



CITY COUNCIL WORK SESSION

Monday, September 19, 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) 366.4720

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

Dr. Marc-Antonie Cooper, City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

DRAFT MINUTES

CALL TO ORDER/WELCOME: Meeting was called to order by Mayor Butler at 6:00pm 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 (via telephone) | | ✓ |
| Hector Gutierrez | Council Member, Ward 3 | | ✓ |
| Latresa Akins-Wells | Council Member, Ward 4 | | ✓ |
| Allan Mears | Council Member, Ward 5 | | ✓ |

Javon Lloyd, Public Information Officer, Chiquita Barkley, Finance Director, LaShawn Gardiner, Director Planning & Community Development, David Halcome, Deputy Fire Chief, Bruce Abrahams, Economic Development Director, Nigel Wattley, Deputy Director Public Works, Michael Brunson, Deputy Police Chief, James Shelby, Project Manager and Arthur Geeter, Purchasing Manager

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

- On September 24, 2022, Recreation and Leisure will host its "5K Fun Run/Walk" event at Starr Park and this event kicks off at 8:00am.
- On October 1, 2022 – Recreation and Leisure will host its "Fall Pop up Shop". This event will be held in the parking lot of the recreation center and starts at 10:00am. Set up time is 8:00am. For more information, please contact recreation and leisure (4040)-366-4720, Option "1" for main menu, and Option "2" for Recreation and Leisure.
- On September 29, 2022, from 9:30 am – 11:00am, the City of Forest Park's Economic Development Department invites you to breakfast-on-the-go networking event with local business owners and city officials. This event held at 696 Main Street and will have refreshments provided by our local vendors. For more information, please contact our Economic Development Department at 404-366-4720, Option "1" for main menu, and then option "6".
- Clayton County Community Development HUD Programs Division is presenting a Virtual Tenant and Landlord Seminar to be held on Saturday, September 24 from 10:00am – 12:00pm. The program will discuss Tenant and Landlord rights. For more information call (770)-210-5208 or RSVP for the ZOOM link advance, via Link <https://us02web.zoom.us/meeting/register/tZ0vd-ygqT8sHdNF82uE2u0NilsYB1PczTD>

CITY OPERATIONS:

- **REMINDER - ONE CALL TO CITY HALL** – the City of Forest Park has officially migrated our city telephone vendor, and now have one number for residents to call. Now anyone can contact the main city hall number **(404)-366-4720**. Please ensure you listen to the prompts to get to the correct department to assist you.
- The City of Forest Park's second round of Federal ARPA Funding has been approved. Staff is working on a survey to receive the community's input to help us develop a list of priorities to bring forward to City Council for funding approval. We are working to have this survey ready for distribution by October 3, 2022.

EMPLOYEE SPOTLIGHT/SHOUT OUT:

- **CONGRATULATIONS!!!** Officer Isaiah Ellis for completing 40-hour course in Police Motorcycle Officer Techniques. The course is designed to provide motorcycle officer with formal instruction in the safe operation of motorcycles at various speeds.



- On Thursday, September 8, The Clayton County Chamber of Commerce held its Annual Valor Public Safety Awards Banquet. The City of Forest Park Police Department had several nominees; however, our big winners were Officers Anfrenee Morgan and Sergeant Alyssa Zackery, who received the Community Impact Award and Officer Eric Ellis and Officer Sagar Das who received the Life Saving Award. **CONGRATULATIONS TO ALL THE HONOREES AND THE BIG WINNERS OF THE YEAR.**



- On September 28, Forest Park Fire Chief Latosha Clemons conducted an interview with WSB Radio on the She Talks Media Segment. Congratulation Chief Clemons Great Job.
- On September 16, Forest Park Fire Department's Ioana Armstrong, Emergency Management Coordination conducted a FOX5 News interview discussing the city being awarded a grant from the Federal Government to help firefighters both mentally and physically. GREAT JOB Ioana!
- September 15 Kicked off the state of Hispanic Heritage Month and the City of Forest Park, Ga Celebration held at Bill Lee Park on Saturday, September 17 was a feature story on Channel 46 News that evening.
- Today September 19, join me in wishing a **VERY HAPPY BIRTHDAY TO COUNCILMAN DABOUZE ANTOINE.**

Nigel Wattley, Deputy Public Works Director introduced three new employees in Public Works – Barry Foss, with Parks, Richard Tucker with the streets division, and Miss Cheyenne Moss with the Sanitation division

PRESENTATION(S):

- Staff Presentation Regarding Ongoing and Planned PIO Activities – Public Information Office**

Background/History:

The Public Information Office exists to ensure that information released by the City of Forest Park is timely, accurate, comprehensive and relevant to all aspects of communications with the general public, internal staff and members of the media. It is the mission of the Public Information Office to promote and enhance

city government via media relations, print and digital publications, social media, marketing campaigns and the city's website. A comprehensive presentation is to be provided to city council regarding current and planned office activities.

