



CITY COUNCIL WORK SESSION

Tuesday, September 03, 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

CALL TO ORDER/WELCOME: Mayor Pro Tem Akins Wells called the meeting to order at 6:01 pm.

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		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Geoff May; Fire Dept; Rodney Virgil, Level 2 Support Engineer; Javon Lloyd, PIO; Derry Walker, Code Enforcement Director Marselles Williams, Economic Director; Chief Brandon Criss, Police Dept.; Major Jones, Police Dept; Major Smith, Police Dept.; Dorothy Roper-Jackson, Court Director; Tarik Maxwell, Recreation and Leisure Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to amend the consent agenda to add items #12-15 from New Business and to remove item #2 from the consent agenda to New Business.

Comments/Discussion from Governing Body:

Councilmember James- inquired about having discussions with items on the consent agenda prior to voting. Mr. City Attorney Matricardi noted if a discussion takes place, the item should be moved under new business.

The motion was made by Councilmember James and seconded by Councilmember Gutierrez.

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to amend the agenda to remove item #8.

The motion was made by Councilmember James and seconded by Councilmember Mears.

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

CONSENT AGENDA: There was no discussion on these items.**1. Council Discussion on a Blanket Purchase Order for Bennett Fire Products-Procurement Department****Background/History:**

The Fire and EMS Department is requested to approve a Blanket Purchase Order for structural firefighting suppression gear from Bennett Fire Products under Lake County, Florida, cooperative contract #22-730B, with a total amount not to exceed \$85,000.00 for the fiscal year 2024-2025, to be funded from Capital Fund 300-61-3510-52-3718.

2. Council Discussion on the Upgrade of the Agenda Software System Civic Plus-Executive Offices**Background/History:**

The Executive Offices are seeking approval to proceed with the final payment for the upgrade of the Agenda and Minutes Software, which will come from the Executive Office Computer Upgrade Line Item and be \$11,838.05. This software is designed to streamline local governments and public organizations' agenda creation, management, and distribution processes. It also enhances transparency, efficiency, and accessibility in managing public meetings and agendas.

3. Council discussion on the purchase of two (2) vehicles for Senior Services and Maintenance Division – Procurement/Recreation and Leisure Services**Background/History:**

The Recreation and Leisure Service Department would like to purchase a 15-passenger van for the senior division and an F250 pickup truck for the maintenance division. These purchases would help improve the department's operational efficiency.

Staff is requesting approval to purchase from the DOAS cooperative contract # 99999-SPD-ES40199373-002 with Allan Vigil Ford in Morrow, GA. For a total Amount: \$118,706.00; Funding Source: ARPA.

4. Consent Discussion on the Second Street Park Basketball Court Resurfacing Contract – Procurement/Public Works Departments

Background/History:

As part of our ongoing efforts to enhance the pocket parks within the City, the Department of Public Works is seeking consideration and approval to enter into a contract for resurfacing the Second Street Park basketball court. Council recently approved Playworx Playsets LLC to resurface Perkins Park basketball court to the city's standards.

Playworx Playsets LLC, the only quote received, specializes in playground and outdoor sports equipment and successfully completed a previous project. Public Works tried to obtain additional estimates for the resurfacing project, but the other vendors were not responsive (See attached).

Staff is requesting approval to enter into a contract and secure a performance bond with Playworx Playsets LLC for a total amount of \$20,285.00; Funding Source: 100-20-1110-54-2507 Ward #4 Projects.

5. Council Discussion on the Department of Planning & Community Development Surplus Office Furniture-Planning and Community Department

Background/History:

The Department of Planning & Community Development requests Council approval to surplus unused office furniture and an inoperable plotter and to purchase new office furniture—including desks, a file cabinet, and chairs—for new staff members Director Nicole Dozier and Financial Tech Guadalupe Moreno, with an estimated cost of \$3,678.79, while noting that the cost of the replacement plotter is yet to be determined.

6. Council Discussion of a Temporary Easement for Sidewalk Improvements at 790 Linda Way, Forest Park, GA-Public Works Department

Background/History:

In connection with upcoming infrastructure improvements, the City needs to secure a temporary easement for the right-of-way at 790 Linda Way, Forest Park, GA 30297. This easement is necessary to facilitate construction activities, access, and other project-related requirements. The easement will enable the City to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements.

