



CITY COUNCIL WORK SESSION

Monday, October 02, 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: The meeting was called to order at 6:01 p.m. by Mayor Butler.

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		✓

Jeremi Patterson, Deputy Finance Director; LaShawn Gardiner, Director Planning & Community Development; Javon Llyod, PIO, Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Wattlely, Deputy Public Works Director; Bruce Abrahams, Director Economic Development; Latosha Clemons, Fire Chief, David Halcome, Deputy Fire Chief; Police Chief; Brandon Criss; Tarik Maxwell, Parks and Recreation, and Joshua Cox, IT Director, Michelle Hood, Deputy City Clerk, Derry Walker, Code Enforcement Director.

NEW BUSINESS:**1. Council Discussion and Approval of Interdev Support Agreement -IT Department****Background/History:**

Interdev has provided IT support to the City of Forest Park for the past four years as a Managed Service Provider to help supplement the City's internal IT staff. Interdev is able to provide resources that are either not economical or difficult to maintain as a single entity with a small IT Department. This updated agreement better aligns with the needs of the City as we will continue to receive the key services an MSP can provide better than we can while also eliminating from the agreement those services we can provide better as an internal department. The updated contract reduces the support agreement costs by roughly \$6,000.00 a month and also changes from the current 36-month agreement to a 12-month agreement with an annual renewal option.

Josh Cox, IT Director - noted that it was an update to the current agreement to reduce the time from 36 months to 12 months. There will be an annual review, or they can go out for an RFP.

2. Council Discussion and Approval of Electronic Equipment Buy Back Policy – IT Department**Background/History:**

There has been a request from several employees to have the option to purchase surplus electronic equipment from the City. This proposed policy would provide an option for City staff to purchase surplus equipment while also setting expectations and guidelines around the hardware being purchased. I am asking that the Council approve the attached policy, which would allow staff to purchase surplus electronic equipment.

Josh Cox, IT Director – noted that the goal was to bring them surplus inventory to receive guidance or recommendations on how to handle it. For example, the items can be donated, or employees can purchase them. He noted this is a policy to protect the city and to let people know that the city is not insuring the hardware. This will be a good opportunity for the employees to purchase equipment the city no longer needs at a fair cost.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – wanted to know what was happening with the surplus before.

Josh Cox – stated they had done only one surplus with the equipment that had been collected. They are currently using an electronic recycling vendor that recycles the items, and if there is a profit, they send the check to the city. This is what they do with items that are of no value to the city.

Ricky Clark, City Manager – noted that they would make sure that the hardware on the computers, and any data for open records purposes that are on the phone is removed and preserved. The policy would not be just for city employees, but also members of the governing body.

Councilmember Akins-Wells- thinks it is a great idea for the employees to have the first choice on all surplus property.

City Manager – noted several items are coming up for surplus because they are clearing out some of the storage areas. He noted there will be opportunities, even if they do it in a yard sale, so employees can bid on what they want.

3. **Council Discussion and Approval of the GA Main Street Program** – Executive Offices

Background/History:

Main Street program started in 1980 and is overseen by the Office of Downtown Development at the Georgia Department of Community Affairs (DCA). Each community is required to be an Affiliate for a year before consideration for the Classic Main Street Program Designation as this will allow time to get several key elements completed. Georgia Main Streets represent some of the strongest central business districts in the state and in the Southeast. Since it started, the designated community programs have been instrumental in leading the state in historic preservation, small business development, expansion of the state's employment base, leveraging private investment, increasing tourism and providing a positive road map for public-private partnerships.

City Manager, Clark –noted they are seeking the support of the governing body to participate in the Georgia Main Street Program. Mr. Clark noted, on the state level a Memorandum of Understanding is required from the governing body agreeing to participate. The agreement is being offered through the Department of Economic Development and they are seeking to move forward with this initiative.

Comments/Discussion from Governing Body:

Councilmember James – wanted to know if this was just for Main Street.

Mike Williams, City Attorney– noted they would define by the map what the actual area is. He noted after speaking with the City Attorney, that there is already a codified area they could reference.

City Attorney, Williams – noted that for the Main Street specific area, most of the Downtown Development area minus the Gillem Area. It would be more of where Main Street and Jonesboro Road cross. This is preliminary and you all would approve the final map in the future.

