



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

Agenda

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

VIRTUAL MEETING NOTICE

DISCLAIMER: Mayor and Council Meeting is accessible to the public or media through web or teleconference. For in person attendance CDC requirements of Masks and Social Distancing will be adhered.

To join the meeting via Zoom Webinar:

<https://us02web.zoom.us/j/89464957303?pwd=eXB1dEE5QnQ2NTJ4c3NQVkdNWISQT09>

Webinar ID: 894 6495 7303

Passcode: 288884

Join Zoom by Phone (One Tap Mobile): Please dial 1 301 715 8592

Meeting ID and Password are above

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".

Please Subscribe to our YouTube page for notifications!

CALL TO ORDER/WELCOME:**ROLL CALL-CITY CLERK:****CITY MANAGER'S REPORT:** Dr. Marc-Antonie Cooper**COVID-19 UPDATE:** Deputy Fire Chief, Clemons**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

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. A. 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.

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.

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.

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.

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

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.