

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

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:

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

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

CITY MANAGER'S REPORT:

PRESENTATIONS:

Recognition of Life-Saving Accomplishments- Forest Park 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, practical application of life-saving measures, and ability to remain composed under pressure directly saved a life. Their actions were a testament to their advanced training and preparedness and a reflection of their deep sense of duty to the citizens they serve.

These officers embody the Forest Park Police Department's core values: integrity, service, and excellence. Their conduct during these critical incidents represents the very best of public service and inspires 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.

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.

PUBLIC HEARINGS:

4. Council Approval of 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.

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 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).

CONSENT AGENDA:

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
- 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
- 8. Council Approval of a Resolution to purchase an upgrade to the Audio-Visual (AV) System Refresh in the Council Chambers- Procurement/IT Department
- 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
- 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
- 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
- 12. Council Approval of a Resolution 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
- 13. Council Approval of a Resolution for Cemetery Maintenance: Consideration of Service Reallocation Options— Public Works Department

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 meeting accommodation should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

١	Fi	Δ١	Δ	tta	ch	m	Δr	1te	for	ltα	m·
ı		16	~	uа	C I	ш		ILO.	IUI	ILC	

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



CITY COUNCIL BUDGET RETREAT

Friday, May 16, 2025, at 8:30 AM

Website: www.forestparkga.gov
YouTube: https://bit.ly/3c28p0A
2 Porche Dr.
Phone Number: (404) 366.4720
Atlanta, GA 30354

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez
The Honorable Allan Mears

The Honorable Delores A. Gunn The Honorable Latresa Akins-Wells

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 10:50am.

ROLL CALL - CITY CLERK: A quorum was established.

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

Pauline Warrior, Chief of Staff; Joshua Cox, IT Director; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Talisa Adams, Procurement; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Nicole Dozier, PDC Director; Sa'Vaughn Irons, Planner; Rochelle Dennis, Interim Economic Development Director; Dorthy Roper-Jackson, Municipal Court Director; Tarik Maxwell, Rec/Leisure Director; Alton Matthews, Public Works Director; Nigel Whatley, Public Works Deputy Director; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Chief; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief, and Danielle Matricardi, City Attorney.

NEW BUSINESS:

- 1. 8:30 a.m. 9:00 a.m. Continental Breakfast
- 2. 9:00 a.m. 9:45 a.m. Opening / Strategic Visioning / Budget Objectives

5/16/2 Item # 1.

City Manager Mr. Clark Jr. noted that the proposed budget for the upcoming fiscal year 25-26 is \$23 million, reflecting a 2.7% increase over the previous year, primarily driven by rising property tax values. Mr. Clark Jr. also noted that it includes 45 personnel changes without staff cuts and maintains a balanced approach without relying on fund reserves, incorporating approximately \$387,000 in contingency funding.

- 3. 9:45 a.m. 10:00 a.m. Break
- 4. 10:00 a.m. 10:30 a.m. Code Compliance

Director Walker reported several key operational improvements during their recent presentation. He noted that the department has enhanced its workforce by ensuring all officers are certified in ICC property maintenance, reinforcing their code enforcement expertise. Director Walker said they have implemented body cameras to improve transparency and training, allowing supervisors to review officer interactions and use the footage for ongoing training. Additionally, mobile printers have been installed in vehicles, enabling officers to print citations on-site, significantly reducing the time spent returning to the office.

Director Walker also highlighted the efforts to support neighborhood revitalization by demolishing over 10 blighted properties, promoting safer and more appealing communities. To enhance accountability, they have introduced new software that documents every officer interaction and stop, creating a comprehensive digital record. These advancements reflect the department's ongoing commitment to modernizing its approach to code enforcement through technology and proactive community engagement.

5. 10:30 a.m. – 11:00 a.m. – Human Resources

Director Brown noted that the HR Department's strategic plan for fiscal year 2025-2026 focuses on four key areas: risk management, employee wellness, professional development, and strategic priorities. Director Brown reported that the HR Department has taken steps to enhance risk management and policy compliance by adding a Risk Management Analyst position and implementing monthly policy education sessions. Additionally, the department plans to launch a new risk management platform to ensure consistent policy adherence across all departments. Director Brown mentioned that in employee wellness and engagement, the department has expanded its wellness program to include personal trainer-led workouts and is planning team-building activities to support employees' physical, mental, and emotional health.

Director Brown stated that the department collaborates with Clayton State University for training and professional development to address skill gaps, offer career growth opportunities, and develop training topics based on departmental feedback. Additionally, the department's strategic priorities include optimizing internal processes, promoting safety and compliance, investing in workforce development, and enhancing the overall employee experience through innovation and accountability.

6. 11:00 a.m. – 11:30 a.m. – Planning & Community Development

Director Dozier presented several key initiatives from the Planning and Community Development (PCD) Department, focusing on digital transformation, development support, board training, land bank participation, and business engagement. Director Dozier included that the department is developing a PCD online portal for digital services, allowing for online applications, payments, and permit tracking, including business licensing, code compliance, and building services. This initiative aims to improve customer service and streamline communication with the public.

5/16/2 Item # 1.

Director Dozier noted that the department is creating a PCD Development Academy for developers to support local development, offering zoning workshops for city officials and board members, and providing guidance on design and development processes. In addition, the department is investing in training for board members, including the planning commission, urban review board, and the newly formed arts board, while increasing dues and subscriptions to enhance staff training.

The department participates in a land bank program as part of its community revitalization efforts. It pays a \$40,000 annual fee to acquire and develop properties with unpaid taxes, creating potential opportunities for workforce housing and community growth. Finally, the department enhances business support by hosting quarterly business association network events, focusing on themes like city services and small business financing, and developing a more structured business association membership program.

7. 11:30 a.m. – 12:00 noon – Economic Development

Interim Director Dennis presented the Economic Development Department's strategic initiatives, highlighting a comprehensive approach to supporting local businesses, attracting new investment, and strengthening the city's workforce. She shared that the department hosts quarterly Business Association Network events focused on topics such as city services and small business financing, while also working to establish a more structured business association membership. As part of the Main Street Program, the department is working to revitalize the downtown area by hosting events that draw people back to the corridor, expanding the city's economic development efforts beyond traditional approaches. In the area of Business Retention and Expansion (BRE), Interim Director Dennis noted that staff regularly visit local businesses to identify potential challenges or risks of closure and provide support and resources as needed.

Interim Director Dennis also highlighted the launch of the Elevate Workforce Development Initiative, in partnership with the Atlanta Center for Self-Sufficiency. Since April, the program has hosted 14 successful orientations, with bi-weekly meetings planned to track progress and outcomes. To strengthen outreach and visibility, the department is developing new business welcome packets, creating digital marketing materials, forming partnerships with state economic development offices, and organizing job fairs in collaboration with HR and local employers.

12:00 noon – 1:00 p.m. – Working Lunch (Municipal Court & Information Technology)

Municipal Court

Director Roper-Jackson presented the Municipal Court's key initiatives, emphasizing a commitment to modernizing court operations, enhancing financial efficiency, and promoting rehabilitative approaches within the municipal justice system. She outlined the plan to transform probation services by bringing them inhouse, which includes hiring two probation officers and one administrative supervisor at an estimated annual cost of \$166,000. Director Roper-Jackson noted that this cost would be fully funded through supervision fees, to retain probation-related revenue within the city rather than outsource these services.

Director Roper-Jackson reported that there are currently 4,310 active Failure to Appear (FTA) warrants, representing a potential revenue of approximately \$479,883. The court is implementing new procedures to manage and clear these outstanding warrants effectively. Director Roper-Jackson also highlighted technology improvements, including the proposed implementation of an electronic citation system to reduce processing errors. To support these enhancements, the court proposes a technology fee that would help fund necessary digital infrastructure, ultimately creating more efficient court operations.

The governing body has requested to investigate bringing probation services in-house and the implementation of a tech fee.

Information Technology

Director Cox presented the IT Department's update, focusing on efforts to modernize the city's technological infrastructure, enhance cybersecurity, and implement innovative solutions to improve operational efficiency. He began by proposing the creation of a new Technology Innovation position, which would be responsible for identifying and implementing emerging technologies aimed at streamlining operations across all city departments.

Director Cox then discussed the department's equipment refresh strategy. He noted that servers generally have a 3–5-year life expectancy, police computers are refreshed every 2–4 years, and desktop computers are on a 4-year refresh cycle. He stated that the department plans to replace aging equipment to systematically ensure continued reliability and performance. Director Cox highlighted several enhancements, including implementing advanced sign-in security protocols and an active detection alerting system that monitors unusual login patterns and locations, helping to prevent potential breaches.

Director Cox also discussed current staffing levels, stating that the IT Department consists of four full-time employees, each supporting approximately 75 staff members citywide. For more complex technical needs, external contractors are brought in. Director Cox recommended a staffing ratio of one IT support technician per 30 employees to provide adequate service levels. Regarding budget considerations, Director Cox emphasized the need for increased funding to support technology upgrades, particularly in software licensing and technical support. He also mentioned the department's ongoing efforts to identify cost-effective technology solutions.

- 9. 1:00 p.m. 1:30 p.m. Break
- 10. 1:30 p.m. 2:00 p.m. Recreation & Leisure

Director Maxwell presented the Recreation and Leisure Department's strategic initiatives, highlighting the department's continued focus on community engagement, youth development, and expanding access to recreational opportunities for all residents. He began by outlining enhancements to youth programming, including introducing financial literacy workshops for summer camp participants in partnership with the Clayton County Education Department. Additional offerings include leadership development programs, life skills through meal prep activities, and expanded arts programming featuring theater and music components.

For legacy residents, Director Maxwell noted the department's efforts to provide meaningful services such as monthly technology classes in collaboration with the IT Department, free fitness classes led by professional instructors, and a planned expansion of services specifically tailored to senior residents. Regarding athletic and community programming, he reported continued success with sports tournaments, new initiatives like Spring Break community events, and pocket park activations. After-school enrichment programs are also being expanded to serve school-aged children throughout the city better. Director Maxwell announced a transition from part-time to full-time recreation supervisors, along with the addition of new positions aimed at strengthening program delivery and building stronger community partnerships.

Director Maxwell concluded with facility improvements, sharing plans for a new recreation center with enhanced amenities, developing a fully accessible pool with wheelchair access, and relocating the city center to accommodate senior services better.

5/16/2 Item # 1.

11. 2:00 p.m. - 2:30 p.m. - Public Works

Director Matthews presented the Public Works Department's strategic priorities, focusing on infrastructure improvements, staffing challenges, and increasing operational efficiency through equipment upgrades and staff development. He began by highlighting the need to replace aging equipment, much of which is 10 to 15 years old. The department is actively working on infrastructure enhancements and collaborating with other departments to improve road servicing and maintenance. Director Matthews also noted that procurement of contractors is underway to support a range of capital and maintenance projects across the city.

Director Matthews expressed that staffing remains a key challenge, especially in finding qualified heavy equipment operators and those with the ability to operate and transport machinery. He added that while several candidates are being considered for building maintenance technician positions, recruitment remains a top priority. Director Matthews emphasized the department's focus on training and certifications. Staff are participating in internal training sessions, such as Microsoft Word workshops, and pursuing key industry certifications, including the International Signal Association (ISA) and LAP certification, which are essential for securing federal project funding. He also outlined several ongoing initiatives, including a citywide pothole-filling effort and efforts to improve team efficiency and safety. Enhancing the department's equipment and operational capabilities remains central to these initiatives.

Director Matthews explained that adjustments are being made to support necessary equipment upgrades and increased investment in staff development.

12. 2:30 p.m. – 3:00 p.m. - Fire Department

Chief Clemons presented the Fire Department's update, highlighting key initiatives to enhance service delivery, infrastructure, and overall community safety across the department's 90.3 square mile coverage area. She reaffirmed the department's mission to ensure public safety and provide high-quality emergency response services. Chief Clemons reported that the HVAC system at Station One has been upgraded, and the headquarters on Anvil Block Road is being remodeled. She also noted that all stations have installed digital dashboards to enhance real-time communication.

Chief Clemons noted that the department plans to replace Fire Station Two and develop a dedicated training ground to support firefighter preparedness and skill advancement. Two new rescue trucks are on order and expected to arrive by March 2026. Chief Clemons also shared plans to establish a helicopter landing zone to improve emergency transport for trauma patients and to construct a vehicle storage facility on Springdale Road. Other initiatives include refurbishing a 1983 power truck and hiring certified paramedics to help reduce overtime costs. The department also prioritizes employee appreciation, professional development, and the expansion of fire safety training and public education programs.

Chief Clemons concluded by emphasizing the department's ongoing commitment to modernizing operations, supporting its personnel, and enhancing public safety through innovation and infrastructure investment.

13. 3:00 p.m. - 3:30 p.m. - Police Department

Chief Criss presented the Police Department's strategic overview, emphasizing the department's dedication to maintaining high-quality service, leveraging advanced technology, and strengthening community engagement. He introduced the department's budget theme: sustaining a high level of service while integrating cutting-edge technology. Among the major initiatives, Chief Criss highlighted hiring a medical

6/1 Item # 1.

clinician to respond to mental health crisis calls, upgrading body-worn cameras and the associated parent system, and enhancing investigative tools to improve transparency and accountability. He also emphasized a renewed focus on expanding community events and outreach efforts.

Chief Criss reported that the 911 Dispatch Center is now fully staffed and is in the process of implementing emergency medical dispatch certification. Additionally, the department is creating a wellness space for dispatchers to support their overall well-being. In the Animal Control Division, he outlined plans to upgrade equipment, improve communication and coordination with partnering agencies, and enhance technological capabilities and public education programs.

Chief Criss noted the department's success in maintaining staffing levels above 95% and using new psychological screening technology to support recruitment and evaluation. He also shared that the department is exploring the use of advanced investigative technologies, including deception detection tools, to strengthen casework and outcomes.

Chief Criss explained that the department is working to reduce costs by pursuing alternative funding sources while increasing investments in professional and contractual services. The budget also prioritizes technology upgrades and improvements in community services. He reiterated the department's commitment to operational excellence, innovation, and building trust through transparency and meaningful engagement with the community.

14. 3:30 p.m. – 4:00 p.m. – Finance

Director Wiggins presented the Finance Department's strategic update, emphasizing the city's commitment to financial responsibility, process improvement, and enhanced transparency in financial operations. He began by outlining the department's key objectives: responsibly administering the city's financial affairs, delivering customer-focused support services, and refining financial processes and reporting. Director Wiggins reported that the department has 10 positions, with two vacancies still to be filled. He also noted a planned title change, renaming the "Financial Service Ticket Tax" position to "Tax Specialist" to accurately reflect the role's duties.

Director Wiggins highlighted the continuation of the monthly close process, submission of the annual audit report by December 1, 2025, procurement procedure improvements, financial policy and procedure updates, and ongoing staff development. He also stressed the importance of improving the structure and effectiveness of monthly budget meetings with department directors. Director Wiggins detailed consistent expenditures for the annual audit (approximately \$77,000), management of city attorney fees, processing of payroll and AGP fees, handling of tax sales and interpleader actions, and oversight of utilities and insurance costs.

Director Wiggins announced implementing a new financial reporting platform to improve transparency and efficiency in budget tracking. Councilmembers are now receiving monthly budget reports, and new strategies are being developed to make budget meetings more productive and actionable. Director Wiggins concluded by reaffirming the Finance Department's dedication to maintaining fiscal discipline, improving operational processes, and supporting the city's long-term financial health.

The governing body has requested monthly reports and itemized financial accounts for each council member. These reports should provide a detailed breakdown of expenditures and allocations to ensure transparency and support ongoing budget oversight.

15. 4:00 p.m. – 5:00 p.m. – Executive Offices & Legislative Offices

Executive Office

City Manager Mr. Clark Jr. presented the Executive Office's budget and strategic update, emphasizing a continued commitment to technological improvements, responsible fiscal management, and forward-thinking planning initiatives. He noted that no additional staffing positions are being requested for the upcoming fiscal year. Developing a new city website includes adaptive design, translation support for over 50 languages, an accessible and user-friendly interface, dedicated department pages, a section for capital project updates, and an integrated alert notification system. Mr. Clark Jr. emphasized that these improvements are designed to enhance communication and transparency with residents.

Mr. Clark Jr. reported that the city's business plan initiative will continue at \$50,000. He noted a \$13,000 increase in consultant services, primarily tied to the website redesign project. To offset costs, reductions have been made in the emergency and strategic planning budgets, resulting in an overall decrease of \$54,000 in the Executive Office's budget.

Mr. Clark Jr. also provided key updates on capital improvement projects. For the Star Park renovation, the city is rebidding the project after receiving a \$20 million estimate. Planned enhancements include new gazebos, upgrades to the walking trail and pool area, and relocation of the Africa-themed section. The City Center project is undergoing value engineering to reduce its cost from \$124 million to above \$100 million. Additional projects include sidewalk improvements, park monument sign updates, and potential grantfunded developments such as a theater park and senior playground equipment.

Mr. Clark Jr. concluded by proposing a strategic planning retreat in June. The retreat would aim to align the city's long-term priorities with financial planning and focus on establishing a finance-centered strategy to support the city's future growth and sustainability.

Legislative Office

City Manager Mr. Clark Jr. presented the Legislative Department's budget update, emphasizing fiscal consistency, streamlined budget tracking, and upcoming strategic planning efforts. He began by noting that the legislative budget remains consistent with prior years. One of the key changes is the consolidation of various event budgets under a single "City Events" line item, simplifying tracking and improving transparency. The \$45,000 allocation for Mayor and Councilmember-hosted events and the \$15,000 public relations budget have been maintained. Specific event line items like retreats have been removed to streamline budgeting and reporting further.

Mr. Clark Jr. outlined the primary components of the legislative budget, including insurance and retirement contributions and election-related expenses. He noted that preparations are underway for the upcoming November election, with election services coordinated through Clayton County. The budget approach reflects a centralized strategy for managing event-related expenses, and capital funds remain reserved for major projects only, with no significant changes from the previous fiscal year.

Mr. Clark Jr. proposed holding a strategic retreat in June to align the Council's long-term goals with the city's financial priorities. He also noted the possibility of a professional training engagement for Councilmembers and expressed interest in making the retreat finance-focused to support the city's future planning efforts.

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

ADJOURNMENT:

5/16/2 Item # 1.

Mayor Butler adjourned the budget retreat at 4:26pm.

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

Monday, June 02, 2025 at 6:00 PM Council Chambers and YouTube Livestream

Website: www.forestparkga.gov YouTube: https://bit.ly/3c28p0A Phone Number: (404) 366.4720 FOREST PARK CITY HALL 745 Forest Parkway Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez

The Honorable 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 6:00 p.m.

ROLL CALL - CITY CLERK: A quorum was established.

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

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, HR Director; Diane Lewis, Deputy HR Director; Nicole Dozier, PDC Director; Rochelle Dennis, Interim Economic Development Director; Tarik Maxwell, Director of Rec and Leisure (via zoom); Alton Matthews, Public Works Director; Nigel Whatley, Public Works Deputy 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:

It was moved to approve the Consent Agenda as printed.

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

ر Item # 1.

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

Councilmember Akins-Wells raised a point of order, requesting to discuss a specific item.

It was moved to withdraw Councilmember James's original motion.

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

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

It was moved to move item #2, Council Discussion on the 1st Annual Renewal for Sound Equipment Services with Digital World Live, to New Business.

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

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to table Item #12, Council Discussion on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street, per the applicant's request, Add Item #13 Council Discussion on Censuring Mayor Butler for Unprofessional Conduct, and add from the Consent Agenda to New Business Item #2 Council Discussion on the 1st Annual Renewal for Sound Equipment Services with Digital World Live.

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

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

CONSENT AGENDA: There were no discussions on Items #1 and #3.

 Council Discussion on the 1st Annual Renewal for Youth Sports Uniforms (Annual Contract) with Krown Sports – Procurement/Recreation and Leisure Services Department

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option for youth sports uniforms with Krown Sports under the same prices, terms, and conditions. This vendor will continue to provide uniforms for all youth sports (football, baseball, softball, soccer, and any other sports events planned by the Recreation and Leisure Services Department.

ANNUAL AMOUNT \$30,000 – General Operation Fund

 Council Discussion on the 1st Annual Renewal for Sound Equipment Services with Digital World Live – Procurement/Recreation and Leisure Services Department (Moved to New Business)

Background/History:

The Recreation and Leisure Services Department is looking to execute its 1st annual renewal option 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 15 city.

events. These events include (4 Fun Fridays, Forest Park Day, Hispanic Heritage Celebration, 3 Ultimate Tailgate Experiences, Fall Festival, Summer Soul Fest, and any other festival that is planned by the Recreation and Leisure Services Department).

ANNUAL TOTAL: \$77,850.00 – General Operation Fund

City Manager, Mr. Clark Jr., noted that the agenda item was removed from the consent agenda at the request of Councilmember Akins-Wells, who had expressed interest in rebidding the contract rather than proceeding with the annual renewal options currently outlined in the agreement. Mr. Clark Jr. asked Ms. Adams to provide further clarification regarding the terms of the contract and to explain the necessary steps that would be required to initiate a new bid process.

Procurement Manager, Ms. Adams, explained that the current vendor has agreed to renew under the same pricing, terms, and conditions. The requesting department is supporting the renewal. She clarified that if the Council decides not to approve the renewal, the contract would be rebid, and staff would also explore the feasibility and cost implications of the City purchasing its own equipment. However, she noted that additional costs would be associated with installation, breakdown, and ensuring the equipment is of sufficient quality to support the varied events hosted by the City.

Ms. Adams informed the Council that the current contract expires at the end of the month. Renewing it now was intended to ensure uninterrupted support for upcoming events, including the Juneteenth Celebration and Fun Friday series. If the contract is not renewed, the City would be required to obtain three (3) individual quotes for each event, likely from the same vendors who previously responded to the bid. She also shared background on the contract's history, noting that the current vendor has been in use since 2020. When she assumed procurement oversight, the process was centralized to allow for better pricing controls and consistent service, rather than relying on informal or unstructured vendor selection. She mentioned that it was unclear whether formal quotes had been obtained in previous years. Finally, Ms. Adams stated that if the Council wishes to rebid the contract, the process will take a minimum of 90 days, including competitive advertisement, vendor response, evaluation, and final award.

Comments/Discussion from Governing Body:

Councilmember Gunn inquired why she had previously paid for sound equipment out of her ward budget if the City already had an active contract with the vendor. She sought clarification on why those costs were not covered under the existing agreement and questioned whether the contracted services should have been utilized instead. Ms. Adams clarified that the contract was established specifically for pre-identified City events overseen by the Recreation and Leisure Services Department. Events initiated or hosted by individual Council wards fall outside the scope of that contract. However, she noted that while those ward-sponsored events are not covered under the official contract terms, the vendor has agreed to honor the contracted pricing for those additional events, allowing for consistency in cost.

Councilmember Gunn sought clarification on the contract value and its coverage, specifically asking whether the \$77,000 contract amount is a flat rate that covers a set number of events, such as 15, or whether it is intended to cover any number of events (e.g., 15, 20, or 30) within the contracted scope. She requested confirmation on whether any event conducted by the City under this agreement is automatically included in that total cost. Mr. Clark Jr. clarified that in the case of the gospel event, the City began negotiating directly with the vendor once the scope of the event changed. He explained that Councilmember Wells initially secured sponsors to fund the entire event. However, due to a rainout, she rescheduled and proceeded with the event on a different date. As a result, the City absorbed the cost and brought the sound services under the existing vendor contract. Mr. Clark Jr. noted that the original service package did not include certain elements, such as a backline set-up, which created a cost varianger.

However, he confirmed that the sound engineers ultimately negotiated the rate to match the standard pricing used for City-sponsored events under the contract.

Councilmember Gunn expressed concern about the timing of the contract discussion, pointing out that bringing the item forward with only 30 days remaining before the contract's expiration places the City in a difficult position. She noted that if action is not taken during the meeting, the agreement could be cancelled, requiring the City to negotiate separate contracts for each upcoming event. She emphasized that this would result in the vendor charging individually for each event, potentially affecting costs and complicating planning for scheduled activities such as Fun Fridays and the Juneteenth Celebration. Mrs. Adams clarified that the current pricing under the contract is valid through June 30th. If the contract is not renewed by that date under the same terms and conditions, the City would be required to solicit individual quotes for each event moving forward. Additionally, the service would need to be re-advertised and competitively bid if the City chooses to establish a new contract.

Councilmember Gunn asked the City Manager, Mr. Clark Jr. why the contract renewal was brought forward so close to its expiration date. She expressed concern about the timing of the item and questioned why it was not presented to the Council earlier, given the limited time remaining before the current contract ends.

Mr. Clark Jr. responded to Councilmember Gunn's question by clarifying that the contract was not brought forward late. He explained that the timing aligns with the contract's original approval cycle and noted that when the contract was adopted last year, the governing body approved it with built-in annual renewal options due to the complexity and length of the procurement process. He further explained that the Procurement Department routinely flags contracts before expiration to allow the Council to decide whether to renew or rebid. In this case, the department brought the renewal forward on time to enable that decision.

Mr. Clark Jr. also discussed the potential risks and benefits of putting the contract back out for bid. While rebidding could lead to new pricing options, he cautioned that costs could be significantly higher without the benefit of guaranteed volume. The current contract provides a discount rate based on the City's ability to guarantee approximately 15 events annually. Without that assurance, vendors may charge industry-standard pricing, which is typically around \$7,900 per event. He noted that while the contract can be rebid if the Council desires, doing so without guaranteed volume may result in higher per-event costs and less certainty.

Councilmember Gutierrez shared that he felt comfortable with the current sound provider, emphasizing that the company has served the city since around 2000. He highlighted their quality of work, consistency, and specialized experience in this field. While he noted that he would support whatever decision the governing body makes, he cautioned that putting the contract back out for bid could result in a lower cost. Still, it might also lead to lower service quality from a less experienced vendor.

Mrs. Adams added that consistency and reliability are key when selecting vendors for city events. She noted that the current vendor has demonstrated a long-standing relationship with the city and understands its expectations. She expressed confidence in their ability to deliver quality service, not just with equipment, but also through dependable staffing and logistical support. She stated that while the cost may vary, the value lies in their experience and the assurance that events will be executed smoothly and professionally.

Councilmember Akins-Wells expressed concerns about the performance and reliability of the current vendor in providing sound services for city events. She emphasized the importance of professionalism and punctuality, especially when hosting public events that reflect the City's image and are promoted to the community. She shared specific examples of past issues, including microphones failing, equipment

not being ready, and inexperienced staff causing delays during events. In her experience, she stated that event start times have been negatively impacted by such issues, which undermines the quality of service expected, particularly when the vendor is being paid nearly \$80,000 annually.

Councilmember Akins-Wells asserted that if the City pays for professional, high-quality service, the vendor should consistently deliver at that level. She noted that those who have not worked directly with the vendor may not be aware of the problems she has observed firsthand. While open to continuing with the vendor, she requested that future contract renewals be presented to the Council months in advance, rather than 30 days before expiration. She also recommended that performance standards, such as timeliness and service quality, be outlined in the contract. Additionally, Councilmember Wells advocated for the City to explore purchasing its own sound equipment, investing in internal capabilities rather than relying entirely on outside vendors.

Mr. Clark Jr. directed a question to Attorney Matricardi, asking whether, if the governing body chooses to exercise the renewal of the existing contract, some of Councilmember Akins-Wells's concerns could be addressed within the agreement. He specifically inquired whether the city could include clear provisions in the contract regarding concerts and event logistics, such as requiring vendors to be fully set up and operational before a scheduled start time (e.g., being ready prior to a 7:00 p.m. show). He asked if enforceable language could be added to ensure that failure to meet these expectations would constitute a contract default, giving the city recourse should the vendor not comply with the agreed-upon terms.

Attorney Matricardi clarified that the current contract contains a scope of work outlining specific events and their associated timeframes. Even though the terms remain the same when the contract is renewed, the statement of work would be updated to reflect any new events and times. She explained that while occasional tardiness may not constitute a material default, such issues could still be formally raised with the vendor. If delays become a recurring issue, they could potentially rise to the level of a contract default, providing grounds for further action.

Mr. Clark Jr. stated that if Councilwoman Akins-Wells could further articulate the concerns she referenced, beyond the ones already mentioned, and if the governing body's will is to move forward with the contract renewal, the city could coordinate a meeting with the vendor. Given that Councilwoman Akins-Wells hosts most of the events, he expressed openness to including the city attorney in that discussion to ensure the renewal includes clearly defined terms and conditions that must be upheld. He also inquired whether the current agreement contains a month-to-month provision that could offer flexibility during the review and negotiation process.

Ms. Adams added that the City has implemented a supplier rating form distributed to the user departments responsible for managing vendor contracts. Departments are instructed to submit these evaluations quarterly, providing feedback on contractor performance. She emphasized that the Procurement Department considers these ratings when determining whether to renew a contract. However, she also noted that vendors must be given a fair opportunity to correct any deficiencies in service. For that process to begin, Procurement must be formally notified of performance issues, as the department cannot take corrective action without awareness of the concerns.

Mr. Clark Jr. acknowledged that performance concerns with the vendor may have originated as early as September, which contributed to issues during the October event, based on information received. He agreed it would be appropriate to obtain a detailed list of those service issues and have a follow-up conversation with the vendor to address them directly. He then suggested extending the contract for a limited three-month period, allowing the City to cover the upcoming summer events while evaluating vendor performance. He noted that this approach would prevent the City from being bound to a full-year commitment, while maintaining continuity of service during a high-activity period.

Attorney Matricardi clarified that the City can request a three-month extension from the vendor; however, there is no guarantee that the vendor will agree to extend at the exact pricing, terms, or conditions currently outlined in the contract. She advised that this is an important consideration when evaluating short-term renewal options.

3. Council Discussion on the 1st Annual Renewal for City-Wide Pest Control Services with Omega Pest Control – Procurement/Public Works

Background/History:

The Department of Public Works is requesting approval to execute its first annual renewal option for citywide pest control services with Omega Pest Control under the same prices, terms, and conditions. This vendor will continue to provide on-site pest control and rodent removal services as needed, servicing 18 buildings throughout the city.

ANNUAL TOTAL: \$6,360. Each department will appropriate and pay these costs monthly under its Professional Services line-item budget.

NEW BUSINESS:

4. Council Discussion regarding the allocation and use of funds for each line item within the ward, including the establishment of a monthly reporting process, as well as clarification on the accounting and tracking of donations received- Legislative Offices

Background/History:

Councilmember James requested a discussion regarding the use of funds allocated to each line item within each ward. Additionally, she inquired about the process for how donations are received and accounted for within the city's financial system.

Councilmember James expressed the need for greater transparency and accountability regarding councilmember funds. She shared that she recently encountered discrepancies when determining her line-item balance and believes it would benefit council members to receive monthly financial reports detailing expenditures. Additionally, she emphasized the importance of tracking donations more clearly.

Councilmember James noted that she understands that donations are typically deposited into the general fund, and she recommended having a method for notating when and how contributions are received. She referenced a recent example involving her Teacher of the Year Celebration, where donated funds were intended to cover event expenses. Still, the costs were charged to her line item without reflecting the incoming donations. She requested more transparent processes moving forward to ensure accurate financial tracking.

Comments/Discussion from Governing Body:

Councilmember Gutierrez inquired how the reports would look and if they would get an individual or group report.

City Manager Mr. Clark Jr. shared that earlier in the day, staff met to finalize a monthly reporting template that would be distributed to each council member. Mr. Clark Jr. displayed a draft report for Ward 1 as an example, noting that the format is intended as a starting point and can be refined to meet council members' needs. The report includes four primary budget categories within the legislative department: meetings,

projects, events, and capital. Mr. Clark Jr. noted that it outlines each member's adopted budget, monthly expenditures, year-to-date totals, and remaining available balance.

Mr. Clark Jr. also stated that additional details will be provided when purchases are made using the city's P-Card. He mentioned that the Council aides will submit itemized breakdowns to clarify all transactions. He noted that Wards 1 and 4 frequently receive event sponsorships, highlighting the need for improved tracking of those funds. The new monthly report will allow staff and council members to monitor expenditures in real time, ensuring accountability and budget awareness.

Mr. Clark Jr. then invited Ms. Nina Robinson, the City's Senior Staff Accountant, to explain how sponsorships and donations will be handled moving forward. Mr. Clark Jr. stated that Ms. Robinson manages the City's journal entries and bank reconciliations and will assist in integrating these funds into the new reporting framework.

Ms. Robinson, Senior Staff Accountant, further explained how the new reporting format will reflect expenditures and sponsorships. She noted that amounts entered as debits represent expenditures made from a councilmember's budget. In summary, amounts entered as credits represent donations or sponsorships, increasing that councilmember's budget. She also stated that the Finance Department will work closely with council aides, specifically referencing coordination with Mr. Henry, to assist with understanding and reconciling the figures. She noted that the goal is to ensure that the monthly reports provided to council members are fully aligned with the city's official financial statements. Ms. Robinson also confirmed that any donations or sponsorships received will be recorded correctly in the City's general ledger in accordance with GAAP (Generally Accepted Accounting Principles). Where appropriate, budget amendments will be made to reflect those contributions in the councilmember's respective budget lines.

Councilmember James acknowledged the financial reporting updates and appreciated the efforts to enhance transparency. In addition, she requested clarification regarding the allowable use of ward funds, specifically concerning a proposed use of those funds for a banquet. She noted that, based on prior guidance, her understanding was that city funds could not be used to support banquets or similar events, and she asked for further clarification to ensure consistency and compliance moving forward. Mr. Clark Jr. responded by stating that he would defer to Attorney Matricardi for a legal interpretation regarding the use of ward funds. He noted that staff had located a document that appears to provide some guidance on the appropriate use of ward funds. However, it remains unclear whether the document was ever formally adopted by the governing body or served as an internal reference created by legal counsel at the time. He requested that Attorney Matricardi speak further on the matter to clarify the proper uses of ward funds.

Attorney Matricardi clarified the proper use of ward funds, stating that such funds should only be used for activities directly related to a councilmember's official duties. While ward funds may be used to support events, the event must be city-related. For example, one in which the city is a co-host or direct participant, not merely a private event being sponsored. She emphasized that ward funds may be used for items such as conference travel, installing park benches, or hosting public events that serve a municipal purpose. However, the funds cannot be used for donations to organizations or causes, even if those causes are noble. This restriction exists because public funds must substantially and directly benefit the city or its residents. She further explained that using taxpayer dollars for gifts, donations, or gratuities violates the Georgia State Constitution, and that ward funds may not be used for anything campaign-related. In summary, expenditures must provide a tangible public benefit tied to the councilmember's governmental responsibilities to be considered appropriate.

Councilmember Akins-Councilmember contributed to the discussion by referencing a previous instance in which she used her ward funds to support a banquet honoring Dr. Folami and her team.

stated that she believed the event provided a meaningful benefit to the community, particularly to the children served by the team's efforts. She emphasized that coaches should not have to turn to councilmembers to fund such events, expressing that the Parks and Recreation Department should cover banquet expenses. Councilmember Akins-Wells added that while she had used her funds in the past to help fill this gap, she believed that Councilmember Gutierrez was currently attempting to do the same for an upcoming banquet. She suggested this was part of a larger issue that warrants further discussion regarding how the City funds community-recognition events and the need for a more consistent and supportive funding approach.

Councilmember Gunn emphasized the importance of clear guidance regarding the proper use of ward funds, particularly for newly elected councilmembers. She stated it would be helpful to have a detailed breakdown of what is and is not permitted under the four categories assigned to councilmembers' budgets. She referenced a current example where she plans to sponsor a banquet for the Forest Park recreation team, which Dr. Folami coaches. She asked whether this type of sponsorship would raise any compliance concerns. Councilmember Gunn explained that the team is part of the city's recreation program and actively brings families and community members into Forest Park. Given the ongoing discussion around using funds for banquets, she requested clarity on whether this event is considered appropriate for ward fund expenditures under current policy.

Attorney Matricardi inquired if it would be a city event. Councilmember Gunn clarified that the event is intended to celebrate the young girls' victory in the Forest Park Recreation Center's volleyball program. She noted that this is an annual event traditionally held to recognize the team's accomplishments and represent the city in recreational athletics.

Councilmember Gutierrez mentioned that the event would take place in a city building.

Attorney Matricardi noted that it would be permissible, provided it pertains to recreation-related purposes.

City Manager Mr. Clark Jr. expressed his understanding that when children participate in recreational sports throughout the city, responsibility for recognition events such as banquets typically falls under the recreation department or the league itself, rather than being handled by elected officials. He referenced his experience paying registration fees, noting that such fees would presumably cover costs related to team celebrations and end-of-season activities.

Councilmember Akins-Wells stated that while the expectation is for the Recreation Department to fund recognition events, this has not been the case for the past three years. She emphasized that parents and coaches should not be placed in the position of seeking funding from councilmembers for banquets or celebrations, particularly when families pay registration fees and support the city by participating in its programs. She expressed concern that such recognition events, especially for children bringing home championships or representing the city, should not be a matter for council discussion or agenda approval, but rather an automatic part of the recreation program's responsibilities, regardless of the season's outcome. Councilmember Akins-Wells concluded by saying that councilmembers' willingness to support youth and give back to the community should not be seen as problematic, as it aligns with their role to serve the residents of Forest Park.

Councilmember James shared her perspective on the issue, noting that while her children have participated in recreational sports, it is essential to understand that Forest Park's recreation leagues include players across Clayton County and surrounding counties. She explained that registration fees paid by participants are traditionally intended to cover expenses like banquets, with parents sometimes.

donating additional funds as needed. She expressed concern that using taxpayer dollars to fund banquets at the request of individual coaches could lead to inconsistent and inappropriate use of public funds. While it may be possible to label such events as city-sponsored, Councilmember James stated that doing so "willy-nilly" could blur the lines of fiscal responsibility. She emphasized that such practices should be avoided based on the guidance she received when first taking office. She noted that she seeks private sponsorships for community initiatives rather than using ward funds. She recommended that the Council proceed cautiously in this gray area to maintain accountability and public trust.

Councilmember Gunn said that while she understands the concern regarding participants from outside municipalities, many children live in Forest Park and actively use the city's recreational facilities. She emphasized the positive economic impact of recreation events on the community, citing increased traffic to local businesses like gas stations and restaurants during game days. She questioned the characterization of ward-sponsored celebrations for local youth as "inappropriate," asserting that celebrating children who contribute to the vitality of the city's parks and recreation programs should not be viewed negatively. Councilmember Gunn clarified that an actual misuse of funds would be personal spending unrelated to city functions, such as using city-issued cards for personal fuel. However, recognizing and supporting youth participants, in her view, aligns with the spirit of public service and community investment. She invited further clarification if her perspective was incorrect, but maintained her belief that honoring the city's children is appropriate and beneficial.

Councilmember James clarified that her concern centers around using taxpayer dollars and what is legally permitted. She acknowledged that attorney Matricardi would be better positioned to provide legal guidance.

Councilmember Akins-Wells stated that Attorney Matricardi noted it would not be inappropriate.

Councilmember James noted that adding the word "City" would not make it inappropriate.

Councilmember Gunn noted that in many municipalities, including places like "Roswell", youth banquets are often formally presented as city-sponsored to ensure compliance and legitimacy. She emphasized that when the city's name is attached to an event, particularly one celebrating local youth achievements held at a city-owned facility, it should be recognized as a city function, not a private affair. In her view, this distinction further supports the appropriateness of using public funds, as long as the event promotes community engagement and aligns with the city's mission to help its residents.

Councilmember Gutierrez expressed support for using city funds to recognize and celebrate local youth, particularly when events are held in city-owned facilities involving children representing the City of Forest Park. He referenced the legal guideline requiring a "substantial benefit" to the city and argued that investing in youth and acknowledging their accomplishments meets that standard. He emphasized that these children are champions of Forest Park, not any other city, and noted the broader economic and social value in encouraging community engagement through such celebrations. Councilmember Gutierrez acknowledged the importance of establishing clear procedures moving forward, but cautioned against questioning this particular event or creating unnecessary barriers. He stated that with a median household income of around \$30,000 in Forest Park, not all parents can afford to fund banquets, and supporting youth events with modest expenses, well under \$1,000, is reasonable and meaningful. He concluded by expressing concern that the discussion could be interpreted as opposition to the team, the coach, or the children involved.

Councilmember James clarified that her concerns were not about celebrating local youth, but about the appropriate use of taxpayer dollars and the governing body's role. She emphasized that Forest Park

a designated Recreation and Leisure Department that is responsible for organizing and funding events like banquets. While recognizing the value in honoring the city's youth, she stated that it is inappropriate for individual coaches or community members to approach council members to request their allocated ward funds for such purposes. She further noted that council members have fiduciary responsibilities and must ensure city funds are spent according to established guidelines. If there is a desire to expand the Recreation Department's role or resources, the governing body should collectively make that change through formal policy. Her point, she concluded, was not about opposing youth recognition, but about maintaining fiscal integrity and ensuring the proper processes are followed.

Councilmember Akins-Wells expressed frustration over the ongoing discussion, stating that supporting youth in the community should not be controversial. She questioned the distinction between councilmembers using ward funds to assist with events and city employees participating in school events during work hours, funded by taxpayers. She pointed out that city employees regularly assist with events outside of their traditional duties without issue. She also clarified that it is not a matter of every coach approaching the council for support, but rather when someone does ask, each councilmember has the discretion to say yes or no. Councilmember Akins-Wells emphasized that, according to the City Attorney's interpretation, such expenditures are permissible and lawful. She expressed concern that another councilmember may be attempting to control how others allocate their ward funds, despite each councilmember being independently elected to represent their wards. She concluded by reaffirming her belief that supporting the children and volunteer coaches of Forest Park is both reasonable and appropriate. She stated that the participants invest time and money in the city, and that council support for their recognition is a meaningful way to show appreciation, just as the city supports other events across wards.

Councilmember Mears reflected on his 15 years of coaching experience in Forest Park, sharing that players typically received only a pair of pants and a top during his time. The parents paid for additional items such as socks and hats and funded any end-of-season banquet. He expressed mixed feelings about the current discussion, raising questions about whether children today play for free or if registration fees are collected. If payments are being charged, he inquired whether those funds are intended to cover expenses such as uniforms and banquets, or if the city is now covering those costs for all participants.

Mr. Clark Jr. respectfully noted that the Deputy Director of Recreation and Leisure was present and could speak directly to the fees associated with youth programs and the revenue generated from those fees. He added that staff were currently working to pull those figures for review.

Councilmember Akins-Wells added that if the necessary support isn't in place, the governing body has the authority to establish it. She emphasized that the Council could allocate funding to ensure that parents and coaches are not required to come before Council to request support for banquets honoring children whose families are investing in the city.

Deputy Director Jones of Recreation and Leisure clarified that registration fees for youth participants typically range from \$70 to \$90, depending on whether the child is a Forest Park resident and whether the fee was paid early or late. She also noted that, in the past, the City did provide banquets for both children and their parents. Deputy Director Jones explained that in the past, the Recreation and Leisure Department did provide some support for team banquets, but the level of support did not always align with what teams or parents expected. As a result, the department has adjusted its approach and now offers access to city facilities to host these events. At the same time, the responsibility for providing food and other banquet-related items has shifted to the parents or teams themselves.

Councilmember Gunn agreed with Councilmember Akins-Wells' sentiment and suggested that the city consider allocating specific funds to the Recreation and Leisure Department to host banquets after athletic seasons. She noted that establishing such funding would eliminate the need for parents or council members to cover these expenses and ensure the children are appropriately celebrated.

Mr. Clark Jr. acknowledged Deputy Director Jones' remarks, noting that the Recreation and Leisure Department previously hosted banquets, but the events often did not meet the teams' expectations. He suggested that the department revisit the approach by establishing a standardized banquet format funded through the \$70–\$90 participation fees collected from players, as previously mentioned by Deputy Director Jones. Any enhancements beyond the standard offering would then be the responsibility of the individual teams. He confirmed this interpretation with Deputy Director Jones for clarification.

Councilmember Gunn emphasized that even if the city establishes a standard banquet with a designated budget, councilmembers should still retain the right to provide additional support if they choose to do so.

Attorney Matricardi clarified that any typical service that city funds are permitted to cover may also be funded through ward allocations. It is appropriate to use ward funds for that purpose if it is a standard municipal service.

Councilmember Akins-Wells stated that her only request is for consistency in decision-making. She noted, without intending to blame City Manager Mr. Clark Jr., that while there are questions raised about providing funds to support a banquet celebrating youth, there have been other instances where city funds were used for different purposes without the same level of scrutiny, such as Mr. Clark Jr.'s two-year celebration.

Mr. Clark Jr. addressed the concern by clarifying that the celebration held for his 100th day in office did not utilize city funds. He explained that, within three weeks, he was able to raise \$25,000 in sponsorships to fully fund the event, ensuring that no taxpayer dollars were expended. He acknowledged Councilmember Akins-Wells' broader point about the importance of consistent practices in how funds are used, particularly regarding support for youth celebrations. Mr. Clark Jr. emphasized that he strongly believes in securing sponsorships for city events whenever possible, because the residents of Forest Park deserve meaningful recognition. He added that those who earn income through the city should also give back to support initiatives that celebrate and uplift the community. Mr. Clark Jr. also acknowledged the reference to his second anniversary celebration and clarified that the small gathering, including a cake, was a surprise organized by staff. He noted that, to his understanding, any expenses associated with the event were personally covered by the employees as a gesture of appreciation for his service to the City over the past two years.

