



CITY COUNCIL REGULAR SESSION

Monday, July 01, 2024 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 Allan Mears

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

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

AGENDA

VIRTUAL MEETING NOTICE

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

The Council Meetings will be livestreamed and available on the City's

YouTube page - "*City of Forest Park GA*"

CALL TO ORDER/WELCOME:

INVOCATION/PLEDGE:

ROLL CALL - CITY CLERK:

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

APPROVAL OF MINUTES:

- 1. Council Approval of Council Work Session and Regular Meeting Minutes from June 17, 2024- City Clerk**

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

CONSENT AGENDA:

- 2. Council Approval on the Renewal of the 4th Annual Service Agreement with Motorola Solutions-Fire and EMS Department**

- 3. Council Approval on Central Square CAD/RMS Annual Renewal – IT Department /Police Department**
- 4. Council Approval on Task Order 2024-03-033-R2 for Croft to Renovate an Existing Building Located at 330 Forest Parkway for a Vehicle Storage and Training Facility for the Fire Department-Planning and Community Development Department**
- 5. Council Approval to Surplus Existing Playground Equipment from the Pocket Parks-Public Works Department**

OLD BUSINESS:

- 6. Council Approval on a Vehicle Take-Home Policy – Executive Office**

NEW BUSINESS:

- 7. Community Garden Request- Legislative Offices**
- 8. Council Approval on a Fraternalization and Nepotism Policy-Human Resources Department**
- 9. Council Approval of Case # PP-2024-02 – Preliminary Plat for 733-0 Scott Rd-Planning and Community Development Department**

CLOSING COMMENTS BY GOVERNING BODY:**ADJOURNMENT:**

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

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 404-366-4720.

File Attachments for Item:

- 1. Council Approval of Council Work Session and Regular Meeting Minutes from June 17, 2024- City Clerk**



CITY COUNCIL WORK SESSION

Monday, June 17, 2024 at 6:00 PM
 Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
 YouTube: <https://bit.ly/3c28p0A>
 Phone Number: (404) 366.4720

FOREST PARK CITY HALL
 745 Forest Parkway
 Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
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 The Honorable Latresa Akins-Wells

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

DRAFT MINUTES

VIRTUAL NOTICE

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

The Council Meetings will be live-streamed and available on the City's

YouTube page - "**City of Forest Park GA**"

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 6:00 pm.

ROLL CALL - CITY CLERK: A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	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; James Shelby, Interim Director of Planning & Community Development; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Director; Nigel Watley; Deputy Public Works Director; Fire Chief Latosha Clemons; Deputy Fire Chief David Halcomb; Rodney

Virgil, Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director; Tarik Maxwell, Rec and Lesure Director; Rochelle Dennis, Interim Economic Director; Talisa Clark, Procurement; Brandon Criss, Police Dept.; Dorothy Roper-Jackson, Court Director, and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the consent agenda as printed.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to amend the agenda to include item #18-FY 23-24 Budget Update.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

CONSENT AGENDA: There was no discussion on these items.

1. **Council Discussion on the Renewal of JustFOIA-Open Records Request Software-** Executive Offices

Background/History:

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

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

Background/History:

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

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

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

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

Background/History:

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

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

Background/History:

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

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

Background/History:

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

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

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

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

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

Background/History:

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

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

OLD BUSINESS:**8. Council Discussion of an Ordinance Increasing Hotel-Motel Tax to 8%– Executive Offices and Legal****Background/History:**

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

City Manager Mr. Clark- noted the adoption of a Resolution in 2023, which the Governor has signed since then. If ratified, the increase will take effect in August 2024.

Comments/Discussion from Governing Body:

Councilmember Gutierrez noted that it seemed like a big jump from 3% to 8% and inquired if the governing body agreed. Mayor Butler responded that they all agreed and passed the resolution a few months ago. Mr. Clark added that it is in line with what other municipalities in Clayton County are charging for their Hotel-Motel taxes.

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

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

Mr. Shelby- noted that the Memorandum of Understanding (MOU) would allow the city to work with the Clayton County Planning Department for GIS Services. Mr. Shelby said the city currently does not have a mapping system, and working with the County would allow the City to update all of the zoning maps, such as rezonings, land use map amendments, name changes, etc., at no charge.

NEW BUSINESS:**10. Council Discussion of a Vehicle Take-Home Policy – Executive Office****Background/History:**

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

City Manager Mr. Clark- noted having several committee meetings and meetings with the governing body; the one (1) main factor that came up was mileage and what would be allowed. Mr. Clark mentioned there were discussions in the smaller group meetings two (2) to three (3) years ago where there was action from the council. Mr. Clark noted that the current staff wanted to make sure there was

something on file, and he also stated that the policy before the council is First Read and that it is seeking recommendations and direction from the governing body.

City Manager Mr. Clark- mentioned there were discussions on one policy found for the Police Department that allowed the take-home provision to be 25 miles and the Fire Department's provision to be 30 miles. Mr. Clark noted that based on the previous information, both will be set to 30 miles with the following exceptions: the employee shall have completed the field training program or probationary period within the Forest Park Police and Fire Department and be in good standing with the Department. Only those officers who are determined to be necessary for call back on an emergency basis for incident response or investigations will be eligible for take-home privileges to residents within a 30-mile radius from both Forest Park Police Department headquarters as well as the Fire Department headquarters. For the police, the vehicles must be equipped as emergency response vehicles to qualify for this privilege. The positions of the Command Staff, including lieutenants under the chief of police and, subsequently, positions of Command Staff under the fire chief, are not confined to the 30-mile radius. The police and fire chief will respectfully determine those who qualify under the provision and report to the city manager annually for approval.

City Manager Mr. Clark also noted that the new policy provides for the submittal of an annual report to the city council identifying all of our take-home vehicles, including but not limited to the type of vehicle being driven, the employees' names and residences, and justification for additions and deletions to the overnight vehicle list. The city manager must approve additions and deletions to the overnight vehicle list and will include them in the subsequent report to the governing body officials. Mr. Clark concluded there was a consensus to go with the 30-mile radius.

Comments/Discussion from Governing Body:

Councilmember James- expressed her appreciation for the first reading and mentioned her struggles with the 50-mile radius proposal and vehicles not parked within the city limits. She noted possibly seeing different vehicles parked strategically within the city.

Councilmember Gutierrez- noted being okay with the 30-mile radius and uniformity with the Police and Fire Departments; he also expressed that he does not want to seem as if they are micromanaging employees but rather allow the chiefs and leaders to make adjustments when needed.

City Manager Mr. Clark - responded to Councilmember James, noting that the police department has started deploying "Drop vehicles." Chief Criss noted using one vehicle around one part of the city to help curve crime and mentioned they still have options to deploy and place vehicles strategically.

Councilmember Akins-Wells- agreed with Councilmember James about not going over 50 miles. She also expressed her opposition to voting to take vehicles away from those who use them, grandfathering them, and following the policy moving forward. Councilmember Akins-Wells noted that she agrees with the stationary vehicles. However, criminals will know, and she wants to see officers in the vehicles around the city. Mr. Clark noted that only one (1) employee falls under the 50-mile radius who is also a member of command and would be exempt.

Mayor Butler- inquired about the response time of one employee whose mile radius is over 50 miles to arrive at emergencies. Chief Criss noted a CID Detective's response time is about an hour; the officer attached to the task force may not need to come to the city, and his station varies daily. Mr. Clark noted that the CID investigator position would not be the first to respond.

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

Background/History:

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

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

City Manager Mr. Clark- noted several conversations regarding the pension plan. He noted this would be the final step in officially adopting an ordinance that will be transmitted to the Georgia Municipal Association (GMA) and begin on August 1, 2024. Mr. Clark also noted that the fiscal impact of \$924,000 has already been budgeted for FY 24-25.

12. **Council Discussion on the Proposed FY 24-25 Budget-1st Public Hearing –** Executive Office

Background/History:

The Proposed Funded dollar amount of the FY24-25 Budget is \$41,893,897.00. The budget meticulously allocates resources across various city priorities and programs. These allocations are made with the intent to enhance public safety, improve infrastructure, promote economic development, and provide essential services. From maintaining our parks and recreational facilities to supporting educational programs and ensuring the upkeep of our streets and utilities, the budget is designed to meet the diverse needs of our community. The City Manager will present a full overview of the proposed budget.

City Manager Mr. Clark- noted that the projected FY 24-25 budget is \$41.8 million, with a forecasted 2% increase in revenues lower than previous years due to the contract with Waste Management. Mr. Clark mentioned that franchise fees should be increased, and staff have implemented Open Gov, which will allow complete transparency. Mr. Clark added that the staff was able to budget contingencies for \$341,500 and that there would be a mid-year budget review for any adjustments.

City Manager Mr. Clark- stated that the city will have collected an estimated \$34 million in projected property tax revenues; he also noted that charges and services for FY23-24 are estimated at \$1.3 million, a \$519,397 difference from last year.

City Manager Mr. Clark- noted that within the Legislative Department, there will be funding for community initiatives, capital ward projects, community events, emergency contingency funding for unknown occurrences, implementing streamlining events, and upgrading technology and communication by purchasing new iPads and a new agenda software system. Mr. Clark included each ward, including the Mayor-At-Large, which will receive \$45,000 and \$47,188 for capital outlay projects.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- inquired about including recognition within sports. Mr. Clark responded that he was unsure if Recreation and Leisure added it to their budget; however, once they look at the budget, they can see the projected expenditures and suggested the governing body remind him of the request and will follow up with Director Maxwell. Mr. Maxwell noted the Recreation and Leisure department provides awards; however, the request was to provide banquets. Director Maxwell also noted that the space is provided to hold the awards ceremony and banquets; however, it has been requested to go off-site to have the banquets.

Councilmember Akins-Wells- noted that she did not believe the request was to have a banquet but more so recognition with trophies. Director Maxwell noted that each player receives a trophy and an award.

Councilmember James- noted that the recognition has been going on since her kids were little and would need to get clarity on the request.

Mayor Butler- inquired if anything would preclude the council from donating from their respective coffers. Mr. Clark noted no.

Councilmember Akins-Wells noted that she believes the city should not take on the responsibility of hosting banquets for every team but recognize every team.

City Manager Mr. Clark- noted staff will reach out to see the exact request.

Councilmember Gutierrez- noted that he believes in reaching out to the parents and coaches to see what they would like to do and suggested having a fun day for all the teams.

City Manager Mr. Clark- noted the approval of a pay compensation study Citywide several months back, which should be complete in August 2024. Mr. Clark added there will be a retreat with the Mayor and Council to go over the findings. Mr. Clark also noted that there are Personnel changes within the budget. Staff are working through the office of our Pio on a complete overhaul of our City website. Mr. Clark stated there will be an implementation of the city's pension plans and enhanced marketing efforts, and he also stated that the budget includes a 3% um cost of living increase across the board for all employees.

City Manager Mr. Clark- noted for FY24-25, the capital budget totals \$1.6 million, of which \$355,00 has been appropriated for Fire/EMS for technology enhancements, contractual services and suppression uniforms. The police Services capital budget is \$709,181, which includes patrol vehicles and a mobile command unit. The Public Works Department's capital budget is \$334,750, which includes three (3) F-150 pickup trucks, a Freightliner with a Hook lift system, and an F-250 pickup truck. The IT Department's Capital budget is \$299,000, including a desktop PC refresher, host server refresher, network equipment, and Wi-Fi refresher.

City Manager Mr. Clark- noted that code enforcement is working on new logos for city vehicles, creating literature for the Spanish and Asian communities, increasing beautification efforts, allowing a clothing allowance for all officers, adding a vehicle to the fleet, and providing employee appreciation funding. Mr. Clark also noted that the Economic Development Department has included quarterly business association networking events in its budget and hosted strategic planning retreats with the URA, DDA, and DA. Mr. Clark stated the Finance Department will continue to work on their monthly closeout procedures, submitting their annual reports by the due date, improving the budget process with a new platform, and improving accounting processes with updated procedures and policies.

City Manager Mr. Clark- expressed that the Fire and EMS Department has ongoing facility improvements, a complete overhaul of the HVAC system, a replacement of Fire Station 2, two (2) new rescue trucks, a heavy-duty truck, three (3) staff vehicles, a tower truck replacement, thermal imaging cameras, and employee appreciation. Mr. Clark stated for the Human Resources department, the addition of a Risk Management Analyst position, a full roll-out of the ADP performance module, and a paperless initiative. Mr. Clark mentioned that the IT department would purchase two (2) new vehicles, an additional MDT (in-car Computer) refresher, and replace 25% of desktops citywide. Mr. Clark noted that the Municipal Court wants to implement an electronic system, redesign the court's website, establish a Gen Z court, and establish a multi-cultural education session. Ms. Roper-Jackson included that the Gen Z court will cater to the age group of 17-25-year-olds and will allow citations to not go on their records.

City Manager Mr. Clark- noted the addition of a new director for the Planning and Community Development Department, the modernization and digitization of the offices, the transfer of business license functions to PCD, the audit of the zoning overlay districts, and the hiring of an additional entry-level planner. The Police Department will continue with ongoing facility upgrades, ensure all slots are filled, and enhance community events. Mr. Clark stated that E-911 will continue with ongoing 911 digital upgrades, interoperability between Forest Park and other agencies within Clayton County for animal control, and an updated fleet for animal control officers. The Office of Public Works will continue to update its equipment and bring in one (1) part-time employee to full-time status. Mr. Clark concluded that the recreational and leisure department will continue to monitor all events and activities with additional security opportunities and build a strong partnership with businesses.

Comments/Discussion from Governing Body:

Councilmember James- inquired if the bathrooms were included with the ongoing facility upgrades within the police department and noted seeing the upgrades for flooring. Chief Criss noted the bathrooms have been upgraded.

Councilmember Gutierrez- Asked about sound equipment expenses, additional bathroom facilities, a new TV for the senior center, and purchasing chairs for the senior center. Mr. Maxwell noted chairs were purchased for the senior center and also noted there is funding in the budget between recreation and leisure, finance, and the city manager, and they will review the budget quarterly. Mr. Clark added that historically, the seniors were funded \$6,000, and it has been recommended that they be funded \$20,000.

Councilmember Akins-Wells- inquired about plans with the budget for remodeling the senior center. Mr. Maxwell noted the first stage of remodeling the floors will start July 1, 2024.

Mayor Butler- inquired about purchasing a van for the senior center. Mr. Maxwell noted that staff is currently working with procurement to see what could be used for the remainder of the budget.

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

Background/History:

The Police Department currently uses Verizon hotspots for in-car internet access to complete police reports, access drive data, issue citations, etc. We have been unsatisfied with the quality of signal strength from Verizon. We have attempted to resolve the issue by providing heat maps of problem areas, upgraded to 5G devices, and working with their network engineers to adjust Verizon's network in the City of Forest

Park. We are looking to transition one patrol shift to T-Mobile to get confirmation the service meets expectations, then begin transitioning the City's mobile accounts from Verizon to T-Mobile.

