



CITY COUNCIL REGULAR SESSION

Monday, July 21, 2025 at 7:00 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 MEETING 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:

INVOCATION/PLEDGE:

ROLL CALL - CITY CLERK:

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

APPROVAL OF MINUTES:

1. Council Approval of the Special Called Meeting, Council Work Session, and Regular Meeting Minutes from June 16, 2025 - City Clerk

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

CITY MANAGER'S REPORT

PRESENTATIONS:

2. Discussion on the Macedonia Rock Spring Cemetery**Background/History:**

Mrs. Delores Prothro-Saulsberry has requested to speak to the governing body regarding the upkeep of the Macedonia Rock Spring Cemetery maintenance agreement.

3. Recognition of Life-Saving Accomplishments-Police Department**Background/History:**

On May 14, 2025, members of the Forest Park Police Department demonstrated exceptional courage, decisiveness, and an unwavering commitment to the preservation of life during a life-threatening incident.

In this incident, Lieutenant Arnold and Corporal Coley-Hebron responded swiftly and with the highest degree of professionalism. Their quick assessment of the situation, effective application of life-saving measures, and ability to remain composed under pressure directly resulted in a life being saved. Their actions were not only a testament to their advanced training and preparedness but also a reflection of their deep sense of duty to the citizens they serve.

These officers embody the core values of the Forest Park Police Department—integrity, service, and excellence. Their conduct during these critical incidents represents the very best of public service and serves as an inspiration to their peers and the broader community.

Today, we honor their heroism and dedication. The City of Forest Park proudly commends Lieutenant Arnold and Corporal Coley-Hebron for their outstanding service and the extraordinary impact they have made through their brave and selfless actions.

4. Presentation by Partnership for Southern Equity about the Park at Fort Gillem**Background/History:**

In 2012, the City of Forest Park, through the Urban Redevelopment Agency (URA), purchased Fort Gillem as part of the Base Realignment and Closure (BRAC) initiative. The acquisition included 125 units of former military (Wherry) housing, repurposed by the Army as naturally occurring affordable housing (NOAH), namely The Park at Ft. Gillem. There was a stipulation to honor the pre-existing third-party property management contract until its conclusion in October 2025.

In January 2025, the URA partnered with Partnership for Southern Equity (PSE), an Atlanta-based nonprofit dedicated to advancing racial equity and shared prosperity across metro Atlanta and the American South.

This partnership aims to explore aligned opportunities for the Park at Fort Gillem in key areas such as:

Economic Inclusion

Equitable Development

Environmental Justice

Energy Equity

The project objectives include:

Ensure transparency, equity, and inclusiveness in stakeholder engagement

Collect qualitative and quantitative data to understand residents' needs

Identify opportunities to mitigate resident hardships

Equip the City of Forest Park and the URA Board with robust data and insights to guide future decisions regarding the Park at Fort Gillem

5. Financial Reporting of the FY2024-2025 Monthly Financial Report

Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

6. Recreation and Leisure Year-End Review – Recreation and Leisure Services Department

Background/History:

In celebration of Parks and Recreation month, the Recreation and Leisure Services Department would like to highlight some of the amazing accomplishments during the FY25 budget year.

CEREMONIAL:

7. Forest Park Fire & EMS Introduction to (2) New Firefighter/AEMTs

The Forest Park Fire & EMS has onboarded two (2) new members to the Department:

- Jose Moralez – Firefighter/AEMT
- Tanelle Hunter – Firefighter/AEMT

Chief Clemons will present the introductions.

8. Proclamation In Recognition of National Parks and Recreation Month– Recreation and Leisure Services Department

Background/History:

Since 1985, citizens across the United States have celebrated Park and Recreation Month in July to promote strong, vibrant and resilient communities through the power of parks and recreation. During this observance month, municipalities throughout the nation recognized the more than 160,000 full-time park and recreation professionals, along with hundreds of thousands of part-time and seasonal workers and volunteers who maintain our nation's local, state and community parks. The City of Forest Park would like to acknowledge the exceptional efforts and dedication of the City's Recreation and Leisure Services

Department, which continues to offer safe and accessible activities and programs for youth, adults, families, senior citizens and other local constituents.

PUBLIC HEARINGS:**CONSENT AGENDA:**

- [9.](#) **Council Approval of a Resolution Authorizing the Annual Renewal of CAD and RMS Software Services– IT Department**
- [10.](#) **Council Approval of a Resolution Authorizing Lighting Service Agreements for 4576–4650 Burks Road and Springdale Road – Public Works Department**
- [11.](#) **Council Approval of a Resolution Authorizing the Issuance of Blanket Purchase Orders- Public Works Department**

OLD BUSINESS:

- [12.](#) **Council Approval of a Resolution Authorizing the First Annual Renewal of the 12-Month Sound Equipment Services Agreement with Digital World Live, LLC – Procurement/Recreation and Leisure Services Department**

NEW BUSINESS:

- [13.](#) **Council Approval to Draft a Resolution, Establishing an Impact Fee Program and Capital Improvements Element, and to Initiate Discussion on the Formation of a Development Impact Fee Advisory Committee- Planning and Community Development Department**
- [14.](#) **Council Approval of a Resolution Authorizing a Stormwater Management Fee Waiver for the Property on Waldrop Drive-Public Works Department**
- [15.](#) **Council Approval of a Resolution Authorizing a Stormwater Management Fee Waiver for the Property on Metcalf Rd. Extension-Public Works Department**
- [16.](#) **Council Approval of an Ordinance to Amend Title 2, Article E of the City's Code of Ordinances to Establish Regular Ward Fund Accounts and Capital Ward Fund Accounts-Executive Offices**
- [17.](#) **Council Approval of an Ordinance to Amend Section 7-1-3 ("Reservation of Facilities by Groups") of the City's Code of Ordinances, to Establish and Revise Insurance and Permit Requirements for the Use of City Parks and Recreational Facilities-Executive Offices**

CLOSING COMMENTS BY GOVERNING BODY:

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 404-366-4720 at least 24 hours before the meeting.

File Attachments for Item:

1. Council Approval of the Special Called Meeting, Council Work Session, and Regular Meeting Minutes from June 16, 2025 - City Clerk



CITY COUNCIL SPECIAL CALLED MEETING

Monday, June 16, 2025 at 5:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
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FOREST PARK CITY HALL
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DRAFT MINUTES

CALL TO ORDER/WELCOME: Mayor Butler called the meeting to order at 5:00 p.m.

ROLL CALL - CITY CLERK: A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		X
Kimberly James	Council Member, Ward 1	X	
Delores A. Gunn	Council Member, Ward 2		X
Hector Gutierrez	Council Member, Ward 3		X
Latresa Akins-Wells	Council Member, Ward 4		X
Allan Mears	Council Member, Ward 5- VIA PHONE		X

Pauline Warrior, Chief of Staff; Rodney Virgil, Level 2 Support Engineer; John Wiggins, Finance Director; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Dorthy Roper-Jackson, Municipal Court Director; Alton Matthews, Public Works Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

PUBLIC HEARING:

- Council Discussion on the Proposed FY 25-26 Budget- 2nd Public Hearing-** Executive Offices

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. 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.

The third Public Hearing, with the adoption of the budget, will be on June 16, 2025, at 7 p.m., at the regular session meeting.

Mayor Butler opened the Public Hearing.

In Favor: None

Opposed: None

Mayor Butler closed the public hearing.

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

ADJOURNMENT:

Mayor Butler adjourned the meeting at 5:03 pm.

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



CITY COUNCIL WORK SESSION MEETING

Monday, June 16, 2025 at 6:00 PM
Council Chambers and YouTube Livestream

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Ricky L. Clark Jr, City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

DRAFT MINUTES

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

ROLL CALL - CITY CLERK: A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		X
Kimberly James	Council Member, Ward 1		X
Delores A. Gunn	Council Member, Ward 2		X
Hector Gutierrez	Council Member, Ward 3		X
Latresa Akins-Wells	Council Member, Ward 4		X
Allan Mears	Council Member, Ward 5- VIA PHONE		X

Pauline Warrior, Chief of Staff; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Talisa Adams, Procurement; Shalonda Brown, Rochelle Dennis, Interim Economic Development Director; Dorothy Roper-Jackson, Municipal Court Director; Tarik Maxwell, Director of Rec and Leisure; Alton Matthews, Public Works Director; David Halcome, Deputy Fire Chief; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief, and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS: There were no consent agenda items.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to amend the agenda to include the Council Discussion on the City's Property Casualty and Liability Insurance and Council Discussion for Potential Participation on the GICH (Georgia Initiative for Community Housing).

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

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

CONSENT AGENDA: There were no consent agenda items.

OLD BUSINESS:

1. **Council Discussion on the Proposed FY 25-26 Budget- Third Public Hearing- Executive Offices**

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. 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.

The third Public Hearing, which will result in the adoption of the budget, will be held at tonight's regular session meeting at 7 p.m.

Comments/Discussion from Governing Body:

Councilmember James asked for clarification on the organizational charts and whether they reflected all current and proposed positions. City Manager Mr. Clark Jr. confirmed a request had been made for the personnel ledger and asked HR Director Brown to provide details. HR Director Brown explained that the IT Department is undergoing a staffing change: the current Network Administrator role will be reclassified as a Deputy Director, and a new Network Administrator will be added. She clarified that no staffing changes were proposed in other departments.

Councilmember Akins-Wells questioned the need for a Deputy Director in a department with only four employees. Director Brown responded that the employee has been serving in that role functionally. Mr. Clark Jr. added that department heads are allowed to propose structural changes during the budget process and that this reclassification had been discussed during budget meetings. Councilmember Akins-Wells stressed the importance of transparency and ensuring that changes are logical. She stated her concern wasn't personal, but about aligning structure with need.

Councilmember James then asked about the vacant Capital Projects role in the Executive Office, and Mr. Clark Jr. confirmed that it is an existing part-time role previously held by Director Shelby.

Councilmember Gunn asked about the \$150,000 increase to the street lighting budget. Mr. Clark Jr. explained that it reflects actual and anticipated costs based on requests for additional lighting, not new districts. Director Wiggins confirmed the City is already spending over \$450,000 on street lighting.

Councilmember Gunn questioned how personnel costs, like in Code Enforcement, would increase significantly if no new positions were added. Mr. Clark Jr. clarified that the increase was due to implementing the full-year wage and compensation study that started mid-year. He noted that this accounts for similar changes across departments, not new hires.

Councilmember Gunn also questioned the fairness of the increases and how they impact overall budgeting. Akins-Wells added that a breakdown of salary increases is essential before approving the budget. Mr. Clark Jr. confirmed that all requested documentation can be provided and that if the budget isn't approved now, a special called meeting must be scheduled before July 1. He suggested the June 27th retreat as an option.

Councilmember Akins-Wells also questioned the size and cost structure of the HR Department, expressing concern about high-salary positions in a small department. Mr. Clark Jr. responded that the increase in HR was due to the role of Risk Manager and the GIRMA program recently approved by the Council.

Councilmember James noted that time constraints may prevent a special meeting before July 1 and asked if the Council might prefer to approve the budget now and receive details later. Mr. Clark Jr. said that could be arranged if the governing body prefers.

2. **Council Discussion on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street-** Planning and Community Development Department

Background/History:

The subject property is a residential dwelling at 5116 Sargent Street, at the southeast corner of South Avenue and Sargent Street in Ward 3. The property spans approximately 0.208+/-/- acres and is currently zoned RS (Single-Family Residential District). According to Clayton County property records, the site contains a two-bedroom, one-bath, ranch-style single-family home. However, a visual inspection reveals that the structure now appears to be a two-story home, despite no recorded permits or documentation indicating that a second level was added. Surrounding properties to the north, south, east, and west are also zoned for single-family residential use, and the applicant is requesting to rezone the property to RT (Two-Family Residential District) to permit the use of the home as a two-family dwelling (duplex).

Senior Planner, Mrs. Irons-Kummasah, provided an overview of the rezoning case. She noted that the applicant was present at the meeting. She explained that the Planning Commission heard the case on May 15, 2025, and voted to recommend approval of the rezoning request, subject to specific stipulations. Mrs. Iron-Kummasah clarified that the final decision on the rezoning rests with the Mayor and Council. Should the governing body choose to move forward with approval, staff has outlined a set of conditions the applicant would be required to follow as part of the rezoning approval.

Applicant Tony Terrell stated that building permits were obtained for the property to be developed as a duplex, even though the current zoning in the surrounding area does not permit duplex uses. He noted that the directly adjacent property is currently utilized as a two-family (duplex) residence. According to public records, all necessary permits were issued, and all required inspections were completed with no changes from the stamped and approved construction drawings submitted to the Building Department. Mr. Terrell emphasized that throughout the inspection process, it was known and acknowledged that the structure was a two-family residence.

He added that one of the final recommendations from the inspecting officials was to install a fire-rated floor assembly, which was addressed. He confirmed that all work was completed in accordance with the approved plans, and the project is now pending the outcome of the hearing and the Council's decision.

Comments/Discussion from Governing Body:

Councilmember James asked whether the property in question was newly built or updated. Mrs. Irons-Kumassah explained that renovations had caused an existing home to lose its nonconforming use status, which now requires zoning compliance.

Councilmember Gunn expressed concern that the property had been converted into a duplex, which is not allowed under its current single-family zoning. She asked how this was allowed to happen during permitting. Mr. Terrell, the applicant, clarified that the second story was already there and that only cosmetic changes were made. He said the home had previously been used as a duplex, even if not reflected in tax records. Mrs. Irons-Kumassah responded that no permits had been found for the second story. Google Maps and property records showed a two-story structure, but the City had no approval record. She noted that the applicant should have gone before the Urban Design Review Board for the exterior updates.

Councilmember Gunn cited potential negative impacts from the proposed rezoning, such as traffic, overuse of services, and neighborhood disruption. She also noted that the property looks much better now, but emphasized that the process needs to be improved. Mrs. Irons-Kumassah confirmed that the Planning Commission recommended approval with conditions, and the applicant has agreed. She also clarified that rezoning would only apply to this one property, not neighboring lots.

Councilmember Gunn requested zoning density and setback information for further review. Mrs. Irons-Kumassah explained that the current zoning allows five units per acre, while the proposed R-T zoning would allow up to eight. Gunn expressed concern that this could set a precedent.

Councilmember Akins-Wells supported the applicant, saying the city may have missed something in the permitting process. She praised the renovation and stated she fully supports the rezoning request, highlighting the importance of community improvement.

NEW BUSINESS:

3. **Council Discussion regarding Data Centers in Forest Park-** Legislative Office/Councilmember Gutierrez (Ward 3)

Background/History:

Councilmember Gutierrez has requested to initiate a discussion regarding the presence, development, and potential impact of data centers within the City of Forest Park. This discussion may include topics such as zoning considerations, infrastructure capacity, economic benefits, environmental impacts, and regulatory frameworks for managing data center operations in the city.

Comments/Discussion from Governing Body:

Councilmember Gutierrez raised concerns after learning that a data center was being proposed in the Fort Gillem area. He expressed frustration over the lack of communication with both the Council and the community. He requested detailed information on the project's status, location, purpose, and timeline, emphasizing the need for transparency and early community engagement. He noted that past construction in the area had already caused disturbances, and he did not want a repeat of those issues for residents in Ward 3, which borders the site.

Attorney Matricardi responded that the project is still in the early stages and is located on property previously sold by the Urban Redevelopment Agency (URA). Although no land disturbance permits have been issued, the developer has submitted materials to the Architectural Design Review Board. She explained that the project's use is permitted under existing zoning, meaning no Council vote is required to proceed. However, she noted that a Community Benefits Agreement (CBA) is being developed to ensure the project contributes positively to the City and includes enforceable environmental and community standards. The Downtown Development Authority (DDA) would oversee that agreement, though the City would be a party to it.

Councilmember Gutierrez acknowledged the potential financial benefits, including projected franchise fee revenue between \$100,000 and \$400,000 annually, but emphasized that revenue should not outweigh the community's health and well-being. He expressed concern over the environmental effects of data centers and the possibility of increased energy costs across the state. He called for community meetings to inform residents and allow for public input.

Councilmember Gunn shared similar concerns, stating that she was unaware of the project until recently and had since reviewed data showing serious environmental and health risks associated with data centers. She criticized the lack of transparency and pointed out that Georgia is being targeted for such developments due to generous tax incentives, with residents ultimately bearing the cost. She warned about pollutants from generators, light pollution, increased water usage, and air quality issues, and questioned the long-term health effects, especially on children. Councilmember Gunn stressed that meaningful public engagement had not occurred and that this type of project, near residential neighborhoods and future housing sites, warranted much scrutiny. She stated that financial gain should not come at the cost of the community's health and urged the City to prioritize more responsible development.

Attorney Matricardi noted that while the project had not been widely publicized, the URA agreement had been publicly available and referenced potential development as a data center. She acknowledged that some members of the Council may not have realized the implications. Mr. Clark Jr. added that the project had previously been referred to as "Project Splash" and had been discussed for about two years. However, the details and developer identity were not publicly known until recently.

Councilmember Gunn argued that burying such a significant project in legal documents or behind vague names does not meet the standard of true transparency. She noted that even community leaders who are typically informed had no knowledge of the proposal and that the lack of direct outreach to the public was unacceptable. Attorney Matricardi recommended inviting the developer to meet with the Mayor, Council, and community to answer questions and clarify the project's impact.

Councilmember Gutierrez asked whether the City Council would have any input on the Community Benefits Agreement. It was confirmed that while the DDA has approval authority, the City will be a party to the agreement and therefore involved in the process. Gutierrez reiterated that while he recalls the project title, he had not connected it to a data center and only recently became aware of their potential harm. He emphasized that his concerns were not directed at any individual but stemmed from his obligation to represent his constituents.

Councilmember Akins-Wells expressed frustration with how appointed boards like the URA and DDA operate with limited Council involvement. She criticized the failure to communicate critical decisions to

the broader Council and public and specifically questioned why elected officials serving on these boards had not informed their colleagues. She argued that if Councilmembers must sign non-disclosure agreements to access information, that should be the protocol, but not knowing about a project of this scale until after the fact was unacceptable. She called for greater collaboration and accountability moving forward.

Councilmember James, a member of the URA, explained that an NDA restricted what could be shared and that, at the time, the board did not know the specific end user. The data center became apparent only after the transaction closed. She cautioned against concluding without complete information and confirmed she had requested additional details from the developer. She also recalled that the project was briefly discussed in executive session under the name Project Splash, though not all Councilmembers were present at the time.

Mr. Clark Jr. confirmed that no City staff have spoken directly with the developer, Digital Realty, and the first information received came from a news article. He added that Digital Realty is scheduled to appear before the Urban Design Review Board, which will be their first formal interaction with the City. He reiterated that no permits have been issued, and the project remains in review.

Councilmember Gunn concluded by stressing that, regardless of how the project was labeled, the environmental effects of data centers are well known. She questioned why no early warning was given to the community, arguing that greater foresight and communication could have prevented confusion and distrust. She acknowledged that not every detail may be known, but the City should have acted more responsibly given the potential risks involved.

4. **Council Discussion to allow Clayton County Board of Commissioners to use the Forest Park Senior Center for the Special Primary Election- Executive Offices**

Background/History:

The Clayton County Board of Commissioners (CCBC) previously used W.A. Fountain Elementary School as a polling location; however, the school is scheduled to be demolished in June 2025. In preparation for the upcoming Special Primary Election, which includes advance voting days and a primary voting day on June 17, 2025, CCBC has requested to use the Forest Park Senior Center, located at 5087 Park Avenue, Forest Park, Georgia 30297, as the designated polling site. This location is expected to provide a seamless and accessible voting experience for Forest Park residents.

Mr. Clark Jr. explained that the item is a formal Memorandum of Understanding (MOU) regarding the continued use of the Senior Center as a polling location. He noted that voting has occurred at the Senior Center for some time without issue, as a designated area that does not interfere with senior programming is used. He stated that Clayton County wishes to maintain the location for future elections.

5. **Council Discussion for Clayton County Board of Elections to Conduct the November 4, 2025, General Election for the City-Executive Office**

Background/History:

In alignment with the approach adopted by the governing body last year, staff recommend that the Clayton County Board of Elections continue to oversee the City's election process. Given that the City Manager is currently the only certified election superintendent on staff, delegating this responsibility to the County

will help ensure the highest level of electoral integrity while minimizing any potential conflicts of interest related to direct involvement in the election.

Please note that the general election will be held on November 4, 2025, and is estimated to cost \$29,279.00.

As in past years, the City Clerk will continue to manage the candidate qualifying process.

Mr. Clark Jr. explained that this arrangement is the same as what was done for the recent special election. He noted that he had not heard of any issues related to Clayton County conducting the special election at the Forest Park Senior Center. He clarified that this MOU extends to the use for the upcoming November general election.

Comments/Discussion from Governing Body:

Councilmember James inquired whether consideration had been given to the fact that the City will be holding its election on the same day as the County's, and whether plans were in place to accommodate both elections simultaneously at the shared location. Mr. Clark Jr. clarified that this particular item pertains to Clayton County conducting the City's general election. He stated that should the County place a question on the ballot, such as the proposed SPLOST, residents would see the City's election (which includes Wards 1, 2, and the Mayor) and the County question on a single consolidated ballot.