Councilmember Akins-Wells clarified that her earlier comments were meant to serve as an example. She expressed that while she appreciated Mr. Clark raising \$25,000 for his event, she intended to highlight the importance of consistency across all spending, especially when it involves food purchases or events that may not directly benefit the city. She emphasized the need for equitable standards in how city funds are evaluated and used. She also added that if her remarks were taken personally, it was not her intent and offered a courteous acknowledgment.

Dr. Folami addressed the council to bring closure to the discussion, emphasizing that a sponsor had already been secured for the event and that the only request being made was for use of the city facility. She pointed out that at least nine volunteer coaches freely give their time to the program. Referring to the Deputy Director's earlier remarks, she acknowledged that in the past, the Recreation and Leisure Department organized a collective banquet for all programs. She explained that she has independently

hosted a banquet specifically for the volleyball participants for the last three years. She recognized the valid points raised by several councilmembers about how such community events stimulate local engagement and support area businesses. However, she expressed disappointment at the tone of the debate, particularly because her name and involvement appeared to be under scrutiny.

Dr. Folami reminded the council of her role as a longtime, engaged citizen of Forest Park and her commitment to supporting the community's children and families. She closed by encouraging the council to move forward, affirming that the event was fully sponsored and under control and that if consensus could not be reached, her team would continue to support it independently.

Mayor Butler clarified that the item listed on the agenda was not specifically related to the volleyball banquet. She noted that the volleyball event was brought up during the broader discussion, but was not the original focus of the agenda item. Mayor Butler emphasized this point to ensure the public and council understood that the conversation had expanded beyond the intended scope. She concluded by stating that the outcome of the discussion and how the motion would ultimately be framed were still undecided at that time.

Councilmember Akins-Wells stated that while the discussion was ongoing, she wanted to ensure that the volleyball team's recognition was added to the regular session agenda. She emphasized that the coach should not have to use her public comment time to speak about the children's contributions to the community and accomplishments. Councilmember Akins-Wells requested that a formal item be included on the agenda so that they can be appropriately acknowledged.

Mayor Butler inquired about Attorney Matricardi's final answer. Attorney Matricardi clarified that it would be a permissible expenditure because it is essentially a city event involving the city's recreational league. Since it falls within the scope of what city funds are typically used for, it would be considered a legal expenditure by the city. Accordingly, it would also be a legal expenditure for the city council to support.

Mr. Clark Jr. suggested that the governing body should, at a minimum, review the documentation currently on record to determine whether it has previously been adopted or seen by the body. He recommended updating the document if necessary. He also noted that council members want clarity. When they request to use ward funds for a specific purpose, they want to ensure it qualifies as a legally justified expense based on the city's guidelines and legal standards.

Attorney Matricardi stated she would be happy to update the existing document, initially provided by previous legal counsel, and convert it into a formal ward funds policy. She noted that many other jurisdictions have discretionary funding policies that clearly outline permissible and impermissible uses. However, she emphasized that these matters are often not black and white and are best evaluated on a case-by-case basis. She encouraged council members to reach out to her with questions as they arise and expressed support for developing an official policy that the Council could formally adopt and follow.

Councilmember Gunn inquired whether Councilmember James's request was for each Councilmember to receive an individual report or for the report to be shared collectively with the whole governing body. Councilmember James noted that the decision to proceed would be left to the group's discretion. Mr. Clark Jr. clarified that each ward would receive the same financial report simultaneously each month. He emphasized that the report is not generated for a single Councilmember but will be provided to all governing body members individually, ensuring equal access and transparency.

Councilmember Akins-Wells clarified that the question appears to be whether Councilwoman James will receive one on behalf of everyone, or if she is receiving it solely for herself. Mr. Clark Jr. clarified

each Councilmember would receive a report pertaining only to their respective ward. He explained that the intention is for every Councilmember to be able to track their expenditures, sponsorships, and remaining budget every month. If any Councilmember wishes to see the reports for all wards, that request can be accommodated, but is not part of the standard distribution process.

 Council Discussion on the upcoming SPLOST funding on City Projects- Councilmember James, Ward 1

Background/History:

Councilmember James requested a discussion on the upcoming SPLOST funding for city projects. She inquired whether the city has submitted proposed projects to the county for voter consideration and asked for a breakdown of the remaining SPLOST funds, including the total amount left to spend and how those funds are planned to be allocated.

Councilmember James deferred to the City Manager to provide an overview of the capital projects report distributed to the governing body. She inquired whether he would like to present the details at that time.

City Manager, Mr. Clark Jr., explained that the City has capital project records dating back to 2008, the most recent SPLOST (Special Purpose Local Option Sales Tax) cycle, with detailed itemized project listings. He noted that Clayton County is expected to initiate a new SPLOST later this year and that the City is awaiting final details to begin drafting a new project list. He recommended that future project listings use broader language (e.g., "roads and streets" instead of naming specific ones) to allow for more flexibility as priorities shift. Mr. Clark Jr. shared current fund balances for each SPLOST cycle: approximately \$1.4 million remains from 2008, \$4.7 million from 2015, and \$14.3 million from 2021. He emphasized that many of these funds are already tied to capital projects, as outlined in the report distributed to Council and previously shared during the retreat. Some projects have already been completed, including sidewalk work on Pine Tree, while others are still in progress.

Comments/Discussion from Governing Body:

Councilmember James asked for clarification on whether there is a limit on using SPLOST funds.

Attorney Matricardi clarified that while SPLOST funds do not expire under Georgia law once collected, using those funds can be governed by contractual obligations, specifically, intergovernmental agreements (IGAs) between the city and the county. She noted that: For the 2021 SPLOST, funds must be used or contractually obligated within five (5) years after the SPLOST collection period ends, which effectively gives a 10-year window. To determine if the same rule applies to the 2008 SPLOST, she would need to review the IGA between the City of Forest Park and Clayton County from that period. Some of the remaining \$1.4 million from the 2008 SPLOST may be tied to projects already under contract but not yet completed, making the funds still valid.

Councilmember James requested that Mr. Clark, Jr., provide a breakdown identifying which specific SPLOST funds, such as those from 2008, 2015, or 2021, are being applied to each capital project listed in the current SPLOST project summary sheet. She explained that this level of detail would help the Council better track the use of funds, understand what has already been spent, and assess what is still available for future use.

Mr. Clark Jr. reviewed the 2008 SPLOST project list and noted that the document did not assign projects to specific council members. However, he confirmed that several current initiatives, such as the Main

Street streetscape, City Hall expansion, vehicle acquisitions, and general transportation improvements, were included in the original 2008 list.

He further explained that while some projects were listed with specific titles, others used broader terms to provide flexibility. Mr. Clark Jr. offered to provide the council with copies of the full referendum documents for the 2008, 2015, and 2021 SPLOST cycles. This would allow members to correlate active projects with the appropriate funding source and gain clearer insight into how the funds have been allocated over time.

Councilmember James expressed the importance of ensuring that SPLOST funds are used as they were originally approved by voters and fully expended within the appropriate timeframe. She referenced a past example where updates were made to Starr Park, including removing the large concrete wall around Kiwanis Stadium, and how former leadership caught and corrected expenditures not allocated adequately to SPLOST. She emphasized the need for precise tracking to avoid carrying unused balances forward unnecessarily and to ensure projects are completed in alignment with the intended purpose of each SPLOST cycle.

Mr. Clark Jr. clarified that each year, the city's annual audit includes a detailed schedule showing the SPLOST project lists and budgeted and expended amounts. He noted that while some projects date back as far as 2008, there are plans to utilize funds soon. For instance, the City Center project will deplete a significant portion of the funds once construction begins, although those funds alone will not cover the full cost. He also provided updates on longstanding road projects, highlighting Linda Way as nearly ready to proceed to construction with only 3 to 5 parcels left requiring condemnation. He added that the bidding process for Linda Way has likely already started, along with another long-delayed road project, Walter Drive, which is also moving forward.

Councilmember Gunn concluded her remarks by emphasizing the importance of public understanding when the term "SPLOST" is used. She pointed out that many residents may not be familiar with what SPLOST means and encouraged efforts to ensure that the public is better informed about how SPLOST funds work and how they are used. Attorney Matricardi explained that it stands for Special Purpose Local Option Sales Tax, a penny sales tax visible on receipts, and often marked by signs reading, "Your SPLOST dollars at work." She further explained that based on the information she reviewed, SPLOST funds must be used within 10 years after the expiration of the original SPLOST referendum.

Council would have input in determining the list of projects to be included in the upcoming SPLOST referendum. She also sought clarification on whether the Council would be part of the legislative process guiding what is presented to voters. Mr. Clark Jr. confirmed that the governing body must adopt the project list for the SPLOST referendum. He explained that one advantage of past SPLOSTs, such as the 2008 initiative, was the flexibility in project designation, particularly for infrastructure like roads. This flexibility allows the city to respond to unforeseen issues. He noted that while he is unsure how the process was previously handled, most recently in 2020 for the 2021 SPLOST, the current administration fully intends to gather input from the City Council to help shape the recommended list of projects for the upcoming SPLOST cycle.

Councilmember Gunn inquired whether there is an expiration period of up to 10 years, as previously mentioned by the council, and asked what would happen if the funds were not spent within that timeframe. Mr. Clark Jr. noted that the funds must be returned if they are not obligated. However, our position would be that the funds are obligated. Attorney Matricardi included that they must be returned if the funds are not obligated. In that case, the money would be returned to the county and applied to reduce any

outstanding debts. The funds would be transferred to the county's general fund if there are no outstanding debts.

Mayor Butler noted that, if she understands correctly, an extension can be requested, and she believes that has already been done in this case.

Mr. Clark Jr. asked whether any specific action or direction was being requested from staff, or if the intent was simply for staff to participate in developing the list. He noted that he would defer to those who have previously served on the council for historical context on how this process has been handled in the past.

Councilmember James stated that she would like to be involved in determining what items are included on the list. She mentioned receiving a text from someone on the legislative team indicating that discussions were occurring regarding the SPLOST and what would be included in the referendum. She expressed concern, noting that she was unaware those conversations had already begun.

Mr. Clark Jr. clarified that, to his knowledge, no official date has been set for when the meetings will be convened. He noted that the timeline will ultimately depend on the county, as it involves a referendum issue. However, he emphasized that the governing body must adopt the SPLOST project list and the required resolution.

6. Council Discussion on the Boards and Commissions Application- Legislative Office

Background/History:

The Mayor and Council of the City of Forest Park are committed to increasing civic engagement and transparency in the appointment process for city boards and commissions. The governing body would like to mimic the City of Snellville's format to enhance the application process and better capture applicants' qualifications and interests.

This updated application includes a brief biography section, allowing applicants to share more about their background, experience, and interest in public service. The information provided will assist the Mayor and Council in identifying qualified, community-minded individuals willing to serve and contribute to the city's growth and development.

Boards and commissions serve as advisory bodies that provide critical recommendations to the governing body on planning, development, parks, zoning, economic growth, and other community needs. Appointments are made based on experience, qualifications, and the city's current priorities.

Applicants must:

- Be residents of the City of Forest Park unless otherwise specified
- Submit a completed application along with a brief biography
- Be willing to attend meetings regularly and participate in board-related activities
- Does not currently hold a position that would present a conflict of interest

We welcome applicants from all backgrounds who are passionate about public service and wish to help shape the future of our city.

Councilmember Gunn appreciated the City Attorney's prompt response regarding the URA Board appointments. She noted that the previous application did not provide enough depth to vet candidates for the position. She thanked the City Clerk's Office for compiling a well-written revised application and said

she was pleased with the outcome. Councilmember Gunn also thanked the City Manager, referencing their earlier conversation, and expressed her hope that the new application would be implemented soon.

Comments/Discussion from Governing Body:

Councilmember Gutierrez asked for clarification, inquiring whether the focus is solely on revising the application itself or if changes are also being made to the requirements or the overall application process.

Mayor Butler noted that it was just an update to the application.

Councilmember James clarified that the intent is solely to update the application, not to change any requirements. The goal is to request more detailed information from each applicant to understand better the population they represent and their qualifications for the position.

Councilmember Gutierrez inquired about conflicts of interest. Attorney Matricardi explained that determining a conflict of interest is handled case-by-case. While anyone may apply, each submission would require a proper review to assess whether a conflict exists. For example, if an applicant has an existing arrangement with the city or is a current vendor, and then is appointed, or enters into such an arrangement afterward, it could present a conflict. However, she emphasized that such determinations depend on the specific circumstances of each case. Councilmember James included that employees are not able to serve. Attorney Matricardi further clarified that certain situations would constitute a conflict of interest, for example, if a city employee also served on the City Council. Additionally, she noted that individuals are generally permitted to serve on only one board at a time. Some boards allow elected officials to serve, while others do not. For instance, a City Councilmember would not be eligible to serve on the Beautification Committee.

Mr. Clark Jr. noted that the city's website will reflect the new changes made to the application.

7. Council Discussion on the Appointment to the Urban Redevelopment Agency (URA)-Executive Offices Item discussed in Executive Session

Background/History:

The Urban Redevelopment Agency (URA) of the City of Forest Park is a public body corporate and politic, established under the provisions of the Georgia Urban Redevelopment Law (O.C.G.A. § 36-61-1 et seq.). The Mayor and City Council created the agency to address blight conditions, stimulate economic development, and promote reinvestment in targeted areas of the city.

The City of Forest Park is currently accepting applications to fill a vacancy on the Urban Redevelopment Agency Board due to Yasmine Julio's resignation. The appointment will serve the remainder of the unexpired term, which ends March 14, 2028. Interested applicants should be committed to community development and economic revitalization and must be willing to attend regular meetings and actively participate in agency matters.

8. Council Discussion on Task Order No. PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center-Procurement/Executive Office

Background/History:

The City has secured a contract with Carroll Daniel Construction for Construction Manager at Risk (CMAR) for construction of the City Center building (City Hall, Municipal Court, Police Headquarters, and Recreation Facility). Precision Planning, Inc. (PPI) is providing Design Development Services and will

coordinate with the CMAR during the preconstruction phase for the new City Center building that will be approximately 200,000 SF, including structured parking. Additionally, PPI will provide construction documents and permitting services and coordinate with the CMAR during the preconstruction phase, per the scope of services outlined in the task order. Once the documents are finalized and a Guaranteed Maximum Price (GMP) is approved, a separate task order proposal will be requested and issued for Construction Contract Administration (CA) services. Total Not to Exceed (N.T.E.) Fees:

Construction Documents and Permitting Services: \$2,209,500.00

Reimbursable Expenses N.T.E.: \$18,000.00

Total N.T.E. Fees: \$2,227,500.00

SPLOST 2021 Bonds (326-26-7520-54-1200)

Procurement Manager, Mrs. Adams, noted that the new City Center project is in its pre-construction phase. The awarded contractor, PPI, is responsible for providing architectural and engineering services and previously developed the project's design. This task order will authorize PPI to proceed with construction documentation, provide construction advisement, and assist with permitting services once ground is broken.

9. Council Discussion on the Proposed FY 25-26 Budget- 1st Public Hearing- Executive Office

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 complete overview of the proposed budget.

The first Public Hearing will be at tonight's regular session meeting at 7pm.

The second Public Hearing will be held in a Special Called Meeting on June 16, 2025, at 5 p.m.

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.

City Manager, Mr. Clark Jr., provided a formal overview of the proposed FY 2025–2026 budget. He noted that the proposed budget totals approximately \$43 million in projected revenues, up from \$34 million in the previous fiscal year, with an estimated \$35 million expected from property tax revenue due to increased property values. While conservative estimates were applied to licensing, permitting, and service fees, investment income is projected to increase by \$134,000, and intergovernmental revenue by \$226,000. Contributions and donations are budgeted at \$8,400, based on current-year trends.

Mr. Clark Jr. emphasized that this budget does not include personnel cuts. Instead, it funds additional positions and incorporates previously adopted priorities such as the new pension plan and the wage and compensation study. A contingency fund of over \$300,000 has also been built to help manage unforeseen needs. He noted that the budget was developed amid global instability, reduced federal funding, and increased insurance costs. Despite substantial internal risk mitigation and claims management, broader

market conditions and industry-standard lookback periods continue to affect premiums. These increases have been factored into the proposed plan. Key investments highlighted include continued upgrades in technology, cybersecurity, and infrastructure modernization. Mr. Clark Jr. publicly acknowledged and thanked IT Director Cox and his team for their leadership in managing cyber threats and preparing for the city's transition to a new municipal center.

Mr. Clark Jr. expressed optimism for growth, particularly in the Tri-Cities corridor (East Point to Hapeville), and emphasized the potential for expanding the city's housing portfolio and economic base. Operational efficiency remains a central theme, with continued focus on centralized procurement under the leadership of Ms. Talisa Adams. The budget also supports neighborhood sustainability, citing the lowest crime rates in 5–8 years and a fully staffed police department as significant achievements.

Mr. Clark Jr. highlighted the Legacy Residents Program, funded at \$25,000, which provides enhanced services and will include the purchase of a dedicated van for senior transportation. He also noted continued progress in economic development, pointing to a historic \$13 million property acquisition through the Urban Redevelopment Agency, with significant long-term job creation potential.

Mr. Clark Jr. emphasized that the City of Forest Park can sustain its operations and growth due to strategic investments and increasing long-term commitments from companies that invest in the community. These investments help propel the success of small businesses, which he described as the foundation of the city's economic framework.

He then highlighted several key areas of investment in the proposed budget:

Public Safety:

- Funding is allocated for body-worn and in-car cameras and advanced gunshot detection systems.
- Implementation of a deception detection system is planned to support integrity-based hiring practices.
- A goal has been set to maintain a 95% or higher staffing retention rate in public safety departments.
- Code Enforcement Officers will also be equipped with body cameras to enhance accountability and transparency.
- The city will roll out the Rapid SOS system for improved emergency location tracking under its E-911 services.

Planning & Community Development:

 Continued developing the "one-stop concierge model" to streamline services and improve resident and developer engagement.

Human Resources:

- The city will implement initiatives per House Bill 451, including support for PTSD-related programs.
- Centralized background check procedures and a renewed focus on citywide professional development are also included.

Recreation & Leisure

- New partnerships will support literacy-based enrichment summer camps.
- The Legacy Residents Program will be expanded.
- Additional support is budgeted for citywide public events.

Municipal Court

- The budget supports budget-neutral increases for the municipal judge and solicitor.
- Process improvements will reduce docket wait times from 3–4 months to under 30 days.

Fleet & Fire Services

- For the first time in over a decade, the Fleet Services facility will undergo much-needed renovations.
- Fire Station One will also receive significant updates, including HVAC replacements, to better accommodate the size and usage of the building.

Mr. Clark Jr. affirmed that Forest Park is not merely adjacent to opportunity but is becoming a center of innovation, culture, and strategic growth. The FY 2025–2026 budget reflects a city not only prepared to meet current demands but also ready to shape the future.

He thanked Mayor Butler and the council members for their steadfast leadership and partnership. Also, he expressed his anticipation for continued collaboration in stewarding a budget that supports a future worthy of the residents of Forest Park.

Comments/Discussion from Governing Body:

Councilmember Mears said that it was a good report.

10. Budget Amendment for General Fund and Police Special Funds- Finance Department

Background/History:

The City of Forest Park's FY24- 25 Operating Budget was unanimously adopted by the city council on June 26th, 2024. Before adopting the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit, which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget amendment to accurately reflect the corrected operating revenue budget amount for General Fund - \$43,624,652 for FY24-25.

Mr. Wiggins explained that, as the City approaches the end of its fiscal year, reconciling and cleaning up accounts is necessary to ensure alignment and accuracy. He noted that this amendment is the first of several he will present to support a smooth and compliant fiscal year-end transition.

 Council Discussion on the Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial – Fire &EMS Department

Background/History:

The Forest Park Fire & EMS Department is seeking the Council's approval to trade in our 2015 Rosenbauer Fire Engine to Brindlee Mountain Fire Apparatus in exchange for parts and labor needed to refurbish our 1998 Engine One 95 'Aerial. The council has already approved the inclusion of Rosenbauer on the City's Asset Surplus list.

This trade will provide the Fire Department with a more reliable and modern apparatus for fire suppression and rescue operations until a new vehicle can be purchased. The refurbishment will include:

A full vehicle inspection and necessary repairs

Bodywork, new paint, and updated graphics to match the current fleet

Upgrading all emergency lights to DOT-compliant LED systems

Inspection and any required repairs to the ladder, pump, drivetrain, and suspension systems

Approving this trade will allow the City to maintain a higher confidence level in the vehicle's reliability, ensuring it can effectively serve our citizens and business until it is eventually placed into reserve status.

Deputy Chief Halcome noted that the proposal involves trading in the department's 2015 Rosenbauer apparatus in exchange for refurbishing the 1998 E-One 95-foot aerial truck. This transaction would be an even exchange, requiring no monetary expenditure from the City.

Deputy Chief Halcome explained that Brindlee Mountain, a company previously engaged with the City, specializes in the refurbishing and resale older fire apparatus. Approximately a year and a half ago, the company offered to replace the pump on the aerial truck, which is now being considered for refurbishment. Under the terms of the agreement, Brindlee Mountain will receive the 2015 Rosenbauer apparatus as a trade-in. The company will refurbish and resell it, typically to smaller or volunteer fire departments at a reduced cost. In return, the City will receive a fully refurbished 1998 aerial unit, which will undergo: A complete inspection and repair of any mechanical or operational deficiencies; Bodywork and repainting to match the City's current fleet design and logos; Upgrades to emergency lighting systems using DOT-compliant LED technology; and Inspections of the ladder, pump, drivetrain, and suspension systems. This strategic refurbishment will result in a modernized, more reliable apparatus, enhancing the Fire Department's ability to respond to emergencies across the City. Deputy Chief Halcome emphasized that while the unit remains a 1998 model, the upgrades will significantly extend its useful life and functionality.

He clarified that the proposal is not intended to replace the need for a new truck but to serve as a costeffective bridge solution. The refurbished apparatus will provide greater reliability in the short term while allowing time to plan for a new vehicle purchase. Once a new truck is acquired, the refurbished aerial will transition into reserve status, providing backup coverage. Deputy Chief Halcome described the arrangement as a no-cost, mutually beneficial agreement that supports the City's operational readiness and long-term planning goals.

12. Council Discussion on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street- Planning and Community Development Department- Tabled until the next council meeting of June 16, 2025

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).



13. Council Discussion to Censure Mayor Angelyne Butler, MPA, for Unprofessional Conduct-Councilmember Gutierrez, Ward 3

Background/History:

Mayor Butler read Councilmember Gutierrez's request to censure Mayor Butler for the record.

"There will be a motion for the Forest Park City Council to formally censure Mayor Angeline Butler for conduct that falls short of the standards of professionalism, civility, and accountability required of elected officials. Statement of facts, on May 5, 2025, Mayor Butler issued a veto addressed to the city council and citizens of Forest Park. The document contained the profane phrase "F- - - YOU" directed toward councilmembers and, by extension, the public. Such language in an official government communication is both unprofessional and unprecedented. It compromises the dignity of the mayoral office, and it erodes public confidence in our leadership. When questioned about the statement and at a subsequent public meeting, Mayor Butler affirmed the mark without apology or clarification. Basis for the censure: Mayor Butler's conduct violates core principles of the city's code of ethics, including: preserving the dignity and integrity of the office, demonstrating professionalism and respect toward others, avoiding profane and offensive language in official communications, and acting in a manner that sustains public trust. This behavior sets a poor example for how public officials should conduct themselves in service to our community. Now, the Council action requested by this motion is that the city of Forest Park City Council formally censures Mayor Angeline Butler MPA for her actions on May 5, 2025. Condemns the use of profane and offensive language in municipal communications. Calls on all elected officials to uphold the standards of professionalism, civility, and ethical governance that our community expects. In conclusion, Forest Park residents deserve better leadership grounded in respect and responsibility. This censure affirms our Council's commitment to maintaining the integrity of public office and ensuring that professional conduct remains the standard for all elected officials."

Comments/Discussion from Governing Body:

Councilmember Gutierrez thanked the Mayor for reading the lengthy statement and acknowledged her strong reading ability. He expressed that he was unaware of the message in the Mayor's veto and had not received any follow-up communication. As a result, he stated that he does not find the situation appropriate and intends to initiate a censure, emphasizing his desire for the matter to be documented publicly and in writing.

While noting that he respects the Mayor's right to stand by the veto, Councilmember Gutierrez voiced concern over the nature of the message and stated that he expected a higher standard of conduct. Specifically, he referenced the Mayor's involvement in programs such as a children's reading club. He expressed that the tone of the veto message was inconsistent with his expectations for the office of Mayor.

Councilmember Gutierrez concluded that he wanted his position formally entered into the record.

Councilmember James stated that she would not be voting in favor of the proposed censure. She explained that, generally, when a mayor issues a veto, it is directed to the governing body, not the public. The governing body members then can overturn the veto at the second council meeting following its issuance, should they choose to do so. She noted that when she initially read the Mayor's veto, she did not immediately notice the specific comment, describing the language as somewhat cryptic, likening it to solving a crossword puzzle, as Councilwoman Gunn had also observed.

Councilmember James acknowledged that while there may be concerns regarding the content of the veto message, she believes other instances involving elected officials were more troubling than the comment. Based on this perspective, she said she would not support the censure.

6/2/2 Item # 1.

Councilmember Gunn clarified that her support for the proposed censure was not about the Mayor's veto but rather the message's public nature and content. She noted that such matters are typically handled in executive session, but since the comment was made publicly, she felt it was appropriate to address it publicly. She emphasized that this issue was about character, conduct, and integrity as elected officials and stressed the importance of accountability and professionalism when representing the City of Forest Park. Councilmember Gunn stated that, while no one is perfect, public officials must uphold specific standards and expectations. She concluded by reaffirming her stance, encouraging her colleagues to hold each other accountable, and stressing that public service requires behavior that reflects respect, responsibility, and integrity.

Councilmember Akins-Wells agreed with the comments made by Councilmember Gunn and Councilmember Gutierrez regarding the importance of accountability and integrity in public office. She emphasized that elected officials represent the people and must uphold standards of conduct, regardless of personal affiliations or positions. She expressed concern that accountability is often expected selectively and stated that such inconsistency reflects poorly on those who excuse inappropriate behavior. Referring to the Mayor's message, she asserted that if any elected official, including the Mayor, uses language such as "FU" in communication to fellow governing body members, it is inappropriate and disrespectful to those they were elected to serve. Councilmember Akins-Wells concluded by reaffirming her support for Councilmember Gutierrez's pursuit of a censure and emphasized that accountability must apply equally to all who hold public office.

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 7:40pm.

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 02, 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 7:50 p.m.

INVOCATION/PLEDGE: The invocation and pledge were led by Elder Cook.

ROLL CALL - CITY CLERK:

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; Diane Lewis; Deputy HR Director, Kwame Amuleru-Marshall; Multimedia Specialist; Talisa Adams, Procurement Manager; David Halcomb, Deputy Fire Chief; Pauline Warrior, Chief of Staff; Rodney Virgil; Level 2 Support Engineer, Nigel Wattley; Deputy Director Public Works, Alton Matthews, Public Works Director, Taril Maxwell, Recreation Director, 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:

Item # 1.

It was motioned to approve the consent agenda with the removal of item #5.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to approve the agenda with the addition of a Presentation for the Volleyball Team, removal of items #3 Rezoning per the applicant, 8, and #9 which does not require action. Add the Censure of Mayor Butler, the sound equipment #5.

Councilmember James noted she would like to add the approval for Technique Concrete, the bid that was tabled a couple of meetings ago for the Grapevine.

Mayor Butler asked the attorney for the verbiage.

Councilmember Gutierrez noted he spoke earlier with the City Manager and asked if he was ready to propose this.

City Manager Clark noted he asked the procurement department to provide him with information. He noted the only thing the Council would be approving is if the city funds would be used in its entirety to fund the buildout of the Grapevine. He noted the plan was to always leverage the funds within some of the authorities that are for revitalization and redevelopment to offset the cost of the buildout. He noted Councilmember James' request that if the question is whether the city will fund 2.8 million, then the source of funds needs to be identified.

Councilmember James asked if the initial item on the agenda two council meetings ago was to approve or to do the city's funding.

City Manager Clark noted that the typical procurement process involves going through a process and then presenting it to the council for approval. He noted that they were never asking the General Fund to pay 2.8 million dollars for the Grapevine.

Councilmember James asked why was it on the agenda in the first place?

Mr. Clark noted so it could go through the normal process. He said they are working through the URA and the DDA because both areas are within their delineated areas for said funds. He said if there is a balance based on what is received from the other authorities, they will come back to the city to see if it is something the city wishes to move forward with, based upon the proposed dollar amount.

Councilmember James withdrew her request.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

Presentation for the Volleyball Team

Coach Folami highlighted the team's achievements by noting they won most of their matches and lost only two games. She stated they played a scrimmage game against PD and won. She noted they maintain an A-average in



school, and their ages range from 9 to 14. Ms. Falomi asked the team to introduce themselves: Ava Walker, Janine Rosario, Bemisol Rio, Skylar Sherfield, and Carson Blakes. They took photos with the Governing Body.

APPROVAL OF MINUTES:

 Council Approval of Council Work Session and Regular Meeting Minutes from May 19, 2025- City Clerk

It was motioned to approve the Council meeting minutes from May 19, 2025.

Motion made by Councilmember James, 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 were (7) seven Public Comment Speakers.

Zack Parker noted he has stood before them countless times desperately trying to get them to see what he has seen for years. However, they chose not to hear and ignored it and purposely overlooked. He noted in the Mayor's recent memo where she spelled out FU, is what finally opened their eyes. He noted outrage when he spoke about corruption, intimidation, and civil rights violation. He asked where the anger was when his safety and wellbeing were being threatened by those in power. He stated for his Ward 1 Councilmember not to vote with the censure is not surprising but appalling. He noted he will be moving out of Forest Park because of the nonsense that continues to be thrown his way, and simply because he never belonged there. He said remember you chose to ignore my voice, when the truth knocked you turned away, but now when the city image is tarnished, remember every time you stayed silent when you could have stood with me. Enjoy your city.

Ms. Falomi noted that she heard of some words that were placed in a memorandum about a veto. She noted that she wanted to apologize to her neighbors because she had introduced the mayor to the city. She said she never thought it would get this low to send a message through a memo. She stated that when she brought her it was to introduce him to help transition the city, and she thanked her for what she had done and for what she had not done. She stated she would be remised if she did not say she was disappointed in her. She said she would like to know whether she would ever say to everyone, herself and the Lord, that she is sorry.

Ann Keith noted she is disappointed in the council and noted you do not have to like someone to respect someone, but you have to respect people to be respected. She said she would appreciate it if they could all work together to move the city forward. She stated Ricky Clark is a great City Manager, and he is moving the city ahead. Ms. Keith stated the Beautification Committee will meet this Saturday, June 7, at 10 a.m. at 785, right behind Planning and Zoning, for their cleanup.

Mr. Wilson noted that his neighborhood on Green Hill Way is great, but it appears as though one neighbor has weaponized city services against the rest of the community. He stated that if you have deliveries or friends visiting, they call the police and be like no parking. He noted the police were called, and they had a discussion. He turned around and called Code Enforcement to ask about the requirements for off-street parking, but he never heard back from them. Then, a few weeks later, there were signs on both sides of the street. He wants to know the requirements for off-street parking because signs are on his half of the street, but not on the other half.

Lois Wright noted she stays on Lee Circle and would like to know about the recycling center. She noted even if it can't be open every day, once or twice a week will be good. She said they used to be able to set things on the edge

Item # 1.

of the street, and the city would pick it up, but now they have to figure out a way to get it hauled off. She noted she is asking again and wants to know if they can put it in the budget for this year to get that done. Ms. Lois noted she has lived at her address since 1997, and her road has always been patched and not paved. She noted she is asking for it to be on the list for this year to be paved.

Dewayne Thomas noted he is inviting everyone out to an event that is about giving back to the community. He noted on the 7th they will be hosting a community giveaway at Scott Boulevard Park, in the Unidos School parking lot, and the event is free. Mr. Thomas noted that this is about celebration, connection, and community fun. He noted the event is more than giving things away; it is about showing up for each other and proving. He said Forest Park will be stronger, more unified, and supportive for everyone who calls it home when they come together. He noted Dog Tag Jeepers is a vendor and will be on site, giving away thousands of items. He noted that all veterans who attend will receive brand new sheets, pillows, and comforters while supplies last. Mr. Thomas noted everyone is invited and asked them to spread the word.

Carl Evans noted he is there again about Waste Management. He said that when they pick up the trash cans, they should not be placed where they are blocking the sidewalk, because there are disabled people who cannot navigate around them. Mr. Evans noted on this other matter, as a Christian and Ordained Minister, everyone sins and makes mistakes. He said you should repent and ask God for forgiveness, because if this continues, God is not going to bless the city. He stated he has seen the council not following the Rules of Order, and if the city is going to move forward, you must act professionally.

CITY MANAGER'S REPORT

City Manager Clark noted that with so much division and discord saturating the government worldwide, he believes that, from a leadership standpoint, you should always strive to listen more intently, speak kindly, and work together with purpose and unity. He noted that sitting on the Dias and trying to deliver information in real time is not easy, and often things may come out in a way that is not intended. Mr. Clark noted he would like to take the opportunity to apologize to Councilmember Akins-Wells, if his response relative to the financial if he came off as rude, because that was not his intent.

Lieutenant Anderson introduced Officer Madison, Officer Howard, and Officer Wilson.

Chief Criss noted they also have Ms. Victoria, who will be working in the records department.

City Manager Clark noted in reference to the Public Comments for Ward 4 Lee Circle, it is on the LMIG list. He said that it does not guarantee the entirety of that road will be paved, but necessary work will be done for that particular road. He stated they have been having conversations about the recycling center, noting there does need to be better education and a better way to handle things for those who want to recycle. Mr. Clark covered several key areas, stating that the Star Park renovations are near completion, pending the Water Authority's approval. He noted that the City Center project costs increased from 19.5 million to 124 million, requiring value engineering. He noted the funding will be coming from some bonds that were issued, as well as the SPLOST Fund. He discussed other projects like sidewalks, park improvements, and road extensions. Mr. Clark highlighted the employees' survey from the town hall, noting that majority of the employees who took the survey stated they were either satisfied or very satisfied with their job with the City of Forest Park. Mr. Clark gave an overview of the approximate 43-million-dollar budget for the upcoming fiscal year.

PUBLIC HEARINGS:

2. First Public Hearing on the Proposed FY 25-26 Budget- 1st 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 complete overview of the proposed budget.

The first Public Hearing will be at tonight's regular session meeting at 7 p.m.

The second Public Hearing will be held in a Special Called Meeting on June 16, 2025, at 5 p.m.

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.

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

Motion made by Councilmember James, seconded by Councilmember Mears.

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

There was one speaker for the Budget.

LaWanda Falomi noted that she would like each department to speak with Mr. Wiggins to ensure they know what the 43 million will represent. She said the city has many city managers, but Mr. Clark is executing things. She said there is no problem with the budget; the problem is moving the money to be productive. Ms. Falomi said that with the city's budget, she hopes to see development starting on the ground because the way Forest Park looks is sad. Ms. Folami stated she is for the budget, and that things that make sense need to be executed, and they should get back to listening to the citizens' ideas.

There were no speakers against the budget.

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

Motion made by Councilmember James, seconded by Councilmember Gunn.

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

3. Council Approval 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 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).

This item was removed from the agenda per applicant.

CONSENT AGENDA:

- 4. Council Approval of a Resolution Authorizing the First Annual Renewal of the Youth Sports Uniforms Annual Contract with Krown Sports—Procurement/Recreation and Leisure Services Department
- 5. Council Approval of a Resolution authorizing the First Annual Renewal for Sound Equipment Services with Digital World Live Procurement/Recreation and Leisure Services Departments
- 6.Council Approval of a Resolution Authorizing the First Annual Renewal for City-Wide Pest Control Services with Omega Pest Control Procurement/Public Works Departments

NEW BUSINESS:

7. Council Approval of a Resolution Authorizing the allocation and use of funds for each line item within the ward, including the establishment of a monthly reporting process, as well as clarification on the accounting and tracking of donations received- Legislative Offices

It was motioned to approve a Resolution Authorizing the allocation and use of funds for each line item within the ward, including establishing a monthly reporting process and clarifying the accounting and tracking of donations received.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Comments/Discussion from Governing Body:

Councilmember Gutierrez asked, "Wouldn't this just be a report that the City Manager could be ordered to give them? He wanted to know why it was something they were voting on.

City Attorney Matricardi noted there is no resolution because it does not have to be an action, but there is no harm in voting on it.

Mr. Clark noted they talked about a policy and wanted to know if it was beneficial for them to bring it before the body for adoption. He noted they can develop a policy as a directive for a monthly financial itemized report to be provided.

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

8. Council Approval of a Resolution Authorizing the upcoming SPLOST funding on City Projects-Councilmember James, Ward 1

This item was removed from the agenda.

9. Council Approval of a Resolution Authorizing the revamping of the Boards and Commissions Application- Legislative Office



This item was removed from the agenda.

10. Council Approval of a Resolution Authorizing an Appointment to the Urban Redevelopment Agency (URA)-Executive Offices

This item will be discussed in Executive Session.

11. Council Approval of a Resolution for Task Order No.PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center-

Procurement/Executive Office

It was motioned to approve a Resolution for Task Order No.PPI 2025.01a for Precision Planning Inc. to provide Construction Documents and Permitting Services for the New City Center.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

12. Council Approval of a Resolution Authorizing a Budget Amendment for General Fund and Police Special Funds- Finance Department

It was motioned to approve a Resolution Authorizing a Budget Amendment for General Fund and Police Special Funds.

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 Authorizing the Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial – Fire &EMS Department

It was motioned to approve a Resolution Authorizing the Forest Park Fire & EMS trade/exchange for Fire Engine One Aerial.

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 to Censor Mayor Angelyne Butler, for Unprofessional Conduct.

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

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

Voting Nay: Councilmember James Abstain: Councilmember Mears

15. Council Approval of a Resolution authorizing the First Annual Renewal for Sound Equipment Services with Digital World Live, with these conditions: the governing body to have dialogue with the actual sound company relative to the issues that have been found, investigate if there is a way to go on month to month or three month to work through some kinks and to get assurance that they will provide everything within the scope of services that have been provided.

Item # 1.

Councilmember Gunn asked if they could receive the contracts at least 3 months before expiration.

Mr. Clark noted he could give a directive to get them 90 days out.

It was motioned to approve the Sound Equipment Services with the above conditions, and a directive to staff to present the governing body with contracts 90 days before expiration.

Councilmember Gunn asked if they could receive the

Motion made by Councilmember Akin-Wells, Seconded by Councilmember James. Voting Yea: Councilmember James, Councilmember Gunn, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

OLD BUSINESS: NONE

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James thanked everyone for coming out.

Councilmember Gunn gave a shoutout to Code Enforce, the Sassy Seniors, and residents for showing up to the block party. She thanked everyone for coming out.

Councilmember Gutierrez thanked everyone for coming out and noted he appreciates the public comments. He stated that he hopes Mr. Parker has a safe move and said he will miss his accountability with certain things, and hopes he is safe wherever he goes. Councilmember Gutierrez stated that there is a summer series going on for the Star Wars movie. He congratulated the Volleyball team and noted he was proud of them. He thanked the City Manager for sharing the surveys and noted he is glad that the people enjoy their workplace. He said he has been getting a lot of calls from the Hispanic community and that it is hard not to have a solution for things, and people come to this land with a lot of dreams. Councilmember Gutierrez thanked everyone for coming out.

Councilmember Akins-Wells thanked everyone for coming out and noted to Zack Parker that his request did not fall on deaf ears and that some of them did what they could. She thanked him for holding them accountable and noted she is not perfect but continues to work on herself. She said that just because you are an elected official, it does not mean that you are not human and want make mistakes. She stated it also does not mean you will not be held accountable for those mistakes. She asked that people continue to hold them accountable. She thanked Councilmember Gunn for teaming up with Code Enforcement and putting on an amazing event, because that is what their community likes and is used to. She noted that Officer Thomas is an amazing person, and she thanked him for bringing the mentorship he brings to the community.

Councilmember Mears- thanked everyone for coming out and recognized Mr. Finch as the oldest citizen to attend the meetings continuously.

Councilmember James noted that you do not have to say your address when making public comments because the meeting is broadcast live. She stated to the people at Greenhill Way that she has been in contact with Code Enforcement and the Chief and will remove the signs from one side. She asked them to remember that the streets are small, and she will get with staff, and accept feedback from the community on the best policy for the city.

Councilmember Gutierrez mentioned they will have Food Truck Friday and Bingo Night this Friday.

Councilmember Gunn noted to the City Manager that she would like to sit down with him and Chief Clemons on the vehicle storage facility and the potential for that property.

City Manager Clark told her to let him know what the schedule is, and he will accommodate it. He said he could assure her that he rode past there, and the grass would be cut tomorrow if that is what she wanted to meet about.

Councilmember Gunn noted it was not.

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

It was moved to recess into Executive Session at 9:05 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

It was moved to reconvene the regular session at 9:46 p.m.

Motion made by Councilmember James, Seconded by Councilmember Gunn.

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

It was motioned to approve Melanie Carter's appointment to the URA board, with a term expiring March 14, 2028.

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

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

ADJOURNMENT:

Mayor Butler adjourned the meeting at 9:48 pm.

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:

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.



City Council Agenda Item

Title of Agenda Item: Recognition of Life-Saving Accomplishn	nments
--	--------

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	Х	No
Financial Impact: Not applicable				

File Attachments for Item:

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.



City Council Agenda Item

Title of Agenda Item: Presentation of the 2024 Annual Report – Forest Park Police Department

Submitted By: Chief Brandon Criss

Date Submitted: June 9, 2025

Work Session Date: June 16, 2025

Council Meeting Date: June 16, 2025

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.

Action Requested from Council: N/A				
Cost: 0	Budgeted for:	Yes	Х	No
Financial Impact: Not applicable				

File Attachments for Item:

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.



City Council Agenda Item

- = 112311711111	<u> </u>
Title of Agenda Item:	Council Discussion on the Proposed FY 25-26 Budget- 3rd Public Hearing
Submitted By:	Finance Dept
Date Submitted:	05/27/2025
Work Session Date:	06/16/2025
Council Meeting Date:	06/16/2025
Background/History:	
resources across variou safety, improve infrastru our parks and recreation	dollar amount of the FY25- 26 Budget is \$43,034,857.00. The budget meticulously allocates us city priorities and programs. These allocations are made with the intent to enhance public acture, promote economic development, and provide essential services. From maintaining nal facilities to supporting educational programs and ensuring the upkeep of our streets and esigned to meet the diverse needs of our community. The City Manager will present a full ed budget.
Action Requested from	n Council:
Cost: \$	Budgeted for: Yes No
Financial Impact:	









Table of Contents

A GUIDE TO YOUR BUDGET

HISTORY	4
FORM OF GOVERNMENT	5
BUDGET GUIDE	6
Q&A	7
CITY MANAGER'S BUDGET MESSAGE	8
PROJECTED REVENUES & DEPARTMENTAL EXPENSES	12
LEGISLATIVE OFFICE	19
EXECUTIVE OFFICES	23
CAPITAL IMPROVEMENT	26
CODE COMPLIANCE	27
ECONOMIC DEVELOPMENT	32
FINANCE	36
FIRE & EMERGENCY SERVICES	42
HUMAN RESOURCES	49
INFORMATION TECHNOLOGY	54
MUNICIPAL COURT	58
PLANNING & COMMUNITY DEVELOPMENT	63
POLICE DEPARTMENT	68
PUBLIC WORKS.	77
RECREATION & LEISURE	85
GALLERY	89

FOREST PARK





The City of Forest Park is located in the Metro Atlanta area in Clayton County. Forest Park is the largest city in Clayton County with a diverse population of close to 20,000 residents per the 2020 census.





The City of Forest Park was settled in the 1820s and incorporated in August 1908 as "Astor," Georgia. Astor served as a wood and water stop for the Central Georgia railroad for steam locomotive trains traveling in and out of Atlanta.

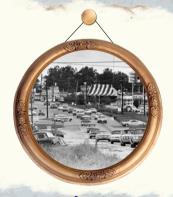
The railroad

The Railroad later renamed the city to "Forrest Park" (two r's) because of the many park areas deeded to the City by the Railroad. In 1952, the City Charter was changed to today's spelling of Forest Park.



Small Town, Big Growth

The town grew slowly until the 1950s post-war boom, when it became one of the fastest growing areas in the country. From 1950 to 1960 the population increased 461% and continues to increase today.



And it continues...