Staff is seeking Council's approval to enter into an agreement with the resident, as specified in the attached documents, for the temporary easement on the designated parcels of land needed for this project.

7. Council Discussion and Approval of a Temporary Easement for Sidewalk Improvements at 5185 Ellen St, Forest Park, GA-Public Works Department

Background/History:

In connection with upcoming infrastructure improvements, the City needs to secure a temporary easement for the right-of-way at 5185 Ellen St, Forest Park, GA 30297. This easement is necessary to facilitate construction activities, access, and other project-related requirements. The easement will enable the City

to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements.

Staff is seeking Council's approval to enter into an agreement with the resident, as specified in the attached documents, for the temporary easement on the designated parcels of land needed for this project.

NEW BUSINESS:

8. **Council Discussion for the purchase of lawn care equipment** – Procurement/Recreation and Leisure services-

Background/History:

The City of Forest Park Recreation and Leisure Services Department requests approval to purchase lawn equipment from Campbell's Lawn Equipment, the lowest, responsive, and responsible bidder, for a total amount of \$12,292.84, to be funded through the ARPA allocation. This will assist with maintaining the beautification of the pocket parks and Starr Park sports complex.

9. **Council Discussion on the Conveyance of Property at 5123 Springdale Drive** – Executive Offices
Background/History:

The Clayton County Board of Education has formally requested the Mayor and City Council to convey the property at 5123 Springdale Drive to the Board of Education (BOE). This property is intended for the reconstruction of Fountain Elementary School, which holds significant historical importance as the only historic African American high school in Clayton County.

City Manager Ricky Clark, Jr.- Noted that the property, owned by the Clayton County Land Bank Authority, is needed by the Clayton County Public School District for access and egress related to the renovation of the historic Fountain High School. Mr. Clark, Jr. also noted that the city seeks to convey this property to facilitate the school district's project.

10. **Council Discussion on GMA Pension Plan Agreement and Adoption of Ordinance**-Executive Office

Background/History:

As part of the City Manager's city-wide employee evaluation, a large percentage of employees stated that they would like to see a Pension Plan implemented. Earlier in the year, the City Manager presented the first full read of the proposed pension plan for input from the Governing Body and further approval.

Now that the GMEBS Board of Trustees has finalized the document, the governing body must adopt the restated Adoption Agreement and Service Credit Purchase Addendum. If approved, our plan will begin August 1, 2024, with a service purchase window from September 1 to October 31st.

City Manager Ricky Clark, Jr.- explained that this was a general revision to the pension plan, with the main change being the addition of immediate vesting for department heads. He noted that the GMA legal department required the entire ordinance to be readopted, even though the changes were not substantial beyond what had already been presented.

Comments/Discussion from Governing Body:

Councilmember James- asked if there were any other substantial changes beyond those previously discussed, and Mr. Clark Jr. confirmed there were no other significant changes.

11. Council Discussion on the Citywide Operations and Performance Audit – Executive Office**Background/History:**

In 2021, Mauldin & Jenkins completed a Citywide Operational and Performance Audit that resulted in numerous recommendations. On July 31, 2024, the City Manager hosted the Executive Leadership Retreat to engage the Mayor, council, and Administration's Executive Leadership team on several initiatives. One such initiative included reviewing the Citywide Operational and Performance Audit for implementation.

As a result of the Audit, operational KPIs will be reported monthly beginning October 2024. Staff recommends Approval to adopt the operational recommendations and key performance indicators (KPIs) as recommended by the Auditors and enhanced by the City Manager as operational guidelines and standards of practice for each department.

City Manager Ricky Clark, Jr.- explained that the audit was previously presented during the strategic planning retreat, and the council is now being asked to adopt it formally. Mr. Clark, Jr. noted the goal is to align the city's strategic operations with the policy guidance provided by the governing body and incorporate new key performance indicators (KPIs) around employee culture. He stated the KPIs will be reported externally every month starting in October 2024. Mr. Clark Jr. mentioned the audit has remained the same since the strategic planning retreat.

