



CITY COUNCIL WORK SESSION

Monday, November 06, 2023 at 6:00 PM
Council Chambers and YouTube Livestream

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

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

The Honorable Mayor Angelyne Butler, MPA

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

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager
Randi Rainey, City Clerk
Mike Williams, City Attorney

DRAFT MINUTES

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

ROLL CALL: 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; Pauline Warrior, Senior Management Analyst; Javon Llyod, PIO; Kwame Marshall, Multimedia Specialist; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Bruce Abrahams, Director of Economic Development; David Halcome, Deputy Fire Chief; Chief Clemons, Fire Chief; Joshua Cox, IT Director; Derry Walker, Code Enforcement Director; Chief Criss, Police Department; James Shelby, Project Manager; Arthur Geeter, Purchasing; Michelle Hood, Deputy City Clerk, SaVaughn Irons, City Planner, and Rochelle Dennis, Project Manager.

OLD BUSINESS:

- Council Discussion and Approval of a Resolution to Confirming the Nomination of the Finance Director –Executive Office**

Background/History:

On October 16, 2023, John Wiggins was named as the sole finalist and nominated by the City Manager for the position of Finance Director.

Mr. Clark, City Manager- noted per the Charter, staff is seeking confirmation of the appointment of Mr. John Wiggins as the Finance Director.

NEW BUSINESS:

2. **Council Discussion and Approval of the Purchase of Extrication Tools for Quint-1 Fire Truck in the amount of \$38,000; RFB Not Required-** Fire Department

REQUEST FOR BID NOT REQUIRED**Background/History:**

The Forest Park Fire Department needs to purchase extrication tools for the Quint-1 fire truck. Extrication tools are essential for the rescue of victims in motor vehicle crashes.

If approved, the purchase would be from MES, who is the sole source vendor for the Hurst products and also a GSA contractor. Bids are not required for sole-source purchases. The cost of these tools is \$38,000 and would be funded using the Fire Fighting Equipment budget. The supporting documentation is attached for your review and approval.

Chief Clemons- noted that the line item was previously approved during the budget sessions, and as a formality, staff is seeking approval.

3. **Council Discussion and Approval to Purchase 85 Rescue Jackets in the amount of \$20,072.23-** Fire Department

Background/History:

The Forest Park Fire Department requests approval to purchase 85 rescue jackets for its employees. Due to the cost of this purchase, The Fire Department is seeking approval from Council.

Attached are 2 quotes for comparison. Emergency Responder Products is about \$80 cheaper in cost and is of the same quality and likeness as T&T Uniforms; therefore, our vendor choice is Emergency Responder Products.

The purchase will come out of the Uniforms and Raingear budget line with no negative impact for the total not to exceed \$20,072.23.

Chief Clemons- noted that additional items, such as uniforms and equipment, were discussed during the budget process, and as a formality, staff is seeking approval.

4. **Council Discussion and Approval of an Ordinance to Establish Municipal Court as Department of the City – Executive Office**

Background/History:

The Forest Park Municipal Court has been established by the General Assembly in Article IV of the City Charter. It is proposed that the City establish a new department to provide for the administrative functions of the Municipal Court. The attached ordinance creates that department but does not change any of the provisions of the City Charter pertaining to the jurisdiction and powers of the Municipal Court or the Municipal Judge.

Mr. Clark, City Manager- noted that early during the year, at a retreat, it was decided to move forward with separating the Municipal Court from the Police Department. Mr. Clark also noted the item is being brought forth for the official change to the general code so that the Municipal Court will be recognized as its own department in the Code of Ordinances. Mr. Clark also mentioned advertising for the position of Administrative of the court, which would become the Court Clerk.

5. **Council Discussion and Approval of an Ordinance to Update the City's Public Records Ordinance**
– Executive Office

Background/History:

The City's Ordinance pertaining to public records was last updated in 2005. The proposed ordinance updates and streamlines the City's public records policy as follows:

Designates the City Clerk as custodian of the City Records as provided by the City Charter and as required by state law.