This growth was partially fueled by the Ford Assembly Plant in Hapeville, the General Motors Assembly Plant of Atlanta, and the Atlanta Army Depot (now called Fort Gillem). The major driving force in the growth of our city was the rapidly expanding Atlanta International Airport. Now called, Hartsfield-Jackson Atlanta International Airport.



Page 55

pendisse in estry.

eu. Quis ipsî

Pharetra mas* 112 *

ut eu sem inte

lutpat sed. Ris

ra orci sagitti

lentesque el pogranic in divide in the pogranic in t

Form of Government

convalination tur a e king tur a e king cipit a a lobortis. cursus. Element adi problem a di pro

Neg

The City Council serves as the community's legislative body responsible for enacting city ordinances and appropriating funds to conduct city business.

The City Council provides policy direction and leadership to the City Manager and serves as a liaison between the City and a variety of committees, boards, authorities, and citizen groups concerning community issues.

etiam. Eu 2016,

diam in. Mi ipsum

sodales neque sodales enterent

vitae semper quis. In dicum

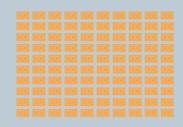
lorem sed risus ultricies the

unt nunc pulvinar sapien et



CITY OF FOREST PARK BUDGET GUIDE

A budget is a financial plan for a city. It includes both estimates of resources available, including revenues and fund balance, and appropriations that are the authority to spend money for specific purposes. The budget is prepared by the City Manager and adopted by the City Council after extensive input from the various departments as well as the public.

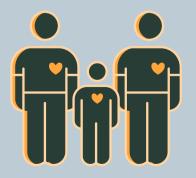


document is The budget prepared to provide information about the City, both financial information and operational/policy information. The reader should first review the Table of Contents and read the City Manager's letter. Then the Table of Contents should be followed in order. The revenues budgets provide the sources for funding the department budgets. The department budgets provide detailed specific information as to the purposes for which the City's resources will be utilized during the fiscal year.



2.7%

GENERAL FUND
REVENUES
The FY25-26 Operating Budget of \$43,034,857
is an increase of \$1,141,857 or 2.69% higher
than the FY24-25 Adopted Budget.



The financial structure is reflected in the reporting of expenditures and revenues by fund. A fund is a self-balancing set of accounts designed to track specific revenues and the use of those revenues. Each fund is independent of all other funds, and money cannot be transferred from one fund to another without the approval of the City Council.



CITY OF FOREST PARK QUESTION & ANSWER

Question: What is the Purpose of the City Budget?

Answer: The budget is an annual financial plan for the City of Forest Park. It specifies the level of municipal services to be provided in the coming year and the resources, including personnel positions, capital expenditures and operating expenses needed to provide these services. It reflects the policies

and priorities set by the Mayor & City Council

Question: How and When is the Budget Prepared?

Answer: Each March, City Departments submit their plans and needs for the upcoming fiscal year to the Director of Finance, who compiles the proposed budgets and forwards to the City Manager for review. The City Manager then submits the recommended budget to the City Council in May. The City Council reviews the budget, holds at least two public hearings to obtain citizen input and then adopts the final budget which becomes the operating guide for the year.

Question: What is a Fiscal Year?

Answer: A Fiscal Year is a 12-month operating cycle that comprises a budget and financial reporting period. The City of Forest Park fiscal year beings on July 1st and ends on June 30th.

Question: From where does the City obtain revenues:

Answer: From local, state, and federal taxes, and licenses, in addition to payments for Municipal Services.

Question: What is a Millage Rate?

Answer: When the City adopts its annual budget, it determines the tax rate that must be applied on property in order to generate the necessary revenue in addition to all other sources that are are available. The City has no control over the taxable value of property; it only has control over the tax rate that is levied.

Question: What is a Mill of Tax?

Answer: One mill is equal to \$1 for each \$1,000 of assessed property value.







CITY MANAGER'S BUDGET MESSAGE

To:

The Honorable Mayor Angelyne Butler Members of the Forest Park City Council

Subject:

Transmittal of the Proposed FY2025-2026 Budget

Dear Mayor Butler and Esteemed Councilmembers,

It is with great respect, strategic vision, and unwavering commitment that I submit to you the Proposed Budget for Fiscal Year 2025–2026. This document represents far more than a financial plan—it is a reaffirmation of our shared values, a roadmap for continued progress, and a statement of confidence in our city's future, even amid ongoing uncertainty.

This budget reflects the work of a city that is disciplined, forward-thinking, and people-centered. Crafted during a time of economic headwinds, including inflation, rising operational costs, and national funding volatility, it still manages to protect service levels, advance strategic initiatives, and invest meaningfully in both our infrastructure and our workforce.

Acknowledging Investments in Our People

First and foremost, I extend my deepest appreciation to this body for the approval of the Wage & Compensation Study and the implementation of a citywide pension program. These long-awaited efforts signal a defining shift in how Forest Park values and supports its employees. The gratitude from staff has been heartfelt, and the impact will be long-lasting—improving morale, retention, and recruitment across all departments.

Weathering Uncertainty with Clarity and Confidence

This year's budget was prepared in a climate marked by global instability, federal funding unpredictability, and rising insurance premiums driven by broader market forces. While our insurance brokers confirm that the City of Forest Park is having one of its best years on record in terms of claims management and internal risk mitigation, industry-standard "look-back periods" still impact our current premiums. Nevertheless, we are positioned for future savings thanks to sound management and a citywide culture of accountability.

Technology, Cybersecurity, and Infrastructure Modernization

In response to the growing sophistication of cyber threats and the need for robust internal systems, this budget includes strategic investments in technology to bolster our digital infrastructure. These enhancements will strengthen our cybersecurity posture, improve operational integration across departments, and help us better serve residents with 21st-century tools. Our focus remains on ensuring the city is equipped with systems that are not only cuttingedge but also resilient and secure.

Geographic Advantage: A City Poised for Expansion

Strategically located just minutes from Hartsfield-Jackson Atlanta International Airport and inches from the rapidly developing Tri-Cities corridor (East Point, College Park, and Hapeville), Forest Park stands at the epicenter of regional growth and economic resurgence. Our proximity to major transit hubs, logistics networks, and commercial centers positions us not just as a neighbor to development—but as a partner in it.

This geographic advantage underscores the need for continued infrastructure investment, modernized permitting, and business-friendly practices—all of which are advanced in this year's budget.

One Forest Park: A Strategic Framework in Action

At its core, this budget is guided by the foundational tenets of the One Forest Park vision:

- Operational Efficiency: Delivering smarter, faster services through modernization and centralization.
- Neighborhood Sustainability: Investing in community wellness, blight removal, legacy programming, and educational enrichment.
- Economic Development: Attracting investment, expanding opportunity, and building infrastructure that fosters long-term growth.

This framework is not simply conceptual—it is being fully activated across departments, programs, and projects, as reflected in this year's funding priorities.

Key FY2025-2026 Budget Highlights

- Public Safety: Investment in body-worn and in-car cameras, advanced gunshot detection, deception detection systems for integrity-based hiring, and 95% staffing retention.
- Planning & Development: Launch of the Concierge Model for streamlined development services, enhancing customer experience and interdepartmental efficiency.
- Human Resources: Implementation of the HB 451 PTSD initiative, centralized background check procedures, expanded professional development, and onboarding of the new Risk Manager position.
- Recreation & Leisure Services: Enrichment-based summer camps focused on literacy, expanded legacy resident programs, and increased audio/production support for public events.
- Code Enforcement: Deployment of officer body cameras and a standardized annual uniform allowance to improve transparency and professionalism.

- E-911 Services: Rollout of RapidSOS for precise emergency location tracking, adoptio ltem#4. life-saving protocols, and sustained funding for the Zen Room to support employee mental wellness.
- Municipal Court: Budget-neutral increases for the Municipal Judge and Solicitor; reduction in docket wait times from 3-4 months to less than 30 days; improved citation resolution.
- Public Works & Infrastructure: Renovation of the Fleet Services facility for the first time in over two decades; centralized citywide vehicle repair tracking; beautification efforts near MARTA; and the replacement of 15 vehicles as part of our capital improvement strategy.

Procurement Excellence: A Model for Efficiency

One of the most remarkable success stories embedded in this budget is the performance of our Procurement Department. Through the centralization of city purchasing and the refinement of vendor management systems, we have realized significant savings in time, labor, and resources. These efficiencies have improved fiscal performance across departments and elevated the city's standards for transparency and accountability.

To further showcase our advancement, the City of Forest Park has recently submitted to the National Procurement Institute to be considered for the Achievement of Excellence in Public Procurement (AEP)—an honor awarded to less than 20% of public agencies across North America. This submission affirms our desire to meet the highest standards of procurement excellence and represents a major milestone in our pursuit of best-in-class operations.

A Call to Action: Stewardship with Vision

This budget is a powerful testament to what can be achieved when vision, discipline, and service intersect. But it is also a reminder of the continued responsibility we share. I encourage all departments and leaders to maintain a strong posture of fiscal discipline and operational responsiveness. We must remain conservative in our spending, intentional in our planning, and laser-focused on delivering value to our community.

Conclusion: A City on the Rise

Forest Park is not simply adjacent to opportunity—we are actively becoming a hub of innovation, culture, and strategic growth. This budget affirms that trajectory. It reflects a city that is not only prepared to meet today's demands but one that is ready to shape tomorrow's possibilities.

Thank you, Mayor Butler and Members of Council, for your steadfast leadership and partnership. I look forward to our continued collaboration as we steward this budget and build a future worthy

of the people we serve.

Respectfully Submitted,

Ricky L. Clark, Jr.

City Manager, City of Forest Park





CITY OF FOREST PARK

PROJECTED REVENUES & EXPENDITURES

HIGHLIGHTS



REVENUES FORECASTED AT A 2.7% INCREASE HIGHER THAN PREVIOUS YEAR



FOREST PARK IS EXPERIENCING AN UPTICK IN PROPERTY ASSESSMENTS



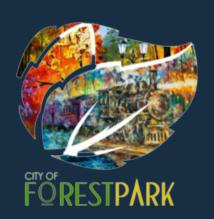
BALANCED BUDGET WITH CONTINGENCY FUNDS APPROPRIATED AT \$387,302



EXECUTIVE LEADERSHIP TOOK CONSERVATIVE APPROACH TO FORECASTING REVENUE PROJECTIONS



EXECUTIVE OFFICE TO REVIEW BUDGET MID YEAR FOR ANY ADJUSTMENTS



Projected Budgeted Revenues						
GENERAL FUND PROJECTED REVENUES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE		
TAXES	\$32,458,556.00	\$34,306,216.00	\$35,897,192.00	\$1,590,976.00		
LICENSE AND PERMITS	\$1,012,838.00	\$1,022,965.00	\$1,006,189.00	(\$16,776.00)		
CHARGES FOR SERVICES	\$782,807.00	\$1,302,744.00	\$832,800.00	(\$469,944.00)		
FINES AND FORFEITURES	\$861,687.00	\$1,246,534.00	\$3,056,856.00	\$1,810,322.00		
INVESTMENT INCOME	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00		
MISCELLANEOUS INCOME	\$3,659,993.00	\$3,710,438.00	\$1,769,746.00	(\$1,940,692.00)		
INTERGOVERNMENTAL	\$0.00	\$3,000.00	\$229,139.00	\$226,139.00		
CONTRIB & DONATIONS PRIVATE	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00		
OTHER FINANCING SOURCES:	\$3,206,265.00	\$200,000.00	\$0.00	(\$200,000.00)		
TOTAL ANTICIPATED REVENUE	\$41,986,503.00	\$41,893,897.00	\$43,034,857.00	\$1,140,960.00		
DEPARTMENT EXPENDITURE REQUESTS	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE		
LEGISLATIVE OFFICE	\$1,121,850.00	\$921,428.00	\$967,952.20	\$46,524.20		
CITY MANAGER OFFICE	\$1,111,640.00	\$1,441,124.00	\$1,387,074.69	(\$54,049.31)		
FINANCE OFFICE	\$6,131,275.00	\$6,204,263.00	\$4,045,213.51	(2,159,049,49)		
MUNICIPAL COURTS	\$498,184.00	\$810,700.00	\$781,167.44	(\$29,532.56)		
INFORMATION TECHNOLOGY SERVICES	\$1,608,480.00	\$1,632,901.00	\$1,973,373.61	\$340,472.61		
CODE COMPLIANCE	\$389,456.00	\$575,100.00	\$831,555.46	\$256,455.46		
HUMAN RESOURCES	\$618,150.00	\$705,750.00	\$854,177.02	\$148,427.02		
PLANNING 8 COMMUNTIY DEVELOPMENT	\$1,062,331.00	\$919,000.00	\$1,062,813.70	\$143,813.70		
ECONOMIC DEVELOPMENT	\$399,847.00	\$394,300.00	\$434,303.51	\$40.003.51		
RECREATION AND LEISURE	\$2,046,988.00	\$1,976,379.00	\$3,043,865.82	\$1,067,486.82		
PUBLIC WORKS MAINTENANCE	\$3,947,783.00	\$2,906,180.00	\$3,708,069.25	\$801,889.25		
FLEET SERVICES	\$1,242,975.00	\$1,124,365.00	\$1,386,349.01	\$261,984.01		
PUBLIC WORKS - PARKS BEAUTIFICATION MAINTENANCE	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)		
EMS SERVICES	\$2,348,847.00	\$1,969,200.00	\$1,435,233.96	(\$533,966.04)		
FIRE SERVICES	\$6,565,968.00	\$7,097,869.00	\$8,186,790.07	\$1,088,921.07		
EMERGENCY MGT.	\$36,200.00	\$116,700.00	\$113,954.04	(\$2,745.96)		
POLICE SERVICES	\$8,408,928.00	\$9,870,102.00	\$10,880,571.86	\$1,010,471.86		
E911 COMMUNICATIONS	\$848,015.00	\$945,050.00	\$1,310,467.19	\$365,417.19		
ANIMAL CONTROL	\$116,420.00	\$134,000.00	\$155,522.69	\$21,522.69		
TOTAL GENERAL FUND PROPOSED	\$38,606,837.00	\$39,844,411.00	\$42,647,555.40	\$2,828,044.03		
CAPITAL IMPROVEMENT (CIP) BUDGET REQUESTS	\$2,629,666.00	\$1,697,931.00	\$184,500.00	(\$1,301,431.00)		
ESTIMATED CONTINGENCY	\$750,000.00	\$351,555.00	\$202,801.60	(\$148,753.40)		
TOTAL OVERALL BUDGET	\$41,986,503.00	\$41,893,897.00	\$43,034,857.00	\$1,140,960.00		
GENERAL FUND REVENUES OVER (UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00 Page 64		

TAXES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
REAL PROP TAX CURRENT	\$8,498,169.00	\$8,200,000.00	\$10,387,312.00	\$2,187,312.00
PROPERTY TAX- UTILITY	\$3,236,156.00	\$3,368,518.00	\$2,158,666.00	(\$1,209,852.00)
LIQUOR TAXES	\$200,594.00	\$202,600.00	\$181,800.00	(\$20,800.00)
BEER TAXES	\$356,186.00	\$359,748.00	\$303,000.00	(\$56,748.00)
WINE TAXES	\$48,616.00	\$49,102.00	\$40,400.00	(\$8,702.00)
REAL PROPERTY-PRIOR	(\$77.11)	(14,329.84)	\$538.00	\$14,867.84
PROPERTY - PERSONAL CURRENT	\$6,832,117.00	\$6,900,438.00	\$6,619,464.00	(\$280,974.00
PROPERTY TAX - MOTOR VEHICLE	\$987,555.00	\$988,341.00	\$998,225.00	\$9,884.00
PROP TAX-PERSONAL MH	\$1,777.00	\$1,795.00	\$1,813.00	\$18.00
INTANGIBLE TAXES	\$55,559.00	\$56,115.00	\$56,677.00	\$562.00
HEAVY DUTY EQUIPMENT TAX	\$218.00	\$220.00	\$223.00	\$3.00
REAL ESTATE TRANS - INTANGIBLE	\$35,961.00	\$36,321.00	\$36,685.00	\$364.00
FRANCHISE - GA POWER	\$1,764,565.00	\$1,401,771.00	\$1,590,541.00	\$188,770.00
FRANCHISE - ATL GAS	\$94,870.00	\$95,819.00	\$96,778.00	\$959.00
FRANCHISE - COMCAST	\$137,340.00	\$138,713.00	\$140,101.00	\$1,388.00
FRANCHISE FEES AT&T/BELLSOUTH	\$58,324.00	\$58,907.00	\$59,497.00	\$590.00
FRANCHISE TAXES - MCI/VERIZON	\$121.00	\$122.00	\$162.00	\$40.00
SOUTHERN COMPANY GAS FRANCHISE	\$48,453.00	\$48,938.00	\$49428.00	\$490.00
FRANCHISE - OTHER	\$11,689.00	\$480,000.00	\$484,800.00	\$4,800.00
LOCAL OPTION SALES TAX	\$7,559,937.00	\$7,635,536.00	\$8,131,200.00	\$495,664.00
BUSINESS OCCUPATION TAXES	\$2,265,750.00	\$2,277,298.00	\$2,300,071.00	\$22,773.00
BUS LIC & OCC TAX PENALTY	\$36,368.00	\$36,732.00	\$37,100.00	\$368.00
INSURANCE PREMIUM TAXES	\$37,933.00	\$1,760,000.00	\$1,910,435.00	\$150,435.00
PENALTY & INT - DELNQUENT TAX	\$190,206.00	\$300,000.00	\$303,000.00	\$3,000.00
PUBLIC WORKS LIENS	\$9,092.00	\$9,184.00	\$9,276.00	\$92.00
TOTAL TAXES	\$32,458,556.00	\$34,306,216.00	\$35,897,192.00	\$1,505,303,84

LICENSE AND PERMITS	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
BUSINESS LIC - BEER	\$147,443.00	\$148,917.00	\$121,200.00	(\$27,717.00)
BUSINESS LIC - WINE	\$69,524.00	\$70,219.00	\$70,922.00	\$703.00
BUSINESS LIC-LIQUOR	\$57,524.00	58,099.00	\$58,680.00	\$581.00
REG FEES - ADULT ENTERTAINMENT	\$216,333.00	\$218,496.00	\$220,681.00	\$2,185.00
REG FEES - LIQUOR	\$21,960.00	\$22,180.00	\$24,367.00	\$2,187.00
BUILDING STRUCTURES & EQPT	\$465,918.00	\$470,577.00	\$475,283.00	\$4,706.00
PERMITS - FILMING	\$31,333.00	\$31,646.00	\$31,963.00	\$317.00
PERMIT FEES - OTHER	\$173.00	\$175.00	\$411.00	\$236.00
PENALTIES & INT ON BUSN LICEN	\$2,629.00	\$2,655.00	\$2,682.00	\$27.00
TOTAL LICENSE AND PERMITS	\$1,012,838.00	\$1,022,965.00	\$1,006,189.00	\$16,775.00

FINES AND FORFEITURES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
FINES - COURT	\$727,788.00	\$735,066.00	\$1,850,000.00	\$1,114,934.00
FINES - PROBATION COLLECTED	\$122,544.00	\$200,000.00	\$870,000.00	\$670,000.00
FINES - ENVIRONMENTAL COURT	\$11,355.00	\$11,469.00	\$11,856.00	\$387.00
FINES - COUNTY	\$0.00	\$300,000.00	\$325,000.00	\$25,000.00
TOTAL FINES AND FORFEITURES	\$806,298.00	\$1,246,534.00	\$3,056,856.00	\$1,810,321.00

INVESTMENT INCOME	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
INVESTMENT INCOME -INTEREST	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00
TOTAL INVESTMENT INCOME	\$4,357.00	\$100,000.00	\$234,463.00	\$134,463.00

INTERGOVERNMENT REVENUES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
GRANT REIMBURSEMENT	\$0.00	\$3,000.00	\$178,639.00	\$175,639.00
GRANT STATE	\$0.00	\$0.00	\$50,500.00	\$50,500.00
TOTAL INTERGOVERMENTAL REVENUES	\$0.00	\$3,000.00	\$229,139.00	Page 66

CHARGES FOR SERVICES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
ELECTION QUALIFYING FEES	\$5,000.00	\$5,050.00	\$5,101.00	\$51.00
PUBLIC SAFETY - ACC REPORTS	\$18,807.00	\$18,995.00	\$19,185.00	\$190.00
PUBLIC SAFETY-FALSE ALARMS	\$7.00	\$7.07	\$0.00	(\$7.07)
PUBLIC SAFETY-AMBULANCE FEES	\$116,373.00	\$280,000.00	\$377,349.00	\$97,349.00
PUBLIC SAFETY-DRUG TASK FORCE	\$0.00	\$0.00	\$100,000.00	\$100,000.00
FBI REIMBURSEMENT	\$0.00	\$0.00	\$26,153.00	\$26,153.00
VEHICLE IMPOUND FEES	\$0.00	\$0.00	\$41,285.00	\$41,285.00
FIRE PREVENTION INSPECTIONS	\$0.00	\$0.00	\$8,529.00	\$8,529.00
BULLET PROOF VEST PROGRAM	\$4,218.00	\$4,260.00	\$4,303.00	\$43.00
EMPLOYEE REMUNERATION	\$2,500.00	\$2,525.00	\$2,551.00	\$26.00
FARMERS MARKET FEES	\$11,093.00	\$11,204.00	\$11,317.00	\$113.00
LARP REVENUES	\$92,491.00	\$93,416.00	\$0.00	(\$93,416.00)
LMIG RD GRANT 2022-2023	\$274,599.00	\$626,991.00	\$0.00	(\$626,991.00)
R/L - USE OF RECREATION BLDG	\$7,015.00	\$7,085.00	\$7,156.00	\$71.00
R/L - INSTRUCTIONAL CLASSES	\$4,100.00	\$4,141.00	\$4,183.00	\$42.00
R/L - FIELD RENTAL	\$59,754.00	\$60,352.00	\$60,956.00	\$604.00
R/L - IDENTIFICATION FEES	\$2,813.00	\$2,841.00	\$2,870.00	\$29.00
R/L - OUTDOOR POOL	\$3,223.00	\$3,255.00	\$3,288.00	\$33.00
R/L - MINIATURE GOLF	\$0.00	\$0.00	\$2,404.00	\$2,404.00
R/L - USE OF MAIN ST BUILDING	\$51,755.00	\$52,273.00	\$20,200.00	(\$32,073.00)
R/L - SPECIAL EVENTS	\$10,633.00	\$10,739.00	\$6,060.00	(\$4,679.00)
R/L - SWIM CLASSES	\$967.00	\$977.00	\$2,940.00	\$1,963.00
R/L - YOUTH BASKETBALL	\$11,994.00	\$12,114.00	\$19,690.00	\$7,576.00
R/L - T-BALL	\$6,415.00	\$6,479.00	\$6,544.00	\$65.00
R/L - DAY CAMP	\$62,589.00	\$63,215.00	\$63,848.00	\$633.00
R/L - SOCCER	\$7,695.00	\$7,772.00	\$9,418.00	\$1,646.00
R/L - ADULT RECREATION LEAGUE	\$7,916.00	\$7,995.00	\$8,075.00	\$80.00
R/L - SENIOR PROGRAMS	\$945.00	\$954.00	\$6,060.00	\$5,106.00
R/L - GIRL'S FAST PITCH	\$11,115.00	\$11,226.00	\$5,050.00	(\$6,176.00)
R/L - YOUTH BASEBALL	\$8,590.00	\$8,676.00	\$5,050.00	(\$3,626.00)
RECREATION - GLOBAL PMTS	\$200.00	\$202.00	\$205.00	\$3.00
R/L - CONCESSIONS	\$0.00.00	\$0.00	\$3,030.00	\$3,030.00
TOTAL CHARGES FOR SERVICES	\$782,807.00	\$1,302,744.00	\$832,800.00	(\$469,944.07)

CONTRIBUTIONS & DONATIONS PRIVATE	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
CONTRIBUTIONS & DONATIONS	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00
TOTAL CONTRIB & DONATIONS PRIVATE	\$0.00	\$2,000.00	\$8,472.00	\$6,472.00

MISCELLANEOUS REVENUE	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
LEASE INCOME	\$5,600.00	\$5,656.00	\$5,713.00	\$57.00
RESIDENTIAL WARRANTY - ROYALTY	\$400.00	\$404.00	\$409.00	\$5.00
ADDITIONAL REVENUE	\$3,262,065.00	\$3,300,326.00	\$1,212,750.00	(\$2,087,576.00)
OTHER REVENUE	\$0.00	\$0.00	\$8,585.00	\$8,585.00
MISCELLANEOUS REVENUE - OTHER	\$75,000.00	\$75,750.00	\$219,839.00	\$144,089.00
MISC. REVENUE- EMPLOYEE CONTRACT	\$632.00.00	\$638.00	\$0.00	(\$638.00)
SPECIAL EVENTS TOWN CENTER	\$200.00.00	\$202.00	\$0.00	(\$202.00)
INSURANCE REIMBURSEMENT WC	\$316,096.00	\$319,527.00	\$322,450.00	\$2,923.00
USE OF FUND BALANCE	\$0.00	\$7,935.00	\$0.00	(\$7,935.00)
PENALTIES & INT ON BUSN LICEN	\$2,629.00	\$0.00	\$0.00	\$0.00
TOTAL MISCELLANEOUS REVENUE	\$3,662,622.00	\$3,710,438.00	\$1,769,746.00	(\$1,940,692.00)

OTHER FINANCING SOURCES	FY 2023-24	FY 2024-25	FY 2025-26	VARIANCE
TRANSFER FROM DEV AUTHORITY	\$1,155,000.00	\$1,155,000.00	\$0.00	\$0.00
TRANSFER FROM DTOWN DEV AUTHORITY	\$275,662.00	\$275,662.00	\$0.00	\$0.00
TRANSFER FROM SANITATION-OPERATIONS	\$1,675,603.00	\$1,675,603.00	\$0.00	\$0.00
PROCEEDS OF DISPOSITION OF FIXED ASSETS	\$100,000.00	\$100,000.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$3,206,265.00	\$3,206,265.00	\$0.00	\$0.00



CITY OF FOREST PARK LEGISLATIVE OFFICES















CITY OF FOREST PARK

LEGISLATIVE OFFICES















BUDGET HIGHLIGHTS















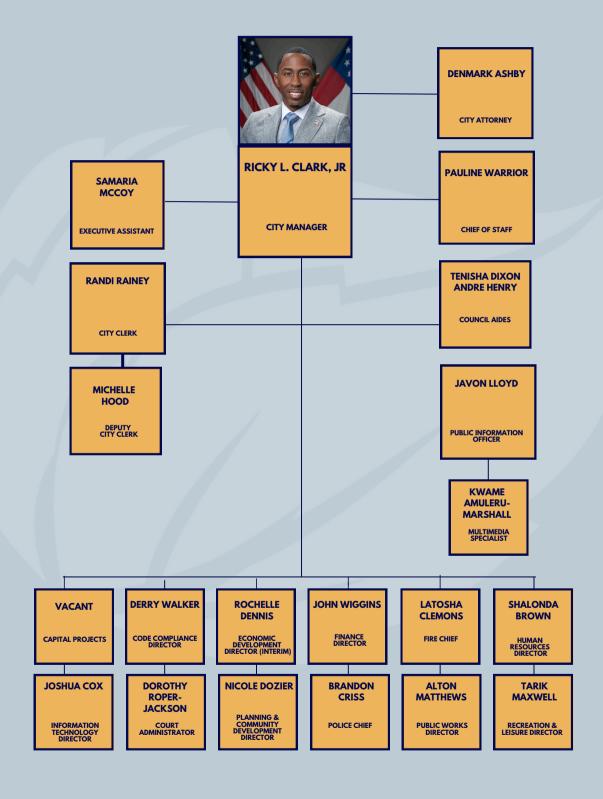
City of Forest Park Legislative Office - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
LEGISLATIVE OFFICE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
MAYOR AND COUNCIL SALARY	\$114,663.00	\$100,000.00	\$133,000.00	\$133,000.00	\$0.00
MAYOR AND COUNCIL MONTHLY EXPE	\$38,400.00	\$40,000.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$44,000.00	\$35,000.00	\$86,100.00	\$79,500.00	(\$6,600.00)
FICA	\$7,109.00	\$7,200.00	\$8,200.00	\$8,246.00	\$246.00
MEDICARE	\$1,663.00	\$1,400.00	\$2,000.00	\$1,928.50	\$71.50
RETIREMENT CONTRIBUTIONS	\$2,500.00	\$2,500.00	\$10,750.00	\$8,099.70	(\$2,650.23)
					,
TOTAL PERSONAL SERV. & EE BENEFITS	\$210,535.00	\$186,100.00	\$240,050.00	\$230,774.20	(\$9,275.8)
PURCHASED/CONTRACT SERV.					
ELECTION EXPENSE	\$15,000.00	\$58,000.00	\$0.00	\$50,000.00	\$50,000.00
PUBLIC OFFICIALS INSURANCE	\$20,346.00	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$20,000.00	\$20,000.00	\$10,000.00	•	\$0.00
PRINTING CITY CODE AMENDMENTS	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$15,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$5,000.00
CLAYTON COUNTY MUNICIPAL ASSN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,800.00	\$800.00
MAYOR MTGS/CONVENTIONS	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
WARD 1 MTGS/CONV K JAMES	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
WARD 2 MTGS/CONV D GUNN	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
		\$8,450.00	ļ · · ·	\$8,450.00	
WARD 3 MTGS/CONV H GUTIERREZ WARD 4 MTGS/CONV L WELLS	\$8,450.00	\$8,450.00	\$8,450.00 \$8,450.00		\$0.00 \$0.00
	\$8,450.00	+ ' '	1		
WARD 5 MTGS/CONV A MEARS	\$8,450.00	\$8,450.00	\$8,450.00	\$8,450.00	\$0.00
MAYOR'S PROJECTS WARD 1 PROJECTS - K JAMES	\$5,000.00 \$4,000.00	\$13,200.00 \$4,000.00	\$5,000.00 \$4,000.00	\$5,000.00 \$4,000.00	\$0.00 \$0.00
WARD 1 PROJECTS - N JAMES WARD 2 PROJECTS - D GUNN	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
-		ļ., ·	ļ · · ·		
WARD 3 PROJECTS - LIMELLS	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 4 PROJECTS A MEARS	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
WARD 5 PROJECTS- A MEARS	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MAYORAL CITY EVENTS	\$0.00	\$0.00	\$45,000.00		\$0.00
WARD 1 CITY EVENTS - K JAMES	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 2 CITY EVENTS - D GUNN	\$0.00	\$0.00	\$45,000.00	1	\$0.00
WARD 3 CITY EVENTS - H GUTIERREZ	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 4 CITY EVENTS - L WELLS	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
WARD 5 CITY EVENTS - A MEARS	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00
PUBLIC RELATIONS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
SPECIAL EVENTS - COMMUNITY DAY	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0,00

City of Forest Park Legislative Office - Proposed Budget Continued

TOTAL LEGISLATIVE OFFICE	\$647,310.00	\$1,121,850.00	\$921,428.00	\$967,952.20	\$46,524.20
TOTAL CAPITAL OUTLAYS	\$283,128.00	\$530,000.00	\$283,128.00	\$283,128.00	\$0.00
WARD 5 PROJECTS - A MEARS	\$47,188.00	\$70,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 4 PROJECTS - L WELLS	\$47,188.00	\$130,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 3 PROJECTS - H GUTIERREZ	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 2 PROJECTS - D GUNN	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
WARD 1 PROJECTS - K JAMES	\$47,188.00	\$80,000.00	\$47,188.00	\$47,188.00	\$0.00
PROJECTS FUND - MAYOR	\$47,188.00	\$90,000.00	\$47,188.00	\$47,188.00	\$0.00
CAPITAL OUTLAY					
TOTAL PURCHASED/CONTRACT SERV.	\$251,396.00	\$405,750.00	\$398,250.00	\$454,050.00	\$55,800.00
FOREST PARK 101	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
STUDENT GOVERNMENT DAY	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
SENIOR CARAVAN / COMMUNITY FIELD DAY	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
HOMECOMING PARADE & ALUMNI	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
VETERANS DAY (EVENT)	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
MAYORS READING CLUB	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
ETHICS BOARD	\$8,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00
PLANNING AND ZONING BOARD	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
A D R BOARD	\$1,300.00	\$500.00	\$0.00	\$0.00	\$0.00
SISTER CITIES	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00
TEEN COMMITTEE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00
SENIOR COMMITTEE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00
ASIAN HERITAGE CELEBRATION	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
MEN'S BUSINESS EVENT	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00
FOOD TRUCK FRIDAY	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00
FOREST PARK FITNESS	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
DAY OF THE DEAD EVENT	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
HISPANIC HERITAGE MONTH EVENT	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
WOMEN OF WORTH LUNCHEON	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
STATE OF THE CITY ADDRESS	\$5,906.00	\$10,000.00	\$0.00	\$0.00	\$0.00
MAYOR/COUNCIL RETREATS	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
SPECIAL EVENTS FOREST PARK DAY	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00

EXECUTIVE OFFICES



CITY OF FOREST PARK

EXECUTIVE OFFICES

The Executive Department oversees the work and activities of city government and manages services that aid and represent the citizens of Forest Park, the Mayor, City Council and city departments.



Ricky L. Clark, Jr. City Manager

Departmental Personnel:
City Manager
Chief of Staff
Executive Assistant
Public Information Officer
City Clerk
Deputy City Clerk
Council Aide x 2

Multimedia Specialist



BUDGET HIGHLIGHTS



NO PERSONNEL CHANGES



POSSIBLE THIRD ROUND FUNDING FOR FACADE ENHANCEMENTS



COMPLETE OVERHAUL OF CITY WEBSITE



CONTINUATION OF CITY'S PENSION PLAN - BUDGETED AT \$906,000



REDUCTION IN EMERGENCY CONTINGENCY

City of Forest Park Chief Executive Office - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
CHIEF EXECUTIVE OFFICE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$414,241.00	\$662,900.00	\$755,360.00	\$842,588.00	\$87,228.00
OVERTIME	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	(\$10,000.00)
LIFE AND HEALTH INSURANCE	\$82,000.00	\$37,940.00	\$253,800.00	\$160,475.73	(\$93,324.27)
FICA	\$25,683.00	\$58,400.00	\$46,832.00	\$52,240.46	\$5,408.46
MEDICARE	\$6,007.00	\$11,000.00	\$10,953.00	\$12,217.53	\$1,264.53
RETIREMENT CONTRIBUTIONS	\$26,168.00	\$26,000.00	\$21,679.00	\$52,852.98	\$31,173.98
WORKER'S COMP -EXECUTIVE OFFICE	\$1,220.00	\$0.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$1,220.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$25,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
TOTAL PERSONAL SERV. & EE BENEFITS	\$566,539.00	\$831,240.00	\$1,123,624.00	\$1,140,374.69	\$16,750.69
PURCHASED/CONTRACT SERV.					
CONSULTING SERVICES	\$55,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$200.00	\$5,000.00	\$5,000.00	\$0.00
VEHICLE INSURANCE	\$900.00	\$1,200.00	\$1,000.00	\$1,200.00	\$200.00
POSTAGE	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00
INTERNET WEBSITE MAINTENANCE	\$25,000.00	\$25,000.00	\$25,000.00	\$38,000.00	\$13,000.00
LEGAL ADVERTISEMENTS	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00	\$7,500.00
ADVERTISING AND MARKETING	\$10,000.00	\$20,000.00	\$15,000.00	\$7,500.00	(\$5,000.00)
DUES AND SUBSCRIPTIONS	\$15,500.00	\$25,500.00	\$17,000.00	\$17,000.00	\$0.00
TRAINING & CONFERENCES	\$45,000.00	\$35,000.00	\$30,000.00	\$20,000.00	(\$10,000.00)
EMERGENCY CONTINGENCY	\$60,000.00	\$50,000.00	\$50,000.00	\$25,000.00	(\$25,000.00)
TRAVEL FOR EMPLOYEES			\$10,000.00	\$8,000.00	(\$2,000.00)
PROMOTIONAL ITEMS	\$0.00	\$10,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
STRATEGIC PLANNING RETREATS	\$0.00	\$0.00	\$40,000.00	\$0.00	(\$40,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$223,900.00	\$214,400.00	\$250,500.00	\$181,700.00	(\$68,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
GENERAL DEPARTMENT EXPENSE	\$25,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00
CITY MANAGER EXPENSE ALLOWANCE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
FLEET GAS CHARGE	\$2,500.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET LABOR CHARGE	\$2,138.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET EQUIPMENT MAINTENANCE	\$1,580.00	\$0.00	\$500.00	\$0.00	(\$500.00)
FLEET OVERHEAD CHARGE	\$494.00	\$1,000.00	\$500.00	\$0.00	(\$500.00)
TOTAL SUPPLIES	\$51,712.00	\$66,000.00	\$67,000.00	\$65,000.00	(\$2,000.00)
TOTAL CHIEF EXECUTIVE OFFICE	\$842,151.00	\$1,111,640.00	\$1,441,124.00	\$1,387,074.69	(\$54,0 Page 76



CITY OF FOREST PARK

CAPITAL IMPROVEMENT PLAN

The Forest Park The Capital Improvement Program (CIP) is an implementation plan for the construction, maintenance, and renovation of public facilities and infrastructure over the next 5 years.

Ricky L. Clark, Jr., City Manager

FY' 25-26 CAPITAL IMPROVEMENT



FIRE/EMS - \$184,500

TECHNOLOGY ENHANCEMENTS, CONTRACTURAL SERVICES, AND SUPRESSION UNIFORMS



POLICE SERVICES - \$291,000

PATROL VEHICLES



PUBLIC WORKS - \$212,000

TAILGATE SPREADER, TIRE MACHINE, HEAVY DUTY LIFT, ZERO TURN MOWERS



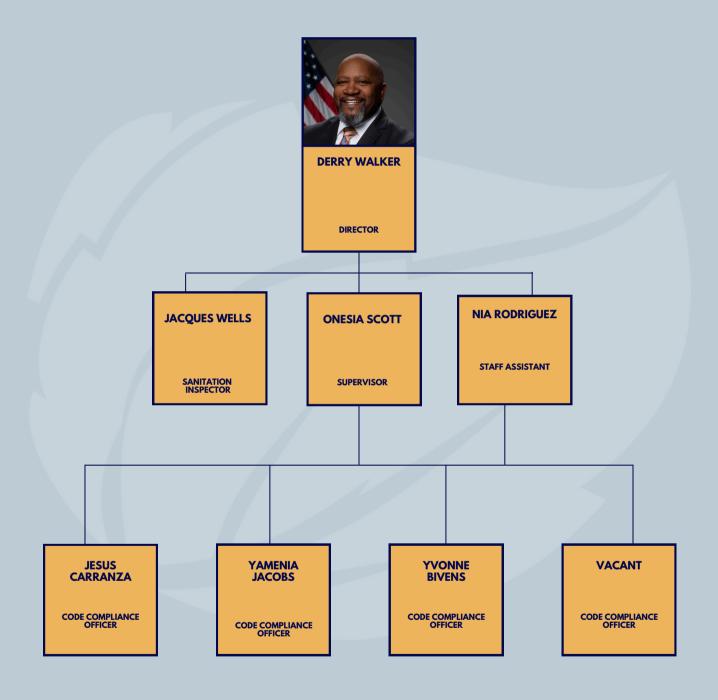
TOTAL CAPITAL - \$687,500



FÖREST**P**ARK



CODE COMPLIANCE





CITY OF FOREST PARK

CODE COMPLIANCE

The City of Forest Park's Code Enforcement Department provides citizens with the creation of a safe and healthy environment by enforcing development regulations found in the City's Zoning Ordinance and Comprehensive Plan.



Derry Walker, Director

Departmental Personnel:
Director of Code Enforcement
Code Enforcement Supervisor
Code Enforcement Officer
Code Enforcement Officer
Code Enforcement Officer
Code Enforcement Officer



BUDGET HIGHLIGHTS



BRANDING MATERIAL FOR THE DEPARTMENT



LITERATURE FOR MULTILINGUAL COMMUNITIES



INCREASE BEAUTIFICATION EFFORTS



ADDITIONAL CERTIFICATION TRAINING FOR STAFF



CONTINUATION OF COMMUNITY BLOCK PARTIES



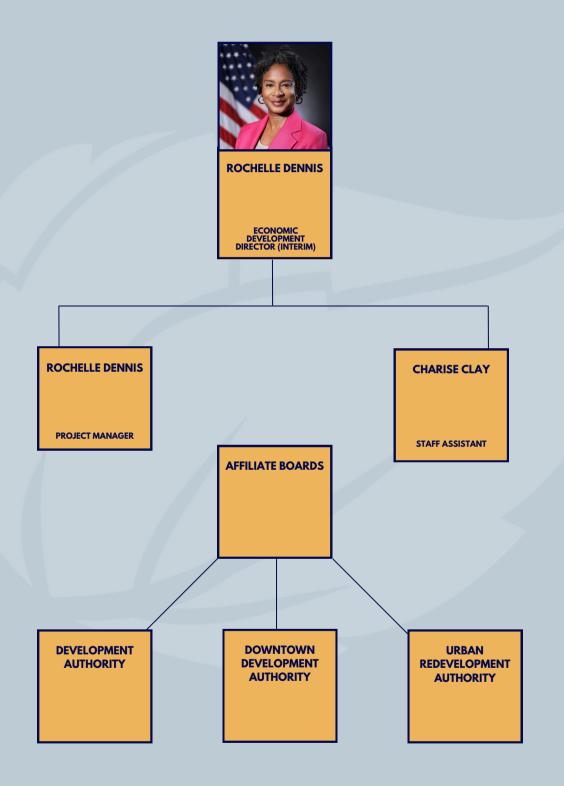
ADDITION OF BODY CAMERAS FOR ENHANCED ACCOUNTABILITY AND TRANSPARENCY

City of Forest Park Code Enforcement - Proposed Budget Continued

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
CODE ENFORCEMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES			\$363,000.00	\$557,900.00	\$68,643.00
OVERTIME			\$500.00	\$2,000.00	(\$500.00)
LIFE AND HEALTH INSURANCE			\$130,300.00	\$142,100.00	\$94,300.00
FICA			\$22,500.00	\$34,589.80	\$2,370.00
MEDICARE			\$5,300.00	\$8,089.55	\$1,450.00
RETIREMENT CONTRIBUTIONS			\$13,000.00	\$33,976.11	\$10,563.00
WORKER'S COMP INSURANCE			\$2,000.00	\$2,400.00	\$1,350.00
SICK LEAVE SELL BACK			\$0.00	\$0.00	(\$500.00)
EMPLOYEE APPRECIATION			\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS			\$537,600.00	\$782,055.46	\$177,676.00
PURCHASED/CONTRACT SERV.					
VEHICLE INSURANCE			\$5,000.00	\$6,000.00	\$1,000.00
POSTAGE			\$1,500.00	\$1,500.00	\$0.00
TELEPHONES			\$3,000.00	\$11,000.00	\$8,000.00
PRINTING			\$1,000.00	\$1,000.00	\$0.00
TRAVEL FOR EMPLOYEES			\$2,000.00	\$5,000.00	\$3,000.00
DUES AND SUBSCRIPTIONS			\$2,000.00	\$1,000.00	(\$1,000.00
TRAINING & CONFERENCES			\$4,000.00	\$5,000.00	\$1,000.00)
TOTAL PURCHASED/CONTRACT SERV.			\$18,500.00	\$30,500.00	\$12,000.00
SUPPLIES					
5011 HE5					
OFFICE SUPPLIES			\$5,000.00	\$4,000.00	\$0.00
GENERAL DEPARTMENT EXPENSES			\$5,000.00	\$5,000.00	\$0.00
UNIFORMS & RAINWEAR			\$3,000.00	\$4,000.00	\$0.00
BEAUTIFICATION EFFORTS			\$6,000.00	\$6,000.00	\$0.00
TOTAL SUPPLIES			\$19,000.00	\$19,000.00	\$0.00
TOTAL CODE ENFORCEMENT			<u> </u>	\$831,555.46	\$256,455.46



CITY OF FOREST PARK ECONOMIC DEVELOPMENT





CITY OF FOREST PARK

ECONOMIC DEVELOPMENT

The City of Forest Park's Economic Development Department enhances the city's business competitiveness and develops a diverse economic base.



