



CITY COUNCIL WORK SESSION

Monday, April 04, 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

DRAFT MINUTES

CALL TO ORDER/WELCOME: The meeting was called to order at 6:00pm by Mayor Butler and she read the Mission Statement.

ROLL CALL - CITY CLERK: A quorum was established.

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

DIRECTORS PRESENT: Chiquita Barkley, Finance Director, Darquita Williams, Deputy Finance Director; Shalonda Brown, Human Resources Director, Bruce Abraham, Director Economic Development, Tarik Maxell, Director of Recreation & Leisure, Bobby Jinks, Director of Public Works, Joshua Cox, IT Director, James Shelby, Planning & Community Development Director, Nathaniel Clark, Chief of Police and Javon Lloyd, PIO Director

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager**COMMUNITY INFORMATION/REMINDERS:**

- On Saturday, April 16, 2022, from 1pm – 5pm the City of Forest Park present Spring Fest at Kiwanis Stadium, South Avenue, Forest Park, Georgia 30297. (Director Maxwell wishes to speak more on this event).
- Forest Park Ministers Association and the City of Forest Park will host its Southside of the City Clean Up on April 23, 2022, from 8:00am – 12:00pm. Social distancing and facemasks will be mandatory. Hand sanitizers and gloves will be provided. Volunteers will meet at the Ash Street Baptist Church, 5370 Ash St in the Fellowship Hall. For more information contact Edie Yongue (770)-289-4640 or Dr. Leon Beeler (678)207-8904.
- The Clayton County Water Authority will be holding its annual Household Hazardous Waste Collection Day, April 23, 2022, from 10:00am – 2:00pm for Clayton County Residents. A driver's license of utility bill is required as proof of residency. For more information residents can call 770-960-5200 or visit www.CCWA.us
- The Livable Centers Initiative (LCI) through the Atlanta Regional Commission has approved the City of Forest Park for a grant to conduct a feasibility study for the Pedestrian Overpass Bridge Project. The LCI grant program incentivizes local jurisdictions to re-envision their communities as vibrant, pedestrian-friendly places that increase mobility options, encourage healthy lifestyles, and provide easy access to jobs and services.

CITY OPERATIONS:

- Champions of Forest Park Series is a vignette series featuring key community stakeholders sharing why they believe "Forest Park is on the move." To view the series please visit www.forestparkga.gov/bc-dda

EMPLOYEE SPOTLIGHT:

- City of Forest Park Police Department has promoted Captain J. Delk to the rank of Major. Major Delk has been with the police department for 26 years.
- Ms. Fatima Fernandez has been promoted within our Finance Department to become our new Business License facilitator. Ms. Fernandez has been with the city since December 2020 and has been an outstanding addition to the team.

CONGRATULATIONS:

- Congratulation to our own Fire Chief Latosha Clemons on be selected into the 2022 Fire Service Executive Development Institute. Chief Clemons competed with new fire chiefs and chief officers from across the country and Canada to become a member of the 2022 cohort program. More national attention drawn to the City of Forest Park, Georgia this is phenomenal congratulation chief and I know you continue to make us proud.

SHOUT OUT:

- Mr. Demarion Moses, Council Aide – has been a tremendous asset to our executive team. Among the one million and one things he does daily, he works tirelessly improving and creating graphics and images displayed are of the highest professional quality representing our city.
- Huge Thank You to Ms. Virginia Ford, Ms. Jean Robinson, Ms. Ruby, Ms. Doris Freeman, Ms. LaMarsh Ford, and Mr. Walter Goodman who took out time from their schedules to purchase and distribute a variety of fruits to each Fire House in the City. Thank you so much for your dedication and support to our first responders.
- James Shelby, Director of Planning & Community Development, Nathaniel Clark, Chief of Police and Battalion Chief King introduce new recruits and employees in their respective departments.

COVID-19 UPDATE: EMS Coordinator, Andrew Gelmini

As of April 3, 2022, Clayton County has had 57,703 cases of Covid 19 and 888 confirmed deaths.

Between 3/28 – 4/04 there were 413 new positive cases in Clayton County, a slight increase.

Forest Park continues to make up 8.9% of County cases which is the same number as last month. Showing 12 new cases in the last week.

Forest Park shows a current slight increase in total positive cases vs. last month's ending numbers

The 20 to 60 age group shows the highest percentage of positive cases with African Americans showing the highest positive case percentage followed by Unknown ethnicity and then Caucasian.

Cases peaked in the second week of December and then went significantly down. Clayton County is showing a slight increase from the dip in cases. Showing a return to "normal" numbers that we were seeing before the spike. With continuation of lower COVID numbers the federal government is looking in to relaxing some mandates in the next few months.