6. **Council Discussion to purchase an upgrade to the Audio-Visual (AV) System Refresh in the Council Chambers-** Procurement/IT Department

Background/History:

The City's Council Chamber Audio Visual (AV) system has been in service for the past 7+ years, is at the end of its life, and requires an upgrade. The AV system will seamlessly integrate with the owner-furnished CivicPlus (Municode Meetings) software platform, which provides document display, digital voting, and agenda management capabilities. The AV system will support clear audio and video streaming, seamless in-room and remote participation, electronic voting, and document display for the city council. The system will also enhance meeting efficiency and transparency and improve sound quality for all meetings hosted in the council chambers. Additionally, it will provide a better streaming experience for residents watching online. Upon completion of the new City Center, the system will be decommissioned and installed in the new council chambers. The IT department requests to piggyback from the DOAS cooperative contract # 99999-SPD-SPD0000210-0004 with:

Atlanta SoundWorks, 580 Marksmen Ct, Fayetteville, GA., 30214

Total Amount: \$98,250.09

Capital Outlay Fund: 320 20 7550 54 2502

Mr. Virgil, Level 2 Support Engineer, explained that the current AV system in Council Chambers is outdated and has reached the end of its service life. He noted that the system continues to experience sound, video quality, screen sharing, and streaming issues, which affect both in-person proceedings and remote viewership. Mr. Virgil stated that the IT Department collaborated with Finance and Procurement to identify several vendors through a state contract for an AV system refresh. Each vendor was invited onsite to assess the chambers and provide equipment recommendations. Of the four vendors, three

completed the evaluation process. Atlanta SolidWorks was ultimately selected because it presented the most comprehensive and suitable solution for the City's environment. Mr. Virgil noted that Atlanta SolidWorks submitted the lowest proposal among the vendors, with a total cost exceeding \$98,000.

Mr. Virgil further explained that the other two vendors, Solutions II and NetPlanner, submitted significantly higher proposals. Solutions II proposed \$174,000, while NetPlanner submitted two proposals, the lowest of which was \$252,000. He also noted that representatives from Atlanta SolidWorks were present and available to answer any questions.

Comments/Discussion from Governing Body:

Councilmember Gutierrez inquired whether the nearly \$100,000 investment in sound and camera equipment would be transferable to the new city center once constructed or if it would be permanently installed in the current location. He referenced a concern Councilmember Akins-Wells raised regarding the investment's long-term value and portability. Mr. Virgil confirmed that the AV equipment would be migrated to the new city center once constructed, ensuring the investment remains valuable and in use beyond the current location.

7. **Council Discussion to enter into a contract with Russell Landscape Group for Forest Parkway (SR-331) Median Landscape-** Procurement/Public Works Departments

Background/History:

Forest Parkway (SR-331) Median Landscape: Request for Bid No. 2025-RFB-011. Required for a complete project. This project includes, but is not limited to, providing the construction and complete installation of multiple areas of landscape components within the roadway medians on Forest Parkway (SR 331) within the City. The work consists of furnishing and installing all materials, labor, tools, equipment, and related services, including traffic control, demolition, clearing/trimming, surface grading, landscape installation, and all other activities and appurtenances to complete the project. A one-year maintenance service is included to ensure the median landscape's overall health, growth, and visual attractiveness. Four (4) bids were received. Request award approval to the lowest, responsive, and responsible bidder: Russell Landscape Group, 4300 Woodward Way, Sugar Hill, GA 30518.

Total Amount: \$446,530.20

SPLOST 2015 Funds

Mrs. Adams stated that the project was publicly advertised through a formal bid process. A mandatory pre-bid meeting was held, with approximately six to seven vendors in attendance. Ultimately, four bids were submitted on time and evaluated. The contract was awarded to the lowest responsive and responsible bidder. The scope includes a one-year maintenance service agreement, after which Public Works will assume responsibility for the area.

Comments/Discussion from Governing Body:

Councilmember Gutierrez asked whether the proposed \$446,530.20 expenditure was for maintenance or actual construction, and requested clarity on the project's scope. Director Matthews explained that the initiative entails a full landscaping overhaul along Forest Parkway, from one city limit to the other, including removing existing plant material and installing new, durable plant species. The design also requires removing certain crepe myrtles and includes a one-year maintenance warranty.

Councilmember Akins-Wells questioned the price, pointing out that nearly half a million dollars seemed excessive for landscaping. She asked whether Public Works could handle the task in-house and stressed the need for transparency and clear justification for spending public funds on flowers and bushes. Mr. Clark Jr. responded that while the cost is high, the bid was the lowest of three submitted, with others reaching as high as \$1.3 million. He added that the bid includes demolition, traffic control, installation, and compliance with Georgia DOT standards. Mrs. Adams noted that the project documents, which include full scope and bid details, are available online and can be emailed to the Council.

Councilmember Gunn asked who would maintain the landscaping after the one-year period. Director Matthews explained that Public Works would assume responsibility once the contractor's maintenance period ends.

Councilmember Gutierrez expressed concern over the presentation of the proposal, noting that the extensive documentation was not user-friendly. He requested a more concise and readable summary, emphasizing the need for clarity before approving such a large expenditure.

Councilmember Akins-Wells reiterated the importance of visual plans and cost breakdowns, adding that the Council must be able to justify this investment to the public. Mr. Clark Jr. confirmed that renderings and additional documents could be provided immediately for review.

8. **Council Discussion to enter into a contract with Georgia Highway Cable Barrier, LLC for Linda Way Sidewalk Rehab**-Procurement/Public Works Departments

Background/History:

Linda Way Sidewalk Rehab: Request for Bid No. 2025-RFB-015. This project includes but is not limited to providing the construction of and complete installation of concrete sidewalks, ADA-compliant pedestrian ramps, stormwater structures, stormwater drainpipe, asphalt paving, and thermoplastic striping within the City. The work consists of furnishing and installing all materials, labor, tools, equipment, and related services to complete the project, including all traffic control, demolition, erosion and sediment control, and all other activities and appurtenances. Four (4) bids were received. Request award approval to the lowest, responsive, and responsible bidder: Georgia Highway Cable Barrier, LLC, 1122 Jimson Circle SE, Conyers, GA 30013.

Total Amount: \$329,915.73

SPLOST 2008 Funds

Director Matthews stated that the sidewalk improvement project on Linda Way stretching from West Avenue to Ash Street has been pending for some time. He explained that the scope includes replacing the existing sidewalk with a four-foot-wide, ADA-compliant path and drainage enhancements along West Street. He noted that a pre-bid meeting was held on site to ensure all vendors understood the project's requirements. Of the four bids received, the lowest came in at \$329,915.73.

9. **Council Discussion to enter into a contract with Mr. Dee'e Electric Service, LLC, Shalom Visionary Strategies, and Capital City Electrical Services, LLC for On-Call Electrical Services and Repair (Annual Contract)**- Procurement/Public Works Departments

Background/History:

In 2021, the City entered into on-call contracts with three (3) electrical firms for as-needed electrical services and repairs for City-owned facilities. These contracts are at the end of their term. Public Works will continue to provide minor electrical repairs in-house and encourage facility maintenance staff to earn an electrician license.

On-Call Electrical Services and Repair (Annual Contract): Request for Bid No. 2025-RFB-013. Consists of providing electrical services and repairs in support of projects exceeding in-house capabilities. The specific scope of work will be negotiated and assigned by Task Order(s). Five (5) bids were received. Request multi-award approval to the responsive and responsible bidders:

- Dee'e Electric Service, LLC, 144 Bellamy Place, Stockbridge, GA 30281
- Shalom Visionary Strategies, 749 Vinings Estates Drive, Mableton, GA 30126
- Capital City Electrical Services, LLC, 1346 Oakbrook Drive, Ste. 170A, Norcross, GA 30093

Estimated Annual Amount: \$60,000.00

General Fund – Various Departments

Mrs. Adams explained that the bid request was issued as a rebid of a previously established annual contract that had run its course from 2021 to 2025. The new bid aims to establish an on-call electrical services agreement on an as-needed basis. She noted that staff is recommending a three-vendor award to allow for flexible, timely responses to electrical needs across city departments as they arise.

Comments/Discussion from Governing Body:

Councilmember Akins-Wells stated that while she had no questions regarding the electrical contract, she wanted to revisit the discussion on the median landscaping project. She emphasized the importance of ensuring that expenditures make sense. In comparing the scope and cost of the median project to the Linda Way sidewalk project, which includes concrete sidewalks, ADA-compliant ramps, stormwater infrastructure, asphalt paving, and striping, she noted that the extensive work on Linda Way is significantly less expensive at \$329,915.73 than the \$400,000-plus cost of landscaping medians along Forest Parkway. She concluded by stating she wanted her observation reflected in the record.

10. **Council Discussion to enter into a contract with Falcon Design Consultants and United Consulting Group Ltd. for Geo-technical Environmental Services-** Procurement/Planning & Development and Public Works Departments

Background/History:

With the City's expansion and growth of its infrastructure and development of new businesses, Planning and Development and Public Works departments require continued qualified firms to provide soil and erosion inspections, plan reviews, testing, engineering, and construction management services to support these efforts.

Geo-technical Environmental Services: Request for Proposal No. 2024-RFP-005. Consists of providing soil and erosion inspections, plan reviews, testing, engineering, and construction management services. Five (5) proposals were received. After the evaluation of technical and cost proposals, the Evaluation Committee recommends multi-awards to the two (2) highest scoring proposers:

Falcon Design Consultants, 235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281

United Consulting Group Ltd., 625 Holcomb Bridge Road, Norcross, GA 30071

Estimated Amount: \$100,000.00

General Fund

Mrs. Adams explained that a formal Request for Proposal (RFP) was issued, and the evaluation committee conducted a thorough scoring process. The two highest-scoring vendors emerged with nearly identical totals, separated by only a point or half a point. Both firms were interviewed, and the scores remained tied. Given the varying types of services needed by the Planning and Public Works Departments, the evaluation committee unanimously agreed to recommend awarding contracts to both vendors to ensure flexibility in meeting the departments' future project needs.

Comments/Discussion from Governing Body:

Councilmember Gunn commended staff on their thorough evaluation process. She noted that she had reviewed the evaluation tabulation and was impressed by how the grading criteria were applied to select the best-qualified vendor. She expressed her appreciation for the in-depth and transparent work.

11. **Council Discussion on Cemetery Maintenance: Consideration of Service Reallocation Options–**
Public Works Department

Background/History:

The City of Forest Park currently oversees the landscape maintenance of the following cemeteries:

- Main Street at Phillips Dr – City-owned
- Conley Road Cemetery – Privately owned by the Forest Park Lodge of Odd Fellows
- Elam Church Road Cemetery – Privately owned by Elam Church Cemetery

All three sites are being serviced under contract by World Scape LLC, with approximately three months remaining in their current agreement. (Balance left: \$3950 X 3 = \$11,850)

Public Works is seeking direction on whether the City should continue maintaining the privately owned cemeteries at Conley Road and Elam Church Road. If the Council decides not to continue maintaining the private sites, we recommend reallocating World Scape's services to prioritize high-visibility corridors such as Jonesboro Road and Old Dixie Highway. and Forest Parkway that impact residents and visitors daily, while ensuring continued stewardship of City-owned assets.

Director Matthews stated that an assessment had identified three cemeteries within the city, two (2) privately owned and one city-owned. He recommended reallocating Worldscapes to maintain high-visibility corridors, which currently take Public Works longer to address. The reallocation would utilize the remaining three months of the Worldscapes contract to ensure those areas remain in better condition.

Comments/Discussion from Governing Body:

Councilmember James noted that several years ago, the City had considered options for the Conley Road Cemetery, including whether it could be designated a historic cemetery or possibly condemned. She admitted she couldn't recall all the details of those discussions and requested that Mr. Clark follow up and provide additional information on the status and any feasible next steps for the site. Mr. Clark, Jr.,

acknowledged that the conversation regarding the cemetery had occurred under a previous administration. He suggested that there should be a broader discussion about what managing a cemetery entails, noting that he and Attorney Matricardi have had positive and negative experiences in that area. He emphasized that this is a matter worth considering. Regarding the current item, he clarified that he had asked Director Matthews to place it on the agenda specifically to seek direction from the governing body on how to proceed with the city's cemeteries, and he committed to providing the requested information.

Councilmember Akins-Wells expressed her longstanding position on the issue, recalling prior discussions and stating that she has never believed the City should be in the business of managing cemeteries. She emphasized that municipal employees should not be responsible for cemetery upkeep and noted that, in her view, this is not a typical function of local government. While acknowledging that she generally does not favor outsourcing all services, she stated that if the City is contracting with a landscaping company, the focus should be on areas that directly impact residents, not cemeteries. She urged her colleagues to support removing cemetery maintenance from staff responsibilities, reiterating that it didn't make sense in the past and still doesn't.

Mr. Clark Jr. asked Attorney Matricardi for clarification, noting that the City should not be responsible for maintaining privately owned property, particularly cemetery maintenance. She sought confirmation on whether continuing such services would be improper from a legal or procedural standpoint. Attorney Matricardi clarified that using public funds to maintain privately owned cemeteries would technically constitute a gratuity unless the City receives a substantial benefit in return. Generally, public funds should not be used to maintain private property.

Mr. Clark Jr. noted that the City has been unable to locate records indicating when or why the cemetery maintenance began. He said it may have initially responded to property owners neglecting upkeep, but he emphasized that the City cannot continue this practice. He brought the matter before the governing body to receive formal direction.

Councilmember Akins-Wells expressed concern regarding a past incident where a City employee was terminated for cutting a senior resident's yard, which she viewed as a good deed. She highlighted the inconsistency in allowing City staff to maintain privately owned cemeteries while penalizing an employee for assisting a resident. She stated that if the City uses staff to maintain private property, that employee deserves to be rehired.

Councilmember Gutierrez expressed concern about the potential consequences of discontinuing City maintenance of the cemeteries, particularly the one on Conley Road, which historically served as a "colored cemetery." Councilmember Gutierrez emphasized that while the City may need to discontinue maintaining private properties, these sites are still integral to the community and carry significant historical value. He encouraged the Council to explore a sustainable solution or develop a transition plan, such as identifying a responsible party to assume upkeep, rather than allowing the cemeteries to fall into disrepair. He stressed the importance of preserving and honoring the legacy of those laid to rest in these spaces.

Councilmember Akins-Wells expressed that although the City may need to step away from maintaining private cemeteries, the properties hold significant value to the community and should not be left to deteriorate. She emphasized the need for the Council to work toward a viable solution, whether by identifying a responsible party or creating a plan to transition care, rather than allowing these historic spaces to fall into neglect. She echoed the importance of honoring the legacy of those buried there and ensuring the sites remain respected as part of the city's cultural and historical fabric.

Mr. Clark Jr. confirmed with Director Matthews that City employees are no longer responsible for cutting the cemetery lots; a private company is now handling this work. She acknowledged that while City staff had previously performed the maintenance, that is no longer true.

Councilmember James sought clarification, asking whether the current direction is to discontinue extending the contract for cemetery maintenance. She emphasized the need for clear guidance from the Council on whether the private contractor would continue cutting the grass at these locations or if that responsibility would end.

Mr. Clark Jr. responded that continuing cemetery maintenance would require legal guidance. He noted that Attorney Matricardi would need to explain the lawful process and conditions under which the City could proceed, should the Council choose to take that direction. Attorney Matricardi explained that if the city wished to continue maintaining privately owned cemeteries, it would be necessary to record the substantial benefit to the City. She noted that such a benefit could include factors like aesthetics, especially if the property's condition negatively impacts the appearance of the surrounding area or serves as a deterrent to visitors or residents entering the City.

Councilmember James noted that the Forest Park Lodge and the Odd Fellows organization no longer exist, and the multiple lots that comprise the historically designated "colored cemetery" referenced in the community mural also no longer have active ownership or management. She explained that a few living descendants had petitioned the City for help in the past, as the site had become severely overgrown. At the time, the City explored the possibility of condemnation, not to assume responsibility as a funeral service operator, but to preserve and maintain the cemetery due to its historical significance. She recommended gathering more background information to help determine a responsible path forward.

Mr. Clark Jr. inquired if individuals were being buried there. He noted that someone must manage lot sales at the cemetery, as graves are still being opened for burials. He emphasized that a funeral home would not conduct a burial unless arrangements were made to prepare the site, suggesting that someone is facilitating these services and likely profiting from them. This indicates that ownership or oversight of the property still exists.

Councilmember James stated that, to the best of her recollection, there may no longer be any burial space at the site. However, she noted she would need to revisit previous records to confirm. She acknowledged that it has been a long time since the matter was last reviewed.

Councilmember Gutierrez expressed concern about abandoning the maintenance of the cemetery, acknowledging its historical significance, particularly as a place where people were buried during a time of segregation. He stated he would be open to establishing a volunteer committee or finding an alternative solution. Still, he supports continuing maintenance until a concrete plan is in place.

Councilmember Akins-Wells stated that while she understands the cemetery's emotional and historical concerns, she does not support continued maintenance if it is not something the City is legally authorized to do. She acknowledged Attorney Matricardi's effort to justify, but emphasized that managing cemeteries falls outside the City's scope. She recalled discussions about placing the site on the historic registry, which did not move forward due to unmet criteria. She suggested involving the community to assess interest in forming a volunteer group, noting it could be an opportunity to foster unity through shared responsibility.

12. **Council Discussion on the City's Renewal for Property Casualty and Liability Insurance-** Executive Office

Background/History:

Matt Simmons of Gallagher will present the City's property, casualty, and loss renewal to the governing body for the FY 25-26 budget cycle.

Mr. Matt Simmons, Senior Director at Gallagher, presented the City of Forest Park's FY 2024–2025 insurance renewal. He explained that the City transitioned to a protected self-insured program last year due to limited market interest in its prior guaranteed cost model and historical loss trends. This new structure allowed the City to control costs better and manage risk exposure.

Mr. Simmons reported notable improvements in the City's loss performance, credit to the favorable renewal results, and ongoing risk management efforts. Although Gallagher had initially projected a 14.5% increase in fixed costs, the final outcome was a net premium increase of only 3.3%. He emphasized that this was a strong result, especially in the current insurance market. The retained loss budget remained at \$619,953, based on the City's five- and ten-year loss history, and overall, the total cost of risk decreased by 0.2%. He highlighted a 7.2% increase in fixed costs, primarily due to claims and CPA fees, but clarified that the total net cost increase was just 2.8%. Gallagher recommended keeping the retained loss amount stable in the early stages of this program transition, though it may decrease if performance improves in future years.

Mr. Clark Jr. informed the Council that the renewal would require a vote that evening and shared that the originally proposed premium increase had been in the double digits. He challenged the broker to arrange a meeting with the underwriter, who traveled from Philadelphia for a rare face-to-face discussion. During the meeting, the City demonstrated its proactive risk management strategies, significantly influencing the underwriter's assessment and helping secure more favorable terms. Mr. Clark described the final renewal package as generous, given the original proposal.

13. **Council Discussion for Potential Participation on the GICH (Georgia Initiative for Community Housing)- Planning and Community Development**

Mrs. Iron-Kumassah explained that GICH is a statewide initiative designed to assist cities in developing and implementing long-term strategies to improve local housing conditions. The program is a collaborative effort led by the Georgia Department of Community Affairs, the Georgia Municipal Association, and the University of Georgia. Over three years, selected communities form a housing team and receive expert guidance, peer support, and technical assistance to address key housing challenges, such as aging housing stock, limited affordable housing options, and neighborhood revitalization. Mrs. Iron-Kumassah emphasized that the program has a proven track record of helping communities attract investment, strengthen partnerships, and improve local housing policies, ultimately enhancing quality of life for residents.

She noted that participating in the program would proactively allow Forest Park to shape its housing future. If accepted, the City would need to establish a 10-member housing team, selected by the Mayor and Council, representing key sectors such as public housing, education, regional planning, economic development, banking, real estate, nonprofit organizations, and Habitat for Humanity. Team members would receive training, attend two required retreats, and lead the process of identifying housing needs and developing a comprehensive housing plan for the City.

Mrs. Iron-Kumassah requested support from the Mayor and Council in the form of a resolution and assistance with the application process, including the selection of the housing team. She stated that a

letter of intent is due by July 11, and the full application must be submitted by July 31. Staff will prepare the letter, outlining how participation in GICH would benefit the City and its residents.

Mr. Clark Jr. noted that this is the same Georgia Initiative for Community Housing (GICH) program previously shared with the mayor and council last year. At that time, the City could not apply because the portal had closed at noon on the day it opened.

Comments/Discussion from Governing Body:

Councilmember Gutierrez expressed his appreciation for the initiative and emphasized his support. He stated that if the city is selected for the program, it would be a tremendous opportunity and a meaningful step forward for the community. He noted that participation in the initiative would benefit the city and its residents.

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

ADJOURNMENT: Mayor Butler adjourned the meeting at 7:57pm with a 5-minute recess.

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.