Provides for the maintenance and security of City records.

Readopts the Records Retention Schedule for Local Government Records published by the Georgia Secretary of State's Department of Archives and History.

Reaffirms the requirement that the City Clerk and each department of the City comply with the Open Records Act and the Georgia Records Act.

Mr. Clark, City Manager- noted cleaning up the codebook to ensure its alignment with statutory practices, ensuring the language regarding Open Records is in sync with state law, and designating the proper process. Mr. Clark also noted that the last update to the codes was in 2005, which dealt with fees and other things assessed that did not align with state law.

Comments/Discussion from Governing Body:

Councilmember Antoine- noted he's glad the city can have a City Manager with good, fresh eyes.

6. **Council Discussion and Approval of a Resolution to Name Members of Beautification Committee**
–Executive Office

Background/History:

At the October 2, 2023 Meeting, the City Council created a Beautification Committee for the City. The committee shall consist of six residents of the City, one appointed by each Council member from their respective wards and one appointed by the Mayor. The Director of Code Enforcement shall serve as an ex-officio committee member.

Three persons have been designated to serve on the Committee:

- Mayor Butler's appointee – Kwan Rhea
- Councilwoman Wells' appointee – Lois Wright
- Councilman Guitierrez's appointee - Lashawn Boykin

The attached resolution formally appoints each of these members.

Mayor Butler- noted three (3) additional appointments were not included on the agenda. The additional appointments are Councilmember Antoinet's appointee, Ann Keith; Councilmember James' appointee, Sparkle Adams; and Councilmember Mears' appointee, Billy Lewis.

Mr. Clark, City Manager- noted ratifying the action during the regular session meeting and making an amendment to the ordinance presented in the agenda packets to reflect the names added.

7. **Council Discussion and Approval of the Operational & Performance Audit – Executive Offices**

Background/History:

In 2021, the City of Forest Park initiated a citywide Operational and Performance Audit. The operational and Performance Audit was to serve as the catalyst to a long transformative journey that was to provide an overview of the City's current state related to operations, performance, and culture. The report identified numerous recommendations and provided a roadmap that should have been leveraged to assist the City in reaching its goal of "Operational Excellence."

Given the cursory review of the recommendations provided, the plan has great information; however, many recommendations have not been completed. With the City Manager's new vision of "One Forest Park" and the inherent focus on achieving "Operational Excellence," we are seeking approval to move forward with working with Mauldin & Jenkins to update the recommendations provided. This would include the basic advisory services:

Following up on the progress made within each department related to M&J's Citywide Operational and Performance Audit dated April 2021.

Upon completion of the review and update, the Executive Offices would begin to work on Key Performance Indicators "KPIs" that would guide the work ahead.

Mr. Clark, City Manager- introduced Pauline Warrior as the new Senior Management Analyst and noted reviewing the report submitted by Maulding and Jenkins on how to streamline operations and optimize citywide.

Ms. Warrior- noted having a cursory review of the operational audit and mentioned there will be many Key Performance Indicators "KPIs" that will be achievable. Ms. Warrior also recommended the Key Performance Indicators "KPIs" provide the right measures so that staff can perform with excellence and represent those that are time-bound.

Mr. Clark, City Manager- noted that the Finance Department is looking to implement a system called OpenGov, where every aspect of the organization will be transparent to the public; he also noted the

public would be able to know where funding is being allocated, see the trending analysis, and will report externally of all Key Performance Indicators “KPIs” citywide.

Comments/Discussion from Governing Body:

Councilmember James- noted that when the 2021 audit was completed with the previous city manager, some of the recommendations made by Mauldin & Jenkins would be tackled, and she would know what has not been completed. Councilmember James inquired about the cost.

