



**CITY OF FOREST PARK MAYOR & COUNCIL**

**City Council Work Session**

Monday, April 19, 2021 at 6:00 PM

Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)

**YouTube:** <https://bit.ly/3c28p0A>

**Phone Number:** (404) 366.1555

**FOREST PARK CITY HALL**

745 Forest Parkway

Forest Park, GA 30297

**DRAFT Work Session Minutes**

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

The Honorable Dabouze Antoine

The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells

The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager

Sharee Steed, City Clerk

Mike Williams, City Attorney

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

**ROLL CALL-CITY CLERK:** All were present, and a quorum was established

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

**DIRECTORS PRESENT:** A. Girard Geeter, Procurement Manager; Darquita Williams, Interim Finance Director; Shalonda Brown, Director of Human Resources, James Shelby, Director of Planning & Zoning, Bruce Abraham, Director Economic Development, Bobby Jinks, Director Public Works, Tarik Maxwell, Director of Parks and Recreation, Nathaniel Clark, Police Chief, and Latosha Clemons, Deputy Fire Chief

## PRESENTATIONS:

### 1. Status update on City's Zoning Ordinance - James Shelby, Director of PBZ and Collaborative Firm

James Shelby, Director of PBZ introduce Ms. K.C. Krzic of the Collaborative Firm, who gave a detailed presentation on the update of the City's Zoning Ordinance (**comments were not recorded**)

#### Questions/Comments from Council:

**Councilmember Antoine** – For those that do not know, what this presentation says to me is that Forest Park is moving in a new direction and it seems like a new city has just been adopted within Clayton County. Even though we were founded in 1908, just listening to how you have the district/zoning maps, if you look at the other Clayton County cities, Morrow for example, they are zoned more for commercial. Why is there no Wal-Mart, Kroger, Fridays, Zaxby's, Costco, LA Fitness, because we are zoned industrial. With this zoning, we are changing the entire city, so for those that do not know Forest Park and you are coming into the City, it will be a new city. You cannot put something new in Atlanta, but you can in a city who never had it. Are you saying we are going more commercial or what?

**K.C. Krzic** –You must give them a path, maybe they wanted to come to Forest Park, but your ordinances were too restrictive for them, so now we create the things that everyone and the market is asking for you will find them coming here. Your development patterns will have to go through this entire process. We can write it, but we have no ownership of the land, but if we can start creating those paths for new development, retail, outdoor dining, working with your entire staff with every project, the zoning ordinance is just one piece of the whole puzzle. Your capital improvement projects are going to feed into this, and you will have your own little renaissance here.

**Councilmember Gutierrez** – Echo Councilmember Antoine sentiments, this is incredible, and it is not just one perspective, but a 360 staff, elected officials and everyone that lives here in the city, I just want to point out now that we have this public information, we are hearing what the public is saying, now it is time to hold elected officials accountable and let us deliver the things that the citizens want.

### 2. Mauldin & Jenkins will provide and update on Audit

David Roberts with Mauldin & Jenkins gave an Executive Summary of the Audit

The City has experienced significant turnover in recent years with its elected positions, the City Manager position, and numerous department heads. The average tenure of current department heads serving in their current role is approximately 9 months. As there is now a paradigm of newer personnel in City leadership positions bringing new ideas and methods to the City, there is a constant struggle with making and implementing positive change and not just operating in the same manner as the City has historically operated for decades. Many of the City's non-executive positions are filled with employees who have created lengthy careers for themselves at the City.

As part of the direction of new/newer City leadership, the City sought to conduct an Operational and

Performance Audit of the City's operations, performance, and culture. We commend City leadership for taking the proactive initiative to have an objective assessment performed, which has identified strengths and opportunities for improvement throughout the City. We also would like to recognize the numerous City employees throughout all departments and across all position levels who gave their time conducting interviews, providing requested information, and participating in an anonymous operations and culture survey.

