



CITY COUNCIL WORK SESSION

Tuesday, July 05, 2022 at 6:00 PM
Council Chambers and YouTube Livestream

MISSION STATEMENT

It is the mission of the City of Forest Park to enhance, strengthen, and grow our city by collaborating with our community to provide the highest level of service. Striving to be recognized as a diverse community that values and respects all members. We will strive to provide fair, professional, and courteous service through transparency and open communication. As we work to achieve this mission, we will have integrity beyond reproach while employing fiscal discipline and innovation. In this work there are no praises and raises for mediocrity.

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

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

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

AGENDA

VIRTUAL NOTICE

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

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

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

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

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

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

COVID-19 UPDATE: EMS Coordinator, Andrew Gelmini

OLD BUSINESS:

1. Discussion regarding Forest Park Police Department Accounts – Chief Executive Offices

Background/History:

The City of Forest Park Police Department has multiple accounts for cash taken from people who have been targeted in criminal investigations. Once taken through the forfeiture process, if the department is allowed to keep these funds they may be used as supplements to the department's budget.

The City of Forest Park conducted an operational and performance audit with an outside auditor during a period of 2020 – 2021. Per the April 15, 2021, report "year over year, there is a significant amount of unspent funds." And it goes on to further state that "With proactive awareness and active planning, the unspent funds could have been utilized to increase hiring each year, the completion of projects or purchase of equipment for the Police Department and/or E-911 Communications". As of June 3, 2022, there is approximately \$1.2 million dollars in combined funds that can be used by police for training and equipment.

There are several needs of the Forest Park Police Department for equipment and training that these funds should be utilized to address.

NEW BUSINESS:

2. Discussion regarding the creation of Mural Arts Committee – Chief Executive Offices

Background/History:

A Mural is defined as a large-scale artwork done directly on the wall of a structure in a residential and/or commercial zone, with the permission of the city. The aim is to beautify and enhance the community with images that reflect and depict culture, history, or visions of artistic expression in a tasteful and positive manner. The mural art shall not discriminate or incite any other person to infringe upon any person's human rights, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

It is recommended that the City Council form a voluntary arts committee of no more than seven members to operate under specific guidelines to develop the artist concepts further. The committee would serve, and schedule meetings with the artist for no more than 60-90 days. The committee would approve the complete concept to be forward to Mayor and City Council for approval and commissioned.

3. Discussion of HVAC maintenance contract for all city buildings – Public Works

Background/History:

Renewal of the HVAC maintenance contract for all departments starting Aug. 1 through ABM

4. Council Discussion on Approving To Participate In Statewide Community Showcase Video Program – Public Information Office

Background/History:

The city was recently contacted by a video/integrated marketing agency regarding a no-cost community showcase video program, which is an initiative supported by both the National League of Cities and the U.S. Conference of Mayors. The national program has been used by other cities, including Dalton, Georgia, Lansing, Michigan and St. George, Utah, to promote local initiatives and community-based programs.

By participating in the program, the city would develop a total of four videos that can be used to showcase a welcome from the mayor and council, ongoing public safety recruitment efforts and diversity throughout

the community. Staff believes this project will not only help market citywide initiatives, but is a great way to develop more video content for social media exposure and publicity at no cost

The agreement would be between CGI Communications and the City of Forest Park and remain in effect from the date it is signed until the third anniversary of the date all videos are completed. Once the agreement has been approved, the production company will work with city staff to for script writing, video content consultation and filming dates. There is no cost to city to participate in the program. Staff is seeking approval by council to accept the agreement in order to proceed with next steps.

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

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

File Attachments for Item:**1. Discussion regarding Forest Park Police Department Accounts – Chief Executive Offices****Background/History:**

The City of Forest Park Police Department has multiple accounts for cash taken from people who have been targeted in criminal investigations. Once taken through the forfeiture process, if the department is allowed to keep these funds they may be used as supplements to the department's budget.

The City of Forest Park conducted an operational and performance audit with an outside auditor during a period of 2020 – 2021. Per the April 15, 2021, report "year over year, there is a significant amount of unspent funds." And it goes on to further state that "With proactive awareness and active planning, the unspent funds could have been utilized to increase hiring each year, the completion of projects or purchase of equipment for the Police Department and/or E-911 Communications". As of June 3, 2022, there is approximately \$1.2 million dollars in combined funds that can be used by police for training and equipment.

There are several needs of the Forest Park Police Department for equipment and training that these funds should be utilized to address.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Discussion regarding Forest Park Police Department Accounts – Chief Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: June 23, 2022

Work Session Date: July 05, 2022

Council Meeting Date: July 05, 2022

Background/History:

The City of Forest Park Police Department has multiple accounts for cash taken from people who have been targeted in criminal investigations. Once taken through the forfeiture process, if the department is allowed to keep these funds they may be used as supplements to the department's budget.

The City of Forest Park conducted an operational and performance audit with an outside auditor during a period of 2020 – 2021. Per the April 15, 2021, report "year over year, there is a significant amount of unspent funds." And it goes on to further state that "With proactive awareness and active planning, the unspent funds could have been utilized to increase hiring each year, the completion of projects or purchase of equipment for the Police Department and/or E-911 Communications". As of June 3, 2022, there is approximately \$1.2 million dollars in combined funds that can be used by police for training and equipment.