Josh Cox, IT Director – noted that they have been using Verizon since he came on Board, and the cell signal has not been up to the standards. He noted Public Safety and the Police Department Verizon, and they have not been satisfied with it. He noted they have tried for the past two years to improve the performance of it. He noted it impacts not only the city but also the community. He noted he has been talking to T-Mobile the last couple of months and demoed a couple of devices in the patrol vehicles for about 2 months and received good feedback, and there was better coverage. He noted he would like to start a small contract with them and, if it goes well, expand it through the rest of the city. He noted it would save about 60,000.00 a year.

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

Background/History:

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

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

ANNUAL AMOUNT NOT TO EXCEED: \$77,850.00

FUNDING SOURCE: Operating - Special Events

Talisha Clarke- noted that it is a request for bid for outdoor sound equipment for city events. She noted that it was solicited, and three bids were received, and they went with the lowest one. She noted that it is an annual amount with the option to renew for two years.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- asked what were the bids because that was not the lowest bid.

Talisha Clarke- noted that the lowest bid came in under the industry standard for pricing when they did the evaluation. She noted that they did not receive any reference responses, and there was some confusion with bid submissions with that bidder.

Councilmember Gutierrez- noted that the individual has had events in the city. He noted that he encouraged him to bid, and it was his first one, and he does not know what the difference was. He noted he was the lowest bidder and has had events in the city. He noted he is not opposed to whom they have chosen to go with, but he does not see how the one they chose is the right one if they were going with the lowest bidder with the equipment.

Danielle Matricardi, City Attorney- noted she would like to clarify things. She noted that it does not go to the lowest bidder but to the lowest responsible bidder. She noted that since he did not provide all the necessary information, references, and experience, which is part of the bidding procedures, that is why they were not selected.

Councilmember Gutierrez- noted it made sense.

15. Council Discussion of Clorox Park Use Request For “Culture Day” – Recreation & Leisure Services**Background/History:**

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

Mr. Maxwell- noted that Clorox has requested to use the Amphitheater and Pavilion 3 at Starr Park on Thursday, June 20, 2024, at no charge for their Culture Day event; he also noted that they have provided their insurance and have reached out to the police department for security.

16. Council Discussion of a Fee Waiver for Fort Gillem Army Base Park Use Request For Family Day – Recreation & Leisure Services**Background/History:**

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

Mr. Maxwell- noted the Army base, located at Fort Gillem, is requesting to use the Amphitheater and Pavilion 3 on Friday, July 12, 2024, to show recognition to the members of the military. Mr. Maxwell noted in addition, the city is looking to start a partnership with the current members of the military.

City Manager Mr. Clark- noted for the previous and current items, staff is recommending two (2) conditions: the insurance must total \$1 million, and depending on the number of people, there must be a police presence.

17. Council Discussion on the FY 23-24 Budget Update- Additional Item Added

Mr. Wiggins- introduced Nina Robinson, Senior Accountant.

Ms. Robinson- noted going through every line item within the budget, starting with revenues, to see where additional resources could be allocated to any expense that may have been over budgeted. Ms. Robinson noted that staff found a few items that needed to be amended to decrease revenue and completed the same process with each department. Ms. Robinson made recommendations to amend each department's budget so the budget could be balanced with \$ 39,788,185 in revenue to support \$39,788,185 in expenses.

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

ADJOURNMENT:

It was moved to adjourn the meeting at 7:11 pm.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

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.

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The Honorable Allan Mears	

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

DRAFT MINUTES

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 7:16 pm.

INVOCATION/PLEDGE: The invocation and pledge were led by Dr. Payden.

ROLL CALL - CITY CLERK: A quorum was established.

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

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Nina Robinson, Finance; James Shelby, Project Manager; Diane Lewis, Deputy HR Director; Director; Nigel Watley; Deputy Public Works Director; Fire Chief Latosha Clemons; Deputy Fire Chief David Halcomb; Geoff May; Fire Department, Rodney Virgil, Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director; Tarik Maxwell, Rec and Lesure Director; Rochelle Dennis, Interim Economic Director; Talisa Clark, Procurement; Brandon Criss, Police Dept.; Dorothy Roper-Jackson, Court Director, and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the consent agenda.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the agenda with the addition of the 2023-2024 budget amendment approval.

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

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

APPROVAL OF MINUTES:

1. **Council Approval of Council Work Session and Regular Meeting Minutes from May 20, 2024, June 3, 2024, and June 5, 2024, Special Called Meeting - City Clerk**

It was moved to approve the minutes as printed.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

There were three (3) public speakers:

John Randle- wanted to thank the Mayor, the police chief, his staff and everyone for their support. He noted that the police did a great job of catching the person who killed his brother. He said Officer Moore checked on him everyday and helped him cope with what was happening. He noted his only complaint was the speeding up and down Burkes and Yancy Road and the illegal drug activities on City View. He asked the chief to patrol that area more.

Elder Cook – noted that every Friday of the month they meet at the fountain downtown Forest Park to pray for the community, city council leaders, all authorities, and anyone who needs prayer. He noted on June 28th they will be having a Health Fair partnership with Height Health. Elder Cook noted there will be free health screenings and if you preregister and show up you will receive a gift. The location is 549 Lamar Drive in Forest Park Georgia from 11-2 pm.

Dr. Payden – noted that their church experienced catastrophic damage in 2022. He noted that they are now able to go back in and they would like them to attend the Grand Opening. It will be Sunday, July 28th at 4 pm, at Living Word Church of God in Christ, located at 4640 Beavers Road, Forest Park Georgia.

CITY MANAGER'S REPORT

Ricky L. Clark Jr., City Manager – gave an overview of the city operations for the month of May. He noted in May that the first presentation of the fiscal year 24/25 budget has been completed and look forward to any comments on it. He noted that the city offices would be closed for Juneteenth. Mr. Clark stated the governing body will be attending the GMA Conference this weekend. He noted Friday was Fun Friday and the Ward three event is this weekend. He gave an overview of different city departments. Mr. Clark noted that there are 9 new businesses throughout each Ward. He noted that the Home Program still has 62 applicants and 10 contractors. He stated that the park monument signs will be going up before the year's end, the City Center's exterior modeling is 95 percent complete. He gave an overview of other Capital projects and events going on.

CEREMONIAL:

Proclamation in recognition of Pride Month- Executive Offices

Background/History:

Pride Month, celebrated in June, honors the LGBTQ+ community, its history, struggles, and achievements. It commemorates the Stonewall Riots, a pivotal event in the fight for LGBTQ+ rights that began on June 28, 1969. Pride Month serves as a reminder of the progress made toward equality and the remaining work. It celebrates diversity, inclusivity, and the right to love and live authentically. Various events, including parades, marches, festivals, and educational activities, aim to promote awareness, foster acceptance, and advocate for equal rights during this month.

The Mayor and Council took pictures.

PRESENTATIONS:

2. “We are One Clayton” Festival – Presentation by Chief Latosha Clemons

We are One Clayton Festival is a celebration of diversity and unity !!! This brief presentation will be done by Fire Chief Latosha Clemons.

Chief Clemons- noted that her time was going to be presenting.

Tonya Clarke– noted that they have an event coming called “We Are One Clayton”, that focus on diversity, equity and inclusion. She noted that Clayton County is a place that accepts and welcomes all members of the community.

Adam Ivory- noted the festival will be held on Saturday, September 21, 2024, and will be located at International Park at the upper fields at 2200 Walt Stevens Way.

Elizabeth Duncan- stated the festival is to celebrate unity and diversity in Clayton County. She noted It will Highlight the importance of living, working, and engaging as one. She notes there are 5 levels of sponsorship to assist with the execution of the festival. This includes vendors, food trucks, panel discussions, children's activities and performances of different cultures.

Chief Clemons noted she passed along the different sponsorships to the City Clerk. She noted there is a mission behind all the events, and they are trying to bring all cultures and events together, under one umbrella.

Comments/Discussion from Governing Body:

Councilmember James- thanked and congratulated them.

Councilmember Antione- congratulated them.

Councilmember Gutierrez- stated he was proud of them and hoped the rotation would bring it to Forest Park, in the future.

Councilmember Akins-Wells- congratulated and thanked them.

Councilmember Mears- thanked them.

3. Financial Reporting of the FY2023-2024 Monthly Financial Report**Background/History:**

The Finance Department is presenting FY2023-2024 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

PUBLIC HEARING:**4. Public Hearing regarding the adoption of the FY'24-25 Budget - Executive Offices**

It was moved to recess the regular meeting and enter into a Public Hearing for the adoption of the FY'24-25 Budget.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

It was moved to open the Public Hearing.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

There was one speaker in favor of the adoption of the FY'24-25 Budget.

LaWanda Folami -noted she is for the budget and would like the city to have a line for the seniors for a van and furniture. She also noted she would like parks and recreation to have something in the budget for scholars to receive rewards, trophies, and banquets.

There were no speakers in opposition of the FY'24-25 Budget.

It was motioned to close the Public Hearing

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

It was motioned to reopen the regular Meeting.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

CONSENT AGENDA:

5. Council Approval on the Renewal of JustFOIA-Open Records Request Software-Executive Offices

There was a motion to approve the Renewal of JustFOIA-Open Records Request Software.

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

There was a motion to approve the Purchase of Bunker Gear-Ratification.

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

There was a motion to approve Task Order 2024.02b for additional renderings and animation of the City Center project.

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

There was a motion to approve Task Order for CROFT to perform Design Development, Construction Documents/Permitting, and Construction Administration for Starr Park.

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

There was a motion to approve Task Order FDC 2024.05 for Falcon Design to perform General Contractor Procurement and Construction Administration for the Rite Aid Renovation (Grapevine) Project.

10. Council Approval of purchasing one (1) Sutphen Heavy Duty Rescue Fire Truck for use by the Fire & Rescue Department – Procurement Division

There was a motion to approve purchasing one (1) Sutphen Heavy Duty Rescue Fire Truck for use by the Fire & Rescue Department.

11. Council Approval on the Extension of HVAC Maintenance Contract with ABM-Public Works Department

There was a motion to approve the Extension of HVAC Maintenance Contract with ABM.

There was a motion to approve all items on the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

OLD BUSINESS:

12. Council Approval of an Ordinance Increasing Hotel-Motel Tax to 8%– Executive Offices and Legal

There was a motion to approve an Ordinance Increasing Hotel-Motel Tax to 8%.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

13. Council Approval of a Memorandum of Understanding Between the City of Forest Park and Clayton County for GIS Services–Planning and Community Development Department

There was a motion to approve a Memorandum of Understanding Between the City of Forest Park and Clayton County for GIS Services.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

NEW BUSINESS:

14. Council Approval on GMA Pension Plan Agreement and Adoption of Ordinance–Executive Office

There was a motion to approve the GMA Pension Plan Agreement and Adoption of Ordinance.

Motion made by Councilmember Antoine, Seconded by Councilmember Mears.

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

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

There was a motion to approve the Transition of the Police Department's Cellular Services from Verizon Wireless to T-Mobile.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

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

There was a motion to approve Sound Equipment Services (Annual Contract with 2 Options to Renew): Request for Bids No. 041924 for use by Recreation & Leisure Department.

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

17. Council Approval of Clorox Park Use Request For “Culture Day” – Recreation & Leisure Services

There was a motion to approve Clorox Park Use Request For “Culture Day.”

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

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

There was a motion to approve of Fee Waiver for Fort Gillem Army Base Park Use Request for Family Day.

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

19. Council Approval of a Budget Amendment FY 23-24

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James- thanked everyone for coming out and noted this Thursday is her Ward Meeting at 696 Main Street. She noted she was excited to go to the GMA Conference this weekend and bring back valuable information to enhance the city further. She requests for the next meeting that the URA Board give a report. She noted they are having a strategic planning meeting on June 26th from 8-to 5 pm.

Councilmember Antione- thanked everyone for coming out.

Councilmember Gutierrez – thanked everyone for coming out and noted he is in Las Vegas at the National Association of Latino Elected Officials Conference. He noted he is learning a lot, and they had a class on Workforce Development and how to build the programs with the city. He noted it is not the municipality to get people jobs but to make sure they have the opportunities and can make the connections needed. He noted Code Enforcement is doing a celebration in Ward 3, but he will be at the GMA conference. He thanked the public speakers and agreed that they need to put their seniors and children at the forefront.

Councilmember Akins-Wells- thanked everyone for coming and the directors for all they do. She wanted to put on record that she thinks the bidding process needs to be more transparent. She noted she would like to see the bids and wants to make sure they are doing what is best for the city and giving people an opportunity. She wants to make sure the process is fair. She noted that Perkins Park looks amazing and thanked them for helping to move the community forward. Councilmember Akins-Wells noted that Fun Friday is from 7-11 pm. She noted Erica Dawson,

and her band would be there and encouraged the people to come out and fellowship with the community. She noted Tuesday is Wellness with Wells and is the first before the last. She noted they will have a biggest loser and she is looking for someone to sponsor it.

Mayor Butler noted that Justin was drafted to the LA Chargers. She noted she went to Blue Star Studio, and they are building a set for a movie and a few actors have been there. Mayor Butler noted she cannot wait to learn the name of the movie so people can support it. She read a note she received that stated "embrace the gift of the present moment because it is the only time we truly have control over."

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 8:11 p.m. for Personnel, Litigation, or Real Estate matters.

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

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

It was moved to adjourn the Executive Session and reconvene the Regular Session Meeting at 8:51 pm.

Motion made by Councilmember James, Seconded by Councilmember Antione.

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

ADJOURNMENT: It was moved to adjourn the meeting at 8:51 pm.

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 404-366-4720.

File Attachments for Item:

**2. Council Approval on the Renewal of the 4th Annual Service Agreement with Motorola Solutions-
Fire and EMS Department**



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Request Approval for 4th Annual Renewal - Service Agreement with Motorola Solutions.

Submitted By: FIRE AND EMS

Date Submitted: June 24, 2024

Work Session Date: July 1, 2024

Council Meeting Date: July 1, 2024

Request Council's approval to piggyback from the SWC-Sourcewell cooperative agreement for Radio Communications to initiate the 4th annual renewal (July 2024 - June 2025) of Preventive Maintenance of Radios with Motorola Solutions for an amount not to exceed: \$14,562.72.

