



## CITY COUNCIL WORK SESSION

Monday, July 17, 2023 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://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  
Michelle Hood, Interim City Clerk  
Mike Williams, City Attorney

## AGENDA

### VIRTUAL NOTICE

**DISCLAIMER:** For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

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

The Council Meetings will be livestream and available on the City's

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

**CALL TO ORDER/WELCOME:**

**ROLL CALL - CITY CLERK:**

**PRESENTATION(S):**

1. Presentation from the Executive Director of the Clayton Housing Authority as a general introduction to the community and to provide a general overview of the Housing Authority.
2. Presentation Regarding "READY REBOUND" – Getting employees back on the job faster. - Marcus Laurinaitis, Account Executive.

Background/History:

When public safety employees get injured, their absence has a profound impact on a department's morale, budget and staffing. Ready Rebound uses the principles of sports medicine to quickly bring your valuable team members "back to the field".

**OLD BUSINESS:**

3. **Council Consideration of Request to Reconsider Previous Vote on Redistricting– Legislative Offices**

**Background/History:**

The Mayor has proposed that the City Council reconsider its vote from last week's special called meeting regarding redistricting the City's Wards in order to balance their populations. The City Manager and City Attorney have previously recommended that the Ward populations be balanced in order to assure that each resident's vote counts equally to every other resident's vote.

The vote to approve the revised districts failed by 3 votes against and 2 votes in favor. In order for a reconsideration vote to be duly considered, only one of the three who voted against the matter may make the motion to reconsider.

**NEW BUSINESS:**

4. **Council Discussion and Approval on Conditional Use Permit (CUP-2023-05) - 4140 Jonesboro Rd for Self-Storage – Planning & Community Development**

**Background/History:**

This is a request for a conditional use permit to allow a 6,152 square foot renovation in the rear of the International Discount Mall to build self-storage units in the rear of the facility. The self-storage units will be rented by existing mall tenants and the general public. The property is currently zoned GC( General Commercial). The subject property fronts Jonesboro Road and is surrounded by several commercial and retail businesses to the North, West, and South. Parcels located in unincorporated Clayton County is East of the property, and Scott Road is west of the property. Mini-warehouses and storage facilities under the current code are permitted as a conditional use if approved by the governing body. The Planning Commission recommended Approval with the following conditions: (1) The applicant must obtain a building permit for interior renovations; (2) The applicant will provide a letter of approval/consent from the property owner; (3) The applicant will provide detail renderings of what proposed additions will look like; (4) The applicant will provide storage policies for owners; (5) The applicant will provide a circulation plan for entry and exit of the location for self-storage.

5. **Council Discussion and Approval on Rezoning from RS to GC-4233 Thurman Rd. – Planning & Community Development**

**Background/History:**

The applicant is requesting to rezone the subject property from RS (Single Family Residential) to GC (General Commercial). The property is located at 4233 Thurman Road, parcel #1317A B014, Forest Park, Georgia, and is 0.287 acres. Records reflect that a structure was built in 1965, and the In-N-Out Groceries convenience store operated at the location since 2014. A fire destroyed the building in 2022. The store prior to the fire was a pre-existing non-conforming commercial use. The purpose of the rezoning is to bring the use into conformance of the current zoning category of GC. **The Planning Commission recommended to Approve the Rezoning from RS to GC with the following conditions: Reduce the front setback from 25 ft. to 14.62 ft., reduce the side setback from 10 ft. to 2.50 ft., reduce the rear setback from 30 ft. to 12.42 ft, the property shall be for a convenience store only, with no automobile gas sales, the building exterior shall be of brick, stone, or combination thereof, and landscaping shall be planted around the perimeter of the building.** If the rezoning with the noted conditions is

approved the applicant will be required to submit an application to the Urban Design & Review Board for review and approval of landscaping and exterior design of the building façade prior to receiving a building permit. Any changes or deviations from the recommended approval will have to go back before the Planning Commission.