51% of County residents have received at least one dose of vaccine which equals 144,125 citizens and 46% are fully vaccinated equaling 130,539 citizens. 50,354 citizens have received the additional booster dose as well. This shows an increase of 2-4,000 vaccines in the last month. 65 to 85 age group continues to show the highest vaccination rate.

The CDC continues to encourage and recommend vaccination and boosters for Covid 19 which are available through several means. The current recommendations for vaccines are anyone 5 years and older. The current recommendation for boosters is at least 5 months after receiving the final dose of the first series for Moderna and Pfizer or 2 months after receiving the single dose Johnson and Johnson. A second booster dose is currently being recommended to people fifty and older with underlying medical conditions and should be administered at least 4 months after prior dose was received.

To locate a vaccine site, contact your primary medical provider. Then you can text your zip code to 438829 or call 1-800-232-0233 to find local vaccine providers. Contacting your Primary Care Physician or local pharmacy to see if they are giving vaccines and boosters or visit [vaccines.gov](https://www.vaccines.gov). The Clayton County Health District is giving vaccines based on availability and are rotating their locations to allow for easy access. They are requesting people wishing to receive the vaccine or booster to call and make an appointment at (678) 479-2223 or visit www.claytoncountypublichealth.org. All this information is also available on the City website under the fire department tab under covid 19.

NEW BUSINESS:**1. Council Discussion on the Modifications to the City of Forest Park's Personnel Policy & Procedures – Human Resources Department****Background/History:**

The Human Resources Department along with the City Manager is proposing some changes to the current city's Personnel Policy and Procedures. The modifications added/revised will finalize our policies to ensure employees have a strong foundation and understanding of the city's expectations. Some of the policies being added were already voted on by Mayor and Council but are not published in our official employee handbook. Once approved, new employee handbooks will be printed and distributed to each employee. Sections that have been modified/added are as follows:

Rule II: Compensation / **Rule V.** Employment Practices / **Rule VIII.** Performance Appraisal / **Rule IX:** Attendance and Leave / **Rule XIX:** Dress Code / **Rule XX:** Weapons Possession Policy / **Rule XXI:** Social Media Policy

Comments/Discussion from Governing Body:

Councilmember James – I noticed that we have an updated version of Rule V here that is different than what is in the agenda. It seems like there is significant changes in Section 9. Can we get some explanation for that?

Shalonda Brown, Director of Human Resources – Section 9 is the hiring of relatives, in Section B is says “relatives of elected officials are excluded from the employment in any department within the city” and G states “if an employee is already employed it would not affect their employment.” This is something that the city manager wanted to add in the policy, and he can speak further on it if you have further questions regarding this policy.

Councilmember James – I would like to take an opportunity to review this further, because I see some things related to elected officials, employees who are married or have established a relationship after they have been employed and I just need to ask some questions about it before I can decide. I would like to table this.

Mayor Butler – The entire section or just the exclusion Rule 9?

Councilmember James – Rule 9, I looked at everything else, this is the only one I need to review.

2. Council Discussion to Surplus Rear Seats for Chevy Tahoe – Police Department**Background/History:**

There are currently 50 rear seats for Chevy Tahoe trucks located in storage at the 110 building; the models range from 2009 until 2020. These seats were removed from patrol vehicles as the rear seats require the use of a plastic bench seat and a partition that must be installed for prisoner and citizen transport purposes.

I'm requesting that the Police Department be allowed to surplus/donate these seats and leave them in storage upon the sale of the building, wherein the new Owners will take possession of them and dispose of them accordingly. These seats are filthy and in poor condition as they have been stored in a garage-type area that is not airtight or temperature controlled, for many years. Because of their condition the seats have

no value; at this time, we would like to get approval to dispose of them from Mayor Butler and the City Council.

Comments/Discussion from Governing Body:

Mayor Butler – I have a question, are there other items stored in building 110?

City Manager – There are a couple of other items, but those things, can you expound on them a little Chief?

Police Chief – There are some other items, like electronic equipment and anything that is usable, we are taking it and replacing it within the police department and/or within our training facility.

3. Council Discussion to Enter into an Agreement with Trinity EMS Billings (TEMS) – Fire/EMS Department

Background/History:

In recent months, the EMS Division have been reviewing all the EMS Division applications, contracts, and processes. It was noticed with AMB (Ambulance Billing Company), our current ambulance transport billing company, we were averaging a low amount of return on what we are billed. This has been a consistent finding for about 10 years. After further research, and in communication with neighboring agencies, it has been determined that we are averaging about 25-35% return on billing when neighboring departments are seeing 50-60% return. Two alternative billing companies were recommended, however, we decided that Trinity EMS Billing and Consultants (TEMS) would better fit the overall scope of work for the city. TEMS also offered a lower percentage rate for their fees than the other companies and the current company for a 3- year contract. They will offer a customer-based service that is easier to work with for our patients and carry out our billing for ambulance transports. Additionally, they provide training to our crews and administration on how to maximize the information gathered for ease of billing. We realize that the first year of this contract will involve gathering data to implement the billing process. More so, we will show a higher return in billing and overall customer satisfaction with this new company.