Javon Lloyd, Public Information Officer, gave an overview of the activities of the Public Information Officer.

Javon Lloyd - I will talk about some of the key action items that have been accomplished by the PIO Office.

I will also discuss some of the general communications tactics currently being used to help inform residents.

We will also cover media relations, social media, opportunities, and future projects.

Key Accomplishments

One of the first major action items completed was the adoption of the city's first public information / Communications Policy.

We also developed and launched The Leaf Report

The PIO Office also created an official City of Forest Park LinkedIn company page.

Finally, we were able to establish an approved process for disseminating news releases, media alerts and general information.

Keeping Residents and Informed

So, you may be asking, well how are we getting the word out in the community.

We also use a mass emailing platform called Constant Contact to distribute information directly to residents, community organizations and staff.

Pointed out the screenshots for the newsletter and Constant Contact Dashboard

Media Relations

One of the biggest tasks that the PIO Office is charged with is generating positive media coverage.

I'm extremely proud to report that we've secured in the following media outlets

Talk through the process of how media coverage is gained.

Comments/Discussion from Governing Body:

Mayor Butler - Thank you so much, you know how ecstatic, I am to have you here. You have been such a blessing.

Councilmember Gutierrez - Mr. Lloyd, thank you. There is a noticeable difference in the before and after and I would like to commend you. Thank you for waking up early on Saturday's, to cover my clean-ups. Your heart is into it, and you genuinely care about delivering our stories. Thanks for your hard work.

Councilmember Akins-Wells - Thanks you for all you do, and there is definitely, a difference and a need for you. So, are you doing this along and do you need help doing this?

Javon Lloyd - Currently, I am doing it along, the city manager and I have been having those discussions. When I first took the role, I wanted to take the first year to understand the process, what was going on, and how I fit with the city. Probably going forward, we can have the discussion of expanding the department. I would like to have someone, that is responsible for the social media and video content, because it takes time, and you want someone who can do it right.

Councilmember Akins-Wells - What is the community video showcase?

Javon Lloyd - This was presented to me a couple of months ago from a vendor that works with different municipalities, throughout the nation. They reached out to Forest Park, and said they wanted to feature our city and offered to do 4 videos of no cost to the city. Council approved that item and filming will be taking place next week. For the 4 videos we are going to have a mayor and council welcome, we will do 2 recruitment videos, one for fire and one for emergency services and the last video will be to highlight the diversity of our community. I had a conference call about it this morning, and will be sending out communications on this with more details.

2. City of Forest Park Fiscal Year 2020-21 Final Audit & Findings – Finance Department**Background/History:**

Mauldin & Jenkins report out on the Annual Audit for Fiscal Year 2020-2021

Doug Moses and Brian Jones were present to give Fiscal Year 2020-21 Final Audit and Findings.

Doug Moses – They have added a 14th office it is Raleigh, North Carolina, and audit over 659 governmental clients. The firm has been around for over 100 years and is continuing to grow. I am Doug Moses, I have over 23 years of experience and was responsible for the city's audit engagement.

The financial statements are the mayor, council and management. Their responsibility is to give an opinion on those financial statements, and we have issued an unmodified and clean opinion. The report is as of August 5, 2022, which means the city did miss the December 31st deadline, due to turnover and things of that nature. Hopefully, going forward the city will be back on track of issuing within 6 months of its year in.

There were several adjustments, some result in findings, there were no pass audit adjustments, and anything that came to their attention, they went ahead and proposed those adjustments to reflect in the financial statement. They went over the financial trend for the last 5 years. The General Fund, which is the main operating fund, shows the city continues to improve its fund balance. The general fund went from 12.9 million in 2020 to 14.9 million in 2021. Other governmental funds went from 18.4 million in 2020 to about 19.4 million in 2021.