CITY COUNCIL REGULAR SESSION

Monday, June 16, 2025, at 7:00 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

DRAFT MINUTES

CALL TO ORDER/WELCOME: Mayor Butler called the meeting to order at 8:05 p.m.

INVOCATION/PLEDGE: The invocation and pledge were led by Bishop Fortson.

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		•
Delores Gunn	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, Shalonda Brown, HR Director; Talisa Adams, Procurement Manager; David Halcomb, Deputy Fire Chief; Pauline Warrior, Chief of Staff; Joshua Cox, IT Director; Rodney Virgil; Level 2 Support Engineer, Javon Llyod, PIO; Alton Matthews, Public Works Director, Tarik Maxwell, Recreation Director, Rochelle Dennis, Interim Director Economic Dev.; Nicole Dozier; Planning Community Director, Michelle Hood; Deputy City Clerk, Municipal Court, Brandon Criss; Police Chief, and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS: **There were no consent agenda items.**

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

Councilmember James noted she would like to add an appointment to the Beautification Committee.

It was motioned to approve the agenda with the addition of Georgia Initiative for Community Housing and Renewal of Insurance Casualty and Liability Insurance, an appointment to the Beautification Committee, and the removal of #2 from it.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

APPROVAL OF MINUTES:

1. **Council Approval of May 16, 2025, Budget Retreat and Council Work Session and Regular Meeting Minutes from June 2, 2025 - City Clerk**

It was motioned to approve the group minutes together.

Motion made by Councilmember Mears, Seconded by Councilmember Gunn.

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

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

There was (1) one Public Comment Speaker.

LaWanda Folami noted in 2013-2014 that there was a conversation about the Conley Road cemetery. She said the city is not in the cemetery business and expressed concerns about this, and a decision being delayed. She advised them to research the cemetery plot owners and expressed that the cemetery is historical and has veteran graves there. She mentioned the 43-million-dollar budget and the lack of communication regarding it. Ms. Folami expressed her concerns about the Data system project passed by the URA Board, and its impact on the environment and potential health problems.

CITY MANAGER'S REPORT: None

PRESENTATIONS:

2. **Recognition of Life-Saving Accomplishments**

Background/History:

On May 14, 2025, members of the Forest Park Police Department demonstrated exceptional courage, decisiveness, and an unwavering commitment to the preservation of life during a life-threatening incident.

In this incident, Lieutenant Arnold and Corporal Coley-Hebron responded swiftly and with the highest degree of professionalism. Their quick assessment of the situation, effective application of life-saving measures, and ability to remain composed under pressure directly resulted in a life being saved. Their

actions were not only a testament to their advanced training and preparedness but also a reflection of their deep sense of duty to the citizens they serve.

These officers embody the core values of the Forest Park Police Department—integrity, service, and excellence. Their conduct during these critical incidents represents the very best of public service and serves as an inspiration to their peers and the broader community.

Today, we honor their heroism and dedication. The City of Forest Park proudly commends Lieutenant Arnold and Corporal Coley-Hebron for their outstanding service and the extraordinary impact they have made through their brave and selfless actions.

This item was removed from the agenda.

3. Presentation of the 2024 Annual Report – Forest Park Police Department

Background/History:

The 2024 Annual Report from the Forest Park Police Department represents a comprehensive overview of the department's efforts, accomplishments, and strategic initiatives over the past year. This report serves not only as a record of our operational and community-based achievements, but also as a reflection of our ongoing commitment to transparency, accountability, and excellence in public service.

Throughout 2024, the department focused on strengthening community relationships, enhancing public safety, implementing data-driven policing strategies, and investing in both personnel development and technological advancements. These efforts resulted in measurable progress across multiple areas, including crime reduction, officer training, emergency response capabilities, community engagement programs, and departmental innovation.

The annual report is a key tool in maintaining open lines of communication with the public and our city leadership. It offers a clear, factual, and honest portrayal of how the Forest Park Police Department continues to evolve to meet the needs of the community we are sworn to serve.

We are proud to present this report as a testament to the hard work of our officers and civilian staff, and as a symbol of our shared responsibility to build a safer, stronger, and more connected Forest Park.

Chief Criss showed his top 5 command staff members and highlighted the crime stats that he is very proud of. He noted that crime was down in every part one category by 36 percent. Chief Criss mentioned acquiring a mobile command unit and discussing real-time crime and its technologies, like ShotSpotter, FUSUS, FLOCK, and drones. He talked about onboarding 24 new staff members, noting the growth within his department. He said their social media page has reached over 166 thousand people and received over five thousand reactions. Chief Criss said they hired Chaplain Jeremy Tuck for spiritual support, emotional guidance, and compassion. He noted for transparency reasons; they set up a terminal inside the police department for people who may want to request any records. The Chief said they implemented a Special Operations Division in 2023, which is the Neighborhood Enhancement Team and Traffic Enforcement Unit. He stated Clayton County recognized its IMPACT Unit with the Community Impact Award. He said there is a large proactive approach within the community to lower crime and prevent accidents, which have been reduced by over 16 percent. The chief stated they have a K-9 in the police department to help find vulnerable missing people.

Governing Body Comments/Discussion:

Councilmember James thanked him for being proactive and advised him to continue to do what he does, because he does a great job.

Councilmember Gunn thanked him for being attentive, answering the phone, and for him and his department always coming through.

Councilmember Gutierrez thanked him and noted he has bought back that community policing feeling. He asked what the new dog's name was.

Chief Criss said it was Nyla.

Councilmember Akins-Wells noted that he has changed her perception of the police department. She noted he is truly a blessing to the community because he has brought something different from the officers to the Community Impact Team. She said no department is perfect, and they hear things, but what she likes is that she can call him. If she is talking to a resident, he says they can get his number to contact him personally if needed. He is always there, available, and accessible, and there are no little people in your eyes. She thanked the departments for all they do in the community.

Councilmember Mears thanked the Chief for his report, the good work, and for making Forest Park safe.

PUBLIC HEARINGS:

4. Council Approval on a Resolution on the Proposed FY 25-26 Budget- Third Public Hearing-Executive Offices

Background/History:

The Proposed Funded dollar amount of the FY25- 26 Budget is \$43,034,857.00. 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.

The regular meeting was closed to open the third Public Hearing.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

There was no speaker for the Budget.

There were no speakers against the budget.

It was motioned to close the Public Hearing and reconvene the Regular Meeting.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

There was a motion to approve the fiscal year 2025-2026 Budget.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Governing Body Comments/Discussion:

Councilmember Gutierrez does not think this is the biggest decision that has to be made, and he wants to make sure all his colleagues are ready to move forward. He noted that he knows Councilmember Wells has questions about it, and he does not feel comfortable voting unless everyone is on board.

Councilmember Akins Wells noted that she thinks the information should have been given to them prior to the meeting and does not agree with voting to pass the budget and then taking the information afterwards. She thinks it should be tabled.

Councilmember Gutierrez noted that Ricky said they were meeting on the 27th, and they could do it then.

Mr. Clark noted this meeting satisfies the public hearing with the adoption.

Councilmember James noted that it is the same information that was provided at the Budget Retreat, so it is nothing new. She stated she is okay with what everyone decides.

Abstain: Councilmember James

Councilmember Gunn asked if it was a chance they could revisit it on the 27th. She stated let's just move forward.

Voting Yea: Councilmember Gunn,

Voting Nay: Councilmember Gutierrez

Councilmember Akins-Wells asked if she was voting yes to pass the budget.

Councilmember Gunn asked if there would be any modifications that would take place.

Councilmember Akins-Wells noted but you are saying pass it now before you look at it.

Councilmember Gunn noted that they were the exact numbers she was previously provided. She stated her vote is yes, pass it.

Voting Nay: Councilmember Akins-Wells

Voting Yes: Councilmember Mears

Councilmember James asked if she could withdraw her vote and change it to yes.

5. **Council Approval of an Ordinance for Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street-** Planning and Community Development Department

Background/History:

The subject property is a residential dwelling located at 5116 Sargent Street, at the southeast corner of South Avenue and Sargent Street in Ward 3. The property spans on approximately 0.208+/- acres and is currently zoned RS (Single-Family Residential District). According to Clayton County property records, the site contains a two-bedroom, one-bath, ranch-style single-family home. However, a visual inspection reveals that the structure now appears to be a two-story home, despite no recorded permits or documentation indicating that a second level was added. Surrounding properties to the north, south, east, and west are also zoned for single-family residential use and the applicant is requesting to rezone the property to RT (Two-Family Residential District) to permit the use of the home as a two-family dwelling (duplex).

There were no speakers for the rezoning.

There were no speakers against the rezoning.

It was motioned to close the Public Hearing and reconvene the Regular Meeting.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

Mr. Clark noted that several conditions are associated with it, as presented by the staff.

City Attorney Matricardi noted that they are incorporated in the ordinance. She said adopting the ordinance would adopt those conditions.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells

Abstain: Councilmember Mears

It was motioned to approve an Ordinance for Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells

Voting Abstaining: Councilmember Mears

CONSENT AGENDA: **There were no consent agenda items.**

NEW BUSINESS:

6. Council Approval of an MOU to allow the Clayton County Board of Commissioners to use the Forest Park Senior Center for the Special Primary Election- Executive Office

It was motioned to approve an MOU to allow the Clayton County Board of Commissioners to use the Forest Park Senior Center for the Special Primary Election.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

7. Council Approval of a Resolution for the Clayton County Board of Elections to Conduct the November 4, 2025, General Election for the City- Executive Office

It was motioned to approve a Resolution for the Clayton County Board of Elections to Conduct the November 4, 2025, General Election for the City.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

8. Council Approval of a Resolution to purchase an upgrade to the Audio-Visual (AV) System Refresh in the Council Chambers- Procurement/IT Department

It was motioned to approve a Resolution to purchase an upgrade to the Audio-Visual (AV) System Refresh in the Council Chambers.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Mears

Voting Nay: Councilmember Akins-Wells

9. Council Approval of a Resolution to enter into a contract with Russell Landscape Group for Forest Parkway (SR-331) Median Landscape- Procurement/Public Works Departments

It was motioned to approve a Resolution to enter into a contract with Russell Landscape Group for Forest Parkway (SR-331) Median Landscape.

Motion made by Councilmember James. There was no second, and the motion failed.

It was motioned to approve a Resolution to enter into a contract with Russell Landscape Group for Forest Parkway (SR-331) Median Landscape.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Mears

Voting Nay: Councilmember Akins-Wells

10. Council Approval of a Resolution to enter into a contract with Georgia Highway Cable Barrier, LLC for Linda Way Sidewalk Rehab- Procurement/Public Works Departments

It was motioned to approve a Resolution to enter into a contract with Georgia Highway Cable Barrier, LLC for Linda Way Sidewalk Rehab.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

Governing Body Comments/Discussion:

Councilmember James asked for a Point of Order, noting the other item that did not pass for lack of a second. She asked if there was something that would cause that money to be given back, since it was for the SPLOST funds that they have to use up.

City Manager Clark noted that since it died without a second, he assumes the Governing Body would like additional information from staff. He noted there could be some potential implications. He asked what additional information was being requested.

Councilmember Akins-Wells noted it should be a better price.

Mr. Clark noted it went through a competitive bid twice, and procurement revised the document to ensure to get the pricing down. He noted Landscaping is not cheap and he thinks it is a fair price for the amount of work to be done.

Councilmember Akins-Wells noted she is a voice for the people, and it has to make sense she said there is no way landscaping on Forest Parkway is more expensive than all the work that has to be done on Linda Way. She said they should go back to the drawing board.

Mr. Clark noted if they did that, they would have to refine what it is that they want done. He noted they cannot control what companies are bidding on the project.

Councilmember Akins Wells said that's correct, but the Public Works Department can do. She asked if they are using them to cut cemeteries, why not use them to cut trees and replace flowers.

Councilmember Gunn asked if it was to be specifically for the project and if the residents voted for it on the ballot.

Mr. Clark noted it was.

Councilmember Gunn asked if they would lose the money and if it would come out of their General Funds.

Mr. Clark said yes.

Councilmember Gunn said let it run since it is not coming out of the city budget. She asked if it could be recirculated for a vote.

Mayor Butler noted they could recirculate it and asked for a motion.

It was motioned to approve a Resolution to enter into a contract with Georgia Highway Cable Barrier, LLC for Linda Way Sidewalk Rehab.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Mears

Voting Nay: Councilmember Akins-Wells

11. **Council Approval of a Resolution to enter into a contract with Mr. Dee'e Electric Service, LLC, Shalom Visionary Strategies, and Capital City Electrical Services, LLC for On-Call Electrical Services and Repair (Annual Contract)- Procurement/Public Works Departments**

It was motioned to approve a Resolution to enter into a contract with Mr. Dee's Electric Service, LLC, Shalom Visionary Strategies, and Capital City Electrical Services, LLC for On-Call Electrical Services and Repair (Annual Contract)

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

12. Council Approval to enter into a contract with Falcon Design Consultants and United Consulting Group Ltd. for Geo-technical Environmental Services- Procurement/Planning & Development and Public Works Departments

It was motioned to approve enter into a contract with Falcon Design Consultants and United Consulting Group Ltd. for Geotechnical Environmental Services.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

13. Council Approval of a Resolution on Cemetery Maintenance: Consideration of Service Reallocation Options– Public Works Department

It was motioned to table a Resolution on Cemetery Maintenance: Consideration of Service Reallocation Options.

It was motioned to table this item.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez

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

14. Council approval of the City's participation in the Georgia Initiative for Community Housing, including program requirements, benefits and alignment with local housing goals.

It was motioned to approve the City's participation in the Georgia Initiative for Community Housing, including program requirements, benefits, and alignment with local housing goals.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

15. Council Approval of the City's Property Casualty and Liability Insurance Coverage for Fiscal Year 2025-2026.

It was motioned to approve the city's Property Casualty and Liability Insurance Coverage for Fiscal Year 2025-2026.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

16. Council Approval of the Appointment to the Beautification Committee.

Councilmember James motioned to appoint Mr. Willie Freeman to the Beautification Committee to replace Ms. Sparkle Adams.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James noted that the June Ward meeting will be canceled because of the Juneteenth holiday. She stated that there will be a Ward 1 block party on June 25, 2025, at 5:30 p.m., at Scott Boulevard Park. She thanked Eve for coming out.

Councilmember Gunn gave an overview of the duties of a Councilmember from the charter, specifically Section 215. It emphasized the powers and responsibilities of City Council members. She highlighted that council members have the right to make inquiries, and investigations into the city affairs, subpoena witnesses, administer oaths, require production of evidence, and make individual inquiries to city employees about city operations. She noted there are 44 powers and stressed the importance of Councilmembers being able to do their jobs and ask questions. She said she will respect the city departments while doing her job and represent Ward 2 and her name to the best of her abilities. Councilmember Gunn thanked everyone for coming out.

Councilmember Gutierrez supported Councilmember Gunns' statements about their rights as Councilmembers. He encouraged her to keep the questions coming. He thanked staff for the budget and explained his reason for not voting on the budget, as wanting complete transparency and full understanding. He mentioned that they have a Star Wars movie series every Wednesday in the park. Councilmember Gutierrez expressed concern for the Hispanic and immigrant communities and advised people to reach out to their neighbors because they are in fear and not coming out. Councilmember Gutierrez thanked Chief Criss for caring for the community, and everyone for coming out.

Councilmember Akins-Wells thanked Councilmember Gunn and Gutierrez for their earlier comments. She noted that employees do have the right to speak freely as they do have the right to investigate and communicate with employees as outlined in the charter. She noted that when she votes it is not to follow the majority, and she is still willing to stand along as she has in the past when representing Ward 4. Councilmember Akins-Wells highlighted the importance of holding people accountable. She said they will not always agree, but their primary focus is on the people and their needs, which is something she is passionate about. Councilmember Akins-Wells noted she knew when she took the position it would come with conflict and challenges, but her commitment to the people is what guides her decision-making, and it will always be for the betterment of Forest Park. She thanked the staff and residents for coming out.

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

ADJOURNMENT:

Mayor Butler adjourned the meeting at 9:00 pm.

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.

File Attachments for Item:

2. Discussion on the Macedonia Rock Spring Cemetery

Background/History:

Mrs. Delores Prothro-Saulsberry has requested to speak to the governing body regarding the upkeep of the Macedonia Rock Spring Cemetery maintenance agreement.



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Discussion on the Macedonia Rock Spring Cemetery

Submitted By: Executive Offices

Date Submitted: 6/26/2025

Work Session Date: 7/7/2025

Council Meeting Date: 7/7/2025

Background/History:

Mrs. Delores Prothro-Saulsberry has requested to speak to the governing body regarding the upkeep of the Macedonia Rock Spring Cemetery maintenance agreement.

Action Requested from Council: Approval

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

Public comment

From Randi Rainey <rrainey@forestparkga.gov>

Date Thu 6/26/2025 2:43 PM

To Randi Rainey <rrainey@forestparkga.gov>

Honorable Mayor, Angelyne Bulter

My name is Delores Prothro-Saulsberry.

With respect I would like to speak at the July 7, 2025, council meeting regarding the upkeep of the Macedonia, Rock Spring Cemetery, maintenance agreement.

Thanks,

Delores Prothro-Saulsberry

Best Regards,



CITY OF
FORESTPARK

Randi Rainey

City Clerk, MMC

City of Forest Park

Phone: (404) 366-4720 | Mobile: (470) 599-1538

745 Forest Parkway | Forest Park, GA 30297

[|rrainey@forestparkga.gov](mailto:rrainey@forestparkga.gov)

www.forestparkga.gov



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File Attachments for Item:

3. Recognition of Life-Saving Accomplishments-Police Department

Background/History:

On May 14, 2025, members of the Forest Park Police Department demonstrated exceptional courage, decisiveness, and an unwavering commitment to the preservation of life during a life-threatening incident.

In this incident, Lieutenant Arnold and Corporal Coley-Hebron responded swiftly and with the highest degree of professionalism. Their quick assessment of the situation, effective application of life-saving measures, and ability to remain composed under pressure directly resulted in a life being saved. Their actions were not only a testament to their advanced training and preparedness but also a reflection of their deep sense of duty to the citizens they serve.

These officers embody the core values of the Forest Park Police Department—integrity, service, and excellence. Their conduct during these critical incidents represents the very best of public service and serves as an inspiration to their peers and the broader community.

Today, we honor their heroism and dedication. The City of Forest Park proudly commends Lieutenant Arnold and Corporal Coley-Hebron for their outstanding service and the extraordinary impact they have made through their brave and selfless actions.

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Recognition of Life-Saving Accomplishments

Submitted By: Chief Brandon Criss

Date Submitted: June 9, 2025

Work Session Date: June 16, 2025

Council Meeting Date: June 16, 2025

Background/History:

On **May 2, 2025**, and again on **May 14, 2025**, members of the Forest Park Police Department demonstrated exceptional courage, decisiveness, and an unwavering commitment to the preservation of life during two separate, life-threatening incidents.

In both events, **Lieutenant Arnold**, **Lieutenant Sparks**, and **Corporal Coley-Hebron** responded swiftly and with the highest degree of professionalism. Their quick assessment of the situations, effective application of life-saving measures, and ability to remain composed under pressure directly resulted in lives being saved. Their actions were not only a testament to their advanced training and preparedness but also a reflection of their deep sense of duty to the citizens they serve.

These officers embody the core values of the Forest Park Police Department—integrity, service, and excellence. Their conduct during these critical incidents represents the very best of public service and serves as an inspiration to their peers and the broader community.

Today, we honor their heroism and dedication. The City of Forest Park proudly commends Lieutenant Arnold, Lieutenant Sparks, and Corporal Coley-Hebron for their outstanding service and the extraordinary impact they have made through their brave and selfless actions.

Action Requested from Council: Vote for Approval

Cost: 0

Budgeted for: _____ **Yes** x **No**

Financial Impact: Not applicable

File Attachments for Item:

4. Presentation by Partnership for Southern Equity about the Park at Fort Gillem

Background/History:

In 2012, the City of Forest Park, through the Urban Redevelopment Agency (URA), purchased Fort Gillem as part of the Base Realignment and Closure (BRAC) initiative. The acquisition included 125 units of former military (Wherry) housing, repurposed by the Army as naturally occurring affordable housing (NOAH), namely The Park at Ft. Gillem. There was a stipulation to honor the pre-existing third-party property management contract until its conclusion in October 2025.

In January 2025, the URA partnered with Partnership for Southern Equity (PSE), an Atlanta-based nonprofit dedicated to advancing racial equity and shared prosperity across metro Atlanta and the American South.

This partnership aims to explore aligned opportunities for the Park at Fort Gillem in key areas such as:

Economic Inclusion

Equitable Development

Environmental Justice

Energy Equity

The project objectives include:

Ensure transparency, equity, and inclusiveness in stakeholder engagement

Collect qualitative and quantitative data to understand residents' needs

Identify opportunities to mitigate resident hardships

Equip the City of Forest Park and the URA Board with robust data and insights to guide future decisions regarding the Park at Fort Gillem

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Presentation by Partnership for Southern Equity about the Park at Fort Gillem

Submitted By: Economic Development

Date Submitted: 6/30/2025

Work Session Date: 7/21/2025

Council Meeting Date: 7/21/2025

Background/History:

In 2012, the City of Forest Park, through the Urban Redevelopment Agency (URA), purchased Fort Gillem as part of the Base Realignment and Closure (BRAC) initiative. The acquisition included 125 units of former military (Wherry) housing, repurposed by the Army as naturally occurring affordable housing (NOAH), namely The Park at Ft. Gillem. There was a stipulation to honor the pre-existing third-party property management contract until its conclusion in October 2025.

