



CITY OF FOREST PARK MAYOR & COUNCIL

City Council Work Session

Monday, May 17, 2021, at 6:00 PM

Council Chambers, Virtual Meeting Via Zoom 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

Sharee Steed, City Clerk

Mike Williams, City Attorney

CALL TO ORDER/WELCOME:

ROLL CALL-CITY CLERK:

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		✓

DIRECTORS PRESENT: A. Girard Geeter, Procurement Manager; Darquita Williams, Interim Finance Director; James Shelby, Director of Planning & Zoning, Bruce Abraham, Director Economic Development, Bobby Jinks, Director Public Works, Tarik Maxwell, Director of Parks and Recreation, Nathaniel Clark, Police Chief, and Latosha Clemons, Deputy Fire Chief

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper

City Manager, Dr. Cooper spoke on the following information:

COMMUNITY INFORMATION/REMINDERS:

- **Public Notice on the City of Forest Parks website** “The City of Forest Park contacted the Clayton County Tax Assessor regarding the homestead exemption.
- **Reminder** – MARTA restored all suspended routes on Saturday, April 24th with some changes. The affected route that serves Forest Park Route 192 – Old Dixie/Tara Blvd – Service to Martel Homes has been transferred to Route 79. Instead, the route will operate via Norman Berry Drive and RN Martin Street. • Georgia renters who have fallen behind on rent payments due to the COVID-19 Pandemic may qualify for assistance. The Georgia Department of Community Health Department of Community Affairs can provide up to 15 months of rental assistance and utility assistance, paid directly to landlords and service providers on behalf of tenants. For more information, please visit <https://georgiarentalassistance.ga.gov/faq>
- **Canopy Atlanta:** Forest Park Community Journalism Fellowship, where community members will receive six weeks of training in reporting skills from award-winning journalist, and report some of the stories chosen by Forest Park neighbors.
- Vote for Forest Park High School's Own Sania Feagin for Motlick & Associates Athlete of the Year.

CITY OPERATIONS:

- **April 30 – May 1, 2021** – (Posted) Budget Retreat was successful staff presented budget request and changes to the City Council and received great feedback. Thank You to the staff of the Georgia Tech Hotel and Conference Center for all the great hospitality.
- **As part of the upgrades**, we are doing at Starr Park our Recreation and Leisure Director is looking to add a Skate Park. We will be seeking council input for adding such attraction. We will be bringing forward for discussion at the next council meeting information as to what other cities have done to help mitigate liability to the city for these attractions.
- **Governor Kemp** extended his Emergency Executive Order from May 1, 2021, at 12:00 A.M. until May 30, 2021, at 11:59 P.M. – However, there were several provisions removed to reach the entire executive order you can
- **Forest Park Highschool's Senior Day Celebration**, Saturday, May 15, 2021, 10:00am – 3:00pm. The parade was awesome through the streets of Forest Park, eventually ending with a cookout and celebration at Starr Park.

EMPLOYEE SPOTLIGHT:

Public Works

- Ms. Tonya Thomas goes over and beyond in Public Works and lends a hand to many other departments. She is always ready and willing with a smile to do what needs to be done, without complaint, for the residents of Forest Park. Tonya winning personality has many citizens only wanting to speak with her and it has been said that Ms. Thomas is the glue to the Public Works.
- All the Street Crews, and their Supervisor Mr. Vincent Hicks for all the hard work in clearing our roads of the trees and debris after the storms of last week. I was out that evening caught in the storm and after and the Street crews were out that evening and then early the next morning ensuring the roads were passable for our Emergency Responders and resident.

Executive Offices

- Ms. Sharee Steed, City Clerk and Ms. Tenisha Dixon, Council Aide these ladies did a phenomenal job organizing the 2021-2022 City Council Budget Retreat mentioned above. They ensured everything and everyone was where they needed to be, when they needed to be there. They organized everything from the conference room to the name tags on our table. The retreat I believe was a success and it would not have been without them.

COVID-19 UPDATE: Deputy Fire Chief, Clemons

Deputy Fire Chief Clemons spoke on the different variances of Covid, after speaking with the District Epidemiologist, he stated the data is not available on the county level and only reported as a proportion at the state level. As of last week, there were 75.9% of the B.1.1.7 Variant in Georgia. In my research, there are five (5) variances of Covid in the United States, they are:

1. **B.1.1.7** - (Dominate Strain) First identified in the US but initially detected in the UK.
2. **B.1.351** - First Identified in the US but initially detected in the South Africa.
3. **P.1** - First identified in the US but initially detected in travelers from Brazil who were tested during routine screening at the airport in Japan.
4. **B.1.427 and B.1.429** - First identified in California and were classified as VOCs in March (Variances of Covid)

*Studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated with more studies underway.