Cost: \$ \$ 14,562.72

Budgeted for: Yes No

Financial Impact: (300-61-3510-54-2502)

Action Requested from Council: Request Approval



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
Federal Tax ID: 36-1115800

Visit our website at www.motorolasolutions.com

ORIGINAL INVOICE			
Transaction Number 8230458278		Transaction Date 02-JUN-2024	
P.O. Number		P.O. Date	Transaction Total 14,562.72 USD
Payment Terms Net Due in 30 Days			Customer Account No 1011952000
Payment Due Date 02-JUL-2024			
Bill To Address FOREST PARK, CITY OF ATTN: Accounts Payable 4539 JONESBORO RD FOREST PARK GA 30297 United States		Ship To Address FOREST PARK, CITY OF 320 CASH MEMORIAL BLVD FOREST PARK GA 30297 United States	

IMPORTANT INFORMATION

Sales Order(s): USC000191036-R01-JUN-2021

For all invoice payment inquiries contact
 AccountsReceivable@motorolasolutions.com
 Telephone: 800-247-2346
 Fax: +1(631)883-4238

SPECIAL INSTRUCTIONS / COMMENTS

General Comment: Regular Invoice

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	LSV00S00052A	Service From: 01-JUL-2024 Service To: 30-JUN-2025 LOCAL DEVICE COMBO SVC:01-JUL-24:30-JUN-25:			4,277.55
2	LSV00S00157A	Service From: 01-JUL-2024 Service To: 30-JUN-2025 LOCAL DEVICE COMBO SVC:01-JUL-24:30-JUN-25:			4,422.27
3	LSV00S00324A	Service From: 01-JUL-2024 Service To: 30-JUN-2025 LOCAL DEVICE PREVENTATIVE MAINTENANCE:01-JUL-24:30-JUN-25:			5,862.90

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 8230458278	Customer Account No 1011952000	Payment Due Date 02-JUL-2024	Transaction Total 14,562.72 USD	Amount Paid
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

FOREST PARK, CITY OF
 ATTN: Accounts Payable
 4539 JONESBORO RD
 FOREST PARK GA 30297
 United States

Payment Transfer Details

Bank of America, Dallas
 WIRE Routing Transit Number: 026009593
 ACH/EFT Routing Transit Number: 111000012
 SWIFT: BOFAUS3N
 Bank Account No: 3756319806

Send Payments To:



Motorola Solutions, Inc.
 13108 Collections Center
 Chicago IL 60693
 United States
 Please provide your remittance details to:
 US.remittance@motorolasolutions.com



Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

Visit our website at www.motorolasolutions.com

ORIGINAL INVOICE			
Transaction Number 8230458278	Transaction Date 02-JUN-2024	Transaction Total 14,562.72 USD	
P.O. Number		P.O. Date	Customer Account No 1011952000
Payment Terms Net Due in 30 Days			Payment Due Date 02-JUL-2024
Total Tax GA 0.00			USD Subtotal 14,562.72
			USD Total Tax 0.00
			USD Total 14,562.72
			USD Amount Due 14,562.72

State of Georgia Sourcewell Participating Addendum

Solicitation Title Radio Communications	Solicitation Number 042021	Contract Number 99999-SPD-T20250623-0002
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1. This Contract is entered into between the Agency and the Contractor named below:

Agency's Name
Department of Administrative Services (hereafter called Agency)

Contractor's Name
Motorola Solutions, Inc. (hereafter called Contractor)

2. Contract to Begin: 1/1/23	Date of Completion: 6/23/25	Renewals: 0
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3. Performance Bond, if any: _____ Other Bonds, if any: _____

4. Authorized Person to Receive Contract Notices for Agency: **Carl Hall, Contract Management Manager** Authorized Person to Receive Contract Notices for Contractor: **Scott P. Adler**

5. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Statewide Contract:

Attachment 1: Sourcewell Participating Addendum Terms and Conditions
Attachment 2: Sourcewell Master Agreement # 042021-MOT
Attachment 3: Statement of Work (SOW) Template
Attachment 4: Request for Proposals #42021 for Public Safety Communications Technology and Hardware Solutions
Attachment 5: Contractor's response to RFP #042021, as accepted by Sourcewell

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

6. **Contractor**

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)
Motorola solutions, Inc.

By (Authorized Signature) <i>Scott Adler</i>	Date Signed 12/29/2022
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Printed Name and Title of Person Signing
Scott P. Adler, Vice President

Address
Motorola solutions, Inc. 3025 windward Plaza, suite 350, Alpharetta, GA 30005

7. **Agency**

Agency Name
Department of Administrative Services

By (Authorized Signature) <i>Jim Barnaby</i>	Date Signed 12/29/2022
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Printed Name and Title of Person Signing
Jim Barnaby State Purchasing Deputy Commissioner

Address
200 Piedmont Ave, SE Suite 1804 West Tower, Atlanta, Georgia 30334-9010



Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-T20250623	NIGP Codes	72688, 72689, 72690, 93972, 72616
Name of Contract	Radio Communications		
Effective Date	2/14/23	Expiration Date	June 25, 2025
Contract Table of Contents			
Suppliers Awarded	2	Contract Information:	Convenience
Contract Information for Supplier			Page Number
<u>Motorola Solutions, Inc.</u>			2
Additional Contract Information			
<u>General Contract Information</u>			3
<u>Item Listing</u>			4
<u>Contract Renewals/ Extensions/ Changes</u>			4
<u>DOAS Contact Information</u>			5



Supplier Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-T20250623-0002
PeopleSoft Supplier Number	0000008244
Supplier Name & Address	
Motorola Solutions, Inc. 500 W Monroe St Chicago, IL 60661	
Contract Administrator	
Jason Kahane Office (770)530-9415 Jason.Kahane@motorolasolutions.com	
Contact Details	
Ordering Information	Reference the Sourcewell Resellers Attachment
Remitting Information	Orders to: Jason.Kahane@motorolasolutions.com Payments: Motorola Solutions, Inc. 13104 Collections Center Drive Chicago, IL 60693
Delivery Days	Orders will be shipped within 2 days after receipt of Purchase Order
Discounts	
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.

Changes/Renewals/Extensions

Current Term End Date: June 25, 2025

General Contract Information

This contract is currently established within Team Georgia Marketplace™. Contract information, including the Information and Benefit Sheet, can be found on the Supplier's Contract Summary Page located within Team Georgia Marketplace™ found on the DOAS State Purchasing Website.

This contract has been awarded to the following suppliers:

Motorola Solutions, Inc. 99999-SPD-T20250623-0002

For direct access to the site, [click here](#) and login using the Guest Credentials: tgmguest. Proceed to the Catalog and Contracts (located in the Menu Bar) Search for Contract [Enter Contract Number or Supplier Name]. Additionally, if you are:

- A Registered State Agency User, you can access this information using the Virtual Catalog link located within PeopleSoft.
- A Registered Technical College Shopper can access this information by [clicking here](#) and entering their login credentials.
- A Registered Window Shopper can access this information by [clicking here](#) and entering the credentials provided during registration.

The purpose of this contract is to provide State Agencies, USG, and Local end-users with a comprehensive list of products and manufacturers for all of their public safety communication needs.

Orders may be placed by using the ordering instructions listed on the SWC information sheet.

KEY BENEFITS OF THE CONTRACT INCLUDE:

- Competitive pricing.
- Maintenance services.
- Onsite design and quote services.
- Ability to make large system purchases without bidding.
- Can be used with your State of Georgia Purchasing Card.



ADDITIONAL INFORMATION:

NIGP codes assigned to the Background Investigative Reporting SWC:

72688 - Two-Way Radio, Portable, Including Vehicle Radio Relay Systems

72689 - Two-Way Radio Receivers, Transmitters, Transceivers: Mobile and Base Station, Audio Transfer

72690 - Two-Way Radio Supplies, Parts, and Accessories

93972- Radio, Telecommunications, Telephone Equipment, Including 911 Systems and Facsimile Transceivers, Maintenance and Repair

72616 – Antenna and Accessories, Radio Only: Brackets, Masts, Mount, Rotators, Standoffs, etc., Including Aircraft, Vehicle and Marine Types

Item Schedule

See Team Georgia Marketplace for State products and pricing or contact the reseller directly by referencing the Sourcewell Resellers Attachment.

Availability and Special Instructions: The use of new radio frequencies requires the review by the telecommunications personnel of the State of Georgia. Please call Ralph Bevan at 404.656.2042 for information regarding this process.



Ordering Instructions

Note: For product and ordering information, reference the Sourcewell Resellers Attachment

Contract Management

QUESTIONS: If you have any questions, please contact the Contract Manager:

Donnie Treadway donnie.treadway@doas.ga.gov 404-463-0824

For Team Georgia Marketplace™ question(s), please contact the help desk:

Procurement Help Desk Telephone: (404) 657-6000

Email: procurementhelp@doas.ga.gov



SERVICE AGREEMENT

500 W Monroe St
Chicago, IL 60661
(800) 247-2346

Contract Number: USC000191036
Contract Modifier:

Date: 10-MAR-2020

Company Name: Forest Park, City Of
Attn.: Joel Turner
Billing Address: 4539 Jonesboro Rd
City, State, Zip Code: Forest Park, GA 30297
Customer Contact: Joel Turner
Phone: 678-898-4825

P.O.#: N/A
Customer #: 1011952000
Bill to Tag#: 0007
Contract Start Date: 01-JUL-2020
Contract End Date: 30-JUN-2030
Payment Cycle: ANNUALLY
Currency: USD

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		***** Recurring Services *****		
	LSV00S00047A	LOCAL DEVICE SUPPORT	\$370.91	\$4,450.90
	LSV00S00052A	LOCAL DEVICE COMBO SVC	\$2,651.83	\$31,821.90
	LSV00S00155A	LOCAL DEVICE SUPPORT	\$137.46	\$1,649.56
	LSV00S00157A	LOCAL DEVICE COMBO SVC	\$3,001.19	\$36,014.14
	LSV00S00324A	LOCAL DEVICE PREVENTATIVE MAINTENANCE	\$4,976.39	\$59,716.58
Sub Total			\$11,137.76	\$133,653.08
Taxes			\$0.00	\$0.00
Grand Total			\$11,137.76	\$133,653.08
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS			THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA SOLUTIONS	

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.

Robert Brackett AUTHORIZED CUSTOMER SIGNATURE INTERIM FIRE CHIEF TITLE 6-15-2020 DATE

ROBERT BRACKETT CUSTOMER (PRINT NAME)

MOTOROLA REPRESENTATIVE (SIGNATURE) TITLE DATE

EMAILS: 6/15/2020

SHELLIE WHITE

MOTOROLA REPRESENTATIVE (PRINT NAME)

PHONE

Company Name : Forest Park, City Of
Contract Number : USC000191036
Contract Modifier :
Contract Start Date : 01-JUL-2020
Contract End Date : 30-JUN-2030

Revised June 16, 2018

Service Terms and Conditions

Motorola Solutions Inc. ("Motorola") and the customer named in this Agreement ("Customer") hereby agree as follows:

Section 1. APPLICABILITY

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Service Agreement, or (2) installation services under a Motorola Installation Agreement.

Section 2. DEFINITIONS AND INTERPRETATION

2.1. "Agreement" means these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2. "Equipment" means the equipment that is specified in the attachments or is subsequently added to this Agreement.

2.3. "Services" means those Installation, maintenance, support, training, and other services described in this Agreement.

Section 3. ACCEPTANCE

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when accepted in writing by Motorola. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

Section 4. SCOPE OF SERVICES

4.1. Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services.

4.2. If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3. If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires.

4.4. All Equipment must be in good working order on the Start Date or when additional equipment is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice.

4.5. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to Service that Equipment.

4.7. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Agreement.

Section 5. EXCLUDED SERVICES

5.1. Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other

Revised June 16, 2018

than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.2. Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

Section 6. TIME AND PLACE OF SERVICE

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

Section 7. CUSTOMER CONTACT

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

Section 8. INVOICING AND PAYMENT

8.1 Customer affirms that a purchase order or notice to proceed is not required for the duration of this service contract and will appropriate funds each year through the contract end date. Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within twenty (20) days of the invoice date.

8.2 Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity. The Customer will pay all invoices as received from Motorola. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

8.3 For multi-year service agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, all Items, Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. All items, not seasonally adjusted shall be used as the measure of CPI for this price adjustment. Measurement will take place once the annual average for the New Year has been posted by the Bureau of Labor Statistics. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base)

Section 9. WARRANTY

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Section 10. DEFAULT/TERMINATION

10.1. If either party defaults in the performance of this Agreement, the other party will give to the non-performing party a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any

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other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of termination to the defaulting party.

10.2. Any termination of this Agreement will not relieve either party of obligations previously incurred pursuant to this Agreement, including payments which may be due and owing at the time of termination. All sums owed by Customer to Motorola will become due and payable immediately upon termination of this Agreement. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

10.3 If the Customer terminates this Agreement before the end of the Term, for any reason other than Motorola default, then the Customer will pay to Motorola an early termination fee equal to the discount applied to the last three (3) years of Service payments for the original Term.

Section 11. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

Section 12. EXCLUSIVE TERMS AND CONDITIONS

12.1. This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2. Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS

13.1. Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorola's property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request. Customer may not disclose, without Motorola's written permission or as required by law, any confidential information or data to any person, or use confidential information or data for any purpose other than performing its obligations under this Agreement. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to provide Customer with access to its confidential and proprietary information, including cost and pricing data.

13.3. This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

Revised June 16, 2018

Section 15. COVENANT NOT TO EMPLOY

During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

Section 16. MATERIALS, TOOLS AND EQUIPMENT

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction.

Section 17. GENERAL TERMS

- 17.1. If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.
- 17.2. This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the State in which the Services are performed.
- 17.3. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.
- 17.4. Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.
- 17.5. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.
- 17.6. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event.
- 17.7. THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date, Motorola may adjust the price of the Services to reflect its current rates.
- 17.8. If Motorola provides Services after the termination or expiration of this Agreement, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.
- 17.9 This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

Revised June 16, 2018

Pricing for Forest Park's New Subscribers



Fire Model	Quantity	In Warranty										Totals
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
		Local Radio Support										
APX6000	24	\$1,440.00	\$1,483.20	\$1,527.70	\$4,152.96	\$4,277.55	\$4,405.88	\$4,538.05	\$4,674.19	\$4,814.42	\$4,958.85	\$36,296.79
APX6500	19	\$533.68	\$549.69	\$566.19	\$3,192.00	\$3,287.76	\$3,386.39	\$3,487.98	\$3,592.62	\$3,700.40	\$3,811.41	\$26,127.14
Fire		Post Warranty / Local Radio Combo										Totals
		Local Radio Support										
		Post Warranty / Local Radio Combo										
		Local Radio Support										
		Post Warranty / Local Radio Combo										
APX6500	6	\$1,008.00	\$1,038.24	\$1,069.39	\$1,101.47	\$1,134.51	\$1,168.55	\$1,203.60	\$1,239.71	\$1,276.90	\$1,315.21	\$11,561.59
PM / FW	49	\$5,209.11	\$5,365.38	\$5,526.34	\$5,692.13	\$5,862.90	\$6,038.78	\$6,219.95	\$6,406.55	\$6,598.74	\$6,796.70	\$59,716.58
Annual Totals		\$8,190.79	\$8,436.52	\$8,689.61	\$14,138.56	\$14,562.72	\$14,999.60	\$15,449.59	\$15,913.08	\$16,390.47	\$16,882.18	\$133,653.11

RESOLUTION NO. 24-71

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO AUTHORIZE THE RENEWAL OF THE 4TH ANNUAL SERVICE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE FOREST PARK FIRE AND EMERGENCY SERVICES DEPARTMENT.

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, the City’s Fire and Emergency Services Department (“Department”) finds it necessary to renew the 4th Annual Services Agreement (“Agreement”) with Motorola Solutions, Inc. with a contract duration of July 2024 to June 2025 in an amount not to exceed Fourteen Thousand, Five Hundred and Sixty-two Dollars and 72/100 Cents (\$14,562.72); and

WHEREAS, this Agreement shall provide maintenance, installation, and replacement parts on equipment, support, training for all existing and newly purchased radio equipment, and

WHEREAS, this Agreement is necessary to protect the health, safety, and welfare of the citizens of the City.