There are several needs of the Forest Park Police Department for equipment and training that these funds should be utilized to address.

Cost: \$ 0

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

Financial Impact:

N/A

Action Requested from Council:

City Council Discussion

Forest Park Police Department Accounts

<u>ACCOUNT NAME</u>	<u>BALANCE 06/23/2022</u>	<u>USEAGE OF FUNDS AVAILABLE/EXAMPLES</u>
FPPD FED DEA TREASURY	\$606,986.00	Law Enforcement Related i.e. - Training and equipment
FPPD FED DEA JUSTICE	\$637,338.00	Law Enforcement Related i.e. - Training and equipment - Per governing body payments for E-911 upgrades (\$142,688.43 annually)
FPPD LOCAL FORFETITURE	\$374,856.00	Revenue Account
FPPD OPERATING FORFEITURE	\$726.26	Expense account/Clayton County Court Fees and CALEA
FPPD FINES AND FORFEITURE REFUND	\$110,643.00	Approx. 1 1/2 - 2 years ago funds submitted under Finance Authority
REDSPEED	\$211,153.09	Public Safety use only i.e. equipment, and training, funds are direct deposit to Finance - RedSpeed funds are to be shared with the Clayton County School Police upon approval of the Governing Body

File Attachments for Item:**2. Discussion regarding the creation of Mural Arts Committee – Chief Executive Offices****Background/History:**

A Mural is defined as a large-scale artwork done directly on the wall of a structure in a residential and/or commercial zone, with the permission of the city. The aim is to beautify and enhance the community with images that reflect and depict culture, history, or visions of artistic expression in a tasteful and positive manner. The mural art shall not discriminate or incite any other person to infringe upon any person's human rights, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

It is recommended that the City Council form a voluntary arts committee of no more than seven members to operate under specific guidelines to develop the artist concepts further. The committee would serve, and schedule meetings with the artist for no more than 60-90 days. The committee would approve the complete concept to be forward to Mayor and City Council for approval and commissioned.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Discussion regarding the creation of Mural Arts Committee – Chief Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: June 23, 2022

Work Session Date: July 05, 2022

Council Meeting Date: July 05, 2021

Background/History:

A Mural is defined as a large-scale artwork done directly on the wall of a structure in a residential and/or commercial zone, with the permission of the city. The aim is to beautify and enhance the community with images that reflect and depict culture, history, or visions of artistic expression in a tasteful and positive manner. The mural art shall not discriminate or incite any other person to infringe upon any person's human rights, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

It is recommended that the City Council form a voluntary arts committee of no more than seven members to operate under specific guidelines to develop the artist concepts further. The committee would serve, and schedule meetings with the artist for no more than 60-90 days. The committee would approve the complete concept to be forward to Mayor and City Council for approval and commissioned.

Cost: \$ 0

Budgeted for: ☒ Yes ☐ No

Financial Impact:

The Mural contract is not to exceed \$20,000

Action Requested from Council:

Request to approve committee with specific guidelines requested by the City Council.

File Attachments for Item:

3. Discussion of HVAC maintenance contract for all city buildings – Public Works

Background/History:

Renewal of the HVAC maintenance contract for all departments starting Aug. 1 through ABM

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Discussion of HVAC maintenance contract for all city buildings – Public Works

Submitted By: Bobby Jinks, Director

Date Submitted: June 28, 2022

Work Session Date: July 5, 2022

Council Meeting Date: July 5, 2022

Background/History:

Renewal of the HVAC maintenance contract for all departments starting Aug. 1 through ABM

Cost: \$101,412.00

Budgeted for: ☒ Yes ☐ No

Financial Impact:

N/A

Action Requested from Council:

Approval of HVAC contract with ABM during regular meeting

City of Forest Park HVAC Maintenance

PRESENTED BY: Katherine Peoples, ABM Building Solutions

PRESENTED TO: City of Forest Park

DELIVERED ON: May 6, 2022

Agreement Signature

Proposal Date	Proposal Number	Agreement
05/06/2022	FPHVAC	

BY AND BETWEEN:

ABM Building Solutions
745 Forest Parkway
Forest Park, GA 30297
hereinafter CONTRACTOR

AND

City of Forest Park
745 Forest Parkway
Forest Park, GA 30297
hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

MAINTENANCE PROGRAM

Guaranteed Lifetime Protection Program

and associated Terms and Conditions

AGREEMENT coverage will commence on August 1, 2022 and continue through July 31, 2023. The AGREEMENT price is \$101,412 per year, payable \$8,451 per month in advance beginning on the effective date of August 1, 2022.

Should the City of Forest Park decide to continue coverage after July 31, 2023, the AGREEMENT will be negotiated at that time.

Schedules Included:

Schedule 1: Inventory of Equipment

Schedule 3: Special Services and Provisions

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall will be agreed upon and signed each year by both parties.

Sales Rep	Customer	Manager
Signature	Signatures	Signature
Name (Printed/Typed)	Name (Printed/Typed)	Name (Printed/Typed)
Title	Title	Title
Date	Date	Date

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number: _____ Date of Issue: _____ Customer Signature: _____

NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.

Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
May 6, 2022	FPHVAC	

- This agreement is for one year from August 1, 2022, to July 31, 2023.
- Should the City of Forest Park decide to continue coverage after July 31, 2023, the AGREEMENT will be negotiated at that time.
- The following buildings are covered under our Guaranteed Lifetime Protection Program (GLP):
 - Annex
 - Fire Station #1
 - Fire Station #2
 - Fire Station #3
 - Fleet Services
 - Parks & Recreation
 - Police Station/Public Safety
 - Senior Center
- The following buildings are covered under **preventive maintenance only** (CPM II), which mean all emergency services call, repairs, parts replacement, etc. will be invoiced separately at our prevailing service rate.
 - Public Works
 - City Hall

Guaranteed Lifetime Protection

Proposal Date	Proposal Number	Agreement
05/06/2022	FPHVAC	

This **GUARANTEED LIFETIME PROTECTION (GLP)** program provides the Customer with an ongoing, comprehensive maintenance program for the lifetime of the contract and all renewals thereof. The GLP program will be initiated, scheduled, administered, monitored and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

- **TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.
- **INSPECTING** for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.
- **ALIGNING** belt drives; drive couplings; air fins, etc.
- **CALIBRATING** safety controls; temperature and pressure controls, etc.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- **PAINTING**, for corrosion control, as directed by our scheduling system and on an as-needed basis.

REPAIR AND REPLACE: Job labor, travel labor, parts procurement labor (locating, ordering, expediting, and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and or parts.

TROUBLE CALLS: Job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

COMPONENTS, PARTS AND SUPPLIES: The cost of COMPONENTS, PARTS AND SUPPLIES required to keep the equipment operating properly and efficiently.

Guaranteed Lifetime Protection Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. Excluded from this Agreement, unless otherwise stated herein, is main power to the equipment disconnect, equipment structural supports, oil storage tanks, chimneys, cleaning interior of system(s) duct work.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
12. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
13. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
14. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
15. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend

its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under this Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.

19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Schedule 1

Equipment Inventory

City of Forest Park
Fire Station #1

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
Split System	1	Air Cooled Condensing Unit	Trane	TTA120A300BB	Ground Outside
				L404Y3JAH	10.00
	1	Compressor			10.00 Tons
	1	Condenser Fan			1.00 Hp
AHU	1	Split System Air Handling Unit	Trane	TWE0120A1	Lift Needed
					4000.00 CFM
	1	Supply Fan			2.00 Hp
	1	Heat			
Unit			Mfr	Model	Location
Unitary Equipment			Mfr Date	Serial	Rating
Unit Heater 1		Unit Heater	Sterling		Lift Needed
Unit Heater 2		Unit Heater	Sterling		Lift Needed

Schedule 1

Equipment Inventory

City of Forest Park

Fire Station #2

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
Split System	1	Air Cooled Condensing Unit	Trane	TWR030C100A5	Ground Outside
				R263MGR4F	2.50
		1 Compressor			2.50 Tons
		1 Condenser Fan			0.25 Hp
Split System	2	Air Cooled Condensing Unit	Trane	TTR036C100A2	Ground Outside
					3.00
		1 Compressor			3.00 Tons
		1 Condenser Fan			0.25 Hp
Split System	3	Air Cooled Condensing Unit	Trane	TTR036C100A2	Ground Outside
					3.00
		1 Compressor			3.00 Tons
		1 Condenser Fan			0.25 Hp
AHU	1	Split System Air Handling Unit	Trane		Floor Mounted
					800.00 CFM
		1 Supply Fan			0.33 Hp
		1 Heat			
AHU	2	Split System Air Handling Unit	Trane	TXC036C4HPB1	Floor Mounted
					1200.00 CFM
		1 Supply Fan			0.33 Hp
		1 Heat			
AHU	3	Split System Air Handling Unit	Trane	TXC036C4HPB1	Floor Mounted
				L30751376	1200.00 CFM
		1 Supply Fan			0.33 Hp
		1 Heat			
Unit			Mfr	Model	Location
Unitary Equipment			Mfr Date	Serial	Rating
Unit Heater	1	Unit Heater	Sterling		Lift Needed

Schedule 1

Equipment Inventory

City of Forest Park

Fire Station #3

Unit		Mfr	Model	Location
Package Units		Mfr Date	Serial	Rating
RTU	1	Air Cooled Package Unit		Rooftop
		Carrier	50HJ-015G-V5A1AA	12.00
			0604F15370	
	1	Compressor		12.00 Tons
	1	Supply Fan		3.00 Hp
	2	Supply Fan		3.00 Hp
	1	Condenser Fan		0.50 Hp
	2	Condenser Fan		0.50 Hp
	3	Condenser Fan		0.50 Hp
	1	Heat		
RTU	2	Air Cooled Package Unit		Rooftop
		Carrier	50HJ-015G-V5A1AA	12.00
			0604F15371	
	1	Compressor		12.00 Tons
	1	Supply Fan		3.00 Hp
	2	Supply Fan		3.00 Hp
	1	Condenser Fan		0.50 Hp
	2	Condenser Fan		0.50 Hp
	3	Condenser Fan		0.50 Hp
	1	Heat		
Unit		Mfr	Model	Location
Split Systems		Mfr Date	Serial	Rating
Split System	1	Air Cooled Condensing Unit		Rooftop
		Trane	TTA240B300EA	20.00
			2414M8YAD	
	1	Compressor		10.00 Tons
	2	Compressor		10.00 Tons
	1	Condenser Fan		1.00 Hp
Split System	2	Air Cooled Condensing Unit		Ground Outside
		Goodman/Amana	CPKE18-1B	1.50
			9606009500	
	1	Compressor		1.50 Tons
	1	Condenser Fan		0.17 Hp