Per the Center for Disease Control and Prevention there is no Wide Spread of the Different Variants of **High** Concern in the state of Georgia.

As of May 16th, there has been over 24,115 cases in the Clayton County. There have been 116 new positive cases between May 10 and May 16th. Clayton County continues to account for 2.7% of the total cases in Georgia, and Forest Park representing 9.5% of cumulative Cases, not a significant change over the past couple of months. In Clayton County 70,159 (25%) residents have received at least one dose of the vaccine and 53,490 (19%) have been vaccinated.

- Fully vaccinated can discontinue wearing a mask indoors or outdoors.
- Cases are falling.

KEY POINTS

- The CDC announced new public health recommendations on masks Thursday.
- There are a handful of instances where people will still need to wear masks even if they have had their final vaccine dose two or more weeks ago.
- Masks will still be required in health-care settings, at businesses that mandate them or on public transportation.

Fully vaccinated people no longer need to wear a face mask or stay 6 feet away from others in most settings, whether outdoors or indoors, the Centers for Disease Control and Prevention said in updated public health guidance released Thursday.

There are a handful of instances where people will still need to wear masks — in a healthcare setting or at a business that requires them — even if they have had their final vaccine dose two or more weeks ago.

Fully vaccinated people will also still need to wear masks on airplanes, buses, trains, and other public transportation.

“Anyone who is fully vaccinated can participate in indoor and outdoor activities, large or small, without wearing a mask or physical distancing,”

"If you are fully vaccinated, you can start doing the things that you had stopped doing because of the pandemic. We have all longed for this moment, when we can get back to some sense of normalcy."

Unvaccinated people should continue to wear masks, they remain at risk of mild or severe illness, death, and risk of spreading the disease to others. People with compromised immune systems should speak with their doctor before giving up their masks.

There is always a chance the CDC could change its guidance again if the Covid pandemic worsens or additional variants emerge.

- Although fewer children have been infected with COVID-19 compared to adults, children can be infected with the virus that causes COVID-19, can get sick from COVID-19, and can spread COVID-19 to others. **CDC recommends COVID-19 vaccination for everyone 12 years of age and older to help protect against COVID-19.** Children 12 years of age and older are able to get the **Pfizer-BioNTech COVID-19 Vaccine**.

Vaccination Strike Team Criteria Required: (Flyers)

- Homebound (cannot leave their home)
- Medically disabled (o)n medical equipment beyond oxygen)
- Alzheimer's (difficult to leave home)
- Physically Disabled (very difficult to leave home)
- Shelter(s)
- Domestic Violence Shelter
- Homeless population (this will require additional collaboration)

Vaccination remains one of our best tools for stopping the spread of COVID-19, along with basic prevention measures:

Wear a Mask!

- Wear a mask to protect you and others.
- Cover your nose and mouth!

Social Distance

- Maintain at least 6 feet of distance when possible.
- Choose safe social activities.

Handwashing

- Wash hands frequently
- Avoid touching your eyes, nose, and mouth.

Free COVID 19 vaccine clinics sponsored by the Clayton County District at 1055 Battle Creek Road, Jonesboro, GA, starting Mon., May 24 from 3 to 7, this is a drive-thru clinic, but walk-ins are welcome, and appointments are preferred. Make a reservation www.claytoncountypublichealth.org or call 678-479-2223.

Questions/Comments from Council

Councilmember Antonie – Do you have any information on testing without asking for insurance payments?

Chief Clemons – I do not have any additional information about testing without insurance other than the site at Starr Park, not sure about the insurance part, but I can research that and get the information.

Councilmember Akins-Wells – I would like to comment on that, because I sent someone up there and they were told they need their insurance, are these tests free or are they charging residents?

Chief Clemons – Unfortunately, I am not aware of whether they are charging, when I went to get tested, I did provide them my insurance information.

Mayor Butler – It is supposed to be at no charge.

City Manager – Chief Clemons can you tell us if they are giving the Pfizer or the Moderna at the Battle Creek location and the 12 and up can go there.