Rochelle Dennis, Interim Director

Departmental Personnel:
Economic Development Director
Economic Development Project
Manager

Ctaff Assists

Staff Assistant

Affiliate Boards:

Development Authority
Downtown Development Authority
Urban Redevelopment Authority



BUDGET HIGHLIGHTS

















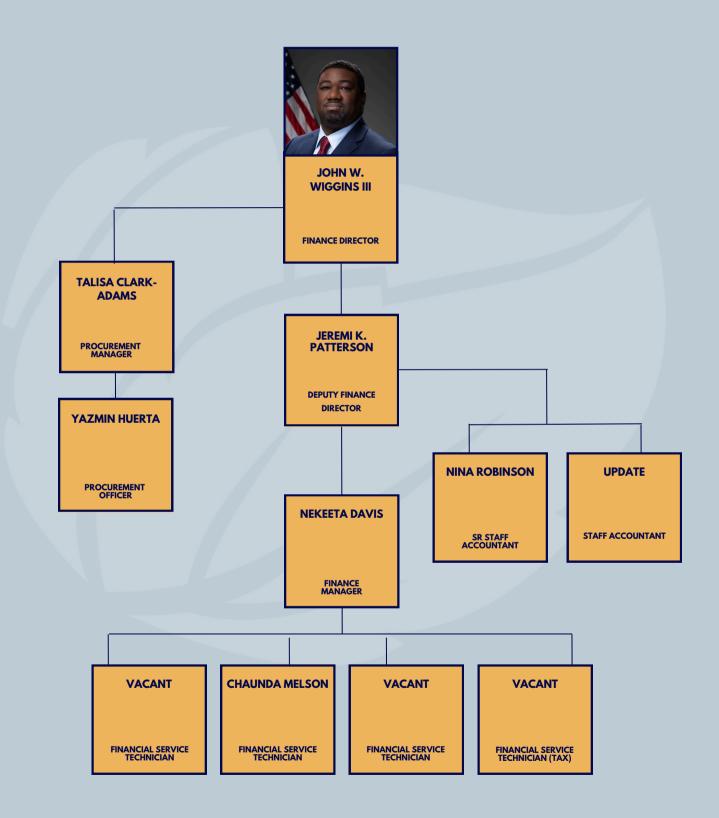


City of Forest Park Economic Development - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
ECONOMIC DEVELOPMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & BENEEFITS					
SALARIES	\$224,747.00	\$231,947.00	\$269,000.00	\$292,864.00	\$23,864.00
LIFE AND HEALTH INSURANCE	\$56,347.00	\$50,000.00	\$66,800.00	\$76,700.00	\$9,900.00
FICA	\$13,934.00	\$18,600.00	\$16,700.00	\$18,157.57	\$1,457.57
MEDICARE	\$3,259.00	\$35,000.00	\$3,900.00	\$4,246.53	\$346.53
RETIREMENT CONTRIBUTIONS	\$5,200.00	\$5,200.00	\$7,400.00	\$17,835.42	\$10,435.42
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$303,487.00	\$341,747.00	\$364,800.00	\$410,803.51	\$46,003.51
PURCHASED/CONTRACT					
CONSULTING SERVICES	\$2,500.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00
PRINTING	\$3,000.00	\$5,500.00	\$3,000.00	\$2,000.00	(\$1,000.00)
DUES AND SUBSCRIPTIONS	\$2,000.00	\$3,750.00	\$2,500.00	\$1,500.00	(\$1,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
TRAINING & CONFERENCES	\$5,000.00	\$5,250.00	\$4,000.00	\$3,000.00	(\$1,000.00)
MEETINGS AND EVENTS	\$8,500.00	\$10,500.00	\$4,000.00	\$4,000.00	\$0.00
OTHER PURCHASED SERVICES	\$0.00	\$1,100.00	\$500.00	\$500.00	\$0.00
PUBLIC RELATIONS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
PHOTOGRAPHY & GRAPHIC DESIGN	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
WEBSITE MAINT DEVELOPMENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$32,000.00	\$36,100.00	\$20,500.00	\$17,500.00	(\$3,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$2,000.00	\$13,000.00	\$5,000.00	\$3,500.00	(\$1,500.00)
GENERAL DEPARTMENT EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
UTILITIES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$5,000.00	\$7,000.00	\$2,000.00	\$500.00	(\$1,500.00)
FLEET GAS CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET LABOR CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINT	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$2,000.00	1			<u> </u>
FLLLI OVERNEAD CHARGE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$22,000.00	\$22,000.00	\$9,000.00	\$6,000.00	(\$3,000.00)
TOTAL ECONOMIC DEVELOPMENT	\$357,487.00	\$399,847.00	\$394,300.00	\$434,303.51	\$40,003.51



CITY OF FOREST PARK FINANCE





CITY OF FOREST PARK

FINANCE DEPT.

The Finance Department is responsible for billing and collection of revenue from property taxes, business licenses, sanitation services, miscellaneous other permits, and citations issued by the Police Department.



John Wiggins III, Director

Departmental Personnel:
Director of Finance
Deputy Finance Director
Finance Manager
Senior Staff Accountant
Staff Accountant
Procurement Officer
Procurement Officer
Financial Services Tech, Sr.
Financial Services Tech x 2



BUDGET HIGHLIGHTS



CONTINUE MONTHLY CLOSE OUT PROCESS TO ENSURE ACCURATE FINANCIAL REPORTING



SUBMIT ANNUAL AUDIT REPORT BY DUE DATE



IMPROVE BUDGET PROCESS WITH NEW PLATFORM



ENHANCED PROCUREMENT PROCESS WITH NEW PLATFORM



ENHANCED ACCOUNTING PROCESSES WITH UPDATED POLICIES & PROCEDURES



CONTINUATION OF BI-WEEKLY MEETINGS WITH CITY MANAGER'S FINANCIAL REVIEW

City of Forest Park Finance - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FINANCE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$784,886.00	\$824,130.00	\$928,900.00	\$860,932.40	(\$67,967.60)
OVERTIME	\$10,000.00	\$0.00	\$500.00	\$0.00	(\$500.00)
LIFE AND HEALTH INSURANCE	\$163,700.00	\$163,700.00	\$186,500.00	\$126,739.00	(\$59,761.00)
FICA	\$48,663.00	\$48,663.00	\$57,600.00	\$53,377.81	(\$4,222.19)
MEDICARE	\$11,381.00	\$11,381.00	\$13,500.00	\$12,483.52	(\$1,016.48)
RETIREMENT CONTRIBUTIONS	\$16,640.00	\$16,640.00	\$9,300.00	\$52,430.78	\$43,130.78
RETIREMENT ADMINISTRATION FEES	\$50,000.00	\$50,000.00	\$44,100.00	\$80,000.00	\$35,900.00
RETIREE MEDICAL PLAN (OPEB)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
HEALTH REIMBURSEMENT EXP	\$45,000.00	\$45,000.00	\$45,000.00	\$30,000.00	(\$15,000.00)
UNEMPLOYMENT TAX	\$10,000.00	\$15,000.00	\$23,000.00	\$20,000.00	(\$3,000.00)
WORKERS' COMP ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
WORKERS' COMP - ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WORKERS COMP CHARGES POLICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WORKERS' COMP - ADMINISTRATOR	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
STATE AUDIT FEES	\$12,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$1,178,070.00	\$1,205,314.30	\$1,312,400.00	\$1,266,363.51	(\$46,036.49)
PURCHASED/CONTRACT SERV.					
ANNUAL AUDIT	\$60,000.00	\$44,000.00	\$70,000.00	\$77,000.00	\$7,000.00
CONSULTING SERVICES	\$30,000.00	\$112,000.00	\$75,000.00	\$100,000.00	\$25,000.00
CITY ATTORNEY FEES	\$180,000.00	\$185,000.00	\$210,000.00	\$350,000.00	\$140,000.00
LEGAL FEES	\$110,000.00	\$279,500.00	\$360,000.00	\$100,000.00	(\$260,000.00)
PERSONNEL ATTORNEY FEES	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
ADP PROCESSING FEES	\$0.00	\$30,000.00	\$30,000.00	\$216,000.00	\$186,000.00
BANK SERVICE CHARGES	\$50,000.00	\$61,000.00	\$80,000.00	\$80,000.00	\$0.00
SOFTWARE PROGRAM MAINTENANCE	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$4,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$1,000.00
COMPUTER EQUIPMENT MAINTENANCE	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<u> </u>					
HVAC MAINTENANCE	\$3,600.00	\$1,000.00	\$0.00	\$0.00	\$0.00

City of Forest Park Finance - Proposed Budget Continued

					_
FACILITY IMPROVEMENTS	\$500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$15,636.00	\$21,700.00	\$15,700.00	\$180,000.00	\$164,300.00
INSURANCE DEDUCTIBLE-LAWSUIT	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	(\$20,000.00)
POSTAGE	\$18,000.00	\$12,000.00	\$15,000.00	\$0.00	(\$15,000.00)
TELEPHONES	\$25,000.00	\$20,000.00	\$20,000.00	\$0.00	(\$20,000.00)
PRINTING	\$8,000.00	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)
DUES AND SUBSCRIPTIONS	\$1,200.00	\$3,500.00	\$2,500.00	\$2,500.00	\$0.00
TRAVEL FOR EMPLOYEES			\$12,000.00	\$9,000.00	(\$3,000.00)
TRAINING & CONFERENCES	\$35,000.00	\$33,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
FIXED ASSET INVENTORY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TAX COLLECTION EXPENSE	\$6,000.00	\$500.00	\$0,00	\$0.00	\$0.00
BAD DEBT EXPENSE	\$2,000.00	\$500.00	\$0.00	\$0.00	\$0.00
REFUNDS PROPERTY TAX	\$10,000.00	\$90,000.00	\$100,000.00	\$50,000.00	(\$50,000.00)
PROPERTY TAX BILL CLAYTON CO		\$20,500.00	\$20,500.00	\$5,000.00	(\$15,500.00)
TOTAL PURCHASED/CONTRACT SERV.	\$692,936.00	\$944,700.00	\$1,064,700.00	\$1,194,500.00	\$31,800.00
SUPPLIES					
OFFICE SUPPLIES	\$12,000.00	\$17,000.00	\$15,000.00	\$8,000.00	(\$7,000.00)
COPIER EXPENSE	\$8,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
FACILITY SUPPLIES	\$7,000.00	\$0.00	\$0.00	0.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$2,500.00	\$21,000.00	\$10,000.00	\$45,000.00	\$35,000.00
FACILITY MAINT & REPAIR	\$15,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
UTILITIES - WATER/SEWER	\$10,000.00	\$13,500.00	\$10,000.00	\$15,000.00	\$5,000.00
UTILITIES - NATURAL GAS	\$400.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
UTILITIES-ELECTRICITY	\$30,000.00	\$39,000.00	\$32,000.00	\$25,000.00	(\$7,000.00)
OFFICE EQUIPMENT	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$89,900.00	\$109,500.00	\$82,000.00	\$108,000.00	\$26,000.00
LOAN	905,500.00	\$100,500.00	702,000.00	Ç100,000.00	Ç20,000.00
DOM					
INTEREST - TAX ANTICIPATION LOAN	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00
FISCAL AGENT FEES	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
BOND PAYMENT	\$1,152,850.00	\$1,152,850.00	\$1,662,520.00	\$0.00	(\$1,662,520.00)
BOND PAYMENT (2021B)	\$2,079,038.00	\$2,091,365.00	\$2,093,343.00	\$0.00	(\$2,093,343.00)
TOTAL LOAN	AD 254 545 22	AD 074 F.44 0.0	AD FIFE 0.52 0.2	40.00	(A) FFF 0.50 (A)
TOTAL LOAN	\$3,251,715.00	\$3,871,761.00	\$3,755,863.00	\$0.00	(\$3,755,863.00)

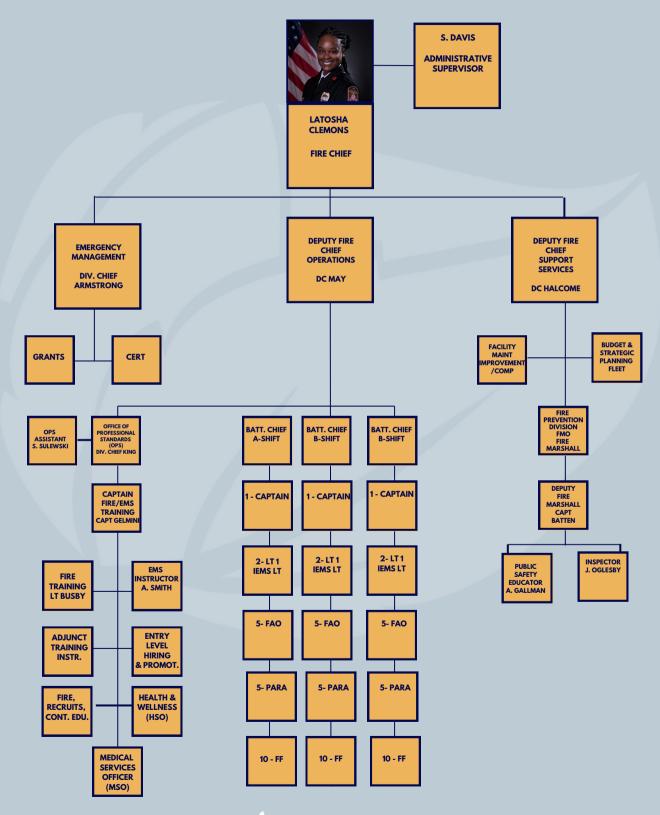
City of Forest Park Finance - Proposed Budget Continued

	Troposcu				
OTHER FINANCING USE					
RESERVE FOR CONTINGENCIES		\$620,046.00	\$199,730.00		\$306,940.00
RESERVE FOR INSURANCE	\$0.00	\$0.00	\$180,000.00	\$200,000.00	\$20,000.00
TRANS/CAPITAL WORKER'S COMP FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER OUT TO FLEET SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO GRANT FUNDS (220)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO GRANT FUNDS (250)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO LRA - FUND 251	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO LOCAL DRUG TASK FORCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO DEVELOPMENT AUTHOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO HOTEL/MOTEL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO SPLOST FUND (320)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO E911 FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING TRANSFER FR GEN FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO URA (585)	\$0.00	\$0.00	\$0.00	\$1,212,750.00	\$1,212,750.00
DDA-LOAN COLLATERAL AMOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING USES	\$0.00	\$0.00	\$379,730.00	\$1,919,420.00	\$1,539,690.00
TOTAL FINANCE OFFICE	\$5,212,621.00	\$6,131,275.00	\$6,555,818.00	\$4,045,213.51	(\$2,510,604.49)



CITY OF FOREST PARK

FIRE & EMERGENCY SERVICES



CITY OF FOREST PARK

The Forest Park Fire and Emergency Services Department provides an all-hazards approach to providing services to the citizens of Forest Park and its surrounding community.



Latosha Clemons, Fire Chief



BUDGET HIGHLIGHTS



ONGOING FACILITY IMPROVEMENTS

- HVAC AT STATION 1 REMODELING AT HEADQUARTERS



FIRST ARRIVING DASHBOARDS



TRAINING GROUND



REPLACEMENT OF FIRE STATION 2



TWO NEW RESCUE TRUCKS



HELICOPTER LANDING ZONE



VEHICLE STORAGE FACILITY



TOWER TRUCK REFURBISHING



THERMAL IMAGING CAMERAS



EMPLOYEE APPRECIATION FUNDING

City of Forest Park Fire Admin - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FIRE-FIREFIGHTERS & ADMIN	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$2,756,983.00	\$3,464,863.00	\$3,835,000.00	\$4,661,255.00	\$826,255.00
HOLIDAY PAY	\$68,505.00	\$68,505.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$340,000.00	\$300,000.00	\$250,000.00	\$350,000.00	\$100,000.00
LIFE AND HEALTH INSURANCE	\$584,331.00	\$900,000.00	\$1,245,000.00	\$1,382,000.00	\$137,000.00
FICA	\$170,933.00	\$312,000.00	\$237,800.00	\$298,297.81	\$60,497.81
MEDICARE	\$39,980.00	\$60,000.00	\$55,600.00	\$69,763.20	\$14,163.20
RETIREMENT CONTRIBUTIONS	\$39,934.00	\$69,900.00	\$134,100.00	\$293,005.43	\$158,905.43
WORKER'S COMPENSATION INSURANCE	\$13,309.00	\$13,300.00	\$30,000.00	\$27,000.00	(\$3,000.00)
WORKERS' COMP CLAIMS - FIRE SV	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	\$0.00
SICK LEAVE SELL BACK	\$10,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$7,500.00	\$7,500.00	\$7,500.00	\$8,200.00	\$700.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$4,036,475.00	\$5,207,068.00	\$5,815,000.00	\$7,109,521.44	\$1,294,521.44
PURCHASED/CONTRACT SERV.					
PROFESSIONAL AND CONTRACTUAL	\$5,000.00	\$5,000.00	\$80,000.00	\$140,300.00	\$60,300.00
PROFESSIONAL SERVICES	\$7,200.00	\$124,691.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$1,470.00	\$1,470.00	\$1,000.00	\$300.00	(\$700.00)
FIRE EQUIPMENT MAINTENANCE	\$30,000.00	\$35,000.00	\$30,000.00	\$30,000.00	\$0.00
RADIO EQUIPMENT	\$56,000.00	\$40,000.00	\$53,000.00	\$53,000.00	\$0.00
FIRE PREVENTION	\$50,000.00	\$50,000.00	\$30,000.00	\$20,000.00	(\$10,000.00)
FACILITY IMPROVEMENTS	\$50,000.00	\$105,000.00	\$105,000.00	\$20,000.00	(\$85,000.00)
VEHICLE INSURANCE	\$72,992.00	\$72,992.00	\$100,000.00	\$94,000.00	(\$6,000.00)
PROPERTY & LIABILITY INSURANCE	\$51,144.00	\$51,114.00	\$72,000.00	\$71,000.00	(\$1,000.00)
POSTAGE SHIPPING & COURIER	\$876.00	\$876.00	\$500.00	\$300.00	(\$200.00)
TELEPHONES & COMMUNICATION	\$46,890.00	\$46,890.00	\$35,000.00	\$25,000.00	(\$10,000.00)
RADIOS/PAGERS MAINTENANCE	\$1,598.00	\$1,598.00	\$0.00	\$0.00	\$0.00
PRINTING	\$564.00	\$564.00	\$300.00	\$0.00	(\$300.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$7,032.00	\$7,032.00	\$5,000.00	\$0.00	(\$5,000.00)
TRAINING & CONFERENCES	\$25,690.00	\$15,000.00	\$35,000.00	\$35,000.00	\$0.00
TRAINING AIDS - OTHER	\$19,188.00	\$20,000.00	\$15,000.00	\$20,000.00	\$5,000.00

City of Forest Park Fire Admin - Proposed Budget Continued

COMPUTER TRAINING	\$940.00	\$940.00	\$940.00	\$0.00	(\$940.00)
SUPPRESSION UNIFORM SUPPLY	\$50,000.00	\$50,000.00	\$5,000.00	\$5,000.00	\$0.00
HVAC MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$476,554.00	\$628,167.00	\$572,740.00	\$518,900.00	(\$53,840.00)
SUPPLIES					
OFFICE SUPPLIES	\$13,535.00	\$8,535.00	\$10,000.00	\$7,500.00	(\$2,500.00)
COPIER EXPENSE	\$7,000.00	\$12,000.00	\$12,000.00	\$14,000.00	\$2,000.00
FACILITY SUPPLIES	\$19,911.00	\$17,911.00	\$25,000.00	\$15,000.00	(\$10,000.00)
GENERAL DEPARTMENT EXPENSES	\$1,180.00	\$3,180.00	\$5,000.00	\$5,000.00	\$0.00
FACILITY MAINT & REPAIRS	\$120,000.00	\$120,000.00	\$75,000.00	\$150,000.00	\$75,000.00
UTILITIES -WATER/SEWER	\$7,000.00	\$7,000.00	\$13,000.00	\$0.00	(\$13,000.00)
UTILITIES -NATURAL GAS	\$18,000.00	\$18,000.00	\$20,000.00	\$0.00	(\$20,000.00)
UTILITIES - ELECTRICITY	\$45,000.00	\$45,000.00	\$65,000.00	\$0.00	(\$65,000.00)
FLEET GAS CHARGE	\$46,000.00	\$46,000.00	\$46,000.00	\$0.00	(\$46,000.00)
OFFICE IMPROVEMENTS	\$10,470.00	\$10,470.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$100,000.00	\$150,000.00	\$125,000.00	\$125,000.00	\$0.00
FILM /PUB. RELATIONS EVENTS	\$1,188.00	\$1,188.00	\$1,200.00	\$2,000.00	\$800.00
FLEET LABOR CHARGE	\$25,751.00	\$25,751.00	\$18,000.00	\$0.00	(\$18,000.00)
FLEET EQUIPMENT MAINTENANCE	\$44,607.00	\$44,607.00	\$44,000.00	\$0.00	(\$44,000.00)
FLEET OVERHEAD CHARGE	\$12,091.00	\$12,091.00	\$12,000.00	\$0.00	(\$12,000.00)
DORMITORY EXPENSE	\$9,002.00	\$9,000.00	\$5,000.00	\$5,000.00	\$0.00
BREATHING APPARATUS	\$128,184.00	\$0.00	\$0.00	\$0.00	\$0.00
FIRE FIGHTING EQUIPMENT	\$20,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00
FIRE PREVENTION EDUCATION	\$5,872.00	\$0.00	\$0.00	\$0.00	\$0.00
FIRE HOSE	\$91,585.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$726,376.00	\$730,733.00	\$676,200.00	\$523,500.00	(\$152,700.00)
LOANS					
PRINCIPAL	\$0.00	\$0.00	\$33,794.00	\$33,794.00	\$0.00
INTEREST	\$0.00	\$0.00	\$1,074.63	\$1,074.63	\$0.00
TOTAL LOANS	\$0.00	\$0.00	\$34,868.63	\$34,868.63	\$0.00
TOTAL FIRE-FIREFIGHTERS & ADMIN	\$5,918,926.00	\$6,565,968.00		\$8,186,790.07	\$1,088,921.44
TOTALTINE-TINEITOTILES GADETIN	93,310,320.00	90,303,900.00	ψ1,0 <i>51</i> ,000.03	73,100,790.07	91,000,921.4

City of Forest Park Fire Emergency Services - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
FIRE-EMERGENCY MGMT SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$0.00	\$0.00	\$85,000.00	\$90,517.00	\$5,517.00
OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA	\$0.00	\$0.00	\$5,300.00	\$5,612.05	\$312.05
MEDICARE	\$0.00	\$0.00	\$1,200.00	\$1,312.50	\$112.50
RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$900.00	\$5,512.49	\$4,612.49
SICK LEAVE SELL BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$0.00	\$0.00	\$92,400.00	\$102,954.04	\$10,554.04
PURCHASED/CONTRACT SERV.					
POSTAGE SHIPPING & COURIER	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00
TELEPHONES & COMMUNICATION	\$930.00	\$930.00	\$300.00	\$0.00	(\$300.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)
DUES AND SUBSCRIPTIONS	\$10,000.00	\$10,000.00	\$8,000.00	\$0.00	(\$8,000.00)
TRAINING & CONFERENCES	\$5,500.00	\$8,500.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$16.680.00	\$19,680.00	\$13,300.00	\$4,000.00	(\$9,300.00)
SUPPLIES					
OFFICE SUPPLIES	\$500.00	\$1,500.00	\$0.00	\$0.00	(\$1,500.00)
GENERAL DEPARTMENT EXPENSES	\$4,995.00	\$6,500.00	\$5,000.00	\$3,500.00	(\$1,500.00)
EQUIPMENT	\$6,520.00	\$8,520.00	\$6,000.00	\$3,500.00	(\$2,520.00)
TOTAL SUPPLIES	\$12,015.00	\$16,520.00	\$11,000.00	\$7,000.00	(\$4,000.00)
TOTAL EMERGENCY MGMT SERVICES	\$28,695.00	\$36,200.00	\$116,700.00		(\$2,745.96)
TOTAL PILKOLACT FIGHT SERVICES	\$20,033.00	730,200.00	φ110,700.00	9113,334.04	(ΨΖ,743.90)

City of Forest Park

Fire & EMS-Proposed Budget

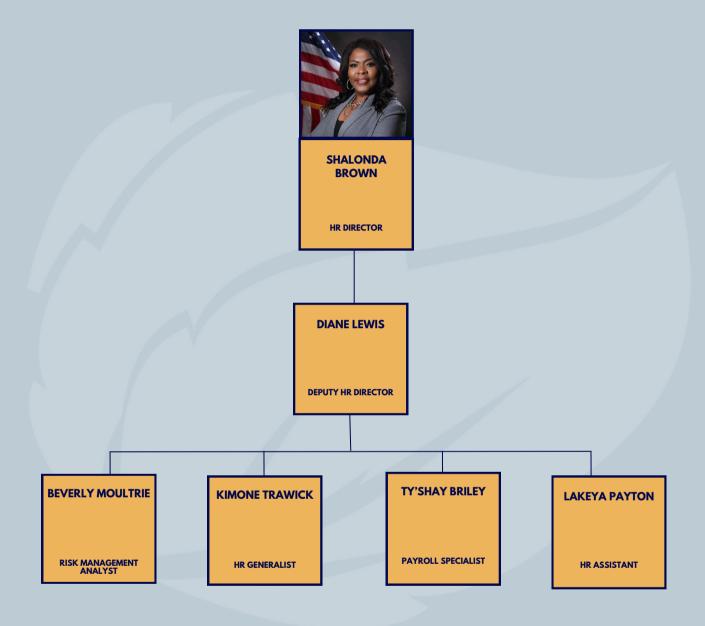
100 -GENERAL FUND 2025 2026 FY25-FY26 FIRE - EMS SERVICES **ADOPTED ADOPTED ADOPTED PROPOSED VARIANCE** SALARIES \$951,396.00 \$982,005.00 \$1,206,500.00 \$817,860.00 (\$388,640.00) HOLIDAY PAY \$34,731.00 \$34,700.00 \$0.00 \$0.00 \$0.00 OVERTIME \$52,267.00 \$40,000.00 \$50,000.00 \$10,000.00 \$52,300.00 LIFE AND HEALTH INSURANCE \$231,615,00 \$500,000.00 \$252,700.00 \$179,000,00 (\$73,700,00) FICA \$58.987.00 \$88,400.00 \$74.800.00 \$50,707,32 (\$24.092.68) MEDICARE \$13,795.00 \$17,500.00 \$17,000.00 \$11,858.97 (\$5,641.03) \$49,807.67 RETIREMENT CONTRIBUTIONS \$41,046.00 \$26,200.00 \$41,000.00 \$23,607.67 WORKER'S COMP INSURANCE \$5,629.00 \$5,600.00 \$12,000.00 \$11,500.00 (\$500.00) WORKER'S COMP CLAIMS - EMS SVC \$4,267.00 \$4,200.00 \$15,000,00 \$64,000.00 \$49,000,00 \$0.00 SICK LEAVE SELL BACK \$3,733,00 \$37,000.00 \$0.00 \$0.00 TOTAL PERSONAL SERV. & EE BENEFIT \$1.397.466.00 \$1.762.205.00 \$1.644.700.00 \$1.234.733.96 (\$409.966.04) PURCHASED/CONTRACT SERV. EMS MEDICAL DIRECTOR \$16,000.00 \$16,000.00 \$16,000.00 \$16,000,00 \$0.00 PROFESSIONAL AND CONTRACTUAL \$940.00 \$940.00 \$1,000.00 \$0.00 (\$1,000.00) E M S EQUIPMENT MAINTENANCE \$8.500.00 \$9.697.00 \$9.697.00 \$10,000.00 (\$1,500.00) VEHICLE INSURANCE \$20,000.00 \$21,000.00 \$16.023.00 \$16,023.00 \$1,000.00 EMT LIABILITY INSURANCE \$14.646.00 \$14,646.00 \$0.00 \$0.00 \$0.00 RADIOS/PAGERS MAINTENANCE \$8.690.00 \$8.690.00 \$0.00 \$0.00 \$0.00 WALKIE TALKIE RADIO MAINT \$38,000,00 \$38,000.00 \$0.00 \$0.00 \$0.00 TRAINING & CONFERENCES \$9.500.00 \$50,000,00 \$0.00 \$0.00 \$0.00 TRAINING AIDS - OTHER \$25,000,00 \$37.500.00 \$25,000.00 \$0.00 (\$25,000.00) PARAMEDIC RE-CERTIFICATION \$13,000.00 \$13,000.00 \$10,000.00 \$10,000.00 \$0.00 DIVERSIFIED COLLECTION AGENCY \$29,305.00 \$29,305.00 \$24,000.00 \$24,000.00 \$0.00 AMBULANCE LICENSING FEE \$9.500.00 \$9.500.00 \$1,000.00 \$1,000.00 \$0.00 TOTAL PURCHASED/CONTRACT SERV. \$190,301.00 \$243.301.00 \$107,000.00 \$80,500.00 (\$26,500.00) **SUPPLIES** RESCUE TRUCK EQUIPMENT \$30,000.00 \$0.00 \$20,000.00 \$140,000.00 \$30,000.00 FLEET GAS CHARGE \$26,000.00 \$26,000.00 \$45,000.00 \$0.00 (\$45,000.00) UNIFORMS & RAINWEAR \$4,407.00 \$0.00 \$4,407.00 \$0.00 \$0.00 FIRST AID/MEDICAL SUPPLIES \$90,000,00 \$100,000,00 \$125,000,00 \$100,000.00 (\$10,000.00) \$0.00 FLEET LABOR CHARGE \$13.500.00 \$13,443.00 \$13,443.00 (\$13,500.00) \$0.00 FLEET EQUIPMENT MAINTENANCE \$25,298.00 \$25,298.00 \$20,000.00 (\$20,000.00) FLEET OVERHEAD CHARGE \$9,193.00 \$9,193.00 \$9,000.00 \$0.00 (\$9,000.00) TOTAL SUPPLIES (\$97,500.00) \$198.341.00 \$343.341.00 \$217.500.00 \$120.000.00 **TOTAL FIRE - EMS SERVICES** \$1,786,107.00 \$2,348,847.00 \$1,969,200.00 \$1,435,233.96 Page 98

4/

Item # 4.



CITY OF FOREST PARK HUMAN RESOURCES





CITY OF FOREST PARK

HUMAN RESOURCES

The Human Resources Department provides support to the City's management staff, employees, and City Council in the area of Employee Relations, Health, Safety, Recruitment.

compensation/classification, and Benefits Administration.



Shalonda Brown, Director

Departmental Personnel:

HR Director

Deputy Director

Risk Management Analyst

HR Generalist

Payroll Specialist

HR Assistant



BUDGET HIGHLIGHTS













City of Forest Park Human Resources - Proposed Budget

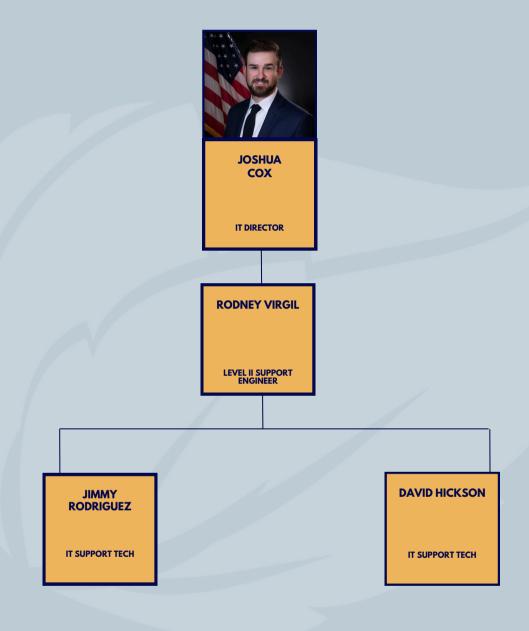
100-GENERAL FUND	2023	2024	2025	2026	FY25-FY26
HUMAN RESOURCES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$352,942.00	\$365,000.00	\$468,000.00	\$552,000.00	\$84,000.00
OVERTIME	\$4,000.00	\$1,500.00	\$0.00	\$100.00	\$100.00
LIFE AND HEALTH INSURANCE	\$64,314.00	\$65,000.00	\$59,000.00	\$59,000.00	\$0.00
FICA	\$21,882.00	\$28,000.00	\$30,000.00	\$34,224.00	\$4,224.00
MEDICARE	\$5,118.00	\$6,000.00	\$6,000.00	\$8,236.22	\$2,236.22
RETIREMENT CONTRIBUTIONS	\$12,480.00	\$7,500.00	\$12,500.00	\$33,616.80	\$21,116.80
WORKER'S COMPENSATION CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$40,000.00	\$50,000.00	\$50,000.00	\$0.00
GIRMA	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
SICK LEAVE SELL BACK	\$1,005.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$461,741.00	\$514,000.00	\$625,500.00	\$762,177.02	\$136,677.02
PURCHASED/CONTRACT SERV.					
PROFESSIONAL AND CONTRACTUAL	\$0.00	\$0.00	\$30,000.00	\$25,000.00	(\$5,000.00)
OFFICE EQUIPMENT MAINTENANCE	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
HVAC MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANITORIAL SERVICES	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$0.00
WANT ADS	\$6,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$0.00	\$0.00	\$2,000.00	\$250.00	(\$1,750.00)
PRINTING	\$5,000.00	\$7,500.00	\$1,500.00	\$1,000.00	(\$500.00)
POSTAGE	\$3,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
DUES AND SUBSCRIPTIONS	\$2,500.00	\$2,500.00	\$2,000.00	\$2,250.00	\$250.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
TRAINING & CONFERENCES	\$17,000.00	\$17,000.00	\$8,000.00	\$8,000.00	\$0.00
EMPLOYEE SAFETY TRAINING	\$5,000.00	\$2,000.00	\$5,000.00	\$2,500.00	(\$2,500.00)
BOOKS FOR LIBRARY	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
ONBOADING AND RECRUITMENT	\$32,500.00	\$38,000.00	\$8,000.00	\$10,500.00	\$2,500.00
RELOCATION REIMBURSEMENT	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
HOSPITALITY	\$3,000.00	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
					,
TOTAL PURCHASED/CONTRACT SERV.	\$119,800.00	\$80,900.00	\$60,500.00	\$51,500.00	(\$9,000.00)

City of Forest Park Human Resources - Proposed Budget Continued

SUPPLIES					
OFFICE SUPPLIES	\$7,500.00	\$7,500.00	\$5,000.00	\$8,000.00	\$3,000.00
COPIER EXPENSE	\$2,500.00	\$2,500.00	\$3,000.00	\$6,500.00	\$3,500.00
GENERAL DEPARTMENT EXPENSES	\$7,500.00	\$7,500.00	\$8,250.00	\$20,000.00	\$11,750.00
EMPLOYEE ASSISTANCE PROGRAM	\$5,000.00	\$5,000.00	\$3,500.00	\$6,000.00	\$2,500.00
OFFICE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FACILITY SUPPLIES	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
ARCHIVES - RECORDS MANAGEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$23,250.00	\$23,250.00	\$19,750.00	\$40,500.00	\$20,750.00
TOTAL HUMAN RESOURCES	\$604,790.84	\$618,150.00	\$705,750.00	\$854,177.02	\$148,427.02



CITY OF FOREST PARK INFORMATION TECHNOLOGY





CITY OF FOREST PARK

INFORMATION TECHNOLOGY

The Information Technology
Division manages the City's
enterprise information systems,
including Geographic Information
Systems (GIS), software
implementation and management,
local and wide area networks and
supporting infrastructure.



Josh Cox, Director

Departmental Personnel:

IT Director

Level II Engineer

IT Support Tech

Police Support Tech



BUDGET HIGHLIGHTS









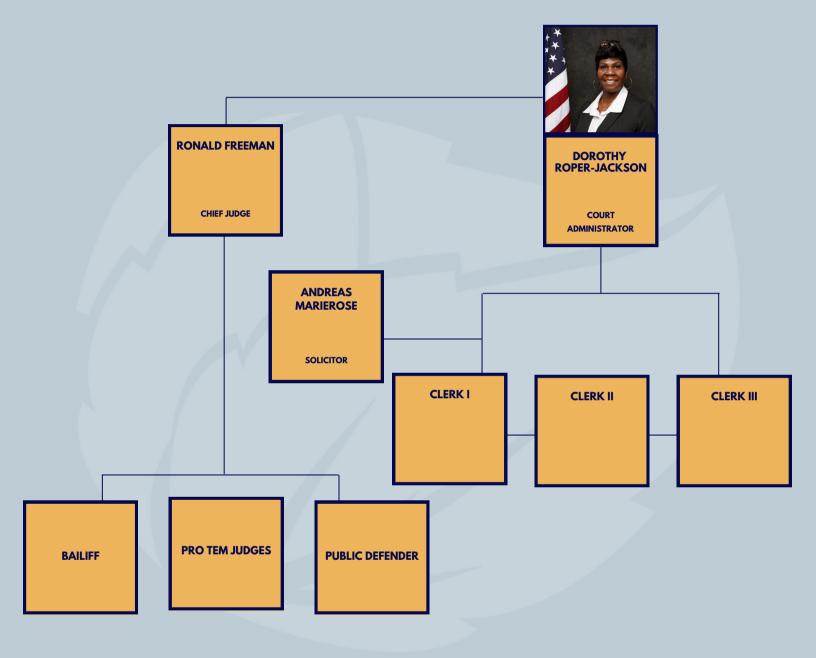


City of Forest Park Information Technology - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
INFORMATION TECHNOLOGY	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$227,511.00	\$342,500.00	\$339,000.00	\$365,987.00	\$26,987.00
OVERTIME	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
LIFE AND HEALTH INSURANCE	\$36,999.00	\$49,500.00	\$68,300.00	\$81,100.00	\$12,800.00
FICA	\$14,105.00	\$24,500.00	\$21,018.00	\$22,691.19	\$1,673.19
MEDICARE	\$3,298.00	\$4,600.00	\$4,915.50	\$5,306.81	\$391.31
RETIREMENT CONTRIBUTIONS	\$7,585.00	\$0.00	\$9,667.97	\$22,288.61	\$12,620.64
WORKER'S COMPENSATION CLAIMS	\$500.00	\$500.00	\$500.00	\$0.00	(\$500.00)
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$299,998.00	\$422,600.00	\$444,401.47	\$498,373.61	\$53,972.14
PURCHASED/CONTRACT SERV.					
PROPERTY & LIABILITY INSURANCE	\$0.00	\$0.00	\$35,000.00	\$0.00	(\$35,000.00)
POSTAGE SHIPPING & COURIER	\$150.00	\$500.00	\$500.00	\$500.00	\$0.00
TELEPHONES & COMMUNICATION	\$64,000.00	\$66,000.00	\$72,000.00	\$74,000.00	\$2,000.00
OTHER TELECOMMUNICATIONS	\$573,085.00	\$740,000.00	\$835,000.00	\$755,000.00	(\$80,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$15,000.00	\$2,333.00	\$5,000.00	\$2,000.00	(\$3,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$652,235.00	\$811,500.00	\$948,500.00	\$832,500.00	(\$116,000.00)
SUPPLIES					
OFFICE SUPPLIES	\$1,500.00	\$500.00	\$0,00	\$1,500.00	\$1,500.00
GENERAL DEPARTMENT EXPENSES	\$1,000.00	\$500.00	\$1,000.00	\$1,000.00	\$0.00
TOOLS	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
COMPUTER HARDWARE/SOFTWARE	\$411,890.00	\$372,880.00	\$239,000.00	\$640,000.00	\$401,000.00
CITYWIDE COMPUTER MAINT	\$120,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	156 1 222 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	±074 065 55	+0.40.655.55	4640 522 25	1,100,500
TOTAL SUPPLIES	\$534,839.00	\$374,880.00	\$240,000.00	\$642,500.00	\$402,500.00
TOTAL TECHNOLOGY SERVICES	\$1,487,123.04	\$1,608,400.00	\$1,632,901.47	\$1,973,373.61	\$340,472.14



CITY OF FOREST PARK MUNICIPAL COURTS





CITY OF FOREST PARK

MUNICIPAL COURTS

The Municipal Court of Forest Park has jurisdiction over traffic offenses, local ordinances, and most misdemeanor non-traffic offenses.



Dorothy Roper-Jackson, Administrator

Departmental Personnel:

Municipal Court Judge

Solicitor

Court Administrator

Court Clerk



BUDGET HIGHLIGHTS









City of Forest Park Municipal and Environmental Courts - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
MUNICIPAL & ENVIRONMENTAL COURT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$155,615.00	\$150,000.00	\$170,000.00	\$317,616.00	\$147,616.00
OVERTIME	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
LIFE AND HEALTH INSURANCE	\$2,500.00	\$2,500.00	\$46,000.00	\$46,000.00	\$0.00
FICA	\$20,000.00	\$11,500.00	\$10,500.00	\$19,692.19	\$9,192.19
MEDICARE	\$4,700.00	\$2,200.00	\$2,500.00	\$4,605.43	\$2,105.43
RETIREMENT CONTRIBUTIONS	\$4,669.00	\$4,000.00	\$11,000.00	\$19,342.81	\$8,342.81
WORKERS COMP INSURANCE	\$1,200.00	\$1,200.00	\$1,200.00	\$2,500.00	\$1,300.00
JUDGES - MUNICIPAL COURT	\$84,000.00	\$108,000.00	\$108,000.00	\$126,000.00	\$18,000.00
SOLICITORS-MUNICIPAL COURT	\$0.00	\$72,000.00	\$72,000.00	\$92,000.00	\$20,000.00
PUBLIC DEFENDER	\$6,000.00	\$24,000.00	\$6,000.00	\$10,500.00	\$4,500.00
PROTEM JUDGES	\$20,000.00	\$20,000.00	\$28,000.00	\$10,000.00	(\$18,000.00)
JUDGE - ENVIRONMENTAL COURT	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$318,684.00	\$396,400.00	\$461,200.00	\$649,256.44	\$188,056.44
PURCHASED/CONTRACT SERV.					
PROFESSIONAL & CONTRACTUAL	\$75,000.00	\$25,000.00	\$16,000.00	\$5,000.00	(\$11,000.00)
SOFTWARE PROGRAM MAINT	\$30,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00
POSTAGE SHIPPING & COURIER	\$3,000.00	\$3,000.00	\$3,000.00	\$7,000.00	\$4,000.00
TELEPHONES 8 COMMUNICATION	\$2,500.00	\$2,500.00	\$2,500.00	\$1,000.00	(\$1,500.00)
PRINTING	\$5,000.00	\$5,000.00	\$5,000.00	\$3,000.00	(\$2,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
DUES & SUBSCRIPTIONS	\$5,000.00	\$4,968.00	\$3,000.00	\$3,000.00	\$0.00
TRAINING & CONFERENCES	\$15,000.00	\$10,000.00	\$10,000.00	\$7,000.00	(\$3,000.00)
BAILIFF FEES	\$8,000.00	\$8,000.00	\$8,000.00	\$10,000.00	\$2,000.00
JUDGES SEMINARS /SUBSCRIPTIONS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
POAB MANDATES	\$0.00	\$40,000.00	\$70,000.00	\$0.00	(\$70,000.00)
STATE MANDATES	\$0.00	\$75,000.00	\$115,000.00	\$0.00	(\$115,000.00)
COUNTY MANDATES	\$0.00	\$50,000.00	\$50,000.00	\$0.00	(\$50,000.00)
COURT INTERPRETER	\$0.00	\$15,000.00	\$20,000.00	\$54,000.00	\$34,000.00
TOTAL PURCHASED/CONTRACT SERV.	\$146,000.00	\$264,968.00	\$332,000.00	\$117,500.00	(\$212,500.00)

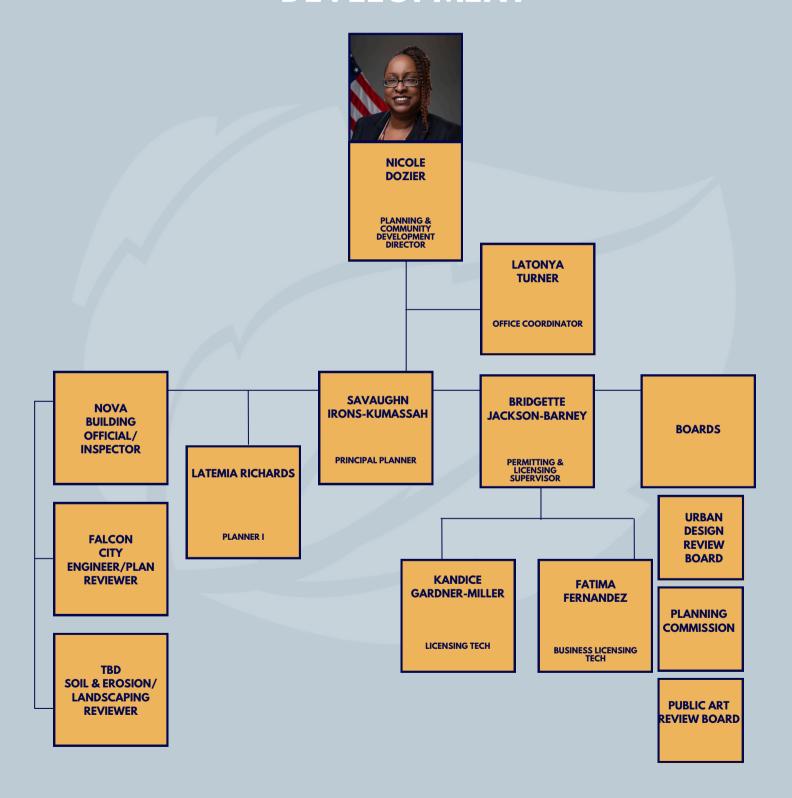
City of Forest Park Municipal and Environmental Court - Proposed Budget Continued

SUPPLIES					
OFFICE SUPPLIES	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
COPIER EXPENSE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,711.00	\$211.00
FACILITY SUPPLIES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL DEPARTMENT EXPENSE	\$5,000.00	\$10,500.00	\$7,000.00	\$3,000.00	(\$4,000.00)
FACILITY MAINT & REPAIR	\$5,000.00	\$5,000.00	\$3,000.00	\$1,700.00	(\$1,300.00)
UTILITIES - WATER/SEWER	\$500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
UTILITIES NATURAL GAS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
UTILITIES - ELECTRICITY	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
FLEET GAS CHARGE	\$1,500.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$33,500.00	\$28,500.00	\$17,500.00	\$12,411.00	(\$5,089.00)
TOTAL MUNI & ENVR. COURT	\$498,184.00	\$689,868.00	\$810,700.00	\$781,167.44	(\$29,532.56)



CITY OF FOREST PARK

PLANNING & COMMUNITY DEVELOPMENT





CITY OF FOREST PARK

PLANNING & COMMUNITY DEVELOPMENT

The City of Forest Park's Planning & Community Development Department provides positive development and redevelopment of the City with a commitment to enhance the quality of life through equitable growth of Forest Park residents.