Schedule 1

Equipment Inventory

City of Forest Park

Fire Station #3

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
Split System	3	Air Cooled Condensing Unit	Goodman/Amana	GSH130483AD	Ground Outside
				0712119705	4.00
		1 Compressor			4.00 Tons
		1 Condenser Fan			0.25 Hp
AHU	1	Split System Air Handling Unit	Trane	TWE240	Floor Mounted
					8000.00 CFM
		1 Supply Fan			5.00 Hp
		1 Heat			
AHU	2	Split System Air Handling Unit	Goodman/Amana	CPLE18-1B	Floor Mounted
				90606009500	600.00 CFM
		1 Supply Fan			0.25 Hp
		1 Heat			
AHU	3	Split System Air Handling Unit	Goodman/Amana		Flush with Ceiling
					1600.00 CFM
		1 Supply Fan			0.50 Hp
		1 Heat			
Unit			Mfr	Model	Location
Boilers			Mfr Date	Serial	Rating
Boiler	1	Steam Boiler	Smith	19A Series	Mech Room
				FA2005-0131	1342.00 MBTU/MBH
		1 Hot Water Pump			0.33 Hp

Schedule 1

Equipment Inventory

City of Forest Park

Fleet Services

Unit		Mfr	Model	Location
Split Systems		Mfr Date	Serial	Rating
Heat Pump 1	Air Cooled Condensing Unit	Lennox	HP29-048-1Y 5899C01495	Ground Outside 4.00
	1 Compressor			4.00 Tons
	1 Condenser Fan			0.33 Hp
Heat Pump 2	Air Cooled Condensing Unit	Lennox	HP29-048-1Y 5899C01570	Ground Outside 4.00
	1 Compressor			4.00 Tons
	1 Condenser Fan			0.33 Hp
AHU	1 Split System Air Handling Unit	Lennox		Lift Needed 1600.00 CFM
	1 Supply Fan			0.50 Hp
	1 Heat			
AHU	2 Split System Air Handling Unit	Lennox		Lift Needed 1600.00 CFM
	1 Supply Fan			0.50 Hp
	1 Heat			
Unit		Mfr	Model	Location
Unitary Equipment		Mfr Date	Serial	Rating
Unit Heater 1	Unit Heater			Lift Needed
Unit Heater 2	Unit Heater			Lift Needed
Unit Heater 3	Unit Heater			Lift Needed
Unit Heater 4	Unit Heater			Lift Needed
Unit Heater 5	Unit Heater			Lift Needed

Schedule 1

Equipment Inventory

City of Forest Park

Fleet Services

Unit		Mfr	Model	Location
Unitary Equipment		Mfr Date	Serial	Rating
Unit Heater 6	Unit Heater			Lift Needed
Unit Heater 7	Unit Heater			Lift Needed
Unit Heater 8	Unit Heater			Lift Needed
Window Unit 1	Window Unit	Amana		Floor Mounted 400.00
Window Unit 2	Window Unit	Amana		Floor Mounted 400.00
Window Unit 3	Window Unit	Amana		Floor Mounted 400.00

Schedule 1

Equipment Inventory

City of Forest Park

Parks & Recreation (Boilers)

Unit Boilers			Mfr Mfr Date	Model Serial	Location Rating
Boiler	1	Hot Water Boiler	Raypak	C-R406A 1401371439	Mech Room 399.00 MBTU/MBH
Boiler	2	Hot Water Boiler	Raypak	C-R406A 1401371439	Mech Room 399.00 MBTU/MBH

Schedule 1

Equipment Inventory

City of Forest Park

Parks & Recreation

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
Split System	1	Air Cooled Condensing Unit	Carrier	38AUQA25A	Ground Outside
				0611U05300	20.00
					10.00 Tons
					10.00 Tons
					0.25 Hp
					0.25 Hp
					0.25 Hp
					0.25 Hp
Split System	2	Air Cooled Condensing Unit	Carrier	38AUQA25A	Ground Outside
				0411U03523	20.00
					10.00 Tons
					10.00 Tons
					0.25 Hp
					0.25 Hp
					0.25 Hp
					0.25 Hp
Split System	3	Air Cooled Condensing Unit	Goodman/Amana	CK60-3C	Ground Outside
				9612067902	5.00
					5.00 Tons
					0.25 Hp
Split System	4	Air Cooled Condensing Unit	Goodman/Amana	CK60-3C	Ground Outside
				9612067901	5.00
					5.00 Tons
					0.25 Hp
Split System	5	Air Cooled Condensing Unit	Trane	TTR024C100A1	Rooftop
				K08271683	2.00
					2.00 Tons
					0.12 Hp

