



CITY COUNCIL WORK SESSION

Monday, May 06, 2024 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
Danielle Matricardi, City Attorney

DRAFT MINUTES

VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be live-streamed and available on the City's

YouTube page - "**City of Forest Park GA**"

CALL TO ORDER/WELCOME: Mayor Butler called the meeting to order at 6:01 P.M.

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- <i>arrived at 6:03 p.m.</i>		✓
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		✓

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; James Shelby, Interim Director of Planning & Community Development; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Geoff May, Deputy Fire Chief; Ioana Armstrong,

Fire Dept.; Rodney Virgil, Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director; Tarik Maxwell, Rec and Lesure Director; Rochelle Dennis, Interim Economic Director; Authur Geeter, Procurement; Talisa Clark, Procurement; Brandon Criss, Police Chief; Major Jones, Police Dept.; Dorothy Roper-Jackson, Court Director and Danielle Matricardi, City Attorney.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to amend the agenda to delete Item #8-Council Discussion and Approval of the Senior Center Floor Repairs in the amount of \$31,750.00.

Motion made by Councilmember Antoine, Seconded by Councilmember Mears.

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

NEW BUSINESS:

1. **Council Discussion and Approval of six (6) new recruits to the Fire Department (introductions)-**
Fire and EMS Department

Background/History:

The Forest Park Fire & EMS Department has recently recruited six (6) new employees.

Rashad Lawson, Regina Williams, Zachary Kemp, Mason Ricciardi, Shanika Smith, and Kirome Wood.

Division Chief Keith King will present the introductions.

Division Chief King- introduced the newest fire recruits; Regina Williams and Mason Ricciardi were absent for the introductions.

2. **Council Discussion and Approval to Purchase Additional Fire Suppression Gear (Bunker Gear)-**
Fire and EMS Department

Background/History:

The Forest Park Fire Department needs to purchase additional fire suppression gear, including five (5) fire instructor sets, jackets, trousers w/suspenders, hoods, gloves, boots, helmets, and jacket patches. This is extended from the original request of January 2024 for twelve (12) sets of trousers and jackets. This purchase will enable our firefighters to have two complete sets of suppression gear.

The Forest Park Fire Department will purchase from Bennett Fire Products because they are local and carry the Globe brand of gear, which is already in stock and has short delivery wait times. The other vendor in the region specializes in customized gear, and the wait time could be up to 10 months.

Suppression gear was approved in our 5-year capital plan. The fund to be used is capital 300-61-3510-52-3718. The total cost is \$86,327.75. However, we were already approved for \$35,844.00 in January. The difference will be \$50,483.75.

Talisa Clark, Purchasing- noted going through the procurement process and was able to piggyback off a cooperative agreement with Lake City, Florida, which has a contract with Bennett Fire Products.

Chief Clemons- noted being a continuation of the bunker gear and would be provided to the training staff.

3. **Council Discussion and Approval of Stryker Annual Service Agreement (Yr. 2 Renewal) in the amount of \$23,580.58**-Fire and EMS Department

Background/History:

Renewal of Stryker annual service agreement for Lifepaks & Lucas. Services include parts & labor, annual inspection, battery replacement, product equipment, and replacement parts.

2nd-year renewal cost \$23,580.58.

Talisa Clark, Purchasing, noted that this is a procurement to proactively renew the second renewal for the service contract with Stryker Medical. Ms. Clark noted that the services provided are parts and labor replacement and annual inspections for lifepaks and defibrillators.

Mr. Gelmini, Fire Dept—noted that the contract was drawn up to continue the parts, maintenance, and replace batteries, significantly cutting costs.

4. **Council Discussion and Approval for an Ignitable Liquid Detection Canine**- Fire and EMS Department

Background/History:

A presentation delivered by Ioana Armstrong outlining a proposal for implementing the fire department's first-ever Ignitable Liquid Detection Canine.

Start up cost \$10,000. Annual upkeep and preventative costs are estimated to be \$4,000.

The Fire Department is Seeking council approval. The fund will be Fire Prevention 100-61-3510-52-2210.

Ioana Armstrong, Fire Department—Ms. Armstrong presented a presentation on the fire department's first Ignitable Liquid Detection Canine, also known as an arson dog. She noted that this addition would allow the community to see how serious the fire department is about fire education, prevention, and investigation. If approved, she would be the handler. Ms. Armstrong mentioned that canines have been implemented since the 1980s to aid in detecting accelerants in fire investigations.

Ms. Armstrong, Fire Department- stated the next steps would be to work with Hurricane Creek K-9 Kennel to obtain one (1) fully trained ignitable liquid detection canine and obtain training and certification as the handler from the National Narcotic Detector Dog Association (NNDDA). Ms. Armstrong expressed that the canine would also be used as the fire department's first in-house service canine. Ms. Armstrong included the benefits of using a canine: the dog's ability to pinpoint accelerant residue, promote community safety through prevention and detection demonstrations, provide emotional support, reduce depression, and support mental health for the department.

