



CITY COUNCIL WORK SESSION

Monday, December 04, 2023 at 6:00 PM
Council Chambers and YouTube Livestream

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

Ricky L. Clark Jr, City Manager

Randi Rainey, City Clerk

Mike Williams, City Attorney

AGENDA

VIRTUAL NOTICE

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:

APPROVAL OF AGENDA WITH ANY ADDITIONS / DELETIONS::

OLD BUSINESS:

1. **Council Discussion and Approval of Changes to IGA between City and URA-Legal**

Background/History:

This item was previously discussed at the November 6, 2023, City Council Work Session. However, it was inadvertently left off of the regular session agenda that night.

The attached intergovernmental agreement between the City and URA is the same as what previously presented and the staff recommends approval.

NEW BUSINESS:

2. **Council Discussion and Approval of a Resolution to Apply for HUD Funding through the 2024 Community Development Block Grant Program (CBDG)- Executive Offices**

Background/History:

On Tuesday, November 28, 2023, Clayton County Office of Grants Administration hosted its 2024 Application Workshops for the County's HUD-funded grant initiatives, which include the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) programs and Home Investment Partnership (HOME). This process was open to County Departments, Local Municipalities currently in Cooperation Agreement with Clayton County, Nonprofits groups, and local businesses serving low- and - moderate income households and/or communities within Clayton County. Source: 24CFR 570.201.

The application period opened on November 29 and ends on December 14th at 4:00pm ET.

3. **Council Discussion and Approval of the Rollout of the City of Forest Park's Housing Rehabilitation Program (HOME) for Senior Residents (aka, "Legacy Residents") of Owner-Occupied Housing in the City- Executive Offices**

Background/History: The American Rescue Plan Act (ARPA) of 2021 appropriated funds that local municipalities could use to aid Disproportionately Impacted Households and Communities. Such improvements will increase the lifespan of the City of Forest Park's housing stock, work to address housing inequities, and stabilize home values for the neighborhood and the resident, who were significantly impacted during the Great Recession and COVID 19 pandemic.

4. **Council Discussion and Approval of an Agreement for three (3) additional Card Reader Purchases with Tyler Software- Finance Department**

Background/History:

With the addition of Fire Station 3, The Forest Park Police Department, in conjunction with the Department of Finance, is upgrading the Point of Sales terminals. This will provide the constituents the flexibility of an additional payment location for Court Citations. The Point-of-Sale terminals will include upgraded security features including contactless payments by card and or mobile devices. With the initial cost of \$1,587.00 for the payment terminals and the ongoing annual cost of \$540.00 for software licensing and maintenance, the upgrade will optimize the reconciliation process by having all municipal payments within one payment portal.

5. **Council Discussion and Approval of a contract for Accounts Payable Automation with Tyler Software- Finance Department**

Background/History:

With the ongoing efforts to move the City of Forest Park forward with the Digitization Strategy presented within the FY23-24 Financial Budget hearing, the Department of Finance is seeking to upgrade our current Accounts Payable process. With this upgrade, the City of Forest Park will be able to pay suppliers more efficiently and securely while making the bank reconciliation process more simplified. This will increase departmental transparency by allowing the City of Forest Park to instantaneously view the status of payments in real time, streamline the day-to-day payment process all while eliminating paper from our workflow. Most importantly, this will strengthen our relationships with vendors locally and abroad.

6. **Council Discussion and Approval of a request to Change the Job Title of Administrative Supervisor to Office Coordinator in the Planning & Community Development Department- Human Resources Department**

Background/History:

Planning and Community Development would like to modify their organizational chart by changing the job title of Administrative Supervisor to Office Coordinator. Based on the duties of an Administrative Supervisor, the Office Coordinator title would be more in line with the duties the current employee performs. The jobs are in the same Pay Grade (110). This position will not be supervising anyone, however this position handles all of the administrative tasks within the department and serves as backup in the department when needed. The Planning and Community Development Director is requesting to increase the salary for this position to \$54,000 which would be comparable to other Office Coordinators in the City.

7. **Council Discussion and Approval of the Transportation Service Businesses Text Amendment – Planning and Community Development Department**

Background/History:

Chapter 8, Articles A, B, and C of the Code of Ordinances, specifically the Zoning Ordinance, does not clearly address the use of certain transportation businesses, such as taxicab and limousine services, taxi and limousine dispatch and storage service and ambulance services in the City of Forest Park. The proposed legislation request is to amend the Code of Ordinances to clearly specify the uses of such businesses in certain zoning districts in the City.

8. **Council Discussion and Approval of GIS and Mapping Services with Clayton County-Planning and Community Development Department**

Background/History:

The Planning and Community Development Department has to amend its Zoning and Future Land Use Maps from time to time based on rezoning requests and other changes that may develop, such as information related to the Census. To ensure that our maps and GIS parcels are up to date it is necessary to have an entity that is readily responsive. We would like to engage in a discussion with Clayton County to determine if a partnership is feasible for its Community Development, GIS Division to assist with this service.