Schedule 1

Equipment Inventory

City of Forest Park

Parks & Recreation

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
Split System	6	Air Cooled Condensing Unit	Trane	TTY060A100A0	Rooftop
				J05240701	5.00
		1 Compressor			5.00 Tons
		1 Condenser Fan			0.33 Hp
Split System	7	Air Cooled Condensing Unit	Carrier	24ABB360A340	Rooftop
				3514E06247	3.00
		1 Compressor			3.00 Tons
		1 Condenser Fan			0.25 Hp
Split System	8	Air Cooled Condensing Unit	Trane	TTR030C100A0	Floor Mounted
				H19234867	2.50
		1 Compressor			2.50 Tons
		1 Condenser Fan			0.25 Hp
Split System	9	Air Cooled Condensing Unit	Gibson		Ground Outside
					5.00
		1 Compressor			5.00 Tons
		1 Condenser Fan			0.33 Hp
Split System	10	Air Cooled Condensing Unit	Rheem		Ground Outside
					2.00
		1 Compressor			2.00 Tons
		1 Condenser Fan			0.12 Hp
AHU	1	Split System Air Handling Unit	Carrier		Lift Needed
					8000.00 CFM
		1 Supply Fan			5.00 Hp
		1 Heat			
AHU	2	Split System Air Handling Unit	Carrier		Lift Needed
					8000.00 CFM
		1 Supply Fan			5.00 Hp
		1 Heat			

Schedule 1

Equipment Inventory

City of Forest Park

Parks & Recreation

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
AHU	3	Split System Air Handling Unit	Goodman/Amana		Floor Mounted
					2000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	4	Split System Air Handling Unit	Ruud		Floor Mounted
					2000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	5	Split System Air Handling Unit	Trane		Floor Mounted
					800.00 CFM
		1 Supply Fan			0.25 Hp
		1 Heat			
AHU	6	Split System Air Handling Unit	Trane	TSC061CSHP82	Floor Mounted
				J05764327	2000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
	7	Split System Air Handling Unit	Carrier		Floor Mounted
					1200.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	8	Split System Air Handling Unit	Trane		Floor Mounted
					1000.00 CFM
		1 Supply Fan			0.33 Hp
		1 Heat			
AHU	9	Split System Air Handling Unit	Gibson		Floor Mounted
					2000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	10	Split System Air Handling Unit	RHEEM		Floor Mounted
					800.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

Parks & Recreation

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
	1	Supply Fan			0.25 Hp
	1	Heat			
Mini-Split	1	Ductless Split Condensing Unit	Fujitsu	A0U12RL2 EYN008465	Rooftop 1.00 Tons
Mini-Split	2	Ductless Split Condensing Unit	Fujitsu	A0U12RL2 EYN006771	Rooftop 1.00 Tons
AHU	1	Ductless Split Air Handling Unit	Fujitsu		Wall Mounted 400.00 CFM
AHU	2	Ductless Split Air Handling Unit	Fujitsu		Wall Mounted 400.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit Package Units			Mfr Mfr Date	Model Serial	Location Rating
Package Unit	1	Air Cooled Package Unit	American Standard	WCD090C400AA	Rooftop
				6381432640	7.50
		1 Compressor			7.50 Tons
		1 Supply Fan			1.00 Hp
		1 Condenser Fan			0.50 Hp
	1 Heat				
Package Unit	2	Air Cooled Package Unit	American Standard	WCD060C400AA	Rooftop
				G45142129D	5.00
		1 Compressor			5.00 Tons
		1 Supply Fan			0.60 Hp
		1 Condenser Fan			0.50 Hp
	1 Heat				
Package Unit	3	Air Cooled Package Unit	American Standard	WCD060C400AA	Rooftop
				G331421640	5.00
		1 Compressor			5.00 Tons
		1 Supply Fan			0.60 Hp
		1 Condenser Fan			0.50 Hp
	1 Heat				
Package Unit	4	Air Cooled Package Unit	American Standard	WCC048	Rooftop
					4.00
		1 Compressor			4.00 Tons
		1 Supply Fan			0.75 Hp
		1 Condenser Fan			0.50 Hp
	1 Heat				
Package Unit	5	Air Cooled Package Unit	American Standard	WCC036F4HCAA	Rooftop
					3.00
		1 Compressor			3.00 Tons
	1 Supply Fan			0.50 Hp	

