



**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
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

DRAFT WORK SESSION MINUTES

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

CALL TO ORDER/WELCOME: Mayor Angelyne Butler called the meeting to order at 6:00pm.

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, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		Via Phone ✓

Darquita Williams, Interim Finance Director; Bruce Abraham, Economic Development Director, James Shelby, PB&Z Director, Joshua Cox, IT Director, LaShawn Gardiner, Management Analyst, PIO Director, Javon A. Lloyd, Michael Brunson, Deputy Police Chief and Latosha Clemmons, Fire Chief and Division Chief Joel Turner.

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

- VOTE – November 2, 2021, is Election Day – City of Forest Park, GA voting will be held at the Elaine Corley Recreation Center, 803 Forest Parkway, Forest Park, GA 30297 from 7:00am – 7:00pm. **Remember if you are in line by 7:00pm you will be allowed to vote.** If a Run-Off is needed it will be held on November 30, 2021.
- The City of Forest Park corrected tax bills have been completed and sent out. The delay was due to the new system implemented by Clayton County, which cause some glitches. However, I want to sincerely thank Ms. Leigh Corley of our Finance Department, who diligence in working non-stop with Clayton County to get the bills corrected. I would also like to thank Ms. Nakeeta Davis, Ms. Rhonda Whitehead, Ms. Donna Hill-Topps, and their leader Interim Finance Director Darquita Williams for the late night on Friday to get the bills packaged and stamped to be sent as we promised last meeting by the end of the month. Resident will still have the same amount of time (60 days from the date residents receive the bill) to pay.

CITY OPERATIONS:

- For several years, the City of Forest Park, Ga has had compliance issues with our LAP (Local Agency Program) certification. I am proud to announce that we have taken a huge step in re-certifying our city. We now have two members of our staff to complete the required FDOT training program and pass the exams for the city to re-apply for our certification. Congratulations to *Procurement Manager Arthur Geeter and Procurement Assistance Ms. Jikeva Moore* on this accomplishment for our city. Once we submit information and go through the state review, we can be re-certified. Benefits of this certification is that it allows for us to tap into much needed Federal– Aid Highway Program funds that can be used to design, and construct transportation facilities using federal funds. These projects will help the city improve issues with mobility and transportation for our residents and visitors.
- Clayton County will be paving 17-street totaling 7.31 miles in the City of Forest Park. The paving is set to start by the end of the month if the weather cooperates with us.

EMPLOYEE SPOTLIGHT:

- PIO Director, Javon A. Lloyd-Executive Office Staff

CONGRATULATIONS –

- Ms. Yvonne Bivens, Code Enforcement Officer on becoming a Certified Property Maintenance and Housing Inspector. As of today, the entire City of Forest Park's Code Division is certified by the International Code Council. Thank you, Director Shelby, for seeing this through to completion.
- Management Analyst Ms. LaShawn Gardiner and Police Chief Nathaniel Clark on being selected for the 2021-2022 Leadership Clayton Class. The Leadership Clayton program is open to individuals who live and/or work in Clayton County. Candidates for the program must demonstrated leadership skills, community interest and involvement and desire to assume expanded leadership responsibility. **HUGE CONGRATULATIONS TO BOTH!!!!**
- Dr. Marc-Antonie Cooper, City Manager, the Police Department just informed us that Ms. Pamela Lake is missing from 5506 Alder Drive. If you encounter Ms. Lake or know someone that has, please call 911 and the Forest Park Police Department will respond. Everyone will receive a Mattie's Call.

COVID-19 UPDATE: Division Chief Joel Turner

Division Chief Turner, we appear to be on the downhill side of the COVID crisis. The current average of daily positive among those that have been tested is down 4.7% as of today which reflects the last (2) two weeks as compared to 10.2% one month ago. For the county, the county wide daily average is 5.8% for the past two weeks a decrease from 9.6% previously. For the city 9.2% of those cases are in the 30297-zip code.

We anticipate there will be an increase of other respiratory illnesses going into the colder months. As people get together for the holidays, I do not know if you know there was a gathering over the weekend Friday, Saturday and Sunday downtown something like a baseball game and as a result the State Office of EMS and the Department of Public Health has responded with a two week surveillance period where as medical providers in the field will be asking all of our patients that we may come in contact with whether or not they had any contact at the ballpark the areas around the ballpark or any large gatherings related to that event in order to identify any spikes situations that may occur.

The flu vaccine is highly recommended. There is a new version available that covers (4) different strains typically the previous year's vaccine has been 2-3 strains. So now, this year there are (4) strains in (1) shot to give an even broader protection against circulating flu viruses. The COVID and Flu vaccines can be received together without any significant issues. The recommendation for the boosters is for ages 65 years or older across the board 50-64 years with underlining medical conditions; 18 years of age living in long term housing facilities.; 18 years or older living or working living in high-risk settings; 18 years or older at least 2 months after receiving the Johnson & Johnson vaccine. Individuals in these categories may receive any of the COVID vaccine authorized for use in the U.S.

The recruit class that was presented here several months ago officially ended their medical training September 20th with (11) recruits. The 11 recruits have been working in their assigned shifts and have been preparing for the EMS certification testing and to date five (5) have successfully passed their National Registry Testing and achieved their Advanced Medical certification. The five (5) individuals are currently serving in the community and the other six (6) are diligently working to receive their certification as well.

NEW BUSINESS:

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

Councilmember Akins- Wells - I know before when all of the things were going on before with officer Yoeri, we had city employees to remove some items from the handler's home. One of those items was a kennel for Yoeri. I wanted to see if we could add that in there. Yoeri served our city our community for years and I think that is the least City can do is offer that as part of his retirement. I wanted to see if we could amend the agenda to add that. If the people are in favor.

