



**CITY OF FOREST PARK MAYOR & COUNCIL  
CITY COUNCIL WORK SESSION**

Monday, November 01, 2021 at 6:00 PM  
Council Chambers 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

## AGENDA

The Honorable Mayor Angelyne Butler, MPA

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

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

### VIRTUAL 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:** Division Chief Joel Turner

**NEW BUSINESS:**

1. **Council Discussion and Approval to Retire Forest Park K-9 "Yoeri"** – Police Department

**Background/History:**

Consideration to retire the current Forest Park Police Department's 11-year-old canine named "Yorei" from active duty and that his former handler adopts him effective immediately.

This recommendation is based on the Forest Park Police Department's K-9 Unit Administration policy 17-01 states "canines may be retired between the ages of 8 years and 9 years old" and a thorough medical assessment conducted on 10/25/2021 that shows the canine is in overall decent health but does have some medical limitations.

2. **Discussion on Approving a Bi-Lingual Pay Incentive** – Chief Executive Office

**Background/History:**

Approval of \$1.00 per hour Bilingual Pay incentive for speaking and \$1.50 per hour incentive for speaking and writing a non-English language used by any group. To receive the incentive employees must be fluent (reading, writing, and speaking) in a non-English language, which could include for the hearing impaired and must agree to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

The incentive must be approved by the City Manager, only after the appropriate validation test has been administered and successfully completed as describe in the memorandum.

3. **Parks and Leisure Budget Transfer of Funds** - Interim Finance Director/Parks & Leisure Director

**Background/History:**

The Recreation Department would like to transfer \$25,000 from their Athletic line item to their Special Events line item. The department would like to implement more community events such as family game night, painting classes, movie nights and community dances.

4. **Discussion on Approving a Citywide Janitorial Services** – Procurement Department

**Background/History:**

The various departments throughout the City is requesting your approval to enter into a contractual agreement the the following Janitorial Service Contractor: **American Facility Services, Inc.** The Department of Procurement conducted a request for proposals for Citywide Janitorial Service and of the four firms that submitted their proposals, American Facility Services, Inc. was the lowest and most qualified firm and therefore they was selected. This will eliminate the use of several different janitorial contractors providing services to individual departments and replace it with one contractor for the entire City. The contract will last for 3 years with two additional 1-year term renewal options if the City wants to continue with this firm based on their performance.

5. **Discussion on Approving On-Call Plumbing Repairs and Maintenance Services** – Public Works/  
Procurement Department

**Background/History:**

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following two plumbing repairs and maintenance contractor companies: **MaxAir Mechanical** and **The Plumbing Shop Inc, dba Quick Action Plumbers**. The Department of Procurement conducted a request for qualifications for on- call plumbing repairs and maintenance services. One firm missed the deadline and therefore could not submit their qualifications while MaxAir Mechanical and Quick Action Plumbers submitted their qualifications and therefore, they were selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these two firms to perform specific task orders. These firms will supplement the Public Works short staffed for plumbing repairs and maintenance services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2 year renewal option if the City wants to continue any one of the three firms based on their performance.

6. **Council Approval to Adopt GDOT's Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services** – Procurement Department

**Background/History:**

The Department of Procurement is requesting your approval to adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management, and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects. The City has taken steps to get Local Administered Projects (LAP) Certified through GDOT and as part of this process, the Procurement Department attended a two-day class and passed the administered test to become certified in the procurement, management, and administration of Engineering and Design Related Consultant Services. Prior to receiving this certification, we must adopt this section of GDOT's procurement policy. This adoption will not replace our current procurement policy. It will be a stand-alone addition. We will follow the adopted policy only when we procure Engineering and Design Related Consultant Services and only when utilizing Federal-Aid funds. This policy is guided by Federal Laws and Regulations and the procedures incorporates best practices in accordance with the requirements set by the Federal Highway Administration. Its purpose is to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process in a timely manner at a fair and reasonable cost. This policy will guide the Procurement Department to ensure we are in compliance with the requirements to maintain federal funds.

7. **Discussion on Adopting an Ordinance Amending the Local Vendor Preference** – Procurement

**Background/History:**

The City's existing procurement ordinance provides for a local vendor preference in procurement. However, this preference is only available for contracts of \$100,000 or less. It is proposed that the \$100,000 limitation be removed.

8. **New Citywide Banners** – Executives Office

**Background/History:**

Requesting to purchase new customized pole banners. These banners will be displayed citywide. The city purchased banners in 2018 that are not very worn and displayed the old city logo. This item is not budgeted for. The Executive Office is requesting a transfer of \$23,000 from the Reserve for Contingency line item to the Right of Way Enhancement line item.

**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.