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

Section 1. Approval. The renewal of the 4th Annual Services Agreement with Motorola Solutions, Inc. in an amount not to exceed Fourteen Thousand, Five Hundred and Sixty-two Dollars and 72/100 Cents (\$14,562.72) as presented to the City Council on July 1, 2024, is hereby approved.

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

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

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

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

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

SO RESOLVED this 1st day of July, 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, *City Clerk*

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

3. Council Approval on Central Square CAD/RMS Annual Renewal – IT Department /Police Department



CITY OF
FORESTPARK

City Council Agenda Item

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

Submitted By: Josh Cox, IT Director

Date Submitted: June 25th, 2024

Work Session Date: July 1st, 2024

Council Meeting Date: N/A

Background/History:

The Police Department utilizes One Solution CAD (Computer Aided Dispatch) software from Central Square. This software auto renews on an annual basis. This software is also used for police reports and ticketing. This is a budgeted item and is renewed on an annual basis. This is being brought before Mayor and council as requested as part of the procurement process.

Cost: \$ 158,077.81

Budgeted for: Yes No

None

Action Requested from Council: This is informational/ requesting approval to move forward with the annual renewal.



Invoice

Item # 3.

Invoice No (1 of 1) 412227	Date 5/30/2024	Page 6 of 6
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Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
 Forest Park Police Department
 City of Forest Park (OSSI)
 Michelle Hood
 320 Cash Memorial Boulevard
 Forest Park GA 30297
 United States

Ship To
 Forest Park Police Department
 City of Forest Park (OSSI)
 Michelle Hood
 320 Cash Memorial Boulevard
 Forest Park GA 30297
 United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
5871LG	Forest Park Police Department		USD	6/29/2024

	Description	Units	Rate	Extended
47	ONESolution MFR Client-MOBLAN Version - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	10	135.39	1,353.87
48	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	3	91.37	274.12
49	OneSolution Freedom Premium Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:11/30/2024, End: 6/30/2025	5	98.46	492.30
50	ONESolution Courtware Citation Export Interface Annual Subscription Fee - Annual Subscription Fee Maintenance: Start:6/29/2024, End: 6/30/2025	1	5,278.77	5,278.77

Please include invoice number(s) on your remittance advice.
ACH:
 Routing Number 121000358
 Account Number 1416612641
 E-mail payment details to: Accounts.Receivable@CentralSquare.com

Check:
 12709 Collection Center Drive
 Chicago, IL 60693

Subtotal	158,077.81
Tax	0.00
Invoice Total	158,077.81
Payments Applied	0.00
Balance Due	USD 158,077.81

<i>Invoice No (1 of 1)</i> 412227	<i>Date</i> 5/30/2024	<i>Page</i> 1 of 6
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5871LG	Forest Park Police Department		USD	6/29/2024

	<i>Description</i>	<i>Units</i>	<i>Rate</i>	<i>Extended</i>
Quote No. Q-169048				
1	JMS-MS DISPLAY - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	2,978.47	2,978.47
2	ONESolution Court Base - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	9,561.52	9,561.52
3	ONESolution Traffic Citation Acctg Transmission Sys (TCATS) - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	2,485.99	2,485.99
4	ONESolution Police-to-Police - Annual Subscription Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	0.00	0.00
5	ONESolution Freedom Server Software - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	825.49	825.49
6	ONESolution Freedom Premium - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	3	94.35	283.04
7	ONESolution Computer-Aided Dispatch System - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	14,651.94	14,651.94
8	ONESolution E911 Interface - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,675.36	1,675.36
9	ONESolution CAD Map Display & Map Maint Software Lic - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,370.78	1,370.78

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	Description	Units	Rate	Extended
10	ONESolution CAD Map Display & Map Maint Software Lic - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	2	456.93	913.86
11	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	3	91.37	274.12
12	ONESolution CAD Resource Monitor Display License With Maps - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	3	304.61	913.83
13	ONESolution State/NCIC Messaging Software - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	6,092.28	6,092.28
14	ONESolution MCT Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	10,661.50	10,661.50
15	ONESolution CAD Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	3	609.26	1,827.77
16	ONESolution CAD to CryWolf Interface - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	609.25	609.25
17	ONESolution Records Management System - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	15,027.65	15,027.65
18	ONESolution RMS Workstation - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	406.13	406.13

Invoice No (1 of 1) 412227	Date 5/30/2024	Page 3 of 6
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5871LG	Forest Park Police Department		USD	6/29/2024

	Description	Units	Rate	Extended
19	ONESolution Accident - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,218.42	1,218.42
20	ONESolution Accident Wizard Base Server License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,353.85	1,353.85
21	ONESolution Crime Analysis - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	3,384.61	3,384.61
22	ONESolution RMS Map Display & Pin Mapping License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,624.62	1,624.62
23	ONESolution Calls For Service - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	406.13	406.13
24	ONESolution Gang - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	2,030.78	2,030.78
25	ONESolution Generic Permit - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	676.94	676.94
26	ONESolution Link Analysis - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	3,384.61	3,384.61
27	ONESolution Notification - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	2,626.46	2,626.46
28	ONESolution Pawn Batch Ticket Processing - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,489.25	1,489.25

<i>Invoice No (1 of 1)</i> 412227	<i>Date</i> 5/30/2024	<i>Page</i> 4 of 6
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5871LG	Forest Park Police Department		USD	6/29/2024

	<i>Description</i>	<i>Units</i>	<i>Rate</i>	<i>Extended</i>
29	ONESolution Professional Standards - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	4,738.45	4,738.45
30	ONESolution Property & Evidence - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,489.25	1,489.25
31	ONESolution Barcoding Server License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	676.94	676.94
32	ONESolution Barcoding Hand-Held Client License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	431.55	431.55
33	ONESolution Residential Security Watch - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	406.13	406.13
34	ONESolution Mugshot Capture Station Software - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	1,489.25	1,489.25
35	ONESolution Mobile Server Software - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	6,092.28	6,092.28
36	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	45	269.42	12,124.06
37	ONESolution MCT Client-MAPS - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	45	54.17	2,437.65

Invoice No (1 of 1)
412227

Date
5/30/2024

Page
5 of 6

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5871LG	Forest Park Police Department		USD	6/29/2024

	Description	Units	Rate	Extended
38	ONESolution MFR Client - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	35	269.42	9,429.83
39	ONESolution MFR Client-Accident Reporting - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	35	135.34	4,737.03
40	ONESolution Accident Wizard - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	35	40.62	1,421.75
41	ONESolution MFR Client-Citation - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	35	135.39	4,738.52
42	ONESolution MFR Client-Arrest - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	35	81.24	2,843.47
43	ONESolution MFR Client-MOBLAN Version - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	2	135.38	270.76
44	ONESolution Mobile Field Reporting Server - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	4,738.45	4,738.45
45	ONESolution MCT Client AVL License - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	45	40.62	1,827.95
46	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:7/1/2024, End: 6/30/2025	1	2,030.78	2,030.78

RESOLUTION NO. 24-72

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO AUTHORIZE THE COMPUTER-AIDED DISPATCH SOFTWARE ANNUAL RENEWAL WITH CENTRAL SQUARE TECHNOLOGIES FOR FOREST PARK'S INFORMATION TECHNOLOGY DEPARTMENT AND POLICE DEPARTMENT.

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, the City's Information Technology Department and Police Department ("Departments") find it necessary to authorize the annual renewal of the Computer Aided Dispatch (CAD) software from Central Square Technologies; and

WHEREAS, this software renewal is necessary to protect the health, safety, and welfare of the citizens of the City.

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

Section 1. Approval. The annual renewal of the Computer Aided Dispatch software from Central Square Technologies for the City's Information Technology Department and Police Department as presented to the City Council on July 1, 2024, is hereby approved.

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

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

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

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

SO RESOLVED this 1st day of July 2024.

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, City Clerk

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

4. Council Approval on Task Order 2024-03-033-R2 for Croft to Renovate an Existing Building Located at 330 Forest Parkway for a Vehicle Storage and Training Facility for the Fire Department- Planning and Community Development Department



CITY OF
FORESTPARK

City Council Agenda Item

Subject: - Council Discussion and Approval of Task Order 2024-03-033-R2 for Croft to Renovate an Existing Building Located at 330 Forest Parkway for a Vehicle Storage and Training Facility for the Fire Department. - Executive Offices

Submitted By: James Shelby, Project Manager

Date Submitted: June 24, 2024

Work Session Date: July 1, 2024

Council Meeting Date: July 1, 2024

Background/History: The proposal is for the renovation of an existing 8 bay pre-engineer metal building of about 8,500sf. The building will serve three (3) separate functions. 3 Bays will house a Mech/Elec room, restrooms, breakrooms and 2 large classrooms. 3 Bays will serve as storage for emergency vehicles. 2 Bays will serve as general storage. The existing property +/- 5.16 acres will require resurfacing of the existing asphalt areas, a new security fence around the perimeter of the site with 2 new access gates.

Cost: \$219,600.00

Budgeted for: Yes No

Financial Impact: This Task Order will be funded from America Rescue Fund (253 61 3510 542 501). No impact on the general funds.

Action Requested from Council: Staff recommends approval of Task Order 2024-03-033-R2 for Croft to Renovate an Existing Building Located at 330 Forest Parkway for a Vehicle Storage and Training Facility for the Fire Department.

Task Order No. 2024-03-033 – R2

June 14, 2024

To: CITY OF FOREST PARK
745 Forest Parkway
Forest Park, GA 30297

Attn: Mr. Ricky Clark
City Manager

Task Order No.: **CTR 2024-03-033**

**RE: Fee Proposal
Vehicle Storage Facility / Forest Park, GA**

SCOPE OF SERVICES

The proposal is for the renovation of an existing 8 bay pre-engineer metal building of about 8,500sf. The building will serve three (3) separate functions. 3 Bays will house a Mech/Elec room, restrooms, breakrooms and 2 large classrooms. 3 Bays will serve as storage for emergency vehicles (This section is for storage only, the building will not be design as a hardened building). 2 Bays will serve as general storage. The existing property +/- 5.16 acres will require resurfacing of the existing asphalt areas, a new security fence around the perimeter of the site with 2 new access gates. The scope was developed based on the information provided during our site visit, which was held on 04/04/2023, refer to **Exhibit A** attached. CA will be performed on an hourly basis not to exceed, and it is limited to shop drawings & RFI reviews.

The above reference scope of work includes the following disciplines:

- Architectural
- Structural
- MEP&FP
- Low Voltage
- Civil (Limited to resurfacing of the pave areas of the site)

DESIGN ASSUMPTIONS

1. There is no established construction budget. Cost is not a design parameter for this project.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
6. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.

7. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
8. Civil Engineering is included as a part of this proposal, but limited to resurfacing of the existing pave areas.
9. Design of site retaining walls is not included as a part of this proposal.
10. Hardscape design is not included as part of this proposal.
11. Landscape architecture is not included as part of this proposal.
12. Irrigation System design is not included as a part of this proposal.
13. Site lighting design is included as a part of this proposal.
14. Landscape lighting is not included as a part of this proposal.
15. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
16. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
17. Interior design is limited to SID (structural interior design). Only basic finish descriptions will be used (painted gyp., carpet, etc.). CID (cosmetic interior design) can be provided for an additional fee.
18. Waterproofing consultant services are not part of this proposal.
19. Value Engineering is not included as a part of this proposal.
20. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
21. The building foundations will be shallow concrete spread footings.
22. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance", to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
23. Mechanical engineering is limited to minimum requirements for code review.
24. Energy Management System design is not included as a part of this proposal.
25. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
26. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
27. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
28. Electrical engineering is limited to lighting and minimum power requirements.
29. Emergency generator design is not included as a part of this proposal.
30. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.

31. Lightning Protection System design is not included as a part of this proposal.
32. Owner will provide access to all areas of the building for site investigation and existing condition verification. Owner will remove ceiling tiles at the perimeter of involved rooms and provide ladder access for CROFT to view conditions above ceiling.
33. Field investigations of existing building conditions will be nondestructive and therefore some building components may be hidden from view. Owner should expect unforeseen conditions.
34. A detailed and documented existing conditions survey is not included as a part of this proposal.
35. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
36. Acoustical consultant and design is not included as part of this proposal.
37. Design services for commercial food preparations or for food service tenants is not included as a part of this proposal.
38. Grease trap design is not included as a part of this proposal.
39. Permitting will be performed by others and is not included as a part of this proposal. Permit set(s) will be sent to owner representative at site location for submission to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
40. Construction cost estimates and project budgeting services are not included as a part of this proposal.
41. Preparation or review of Contractor Pay Requests is not included as a part of this proposal.
42. Limited Construction Administration services (shop drawing and RFI reviews) are included as a part of this proposal as outlined above.
43. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
44. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.
45. This proposal is good for sixty (60) days from the date of the proposal.
46. If services provided by this proposal have not been completed within Twelve (12) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
47. Reimbursable expenses will be billed at 1.15 times actual cost.

COMPENSATION

The budget Below includes staff time and expenses necessary to perform the scope of work outline above.

- Schematic Design _____ \$ 24,200
- Design Development _____ \$ 75,400
- Construction Documents _____ \$ 110,000
- Construction Administration _____ \$ 10,000 *

** Hourly not to exceed*

Note: Reimbursable expenses will be billed at 1.15 times actual cost.

AUTHORIZATION

As our authorization to proceed with the scope of work, outlined herein, please sign in the space provided below and return one copy to this office for our records.

Authorized by: _____ Title: City Manager _____

Print Name: _____ Date: _____

RESOLUTION NO. 24-74

A RESOLUTION FOR THE CITY COUNCIL OF FOREST PARK, GEORGIA, TO APPROVE CROFT & ASSOCIATES, INC.'S TASK ORDER 2024-03-033-R2 FOR THE RENOVATION OF VEHICLE STORAGE AND TRAINING FACILITY AT 330 FOREST PARKWAY, FOREST PARK, GEORGIA 30297 FOR THE CITY'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

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

WHEREAS, the City's Planning and Community Development Department ("Department") finds it necessary to approve the task order 2024-03-033-R2 ("Task Order") for the renovation of vehicle storage and a training facility at 330 Forest Parkway, Forest Park, Georgia 30297; and

WHEREAS, this renovation is necessary to protect the health, safety, and welfare of the citizens of the City.

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

Section 1. Approval. Croft & Associates, Inc.'s Task Order 2024-03-033-R2 to renovate building(s) located at 330 Forest Parkway, Forest Park, Georgia 30297 for vehicle storage and training facility for the City's Planning and Community Development Department as presented to the Mayor and City Council on July 1, 2024 is hereby approved.

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

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

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

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

SO RESOLVED this 1st day of July 2024.

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

5. Council Approval to Surplus Existing Playground Equipment from the Pocket Parks-Public Works Department



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Surplus of existing Playground Equipment for Pocket Parks

Submitted By: Nigel Wattley

Date Submitted: 6-24-2024

Work Session Date: 6-24-2024

Council Meeting Date: 7-1-2024

Background/History:

In line with our ongoing efforts to enhance the parks throughout the City, the Council previously approved the replacement of playground equipment for the pocket parks located in Wards 3, 4, and 5. This new equipment has been purchased, and the logistics for the installation process are currently being worked out. Public Works is seeking the Council's approval to surplus the existing playground equipment in these parks. Surplusing the old equipment will make way for the installation of the new equipment.