In January 2025, the URA partnered with Partnership for Southern Equity (PSE), an Atlanta-based nonprofit dedicated to advancing racial equity and shared prosperity across metro Atlanta and the American South.

This partnership aims to explore aligned opportunities for the Park at Fort Gillem in key areas such as:

- Economic Inclusion
- Equitable Development
- Environmental Justice
- Energy Equity

The project objectives include:

- Ensure transparency, equity, and inclusiveness in stakeholder engagement
- Collect qualitative and quantitative data to understand residents' needs
- Identify opportunities to mitigate resident hardships
- Equip the City of Forest Park and the URA Board with robust data and insights to guide future decisions regarding the Park at Fort Gillem

Action Requested from Council: Approval

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

The Park at Fort Gillem Project Update

July 21, 2025

Who is Partnership for Southern Equity?

Founded in 2008, the Partnership for Southern Equity (PSE) **advances policies and institutional actions that promote racial equity and shared prosperity** for all in the growth of metropolitan Atlanta and the American South.

Through trainings, forums, research, and engagement efforts, **PSE brings together the regional community to advance just, sustainable, and humane practices** for balanced growth and opportunity.

The Project Team

City of Forest Park

Kimberly James

City Council Member, URA Board
Chair

Rochelle Dennis

Interim Economic Development
Director, Main Street Manager

Charise Clay

Economic Development Staff
Assistant

Ricky Clark

City Manager

Partnership for Southern Equity

Kaziem Woodbury

Just Solutions Director

Jennifer Cobb

Just Solutions Manager

Phoebe Milledge

Jr. Management Analyst

Resident Advisory Committee

Angela Hernandez

**Carolyn Harris-
DeLaney**

Delunda Cobb

Antinette Wilson

Phillisa G.

Joann Thomas

Josephine Martin

Raven Dean

Ronneka Wilson

Background

In 2012, the City of Forest Park, through its Urban Redevelopment Agency (URA), purchased Fort Gillem as part of the Base Realignment and Closure (BRAC) initiative.

- Acquisition included **125-units of former military (Wherry) housing**, repurposed by the Army as naturally occurring affordable housing (NOAH), namely The Park at Ft. Gillem
- **Stipulation:** Honor the pre-existing third-party property management contract until its conclusion in October 2025
- The **URA partnered with PSE** to understand who lives here, their needs, priorities, and lived experiences, so future decisions reflect the people most impacted



PROJECT OBJECTIVES



Project Objectives

1. **Ensure transparency, equity, and inclusivity** in stakeholder engagement.
2. **Collect qualitative and quantitative data** to gain a comprehensive understanding of residents' experiences, perspectives, and needs.
3. **Identify opportunities to mitigate resident hardships** that may arise through the URA's decision-making process.
4. **Equip the City of Forest Park and the URA Board with robust data and insights to guide future decisions** regarding Park at Fort Gillem.

Project Activities to Date

Item # 4.

Phase I: Discovery, Assessment, & Training (Jan – Jul)

- ✓ Objective 1: Finalize the work plan
- ✓ Objective 2: Equitable Development and Anti-displacement Training
- ✓ Objective 3: Survey design
- Objective 4: Thriving Communities Technical Assistance – *in progress*
- Objective 5: Site History & Existing Conditions Assessment – *in progress*

Key Phase I Activities:

- Facilitated 3 hour in-person training with four URA board members and two Economic Development staff
- Engaged with affordable housing developers interested in redeveloping the property
- Reviewed background documents regarding site history and current payroll

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Project Activities to Date

Phase II: Community Engagement (Mar – Oct)

Item # 4.

- ✓ Objective 1: Form Resident Advisory Committee
- ✓ Objective 2: Communications Strategy Roadmap Design
(*codesigned with committee*)
- ❑ Objective 3: Community Engagement Activities – *in progress*



Key Phase II Activities:

- Drafted an introductory letter to inform residents about the engagement efforts and distributed door-to-door
- Supported a community block party kick-off event in April and completed door-to-door canvassing to promote awareness and attendance
- Designed and distributed a survey with a 43% response rate from leaseholders
- Recruited a committee of 10 residents and facilitated 6 meetings to-date
- Hosted one resident meeting and planning for the second event on July 24th

Project Activities to Date

Phase III: Findings (Jul – Oct)

Item # 4.

- ❑ Objective 1: Community Findings Report – *in progress*
- ❑ Objective 2: Technical Assistance Advisement – *in progress*

Key Phase II Activities:

- Finalized survey results and created a plan to share findings with URA
- Reviewed and analyzed data shared by city attorney to inform recommendations within the Community Findings Report
- Began developing case studies and best practices research in equitable development of BRAC sites

PRELIMINARY FINDINGS



Site Snapshot

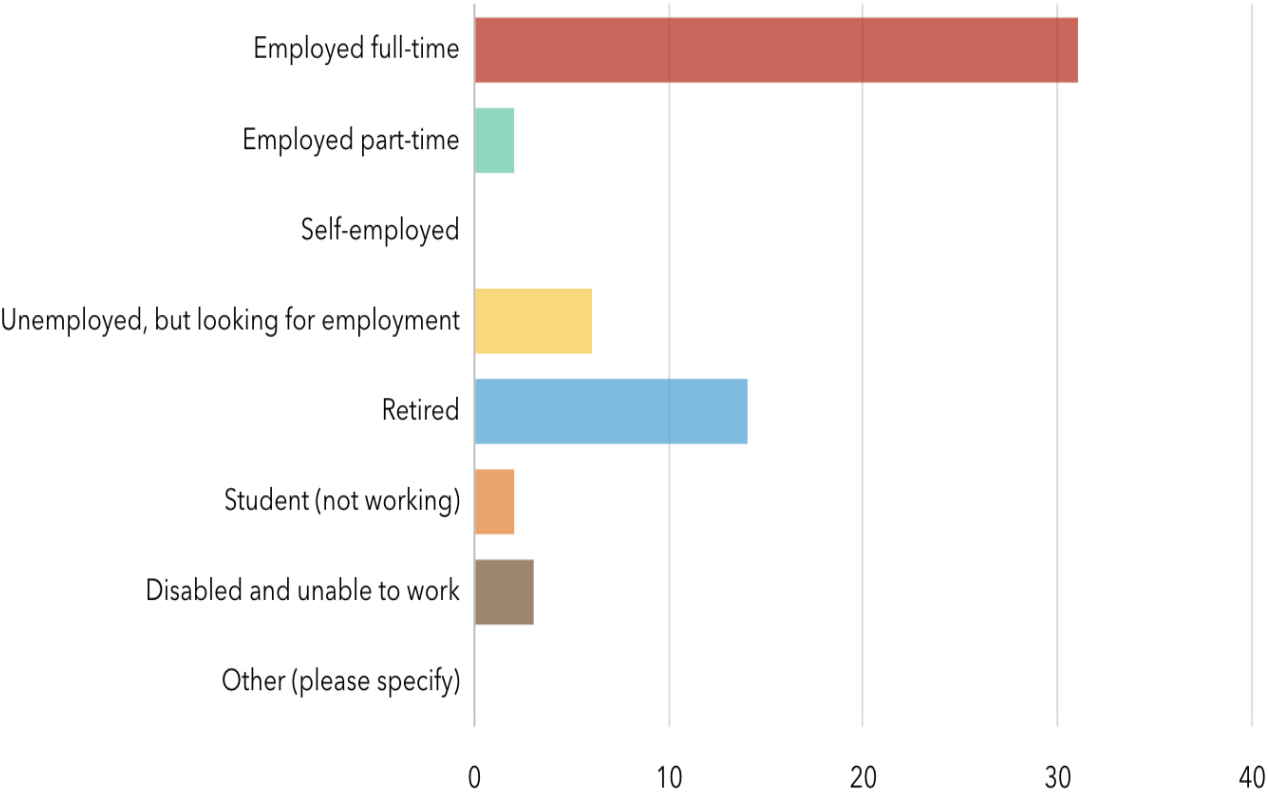


- The estimated site area ranges between **31.26 – 34.34 acres**.
- There are **113 of 125 (2-3 BD)** units occupied as of March 2025.
- Average rent charged is **\$611.93 per month (simplex/duplex)**.
- Average household size is **2.33 people per household**.
- The **most reported issues** were high utility costs, missing insulation, outdated windows, accessibility, pest problems, poor air quality, and lack of general upkeep.
- Visible presence of mold and deteriorated roofing conditions. Sidewalks and roads are visibly **cracked and uneven** due to overgrown tree roots and lack of upkeep.
- Residents appreciate the open space, but the majority would like to see a **designated play area** and **communal space**.
- The most common phrases used to describe the neighborhood were “**peaceful**”, “**quiet**”, and “**safe**”.

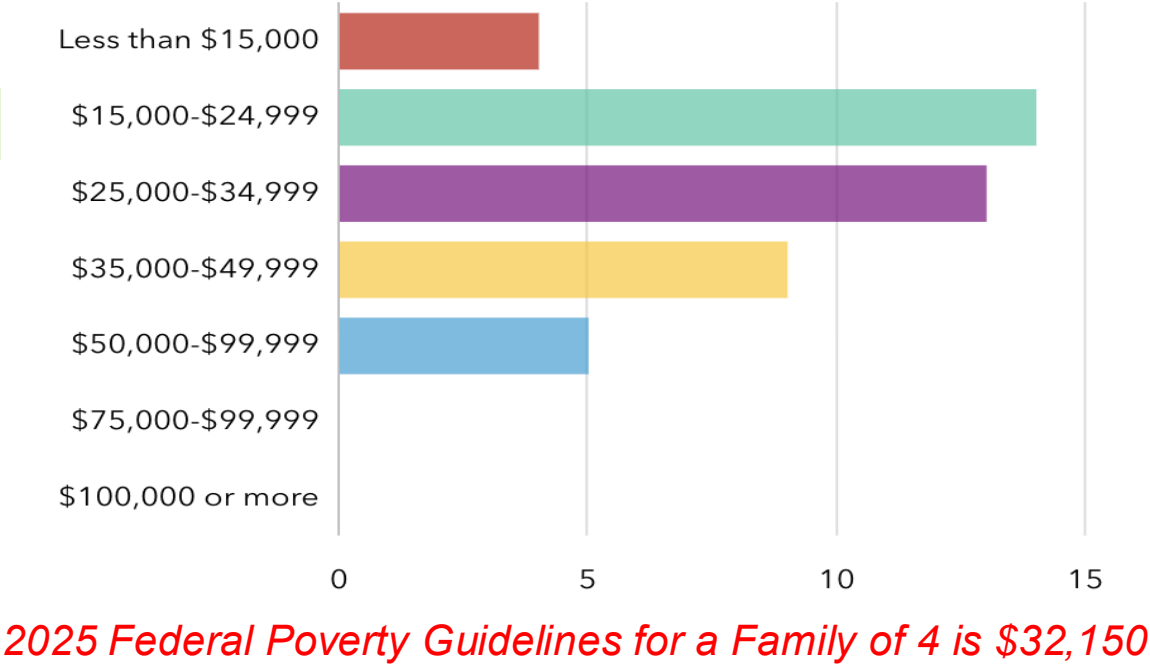
WHAT WE'VE HEARD SO FAR: Demographics

51 completed surveys; 44 are leaseholders representing a total of 93 household members.

What is the current employment status of adults (ages 18 or older) living in your household?



What is your total household income?



Over 60% of residents reported a household income below \$35,000, with 35% of residents earning less than \$25,000.

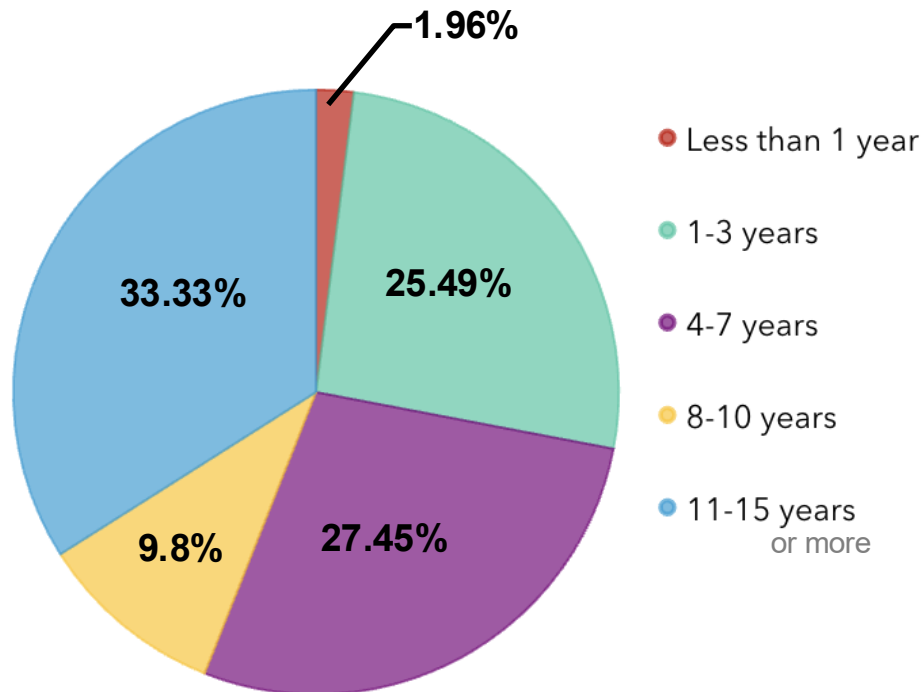
WHAT WE'VE HEARD SO FAR:

Housing Experience

Is your current residence an improvement over your prior residence?

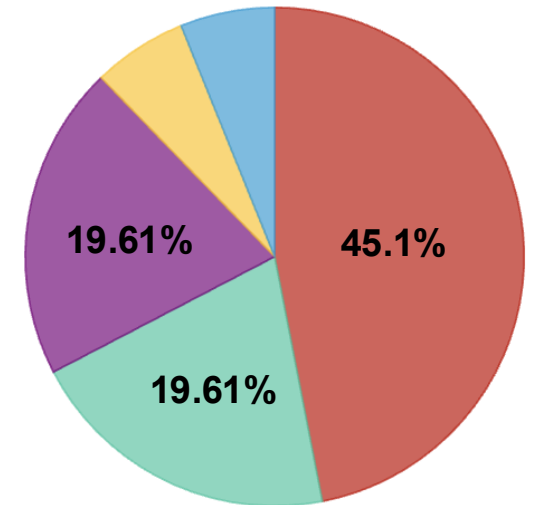
Item # 4.

How long have you lived in this housing development?



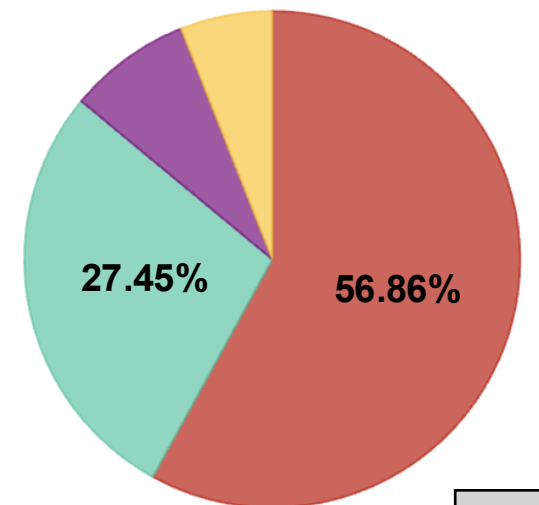
- Residents reported enjoying living at The Park at Ft. Gillem.
- Residents reported having good relationships with their neighbors, feeling safe, and believe it is a good place to raise kids.
- 70% of residents have lived in Ft. Gillem for at least 4 years, some as many as 30 years.

- Yes
- No
- About the same
- Not applicable
- Prefer not to say



How satisfied are you with your current housing situation?

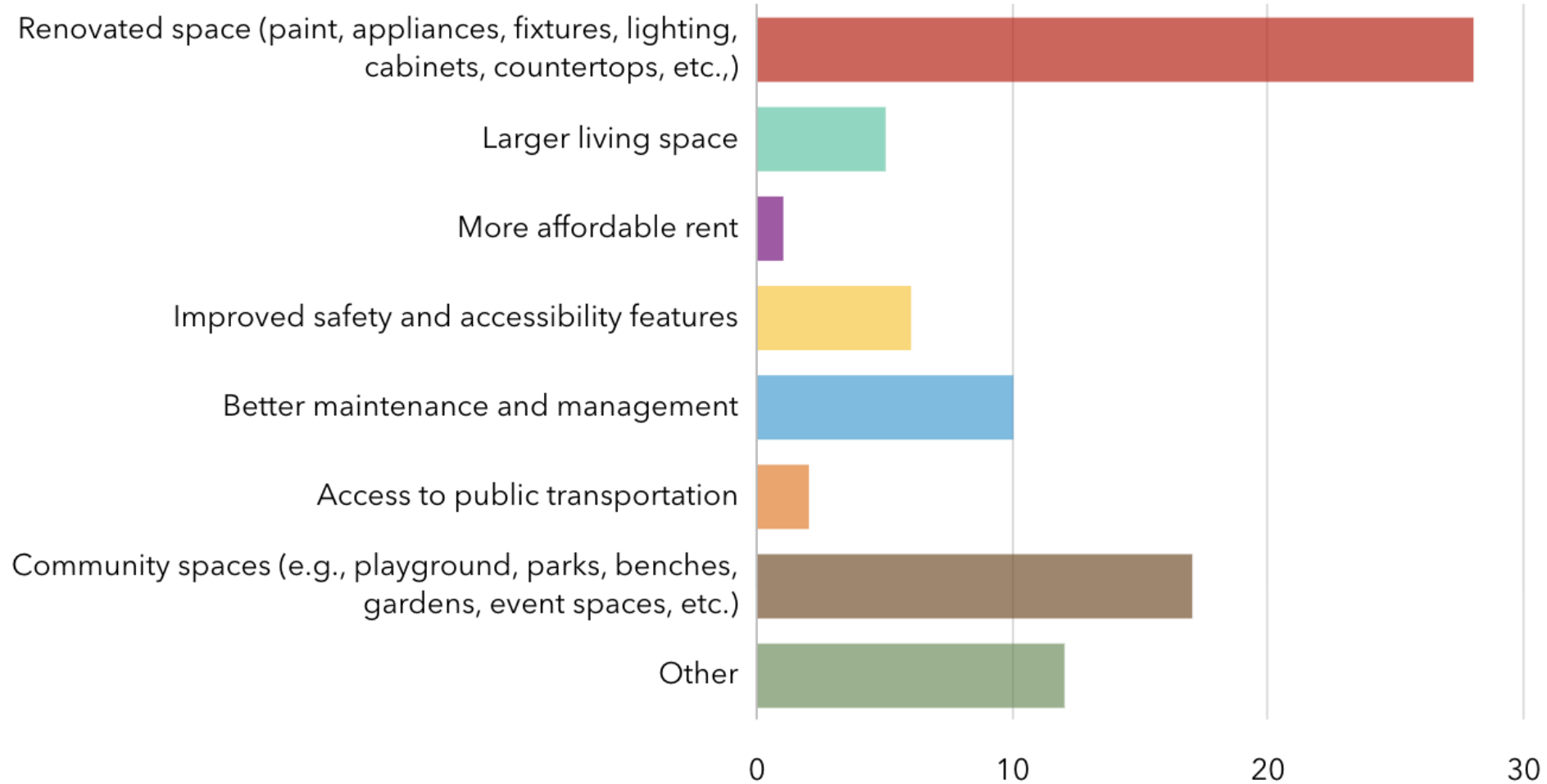
- Very satisfied
- Somewhat satisfied
- Neutral
- Somewhat dissatisfied
- Very dissatisfied



WHAT WE'VE HEARD SO FAR:

Goals & Aspirations

What improvements would you like to see in your home or residential community, if any?



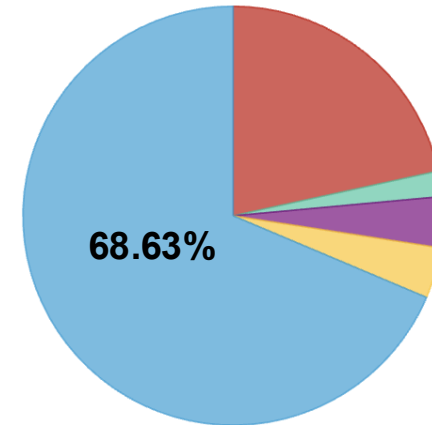
"More could be done to bring [our homes] up to *livable conditions*."