A lot of people think fund balance is cash, which is not necessarily the case, you want to look at how liquid the fund balance is. If you look at the general funds, unassigned fund balance on June 30, 2021, it was about 11.6 million, then compared to the cash and investment as of June 30, 2021, it was about 13.8 million dollars and your liquidity was about 118 percent, which is really good.

Then when you look at the total fund balance, which was about 14.9 million, that is about a 92 percent liquidity, which is not the case for a lot of governments. The rule thumb is to have anywhere from 2-3 months in reserve or from 15 to 25%, anything lower you risk having to issue a tax anticipation note to get you through the subsequent months you are in until your property tax revenues come in. June 30, 2021, you all have a 6.3-month reserve, which is right at 55%.

When you look at all your funds, you are at an even higher percentage, right at 99%, very strong numbers. Looking at the sanitation funds, you have 3 proprietary funds, URA which is Urban Redevelopment Agency fund, as well as the Downtown Development Authority Fund.

Sanitation is usually not cash cow funds, and most governments hope to break even. Your sanitation seems to be doing well, coming in at around 915,000 of operating income, but a slight decline from the previous year of 125 million. It is self-sufficient, because no funds were transferred in or out over the last 5 years. The net position continues to grow, going from roughly 1.6 million in 2017, to about 4.5 million in 2020 and about 5.5 million in 2021.

The Urban Redevelopment Agency Fund was created about 5 years ago, and the first 4 years there was an operating loss for each year. In 2021, it had an operating income of about 1.3 million. Governmental activities are taking all the governmental funds, and the net position continues to grow. Governmental activities of 46.6 million in 2020 up to 50.1 million in 2021 and business activities went from 8.1 million to 9.9 million.

There were 6 findings that were considered to be material weaknesses. The first one is the restatement of beginning net position, accounts payable, accounting for federal awards segregation of duties, reconciliation of bank accounts for 2021, and lastly is the budget for the special revenue funds.

We are recommending three management points. The first one is, positive pay which will reduce the risk of fraudulent checks being written against the city. We noticed that some projects did not have expenditures noted or misclassified, so it appeared as if the project was abandoned. It is recommended that you take a look at the schedule referendum, you cannot abandon projects that were approved by your citizens. The last management point deals with authorized signers on accounts. We noted you had some turnover and looking at the signature card former employees are still noted as authorized check signers. So, make sure once an employee that is a check signer leave, is immediately removed from the signature card.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – Thank you for that report, we have been taking your advice on this.

Councilmember Mears – I am really impressed with this presentation, and how in-depth you went into this and giving us guidance in the directions we needed to go. Thank you and good job.

Councilmember James – When you give recommendations do you follow-up, to see if we are taking those steps to do those recommendations? How do that process work?

Doug Moses – I like to sit down with management if there is a finding to see what their game plan is for correcting things. I try to follow-up even before we come out to do the audit, to make sure they are aware of the things from the previous year and tackling them. Once we come out and do the next year audit, we start with the findings to see if those are corrected.

Councilmember James – One of the things that showed up last year is regarding the E911 funds, and it not showing up on the actual audit itself, on page 15.

Doug Moses – The E911 is reported within your financial statement, it shows on page 51-52, as a non-major governmental fund. What we are talking about is there is no budget adopted for your special revenue funds, which included the E911 funds.

Councilmember James – I know we have had some discrepancies with some of the way the line items appear on our budget and the way it was reflected. Do you all get down to the specifics of what line items should appear and should not appear?

Doug Moses - We do look at your budgets, we do not necessarily audit the budget numbers. When we get the trial balance report, we upload that into our software, we get the budget as well, so when we are doing our analytical procedures, comparing actual numbers to your mended and final budget numbers, and if anything seems off then we take a deeper dive in it.

Councilmember Akins-Wells – Do you have a list of the SPLOST projects that looks to be abandoned?

Doug Moses - On page 63-65, thereby when the SPLOST program was approved, you have 2008 on page 63, 2015 on page 64, and 2021 on page 65. The one for 2020 is new, but if you look at the other 2 there are some projects showing 0 expenditures. One project in 2008 showing 0 percent.