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit		Mfr	Model	Location
Package Units		Mfr Date	Serial	Rating
	1	Condenser Fan		0.25 Hp
	1	Heat		
Package Unit	6	Air Cooled Package Unit	American Standard	WCC036F4H0BA
				Rooftop 3.00
	1	Compressor		3.00 Tons
	1	Supply Fan		0.50 Hp
	1	Condenser Fan		0.25 Hp
	1	Heat		
Package Unit	7	Air Cooled Package Unit	American Standard	WCC036F4HCAA
				Rooftop 3.00
	1	Compressor		3.00 Tons
	1	Supply Fan		0.50 Hp
	1	Condenser Fan		0.25 Hp
	1	Heat		
Unit		Mfr	Model	Location
Split Systems		Mfr Date	Serial	Rating
Split System	1	Air Cooled Condensing Unit	American Standard	TTR060C100A0
			G25298691	Rooftop 5.00
	1	Compressor		5.00 Tons
	1	Condenser Fan		0.25 Hp
Split System	2	Air Cooled Condensing Unit	American Standard	TTR060C100A0
			G25298697	Rooftop 5.00
	1	Compressor		5.00 Tons
	1	Condenser Fan		0.25 Hp
Split System	3	Air Cooled Condensing Unit	American Standard	TTA060C400A0
			G34281628	Rooftop 5.00
	1	Compressor		5.00 Tons
	1	Condenser Fan		0.33 Hp

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit		Mfr	Model	Location
Split Systems		Mfr Date	Serial	Rating
Split System	4	Air Cooled Condensing Unit	American Standard	TTR036C10A0
				Rooftop 3.00
		1 Compressor 1 Condenser Fan		3.00 Tons 0.25 Hp
Split System	5	Air Cooled Condensing Unit	American Standard	TTA150B400BA
			642198817	Rooftop 12.50
		1 Compressor 2 Compressor 1 Condenser Fan		6.00 Tons 6.50 Tons 1.00 Hp
Split System	6	Air Cooled Condensing Unit	Ruud	13AJN60A01
			8395W151210974	Rooftop 5.00
		1 Compressor 1 Condenser Fan		5.00 Tons 0.20 Hp
Split System	7	Air Cooled Condensing Unit	American Standard	TTR048C100A0
			H03292460	Rooftop 4.00
		1 Compressor 1 Condenser Fan		4.00 Tons 0.20 Hp
Split System	8	Air Cooled Condensing Unit	American Standard	TTA072C400A0
			G4123353	Rooftop 6.00
		1 Compressor 1 Condenser Fan		6.00 Tons 0.33 Hp
Split System	9	Air Cooled Condensing Unit	American Standard	TTA090A400BA
			G42198943	Rooftop 7.50
		2 Compressor 1 Condenser Fan		7.50 Tons 0.50 Hp
Split System	10	Air Cooled Condensing Unit	American Standard	TTA090A400BA
			H12198597	Rooftop 7.50

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
	1	Compressor			7.50 Tons
	1	Condenser Fan			0.50 Hp
Split System	11	Air Cooled Condensing Unit	Amercian Standard	TTA090A400BA	Rooftop
				G42198944	7.50
	1	Compressor			7.50 Tons
	1	Condenser Fan			0.50 Hp
Split System	12	Air Cooled Condensing Unit	Amercian Standard	TTA090A400BA	Rooftop
				G42198942	7.50
	1	Compressor			7.50 Tons
	1	Condenser Fan			0.50 Hp
AHU	1	Split System Air Handling Unit	American Standard	TWE060	Floor Mounted
					2000.00 CFM
	1	Supply Fan			0.75 Hp
	1	Heat			
AHU	2	Split System Air Handling Unit	American Standard	TWE060	Floor Mounted
					2000.00 CFM
	1	Supply Fan			0.75 Hp
	1	Heat			
AHU	3	Split System Air Handling Unit	American Standard	TWE060	Floor Mounted
					2000.00 CFM
	1	Supply Fan			0.75 Hp
	1	Heat			
AHU	4	Split System Air Handling Unit	American Standard	2TEC3F36	Floor Mounted
					1200.00 CFM
	1	Supply Fan			0.33 Hp
	1	Heat			
AHU	5	Split System Air Handling Unit	American Standard	TWE150	Floor Mounted
					5400.00 CFM
	1	Supply Fan			2.00 Hp
	1	Heat			

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit			Mfr	Model	Location
Split Systems			Mfr Date	Serial	Rating
AHU	6	Split System Air Handling Unit	Ruud		Floor Mounted
					2000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	7	Split System Air Handling Unit	American Standard	TWE048	Floor Mounted
					1600.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	8	Split System Air Handling Unit	American Standard	TWE072	Floor Mounted
					2400.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	9	Split System Air Handling Unit	American Standard		Floor Mounted
					3000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	10	Split System Air Handling Unit	American Standard		Floor Mounted
					3000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	11	Split System Air Handling Unit	American Standard		Floor Mounted
					3000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
AHU	12	Split System Air Handling Unit	American Standard		Floor Mounted
					3000.00 CFM
		1 Supply Fan			0.75 Hp
		1 Heat			
Mini-Split	1	Ductless Split Condensing Unit	Fujitsu	AOU24RLXFW KTN005429	Rooftop
					2.00 Tons

Schedule 1

Equipment Inventory

City of Forest Park

Police Station & Public Safety

Unit		Mfr	Model	Location
Split Systems		Mfr Date	Serial	Rating
AHU	1	Ductless Split Air Handling Unit	Fujitsu	Wall Mounted
				800.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