Chief Clemons – Yes, Sir. Pfizer.

Councilmember James – I know that when I contacted one facility to ask why they are asking for insurance, their response was they were going to submit the insurance to see if it would pay, but if it is not covered, they would not cover it. I am not weary about giving the insurance information, but it is a free service from the government.

PRESENTATION(S):

1. **On-Site Investigation, Design, And Pre-Development Report On 6 Six Potential Welcome Sign Locations Throughout the City** - Director of Planning Building and Zoning, James Shelby

James Shelby, Director of Planning, Building and Zoning Director presented six existing signs and their conditions and a proposed new sign concept.

- **Sign One** – located at Jonesboro Road/Hwy 54 @ Ruskin Drive (LD-LL) 13-015
The existing sign is in the GA DOT right-of-way along Jonesboro Rd near the intersection of Ruskin Drive, adjacent to the McDonald's restaurant. Due to the proximity of the sign to Jonesboro Road and the adjacent property, there is not enough space to install a larger sign at this location. PPI recommends refurbishing the existing signpost and installing a new sign mounted to the existing post.
- **Sign Two** located at Jonesboro Road/Hwy 54 @ Metcalf Road (LD, LL) 12-208, 12-177
The existing sign is in the GA DOT right-of-way along Jonesboro Rd near the intersection of Metcalf Road, adjacent to an undeveloped property. PPI recommends purchasing a signage easement from the existing property owner and installing a new monument sign outside of the right-of-way in the clear zone.
- **Sign Three** – located at Forest Parkway/SR 331 @ Lake City Limits near Bartlett Drive (LD, LL) 13-049
The existing sign is in the GA DOT median right-of-way along Forest Parkway, between Bartlett Drive and Jones Court. The sign is constructed of high-density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed
- **Sign Four** - located in the State DOT median right-of-way along Forest Parkway, at the intersection of Main Drive. The sign is constructed of high-density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed
- **Sign Five** - Currently there is no sign at this location, and the city has requested a new sign in this area. PPI recommends purchasing a signage easement from the existing property owner and installing a new

high-density foam sign supported by DOT approved breakaway posts. Signage shall be located outside of the right-of-way in the clear zone. New landscaping should be installed.

- **Sign Six** - located in the State DOT right-of-way along Old Dixie Highway near the intersection of Southfield Parkway, adjacent to a private residence. Due to the proximity of the sign to Old Dixie Highway and the adjacent property, there is not enough space to install a larger sign at this location. PPI recommends refurbishing the existing signpost and installing a new sign mounted to the existing post.

Questions/Comments from Council

Councilmember James – Thank you for that. It looks beautiful. I asked for the welcome. I like the word welcome. Are we able to incorporate and implement the word welcome into all the signs.

James Shelby – We will try to incorporate that and get back to you

Councilmember Gutierrez – There is no bench near the bus stop. I am concerned that people will sit on the sign. What is the sign made of? Is it sturdy?

James Shelby - It is very sturdy. It is breakable but very sturdy Styrofoam** The unfortunate thing about all these signs is they are in GDOT's right of way and GDOT has a certain specification on what type of material your sign can be made from. All the signs currently are in line with those specifications. They have to breakaway signs in case someone hits them,

Councilmember Gutierrez - Would we be able to incorporate some lights pointing to the sign?

James Shelby - Let me work on that. That is a great idea

Councilmember Mears - Is it possible to but indirect lighting on them on the ground. The signs are not luminated on the inside, so they would have to be some sort of lighting on the outside so you could see them at night

James Shelby - There is new technology with lighting and so everything is possible. We will try to get them lit.

Councilmember Gutierrez – What is the timeframe on this?

James Shelby - I will come back with a timeline.

NEW BUSINESS:

2. **Discussion to Approve Body Worn Camera Policy** - Public Safety Director/Chief of Police, Nathaniel Clark.

Background and Summary:

In order to move forward with purchasing Body Worn Cameras. The Police Department is asking for the Governing Body to approve the Body Worn Camera Policy. The purpose of this policy is to establish guidelines regarding the use of Body Worn Cameras (BWC) supplied by the Forest Park Police Department, In-Car Cameras (ICC), and the control of recorded media created by these devices. This policy shall apply to all officers who may utilize this

equipment, mobile applications or software related to the equipment, or who may utilize and/or access media recorded from these devices.