9. **Council Discussion and Approval on the review and approval of the updated 2023 City of Forest Park Comprehensive Plan- Planning and Community Development Department**

Background/History:

The update of the 2023 Comprehensive Plan for the City of Forest Park began earlier this year. Over the course of this process, the steering committee met two (2) times; a public open house was held for the public to engage, ask questions, and provide feedback; two (2) public hearings were held at City Council meetings. Residents and stakeholders also had an opportunity to participate in the process through online surveys that were available on the City's social media platforms and website. The City of Forest Park's 2023 Updated Comprehensive Plan as approved by the Georgia Department of Community Affairs is

presented to the City Council for review and to adopt the 2023 City of Forest Park Comprehensive Plan Update.

10. **Council Discussion and Approval of the Digitization Agreement for Planning and Community Development Processes-** Planning and Community Development Department

Background/History:

Through the vision of moving the City of Forest Park forward and our development of a concierge service model, the Planning and Community Development Department has been making strides to update current processes and the way day to day business is handled to become more customer focused. With the current manual process in effect, there are multiple paper applications, and residents, developers, and potential new business owners have to come into the office to apply and make payments for any proposed projects. This has caused slower processing times, inefficiencies, and a consumption of valuable time for both the applicant and staff. By updating the current software, this digital transformation has the power to radically change how the City of Forest Park's Planning and Community Development operates moving forward.

11. **Council Discussion and Approval of Lot/Yard Standards amendment to Section 8-8-73 of the Code of Ordinances-** Planning and Community Development Department

Background/History:

The proposed amendment adds a new subsection (C), Commonly Owned Lots, to Section 8-8-73 of the Code of Ordinances. This amendment clarifies that setbacks currently referenced in subsections 8-8-73 (b) 1, 2, and 3 may be disregarded when a structure is intended to be built on contiguous individual parcels or lots under common ownership.

12. **Council Discussion and Approval of a Resolution to Authorize the Extension of Service Agreement with Croft & Associates**—Planning and Community Development Department

Background/History:

In 2020, the City engaged Croft & Associates to provide on an as-needed basis technical, professional, architectural, and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Croft & Associates expired November 16, 2023. The City has the right to renew this Service Agreement for one additional two-year term. Based on the high level of satisfaction with their work, the Department of Planning and Community Development is requesting approval of the renewal.

13. **Council Discussion and Approval of a Resolution to Authorize the Extension of a Service Agreement with Falcon Design** – Planning and Community Development Department

Background/History:

In 2020, the City engaged Falcon Design to provide on an as-needed basis technical, professional, architectural and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Falcon Design expired November 16, 2023. The City has the right to renew this Service Agreement for one additional two-year term. Based on the high level of satisfaction with their work, the Department of Planning and Community Development is requesting approval of the renewal.

14. **Council Discussion and Approval of a Resolution to Authorize the Extension of a Service Agreement with Precision Planning – Planning and Community Development Department**

Background/History:

In 2020, the City engaged Precision Planning to provide on an as-needed basis technical, professional, architectural, and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Precision Planning expired November 16, 2023. The City has the right to renew this Service Agreement for one additional two-year term. Based on the high level of satisfaction with their work, the Department of Planning and Community Development is requesting approval of the renewal.

15. **Council Discussion and Approval to Purchase Five (5) Police Cars for the Police Department- Police Department**

Background/History:

Historically, vehicle acquisitions were tailored to meet staffing needs, but due to the recent decrease in vacancies, the existing fleet does not align with the current requirements. At present, the Police Department has five (5) unfilled positions, marking the lowest vacancy rate in the past fifteen (15) years.

Consequently, the Forest Park Police Department is aiming to procure five (5) Ford Explorers at a total cost of \$235,157.00 from Local Forfeitures. This investment is intended to address immediate vehicle needs, align with the current staffing levels, and contribute to the overarching mission of the police department.

16. **Council Discussion and Approval to purchase Fifteen (15) Dell Laptop in the amount of \$25,396.50- Police Department**

Background/History:

Due to outdated and insufficient computers, the police department is seeking to purchase fifteen (15) Dell Laptops, which can offer the functionality and flexibility needed to perform work tasks effectively.

With approval, the purchase will be funded by Redspeed in the amount of \$25,396.50.

17. **Council Discussion and Approval to Transfer a Service Weapon- Police Department**

Background/History:

Pursuant to the hire incentive approved by Mayor and Council, an employee who has reached twenty-five (25) years of service is privy to his/her own service weapon.

The Forest Park Police Department requests the transfer of Glock 22 Gen 4, 40-caliber (Serial# AFSX220) to Curtis Averhart who retired on 07/21/2021 with twenty-five (25) years of service to the department. There is no cost associated with this transfer.

18. **Council Discussion and Approval to enter a contract for Task Order No. 2023.02 with Falcon Design for the Construction Drawings for Waldrop Dr. Curbs and Sidewalks in the amount of \$40,000-** Public Works Department

Background/History:

The Public Works Department is seeking the approval of council for Task Order No.2023.02 in the amount of \$40,000 to enter a contract with Falcon Designs for the construction drawings of the new sidewalk and curb along Waldrop Dr.

Funding will come from the American Rescue Fund.

Once all parties have signed the contract with Falcon Designs to begin the construction drawings, we will then be closer to a start date.

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 meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.