Action Requested from Council:

Consideration and Approval to surplus playground equipment.

Cost: \$ 0

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

Financial Impact:

None









RESOLUTION NO. 24-75

A RESOLUTION FOR THE CITY COUNCIL OF FOREST PARK, GEORGIA TO APPROVE THE FOREST PARK'S PUBLIC WORKS DEPARTMENT PROPOSED SURPLUS OF EXISTING PLAYGROUND EQUIPMENT IN POCKET PARKS SITUATED IN CITY WARDS 3, 4, AND 5.

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, the City Council has already sanctioned the replacement of playground equipment in the pocket parks located in City Wards 3, 4, and 5; and

WHEREAS, the acquisition of new playground equipment has been completed, and arrangements for installation is underway; and

WHEREAS, the City's Public Works Department find it necessary to surplus the current existing playground equipment located in City Wards 3, 4, and 5 in order to clear the path for the installation of the new equipment; and

WHEREAS, this surplus is necessary to protect the health, safety, and welfare of the citizens of the City.

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

Section 1. Approval. The City's Public Works Department proposed surplus of the current existing playground equipment in City Wards 3, 4, and 5 to clear the path for the installation of new equipment as presented to the City Council on July 1, 2024, is hereby approved.

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

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

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

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

SO RESOLVED this 1st day of July 2024.

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, City Clerk

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

6. Council Approval on a Vehicle Take-Home Policy – Executive Office



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of a Vehicle Take-Home Policy – Executive Office

Submitted By: Michelle Hood

Date Submitted: May 29, 2024

Work Session Date: June 3, 2024

Council Meeting Date: June 3, 2024

Background/History:

In 2020, the City Council adopted a policy regarding Take Home Vehicles. The City Manager is requesting guidance moving forward regarding necessary revisions.

Due to the new administration team and the lack of complete historical documents, staff requires a full amendment to ensure that we are operating in line with the council's direction.

Cost: \$ Budgeted for: _____ Yes _____ No

Financial Impact: None

Action Requested from Council:

Council Approval



City of **FOREST PARK**



TAKE-HOME VEHICLE POLICY

TAKE-HOME VEHICLE POLICY AND PROCEDURES CITY OF FOREST PARK Page 1 of 20 CONTENTS

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Approved by City Council on November 10, 2020

Purpose

This policy is intended to ensure the safety and well-being of City employees; to facilitate the efficient and effective use of City resources; to minimize the City's exposure to liability; to monitor the use of City-owned vehicles; to establish a uniform, comprehensive policy and criteria for the assignment, use and administrative control of vehicles assigned to employees to conduct city business. The City of Forest Park may provide take-home vehicles to employees whose responsibilities necessitate the need to regularly report to a worksite during off-duty hours for the purpose of protecting life and property. Each department director will be responsible for justifying the assignment of each take-home vehicle. As a cost-savings measure, other methods of response should be considered prior to recommending the assignment of a take-home vehicle. It is the intention of administration to assign take-home vehicles only to the extent necessary to operate in an effective and efficient manner. The use of take-home vehicles is a privilege. The City expects employees with assigned take-home vehicles to act responsibly and use necessary discretions in the operation of the vehicle. Violation of City or state laws governing such use may lead to that privilege being revoked or other disciplinary actions as applicable.

Applicability

Department heads, employees, or other authorized individuals operating a vehicle owned by the City of Forest Park, or that are reimbursed for the personal use of their private automobile, shall comply with this policy.

Definitions

Authorized Driver/Operator: An employee given permission to operate a City vehicle. Such driver must possess a valid and appropriate 'State' driver license or a Commercial driver's license (CDL) with an acceptable driving history.

Call Out/On Call: A directive to an employee to report to a worksite during off duty hours and to respond to emergencies which require immediate response in order to protect life and property.

Employee: An individual employed by the City of Forest Park government for compensation.

Executive Management Team: Comprised of the City Manager, Human Resources Director, Chief Financial Officer and Risk Manager.

Markings: All vehicles will be marked appropriately with the City seal, vehicle numbers and any other markings required by the Fleet Services Division. Exceptions of this requirement must be reviewed by the appropriate Executive Management Team member and submitted to the City Manager for approval.

Official City Business: Bona fide use of a City vehicle for city business, including city-authorized training.

Take-Home Vehicle: A City vehicle assigned to a City employee for official City business and for commuting to and from the employee's home and worksite.

Vehicle: A mechanized piece of equipment used to transport passengers or equipment and permitted by law to operate on streets and roadways.

Worksite: The office or site where an employee normally reports to perform scheduled work.

Responsibility/Accountability

In general, each department head will have the responsibility of assigning City vehicles to employees as required to conduct official business based upon their department's operations. However, all take-home vehicle assignments unless otherwise specified in this policy must be approved by the City Manager.

Department heads are responsible for assuring that all policies herein are met before authorizing the use of such vehicle. If the need for an exception is urgent and temporary, the department head may proceed with the exception. Department heads are responsible for ensuring the vehicles assigned to their departments are operated as this policy dictates and the vehicle use meets all criteria outlined in this procedure. Department heads shall ensure employees operating the department's vehicle possess a valid operator's license at the time of assignment as appropriate to the type of vehicle operated.

Department heads are responsible for providing a copy of this policy to each driver and provide Human Resources with the original signed acknowledgment for inclusion in their personnel file. See Appendix B attached hereto. Furthermore, it will be the department heads responsibility to evaluate the need for employees to be assigned a take-home vehicle on a regular but at minimum annually. The department head shall, on an annual basis (in July), submit justification, to the appropriate executive management team. The justification shall include a justification of the need for the employee to take a city vehicle home. Department head must maintain documentation to support the need for the employee to take a

city vehicle home and provide copy to Public Works. Lack of this support may result in denial of take-home vehicle assignments.

The Public Works Director or designee is responsible for maintaining a list record of all City take-home vehicles and assignments. Human Resources is responsible for conducting bi-annual Motor Vehicle Records (MVR) checks for all drivers of City vehicles and retaining a copy of their 'State driver's license. Drivers found to have an unacceptable driving record will lose their take home vehicle privilege. Employee must notify their department head and Human Resources immediately of any driving infractions or pending charges that affect or could affect their driver's license status. The Risk Manager will make the determination as to the current and/or future driving privilege status of the driver and/or other recommendations to ensure a safe driving habits. These actions may include, but are not inclusive of, enrollment in defensive driving and/or disciplinary actions.

Use of Vehicles

The City vehicle shall be used to perform "Official City Business" only.

City Vehicle Take-Home Privileges

- A. Eligibility for vehicle take-home privileges for Public Safety and Public Works Employees who live within a 30-mile radius of Forest Park Police Department (Headquarters):
- **For Public Safety (Police)**: The employee shall have successfully completed the Field Training Program or Probationary Period within the Forest Park Police Department and be in good standing with the department. Only those officers who are determined to be necessary for callback on an emergency basis for incident response or investigations will be eligible for take-home privileges to residences within a 30-mile radius from the Forest Park Police Department (Headquarters). The vehicle must be equipped as an emergency response vehicle to qualify for this privilege. The positions of the Command Staff, including Lieutenants, under the Chief of Police are not confined to the 30-mile radius. The Chief of Police will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis for approval.
 - **For Public Safety (Fire)**: The employee shall have successfully completed the Field Training Program or Probationary Period within the Forest Park Fire Department and be in good standing with the department. Only those members who are determined to be necessary for callback on an emergency basis for incident response or investigations will be eligible for take-home privileges to residences within a 30-mile radius from the Forest Park Fire Department (Headquarters). The vehicle must be equipped as an emergency response vehicle to qualify for this privilege. The positions of the Command Staff, under the Fire Chief are not confined to the 30-mile radius. The Fire Chief will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis for approval.
 - **For Public Facilities (Public Works)**: The Public Works Director and only those individuals who are determined to be skilled and needed for callback to respond to City facility emergencies (such

as electrical, heating or air conditioning outages, etc.) will be eligible for take-home privileges to residences within a 30-mile radius. The vehicle must be equipped with the tools necessary for the appropriate response to qualify under this provision. The Director of Public Works will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis.

- B. Eligibility for vehicle take-home for Public Safety and Public Works Employees who live outside the City of Forest Park:
- All other employees who qualify for a take-home vehicle under this policy, but who live outside the City of Forest Park, may choose one of the following options:
 - a. Parking the vehicle at the closest City facility to home for dropoff and pick-up;
 - b. Using a personal vehicle for call-backs and charging mileage (a combination of a and
 - c. Paying the City, a commute fee of \$.10 per mile from the City line to the employee's residence and back via payroll deduction.

II. Other Circumstances Where Overnight, Take-Home Privileges May be Granted

On a case-by-case basis, a Department Head may authorize temporary overnight take-home privileges for an employee. In those instances, the employee must have attended an authorized meeting as an official representative, and it is reasonable to return the vehicle to its normal location. In such instances, the Department Head must document for file the temporary overnight privilege to indicate the justification for the action.

III. City Vehicle Range

For day-to-day business, authorization to take a vehicle outside of the Atlanta Metropolitan Area (e.g., Macon, Columbus, etc.) must be approved in writing by the City Manager or his/her designee. For purposes of this policy, the Atlanta Metropolitan area is defined as the 20-county area as established by the United States Census Bureau. These counties include: Barrow, Bartow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding, and Walton.

IV. Report to City Council

The Director of Public Works will provide a annual report to the City Council identifying City take-home vehicles, including, type of vehicle; employee's name and residence; and justification. Additions/deletions to the Overnight Vehicle List must be approved by the City Manager who will include them on the next annual report to the City Council.

V. Miscellaneous Provisions for the Use of Vehicles on City Business

The City will endeavor to:

- A. Provide transportation when available, or make reimbursement of costs incurred, to employees traveling on official business for the City.
- B. Assign City vehicles full-time during the working day to specific employees based on a justified need and not because of position.

- C. Provide City vehicles, as available, to other employees having less than full-time needs.
- D. Encourage use of the City-wide motor pool.
- E. Authorize reimbursement at the current City-approved rate-per-mile for the use of privately-owned vehicles only when it is deemed necessary, and in the City's best interest.

VI. Vehicle Assignment

Vehicle assignment for business purposes may be categorized in the following manner:

- **Exclusive Assignment – Restricted:** The authorized use of a City vehicle by a designated City employee/ position for the purposes of efficiently and effectively performing City business.
- **Exclusive Assignment – Unrestricted:** the assigned, unrestricted use of a City vehicle on a 24-hour basis within the Metropolitan Atlanta area and encompasses commuting to and from home and 'de minimus' personal use. Examples of "de minimus" personal use include lunch and/or a personal errand on the way between a City work location/activity and the employee's home. Exclusive assignment is limited to specific positions within the City, i.e., Police Departments, whose response time to urgent and immediate needs of public safety duties and responsibilities are essential. The specific positions for unrestricted, exclusive assignment will be determined by the City Manager. Unrestricted use of Public Safety (fire department and law enforcement) vehicles by specifically authorized personnel is allowed. Such unrestricted use must encompass an urgent and immediate need to respond to public safety duties and responsibilities where response time is essential. All such assignments must be recommended by the appropriate Public Safety Department Directors and approved by the City Manager.
- **Eight-Hour Assignment:** the assigned use of a City vehicle by a designated employee/position for the efficient and effective performance of City business during the respective employees assigned work period which may in fact be more than eight hours depending on job assignment as approved by the Department Head. Such assignment allows for use of the City vehicle for all authorized uses except for commuting between normal worksite and personal residence. An eight-hour assignment of a City vehicle may be approved when:
 - o A vehicle is needed and used extensively each working day, or
 - o The nature of one's work may cause unusual depreciation and wear on a personal vehicle.
- **Pool Assignment:** the assigned use of a City vehicle by employees for the efficient and effective performance of City business on an as needed basis.

City vehicles not assigned to a specific employee/position are designated as Department Pool Assignment vehicles. These vehicles are to be utilized by City personnel as directed by the owning Department Head or his/her designee.

Department Pool Assignment vehicles should normally be used to handle a department's short-term (approximately eight hours) transportation requirements; however, they may be used on a temporary basis for periods greater than a day when approved by the Department Head, to accomplish essential City business. The Department Head shall document for file the justification for this approved action.

- Personal Vehicle Use: allowed in the performance of City business when a City vehicle is not otherwise appropriate or available. Reimbursement shall be accomplished on an allowance or mileage basis as outlined later in this policy.
- Individuals using personal vehicles on official City business are required to carry, at a minimum, the Georgia auto liability limits as evidence of financial responsibility. This is always the primary insurance coverage for the employee's vehicle, including when the vehicle is used on official City business.
- Approved officials or employees who use their personal vehicles for City business may be reimbursed on a per mileage basis. Mileage for transit between home and work and between work and lunch does not qualify for reimbursement.
- Persons in this category of assignment who consistently travel more than 500 miles per month in the conduct of City business may be considered for another type of vehicle assignment.
- Reimbursement requests: The "Mileage Reimbursement Request" form shall be signed by the employee requesting the reimbursement and verified by the employee's Department Head. Reimbursement documents shall be filed with the Finance Department. The Finance Director may employ any reasonable means of checking the validity of mileage reimbursement requests. Any inaccurate record keeping shall subject the requesting employee to disciplinary action in accordance with applicable City of Forest Park policy.
- In general, the City assumes no liability for property and/or personal injury damages for employees operating a personal vehicle while conducting official City business.

VII. Other Vehicle Use Considerations

- Mass Transit: High priority should be given to the use of public transportation systems. Employees using mass transportation for official business can submit a receipt for reimbursement.
- Taxation: Personal use of a City vehicle will subject the employee to the Internal Revenue Service (IRS) tax liability guidelines. Positions that meet the Public Safety requirements of the IRS code are exempt. The Internal Revenue Code requires the value of using a City vehicle for commuting to and from work to be taxed as income subject to federal, state and FICA withholding requirements.

VIII. Approval Process

All assignments, including reimbursement for use of personal vehicles, are subject to the monetary limitations imposed by the City of Forest Park City Council as part of the annual budget process. Semi-

annually, each Department Head will assess the status of the vehicle assignments, utilizing the five categories outlined in Section VI.

On or before July 1st of each year, Department Heads will submit justification for requirements for exclusive and eight-hour assignments to the Director of the Public Works. These requirements should be submitted using the "Request for Vehicle Assignment" form. The Public Works Director will provide a consolidated recommendation to the City Manager for his/her review and presentation to the City Council.

In the case of mileage and vehicle allowance, reviews will be conducted annually in conjunction with the July report.

IX. Driver Responsibilities

A. Driver Qualifications

Only City employees who hold a valid Georgia or other state driver's license and who meet the following driver's qualifications shall be allowed to operate City vehicles or drive their personal vehicles while conducting official City business:

- Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle prior to use.
- Must meet driver's licensing requirements.
- Must provide an initial Driving History Report (MVR) and annually thereafter.
- An employee will not qualify for a City vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling, or use of drugs.
 - Has automobile insurance canceled, declined, or not renewed by a company for reasons related to unsafe driving practices.
 - Has 12 or more points assigned to his/her driving record.