CONCERNS WE'VE HEARD SO FAR:

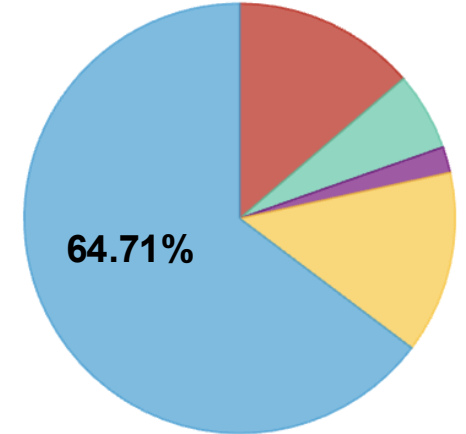
How concerned are you about the following issues if redevelopment occurs?

- Not at all
- Slightly
- Moderately
- Very
- Extremely

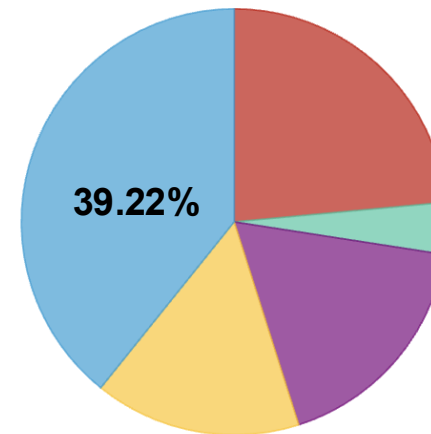
Eviction/Displacement



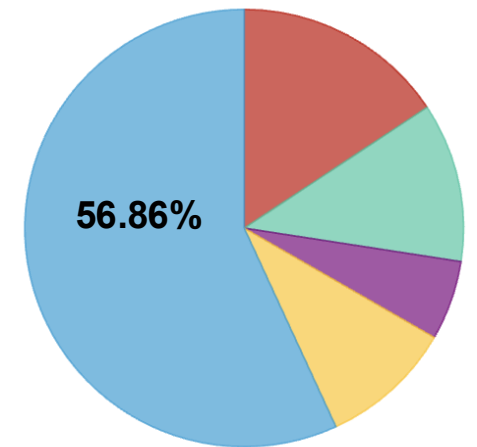
Lack of Affordable Housing Options



Loss of Community



Higher Rent/ Utility Costs



NEXT STEPS



Next Steps

- ❑ Complete and share the **Findings Report**
- ❑ Assist the URA with a **community-informed** property management transition plan
- ❑ Host the **second community meeting July 24th** and **share resources** with residents
- ❑ Advise the URA and the City on how to **communicate and implement final decisions** with The Park at Fort Gillem residents

QUESTIONS & ANSWERS



Communications Channels



Resident Inbox: ftgillem@psequity.org

PSE Team

- Kaziem Woodbury: kwoodbury@psequity.org
- Jennifer Cobb: jcobb@psequity.org
- Phoebe Milledge: phoebe.milledge@psequity.org

File Attachments for Item:

5. Financial Reporting of the FY2024-2025 Monthly Financial Report

Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Financial Reporting of the FY2024-2025 Monthly Financial Report

Submitted By: John Wiggins

Date Submitted: 7/15/2025

Work Session Date: 7/21/2025

Council Meeting Date: 7/21/2025

Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

Cost: \$0.00

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

Action Requested from Council:



Item # 5.

FY2024-2025 MONTHLY FINANCIAL REPORT

John Wiggins

Finance Director

470-599-8286 | jwiggins@forestparkga.gov



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General Fund June Summary by Category

Period 6/30/2025

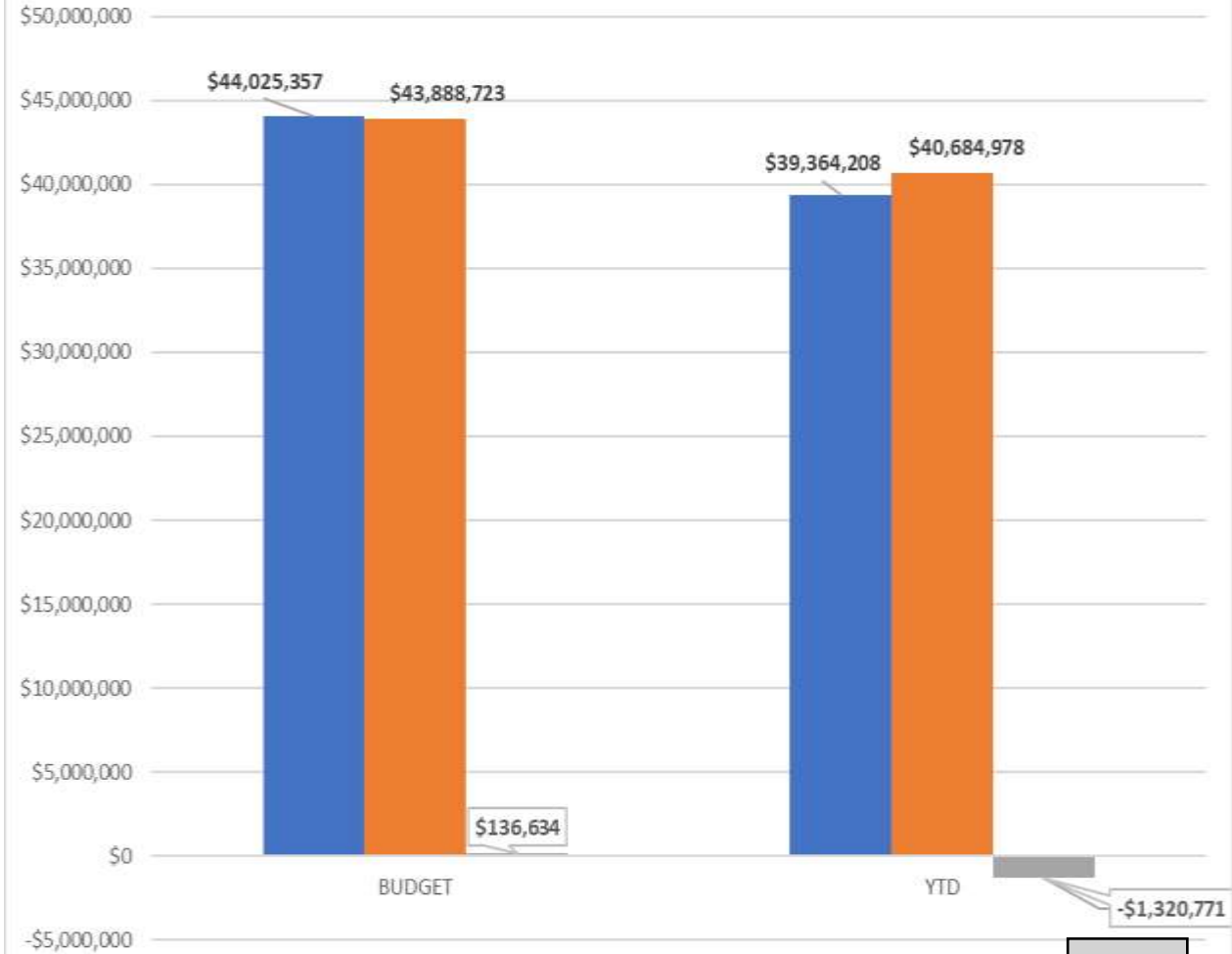
Beginning Fund Balance -->

14,574,282

Revenue	CATEGORY	Budget	Month	YTD ACTUAL	BALANCE
31 Taxes		\$35,029,503	\$1,003,421	\$30,991,595	\$4,037,908
32 Licenses and Permits		\$1,051,216	\$17,555	\$734,840	\$316,376
33 Intergovernmental Revenues		\$226,870	\$0	\$194,101	\$32,769
34 Charges for Services		\$1,114,119	\$53,744	\$1,065,779	\$48,340
35 Fines and Forfeitures		\$3,400,388	\$152,272	\$3,485,784	-\$85,396
36 Investment Income		\$464,165	\$43,954	\$495,859	-\$31,694
37 Contributions & Donations		\$13,388	\$0	\$13,388	\$0
38 Miscellaneous Revenue		\$1,802,729	\$5,319	\$1,557,324	\$245,405
39 Other Financing Sources		\$922,979	\$0	\$825,540	\$97,439
REVENUE TOTAL		\$44,025,357	\$1,276,265	\$39,364,208	\$4,661,149

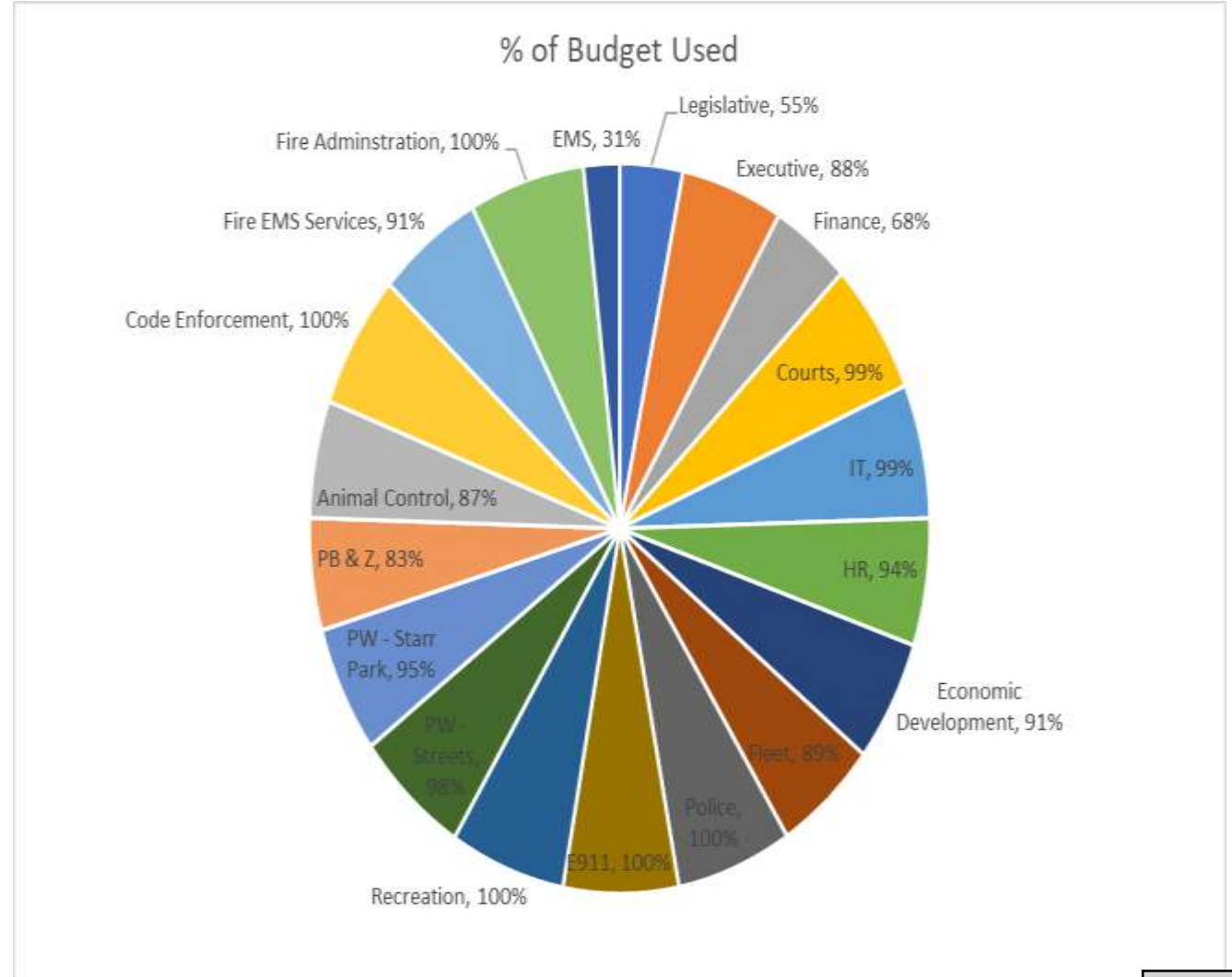
Expenses	CATEGORY	Budget	Month	YTD ACTUAL	BALANCE
51 Personal Services		\$30,418,053	\$3,063,136	\$30,087,427	\$330,626
52 Purchased/Contracted Services		\$6,172,533	\$594,301	\$5,249,888	\$922,645
53 Supplies		\$4,250,863	\$649,438	\$3,903,165	\$347,698
54 Capital Outlay		\$324,378	\$50,535	\$107,238	\$217,140
57 Other Costs		\$250,000	\$0	\$152,391	\$97,609
58 Interest		\$236,653	\$0	\$34,869	\$201,784
61 Other Financing Uses		\$2,236,243	\$0	\$1,150,000	\$1,086,243
EXPENSE TOTAL		\$43,888,723	\$4,357,411	\$40,684,978	\$3,203,745

Budget to Actual Financial Report



General Fund June Summary by Department

Department	Budget	Actual	Balance	% of Budget Used
Legislative	1,017,989	555,648	462,341	55%
Executive	1,521,684	1,344,763	176,921	88%
Finance	5,505,727	3,761,449	1,744,278	68%
Courts	1,433,804	1,415,431	18,373	99%
IT	1,797,358	1,784,864	12,494	99%
HR	773,472	727,347	46,125	94%
Economic Development	412,190	373,240	38,950	91%
Fleet	1,611,487	1,429,203	182,284	89%
Police	10,801,225	10,801,225	(0)	100%
E911	1,174,132	1,174,132	(0)	100%
Recreation	2,366,375	2,366,375	0	100%
PW - Streets	3,430,886	3,366,063	64,823	98%
PW - Starr Park	55,700	52,699	3,001	95%
PB & Z	1,215,403	1,006,770	208,633	83%
Animal Control	140,694	121,959	18,735	87%
Code Enforcement	657,566	657,566	(0)	100%
Fire EMS Services	1,605,349	1,460,580	144,769	91%
Fire Administration	8,247,025	8,247,025	(0)	100%
EMS	123,520	38,639	84,881	31%
Total GF Department	43,891,586	40,684,978	3,206,608	93%



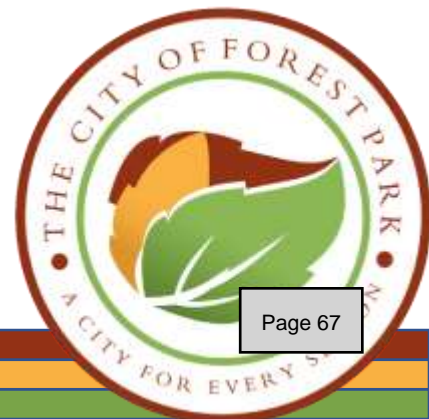
All Other Funds June Summary Table

FUND	FUND NUMBER	REVENUE BUDGET	REVENUE ACTUAL	REVENUE BALANCE		EXPENSE BUDGET	EXPENSE ACTUAL	EXPENSE BALANCE
Federal DEA Fund	210	118,000.00	13,864.76	104,135.24		278,000.00	274,110.01	3,889.99
Local Drug Task Fund	211	23,962.00	17,318.19	6,643.81		20,000.00	19,171.74	828.26
Federal Dept of Treasury	214	47,352.00	48,249.45	(897.45)		20,000.00	68,652.47	(48,652.47)
E911 Fund	215	358,841.00	358,841.16	(0.16)		370,000.00	316,213.56	53,786.44
Multiple Grants Fund	250	869,905.00	655,723.49	214,181.51		583,923.00	562,628.59	21,294.41
ARPA Fund	253	2,598,748.00	-	2,598,748.00		3,637,545.00	2,072,526.16	1,565,018.84
Tax Allocation Dist #1	270	423,964.00	426,853.73	(2,889.73)		100,500.00	350,247.40	(249,747.40)
Hotel Motel Tax	275	117,708.00	107,143.04	2,917.98		322,708.00	172,661.92	150,046.08
Capital Improvement Fund	300	1,904,143.00	-	1,904,143.00		1,904,143.00	1,769,932.92	134,210.08
2008 SPLOST FUND	320	163,400.00	165,519.28	(2,119.28)		12,000.00	218,766.32	(206,766.32)
2015 SPLOST FUND	325	117,708.00	125,836.39	(8,128.39)		1,582,425.00	1,719,453.45	(137,028.45)
2021 SPLOST FUND	326	21,251,384.00	6,538,644.59	14,712,739.41		19,176,052.00	1,098,692.16	18,077,359.84
Sanitation	540	1,789,047.00	1,530,941.36	258,105.64		1,788,663.00	1,522,413.87	266,249.13
DA Fund	580	1,458,580.00	1,808,579.60	(349,999.60)		-	1,555,989.80	(1,555,989.80)
URA Fund	585	48,424,838.00	668,179.10	48,318,708.60		3,081,050.00	2,205,217.92	875,832.08
DDA Fund	590	4,551,996.00	3,720,144.23	831,851.77		1,429,768.00	1,053,718.18	376,049.82

Q&A

Item # 5.

THANK YOU!



File Attachments for Item:

6. Recreation and Leisure Year-End Review – Recreation and Leisure Services Department

Background/History:

In celebration of Parks and Recreation month, the Recreation and Leisure Services Department would like to highlight some of the amazing accomplishments during the FY25 budget year.



CITY OF
FOREST PARK

City Council Agenda Item

Subject: Year-end review – Recreation and Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: June 30, 2025

Work Session Date: July 7, 2025

Council Meeting Date: July 7, 2025

Background/History:

In celebration of Parks and Recreation month the Recreation and Leisure services department would like to highlight some of the amazing accomplishments during the FY25 budget year.

Cost: \$ No Cost

Budgeted for: _____ Yes _____ No

Financial Impact:

No Financial impact

Action Requested from Council:

No action needed

File Attachments for Item:

7. Forest Park Fire & EMS Introduction to (2) New Firefighter/AEMTs

The Forest Park Fire & EMS has onboarded two (2) new members to the Department:

Jose Moralez – Firefighter/AEMT

Tanelle Hunter – Firefighter/AEMT

Chief Clemons will present the introductions.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Forest Park Fire & EMS Introduction to (2) New Firefighter/AEMTs

Submitted By: Sandra Davis – Office Coordinator

Date Submitted: June 30, 2025

Work Session Date: July 7, 2025

Council Meeting Date: July 7, 2025

The Forest Park Fire & EMS has onboarded two (2) new members to the Department:

- Jose Moralez – Firefighter/AEMT
- Tanelle Hunter – Firefighter/AEMT

Chief Clemons will present the introductions.

Cost: \$ N/A **Budgeted for:** ____ **Yes** ____ **No**

Financial Impact: NONE

Action Requested from Council: NONE – Introductions of new hires and promoted staff

File Attachments for Item:

8. Proclamation In Recognition of National Parks and Recreation Month– Recreation and Leisure Services Department

Background/History:

Since 1985, citizens across the United States have celebrated Park and Recreation Month in July to promote strong, vibrant and resilient communities through the power of parks and recreation. During this observance month, municipalities throughout the nation recognized the more than 160,000 full-time park and recreation professionals, along with hundreds of thousands of part-time and seasonal workers and volunteers who maintain our nation's local, state and community parks. The City of Forest Park would like to acknowledge the exceptional efforts and dedication of the City's Recreation and Leisure Services Department, which continues to offer safe and accessible activities and programs for youth, adults, families, senior citizens and other local constituents.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Proclamation In Recognition of National Parks and Recreation Month– Recreation and Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: June 30, 2025

Work Session Date: July 7, 2025

Council Meeting Date: July 7, 2025

Background/History:

Since 1985, citizens across the United States have celebrated Park and Recreation Month in July to promote strong, vibrant and resilient communities through the power of parks and recreation. During this observance month, municipalities throughout the nation recognized the more than 160,000 full-time park and recreation professionals, along with hundreds of thousands of part-time and seasonal workers and volunteers who maintain our nation's local, state and community parks. The City of Forest Park would like to acknowledge the exceptional efforts and dedication of the City's Recreation and Leisure Services Department, which continues to offer safe and accessible activities and programs for youth, adults, families, senior citizens and other local constituents.

Cost: \$ No Cost

Budgeted for: _____ Yes _____ No

Financial Impact:

No Financial impact

Action Requested from Council:

No action needed



PROCLAMATION

WHEREAS, parks and recreation are an integral part of communities throughout this country, including the City of Forest Park; and

WHEREAS, parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, parks and recreation encourage physical activities by providing space for popular sports, hiking trails, swimming pools, and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation are a leading provider of healthy meals, nutrition services, and education; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth sports, and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation are essential and adaptable infrastructure that make our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

NOW, THEREFORE, BE IT PROCLAIMED, the Forest Park Governing Body proudly recognizes that July is recognized as Park and Recreation Month in the City of Forest Park.

IN WITNESS WHEREOF, we have hereunto set our hand on this 7th day of July 2025 and have caused the Official Seal of the great City of Forest Park to be affixed hereto:

Angelyne Butler, MPA
Mayor

Councilmember Kimberly James
Ward 1

Councilmember Delores A. Gunn
Ward 2

Councilmember Hector Gutierrez
Ward 3

Councilmember Latresa Akins-Wells
Ward 4

Councilmember Allan Mears
Ward 5

File Attachments for Item:

9. Council Approval of a Resolution Authorizing the Annual Renewal of CAD and RMS Software Services– IT Department

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Central Square CAD/RMS Annual Licensing Renewal – IT Department

Submitted By: Josh Cox, IT Director

Date Submitted: July 14th, 2025

Work Session Date: July 21st, 2025

Council Meeting Date: July 21st, 2025

Background/History:

This is the annual renewal for the Police Department's CAD and RMS systems. This is the 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.