6. **Council Discussion and Approval on Conditional Use Permit (CUP-2023-04)- 5370 Ash Street –**  
Planning & Community Development

**Background/History:**

The applicant is requesting a Conditional Use Permit to operate a youth performing arts facility, rehabilitation group home for teens, summer camp, health clinic and an adult education program at 5370 Ash St. This property is located within the Single-Family Residential District (RS). Per Section 8-8-28 Single Family Residential District (RS), Places of worship, private school and daycare centers require conditional use permits to operate in the Single-Family Residential District. A church currently exists on the subject property. The Planning Commission recommended **Denial of a Conditional Use Permit** at its meeting on June 15, 2023, based on the potential of a liability of children and adult activities that include clinics, recovering alcoholics and offenders mixing. The following combination would not be allowed as a combined use.

7. **Council Discussion and Approval on Rezoning from RS to RM- Scott Rd. (RZ-2023-02)–** Planning & Community Development

**Background/History:**

The applicant is requesting to rezone the subject property from RS (Single Family Residential) to RM (Multi-Family Residential). The property is currently wooded and undeveloped. Three single-family homes are currently located on Scott Road. Surrounding land uses include light industrial, west, and single-family residential north, south and east of the subject property. The intent is to build 16 townhouses on the property. **The Planning Commission recommended to Approve the Rezoning from RS to RM with the following conditions:** 1. Scott Road shall be improved to city standards prior to development, (2) All buildings shall be constructed of brick, stone, wood, stucco or any combination thereof, (3) There shall be different architectural features between units, no adjacent units shall have the same design characteristics, features or identical, (4) Each unit shall provide 2-car garages, (5) Adhere to the buffer standards as specified in the current code between industrial and residential development, (6) There shall be only 4 rental units on this parcel, and rental units shall be distributed throughout various buildings of the development so that rental units are not segregated in one building; (7) Any deviations from the conditions shall be approved by the Planning Commission.

8. **Council Discussion and Approval on Rezoning from RS to RM- Scott Rd.(RZ-2023-02) –** Planning & Community Development

**Background/History:**

The applicant is requesting to rezone the subject property from RS (Single Family Residential) to RM (Multi-Family Residential). The property is currently wooded and undeveloped. Three single-family homes are currently located on Scott Road. Surrounding land uses include light industrial, west, and single-family residential north, south and east of the subject property. The intent is to build 16 townhouses on the property. **The Planning Commission recommended to Approve the Rezoning from RS to RM with the following conditions:** 1. Scott Road shall be improved to city standards prior to development, (2) All

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9. **Council Discussion and Approval on City of Forest Park Accident Review Committee – Executive Offices**

**Background/History:**

In reviewing our property, casualty & loss insurance renewal, we were alarmed by the increase based on recurring incidents involving city property. As an organization, we must always remain extremely conscious of the safety of our employees and the citizens of our community. As an employer, we recognize our obligation to ensure the safest possible workplace for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve. It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality.

10. **Council Discussion and Approval of CDBG Funds Reallocation – Executive Offices**

**Background/History:**

It is proposed that the City's 2021 CDBG Funds be reallocated from Starr Park renovations to perform certain renovations of the former Rite Aid building.

The vision for the new project reallocation request is for a food hall, commissary kitchen and workspace at the old Rite Aid Pharmacy building located on Forest Parkway that the city recently acquired.

With a large percentage of low-to-moderate income individuals residing in our community and the lack of opportunities to adequately provide them with sustainable food options, the City has embarked upon this innovative initiative. This project will provide culinary entrepreneurs with a space to prepare, sale, and market their goods, while also providing alternative food options for residents and people who live or work in Forest Park. This project will connect to the new City Center Complex that we are aggressively planning for, which will be developed on city-owned property that overlooks Starr Park. The city has hired an architect to develop a conceptual floor plan and renderings to be available within four weeks.

Currently \$276,642 remains in Program Year 2021 funds.

11. **Council Discussion and Approval of Revised Resignation and Paid Leave Policy – Executive Offices**

**Background/History:**

It is proposed that the City's resignation and paid leave policy be revised to address the issue of employees abusing the process by tendering their resignation and immediately utilizing their paid sick or personal leave for the remainder of the service. This practice has resulted in significant disruptions in City operations and prevents the orderly transfer of duties and functions from the separating employee to other employees.