Senior Center

Unit Package Units			Mfr Mfr Date	Model Serial	Location Rating	
Package Unit	1	Air Cooled Package Unit		Carrier	48TJD016-581AA	Ground Outside
					2102F5567	15.00
		1	Compressor			7.50 Tons
		2	Compressor			7.50 Tons
		1	Supply Fan			3.50 Hp
		2	Supply Fan			3.50 Hp
		1	Condenser Fan			0.50 Hp
		2	Condenser Fan			0.50 Hp
		1	Heat			
Package Unit	2	Air Cooled Package Unit		Carrier	48TFD014-A-511	Ground Outside
					2002G12078	12.50
		1	Compressor			6.00 Tons
		2	Compressor			6.50 Tons
		1	Supply Fan			2.50 Hp
		1	Condenser Fan			0.50 Hp
		2	Condenser Fan			0.50 Hp
		1	Heat			

Schedule 1

Equipment Inventory

City of Forest Park

City Hall – PM ONLY

Unit Package Units			Mfr Mfr Date	Model Serial	Location Rating
RTU	1	Air Cooled Package Unit	Trane	TEH360BEAN6B2DH C16M08043	Rooftop 30.00
	1	Compressor			15.00 Tons
	2	Compressor			15.00 Tons
	1	Supply Fan			10.00 Hp
	1	Condenser Fan			1.00 Hp
	2	Condenser Fan			1.00 Hp
	3	Condenser Fan			1.00 Hp
	1	Heat			
Unit Split Systems			Mfr Mfr Date	Model Serial	Location Rating
Mini-Split	1	Ductless Split Condensing Unit	Daikin/McQuay	RXN09NEVJU C001761	Ground Outside 1.00 Tons
AHU	1	Ductless Split Air Handling Unit	Daikin/McQuay		Wall Mounted 400.00 CFM
Unit Air Side Systems			Mfr Mfr Date	Model Serial	Location Rating
PIU	1	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	2	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	3	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	4	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	5	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	6	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

City Hall – PM ONLY

Unit Air Side Systems			Mfr Mfr Date	Model Serial	Location Rating
PIU	7	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	8	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	9	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	10	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	11	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM
PIU	12	Fan Powered VAV Unit	Trane		Above Ceiling 600.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

Public Works – PM ONLY

Unit Package Units			Mfr Mfr Date	Model Serial	Location Rating
Package Unit	1	Air Cooled Package Unit	JCI/York	J25ZJN40E2D1BCD5L N1A8461068	Ground Outside 40.00
	1	Compressor			10.00 Tons
	2	Compressor			10.00 Tons
	3	Compressor			10.00 Tons
	4	Compressor			10.00 Tons
	1	Supply Fan			10.00 Hp
	1	Condenser Fan			0.33 Hp
	2	Condenser Fan			0.33 Hp
	3	Condenser Fan			0.33 Hp
	4	Condenser Fan			0.33 Hp
	1	Heat			
Unit Air Side Systems			Mfr Mfr Date	Model Serial	Location Rating
VAV	1	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	2	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	3	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	4	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	5	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	6	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	7	VAV Unit	JCI		Above Ceiling 1000.00 CFM

Schedule 1

Equipment Inventory

City of Forest Park

Public Works – PM ONLY

Unit Air Side Systems			Mfr Mfr Date	Model Serial	Location Rating
VAV	8	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	9	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	10	VAV Unit	JCI		Above Ceiling 1000.00 CFM
VAV	11	VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	1	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	2	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	3	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	4	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	5	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
FP-R	6	Fan Powered VAV Unit	JCI		Above Ceiling 1000.00 CFM
Unit Exhaust Fans			Mfr Mfr Date	Model Serial	Location Rating
EF	1	Exhaust Fan	Loren Cook		Rooftop 0.25 Hp
EF	2	Exhaust Fan	Loren Cook		Rooftop 0.12 Hp
EF	3	Exhaust Fan	Loren Cook		Rooftop 0.10 Hp

Schedule 1

Equipment Inventory

City of Forest Park

Fire Station #2

Unit		Mfr	Model	Location
Unitary Equipment		Mfr Date	Serial	Rating
Unit Heater 2	Unit Heater	Sterling		Lift Needed
Unit Heater 3	Unit Heater			Lift Needed

File Attachments for Item:**4. Council Discussion on Approving To Participate In Statewide Community Showcase Video Program** – Public Information Office**Background/History:**

The city was recently contacted by a video/integrated marketing agency regarding a no-cost community showcase video program, which is an initiative supported by both the National League of Cities and the U.S. Conference of Mayors. The national program has been used by other cities, including Dalton, Georgia, Lansing, Michigan and St. George, Utah, to promote local initiatives and community-based programs.

By participating in the program, the city would develop a total of four videos that can be used to showcase a welcome from the mayor and council, ongoing public safety recruitment efforts and diversity throughout the community. Staff believes this project will not only help market citywide initiatives, but is a great way to develop more video content for social media exposure and publicity at no cost

The agreement would be between CGI Communications and the City of Forest Park and remain in effect from the date it is signed until the third anniversary of the date all videos are completed. Once the agreement has been approved, the production company will work with city staff to for script writing, video content consultation and filming dates. There is no cost to city to participate in the program. Staff is seeking approval by council to accept the agreement in order to proceed with next steps.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Approval To Participate In Statewide Community Showcase Video Program
– Public Information Office

Submitted By: Javon Anthony Lloyd, Public Information Officer

Date Submitted: June 28, 2022

Work Session Date: July 5, 2022

Council Meeting Date: July 5, 2022

Background/History:

The city was recently contacted by a video/integrated marketing agency regarding a no-cost community showcase video program, which is an initiative supported by both the National League of Cities and the U.S. Conference of Mayors. The national program has been used by other cities, including Dalton, Georgia, Lansing, Michigan and St. George, Utah, to promote local initiatives and community-based programs.