Comments/Discussions from the Governing Body:

Councilmember Antoine – What did we have before?

Andrew Gelmini, EMS Coordinator – We were using a company called AMB out of Kentucky. I was doing research on the processes and everything that we had going on with the division, because of the changes in division head, I found that we were getting an average lower return the 25-35% on return, is what we found. I researched back for about 5 years and found that it was consistent for 5 years, I reached out to some neighboring agencies to see who they are using for billing and to see if their return was the same. We found that we were significantly lower than others so, with the new billing we will see a better percentage of return with a lower percentage of payout for the services given. And the reason we are asking for a 3-year contract, is so that we can get settled in good with them so we can see that return. It has been difficult to get a lot of information from AMB, so I am not sure how that would work.

4. Request Council Approval of the Main Street Streetscape Phase IIA-Light Service Agreement Between Georgia Power and City of Forest Park – Department of Planning & Community Development

Background/History:

The proposed design for the Main Street Streetscape Project IIA from College Street to Phillips Drive includes thirty (30) decorative light fixtures along the route. The Agreement between Georgia Power and the City of Forest Park would allow Georgia Power to install and maintain the thirty (30) decorative light fixtures. All materials, labor, and maintenance to operate the system are included in the cost.

There was no comments/discussion from governing body

5. **Council Discussion of the Main Street Streetscape - Light Service Agreement Between Georgia Power and City of Forest Park to Retrofit seventy-five (75) existing light fixtures** – Department of Planning & Community Development

Background/History:

In 2010 the City completed Phase I of the Main Street Streetscape Project from Lake Street to College Street. That project included seventy-five (75) decorative light fixtures installed and maintained by Georgia Power. In order for the existing lights to match the wattage of the new proposed lights from College Street to Phillips Drive in Phase IIA, the City of Forest Park would need to enter into a light service agreement with Georgia Power to retrofit the existing light fixtures. All materials, labor, and maintenance to operate the system are included in the cost.

Comments/Discussions from the Governing Body:

Councilmember Mears – Is there are cost price on this?

City Manager – Yes sir, we did receive two quotes on that, and Mr. Shelby can give more information.

Director of Planning & Community Development – for the retrofit is \$97,000, for the new lights it is \$375,000 for 30 lights.

Councilmember Antoine – When do the lights come on?

Director of Planning & Community Development – When the sun goes down, they are on a timer and will not be on in the daytime.

City Manager – These are LED lights, so the electricity so, it will be much less that what we are currently using.

Councilmember Mears – I know that was a figure some two years ago that was in the millions of dollars.

Mayor Butler – That was to bring the utilities underground and that is not what this is.

6. **Council Discussion on Clarification of On-Premises Consumption of Alcohol Ordinance** – Planning & Community Development Department

Background/History:

The City Council recently approved an Entertainment District ordinance. It is proposed that the City clarify the distance requirements for the location of businesses that provide for the on-premises consumption of alcohol only. O.C.G.A. § 3-3-21(b)(3), specifically give the City the authority to regulate the distance

requirements for on-premises consumption from churches, schools, and college campuses. The proposed ordinance would allow such establishments to be located anywhere within a commercially zoned district.

Comments/Discussions from the Governing Body:

Councilmember James – I see that we are referencing state law and what it allows the city to regulate, my question is, is there something in state law that allows for consumption in these commercial areas?

City Attorney – the state default provision is primarily related to package sales or beer, wine, and distilled spirits, but the way it is worded could include on-premises consumption. So, without any local regulations to the contrary the default is, 100 yards away from any establishments that are listed. But when you go down in the section, it specifically speaks to on-premises consumption in the state statute. The intent was focused on package sales and not restaurants and things of that sort. This would clarify what we believe the intent of council was when you adopted the entertainment district, that local code in Forest Park would vary from the default statute.

Councilmember James – So the default statute of the state is recommended?

City Attorney - Yes

7. **Council Consideration of a Resolution Establishing Priority List for Capital Projects** -Department of Planning and Community Development

Background/History:

The City Manager is recommending that the City Council establish a priority list of its previously approved capital projects. These projects are funded from combination of the one percent county special purpose local option sales and use tax (SPLOST), URA Bond Funds, and TAD funds. The proposed priority list adds the construction of a new city hall and reaffirms and prioritizes existing projects that were approved by the City Council in 2008 and 2015-2020 using SPLOST funds.