Mr. Clark, City Manager- noted the auditors like to use “not to exceed”; he noted staff knows some of the items that have been completed and reminded the council of the new staff who had no idea the plan existed. Mr. Clark mentioned going through what has been completed and noted the Municipal Court being mentioned in the audit. Mr. Clark mentioned staff is looking to develop a benchmark with the plan the city has paid for and will build off that. Mr. Clark also noted presenting an up-to-date document with an amount not exceeding \$30,000 to the Mayor and council. Mr. Clark made mention of a memo drafted to the governing body in the form of a request regarding an update of items from the previous administration and would like a clear picture of what is and what is not.

Councilmember James- inquired if staff would use Mauldin & Jenkins to help with the implementation or if staff would use the recommendations from the past.

Mr. Clark, City Manager- noted that staff wants to re-engage and update the plan and will provide a monthly report on the city manager’s report.

Councilmember James- expressed understanding of the process and noted her concerns with approving the \$30,000 base with knowing what to correct or complete.

Mr. Clark, City Manager- noted having an outline in the packet on what would be completed; he also noted that staff does not know where to start with the document in its core form and would invite Mauldin & Jenkins to inform staff where they left off. Mr. Clark also mentioned the possibility of adding to the plan an amount that does not exceed \$30,000.

Councilmember Antoine- expressed liking the idea and taking accountability and inquired if the city was saving money previously.

Mr. Clark, City Manager- noted that if a company is paid to complete work, it’s up to the leader to follow up on the work and mentioned some of the work was completed, and some of the work wasn’t completed.

Ms. Warrior- noted one item spoken about is assurance and how staff would like to have impact and outcome measures that will go along with Key Performance Indicators “KPIs.”

8. **Council Discussion and Approval Requesting to dissolve the Management Analyst Position in the Police Department-** Human Resources Department

Background/History:

The Management Analyst position was approved as a position that would handle grants for the Police Department. The City Manager hired a Senior Management Analyst to handle all grants citywide.

Diane Lewis, Deputy HR Director- noted that the City Manager had hired a Senior Management Analyst, which would eliminate the position of the Police Department’s Specialized Grants Analyst.

Mr. Clark, City Manager- noted the position will not only focus on grants.

Chief Criss- included the position in the Police Department has been vacant for 1.5 years.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- noted wanting updates on the grants.

9. **Council Approval of a Resolution to Provide Leave Eligibility after (3) Three Months of Employment-Human Resources Department**

Background/History:

It is proposed that the City amend the Employee Policy and Procedure Manual to grant employees eligibility to use annual and sick leave after three months of employment with the City. Employees are only eligible to utilize annual and sick leave after their six-month probationary period. Under this change, employees can utilize three (3) days of accrued annual leave and three (3) days of accrued sick leave after being employed for three months. The resolution would not change the probationary period, leave accrual rules, or any other aspect of the Employee Policy and Procedure Manual.

Ms. Lewis- noted all new employees must wait six (6) months before taking time off. The resolution would allow new employees to utilize three (3) days of accrued sick and vacation time after three (3) months of employment. It would not change the probationary period of six (6) months.

10. **Council Discussion and Approval for Perkins Park Basketball Court Remodel – Public Works Department**

Background/History:

PERKINS PARK will be undergoing several upgrades in several phases. This is an attempt to revamp the surrounding community who resides and play in this park. Within the upgrades of the first phase, the basketball court will be resurfaced along with replacing the backboards/poles, and goals. The fencing around the court and the creek will be replaced. The second phase is to re-mulch the playground, replace the white piping with pressure-treated timbers, and replace the benches. The final phase would be to replace the playground equipment.

For the first phase, Public Works seeks approval of \$75,738.00 for 2 contracts.

The first contract for Dash Enterprise Georgia Group to resurface the basketball court is \$65,550.00.

The second contract for Natural Enclosures Fence Company to fence around the court and adjoining creek: - \$10,188.00.

Mr. Jinks, Director of Public Works- noted Dash Enterprise withdrew their offer as of today, with the city having no other offers.

