs, like software expenses, estimated at \$15,000 to \$20,000, are still pending. The goal now is to obligate these funds, which were approved years ago, to avoid having to return them. ARPA funds are being utilized before they expire to reduce the burden on the general fund. This approach will also apply to upcoming projects, such as sidewalk improvements, to ensure the city uses the federal funds in time and doesn't lose them.

**Councilmember James-** expressed that she does not like ratifying once the budget has been approved and understands emergencies; she also expressed that she does not want to see things of this nature on the consent agenda.

**23. Council Discussion for the Purchase of 2025 Chevy Tahoe-Procurement/Public Work Departments****Background/History:**

As part of the City's aging vehicle replacement initiative to replace the 2010 model currently used by the Deputy Director of Public Works, the Public Works Department, in collaboration with the

Procurement Division, is requesting approval to purchase a 2025 Chevrolet Tahoe from the DOAS cooperative contract #99999-SPD-ES40199373-005 with Hardy Chevrolet Buick GMC Inc for an amount not to exceed for \$57,188.00 from Capital Vehicles: 301-51-1540-54-2503.

**Public Works Director Mr. Jinks-** noted that the budget is under Capital vehicles and that the previous vehicle is on its "last legs."

**Comments/Discussion from Governing Body:**

**Councilmember James-** noted she did not have where it showed the item being budgeted for, however, if it's budgeted for, she is fine with it. Mr. Clark Jr. noted that for clarity purposes, he did not think the actual capital expenditure of this item made it into the fiscal 2425 budget and deferred it to finance. Mr. Wiggins, this is an amendment to the budget. In this case, we initially listed it under capital expenditures. As previously mentioned, most of these capital expenditures are backed by the office.

**Councilmember Gutierrez-** expressed he felt it excessive and inquired if the vehicle would be provided for the director or the deputy director and if the vehicle would be used for tours or potential investors. Councilmember Gutierrez also noted he can understand the vehicle for economic development and showcasing areas but not for day-to-day operations. Mr. Clark Jr. explained that the Tahoe is available through a state contract, so they are leveraging it. For consistency, when ordering and maintaining vehicles, it makes sense because the police, most directors, and many deputies already use Tahoe. This standardization helps streamline things, especially if something goes wrong with a vehicle, making it easier for maintenance and parts across the fleet.

**24. Council Discussion on the Reconstruction of the Police Department-** Police Department

**Background/History:**

The Forest Park Police Department experienced a water line burst on August 16, 2024, that resulted in significant flooding throughout the facility. This incident caused damage to furniture, equipment, flooring, and drywall, with total estimated damages exceeding \$60,000. The insurance provider, CHUBB, covers the damage; however, the City's deductible of \$25,000 must be satisfied before reconstruction can commence.

**Chief Criss-** noted that back in August, a pipe burst inside the police department, causing extensive flooding on the administrative side. The flooding caused significant damage to the floors and some water damage to the walls. Before reconstruction can begin, a \$25,000 deductible needs to be paid. The total estimated cost to restore the police department is over \$70,000.

**Mr. Clark Jr.-** included that this was an item even though it wasn't budgeted. We reported this to insurance and received a check back for the majority of these repairs.

**Comments/Discussion from Governing Body:**

**Councilmember Akins-Wells-** The question was raised about the condition of the building, noting that it is deteriorating and should likely have been torn down by now. Considering the possibility of allowing the county to borrow the building, it was asked if it could contribute to some of the necessary repairs. With the upcoming city center project, the inquiry also questioned whether the county could assist with covering the costs of the repairs being made. Mr. Clark Jr. noted that the building could be loaned if an agreement was reached; however, the city has to pay the \$25,000 deductible to start the repairs. Mr. Clark Jr., including Chief Chris, has been in discussions with Clayton County to see if there's a need for a satellite location to help manage some of the jail population, especially as the city plans to move within the next two and a half years.

**Mayor Butler-** Inquired if only the deductible is being asked to be approved. Chief Criss noted yes.

## 25. Council Discussion on a Facility Usage Request- Recreation and Leisure Department

### Background/History:

The Y.T.A.C ministries (Yielding To Achieve Christianity) are looking to use the Forest Park senior center for their community Gala on October 26th between 3 p.m. and 9 p.m.

**Parks and Leisure Services Director Mr. Maxwell-** noted that the Yielding to Chief Christianity (YTAC) is planning to use the senior building on October 26th between 6 p.m. and 10 p.m. for their gathering. They will provide food, music, and celebrations to their congregation.

### Comments/Discussion from Governing Body:

**Councilmember James-** inquired about the date and if the City would enter into a Memorandum of Understanding (MOU). Mr. Maxwell noted that it will be held on October 26<sup>th</sup>. Mr. Clark Jr. Noted there would be a fee waiver for the use of the facility, and one of the conditions we would require is that they provide a certificate of insurance listing the City of Forest Park as an additional insured, with a coverage amount of at least one million dollars.

**Mr. Clark Jr.-** inquired if the organization has used the park facilities previously. Mr. Maxwell noted that they have done things with the community overall.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation, or Real Estate).

### **ADJOURNMENT:**

Mayor Bulter ended the work session meeting at 7:00pm.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**