Comments/Discussions from the Governing Body:

Councilmember James – For the priority list, my question has to do with the contractors that we pre-approved to do certain work in the city. Are we not able to do several projects at one time or is this limited to one, two, three? We must complete the project before we start the next project, etc.

Director of Planning & Community Development – No, the fire station at Gillem is already under contract, as a matter of fact, sometime this week, we will be talking with the contractor who is going to actually build the building in Gillem, he just signed all the documents and we will be having a on-site meeting with him to determine the date he will start moving dirt. Starr Park Renovation Phase I, we have an architect for that and hopefully we will have information from them within the week or more regarding the construction documents they are issuing the city for approval. We are looking to have Construction Manager at Risk (CM at Risk) for city hall city center so that we can establish a cost and CM at Risk to stay within that budget, we have not selected on at this time for city hall. Main Street Streetscape, which is Robertson Company, they did Phase 1 and are under contract and on the 11th of this month, they should submit their drawings for bidding. The Welcome signs have been bid out to an architect and we are waiting for GDOT to respond to some comments that we submitted. The first six projects listed on the prioritized list are already underway with selected architects or engineers.

Councilmember James – Is there a reason why priority listing?

City Manager – Because of the funds we have available, this is all part of the bond funds that were taken out through the URA and with the city to do the capital improvement projects so all these projects are on the capital improvement list. As we started to go back and look at, the fire station really gave us pause to think about what we are doing, because when these projects were first put out, the fire station was estimated at \$2 to 3 million dollars, and it came in a \$8m. We got together and looked at where our monies were, what projects and what stages were we in with each project and we prioritize in that way and presented to council to say this is the priority list that we have with the funds we have available so we would be able to move forward because we do know that prices are increasing daily, so we want to get the projects done with the monies we have rather than holding off and pushing things off because we know it is just going to get more expensive.

Councilmember James – With the other projects that are not related to the SPLOST, like the sidewalks and different beautification project for the city, it does not mean that they project are not going to get done?

City Manager – No, these funds are just for the projects listed and these are just the bond funds, most of them came through the funds that we are setting aside in the budget, you will all see because we are doing a separate capital budget and we are going to give you a five-year look in to the future, basically this is what we need for the next five years. This way you will be able to see where they are and as we go through budget talks you will be able to reallocate that money if you want to do it all in one year or over three years.

Councilmember Antoine – INAUDIBLE.... City hall to fire station, police station, this is a big step forward the citizens should be glad about to see a new Forest Park and I am extremely excited about this. I am curious about the park, how soon after you get the contract is INAUDIBLE

Director of Planning & Community Development – The park will start sometime in July

8. **Discussion and Approval of purchase for City Flags with new seal** – Chief Executive Offices

Background/History:

Cities adopt official flags to show pride and to serve as a symbol of the city. The City of Forest Park previous adopted a new official seal while rebranding our city.

The city manager is seeking approval of the new design for the official city flag and the authorization to purchase 19 (nineteen) flags to be displayed on the interior and exterior of city buildings.

Comments/Discussions from the Governing Body:

Mayor Butler – If you have not seen our new seal, if there are flyers out in the foyer it is on there, and on the agenda and there are some displayed throughout the city.

9. **Council Consideration of an Amendment to the Ethics Ordinance Providing for a Financial Penalty to Elected Officials** – Legal

Background/History:

The City Council recently requested an ordinance providing for a financial penalty for violations of the Ethics Ordinance. This ordinance would impose a penalty of ten percent (10%) of the elected official's monthly salary in the event the Board of Ethics makes a determination that a violation occurred. The penalty would not require any action on the part of Council.

Comments/Discussion from the Governing Body:

Councilmember Gutierrez – This was to come back with recommendations, is there any where else that this is being done or is it just us doing this?

City Manager – Councilmember everyone has their own policy and rules, there are some cities that speak to removal, there are several cities that are looking at options of removal. So, this was the least we could do without having to go back to general assembly/state to redo the charter. You have cities that have different penalties for different things, this is what we came up with as a penalty, based on the conversation/discussion that the council had.

10. Council Discussion on Recommendation to the Urban Design Review Board – Department of Planning & Community Development

Background/History:

On September 7, 2021, the City Council passed a new Zoning Ordinance that established the Urban Design Review Board (UDRB). The UDRB consists of five (5) members. Members shall be appointed and confirmed in accordance with Mayor and City Council approval. Members shall be appointed for four (4) year terms and shall serve until their successor is appointed and qualified.

Comments/Discussion from the Governing Body:

Mayor stated this will be discussed in Executive Session.

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

It was moved to recess into Executive Session for Personnel, Litigation and Real Estate at 6:38pm.

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

It was moved to reconvene back into the Work Session at 7:01pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

ADJOURNMENT:

It was moved to adjourn the April 4th Council Work Session at 7:01pm.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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