Cost: \$ 161,008.21

Budgeted for: x Yes No

None

This item is being brought to council for approval due to the amount. This is a budgeted item that must be renewed every year for the PD to maintain their CAD/RMS system



Invoice

Item # 9.

Invoice No
438683

Date
5/28/2025

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Superion, LLC, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
Forest Park Police Department
Joshua Cox
745 Forest Parkway
Forest Park GA 30297
United States

Ship To
Forest Park Police Department
Joshua Cox
745 Forest Parkway
Forest Park GA 30297
United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

Description	Units	Rate	Extended
Quote No. Q-210468			
1 JMS-MS DISPLAY - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	2,938.85	2,938.85
2 ONESolution Court Base - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	9,434.32	9,434.32
3 ONESolution Traffic Citation Acctg Transmission Sys (TCATS) - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	2,452.92	2,452.92
4 ONESolution Police-to-Police - Annual Subscription Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	0.00	0.00
5 OneSolution Freedom Premium Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:7/1/2025, End: 6/2/2026	5	165.77	828.85
6 ONESolution Courtware Citation Export Interface Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	5,180.16	5,180.16
7 ONESolution Freedom Server Software - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	814.51	814.51
8 ONESolution Freedom Premium - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	3	93.09	279.27
9 ONESolution Computer-Aided Dispatch System - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	14,457.02	14,457.02



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1000 Business Center Drive
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Bill To
Forest Park Police Department
Joshua Cox
745 Forest Parkway
Forest Park GA 30297
United States

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5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
10	ONESolution E911 Interface - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,653.07	1,653.07
11	ONESolution CAD Map Display & Map Maint Software Lic - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,352.54	1,352.54
12	ONESolution CAD Map Display & Map Maint Software Lic - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	2	450.85	901.70
13	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	3	90.16	270.47
14	ONESolution CAD Resource Monitor Display License With Maps - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	3	300.56	901.67
15	ONESolution State/NCIC Messaging Software - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	6,011.23	6,011.23
16	ONESolution MCT Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	10,519.66	10,519.66
17	ONESolution CAD Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	3	601.15	1,803.45
18	ONESolution CAD to CryWolf Interface - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	601.14	601.14



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Customer No	Customer Name	Customer PO #	Currency	Due Date
5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
19	ONESolution Records Management System - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	14,827.73	14,827.73
20	ONESolution RMS Workstation - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	400.73	400.73
21	ONESolution Accident - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,202.21	1,202.21
22	ONESolution Accident Wizard Base Server License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,335.84	1,335.84
23	ONESolution Crime Analysis - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	3,339.58	3,339.58
24	ONESolution RMS Map Display & Pin Mapping License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,603.01	1,603.01
25	ONESolution Calls For Service - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	400.73	400.73
26	ONESolution Gang - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	2,003.76	2,003.76
27	ONESolution Generic Permit - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	667.93	667.93
28	ONESolution Link Analysis - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	3,339.58	3,339.58



Invoice

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5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
29	ONESolution Notification - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	2,591.52	2,591.52
30	ONESolution Pawn Batch Ticket Processing - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,469.44	1,469.44
31	ONESolution Professional Standards - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	4,675.41	4,675.41
32	ONESolution Property & Evidence - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,469.44	1,469.44
33	ONESolution Barcoding Server License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	667.93	667.93
34	ONESolution Barcoding Hand-Held Client License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	425.81	425.81
35	ONESolution Residential Security Watch - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	400.73	400.73
36	ONESolution Mugshot Capture Station Software - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	1,469.44	1,469.44
37	ONESolution Mobile Server Software - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	6,011.23	6,011.23



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5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
38	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	45	265.84	11,962.77
39	ONESolution MCT Client-MAPS - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	45	53.45	2,405.22
40	ONESolution MFR Client - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	35	265.84	9,304.38
41	ONESolution MFR Client-Accident Reporting - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	35	133.54	4,674.01
42	ONESolution Accident Wizard - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	35	40.08	1,402.84
43	ONESolution MFR Client-Citation - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	35	133.59	4,675.48
44	ONESolution MFR Client-Arrest - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	35	80.16	2,805.64
45	ONESolution MFR Client-MOBLAN Version - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	2	133.58	267.16
46	ONESolution Mobile Field Reporting Server - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	4,675.41	4,675.41
47	ONESolution MCT Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	45	40.08	1,803.63



Invoice

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5871LG	Forest Park Police Department		USD	6/27/2025

Invoice Sequence Number 1 of 1

	Description	Units	Rate	Extended
48	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	1	2,003.76	2,003.76
49	ONESolution MFR Client-MOBLAN Version - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	10	133.59	1,335.86
50	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee Maintenance: Start:7/1/2025, End: 6/2/2026	3	90.16	270.47
51	OneSolution Freedom Premium Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:6/3/2025, End: 6/2/2026	12	171.20	2,054.40
52	ONESolution Pagegate Interface Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:6/3/2025, End: 6/2/2026	1	428.00	428.00
53	ONESolution Alpha Numeric Paging Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:6/3/2025, End: 6/2/2026	1	2,236.30	2,236.30

Please include invoice number(s) on your remittance advice.

ACH:

Routing Number 121000358
Account Number 1416612641
E-mail payment details to: Accounts.Receivable@CentralSquare.com

Check:

12709 Collection Center Drive
Chicago, IL 60693

Subtotal 161,008.21

Tax 0.00

Invoice Total 161,008.21

Payments Applied 0.00

Balance Due **USD 161,008.21**

File Attachments for Item:

**10. Council Approval of a Resolution Authorizing Lighting Service Agreements for 4576–4650
Burks Road and Springdale Road – Public Works Department**

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Lighting Service Agreements for 4576-4650 Burks Rd & Springdale Rd – Public Works

Submitted By: Nigel Wattley

Date Submitted: 7-14-2025

Work Session Date: 7-21-2025

Council Meeting Date: 7-21-2025

Background/History:

The City Of Forest Park is seeking approval from the Council to enter into 2 Lighting Service Agreements with Georgia Power. These agreements with Georgia Power will mitigate the low lighting issues at 2 locations in the City listed below. For both Service agreements, the City will incur a monthly cost of \$254.79 or \$3,057.48 per year.

- | | | | |
|-------------|--------------------|-----------------------------|----------------------|
| • #LP107362 | 4576-4650 Burks Rd | 7 additional light fixtures | \$1,576.68 per year. |
| • #LP107983 | Springdale Rd | 5 additional light fixtures | \$1,480.80 per year. |

Street Lighting 100-51-4260-53-1233

Action Requested from Council:

Approval of 2 Service Agreements

Cost: \$ 3,057.48 per year

Budgeted for: X Yes No

Financial Impact:

Project # LP107983

Customer Legal Name FOREST PARK CITY OF DBA _____

Service Address 0 ROADWAY LIGHTING FOREST PARK GA 30050 County Clayton - GA

Mailing Address 5230 JONES RD FOREST PARK GA 30050

Email _____ Tel # _____ Alt Tel # _____

Tax ID# 0000 Business Description _____

Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 78874-82007

Note: LED Roadway lights must be set up on a different account

Selected Components						
Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	5	18280	Unmetered	LED	Roadway@\$24.68	\$123.40
Estimated Total						\$123.40

SPRINGDALE RD (BETWEEN FOREST PKWY & FIRST ST): INSTALL 5-14000LUMEN LEDS (\$24.68 EA); REMOVE/UPGRADE 1-5000W LED (-\$14.69)

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Nitika Wilson
Print Title:	Print Title: Sales Engineer
	Phone Number: (770) 403-3882
	Email: nawilson@southernco.com
Date:	Date:

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Governmental Regulated LED Roadway Lights Authorization



Georgia

Item # 10.

Project # LP107362

Customer Legal Name FOREST PARK CITY OF DBA

Service Address 0 ROADWAY LIGHTING FOREST PARK GA 30050 County Clayton - GA

Mailing Address 5230 JONES RD FOREST PARK GA 30050

Email Tel # Alt Tel #

Tax ID# 0000 Business Description LED RW

Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 78874-82007

Note: LED Roadway lights must be set up on a different account

Selected Components

Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	6	10150	Unmetered	LED	Roadway@\$18.77	\$112.62
INS	1	10150	Unmetered	LED	Roadway@\$18.77	\$18.77

Estimated Total

\$131.39

INST 7-8500LUMEN LEDS ALONG BURKS RD BETWEEN 4576-4650; REMOVING 1-5000W LED FOR UPGRADE (-\$14.69)

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Nitika Wilson
Print Title:	Print Title: Sales Engineer
	Phone Number: (770) 403-3882
	Email: nawilson@southernco.com
Date:	Date:

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RESOLUTION NO. 2025-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO ENTER INTO TWO (2) PROFESSIONAL LIGHTING SERVICE AGREEMENTS WITH GEORGIA POWER REGARDING 4576-4650 BURKS ROAD AND SPRINGDALE ROAD FROM THE CITY'S PUBLIC WORKS DEPARTMENT.

WHEREAS, the City of Forest Park, Georgia ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City's Public Works Department ("Department") requests approval to enter into (2) professional lighting service agreements with Georgia Power to mitigate low lighting issues at Springdale Roadway and Burks Roadway; and

WHEREAS, the City shall incur a monthly cost of One Hundred and Thirty-One and 39/100 Dollars (\$131.39), as described in the professional services agreement for Burks Road in **Exhibit A** attached hereto and incorporated herein; and

WHEREAS, the City shall incur a monthly cost of One Hundred and Twenty-Three and 40/100 Dollars (\$123.40), as described in the professional services agreement for Springdale Road in **Exhibit B** attached hereto and incorporated herein; and

WHEREAS, the City agrees to enter into these two (2) agreements for one calendar year with two (2) options to renew; and

WHEREAS, the approval of these two (2) professional lighting service agreements with Georgia Power is necessary for the safety, health, and welfare of the City's citizens.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

Section 1. Approval. The Department's request for the City to enter into the two (2) professional lighting service agreements with Georgia Power concerning Burks Road and Springdale Road as presented to the Mayor and Council on July 21, 2025, is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this 21st day of July 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A BURKS ROAD

Governmental Regulated LED Roadway Lights Authorization



Project # LP107362

Customer Legal Name FOREST PARK CITY OF DBA _____
 Service Address 0 ROADWAY LIGHTING FOREST PARK GA 30050 County Clayton - GA
 Mailing Address 5230 JONES RD FOREST PARK GA 30050
 Email _____ Tel # _____ Alt Tel # _____
 Tax ID# 0000 Business Description LED RW
 Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 78874-82007 **Note: LED Roadway lights must be set up on a different account**

Selected Components						
Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	6	10150	Unmetered	LED	Roadway@\$18.77	\$112.62
INS	1	10150	Unmetered	LED	Roadway@\$18.77	\$18.77

Estimated Total	\$131.39
------------------------	-----------------

INST 7-8500LUMEN LEDS ALONG BURKS RD BETWEEN 4576-4650; REMOVING 1-5000W LED FOR UPGRADE (-\$14.69)

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Nitika Wilson
Print Title:	Print Title: Sales Engineer
	Phone Number: (770) 403-3882
	Email: nawilson@southernco.com
Date:	Date:

EXHIBIT B SPRINGDALE ROAD

Governmental Regulated LED Roadway Lights Authorization



Project # LP107983

Customer Legal Name FOREST PARK CITY OF DBA _____
 Service Address 0 ROADWAY LIGHTING FOREST PARK GA 30050 County Clayton - GA
 Mailing Address 5230 JONES RD FOREST PARK GA 30050
 Email _____ Tel # _____ Alt Tel # _____
 Tax ID# 0000 Business Description _____
 Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 78874-82007 **Note: LED Roadway lights must be set up on a different account**

Selected Components						
Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	5	18280	Unmetered	LED	Roadway@\$24.68	\$123.40

Estimated Total	\$123.40
------------------------	-----------------

SPRINGDALE RD (BETWEEN FOREST PKWY & FIRST ST): INSTALL 5-14000LUMEN LEDS (\$24.68 EA); REMOVE/UPGRADE 1-5000W LED (-\$14.69)

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Nitika Wilson
Print Title:	Print Title: Sales Engineer
	Phone Number: (770) 403-3882
	Email: nawilson@southernco.com
Date:	Date:

File Attachments for Item:

11. Council Approval of a Resolution Authorizing the Issuance of Blanket Purchase Orders- Public Works Department

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Consent Agenda – Request for Blanket Purchase Orders

Submitted By: Nigel Wattley

Date Submitted: 7-15-2025

Work Session Date: 7-21-2025

Council Meeting Date: 7-21-2025

Background/History:

As part of our ongoing efforts to streamline the procurement process, the following contracted or sole source vendor is being presented to create Blanket Purchase Orders:

Waste Management -	\$1,365,000	Sanitation	Fund: 540-72-4520-52-3000
Boswell Oil –	\$400,000	Purchase of Fuel/Oil	Fund: 100-27-4900-53-1270

Action Requested from Council:

Consideration and Approval of Blanket Purchase Orders

Cost: \$ 1,765,000

Budgeted for: ☒ Yes ☐ No

Financial Impact:

File Attachments for Item:

12. Council Approval of a Resolution Authorizing the First Annual Renewal of the 12-Month Sound Equipment Services Agreement with Digital World Live, LLC – Procurement/Recreation and Leisure Services Department

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of 1st Annual Renewal for the full 12-month renewal period for Sound Equipment Services with Digital World Live – Procurement/Recreation and Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: July 14, 2025

Work Session Date: July 21, 2025

Council Meeting Date: July 21, 2025

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 Operation Fund

Cost: \$ 77,850.00

Budgeted for: X Yes No

Financial Impact:

This item is budgeted for the FY25 budget year

Action Requested from Council:

Recreation & Leisure is requesting for approval to renew the contract with the awarded vendor Digital World Live for the full 1-year renewal option.



SUPPLIER MEETING MINUTES

Sound Equipment Services Contract

6/27/2025

Attendees

City of Forest Park: Tarik Maxwell, Recreation and Leisure Director, Talisa Adams, Procurement Manager, Andre Henry, Council Aide & Yazmin Huerta, Asst. Procurement Agent

Digital World Live: Henry Nesbitt, Owner

Purpose

Discuss the contract that the city has with Digital World Live for Sound Equipment Services and address concerns regarding set-up time, operable and sufficient equipment, and qualified staff / point of contact.

Discussion

Recreation and Leisure's Director Tarik Maxwell started the meeting by explaining to Mr. Henry Nesbitt owner of Digital World Live that the council aides had brought to his attention some issues that had occurred during some city events (Gospel Jam and Fun Fridays). Council Aide Andre Henry elaborated by stating that some of the issues were microphones not charged, Digital World Live not on time to effectively set-up, and the provided speakers did not produce clear sound. Andre also stated that during the Gospel Jam, performers were waiting over an hour for sound check and ended up leaving and coming back once Digital World Live arrived.

Mr. Henry stated that he was not aware of these issues or concerns, but did apologize and will ensure to address them with his staff for rectification. Mr. Henry requested to be notified immediately when an issue arises so Digital World Live can address and provide corrective measures immediately.

Procurement Manager Talisa Adams provided the following **RESOLUTIONS** to ensure that both parties meet the contract's expectations and to help alleviate issues that may arise with future events.



SUPPLIER MEETING MINUTES

1. **Forest Park will provide an event agenda plan to include at a minimum: number of performers, bands, sound check time, and time duration of the event to Digital World Live a week before the event, so they can proactively plan for the event. Digital World Live will arrive 4 hours prior to the start time to complete the equipment setup, ensure that enough qualified staff are present, identify the onsite event manager and provide phone numbers to Forest Park to communicate with during the event to immediately address any issues that arise, and ensure that sufficient equipment is available and operable.**
2. **Director Maxwell stated that he normally does send an agenda to the council aides via email and will include Digital World Live as well. Mrs. Talisa requested to include Procurement as well to ensure that all parties are informed and expectations are communicated effectively.**
3. **Council Aides will provide event details to all performers/bands when securing bookings to include at a minimum: sound check time, performance time slot, and identify any specific need for or from performers/bands to ensure smooth and effective performances.**
4. **Mrs. Talisa stated that moving forward the Forest Park team completes quarterly supplier rating forms regarding the vendor's performance during the contract's annual renewal term. Mr. Henry was also encouraged to provide feedback to Procurement from the vendor's perspective.**

Mrs. Talisa stated that the meeting results and recommended resolutions will be shared with leadership to obtain approval for the entire 12-month renewal term. Mr. Henry asked about the contract and when the 3-month term begins. Mrs. Talisa stated that the contract's 3-month term begins on July 1, 2025, through September 30, 2025; however, Procurement will seek to obtain the full 12-month renewal term from the Council and will notify Digital World Live. Mr. Henry stated that their agreement to renew under the **same price**, terms and conditions was due to the **12-month renewal period**.

Mrs. Talisa recapped the meeting and next steps, asked if anyone had any other questions, and thanked everyone for their time and input. The meeting was adjourned.

File Attachments for Item:

13. Council Approval to Draft a Resolution, Establishing an Impact Fee Program and Capital Improvements Element, and to Initiate Discussion on the Formation of a Development Impact Fee Advisory Committee- Planning and Community Development Department



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council discussion and presentation to create an impact fee program, capital improvements element and discuss the creation of the development impact fee advisory committee.

Submitted By: SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

Date Submitted: July 14, 2025

Work Session Date: July 21, 2025

Council Meeting Date: July 21, 2025

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), which outlines anticipated public facility needs over a defined planning period and identifies eligible capital projects and associated costs. The CIE 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 play an advisory role in the development and implementation of the program, review annual reports, and make recommendations on updates to the fee schedule and project lists.

This discussion is intended to brief the Mayor and Council on the purpose and process of establishing an impact fee program, obtain direction on moving forward with preparation of the Capital Improvements Element, and consider appointment of members to the required advisory committee.

Cost: TBD

Budgeted for: _____ **Yes** _____ **No**

Financial Impact: TBD

Action Requested from Council: Provide participants for the development impact fee advisory committee

Notice of Public Hearing

Notice is hereby given that a public hearing shall be held in the Council Chambers located in Forest Park City Hall at 745 Forest Parkway, Forest Park, Georgia on Monday, _____. 2025 at 6:00 p.m. before the Forest Park City Council regarding the potential creation of an impact fee program, including the preparation of a Capital Improvements Element, pursuant to the Georgia Development Impact Fee Act. Said public hearing will be held in accordance with Section (3)(a) of Chapter 110-12-2-.04 of the State's Development Impact Fee Compliance Requirements. Any persons wishing to learn of the process of preparing an impact fee program, which will include a Capital Improvements Element, or to provide input on needs and goals of such a program are invited to attend.