Nicole Dozier, Director

Departmental Personnel:
PCD Director
Principal Planner
Project Manager
Administrative Supervisor
Planner I
Office Assistant
Permit Technician
Affiliate Boards:
Architectural Design
Planning Commission
Business License Technician



BUDGET HIGHLIGHTS









City of Forest Park Planning and Community Development - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PLANNING & COMMUNITY DEVELOPMENT	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$624,476.00	\$505,284.00	\$414,060.00	\$425,500.00	\$23,500.00
OVERTIME	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
LIFE AND HEALTH INSURANCE	\$95,350.00	\$36,000.00	\$79,000.00	\$125,300.00	\$46,300.00
FICA	\$38,718.00	\$34,967.00	\$26,000.00	\$26,381.00	\$1,381.00
MEDICARE	\$9,055.00	\$6,700.00	\$6,000.00	\$6,169.75	\$169.75
RETIREMENT CONTRIBUTIONS	\$6,032.00	\$3,562.20	\$13,400.00	\$25,912.95	\$12,512.95
WORKER'S COMP INSURANCE	\$2,728.00	\$1,619.61	\$3,500.00	\$3,200.00	(\$1,300.00)
SICK LEAVE SELL BACK	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$778,859.00	\$590,632.81	\$544,160.00	\$614,463.70	\$82,563.70
PURCHASED/CONTRACT SERV.					
MUNICIPAL PLANNING	\$55,000.00	\$55,000.00	\$100,000.00	\$112,000.00	\$12,000.00
PROFESSIONAL AND CONTRACTUAL	\$0.00	\$0.00	\$50,000.00	\$220,000.00	\$170,000.00
OTHER PROFESSIONAL SERVICES	\$0.00	\$130,230.00	\$138,000.00	\$0.00	\$(138,000.00)
SOFTWARE MAINTENANCE	\$0.00	\$20,000.00	\$0.00	\$1,000.00	\$1,000.00
VEHICLE INSURANCE	\$3,574.00	\$1,000.00	\$1,300.00	\$1,300.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$7,502.00	\$7,502.00	\$10,500.00	\$10,500.00	\$0.00
POSTAGE	\$3,000.00	\$3,000.00	\$2,000.00	\$3,000.00	\$1,000.00
TELEPHONES & COMMUNICATION	\$17,788.00	\$4,000.00	\$4,000.00	\$3,000.00	(\$1,000.00)
PRINTING	\$2,000.00	\$3,000.00	\$2,500.00	\$6,000.00	\$3,500.00
DUES AND SUBSCRIPTIONS	\$3,000.00	\$2,300.00	\$2,300.00	\$43,550.00	\$41,250.00
TRAINING & CONFERENCES	\$10,000.00	\$6,000.00	\$4,000.00	\$5,000.00	(\$1,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$5,000.00	\$3,000.00
STATE MANDATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY MANDATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOIL EROSION /HYDRO STUDY EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSPECTION EXPENSE	\$240,000.00	\$160,000.00	\$0.00	\$0.00	\$0.00

City of Forest Park Planning and Community Development - Proposed Budget Continue

TOTAL PLANNING & COMMUNITY DEVELOPMENT	\$967,478.00	\$1,206,286.00	\$1,062,331.00	\$1,062,813.70	(\$482.70)
TOTAL SUPPLIES	\$58,363.00	\$58,363.00	\$41,496.00	\$9,000.00	(\$32,496.00)
-	1	1,			
FLEET OVERHEAD CHARGE	\$399.00	\$399.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$998.00	\$998.00	\$0.00	\$0.00	\$0.00
FLEET LABOR CHARGE	\$3,291.00	\$3,291.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
OFFICE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET GAS CHARGE	\$4,795.00	\$4,795.00	\$0.00	\$0.00	\$0.00
UTILITIES -ELECTRICITY	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	(\$12,000.00)
UTILITIES -NATURAL GAS	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	(\$3,500.00
UTILITIES -WATER/SEWER	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	(\$4,000.00)
PHOTOGRAPHY	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$15,080.00	\$15,080.00	\$13,019.00	\$0.00	(\$13,019.00)
GENERAL DEPARTMENT EXPENSES	\$1,400.00	\$1,400.00	\$1,033.00	\$5,000.00	\$3,967.00
FACILITY SUPPLIES	\$1,850.00	\$1,850.00	\$0.00	\$0.00	\$0.00
COPIER EXPENSE	\$1,800.00	\$1,800.00	\$3,283.00	\$0.00	(\$3,283.00)
OFFICE SUPPLIES	\$6,000.00	\$6,000.00	\$4,661.00	\$4,000.00	(\$661.00)
SUPPLIES					
TOTAL PURCHASED/CONTRACT SERV.	\$287,078.00	\$369,064.00	\$430,202.00	\$439,350.00	\$9,148.00
CODE ENFORCEMENT EXPENSES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
GEO. INFORMATION SYSTEM (GIS)	\$10,000.00	\$10,000.00	\$30,470.00	\$29,000.00	\$530.00
ENGINEERING CONSULTATION	\$8,000.00	\$15,000.00	\$7,000.00	\$0.00	(\$7,000.00)
RE-INSPECTION EXPENSE INSPECTION ADJUSTMENTS & APPEALS	\$200.00 \$500.00	\$200.00 \$500.00	\$200.00 \$500.00	\$0.00	(\$200.00) (\$500.00)



CITY OF FOREST PARK POLICE DEPARTMENT

ADMINISTRATIVE ASSISTANT

BRANDON CRISS
CHIEF OF POLICE

CHAPLAIN PASTOR J. TUCK

OFFICE OF PROFESSIONAL STANDARDS CAPT. A. LASTER-KING

CALEA SGT. MUSTUFA COMMUNITY
RELATIONS /
BACKGROUND
RECRUITING
DET. CROOM, OFC.
PITTERS, OFC. PARRISH

INTERNAL AFFAIRS SGT. WYSINGER, DET. MALONE DEPUTY CHIEF (VACANT)

STAFF ASSISTANTS

OFFICE ASSISTANTS

MAJOR C. JONES
INVESTIGATIONS/SUPPORT SERVICES
BUREAU

CAPTAIN ADMIN L. OWENS

CAPTAIN SUPPORT E. SKELTON MAJOR A. SMITH UNIFORM BUREAU

TRAINING LT. M. ANDERSON

DETECTIVES

CRIME SCENE

**E-911

LT. B. SPARKS LT. S. JACKSON LT. A PITTS

LT. S. COMBS

CAPTAIN FOD

K. GHANT

LT J WILKERSON

CAPTAIN SOD

D. WHITEHEAD

FLEET QTR-MASTER (VACANT)

COURT SECURITY OFC. BROWN OFC JAMES EVIDENCE

SGT. T. THICKLEN SGT. K. MILLS SGT. S MORGAN

SGT. VAUGHN SGT TRAFFIC T. GLADDEN SGT NET/NARC J. ARNOLD/ J. MCDONALD

OFFICERS

OFFICERS

OFFICERS

OFFICERS

ANIMAL CONTROL

RECORDS

K-9 CORPORAL HUNTER, OFFICER HUNTER, OFFICER CRUZ LEON, OFFICER



CITY OF FOREST PARK

POLICE DEPARTMENT

The City of Forest Park Police Services Department will deliver effective and responsive law enforcement services to all citizens of the City of Forest Park in a fair and equitable manner.



Brandon L. Criss, Chief

Departmental Personnel:

Chief of Police

Deputy Chief of Police

Major X 2

Captains

Lieutenants

Detectives

Patrol Officers

Administrative Assistant

Staff Assistant

Office Coordinator

Management Analyst

Officer Coordinator and more...



BUDGET HIGHLIGHTS



UPGRADE OF ALL RESTROOMS AT THE POLICE DEPARTMENT



ENHANCE COMMUNITY EVENTS TO EMBODY TRUE COMMUNITY POLICING



MAINTAIN STAFFING LEVELS ABOVE 95% AND ADDITION OF CHAPLAIN AND MEDICAL CLINICIAN



UPGRADE TO BODY-WORN AND IN-CAR CAMERA SYSTEMS



ADDITION OF INVESTIGATIVE TOOLS TO IMPROVE TRANSPARENCY AND ACCOUNTABILITY



SUSTAIN ADVANCED TECHNOLOGY TO PREVENT CRIMES, IMPROVE SAFETY, AND INCREASE CASE SOLVABILITY

City of Forest Park Police Services - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
POLICE SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
SALARIES	\$4,146,008.00	\$4,776,686.00	\$5,768,000.00	\$6,563,180.82	\$795,180.82
HOLIDAY PAY	\$150,150.00	\$150,000.00	\$0.00	\$0.00	\$0.00
EXTRA DUTY/WITNESS FEE	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
RESERVE SALARY	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$258,500.00	\$258,500.00	\$300,000.00	\$250,000.00	(\$50,000.00)
LIFE AND HEALTH INSURANCE	\$861,101.00	\$861,100.00	\$1,950,000.00	\$2,140,500.00	\$190,500.00
FICA	\$257,052.00	\$433,700.00	\$357,616.00	\$416,217.21	\$58,601.21
MEDICARE	\$60,117.00	\$82,200.00	\$83,636.00	\$97,341.12	\$13,705.12
RETIREMENT CONTRIBUTIONS	\$130,830.00	\$130,800.00	\$206,800.00	\$408,832.71	\$202,032.71
WORKER'S COMPENSATION INSURANC	\$30,293.00	\$30,300.00	\$30,300.00	\$60,000.00	\$29,700.00
WORKERS' COMP CLAIMS - POLICE	\$140,000.00	\$140,000.00	\$140,000.00	\$90,000.00	(\$50,000.00)
SICK LEAVE SELL BACK	\$12,000.00	\$6,000.00	\$0.00		\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$3,000.00	\$7,500.00	\$7,500.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$6,086,051.00	\$6,872,286.00	\$8,843,852.00	\$10,033,571.86	\$1,189,719.86
PURCHASED/CONTRACT SERV.					
PROFESSIONAL SERVICES	\$0.00	\$1,859.00	\$0.00	\$0.00	\$0.00
ATTORNEY FEES COLLECTED	\$15,500.00	\$0.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL AND CONTRACTUAL	\$5,000.00	\$5,000.00	\$10,000.00	\$50,000.00	\$40,000.00
JAIL TERTIARY CARE	\$20,000.00	\$5,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
TECHNICAL CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$110,000.00	\$110,000.00
OFFICE EQUIP MAINT	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AIR CARD EXPENSE / MAINTENANCE	\$173,600.00	\$173,600.00	\$100,000.00	\$75,000.00	(\$25,000.00)
RADIO EQUIPMENT	\$50,000.00	\$50,000.00	\$20,000.00	\$20,000.00	\$0.00
FACILITY IMPROVEMENTS	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$86,406.00	\$86,406.00	\$110,000.00	\$70,000.00	(\$40,000.00)
PROPERTY & LIABILITY INSURANCE	\$83,307.00	\$83,307.00	\$115,000.00	\$120,000.00	\$5,000.00
LAW ENFORCEMENT LIABILITY INSU	\$85,081.00	\$85,081.00	\$0.00	\$0.00	\$0.00
POSTAGE SHIPPING & COURIER	\$6,000.00	\$6,000.00	\$1,000.00	\$500.00	(\$500.00)
TELEPHONES & COMMUNICATION	\$55,000.00	\$43,000.00	\$20,000.00	\$20,000.00	\$0.00
RADIOS/PAGERS MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Forest Park Police Services - Proposed Budget Continued

WALKIE TALKIE RADIO MAINTENANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$5,000.00	\$5,032.00	\$3,000.00	\$7,000.00	\$4,000.00
TRAINING & CONFERENCES	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$0.00
EDUC SUPPLIES & INCENTIVES	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
EDUCATION & TRAINING OTHER	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
TRAINING AIDS - OTHER	\$30,000.00	\$30,000.00	\$15,000.00	\$5,000.00	(\$10,000.00)
PRISONER EXPENSE	\$55,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$730,894.00	\$665,285.00	\$426,000.00	\$504,500.00	\$78,500.00
OFFICE SUPPLIES	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00
COPIER EXPENSE	\$12,500.00	\$12,500.00	\$10,000.00	\$14,000.00	\$4,000.00
GENERAL DEPARTMENT EXPENSES	\$3,650.00	\$3,650.00	\$3,650.00	\$6,500.00	\$2,850.00
UTILITIES WATER/SEWER	\$10,000.00	\$10,000.00	\$8,000.00	\$9,000.00	\$1,000.00
UTILITIES -NATURAL GAS	\$7,000.00	\$7,000.00	\$6,000.00	\$6,000.00	\$0.00
UTILITIES ELECTRICITY	\$80,000.00	\$80,000.00	\$60,000.00	\$40,000.00	(\$54,000.00)
FLEET GAS CHARGE	\$219,588.00	\$219,588.00	\$220,000.00	\$0.00	(\$180,000.00)
OFFICE IMPROVEMENTS	\$7,500.00	\$7,500.00	\$4,000.00	\$3,000.00	(\$4,000.00)
UNIFORMS & RAINWEAR	\$30,000.00	\$45,000.00	\$90,000.00	\$90,000.00	(\$87,000.00)
FIRST AID /MEDICAL SUPPLIES	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$88,500.00
DETECTIVE SUPPLIES	\$10,000.00	\$10,000.00	\$10,000.00	\$9,000.00	(\$8,500.00)
CRIME PREVENTION EXPENSE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,000.00
POLICE EQUIPMENT	\$25,000.00	\$23,562.00	\$0.00	\$0.00	\$0.00
K-9 SUPPLIES AND EQUIPMENT	\$40,000.00	\$30,000.00	\$25,000.00	\$15,000.00	(\$10,000.00)
FILM/PUB. RELATIONS /EVENTS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
SERVICE WEAPONS AND AMMUNITION	\$20,000.00	\$20,000.00	\$25,000.00	\$20,000.00	(\$5,000.00)
RADIO/SURVEILLANCE EQUIP	\$45,500.00	\$45,500.00	\$10,000.00	\$10,000.00	\$0.00
FLEET LABOR CHARGE	\$82,099.00	\$82,099.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$144,631.00	\$100,000.00	\$30,000.00	\$30,000.00	\$0.00
FLEET OVERHEAD CHARGE	\$65,884.00	\$65,884.00	\$0.00	\$0.00	\$0.00
FACILITY SUPPLIES	\$18,600.00	\$18,600.00	\$18,600.00	\$10,000.00	(\$8,600.00)
FACILITY MAINT & REPAIRS	\$50,000.00	\$53,974.00	\$60,000.00	\$60,000.00	\$0.00
TOTAL SUPPLIES	\$908,452.00	\$871,357.00	\$600,250.00	\$342,500.00	(\$257,750.00)
TOTAL POLICE SERVICES	\$7,725,397.00	\$8,408,928.00	\$9,870,102.00	\$10,880,571.86	\$1,010,471.86

BUDGET HIGHLIGHTS

CITY OF FOREST PARK

COMMUNICATIONS & E-911

The City of Forest Park Police Services Department will deliver effective and responsive law enforcement services to all citizens of the City of Forest Park in a fair and equitable manner.

Brandon L. Criss, Chief



ON-GOING 911 DIGITAL UPGRADE



CONTINUE DIGITAL UPGRADES, INCLUDING TEXT AND VIDEO TO 911



MAINTAIN FULL STAFFING



IMPLEMENT EMERGENCY MEDICAL DISPATCHING (EMD)



CREATE ZEN DEN WELLNESS SPACE FOR DISPATCHERS



ENHANCED TRAINING AND CERTIFICATIONS



City of Forest Park Police Services (E-911) - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
E911 COMMUNICATIONS	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$433,884.00	\$573,000.00	\$590,500.00	\$819,208.00	\$228,608.00
HOLIDAY PAY	\$9,900.00	\$9,900.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$44,000.00	\$44,000.00	\$44,000.00	\$85,000.00	\$41,000.00
LIFE AND HEALTH INSURANCE	\$144,796.00	\$144,700.00	\$230,200.00	\$287,500.00	\$57,300.00
FICA	\$26,901.00	\$43,800.00	\$36,600.00	\$50,790.90	\$14,190.90
MEDICARE	\$6,291.00	\$8,300.00	\$8,600.00	\$11,878.52	\$3,278.52
RETIREMENT CONTRIBUTIONS	\$10,525.00	\$10,525.00	\$29,400.00	\$49,889.77	\$10,489.77
SICK LEAVE SELL BACK	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$677,297.00	\$835,225.00	\$939,300.00	\$1,304,267.18	\$354,867.19
PURCHASED/CONTRACT SERVICES					
PSYCHOLOGICAL SERVICES	\$450.00	\$450.00	\$450.00	\$0.00	(\$450.00)
CPU/SOFTWARE PROG MAINT	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
RADIO EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING & CONFERENCES	\$4,500.00	\$4,500.00	\$1,000.00	\$2,000.00	\$1,000.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$9,950.00	\$9,950.00	\$2,450.00	\$3,000.00	\$550.00
SUPPLIES					
OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$0.00
UNIFORMS & RAINWEAR	\$1,840.00	\$1,840.00	\$1,500.00	\$1,500.00	\$0.00
	1 ,,2 13.13	, ,= ====	, ,======	, , , , , , , , , , , , , , , , , , , ,	
TOTAL SUPPLIES	\$2,840.00	\$2,840.00	\$3,300.00	\$3,300.00	\$0.00
TOTAL E911 COMMUNICATIONS	\$690,087.00	\$848,015.00	\$955,050.00	\$1,310,467.19	\$355,417.19

CITY OF FOREST PARK

ANIMAL CONTROL

The City of Forest Park's Animal Control Division provides enforcement of animal control ordinances, nuisance complaints, and rescuing animals in distress.

Brandon L. Criss, Chief





UPDATE EQUIPMENT AND UNIFORMS



ENHANCED COMMUNICATIONS



STRENGTHEN INTERAGENCY PARTNERSHIPS



REVIEW OF TECHNOLOGICAL UPGRADES



REVIEW OF ONGOING CONTRACTURAL OBLIGATIONS



ENHANCED COMMUNITY EDUCATION

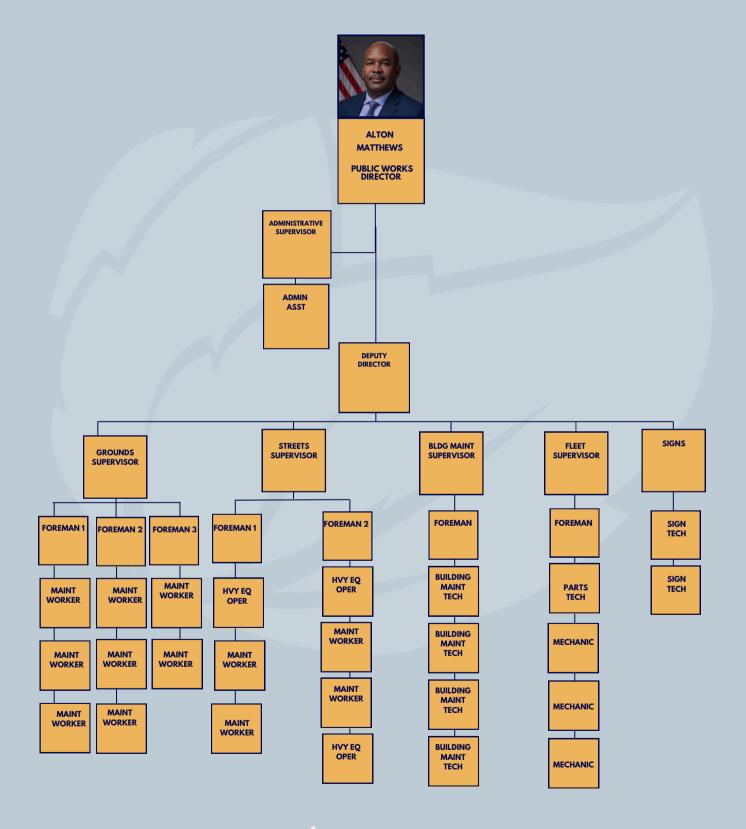


City of Forest Park Police Services (Animal Control) - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
ANIMAL CONTROL	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$88,067.00	\$81,500.00	\$91,000.00	\$116,420.00	\$25,420.00
HOLIDAY PAY	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
OVERTIME	\$550.00	\$550.00	\$1,000.00	\$0.00	(\$1,000.00)
LIFE AND HEALTH INSURANCE	\$8,449.00	\$8,500.00	\$21,900.00	\$16,406.58	(\$5,493.42)
FICA	\$5,460.00	\$6,200.00	\$5,600.00	\$7,218.04	\$1,618.04
MEDICARE	\$1,277.00	\$1,100.00	\$1,300.00	\$1,688.09	\$388.09
RETIREMENT CONTRIBUTIONS	\$4,652.00	\$4,652.00	\$4,000.00	\$7,089.98	\$3,089.98
SICK LEAVE SELL BACK	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$109,455.00	\$103,502.00	\$124,800.00	\$148,822.69	\$24,022.69
TOTAL PERSONAL SERV. O EL BENEFIT	\$109,433.00	\$103,302.00	\$124,800.00	\$140,022.09	\$24,022.09
PURCHASED/CONTRACT SERV.					
OFFICE SUPPLIES	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00
VEHICLE INSURANCE	\$893.00	\$893.00	\$1,200.00	\$1,200.00	\$0.00
RADIOS / PAGERS MAINTENANCE	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00
TOTAL PURCHASED/CONTRACT SERV.	\$4,293.00	\$4,293.00	\$3,200.00	\$3,700.00	\$500.00
	4 1,233133	4 1,233.00	45,250.00	Ç5,7 C C C C	755555
SUPPLIES					
			1		
GENERAL DEPARTMENT EXPENSES	\$0.00	\$1,000.00	\$3,000.00	\$2,000.00	(\$1,000.00)
FLEET GAS CHARGE	\$3,065.00	\$3,065.00	\$4,000.00	\$0.00	(\$4,000.00)
UNIFORMS & RAINWEAR	\$1,500.00	\$1,500.00	\$2,000.00	\$1,000.00	(\$1,000.00)
FLEET LABOR CHARGE	\$1,733.00	\$1,733.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$928.00	\$928.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$399.00	\$399.00	\$0.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$7,625.00	\$8,625.00	\$9,000.00	\$3,000.00	(\$6,000.00)
TOTAL ANIMAL CONTROL	\$111,414.00	\$116,420.00	\$134,000.00	\$155,522.69	\$18,522.69



PUBLIC WORKS



CITY OF FOREST PARK

PUBLIC WORKS

The Forest Park Public Works Department is a team of dedicated professionals serving the citizens of Forest Park. The department is made up of six divisions including street maintenance, sanitation, fleet maintenance, parks and grounds maintenance, building maintenance, and administration



Alton Matthews, Director

Departmental Personnel:
Director
Deputy Director
Street Supervisor
Parks Supervisor
Building Maintenance Supervisor
Administrative Supervisor
Foreman
Trade Specialists
Heavy Equipment Operators
Sign Techs
Maintenance Workers
Fleet Supervisor
Parts Manager & More



BUDGET HIGHLIGHTS



UPDATING PUBLIC WORKS EQUIPMENT



UPDATING FLEET DEPARTMENT EQUIPMENT



CITY INFRASTRUCTURE ENHANCEMENTS



FILLING VACANCIES



FOCUS ON TRAINING FOR ALL STAFF



FILLING ALL POTHOLES WITH THE POTHOLE RANGER BRIGADE

City of Forest Park Public Works Streets - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PUBLIC WORKS - STREETS	ADOPTED	ADOPTED	PROPOSED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFIT					
SALARIES	\$1,559,932.00	\$1,665,004.00	\$1,340,000.00	\$2,038,095.00	\$698,095.00
OVERTIME	\$49,000.00	\$49,000.00	\$30,000.00	\$30.000.00	\$0.00
LIFE AND HEALTH INSURANCE	\$408,330.00	\$537,500.00	\$509,700.00	\$556,700.00	\$47,000.00
FICA	\$96,716.00	\$144,000.00	\$83,080.00	\$132,561.89	\$49,481.89
MEDICARE	\$22,619.00	\$27,300.00	\$19,400.00	\$31,002.99	\$11,602.99
RETIREMENT CONTRIBUTIONS	\$24,960.00	\$24,960.00	\$57,300.00	\$130,209.99	\$72,909.99
WORKER'S COMP INSURANCE	\$10,098.00	\$10,098.00	\$25,000.00	\$20,000.00	(\$5,000.00)
WORKERS' COMP CLAIMS - STREET	\$15,000.00	\$0.00	\$10,000.00	\$0.00	(\$10,000.00)
SICK LEAVE SELL BACK	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
EMPLOYEE RECOGNITION	\$2,800.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFIT	\$2,191,455.00	\$2,463,862.00	\$2,078,480.00	\$2,942,569.25	\$864,089.87
PURCHASED/CONTRACT SERV.					
OTHER TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SMALL TOOLS AND EQUIPMENT	\$16,000.00	\$10,000.00	\$10,000.00	\$7,500.00	(\$2,500.00)
VEHICLE INSURANCE	\$42,933.00	\$42,933.00	\$60,000.00	\$55,000.00	(\$5,000.00)
PROPERTY & LIABILITY INSURANCE	\$27,769.00	\$27,769.00	\$45,000.00	\$50,000.00	\$5,000.00
POSTAGE	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$0.00
TELEPHONES & COMMUNICATION	\$26,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$0.00
RADIOS/PAGERS MAINTENANCE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
DUES AND SUBSCRIPTIONS	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00
TRAINING & CONFERENCES	\$25,000.00	\$20,000.00	\$14,000.00	\$6,000.00	(\$8,000.00)
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,000.00	\$6,000.00	\$4,000.00
WARNING REGULATORY	\$25,000.00	\$20,000.00	\$10,000.00	\$0.00	(\$10,000.00)
TOTAL PURCHASED/CONTRACT SERV.	\$185,752.00	\$134,202.00	\$150,500.00	\$134,000.00	(\$16,500.00)

City of Forest Park Public Works Streets - Proposed Budget Continued

				ı	
SUPPLIES					
					(, , , , , , ,)
OFFICE SUPPLIES	\$3,500.00	\$2,500.00	\$3,500.00	\$2,000.00	(1,500.00)
COPIER EXPENSE	\$1,700.00	\$3,700.00	\$3,400.00	\$3,500.00	\$100.00
FACILITY SUPPLIES	\$7,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$2,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$0.00
FACILITY MAINT AND REPAIR	\$25,000.00	\$40,000.00	\$80,000.00	\$80.000.00	\$0.00
UTILITIES -WATER/SEWER	\$15,000.00	\$15,000.00	\$15,000.00	\$12,000.00	(\$3,000.00)
JTILITIES -NATURAL GAS	\$4,000.00	\$4,000.00	\$2,000.00	\$0.00	(\$2,000.00)
JTILITIES - ELECTRICITY	\$20,000.00	\$20,000.00	\$31,000.00	\$10,000.00	(\$21,000.00)
FLEET GAS CHARGE	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00
UNIFORMS & RAINWEAR	\$35,000.00	\$43,000.00	\$43,000.00	\$0.00	(\$43,000.00)
FLEET LABOR CHARGE	\$79,500.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$104,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
SAFETY EQUIPMENT	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)
RIGHT-OF-WAY ENHANCEMENTS	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	(\$16,000.00)
STREET MAINTENANCE	\$58,000.00	\$25,000.00	\$21,000.00	\$0.00	(\$21,000.00)
LMIG RD GRANT 2019-2020 (30%)	\$0.00	\$277,496.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2020-2021	\$201,376.26	\$0.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2023-2024 (30%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2021-2022 (30%)	\$0.00	\$261,789.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2022-2023 (30%)	\$0.00	\$267,734.00	\$0.00	\$0.00	\$0.00
LMIG RD GRANT 2024-2025 MATCH	\$0.00	\$0.00	\$83,300.00	\$0.00	(\$83,300.00)
STREET LIGHTING	\$340,000.00	\$349,000.00	\$350,000.00	\$500,000.00	\$150,000.00
JTLITIES-TRAFFIC ELECTRICITY	\$11,000.00	\$11,000.00	\$15,000.00	\$15,000.00	\$0.00
TOTAL SUPPLIES	\$1,088,580.00	\$1,349,719.00	\$677,200.000	\$631,500.00	(\$45,700.00)
TOTAL PUBLIC WORKS	\$3,465,787.00	\$3,947,783.00	\$2,906,180.00	\$3,708,069.25	\$801,889.25

City of Forest Park Public Works Fleet Services - Proposed Budget Continued

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26	
FLEET SERVICES	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE	
DEPARTMENTAL EXPENDITURES						
PERSONAL SERV. & EE BENEFIT						
SALARIES	\$260,753.00	\$270,020.00	\$257,500.00	\$311,543.00	\$54,043.00	
OVERTIME	\$5,000.00	\$5,000.00	\$3,000.00	\$2,000.00	(\$1,000.00)	
LIFE AND HEALTH INSURANCE	\$99,358.00	\$106,000.00	\$75,000.00	\$72,800.00	(\$2,200,00)	
FICA	\$16,167.00	\$24,300.00	\$15,965.00	\$19,315.67	\$3,350.67	
MEDICARE	\$3,781.00	\$4,600.00	\$3,700.00	\$4,517.37	\$817.37	
RETIREMENT CONTRIBUTIONS	\$4,455.00	\$4,455.00	\$8,900.00	\$18,972.97	\$10,072.97	
WORKERS' COMP INSURANCE	\$3,279.00	\$3,300.00	\$0.00	\$8,000.00	\$8,000.00	
WORKERS' COMP CLAIMS - FLEET S	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	
SICK LEAVE SELLBACK	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	
TOTAL PERSONAL SERV. & EE BENEFIT	\$394,793.00	\$419,675.00	\$364,065.00	\$437,149.01	\$73,084.01	
PURCHASED/CONTRACT SERV.						
CONSULTING SERVICES	\$50,000.00	\$50,000.00	\$50,000.00	\$47,400.00	(\$2,600.00)	
OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	(\$1,000.00)	
SOFTWARE MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EQPT MAINT/ALL DEPARTMENTS	\$330,000.00	\$340,000.00	\$300,000.00	\$350,000.00	\$50,000.00	
FACILITY IMPROVEMENTS	\$7,000.00	\$3,100.00	\$4,000.00	\$0.00	(\$4,000.00)	
VEHICLE INSURANCE	\$3,157.00	\$9,000.00	\$14,000.00	\$4,000.00	(\$10,000.00)	
PROPERTY & LIABILITY INSURANCE	\$9,018.00	\$2,000.00	\$0.00	\$12,500.00	\$12,500.00	
TELEPHONES	\$2,000.00	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)	
TRAINING & CONFERENCES	\$6,000.00	\$3,000.00	\$3,000.00	\$0.00	(\$3,000.00)	
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
FUEL MASTER MAINTENANCE CONTRA	\$4,500.00	\$4,500.00	\$0.00	\$1,000.00	\$1,000.00	
TOTAL PURCHASED/CONTRACT SERV.	\$412,675.00	\$412,600.00	\$372,000.00	\$416,900.00	\$42,900.00	

City of Forest Park Public Works Fleet Services - Proposed Budget Continued

SUPPLIES					
COPIER EXPENSE	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00
FACILITY SUPPLIES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL DEPARTMENT EXPENSES	\$1,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$11,500.00	\$15,000.00	\$8,000.00	\$13,000.00	\$5,000.00
UTILITIES NATURAL GAS	\$4,000.00	\$4,000.00	\$4,000.00	\$5,500.00	\$1,500.00
UTILITIES ELECTRICITY	\$11,500.00	\$11,500.00	\$10,000.00	\$10,000.00	\$0.00
GAS ALL DEPARTMENTS	\$350,000.00	\$347,500.00	\$350,000.00	\$500,000.00	\$150,000.00
SMALL TOOLS AND EQUIPMENT	\$2,500.00	\$4,900.00	\$4,500.00	\$2,000.00	(\$2,500.00)
OFFICE IMPROVEMENTS	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
UNIFORMS/SHOP RAGS	\$13,000.00	\$16,000.00	\$10,000.00	\$0.00	(\$10,000.00)
TOTAL SUPPLIES	\$398,300.00	\$410,700.00	\$388,300.00	\$532,300.00	\$144,000.00
CAPITAL OUTLAYS					
CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOOL ALLOWANCE	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAYS	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FLEET SERVICES	\$1,208,168.00	\$1,242,975.00	\$1,124,365.00	\$1,386,349.01	\$261,984.01

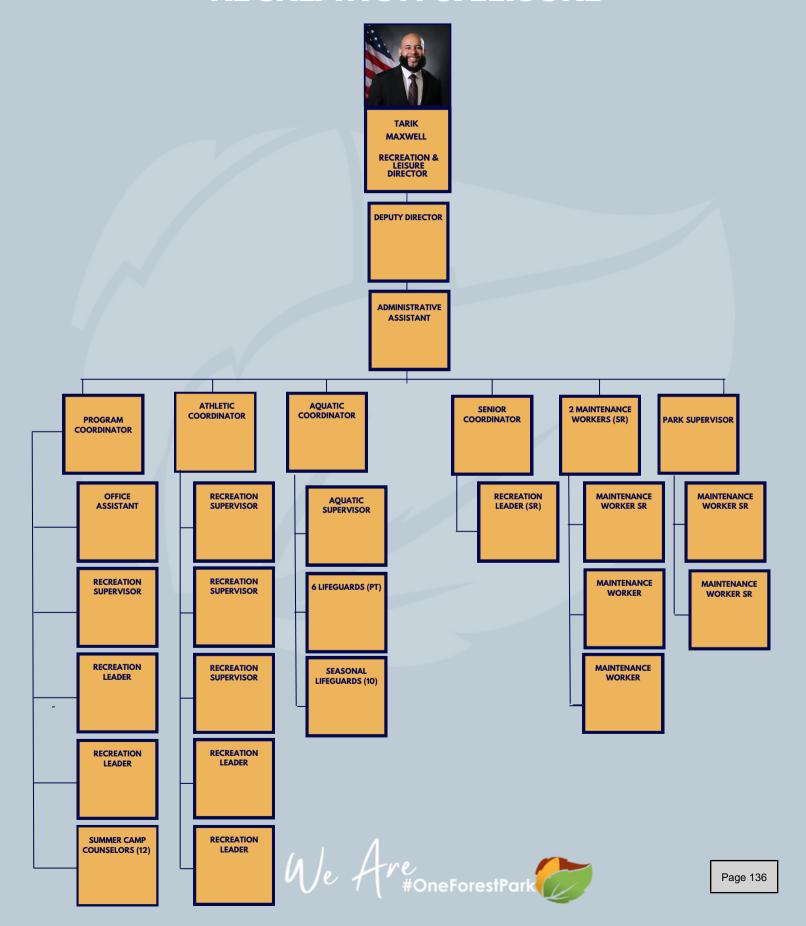
City of Forest Park Public Works Parks - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
PARKS	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
SUPPLIES					
MAINTENANCE CITY LIMIT SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SMALL TOOLS AND EQUIPMENT	\$15,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
SMALL EQUIPMENT MAINTENANCE	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
MAINTENANCE CONTRACTS	\$32,500.00	\$32,500.00	\$20,000.00	\$20,000.00	\$0.00
PARKS MAINTENANCE	\$34,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
LANDSCAPING CITY	\$15,000.00	\$6,500.00	\$50,000.00	\$44,000.00	(\$6,000.00)
TOTAL SUPPLIES	\$103,500.00	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)
TOTAL PARKS	\$103,500.00	\$103,500.00	\$100,000.00	\$94,000.00	(\$6,000.00)



CITY OF FOREST PARK

RECREATION & LEISURE



CITY OF FOREST PARK

RECREATION & LEISURE

The City of Forest Park Recreation & Leisure will increase the quality of life and strengthen the foundation of the city. Our vision is to provide affordable recreational, physical and cultural opportunities for all our residents, with a focus on families, youth development, adults, and building healthy communities.



Tarik Maxwell, Director

Departmental Personnel:
Recreation & Leisure Director
Deputy Director
Administrative Assistant
Program Coordinator
Athletic Coordinator
Aquatic Coordinator
Senior Coordinator
Maintenance Worker Senior
Park Supervisor



BUDGET HIGHLIGHTS



YOUTH ENRICHMENT PROGRAMS FOR SUMMER CAMP AND DAY CAMP



CONTINUE TO BUILD STRONG PARTNERSHIPS WITH LOCAL BUSINESSES AND SCHOOLS



ADVANCED TRAINING FOR EMPLOYEES AND VOLUNTEER COACHES



PURCHASE NEW EQUIPMENT FOR THE UPKEEP OF PARKS AND BALL FIELDS



CONTINUE BUILDING PARTNERSHIPS TO IMPROVE THE HEALTH AND WELL-BEING OF OUR LEGACY RESIDENTS



CONTINUE TO USE INNOVATIVE AND CREATIVE PROGRAMMING TO INCREASE LEGACY PARTICIPATION

City of Forest Park Recreation & Leisure - Proposed Budget

100 -GENERAL FUND	2023	2024	2025	2026	FY25-FY26
RECREATION AND LEISURE	ADOPTED	ADOPTED	ADOPTED	PROPOSED	VARIANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERV. & EE BENEFITS					
SALARIES	\$998,780.00	\$1,204,432.00	\$979,000.00	\$1,883,907.00	\$904,907.00
SALARIES SEASONAL	\$0.00	\$0.00	\$11,000.00	\$0.00	(\$11,000.00)
OVERTIME	\$1,000.00	\$0.00	\$3,000.00	\$0.00	(3,000.00)
LIFE AND HEALTH INSURANCE	\$117,676.00	\$117,000.00	\$290,000.00	\$313,300.00	\$23,300.00
FICA	\$61,924.00	\$80,000.00	\$60,698.00	\$126,102.23	\$65,404.23
MEDICARE	\$14,482.00	\$15,000.00	\$14,200.00	\$29,491.65	\$15,291.65
RETIREMENT CONTRIBUTIONS	\$15,600.00	\$4,500.00	\$43,700.00	\$123,864.94	\$80,164.94
WORKER'S COMP INSURANCE	\$3,835.00	\$3,800.00	\$3,800.00	\$8,000.00	\$4,200.00
WORKER'S COMP CLAIMS - REC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SICK LEAVE SELL BACK	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00
EMPLOYEE APPRECIATION	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
TOTAL PERSONAL SERV. & EE BENEFITS	\$1,215,097.00	\$1,427,532.00	\$1,406,398.00	\$2,485,665.82	\$1,079,267.82
PURCHASED/CONTRACT SERV.					
TECHNICAL SERVICES	\$17,200.00	\$20,000.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL SERVICES	\$0.00	\$0.00	\$20,000.00	\$25,000.00	\$5,000.00
SOFTWARE PROGRAM MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANITORIAL CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COMPUTER EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLE INSURANCE	\$3,928.00	\$3,928.00	\$5,000.00	\$5,000.00	\$0.00
PROPERTY & LIABILITY INSURANCE	\$10,547.00	\$10,547.00	\$15,000.00	\$15,000.00	\$0.00
POSTAGE SHIPPING & COURIER	\$14,000.00	\$8,000.00	\$10,000.00	\$3,000.00	(\$7,000.00)
TELEPHONES & COMMUNICATION	\$26,000.00	\$11,000.00	\$12,000.00	\$6,000.00	(\$6,000.00)
RADIOS/PAGERS MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRINTING PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL FOR EMPLOYEES	\$0.00	\$0.00	\$2,500.00	\$3,500.00	\$1,000.00
DUES AND SUBSCRIPTIONS	\$0.00	\$0.00	\$2,500.00	\$3,000.00	\$500.00
TRAINING & CONFERENCES	\$10,000.00	\$15,000.00	\$10,000.00	\$6,000.00	(\$4,000.00)
ELECTRICAL MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REDEVELOPMENT PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PURCHASED/CONTRACT SERV.	\$81,675.00	\$68,475.00	\$77,000.00	\$65,500.00	\$10,500.00
TOTAL PURCHASED/CUNTRACT SERV.	\$81,675.00	\$68,475.00	\$77,000.00	\$65,500.00	\$10,500.00

City of Forest Park Recreation & Leisure - Proposed Budget Continued

SUPPLIES					
OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
COPIER EXPENSE	\$6,200.00	\$8,200.00	\$6,200.00	\$6,200.00	\$0.00
FACILITY SUPPLIES	\$14,800.00	\$21,000.00	\$20,000.00	\$18,000.00	(\$2,000.00)
GENERAL DEPARTMENT EXPENSES	\$1,500.00	\$7,000.00	\$0.00	\$0.00	\$0.00
FACILITY MAINT & REPAIRS	\$66,320.00	\$90,000.00	\$70,000.00	\$70,000.00	\$0.00
UTILITIES -WATER/SEWER	\$26,000.00	\$32,000.00	\$30,000.00	\$35,000.00	\$5,000.00
UTILITIES -NATURAL GAS	\$18,000.00	\$13,000.00	\$12,000.00	\$9,000.00	(\$3,000.00)
UTILITIES - ELECTRICITY	\$100,000.00	\$60,000.00	\$60,000.00	\$30,000.00	(\$30,000.00)
FLEET GAS CHARGE	\$5,281.00	\$5,281.00	\$5,281.00	\$0.00	(\$5,281.00)
OFFICE IMPROVEMENTS	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	(\$2,500.00)
UNIFORMS & RAINWEAR	\$2,500.00	\$5,000.00	\$8,000.00	\$8,000.00	\$0.00
FLEET LABOR CHARGE	\$3,032.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET EQUIPMENT MAINTENANCE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET OVERHEAD CHARGE	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
SAFETY EQUIPMENT	\$500.00	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
SOCCER/SELF-PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SENIOR PROGRAMS	\$6,000.00	\$10,000.00	\$20,000.00	\$25,000.00	\$5,000.00
ADULT RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YOUTH BASKETBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T-BALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ATHLETIC PROGRAM	\$58,000.00	\$79,000.00	\$75,000.00	\$77,500.00	\$2,500.00
DAY CAMP	\$10,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$0.00
CONCESSIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSTRUCTIONAL CLASSES	\$20,000.00	\$20,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)
GIRL'S FAST PITCH SOFTBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YOUTH BASEBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POOLS	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$0.00
COMMUNITY BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPECIAL EVENTS	\$120,000.00	\$142,000.00	\$130,000.00	\$165,000.00	\$35,000.00
SPECIAL PROJECTS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
TOTAL SUPPLIES	\$508,433.00	\$550,981.00	\$492,981.00	\$492,700.00	(\$281.00)
TOTAL RECREATION AND LEISURE	\$1,805,205.00	\$2,046,988.00	\$1,976,379.00	\$3,043,865.82	\$1,067,486.82



OPERATIONAL EFFICIENCY | NEIGHBORHOOD SUSTAINABILITY | ECONOMIC DEVELOPMENT





















OPERATIONAL EFFICIENCY | NEIGHRORHOOD SUSTAINARILITY | ECONOMIC DEVELOPMENT





















File Attachments for Item:

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).



City Council Agenda Item

Subject: Council Discussion and Decision on Case # RZ-2025-01- Rezoning Request for 5116 Sargent Street

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

Date Submitted: May 27, 2025

Work Session Date: June 02, 2025

Council Meeting Date: June 02, 2025

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).

In March 2024, the applicant submitted plans for a deck renovation, which were approved based on the stated scope. Revised plans later described a full property renovation, but no change of use was disclosed. After construction was completed and inspections passed, the Planning & Community Development Department discovered the property had been converted into a two-family dwelling—a use not allowed under the current RS zoning. The applicant is now requesting rezoning to RT to bring the property into compliance.

Planning staff has reviewed the request and notes that the property's limited size and its location within a well-established single-family residential area may not be suitable for two-family use. Rezoning to RT could create an inconsistency with the surrounding land use pattern, potentially disrupting the character and zoning continuity of the neighborhood. As such, staff finds that the proposed rezoning does not align with the intent of current zoning regulations or the broader vision for the area as outlined in the City's future land use plan. However, given the unique circumstances surrounding the permitting and construction process, staff defers to the Mayor and City Council for final determination and

recommends that this request be carefully evaluated in the context of applicable zoning standards, community impact, and long-term planning goals.