Nathaniel Clark - provided a video demonstration to the Governing Body and introduce Sgt. Chad Watkins.

Sgt. Chad Watkins, Police Department – provided a presentation for the Governing Body on the body cameras. Most of the presentation was inaudible.

All the videos will be watermarked for authenticity. We have different things in place. Only supervisors have access to view live streams. Officers can only view their own footage. We will continue to go through and make sure all the settings are right. There was an update today. The video does give audio and video.

Questions/Comments from Council

Councilmember James - Does the camera automatically turn on when there is action? How does that work?

Sgt. Watkins - There are several different ways that we have this set-up. The dashcam for starters can start while is him in his vehicle by a press of a button. This will also start the recording of the body cam. When the officer exits their vehicle, if their body cam is not on the officers can press a button on them.

Councilmember James - Will they have access to delete video?

Sgt. Watkins – No they do not. There is an actual process to just to be able to get to those videos.

Councilmember Gutierrez - Do we have enough cameras for each individual officer, or will they rotate on/off shift?

Sgt. Watkins - Mostly inaudible.

Councilmember Gutierrez - Does it know to turn itself on or does the officer have to activate itself?

Sgt. Watkins - The officer will need to activate it. We do have it set up to where if an officer *inaudible*.

Councilmember Gutierrez - To prevent problems and troubleshoot, are our officers training on the software?

Sgt. Watkins - Yes, we have put on classes for two classes. Half of the department trained on one day and the other half on the other. The cameras do work.

Councilmember Antoine - Is this a decision that you all (officers) wanted to make regarding the cameras? In other cities the cameras come on without pressing anything instead of having to turn on the camera?

Sgt. Watkins – I am not 100% aware of cameras that just come on without something triggering it. Sometimes, there are sensors that you put in holsters that if something happens and you get out of your car, you forget to activate your camera. If you must draw your weapon, it will immediately turn it on.

Councilmember Antoine - So, this is as good as the other cameras out there?

Sgt. Watkins - Yes, this is just as good as any other company out there. The quality of the video and the ability is just as good.

3. **Discussion to Approve Cleaning Services Contract for the Police Department** - Public Safety Director/Chief of Police, Nathaniel Clark

Background and Summary:

Currently the Forest Park Police Department does not have cleaning services for the police building located at 320 Cash Memorial Blvd. This is a necessity, as the building has recently opened back up to the public and the building is utilized to its full capacity, especially on Wednesdays for court services. We obtained three bids from companies for the cleaning of the building, which will take place three times per week. We are looking forward to starting the service, so that our building will be clean and in order for the citizens of our city and others who have to conduct business there and the personnel that work therein. This cleaning services will come out of the Facilities and Maintenance and Supplies line-item on the police department's budget and there are sufficient funds in the line-item to cover the cost of the service.

Questions/Comments from Council

Councilman Kimberly James – Three bids were submitted, which company will the city be moving forward with?

Chief Clark – We will be moving forward with Millennials. We are working closely with Dr. Cooper on this. We are asking for the Governing Body to approve this but are looking to put this on hold until we find out what the plans for the entire City in reference to cleaning.

Councilmember Gutierrez – Is this a temporary fix until we get cleaning for everyone?

Dr. Cooper – This is, is just approving this, so this is where the money from the police department will come from because we may need one or two services for the entire City. We are going through the procurement process for that (cleaning for the entire city). If we cannot get them on board right away, this is a stopgap measure for the police department that they can initiate to ensure that the building is clean. Otherwise, we would be able to take the money from that line item and out it towards the contract for the one or two services for all city facilities.

Councilmember Kimberly James – The approval is for all three to be potential contract recipients or just a general contract with a cleaning company?

Dr. Cooper – Right now this for just a general contract. We are not sure if this person will bid (on the city cleaning) once we sit down with procurement. It is not like we are telling them they are not getting it; it is being placed on hold until we get the bids back for the contracts that we are doing with procurement.

Councilmember Kimberly James - Will you all come back to us when you have finalized that person?

Dr. Cooper – Yes ma'am.

4. **Discussion to Approve the Human Resource Departments Budget/Amendment/Transfer of Funds** – Diane Lewis, Benefits Specialist and Darquita Williams, Interim Finance Director

Background and Summary:

In an effort to create a balance budget, the following budget amendments are being proposed to replenish line items that have exceeded funding due to adding new programs such as: Justifacts, Laserfiche and Civic Plus. These transfers will not have a negative impact on any of the involved line items.