Ms. Armstrong, Fire Department- noted there would be a one-time investment of \$10,000 that would allow for the training and certification of the handler; outfitting one (1) Chevy Silverado vehicle for the handler that will be donated by the GA Police Canine Foundation; one (1) Heat Alarm for the Chevy

Silverado handler that will be donated by the GA Police Canine Foundation; one (1) canine will be donated to the fire department by Hurricane Creek K-9 Kennel; and a yearly budget of \$4,000 that includes food and veterinary visits. Ms. Armstrong included that once the K-9 has been picked, the training will be twelve (12) weeks.

Deputy Chief Halcome- added that every fire has to be investigated by law, and adding a canine would allow the fire department to be more proficient in proving if fires are accidental or intentional.

Comments/Discussion from Governing Body:

Councilmember Gutierrez inquired when the K-9 would be used and if it would be used for insurance purposes. Ms. Armstrong noted that the K-9 would arrive 1-3 days after a fire was put out, and it would be used to confirm if a fire was arson by submitting samples.

Councilmember Akins-Wells- noted being in support of anything that would help get the job done.

Councilmember Mears- Noted he is a strong advocate of fire and police and believes that whatever they ask for, the Council should accommodate to make their jobs safer.

Mayor Butler- requested that the dog be brought in if approved.

5. **Council Discussion and Approval of the Purchase of a Life Pak 15 v4 Monitor/Defibrillator for rescue truck**-Fire and EMS Department

Background/History:

The Forest Park Fire Department needs to purchase a Life Pak 15 V4 Monitor and defibrillator for our Rescue Truck. (This will include battery chargers, hoses, amps, a case, ProCare, and a Wi-Fi Gateway.)

The vendor who supplies this product is Stryker Medical. A service contract is currently in place with Stryker.

Due to the cost of this purchase, we are seeking approval from the Council to make the purchase.

Talisa Clark, Purchasing noted this item is in conjunction with the item that was just read with Stryker Medical. She noted this is a replacement life pack for the rescue truck so that it stays in conjunction with the service renewal contract that the city has with Stryker Medical.

Andrew Gelmini- noted that Lifepack 15 is a cardiac monitoring device that allows paramedics to provide advanced life support services. He noted it allows the paramedics to decide what medications are best. Mr. Gelmini noted they are asking for this due to an increase in call volume, and the possibility of putting up a fourth rescue that would allow the rescue to run without removing any equipment that would hinder another apparatus from providing care to citizens.

Chief Clemons noted they are trying to transcend by equipping all of their vehicles to prevent having to go to another rescue to take something off. She noted by doing this they will be ready to roll.

Comments/Discussion from Governing Body:

Councilmember Mears- noted if there is anything they can do to help to let them know.

6. **Council Discussion and Approval of a Line-Item Transfer Request in the amount of \$10,500-** Human Resources Department

Background/History:

The Human Resources Department has identified a need to adjust our budget allocation for the current fiscal year. Specifically, we are seeking approval to transfer funds for \$10,500 from line item #100-25-1540-52-3701 (Training and Conference) to line item #100-25-1540-53-1105 (General Department Expenses). This proposed transfer is crucial for our department to effectively manage our expenses until the new fiscal year begins. By reallocating these funds, we will ensure the continuity of essential operations and uphold our commitment to efficient resource utilization.

Director Shalonda Brown- noted the funds in the training budget are unused and will be better utilized for the general department expenses because of incurred cost, and P. O's that are outstanding and need to be paid in a timely manner.

City Manager Clark- noted for clarity that he was under the impression that this was for a departmental transfer to account for the expenditures, not a line item. He noted, just for transparency, that the governing body does not have to approve this request because line-item transfers on a departmental level are allowed.

Mayor Butler- asked if they would delete number 10 from the regular session.

Mr. Clark noted he would get with finance after the Work Session to see if something changed.

Point of Order by Councilmember James. **Councilmember James** asked for clarity. She wanted to know if they approve a specific amount to a line item, does it not have to come back before council to be realigned?

Mr. Clark noted it does not, if it is not an increase in the actual budget of the department. He noted that general line-item transfers are allowed but budget transfer amendments come before the governing body. He noted if the money is in the budget, and it is not increasing the bottom line it is ok.

Director Wiggins – noted what the City Manager stated is correct. He noted the difference between a budget transfer and a budget amendment, is a transfer does not come before the council, but the budget amendment does. He noted when there is an increase in the bottom line of the fund in revenue and expenses, it requires a budget amendment. He also noted if you are transferring funds from one division to another that has to come before council.