The Operational and Performance Audit is the first step in a long transformation journey that provides an overview of the City's current state related to operations, performance, and culture. Our final report identifies numerous recommendations and provides a Roadmap that should be leveraged to help the City reach its goal of "operational excellence". Implementing positive change is never easy, but by leveraging the City's greatest asset – its employees, and by clearly articulating and communicating the rationale and benefits of the desired change, we are confident that the City can successfully transform its operations and continue to provide quality services to the citizens and stakeholders of Forest Park.

### **CITY MANAGER'S REPORT:** Dr. Marc-Antonie Cooper

Dr. Marc-Antoine Cooper, City Manager gave the following report:

#### **COVID-19**

Anyone testing positive for COVID positive contact Shalonda Schoolmaker with Healthy Life Atlanta at 678-671-8336 - they have aftercare resources for individuals in need.

Clayton County is establishing Vaccination Strike Teams to serve all residents of the county. Contact Stacy Tolbert (404)-427-6276 or Carla Cooper (678)209-5600.

### **CITY OPERATIONS**

#### **Fire Department**

- Introduced the class of 16 new recruits of the Forest Park Fire Department (Captain Baker).

#### **Police Department**

- The Forest Park Police Department currently has 3 recruits in the academy scheduled to graduate end of next month.
- 3 Recruits are scheduled to start the academy April 26, 2021.
- 3 new officers (recruits) are scheduled to be hired by April 21, 2021.
- We are hiring Police Officers in the City of Forest Park, GA if interested please contact Recruiting at 404-366-4141.
- Commission on Accreditation for Law Enforcement Agencies (CALEA) has awarded for the 7<sup>th</sup> time in a row accreditation to the Forest Park Police Department,

#### **City Operations**

- The Forest Park Ministers Association in partnership with the City of Forest Park's Public Works Division held a Clean Up on the Southside of Our City last Saturday April 17, 2021. More of these clean ups are in the plans for other sides of the City, and we will make sure that they are announced prior to the event.

- Recreation and Leisure Department Summer Camp 2021 registration started today April 19, 2020. The Summer camp runs from June 7 – July 30 for children ages 4-12. The cost is \$50 per child – per week. There are limited slots available so to register or find out more details about summer camp or about all the other awesome programs the city has to offer visit [www.forestparkga.gov/parksrec](http://www.forestparkga.gov/parksrec).
- Exterior Construction (canopy, deck, etc.) has and will be commencing at 751 and 771 Main Street, both buildings are owned by the Re-Development Authority.
- Strive Atlanta is offering a FREE 7-week Training Program to get the skills you need for a career in the high-demand industry of logistics. You could obtain a certification in Logistics and Inventory Controls. The March 2021 Information Sessions will be held virtually on Thursday's at 10:00am. For virtual meeting information and/or to apply for the program visit [www.strive.org/atlprograms](http://www.strive.org/atlprograms).
- Congresswoman Nikema Williams (GA-05) announced that FEMA has begun accepting applications for funeral assistance for Georgians who have lost loved ones to COVID-19. Congresswoman Williams helped pass the funeral assistance program as part of the American Rescue Plan. Georgians who paid for funeral expenses after January 20, 2020, for an individual whose death may have been caused by or was likely the result of COVID-19 can apply for up to \$9,000 of assistance per funeral through FEMA's dedicated call center at 844-684-6333; TTY 800-462-7585, Monday-Friday, 9 AM ET - 9 PM ET. No online applications will be accepted. For more information visit [www.fema.gov/disasters/coronavirus/economic/funeral-assistance/fac](http://www.fema.gov/disasters/coronavirus/economic/funeral-assistance/fac)

**COVID-19 UPDATE:** Deputy Fire Chief, Latosha Clemons

As of April 11, 2021, there has been over 22,740 cases in the Clayton County. Clayton County continues to account for 2.6% of the total cases in Georgia, and Forest Park representing 9.5% of cumulative Cases, not a significant change over the past couple of months. Per Stacy Tolbert, the (CCHD) Clayton County Health Department has begun the process of sending out Vaccine Strike Team, the first trial run was scheduled for five homes in Riverdale and three people were able to be vaccinated. Any residents that meet the following criteria please reach out to Carla Cooper at 678-209-5600; Janna McWilson at 404-276-4412 or Stacy Tolbert at 404-427-6276.