Councilmember James – stated the Jonesboro Road area is not Main Street, but it needs to be spruced up. She would like to know if Jonesboro Road could be a part of this.

City Manager, Clark – noted it is not specifically for the Main Street areas, they can delineate by map what those areas are. He and Mr. Shelby spoke with people at Gillem about replacing some of the gateway signs that have been put up and about their desire to clean up that area. While the signs were being installed, they learned that at some point there was a streetscape project that went all the way up Jonesboro Road. Later, we would like to find out what it will cost to do another streetscape along Jonesboro Road to clean up that area. He stated that the Code Enforcement Department is working on plans to keep that area clean.

Councilmember Gutierrez – thinks a lot of the focus goes on Main Street. He would like to focus on Jonesboro Road because there are a lot of businesses there.

City Manager – noted the sign should start to be uncovered, He also noted he agreed to make sure that the sidewalks with the hanging limbs are cleaned up.

Councilmember Akins-Wells – He noted she knows the conversation is about Main Street and Jonesboro Road but would like the same thing done on Old Dixie.

4. Council Discussion and Approval of Rapid Rental Assistance – Executive Offices

Background/History:

Recently, the Governing Body approved reevaluating the rental assistance program. Given the uptick in COVID cases, and the numerous requests that are coming in, the City Manager is seeking approval to administer the program in-house for an amount not to exceed \$50,000. In July, we received back \$153,722.40 from City Edge relative to rental assistance. Staff would look to relaunch the program no later than October 13, 2023.

City Manager, Clark – He noted the amount of money that has been allocated to the program since it was brought in-house. Mr. Clark asked that it not exceed the amount of \$50,000.00. He stated he has received at least 15 applications for rental assistance. He stated the money was there and he would like to use the money where needed.

Comments/Discussion from Governing Body:

Councilmember Antione – He stated it was good news that the rental assistance was back.

5. Council Discussion and Approval of Amendments to the City of Forest Park Accident Review Committee – Executive Offices

Background/History:

In July, the City Council adopted revisions to the Safety & Accident Review Committee. Staff is requesting a modification to include two additional departments as voting members: Information Technology & Municipal Court.

City Manager, Clark – noted that it is an amendment for the two departments that were omitted to be included on the committee. He stated that Chief Clemons is the Chair and that they have caught up the backlogs of cases from 2023. Mr. Clark noted the department heads are taking things seriously and the brokers are present as they look forward to reducing liability and exposure.

6. Council Discussion and Approval of Short-Term Rental Compliance Services – Planning & Community Dev. & Executive. Offices

Background/History:

The City approved a short-term rental ordinance to identify and enforce tax compliance on short-term rental properties in the City. To assist in the enforcement, monitoring, and administration of the ordinance, a cloud-based computer software service solution is sought to collect data on the extent of non-compliance issues, address identification, provide a web portal for applying and renewing Accommodation Excise Tax certificates and collection of taxes, and maintain a 24-hour hotline to take complaints.

Lashawn Gardiner, Director of Community Development & Planning– noted this is to have a company come in and assist the city, and to complement the short-term rental ordinance that was passed in the previous months. They will monitor short-term rental Air BnB and VRBOs that are here in the city.

Comments/Discussion from Governing Body:

City Manager, Clark – He asked if the contractors met the terms that were set for the contract, or if they wanted to go up on the price.

Lashawn Gardiner – She stated the contract will remain steady at the cost that was presented.

7. **Council Discussion and Approval of Building Permit Inspection Fee Text Amendment** – Planning & Community Development

Background/History:

The current language of Chapter 2, Building Regulations, Article A-General Provisions, Section 8-2-2 Permits (F)(1) states that Churches are exempt from paying building inspection permit fees for construction occurring within the incorporated city limits of the City of Forest Park. The proposed legislation request is to amend the language so that churches pay a building inspection fee so that such construction projects can be inspected by the city building inspector.

Lashawn Gardiner – She stated these are some of the amendments that staff will bring before you, for consideration and approval. She stated the inspector will not inspect certain projects due to the language that is written in the code, and this is a way to clean up some of that language.

8. **Council Discussion and Approval of a Resolution Rescinding the Condemnation Proceedings Against 314 Forest Parkway** – Legal

Background/History:

On February 20, 2023, the City Council adopted Resolution 23-06 authorizing condemnation proceedings for 314 Forest Parkway, which at the time was the proposed site for the new City Hall facility. The Mayor and Council have since found a different location to construct and operate the new City Hall facility.

The attached resolution formally rescinds Resolution 23-06.

City Attorney, Williams – stated this is a housekeeping Resolution and there is nothing more to add.

9. **Council Discussion and Approval of Beautification Plan 2023-2028** – Code Enforcement Department

Background/History:

This is a request for approval of the Code Enforcement Beautification Plan 2023-2028. The plan includes the purpose, goal & background. The plan focuses on the creation of the Beautification Committee, Neighborhood Enhancement, Litter Control programs, & Demolition of Dilapidated Structures. This plan will assist with moving the city forward with Economic Development. The Code Enforcement Department recommends approval.

Derry Walker, Code Enforcement Director – He spoke on the purpose and goals as it relates to beautifying the community. He stated the Beautification Committee would be comprised of a six-citizen committee within the City of Forest Park. There is a line item within his budget to cover this line item.

They plan to enhance the neighborhoods, maintain litter-free communities through litter programs, and demolish dilapidated structures.

Comments/Discussion from Governing Body:

Councilmember James – stated this is a great thing, and she has a group that is ready for the Litter Control Program. She also stated that they are interested in adopting a road. Councilmember James wanted to thank him.

Councilmember Antione – noted he was proud of him.

Councilmember Gutierrez – thanked him for putting this together. He noted he is big on things like this and the community. He noted having the support of the staff is going to help. Councilmember Gutierrez likes how the committee is going to be the citizens, so they can take ownership of the community.

Councilmember Akins-Wells – thinks this is amazing and gives credit where it is due. She states he came in and hit the ground running and thanked him.

Councilmember Mears – thanked him and noted he is doing a great job.

City Manager, Clark – noted that once this is adopted, each council member and the mayor would need to submit one name of an individual to serve on the committee. He stated the formation of the board will consist of 6 residents.

Mayor Butler – wanted to know if it is six per initiative or six total.

Derry Walker – noted six total for the whole committee.

10. Council Discussion and Approval to Amend the Police Department's Budget to Add a New Position of Communications Operator (Manager) and Remove the Position of Police Analyst - Human Resources

Background/History:

The Police Department is requesting a budget amendment to add the position of Communications Operator (Manager). The Police Department would like to remove the position of Police Analyst and use the salary savings to help fund this new position. This position will oversee the day-to-day operations within the communications unit and address any issues that may arise. This position is also responsible for Quality Assurance and staff training when needed. If there is a staff shortage this person will fill in when needed.

Shalonda Brown, HR Director – noted that PD wanted to dissolve the Police Analyst position and use the salary to create a position called the Communications Operator Manager. She noted it would be a leadership role and the person would handle training, and standing in a position when someone is out. She noted he would need more money and to amend the budget for the new position.

Comments/Discussion from Governing Body:

Councilmember James – wanted to know the salary for this position.

Shalonda Brown – noted the salary was budgeted between \$65-\$70,000.

Councilmember Gutierrez – noted he is happy he is doing this.

11. Council Discussion and Approval to Transfer the Staff Assistant Position in Planning & Community Development to the Code Enforcement Department - Human Resources

Background/History:

The Code Enforcement Department was established during the FY23-24 Budget. Since conception, the Staff Assistant in Planning & Community Development has served in the role performing administrative duties and functions within the Code Enforcement Department.

Shalonda Brown – noted that the Code Enforcement Director is a new position, and he needed an assistant. The Planning and Community Staff Assistant has been assisting him from conception. She asked that the position be transferred to the Director of Code Enforcement Department, along with the person who is in the role. The salary savings will be removed totally from the organization chart, for Planning and Community Development.

Comments/Discussion from Governing Body:

Councilmember James – wanted to know if she could get a copy of the organizational chart for all departments.

Shalonda Brown – noted she would provide it tomorrow.

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 at 6:29 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

It was moved to reconvene back into the Council Work Session at 7:03 pm

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

ADJOURNMENT:

It was moved to adjourn the October 2, 2023, Council Work Session at 7:03 pm

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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