Mr. Clark, City Manager- noted seeking an amount not to exceed to allow procurement and public works to find another contractor based on the bid. Mr. Clark also noted re-releasing the bid if staff cannot find a contractor.

Comments/Discussion from Governing Body:

Councilmember James- inquired if funding would come from the council's individual ward capital overlay funds and asked if resurfacing the basketball court had just been completed and if the paid company could return and redo the work.

Mr. Clark, City Manager- noted having an additional item on the agenda that is seeking approval to allocate \$50,000 per ward restricted to improvements to the pocket parks, totaling \$350,000. Mr. Clark also noted Perkins Park upgrades started two months before knowing about the influx of property taxes. He asked Mr. Jinks if there was a warranty on the basketball court and if he knew the company that renovated the court. Mr. Jinks said he was unaware of a warranty and did not know the company that completed the project.

Mayor Bulter- noted addressing the second question in executive session.

Councilmember Gutierrez- inquired about the timeline to finish the parks. Mr. Jinks noted it would depend on how much funding is allocated; he also noted staff already has the fence company to repair the fence with the playground and has reached out to some nationwide companies to use local contractors.

Councilmember Gutierrez- inquired about the order of the parks being fixed. Mr. Clark noted if approved, Council will be able to get with Mr. Jinks and Mr. Shelby, Capital Projects Manager, to begin conversing on what they would like to see in their parks.

Councilmember Antoine- inquired if it would be for all the parks. Mr. Clark noted the only exception would be Ward 2 Bill Lee Park and not Starr Park, seeing it is already on the major renovations list.

Councilmember Akins-Wells- noted being able to answer some of Councilmember James' questions and explained that the park was renovated 2-3 years ago and was not done correctly, leaving many legal things that can be discussed in executive session. Councilmember Akins-Wells suggested breaking it up in two to allow the fencing company to start and to put the bid back out to find a company that knows what it's doing.

11. **Council Discussion and Approval for the Lighting Addition Agreement – Public Works Department**

Background/History:

Lighting Services Agreement: Project# LP86983

The City of Forest Park was asked to investigate low lighting issues within the vicinity of Lake Mirror Rd and Old Dixie Hwy next to the Clorox Company. Georgia Power has just finished installing 13 new lights for the Clorox company at an additional \$810/month on their bill to try to increase the lighting in their parking areas, entry-exit gates, crosswalk, and railroad crossing area. Clorox Company requests the City to install 4 pole light fixtures along Lake Mirror Rd to mitigate the low lighting issues. This cost to the city would be \$160 monthly, coming out of Street Lighting 100-51-4260-53-1233.

Mr. Jinks- noted GA Power had completed upgrades and is still working on the safety issues. Mr. Jinks also noted GA Power contacted the city and requested to investigate the low light issues; staff went to investigate and received a quote to add four (4) additional lights that would lighten up that area for Clorox and GA Power workers who would walk from the bus stop or Old Dixie Rd.

Mr. Clark, City Manager - noted the request came about due to the Economic Development Department doing Business Retention and Expansion (BRE) throughout all wards, starting with the major businesses, and ending with small businesses.

Comments/Discussion from Governing Body:

Councilmember James inquired about the OneLight initiative and discussion that was held about cost sharing and wanted to know how that would fit into the equation of the 160 monthly costs for additional lights.

Mr. Clark, City Manager- noted the Onelight initiative was to transition all the HD lights to LED lights for visual representation purposes and was for the residential corridor. Mr. Clark also noted if residents requested streetlights, the city would provide them and incur the cost. Mr. Clark mentioned bringing back before the governing body legislation noting the city would no longer fund erecting streetlights within the residential and door commercial areas, and if lights are wanted, citizens would have to incur the cost.

Councilmember James- expressed understanding of the initiative and mentioned it being no different with a resident or business requesting streetlights; she also noted if it is going to be considered, to consider it holistically in the future.