12. Council Discussion on the Point System Policy for Public Works Employees – Executive Office **Item was removed from the agenda.****Background/History:**

The Public Works Department has long been a cornerstone of the city's operations. It is responsible for maintaining and improving essential services that impact residents' daily lives. Historically, the department has faced challenges related to absenteeism, punctuality, and varying levels of employee engagement. In response to these challenges, previous efforts to address these issues have included informal recognition programs and periodic performance reviews.

Despite these efforts, a more systematic approach to managing attendance, performance, and professional development has been deemed necessary to ensure consistent and equitable treatment of employees. The introduction of a formalized Point System Policy is designed to address these needs by providing a clear and transparent framework for recognizing positive behaviors and addressing performance issues.

13. Council Discussion and Approval regarding Croft and Associate's Fee Proposal to provide architectural renderings and 3D animation services for Starr Park Phase I-Planning Division**Background/History:**

Croft is currently completing design services for the renovation of Starr Park. To give the City Council and Citizens of Forest Park a better perspective and scope of the project, the City is requesting architecture renderings and 3D renderings of the project. The scope is to produce (3) digital still images. The renderings will be 3) bird's eye view of the exterior overall site for each of the three park areas based on the conceptual site plan for the park. The (3) walkthrough animation will be around the exterior of the proposed new buildings.

City Manager Ricky Clark, Jr.- noted that the city is seeking to provide 3D conceptual renderings of the Star Park design before the construction bid goes out. This will allow the city to show the final look of the park to constituents and stakeholders, similar to what was done for the City Center project.

Comments/Discussion from Governing Body:

Councilmember James- asked about the bidding process after the 3D renderings are completed. Mr. Clark Jr. noted that staff is working on finalizing the construction drawings for the project, and the Council will have the renderings before the bid goes out, which are due at the end of September.

Councilmember James- asked if the contractors will be able to bid on something they can't see, and Mr. Clark Jr. clarified that the 3D rendering is more for the city's purposes than the contractors.

Mayor Pro Tem Akins-Wells- asked how long it would take to complete the project. Mr. Clark Jr. noted that Starr Park is about 60% completed with the plans. Mr. Clark Jr. explained that the entire Starr Park would have been redone, which was not financially viable due to being an existing park. He also noted staff were able to remove a lot of the old equipment and apparatus and essentially go back with something more makeshift instead of having the pavilions built ground up; he also noted staff can purchase them like that, but those pavilions. Mr. Maxwell included they are 80-90% completed and are waiting for the final changes to minor details.

14. Council Discussion on a 6-month Strategic Plan and Authority Boards Update - Economic Development Department

Background/History:

The City of Forest Park's Economic Development staff created a six-month strategic plan for its department. This plan encompasses business retention, marketing, internal operations, training, website improvement, and networking. Our goal is to strengthen our relationship with existing businesses, attract new investors, and promote Forest Park as a great place to live, work, and play.

Economic Development Director Marcellus Williams- presented the 6-month strategic plan, which covered areas like business retention, marketing, internal operations, small business improvement, and networking. Some of the key initiatives included: Conducting business retention walks to visit 10 businesses by January 2025; Updating the economic development website, improving the film registry, and creating a business newsletter; Developing standard operating procedures and KPIs for the department; Supporting small businesses through seminars, partnerships, and the business newsletter. Mr. Williams also provided updates on the activities of the Downtown Development Authority, Development Authority, and Urban Redevelopment Agency.

Comments/Discussion from Governing Body:

Councilmember James- requested a copy of the presentation and noted that going on the business tour was a pleasure.

Mayor Pro Tem Akins-Wells- expressed the same sentiments as Councilmember James and noted her appreciation for getting the council involved with the businesses in their wards.

Councilmember Mears- noted that his ward mostly consists of residential areas and does not have businesses to reach. He inquired on how to go about reaching out to a few of those businesses. Mr. Williams noted that there are home-based businesses that could have the opportunity to set up meetings.

Councilmember James-noted for the record she located the economic development presentation.

15. Council Discussion of the allocation of \$250,000 in Tax Allocation District (TAD) funds to support the stormwater infrastructure needs for the proposed new townhome project on Main Street-Projects Division

Background/History:

The proposed townhome project on Main Street is set to be a significant addition to our community, providing modern housing options and contributing to the ongoing revitalization of the downtown area. However, due to the nature of the development site, substantial stormwater management requirements must be addressed to prevent potential flooding, manage runoff, and comply with local and state environmental regulations.