NEW BUSINESS:

3. Council Discussion Regarding the Renovation to an Existing Structure for Emergency Operations Center (E.O.C.) – Department of Planning & Community Development/Fire and Emergency Services

Background/History:

Discussion to Authorize Approval to Award a Task Order to Precision Planning, Inc. (PPI) for a feasibility study and professional design services to the City of Forest Park for the renovation of an existing structure to house the Emergency Operations Center (E.O.C.). And to Authorize Approval to Award a Contract to Valentino & Associates, Inc. to provide for a legal description for the east parcel and one overall legal description to include the existing parcel where the new Public Safety Building is located. Department of Planning & Community Development/Fire and Emergency Services Department

The proposal is to renovate an existing facility located adjacent to the new Gillem Public Safety Building in Gillem Logistics. Once completed, the building will house the Emergency Operations Center (EOC). The existing facility is located on Anvil Block Rd. and consists of a load bearing block structure with steel roof framing, low slope roof and brick veneer. The renovated facility will be based on one of four floor plan design options provided by the PPI and will consist of office space, breakout conference rooms, restrooms, locker rooms with showers, breakroom, quiet room, and a large open war room. PPI shall provide preliminary design services to determine the feasibility of the project.

James Shelby, Project Manager - Gave an overview of the status of the capital improvement projects.

This project if you recall when we first started looking at the public safety building, in Gillem, EEOC was not included, and it was not feasible cost wise. This existing building in the inventory of URA is a brick building, and Chief Clemmons and PPI has walked through it, and it is a sound building. It should not cost much to renovate, but we will not have that cost until the feasibility study is done. This will help us understand, utilities needed, the roof replacement, amongst other things, but the structure is in good shape. It will not cost as much as the original cost at first, because it is not being built from ground up.

They are currently working on the public safety building interior at Gillem. It is on schedule to be completed by April 2023, and we look to save about 63,000 dollars. The Star Park, construction drawings are almost completed, and will be out to bid by the end of this month September. We will have someone on board to start construction by December 1st. The same goes for the fire station at City Center.

Comments/Discussion by Governing Body:

Councilmember Gutierrez – Good to see you again Mr. Shelby, I hope vacation/retirement has been treating you well. Thank you for bringing the good news.

Councilmember Akins-Wells – Thank you for everything that you have done.

James Shelby – I appreciate you letting me finish these projects, thank you so much, because I am enjoying working on them and getting them done for you.

Mayor Butler – I am so ecstatic, to have these projects get to the point where they are at, it has been a long journey and we are finally here. Thank you, to everyone that was a part of this. I know the residence has been talking about this well, before I came into office, and for this administration to be the catalyst for this is really humbling, to be a part of it all.

4. **Council Discussion on Entering into a Service Agreement with Lexipol – Fire & EMS Department**

Background/History:

FPFD would like to purchase an Annual Service Agreement with Lexipol that includes an annual subscription with FireRescue1 Academy. This vendor is the sole source vendor that provides Standard Operating Procedures and Fire Standards specifically for Fire Departments. It also provides a scenario-based learning platform for the fire service staff. The services are geared to keeping firefighters safe, reduce liability, improve policy understanding, enhance accountability and following best practices.

David Halcome, Deputy Fire Chief – The fire department is face daily with challenges of protecting our own personnel, while striving to improve efficiency and operational excellence. This program will allow the fire department to build a foundation of comprehensive and up-to-date policies, reducing adverse or potential legal liability. Like instant command protective equipment, harassment and discrimination issues, fire ground accountability, social media, both apparatus vehicle operations and HIPPA violations.

Flexible fire policies and training solutions provide a state specific policy vetted by personnel and public safety attorney, updates and response to litigation, case law and evolving best practices. Scenario-based training brings policies to life and will bring access to the policies of a web-based platform and a mobile app.

Comments/Discussion from Governing Body:

No comments

5. **Discussion to Execute an Agreement with Georgia Power Company to Install Outdoor Lighting for the new Public Safety Building at Gillem – Planning and Community Development Department**

Background/History:

Discussion to Authorize Approval to Execute an Agreement with Georgia Power Company to install (10) 225 w LED area outdoor lighting system for the new Public Safety Building. Georgia Power Company will retain ownership of the system. The agreement is a standard operating lease-1-month agreement that automatically renews month to month. The lease price is fixed. All materials, labor, energy and maintenance to operate the system is included in the agreement. Department of Planning & Community Development