Under the revised rule, employees would have to tender their resignations at least 10 days in advance and would not be permitted to use their personal leave during this period. They may use their sick leave only if they present a certification from a licensed health care provider stating that they are under the provider's care or treatment for the days in question and that it was the provider's recommendation that the employee remain home from work for that period.

12. **Council Discussion and Approval of Revision to Personnel Manual With Respect to Employee Terminations – Executive Offices**

**Background/History:**

It is proposed that the City's Personnel Manual be revised to ensure that Department Heads receive the approval of the City Manager prior to terminating any employee.

With the alarming rate of litigation, personnel changes, and change of administration, the City Manager issued an emergency directive to all Department Heads requiring that all terminations be approved by the City Manager as a safeguard for the organization. This measure aims to maintain a set of standards that ensures all terminations are reasonable, fair, and equitable. The goal is to ensure that on the front end, all processes are handled to ensure ease of terminations when necessary, hence allowing the government to justify any/all separations properly.

It is recommended that this emergency measure be made permanent and be included in the City's Personnel Manual.

13. **Council Discussion and Approval of Forest Park Fire Department Employee Referral Program – Executive Offices**

**Background/History:**

Faced with a competitive labor market in both the public and private sectors, the City Manager sought out a creative way to stand out to potential employees. After brainstorming with the Command Staff of the Forest Park Fire Department, in an effort to ensure we attract the very best fire personnel, we are recommending the implementation of an employee referral program. The employee referral program is designed as a partnership between the City and its most valued asset and best recruiters, our employees.

As governments all across our region experience a diminished pool of well-qualified candidates, we recognize that our number one hiring tool is our employees. There is substantial competition amongst cities, counties, private agencies, and paid internships to recruit staff successfully. In Forest Park, we want to ensure that as part of our ongoing effort to recruit, we only want the best of the best working for Clayton County's largest, full-service municipality.

14. **Council Discussion and Approval on Purchase of Ford Interceptors - Police Department**

**Background/History:**

The Police Department currently has an aging fleet and is in need of replacing some of the older emergency vehicles. The Police Department seeks ratification for an Emergency Purchase with Brannen Ford in Unadilla, Georgia for the purchase of fifteen (15) 2023 Ford Police Interceptors at \$44,700.00 each for a total amount of \$670,500.00. Due to a shortage in the automobile industry and the lack of availability of public safety vehicles, the Police Department requests an emergency purchase to ensure the city maintains

essential services to its citizens. The emergency purchase process is reserved for rare and extreme circumstances. Therefore, rarely will the emergency purchase process be utilized.

15. **Council Discussion and Approval on Reorganization of the Police Department – Police Department**

**Background/History:**

The Forest Park Police Chief recently completed a thorough review of the department and seeks to implement a restructuring of the operational command staff. The reorganization will ensure that employees are in the best position to address community needs, respond to emerging crime trends, and build genuine, positive relationships with the community members. Furthermore, it will allow for a clear command structure.

The previous organizational chart had (2) Deputy Police Chief positions, and each chief had 1 Major reporting to them.

The highlights of the reorganization include:

\* The deletion of (1) Deputy Police Chief (salary savings of \$86,115.57)

\* The Department will be divided into 2 bureaus, Support Services and Uniform. The Major/Commander of these 2 units will report to the remaining Deputy Police Chief.

16. **Council Discussion and Approval on Forest Park Fire Department Sign-On Bonus – Executive Offices**

**Background/History:**

Like many other municipalities, the City of Forest Park is currently experiencing difficulty attracting and retaining Firefighter candidates. The City is also preparing and anticipating staffing issues due to future retirements at all levels in the organization and is working on how to attract and, most importantly, how to retain the best staff to continue to deliver superior service. Ideas for recruiting are endless and endlessly challenging, but the time and effort invested in attracting top talent for the City is well worth it. The City desires to be the employer-of-choice, and implementing the Signing Bonus for “difficult-to-fill positions” incentivizes new employees to join the City of Forest Park.

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

**ADJOURNMENT:**