Given the complexity and cost associated with these stormwater needs, the project developers have requested assistance from the City to cover a portion of the infrastructure costs. After careful evaluation, it is recommended that \$250,000 from the TAD funds be allocated to this purpose.

City Manager Ricky Clark, Jr.- noted that the proposed townhome project on Main Street between Lake and Ash Street requires substantial stormwater management infrastructure due to the nature of the development site and the need to build an underwater retention system. Mr. Clark, Jr. noted that the project developers have requested assistance from the city to cover a portion of these infrastructure costs, and it is recommended that \$250,000 from the TAD funds be allocated for this purpose.

Mr. Frank Bailey, Cultivate Communities- Gave a brief presentation, noting that there will be 32 units between Lake Street and Ash Street, with eight (8) buildings broken up into four (4) buildings, a pavilion with grills, and a proposed dog park open to the public. Mr. Bailey also noted that the latest civil set came out with a slight variation on the western side and new quotes due to the subtle variation; however, they are not asking for additional funding.

Mr. Clark, Jr.- Noted that if approved, the staff requests to add a time limit by which the developers break ground. He also noted that Clayton County Water Authority wants to ensure everyone has access to clean water and that the proper guidelines are followed.

Comments/Discussion from Governing Body:

Councilmember Mears- inquired about rainwater runoff and noted several run-ins in the community regarding it. Mr. Bailey noted that it has been taken into consideration and is part of the underground chamber system.

16. Council Discussion on Minister Associations Day of Prayer – Recreation and Leisure Services Department

Background/History:

The Forest Park Minister Association is looking to host its annual Day of Prayer on September 21st in Starr Park and the amphitheater. This event will consist of prayer, worship, and praise. The Minister Association is requesting that the amphitheater be used at no cost.

Director Maxwell, Recreation and Leisure-the event is held annually and will be held on September 21st. The Ministers Association requested that the amphitheater area be used at no cost.

Mr. Clark, Jr.- noted that staff would like to add a condition that the Ministers Association list the city of Forest Park as an additional insured on their insurance coverage.

17. Council Discussion on the 6th Annual Youth Empowerment Summit – Recreation and Leisure Services

Background/History:

The City of Forest Park Recreation and Leisure Services Department, along with Everything Works Together, is looking to host its 6th Annual Youth Empowerment Summit. This event will take place on Saturday, September 28th, at 696 Main Street from 10 am – 3 pm. This one-day summit is geared towards girls ages 12-16 years old. Our mission is to expose these pre-teens/teens to women from different backgrounds who are in different stages of life and have different life experiences and exposure to the arts. This event is absolutely FREE!! In addition to the breakout sessions and keynote speaker, we also provide lunch, entertainment, and giveaways.

Director Maxwell, Recreation and Leisure- noted that the staff is looking to have the 6th Annual Youth Empowerment Summit September 28, 2024, at 696 Main Street. Mr. Maxwell included the summit caters to young women, providing them with speakers and information on various life services and encouraging them to explore different career paths.

Comments/Discussion from Governing Body:

Councilmember James- noted that September 28th is a hectic day in the city, with the homecoming parade, 5K, and tailgate event also scheduled. For future events, she suggested considering all of the activities that could be going on. Mr. Clark, Jr. ensured that there would not be any more conflicts with the scheduling of events moving forward.

Councilmember James- noted that the events for that day would be the homecoming, tailgate, and 5k and inquired if there were enough staff members. Mr. Maxwell stated that there will be a staff member at the event; however, the event will be facilitated by an outside source. Mr. Maxwell said the city staff will be there to ensure the facilitator has everything they need.

Mayor Pro Tem Akins-Wells-expressed concerns about the scheduling conflict and had previously discussed it with Mr. Clark. She suggests that the City maintain a calendar of all events to avoid these types of scheduling conflicts in the future. She believes that when a council member is hosting an event in a city park, the park should be reserved for that event to avoid any issues or hiccups. Mayor Pro Tem Akins-Wells emphasizes the importance of better organization when renting out city facilities to ensure everyone knows the schedule and can plan accordingly.

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

ADJOURNMENT:

It was moved to adjourn the meeting at 6:50 p.m.

The motion was made by Councilmember Mears and seconded by Councilmember James.

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

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