Should the Mayor and Council choose to approve the request, staff recommends the following conditions be applied:

- 1. Use Limitation: The property shall be limited to a maximum of two dwelling units and shall not be further subdivided or converted into any form of multi-family or short-term rental use.
- 2. Occupancy and Licensing: The applicant shall obtain all necessary occupancy permits, inspections, and business licensing (if applicable) prior to any residential use of the second unit.
- 3. Architectural Review Compliance: The applicant will be required to apply to the Urban Design Review Board for review and approval of the landscaping, exterior architectural design, and the building façade. Any future exterior modifications or additions shall require review and approval by the Urban Design Review Board (UDRB) to ensure compatibility with surrounding properties.
- 4. Tax Record Update: Should the rezoning be approved, the applicant would be required to coordinate with Clayton County to update the property classification and structure details in the official tax records to reflect its current two-family use and appropriate square footage.
- 5. Parking Compliance: The applicant shall ensure that adequate off-street parking is provided on site in accordance with the City's zoning ordinance.
- 6. Conformance with RT Zoning Standards: Approval of the rezoning from RS to RT shall require the applicant to comply with the requirements of Section 8-8-31: Two-Family Residential District (RT) Standards, including:
 - a. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the side yard setback from the required 10ft to 8.5ft for the left side of the home.
 - b. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the rear yard setback from the required 30 ft to 5.2ft.
 - c. Each Unit proposed should have a parking capacity of two vehicles per unit.
- 7. Zoning Map Amendment: This approval shall apply solely to the property at 5116 Sargent Street and shall not be construed as precedent for similar requests in surrounding RS-zoned neighborhoods.

Cost: N/A				
COSI. N/A				
	Budgeted for:	N/A	Yes	No
Financial Impact: N/A				

Action Requested from Council: Deliberate and decide on Case #RZ-2025-01 — a request to rezone the property at 5116 Sargent Street from RS (Single-Family Residential) to RT (Two-Family Residential) to allow for the construction of a new two-family (duplex) dwelling.

April 22, 2025

Clayton News Daily P.O. Box 368 Jonesboro, GA 30253

Please run the following Public Hearings Section of the April 30, May 07, and May 14, 2025, Editions.

TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, May 15, 2025, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed rezone, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday June 02, 2025, at 6:00 p.m.

Case # RZ-2025-01 – Rezone Request for 5116 Sargent Street., Parcel # 13080A E005.
The applicant, Terrell Rental Properties, LLC (Tony Terrell), is requesting a rezone of the .208+/- acre lot within the Single-Family Residential District (RS) to Two-Family Residential District (RT) to allow a two-family home/duplex in Ward 3.

SaVaughn Irons-Kumassah, Principal Planner Planning & Community Development Department 404-366-4720

STAFF REPORT

Planning Commission Meeting: May 16, 2024 City Council Meeting: June 3, 2024

Case: RZ-2025-01

Current Zoning: RS- Single Family Residential

Proposed Request: Rezone property from RS (Single-Family Residential) to RT (Two-Family

Residential District) to allow a two-family home/duplex in Ward 3.

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Defer to Mayor & Council to Rezone to RS (Single-family residential district)

to RT (Two-Family Residential District).

APPLICANT INFORMATION

Owner of Record: Terrell Rental Properties, LLC
Address: 449 Trousseau LN.
City/State: McDonough, GA 30252

Applicant: Tony Terrell
Address: 5116 Sargent St.
City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13080A E005 Acreage: 0.208 +/-

Address: 5116 Sargent St. FLU: Low Density Residential

SUMMARY & BACKGROUND

The subject property is a residential dwelling located at 5116 Sargent Street, situated on approximately 0.208+/- acres at the southeast corner of South Avenue and Sargent Street in Ward 3. It is currently zoned RS (Single-Family Residential District) and, according to Clayton County property records, consists of a two-bedroom, one-bath, ranch-style single-family home measuring approximately 1,632 square feet. On March 6, 2024, the applicant submitted a plan check application with the stated scope of work described as "Complete renovation / Rebuild Deck." On March 11, 2024, Planning & Zoning reviewed and approved the application based solely on the deck rebuild, as no information was provided indicating a change of use or exterior structural remodel. The following day, March 12, 2024, the Building Official conducted its initial review of the building renovation plans and issued a denial letter. The denial cited insufficient detail to confirm compliance with the 2018 International Residential Code (IRC) R507 requirements for decks and requested full construction details, including footings, framing, stair attachments, railings, and electrical plans.

On March 22, 2024, the applicant submitted revised plans with an updated description of work: "Full renovation of property inside and out. Not extending or altering structure – rebuilding old deck." Because the zoning review had already been completed based on the original scope, the Building Division solely reviewed the resubmitted plans. The Building Official approved the plans and included a standard disclaimer on the approved plan set stating: "Every effort has been made to identify code violations. Any oversight by the reviewer shall not be considered as authority to violate, set aside, cancel, or alter applicable codes and ordinances. The plan review and permit issuance shall not be considered a warranty or guarantee."

Following the approval, construction was completed and inspections passed; however, it was during the final stages that the City identified the property had been converted into a two-family dwelling—a use not permitted in the RS zoning district. The applicant now seeks to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential District) to bring the use into compliance.

It is also noted that the Clayton County tax records continue to classify the property as a single-family ranch home. City records do not show any permits issued for structural additions, such as a second level or expanded square footage, which would typically be associated with a conversion to a two-family dwelling. Additionally, had the applicant disclosed a full interior and exterior remodel upfront with their initial submission on March 06, 2024, the project would have required review and approval by the City's Mayor and council for the duplex/rezoning to RT and Urban Design Review Board (UDRB) for exterior alterations, which was not conducted.

Per Section 8-8-28 of the zoning ordinance, the RS (Single-Family Residential District) district is intended to promote an average residential density of five (5) dwelling units per acre. The subject property, at 0.208+/- acres, is below the minimum size generally needed to accommodate two dwelling units while maintaining the intended density and character of the surrounding single-family neighborhood.

As such, the current request for rezoning aims to reconcile the built condition of the property with the City's zoning regulations.

ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

North	RS (Single-Family Residential)	East	RS (Single-Family Residential)
South	RS (Single-Family Residential)	West	RS (Single-Family Residential)

AERIAL MAP



ZONING MAP



Current Zoning: RS (Single-Family Residential)

AVENUE LAND USE MAP AVENUE LAND USE MAP AVENUE LAND USE MAP STREET MIMOSA DRIVE STREET MIMOSA DRIVE STREET

Future Land Use: Low Density Residential

SITE PHOTOS









SURROUNDING PROPERTIES



Residential: Zoned RS (Single-Family Residential) (West of Parcel)



Residential: Zoned RS (Single-Family Residential) (East of Parcel)

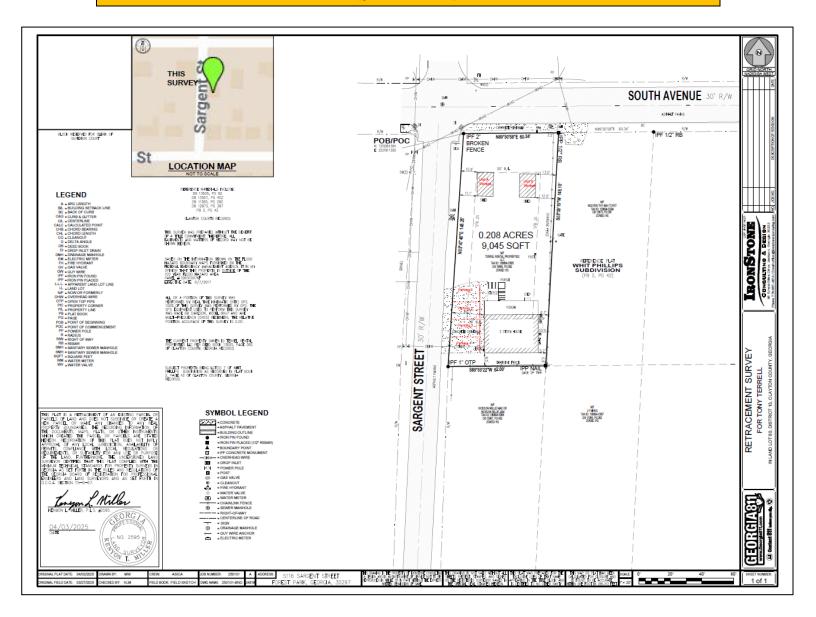


Residential: Zoned RS (Single-Family Residential)
(South of Parcel)

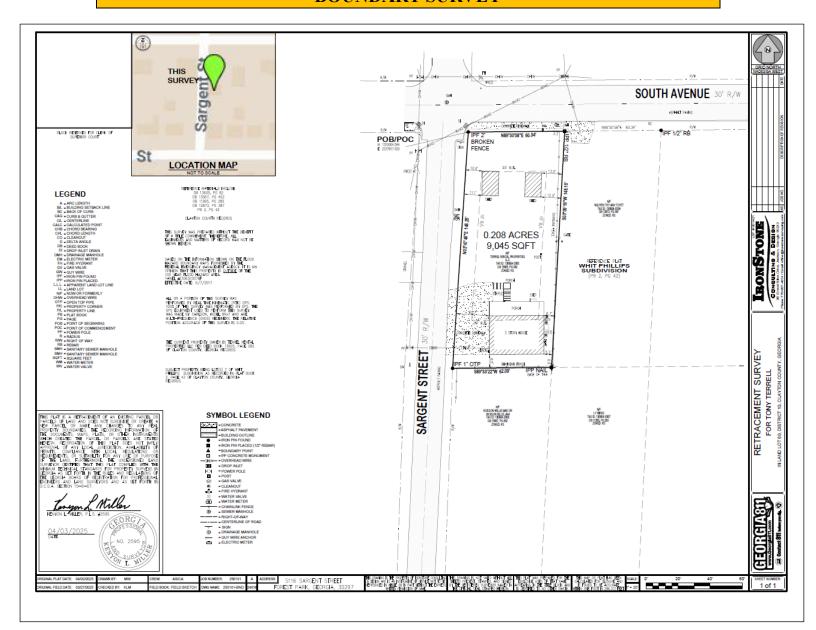


Residential: Zoned RS (Single-Family Residential) (North of Parcel)

SITE PLAN



BOUNDARY SURVEY



Impact Summary

Would the proposed amendment be consistent and compatible with the city's land use and development, plans, goals, and objectives: Yes No The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) is not consistent or compatible with the City's adopted land use plans, zoning ordinance, or development goals. The property is designated for Low-Density Residential use, which supports single-family development and limits residential density. The introduction of a two-family dwelling on this lot would exceed the intended density, disrupt the surrounding single-family character, and conflict with the City's policy against spot zoning.
Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets? Increase Decrease No Impact The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could increase traffic in the area due to the addition of a second dwelling unit. While the property is located on a residential street, the introduction of a duplex may lead to higher vehicle volumes, potentially impacting on traffic safety and congestion, particularly on South Avenue and Sargent Street, which may not be designed to accommodate the increased traffic load.
Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers? \square Increase \square Decrease \boxtimes No Relationship The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) is unlikely to have a significant impact on safety from fire or other dangers, provided that the structure complies with all building and fire codes. However, the introduction of a second dwelling unit may increase the overall density and occupancy, which could slightly elevate risks in the event of an emergency, depending on the building's design, accessibility, and safety features.
Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city? \square Promote \boxtimes Diminish \square No Influence <i>The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) may diminish the public health and general welfare of the city by introducing a duplex in an area designated for low-density, single-family housing. This change could alter the character of the neighborhood, potentially affecting the quality of life for existing residents. Additionally, the increased density may strain local infrastructure and public services, potentially impacting overall neighborhood stability and community well-being.</i>
Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air? \square Promote \square Diminish \boxtimes No Influence
Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land? \square Cause \square Prevent \square No Influence The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could tend to cause overcrowding of land by allowing a higher-density residential use on a lot that is currently designated for single-family homes. The addition of a second dwelling unit on a $0.208\pm$ acre lot may not be consistent with the intended low-density development of the area, potentially leading to increased density and strain on available space.
Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city? \overline{\text{Cause}}\overline{\text{Prevent}}\overline{\text{No Influence}} The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could tend to cause an increase in population density in the area. While the impact may be limited to this particular property, the introduction of a duplex in a low-density residential neighborhood could set a precedent for higher density in the surrounding area, potentially affecting the health, safety, and general welfare of the city if it leads to overcrowding or strain on infrastructure and services.
Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities? ■ Impede □ Facilitate □ No Impact. The proposed amendment to rezone the property from RS (Single-Family

Residential) to RT (Two-Family Residential) could tend to impede the adequate provision of public services and utilities. The increase in residential density may place additional demand on local transportation, water, sewer, and other public services, which could strain the existing infrastructure, potentially affecting the quality and availability of services in the area.

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?

Yes No The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) may not be fully compatible with the surrounding environmental conditions and development patterns. The surrounding area consists primarily of single-family homes, and the introduction of a duplex could alter the neighborhood's character. Factors such as increased density, potential strain on local infrastructure, and changes in the aesthetic appeal of the area could diminish the value, use, and enjoyment of neighboring properties.

Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?

□ Promote ☑ Diminish □ No Influence The proposed amendment to rezone the property from RS (Single-

Fromote Diminish Li No Influence The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could diminish the aesthetic effect of the existing and future uses of the property and surrounding area. The introduction of a duplex may disrupt the prevailing single-family character of the neighborhood, potentially altering the visual cohesion and appeal of the area, particularly if the structure is not in harmony with existing architectural styles.

Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? \boxtimes Yes \square No The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could have a measurable adverse economic effect on the value of surrounding or adjacent properties. The remodel of the property into a duplex, within a neighborhood of older homes built in the 1950s, may create a visual and aesthetic contrast. This change in use and potential exterior alterations could disrupt the architectural harmony of the area, potentially reducing the appeal of surrounding properties and affecting their market value.

Would the proposed amendment create an isolated district, unrelated to adjacent and nearby districts?

■ Yes □ No The proposed amendment to rezone the property from RS (Single-Family Residential) to RT (Two-Family Residential) could create an isolated district that is not well-integrated with the adjacent and nearby single-family residential areas. The introduction of a duplex in a predominantly single-family neighborhood may result in a zoning change that disrupts the continuity of the surrounding district, potentially creating a distinct, isolated use that is inconsistent with the existing residential fabric of the area.

Staff Review

Public Works, Police and Fire did not conduct a review due to the structure being built and modified without full staff review. The Building Inspector is the only additional department staff to review.

Planning & Community Development Department

Planning staff recognizes that the property is approximately 0.208 acres (9,065 square feet) and may limit its ability to accommodate the proposed two-family use under the current zoning. The request to rezone from RS (Single-Family Residential) to RT (Two-Family Residential) could result in a use that is inconsistent with the surrounding single-family residential district, especially given the property's size. The proposed rezoning may create an isolated district that does not align with the established pattern of low-density, single-family development in the area, disrupting the zoning continuity and potentially affecting the character of the neighborhood. If rezoning is approved, the current Two Family Residential (RT) zoning district requires the following minimum front, side, and rear setbacks:

Front: 25 ft. Side: 10 ft. Rear: 30 ft.

Staff Recommendation

Staff has reviewed the applicant's request to rezone the property at 5116 Sargent Street from RS (Single-Family Residential) to RT (Two-Family Residential) to permit the continued use of the structure as a two-family dwelling. While the applicant has stated that the work was completed in good faith and in coordination with the City's permitting process, the current zoning designation, zoning ordinance (Section 8-8-28), future land use map, and surrounding neighborhood all support low-density, single-family residential development at an average of five (5) dwelling units per acre. The subject property, at approximately 0.208± acres, does not meet the intended density when proposed for two units and is located within a consistently RS-zoned area.

Additionally, the City's planning policies generally discourage spot zoning, which is the rezoning of individual parcels in a way that is inconsistent with the surrounding zoning pattern and long-term land use vision. Such practices can undermine the integrity of the zoning map and create compatibility challenges within stable residential neighborhoods.

Given these factors, staff finds that the proposed rezoning does not align with current zoning guidelines or the character of the surrounding area. However, in recognition of the unique permitting circumstances, staff defers the final decision to the Mayor and City Council for consideration and recommends that the body weigh this request carefully in light of applicable zoning regulations and future land use guidance.

Should the Mayor and Council choose to approve the request, staff recommends the following conditions be applied:

- 1. Use Limitation: The property shall be limited to a maximum of two dwelling units and shall not be further subdivided or converted into any form of multi-family or short-term rental use.
- 2. Occupancy and Licensing: The applicant shall obtain all necessary occupancy permits, inspections, and business licensing (if applicable) prior to any residential use of the second unit.
- 3. Architectural Review Compliance: The applicant will be required to apply to the Urban Design Review Board for review and approval of the landscaping, exterior architectural design, and the building façade. Any future exterior modifications or additions shall require review and approval by the Urban Design Review Board (UDRB) to ensure compatibility with surrounding properties.
- 4. Tax Record Update: Should the rezoning be approved, the applicant would be required to coordinate with Clayton County to update the property classification and structure details in the official tax records to reflect its current two-family use and appropriate square footage.
- 5. Parking Compliance: The applicant shall ensure that adequate off-street parking is provided on site in accordance with the City's zoning ordinance.
- 6. Conformance with RT Zoning Standards: Approval of the rezoning from RS to RT shall require the applicant to comply with the requirements of Section 8-8-31: Two-Family Residential District (RT) Standards, including:
 - a. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the side yard setback from the required 10ft to 8.5ft for the left side of the home.

- b. Based on the submitted site plan, the applicant must apply for a variance request to allow the reduction of the rear yard setback from the required 30 ft to 5.2ft.
- c. Each Unit proposed should have a parking capacity of two vehicles per unit.
- 7. Zoning Map Amendment: This approval shall apply solely to the property at 5116 Sargent Street and shall not be construed as precedent for similar requests in surrounding RS-zoned neighborhoods.

File	Atta	chm	ents	for	Item:
ıııc	Δ LLQ		CIILO	101	ILCIII.

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



City Council Agenda Item

Title of Agenda Item: Council Discussion to allow Clayton County Board of Commissioners to use the

Forest Park Senior Center for the Special Primary Election

Submitted By: Executive Offices

Date Submitted: 6/12/2025

Work Session Date: 6/16/2025

Council Meeting Date: 6/16/2025

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.

Action Requested from Council:			
Cost: \$	Budgeted for:	Yes	No
Financial Impact:			

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this ____ day of _____, 2025 ("Effective Date") by and between the CITY OF FOREST PARK, GEORGIA ("City") and the CLAYTON COUNTY BOARD OF COMMISSIONERS ("CCBC").

WITNESSETH:

WHEREAS, the City is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the CCBC is the governing authority of Clayton County, Georgia and is responsible for the administration of Clayton County, Georgia's elections; and

WHEREAS, CCBC has used the W.A. Fountain Elementary School as a polling location for Clayton County, Georgia's elections, but the school is set to be demolished in June of 2025; and

WHEREAS, CCBC is hosting a Special Primary Election includes advanced voting days and a primary voting day on June 17, 2025 ("Special Primary Election"); and

WHEREAS, the City authorizes CCBC to host the Special Primary Election at the Forest Park Senior Center located at 5087 Park Avenue, Forest Park, Georgia 30297 ("<u>Location</u>") as this will provide a seamless experience for the City's voters; and

WHEREAS, this MOU regarding the Location for the Special Primary Election for Clayton County, Georgia is necessary for the safety, health, and welfare of the City's citizens.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration and substantial benefit, the parties hereunto agree as follows:

- (1) <u>TERM.</u> This MOU shall commence on the Effective Date and, unless terminated earlier pursuant to the terms herein, shall terminate absolutely without further obligation on the part of either party upon June 18, 2025 ("<u>Expiration Date</u>").
- (2) <u>TERMINATION FOR CONVENIENCE.</u> Either party may at any time terminate all or any part of this MOU for convenience by providing signed ten (10) calendar days' written notice.
- (3) <u>RELATIONSHIP OF THE PARTIES.</u> Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and CCBC. This MOU shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency, or similar arrangement between the City and CCBC.

(4) **RESPONSIBILITIES OF THE CITY.**

- (a) The City shall provide accessible use to the Location for the Special Primary Election.
- (b) The City shall provide one (1) member of City staff at the Location for the Special Primary Election.

(5) **RESPONSIBILITIES OF CCBC.**

- (a) CCBC shall pay for and provide two (2) police officers at the Location for adequate security for the Special Primary Election.
- (b) CCBC shall provide adequate staff and poll workers at the Location for the Special Primary Election.
- (6) **INDEMNIFICATION.** To the fullest extent permitted by law, CCBC agrees to indemnify, defend, and hold harmless the City and its board members, directors, officers, officials, employees, agents, and legal representatives (collectively, the "City Indemnitees") from and against any and all liabilities, demands, losses, damages, fines, penalties, costs or expenses (including but not limited to reasonable attorney's fees and costs or fines or penalties charged by any governmental entity), incurred by any City Indemnitee as a result of or arising out of (i) the wrongful misconduct or negligence (including fraud) of CCBC or its employees, agents, and representatives in performing this MOU; (ii) a material breach by CCBC of its covenants; or (iii) failure by CCBC or its employees, agents, and representatives to comply with all applicable federal, state, or local law, rule or regulation in connection with services provided under this MOU. CCBC expressly understands and agrees that any bond or insurance protection required by this MOU, or otherwise provided by the CCBC, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City Indemnitees as provided herein. These obligations shall survive termination.
- (7) RISK MANAGEMENT REQUIREMENTS. CCBC shall show proof of insurance on the Effective Date of this MOU and shall name the "City of Forest Park, Georgia" as an additional insured. CCBC must possess the following insurance:
 - (a) *Commercial General Liability*. Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Forest Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.
- (8) <u>CONFIDENTIAL INFORMATION.</u> CCBC acknowledges that it may have access to and become acquainted with confidential information, including, but not limited to, any information the disclosure of which is limited by state or federal law. Unless approved in

advance in writing or is required to be disclosed by court order, subpoena or by law, neither CCBC nor any of its employees, will disclose, transfer, distribute or allow access to any confidential information of the other party to third parties. These obligations shall survive termination.

- (9) <u>ASSIGNMENT AND SUBCONTRACTING.</u> CCBC shall not assign this MOU or any portion of this MOU. No assignment by CCBC, including any assignment or subcontract to which CCBC consents, shall in any way relieve CCBC from complete and punctual performance of this MOU, including without limitation all CCBC's obligations under the warranty provisions of this MOU.
- (10) <u>ATTORNEYS' FEES.</u> Both parties agree to pay reasonable attorneys' fees to the other party should either party be required to incur attorneys' fees in enforcing the provisions of this MOU or in the collection of any monies herein required to be paid by the other party.
- (11) GOVERNING LAW AND CONSENT TO JURISDICTION. This MOU is made and entered into in the State of Georgia, and this MOU and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this MOU shall be in the State Courts of Fulton County, Georgia.
- (12) NOTICES. All notices or other communications required or permitted to be given under this MOU shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, or when sent via electronic mail (email), return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties.

If to the City:

City of Forest Park, Georgia Attn: City Manager 745 Forest Pkwy Forest Park, Georgia 30297 rclark@forestparkga.gov

If to CCBC:

Clayton County Board of Commissioners Attn: Alieka Anderson-Henry, *Chair* 112 Smith Street Jonesboro, Georgia 30236 Lavona.cooper@claytoncountyga.gov

With a copy to:

Denmark Ashby LLC Attn: City Attorney 100 Hartsfield Centre Pkwy, Ste. 400 Atlanta, Georgia 30354 ewhigham@denmarkashby.com

- (13)**SEVERABILITY.** If any provision of this MOU is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the MOU, which shall remain in full force and effect, and enforceable in accordance with its terms.
- (14)**LOCATION RULES AND POLICIES.** CCBC and CCBC's staff, security, and polling workers shall observe and comply with all security requirements, safety regulations, and City policies and rules regarding the Location.
- (15)**AMENDMENTS.** All modifications or changes to this MOU must be in writing and signed by the parties to this MOU.
- **COUNTERPARTS.** This MOU may be executed in multiple counterparts, each of which (16)shall constitute the original, but all of which taken together shall constitute one and the same MOU. PDF signatures shall constitute original signatures.
- (17)ENTIRE AGREEMENT. This MOU, which includes the exhibits attached hereto, contains the entire MOU and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces all prior discussions and understandings, whether oral or written.
- CALCULATION OF TIME PERIODS. Unless otherwise provided herein, whenever (18)this MOU calls for or contemplates a period of time for the performance of any term, provision, or condition of this MOU, all of the days in such period of time shall be calculated consecutively without regard to whether any of the days falling in such period of time shall be a Saturday, Sunday, or other non-business day; provided, however, if the last day of any period of time shall happen to fall on a Saturday or Sunday or legal holiday observed by the State of Georgia, the last day shall be extended to the next succeeding business day immediately thereafter occurring.

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this MOU as of the Effective Date first written above.

CITY OF FOREST PARK, GEORGIA:		CLAYTON COUNTY BOARD OF COMMISSIONERS:		
By:		Ву:		
Name:	Angelyne Butler	Name:	Alieka Anderson-Henry	
Title:	Mayor	Title:	Chair	

		A 44		4	•	• 4
_	חו	ハサナつ	cnn	10nte	tor	Item:
		mua	GHH	ICILIS	IUI	ILCIII.

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



City Council Agenda Item

Title of Agenda Item:	Council Discussion for Clayton County Board of Elections to Conduct the November 4, 2025, General Election for the City
Submitted By:	Executive Offices
Date Submitted:	6/9/2025
Work Session Date:	6/16/2025

Council Meeting Date: 6/16/2025

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, with an estimated cost of \$29,279.00.

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

Action Requested from Council: Approval

Cost: \$ 29,279.00

Budgeted for: Yes _____ No

Financial Impact:



City of Forest Park November 2025 Municipal Election Estimated Cost

Number of Registered Voters in Clayton County	219,517
Number of Registered Voters in the City of Forest Park	11,144
Percent of Total Voters Registered in City of Forest Park	5.08%

Total Estimated Cost	\$29,279.00
----------------------	-------------

Estimated Advanced Voting Labor Cost

			,		
Position	Reg Hours	Reg Rate	OT hours	OT Rate	Total
Manager	135	\$17.00	90.000	\$25.50	\$4,590.00
Assistant Manager 1	135	\$16.00	90.000	\$24.00	\$4,320.00
Assistant Manager 2	135	\$16.00	90.000	\$24.00	\$4,320.00
Clerk 1	135	\$15.00	90.000	\$22.50	\$4,050.00
Clerk 2	135	\$15.00	90.000	\$22.50	\$4,050.00
Clerk 3	135	\$15.00	90.000	\$22.50	\$4,050.00
Total Labor Cost per Site					\$25,380.00
Total Labor Cost for 10 Ac	dvanced Voting	Sites			\$253,800.00
C'4 CE 4D LE4	4 1 1 1 1 1	0.0		7 000/	

| City of Forest Park Estimated Percentage of Cost | 5.08% | \$12,884.41

Estimated Election Day Labor

Position	Daily Rate	# Used	Total
Manager	\$365.00	70	\$25,550.00
Assistant Manager	\$290.00	140	\$40,600.00
Clerk	\$215.00	210	\$45,150.00
Election Night Clerk	\$150.00	8	\$1,200.00
Security	\$800.00	1	\$800.00
After Hrs IT Support	\$630.72	1	\$630.72
Total Election Day Labor Cost			\$113,930.72
	, G ,	= 000/	

City of Forest Park Estimated Percentage of Cost 5.08% \$5,783.81

Estimated Seasonal Absentee By Mail Staff Labor

Position	Reg Hours	Reg Rate	OT Hours	OT Rate	Total
Lead Clerk	240	\$17.00	90.000	\$25.50	\$6,375.00
Clerk 1	240	\$15.00	90.000	\$22.50	\$5,625.00
Clerk 2	240	\$15.00	90.000	\$22.50	\$5,625.00
Clerk 3	240	\$15.00	90.000	\$22.50	\$5,625.00
Clerk 4	240	\$15.00	90.000	\$22.50	\$5,625.00
Clerk 5	240	\$15.00	90.000	\$22.50	\$5,625.00
Total Seasonal Absentee I	By Mail Staff Lab	or Cost			\$34,500.00

City of Forest Park Estimated Percentage of Cost 5.08% \$1,751.43

Estimated Seasonal Technician Labor

Position	Reg Hours	Reg Rate	OT Hours	OT Rate	Total
Technician 1	320	\$16.25	90.00	\$24.38	\$7,393.75

Page 168

Itam	#	7	

<u></u>	_				
Technician 2 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 3 320	\$16.25	90.00	\$24.38	\$7,393.75	Item
Technician 4 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 5 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 6 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 7 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 8 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 9 320	\$16.25	90.00	\$24.38	\$7,393.75	
Technician 10 320	\$17.00	90.00	\$25.50	\$7,735.00	
Total Seasonal Technician Labor Cost				\$74,278.75	
City of Forest Park Estimated Percenta			5.08%		\$3,770.84
Estimated Full	Time Staff Ov	ertime Lab	or		
		OT Rate	OT Hours	Total	
Staff 1		\$26.10	90.00	\$2,349.00	
Staff 2		\$24.84	90.00	\$2,235.60	
Staff 3		\$28.83	90.00	\$2,594.70	
Staff 4		\$27.09	90.00	\$2,438.10	
Staff 5		\$24.84	90.00	\$2,235.60	
Staff 6		\$26.10	90.00	\$2,349.00	
Staff 7		\$32.24	90.00	\$2,901.15	
Staff 8		\$28.83	90.00	\$2,594.70	
Total Full Time Staff Overtime				\$19,697.85	
City of Forest Park Estimated Percenta	ge of Cost		5.08%		\$999.98
Total Labor Cost				\$496,207.32	
City of Forest Park Estimated Percenta	ge of Cost		5.08%		\$25,190.46
Estima	ted Advertisin	y Cost			
Legal Notice	Run Date		% of Cost	Amount	
Logic & Accuracy Testing	2/12/2025	\$420.00	5.08%	\$21.32	
Total Advertising Cost		\$420.00		, , , , ,	
City of Forest Park Estimated Percenta	ge of Cost	, , , , , , ,			\$21.32
· ·	nated Supply (Cost			+
Description	Qty	Rate	Total	% of Cost	Amount
Printed Ballot Printing Setup Fee	1	\$250.00	\$250.00	5.08%	\$12.69
Printed Absentee Ballots	9025	\$0.37	\$3,339.25	5.08%	\$169.52
Printed Provisional Ballots	7930	\$0.37	\$2,934.10	5.08%	\$148.95
Printed Emergency Ballots	7930	\$0.37	\$2,934.10	5.08%	\$148.95
Printed Pre-filled Test Deck	152	\$0.37	\$56.24	5.08%	\$2.86
Printed Ballot Delivery Charge	1	\$100.00	\$100.00	5.08%	\$5.08
Adv Voting BMD Ballot Paper	2000	\$0.13	\$260.00	5.08%	\$13.20
Election Day BMD Ballot Paper	2000	\$0.13	\$260.00	5.08%	\$13.20
BMD Testing & Waste (10%)	400	\$0.13	\$52.00	5.08%	\$2.64
Advacned Voting Site Supplies	10	\$1,000.00	\$10,000.00	5.08%	\$507.66
Election Day Polling Place Supplies	70	\$100.00	\$7,000.00	5.08%	\$355.36
Registration Office Supplies	1	\$500.00	\$500.00	5.08%	\$25.38
Total Supply Cost	1 *	Ψ2.00.00	\$27,685.69	2.0070	Ψ23.30
City of Forest Park Estimated Percenta	ge of Cost		ΨΔ1,000.07	T	\$1,405.49
on or orest and Estimated I dictilla	Total Cost	Fee	Amount	% of Cost	Amount
Administrative Fee (10%)	\$524,313.01	10%	\$52,431.30	5.08%	\$2,661.73
110111111111111111111111111111111111111	ΨυΔπ,υ1υ.01	10/0	ψυ2,πυ1.υ0	2.0070	Ψ=9001.13

Total Estimated Cost \$29,27 Page 169

	A 44 a	ممام		£~"	ltem:
FIIE	Atta	cnm	ents	TOL	item:

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



City Council Agenda Item

Subject: Council Discussion and Approval to purchase an upgrade to the Audio-Visual (AV) System

Refresh in the Council Chambers: Procurement/IT Department

Submitted By: Josh Cox, IT Director

Date Submitted: June 9th, 2025

Work Session Date: June 16th, 2025

Council Meeting Date: June 16th 2025

Council Discussion and Approval 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 its end of 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 city council. The system will also enhance meeting efficiency, transparency, and improve sound quality for all meetings hosted in council chambers. Additionally, it will provide a better streaming experience for residents watching online and upon completion of the new City Center the system will be decommissioned and installed in new council chambers. The IT department requests to piggyback from the DOAS cooperative contract # 99999-SPD-SPD0000210-0004 with:

None			
Cost: \$ 98,250.09	Budgeted for: X	Yes	No
Capital Outlay Fund: 320 20 7550 54 2502			
Total Amount: \$98,250.09			
Atlanta SoundWorks, 580 Marksmen Ct., Fayetteville, GA., 30214			

PROPOSAL

Council Room AV

City of Forest Park

745 Forest Parkway Forest Park, GA



Presented By:

ASW

580 Marksmen Court Fayetteville, GA 30214 (770) 716-7400

May 30, 2025



SCOPE OF WORK

INTRODUCTION

ASW is pleased to present a proposal to the City of Forest Park for a Council Chamber audio-visual system upgrade in response to the provided Request for Proposal.

© Project Purpose

The City of Forest Park seeks to implement an advanced, integrated audio-visual system within its Council Chamber to enhance in-room discussion, remote participation, electronic voting, streaming, and meeting transparency. This solution will leverage professional AV hardware and seamlessly integrate with the **owner-furnished CivicPlus (Municode Meetings)** software platform, which provides document display, digital voting, and agenda management capabilities.

SOLUTION

System Overview

(1) Audio System

The AV system features a robust hybrid audio architecture combining **Bosch DICENTIS Conference System** for structured dialogue and **QSC DSP/AV bridging** for platform integration:

- □ **8 Bosch DCNM-DE DICENTIS discussion devices** with long-stem microphones (DCNM-MICL) ensure high speech intelligibility at the dais.
- ☐ **Audio-Technica ATND1061DAN beamforming ceiling microphone** provides Dante-enabled coverage for camera tracking via automatic camera preset recall (ACPR) technology.
- ☐ **Shure ULXD wireless system** (2 gooseneck bases on 2 wireless channels) allows flexibility at the podium or conference table.
- □ **QSC Core 8 Flex** provides Dante-based digital audio routing, echo cancellation, and USB bridging to host remote meetings (e.g., Zoom, Teams).
- ☐ Audio is distributed through **QSC AD-C6T ceiling speakers**, powered by the **SPA-Qf 60x4 network amplifier**, to deliver even coverage to all audience areas.

Display & Document Sharing

- Council members and Mayor will have **individual display monitors** for reviewing documents and voting results in real time. The Clerk will have a dedicated computer with standard peripherals (monitor, keyboard, mouse) for operations needed to support the council meetings. ASW recommends an additional dedicated computer with standard peripherals be available for the primary purpose of hosting a live stream on the internet. **(This is assumed to be an existing computer supplied by the City and is not included in the proposal.)**
- □ **Newline 98" and 65" 4K UHD commercial displays** provide high-visibility central audience display. The 98" display will be mounted at the location of the existing projection screen in the council room. (The existing projector and screen will be removed.) The 65" display will be wall-mounted in the Foyer.
- ☐ Content is distributed via **AVPro Edge MXNet AV-over-IP system**, with encoders, decoders, and a centralized control box (MXNET-CBOX).
- ☐ **CivicPlus / Municode Meetings** software, pre-installed and hosted by the City, will run on the Clerk/AV workstation to provide:

Council Room AV

Mission No : 25-05995 Rev. 2 5/30/2025 Page 173

SCOPE OF WORK

- o Agenda sharing and document markup
- o On-screen voting prompts and display of results
- o Meeting roll call, document links, and speaker queues

Electronic Voting System

- In-person voting will be conducted and managed through the discussion system (DICENTIS) platform. Each discussion device at the dais has integral button voting. Note: Cross-platform integration with CivicPlus may allow an enhanced experience for voting, results tabulation, and display, including the ability for council members to seamlessly participate in meetings and vote remotely. This will need to be explored through further discovery.
- Results are presented in real time and logged digitally for compliance and transparency.
- AV system integration ensures CivicPlus visuals can be routed to any combination of dais displays via the data network or AV-over-IP switching (Council Room and Foyer audience displays).

☑ Video Capture, Streaming & Recording

- ☐ **Two QSC NC-20x60 PTZ cameras**, wall-mounted, provide high-quality automated video coverage.
- Uideo switching is managed by the **Datavideo SE-3200**, with output routed to a video recorder and streaming encoder.
- ☐ **Blackmagic HyperDeck Studio HD Mini** records meetings in broadcast-grade ProRes or H.264 formats for archival and upload. (Recording media not included.)
- ☐ The system supports **streaming to external platforms** and **USB AV bridging** for hybrid meeting software (e.g., Zoom, Teams).

Control & Integration

- □ AV operations are managed via a **QSC TSC-101-G3 touchscreen interface** with tabletop mounting.
- ☐ The **Q-SYS scripting engine and UCI software licenses** enable automation of camera presets, volume control, input routing, and CivicPlus screen toggles.
- ☐ The **Q-SYS Core 8 Flex** also bridges the Clerk workstation via USB, allowing direct integration of audio and video feeds.
- □ **Netgear M4250 AV Line switch** provides managed PoE++ and multicast-ready switching for Dante, AV-over-IP, and device control traffic.

STATEMENT OF WORK / DIVISION OF RESPONSIBILITIES

1. Design and Engineering

- □ Coordinate with City IT and CivicPlus/Municode teams to validate software endpoints, hardware compatibility, and content sharing workflow.
- Prepare system diagrams integrating AVPro Edge, Q-SYS, Bosch, and CivicPlus touchpoints.
- Customize display routing logic to optimize viewing of CivicPlus interface on dais monitors and central displays.

2. Installation

- ASW will install new equipment as specified and pull new cables to device locations and terminate to devices as required. ASW will interconnect new equipment as required to result in a fully functioning system, including:
 - o Mount all cameras, displays, speakers, microphones, and rack-mounted core equipment.
 - o Pull and terminate all signal, power, and network cabling.

Council Room AV

SCOPE OF WORK

- Set up and cable the DICENTIS discussion system and peripheral connections.
- o De-install existing video projector and screen.
- ☐ Headend equipment is anticipated to be installed in an equipment rack at the existing equipment location near the Clerk position. Exact details are to be determined through further detailed design.
- ☐ Installation on site will be conducted during normal business hours (8:00 am 5:00 pm), unless otherwise agreed. City of Forest Park must provide continuous uninterrupted access to the space by ASW personnel during the installation period.

3. Configuration & Programming

- Configure Bosch DICENTIS for named seat locations, agenda interaction, and mic management.
- □ Program the Q-SYS environment to route CivicPlus PC output to selected displays and integrate with USB AV bridge for hybrid calls.
- Apply AVPro Edge control settings to allow CivicPlus-generated content (documents, voting screens, agendas) to be distributed as needed.

4. Testing & Commissioning

- □ Validate audio levels, mic gating, echo cancellation, and speaker coverage.
- ☐ Test CivicPlus display routing to all dais and audience displays.
- ☐ Record and stream a mock meeting using CivicPlus as the visual content source.
- ☐ Test voting input/responses through CivicPlus and confirm visual routing and logging.

5. Training

- ☐ Provide operational training for:
 - o Clerk staff using CivicPlus and the AV touch interface
 - o AV operator on routing, recording, and camera control
- ☐ ASW will conduct a training session or sessions of up to four (4) hours total duration on new equipment on site to designated operating personnel.

6. Warranty

- ☐ A 90-day warranty, including parts and labor, will be provided beginning at the date of customer acceptance or first beneficial use of the system, whichever is earlier. The warranty does not apply to legacy or customer supplied equipment. Refer to item 8 of the integration contract for additional details.
- □ Additional servicing and support of purchased equipment beyond the standard warranty can be provided at a special annually contracted rate.

7. Ongoing Support

- □ Offer support packages covering remote diagnostics, firmware updates, and CivicPlus integration consultation.
- Provide system documentation, as-built diagrams, and configuration backups.

8. Exclusions

- □ All AC power provisions to support the new system(s) are the responsibility of City of Forest Park.
- Any data network provisions required to support or interface with the proposed systems are the responsibility of City of Forest Park. ASW will coordinate with IT personnel as needed.