Background/History: The new Public Safety Building at Gillem will require a total of (10) 225w outdoor lighting fixtures. Georgia Power Company has installed about 95% of the lighting at Gillem Logistics and would add this project to its portfolio at Gillem. Georgia Power Company will monitor and maintain the lighting system. The signed agreement will allow Georgia Power Company to prepare for construction, and move forward with ordering materials

James Shelby, Project Manager – This agreement is like the one we have on Main Street, and taken out of the contract agreement, the contractor's contract, because Georgia Power, will not only maintain the lighting, but they will operate it, because it would be theirs. We would not have to worry about maintenance if someone knocked it down, they would come out and repair it. The upfront cost is 62,600.00 and the lease will be 370.40 a month, for lights out at Gillum. The money will come out of the contingency fund and not general funds.

Comments/Discussion from Governing Body:

Councilmember Mears – It is a great price for 24-hour coverage and guaranteed no cost to the city.

6. Council Discussion to Approve a 2nd Round of Employee Premium Pay – Executive Offices

Background/History:

The City of Forest Park was approved and has received its second round of American Rescue Plan Act (APRA) funds in the amount of \$3,738,098.00. Under the United States Department of Treasury guidelines Employee Premium Pay is an acceptable use for these funds. This is a resolution requesting for a 2nd round of one-time Employee Premium Payments to all full-time staff on payroll and not on probation in the amount of \$2,500.

It is further requested that any new full-time staff hired prior to October 1, 2022, payments be held in abeyance until such individuals have successfully completed their 6-month probationary period and then paid in a lump sum. Under this resolution the Employee Premium Payments would be expended in full no later than April 28, 2023. Under the guidance provided all APRA grant funds must be expended by December 31, 2026.

The City Manager is seeking direction from council on how they would like staff to proceed in this matter.

Dr. Cooper, City Manager – This is a second-round request for pay to all the staff that has been dedicated to the city throughout the covid pandemic, throughout everything we have done here.

Comments/Discussion from Governing Body:

Councilmember Akins-Wells – It sounds contradicting, it states this is a resolution for second round of one-time employee premium payments, to all full-time staff on payroll and not on probation in the amount of 2,500.00. Then it states we further request that all new staff hired prior to October first payments be held until probation is complete. Are we including them or not?

City Manager – If you are hired prior to October, and you are on probation, your money is held until you successfully complete probation. This date can be changed at council leisure.

Councilmember Akins-Wells – We are still contradicting ourselves, but ok.

Councilmember Mears – Thinks this is a good idea, especially with the probation part. We need some way to retain people, even the ones that is already working for us. We do not want them to get the money and leave. I think this is the right idea.

Councilmember James – I am in favor of this but would like to include our part-time employees. I understand that we have 13 of them and I would like to show them we appreciate them as well.

City Manager – You are talking about the year around employees, correct?

Councilmember James – No, I am talking about all part-time employees.

City Manager - Even seasonal

Councilmember James – Yes.

Councilmember Antoine – Inaudible 1:10 34

Mayor Butler – Do you have an amount for the part-time employee?

Councilmember James – It looks like the amount is 3,738,098.00, is that the total amount we are receiving in the American Rescue Fund.

City Manager – That is in this allotment and the first one was the same for approximately 7.4 million something.

Councilmember James – Out of the allotment, can we take at least 500 for the 13 part-time employees, and reduce what we give everyone else? The total will be 500 times the 13.

Mayor Butler – So you want to give part-time employees 500.00?

Councilwoman James - Anything is better than nothing.

Councilmember Akins-Wells – So you want to take from the full-time employees?

Councilmember James - The other employees will still get over 2,000.00, we only talking about 13 employees.

Councilmember Gutierrez – If it is seasonal or part-time will we base it off the hours?

City Manager – I would have to go back and figure this out. For example, seasonal employees are ending at the end of this month. The year around employees I can understand because they are here with us. I do not know how we would do seasonal.

Councilmember James – Don't we have seasonal employees that come back every season?

City Manager – Not necessarily the same ones. You may get hired, because you have the experience needed, so they bring you back. It is basically an open application process, some come back, and some do not.

Councilmember Akins-Wells – I am halfway in favor of part-time employees, but definitely not taking from our full-time employees, that is nonsense to me. They are here working every single day for years and

years and you want to take from them to give to seasonal employees. I am not in favor of that, and I hope you all are not.

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 Work Session at 7:01pm

Motion made by Councilmember Mears, Seconded by Councilmember James.

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