**Criteria Required:**

- Homebound (*cannot* leave their home)
- Medically disabled (on medical equipment beyond oxygen)
- Alzheimer's (difficult to leave home)
- Physically Disabled (very difficult to leave home)
- Shelter(s)
- Domestic Violence Shelter
- Homeless population (this will require additional collaboration)

**Vaccines:** Clayton County Board of Health continues to provide vaccines for all residents of Clayton County at Mundy's Mill High School as stated last Council Meeting.

To date, there has been over **(5, 321,111) million** vaccines administered in the State of Georgia

Following the guidance and recommendations of the Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH) is pausing J&J (Janssen) vaccinations in Georgia until further notice. The FDA and CDC are reviewing data involving six reported cases of a

rare and severe type of blood clot occurring in women aged 18-48 about a week after vaccination. None of the six cases are in individuals vaccinated in Georgia.

Vaccination remains one of our best tools for stopping the spread of COVID-19, along with basic prevention measures, continue to wear a mask to protect yourself and others; cover your nose and mouth; social distance – maintain at least 6 feet of distance when possible; choose safe social activities and handwashing – wash hands frequently and avoid touching your eyes, nose, and mouth.

#### **NEW BUSINESS:**

### **3. Discussion to Approve Resolution 2021-18 - Georgia Department of Natural Resources - Georgia Section 319(h) Non-Point Source, Implementation Grant FY2021 Green Infrastructure - LaShawn Gardiner, Management Analyst and James Shelby, Director of PB&Z**

#### **Background and Summary:**

The Georgia Section 319 (h) Non-Point Source Implementation Grant award period for FY 2021 is open for green infrastructure projects that improve and enhance urban water quality and reduce non-point source pollution. There are 2 potential sites in the City of Forest Park, (1) Starr Park-Construction and Design and (2) the Police Department Headquarters Design. Both projects will include retrofitting and enhancing existing infrastructure. The total projected cost is \$12,450,000.00. The grant requires a cost-ration of 60% federal dollar maximum and 40% non-federal match minimum toward the total project cost. The City is requesting \$350,000.00. The total maximum federal award to any individual project is \$400,000.00.

**James Shelby, Director of PB&Z** - In 2020, Clayton Water Authority developed a watershed improvement plan for the West Jesters Creek watershed to identify and prioritize areas for stormwater improvements roughly between Forest Parkway and Mount Zion Road. The watershed improvement project identified two stormwater improvement projects in Forest Park that drain to West Jesters Creek: one at Starr Park and another at the Police Department. The Existing concrete channel does not currently provide infiltration or water quality improvements, an enhanced dry swale is proposed in this location. The practice would collect, treat, and convey flows from the playground and gravel walking path to the existing drop inlet, which will be retrofit as an outlet control structure. Considering its location in Starr Park, this is a high visibility project with an opportunity to provide for public education on green infrastructure. GAEPD can allocate up to 400k through their 319(h)-grant program to supplement local government funds to address stormwater problems relating to stormwater quality and quantity from "non-point" sources. Forest Park, CCWA, and their consultants have met with GAEPD and developed an application to receive this funding for these two sites to improve stormwater management in the West Jesters Creek watershed via green infrastructure.

We are asking the Council's approval of the resolution to allow staff to submit a grant application to GA Environmental Protection Division.

#### **Questions/Comments from Council:**

**Councilmember Antoine** – Mr. Shelby, I am sure you are familiar with Clayton County Water Authority has in their budget, where they go out and clean the sewers, what is that program called, and do you know if it is budget for this year or not? Clayton Water Authority will come out and investigate any water system issues in Forest Park that has not been cleaned, but we will have to call and request this service from them.