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

Councilmember Gutierrez - this is something that I have been advocating for since I got here. I think, as a person who is bi-lingual and I have been in workspaces where it is taking advantage of. It is not easy to be able and capable to speak in another language and difference it makes in the community as diverse as ours. With the amount of population that we have that is bi-lingual in our city, and how we have businesses so many businesses of native people that do not speak or dominate the language, I think it will move us to the next level as far as providing that customer service that our citizens deserve. If you come into a space and you have someone that does speak your language it validates you being in that space. As diverse as our city businesses are think this is the right call. So, I am in full support this I appreciate you Dr. Cooper and the team that put this together for finally putting this together.

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

There was no discussion on this item.

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

Councilmember Akins-Wells - what will happen to the ones who are cleaning the facilities right now. I know it is not a lot of buildings, it's only one or two. What will happen to them?

City Manager - the main person that does the cleaning there is a sub-contract that was part of their RFP where that person will continue to work with them. They are not losing their job on this. This is what I expressed to the council at the last retreat. We will start to try to bring in some of these contractors to basically have one contractor that we know doing all of the services throughout the city, so we know who to go when things are not done correctly; floors are not done correctly we know who to go to. At this point, you have several different contractors charging several different prices to every department. So, this is centralizing that and helping us gain more control over how much money we are spending.

Councilmember Akins-Wells - I know some of the facilities like the cleanliness it is really embarrassing, I will use the Police Department for an example, are they start right away as soon as this is approved?

City Manager - as soon as this is approved tonight, and we go through and get the contracts done, I would say as soon as next week.

Councilmember Gutierrez - I don't know much about that arena, but I hope we did our due diligence with the company to make sure that, but I don't know if it is the most affordable, but I hope we get the quality. I really tend to move away because the price is low. We want to get the best quality for our people that come in and for our employees that must work in these spaces. So, I hope this company that has a track record established.

City Manager - they do have an established track record, but we do have a clause in their contract that if we are not satisfied with their services, we can terminate the contract.

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

Councilmember Akins-Wells - the maintenance department the guys that you already have; do you not have enough staff. I know that there were some positions open or a position open. I just feel like we are outsourcing everything, and we have people that can do that. If we have adequate staff, we can focus on that instead of getting all these contracts with all of these different companies that is why we have a maintenance department they should be able to do all of that. I think a (3) year contract is a little excessive.

Bobby Jinks, Public Works Director - we are entering in these contractors due to the age of the buildings we are getting into major problems that exceed our time and ability to take care of other problems. Instead of going through a long 90-day process and you have a major problem with a city building at least we have (2) qualified companies that we can pick from, and they can come in do the job and get it done and get it out and not tie up our whole crew.

Councilmember Akins-Wells - do you have the staff? Is the maintenance department fully staffed?

Public Works Director - we have one opening that has been advertised.

Councilmember Akins-Wells - thank you Mr. Jinks. But I do think as a city we need to focus on the buildings that our employees have to work in and if they are that old, we need to fix them for the long haul and not keep outsourcing everything and spending all this money. Let's fix the issue and instead of putting a band-aid on them. The buildings are old, and they need to be fixed instead of covering up the problem.

City Manager - I just want to reiterate what Mr. Jinks is saying. That is one of the reasons we are going out to hire and put these companies under contract with us because they do have extended experience and they have equipment. If we had a major issue our guys would be tied up for 60-90 days trying to get equipment to get it fix or it may go beyond their expertise and what they need to fix we can call one of these companies and they can come in and our guys can go to other buildings that need maintenance and deal with the major problem. So, this is on-call basis. So, if Public Works can handle the work, they won't have to call them in. It is just when they get to the point when it is beyond their expertise and equipment, they can reach out to this plumber because we already have them under contract. They can call or they can come in and get a quote to do the work without us having to go through a 60-90-day process to bring back to Council to say "hey this is a plumber we found that can do this work all the while the building is in disrepair". We are not outsourcing anything no one is losing jobs; we are not cutting staff or anything else we are still looking for all the staff that we need. This is just to supplement that staff.

Councilmember Akins-Wells - I understand that. I just want to make sure if there is a department that has an open position, then fill it; obviously we need help.

Mayor Butler - there a termination clause in all our contracts, correct?

City Manager - there is a termination clause in all our contracts

Councilmember Akins-Wells - what is the termination clause for this one?

City Manager - it is the same thing. If we are not satisfied with their services, the contract can be terminated. These are on call services basis so if they are not getting any work from us then they are not getting paid from us.

6. Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services—Procurement Department

There was no discussion on this item.

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

Councilmember Akins-Wells - So, Mr. Geeter would this mean there will be no top out, it can be approved at any amount? or no approval is needed? I just want to understand.

Procurement Director, Girard Geeter - this allows for local businesses to participate in the overall construction in products, goods, and services. So, they will receive an extra (5) points for being local. It also gives other companies incentive to move to the city. We are trying to expand our base; we are growing, and we wanted to make sure that there were no limitations on our local vendors.

8. New Citywide Banners – Executives Office

Councilmember James- I would like to table this. These are the old banners that we had before even though it has the new logo in the back. I think the design need to be more in line with what we are proposing for our new vision, and new signage that we had for the Main Street District.

City Manager- did we update all the books.

City Clerk, S. Diane White - when we added this item to the agenda the majority of the council had received their agenda books, but it did go out via email with the updated agenda.

ADJOURNMENT:

It was motioned to adjourn the Work Session Meeting at 6:32pm.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells

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