Mr. Clark, City Manager - noted staff will re-present the policy about the street lighting district to allow the Mayor and council to provide feedback.

12. **Council Discussion and Approval of a Secondary Internet Provider Agreement**- IT Department

Background/History:

Many of our core sites currently have alternate internet connections as a failover if our primary circuits experience an outage. Unfortunately, the current backup circuits are provided by the same vendor as our primary circuits, thus offering very little redundancy. We are bringing before Mayor and Council new contracts with an alternate provider that will offer true redundancy as a backup to our primary circuits, providing better uptime for the City. In addition to better reliability, these secondary connections will reduce our monthly operating cost by approximately \$2,400 per month. IT is asking for Mayor and Council to approve the attached contracts for internet services. For security reasons, the details regarding the specifics of our internet providers have been omitted.

Mr. Cox- noted the IT Strategic Plan for the city has been moving to web-based and cloud-based applications, which provide increased accessibility and reduce the on-premises infrastructure needed to be maintained. Mr. Cox mentioned one downfall of hosted or cloud-based applications is the requirement for a stable internet connection, and staff is asking for the opportunity to diversify the internet circuits with additional providers, which would reduce the current cost.

Comments/Discussion from Governing Body:

Councilmember Guitierrez- inquired about a trial period and if the provider would be efficient.

Mr. Cox- noted that there are only a few key providers in the Metro Atlanta area, and the requested provider is one of the big providers with an uptime guarantee in the contract.

13. **Council Approval of the Recommended Proposed Millage Rate- Public Hearing #3-Finance Department**

Background/History:

The City of Forest Park has tentatively adopted a 2023 millage rate, which will require an increase in property tax by 25.23 percent due to property values increasing. Valuations have increased with all of the growth in values surrounding Forest Park. Staff is not proposing a millage increase; however, due to this increase in values, pursuant to State Law, it had to be advertised as a tax increase. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$20.00.

The first Public Hearing was held on October 30, 2023, at 11:00 am, and no people were present to speak. The second Public Hearing was held on October 30, 2023, at 5:00 p.m., and no people were present to speak. According to State Law, the final Public Hearing will be held in conjunction with the November 6, 2023 Council Meeting.

Mr. Wiggins- noted the property value is increasing, and the city must impose a small increase to stay compliant with state laws. Mr. Wiggins also noted it being the final public hearing.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- requested that the governing body get an update on homes that will be affected by the increase.

Mr. Clark, City Manager- noted the finance department will provide the report and mentioned the homes with the Homestead Exemption would not be affected. Mr. Clark also mentioned having an educational class on calculating numbers.

14. **Council Discussion and Approval of Budget Adjustment-Increased Revenue & Park Improvements-** Finance Department

Background/History:

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by City Council on June 29th, 2023. Before adopting the budget, Finance staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Aggressive efforts to recover delinquent property taxes have determined that the adopted revenues can be adjusted to \$350,000.00 due to increased revenues collected for outstanding property taxes. This will increase the stated revenue amended on September 18th, 2023, by \$350,000.00. The City Council is recommended to approve a budget amendment to accurately reflect the corrected operating budget amount of \$42,336,503.00 for FY23-24.

Mr. Wiggins- noted that council is aware of the \$350,000 going toward each ward and has provided an itemized list of how much each ward would receive for their parks.

Mr. Clark, City Manager- noted that what has been seen with the collection of property taxes has been absentee property owners, and the funds will go towards repairing city parks. Mr. Clark also noted the parks that would be repaired are Ward 1- Scott Blvd.; Ward 2- Bill Lee Park; Ward 3- Theater Park; Ward 4 has two (2) Parks, 2nd Street Park, and Perkins Park; Ward 5 Alder Park that totals \$350,000 and \$50,000 for Mayor Butler's housing initiative.