We are requesting a total of \$5,500.00 to be transferred from Acct #100-25-1540-52-3302 - Want Ads, to the following:

General Department Expense # 100-25-1540-53-1105 \$1,000.00
 Personnel Services # 100-25-1540-52-3917 \$3,000.00
 Office Supplies # 100-25-1540-53-1102 \$500.00
 Employee Assistance Program # 100-25-1540-53-1201 \$1,000.00

We are also requesting a total of \$2,500 to be transferred from Acct# 100-25-1540-3701 - Schools, Seminars, Travel to Personnel Services Acct#100-25-1540-4927

5. Discussion to Approve the Department of Planning, Building and Zoning (PBZ) Budget Amendments/Transfer of Funds - James Shelby, Director of PBZ and Darquita Williams, Interim Finance Director

Background and Summary:

To address increase cost from vendors and create a balance budget, the following budget amendments are being proposed. The transfers will not have a negative impact on the operation of the department or the current budget.

Transfer from 100-55-7410-52-2202 Computer Equipment Maintenance	\$5,000.00
Transfer from 100-55-7410-52-2204 HVAC Maintenance	\$1,000.00

Transfer to 100-55-7410-53-3202 Telephone	\$1,500.00
Transfer to 100-55-7410-53-1102 Office Supplies	\$1,350.00
Transfer to 100-55-7410-53-1103 Copier Expense	\$1,000.00
Transfer to 100-55-7410-53-1106 Facility Maintenance & Repairs	\$1,550.00
Transfer to 100-55-7410-53-1714 Fleet Equipment Maintenance	\$600.00

6. Discussion on a Professional Services contract with Mauldin and Jenkins - Dr. Cooper, City Manager

Background and Summary

City Manager is asking for approval to execute the contract with Mauldin and Jenkins for professional services. These services would be assisting the city and its staff with the implementation of specific recommendation found in the operational audit. Execution of this contract is dependent upon the manager identifying adequate funding within the current year's budget.

Questions/Comments from Council

Councilmember James - I need clarity of this. The results of the performance audit seemed specific on what the recommendations were. I am trying to figure out the justification for the cost. Is it that we do not have the staff to implement the recommendations? What is the length of time having a PMO (Project Management Office)?

Dr. Cooper - The length of time is approximately three months. Basically, we would be utilizing Mauldin and Jenkin's expertise to get things set up based on their recommendation and the things found in the audit namely, finance. We are trying to get things set up so that our staff can be trained, set up, and take it over. We do not have the required expertise on staff to implement the recommendations that Mauldin and Jenkins is requesting we do.

Councilmember James - It is mostly in the area of finance, not the other departments? Because I know they had recommendations for all departments.

Dr. Cooper - This is basically within the finance area and the HR area.

Councilmember Gutierrez - I am excited about this.

7. **Discussion to enter into a Public Affairs & Communications contract with Spiked Communications** - Dr. Cooper, City Manager

Background and Summary:

City Manager is asking for approval to execute the contract with Spiked Communication for the establishment of a Public Information Office. These services would be assisting the city with its Public Affairs and Community Engagement functions. Execution of this contract is dependent upon the manager identifying adequate funding within the current year's budget and at a cost of \$6000 per month, but not to exceed \$50,000.

Questions/Comments from Council

Councilmember James - When we speak of a Public Information Office are we talking about creating a separate office that is going to deal directly with that?

Dr. Cooper - Yes, this is for when I will be requesting a public information officer for the city. To handle all public information requests, media requests, and everything that comes through for the city. I am asking for this professional services contract because I know this company had done business with us before, but I did not want them to be the public information arm of the City. I wanted them to help us set that up once we go out and find our own public information officer. They could come in and take that over and just run with it. We are talking about enhancing the City's social media presence through Twitter, Instagram, Facebook; all those options that as much information that we can get it out.

Councilmember James – We are not asking for the Public Information Officer right now. We are just asking for this company to come and help get it set up?

Dr. Cooper - We are looking for them to come in and get the office set up. But funding for the public information officer is being requested in this year's budget. By the time we get budget passed and set up we should have the public information office established where we go out and search for a public information officer and that person can come in and take over where that person has left off.

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

ADJOURNMENT:

Motion was made by Councilmember James and seconded by Councilmember Gutierrez to adjourn the Council Work Session of May 17, 2021, at 6:49 P.M.

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