Council Room

AV System

<u>Qty</u>	<u>Make</u>	/Model/Description	<u>Unit</u>	<u>Extended</u>
8	Bosch	DCNM-DVT	\$884.22	\$7,073.76*
	DICEN	NTIS Discussion Device with Voting		
	8	Bosch DCNM-LPP-PE		
		DICENTIS Meeting Prep & Management Software; one licens optional per system	е	
	8	Bosch DCNM-MICL		
		Long stem microphone for DICENTIS discussion device.		
1	DICEN gener	n DCNM-APS2 NTIS Audio Powering Switch - second ration (for DICENTIS Conference System, ling DICENTIS multimedia)	\$2,144.63	\$2,144.63
1	Windo Windo	DCNM-SERVER3 Dows Server pre-installed and configured Dows Server OS, DICENTIS software and DHCP (additional licenses sold separately).	\$3,434.25	\$3,434.25
1	Dual I	e ULXD4D=-G50 Digital Wireless Receiver with internal power y, 1/2 Wave Antenna and Rack Mounting ware	\$5,024.25	\$5,024.25*
	2	Shure MX415LP/S		
		15" Shock-Mounted Gooseneck, Supercardioid, Less Preamp	lifier	
	4	Shure SB900B		
		RECHARGEABLE BATTERY		
	1	Shure SBC250		
		2-UP NETWORKED DOCK FOR BN & GN, NO PS		
	2	Shure ULXD8=-G50		
		Wireless gooseneck microphone base for ULXD and QLXD. In AA Alkaline Batteries	ncludes	

Council Room AV

2	QSC NC-20x60 20x Optical Zoom 60° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket.	\$4,563.75	\$9,127.50*
	2 QSC PTZ-WMB1 Accessory Wall Mount Bracket for PTZ Camera, NC-12x80 and 20x60.	NC-	
1	AVPro Edge AC-MXNET-10G-CBOX-TAA TAA - MXnet 10G Control Box	\$1,236.13	\$1,236.13
2	AVPro Edge AC-MXNET-1G-D-TAA TAA - MXnet 1G Decoder	\$823.63	\$1,647.26
2	AVPro Edge AC-MXNET-1G-E-TAA Encoder; HDMI, HDMI Loop, USB, IR, RS232, Fiber & RJ45Not Compatible with V2 Systems	\$823.63	\$1,647.26
1	AVPro Edge AC-DA18-AUHD-GEN2 18Gbps 1x8 HDMI Distribution Amplifier	\$548.63	\$548.63
1	Newline STV-9824-PLUS 98" STV+ Smart TV, UHD 4K, Built in Wifi, Digital Signage Capable, Commercial Display	\$4,399.75	\$4,399.75*
	1 Chief XSM1U Flat wall mount for 55" - 90" flat panel display or equal		
1	ASUS NUC 14 Pro Intel Ultra 5 125H MFF Computer, 16GB DDR5 RAM, 512GB NVMe SSD, and Win 11 Pro	\$998.75	\$998.75
9	ASUS MB229CF 22" ZenScreen Full HD (1920 x 1080) IPS Monitor with Klckstand, HDMI Port, Black	\$373.75	\$3,363.75
1	Audio-Technica ATND1061DAN Beamforming Ceiling Array Microphone with DANTE	\$2,828.59	\$2,828.59
1	Blackmagic Design BMD-HYPERD/ST/DAHM Compact broadcast recorder/player with SDI and HDMI I/O, dual SD card slots, USB-C disk recording, and front-panel LCD. Supports ProRes, DNxHD, and H.264 recording up to 1080p60	\$525.94	\$525.94

1		video SE-3200 2-Channel Digital Video Switcher	\$5,361.25	\$5,361.25
1		SPA-Qf 60x4 60W/Ch Network Amplifier	\$1,252.50	\$1,252.50
10		Audio Products, LLC AD-C6T-ZB-WH wo-way ceiling speaker (White Only)	\$220.50	\$2,205.00
1	Unifie netwo	core 8 FLEX d Core with 8 local audio I/O channels, 64x64 ork I/O channels with 8x8 Software-based Dante e included, USB AV bridging, dual LAN ports, telephony, 8x8 GPIO, 8 AEC processors, Half- RU.	\$2,855.01	\$2,855.01*
	1	QSC SLDAN-16-P		
		Q-SYS Software-based Dante 16x16 Channel License, Perpetu	al.	
	1	QSC SLQSE-8N-P		
		Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scrip Engine Software License, Perpetual.	pting	
	1	QSC SLQUD-8N-P		
		Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.		
1	_	ne 40x1G PoE++ 2880W and 8xSFP+ Managed	\$4,500.00	\$4,500.00
1	QSC A	Audio Products, LLC TSC-101-G3	\$2,912.25	\$2,912.25*
	1	QSC Audio Products, LLC TSC-710t-G3		
		Table top mounting accessory for TSC-70-G3 and TSC-101-G3	3.	
1	Allow	outer Peripherals ance for computer peripherals for Clerk - pard, Mouse	\$125.00	\$125.00
1	Allow	s/Power/UPS Equipment ance for equipment rack(s), power distribution, IPS equipment	\$1,250.00	\$1,250.00

1	Cables, Connectors, & Misc. Hardware Allowance for miscellaneous cables, connectors, and hardware required for complete installation.	\$5,000.00	\$5,000.00	
1	Incoming Freight ASW inbound shipping costs	\$937.50	\$937.50	
1	ASW Tech Services General Labor, Engineering & Programming, Project Management, Training, Travel	\$0.00	\$0.00	
	Equipment:		\$70,398.96	
	Labor:		\$25,485.00	
	AV System Total		\$95,883.96	
Equipn	nent:		\$70,398.96	
Labor:			\$25,485.00	
Counci	il Room Total		\$95,883.96	

Foyer

AV Syste	em		
Qty	Make/Model/Description	<u>Unit</u>	<u>Extended</u>
1	AVPro Edge AC-MXNET-1G-D-TAA TAA - MXnet 1G Decoder	\$823.63	\$823.63
1	Newline STV-6524-PLUS 65" STV+ Smart TV, UHD 4K, Built in Wifi, Digital Signage Capable, Commercial Display	\$1,087.50	\$1,087.50*
	Newline 55" - 86" Wall Mount 55" - 86" Wall Mount		
	Equipment:		\$1,911.13
	Labor:		\$455.00
	AV System Total		\$2,366.13
Equipm	ent:		\$1,911.13
Labor:			\$455.00
Foyer To	otal		\$2,366.13

MISSION SUMMARY

Subtotal: \$98,250.09

Grand Total: \$98,250.09

CONTRACT

May 30, 2025

City of Forest Park

Council Room AV

745 Forest Parkway Forest Park, GA

This Agreement is by and between Atlanta Soundworks, Inc. dba ASW, located at 580 Marksmen Ct., Fayetteville, GA 30214, hereinafter called the "Company" and <u>City of Forest Park</u> hereinafter called the "Client." The Company and Client agree as follows:

- 1. Company Performance: Company shall furnish all equipment and perform the work necessary to install the components in the Bill of Materials and as described in the Scope of Work. The Company agrees to perform the work for the Amount listed in this Proposal.
- 2. Responsibility of Others: Unless otherwise noted in the Scope of Work, the Client shall be responsible for all electrical work such as, but not limited to, AC power, conduit systems, and outlet boxes. Floor track and trenching or coring a floor is not included unless noted. Client is responsible for all custom millwork and any other adaptations to Client furnishings or décor, unless specifically noted in the Scope of Work. All finishes will be supplied as standard manufacturer's finish. All other work necessary for the completion of the project and not specifically defined in this Scope of Work shall be the responsibility of the Client.
- **3. Existing Equipment:** Owner-furnished equipment (OFE) is to be reused or installed only as defined in the Scope of Work. Existing equipment being replaced and removed from service will be uninstalled and returned to Client.
- **4. Installation:** Client hereby grants Company or its agent the right to install the equipment and will provide access to the premises for the installation specified during the Company's normal business hours unless otherwise specified in the Scope of Work in this Agreement. Lack of access to the facility and delays of work by others where such work is necessary for the completion of the project causing additional costs to the Company may result in a change order to the Client for recovery of those costs.
- **5. Commencement:** The work to be performed under the terms of this Agreement shall commence on a date agreed to by both parties, after receipt of the signed Agreement and any deposit payment(s) defined in the Payment Schedule.
- 6. Force Majeure: Company shall not be liable for any loss, injury, delay, damage, or other casualty suffered or incurred by the Client or its Client as a result of any strike, riot, storm, fire, explosion, act of God, war, government action, or other cause that is beyond the Company's control (herein defined as Force Majeure), and any failure or delay in performance of any of its obligations under this Agreement because of one or more of the foregoing causes shall not be considered a breach of this Agreement. Company reserves the right to defer the date of delivery, to cancel the contract, or to reduce the volume of the goods ordered by Client due to Force Majeure without liability. If the performance of any of the material obligations of this Agreement are suspended due to Force Majeure for one hundred and twenty (120) consecutive days and such suspension shall have a material adverse effect on the Client, the Client may give notice requesting consultation concerning such suspension. If the parties hereto fail to resolve such problem by mutually satisfactory written agreement within ninety (90) days after the aforesaid notice, either party hereto shall have the right to terminate this Agreement, effective immediately upon notice to the other party. It is expressly understood and agreed by the parties that in the event of such termination, the party electing to terminate this Agreement will incur no liability to the other for any default in the performance of this Agreement arising from exercise of such right to terminate.
- 7. Indemnification: The Client agrees to indemnify the Company and hold the Company harmless from all losses, actions, claims, demands or expenses arising out of, or in connection with Client's use of this Agreement. Company will not be liable to Client for loss of profit, goodwill or business opportunity or production downtime, or any type of indirect or consequential loss or damage, costs, expenses or other claims for consequential compensation whatsoever (howsoever caused) which arise out of, or in connection with the project.
- 8. **Disputes:** Any controversy or claim arising out of or relating to this contract or the breach thereof, shall be submitted to mediation administered by a member of the Georgia Academy of Mediators & Arbitrators agreed to by both parties at a venue in or within 25

Council Room AV

CONTRACT

miles of Fayetteville, Georgia. If the parties are unable to resolve their dispute in mediation, the dispute shall be settled by binding arbitration administered by a member of the Georgia Academy of Mediators & Arbitrators agreed upon by the parties in accordance with the American Arbitration Association rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

- 9. Entire Contract: This Agreement and the documents and instruments referred to herein constitute the entire contract between the parties to this Agreement and supersede all other understandings, written or oral, with respect to the subject matter of this Agreement.
- 10. Restocking: The Company may charge a restocking fee for any returns according to the manufacturer's policy. All returns must be approved in writing with an RMA # before the Company will accept equipment for return and a change order will accompany any RMA.
- 11. Warranty: The Company will provide a limited 90-day installation warranty covering defects in materials and workmanship from the date of system completion or first beneficial use, whichever comes first, for all equipment furnished and installed by the Company. All equipment, labor, and freight for warranty work are included. Some components include a manufacturer's warranty which extends beyond the Company warranty. It is the responsibility of Client to complete and submit any warranty registration information directly to the appropriate manufacturer. Client misuse, abuse and "Acts of God" are not covered. This warranty is in effect only if the product remains as installed. Removal and re-installation of equipment, changes to software code, network configuration, DSP configuration, or other changes to the installation void this limited warranty at the Company's discretion.
- 12. Training: The Company will provide post-sale training support as described in the Scope of Work.
- 13. **Deliverables:** Following completion of the project, the Company will provide documentation as defined in the Scope of Work within two (2) weeks after final payment is made by the Client. The Company will provide equipment and warranty information to the customer as part of the deliverables.
- **14. Sales Tax:** Sales tax will be calculated in accordance with applicable state/local sales tax laws. Please be advised that sales tax laws are subject to change and the Company may be required to collect sales tax, in addition to the quoted proposal.
- **15. Time for Acceptance:** The terms of this Agreement will be valid for fifteen (15) days following the publish date set forth above. If not accepted within that time, the offer of such terms is automatically revoked, unless the Client and Company agree otherwise in writing. If this Agreement is signed by the Client and the Company it shall be valid, remain in force and not be revoked.
- **16. Pricing:** Pricing is valid for fifteen (15) days following the publish date of this Agreement for equipment manufactured in the USA. Unfortunately, due to ongoing government tariff negotiations, equipment pricing cannot be guaranteed beyond the publish date of this Agreement for equipment manufactured outside the USA. With respect to these conditions, if additional costs to the Company are incurred because of manufacturers' price increases, Client consents to the increased price of affected equipment at the time of execution of this agreement.
- 17. Shipping: Freight costs are included in the Proposal FOB to a single destination. Expedited delivery and/or compound routing options are available at additional cost.
- **18. Promotional Materials:** Client grants Company the right and permit to utilize pictures, tributes, contextual analyses and other related work products associated with this Agreement and its fulfillment in Company showcasing and promotional materials without cost to Company.
- **19. Cancellation:** If Client cancels the Agreement after execution including cause arising out of Force Majeure, the Client will be liable for 10% (10%) of the full Agreement Amount as renumeration for the Company. After Installation is finished and the system performs in accordance with the Scope of Work, Client agrees that the Company is due the full Amount of this Agreement plus all approved Change Orders less any Deposits paid by the Client.

CONTRACT

- **20. Non-solicitation:** After the Effective Date and during the term of this Agreement, each Party agrees that neither it nor any of its divisions, operating groups or Affiliates shall recruit, solicit or induce any employee of the other Party directly involved in the activities conducted pursuant to this Agreement to terminate his or her employment with such other Party and become employed by or consult for such Party, whether or not such employee is a full-time employee of such other Party, and whether or not such employment is pursuant to a written agreement or is at-will. For purposes of the foregoing, "recruit", "solicit" or "induce" shall not be deemed to mean: (a) circumstances where an employee of a Party initiates contact with the other Party or any of its Affiliates with regard to possible employment; or (b) general solicitations of employment not specifically targeted at employees of a Party or any of its Affiliates, including responses to general advertisements.
- **21. Severability:** Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.
- 22. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.
- 23. Payment Terms: Standard payment terms are NET 15 from invoice date. Payment made by credit card is subject to a 3.5% processing fee. Accounts not paid within terms are subject to a 1.5% per month finance charge on the outstanding balance over 30 days past due. Deposit payment, if applicable, is due 15 calendar days from the execution of this Agreement. In the event the deposit payment is late, regardless of circumstances, Client agrees the Agreement may be amended at the sole discretion of the Company to reflect any price increase in equipment or materials.
- 24. Payment: Except as otherwise may be adjusted to comply with other provisions of this Agreement, the Client agrees to a fixed price inclusive of all materials, installation labor, technical services, freight, and taxes for the successful delivery of the project as described in the Scope of Work in accordance with the following schedule. Payment shall be made as invoiced, without abatement, deduction, discount or setoff.

Payment Schedule	%	Amount	Due Date
Down Payment	80.0000	\$78,600.07	
Project Completion	20.0000	\$19,650.02	
Client: City of Forest Park		Dat	e:
Company: ASW		—— Dat	e:



Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD- SPD0000210-00	004	NIGP Code	e(s)	See page 6						
Name of Contract	Audiovisual Equ	Audiovisual Equipment and Related Servic									
Effective Date	06/16/2023		06/15/2026								
Contract Table of	Contents										
Suppliers Awarded	18	Contract Information: Ma									
Contract Information for Supplier Page Number											
Supplier Informa	<u>tion</u>				2						
Additional Contra	ct Information										
Key Benefits					3						
Contract Term, Re	enewals, Extension	ons en			3						
DOAS Contact Inf	<u>formation</u>				3						
Ordering Instruc	<u>tions</u>				4						
Supplier Extende	d Warranty Offer	<u>ings</u>			5						
NIGP Codes					6						



Supplier Information Sheet

Contract Information											
Statewide Contract Number	99999-SPD-SPD0000210-0004										
PeopleSoft Supplier Number	0000057727										
Supplier Name & Address											

Supplier Name & Address

Atlanta Soundworks, Inc. dba ASW (Awarded Category 1 & Category 2) 580 Marksmen Ct. Fayetteville, GA 30214

Contract Administrator

Bryan Patten **Director of Sales** 770-716-7400 ext. 1009 bryan@aswav.com

Contact Details	
Ordering Information	Atlanta Soundworks, Inc. dba ASW 580 Marksmen Ct. Fayetteville, GA 30214 accounting@aswav.com
Remitting Information	Atlanta Soundworks, Inc. dba ASW 580 Marksmen Ct. Fayetteville, GA 30214

Discounts	See Supplier Specific Discount Price Sheet
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



Key Benefits

Key benefits of the contract include:

- Diverse Supplier base representing all the necessary manufacturers.
- Varying discounts per manufacturer and per which manufacturers Suppliers can sell.
- Minimum discounts remain constant throughout the term of the contract, including any renewals.
- Easy to order and compare pricing in Team Georgia Marketplace.
- High level of customer service support, before and after the sale of goods/services.
- Project Management & System Integration.

Contract Term, Renewals, Extensions

Current Term End Date: 06/15/2025 Renewal 1: 06/16/2025 to 06/15/2026

DOAS Contact Information

Duane Tomlinson

Contract Management Specialist Email: duane.tomlinson@doas.ga.gov

Telephone: 404-850-4075

For Team Georgia Marketplace question(s)

Procurement Help Desk

Telephone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov



Ordering Instructions

Ordering Instructions for Atlanta Soundworks, Inc.:

- 1. The cost structure for this contract is Percentage Discount off MSRP (i.e., manufacturer Catalog/Manufactured Suggested Retail Price, Private Label Catalog, Commercial Price Book, etc.) for Audiovisual Equipment Manufacturer/Brand for Equipment and Hourly Rate per Job Title for Professional Services. The discount includes all cost (i.e. profit, overhead, operating & administrative expenses, commissions, transaction charges, delivery charges, administrative fees, etc.)
- 2. Each Suppliers' discount price list is available under their Supplier profile in Team Georgia Marketplace together with Supplier contact information, eVerify, certificate of insurance, and executed contract.
- To obtain product and pricing information and receive a quote, please contact the Suppliers directly.
 Orders will be placed and processed outside of Team Georgia Marketplace due to the nature of this contract.
 - a. NOTE: For Category 2 Audiovisual Solutions, all pricing or charges related to travel and/or lodging must be itemized in a quote at the point of sale. In addition, if the Supplier is charging for travel and/or related expenses it must be aligned with the state's current travel policy or as it may be amended from time to time. Suppliers can review the State's travel policy at https://sao.georgia.gov/travel/state-travel-policy.
- 4. Supplier's quotes should list awarded Supplier's assigned Statewide Contract number and must include a detailed breakdown of cost for equipment and/or services (model numbers, specific versions of equipment, misc. materials, etc.)
 - a. It is best practice to seek quotes from multiple suppliers.
 - b. All Audiovisual projects and integrations that include professional services provided by Supplier, should be formally managed by a full time, in-house employee of the Supplier whose primary role is project management. All major components of the project should be detailed and outlined using a Comprehensive Scope of Work, either the Comprehensive Scope of Work Template provided or a Supplier specific Comprehensive Scope of Work. The Comprehensive Scope of Work should clearly state all necessary steps and requirements of the project and the process to fully achieve the Authorized User's project goals. Each phase/milestone of the project should also clearly indicate the line-item price of each component included in each phase. Milestone payments are allowed for Audiovisual Solutions Projects but should be fully agreed upon by both Authorized User and Supplier before the project can commence. Authorized User and Supplier shall both sign off on the acceptance of the project for each milestone phase before any payment is made. Any change in key personnel of the project shall be communicated in writing to the Authorized User.
 - c. In addition to clearly stating all necessary steps, requirements, phases, milestone payments outlined in the agreed upon Comprehensive Scope of Work. The Scope of Work should include written specifications that define the overall system quality expectations, a bill of materials or equipment listing.
- 5. All integrated Audiovisual Solutions and related services should be purchased using a Purchase Order. Equipment should be purchased using either a Purchase Order or a Procurement Card (Pcard). For more information regarding how to obtain or use a P-card, Contact the State Cards Program Manager at pcard@doas.ga.gov.



Audiovisual Equipment and Related Services

Supplier Name: Atlanta Soundworks, Inc.
Supplier Contract Number: 99999-SPD-SPD0000210-0004

Category 2 - Supplier Extended Warranty Offerings

- a) ASW has multiple channels for submitting support requests based upon client's needs.
 - 1. Dedicated support phone number with a live English-Speaking person (8:00 A.M. to 5:00 P.M. EST Monday Friday)
 - 2. Support email address (support@aswav.com)
 - 3. Support ticketing portal (https://desk.zoho.com/portal/asw/)
 - i. ASW's ticketing portal provides automated contract Service Level Agreement enforcement and provides client visibility on demand.
 - ii. The ASW Client Support Manager is Nick Sheppard.
 - iii. ASW to respond to all standard support ticket requests within 12 hours 8:00 A.M. to 5:00 P.M. EST Monday Friday
 - iv. Premium support response time is within 4 business hours
 - 4. Calls, emails, and support tickets received after regular business hours will be responded to on the next business day. In the event of an emergency, ASW will follow the after-hours support under the terms of the state contract.
- b) Upon notification of an issue with equipment provided under this contract, ASW will open a trouble ticket and schedule a technician to troubleshoot and initiate the RMA process with the manufacturer if necessary. During the 180-day workmanship warranty period and for equipment covered under an active service agreement that includes labor, ASW will remove and reinstall the equipment at no charge to the client. ASW may also provide loaner equipment based upon availability.
- c) Your ASW client manager will handle vendor warranty claims on your behalf. The status and progress of the claim can be tracked in your ASW client portal. Based upon individual end-user preferences, email notifications of ticket updates will also be sent.
- d) The ASW support portal is available at https://desk.zoho.com/portal/asw/. This system provides real-time updates of tickets as well as reporting on SLAs and MTTR.
- e) ASW's escalation path is short and simple. SLA violations are automatically escalated by our ticketing system. ASW clients are provided direct contact information for all contacts within the escalation chain. Client -> Service Technician -> Service Manager -> COO -> CEO
 - ASW has documented processes for customer complaint escalation. If the account representative cannot fulfill or meet a customer request in a timely manner, this situation would then be escalated to the Service Manager. If a further escalation is needed, it would then go to the COO. Lastly, the CEO will get involved if escalation is warranted to satisfy the customers' needs.

ASW provides a 180-day warranty on workmanship for system integration work. ASW also offers extended warranties and service agreements for most equipment and installed systems. These service agreements include preventative maintenance such as firmware updates, filter cleanings, dust removal and system inspection to keep installed systems operational.



Contract NIGP Codes

28595	Wiring Devices: Adapters, Caps, Connectors, Extension Cords, Fluorescent and HP Starters, Outlets, Plates and Covers, Plugs, Receptacles, Safety Cord Lock, Switches, Terminals, etc. (Incl. Recycled Electrical Products, Supplies)
65590	Studio Production Equipment: Backdrop Mechanisms, Floods, Posing Stools, Reflectors, Spots, Stands, Strobe Systems, etc. (See Class 285 for Lamps)
69031	Controls, Integrated System
83835	Communication Systems, Integrated, Including Telephone, Clock, Intercom, etc.
84014	Audio Equipment and Accessories, Television, Microphones, Mixers, and Amplifiers
84056	Teleconference Systems, Audio/Video, Including Video on Demand Systems
84059	Television, Interactive Digital LED/LCD HDTV, Integrated with PC
84074	Video Monitors, Demodulators, Signal Processors, etc.; Accessories and Parts
84076	Video Projectors, Accessories and Parts
88011	Audio Visual Equipment and Supplies, (Not Otherwise Classified)
91802	Audio and Visual (A/V) Consulting
92064	System Implementation and Engineering Services
92591	Video and Audio Design Engineering
93906	Audio-Visual Equipment Maintenance and Repair
93977	Sound Equipment, Including Microphones, Speakers, Recording Equipment, etc., Installation, Maintenance and Repair
94086	Tower Maintenance and Repair
96246	Installation and Removal Services (Not Otherwise Classified)

Quote Evaluation Report



Council C	hambers Audio-Visual (AV) System Refresh		Atlanta SoundWorks	Solutionz Inc	Netplanner
		Unit of			
Line Item		Measure	Unit Cost	Unit Cost	Unit Cost
1	The City of Forest Parkis seeking proposals from qualified vendors to design, supply, and install an advanced audio-visual (AV) system for the Council Chamber. The system must support seamless in-room and remote participation, clear audio and video streaming, electronic voting, and document display. The new AV system should enhance meeting efficiency, transparency, and public engagement.	Lump Sum	\$98,250.09	\$175,678.48	\$252,249.34
	Total		\$98,250.09	\$175,678.48	\$252,249.34
NOTES			Bosch DICENTIS + Shure	Telvic Flex Based	Televic UniBOX (basic)
			98" main display + 65"	2x2 55VSM5J-H +7	123" projection
			foyer; 22" monitors at	16.6" Portable	screen + 10x 24"
			dais	Viewsonic Monitors	monitors
			QSC Core 8 Flex w/		
			touchscreen & automation DICENTIS Voting	10" Crestron Touch Screen Telvic Digital Voting	24" Touch Panel + Control System Full-featured touch
			System	System	+ voting

Fi	ile	Atta	chr	nen	ts	for	Item:
		Δ LLQ	UIII		LO	ıvı	ILCIII.

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



City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval to enter into a contract with Russell Landscape

Group for Forest Parkway (SR-331) Median Landscape: Procurement/Public Works

Submitted By: Procurement

Date Submitted: 06-03-2025

Work Session Date: 06-16-2025

Council Meeting Date: 06-16-2025

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 of 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 to include all 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 overall health, growth, and visual attractiveness of the median landscape. 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

Action Requested from Council: Approval to enter into a contract with Russell Landscape Group for Forest Parkway (SR-331) Median Landscape

Cost: \$ 446,530.20

Budgeted for: X Yes No

Financial Impact:



BID TABULATION

CITY OF FOREST PARK, GEORGIA

FOREST PARKWAY (SR 331) MEDIAN LANDSCAPE - PROJECT NO.: 2025-RFB-011

APRIL 22, 2025 - 2:00 PM

RUSSELLI ANDSCAPE GROLIP

ALL SOLITH LANDSCAPING

	POR EVERY				RUSSELL LANDSCAPE GROUP 4300 WOODWARD WAY			ALL SOUTH L PO BC	_ANDSCA DX 2290	APING			VORKS NIVERSITY DRIVE	TRI SCAPES 1595 PEACHTREE PKWY., STE 204-396			
	A EVE					., GA 30518		PEACHTREE (30269			GA 30341	CUMMINO	<i>'</i>		
ITEM NO.:	Estimated Quantity	UNITS	DESCRIPTION	<u>UNI</u> PRIC	_	TOTAL PRICE		<u>UNIT</u> PRICE	_	TOTAL PRICE		UNIT PRICE	TOTAL PRICE	UNIT PRICE		TOTAL PRICE	
1	1		BONDS, INSURANCE	\$	5,800.00	\$ 5,800.00	\$	15,000.00	\$	15,000.00	\$	30,000.00	\$ 30,000.00	\$ 10,625.00	\$	10,625.00	
2	1	L.S.	MOBILIZATION AND TRAFFIC CONTROL (COMPLETE; PER GDOT/MUTCD FOR PROJECT DURATION)	\$	7,060.00	\$ 7,060.00	\$	45,000.00	\$	45,000.00	\$	75,000.00	\$ 75,000.00	\$ 112,500.00	\$	112,500.00	
3	1	L.S.	CLEARING, DEMOLITION AND DISPOSAL COMPLETE; INCLUDING BUT NOT LIMITED TO EXCAVATION, DISPOSAL AND REMOVAL FROM SITE OF EXISTING LANDSCAPE, HARDSCAPE AND RELATED APPURTENANCES.	\$	8,235.00	\$ 8,235.00	\$	25,000.00	\$	25,000.00	\$	20,000.00	\$ 20,000.00	\$ 62,500.00	\$	62,500.00	
4	1	L.S.	GRADING COMPLETE: INCLUDING BUT NOT LIMITED TO SURFACE EXCAVATION AND PREP FOR LANDSCAPE FETURES PER APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	7,235.00	\$ 7,235.00	\$	28,000.00	\$	28,000.00	\$	60,000.00	\$ 60,000.00	\$ 329,173.13	3 \$	329,173.13	
5	42	EA.	YAUPON HOLLY (ILEX VOMITORIA); 2" - 2.5" CALIPER, B&B, SINGLE TRUNK, WELL FORMED, NO VISIBLE DISEASE; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS AND INDUSTRY STANDARDS	\$	700.00	\$ 29,400.00	\$	360.00	\$	15,120.00	\$	501.00	\$ 21,042.00	\$ 740.00	\$	31,080.00	
6	266	EA.	SOFT TOUCH JAPANESE HOLLY (ILEX CRENATA ""SOFT TOUCH"; 3 GALLON, FULL IN CONTAINER, B&B ACCEPTABLE; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS AND INDUSTRY STANDARDS	\$	32.00	\$ 8,512.00	\$	55.00	\$	14,630.00	\$	50.00	\$ 13,300.00	\$ 26.00	\$	6,916.00	
7	5,096	EA.	INGER WERSEN (CLASSIC BLUE) LILY TURF "LIRIOPE MUSCARI 'INGER WERSEN' (CLASSIC BLUE);" 1 PINT; FULL IN CONTAINER, 12" O.C. TRIANGULAR SPACING; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	8.60	\$ 43,825.60	\$	4.00	\$	20,384.00	\$	5.00	\$ 25,480.00	\$ 7.10	\$	36,181.60	
10	14,980		MULCHING; PINE STRAW OR EQUIVALENT; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDSTRY STANDARDS	\$	0.15	\$ 2,247.00	\$	0.85	\$	12,733.00	\$	3.00	\$ 44,940.00	\$ 0.38	3 \$	5,692.40	
11	4,788	S.F.	PERMANENT GRASSING: BERMUDA SOD AT ALL AREAS OF EXISTING LANDSCAPE REMOVAL NOT REPLACED WITH PROPOSED PLANTINGS; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	1.30	\$ 6,224.40	\$	1.32	\$	6,320.16	\$	4.00	\$ 19,152.00	\$ 0.96	\$ \$	4,596.48	
12	1	L.S.	OWNER'S CONTINGENCY ALLOWANCE	\$ 1	15,000.00	\$ 15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$ 15,000.00	\$ 15,000.00	\$	15,000.00	
TOTAL				ADJUSTE	D BID	\$ 133,539.00	A	DJUSTED BID	\$	197,187.16		ADJUSTED BID	\$ 323,914.00	ADJUSTED BID	\$	614,264.61	
		В	ID ALTERNATE NO. 1 - ROADWAY MEDIAN LANDSCAPE SECTIONS SPANNING FR	ROM THE INT	ERSECTION	ON OF WEST STREET A	ND FOR	EST PARKWAY	(SR 331)	TO THE INTER	SECTIO	N OF MAIN DRIVE	AND FOREST PARKWAY	SR 331)			
1	1	L.S.	TRAFFIC CONTROL	\$	8,235.00	\$ 8,235.00	\$	47,900.00	\$	47,900.00	\$	30,000.00	\$ 30,000.00	\$ 112,500.00	\$	112,500.00	
2	1	L.S.	CLEARING, DEMOLITION AND DISPOSAL COMPLETE; INCLUDING BUT NOT LIMITED TO EXCAVATION, DISPOSAL AND REMOVAL FROM SITE OF EXISTING LANDSCAPE, HARDSCAPE AND RELATED APPURTENANCES.	\$ 1	16,470.00	\$ 16,470.00	\$	25,000.00	\$	25,000.00	\$	24,000.00	\$ 24,000.00	\$ 62,500.00	\$	62,500.00	
3	1	L.S.	GRADING COMPLETE: INCLUDING BUT NOT LIMITED TO SURFACE EXCAVATION AND PREP FOR LANDSCAPE FETURES PER APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	14,870.00	\$ 14,870.00	\$	25,000.00	\$	25,000.00	\$	66,000.00	\$ 66,000.00	\$ 329,173.13	\$ \$	329,173.13	
4	113	EA.	YAUPON HOLLY (ILEX VOMITORIA); 2" - 2.5" CALIPER, B&B, SINGLE TRUNK, WELL FORMED, NO VISIBLE DISEASE; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS AND INDUSTRY STANDARDS	\$	700.00	\$ 79,100.00	\$	360.00	\$	40,680.00	\$	501.00	\$ 56,613.00	\$ 740.00	\$	83,620.00	
5	850	EA.	SOFT TOUCH JAPANESE HOLLY (ILEX CRENATA ""SOFT TOUCH"; 3 GALLON, FULL IN CONTAINER, B&B ACCEPTABLE; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS AND INDUSTRY STANDARDS	\$	32.00	\$ 27,200.00	\$	55.00	\$	46,750.00	\$	47.00	\$ 39,950.00	\$ 26.00	\$	22,100.00	

6	24	EA.	DWARF FOUNTAIN GRASS (PENNISETUM ALOPECUROIDES "HAMEIN;" 3 GALLON, FULL IN CONTAINER, B&B ACCEPTABLE; INSTALLED COMPLETE IN ACCORDANCE WITH ARPPOVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	34.00	816.00	\$	55.00	\$	1,320.00	\$	42.00	\$ 1,008.00	\$ 21.00	504.0
7	10,592	EA.	INGER WERSEN (CLASSIC BLUE) LILY TURF "LIRIOPE MUSCARI 'INGER WERSEN' (CLASSIC BLUE);" 1 PINT; FULL IN CONTAINER, 12" O.C. TRIANGULAR SPACING; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	8.60	91,091.20	\$	4.00	\$	42,368.00	\$	5.00	\$ 52,960.00	\$ 7.10	75,203.2
8	650	EA.	SEASONAL FLOWER SELECTION; MARIGOLD (TAGETES SPP.) FULL IN CONTAINER; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$ 2	21.30	3,845.00	\$	3.50	\$	2,275.00	\$	13.00	\$ 8,450.00	\$ 8.60	5,590.0
9	13,210	S.F.	MULCHING; PINE STRAW OR EQUIVALENT; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDSTRY STANDARDS	\$	0.15	5 1,981.50	\$	0.85	\$	11,228.50	\$	3.00	\$ 39,630.00	\$ 0.38	5,019.8
10	7,525	S.F.	PERMANENT GRASSING: BERMUDA SOD AT ALL AREAS OF EXISTING LANDSCAPE REMOVAL NOT REPLACED WITH PROPOSED PLANTINGS; INSTALLED COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS	\$	1.30	9,782.50	\$	1.32	\$	9,933.00	\$	4.00	\$ 30,100.00	\$ 0.96	7,224.0
11	1	L.S.	OWNER'S CONTINGENCY ALLOWANCE	\$ 25,00	00.00	25,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$ 25,000.00	\$ 25,000.00	25,000.0
TOTAL				ADJUSTED E	BID \$	288,391.20		DJUSTED BID	\$	277,454.50	A	ADJUSTED BID	\$ 373,711.00	ADJUSTED BID	728,434.1
			BID ALTERNATE NO. 2 - MAINTENANCE FOR	R A PERIOD OF O	NE (1) Y	YEAR BEYOND THE R	EQUIR	MENTS OF THE	REQU	IRED ONE-YEAR \	NARRAI	NTY PERIOD.			
1			"MAINTENANCE" AS USED IN THIS AGREEMENT IS DEFINED AS PROVIDING ALL EQUIPMENT, QUALIFIED PERSONNEL, AND MATERIALS TO ENSURE OVERALL HEALTH, GROWTH AND VISUAL ATTRACTIVENESS OF ALL LANDSCAPE CONTAINED WITHIN THE MEDIAN AREAS OF FOREST PARKWAY (SR 331) WITH LIMITS AS DEFINED WITHIN THE APPROVED CONTRACT DRAWINGS. WORK INCLUDES BUT IS NOT LIMITED TO MOWING, TRIMMING, AND EDGING OF GRASS, PRUNING OF TREES AND SHRUBS AS NEEDED AND AS WELL AS IN ACCORDANCE WITH INDUSTRY STANDARD SEASONAL RECOMMENDATIONS, WEEDING, PEST MONITORING, DEBRIS AND LITTER REMOVAL AND DISPOSAL, AERATING, FERTILIZING, RE-MULCHING, WATERING AND REPLANTING AS REQUIRED BY THE CITY OF FOREST PARK FOR A PERIOD OF ONE (1) YEAR.	\$ 24,60	00.00	5 24,600.00	\$	320,000.00	\$	320,000.00	\$	72,000.00	\$ 72,000.00	\$ 40,000.00	\$ 40,000.0
TOTAL				ADJUSTED	BID	24,600.00		ADJUSTED BID	\$	320,000.00		ADJUSTED BID	\$ 72,000.00	ADJUSTED BID	40,000.0
				Base Bid Tot Alternate 1 To Construction 1	tal	3 133,539.00 288,391.20 421,930.20	A	Base Bid Total Iternate 1 Total nstruction Total	\$	197,187.16 277,454.50 474,641.66	Α	Base Bid Total Iternate 1 Total Instruction Total	\$ 323,914.00 \$ 373,711.00 \$ 697,625.00	Base Bid Total Alternate 1 Total Construction Total	614,264.6 728,434.1 1,342,698.7

NOTE: ITEMS SHOWN IN "RED" ARE ADJUSTMENTS TO THE ORIGINAL BID THAT RESULTED FROM AN ERROR RELATED TO THE TOTAL PRICE SUMMATION:

I hereby certify that this is a correct tabulation for all bids received for this project on April 22, 2025 at 2:00 P.M. at the City of Forest Park.

SIGNED:

Glenn Athearn - Senior Project Manager
Falcon Design Consultants, LLC



May 30, 2025

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

RE: Forest Parkway (SR-331) Median Landscape Project

2025-RFB-011

Dear Mr. Clark.

Bids were received at the Forest Park City Hall for the referenced project on April 22, 2025. The City received four responsive bids for this project. The apparent low bidder for this project is:

Russel Landscape Group 4300 Woodward Way Sugar Hill, GA 30518 Phone: (770) 979-8387

Falcon Design Consultants, LLC (FDC) has reviewed the corporate information and references submitted by Russel Landscape Group and is satisfied that they have the resources and experience necessary to construct this project. The bid package submitted by Russell Landscape Group was not complete at the public opening of bids as Section XV "REFERENCE VERIFICATION AND RELEASE FORM" was not completed. The City elected to permit Russell Landscape Group the opportunity to submit this form which they did. At that time all the required documents and information required by the Contract Documents were fully provided.

Based upon the information stated above, FDC recommends the City of Forest Park award this contract in the amount of <u>Four Hundred Forty-Six Thousand Five Hundred Thirty Point Two Zero Dollars (\$446,530.20)</u> to the responsive low bidder for this project, Russell Landscape Group.

A copy of the certified Bid Tabulation for this project is attached for your use.

Should you have any questions, please contact me at (770) 389-8666.

Sincerely,

Glenn Athearn, Senior Project Manager

Attachments: Bid Tabulation Sheet

File Atta	achments	for	Item:
-----------	----------	-----	-------

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



City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval to enter into a contract with Georgia Highway

Cable Barrier, LLC for Linda Way Sidewalk Rehab: Procurement/Public Works

Submitted By: Procurement

Date Submitted: 06-05-2025

Work Session Date: 06-16-2025

Council Meeting Date: 06-16-2025

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, storm water structures, storm water 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 include all traffic control, demolition, erosion and sediment control, and all other activities and appurtenances to complete the project. 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

Action Requested from Council: Approval to enter into a contract with Georgia Highway Cable Barrier, LLC for Linda Way Sidewalk Rehab

Cost: \$ 329,915.73

Budgeted for: X Yes No

Financial Impact:

BID TABULATION

CITY OF FOREST PARK, GEORGIA

LINDA WAY SIDEWALK REHAB - PROJECT NO.: 2025-RFB-015

MAY 14, 2025 - 2:00PM

7		/3				WAT 14, 20	<u>- 2</u>				_			_			
	The Co	\$				BLE BARRIER, LLC			& INC			R&B DEVELO	,		STIX & STON		
	FOR EVERY				1122 JIMSON CIRCLE SOUTHEAST			4473 COVINGTON HWY				4150 SUWANE			400 PRYOR STREET, STE 4359		
ITEM	Estimated.		DECODINE		CONYERS, GA		-	DECATUR, GA 30035 UNIT TOTAL			-	SUWANEE,		-	ATLANTA, GA 30302		
NO.:	Estimated Quantity	UNITS	<u>DESCRIPTION</u>	<u>UNI</u> PRIO		TOTAL PRICE		UNIT PRICE	_	PRICE		<u>UNIT</u> PRICE	<u>TOTAL</u> PRICE		<u>UNIT</u> PRICE	l	TOTAL PRICE
1	1	L.S.	BONDS AND INSURANCE	¢	754.95 \$	754.95	•	3.900.00	_	3,900.00	\$	2,500.00		ŀ	\$ 5.000.00	\$	5,000.00
<u>'</u>	'		MOBILIZATION AND TRAFFIC CONTROL (COMPLETE; PER GDOT/MUTCD FOR	Ψ			Ψ	-,	<u> </u>	,		,		ŀ	, .,,,,,,,,		,
2	1	L.S.	PROJECT DURATION)	\$	25,000.00 \$	25,000.00	\$	31,000.00	\$	31,000.00	\$	18,500.00	\$ 18,500.00		\$ 12,500.00	\$	12,500.00
			CLEARING, DEMOLITION AND DISPOSAL COMPLETE: INCLUDING BUT NOT											ı			
3	4	L.S.	LIMITED TO EXCAVATION, DISPOSAL AND REMOVAL FROM SITE OF EXISTING	r.	37.000.00 \$	37,000.00	•	75.000.00	œ.	75.000.00	s	76,600.00	\$ 76.600.00		\$ 43,750.00	•	43,750.00
3	'	L.S.	SIDEWALK, ASPHALT, STORM DRAINPIPE, CMU WALL AND ALL RELATED	D.	37,000.00 \$	37,000.00	Ф	75,000.00	Þ	75,000.00	Ď	76,000.00	\$ 70,000.00		\$ 43,750.00	Ф	43,750.00
			APPURTENANCES.											L			
			GRADING COMPLETE; INCLUDING BUT NOT LIMITED TO EXCAVATION AND PREP														ļ
4	1	L.S.	FOR SIDEWALK, ROADWAY SECTION AND LANDSCAPE PER APPROVED	\$	15,500.00 \$	15,500.00	\$	50,000.00	\$	50,000.00	\$	109,604.00	\$ 109,604.00		\$ 62,750.00	\$	62,750.00
			DRAWINGS, SPECIFICATIONS, AND INDUSTRY STANDARDS. 4" THICK CONCRETE SIDEWALK: 3000 PSI. 4' WIDE: INSTALLED COMPLETE				-				-			ŀ			
5	1.195	S.Y.	INCLUDING BUT NOT LIMITED TO SUBGRADE PREP (95% MAX DRY), FORMING	¢	46.83 \$	55,961.85	\$	48.00	•	57,360.00	\$	38.00	\$ 45,410.00		\$ 175.00	\$	209,125.00
,	1,133	0.1.	AND FINISHING (LIGHT BROOM)	Ψ	40.00 ψ	55,501.05	Ψ	40.00	Ψ	37,300.00	۳	30.00	Ψ 45,410.00		Ψ 175.00	Ψ	203, 123.00
			ADA ACCESSIBLE GDOT RAMP TYPE "A" INSTALLED COMPLETE INCLUDING BUT											ŀ			
6	7	EA.	NOT LIMITED TO FORMING, FINISHING AND TRUNCATED DOME DETECTOR PAD	\$	2,649.80 \$	18,548.60	\$	1,600.00	\$	11,200.00	\$	750.00	\$ 5,250.00		\$ 2,500.00	\$	17,500.00
			"YELLOW"											L			
			6" THICK CONCRETE DRIVEWAY; 3000 PSI; INSTALLED COMPLETE INCLUDING														ļ
7	415	S.Y.	BUT NOT LIMITED TO SUBGRADE PREP (95% MAX DRY), FORMING AND	\$	68.34 \$	28,361.10	\$	48.00	\$	19,920.00	\$	75.00	\$ 31,125.00		\$ 46.00	\$	19,090.00
			FINISHING (LIGHT BROOM) IN ACCORDANCE WITH APPROVED DRAWINGS.			.,	'			.,.			, , , , , , , , , , , , , , , , , , , ,		,		,,,,,,
+			REINFORCED CONCRETE SIDEWALK TURN UP WALL: 3000 PSI INSTALLED				-				-			ŀ			
8	70	L.F.	COMPLETE IN ACCORDANCE WITH APPROVED DRAWINGS.	\$	33.64 \$	2,354.80	\$	50.00	\$	3,500.00	\$	125.00	\$ 8,750.00		\$ 150.00	\$	10,500.00
			30" WIDE GRADDED AGGREGATE BASE UNDER CURB: 8" THICK: INSTALLED											ŀ			
9	40	L.F.	COMPLETE INCLUDING BUT NOT LIMITED TO SUBGRADE PREP AND	\$	88.77 \$	3,550.80	\$	11.30	\$	452.00	\$	50.00	\$ 2,000.00		\$ 75.00	\$	3,000.00
			COMPACTION (98% DRY).														
			24'X6" CONCRETE CURB AND GUTTER; 4000 PSI; INSTALLED COMPLETE														
10	40	L.F.	INCLUDING BUT NOT LIMITED TO FORMING AND FINISHING IN ACCORDANCE	\$	59.00 \$	2,360.00	\$	28.00	\$	1,120.00	\$	65.00	\$ 2,600.00		\$ 180.00	\$	7,200.00
			WITH APPROVED DRAWINGS.				-				_			-			
11	46	MO	48" WIDE GRADED AGGREGATE BASE UNDER CURB; 8" THICK; INSTALLED COMPLETE INCLUDING BUT NOT LIMITED TO SUBGRADE PREP AND	¢	71.58 \$	3,292.68	¢	19.00	¢	874.00	¢	40.00	\$ 1,840.00		\$ 180.00	¢	8,280.00
11	40	IVIO	COMPACTION (98% DRY).	Ψ	7 1.50 Ş	3,292.00	φ	19.00	φ	074.00	φ	40.00	Φ 1,0 4 0.00		φ 100.00	Ψ	0,200.00
			48" WIDE CONCRETE VALLEY GUTTER; 4000 PSI; INSTALLED COMPLETE											ŀ			
12	46	L.F.	INCLUDING BUT NOT LIMITED TO FORMING, PLACEMENT AND FINISH IN	\$	74.53 \$	3,428.38	\$	70.00	\$	3,220.00	\$	60.00	\$ 2,760.00		\$ 180.00	\$	8,280.00
			ACCORDANCE WITH APPROVED DRAWINGS.			,				,			,				,
			18" HDPE STORM DRAIN PIPE; WATER TIGHT SEAL; INSTALLED COMPLETE											Ī			
13	50	L.F.	INCLUDING BUT NOT LIMITED TO BEDDING, HAUNCHING, BACKFILL AND	\$	135.00 \$	6,750.00	\$	59.00	\$	2,950.00	\$	65.00	\$ 3,250.00		\$ 200.00	\$	10,000.00
			COMPACTION IN ACCORDANCE WITH APPROVED DRAWINGS.	*	100.00	5,1 55.55	Ť	00.00	Ť	2,000.00	Ť	00.00	0,200.00		4 200.00		.0,000.00
-							-				-			ŀ			
			18" RCP STORM DRAIN PIPE; RUBBER GASKET BELL AND SPIGOT; INSTALLED														ļ
14	39	L.F.	COMPLETE INCLUDING BUT NOT LIMITED TO BEDDING, HAUNCHING, BACKFILL	\$	88.80 \$	3,463.20	\$	80.00	\$	3,120.00	\$	70.00	\$ 2,730.00		\$ 200.00	\$	7,800.00
			AND COMPACTION IN ACCORDANCE WITH APPROVED DRAWINGS.														ļ
			GDOT STANDARD 1019A DROP INLET INSTALLED COMPLETE INCLUDING BUT											ı			
15	2	EA.	NOT LIMITED TO CONCRETE STRUCTURE AND TRAFFIC RATED FRAME AND	\$	5,060.04 \$	10,120.08	\$	4,000.00	\$	8,000.00	\$	5,700.00	\$ 11,400.00		\$ 2,500.00	\$	5,000.00
			GRATE IN ACCORDANCE WITH APPROVED DRAWINGS.											L			
			GRADED AGGREGATE BASE UNDER ROADWAY; 6" THICK INSTALLED														
16	91	S.Y.	COMPLETE INCLUDING SUBGRADE PREP (COMPACTED 100% DRY),	\$	42.00 \$	3,822.00	\$	16.00	\$	1,456.00	\$	30.00	\$ 2,730.00		\$ 100.00	\$	9,100.00
-			COMPACTION (MIN 100% DRY), AND PLACEMENT.				-							ŀ			
17	91	S.Y.	2" THICK RECYCLED ASPHALT CONCRETE 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME.	\$	221.62 \$	20,167.42	\$	70.40	\$	6,406.40	\$	50.00	\$ 4,550.00	J	\$ 100.00	\$	9,100.00
1			1 1/4" THICK RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL	1					t		\vdash			ŀ	_		
18	91	S.Y.	BITUM MATL & H LIME.	\$	151.51 \$	13,787.41	\$	52.80	\$	4,804.80	\$	50.00	\$ 4,550.00		\$ 100.00	\$	9,100.00
19	18	GAL.	BITUM TACK COAT; APPLIED AT .10 GAL/SQ. YD.	\$	1.20 \$	21.60	\$	20.00	\$	360.00	\$	10.00	\$ 180.00	ŀ	\$ 40.00	\$	720.00
20	24	L.F.	GDOT THERMOPLASTIC SOLID TRAFFIC STRIPE; 24", WHITE.	\$	9.54 \$	228.96	\$	20.00		480.00	\$	25.00		ľ	\$ 200.00		4,800.00
21	90	L.F.	GDOT THERMOPLASTIC PEDESTRIAN CROSSWALK; 8", WHITE.	\$	4.91 \$	441.90	\$	25.00	\$	2,250.00	\$	20.00	1,800.00	Ī	\$ 50.00	\$	4,500.00
22		L.S.	OWNER'S CONTINGENCY ALLOWANCE		\$	75,000.00			\$	75,000.00			75,000.00			\$	75,000.00
TOTAL				ADJUS	STED BID \$	329,915.73		CORRECT BID	\$	362,373.20		ADJUSTED BID	413,729.00 à		ADJUSTED BID	\$	542,095.00

NOTE: ITEMS SHOWN IN "RED" ARE ADJUSTMENTS TO THE ORIGINAL BID THAT RESULTED FROM AN ERROR RELATED TO THE TOTAL PRICE SUMMATION: I hereby certify that this is a correct tabulation for all bids received for this project on May 14, 2025 at 2:00 P.M. at the City of Forest Park.