**Mr. Shelby** – This is entirely different and does not have anything to do with maintenance. This is a grant that will help with the Jester Creek’s environmental issues. Jester Creek traverses through Starr Park, there is a concrete inlite that the water is coming into, we are going to create something that looks much better than that. The architects are going to incorporate this into their designs for the park.

I will give this information to Bobby Jinks, Director of Public Works to contact Clayton County Water Authority and request their services.

**Councilmember James** – The total projected cost of \$12,450,000.00, do we have that already, who is going to do the work and will all the funds be used to do these two projects? The additional monies we are getting for the two projects that you described, will cost that much? The money we have to put up front is \$350,000 in order to be awarded the \$12,450,000 grant.

**Mr. Shelby** - We have already allocated \$12,000,000 in our capital projects, \$5 to \$6 million is allocated through SPLOST and the rest is coming from bond issue. The money is there for Starr Park, this is additional monies that we are getting. \$450,000 is the cost, \$250,000 will go towards Starr Park and the remaining \$200,000 will go to the drainage system behind the Police Department. Clayton County Water Authority is really sponsoring the one behind the Police Department and we are doing the one for Starr Park. We are using our match with money we already allocated for the Starr Park project, which we are using as our match to the \$450,000, we do not have to come out of pocket for any

**Councilmember Antoine** – Help us understand how detailed is this project?

**Mr. Shelby** – Starr Park is a renovation project that will include things like ballpark, walking trails, fitness walking trails, expansion of the swimming pools to include pool house expansion, basketball, and volleyball courts, and possibly a skate park. All of these are included in the \$12million, this project will enhance that project by creating the greenspace through Starr Park. It will be educational component to teach children about water infiltration and how we keep our creeks clean, which will traverse through the Park. This is an added attraction to what we are currently doing. This is going to be unique for Forest Park.

#### 4. Discussion to Approve the replacement of Two (2) Pumpers and One (1) 75' Quint Aerial - Fire Department

##### Background and Summary:

The Fire Department is seeking approval for replacement of two Pumpers and one 75' Quint Aerial. The Pumpers to be replaced are Engine 1, Rosenbauer with 41,000 miles (equivalent to 142,000 road miles) and structural body frame issues, Engine 2, a 2002 E-one) with 125,000 miles (equivalent to 427,500 road miles) and Quint 3 (2010 E-one) with 61,000 miles (equivalent to 208,000 road miles).

The replacement allows for continuity of units and service/maintenance with warranty agreements for parts and labor. It further allows our current reserve pumper, Engine-3, a 1992 E-one pumper with unknown number of miles due to the odometer being replaced to be circulated to the Training Division to aid in Fire Department Driver.

Operator Training for (FAO)'s, Fire Apparatus Operators.

Current, Engine-1, Engine-2, and Quint-3 will move into reserve roles in order to provide the Department with reliable reserve units. These units have reached usable service life for service delivery to the community of Forest Park.

The purchase cost is \$1,945,738.00 and these items are budgeted in the Fire Department's allocated SPLOST funds.

Replacement Age:

- A. Engine 2 (24 years)
- B. Engine 3 (29 years)
- C. Quint 3 (11 years)

**Latosha Clemons, Deputy Fire Chief** – NFPA recommends replacing Fire Trucks between 10-15 years of age, but most certainly any vehicle over 25 years of age should be officially retired.

#### **5 Indicators Fire Department is ready for new Fire Apparatus**

**1. Maintenance cost have exceeded their worth**

Departments that spend at least \$75,000 o repairs and maintenance over the course of five (5) years to keep an apparatus on the road, roughly (\$15,000/year) should purchase new apparatus to last for the next 20 years

**2. Intangible**

Upholding the mission of the organization by providing the highest level of customer service to the community.