Development Impact Fee Study *Public Hearing 1*

7.21.25

Brief the Public on:

Purpose

*Public
Hearing*

- Purpose & scope of Impact Fee Study
- Process to develop an Impact Fee Program
- Opportunities for public participation

And, receive initial public input on capital project needs*

Purpose

Impact Fee Study

- Address the potential to collect a **one-time impact fee** from new development to **help pay for additional public facilities needed to serve future growth & development**
- Development Impact Fee
Act: *can't charge more than the fair, proportionate share of the cost of public facilities*

Scope

Impact Fee Study

- **Parks** and recreation
- **Public safety** including Police, Animal Control, Fire, EMS, EMA, & E911
- **Road** Improvements

Typically,
additional:
Park acreage

Scope

Recreation
components

Building area
(sf)

Heavy vehicles

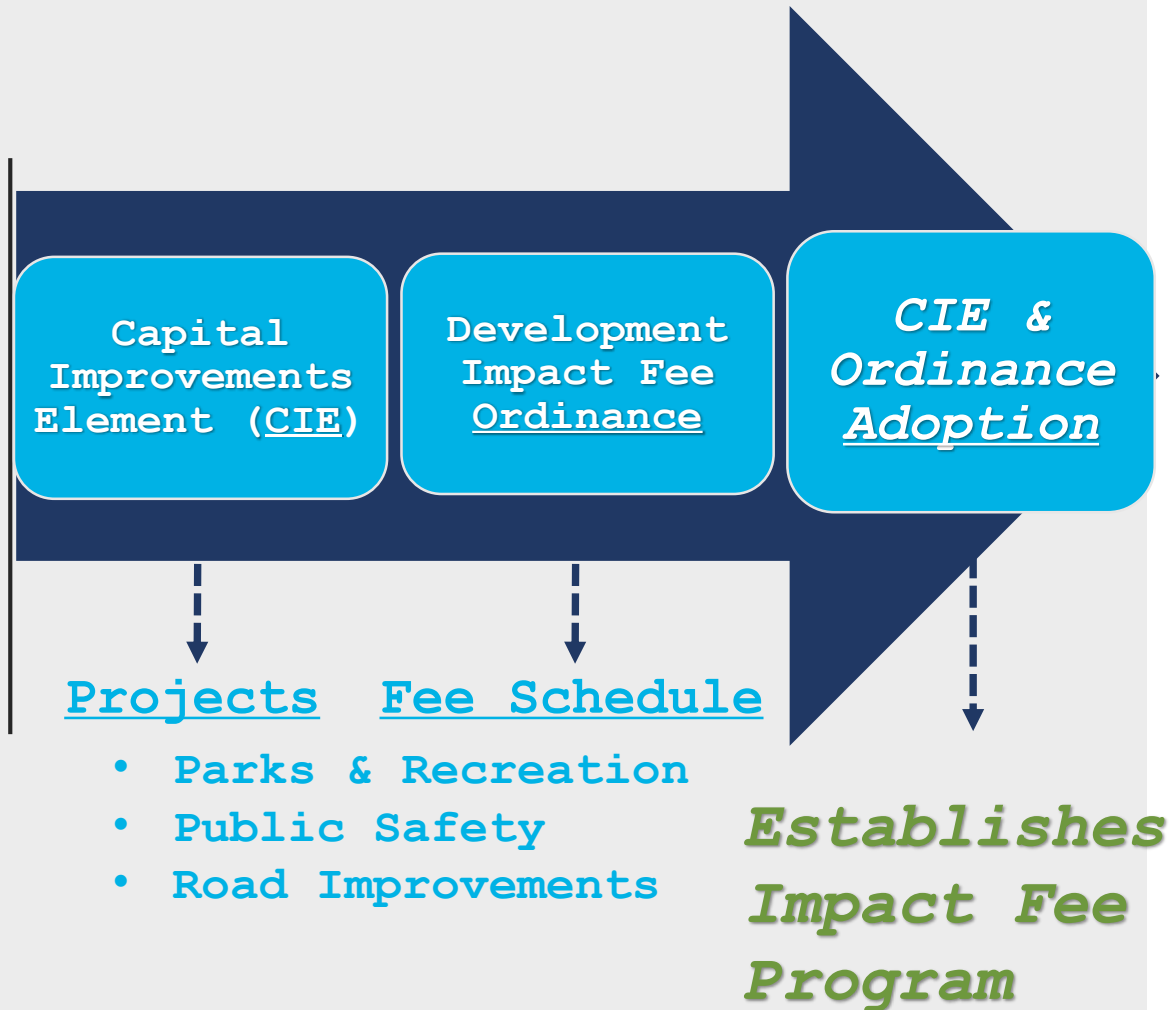
Road projects
(capacity adding)

*Impact
Fee Study*



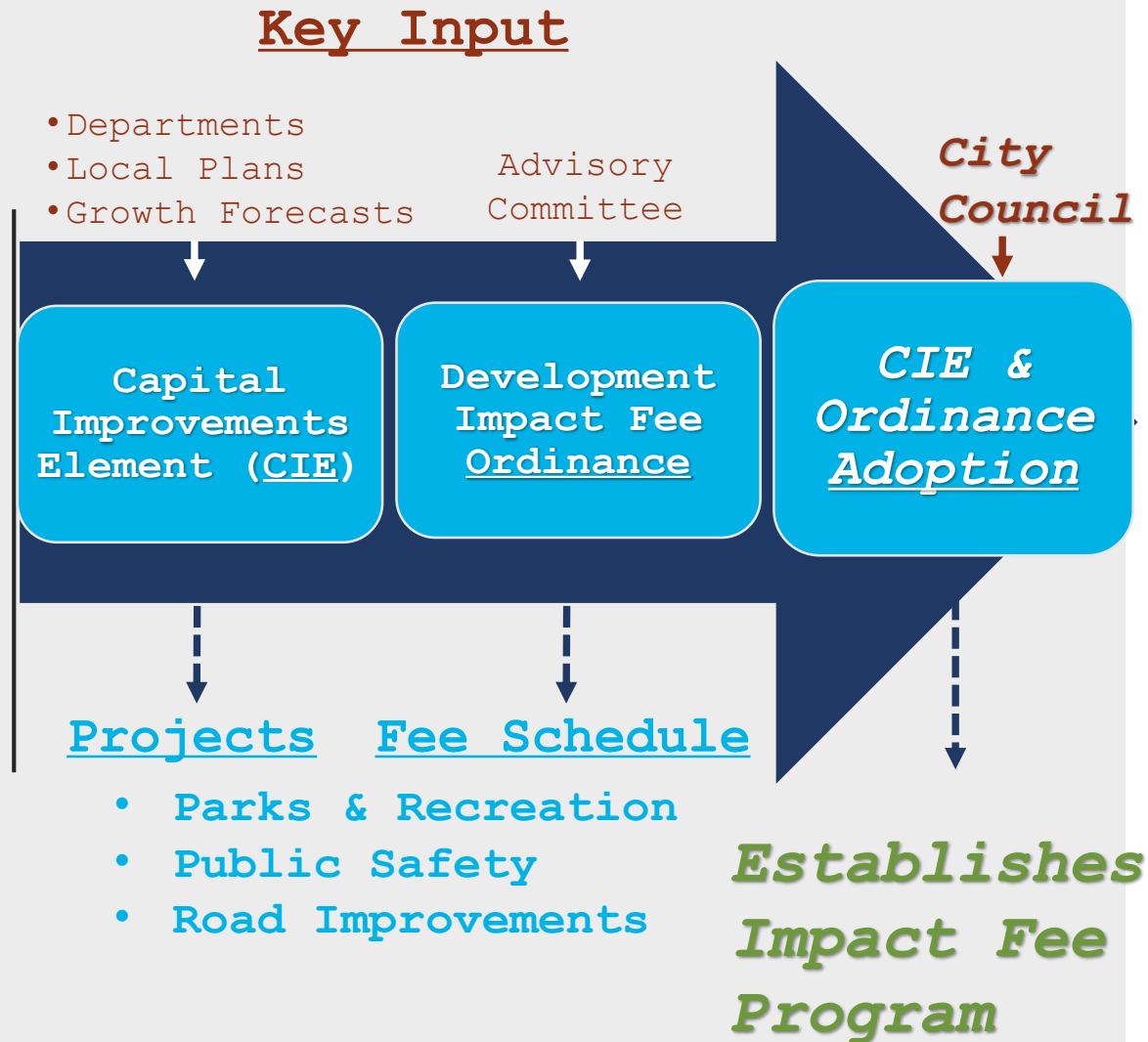
Process

Impact Fee Study



Process

Impact Fee Study



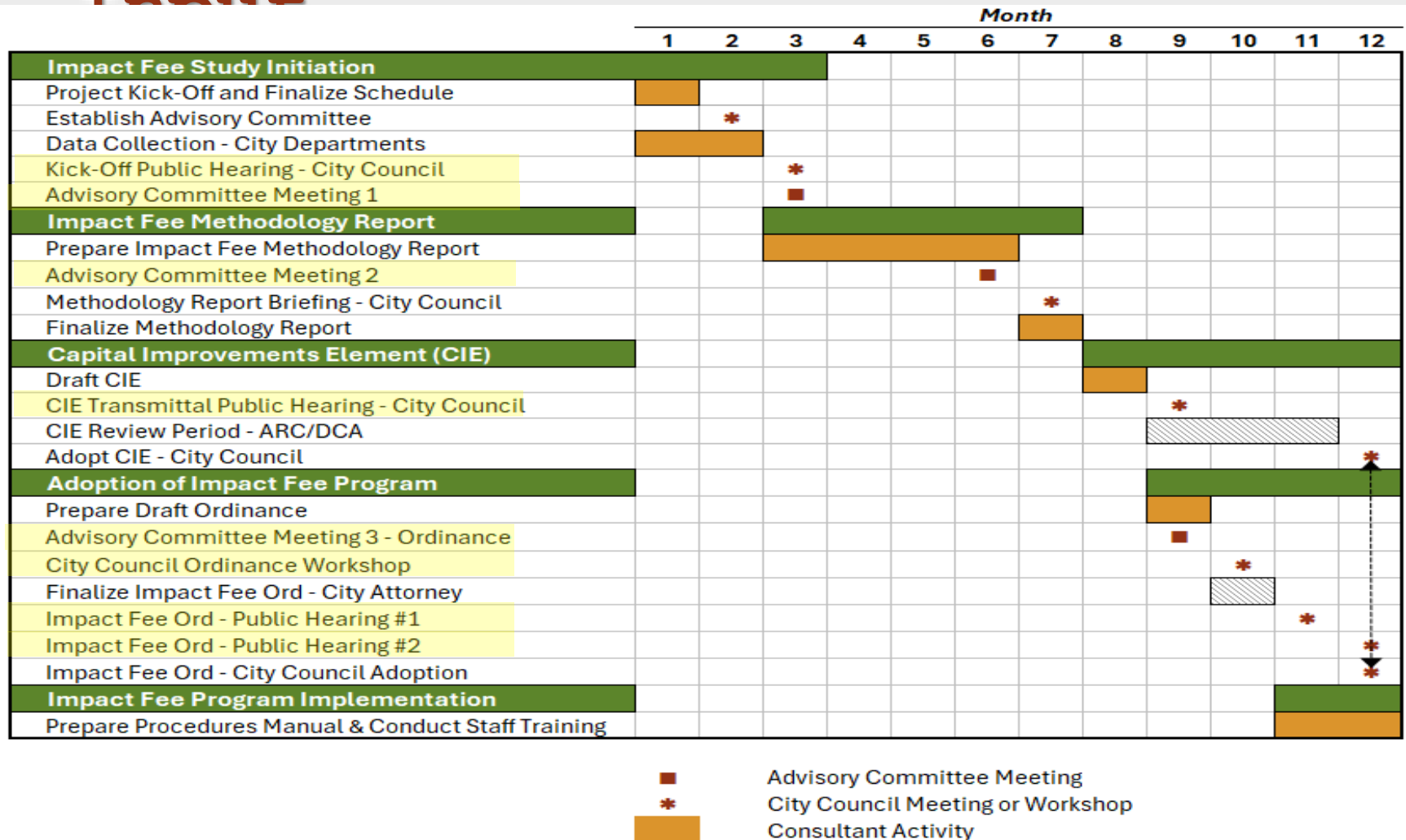
Requirements

Purpose

*Development
Impact Fee
Advisory
Committee*

- Per DIFA, "...assist and advise the governing body...with regard to the adoption of a development impact fee ordinance"
- 5-10 members appointed by Council
- Min. 50% from development, building, or real estate industries
- An existing entity can serve, if above requirements are met

Opportunities for Public Trust





Development Impact Fee Study *Public Hearing 1*

7.21.25

File Attachments for Item:

14. Council Approval of a Resolution Authorizing a Stormwater Management Fee Waiver for the Property on Waldrop Drive-Public Works Department

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Stormwater waiver for Waldrop Drive

Submitted By: Alton Matthews

Date Submitted: 07-14-2025

Work Session Date: 07-21-2025

Council Meeting Date: 07-21-2025

Background/History:

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

This project is for the installation of sidewalks, curb and gutter, and drainage infrastructure along Waldrop Drive. Due to the linear nature of this project and limited right-of-way space, we believe this project 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 the amount of stormwater runoff from a project, and to remove sediment from the flow. These measures tend to occupy large areas which 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

Action Requested from Council: Approval for the City of Forest Park Council to waive the Clayton County stormwater requirements for Falcon Design Consultants to complete the design for the bidding process.

Cost: \$ 0

Budgeted for: _____ Yes _____ No

Financial Impact:

RESOLUTION NO. 2025-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO WAIVE CERTAIN CLAYTON COUNTY, GEORGIA’S STORMWATER PROCESSES FOR THE INSTALLATION OF SIDEWALKS, CURB AND GUTTER, AND DRAINAGE INFRASTRUCTURE PROJECT ALONG WALDROP DRIVE FROM THE CITY’S PUBLIC WORKS DEPARTMENT.

WHEREAS, the City of Forest Park, Georgia (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City is currently undergoing a project for the installation of sidewalks, curb and gutter, and drainage infrastructure along Waldrop Drive (“Project”); and

WHEREAS, Falcon Design Consultants, LLC (“FDC”), the Project’s engineer, recommends the City waive Clayton County, Georgia’s stormwater requirements for this Project as they pertain to gutter spread, stormwater detention, water quality, and runoff reduction; and

WHEREAS, FDC recommends that due to the linear nature of this Project and limited right-of-way space, the Project shall meet the exception for “Site Constraints” within CCWA’s “Policy on Practicability Analysis for Runoff Reduction”; and

WHEREAS, FDC advises that stormwater detention, water quality, and runoff reduction measures are intended to reduce the flow rate and the amount of stormwater runoff from a project, and to remove sediment from the flow; and

WHEREAS, these measures tend to occupy large areas which the City does not have available within the current right-of-way of Waldrop Drive; and

WHEREAS, FDC advises that these measures may be added to this Project without significantly affecting nearby properties and utilities as adding sidewalks to Waldrop Drive shall not significantly increase runoff for the area; and

WHEREAS, the waiver of Clayton County, Georgia’s stormwater requirements for this Project is necessary for the health, safety, and welfare of the City’s citizens.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

Section 1. Approval. The Department’s request to waive Clayton County, Georgia’s stormwater requirements for the project for the installation of sidewalks, curb and gutter, and drainage infrastructure along Waldrop Drive as presented to the Mayor and Council on July 21, 2025, is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this 21st day of July 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

15. Council Approval of a Resolution Authorizing a Stormwater Management Fee Waiver for the Property on Metcalf Rd. Extension-Public Works Department



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Stormwater waiver for Metcalf Extension

Submitted By: Alton Matthews

Date Submitted: 07-14-2025

Work Session Date: 07-21-2025

Council Meeting Date: 07-21-2025

Background/History:

Forest Park ordinance Section 8-11-7.4 requires 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.

We believe this project will qualify for waiver due to "Extreme Topography" and "Site Constraints". The proposed roadway will run through steep existing topography and is near existing industrial facilities, stream buffers, wetlands, and floodplain. This leaves very little room for stormwater management infrastructure – 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 Georgia Stormwater Management Manual (GSMM) and Clayton County Water Authority (CCWA) standards.

Action Requested from Council:

Approval of the City of Forest Park Council to waive the Clayton County stormwater requirements for Falcon Design Consultants to complete the design for the bidding process.

Cost: \$ 0

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:



*ENGINEERING * LAND PLANNING * SURVEYING *
*CONSTRUCTION MANAGEMENT * LANDSCAPE ARCHITECTURE*
WWW.FDC-LLC.COM

Item # 15.

June 17, 2025

Mr. Ricky Clark
City Manager
745 Forest Parkway
Forest Park, GA 30297

RE: Metcalf Road Extension – Stormwater Review

Dear Mr. Clark,

Forest Park ordinance Section 8-11-7.4 requires 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.

We believe this project will qualify for waiver due to "Extreme Topography" and "Site Constraints". The proposed roadway will run through steep existing topography and is near existing industrial facilities, stream buffers, wetlands, and floodplain. This leaves very little room for stormwater management infrastructure – 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 Georgia Stormwater Management Manual (GSMM) and Clayton County Water Authority (CCWA) standards.

Thank you,

Adam Price, P.E.
Managing Partner
Falcon Design Consultants, LLC.

Appendix C

Policy on Practicability Analysis for Runoff Reduction

Clayton County Water Authority

Appendix C. Policy on Practicability Analysis for Runoff Reduction

Introduction

Runoff reduction practices are stormwater management facilities used to disconnect impervious and disturbed pervious surfaces from the storm drainage system. The purpose is to reduce post-construction stormwater runoff rates, volumes, and pollutant loads. Runoff reduction is more than simple infiltration. The Runoff Reduction Volume (RRV) is the retention volume calculated to infiltrate, evapotranspire, harvest and use, or otherwise remove runoff from a post-developed condition to mimic the natural hydrologic conditions more closely.

Certain conditions, such as soils with very low infiltration rates, high groundwater, or shallow bedrock, may lead CCWA to waive or reduce the runoff reduction requirement for proposed site development on a case-by-case basis. If any of the stormwater runoff volume generated by the first 1.0 inch of rainfall cannot be reduced or retained on the site, due to site characteristics or constraints, the remaining volume shall be increased by a multiplier of 1.2 and shall be intercepted and treated in one or more stormwater management facilities that provide at least an 80 percent reduction in total suspended solids.

The Clayton County Water Authority Policy on Practicability Analysis for Runoff Reduction (practicability policy) was developed to provide guidance about the site conditions and supporting documentation that could justify a "Determination of Infeasibility" for the runoff reduction stormwater management standard. This policy does not address stormwater management standards infeasibility for linear transportation projects; refer to the Clayton County Water Authority Policy on Practicability Analysis for Linear Transportation Projects for additional information.

The practicability policy is based on the following principles:

- Designed to help CCWA implement a process for granting a Determination of Infeasibility that supports review of land development applications.
- Applies to new development and redevelopment projects for public and private post-construction stormwater management facilities. It is referenced in the Post-Construction Stormwater Management Ordinance adopted by Clayton County and six Cities and the CCWA Stormwater Development Guidelines.
- Aligns with requirements for runoff reduction in the Georgia Environmental Protection Division's permit to discharge from the municipal separate storm sewer system (MS4) permit. The MS4 permit states that the stormwater management system shall be designed to retain the first 1.0 inch of rainfall on the site to the maximum extent practicable. Many Georgia Stormwater Management Manual (GSMM) stormwater management facilities include a runoff reduction component.
- Focused on the site conditions and regulatory environment in Clayton County.
- Requires ensuring all attempts to provide 100 percent RRV onsite have been exhausted when pursuing a Determination of Infeasibility.
- Applicants must request a pre-submittal consultation with CCWA or their designee when applying for a Determination of Infeasibility through the practicability policy.

Appendix C. Policy on Practicability Analysis for Runoff Reduction

Conditions that may Warrant a Determination of Infeasibility

The GSMM and the CCWA Stormwater Development Guidelines provide broad guidance about conditions that may lead CCWA to waive or reduce the runoff reduction stormwater management standard. The following conditions may warrant a Determination of Infeasibility.

- **Soil Infiltration Rate:** The soil infiltration rate is less than 0.5 inch per hour as measured over a meaningful portion of the site. Consideration should be given to infiltration rates throughout the soil profile.
- **Water Table:** The water table seasonal high elevation is measured less than 2 feet from the subgrade of a proposed infiltration practice.
- **Shallow Bedrock:** Bedrock that cannot be excavated by mechanical means AND is less than 2 feet from the subgrade of an infiltration practice.
- **Extreme Topography:** Proposed conditions reflect surface grades steeper than 3:1 (H:V) slope for more than 50 percent of the contributing drainage area.
- **Karst Topography:** Any of the existing conditions onsite exhibit karst topography.
- **Hotspots/ Contamination:** Reasonable suspicion that previous land uses have resulted in soil contamination onsite.
- **Historic Resources:** Buildings, structures, or historic sites included in the Georgia Historic Preservation Division's Historic Resources Survey or listed in the National Register of Historic Places or that has been recommended as a historic resource by a Preservation Professional.
- **Site Constraints:** Sites where the density or nature of the proposed redevelopment would create irreconcilable conflicts for compliance between the runoff reduction stormwater management standard and other requirements such as zoning, floodplains, stream buffers, or septic fields.
- **Economic Hardship:** The cost of retaining the first 1.0 inch of rainfall onsite using runoff reduction practices is equal to or greater than three times the cost of providing water quality practices to meet the stormwater management standards. This condition must be present with at least one other condition to warrant a Determination of Infeasibility. Additionally, a Determination of Infeasibility for economic hardship is applicable to a maximum 50 percent of the volume required for meeting the runoff reduction stormwater management standard.

Obtaining a Determination of Infeasibility

Determination of Infeasibility is not an all or nothing proposition. Design professionals must demonstrate that they have explored all avenues to meet the runoff reduction standard. If meeting the runoff reduction standard is determined to be infeasible, design professionals must attempt to provide the maximum percentage of RR_v on site as feasible. Only after all attempts to provide any RR_v on site are exhausted will CCWA consider a Determination of Infeasibility.

Appendix C. Policy on Practicability Analysis for Runoff Reduction

Qualify for a Determination of Infeasibility?

Answering "NO" to any of the following questions may indicate that the site qualifies for a Determination of Infeasibility:

1. Can GSMM runoff reduction stormwater management facilities fully meet the runoff reduction volume?
2. Does the site analysis show the conditions are supportive for managing the calculated runoff reduction volume needed for the site?
3. Can better site design practices (see GSMM, Volume 2, Section 2.3) be used to avoid challenging site conditions or constraints?
4. Can stormwater management facilities, such as green roofs and rainwater harvesting techniques, be used in ways that do not require infiltration into subsurface soils, but rather rely on evapotranspiration and reuse?
5. Can the installation of multiple runoff reduction stormwater management facilities, such as installing runoff reduction stormwater management facilities at higher elevations or in multiple subwatersheds, manage the calculated runoff reduction volume needed for the site?