Drivers must sign the Take-Home Policy Acknowledgment Form, as shown in Exhibit B. Employees are required to maintain their assigned vehicle in accordance with guidelines established by Fleet Services. Failure to follow these policies and procedures shall be cause for disciplinary action up to and including termination of employment.

B. License Inspection

All City employees must, upon request, provide a copy of their driver's license to the respective Department. A visual check of the driver's license shall confirm the following:

- Signature matches the individual
- Photo resembles the individual
- Description and address fit the individual
- The expiration date has not passed
- The license has been issued by the state in which the individual resides

C. Reporting Requirements

- Driving While Impaired

All City employees are required to report any Driving While Impaired (DWI) arrest, or any other drug or alcohol arrest related to driving, whether on or off duty, to their supervisor. The employee's driving privileges will be suspended pending final disposition by the courts. Failure to report the arrest is a violation of the City of Forest Park Fleet Safety and Management Policy and shall be grounds for disciplinary actions.

- Traffic Violations

Employees (drivers) are responsible for obeying all traffic laws. All City employees who are assigned a City vehicle or who drive any vehicle more than 10% of their work time are required to report any traffic violations, whether on or off duty, to their supervisor. Failure to report any traffic violations is a violation of the City of Forest Park Policies and Procedures and shall be grounds for disciplinary action. Fines imposed on a City employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

- Incidents and Accidents

Employees involved in a Motor Vehicle Accident will be subject to disciplinary action set forth by the COSF Safety Incident/Accident Review Board. The employee will also complete online Driver Safety Remediation courses with Safety National. Each course must be completed with a proficiency of 80%.

In the event of a preventable accident involving death, the employee will, at a minimum, be suspended five (5) scheduled work days without pay, attend a Defensive Driving course approved by the City Manager or his/her designee at the employee expense and submit for a hearing with Safety Incident/Accident Review Board, before he/she is permitted to resume driving any vehicle while conducting official City business.

All vehicle operators are required to report any accident or any other incident involving a City vehicle, or any accident or other incident in a personal vehicle while conducting official City business in any vehicle, immediately, or as soon as possible, to the Appointing Authority or Department Head. In the event of an accident, the vehicle operator shall also:

- Follow the City of Forest Park Accident Reporting Procedures, which include Contacting the Risk Management office, regardless of the extent of damages. (See attached)

- Employee will submit for a Breath Alcohol Test and Drug Screen with a CSOF Panel Physician within 2hrs of the Motor Vehicle Accident.
- Not discuss the circumstances of the accident with anyone other than the investigating officer, Risk Manager, the City's insurance carrier, or persons conducting an internal investigation.
- Make no attempt to reach a settlement.
- Get the name, address, and phone number of all involved parties and witnesses.
- Take, at least, 3 photographs at different angles of the accident or incident scene.
- Submit MVA Accident report in Origami. Complete all fields for proper processing and recording. Department Heads should ensure that all reports are submitted in a timely fashion.
- Submit all documentation from Panel Physician to Risk Management as soon as possible. These documents must be sent to the Insurance Medical Adjuster to process the claim.

D. Safety and Proper Care

All City employees who operate City vehicles or their personal vehicles while conducting official City business are required to operate them in a safe and lawful manner and shall not engage in any actions which would distract the driver from the safe operation of the vehicle. Also, employees shall operate said vehicle in accordance with the motor vehicle laws of Georgia and the applicable law of any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the City vehicle assigned to them is parked safely and securely when parked at the employee's home.

All drivers who operate vehicles owned by, titled to or otherwise controlled by the City, are responsible for the proper care, use, safety and security of City property. Off-street overnight parking must be provided for the City vehicle at the employee's home.

Employees are required to maintain their assigned vehicle in accordance with guidelines established by Fleet Services. Failure to follow these policies and procedures shall be cause for disciplinary action up to and including termination of employment.

E. Alcohol, Drugs, and Tobacco Prohibited

Possession, transportation or consumption of alcohol or drugs by anyone in a City vehicle is strictly forbidden, and no tobacco products may be used in City vehicles. Smoking by driver or passenger in City vehicles is also prohibited.

F. No Right of Privacy

City vehicles are the property of the City of Forest Park and as such, are subject to inspection, audit, and search by City officials. This includes the right to place tracking devices on City vehicles and monitor their whereabouts without notice to employees. The City Manager shall designate persons authorized to conduct inspections, audits, searches, and monitoring.

G. Appearance

It shall be the responsibility of the employee to which a City vehicle is assigned to keep the vehicle in a state of cleanliness. City vehicles are a direct reflection on the City and as such should portray a professional appearance. Interiors of the vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression. City vehicles will not be altered in any way without first obtaining written approval of the Fleet Manager. No City vehicles shall have personal stickers, signs, flags, or any similar attachment placed on or affixed to the vehicle unless previous approval or directive has been issued in writing the City Manager or designee. Vehicles must be affixed with the City logo. Tampering or removal of the logo will result in disciplinary action.

H. Vehicle Logs

Vehicle Logs (i.e., the "Vehicle Maintenance Checklist" form, Appendix C) may be placed in vehicles at certain times by City administration to help gather information to help the City assess its vehicles' needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his/her vehicle and that it is filled out each day. When a page is filled out completely, the driver is responsible for getting his/her supervisor's initials on the sheet showing they have reviewed the record.

I. Vehicle Inspection Checklist

Each employee who is assigned a City vehicle shall complete a Vehicle Inspection Checklist and provide a copy to his/her supervisor no less than once monthly, as determined by the City Manager or his/her designee. Employees must comply with vehicle preventative maintenance programs which are required by the City. Drivers may not transport items or cargo having no relation to official City business.

J. Gas Stations

Only approved gas stations may be used unless there are extenuating circumstances.

K. Passengers

Only passengers on official City business are allowed in City vehicles.

L. Seat Belts

Drivers and passengers must always wear seat belts.

Take-Home Vehicle Justification

The employee must be subject to call out/on call, and/ or the responsibilities of the job assignment require that the employee be subject to be called back or respond to work.

The department head must assure that the use is justified (refer to Appendix A) based on past evidence of their need to be called back to work outside of their normal work hours or other operational need.

Criteria for Approval of Take-Home Vehicles

Unless otherwise authorized, take-home vehicles will only be permitted if the employee lives within the geographic boundaries of the City.

Exceptions of this requirement must be reviewed and recommended by the department head and submitted to the City Manager in writing for final approval.

Employees on suspension will have their take-home vehicle privileges revoked during the suspension. The Department Head or the City Manager has the discretion to reassign a take-home vehicle while an employee is absent on suspension.

Employees on leave exceeding ten days will not keep possession of the take-home vehicle during such leave.

Vehicle Inspection

All employees will perform a “walk-around” of the vehicle to identify any visible problems prior to use each day, utilizing the vehicle maintenance checklist depicted as Exhibit C.

At a minimum, the employee shall check once a day to ensure all safety equipment, i.e., headlights, turn signals, brake lights, and windshield washers are functioning properly.

Any vehicle damage beyond normal wear and tear, including defects affecting the safe operation of the vehicle must be documented on the vehicle maintenance checklist and reported to the employee’s supervisor and fleet management.

Employees must comply with all preventative maintenance programs established by the City.

Use of Electronic Devices

In accordance with O.C.G.A. § 40-6-241, the use of a mobile telephone for voice communications while physically holding or supporting said telephone with any part of the body and while operating a City vehicle or while operating a personal vehicle on official City business is prohibited except in the following circumstances:

- When reporting a traffic accident, medical emergency, fire, an actual or potential criminal or delinquent act, or road condition which causes an immediate and serious traffic or safety hazard;
- By a law enforcement officer, firefighter, emergency medical services personnel, or other similarly employed public safety-first responder during the performance of his/her official duties; and/or

- When using an earpiece, headphone device, or device worn on a wrist to conduct voice-based communications.

In all other circumstances, employees should park their vehicle in a safe manner and location when it becomes necessary to use a mobile telephone for voice communications inside the vehicle. Reading or writing texts or emails while operating a City vehicle or personal vehicle on City business is prohibited under the City of Forest Park Distracted Driving Policy.

Mobile telephones should not be used while pumping gasoline.

The use of any other electronic digital media device (e.g. GPS, laptop computer, iPad, etc.) while operating a personal vehicle on official City business, is discouraged. Employees should park their vehicle in a safe manner and location when it is necessary to use an electronic digital media device inside the vehicle.

In addition to any other acts prohibited by this Procedure, in accordance with O.C.G.A. § 40-6-241, all drivers of commercial motor vehicles are prohibited from engaging in the following acts while operating a City commercial vehicle:

- Using more than a single button on a wireless telecommunications device to initiate or terminate a voice communication; or
- Reaching for a wireless telecommunications device or stand-alone electronic device in such a manner that requires the driver to no longer be in a seated driving position or properly restrained by a safety belt.

Appendix A: REQUEST/JUSTIFICATION FOR TAKE-HOME VEHICLE ASSIGNMENT

Employee Name _____ Employee# _____

City _____ County _____ State _____ Zip Code _____

Employing Department _____

Job Title _____ Job Assignment _____

Provide detailed justification for take-home vehicle assignment:

Upon completion submit the form to your Department Head

Approval/Disapproval of Department Head Date _____

Approval/Disapproval of Executive Management Team Member Date _____

Approval/Disapproval of City Manager Date _____

The completed form must be submitted to the appropriate Executive Management Team member for initial review/recommendation or denial; and then forwarded to the City Manager for final approval/disapproval.

Appendix B: TAKE-HOME VEHICLE POLICY ACKNOWLEDGEMENT

Attached you will find the City’s Take-Home Vehicle Policy. All City employees who are authorized to take-home a city vehicle must read, understand and acknowledge receipt of this policy. The purpose of this policy is to establish a uniform, comprehensive policy and criteria for the assignment, use and administrative control of city vehicles; including those assigned to employees as take-home vehicles.

Upon completion, this form is acknowledgement that you have read and understand the policy. If you do not understand or have questions regarding this policy, please contact your department head.

Print Name as it Appears on Driver’s License

Driver’s License Number

I certify that I have read and understand this policy and all other City policies related to the use of City vehicles and the applicability to me as an authorized driver. Furthermore, I authorize Human Resource to obtain my driving record (MVR) with the ‘State’ or any other entity to ensure compliance with this or any other City policy.

Employee Signature

Upon completion submit this form to your Department Head*.

***The completed form shall be sent to HR for inclusion in the employee’s personal file.**

Appendix C: VEHICLE INSPECTION



ITEM	CHECKED	FAULT DEFAULT NOTED	OR	ACTION TAKEN
Odometer Reading:	Start:			End:
Fuel Level:	Start:			End:
Oil				
Coolant				
Power Steering				
Brake Fluid				
Screen Wash				
Tire Pressure				
Tire Wear				
Wipers				
Windows Clean				
Horn				
Seatbelts				
First Aid Kit				
Fire Extinguisher				
Body Work				
Side lights				
Low Beam				
Full Beam				
Taillights				
Brake Lights				
Turn Signals				
Hazard Lights				
Door Locks				
Windows/Windshield Cracks				

Appendix D: APPROVED TAKE-HOME VEHICLE LIST

TAG#	Vehicle Type	Department	Job Title	Employee Name	Home Address	City	ZIP code	Round Trip Distance	Notes/ Explanation

Vehicle Pool Standard Operations Procedures

A. Definition

Vehicles owned by, titled to or otherwise under the control of the City are authorized for use in the performance of all essential travel and transportation duties. Unless specifically excepted under this policy, use is not authorized for unofficial travel duties or tasks or the transportation of unauthorized persons or items.

B. Authorized Use of Vehicles:

1. Transport of officials, employees, clients, or guests of the City.
2. The performance of law enforcement duties.
3. When on official travel status, between place of official business and temporary place of lodging.
4. Transport of consultants, contractors, or commercial firm representatives when in direct interest of the City.
5. Transport of representatives from Federal, State, or local government when in direct interest of the City of Forest Park.
6. Transport of any person or item in an emergency.
7. Commute between place of dispatch or place of performance of official business to personal residence when specifically authorized by provisions of this policy as stipulated herein.
8. Transport of recreation program participants that are involved in a Recreation Department program if the program is required to be held off site.

C. Unauthorized Uses:

1. An unauthorized task in the normal performance of duties.
2. Transport of any item, equipment, or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard of safe delivery.
3. Transportation to and from travel or task performance of a personal nature not connected with the accomplishment of official business.
4. Transport of family members.
5. Transport of friends, associates, or other persons who are not employees of the City or serving the interest of the City.
6. Transport of hitch-hikers, except in the case of law enforcement personnel.
7. Transport of items of cargo having no relationship to the conduct of official business.
8. Extending the length of dispatch (more than one-half mile) beyond that necessary to complete the official business purpose of the trip.
9. Transportation between place of residence and place of employment other than as specified in this policy.

10. Loan of vehicle for use in non-City authorized functions or to persons that are not on the City of Forest Park payroll.

11. Transport of acids, explosives, weapons, ammunition, or highly flammable material except in the performance of training sites without approval granted through Training Report Process.

D. F. Minimum Business Miles Driven

For each year that a vehicle is assigned to an individual or position, the position should be driven at least 6,000 City business miles. If, after one year of assignment, the vehicle is not driven 6,000 City business miles, the City Manager or Department Head may revoke the vehicle's assignment to the individual or position.

The minimum number of miles specified refers solely to those miles driven exclusively for conducting City business. Miles driven between employee's residence and his/her worksite are not City business miles but are considered official commuting miles as defined by the Internal Revenue Code.

If the total City business miles driven by an individual or a position assigned a vehicle fails to exceed the 6,000 City business miles in a year, written justification must be provided to the City Manager specifying the reason the vehicle was driven less than the minimum distance.

Examples of appropriate justification are:

- Has special equipment, or is used to transport special equipment, which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location.
- Position must be able to respond quickly to emergency situations as part of their job requirements.

G. Driver Responsibilities

All drivers who operate vehicles owned by, titled to, or otherwise controlled by the City are responsible for the proper care, use, and safety of City property.

Drivers must adhere to the following minimum responsibilities:

1. Possess and maintain valid State of Georgia Driver's License approved for the class appropriate for the vehicle.
2. Obey all traffic laws and practice safe courteous driving.
3. Ensure that vehicles are used for authorized purposes only.
4. Follow accident reporting procedures.

5. Accept legal responsibility for violations and fines resulting from actions of the driver. This includes illegal parking tickets.

6. Consumption of alcoholic beverages within an 8-hour period prior to driving the City vehicle is not permitted. Violators of this responsibility are subject to disciplinary action leading up to and including termination.

RESOLUTION NO 24-73

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE CITY MANAGER’S COMPREHENSIVE UPDATES TO THE CITY’S TAKE-HOME VEHICLE POLICY.

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

WHEREAS, the City Manager finds it necessary to approve the updates to the City’s Take-Home Vehicle policy (“Policy”); and

WHEREAS, these revisions to the Policy are necessary to protect the health, safety, and welfare of the citizens of the City.

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

Section 1. Approval. The City Manager’s comprehensive updates to the City’s Take-Home Vehicle Policy as presented to the Mayor and City Council on June 17, 2024 are hereby approved.