Low morale, new apparatus is invaluable to fire department employees, professional service to the community increases

**3. Failure of major components**

Our community depends on not only the crew but the fleet of vehicles to be ready for any fire emergency they respond to, if one or several components on your apparatus are making it difficult to complete these assigned missions and thus putting lives at risk, then it's time for an update.

A repair might make sense if the cost is low enough and damage is not severe, but critical damage to the apparatus major component (engine, transmission, pump) is often expensive and difficult to repair. (not 100% stability in that)

**4. Outdated Equipment**

Though some outdated equipment is easy to replace, other integral pieces of the apparatus body are not. Example: electrical components that support current equipment may not support newer equipment; it may not be compatible with the upgraded electrical signals required to operate more modern equipment

**5. Apparatus no longer meets industry status**

In 2009, NFPA (National Fire Protection Association) published the Standard for Automotive Fire Apparatus. This document outlines all the necessary features and equipment that departments are legally required to have in place, some may require painless upgrade to your current truck while some may require the purchase of a new one.

#### **Questions/Comments from Council:**

**Mayor Butler** – These three units that we are retiring, your plans are to put them in reserve?

**Deputy Chief Clemons** – Yes, with any apparatus, it is good to have fire trucks to go into reserve status, in the event that one of our trucks should breakdown, you will need something to go into. Per standards it is good to keep items in reserve for 5 years.

**Councilmember Mears** – I wish you could incorporate new turn-out gear, there is no sense for a city our size and the funds from SPLOST, and our firemen are having to wear wet/dirty gear if they have to respond

to back-to-back fires. Things like that should be readily available. I would like you and your team to work on including this in your next purchase for each shift to have two (2) turn-out gears.

**Deputy Chief Clemons** – You are obviously right, the health and safe of your personnel is important. We will work with the City Manager to include in next fiscal budget.

**Mayor Butler** – This is for all department, we have Sister Cities that are in need of supplies and equipment, so if there is anything that you are going to surplus or retire, etc, once we go through the process to keep this in mind as we build these relationships and if we know a particular need, we can keep that on the radar to make sure we are really fulfilling the mission of the Sister City relationship.

**Councilmember Antoine** – For those that do not know what Sister Cities is, it is a partnership that the City of Forest Park has partnered with a city in Haiti and the goal is from training equipment, medical and educational; it is just like churches partnering together. When we go to Haiti next month, if there is an old fire truck that could be transferred over there, this is why we partnered with another city, so that whatever the things we do not use, other cities can. I too, would like to see that we could possibly help another city.

**Councilmember Gutierrez** – Let us know let this fall through the waste line, what Councilmember Mears spoke about, let us put a deadline on it and get these uniforms to our firefighters and not wait until later. If you can move on that, it would be appreciated.

**Councilmember James** – The company that was selected and gave the proposal for the equipment, how did we select this particular company?

**Arthur Geeter, Procurement** – The company that was selected is Sutphen, we got them from the cooperative state contract called Southware, this is where we get all the police cars and fire cars. We will receive a 20% discount of the bid, by going through the cooperative and we get most of our large purchase from this source. They have already done the bidding process.

**5. Discussion to Approve the Legislative Offices Budget Amendment/Transfer of Funds - Sharee Steed, City Clerk and Darquita Williams, Interim Finance Director**

**Background and Summary:**

In an effort to create a balance budget, the following budget amendments are being proposed to fix our shortcomings. Proposed transfers are coming from line items that have not been utilized and are anticipated to not be completely utilized by the close of the FY21. This transfer will not have a negative impact on any of the involved line items. Requesting a total of \$18,900 in transfers from the following:

Transfer \$6,000 from 100-20-1110-52-3913 Public Relations to 100-20-1110-52-3919 Employee Appreciation Event

**Ward 2**

Transfer \$5,000 from 100-20-110-52-3704 Meetings/Conventions to 100-20-1110-52-3908 Ward 2 Projects

**Ward 3**



Transfer \$6,000 from 100-20-1110-54-2506 Capital Outlay to 100-20-1110-52-3950 Day of the Dead Event