15. **Council Discussion and Approval on the Second Public Hearing by Mayor and Council on the 2023 Comprehensive Plan Update-** Planning and Community Development

Background/History:

A comprehensive plan is a guide for communities to invest, develop and allocate services based on a shared vision formed through a public process. It is long-range that looks ahead 5 to 20 years. It assists communities in understanding its needs and desires, as well as strengths and weaknesses. The comprehensive plan looks across many facets of a city such as population, land use, housing, economic development, transportation, and other socio-economic elements. This is the 2023 Comprehensive Plan Update document. Forest Park updated its last Comprehensive Plan in 2018.

Ms. Irons- noted being a draft update of the 2023 comprehensive plan for five (5) years; also noted presenting a presentation during the regular session meeting and is the 2nd required public hearing through the GA Department of Community Affairs (DCA) to remain current.

Comments/Discussion from Governing Body:

Councilmember James- mentioned wanting to see the presentation and will have questions.

16. **Council Discussion and Approval of Changes to IGA between City and URA-Legal**

Background/History:

It is proposed that the City and the URA enter into an intergovernmental agreement to memorialize the current working relationship between the two entities. The attached agreement is substantially the same as previous drafts presented to the City and provides for the following:

1. Allows the URA to utilize City facilities and staff to carry out its functions;
2. Authorizes the Economic Development Director to serve as the Executive Director of the URA;
3. Authorizes the Finance Department to manage the finances of the URA; and
4. Provides for the URA to pay the City an annual amount to reimburse the City for a portion of the staff expense incurred in providing the foregoing work.

A new addition to the agreement authorizes the Public Works Department to maintain, repair and/or install certain URA infrastructure where the cost is estimated to be less than \$100,000. The URA will reimburse the City for the cost of such work.

Mr. Williams- noted the agreement has been in discussion for more than a year and, if approved, will go before the URA for their approval at their next meeting.

17. **Council Discussion and Approval of The Police Department requesting a budget amendment to add two (2) Police Officer positions and to delete one (1) Police Analyst position - Police Department**

Background/History:

The Police Department has authorized a total of 121 positions. These positions consist of sworn and non-sworn personnel.

The request is to delete one (1) Police Analyst position that has been vacant for over a year and to add two (2) Police Officer positions. One (1) of the Police Officer positions will be funded by the POA at Fort Gillem.

This restructuring can help ensure that staffing aligns with the department's priorities and enhances its ability to effectively serve and protect the community.

Chief Criss- noted requesting two (2) police officer positions, which would be funded by the POA at Fort Gillem, and has deleted the Deputy Chief position and the Specialized Grants Analyst. Chief Criss mentioned that there would be no budget impact outside of the additional police officers the POA would fund.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- noted wanting to bridge the gap between schools and the community with educational programs.

Mr. Clark, City Manager- mentioned work being done through the schools and community-related relations police; Officer Sparks also added to the discussion.

Chief Criss- noted that only four vacant four (4) police officer positions are left, and there are plans to expand the Community Affairs Unit. Chief Criss also noted Sergeant Sparks, a part of the Community Affairs Unit, frequents schools and most recently visited Hue Elementary to read to the students. Chief Criss noted adding additional staff would allow the police to be more visible throughout the schools.

Councilmember James- noted wanting to highlight something that was failed to mention, which is the POA, and gave a shout-out to Mr. Clark, City Manager whom the Urban Redevelopment Authority (URA) appointed as the POA representative who is responsible for getting the POA to utilize the city to secure the Gillem project.

Mr. Clark, City Manager- noted once the position is funded by the POA, the Urban Redevelopment Authority (URA) will no longer have fees to pay the POA, a total of around \$30,000.

Councilmember Akins-Wells- thanked Chief Criss and mentioned receiving a call in which Chief Criss was highly spoken about at the barber shop event and suggested doing a better job promoting at schools and hair salons.

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

No action was taken.

ADJOURNMENT:

It was moved to adjourn the November 6, 2023, Council Work Session at 6:59 p.m.

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

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

It was motioned to break into a five (5) minute recess.

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

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