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

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

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

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

SO RESOLVED this 1st day of July 2024.

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

7. Community Garden Request- Legislative Offices



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Community Garden Request – Legislative Offices

Submitted By: Councilwoman Latresa Akins-Wells, Ward 4

Date Submitted: June 23, 2024

Work Session Date: July 1, 2024

Council Meeting Date: July 1, 2024

Background/History:

Community gardens play a crucial role in fostering numerous benefits for neighborhoods and society as a whole:

1. **Promoting Local Food Production:** Community gardens encourage the cultivation of fresh, nutritious produce locally. This can improve access to healthy food options, especially in urban areas where fresh produce may be less accessible.
2. **Building Community Connections:** Gardens serve as gathering places where people from diverse backgrounds come together. They promote social interaction, cooperation, and a sense of belonging among participants, fostering a stronger community fabric.
3. **Educational Opportunities:** Community gardens provide hands-on learning experiences about gardening, nutrition, and environmental stewardship. They offer valuable educational programs for children and adults alike, promoting sustainable practices and food security awareness.
4. **Enhancing Urban Green Spaces:** By converting vacant lots or unused spaces into green oases, community gardens contribute to urban beautification and improve air quality. They mitigate the urban heat island effect and provide habitats for pollinators and wildlife.
5. **Improving Mental and Physical Well-being:** Engaging in gardening activities has been linked to reduced stress levels, improved mental health, and increased physical activity. It provides a therapeutic outlet and promotes overall well-being.
6. **Sustainability and Resilience:** Community gardens contribute to local sustainability by reducing food miles and promoting organic gardening practices. They also enhance community resilience by creating local food sources that can withstand disruptions in the global food supply chain.
7. **Empowerment and Social Justice:** Gardens empower communities by providing access to nutritious food and economic opportunities through produce sales or food donation programs. They can also address food deserts and promote food justice initiatives.

In essence, community gardens serve as catalysts for positive change, promoting health, sustainability, social cohesion, and resilience within neighborhoods and beyond. Their

importance extends far beyond the act of gardening, enriching both individuals and communities in multifaceted ways.

Cost: \$

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

Financial Impact:

Action Requested from Council:

DIGGING DEEPER





**PRESENTED BY
COUNCILWOMAN AKINS-WELLS**

BENEFITS OF THE COMMUNITY GARDEN



Increases access to fresh foods



Increases physical activity

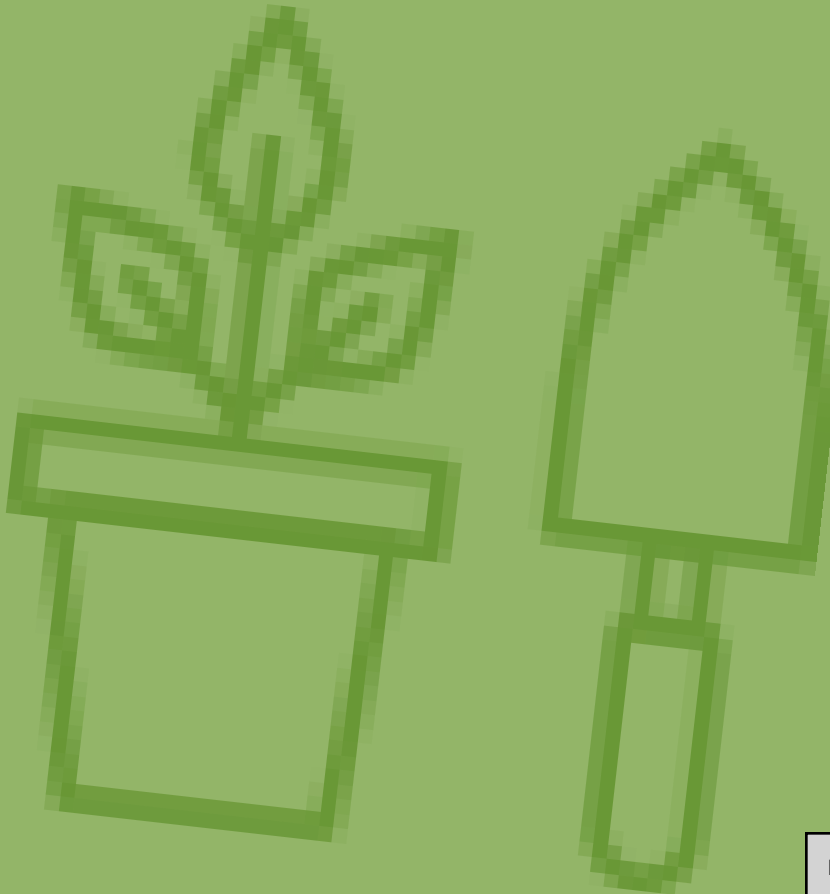


Improves mental health and promotes relaxation

IN A TIME DOMINATED BY SOCIAL MEDIA, THE COMMUNITY GARDEN GETS US BACK TO THE TRUE MEANING OF GETTING SOCIAL. BUILDING A SENSE OF COMMUNITY BY INTERACTING WITH OUR FRIENDS AND NEIGHBORS.



LET'S GET SOCIAL



A BLANK CANVAS

FEATURES:

- 24-INCH RAISED BEDS
- Flower garden to attract pollinators.
- FRUIT ORCHARD
- Adequate seating around the garden.
- Shed for tool storage.
- Multi-use pavilion for events, classes, and meetings.



PROPERTY LINE

PROPERTY LINE

ART WALL

ORCHARD

WATER SOURCE X 3

TOOL SHED

RAISED BEDS

CHILDREN'S GARDEN

PAVILION

BENCH SEATING

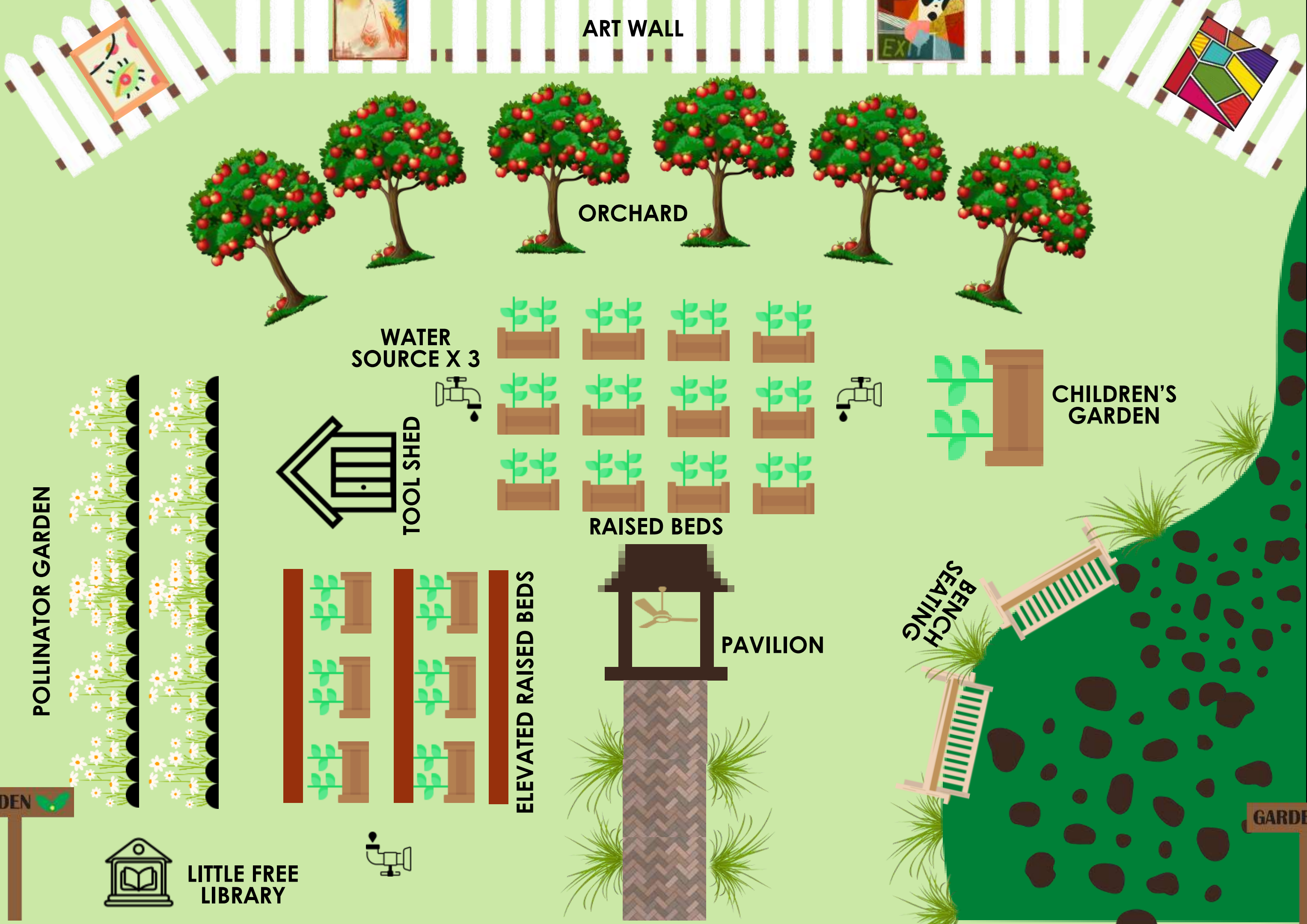
ELEVATED RAISED BEDS

POLLINATOR GARDEN

LITTLE FREE LIBRARY

GARDEN

GARDEN



BUDGET

FENCING	\$6,000
RAISED BEDS	\$2,000
SIGNAGE	\$500
MULCH	\$2,200
TOPSOIL	\$1,500
ELECTRICAL	\$2,500
WATER	\$2,000
LANDSCAPING	\$1,300
STORAGE SHED	\$2,000
TOTAL	\$20,000





**GROWING
PARTNERSHIPS
WITHIN THE
COMMUNITY**

**Churches | Schools | Local Businesses
Non-Profits | Volunteers**

Rooted in the Community



SPONSORED BY
COUNCILWOMAN LATRESA AKINS - WELLS

File Attachments for Item:

8. Council Approval on a Fraternization and Nepotism Policy-Human Resources Department



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of a Resolution to Implement a Fraternization and Nepotism Policy

Submitted By: Human Resources Department

Date Submitted: June 11, 2024

Work Session Date: June 17, 2024

Council Meeting Date: June 17, 2024

Background/History: The City of Forest Park has been experiencing significant growth and in order to continuously maintain high ethical standards and professionalism we are asking for the approval of a Fraternization and Nepotism policy. The goal of the new policy is to: Promote Fairness, Prevent Conflicts of Interest, Enhance Transparency and Improve Workplace Morale. This decision to implement a fraternization and nepotism policy is a proactive measure, align with best practices and to meet the expectations for ethical governance.

Cost: \$ n/a

Budgeted for: _____ Yes _____ No

Financial Impact: No

Action Requested from Council:

My request is for the Council to approve the Resolution to implement a Fraternization and Nepotism Policy.

RESOLUTION NO. 2024-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO ADOPT A FRATERNIZATION AND NEPOTISM POLICY

WHEREAS, WHEREAS, the governing body of the City of Forest Park, Georgia (“City”) is the Mayor and Council thereof; and

WHEREAS, section 36-35-3 of the Official Code of Georgia Annotated (O.C.G.A.) provides cities the power to adopt clearly reasonable ordinances, resolutions or regulations relating to the cities’ property and affairs; and

WHEREAS, the Mayor and Council desire to adopt a fraternization and nepotism to avoid real or perceived conflicts of interest and promote a positive work environment that is collegial, respectful, and productive.

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

SECTION 1. Approval. The City of Forest Park Fraternization and Nepotism Policy as presented to the City Council on June 17, 2024 is hereby approved. Said policy is incorporated herein by reference.

SECTION 2. 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 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. 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 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES ON FOLLOWING PAGE]

SO RESOLVED this 17th day of June, 2024.

Angelyne Butler, Mayor

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

Fraternization and Nepotism Policy

- I. Purpose:** The City is committed to a work environment that is collegial, respectful, and productive. The purpose of this policy statement is to promote a positive work environment that is free from relationships that cause a real or perceived conflict of interest.
- II. Scope:** This policy applies to all elected or appointed officials, officers, directors, employees, and contractors. This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.
- III. Policy:** Familial or Romantic relationships between individuals in inherently unequal positions, where one party has real or perceived authority over the other in their professional roles, are inappropriate and strongly discouraged in the workplace. If a Familial or Romantic relationship exists or develops, it must be disclosed.
- IV. Definitions:**
- a. ***Familial Relationship.*** A relationship resulting from family ancestry or marriage. This includes a spouse, domestic partner, fiancé, parent, children, sibling, uncle, aunt, first cousin, nephew, niece, spouse, grandchild, grandparent, in-laws, step-parent, step-children, foster parent, foster sibling, foster child.
 - b. ***Inappropriate Relationship.*** A personal or familial relationship between individuals in inherently unequal positions where one party has real or perceived authority, influence, or power over the other AND said relationship gives rise to an actual or perceived conflict of interest, causes unrest, lend themselves to the perception of favoritism, adversely affects morale, or otherwise disrupts the good working order of the City.
 - c. ***Real or Perceived Authority.*** A person with the ability to influence or have power over an individual's conditions of employment or has the ability to directly impact the other's career progression, which includes formal and informal supervisory relationships. Authority within professional relationships may result from actual supervision, or mentoring, reviewing, advising, evaluating, teaching, or personal relationships with a member of law enforcement and civilian employee, where a real or perceived power imbalance exists.
 - d. ***Romantic Relationship.*** A relationship characterized by a level of personal affection and familiarity not typically shared by coworkers and involving, but not limited to, dating, physical intimacy, sexual activity, or other similar behaviors.

V. Procedures:

- a. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- b. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- c. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
- d. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to disciplinary action. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- e. Employees' off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is Familial or Romantic Relationships where one party has **actual or perceived authority** over the other.
- f. Failure to cooperate with the City to resolve a conflict or problem caused by a Familial or Romantic Relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
- g. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- h. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
- i. Any concerns about the administration of this policy should be addressed to the director of HR or City Manager.

VI. Disclosure Requirement: Disclosure of a Familial or Romantic Relationship creates a transparent environment that ensures the mission is met with mutual professional respect and accountability while also maintaining public trust and avoiding conflict of interest.

- a. If individuals of unequal authority are in this type of relationship, the party of greater power is prohibited from engaging in all official matters affecting or appearing to affect the other and both must immediately disclose it to their supervisor (or any superior in their chain of command).
- b. Disclosure reduces the risk to both parties, as measures can be taken immediately to mitigate real or perceived conflicts of interest and bias.

- c. A failure to disclose such a relationship may result in disciplinary action.

