



## CITY COUNCIL WORK SESSION

Monday, May 16, 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](http://www.forestparkga.gov)  
**YouTube:** <https://bit.ly/3c28p0A>  
**Phone Number:** (404) 366.1555

**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

## 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:**

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

**PRESENTATIONS:**

1. **Presentation – ADP Payroll Processing – Chief Executive Offices**

#### Background/History:

The City Manager is looking to bring a managed payroll service to the city to help improve payroll processing efficiency, ensure continuity, and help mitigate compliance risk. It was documented in the city's 2020 audit that all city payroll is currently processed in-house on a weekly basis, including printing and distribution of

all payroll checks. There is currently only one Finance Department employee trained on how to process payroll. The recommendation from the auditors was that the city should research the cost, time, and risk benefits of procuring a third-party vendor to manage payroll processing and dissemination.

#### **NEW BUSINESS:**

2. **Council Discussion on the Approval Rental Inspection Program Ordinance Amendment**– Planning and Community Development Department

##### **Background/History:**

The City Council recently approved the rental inspection ordinance. We have received feedback from the Georgia Municipal Association regarding aspects of the ordinance. This amendment addresses that feedback by clarifying that the ordinance (a) does not create a registry of rental properties and (b) provides for the City's inspection of rental properties upon probable cause that code violations may exist. All other portions of the ordinance, including the required annual inspection of properties, are substantively the same as previous adopted.

3. **Council Discussion on the Transfer of Vacant Property - 954 Main Street, Forest Park, GA** – Chief Executive Office

##### **Background/History:**

Consideration of a request to transfer the vacant property located at 954 Main Street, formerly "Carters Cleaners" from the City of Forest Park to the Downtown Development Authority (DDA) Board. The purpose is to move forward and redevelopment the location into a "catalyst site" that aligns with the vision and goals of the city to develop a "Downtown Entertainment District".

4. **Council Discussion on Approving the Repair the Tower One Pump** – Fire Department

##### **Background/History:**

The Fire Department is requesting council approval for the repair of our 1998 E-One Aerial "Tower One Pump". This truck has been out of service because the pump has operationally failed. The Aerial is a necessary firefighting component to mitigate emergencies that are beyond the capability of our Fire Engines. The cost to replace an Aerial range between \$1.3 to 1.7 million dollars. Cost to rehab an Aerial range between \$500 to \$800k. Since, this is the only Aerial in the City, it is imperative to increase the longevity by replacing the pump for in service operations. This item is on the Capital Improvement Plan for future replacement.

- Aerial apparatus means a fire department vehicle which is equipped with a power operated extension ladder or elevating platform used for **rescue, ventilation, elevated master streams, and gaining access to upper levels and which carries ground ladders, tools, and other equipment**. It's designed to maximize vertical reach for rapid response, ventilation, extinguishment, and rescue operations. Aerial vehicles provide more than just height. Besides potentially rescuing people above the reach of ground ladders, they provide elevated streams, horizontal reach to buildings where road access and terrain create problems, and roof access when adequate personnel are not available to hoist ground ladders. These are just a few examples. They assist with special rescue scenarios, help with certain overhaul, and salvage operations, and even help with EMS. They are also used to remove heart attack victims from rooftops. **"Thank you for your consideration"**.

5. **Council Discussion on Approval of American Rescue Fund Line-Item Reallocation** – Finance/  
Public Works

**Background/History:**

On September 7, 2021, the governing body approved \$200,000 for residential tree removal/home improvements through the American Rescue Funds pending legal review. The Public Works department is seeking approval to have these funds reallocated for the removal of trees on “city property”.

6. **Council Discussion on Hosted VoIP phone Solution** – IT Department

**Background/History:**

Windstream currently provides the phone circuits for our existing phone system. They just provided notice to the City that “Due to changing economic conditions and the current costs to provide services...services residing on this platform in the territories noted herein will be disconnected”. As the only carrier for our phone lines, this disconnection would impact all City phones. Our current on-premises phone system is antiquated and in need of major upgrades and I have requested funding in the new fiscal year (not yet approved) to upgrade to a hosted Voice Over IP system. Now that Windstream is disconnecting our phone circuits, we need to implement a new phone system ASAP to avoid the loss of City phones. We have been very happy with the support and service from our existing phone vendor, Carousel, and are requesting we implement their hosted phone solution which includes migration services, hosting, as well as new phones for all users. They are also offering 3 free months of service so we would not be billed for the recurring costs until the new fiscal year but would need to pay for the migration/implementation out of this year’s budget, which was not something that is currently budgeted for.

**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.