Prior to Construction

1. Prior to submittal of the land development permit application, the design professional identifies conditions that limit using runoff reduction methods to retain 100 percent of the first 1.0 inch of rainfall onsite and must request a pre-submittal consultation with CCWA or their designee. CCWA will assess the need for a meeting with the design professional based on the project and site information provided with the Determination of Infeasibility application. If CCWA schedules a meeting with the applicant for the pre-submittal consultation, the following information will be reviewed during the meeting:
 - Runoff Reduction Infeasibility Form.
 - Supporting documentation submitted with the Determination of Infeasibility application.
 - Conceptual Stormwater Management Plan that has been developed based on site analysis and natural resources inventory (including impracticability) in accordance with GSMM, Volume 2, Section 2.4.2.5.
 - GSMM Stormwater Quality Site Development Review Tool for the Conceptual Stormwater Management Plan.
 - Written justification that the site cannot accommodate runoff reduction practices that rely on evapotranspiration and reuse such as rainwater harvesting or green roofs.
 - Documentation of pre-submittal consultation outcomes.
2. CCWA or their designee will evaluate the information provided by the design professional on a case-by-case basis; coordinate with the design professional to understand site-specific issues; and explore potential design strategies to achieve 100 percent RRV in compliance with the standards and specifications of the Post-Construction Stormwater Management Ordinance and GSMM.

Appendix C. Policy on Practicability Analysis for Runoff Reduction

3. Based on pre-submittal consultation meeting and information provided by the design professional, CCWA will provide one of the following determinations to the design professional:
 - Approval – preliminary Determination of Infeasibility issued
 - Approval with conditions – preliminary Determination of Infeasibility issued with conditions to incorporate CCWA comments into the Conceptual Stormwater Management Plan
 - Denial - revise the Conceptual Stormwater Management Plan to obtain 100 percent RR_v
4. Design professional may either:
 - Submit the land development application with the Stormwater Management Plan and preliminary Determination of Infeasibility (as applicable).
 - Appeal the “denial” or “conditions” following the appeals process outlined in the CCWA ordinance (Ord. No. 2006-44, Pt. 1, 3-21-06).

During Construction

1. During the development process, the owner encounters a site condition that would prevent building stormwater management facilities as specified in the Stormwater Management Plan. The design professional will complete a Runoff Reduction Infeasibility Form and initiate a meeting with CCWA or their designee to discuss the findings. The design professional must evaluate modifications to the proposed stormwater management facilities or installation of alternative stormwater management facilities that will provide some or all RR_v in an alternative method.
2. CCWA will evaluate the Runoff Reduction Infeasibility Form on a case-by-case basis; coordinate with the design professional to understand site-specific issues; and explore potential design strategies to keep the stormwater management facilities identified in the Stormwater Management Plan.
3. Based on the Runoff Reduction Infeasibility Form and meeting, CCWA will provide one of the following determinations to the design professional:
 - Approval – determination of Infeasibility is issued and attached to the land development permit
 - Approval with conditions – preliminary Determination of Infeasibility issued with conditions to either:
 - Revise the design of runoff reduction methods (e.g. adding soil amendments or an underdrain to maximize runoff reduction volume) to retain the first 1.0 inch of rainfall onsite.
 - Meet the stormwater runoff reduction standard through a combination of runoff reduction and water quality management.
4. Design professional may either:
 - Continue construction as outlined in the modified Stormwater Management Plan under the land development permit revision with an approved Determination of Infeasibility.
 - Appeal the “conditions” following the appeals process as outlined in the CCWA ordinance (Ord. No. 2006-44, Pt. 1, 3-21-06).

Attachment C-1

Runoff Reduction Infeasibility (RRI)

Form for Determination of Infeasibility

Attachment C-1 Runoff Reduction Infeasibility (RRI) Form for
Determination of Infeasibility

Date (submitted): _____

Clayton County Water Authority

Runoff Reduction Infeasibility (RRI) Form for Determination of Infeasibility

DESIGN PROFESSIONAL CONTACT INFORMATION

Name: _____

Email: _____

Phone: _____

DESCRIPTION OF SITE

Land Development Application Number: _____

Site Address: _____

PROPOSED CONDITIONS OF SITE

Disturbed Area (acres): _____

Impervious Area (acres): _____

RUNOFF REDUCTION AND WATER QUALITY VOLUME SUMMARY

Maximum Practicable Runoff Reduction Volume* (cubic feet):

Volume for Water Quality Treatment* (cubic feet):

**If any of the stormwater runoff volume generated by the first 1.0 inches of rainfall cannot be reduced or retained on the site, due to site characteristics or constraints, the remaining volume shall be increased by a multiplier of 1.2 and shall be intercepted and treated in one or more stormwater management facilities that provide at least an 80 percent reduction in total suspended solids.*

GENERAL SUPPORTING DOCUMENTATION

All General Supporting Documentation must be included with this RRI Form for the submittal for a Determination of Infeasibility to be considered complete. Please check each item below to confirm it has been included in the submittal package.

- ☐ Conceptual Stormwater Management Plan (*prior to construction*) **OR** Stormwater Management Plan (*during construction*).
- ☐ GSMM Stormwater Quality Site Development Review Tool for the Conceptual Stormwater Management Plan (*prior to construction*) **OR** GSMM Stormwater Quality Site Development Review Tool for the Stormwater Management Plan (*during construction*).
- ☐ Written justification that the site cannot accommodate runoff reduction practices that rely on evapotranspiration and reuse such as rainwater harvesting or green roofs.

Attachment C-1 Runoff Reduction Infeasibility (RRI) Form for Determination of Infeasibility

SITE CONDITION APPLICABILITY

Site condition descriptions are in the Clayton County Water Authority Policy on Practicability Analysis for Runoff Reduction.

Please check each applicable item below and confirm the supporting documentation has been included in the submittal for a Determination of Infeasibility.

Site Condition	Supporting Documentation
<input type="checkbox"/> Soil Infiltration Rate	Infiltration test(s), soil boring log(s), and report of results as interpreted by a professional engineer, professional geologist, or soil scientist licensed in Georgia
<input type="checkbox"/> Water Table	Soil boring log(s) and report with results of the seasonal highwater table assessment as interpreted by a professional engineer, professional geologist, or soil scientist licensed in Georgia
<input type="checkbox"/> Bedrock	Soil boring log(s) and report with results of the shallow bedrock assessment as interpreted by a professional engineer, professional geologist, or soil scientist licensed in Georgia
<input type="checkbox"/> Extreme Topography	Site survey showing 50 percent of the contributing drainage area is steeper than 3:1 (H:V) slopes, as interpreted by a professional engineer or land surveyor licensed in Georgia. Conceptual Stormwater Management Plan (<i>prior to construction</i>) OR Stormwater Management Plan (<i>during construction</i>), showing the post-development surface grades will reflect the same condition as the site survey
<input type="checkbox"/> Karst Topography	Report developed by a professional engineer, professional geologist, or soil scientist licensed in Georgia
<input type="checkbox"/> Hotspots/ Contamination	Phase I Environmental Assessment Report
<input type="checkbox"/> Historic Resources	Documentation of the Georgia's Natural, Archaeological, and Historic Resources GIS listing OR Report of assessment from a preservation professional (including archaeologist, architectural historian, historian, historic preservationist, or historic preservation planner)
<input type="checkbox"/> Site Constraints	Site plan identifying all development requirements (e.g., zoning side/front setbacks, build-to-lines, stream buffers, floodplains, septic fields) that are creating irreconcilable conflicts with onsite runoff reduction
<input type="checkbox"/> Economic Hardship*	An estimated construction cost comparison of proposed runoff reduction practices compared to proposed water quality practices must be included to show the cost of runoff reduction practices is equal to or greater than three times the cost of providing water quality practices

* Note: Economic Hardship must be present with at least one other condition to warrant a Determination of Infeasibility. Additionally, a Determination of Infeasibility for economic hardship is applicable to a maximum 50 percent of the volume required for meeting the runoff reduction stormwater management standard.

Attachment C-1 Runoff Reduction Infeasibility (RRI) Form for
Determination of Infeasibility

GEORGIA PROFESSIONAL ENGINEER CERTIFICATION

Printed Name: _____

Signature: _____

Date: _____
_____**FOR CLAYTON COUNTY WATER AUTHORITY USE ONLY**☐ **APPROVED**☐ **APPROVED with the following requirements:**☐ **DENIED****CCWA Administrator:**_____
(Printed Name)

(Signature)

(Date)

File Attachments for Item:

16. Council Approval of an Ordinance to Amend Title 2, Article E of the City's Code of Ordinances to Establish Regular Ward Fund Accounts and Capital Ward Fund Accounts-Executive Offices

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: 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

Submitted By: Executive Offices

Date Submitted: 7/15/2025

Work Session Date: 7/7/2025

Council Meeting Date: 7/7/2025

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 has been drafted by the City Attorney, establishes the accounts, the permissible uses for the accounts, the impermissible uses for the accounts, and the process and procedure to utilize the accounts.

Action Requested from Council: Approval

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

STATE OF GEORGIA
COUNTY OF CLAYTON

ORDINANCE 2025-__

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND CITY
2 COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ,
3 LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK,
4 GEORGIA TO AMEND ARTICLE E (RESERVED) WITHIN CHAPTER 1 (MAYOR AND
5 COUNCIL) OF TITLE 2 (GENERAL GOVERNMENT) IN THE CITY’S CODE OF
6 ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE
7 DATE; AND FOR OTHER LAWFUL PURPOSES.

8 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia
9 (“City”) is the Mayor and City Council thereof; and

10 **WHEREAS**, the City is authorized pursuant to O.C.G.A. § 36-35-3 to adopt ordinances
11 relating to its property, affairs, and local government; and

12 **WHEREAS**, the City desires to establish restricted ward fund accounts for each elected
13 official to be used for lawful expenditures on public services, projects, and capital expenditures
14 within their respective wards or the City at large, which are outside the scope of regular office
15 expenses; and

16 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,
17 and welfare of the citizens of the City of Forest Park, Georgia.

18 **Section 1.** Title 2 (“General Government”), Chapter 1 (“Mayor and Council”), Article E
19 (“Reserved”) of the City’s Code of Ordinances is hereby amended by deleting the text within the

Article in its entirety and adding text to be read and codified as set forth in **Exhibit A** attached hereto and incorporated herein.

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 6. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

Section 7. The City Clerk, with the concurrence of the City Attorney, is authorized to correct any scrivener's errors found in this Ordinance, including any exhibits, as enacted.

SO ORDAINED this 7th day of July 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

TITLE 2 – GENERAL GOVERNMENT

CHAPTER 1. – MAYOR AND COUNCIL

[...]

Article E. – Ward Fund Accounts for Mayor and Council

Sec. 2-1-41. – Regular Ward Fund Account.

(a) *Purpose.* There is hereby a restricted discretionary regular ward fund account (“Regular Ward Fund Account”) for each elected official to be used for lawful expenditures on public services or projects within their respective wards or the City at large, which are outside the scope of regular office expenses. The elected official shall have the discretion to determine the specific public service or project on which to use the funds from the Regular Ward Fund Account within the restrictions outlined in this Section.

(b) *Monetary Limitations.* The funds in each elected official’s Regular Ward Fund Account shall be determined annually as a part of the required municipal annual budget approval.

(c) *Permitted Uses of Regular Ward Fund Accounts.* An elected official may appropriately use the fund from his/her Regular Ward Fund Account for expenditures for which the City can lawfully incur. By way of example, permitted uses of the Regular Ward Fund Accounts include, but are not limited to, services or projects benefitting the following public purposes:

- (1) Costs associated with keeping constituents informed of official City business (i.e., newsletters, postage, stationary, etc.);
- (2) Costs associated with member-sponsored City meetings/events such as town hall events, field hearings, or commemorative events so long as such events are open to the public;
- (3) Programs for City recreational areas;
- (4) Aesthetics, cleanliness, and beautification of the City.

Sec. 2-1-42. – Capital Ward Fund Account.

(a) *Purpose.* There is hereby a restricted discretionary capital ward fund account (“Capital Ward Fund Account”) for each elected official to be used for lawful Capital Expenditures within their respective wards or the City at large, which are outside the scope of regular office expenses.

(b) *Definition of Capital Expenditure.* For purposes of this Section, the definition of a Capital Expenditure is funds spent maintaining fixed assets, such as land, buildings, and equipment used for public projects.

(c) *Monetary Limitations.* The funds in each elected official's Capital Ward Fund Account shall be determined annually as a part of the required municipal annual budget approval.

(d) *Permitted Uses of Capital Ward Fund Accounts.* An elected official may appropriately use the fund from his/her Capital Ward Fund Account for Capital Expenditures for which the City can lawfully incur. By way of example, permitted uses of the Capital Ward Fund Accounts include, but are not limited to, the following Capital Expenditures:

(1) Street and road construction and maintenance, including curbs, sidewalks, streetlights, and devices to control the flow of traffic on streets and roads constructed by counties and municipalities or any combination thereof;

(2) Facilities and equipment for City parks and recreational areas;

(3) Libraries, archives, and arts and sciences facilities;

(4) Certain real estate costs on behalf of the City including title reports, appraisals, or surveys; or

Sec. 2-1-43. Non-Permitted Uses of Regular Ward Fund Accounts and Capital Ward Fund Accounts.

Funds within Regular Ward Fund Accounts and/or Capital Ward Fund Accounts shall not be used in a manner that would constitute an illegal gratuity under the Georgia Constitution as the City must receive some benefit in return for the expenditure. Non-permitted uses include, but are not limited to:

(1) Charitable Donations;

(2) Gifts;

(3) Personal Use;

(4) Campaign expenses or related campaign events;

(5) Expenses or reimbursement for expenses incurred in carrying out official duties;

(6) Alcohol; or

(7) Any purpose that does not substantially benefit the City.

Sec. 2-1-44. Procedure Regarding Regular Ward Fund Accounts and Capital Ward Fund Accounts.

(a) Requests to utilize funds from the Regular Ward Fund Accounts and/or the Capital Ward Fund Accounts shall be submitted by the elected official in writing to the Finance Director and the City Manager and shall include: (i) the monetary amount for withdrawal; (ii) the specific service or project for which the funds will be used; and (iii) a description of how the public service or project will substantially benefit the City.

(b) To avoid any appearance of impropriety, the following must be adhered to for the Finance Director and City Manager to review any request: (i) all check requests must be accompanied with receipts (for reimbursements) or a proper invoice (for advance payments); (ii) for certain expenditures involving cooperative relationships with local governmental entities, an intergovernmental agreement vetted by the City Attorney must be utilized to memorialize the terms of the relationship; and (iii) all requests must follow all procurement policies and procedures and all City ordinances. Any requests for cash advances of ward funds, purchases of gift cards, or similar financial items are prohibited and shall not be reviewed by the Finance Director and City Manager.

(c) The Finance Director and City Manager shall review all requests to ensure the use of the funds are authorized and to ensure there are sufficient funds in the Regular Ward Fund Account or Capital Ward Fund Account for withdrawal. Any question as to whether the intended use is legally permissible shall be submitted to the City Attorney for review and approval prior to withdrawal and disbursement.

Secs. 2-1-45 – 2-1-90. – Reserved.

File Attachments for Item:

17. Council Approval of an Ordinance to Amend Section 7-1-3 (“Reservation of Facilities by Groups”) of the City’s Code of Ordinances, to Establish and Revise Insurance and Permit Requirements for the Use of City Parks and Recreational Facilities-Executive Offices



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: 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

Submitted By: Executive Offices

Date Submitted: 7/16/2025

Work Session Date: 7/21/2025

Council Meeting Date: 7/21/2025

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 for adequate crowd and traffic control and security. This ordinance has been prepared by the City Attorney.

Action Requested from Council: Approval

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

STATE OF GEORGIA
COUNTY OF CLAYTON

ORDINANCE 2025-__

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND CITY
2 COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ,
3 LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK,
4 GEORGIA TO AMEND TITLE 7 (PARKS, RECREATION AND CULTURAL AFFAIRS),
5 CHAPTER 1 (GENERAL PROVISIONS), SECTION 7-1-3 (RESERVATION OF FACILITIES
6 BY GROUPS) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN ADOPTION
7 DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

8 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia
9 (“City”) is the Mayor and City Council thereof; and

10 **WHEREAS**, the City is authorized pursuant to O.C.G.A. § 36-35-3 to adopt ordinances
11 relating to its property, affairs, and local government; and

12 **WHEREAS**, the City desires to establish and amend certain insurance and permit
13 provisions for reservations of City parks and recreational facilities; and

14 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,
15 and welfare of the citizens of the City of Forest Park, Georgia.

16 **Section 1.** Title 7 (“Parks, Recreation and Cultural Affairs”), Chapter 1 (“General
17 Provisions”), Section 7-1-3 (“Reservation of Facilities by Groups”) of the City’s Code of
18 Ordinances is hereby amended to be read and codified with permanent additions in **bold** font and
19 permanent deletions in ~~striketrough~~ font as set forth in **Exhibit A** attached hereto and
20 incorporated herein.

21 **Section 2.** The preamble of this Ordinance shall be considered to be and is hereby
22 incorporated by reference as if fully set out herein.

23 **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council that all
24 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their
25 enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

26 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest
27 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this
28 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this
29 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the
30 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance
31 is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this
32 Ordinance.

33 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance
34 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable
35 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of
36 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the
37 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any
38 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to
39 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and
40 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and
41 effect.

42 **Section 4.** This Ordinance shall be codified in a manner consistent with the laws of the
43 State of Georgia and the City.

44 **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly
45 repealed.

46 **Section 6.** The effective date of this Ordinance shall be the date of adoption unless
47 otherwise stated herein.

48 **Section 7.** The City Clerk, with the concurrence of the City Attorney, is authorized to
49 correct any scrivener's errors found in this Ordinance, including any exhibits, as enacted.

50 **SO ORDAINED** this 21st day of July 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

TITLE 7 – PARKS, RECREATION AND CULTURAL AFFAIRS

CHAPTER 1. – GENERAL PROVISIONS

[...]

51 Sec. 7-1-3. - Reservation of facilities by groups.

52 (a) **Recreational buildings.**

53 (1) ~~Groups of fifteen (15) or more persons~~ **Persons** desiring to use any recreational
 54 ~~facility~~ **building**, including but not limited to, ~~picnic shelters~~, gymnasiums,
 55 community buildings, or meeting rooms in the recreation center, shall ~~make~~ **submit**
 56 **an** application for **a permit to allow** such use in the office of the director of parks
 57 and recreation at least ten (10) days in advance of the date of desired use. The
 58 director shall ~~grant~~ **approve** the application **for a permit** if it appears that the
 59 group, association or organization will not interfere with the general use of those
 60 **building** facilities by members of the general public, except in accordance with the
 61 requirements of this section and applicable departmental regulations.

62 (2) Such permits shall contain a fee as fixed from time to time by the mayor and
 63 council.

64 (3) **Any group that exceeds thirty (30) people must apply for a special event permit**
 65 **under Title 9, Chapter 15 (Special Events).**

66 (b) Picnic areas (conditional use). No person(s) shall use any portion of any picnic area(s) or
 67 any of the ~~buildings or pavilion~~ structures therein, for the purpose of holding picnics to the
 68 exclusion of other persons if there is space available, nor shall any person use such areas
 69 and facilities for an unreasonable time if the ~~facilities~~ **picnic areas** are crowded, ~~except in~~
 70 situations where the person(s), group, association or organization has met the requirements
 71 ~~as listed in section 7-1-3(a).~~

72 (c) Organized league play.

73 (1) In recognition of the fact that the city's facilities may be more fully utilized by all
 74 citizens of the city if a non-profit organization or organizations maintain a
 75 continuing program of league play under the direction of the parks and recreation
 76 department, the director of parks and recreation may from time to time lease any
 77 ballfield to such organization(s) upon terms and conditions to be ~~agreed upon by~~
 78 ~~the mayor and council~~ **prepared by the City Attorney.**

79 **(2) The applicant is required to obtain and present evidence of comprehensive**
 80 **liability insurance naming the “City of Forest Park, Georgia” as an**
 81 **additional insured. The insurance requirement is a minimum of one million**
 82 **dollars (\$1,000,000.00) personal injury and one hundred thousand dollars**
 83 **(\$100,000.00) property damage against all claims arising under this section.**

84 **(3) ~~(2)~~ Any organized league requesting a lease agreement with the city shall apply for**
 85 **such at least 90 days prior to the beginning of such activity. Decisions on granting**
 86 **lease may and can be based on prior record in maintaining the park premises and**
 87 **the programs offered for the well being of all citizens. All leagues must employ**
 88 **off-duty, uniformed and P.O.S.T. certified Forest Park police officers to**
 89 **provide for adequate crowd and traffic control and security. There shall be at**
 90 **least one officer employed for every fifty individuals participating in or**
 91 **attending league play. Provided, however, it is within the discretion of the**
 92 **Chief of Police if additional officers are needed in excess of the 1:50 ratio.**

93 **(4) ~~(3)~~ It shall be unlawful for any person, firm, association, corporation or organization**
 94 **to prevent any person(s) from using any park, or any of its facilities, or interfere**
 95 **with such unless in compliance with this chapter and with the rules applicable to**
 96 **such use.**