VII. Remediation: Upon such notification, the City Manager¹ or their designee must ensure that the City manages, decreases, or eliminates potential risk as a result of the relationship. Appropriate action may include, but is not limited to:

- a. Reassignment of one party to sever the supervisory relationship.
- b. Recusal of the supervisor or individual in the position of authority or perceived authority from all official matters affecting, or appearing to affect, the subordinate.
- c. Administrative inquiry into the matter to determine if any inappropriate action(s) occurred as a result of the relationship, which could result in administrative action, including disciplinary action. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
- d. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

¹ A Familial or Romantic Relationship involving the City Manager shall be disclosed to the City Attorney

File Attachments for Item:

9. Council Approval of Case # PP-2024-02 – Preliminary Plat for 733-0 Scott Rd-Planning and Community Development Department



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion to approve Case # PP-2024-02 – Preliminary Plat for 733-0 Scott Rd to subdivide 3.49+/- acre parcels to create 18 Single-Family Homes within the Single-Family Residential District (RS).

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

Date Submitted: June 26, 2024

Work Session Date: July 1, 2024

Council Meeting Date: July 1, 2024

Background/History:

The applicant is seeking approval of the Preliminary Plat to begin the process of developing the property into two subdivisions consisting of a total of eighteen (18) Single-Family homes. The applicant has met with the City of Forest Park Planning & Community Development Department, Planning Commission, and the Urban Design Review Board to discuss this project and receive specified approvals for variances and architectural design. The approvals received are as listed below:

- Approved variances – Approved on October 19, 2023.
 - Variance request to decrease the minimum lot area from 8,200 sq ft to 4,000 SQ FT.
 - Decrease the minimum lot width from 80 ft to 50 FT.
 - Decrease the rear yard setback from 30 ft to 20 FT.
 - Decrease the front yard setback from 25 ft to 15 FT.
 - Decrease the side yard setback from 10 ft to 7.5 FT.
- Approved variances – Approved on April 18, 2023.
 - Variance Request to decrease the required road width within the constructed subdivision from the required forty-four (44) feet to forty (40) feet to develop 18 single family homes.
- Approved Architectural Review – April 19, 2024
 - UDRB voted to approve the Architectural Design for eighteen (18) new Construction Single-Family homes.
- Approved Preliminary Plat - June 20, 2024.
 - The Planning Commission voted to approve the Preliminary Plat for 733-0 Scott Rd. with conditions.

Cost: N/A

Budgeted for: _____ Yes _____ No

Financial Impact: N/A.

Action Requested from Council: To Approve the Preliminary Plat for Case # # PP-2024-02.

May 28, 2023

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

Please run the following Public Hearings Section of the June 5, June 12, and June 19, 2024, 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, June 20, 2024, 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 Variance and Conditional Use Permits, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on July 1, 2024, at 6:00 p.m.

- Case # PP-2024-02- Preliminary Plat for 733 and 0 Scott Road, Parcel # **13015C A002**, **13015C A003**, **13015C A006**, **13015C A009** - The applicant, Divine Dream Homes ATL, LLC/4A REALTY GROUP, INC, is requesting an approval of a Preliminary Plat for 733 and 0 Scott Road to subdivide a 3.49 +/- acre parcel to create 18 lots to construct 18 single family homes within the Single-Family Residential District (RS).

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



Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

STAFF REPORT – Preliminary Plat

Public Hearing Date: June 20, 2024

Case: PP-2024-02

Current Zoning: Single-Family Residential District (RS)

Council Ward District: 1

Proposed Request: Preliminary Plat for 733-0 Scott Rd – 18-Single Family Homes

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

Staff Recommendation: Approval of Preliminary Plat with Conditions

APPLICANT INFORMATION

Owner of Record:

Name: Divine Dream Homes ATL, LLC
Address: 0 Scott Rd
City/State: Forest Park, Georgia 30294

Applicant:

Name: Lorenzo Kendrick
Address: 2486 Moreland Ave
City/State: Atlanta, GA 30315

PROPERTY INFORMATION

Parcel Number: 13015C A006 and 13015C A002

Acreage: 3.49+/-

Address: 733-0 Scott Rd

FLU: Industrial

SUMMARY

The applicant is requesting the approval of a Preliminary Plat for 733-0 Scott Rd to subdivide a 3.49+/- acre parcel to create 18 Single-Family Homes.

FINDINGS OF FACT

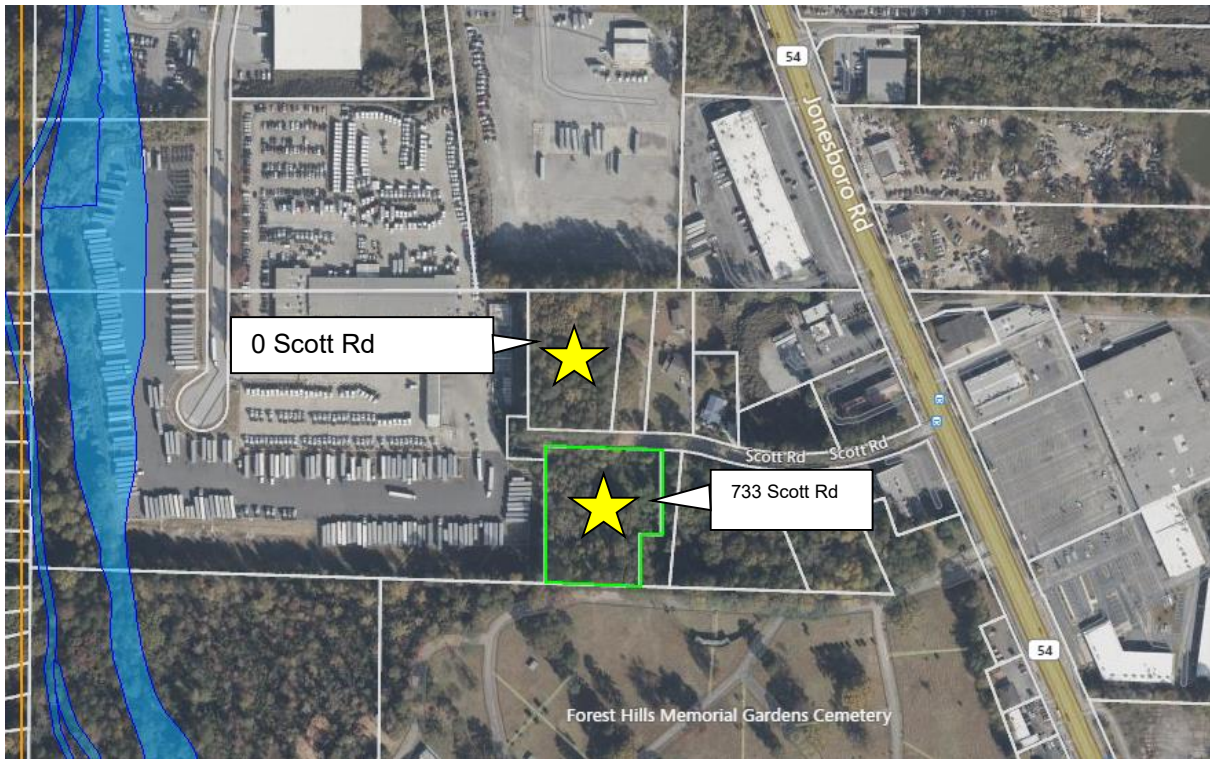
The subject property is two vacant wooded lots located north and south of Scott Rd. with approximately 3.49+/- combined acreage. The property was previously four individual lots that have since been combined into two due to the applicant submitting and receiving an approval to combine lots within the City of Forest Park and Clayton County Real estate division. The current arterial road location to Scott Rd. is off Jonesboro Rd. The applicant has met with the City of Forest Park Planning & Community Development Department, Planning Commission, and the Urban Design Review Board to discuss this project and receive specified approvals for variances and architectural design, as well as provided staff with a lot division application to subdivide lots. The applicant is seeking approval of the Preliminary Plat to begin the process

of developing the property into two subdivisions consisting of a total of eighteen (18) Single-Family homes.

Adjacent zoning land uses north, south and east of 733 Scott Rd consist of the Single-Family Residential District (RS). West of the property is zoned Light Industrial District (LI). Adjacent zoning land uses south and east of 0 Scott Rd consist of the Single-Family Residential District (RS). North and West of the property are zoned Light Industrial District (LI).

Each of the eighteen (18) single-family homes will feature two (2) car garages, and range from 1,850 – 2100 SQ FT.

AERIAL MAP



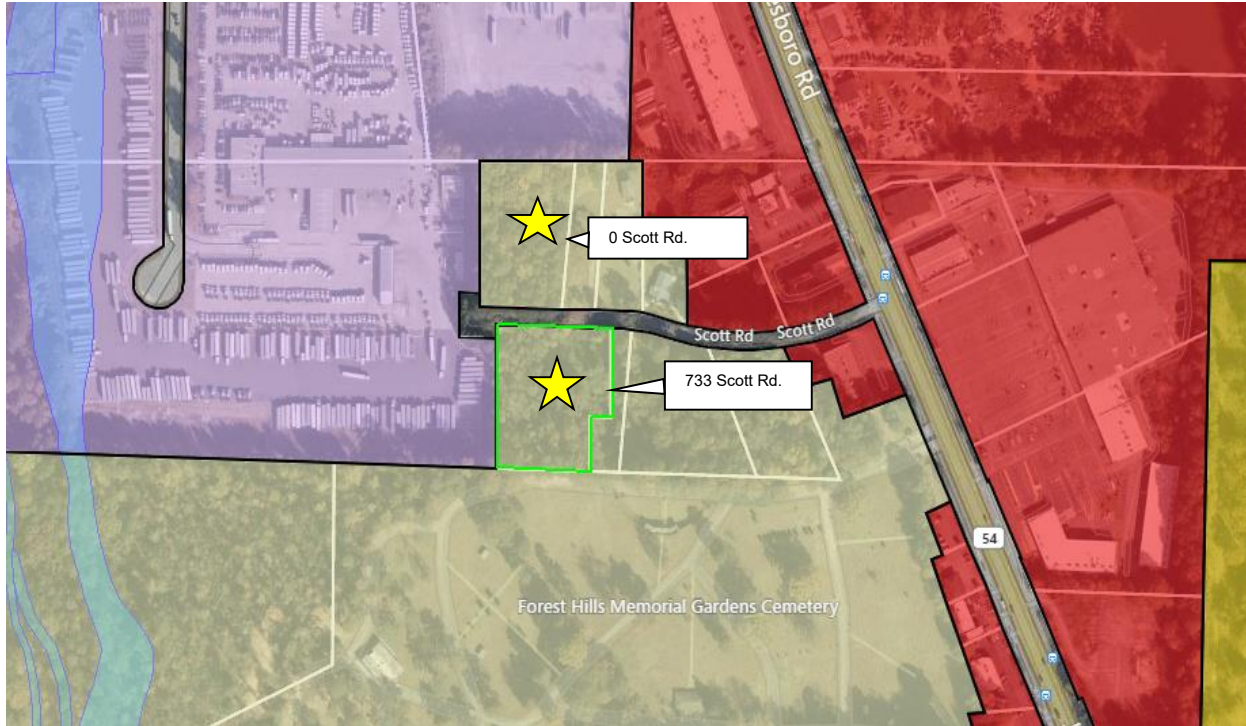


CITY OF FOREST PARK

Item # 9.

Planning & Community Development Department
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ZONING MAP



Single-Family Residential District (RS)

Zoning Classifications of Contiguous Properties of 733 Scott Rd

Direction	Zoning & Use	Direction	Zoning & Use
North	RS: Single Family Residential District	East	RS: Single Family Residential District
South	RS: Single Family Residential District	West	LI: Light Industrial District

Single-Family Residential District (RS)

Zoning Classifications of Contiguous Properties of 0 Scott Rd

Direction	Zoning & Use	Direction	Zoning & Use
North	LI: Light Industrial District	East	RS: Single Family Residential District
South	RS: Single Family Residential District	West	LI: Light Industrial District

CURRENT CONDITIONS

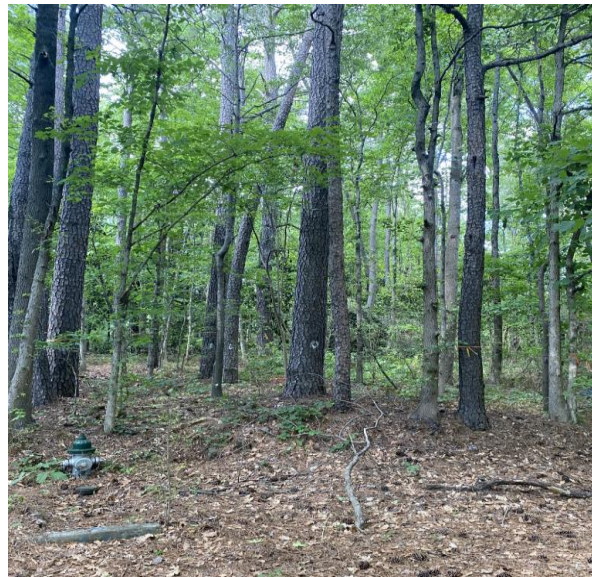




CITY OF FOREST PARK

Item # 9.

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Staff Report – 733-0 Scott Rd Preliminary Plat



CITY OF FOREST PARK

Item # 9.

*Planning & Community Development Department
785 Forest Parkway
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PROPOSED CONCEPTUAL SITE PLAN





*Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720*

STAFF RECOMMENDATION

Staff recommends **APPROVAL OF THE PRELIMINARY PLAT** for 733-0 Scott Road with the **FOLLOWING CONDITIONS**:

1. The applicant will submit protective covenants to regulate land use in the subdivision and otherwise protect the proposed subdivision.
2. The developer will be responsible for all costs associated with design and construction of sanitary sewer and water improvements necessary to serve the proposed plat.
3. Sidewalks shall serve each lot and shall be designed and constructed in accordance with City Standards.
4. The applicant will develop the roadways on Scott Road as advised to Planning Commission and Staff
5. The Applicant must complete a Lot Split Application and submit to the City of Forest Park to subdivide lots for 18 units to be provided individual Parcel ID numbers, and addresses prior to the final plat submission.

Attachments Included

- Preliminary Plat

Staff Report – 733-0 Scott Rd Preliminary Plat



CITY OF FOREST PARK

Item # 9.

*Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720*

RESOLUTION NO. 24-77

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE PRELIMINARY PLAT FOR 733-0 SCOTT ROAD (CASE NUMBER PP-2024-02) FOR THE CITY’S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

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

WHEREAS, this applicant has met with the City’s Planning and Community Development Department, the City’s Planning Commission, and the Urban Design Review Board to discuss Case Number PP-2024-02 to receive specified approvals for variances and architectural design located at 733-0 Scott Road (the “Property”); and

WHEREAS, the City’s Planning and Community Development Department is now seeking approval of the Preliminary Plat from the City Council to begin the process of developing the Property into two (2) subdivisions consisting of a total of eighteen (18) single-family residences within the Single-Family Residential District (RS); and

WHEREAS, this approval is necessary for Case # PP-2024-02 – Preliminary Plat for Property.

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

Section 1. Approval. The approval of Preliminary Plat (Case # PP-2024-02) for 733-0 Scott Road Inc. from the City’s Planning and Community Development Department as presented to the City Council on July 1, 2024, is hereby approved.

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

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

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

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

SO RESOLVED this 1st day of July 2024.

[SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE]

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, *City Clerk*

APPROVED AS TO FORM:

City Attorney