June 3, 2025

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

RE: Linda Way Sidewalk Rehab Project

2025-RFB-015

Dear Mr. Clark.

Bids were received at the Forest Park City Hall for the referenced project on May 15, 2025. The City received four responsive bids for this project. The apparent low bidder for this project is:

Georgia Highway Cable Barrier, LLC 1122 Jimson Circle Southeast Conyers, GA 30013 Phone: (770) 679-1650

Falcon Design Consultants, LLC (FDC) has reviewed the corporate information and references submitted by Georgia Highway Cable Barrier, LLC and is satisfied that they have the resources and experience necessary to construct this project. The bid package submitted by Georgia Highway Cable Barrier, LLC was complete and all the required documents and information required by the Contract Documents were fully provided.

Based upon the information stated above, FDC recommends the City of Forest Park award this contract in the amount of <u>Three Hundred Twenty-Nine Thousand Nine Hundred Fifteen Point Seven-Three Dollars (\$329,915.73)</u> to the responsive low bidder for this project, Georgia Highway Cable Barrier, LLC.

A copy of the certified Bid Tabulation for this project is attached for your use.

Should you have any questions, please contact me at (770) 389-8666.

Sincerely,

Glenn Athearn, Senior Project Manager

Attachments: Bid Tabulation Sheet

File Attachments for Item:

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



City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval 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

Submitted By: Procurement

Date Submitted: 6-5-2025

Work Session Date: 6-16-2025

Council Meeting Date: 6-16-2025

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

Action Requested from Council: Approval 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)

Cost: \$ 60,000.00 Budgeted for: X Yes ____ No

Financial Impact: General Fund – Various Departments

							2.0 0 F 1VI
			ALL N		Capital		
			ONE	Bell	City	Mr Dee'e	
			Security	Electric	Electrical	Electric	Shalom
			Services,	Services	Services	Service	Visionary
2025-RFB-01	3 On-Call Electrical Services (An	nual Contract)	Inc.	LLC	LLC	LLC	Strategies
Line Item	Description	Unit of Measure	Unit Cost				
	1 ELECTRICAL FORMAN	HOURLY RATE	\$90.00	\$85.00	\$80.00	\$45.00	\$80.00
	2 ELECTRICAL JOURNEYMAN	HOURLY RATE	\$85.00	\$78.00	\$70.00	\$35.00	\$63.00
	3 APPRENTICE	HOURLY RATE	\$75.00	\$60.00	\$60.00	\$25.00	\$46.00
	ELECTRICAL FOREMAN						
	AFTER HOURS (OVERTIME -						
	4 EMERGENCY CALLS)	HOURLY RATE	\$135.00	\$127.50	\$120.00	\$67.50	\$100.00
	ELECTRICAL JOURNEYMAN						
	AFTER HOURS (OVERTIME -						
	5 EMERGENCY CALLS)	HOURLY RATE	\$127.50	\$117.00	\$105.00	\$52.50	\$83.00
	APPRENTICE AFTER HOURS						
	(OVERTIME - EMERGENCY						
	6 CALLS)	HOURLY RATE	\$112.50	\$90.00	\$90.00	\$37.50	\$66.00
	PERCENTAGE MARKUP FOR						
	PARTS/MATERIALS (NOT						
	7 TO EXCEED 15%)	PERCENTAGE	10.%	15.%	15.%	10.%	15.%



MEMORANDUM

TO: Alton Matthews, Director

Public Works Department

FROM: Talisa R. Adams, CPPO, Procurement Manager

Department of Finance – Procurement

SUBJECT: 2025-RFB-013 On-Call Electrical Services and Repair (Annual Contract)

DATE: May 22, 2025

Procurement has completed the evaluation of bids received for 2025-RFB-013 On-Call Electrical Services and Repair (Annual Contract). Five (5) bids were received. Procurement recommends an annual award to the following responsive and responsible bidders:

Mr. Dee'e Electric Service LLC., 144 Bellamy Pl., Stockbridge, GA 30281 Shalom Visionary Strategies, 749 Vinings Estates Dr., Mableton, GA 30126 Capital City Electrical Services LLC., 1346 Oakbrook Dr. Suite 170A, Norcross, GA 30093

With your concurrence, please submit the anticipated annual award amount for the recommended award. Procurement will prepare an agenda item for Council's approval. Upon Council's approval, please submit the requisition request form and requisition number needed to issue Blanket PO numbers to the awarded on-call firms.

Procurement will notify the vendors of the approved award to schedule a Kick-off meeting with Procurement and Public Works.

Please let me know if you need further assistance from Procurement.

Thanks,

Talisa R. Adams

Attachments: Bidders' Bid Response, Bid Tabulation/Evaluation Report, and References Check Report

cc: John Wiggins, Director of Finance

File Attachments for Item:

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



City Council Agenda Item

Title of Agenda Item: Council Discussion and 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

Submitted By: Procurement

Date Submitted: 06-06-2025

Work Session Date: 06-16-2025

Council Meeting Date: 06-16-2025

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

	equested from Co Consulting Group		ontract with Falcon mental Services	Desi	gn Cons	sultants and
Cost: \$	100,000.00		Budgeted for:_	Х	Yes	No No

Financial Impact:



TO: Ricky L. Clark, Jr., City Manager

Executive Office

FROM: Talisa R. Adams, CPPO, Procurement Manager

Department of Finance – Procurement

CC: John Wiggins, Director of Finance

Committee Members: Nicole Dozier, Alton Matthews, Jeremi Patterson,

and Yazmin Huerta (Note-taker)

SUBJECT: Committee Recommendation for 2024-RFP-005 Geo-technical

Environmental Services

DATE: June 6, 2025

Procurement would like to thank each committee member for serving on this committee. Your time, effort, analysis, and participation have led us to a logical recommendation. Again, thank you for your willingness to serve the City beyond your daily job duties, and help in our RFP process.

The Selection Committee has completed their work and is hereby recommending a multi-award to the highest scoring proposers that they believe are most qualified to be awarded the contract for the services advertised under this RFP. The firms are Falcon Design Consultants and United Consulting Group Ltd.

The committee received five (5) proposals. The final scores for each firm are displayed below and relevant attachments are enclosed with this correspondence. Should the department choose to move forward with this recommendation, it will need to appear in a near future Council agenda for contract award.

SCORES OF RESPONSIVE FIRMS

FIRMS	TOTAL SCORE	LSBD PARTICIPATION	Hourly Fee/Rate Schedule
1. Falcon Design Consultants	105	Yes	Lowest
2. United Consulting Group Ltd.	105	Yes	2 nd Lowest
3. ECS Southeast, LLC	77	Yes	-



FÖRESTPARK

4. Geo-Hydro Engineers	57	No	1
5. UES	83	Yes	-

The evaluation committee conducted interviews with the two highest scoring firms: Falcon Design Consultants and United Consulting Group. After conducting the interviews/presentations the committee recommends a multi-award to Falcon Design Consultants and United Consulting Group in order to maximize the benefits of utilizing all core services and value-added services that each firm provides and that will meet the City's need for Planning & Community Development and Public Works departments.

Sincerely,

<u> 7alisa R Adams</u>

Talisa R. Adams, CPPO Procurement Manager/Chairperson

Attachments:

Chairperson and OpenGov Score Sheets



City of Forest Park

Procurement

745 Forest Parkway, Forest Park, GA 30297

EVALUATION TABULATION

RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

RESPONSE DEADLINE: March 5, 2025 at 2:00 pm Report Generated: Friday, June 6, 2025

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Falcon Design Consultants	United Consulting Group, Ltd.
Proposal Submittal Letter Form	Pass	Pass
Proponent's Technical Proposal	Pass	Pass
Upload Cost Proposal separate from the technical proposal. DO NOT include any cost in the Technical Proposal.		
Illegal Immigration Reform and Enforcement Act	Pass	Pass
Contractor's Statement of Legal Status and Financial Capability	Pass	Fail
Acknowledgement of Insurance and Bonding Requirements	Pass	Pass
Proponent's Contact Directory	Pass	Pass
List of Clients	Pass	Pass
Non-Collusion Affidavit	Pass	Pass
Certificate Regarding Debarment, Suspension and other Matters	Pass	Pass
Local, Small Business, Diversity Program (Forms 1-4)	Pass	Pass
Georgia General Contractor's License(s)	Pass	Fail
State of Georgia Certificate of Existence	Pass	Pass

Question Title	Falcon Design Consultants	United Consulting Group, Ltd.
W-9	Pass	Pass

PHASE 2

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Experience and Qualifications	Points Based	25 (21.7% of Total)

Description:

Demonstrate the firm's capacity to complete the project based upon education, training and experience within the last seven (7) years. The Proponent must provide a detailed understanding of project requirements & procedures to include information describing the firm's experience that pertains to the discipline described in the scope of work for this RFP, including examples past performance of similar work for municipalities. Provide three (3) examples of deliverables the firm has provided for other municipalities, within the last five (5) years.

Criteria	Scoring Method	Weight (Points)
Organizational Structures and Resumes	Points Based	25 (21.7% of Total)

Description:

Provide an organizational chart that lists key team and their titles and describe the position roles in the organization. In the event there is a need to replace key team members during the term of any contract awarded, if any, the proponent must describe its back-up personnel, identify the individual(s) and role(s). Provide a resume for all staff to be used on the project. Submit a resume not exceeding two (2) pages for each person, organized as follows:

- Name and title
- Professional background
- Current and past relevant employment

EVALUATION TABULATION

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

- Education
- Certifications

Criteria	Scoring Method	Weight (Points)
Management Plan	Points Based	20 (17.4% of Total)

Description:

Provide information on how the firm plans to perform tasks and execute the work. A person must be designated as the principal contact for the tasks associated with the scope. Provide information on the experience of the principal contact person on similar projects. The proponent must submit an executive level plan describing the management process the proponent will implement to ensure all work and services performed are of the highest quality. The approach should include a description of the proponent's process as it pertains to equipment, methods, techniques, and procedures used to ensure accurate and comprehensive services. The proponent should describe its means and methods of reporting levels of service, etc. Describe the proponent's corrective action plan. Describe how the proponent's organizational structure supports this plan and clearly identify responsible and accountable parties. Describe what information you would expect the city to supply or be responsible for.

Criteria	Scoring Method	Weight (Points)
References and Financial Stability	Points Based	10 (8.7% of Total)

Description:

Provide a minimum of three (3) specific references of examples of relevant and similar experience of providing similar size, scope, and complexity to include the municipality, contact person, address, phone number and email.

Provide history of the company and financial responsibility to include financial statements for the last three (3) years.

Criteria	Scoring Method	Weight (Points)
Cost Proposal	Points Based	20 (17.4% of Total)

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Description:

DO NOT INCLUDE COST IN TECHNICIAL PROPOSAL.

Provide a detailed fee schedule, including hourly rates for professional services, construction management, surveying services and all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in the scope of work. The City anticipates ordering all tasks; however, it reserves the right to modify the tasks described.

Proposed fees should be listed by phase and task as well as a total for all phases and tasks. The City of Forest Park reserves the right to request a specific breakdown of item costs within each task. Costs shall be inclusive and be itemized to show the number of hours of direct labor for each task.

Criteria	Scoring Method	Weight (Points)
Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points)	Points Based	5 (4.3% of Total)

Description:

This section should include Local Labor/Employees and/or demonstrates Good Faith Efforts (GFE) / Outreach.

Criteria	Scoring Method	Weight (Points)		
Interview/Presentation (10 Bonus Points)	Points Based	10 (8.7% of Total)		

Description:

Any Proponent who submits a proposal may be required to make an oral presentation of its capability to perform as described in its proposal to the City. The Key Personnel, or some group thereof, as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

Such a presentation will be at the Proponent's expense.

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 115)
Falcon Design Consultants	106	105	105	105.33
United Consulting Group, Ltd.	105	105	105	105
UES Excluded	73	78	83	78
ECS Southeast, LLC Excluded	67	75	75	72.33
Geo-Hydro Engineers Excluded	54	59	59	57.33

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Experience and Qualifications Points Based 25 Points (21.7%)	Organizational Structures and Resumes Points Based 25 Points (21.7%)	Management Plan Points Based 20 Points (17.4%)	References and Financial Stability Points Based 10 Points (8.7%)	Cost Proposal Points Based 20 Points (17.4%)	Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) Points Based 5 Points (4.3%)	Interview/Presentation (10 Bonus Points) Points Based 10 Points (8.7%)	Total Score (Max Score 115)
Falcon Design Consultants	25	25	10.3	10	20	5	10	105.33
United Consulting Group, Ltd.	25	25	20	6	16	5	8	105
UES Excluded	25	21.7	13.3	10	8	0	0	78

Vendor	Experience and Qualifications Points Based 25 Points (21.7%)	Organizational Structures and Resumes Points Based 25 Points (21.7%)	Management Plan Points Based 20 Points (17.4%)	References and Financial Stability Points Based 10 Points (8.7%)	Cost Proposal Points Based 20 Points (17.4%)	Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) Points Based 5 Points (4.3%)	Interview/Presentation (10 Bonus Points) Points Based 10 Points (8.7%)	Total Score (Max Score 115)
ECS Southeast, LLC Excluded	18.3	18.3	15.7	8	12	0	0	72.33
Geo-Hydro Engineers Excluded	15	15	13.3	10	4	0	0	57.33

INDIVIDUAL PROPOSAL SCORES

	Falcon Design Consultants	
	Experience and Qualifications Points Based 25 Points (21.7%)	
	Evaluator 1: 25	
Met the requirement		
	Evaluator 2: 25	
	Evaluator 3: 25	

Demonstrates the firm's qualifications, relevant experience, and understanding of the project. Includes examples of similar municipal work and deliverables from the past five years.

Organizational Structures and Resumes | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Included landscaping as requested.

Evaluator 2: 25

Evaluator 3: 25

Includes a clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan | Points Based | 20 Points (17.4%)

Evaluator 1: 11

I didn't see a plan. But met other things in the scope.

Evaluator 2: 10

Not provided in proposal

Evaluator 3: 10

management plan not provided. Left blank and not uploaded

References and Financial Stability | Points Based | 10 Points (8.7%)

Evaluator 1: 10

References scored 10

Evaluator 2: 10

Not provided in proposal

Evaluator 3: 10

Requested info provided.

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 20

Provided lowest hourly rates for all positions except soil/erosion.

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Lvai	luator 2: 20
Not provided in proposal	
Eval	luator 3: 20

Provided the lowest hourly rates for all positions except for soil/erosion.

Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) Points Based 5 Points (4.3%)	
Evaluator 1: 5	
Evaluator 2: 5	
Evaluator 3: 5	
Interview/Presentation (10 Bonus Points) Points Based 10 Points (8.7%)	
Evaluator 1: 10	
Evaluator 2: 10	
Evaluator 3: 10	

clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized two-page resumes for all team members, demonstrating strong preparation and staffing.

Organizational Structures and Resumes | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Has an landscaping team. An multiple staff options listed.

Evaluator 2: 25

Evaluator 3: 25

Clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan | Points Based | 20 Points (17.4%)

Evaluator 1: 20

They did have a management plan.

Evaluator 2: 20

Evaluator 3: 20

Provided a clear management plan with defined roles, proven experience, quality assurance methods, reporting processes, and corrective actions. It also outlines needed city input, ensuring alignment and accountability to foster communication and expectation.

References and Financial Stability | Points Based | 10 Points (8.7%)

Evaluator 1: 6

References scores were not good did not provide financial information.

Evaluator 2: 6

Evaluator 3: 6

did not provide required docs regarding financial stability and references were not clear

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 16

Provided 2nd lowest hourly rates for all positions except soil/erosion. The cost for soil/erosion is the highest out of all proposals.

Evaluator 2: 16

Evaluator 3: 16

Provided the second-lowest hourly rates for all positions except for soil/erosion, which has the highest cost among all proposals.

Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) | Points Based | 5 Points (4.3%)

Evaluator 1: 5

Evaluator 2: 5

Evaluator 3: 5

Interview/Presentation (10 Bonus Points) | Points Based | 10 Points (8.7%)

Evaluator 1: 8

Evaluator 2: 8

Evaluator 3: 8

ECS Southeast, LLC

(Excluded)

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 15

Missing LA.

Evaluator 2: 20

Evaluator 3: 20

does not have landscape qualification and or partnership to attain a member that would have it at the time of proposal.

Organizational Structures and Resumes Points Based 25 Points (21.7%)		
	Evaluator 1: 15	
No Landscaping included.		
	Evaluator 2: 20	
	Evaluator 3: 20	
did not list landscaper		

Managemer	nt Plan Points Based 20 Points (17.4%)
	Evaluator 1: 17
Appeared to be generic.	
	Evaluator 2: 15
	Evaluator 3: 15
not clear on who will do what when at the time	

References and Financial Stability Points Based 10 Points (8.7%)
Evaluator 1: 8
Evaluator 2: 8
No Financial statements provided
Evaluator 3: 8
reference for henry county provided a ding for customer service. others gave a 10 but HC gave an 8

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 12

Provided 3 lowest hourly rate for all position's except soil/erosion. The cost for soil/erosion is the lowest of all proposals.

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Evaluator 2: 12

Cost proposal not included

Evaluator 3: 12

Provided the third-lowest hourly rates for all positions except for soil/erosion, which has the lowest cost among all proposals.

Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) Points	Based 5 Points (4.3%)

Evaluator 1: 0

Evaluator 2: 0

Evaluator 3: 0

Interview/Presentation (10 Bonus Points) | Points Based | 10 Points (8.7%)

Evaluator 1: 0

Evaluator 2: 0

Evaluator 3: 0

Geo-Hydro Engineers

(Excluded)

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 15

No Landscaping included

Evaluator 2: 15

Evaluator 3: 15

no landscaping qualifications

Organizational Structu	cures and Resumes Points Based 25 Points (21.7%)	
	Evaluator 1: 15	
No landscaping no mention of it.		
	Evaluator 2: 15	
Only 2 people		
	Evaluator 3: 15	
no landscaping qualifications listed or partnered		

Management Plan | Points Based | 20 Points (17.4%)

Evaluator 1: 10

Management plan does not aline with current service request.

Evaluator 2: 15

Has management plan but specific to this project

Evaluator 3: 15

has a management plan but not specific to the project currently bidding on.

References and Financial Stability | Points Based | 10 Points (8.7%)

Evaluator 1: 10

Their projects did are not similar to requested services.

Evaluator 2: 10

Evaluator 3: 10

All 3 references provided a 10 but not in relationship to this project.

Cost Proposal | Points Based | 20 Points (17.4%)

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Evaluator 1: 4
Only provided pricing for two out of five positions needed for this contract.

Evaluator 2: 4

Evaluator 3: 4

Only provided pricing for 2 out of 5 positions needed for this contract.

Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) | Points Based | 5 Points (4.3%)

Evaluator 1: 0

Evaluator 2: 0

Evaluator 3: 0

Interview/Presentation (10 Bonus Points) | Points Based | 10 Points (8.7%)

Evaluator 1: 0

Evaluator 2: 0

Evaluator 3: 0

UES

(Excluded)

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Met the requirements

Evaluator 2: 25

Evaluator 3: 25

EVALUATION TABULATION

Request For Proposal - Geotechnical Environmental Services (Annual Contract)

Clearly demonstrates the firm's qualifications, relevant experience, and understanding of the project. It includes strong examples of similar municipal work and deliverables from the past five years, showing proven capability.

Organizational Structures and Resumes Points Based 25 Points (21.7%)		
	Evaluator 1: 20	
There was no back up personne	el for the LA.	
	Evaluator 2: 20	
	Evaluator 3: 25	

Included a clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan Points Based 20 Points (17.4%)
Evaluator 1: 10
No specific management plan, mentions deficiencies tracking
Evaluator 2: 15
Not a preconcise management plan
Evaluator 3: 15

have a management plan but not concise of who does what and when

	References and Financial Stability Points Based 10 Points (8.7%)	
	Evaluator 1: 10	
Received scores of 10's from	references.	
	Evaluator 2: 10	
	Evaluator 3: 10	
•	ant references with full contact info, plus a clear company history and three years of financial	

Evaluator 1: 8	
Provided highest hourly rate for all positions except soil/erosion	
Evaluator 2: 8	
Evaluator 3: 8	
Provided highest hourly rates for all positions except soil/erosion.	
Local, Small Business, and Diversity Program (LSBD Outreach Plan) (5 Bonus Points) Points Based 5 Points (4.3%)	
Evaluator 1: 0	
Evaluator 2: 0	
Evaluator 3: 0	
Interview/Presentation (10 Bonus Points) Points Based 10 Points (8.7%)	
Evaluator 1: 0	
Evaluator 2: 0	

Cost Proposal | Points Based | 20 Points (17.4%)

PHASE 1

Evaluator 3: 0

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Experience and Qualifications	Points Based	25 (25% of Total)

Description:

Demonstrate the firm's capacity to complete the project based upon education, training and experience within the last seven (7) years. The Proponent must provide a detailed understanding of project requirements & procedures to include information describing the firm's experience that pertains to the discipline described in the scope of work for this RFP, including examples past performance of similar work for municipalities. Provide three (3) examples of deliverables the firm has provided for other municipalities, within the last five (5) years.

Criteria	Scoring Method	Weight (Points)
Organizational Structures and Resumes	Points Based	25 (25% of Total)

Description:

Provide an organizational chart that lists key team and their titles and describe the position roles in the organization. In the event there is a need to replace key team members during the term of any contract awarded, if any, the proponent must describe its back-up personnel, identify the individual(s) and role(s). Provide a resume for all staff to be used on the project. Submit a resume not exceeding two (2) pages for each person, organized as follows:

- Name and title
- Professional background
- Current and past relevant employment
- Education
- Certifications

Criteria	Scoring Method	Weight (Points)
Management Plan	Points Based	20 (20% of Total)

Description:

Provide information on how the firm plans to perform tasks and execute the work. A person must be designated as the principal contact for the tasks associated with the scope. Provide information on the experience of the principal contact person on similar projects. The proponent must submit an executive level plan describing the management process the proponent will implement to ensure all work and services performed are of the highest quality. The approach should include a description of the proponent's process as it pertains to equipment, methods, techniques, and procedures used to ensure accurate and comprehensive

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

services. The proponent should describe its means and methods of reporting levels of service, etc. Describe the proponent's corrective action plan. Describe how the proponent's organizational structure supports this plan and clearly identify responsible and accountable parties. Describe what information you would expect the city to supply or be responsible for.

Criteria	Scoring Method	Weight (Points)
References and Financial Stability	Points Based	10 (10% of Total)

Description:

Provide a minimum of three (3) specific references of examples of relevant and similar experience of providing similar size, scope, and complexity to include the municipality, contact person, address, phone number and email.

Provide history of the company and financial responsibility to include financial statements for the last three (3) years.

Criteria	Scoring Method	Weight (Points)
Cost Proposal	Points Based	20 (20% of Total)

Description:

DO NOT INCLUDE COST IN TECHNICIAL PROPOSAL.

Provide a detailed fee schedule, including hourly rates for professional services, construction management, surveying services and all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in the scope of work. The City anticipates ordering all tasks; however, it reserves the right to modify the tasks described.

Proposed fees should be listed by phase and task as well as a total for all phases and tasks. The City of Forest Park reserves the right to request a specific breakdown of item costs within each task. Costs shall be inclusive and be itemized to show the number of hours of direct labor for each task.

AGGREGATE SCORES SUMMARY

Geotechnical Environmental Services (Annual Contract)

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)
United Consulting Group, Ltd.	92	92	92	92
Falcon Design Consultants	91	90	90	90.33
UES	73	78	83	78
ECS Southeast, LLC	67	75	75	72.33
Geo-Hydro Engineers	54	59	59	57.33

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Experience and Qualifications Points Based 25 Points (25%)	Organizational Structures and Resumes Points Based 25 Points (25%)	Management Plan Points Based 20 Points (20%)	References and Financial Stability Points Based 10 Points (10%)	Cost Proposal Points Based 20 Points (20%)	Total Score (Max Score 100)
United Consulting Group, Ltd.	25	25	20	6	16	92
Falcon Design Consultants	25	25	10.3	10	20	90.33
UES	25	21.7	13.3	10	8	78
ECS Southeast, LLC	18.3	18.3	15.7	8	12	72.33
Geo-Hydro Engineers	15	15	13.3	10	4	57.33

INDIVIDUAL PROPOSAL SCORES

ECS Southeast, LLC

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 15

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Missing LA.

Evaluator 2: 20

Evaluator 3: 20

does not have landscape qualification and or partnership to attain a member that would have it at the time of proposal.

Organizational Structures and Resumes Points Based 25 Points (21.7%)		
	Evaluator 1: 15	
No Landscaping included.		
	Evaluator 2: 20	
	Evaluator 3: 20	
did not list landscaper		

	Management Plan Points Based 20 Points (17.4%)	
	Evaluator 1: 17	
Appeared to be generic.		
	Evaluator 2: 15	
	Evaluator 3: 15	

not clear on who will do what when at the time

References and Financial Stability Points Based 10 Points (8.7%)
Evaluator 1: 8
Evaluator 2: 8
No Financial statements provided
Evaluator 3: 8
reference for henry county provided a ding for customer service. others gave a 10 but HC gave an 8

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 12

Provided 3 lowest hourly rate for all position's except soil/erosion. The cost for soil/erosion is the lowest of all proposals.

Evaluator 2: 12

Cost proposal not included

Evaluator 3: 12

Provided the third-lowest hourly rates for all positions except for soil/erosion, which has the lowest cost among all proposals.

Falcon Design Consultants

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Met the requirement

Evaluator 2: 25

Evaluator 3: 25

Demonstrates the firm's qualifications, relevant experience, and understanding of the project. Includes examples of similar municipal work and deliverables from the past five years.

Organizational Structures and Resumes | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Included landscaping as requested.

Evaluator 2: 25

Evaluator 3: 25

Includes a clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan	Points Based 20 Points (17.4%)
Ex	valuator 1: 11
I didn't see a plan. But met other things in the scope.	
Ev	valuator 2: 10
Not provided in proposal	
Ev	valuator 3: 10
management plan not provided. Left blank and not uploaded	

	References and Financial Stability Points Based 10 Points (8.7%)
	Evaluator 1: 10
References scored 10	
	Evaluator 2: 10
Not provided in proposal	
	Evaluator 3: 10
Requested info provided.	

Cost Proposal Points Based 20 Points (17.4%)
Evaluator 1: 20
Provided lowest hourly rates for all positions except soil/erosion.
Evaluator 2: 20
Not provided in proposal
Evaluator 3: 20
Provided the lowest hourly rates for all positions except for soil/erosion.

	Geo-Hydro Engineers	
	Experience and Qualifications Points Based 25 Points (21.7%)	
	Evaluator 1: 15	
No Landscaping included		
	Evaluator 2: 15	
	Evaluator 3: 15	
no landscaping qualifications		

Organizational Structu	res and Resumes Points Based 25 Points (21.7%)	
	Evaluator 1: 15	
No landscaping no mention of it.		
	Evaluator 2: 15	
Only 2 people		
	Evaluator 3: 15	
no landscaping qualifications listed or partnered		

Management Plan Points Based 20 Points (17.4%)
Evaluator 1: 10
Management plan does not aline with current service request.
Evaluator 2: 15
Has management plan but specific to this project
Evaluator 3: 15
has a management plan but not specific to the project currently bidding on.

References and Financial Stability | Points Based | 10 Points (8.7%)

Evaluator 1: 10

Their projects did are not similar to requested services.

Evaluator 2: 10

Evaluator 3: 10

All 3 references provided a 10 but not in relationship to this project.

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 4

Only provided pricing for two out of five positions needed for this contract.

Evaluator 2: 4

Evaluator 3: 4

Only provided pricing for 2 out of 5 positions needed for this contract.

UES

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Met the requirements

Evaluator 2: 25

Evaluator 3: 25

Clearly demonstrates the firm's qualifications, relevant experience, and understanding of the project. It includes strong examples of similar municipal work and deliverables from the past five years, showing proven capability.

Organization	nal Structures and Resumes Points Based 25 Points (2	1.7%)
	Evaluator 1: 20	
There was no back up personnel for the LA	۸.	
	Evaluator 2: 20	
	Evaluator 3: 25	

Included a clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan Points Based 20 Points (17.4%)
Evaluator 1: 10
No specific management plan, mentions deficiencies tracking
Evaluator 2: 15
Not a preconcise management plan
Evaluator 3: 15

have a management plan but not concise of who does what and when

References and Financial Stability Points Based 10 Points (8.7%)
Evaluator 1: 10
Received scores of 10's from references.
Evaluator 2: 10
Evaluator 3: 10
Includes three detailed, relevant references with full contact info, plus a clear company history and three years of financial

Includes three detailed, relevant references with full contact info, plus a clear company history and three years of financial statements, demonstrating reliability, experience, and financial stability.

Cost Proposal | Points Based | 20 Points (17.4%)

EVALUATION TABULATION RFP No. 2024-RFP-005

Geotechnical Environmental Services (Annual Contract)

Evaluator 1:8

Provided highest hourly rate for all positions except soil/erosion

Evaluator 2: 8

Evaluator 3: 8

Provided highest hourly rates for all positions except soil/erosion.

United Consulting Group, Ltd.

Experience and Qualifications | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Meets min. qualifications and has landscaping.

Evaluator 2: 25

Evaluator 3: 25

clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized two-page resumes for all team members, demonstrating strong preparation and staffing.

Organizational Structures and Resumes | Points Based | 25 Points (21.7%)

Evaluator 1: 25

Has an landscaping team. An multiple staff options listed.

Evaluator 2: 25

Evaluator 3: 25

Clear organizational chart, detailed role descriptions, identified backup personnel, and complete, well-organized resumes for all team members, demonstrating strong preparation and staffing.

Management Plan | Points Based | 20 Points (17.4%)

EVALUATION TABULATION RFP No. 2024-RFP-005 Geotechnical Environmental Services (Annual Contract)

Evaluator 1: 20
They did have a management plan.

Evaluator 2: 20

Evaluator 3: 20

Provided a clear management plan with defined roles, proven experience, quality assurance methods, reporting processes, and corrective actions. It also outlines needed city input, ensuring alignment and accountability to foster communication and expectation.

References and Financial Stability | Points Based | 10 Points (8.7%)

Evaluator 1: 6

References scores were not good did not provide financial information.

Evaluator 2: 6

Evaluator 3: 6

did not provide required docs regarding financial stability and references were not clear

Cost Proposal | Points Based | 20 Points (17.4%)

Evaluator 1: 16

Provided 2nd lowest hourly rates for all positions except soil/erosion. The cost for soil/erosion is the highest out of all proposals.

Evaluator 2: 16

Evaluator 3: 16

Provided the second-lowest hourly rates for all positions except for soil/erosion, which has the highest cost among all proposals.

Fi	ile	Atta	chr	nen	ts	for	Item:
		Δ LLQ	UIII		LO	ıvı	ILCIII.

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



CITY OF FOREST PARK MAYOR & COUNCIL CITY COUNCIL WORK SESSION

Monday, August 16, 2021 at 6:00 PM Council Chambers and YouTube Livestream

Website: www.forestparkga.gov YouTube: https://bit.ly/3c28p0A Phone Number: (404) 366.1555 745 Forest Parkway Forest Park, GA 30297

AGENDA

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James The Honorable Dabouze Antoine
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager S. Diane White, City Clerk Mike Williams, City Attorney

VIRTUAL MEETING NOTICE

DISCLAIMER: For in person attendance CDC requirements of Masks and Social Distancing is recommended.

To watch the meeting via YouTube: https://bit.ly/3c28p0A

The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".

Please Subscribe to our YouTube page for notifications!

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager

PRESENTATION(S):

1. Waste Management Presentation – Executive Offices

Background/History:

8/16 Item # 13.

Waste Management has been operating a solid waste transfer facility in the City of Forest Park for over 30 years. Mr. Allan Owen, Public Sector Manager for Waste Management will be providing updated information regarding steps taken to mitigate resident issues at or near the transfer facility.

OLD BUSINESS:

2. Discussion and approval Resolution 2021-29 of Cemetery Initiative – City Attorney

Background/History:

The City Manager is seeking direction from the City Council regarding certain abandoned cemeteries and burial grounds in the city and the maintenance of these sites.

The attached resolution would declare certain cemetery sites as abandoned and authorize the city manager to direct staff to maintain by cutting grass at the entrance ways of said sites and take steps to acquire them by eminent domain pursuant to the authority established in O.C.G.A. 36-72-3.

NEW BUSINESS:

3. Discussion and Approval of Resolution 2021-27 LCI-Transportation Grant - Economic Development

Background/History:

The Atlanta Regional Commission announced a call for funding for Livable Centers Initiative (LCI)-Transportation projects for Preliminary Engineering (PE) proposals only. The LCI grant program exists to empower communities across metro Atlanta to become more livable, walkable, and sustainable through federal transportation dollars for planning in local communities. LCI funds are designed to help communities by offering more walkable places and mobility options. LCI grants require a local 20% match.

4. Discussion Regarding Homelessness in Forest Park – Legislative

Background/History:

Councilman Gutierrez would like to discuss the issue of homelessness in the City of Forest Park.

5. Discussion and Approval of Budget Amendment - Darquita Williams, Interim Finance Director

Background/History:

In the August 2, 2021 Regular Council Meeting, the governing body approved a payment of \$14,000 to the Clayton County Water Authority for a custom logo on one of the three Forest Avenue Water Tanks. An additional approval is needed to amend the budget for this expense. \$14,000 will be removed from the Reserve for Contingency and added to the Capital Outlay for Public Works.

6. Discussion and Approval of Budget Amendment - Darquita Williams, Interim Finance Director

Background/History:

The Approved FY22 budget contains a typographical error. The Federal Contribution Act line states \$94,000. The correct amount for this line item should be \$9,400. A budget amendment is needed to correct this error. The difference of \$84,600 will be transferred to the Reserve for Contingency.

Item # 13.

7. Discussion and Approval of Resolution 2021-28 & IGA - S. Diane White, City Clerk

Background/History:

Clayton County Board of Elections has agreed to enter into an Intergovernmental Agreement with the City of Forest Park for election equipment for the November 2, 2021, Municipal Elections. By entering into an IGA with Clayton County Board of Elections the City of Forest Park will save \$16,000.00.

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 Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

RESOLUTION NO. 2021-29

A RESOLUTION TO AUTHORIZE MAINTENANCE OF CERTAIN CEMETERIES WITH THE CITY LIMITS OF FOREST PARK

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, there exist certain cemeteries within the corporate limits of the City that are not being maintained and appear to be abandoned inasmuch as they show signs of neglect including, without limitation, the unchecked growth of vegetation, repeated and unchecked acts of vandalism, or the disintegration of grave markers or boundaries and for which no person can be found who is legally responsible and financially capable of the upkeep of such cemeteries;

WHEREAS, O.C.G.A. § 36-72-3 authorizes counties and municipalities to preserve and protect any abandoned cemetery or any burial ground which the county or municipality determines has been abandoned or is not being maintained by the person who is legally responsible for its upkeep, whether or not that person is financially capable of doing so, to expend public money in connection therewith, to provide for reimbursement of such funds by billing any legally responsible person or levying upon any of his property as authorized by local ordinance, and to exercise the power of eminent domain to acquire any interest in land necessary for that purpose; and

WHEREAS, it is proposed that the City take certain steps (i) to declare such cemeteries abandoned, (ii) to begin maintaining such cemeteries by keeping them clean and free from unchecked grown of vegetation, and (iii)to exercise the power of eminent domain for such purposes;

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

SECTION 1. Declaration of Abandonment. The cemeteries listed on the attached Exhibit "A" are hereby declared abandoned.

SECTION 2. Authorization of Maintenance. The City Manager is authorized to direct the Public Works staff and/or the City's on-call landscape maintenance vendors to maintain said cemeteries by keeping them clear of unchecked vegetation, trash, and debris.

<u>SECTION 3. Eminent Domain</u>. The City Manager is authorized to initiate such steps as are necessary to provide for the acquisition of the abandoned cemeteries by eminent domain. The City Manager and the City's outside legal counsel are further authorized to identify and engage appraisers, surveyors, and other consultants to provide appraisal reports, trade fixture reports, sign appraisals, title reports, surveys, legal descriptions, environmental assessments, moving estimates and any other reports (collectively "Reports") that are necessary or desirable to quantify the nature

and extent of the potential acquisition the abandoned cemeteries. Any engaged Consultants are authorized to enter private property on the City's behalf to survey, inspect and appraisal such property for the purpose of quantifying the nature and extent of the potential acquisition of private property rights and to determine just and adequate compensation for such potential acquisition.

SECTION 3. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 4. Authorization of Execution. The mayor or is hereby authorized to sign all documents necessary to effectuate this Resolution.

<u>SECTION 5.</u> Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 6. 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.

[SIGNATURE APPEAR ON FOLLOWING PAGE]

SO REOLVED this 16^{th} day of August 2021.

	Mayor Angelyne Butler
	Council Member Kimberly James, Ward 1
	Council Member Dabouze Antoine, Ward 2
	Council Member Hector Gutierrez, Ward 3
	Council Member Latresa Wells, Ward 4
	Council Member Allan Mears, Ward 5
ATTEST:	
City Clerk	(SEAL)
APPROVED AS TO FORM:	
City Attorney	

EXHIBIT A

Listing of Abandoned Cemeteries

- 1. Rock Springs Church Cemetery located at 730 Conley Road
- 2. Forest Park Lodge of Odd Fellows Cemetery located at 732 Conley Road
- 3. Macedonia Cemetery located at 734 Conley Road

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears, The motion carried.

OLD BUSINESS:

2. Council Approval Resolution 2021-29 of Cemetery Initiative – City Attorney

It was motioned to approve Resolution 2021-29 Cemetery Initiative

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears. The motion carried.

NEW BUSINESS:

3. Approval of Resolution 2021-27 LCI-Transportation Grant - Economic Development

It was motioned to approve Resolution 2021-27 LCI Transportation Grant.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears. The motion carried.

Approval of Budget Amendment - Darquita Williams, Interim Finance Director

It was motioned to approve the Budget Amendment to move \$14,000 from Reserve Contingency to Capital Outlay - Public Works for the logo to be place on the Forest Avenue Water tanks.

Motion made by Councilmember James, Seconded by Councilmember Mears. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears. The motion carried.

5. Approval of Budget Amendment - Darquita Williams, Interim Finance Director

It was motioned to approve the Budget Amendment typographical error in the Federal Contribution Act line which stated \$94,000 to correcting is to say \$9,400 and transferring the \$84,600 into the Reserve for Contingency.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears. The motion carried.

6. Approval of Resolution 2021-28 & IGA - S. Diane White, City Clerk

It was motioned to approve Resolution 2021-28 and the IGA with Clayton County Board of Elections.



CITY OF FOREST PARK MAYOR & COUNCIL CITY COUNCIL REGULAR SESSION

Monday, October 18, 2021 at 7:00 PM Council Chambers and YouTube Livestream

Website: www.forestparkga.gov YouTube: https://bit.ly/3c28p0A Phone Number: (404) 366.1555 745 Forest Parkway Forest Park, GA 30297

AGENDA

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager Stephanie Tigner, Deputy City Clerk Mike Williams, City Attorney

VIRTUAL NOTICE

DISCLAIMER: For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

To watch the meeting via YouTube - https://bit.ly/3c28p0A

The Council Meetings will be livestream and available on the City's

YouTube page - "City of Forest Park GA"

CALL TO ORDER/WELCOME:

INVOCATION/PLEDGE:

ROLL CALL - CITY CLERK:

PRESENTATIONS:

1. Proclamation - Mary Ann Connelly

Background/History:

Council would like to present a Proclamation to the family of Mary Ann Connelly

5. Council Approval for Twenty (20) Surplus City iPhones for Sister Cities (Haiti) Initiative – Executive Offices

It was motioned to approve twenty (20) Surplus City iPhones for Sister Cities (Haiti) Initiative.

Councilmember Antoine good job executive office.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

Councilmember Akins-Wells I have a question, for all of the stuff the city has as far as surplus, we have two other Sister Cities, are we just focused on Haiti or are we focused on the other two as well. I am not opposed to it; I just want to ask a question.

Councilmember Gutierrez I think the other ones we do not have advocates for?

Councilmember Akins-Wells who is our advocate for Haiti?

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Mears. Voting Abstaining: Councilmember Akins-Wells. The motion carried.

6. Council Approval to Amend Maintenance List of Abandoned Cemeteries - Executive Offices

It was motioned to Amend Maintenance List of Abandoned Cemeteries.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James. Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears. The motion carried.

7. Council Allocating Funds to City Edge Project to Administer Rental Assistance for the City – Executive Offices

It was motioned to approve Allocating Funds to City Edge Project to Administer Rental Assistance for the City.

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

Councilmember Gutierrez - I would like to hear from them and how the community can access them, where they are located and what the application process is. I know that it is a religious organization I just want to make sure, I just want people to understand that anyone can apply.

Bryan Beeler, CEO City Edge Projects (Nonprofit Program/Gateway Restoration National Network),

- this program in particular is a rental assistance program for the residents of Forest Park impacted by COVID either through being sick or laid off by their job. This is a chance to assist them, we are trying to keep the residents here instead of being displaced and going elsewhere. The funds received will be paid to the landlord directly. We will also require them not to evict the people after they received their money. We will make sure we do everything that we can to keep the residents here in Forest Park and help them get back on their feet; those that have been impacted. We will have a process to vet them and to make sure

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

2. PUBLIC HEARING - Council Approval on the Ordinance 2021-12 to Establish the Final Ad Valorem Tax Millage Rate for the City of Forest Park — Interim Finance Director

Background/History:

The proposed Ordinance is to establish the Ad Valorem Millage Rate for the City Forest Park for 2021 in accordance with the State of Georgia Code Section 48-5-32. The proposed Millage Rate of 16.743, is the same as 2020.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

APPROVAL OF MINUTES:

3. Council Approval of Council Work Session and Regular Meeting Minutes from October 4, 2021 - S. Diane White, City Clerk

NEW BUSINESS:

4. Council to Approve the Appointment of Fire Chief Latosha Clemons as the City of Forest Park's Emergency Management Director – Executive Offices

Background/History:

The City Forest Park's Emergency Management Director is responsible for coordinating all activities necessary to protect Forest Park residents from natural, technological, and manmade disasters and other emergencies that threaten the city.

5. Council Approval for Twenty (20) Surplus City iPhones for Sister Cities (Haiti) Initiative – Executive Offices

Background/History:

It is requested that council authorizes the City Manager to not purchase the new phones, but utilize twenty (20) surplus city iPhones, along with approved laptops and iPads for this Initiative.

6. Council Approval to Amend Maintenance List of Abandoned Cemeteries – Executive Offices

Background/History:

It is requested that city council authorizes an amendment to the approved list to add Elam Church Cemetery on Elam Church Rd in Forest Park as the fourth. This current cost would be set not to exceed \$45,000 annually for all four cemeteries.

Council Allocating Funds to City Edge Project to Administer Rental Assistance for the City – Executive Offices

Background/History:



City Council Agenda Item

Budgeted for: X Yes

Title of Agenda Item: Cemetery Maintenance: Discussion to reallocate services—Public Works

Submitted By: Alton Matthews

Date Submitted: 6-9-2025

Work Session Date: 6-16-2025

Council Meeting Date: 6-16-2025

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 directions 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 maintenance of the private sites, we recommend reallocating World Scape's services to prioritize high-visibility corridors such as:

- Jonesboro Road
- Old Dixie Highway
- Forest Parkway

Cost: \$ 0

This proposal aims to reallocate resources toward highly visible areas of the City that impact residents and visitors daily, while ensuring continued stewardship of City-owned assets.

Action Requested from Council:
Discussion from Council to reallocate services from the landscape maintenance of 2 cemeteries to the Right-Of Ways throughout the City.

Financial Impact: