



CITY COUNCIL WORK SESSION

Monday, May 16, 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; Kim Trawick, Human Resources Generalist, Bruce Abraham, Director Economic Development, Tarik Maxell, Director of Recreation & Leisure, Bobby Jinks, Director of Public Works, James Shelby, Planning & Community Development Director, and Nathaniel Clark, Chief of Police

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

- The Mayor and City Council of the City of Forest Park will hold meetings to receive public comments on the proposed Fiscal Year 2022-2023 budget on Monday, May 23, 2022, at 5:00pm and Monday, June 6, 2022 @ 7:00pm. These meetings will be held in the Council Chamber of City Hall 745 Forest Parkway, Forest Park, GA 30297. The proposed budget will be posted on the City's Website no later than Wednesday, May 18, 2022.
- The City of Forest Park is now offering complete on-line electronic permitting services for building permits. This means you can now electronically apply for, submit payments, and print permits without ever coming to the permitting office. This new service is intended to save time and effort while efficiently issuing permits in the City of Forest Park. Permit applications and other permitting documents can be found on Forest Park's website under Permits and Applications. Depending on Permit type you must register to set up an account to use the system; the process takes less than ten minutes. Once payment is made and processed, the permit will be emailed to the email that is on file for the contractor/property owner. Typically, if all required documents are submitted with the application, you will receive your permit within 1-3 business days.
- The City of Forest Park will be hosting our "Community Field Day Event featuring the 2022 Forest Park High School Senior Caravan on this Saturday, May 21, 2022, from 11:00am – 3:00pm at Kiwanis Stadium, South Ave, Forest Park, Ga. Our special guest will be eight-time Mr. Olympia Bodybuilding Champion Lee Haney. We want to see you and the entire family. There will be bounce houses, tug of war, obstacle course, relay races, food trucks and much more.
- On Wednesday, May 11, 2022, Council Member Ward Hector Gutierrez, and I met with Former Chicago Congressman Luis Gutierrez regarding his efforts to help enhance diversity and encourage voter registration and civic participation among immigrants and minorities in the City of Forest Park. Congressman Gutierrez is developing a nationwide 501(c)3 aimed at providing guidance, training, and some funding to municipalities in this effort. He was impressed with our recent advances with inclusion and embracing diversity.

CITY OPERATIONS:

- Champions of Forest Park Series is a 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/CONGRATULATIONS:**SHOUT OUT**

- Congratulations to the Secretary of State Student Ambassadors, this is program managed by the Georgia Secretary of State's Office, our very own Clayton County Public Schools (District 13) and the Walking in Authority Teen Council (District 5) under the direction of former Councilmember Sparkle Adams for winning 1st Place in their respective districts. The secretary of State's Office launched the Student Ambassador program for high school students, and it is a leadership training program for 10-12 grades to encourage civic participation and voter registration.

- I personally want to commend all our City of Forest Park staff. This has been a challenging year as City Manager of Clayton County's large city, and I want to personally thank each of you for your support, flexibility, and willingness to change and be part of the evolution of our city to that "next level." We are committed to and will continue to go through a lot of transition, where we work on updating policies, processes, and procedures and correct our operations and streamline our functions to elevate our city. I will be the first to admit that everything has not gone smoothly, nor been perfect. But I want to commend everyone on their efforts for doing all they can every day to make the City of Forest Park as close to perfect as it can get for our residents, they deserve nothing less than our best in these efforts. So again, thanks to all the City of Forest Park staff and let us continue moving our city forward.

PRESENTATIONS:

1. Presentation – ADP Payroll Processing – Chief Executive Offices

Background/History:

The City Manager is looking to bring a managed payroll service to the city to help improve payroll processing efficiency, ensure continuity, and help mitigate compliance risk. It was documented in the city's 2020 audit that all city payroll is currently processed in-house on a weekly basis, including printing and distribution of all payroll checks. There is currently only one Finance Department employee trained on how to process payroll. The recommendation from the auditors was that the city should research the cost, time, and risk benefits of procuring a third-party vendor to manage payroll processing and dissemination.

Ebony Irvin, District Manager and Reagan Dailey, with ADP presented the proposal for payroll processing.

ADP- Not only will the city have access to the workforce now platform. One of the things we found is that you are looking for a managed pay platform. We will bring to the table is off loading some of the payroll process for the city and ADP takes on that responsibility, so the people in the back office can focus on the things they need to from a strategic perspective recruiting, training, development, making your employees better so that they can better service the community. With comprehensive pay you will have a dedicated payroll specialist to work with the back-office team to process payroll. I will show you what a standard operating system looks like, so if you want to come off the comprehensive pay platform to use ADP technology or if you decide you do not want to use ADP the standard operating procedure, we create with you is yours to keep forever. So, you will have that business continuity for this is how we do things here. We will help you with all aspects around processing your payroll, ensuring that it is correct and running audit reports. We run audit reports to make everything looks good before we hit the process payroll. We want to make sure everyone gets paid appropriately, which is the number one thing we do. You will have a strategic relationship manager aligned to your organization.

We have relation clients that sit in on executive meetings, they talk to you about the best practices, how to best roll out programs for your employees During open enrollment time you will have a dedicated open enrollment specialist, to make sure things goes off without a hitch leveraging the technology to do things more efficient and effective. You will also, be supplied with a wage an hour compliance solution so you can bounce ideas off through this compliance portal instead of having to go to an attorney. This is just an extra layer of support from a compliance perspective.

The biggest cost is labor cost. You need the tools to make sure you are paying them appropriately and effectively, which is important. It is also important to have a robust system, which works with your fire and police because of strains from a scheduling perspective. You will have a workforce manager, which is our

time and attendance solutions that works with our payroll platform to ensure that your people are being paid appropriately.

I want to explain what we will do from a payroll perspective. When looking at an organization that does things in-house, there are a lot of things you must do to process your payroll, which is tedious tasks Everything in beige ADP will be taking care of. The things in blue are still going to be asked of the organization, most of it consist of reviewing reports to make sure new hires are in, or those terminated are terminated, and the updating of their direct deposit. I touched basis earlier on relationship manager briefly. Again, this is a strategic partner to your organization, which will sit down with you as you make decision, want to roll out different programs and ideas in the city, they can share with you best practices, help drive technology optimization to ensure system is fully deployed. A lot of times organization implement our solutions. They get tired and want to get through implementation, but it is difficult and hard work. However, the relationship manager helps you to realize the benefits of our system and will help you with driving culture.

Your payroll specialist is your asset to leverage, they will collaborate with you to make sure they understand your process and work with you to pay your people. All employees and managers will have access to the My Life Advisor, call center. It is open Monday thru Friday from 8 a.m. to 11:30 p.m. eastern time. They answer questions about PTO, direct deposits, W-4 state withholds, W-2 reprints and w-9 forms. Your standard operation of procedure will be mapped out with you. It will go through the client specifics overview and timing of how it is done, tools, roles, and responsibilities of who will do it and process details. We will also share with you the reports we generate from an audit perspective to ensure everything that is done is good and accurate.

Lastly, is the price, and it is broken out in a couple of different areas. At the top where it says comprehensive payroll is 141,000 annually. From a time and attendance perspective the second group underneath we have priced out our software, six clocks and what we call quick punch. This is added to the clock to make it quick and easy for employees to clock in and out. That total is just over 48,000 dollars. The all-in number is 190,164.00, and right below that is our implementation fees. The total for us to come alongside you to do this work is a little over 42,500.00. We are proposing to have that paid out over 24 months at a zero percent interest. That is all I have, are there any questions.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – Is there an app or a clocking app option?

District Manager- We do have the ability to use an app to clock in and out. Yes

Councilmember Gutierrez- And that is included?

District Manager- It is included it depends on if the organization wants to do that. The city decides if that is something they want to do., we can turn that functionality on.

Councilmember Gutierrez- Okay

Councilmember Akins-Wells – I do not know if it a question for the city manager or ADP. If we kept the same timing system that we have now is that possible, just asking?

District Manager- It is not how our system work together, with other time and attendance technology sometimes there is a lot of challenges in that. The other thing you run into when you have those two different

systems, sometimes different software does not work well together in terms of transferring data. This is what happens in the back office, you create a siloed environment where you must update both system with all the new hires. Then, when you terminate, you must terminate in both systems. With this to Ebony point earlier these talk to each other so when you do one thing in system it will do it in the other.

City Manager – That is one thing we discussed in the budget retreat. When we were discussing the payroll with having double counts and things of that nature, this eliminates that. It would be replacing the semi-manual system we have now.

Councilmember Akins-Wells- Okay, thank you. I am excited.

District Manager- Thank you so much, we really appreciate the opportunity.

NEW BUSINESS:

- 2. Council Discussion on the Approval Rental Inspection Program Ordinance Amendment**– Planning and Community Development Department

Background/History:

The City Council recently approved the rental inspection ordinance. We have received feedback from the Georgia Municipal Association regarding aspects of the ordinance. This amendment addresses that feedback by clarifying that the ordinance (a) does not create a registry of rental properties and (b) provides for the City's inspection of rental properties upon probable cause that code violations may exist. All other portions of the ordinance, including the required annual inspection of properties, are substantively the same as previous adopted.

Comments/Discussion from Governing Body:

There was none

- 3. Council Discussion on the Transfer of Vacant Property - 954 Main Street, Forest Park, GA** – Chief Executive Office

Background/History:

Consideration of a request to transfer the vacant property located at 954 Main Street, formerly "Carters Cleaners" from the City of Forest Park to the Downtown Development Authority (DDA) Board. The purpose is to move forward and redevelopment the location into a "catalyst site" that aligns with the vision and goals of the city to develop a "Downtown Entertainment District."

Comments/Discussion from Governing Body:

There was none

- 4. Council Discussion on Approving the Repair the Tower One Pump** – Fire Department

Background/History:

The Fire Department is requesting council approval for the repair of our 1998 E-One Aerial "Tower One Pump". This truck has been out of service because the pump has operationally failed. The Aerial is a necessary firefighting component to mitigate emergencies that are beyond the capability of our Fire

Engines. The cost to replace an Aerial range between \$1.3 to 1.7 million dollars. Cost to rehab an Aerial range between \$500 to \$800k. Since, this is the only Aerial in the City, it is imperative to increase the longevity by replacing the pump for in service operations. This item is on the Capital Improvement Plan for future replacement.

- Aerial apparatus means a fire department vehicle which is equipped with a power operated extension ladder or elevating platform used for **rescue, ventilation, elevated master streams, and gaining access to upper levels and which carries ground ladders, tools, and other equipment.** It is designed to maximize vertical reach for rapid response, ventilation, extinguishment, and rescue operations. Aerial vehicles provide more than just height. Besides potentially rescuing people above the reach of ground ladders, they provide elevated streams, horizontal reach to buildings where road access and terrain create problems, and roof access when adequate personnel are not available to hoist ground ladders. These are just a few examples. They assist with special rescue scenarios, help with certain overhaul, and salvage operations, and even help with EMS. They are also used to remove heart attack victims from rooftops

Comments/Discussion from Governing Body:

Councilmember Akins-Wells -With this being an emergency and something needed in the city, is there any way to replace it instead of spending the \$500-\$800k. Then that money later be taken out of the capital improvement fund.

City Manager -This is to repair the pump which is only about 60k. The cost is 60,500 to 800k. To revamp an entire aerial is 1.3 million new. I know that we have it in the capital improvement plan for the budget we will be looking at this year. But it is not to replace it this year but to move it down. The 60k is what is needed to do the repair of the pump.

Mayor Butler -So, we will have two.

City Manager -No, we will have the one we already have and repair the pump, then we put it in 23-24 budget to do a replacement.

Councilmember Mears – Is there anything other than the pump that needs to be refurbished, that we can get done while we do not, have it?

City Manager – Chief Clemmons

Councilmember Gutierrez – Can you put this in layman's term chief what this is, like the pump.

Chief Clemons -The aerial truck is our 95-foot elevated platform, it is our aerial ladder and the only truck in the city. It has some issues, that I brought up at the first budget retreat. I do have a stack of maintenance that it has been under. The truck and pump have been out of service for more than five months. The fire that we just had on Thurman and Rock-cut, we could have used that for elevated master street. We fought that fire from 4-2 a.m. and had to rekindle the next morning. Without that ladder to penetrate the room and extinguish the fire quicker than 10 hours that caused an issue. Yes, it has other issues that I put in council agenda of what it will take to rehab that truck. We bought that truck as a demo back in 98 for \$500k.

City Manager – We found that out with a lot of our equipment from not only fire, police but public works. Historically, the city would go out and buy a lot of the demos and use the equipment because it was cheaper to buy. The reason it is cheaper is because you put more money in it than you would to replace it. We are strategically trying to replace a lot of the major equipment within the city. We must be cautious on how we

budget and plan to move this money around to purchase items as we go. This is not unique to fire. It is a city-wide issue that is happening to fire, police, public works, and other department with heavy equipment we use.

Councilmember Akins-Wells – Well with you mentioning that fire with it being like life and death and something that is really needed. Is there any way to move something around so it can be on the next budget because that's very important?

City Attorney- When we look at it this year, the current capital budget is 1.9 million, and that is spreading it over all the departments. As you know, that was increased at the budget retreat by council. So, if you start looking at that and moving things around and taking things out you going to have other things in other departments. I agree this is life or death, but there are also other things in other departments that are life and death. With the aerial truck hydraulics, with public works. These are the hydraulic trucks that you see the gentleman up putting up Christmas lights. Is it a fire relate no but we do not want our staff going up in a truck that could fail? Again, this is a truck that was purchased as a demo, so we tried to spread that out. At the budget meeting council can make that decision to move what they like, but that is how we must go about planning.

Councilmember Akins-Wells- I would just hate for it to be a tall building and somebody trapped inside, and we could have had that equipment, but did not.

City Manager – Again, it is not like we want do not have one, we will have one. The bump will be replaced and yes it does have issues we have to continuously maintain, until next year's budget, where we can commit those funds to purchase a brand-new unit.

Councilmember Gutierrez – How much is the difference if we were to do the revamp, from 500k-800k?

City Manager -, double the price.

Councilmember Gutierrez – If we revamp it about how soon would we have to revamp it again?

Chief Clemons -I thinks it is adequate to replace the pump, to be fiscally adequate to the city. I believe we can move forward with next year's budget cycle, to discuss purchasing a new aerial. I will have the city manager and council to approve but lets a least get the pump in service. If we have any other issues to maintain we work that through public works.

City Attorney- To answer your questions councilman, it is like buying a used car. You put money, work into it, and say I have a car that should last me for another ten years, drive off the lot and it falls apart. So, you really do not know how long it is going to last. If we get the pump repaired, we have an aerial in the city for the fire department to use and we will look at the next budget year to replace the aerial. We are going to need fire trucks. These pieces of equipment are not cheap, as you see this aerial is 1.7 million. You can get fire trucks up to 2 million depending on what you get.

Chief Clemons – That is just the truck not the equipment?

City Attorney- Not the equipment.

Councilmember Mears – Do they do the pump here, do we have to send it off, how is it done?

Chief Clemons- Yes, we must send it off, we have everything worked out just waiting on your approval

Councilmember Gutierrez -We are going to replace the pump and not revamped

City Manager – Yes

Councilmember Gutierrez- Okay, good.

5. Council Discussion on Approval of American Rescue Fund Line-Item Reallocation – Finance/ Public Works

Background/History:

On September 7, 2021, the governing body approved \$200,000 for residential tree removal/home improvements through the American Rescue Funds pending legal review. The Public Works department is seeking approval to have these funds reallocated for the removal of trees on “city property.”

Comments/Discussion from Governing Body:

Councilmember Antoine – What does that mean?

Mayor Butler – We were unable to use it for the initial intended purpose for private property

Councilmember Akins-Wells -I am not sure if I am having the only issues with the trees in my ward on city property about to fall.

City Manager -There are two trees in your ward

6. Council Discussion on Hosted VoIP phone Solution – IT Department

Background/History:

Windstream currently provides the phone circuits for our existing phone system. They just provided notice to the City that “Due to changing economic conditions and the current costs to provide services...services residing on this platform in the territories noted herein will be disconnected.” As the only carrier for our phone lines, this disconnection would impact all City phones. Our current on-premises phone system is antiquated and in need of major upgrades and I have requested funding in the new fiscal year (not yet approved) to upgrade to a hosted Voice Over IP system. Now that Windstream is disconnecting our phone circuits, we need to implement a new phone system ASAP to avoid the loss of City phones. We have been very happy with the support and service from our existing phone vendor, Carousel, and are requesting we implement their hosted phone solution which includes migration services, hosting, as well as new phones for all users. They are also offering 3 free months of service so we would not be billed for the recurring costs until the new fiscal year but would need to pay for the migration/implementation out of this year’s budget, which was not something that is currently budgeted for.

Comments/Discussion from Governing Body:

City Manager -Mayor, I just want to let council know that although this was not budgeted, we have identified the funds to cover the cost. The total contract if I am not mistaking Mr. Cox, is \$60,000 but this migration that we must pay for is only five.

Josh Cox – That is correct. The total one-year cost is about 65,000 for recurring cost over the course of the year and a little over \$5,000 for the migration implementation.

City Manager – We have identified the source of funds for this.

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

ADJOURNMENT:

Motion to adjourn the Work Session @ 6:40pm

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

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

DRAFT