7. **Council Discussion and Approval to enter into a contract with NOVA for Building Inspection Services-**Planning and Community Development Department

Background and Summary:

NOVA was selected by a competitive RFP process from qualified firms to provide building inspection and plan review services throughout the city that include inspecting residential and commercial buildings, and other structures/sites in the process of construction, alteration, or repair to ensure compliance with applicable codes. Review building plans and conduct residential and commercial inspections of detailed drawings, design specifications, and construction plans.

Gerrod Getter noted this is a plan to get a building inspection company. He noted all 3 firms Abbott, Safe Built, and NOVA were all highly qualified. Mr. Geeter noted it came down to the fees.

James Shelby- noted this is a contract that is replacing one that the city has had since 2014. He noted they did an RFP to search for new vendors to assist the city with building inspections and plan reviews. It noted It came down to the amount the consultant would take of the city's funds. He stated with this bidder they would take 58 percent of the building fees collected, and the one the city has been using for over 10 years was 65 percent. He noted this is a change and would reduce the expenditure.

Mr. Clark noted this is the 4th RFP that has been released for general services. He noted this is cheaper than what the city was paying. He noted this is a reputable company and currently services other municipalities around Clayton and Fulton County. He noted that all the RFP's they receive come from long-term contracts and they are at a better cost. He noted the next one would be for pest control services and is part of the effort to look at all of the city services.

Comments/Discussion from Governing Body:

Councilmember Antione asked if he would equate that to good leadership.

Mr. Shelby – noted yes.

Mayor Butler noted the feedback she received from the other company in place was about availability. She noted it seems like the contractor would have to work around said company availability, verses said company working around the contractor's availability. She asked if there was a schedule in place or if a contractor had to come out after 5 pm or on the weekend will they make themselves available, even if there is an after-hour fee.

Mr. Shelby -noted once they get the contract that is a conversation that can be had with them and noted he knows that was a requirement.

Mayor Butler noted it is not a requirement.

Mr. Shelby noted it is not a requirement that a building inspector come out on the weekend, and stated she may be talking about Code Enforcement.

Mayor Butler stated no and asked if a building needs to be inspected and the contractor or whoever is not available until a Saturday, would the inspector make themselves available to fit the contractor's schedule, versus the contractor having to make themselves available for the inspector's schedule?

Mr. Shelby noted consultants work from Monday to Friday, 8-5 pm. He noted he can talk to them about it, but it does not normally happen

Mayor Butler- noted even if there is an after-hour convenience fee, they can explore that to make sure it is an option.

Mr. Shelby noted he will explore that option.

Mr. Clark- noted he would like to add that they do not come out on weekends. He noted with the former contractor it did not embody the model that they were looking for. He noted they will institute technology so that when an individual comes in they can schedule things electronically or digitally. He noted that they

will make sure NOVA pushes forward the concierge model of service they are looking to deploy in the Planning Community Development Department.

Mr. Shelby noted they are having a training starting tomorrow on Tyler the new permitting system. He noted NOVA will be invited to attend as well.

8. **Council Discussion and Approval of the Senior Center Floor Repairs in the amount of \$31,750-**
Recreation and Leisure Department

Background/History:

The Recreation and Leisure Department is looking to repair the damages to the floors of the Multipurpose Room in the Senior Center building and has received three (3) quotes from three contractors to complete the repairs. The quotes are as follows:

1. SmiFam LLC: \$34,139.60;
2. ATL Home Renovations, LLC: \$32,850.24;
3. Hopkins Renovation And Design: \$31,750

Based on the quotes provided, the decision has been made to go with Hopkins Renovation And Design, which provided the lowest amount, \$31,750.

This item was deleted from the agenda.

9. **Council Discussion and Approval on an Agreement Between COFP and Clayton County Public Schools for a Summer Food Service Program-**Recreation and Leisure

Background/History:

The Clayton County Public Schools has provided free breakfast and lunch meals from June through July to children (18 years of age and under) at the Forest Park Community Recreation Center since 2021. The renewal of this agreement will allow children in the community that heavily depended on school breakfast and lunch to eat during the school year the opportunity to receive meals throughout the summer break months.

Director Tarik Maxwell – noted they partnered with Clayton County Public Schools to offer kids in the community free breakfast and lunch. He noted the school system started to notice that the kids in the community are really relying on the breakfast and lunch they get from the school system.

Mr. Clark noted relative to the lunch and breakfast they will be trying to ensure that the seniors take part in the free lunch offering.

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 6:34 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember Mears, Seconded by Councilmember Antoine.

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

It was motioned to reconvene into the Council Regular Session at 7:03 p.m.

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 meeting at 7:03 p.m.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

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