Transfer \$350.00 from 100-20-1110-52-3705 Meetings/Conventions to 100-20-1110-52-3924 Hispanic Heritage Month

#### **Ward 4**

Transfer \$5,000 from 100-20-1110-52-3706 Meetings/Conventions, \$2,200 from 100-20-1110-52-3920 Forest Park Day to 100-20-1110-52-3918 Friday Nights

**Darquita Williams, Deputy Finance Director** – These are line items that went over budget, looking at the overall budget of the department, there are some line items that appear they will not be utilize and I had a conversation with City Manager and Ms. Steed, these will balance out the budget and when we are closing out the department will not be over budgeted.

#### **Questions/Comments from Council:**

**Councilmember James** – I want to make sure that we do not get here again. When we set the budget and go over the budget, we need to think about making these adjustments beforehand. How did we get so far over budget in these Ward projects, if money is not there, then we do not need to spend it? I do not mind transferring the funds if we have it. This is addressed to the Council, because it is our budget that we are discussing. If the money is not there, we need to move it before we make the expense and think we need to follow a certain protocol, the same way we hold the directors accountable for staying within their budgets, we, as a Council, need to do the same. We need to make sure that we are checking with the Finance Director and City Manager to make sure that we are not going over budget. If we see that we are going over budget, then we can make those adjustments first and not do them afterwards.

**Councilmember Wells** – That is why we have a Finance department, we know we have a budget for our events.

**Councilmember Gutierrez** – When I budget for my events, I never had event of this magnitude, I just wanted to have events that celebrated Hispanic Heritage and I just made a number that was not enough, so I will not do that again. These were very successful events and we are moving money from areas that are not being used, so thank you Finance for that and I apologize for misjudging my expenditures.

**Ms. Williams** – Dr. Cooper and I have met to address the issue and so we have come up with an action plan going forward to ensure that we are catching overages on the front end or doing a better job at budgeting the events beforehand.

#### **6. Discussion to Approve the Police Department's Budget Amendment/Transfer of Funds - Chief Nathaniel Clark and Darquita Williams, Interim Finance Director**

##### **Background Summary:**

The Police Department needs funds to test new applicants and copier expenses. The Police Department is requesting the following budget amendments/transfers. These transfers will not have a negative impact on any of the involved line items.

Transfer \$1,300 from 100-31-3210-52-2201 Office Equipment Maint. to 100-31-3210-53-1103 Copier Expense

Transfer \$1,000 from 100-31-3210-52-3712 Training to 100-31-3210-52-1202 Psychological Services

**Questions/Comments from Council:** There were no comments/discussion

**7. Discussion to Approve the Executive Offices Budget Amendment/Transfer of Funds - Dr. Cooper, City Manager**

**Background and Summary:**

The Executive Offices is in need for a budget amendment/transfer of funds. Requesting to transfer \$10,000 from Education, Seminars & Travel 100-21-1320-52-3701 to the following:

\$3,000 - Consulting Services - 100-21-1320-52-1002

\$5,000 - Printing - 100-21-1320-52-3401

\$2,000 - Office Supplies - 100-21-1320-53-1102

This transfer will not have a negative impact on any of the involved line items.

**Questions/Comments from Council:**

**Councilmember James** – Asked the City Manager to speak on this.

**Dr. Cooper** – As with several line items we found in this budget year, some of these line items, as Councilmember Wells mentioned, there were monies moved out of these line items at different times of the year to cover other line items, and technically you have things/funds coming in that were spent that really was supposed to go in these line items. Basically, at this point, we looked at the Executive Office, as you know we are going through the whole budget process right now, and to get us through the year of this budget year this is what we estimated we would need in those line items.

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

**ADJOURNMENT:**

It was motioned to adjourn the Council Work Session of April 19, 2021 at 7:44pm.

Motion was made by Councilmember Mears and seconded by Councilmember Akins-Wells

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