By participating in the program, the city would develop a total of four videos that can be used to showcase a welcome from the mayor and council, ongoing public safety recruitment efforts and diversity throughout the community. Staff believes this project will not only help market citywide initiatives, but is a great way to develop more video content for social media exposure and publicity at no cost

The agreement would be between CGI Communications and the City of Forest Park and remain in effect from the date it is signed until the third anniversary of the date all videos are completed. Once the agreement has been approved, the production company will work with city staff to for script writing, video content consultation and filming dates. There is no cost to city to participate in the program. Staff is seeking approval by council to accept the agreement in order to proceed with next steps.

Cost: \$ _____ **Budgeted for:** _____ **Yes** _____ **No**

Financial Impact:

N/A

Action Requested from Council:

**SERVICE AGREEMENT
BY AND BETWEEN
CGI COMMUNICATIONS, INC. D/B/A CGI DIGITAL AND
THE CITY OF FOREST PARK, GEORGIA**

This Agreement (“Agreement”) is made and entered into this _____ day of June, 2022 by and between CGI Communications, Inc. D/B/A CGI Digital (hereinafter, “CONTRACTOR”) and the City of Forest Park, Georgia (hereinafter, “City”) (CONTRACTOR and City sometimes referred to herein as “Parties”).

W I T N E S S E T H:

WHEREAS, City desires to engage the services of CONTRACTOR to create a community showcase video program as shown on Exhibit A (the “Project”); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Services.

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth in Exhibit A. In the event any of the terms of this Agreement conflict with the terms of Exhibit A, the terms of this Agreement shall govern.

(b) This agreement may be terminated at any time for the convenience of the City upon 30 days’ written notice.

2. Compensation. CONTRACTOR shall NOT receive compensation from the City for the services provided hereunder.

3. Independent Contractor. Nothing in this Agreement shall be construed to create an employer-employee relationship between the Parties. This Agreement shall not render the City an employer, partner, agent of or joint venturer with CONTRACTOR for any purpose. CONTRACTOR shall have no claim against City for vacation pay, sick leave, retirement, social security, workers’ compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind whatsoever. The consideration set forth in the CONTRACTOR shall be the sole payment for services rendered. CONTRACTOR will be responsible for withholding, accruing and paying all income, social security and other taxes and amounts required by law. CONTRACTOR shall also be responsible for all statutory insurance and other benefits required by law. Independent Contractor shall provide City with a completed W-9 form.

4. Miscellaneous.

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. The parties hereby agree that the venue for any lawsuit filed by any person

pursuant to this Agreement shall only be in Clayton County, Georgia. Each party hereby irrevocably submits itself to the original jurisdiction of the state and federal courts sitting in or having jurisdiction over Clayton County, Georgia with regard to any controversy in any way relating to the execution, delivery or performance of this Agreement. If any of the provisions of this Agreement shall be declared invalid or unenforceable by laws applicable thereto, or unenforceable as to certain parties, then the performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties intending to be legally bond hereby, have executed this Agreement as of the date first above written.

CGI COMMUNICATIONS, INC. D/B/A CGI
DIGITAL

By:_____

CITY OF FOREST PARK, GEORGIA

By:_____

Exhibit A



Name: Javon Lloyd
Title: Public Information Officer
Address: 745 Forest Parkway
City, State, Zip: Forest Park, GA 30297
Phone number: (470)817-6381
Email: jlloyd@forestparkga.gov
Website: www.forestparkga.gov

This Agreement is between CGI Communications, Inc. D/B/A CGI Digital ("CGI") and the City of Forest Park (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.forestparkga.gov homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce up to four videos with subject matter that may include but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate, or Community Organizations
- Multiple segments of aerial footage pending approval from FAA and any airports within a 5 mile radius of filming location(s)
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.forestparkga.gov website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this Agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program

During the term of this Agreement, the City shall:

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Provide notice of any changes, revisions, requests or modifications to final video content within 30 days of its receipt
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Community Video Program
- Display the "Coming Soon" graphic link prominently on the www.forestparkga.gov homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its www.forestparkga.gov homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this Agreement
- Ensure that this Agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the City will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program. Submissions should be received by CGI by the agreed-upon primary filming date.

This Agreement constitutes the entire Agreement of the parties and supersedes any and all prior communications, understandings and Agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this Agreement.

Forest Park, GA

CGI Communications, Inc. D/B/A CGI Digital

Signature:

Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President, Government Relations & Strategic Partnerships

Date:

Date: 6/13/22



130 East Main Street, 5th Floor
Rochester, NY 14604

Phone: 800.398.3029
cgidigital.com